The RIC Group BHT Management System

The RIC Group BHT8000 Management System

This document outlines the use of your BHT terminals, and also contains a procedures guide for The RIC Group's BHT Management system. Everything from what is displayed on your screen after buttons are pressed, to how to upload your Stocktakes, Orders and Goods Received into MYOB Retail Manager, (RM).

The RIC Group BHT8000 Management system enables you to generate Stocktakes without any manual entry whatsoever! The Stocktake module allows you to scan your Stocktake through the BHT and process them effortlessly via our Management System. Partial and full Stocktakes can be done using your new BHT, eliminating the need for manually counting stock.

The Ordering module allows you to generate Orders through your BHT too! Just scan the barcodes for your Orders into your BHT, upload it into MYOB via our BHT Management system, and wala, you have your Orders without manually picking them through the Stock window.

The RIC Groups' Management System also has the capability to provide Price Checking functions. To check prices of Stock, simply scan the items and the Sell Price will be displayed on your BHT screen.

How to use the BHT8000:

The new BHT8000 is compact, light and very easy to use. To scan barcodes simply press either, or both at once, the buttons on the side of the unit to scan your barcodes, refer figure 2.2 below. For more information please refer to Chapter 2, pages 2-3, 'scanning barcodes' in the Product Guide.

Correct

Incorrect

012345

012345

Decode LED (green when bar code is successfully read).

The trigger switch function is assigned to M1-M4 keys by default.
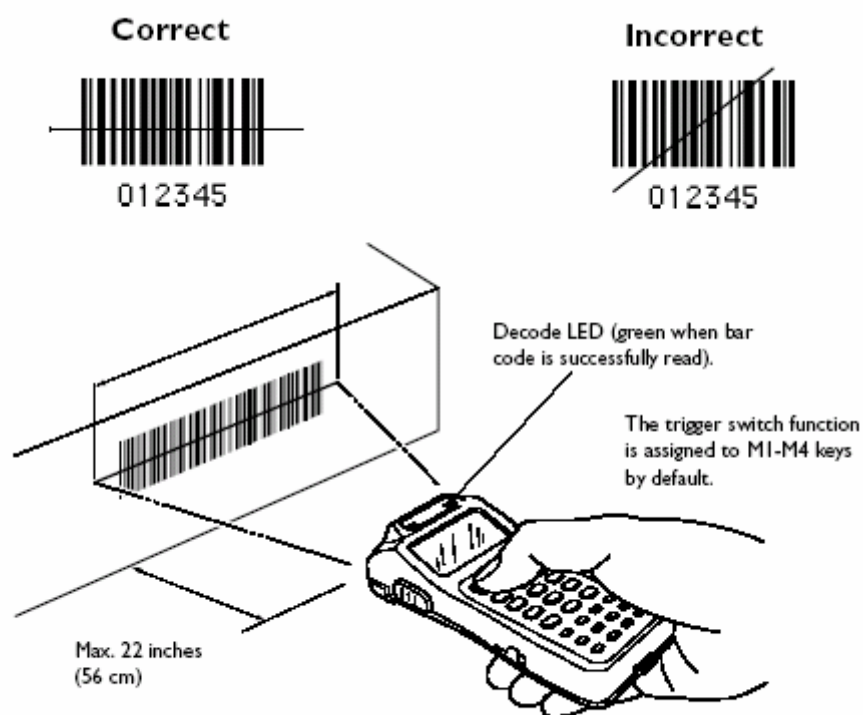
Max. 22 inches (56 cm)

Figure 2-2. Scanning a Bar Code

To power your BHT8000 on press the red button on the bottom left of the unit, (coloured red).

Relevant Keys:

All numerical data is entered by the numbered keys on the upper keypad.

If faced with a menu, you can use the function keys on the unit located second row from the bottom. F1 = always goes back to the most immediate menu.

The **ENT** key for Enter when confirming input values.

Pressing the **C** key, will exit from a menu, clear a value from input and also clear errors on the screen that may occur. See the *Error Codes* section at the bottom of this report for more details about Error codes.

The **BS** (Backspace) key allows you to correct inaccurate inputs.

The **M1** and **M2** keys as indicated in the above figure 2.2 they can be used for activating the reader, or scanning barcodes.

To plug in your BHT8000 for data transfer:

With the serial cord provided with the unit, plug the serial plug end into COM2, (if COM1 selected config.txt needs to be adjusted) and plug the other end into the left-hand side of the unit, for more information please ring The RIC Group on (03) 9768-9065.

Setting the Backlight

To set the backlight on the unit, follow the instructions contained in the figure below.

