



**CartCount**

**HHT Guide**

**This document is intended for use  
By End users and Functional Managers**

## Change Record

<i>Date</i>	<i>Author</i>	<i>Version</i>	<i>Change Reference</i>
6/23/2008	D. Baxter	2.6.5.0	.Net Version Release
11/24/2009	R. Hatt	2.6.5	SP12
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## AtPar Login Screen

AtPar HHT Login screen. Version information is displayed on the login screen. Remember me ☒ Remember Me checkbox will retain your user id. Enter your Login Name and Password. Tap Login.



**Figure 1**

## AtPar Apps Screen

Based on the applications assigned to the client user by the functional manager, one of the screens is shown below.



Figure 2



Figure 3

If the user only has access to **CartCount**, after logging in successfully the user will move automatically to the **Cart Status** screen, shown in **Figure 3**.

To get started **TAP** the **CartCount** icon. This will launch the module and the user will see the **Cart Status Report (Figure 3)** screen which is the primary application screen.

## Cart Count Status - Buttons & Fields Explanations:



Figure 4

**CartID** - This function can be used to quickly find a Cart within the downloaded list or to move directly to the Item Count screen.

- **Note:** The Cart ID/Par Location and items must be downloaded on the HHT.
- Type in the Cart ID/Par Location name. Next **TAP** **Find** and the Cart/Par Location on the HHT will be highlighted. Once the Cart/Par Location has been highlighted **TAP** the **Count** or **Request** button
- If the cart and items have been downloaded to the HHT, when the CART ID barcode label is scanned, it will automatically go to the Item Count screen.

**Find** - This option is used to find a Cart on the HHT that has been downloaded but may not be visible. Enter the CartID and **TAP** this button. If the Cart exists on the HHT and has been downloaded, it will be highlighted for counting. If the Cart ID entered is **not** downloaded to the HHT the following message will display: "Cart was not found"

**Exit** - This option will exit the Cart Count Application.

**Send Selected** - This option uploads (or moves) Counted Cart/Par Location items to the production (ERP) server. First, highlight the desired cart then **TAP** this option. Only the Cart that is highlighted will be uploaded.

**Note:** Carts must have a status of "COUNT" to send to the server.

**Send All** - This option is similar to the "Send Selected" option

- This will send **All** carts on the HHT that have a status of "Count"
- The user is **not** required to highlight each Cart to send when using this option

**Print** - This option allows the HHT user to print Cart/Par Location header label and bar code labels for all items associated with the Cart/Par Location.

\*Print option from Cart Status screen will print Cart/Par Location bar code label and bar codes for all associated items at once or in bulk. In order to disable this option, the @Par Administrator or Supervisor will have to check the following profile parameter:

Disable bulk label printing ☐ [Checking this will disable the bulk label printing option]

\*\*Print option from the Cart Item Count screen will print a single bar code for an item as a replacement label.

**Count** and **Request** options:

Both **Count** and **Request** options may be available when logging on to the HHT, and both serve the same purpose. The two buttons control the QTY of an item ordered on a Cart/Par Location.

**Count** – User will enter the actual physical number of items in a bin into the Count Quantity field. When the information is sent to the ERP system, the ERP system will generate an order based on Count – Par Level = Order Quantity.

**Request** – User enters the requested order quantity of an item needed to order. Example, if an item had 3 items in a bin and the par level is 10, the user will enter Request Quantity of 7 and the ERP will place an order for 7 items.

- Highlight a Cart/Par Location that has been downloaded to the HHT and requires counting, and **TAP** **Count** or **Request**
- If the organization uses bar codes and the user **scans** the Cart ID label it will automatically move to the Item Count screen eliminating the need to select the count button. The setting below in “**Default Count Option**” will be used if clients scan Cart ID labels

Default Count Option (Count/Request)	<input checked="" type="radio"/> Count <input type="radio"/> Request <input type="radio"/> None	[Sets the default Item count option on the HHT]
Ability to Select count option on HHT	<input checked="" type="checkbox"/>	[Checking this will enable the user to select the Count Option at the time of counting on the handheld]

The @Par Administrator or Supervisor will set Profile parameters with the applicable item count type the organization uses.

**PutAway** - **TAP** this button and the screen changes to Putaway Status which is used to put items back on Cart/Par Locations. The workflow remains the same as Cart Count. This button is controlled by profile parameters set by the @Par Administrator or Supervisor. To return to the

Count Status Screen, TAP Cart Count button **CartCount**. (The Exit button **Exit** will exit all the way out of Cart Count, back to the Apps menu (see *Figure 2*.)

Parameter	Value	Description
Allow users to do only put away of cart items	<input type="checkbox"/>	[Unchecking this will enable the user to do counting and put away. Checking this will restrict the user to do only put away. If parameter "put away of cart items" is unchecked, this parameter does not have any value.]
Putaway of Cart Items	<input type="checkbox"/>	[Checking this will allow the users to do put away of cart items.]

**GetCart+Items** - This option will download all Cart/Par Locations and items to the HHT device.

- If the organization sets the rule that carts must be allocated to the users, it will download **only carts** that have been assigned to the user to count....this is set by the @Par Administrator using the following parameter

Allocation of Carts to Users Required	<input checked="" type="checkbox"/>	[Unchecking this will allow any user to download Any Cart. Checking this will restrict the HHT user download only the carts allocated to the user]
---------------------------------------	-------------------------------------	--

- If the organization sets the rule that carts are not allocated to the users, it will download **All** Carts and items available in the ERP system.

 - This option will download Cart/Par Location Header information only.

 - This will download *Item Details* for a selected Cart.

