

@Par Hand held Users Guide

@Par version 2.6.3

Document 1.5
January 12, 2007

Table of Contents:

Pg 3Hand held Setup
Pg 10@Par Login Screen
Pg 15Tools
Pg 20Passwords

Hand held Setup

There are two methods that are utilized to download new files on the hand held devices.

1. Via Internet Explorer
2. Using Update button from **@Par** Login screen. (**Only used on hand held devices that have been installed with previous **@Par** Client files.) **See the @Par Login Screen in this document.**

Using Internet Explorer

Prior to using the **@Par Products** on the hand held, you must first install the required Scan Drivers or VB Files, and then the **@Par Client** files.

The files you select depend on what hand held your organization has selected. Generally Symbol models use PC2003. If you are not sure, please contact **@Par Support**.

To download the files, go to the **Today** screen on the hand held. See the screen below.



This screen is referred to as the “**Today**” screen. **TAP** on **Start**, **Internet Explorer** options. If Internet Explorer does not appear when you tap Start, just **TAP Start**,

Programs and **TAP** the **Internet Explorer** icon. You should receive the following screen.

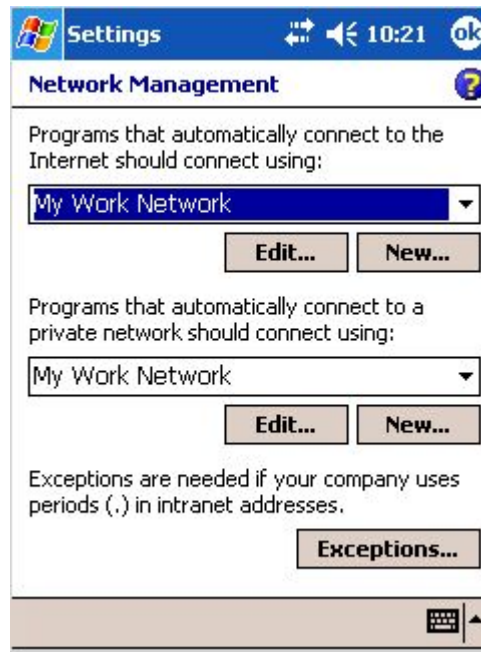


Right below the Internet Explorer title at the top of the screen is the address bar. If the address bar doesn't appear, **TAP** on **Tools** in the bottom of the screen and select Address Bar. You will need to enter <http://youratarservername/atpar/web/index.asp>.

Then **TAP** the **green arrow** to the right.

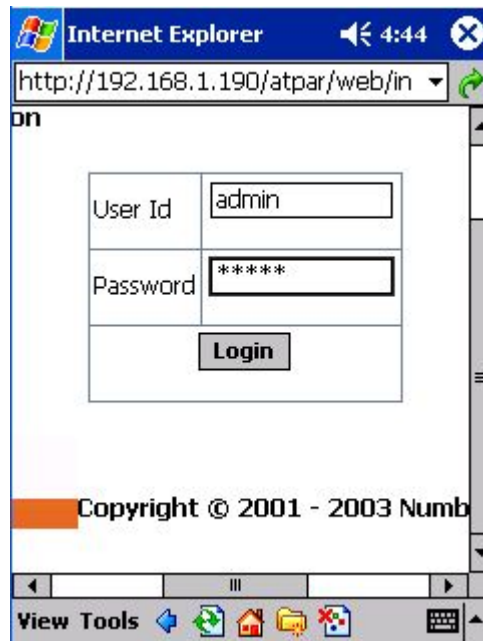
This will connect you to the **@Par Server** for you to login and download the files.

If this is the first time on the hand held that you are performing this function, you will get the settings dialog screen similar to the one below.



Ensure both settings are “My Work Network”, and **TAP** the **OK** button in the upper right hand corner of the screen.

You should now see the **@Par Server** login screen as shown on the following page.

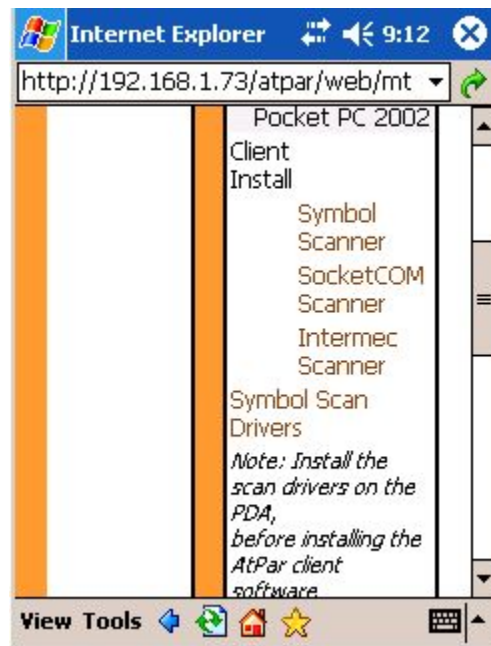


You will need to enter the Administrator User Id and Password, then **TAP** on the **Login** button.