Setting the Backlight

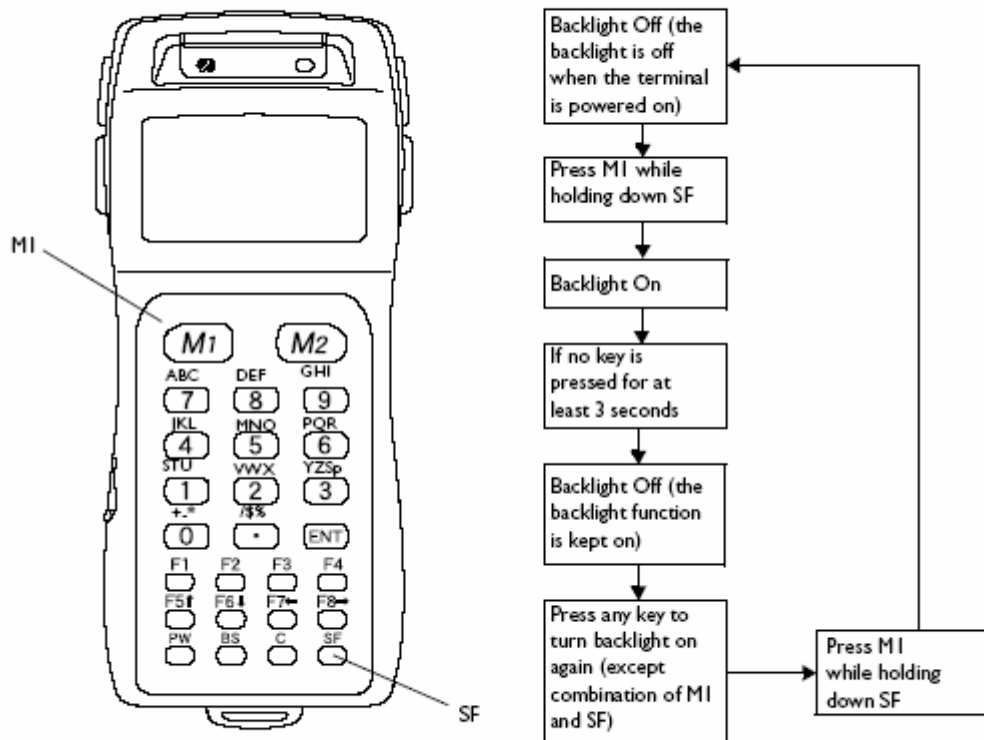Hold down the SF (shift) key and press the M1 key to turn the backlight function on or off.
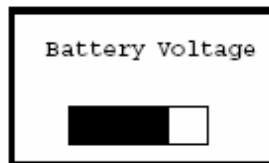

Figure 2-1. Setting the Backlight

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To check your battery voltage level

Follow the instructions below. Your BHT8000 contains 2x AAA batteries.

Checking the Battery Voltage Level

To check the battery voltage:

1. Hold down the SF key and press the ENT key. The battery voltage is displayed as a bar in the LED window.

   Battery Voltage

2. Release the keys to erase the indication.

You can reprogram a different key to display the battery voltage level (instead of SF and ENT). The battery level shows the terminal voltage of the battery, not how much power is left. The voltage level may vary 1 to 2 levels depending upon the operation of the PDT 1100. Refer to Chapter 5, *Battery Charging and Terminal Maintenance* for information on charging batteries.

Setting up BHT for file transfer

First of all you will need to install the TSR Transfer utility provided with your BHT to enable file transfer up-and-down from terminal to your handheld unit.

The BHT needs to be configured with the following settings.

1. On BHT, press in order, and hold-down: **key**: 1, + **key**: SF, + **key**: PW.
2. On System Menu, press 4 for **Set System** and press enter.
3. On Set System menu, press 5 for **COM** and press enter.
4. On Set COM menu, press 2 for **Connector** and press enter.
5. On Set Connector press 1 for parameter and press enter
6. On **Transmit Speed** use arrow keys to select **9600**
7. On Set Connector menu, press 2 for **Parity Bit.**
8. On Set Parity menu, use arrow keys and select **none**.
9. On Set Connector menu, press 3 for **Data Bit.**
10. On Set Data Bit menu, arrow to **8 bits**
11. On Set Connect menu, press 4 for **Stop Bit**.
12. On Set Stop Bit menu, arrow to **1 Bit** and highlight.
13. On Set Connector menu, press C twice.
14. On Set Com menu press 3 for **Com Port** and press enter.
15. Select one and change to **Connector.**
16. Select two and change to **Connector.**
17. Press c button three times to show System Menu.
18. Double click the TSR application and configure to Com 1 ,9600 , 8 , N , 1
19. Press two for **Download** menu on the BHT unit and press enter.
20. Select 1 for file and press enter.
21. Connect Comms cable to PC

22. On the TSR utility select **ricg.pd3 file** and send. A diagram showing the

screen snapshot is shown below as a reference.
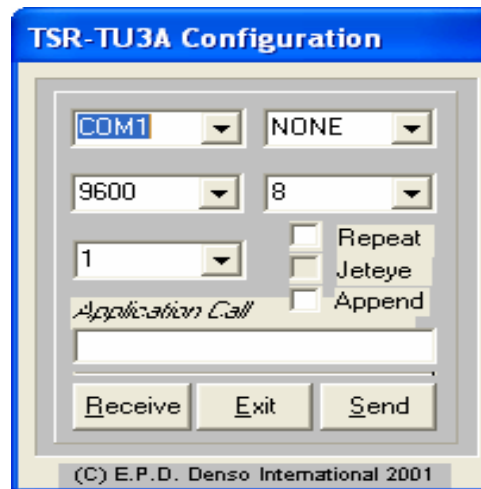
23. The file transfer will take approx 45 seconds and will look like this.
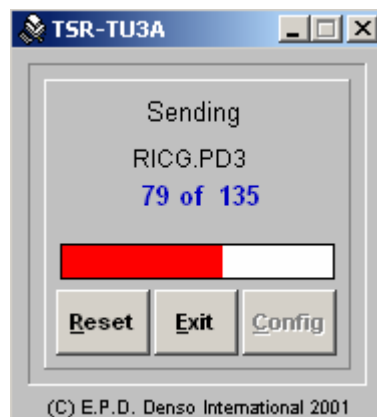
23. Lastly power off the BHT unit and power on. This will start the RM traveller package.

How to use the BHT8000 Management System:

1. Stocktaking

      a. Stocktake

      b. Download

      c. Erase

a) Stocktake: this procedure outlines how to perform the scanning function for your Stocktake with your BHT8000. This procedure eliminates the need for any manual counting of stock, all your counting will be done through your hand-held BHT8000. Then via The RIC Group s' Management System, we can upload the count into RetailManager, and 'Commit' a Stocktake easily, reducing time and effort.

Remember, if you are doing a Stocktake, whether it's Partial or non-partial, everything in that particular Stocktake, if not counted will default to zero. In other words, if you are Stocktaking a sub-category called 'Spirits', and you only scan half of the Spirits in that category, when you Commit the Stocktake, the Inventory count, or Inventory level of the Spirits that you didn't scan, will be set to zero.