**User Proxy** – In order to have User Proxy functionality available, the @Par Administrator or Supervisor will have to enable the following parameter:

Allow access to Carts allocated to Group Users <input type="checkbox"/>	[Checking this will allow complete access to carts allocated to other users in the group, the activity information still is captured for the user who does the actual count]
--	--

- User Proxy will be explained in full later in this document.

**Status** - There are 5 types of Statuses that can be displayed as shown in **Figure 5 and 5a**.


- **DOWNLOAD** - Signifies that the Cart/Par Location and items have been downloaded from the ERP server to the HHT and ready for counting

**Cart/Par locations must be in Download status to count.** After the count, the status will change. Once the items are sent to the server, they will change to OPEN status IF the following profile parameter is selected by the @Par Administrator or Supervisor.

Delete Cart Items after upload <input checked="" type="checkbox"/>	[Checking this will delete the cart profile (items data) on the HHT after the counts are uploaded to the server]
---	--

The purpose of this parameter when checked is to change the status from **Download** to **Open**, indicating to HHT user that the Cart/Par Location has been counted and before it can be counted again HHT user must download fresh items. Any modifications to the Cart/Par Location will be captured in this manner.

If the parameter is unchecked, then the status will remain in **Download**. This is not recommended. Any changes made to the Cart/Par Location will not be recognized on the HHT until the items have been downloaded again. The user will receive an error during the Send function. @Par recommends for best practice to have the @Par Administrator or Supervisor enable this parameter.

- **OPEN** - Signifies that the Cart headers have been downloaded to the device but without items. User must download items for Cart/Par Locations in Open Status before counting – tap  button.
- **COUNT - Status** signifies that this Cart has been completely or partially counted and can be sent to the ERP.
- **REQUESTED - Status** signifies that this Cart has been completely or partially counted and can be sent to the ERP.
- **PUTAWAY - Status** signifies that this Cart has been completely or partially Putaway and can be sent to @Par Middle tier.



**Cart Status**

Status Report for MMR

CartID: Find Exit

Send Selected Send All Print Request Count

GetCart+Items Get Carts Get Items

PutAway

Par	Status	Compan	User ID
COR-1	OPEN	US015	MMR
DEL-1	DOWNLOAD	US015	MMR
ICU-1	COUNT	US015	MMR
ICU-10	REQUESTED	US015	MMR
ICU-2	DOWNLOAD	US015	MMR
MS-1	DOWNLOAD	US015	MMR

UserProxy: MMR

Tools

Figure 5

**CartPutaway Status**

Status Report for MMR

CartID: COR-1 Find Exit

Send Selected Send All PutAway

GetCarts+Items Get Carts Get Items

CartCount

Par	Status	Compan	User
COR-1	OPEN	US015	MMR
DEL-1	DOWNLOADED	US015	MMR
ICU-10	DOWNLOADED	US015	MMR
ICU-2	PUTAWAY	US015	MMR
MS-1	OPEN	US015	MMR
MS-2	OPEN	US015	MMR

UserProxy: MMR

Tools

Figure 5a

## Cart Item Count Screen - Buttons & Fields Explanations:

The screenshot shows the 'Item Counts' screen with the following fields and values:

- ItemID:** 00000000000030001
- Find:** (button)
- Status:** (button)
- CartID:** COR-1
- Print:** (button)
- Send:** (button)
- Desc:** Glove, Exam Small
- PendOrd:** 0
- UOM:** HUN
- Compl:** A1
- Par Value:** 9
- CountQty:** (input field)
- ALL:** (checkbox, checked)
- Print Later:** (button)
- Item List:**

Id	Descr
000000000030001	Glove, Exam Small
000000000030002	Glove, Exam
000000000030007	Glove, Exam Large
000000000030008	Glove, Exam

Figure 6

**ItemID** - The Item Id field is a "Toggle Switch" which allows a user to switch between fields to scan bar codes. For example, your @Par Administrator or Supervisor has set up this button to toggle between Item ID and Manufacturer's Item ID, when you **TAP** on this button, this will appear **MfgID**. The purpose of the toggle is to provide a user with the ability to scan multiple bar codes in the same field. If you normally scan the Item ID bar code but the label is not available, you can use the toggle to switch to scan the Manufacturer's Item ID bar code.

**Available toggles for the Item ID are: Item ID, MFG Item ID, UPC ID, Custom Item Number, Count Order, Vendor Item ID, Compartment/Bin, GTIN, and Description.**

**Note:** All Toggle fields must be set up by @Par Administrator or Supervisor in the Screen Display setup found in Manage Profiles.

**Find** - This option is used to find an item on the HHT that has been downloaded but may not be visible. Enter the Item ID and **TAP** this button. If the Item exists on the Par Cart, it will be highlighted in the grid and brought to your item display for counting. If Item ID is **not** on the Cart, the following message will display: "ItemID not found".

**Status** This button returns the screen to the Cart Status screen.

**Print** **Highlight** an item and tap this button to print a replacement barcode label if needed

**Send** This button sends data to the ERP system for processing (only if in a Wireless Environment).

**< >** These two buttons allow forward and back movement through all the items in the list of values.

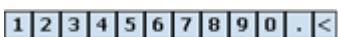
Default input buttons ☒ ☒ will appear if following parameter is set by the @Par Administrator or Supervisor.

Default Input	<input type="checkbox"/>	[Checking this will default the value to "0" in case of Count Option and to Par Value in case of Request Option on the HHT]
---------------	--------------------------	---

- ☒ This button inputs a zero **Count Qty** for all items in the list if counting items by Item Count type. This process would be useful if replenishing an entire Cart/Par Location or it is a new Cart/Par Location
- ☒ This button inputs the **Optimal Qty** amount for all items in the list if counting items by **Request Qty**. This process would be useful when replenishing an entire Cart/Par Location or it is a new Cart/Par Location
- ☒ This button removes all counts regardless of Count or Request cart type.