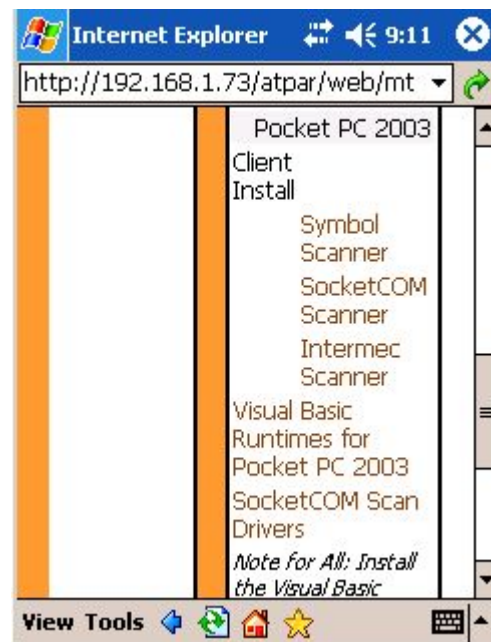


You will need to use the horizontal and vertical scroll bars to move around a bit. Installing the correct files on the hand helds will be based on which model hand helds your organization has.

This is where your choice will be made on whether you want to install PC2002 or PC2003 required files. If you need PC2002, you will need the upper two options on the screen. See the following screen.



If you need PC2003, you will use the bottom two options on this screen. See the following screen for PC2003.



Whichever you choose, there are two very important items to remember:

****Install VB Runtime files (PC2003) or Symbol Scan Drivers (PC2002) FIRST.**

****YOU MUST KNOW WHICH VERSION TO INSTALL. Installation of the incorrect version will create hand held performance issues.**

Please contact **@Par** Support if there are any questions.

To install PC2002 first install Symbol Scan Drivers, then install Symbol Scanner, SocketCOM Scanner, or Intermec Scanner.

To install PC2003, Select Visual Basic for Pocket PC 2003 OR SocketCOM Scan Drivers first. Then select Symbol Scanner, SocketCOM Scanner, or Intermec Scanner to install.

To install simply **TAP** on the name of the files you which to install (i.e. Symbol Scanner, Visual Basic Runtimes, etc.)

Important Note: Select YES to all default questions.

Once the files have been download successfully, you will see an **@Par** Icon under the Programs option.

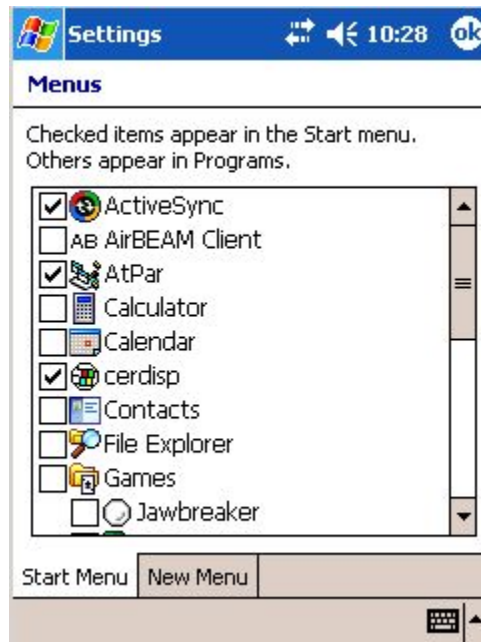
You are now ready to access the **@Par** Login screen.

@Par Login Screen

To access the **@Par** system, from the **Today Screen** of the hand held, **TAP Start**. This should provide you with several options to choose from.

TAP Programs. You should now see several icons. To access any of the **@Par** applications, simply tap the **@Par** icon.

If you want to create a shortcut for the **@Par** screen go to the Today Screen. Go to **Start, Settings, Menus** and **TAP** in the check box next to **@Par**. See the screen shot below.