1. Turn the BHT8000 on by pressing and holding for one second the red button labelled '**PW**'.
2. The Main menu appears as shown in Figure 1.0 below.

<div style="border:1px solid black; padding:10px;">

Figure 1.0

    1 – Stocktake

    2 – Orders

    3 – Price Check

    4 – Receival

    5 - Quit

</div>

3. Press **1** for *Stocktake*.
4. To perform a Stocktake press **1** for *Stocktake*.

5. On the screen you will see the following:

      i. B:

      ii. Q:

      iii. RR:

      iv. Dc:

    (B: = Barcode, Q: = Quantity, RR: = Recommended Retail Price, Dc: = Description)

6. Scan your stock items by pressing the scan buttons located on side of unit. For more information refer to the '*BHT_8000_Users_manual'*, Chapter 2, pages 2-3 'Scanning Barcodes'.

7. Your cursor will be in the Quantity field, you have the choice to either,

      i. Scan another product without entering a quantity

      ii. Press **Ent** on the BHT without entering a quantity, (NOTE: Both the above, (a and b) if selected default the scanned items' quantity to 1)

      iii. Or, enter the desired quantity in the **Quantity** field by pressing the numbered buttons on the BHT

Repeat the process for your Shop's complete or partial Stocktake, (*remember non-counted items will be set to zero!)*. Once the scanning process has been completed, Press **F1** to return to the *Stock Menu*, and complete the following steps in the following section, **'b) Download'**, to upload the stocktake file (stock.dat) into MYOB RM.

b) Download: this procedure outlines how to download the Stocktake file into the RM database.

1. Press **F1** to return the Stock Menu.
2. The Stock menu appears as shown in Figure 1.1 below.

Figure 1.1

    1 – Stocktake

    2 – Download

    3 – Erase

    F1 – Main Menu

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3. Press **2** for download.

4. Press **F3** to confirm your download, if you press **F4** you will return to the Order menu. If you press **F3**, the BHT will display the following screen as seen in figure 1.2 below. It will be waiting for a file to be sent to your computer terminal.
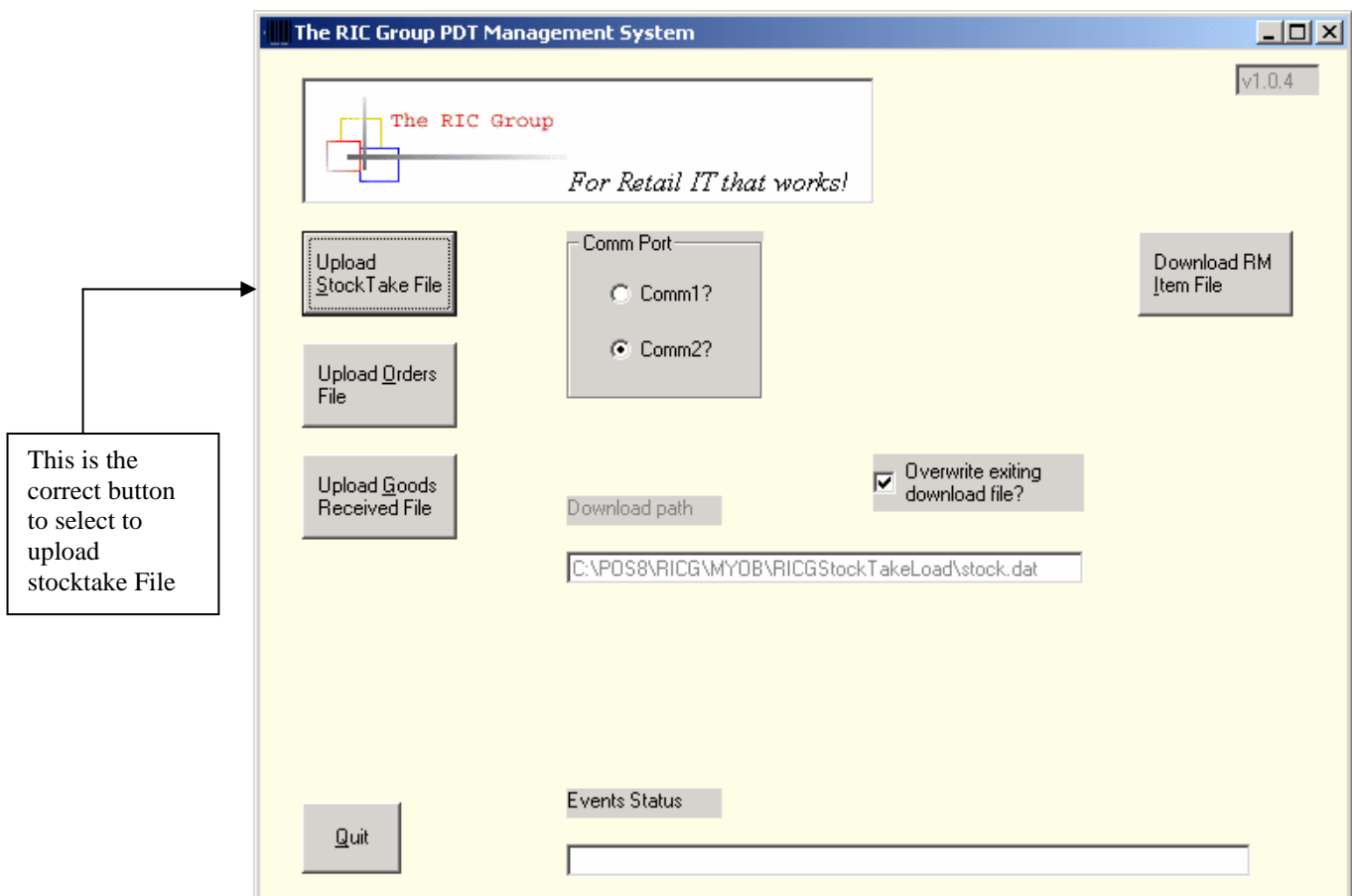

Figure 1.2

Sending File

Record No.:

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5. Open The RIC Groups' BHT8000 Management System by double clicking the

RICG PDT Management System.lnk   icon on your desktop

6. The following screen will be shown as below

Figure 1.3

This is the correct button to select to upload stocktake File

7. Ensure your serial cable is plugged into both your BHT8000 terminal, and your computer terminal. For more information on connecting your BHT8000, refer to '*BHT_8000_Users_manual',* Chapter 2, pages 2-8 'Communications – Using the Direct cable'.