The following soft input keyboard is available when @Par Administrator or Supervisor selects the parameter

Display of Soft Input Panel (Keypad) for numeric	<input checked="" type="checkbox"/>	[Checking this will automatically display the Soft Input Panel (Keypad) for numeric on Item details screen]
--	-------------------------------------	---



The keys can be used instead of the keyboard by the user to enter count quantity. This provides the user a better view of the HHT screen.

**Print Later** This option will allow you to print a label later if a Mobile printer is not available when counting. Highlight an item(s) and **TAP** this button. The item's information will change to this **color**. The barcode label(s) for the selected item(s) will be printed later when the information is being uploaded to the ERP.

## How to enter Carts and Counts

As mentioned previously, there are two types of counts available – Count and Request.

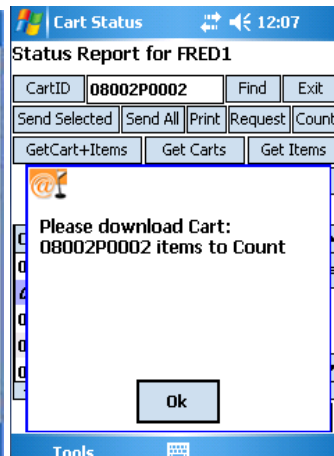
Regardless of the count process used, the workflow on the HHT is the same. The first step is to retrieve the Cart ID/Par Locations and items from the server. If the user attempts to count before Cart ID/Par Locations have been downloaded, they will receive the following message as shown in **Figure 6**.



**Figure 6**



**Figure 6a**



**Figure 6c**

If the user tries to tap the **Count** button after downloading carts but before downloading items (using the **Get Items** button), the message shown in Figure 6c will display.

If the user tries to **TAP** the **Count** button AFTER downloading carts without selecting a Cart the message shown in Figure 6a will be displayed. The system is informing the user that a cart must be selected prior to counting. However, in this case the cart has not been downloaded. To download both carts and items, TAP **GetCart+Items**

- The first thing you need to do when you login and there are no **Cart ID's** displayed, is **TAP** **GetCart+Items** this synchronizes data with the ERP system. The user will be asked the question shown in **Figure 6b**



**Figure 6b**

**TAP** on  to continue the process or **TAP**  to cancel the download and return to the **@Par Cart Status** report screen.

**TAP** on  to download the Carts and Items and proceed with the process **Figure 6c**.

Now all the Cart/Par Locations have been downloaded counting can begin. First locate the cart to be counted.



Figure 6c

**NOTE:** Only one Cart ID may be selected at a time for counting.

There are essentially 4 methods of selecting a Cart on this screen.

- **TAP** a **Cart ID** in the LV (List of Values) to highlight
- **Use the UP/DOWN** scroll bar on the right hand side of the screen, to highlight a **Cart ID** and **TAP** on it
- Type in the **Cart ID** in the upper section of the window and **TAP**  button  
If barcodes are used, simply **Scan** the **Cart ID** label.

Any of the first 3 methods you choose will highlight a **Cart ID**. Item Counts

After selecting a **Par Location/Cart ID** by scanning its barcode or *highlighting* the line item then **TAP**  the **Item Counts** screen appears as in **Figure 7a**.

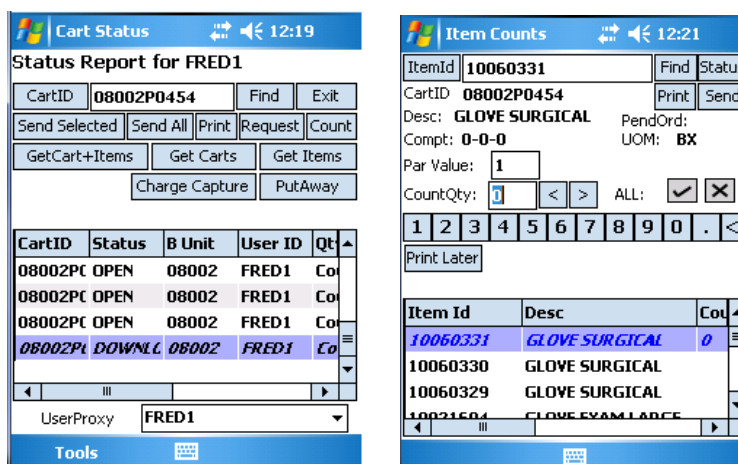


Figure 7

Figure 7a

The Item Counts screen is where you will perform **ALL** counting.

When you first enter the screen, the upper section is blank with the exception of the Cart ID. The upper portion of this screen contains detail information as shown in **Figure 7a** for a *highlighted* line item and populates the data for the item.

- User may see the “**PendOrd:**” field appear. This reflects if there are any pending Cart/Putaway quantities for the *highlighted* line item.
- **Items in Red** denote that they are Critical Items and must have a value entered in the CountQty or Req. Qty field each and every time they are downloaded for counting. Even if Default Input is selected, Critical Items can be setup on either the @Par server by the supervisor/functional manager or in PeopleSoft ERP.
- Barcode labels for the items can be printed. A wireless printer if available, or docked in cradle - either way these labels can now be printed. This is very useful if the current barcode label is unreadable, worn, etc. and the user wants to scan the item. Highlight the item on the HHT device, and **TAP** the **Print** button
- The user has the ability to send the Items to the ERP system directly from this screen if in a wireless environment. When you have finished counting all the items **TAP** **Send**
- Organizations in a **NON-WIRELESS** environment must have the HHT docked in a network connected cradle in order for the items to upload.
- User has the ability to sort on any columns on this screen. For example, if you want the **Item Id(s)** to appear in order, just **TAP** on the Item ID column header. Sorting is only available if @Par Administrator or Supervisor has selected following parameter

Sort By Column ☒ [Checking this will allow the user to sort the columns on the HHT]

You now should see the **Figure 8** screen showing the sorted **Item Id** field.

