

3S Scanner USER GUIDE

Standalone & Network Versions v1.3



Overstock Outlet

315516 GOYA 6/15.5 OZ RED KDNEY BEAN

BJS Price : \$4.99

OUR PRICE \$5.00

0904201211





Installation Guide – STAND ALONE WORKSTATION VERSION

Before installing the software, install the necessary hardware to the workstation. A laptop is recommended to maximize flexibility in workflow, i.e., the workstation can be moved throughout the facility or warehouse.

STOCK SCAN – Recommended Hardware:

- ✓ Printer – LP2844 bar Code Label Printer (Zebra) with labels 3” W x 2” L – Self adhesive labels.
- ✓ Scanner - Any Hand Held Scanner USB type Capable of scanning UPC standard bar code.

Operating System & Requirements

Windows XP / Windows7

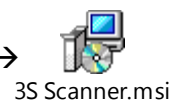
Standalone workstations must have Microsoft Access installed. The minimum version is 2007 Office or Access.

Installation

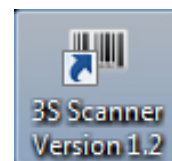
Open the 3S Scanner folder containing two (2) files:

Locate file: **Stock.acddb** – Copy and Place this file on the workstation desktop prior to installation.

Run file **StockScan.msi**. This will install the application on your desktop. This ICON →



Once the software is installed on the workstation desktop, locate the “Stock Scan” icon. →