8. Click the button labelled, 'Upload Stocktake file', a window will appear.

9. Choose the desired path to save your Stocktake file to, (NOTE: remember your path for which you save the file to, so you can double check scanned items). We recommend you choose the application path for The RIC Group BHT8000 Management System to save your files to.

10. Label all Stocktake files, **stock.dat**.

11. Click Open.

12. A window appears reminding you to plug your serial cable in, click Ok.

13. The Denso Transfer Utility program appears in the top left of screen as shown in figure 1.4 below.
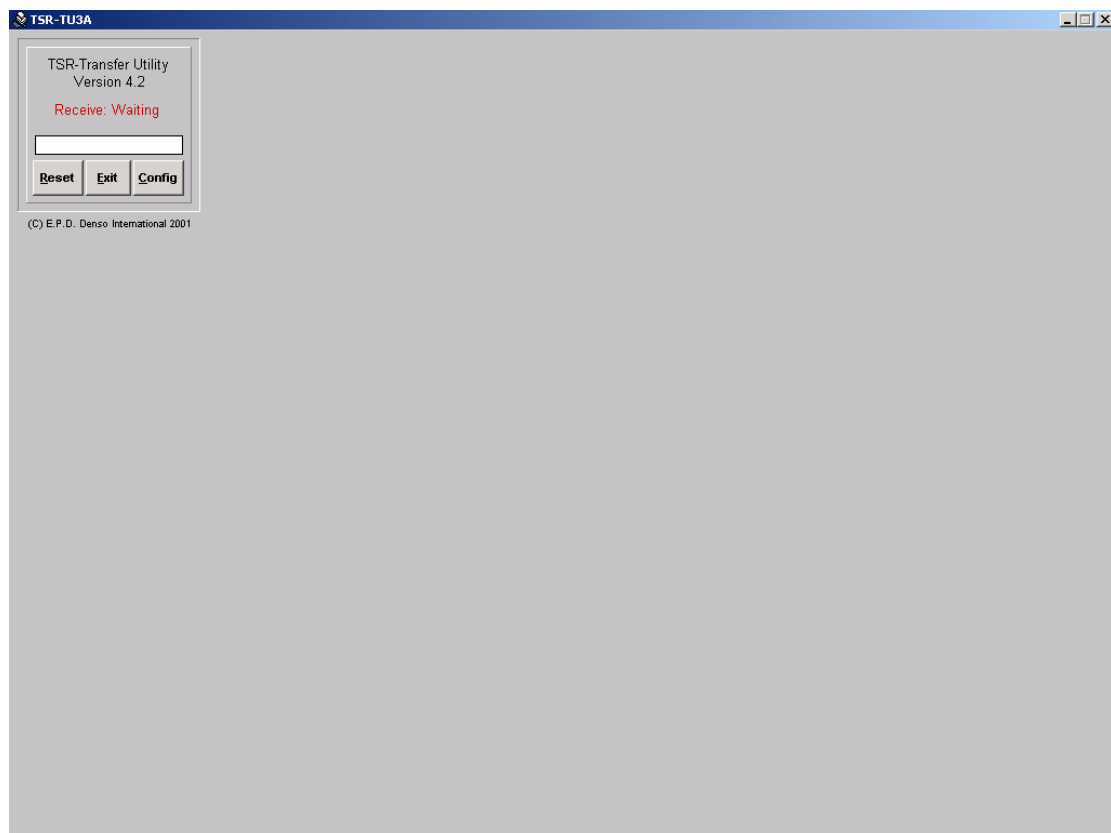
Figure 1.4

Figure 1.4 – Denso Transfer utility

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14. As the upload progresses, a red bar with a counter appears; the counter represents the number of product lines scanned.

15. When the transfer has finished, you will see The RIC Group BHT8000 Management System appear back on screen. In the **Event Status** field you will see the barcodes you have scanned being processed and automatically uploaded into the MYOB RM database.

16. Once this has finished, you can open MYOB RM and *Commit* the Stocktake. (NOTE: Any barcodes you have scanned that do not exist in the RM database will be written out to an audit file in the application path, **StockTakeAuditFile.rep**. For more information about this, please contact The RIC Group).

16. For more information about *Committing a Stocktake* please contact The RIC Group.

c) Erase: this procedure outlines how to delete the Stocktake file out of your BHT. This eliminates superfluous Stocktakes out of your BHT and ensures you do not 'double-up' your Stocktakes in MYOB.

NOTE: this must be done to ensure doubling up of Orders is avoided.

1. The Stock Menu will be on your screen after you have completed the download. If you are in the Main Menu, press **1** for *Stocktake*, and then **2** for *Download*.

2. Once in the Stock Menu, press **3** for *Erase*.

3. To confirm the Erase, press **F3**, or to reject press **F4**.

If you confirm the delete, it will erase **stock.dat** out of your BHT and return you to the Stock Menu.

2. Ordering

   a. Order

   b. Download

   c. Erase

a) Ordering: this procedure outlines how to generate a Purchase Order using your BHT8000.