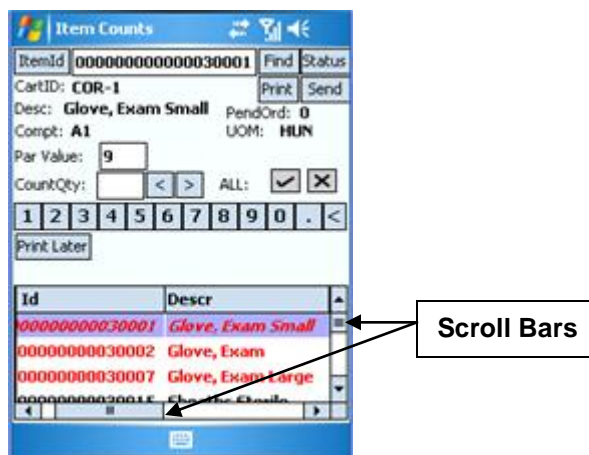


Figure 8

This is ideal for organizations that don't use barcodes but do label their Cart/Par Locations in either Item, Bin order.

There are 4 methods of moving to or locating an **ItemID**.



- **TAP** an item you see in the list of values on the bottom part of the screen.
- Use the **UP/DOWN Scroll Bar** on the right hand side of the screen to find, select and **highlight** the item you're looking for by **tapping** the item id.
- **Type** in the **ItemId** in the  field and **TAP** .
- **Scan** the **ItemId** barcode label and it will move you to the item in the list of values.

Use any of the aforementioned methods, and an item is *highlighted* in the list of values on the bottom half of the screen area (also known as the list of values - LV) as shown in **Figure 8b**.

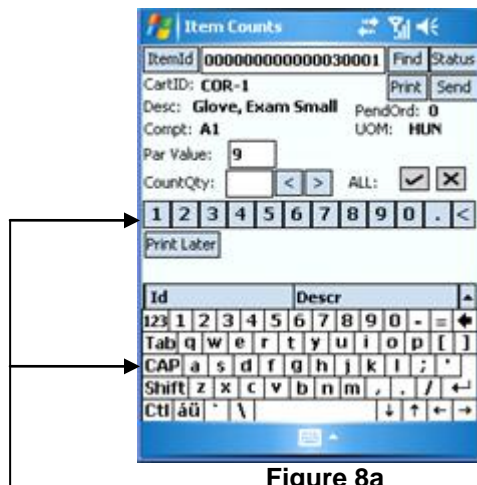


Figure 8a

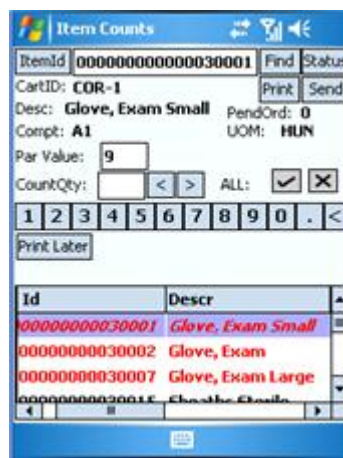


Figure 8b

In **Figure 8a**, you'll notice both the keyboard and the numeric keypad, both allow count entry. The keypads are set by the @Par Administrator or Supervisor as noted previously in this document..

After *highlighting* a line Item or scanning an item's bar code label you'll be able to see the details for that item in the upper half of the screen details area. Users can change the **Count Qty** as needed. If you move to the next item you should see where the item that has been counted changes to a **blue** color as shown in **Figure 9**.

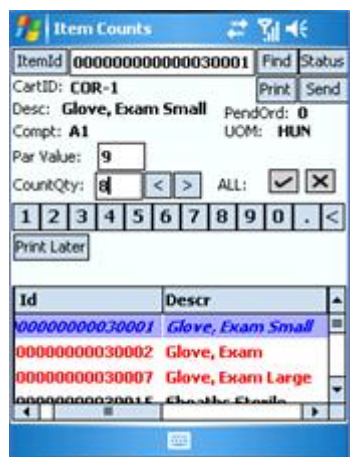


Figure 9



Figure 9a

The same four methods previously talked about can be used for navigating to the next item.

If the **Default Input** option has been selected, the two icons appear ☒ ☐ so the user can select if they desire. If you **TAP** on the ☒ the following message appears as shown

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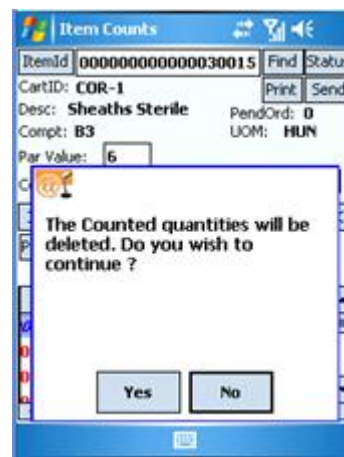
in **Figure 9b**



**Figure 9b**



**Figure 9c**



**Figure 9d**

**TAP**  will automatically insert a **ZERO** into the **Count Qty** of each **Item ID** in the Cart, or the Optimal Qty into the Request Qty as shown in **Figure 9c**. Note however that any **critical item** will **NOT** be automatically counted. These items still require the user to enter a value manually on each of the **critical items**.