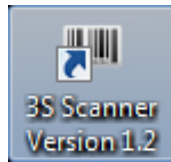




Scanner Set-up

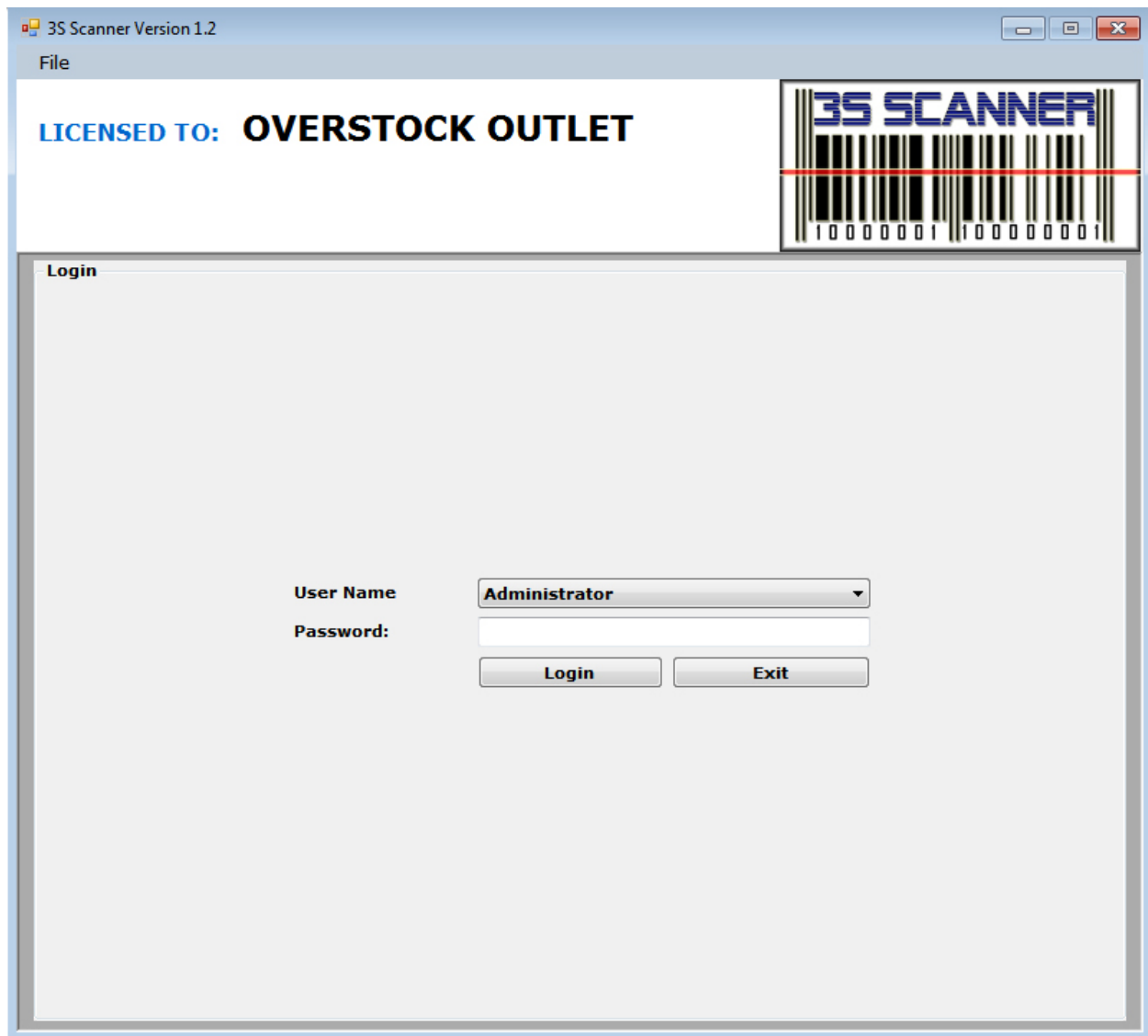
Step 1: Main Menu

Click on the 3S Scanner Icon located on the workstation desktop to open the application.



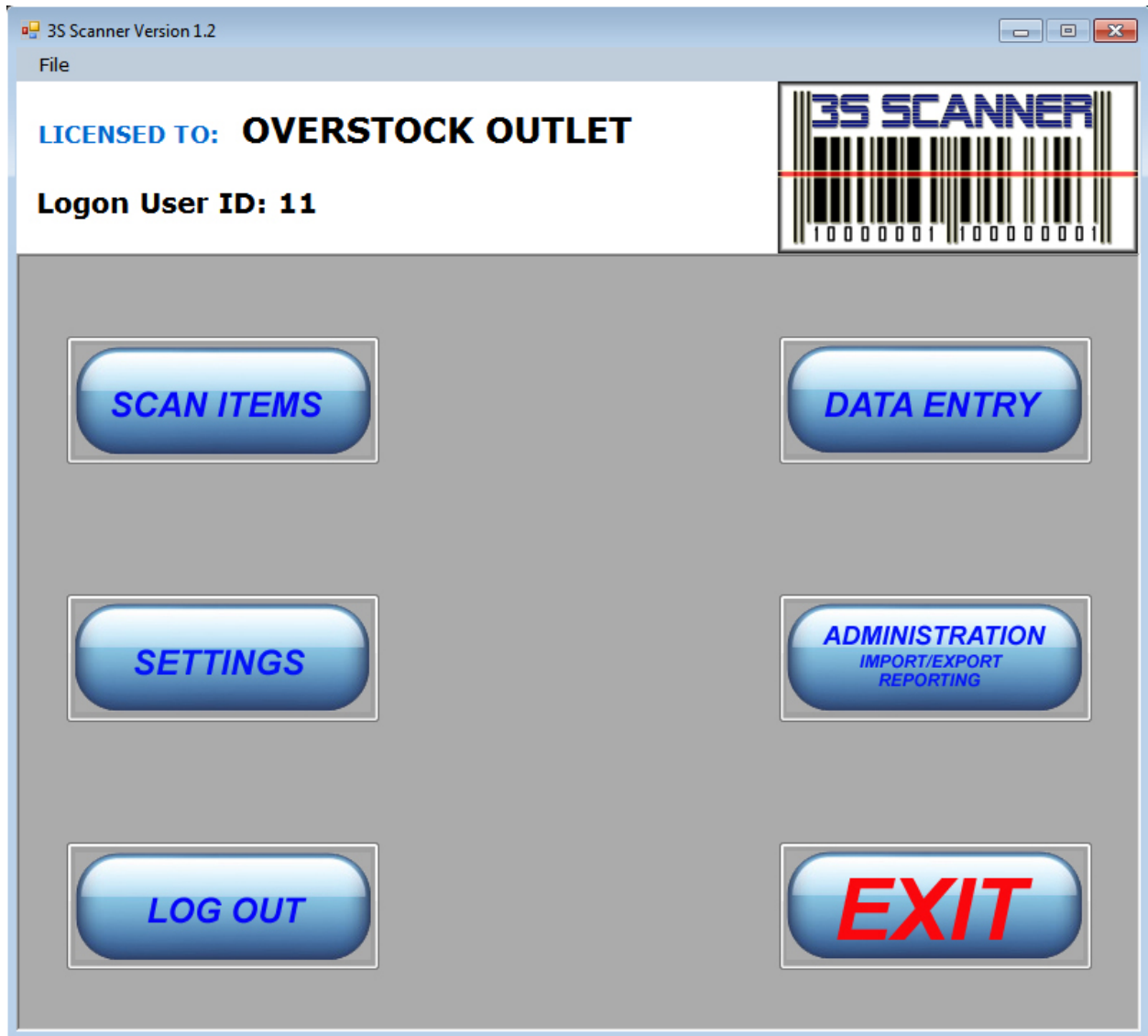
located on the workstation desktop to open the