1. Turn the BHT8000 on by pressing and holding for one second the red button labelled '**PW**'.
2. Press **2** for *Orders*.
3. To perform an Order, press **1** for *Order*.
4. On the screen you will see the following:
   i. B:
   i. Q:
   ii. RR: QH:
   iii. Dc:

   (B: = Barcode, Q: = Quantity, RR: = Recommended Retail Price, Dc: = Description, QH: = Quantity on Hand)
5. Scan your stock items by pressing the scan buttons located on side of unit. For more information refer to the '*BHT_8000_Users_manual',* Chapter 2, pages 2-3 'Scanning Barcodes'.
6. Your cursor will be in the Quantity field, you have the choice to either,
   i. Scan another product without entering a quantity
   ii. Press **Ent** on the BHT without entering a quantity, (both the above, (a and b) if selected default the scanned items' Quantity to 1)
   iii. Or, enter the desired quantity in the **Quantity** field by pressing the numbered buttons on the BHT

Repeat the process for your complete Order. Once the scanning process has been completed, Press **F1** to return to the *Order Menu*, and complete the following steps to upload the Orders file (order.dat) into MYOB RM.

b) Download: this procedure outlines how to download the Orders file into the RM database.

Note: for the Order to be up-to-date with the latest Stock file in your RM system, you should upload the latest Stock file into your BHT first. This is to ensure any product maintenance done will be included in your BHT. To do this, refer to the Section 3 – Price Checking, a) GetRMItemFile.

1. Press **F1** to return the *Ordering Menu*.
2. The Order menu appears as shown in Figure 2.0 below.

Figure 2.0

       1 – Order

       2 – Download

       3 – Erase

       F1 – Main Menu

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3. Press **2** for download.
4. Press **F3** to confirm your download, if you press **F4** you will return to the Order menu. If you press **F3**, the BHT will display the following screen as seen in figure 2.1 below. It will be waiting for a file to be sent to your computer terminal.

Figure 2.1

       Sending File

       Record No.:

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5. Open The RIC Groups' BHT8000 Management System by double clicking the

   RICG PDT Management System.lnk   icon on your desktop.

6. Ensure your serial cable is plugged into both your BHT8000 terminal, and
   your computer terminal. For more information on connecting your BHT8000,
   refer to '*BHT_8000_Users_manual'*, Chapter 2, pages 2-8 'Communications –
   Using the Direct cable'.

7. Click the button labelled, 'Upload Order file', a window will appear, show
   below in Figure 2.2 .

Figure 2.2

This is the correct button to select to upload Orders File
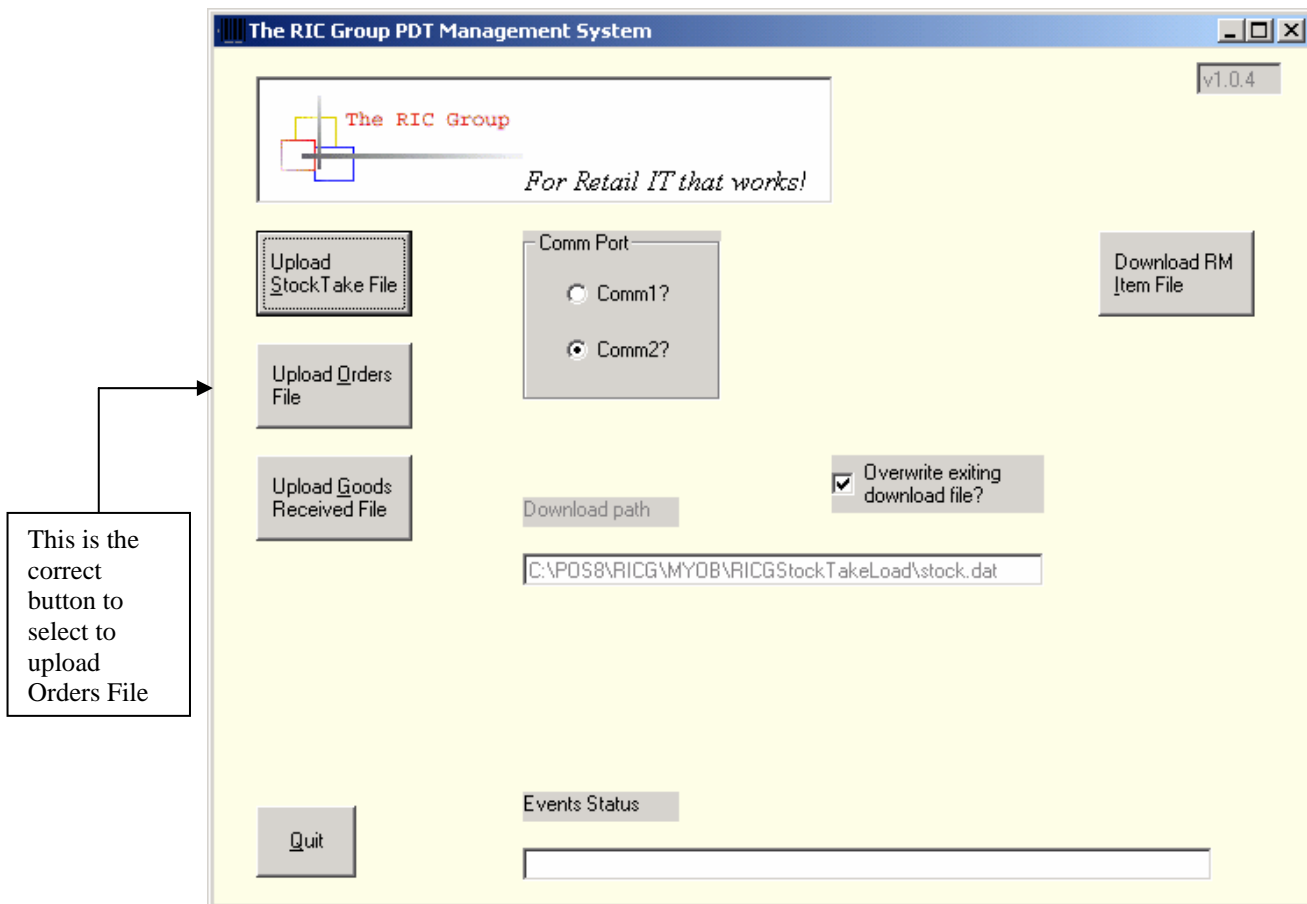
8. Choose the desired path to save your Order file to, (NOTE: remember your
   path for which you save the file to, so you can double check scanned items).
   We recommend you choose the application path for The RIC Group BHT8000
   Management System to save your files to.