**Note:** Critical items always appear in **red**.

**TAP**  to return to the Item Counts screen.

If you decide this is NOT what you wanted to do, **TAP** the  option this will undo all the **ZERO** counts. You will receive the following message as shown in **Figure 9d**.

**TAP**  to remove all zero counts. If you **TAP**  you will be returned to the Item Counts screen with all Item IDs retaining the **ZERO** counts.

If the @Par Administrator or Supervisor has set the user up with the following profile parameter

Edit par value	<input type="checkbox"/>	[Checking this will allow handheld users to edit the Par value on the HHT and the Server users to edit the Par value in the Optimization Report. Audit trail is maintained for all the changes]
----------------	--------------------------	---

the user will have the ability to manually change the **Par Value** for an item. You can see in **Figure 10** this field has an edit box. If the parameter is not checked, this information will be display only.





Figure 10

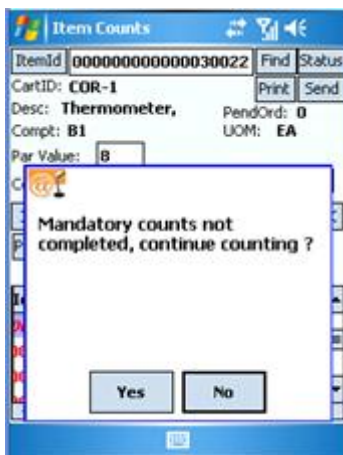


Figure 10a



Figure 10b

The par value will not change until the counts have been processed on the ERP system. Once the count process has completed, the Par Value of this item will be changed the next time the item is downloaded.

If the @Par Administrator or Supervisor has setup the user with the following parameter checked, then the user must count all items before the counts will send to the ERP system.

Mandatory Count	<input checked="" type="checkbox"/>	[Checking this will make it mandatory for the HHT user to enter Counts for all the items in the Cart / Par Location]
-----------------	-------------------------------------	--

**Mandatory Counts** differ from critical items by ALL items are mandatory to have a value entered in the quantity field. Critical items are specific items that must be counted when downloaded but not all items on a Cart/Par Location may be critical.

The message shown in **Figure 10a** will also appear if you attempt to exit back to the Status screen from the Item Counts screen without counting the **critical or mandatory items..**

If either of these parameters have been setup you will have to ensure you have a count, even if it is zero, in each item on this cart before proceeding.

If the user **TAPS**  they will return to the Status screen. If they attempt to send the counted items, they will receive the following message as shown in **Figure 10b**.

If the Web user has not enabled the user to enter a count **Greater** than the **Opt. Qty.** on the Item Count screen the user will receive the following message popup as shown here in

**Figure 11.** **TAP**  to return to the Item Counts screen.



Figure 11

The @Par Administrator or Supervisor can allow a user to enter a count or request quantity greater than par if they enable the following profile parameter.

Allow Qty. greater than Par Value	<input checked="" type="checkbox"/>	[Checking this will allow users to enter the count quantity greater than par value]
-----------------------------------	-------------------------------------	---

Functionally wise, this may be necessary when there is a long holiday weekend approaching and you need to ensure there are more than the normal par quantity on hand.

The @Par Administrator or Supervisor can enable a warning message when quantity counted/requested is greater than par as a safety mechanism, by enabling the following parameter:

Display Warning Message when Count/Request Qty greater than Par	<input type="checkbox"/>	[Checking this will display a warning message to the user when the Count /Request quantity is greater than Par]
---	--------------------------	---

If this parameter is enabled, the HHT user will receive the message in **Figure 11c** – ONLY if *Allow Qty greater than Par Value* is enabled.

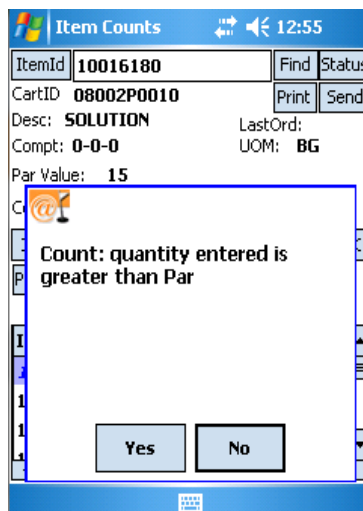


Figure 11c

**Tap**  to accept and continue counting, **Tap**  to reject count/request quantity and recount item.

Here are two screen popup messages you may see while entering counts. **Figure 11a & 11b.**



**Figure 11a**



**Figure 11b**

**Figure 11a** means that you have arrived at the **last** item listed in this cart.

**TAP**  if you want return to the first item in the Cart as described.  
**TAP**  the popup disappears and you can continue or finish.

**Figure 11b** means that you have arrived at the **first** item listed in this cart.

**TAP**  if you would like to continue from  
**TAP**  the popup disappears and you can continue or finish.

Once you have made your counts, you can send the counts directly to the ERP system, or return to the Cart Status screen.

1. On the Item Counts screen **TAP**  this will automatically send the items to the ERP system.
  - **Note that if you are in a NON-WIRELESS environment, you will need to have the HHT docked in its cradle to send.**
2. **TAP**  in the upper right hand corner of the screen. This will return you to the Cart Status main application screen shown in **Figure 12**.

The screen has changed. The **CART ID** that you just counted will have a new **Count** status as shown in **Figure 12**.