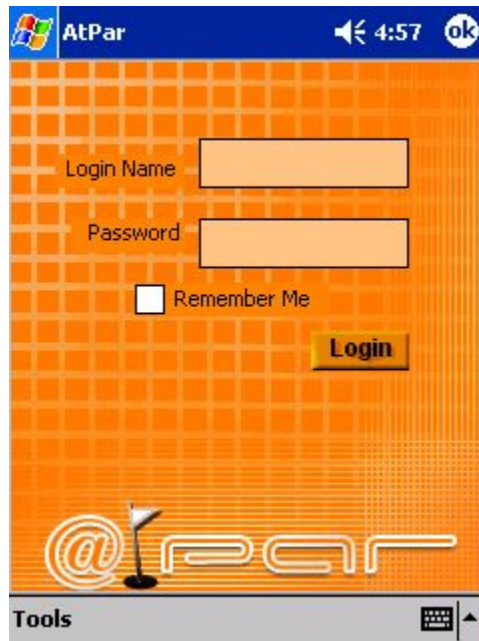
TAP the **OK** button in the upper right hand corner.

Go to **Start** and you will see **@Par** is now an option.



Simply **TAP** on the **@Par** icon now.

You are almost ready to log into **@Par**. The Login Screen is displayed below.



At this time, you need to set up the device so it may “talk” to the **@Par Server**.

TAP on the **Tools** option in the bottom left hand corner. You will get several options. See the following screen.



TAP on Preferences.

You will now receive the following screen.



Server: No SSL or SSL options. Select the correct option for your organization's network. Generally No SSL.

IP Address : Please enter the **@Par Server** name or IP Address.

Printer: If you have a Mobile or Wireless printer, you will select the Wireless LAN option and enter the printer's IP address. You can get this information from your IT department.

IP Address : Please enter the **Mobile printer's** IP Address.

Clean Registry : Hand held registry can be cleaned by tapping Clean Registry button. This need to be done when allocation of products to user is changed , Server path is changed or new files have been installed on the hand held device.

Bar code Enabled : If you want to Scan bar codes you must check the 'bar code Enabled' check box, on selecting bar code enabled users will need to soft-reboot the device and restart the **@Par** Application.

Upgrade Software button – If you have installed files on the hand held previously,

this button can be utilized to “automatically” install new files. Click on the button and it will find the correct files to install and then install them on the hand held.

TAP the **OK** button and you are now ready to login to **@Par**.

All users are required to enter their *Login Name*. Depending on how users are set up by the System Administrators, users may or may not be required to enter a password.

Don't be alarmed when typing in the *Login Name* and you notice it is displayed with all uppercase (or capital) letters. The system is designed to display the name in uppercase, regardless if you enter the name in lowercase (small letters) or in uppercase.

Now that you are ready to enter **@Par**, simply tap on the **Login** button.

A successful login will display all applicable applications that you are set up to use. For example, *CartCounts*, *CycleCount*, *Receiving*, *Deliver*, etc. These will appear as icons.

You may now **TAP** on the icon you wish to work with and have fun!

TOOLS

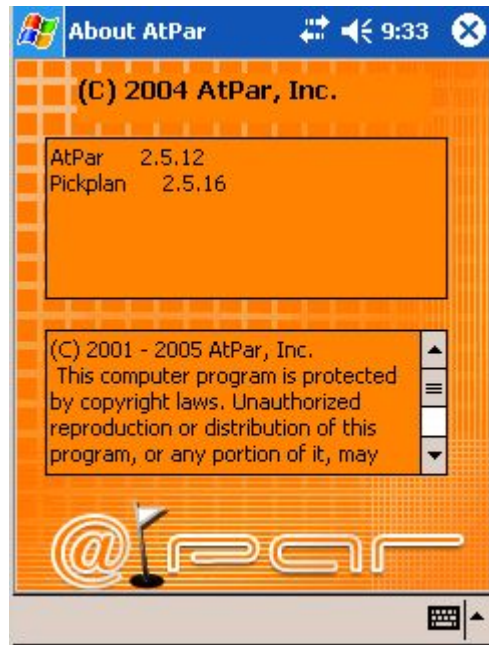
There are several other items to review that are offered from the **@Par** login Tools option. See the screen below.



The preferences option has been covered. The other options are **About**, **Delete Shortcuts**, and **Forgot Password**.

ABOUT

This provides the user with **@Par** version information for all products available to the user. See the next screen.