On the Login Screen, choose the User ID from the drop down box and enter the correct Password. Click the “Login” button. Enter your assigned password.





The Main Menu window will appear with the primary functionality buttons.

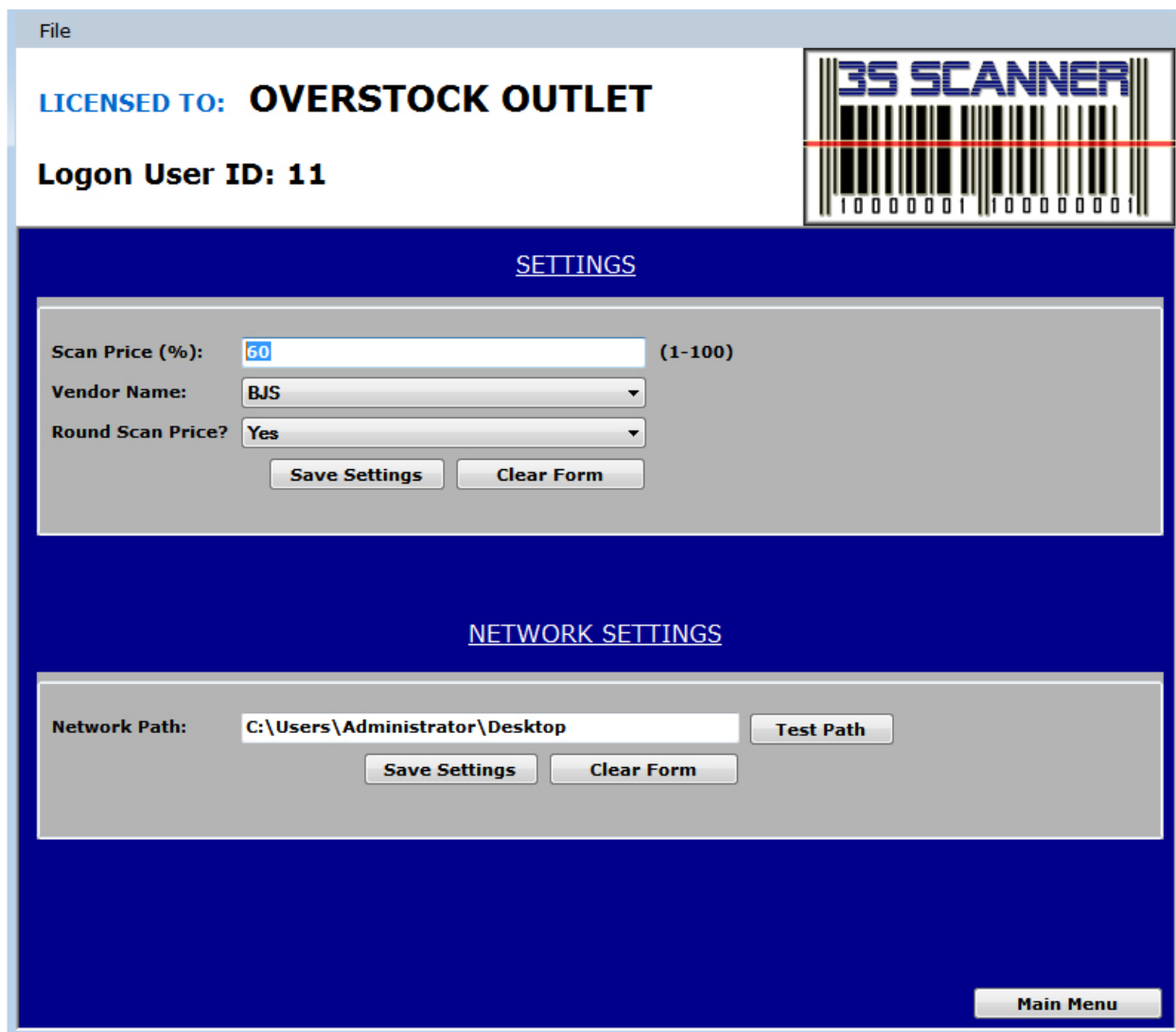


Step 2: Settings

Before scanning items, the user needs to set-up the software parameters. The parameters are defined by vendor, so the user may need to adjust the settings before each scanning session. If the user does not have the proper authorization to adjust settings, an Administrator will need to complete the set-up steps.



CLICK on the “SETTINGS” button  on the Main Menu to open the “Settings” window.



File

LICENSED TO: OVERSTOCK OUTLET

Logon User ID: 11

3S SCANNER

SETTINGS

Scan Price (%): (1-100)

Vendor Name:

Round Scan Price?

NETWORK SETTINGS

Network Path:

The user or Administrator will need to set-up the following parameters in the top “Settings” section:

- 1) VENDOR NAME – The drop down menu will display the available VENDOR Names. Select the correct vendor name for the scanning session.
- 2) SCAN PRICE (%) - Enter the desired percentage price level for the selected vendor to be used to calculate the discounted price. This is the discounted price that will print on the label. For example, if the SCAN PRICE is set for 60%, a \$10.00 retail price will result in a discount price of \$6.00.
- 3) ROUNDING SCAN PRICE – Optional setting to round the discount price to the nearest nickel, dime, quarter or dollar. The rounded price will appear on the scanning screen and label.



4) SAVE SETTINGS

This process will lock in the Vendors name, discount level and optional rounding settings for the entire scanning process until it's changed. In the example in the screen shot above, all of the barcode labels printed using these settings will be from BJ's with discount price calculated at 60% of the original retail price and rounded.

Network Settings

The information in the "Network Settings" portion of the screen indicates the proper path where the database resides. In the standalone workstation version, as shown in the screen shot above, the display shows the database is located on the user desktop. The network version of the software will have a path such as [\\server\database](#). Consult with your technical support team to ensure the database is located on the desired network.