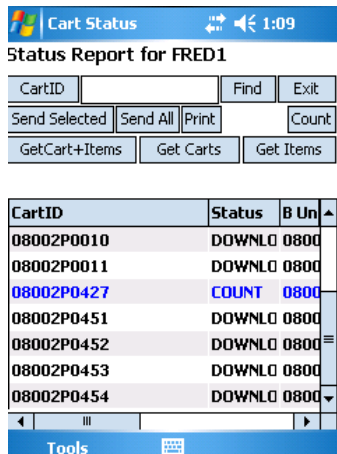


Figure 12



Figure 12a

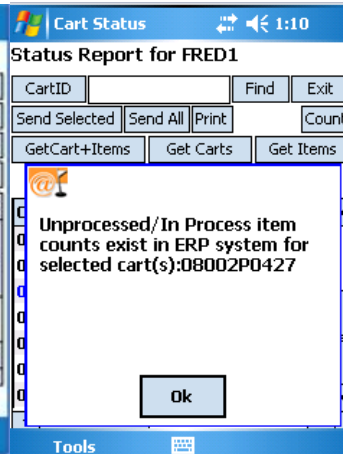




Figure 12b

As explained previously, a **Cart ID** must have a status of “**Count**” before you can upload, or move the information to the ERP system.

Also note the change in color of the **Count** status from the other statuses to **blue**. This will allow a distinction for the user between what they have already counted and what still needs to be counted.

There are two methods you may utilize to upload or move counted carts to the ERP system.

1. Highlight one **Cart ID** and **TAP** 
2. **TAP**  this allows you to send all Carts with a status of **Count** to the main production server *without* highlighting each individually.

You may receive the popup message shown in **Figure 12a** or **Figure 12b** when sending Carts to the server. This occurs in some ERP systems. This message alerts you that this Cart has been counted before but the counts have not been processed in the ERP system. Please alert your manager if you see this popup message.

Congratulations!! You have now accomplished your first Cart Upload in **AtPar**.

To leave the Cart Count application, **TAP** the  button.

## User Proxy

This allows a user to download allocated carts from another user in the same group. This will allow a user in the same group to download carts that are not allocated to them, but are allocated to another user in the same group and must be counted

- The @Par Administrator or supervisor needs to enable the profile parameter in order for you to see this option on the HHT.

Allow access to Carts allocated to Group Users <input checked="" type="checkbox"/>	[Checking this will allow complete access to carts allocated to other users in the group, the activity information still is captured for the user who does the actual count]
--	--

In most organizations, Carts are allocated to certain users. Most users count the same Carts over and over, so we recommend this method.

Web users and supervisors are required to login to the **@Par Server** and set users up with Cart/Par Locations to count.

Since allocations are being used, if a user is unavailable to count their allocated Cart/Par Locations (Cart ID 1 and 2) the User Proxy can be utilized to have another user (allocated Cart ID 3 and 4 but not Cart ID 1 and 2) count their cars without allocation of the carts. Users **must** be set in the same group on the server.

The User Proxy method allows this without requiring the Web User to reallocate cart/par locations each time a user is unavailable to count their cart/par locations (i.e. on vacation, sick)

You can see in **Figure 13** that this user has carts allocated and downloaded onto the HHT device.

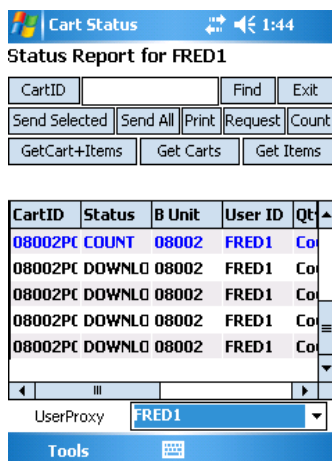


Figure 13

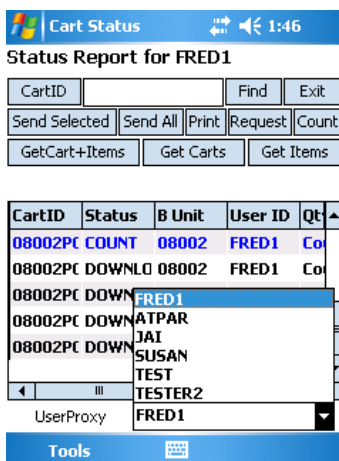


Figure 13a

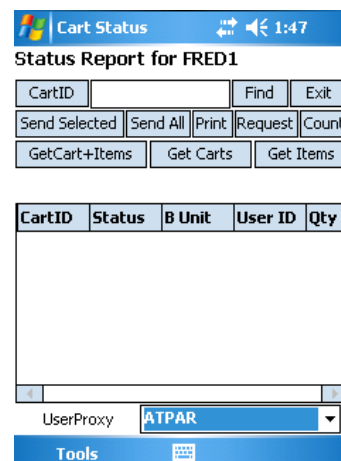
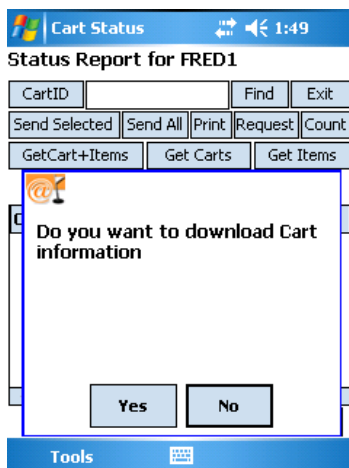


Figure 13b

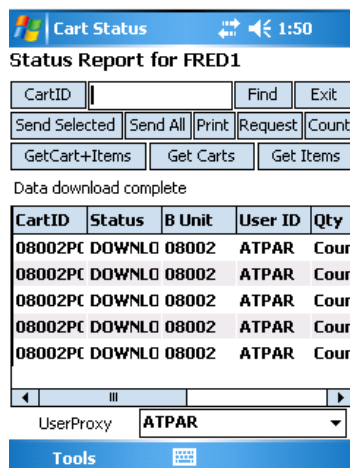
The Web user or Supervisor has asked this user (**FRED1**) to count another user's (**ATPAR**) carts for the day.