9. Label all Order files, **order.dat**.

10. Click Open.

11. A window appears reminding you to plug your serial cable in, click Ok.

12. The Denso Transfer Utility program appears in the top left of screen as shown in figure 2.1 below.
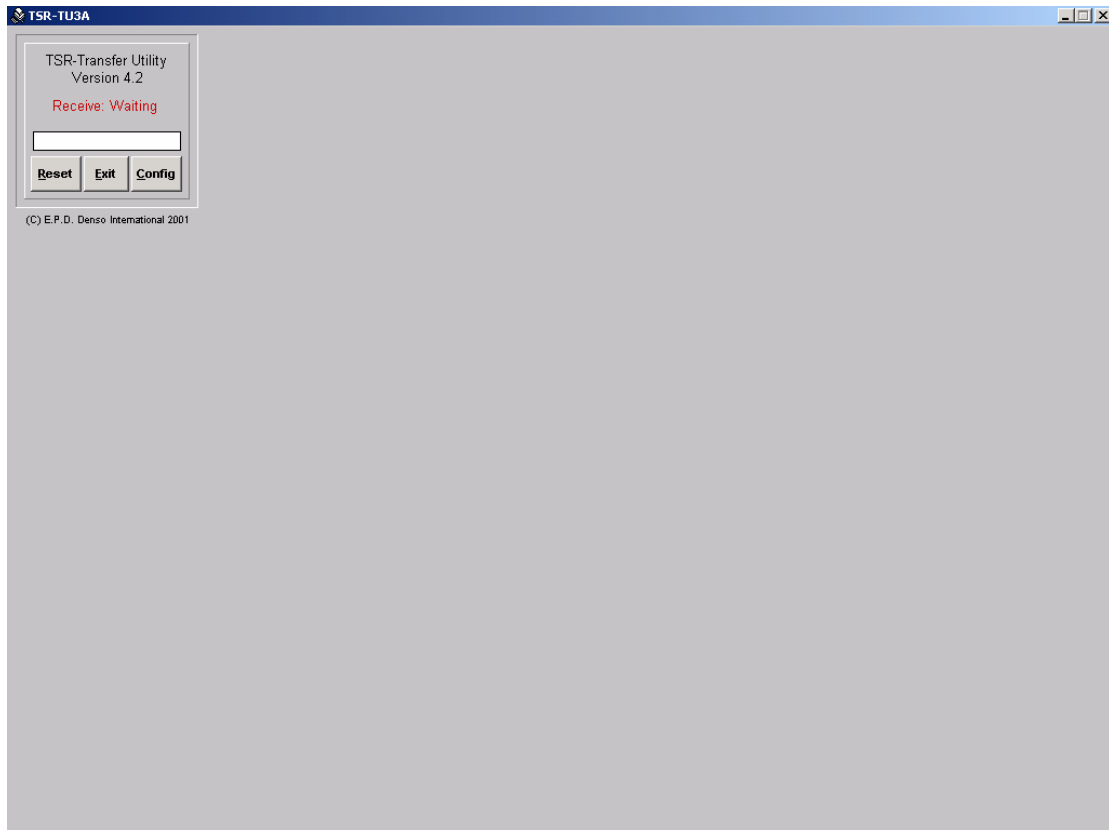

Figure 2.1 – Denso Transfer utility

13. As the upload progresses, a red bar with a counter appears; the counter represents the number of product lines scanned.

14. When the transfer has finished, you will see The RIC Group BHT8000 Management System appear back on screen. In the **Event Status** field you will see the barcodes you have scanned being processed and automatically uploaded into the MYOB RM database.

15. Once this has finished, you can open MYOB RM and *Commit* your Orders. (NOTE: Any barcodes you have scanned that do not exist in the RM database will be written out to an audit file in the application path, **OrdersAuditFile.rep**. For more information about this, please contact The RIC Group).

16. For information about committing your *Orders*, please contact The RIC Group.

c) Erase: this procedure outlines how to delete the Order file you just created in your BHT. This eliminates superfluous Orders out of your BHT and ensures you do not 'double-up' your Orders in MYOB.

NOTE: this must be done to ensure doubling up of Orders is avoided.

1. The *Order Menu* will be on your screen after you have completed the download. If you are in the Main Menu, press **1** for *Order*, and then **2** for *Download*.
2. Once in the Order Menu, press **3** for *Erase*.
3. To confirm the Erase, press **F3**, or to reject press **F4**.

If you confirm the delete by pressing **F3**, it will erase **order.dat** out of your BHT and return you to the Stock Menu.

3. Price Checking

      a. Get RMItemFile

      b. Price Check

a) GetRMItemFile: this procedure outlines how to upload your RM Item file into your BHT, so you can do Price Checks of your Stock items in the store.

    1.You must select *Price Check* from the Main Menu. To return to the main menu from other functions, press **F1**. Once in the Main Menu, press **3** for Price Check.