Step 3: IMPORTING ITEMS INTO THE DATABASE

Select the “ADMINISTRATION” button on the Main Menu screen. The “Import & Export Data” window will appear as shown below:

3S Scanner Version 1.2 - [Import & Export]

File

LICENSED TO: OVERSTOCK OUTLET

Logon User ID: 11

IMPORT DATA

Vendor: **BJS** Date: **9/ 4/2012**

File: **Browse**

Import Data

EXPORT DATA

Export All Data **Export Labeled Data**

REPORT

Vendor: **BJS**

End Date: ☒ **9/ 4/2012** Start Date: ☒ **9/ 4/2012**

Generate Report **User & Vendor Summary Report**

Main Menu

Prior to importing items into the database, the user must have the item information from the manifest loaded and re-formatted into the Excel template supplied. Typically, the Excel template will be stored on the workstation desktop or within a designated folder, and each formatted Excel file can be saved within the same folder. The path to locate the template and new files will be used in the subsequent steps to properly import items into the existing database.



Once the user has properly created the Excel spreadsheet of manifest items, in the “Import Data” section of the window:

- 1) Select the proper Vendor for the import file i.e. BJ’s, JC Penney, Sears, Walmart etc.
- 2) Enter the date of the import.
- 3) Click on the “Browse” button on the right side. In the pop-up window, locate the Excel file that is being imported into the database during that session.
- 4) Click on the “Import Data” button to begin the process of importing items into the database. This may take up to 2 – 3 minutes depending on the size of the Excel spreadsheet containing the items from the manifest.
- 5) Once the process is completed, the screen will prompt “Import Successful”.

The database is now populated with the newest manifested items and is ready to be used to scan items for restocking.



Operating 3S Scanner

To begin scanning items for restocking, select the “SCAN ITEMS” button on the Main Menu to open the “Scan Item” window below:

Field Descriptions:

Scan Price (%) – The desired percentage price level for the selected vendor to be used to calculate the discounted price. This is the discounted price that will print on the label. For example, if the SCAN PRICE is set for 60%, a \$10.00 retail price will result in a discount price of \$6.00.