The user moves to the **User Proxy** drop down list, shown in **Figure 13a** then selects the proper user's name. Highlight **ATPAR** from the User Proxy list and the screen changes **Figure 13b**. This user is now ready to download or **GetCart+Items** for user **ATPAR**.

**TAP**  it displays the “Do you want to download Cart Information” popup question again as shown in **Figure 14**. The user will **TAP** on  and the carts that have been allocated to the other user are now downloaded as shown in **Figure 14a**.



**Figure 14**



**Figure 14a**

The user may now count the assigned cart/par locations. Upon completion, the user has two options.

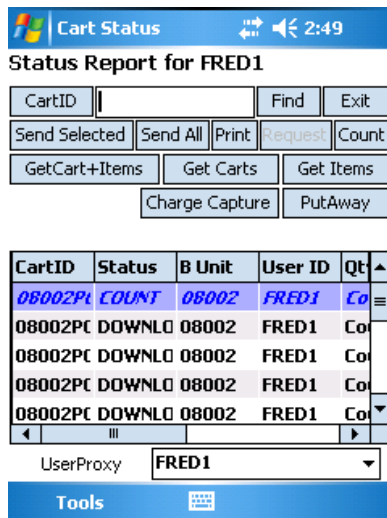
1. To return to their carts. Exit out of the application and log back in or;
2. Use the **User Proxy** drop down list, select their name and the screen will return to their allocated carts.

## Charge Capture

If your organization uses Patient Charge Cards, @Par Cart offers an option to allow HHT users to capture patient charges. To enable Charge Capture the profile parameter below must be checked.

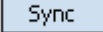
Charge Capture	<input checked="" type="checkbox"/>	[Checking this will allow the users to Capture Charges on the handheld from Patient Charge Cards]
----------------	-------------------------------------	---

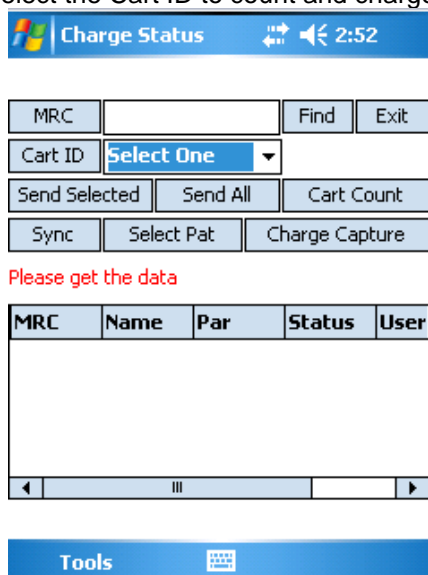
If Charge Capture is enabled, user will **TAP**  button.



CartID	Status	B Unit	User ID	Qt
08002PC	COUNT	08002	FRED1	Co
08002PC	DOWNLO	08002	FRED1	Co
08002PC	DOWNLO	08002	FRED1	Co
08002PC	DOWNLO	08002	FRED1	Co
08002PC	DOWNLO	08002	FRED1	Co


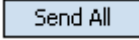


**Figure 17**

**TAP**  button to download Patient Information. Once downloaded, user can select patient information by scanning the patient card, performing a find or scrolling through the LV. Once Patient is selected, user can select the Cart ID to count and charge items to said patient.



MRC	Name	Par	Status	User
-----	------	-----	--------	------

**Figure 18**

When complete, **TAP**  or . This will send data to ERP system for processing. The  button will return user to Cart Status screen; the  button will return user to AtPar menu.



## Cart Putaway - Carts that have been counted

After a **Cart ID** is counted the, Cart-Putaway function can be used to count the Putaway of the Cart/Par Location items.

Administrators and Supervisors can refer to the **Cart Count Server Users Guide** document found on the Atpar server web site under the HELP menu option for more details.

### Notes About Cart Count & Putaway Combined Functionality:

Settings required for the Putaway functionality are found on the Atpar server, under the **Atpar** menu option. The Administrator or Web User would select **Manage Profiles**, select the **Profile ID**, and then select **Cart Count Assign Parameters**. The settings; as shown below in **Figure 15** need to be setup for this combined functionality.

*Putaway of Cart Items* profile parameter must be checked for the HHT User to have Putaway functionality.

Putaway of Cart Items	<input checked="" type="checkbox"/>	[Checking this will allow the users to do put away of cart items.]
-----------------------	-------------------------------------	--

There is also a profile parameter to restrict a user to do only put away of cart items. *Allow users to do only put away of cart items* is checked, users will **ONLY** be able to perform Putaway functionality, and not Cart Count. Keeping this parameter unchecked will allow users to perform both Putaway and Count functionality.

**Note:** If this parameter is selected, so must be *Putaway of Cart Items* parameter.

Parameter	Value	Description
Allow users to do only put away of cart items	<input checked="" type="checkbox"/>	[Unchecking this will enable the user to do counting and put away. Checking this will restrict the user to do only put away. If parameter "put away of cart items" is unchecked, this parameter does not have any value.]

Figure 15



If the User is set up for **Putaway** only, they will see the screen shown in **Figure 15a**.

Figure 15a

Figure 15b


If the user has set up to do both **Count & Putaway** they will see screen shown in **Figure 15b** showing both the **Count** and **PutAway** buttons.