2. The *Price Check* menu appears, as can be seen below in figure 3.0.

Figure 3.0

    1 – Get rmITEMFILE

    2 – Price Check

    F1 – Main Menu

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2. Press **1** for *Get rmItemFile*

3. Press **F3** to confirm the upload, a waiting screen will appear as seen in figure 3.1 below. If you press **F4**, you will return to the *Price Check* menu.

4. Open The RIC Groups' BHT8000 Management System by double clicking the

          RICG PDT Management System.lnk   icon on your desktop.

5. Ensure your serial cable is plugged into both your BHT8000 terminal, and your computer terminal. For more information on connecting your BHT8000, refer to '*BHT_8000_Users_manual*', Chapter 2, pages 2-8 'Communications – Using the Direct cable'.

6. Click the button labelled 'Download RM Item File', immediately the program is processing the barcodes in your RM system, ready to be uploaded into you BHT. The **Event Status** field shows this. As shown in Figure 3.1

Figure 3.1
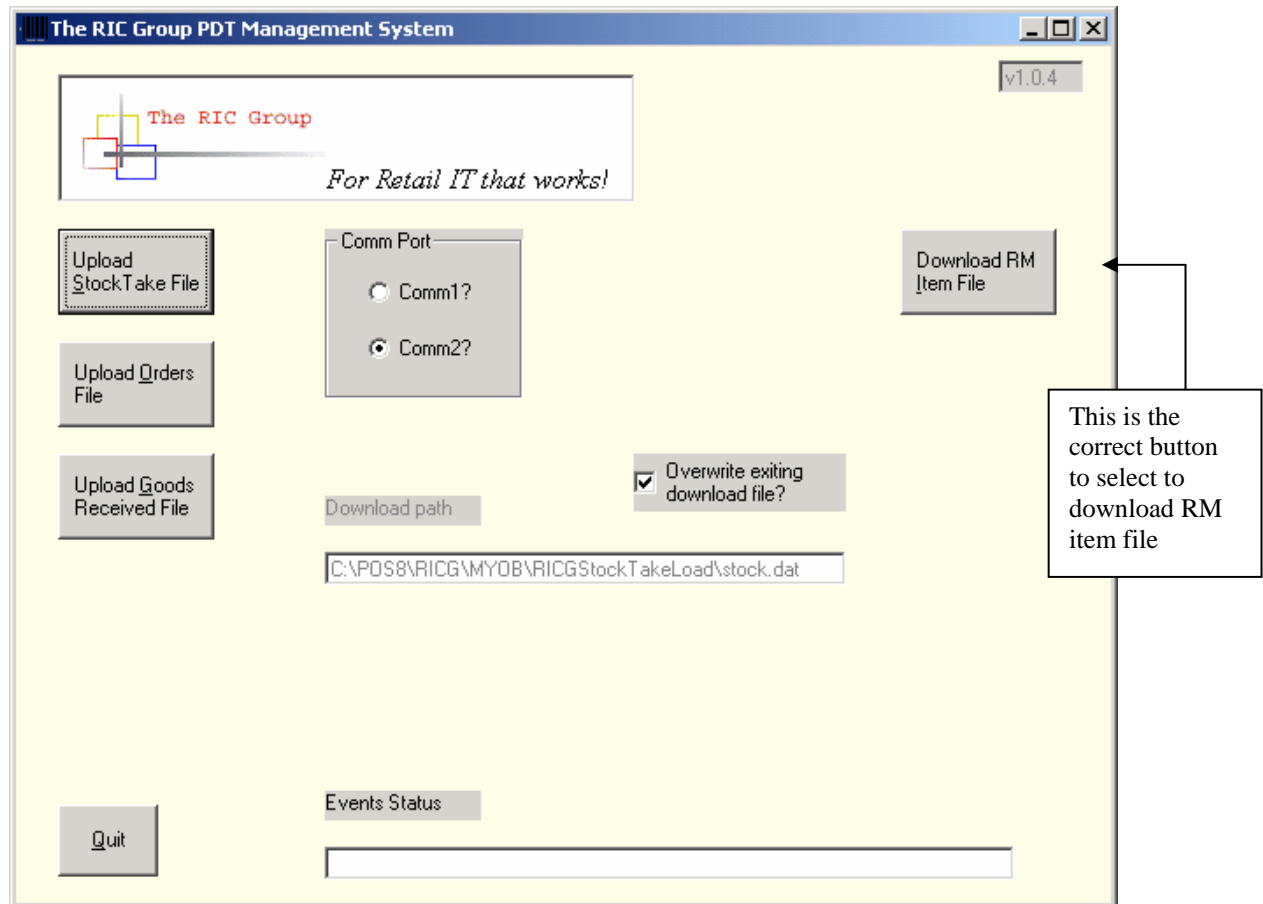
7. A window will appear asking you to check your connection with the BHT and your computer, click **OK** once you are satisfied.

