

# ECOTTON SYMBOL ORDER UTILITY

## GUIDE TO OPERATIONS

The ECOTTON Symbol Order Utility allows you to use the Symbol hand-held scanner in two different ways, usually in combination with the ECOTTON Warehouse System.

The first method is to use the scanner to collect warehouse shipping orders and their bales. This data is then copied to a computer for reading into your warehouse program to create new shipping orders.

The second method is to create the shipping orders in your warehouse program and copy them to the scanner. Then, as you enter the shipping orders and bale numbers, the scanner ensures that you put the bales on the proper orders. When you exit entry of the current order, you can view any bales that were missed.

## INSTALLING THE PROGRAM ON YOUR COMPUTER

To install the program, insert master diskette 1 in floppy drive A: and, at the DOS prompt, type A:INSTALL followed by your hard drive identifier. For example, to install on hard drive C:, you would type A:INSTALL C:. Follow the instructions on the screen to complete the installation.

The above procedure installs several small programs that allow you to send information to and receive information from your Symbol scanner.

Keep your master diskette in a safe place. It will be required if you need to reload the program to the scanner (e.g. when changing to another ECOTTON Symbol program).

## RUNNING THE ECOTTON SYMBOL ORDER UTILITY

To turn on the scanner, press the red "PWR" button. After booting, ECOTTON programs will prompt you to enter the date and time. The main menu will then be displayed. To make a selection from the menu, use the <UP> and <DOWN> arrow keys to highlight the desired option (or press the first letter of that option) and press <ENTER>.

The following is a very brief explanation of each option:

### Create menu

Options on this menu are used when you are collecting new orders and bales that will be transferred to the computer to be read into your warehouse program. The following options exist on this menu:

- **Enter new orders**

Enter the order on which bales will be entered (up to six digits).

You will then be prompted to enter (or scan) bale numbers to be placed on that order. You will be warned if the specified bale has already been entered (on any order). The total number of bales entered is displayed on screen along with a “hash total” (the total of all bale numbers). The hash total is typically compared against a hash total printed previously on a warehouse report. If the hash totals match, you are virtually guaranteed that the proper bale numbers were entered on the order.

To change to another order, simply press <ENTER> without entering a bale number (or press <CLR>). You will be returned to the order prompt. Press <ENTER> without making an entry to exit this option.

- **Send to computer**

When all desired orders/bales have been collected, this option is used to send the information to a file on your computer.

The scanner’s “cradle” must be connected to your computer via the provided serial cable and to AC power via the provided AC adapter. Install the scanner in the cradle (keyboard toward you, screen on top), and select this option. Answer “Y” to “Ready to send file to computer?” to start the process.

On the computer, you must type “GETORDER” at the DOS prompt. If you use a comm port other than COM1: to connect to the scanner, include the port number (e.g. “GETORDER 2” to use COM2:). When the process is complete, you will be returned to the date prompt on the scanner. The computer will be returned to the DOS prompt.

On the computer, the file can then be read into the destination program. In the ECOTTON Warehouse System, you would use the layout defined at the end of this document in the “Enter Shipping Orders” option to “Add by inbound file”. (The layout may or may not already exist in your version of the Warehouse System.)

Once the data has been read into the destination program, you should use the “Erase order(s)” option to clear the scanner data files before entry of more data.

### **Verify Menu**

Options on this menu are used to copy a shipping order file to the scanner and verify bales as they are entered. The following options exist on this menu:

- **Receive order file**

This option is used to receive the order/bale file from the computer, in preparation for running the “Verify ordered bales” option.

The file is typically created using the “Create An Outbound File” option in the ECOTTON Warehouse System. The required layout is defined at the end of this document (it may or may not exist as a default layout in your copy of the Warehouse System).

The scanner's "cradle" must be connected to your computer via the provided serial cable and to AC power via the provided AC adapter. Install the scanner in the cradle (keyboard toward you, screen on top), and select this option. Answer "Y" to "Ready to receive order file from computer?" to start the process.

On the computer, you must type "SNDORDER" at the DOS prompt. If you use a comm port other than COM1: to connect to the scanner, include the port number (e.g. "SNDORDER 2" to use COM2:). When the process is complete, you will be returned to the date prompt on the scanner. The computer will be returned to the DOS prompt.

- **Verify ordered bales**

Enter the order on which bales will be entered (up to six digits).