Vendor – Supplier name of the items being scanned in the session.

UPC – Cursor should be placed in this field before scanning items using the hand-held bar code scanner. Bar code numbers can be also entered manually in this field.

Product – Item description.

Price – Retail Price of the item.

Discount Price - Discount, or sale, price of the item.

Qty – Number of identical labels to print per scan. Default is one (1) label.

Generate Bar Code – Prints the bar code and price label.

Round Scan Price (Yes/No) – Rounds the discounted price to the nearest \$0.05, .10, .25 and .50.

Clear After Print – Optional clearing of the screen after each print, allowing to continuously print labels.

Override Scan Price – Override the automatically calculated price of the scanned item.

Override Discount Price – Override the percentage price of the scanned item.

Override Vendor – Override the vendor name of the scanned item.

LOG OUT – Log out current user.

Main Menu – Return to the Main Menu screen.



3S Scanner Version 1.2 - [Scan]

File

LICENSED TO: OVERSTOCK OUTLET

Logon User ID: 11

3S SCANNER

SCAN ITEMS

Scan Price (%): 60 Round Scan Price? Yes 0.50

Vendor: BJS Clear after Print? Yes No

UPC: Scan

Product: Search

Price:

Discount Price:

Clear Form

Override Scan Price (%)

☐ Use Override Scan Price

Override Discount Price

☐ Use Override Discount Price

Override Vendor

☐ Use Override Vendor

Quantity: 1

Generate Barcode

LOG OUT

Main Menu

To scan items:

- 1) Using the hand held scanner, begin scanning each item's UPC barcode.
- 2) The item description and pricing will populate the screen from the database.
 - a. If an item is not found, click the cursor into the "Product" box field and enter the name of product, for example, GOYA.
 - b. A pop-up window will show all of the items in the database having "GOYA" in their description.
 - c. Select the correct item and the information will automatically populate.
- 3) The label will automatically print to the label printer. The label will include the UPC code, item description and pricing.
- 4) Remove label from the printer and place it on the correct item.



- 5) Repeat this process until all items are scanned and labeled.

Sample Scanned Item with Label printed

3S Scanner Version 1.2 - [Scan]

File

LICENSED TO: OVERSTOCK OUTLET

Logon User ID: 11

3S SCANNER

SCAN ITEMS

Scan Price (%): Round Scan Price? **Yes**

Vendor: Clear after Print? ☐ Yes ☒ No

UPC:

Product:

Price:

Discount Price:

Override Scan Price (%) ☐ Use Override Scan Price

Override Discount Price ☒ Use Override Discount Price

Override Vendor ☐ Use Override Vendor

Quantity:

Sample Label:

Overstock Outlet

315516 GOYA 6/15.5 OZ RED KDNEY
BEAN

BJS Price : \$4.99

OUR PRICE \$5.00

0904201211



* 4 1 3 3 1 0 6 7 1 3 *



MISSING DATABASE INFORMATION

If an item is not in the database, a new window will prompt to either:

- 1) Perform a search by
 - a. UPC code, or
 - b. Product Description
- 2) Manually create the item information and enter it into the database.

Screen result from item not found:

The screenshot shows the 3S Scanner Version 1.2 - [Scan] window. The window has a menu bar with 'File' and a toolbar with window control buttons. The main area is divided into several sections. At the top, it says 'LICENSED TO: OVERSTOCK OUTLET' and 'Logon User ID: 11'. To the right is a 3S Scanner logo with a barcode. Below this is a 'SCAN ITEMS' section. On the left, there are input fields for 'Scan Price (%)' (60), 'Vendor:' (BJS), 'UPC:', 'Product:' (984212), 'Price:', and 'Discount Price:'. There are buttons for 'Scan', 'Search', and 'Clear Form'. In the center, a 'Search' dialog box is open, displaying 'Record not found.' and an 'OK' button. On the right, there are sections for 'Override Scan Price (%)', 'Override Discount Price', and 'Override Vendor', each with a checkbox and an input field. At the bottom, there is a 'Quantity: 1' field, a 'Generate Barcode' button, a 'LOG OUT' button, and a 'Main Menu' button.



SEARCH BY UPC CODE:

In the “UPC” field on the “Scan Item” screen, enter 5 or more UPC digits from the item’s UPC code.