If the user needs to count Putaway items, they will **TAP**  and then **Tap** 

If the user needs to count Cart items, they will **TAP**  and then **Tap** 

The process for Cart-Putaway is very similar to the Cart Count process. Remember, the items have already been counted and picked, and now need to be Putaway on the Carts.

At this point, the process is the same if the User is set only to Putaway items or to do both Putaway and Count Items.

The User will **TAP**  any carts that have been previously allocated to this user, and have the items ready for Putaway, will appear as shown next in **Figure 16**.

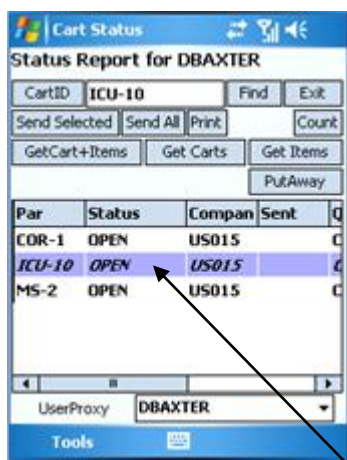


Figure 16



Figure 16a

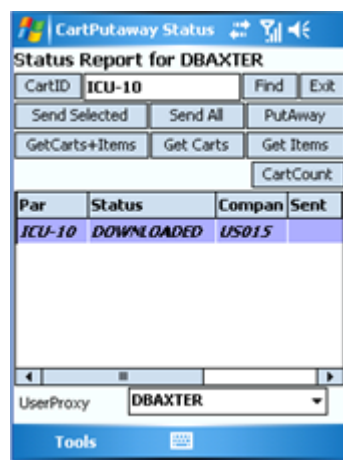





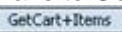





Figure 16b

If the user **TAPS**  (Note **OPEN Status**) then *highlights* a cart line item but forgot to **TAP**  for that cart before they **TAP**  the popup in **Figure 16a**, appears.

This simply means they have to **Get Items** downloaded for the selected **Cart ID**. **TAP**  and then **TAP** the  or  to download the items for that cart **Figure 16b**

Notice the  &  buttons have swapped places **Figures 16a and 16b**. Once the **Status** changes to **DOWNLOADED** they'll be able to proceed with the Putaway process by **TAPPING** 

Item Putaway

ItemId: 00000000000030001 Find Status

CartID: ICU-10 Send

Desc:

Compit: UOM: HUN

Req Qty: 1

PutAwayQty: 1 < > ALL: ☒ X

1 2 3 4 5 6 7 8 9 0 . <

Item ID	Descr
00000000000030001	

Figure 16c

CartPutaway Status

Status Report for DBAXTER

CartID: Find Exit

Send Selected Send All PutAway

GetCarts+Items Get Carts Get Items

CartCount

Par	Status	Compan	Sent
ICU-10	PUTAWAY	US015	

UserProxy: DBAXTER

Tools

Figure 16d

Enter the PutAwayQty: 1 amount then **TAP**  if no network connection is available **TAP**  this places the information into **PUTAWAY Status** as shown in **Figure 16d** for sending later.

## Searching for an Item ID across many Putaway Carts:

If there are multiple **Cart IDs** downloaded on the HHT, as shown in **Figure 16e** and the user needs to do a search by **Item ID**, this is possible. A search by **Item ID** will search all Cart IDs the Item is in. All carts being searched must have a status of **DOWNLOAD**.

The user needs to **TAP** **CartID** this will switch the button to read **ItemID** as shown in **Figure 16e**.

CartPutaway Status 4:24

Status Report for BARNEY

ItemID Find Exit

Send Selected Send All PutAway

GetCarts+Items Get Carts Get Items

CartCount

Par	Status	Compan	User ID
INC1	OPEN	MMH	BSMITH
PHARM1	DOWNLOADED	RHC	BSMITH
Surg2ND	DOWNLOADED	RHC	BSMITH

UserProxy BSMITH

Tools

Figure 16e

Now the user can either scan the Item barcode label, or enter the **Item ID** manually. Once the **Item ID** is entered, **TAP** **Find** and all the Carts that have this **Item ID** will now appear in the list of values.

The user now will **TAP** on the **Cart ID** name they wish to **Putaway** items for and **TAPS** **PutAway** to proceed with the process. The process can be picked up from [Figure 16c & Figure 16d](#)

CartPutaway Status

Status Report for DBAXTER

CartID ICU-10 Find Exit

Send Selected Send All PutAway

GetCarts+Items Get Carts Get Items

CartCount

Par	Status	Compan	Sent	De
ICU-10	PUTAWAY	US015		

UserProxy DBAXTER

Tools

Figure 16f

To send all **PUTAWAY** Status data to the server at once **TAP** **Send All**

To send a selected **PUTAWAY** Status line item, *highlight* it and **TAP** **Send Selected**

Once sent the **PUTAWAY** Status line items are removed from the Cart Putaway Status screen.

## Session Expiration

You will receive this popup message if you have exceeded the time allotted by your AtPar Administrator for idle time; this is time that you are not using your HHT, and is part of the security options available for all HHTs.



You could conceivably receive the error above. Don't be alarmed.

You only need to **TAP** on the  button, and Login again.

This message simply means that this hand held and @Par program has had a number of minutes with no activity. Generally, the Idle Time that is set up by the Functional Manager is 30 minutes.

This is in place for a couple reasons;

1. If the session is left logged in, ANYONE could come to that hand held and start entering information etc. So it is set up for Security Purposes.
2. Hand held/System Performance. We have found that by having an inactive session time out, the performance of ALL HHTs and System is increased.

If you find this error message occurring often, you need to discuss the possibility of having the Functional Manager increase the idle time.