You will then be prompted to enter (or scan) bale numbers being placed on that order. You will be warned if the specified bale does not exist on any order in the file, the bale exists on an order other than the one specified above, or the bale has already been scanned.

The total number of accepted bales is displayed on screen along with a "hash total" (the total of all bale numbers). The hash total is typically compared against a hash total printed previously on a warehouse report. If the hash totals match, you are virtually guaranteed that the proper bale numbers were entered on the order.

To change to another order, simply press <ENTER> without entering a bale number (or press <CLR>). You have the option of displaying any missed bales at this point. If you do so, all pages containing missed bales for the current order (those not marked with an asterisk) are available for viewing using the <UP> and <DOWN> arrow keys. Other orders may appear at the top and bottom if they exist on the same page as a missed bale for the current order. Press <ENTER> or <CLR> to exit viewing.

You will then be returned to the order prompt for entry of another order. Press <ENTER> without making an entry to exit this option.

### **Total orders**

Enter an order number and the total number of bales entered for that order will be displayed. Press <ENTER> without making an entry (or press <CLR>) to exit this option.

### **View orders**

This option simply displays order/bale records on screen. Press <UP> or <DOWN> to move to the previous or next page. Press <ENTER> or <CLR> to exit this option. When the "Verify ordered bales" option was used to enter the bales, note that an asterisk (\*) is displayed after any bale number that has already been entered.

### **Erase order(s)**

This option currently allows you to erase ALL order/bale records. It is normally used to erase the data after running the Create Menu "Send to computer" option, but ONLY when you are sure the

data was successfully read into the destination program (e.g. the ECOTTON Warehouse System). It can also be used to clear the data prior to using the Verify Menu “Receive order file” option.

### Utilities

This menu contains the following utility options:

- **Information** - shows the program version, available memory, and battery condition
- **Change date** - allows you to change the current system date (although it isn't actually used by the Symbol Order Utility).
- **Reload program** - allows you to reload a program to the scanner (e.g. when changing to another ECOTTON Symbol utility). At the “Ready?” prompt, simply answer “Y” to start the process.

On the computer, you must insert the master diskette for the desired program, type “A:” <ENTER>, then type “SYMLOAD” <ENTER> (do not type the quotes). If you use a comm port other than COM1: to connect to the scanner, include the port number (e.g. “SYMLOAD 2” to use COM2:).

Wait for the scanner to display “Waiting to connect” or “Address:” (about 15 seconds), then press <ENTER> again on the computer. As it is retrieving the file, the computer displays the percentage of completion. When done, the computer returns to the DOS prompt. The scanner will automatically reboot the new program and stop at the initial date prompt.

**INBOUND FILE LAYOUT FOR THE ECOTTON WAREHOUSE SYSTEM**

The following inbound file layout can be entered in the “Inbound File Layouts “ option of the Remote File Menu in the ECOTTON Warehouse System. You can then use the “Read An Inbound File” option to read the data file collected by the ECOTTON Symbol Order Utility (using the Create Menu “Enter new orders” option).

Layout ID.....WH-ORDER	Terminator.....013/010/000/000
Layout type...Order - Bales	Lines per record.....1
Description...Orders from portables	Field type.....Fixed
Drive.....	Delimiters: Field... String...
Path.....\	File disposition.....Nothing
File name.....WSORDER.DAT	Record disposition...Create only

Item	Start	Len	Fill value	Tool
Shipping order #	1	6		None
Warehouse bale #	8	8		None

**OUTBOUND FILE LAYOUT FOR THE ECOTTON WAREHOUSE SYSTEM**

The following outbound file layout can be entered in the “Outbound File Layouts “ option of the Remote File Menu in the ECOTTON Warehouse System. You can then use the “Create An Outbound File” option to create the data file to be copied to the scanner for use in the Verify menu “Receive order file” option.

Layout ID.....WH-ORDER	Drive.....
Layout type...Order - Bales	Path.....\
Description...Orders for portables	File name...WSORDER.DAT
Disposition...Prompt	

Item	Length	Decimals	Hide	Filter	Tool
Shipping order #	6		NO	YES	None
<SPACES>	1		NO	NO	None
Warehouse bale #	8		NO	NO	None
<SPACES>	2		NO	NO	None

**Please note:** The <SPACES> used in this layout are CRITICAL items that must be included!