For example, for this UPC, the user can enter “39382” in the “UPC” field and click on the “Scan” button. If the UPC code entered results in more than one item, select the best match for that item. If the item does not match any of the results in the display, hit the “Esc” button on the keyboard, returning back to the main scan screen.

SEARCH BY PRODUCT DESCRIPTION:

In the “Product” field on the “Scan Item” screen, enter a search word, such as product name (i.e., Clorox or Swifter) or any part of the item’s description (i.e., tuna). **(A)**

Once the search word(s) is entered the “Product” field, click on the “Search” button. **(B)** The results will populate in a pop-up window. In this example, “glad” was entered in the “Product” field, and several items populated in the results pop-up window:

The screenshot shows the 3S Scanner Version 1.2 - [Scan] window. The interface includes a header with 'LICENSED TO: OVERSTOCK OUTLET' and 'Logon User ID: 11'. A '3S SCANNER' logo with a barcode is in the top right. The main area is titled 'SCAN ITEMS' and contains a search form with fields for 'Scan Price (%)', 'Vendor', 'UPC', 'Product', 'Price', and 'Discount Price'. The 'Product' field contains 'goya'. A red arrow labeled 'A' points to the 'Product' field. A red arrow labeled 'B' points to the 'Search' button. Below the search form is a table of results:

Product	Price	UPC
204870 GOYA 36/6.3Z SAZON PACKET	3.49	4133103776
315516 GOYA 6/15.5 OZ RED KIDNEY BEAN	4.99	4133106713
GOYA 36/6.3Z SAZON PACKET 03776/60 PALLET		3133103776

A red arrow labeled 'C' points to the first row of the table. Below the table is a 'Quantity' field set to '1' and a 'Generate Barcode' button. At the bottom right are 'LOG OUT' and 'Main Menu' buttons.

Select the result that most closely matches the item by scrolling down the list. **(C)** Double click on the item, and the information will automatically populate the screen and print the label.



ENTERING A NEW ITEM IN THE SYSTEM:

If an item is not found through either a UPC or Product description search, then it is assumed the item is not currently in the database. Therefore, the item will be created in the database with the existing information such as paper information or internet search based on the product description and UPC code.

- 1) Scan the item again.
- 2) A "Record Not Found" prompt will pop-up.
- 3) Click "OK". Notice, the item's UPC code has populated the "UPC" field. **(A)**
- 4) Enter the description in the "Product" field. **(B)**
- 5) Enter the Override Price of the item. **(C)**
- 6) Enter the Retail Price of the items. **(D)**
- 7) Click on the "Custom Price" radio button, and enter the desired discount price (dollar and cents).
- 8) Once the proper fields are entered, click on the "Generate Barcode" button. **(E)**
- 9) The correct label will automatically print for this item.

3S Scanner Version 1.2 - [Scan]

File

LICENSED TO: OVERSTOCK OUTLET

Logon User ID: 11

SCAN ITEMS

Scan Price (%): 60 Round Scan Price? Yes 0.50

Vendor: BJS Clear after Print? Yes No

UPC: 10000000099 Scan

Product: Sample Widget Search

Price: 10.00

Discount Price: Clear Form

Override Scan Price (%)

☐ Use Override Scan Price

Override Discount Price

☒ Use Override Discount Price 5.00

Override Vendor

☐ Use Override Vendor

Quantity: 1

Generate Barcode

LOG OUT

Main Menu



In this example,

- 1) The discount price of \$5.00 was entered in the "Override Discount Price" field.
- 2) Sample Widget was entered in the "Product" field
- 3) The retail price of \$10.00 is entered in the "Price" field. The retail price was determined by checking the original vendor's retail price. The internet can be used to research the closest possible retail price, whether from the original vendor or other sources.

The next time this specific UPC code is scanned, the correct label will automatically print for this item.



ADMINISTRATION/EXPORT DATA AND REPORTS GENERATOR

Reporting options are available on the “Import & Export Data” window. This window offers:

Import Data – Importing of database to the system, as covered on pages 7 and 8.

Export Data and Reports– Generates reports from information contained in the database.

Export All Data - Spreadsheet listing all of the items in the database. (A)

Export Labeled Data – Report of items that were scanned from the database only. (B)

Date Report - Generates reports based on a date range, x date to x date. (C)

User & Vendor Summary Reports (D)