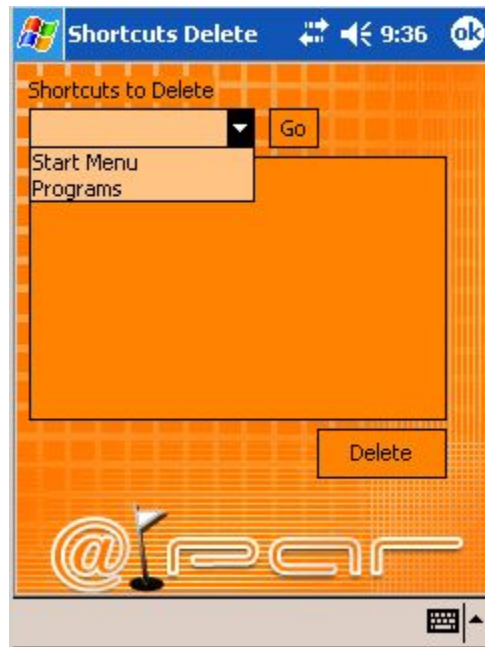
DELETE SHORTCUTS

This option allows the user to delete any existing shortcut, such as Games. Selecting this option will give the user the following screen.



If any shortcuts have been established they would display here.

Another way to find shortcuts is to use the drop down window and select the area you wish to search. See the next screen.



Selecting the **Programs** option and **TAP** the **Go** button will display all shortcuts or links in that area. See the next screen.

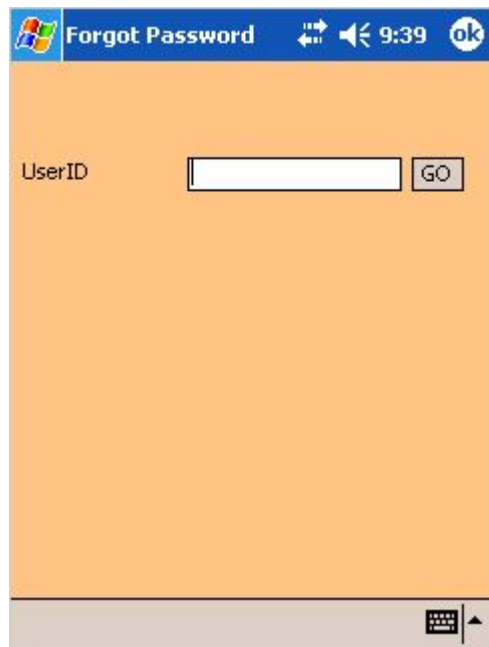


IMPORTANT NOTE: When you delete the link, it is GONE! Very important to make sure of the link you delete BEFORE you delete it.

FORGOT PASSWORD

If a user has forgotten their password (see last section of this document on Passwords) they can select this option to assist them.

When they select this option they receive the following screen.



The user will now type in the UserID name and **TAP** the **Go** button. See the following screen.

Forgot Password

UserID GO

Hint Question Who is the man?

Hint Answer

New Password

Confirm New Password

Submit

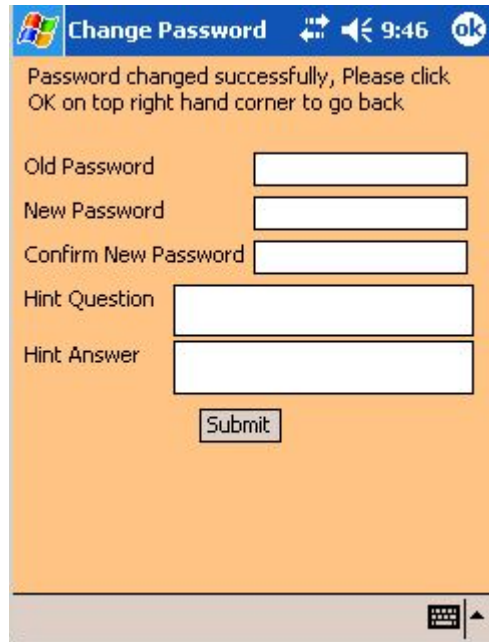
Their Hint Question will appear and allows them to enter a new Hint Answer as well as new password at this time.

PASSWORDS

Your organization may or may not require passwords. If they do, you will want to set up the correct parameters on the **@Par Server**, forcing users to enter a new password upon initial login.

When they initially login to **@Par** they will receive a screen to enter Old Password, New Password, Confirm New Password, Hint Question, and Hint Answer.

After entering correct information they will receive the following screen.



The screenshot shows a handheld device screen with a blue header bar. The header contains a Windows logo, the text "Change Password", a signal strength icon, a speaker icon, the time "9:46", and an "OK" button. Below the header, the screen has an orange background. It displays the message "Password changed successfully, Please click OK on top right hand corner to go back". Below this message are five input fields: "Old Password", "New Password", "Confirm New Password", "Hint Question", and "Hint Answer". A "Submit" button is located below the "Hint Answer" field. At the bottom of the screen, there is a grey bar with a small icon and a right-pointing arrow.