8. The Denso Transfer Utility program appears in the top left of screen as shown in figure 3.2 below.
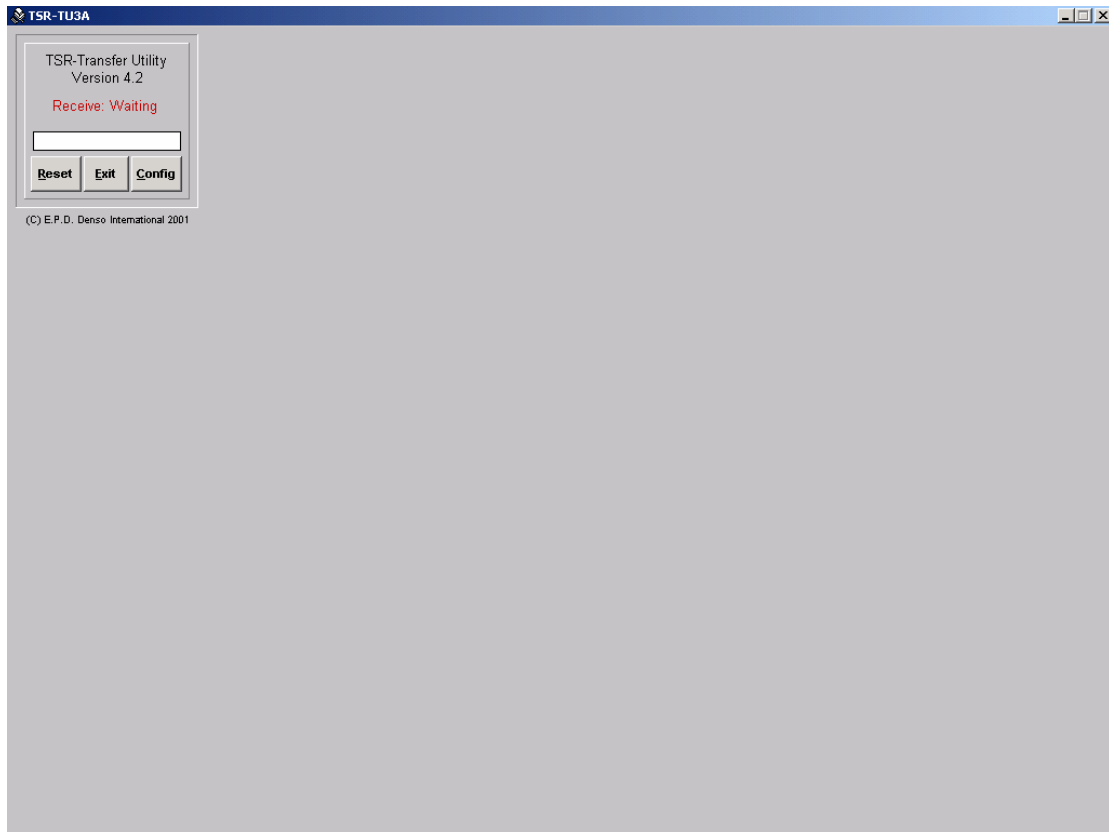
Figure 3.2 – Denso Transfer utility

9. As the upload progresses, a red bar with a counter appears; the counter represents the number of product lines scanned.

10. When the transfer has finished, you will see The RIC Group BHT8000 Management System appear back on screen.

11. Now you can go around the shop and scan products to do your Price Checks.

b) Price Check: this procedure outlines how to use the Price Checking function on your BHT.

1. From the Price Check menu, press **2** for *Price Check*.

2. On the screen you will see the following:

    i.   B:

    iv. Q:

    v.   RR: QH:

    (B: = Barcode, Q: = Quantity, RR: = Recommended Retail Price, QH: = Quantity on Hand)

3. Scan your stock items by pressing the scan buttons located on side of unit.
   For more information refer to the '*BHT_8000_Users_manual*', Chapter 2,
   pages 2-3 'Scanning Barcodes'.

4. Once completed *Price Checking*, press **F1** to return to the Price Check
   menu.

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4. Goods Received

    a. Receive

    b. Download

    c. Erase

a) Receiving: this procedure outlines how to receive goods through your BHT8000.

1. Turn the BHT8000 on by pressing and holding for one second the red button labelled '**PW**'.
2. Press **4** for *Receival*.
3. To perform a Goods Received, press **1** for *Receive*.
4. On the screen you will see the following
   - i. Inv #:
   - vi. Ord #:

   (Inv # = Invoice Number, Order # = Order Number)
5. You must enter an *Invoice number* in the **Inv #:** field, by pressing the appropriate numbered keys on the BHT's keypad. (This Invoice number is your *Supplier's Number* you would enter in MYOB).
6. Then enter an *Order number* in the **Ord #:** field, by pressing the appropriate numbered keys on the BHT's keypad. (The Order number entered here is the Order number you have generated in MYOB, this Order number will make any changes to the existing Order).
7. You will now see on the screen, the following:
   - i. Inv/ Ord#
   - ii. B :
   - iii. Q :

   (B : = Barcode, Q : = Quantity)
8. Scan your product using the scan buttons located on the side of your BHT. For more information refer to the '*BHT_8000_Users_manual*', Chapter 2, pages 2-3 'Scanning Barcodes'.

9. After each scanned item, you must input a Quantity for that item. Press the appropriate numbers on your BHT for your Quantity.

Repeat the process to complete your Goods Received transaction. Once the scanning process has been completed, Press **F1** to return to the *Receival Menu*, and complete the following steps to upload the Goods Received file (goods.dat) into MYOB RM.

b) Download: this procedure outlines how to download the Goods Received file into the RM database.

1. Press **F1** to return the *Ordering Menu*.
2. The Goods Received menu appears as shown in Figure 4.0 below.

Figure 4.0
>   1 – Receive
>   2 – Download
>   3 – Erase
>   F1 – Main Menu

3. Press **2** for download.
7. Press **F3** to confirm your download, if you press **F4** you will return to the Goods Received menu. If you press **F3**, the BHT will display the following screen as seen in figure 4.1 below. It will be waiting for a file to be sent to your computer terminal.

Figure 4.1
>   Sending file
>   Record No.:

8. Open The RIC Groups' BHT8000 Management System by double clicking the


RICG PDT Management System.lnk   icon on your desktop.

9. Ensure your serial cable is plugged into both your BHT8000 terminal, and your computer terminal. For more information on connecting your BHT8000,

refer to '*BHT_8000_Users_manual'*, Chapter 2, pages 2-8 'Communications –
Using the Direct cable'.

10. Click the button labelled, 'Upload Goods Received file', a window will
appear, as shown in figure 4.2.

Figure 4.2

This is the correct button to select to upload Goods Received file.
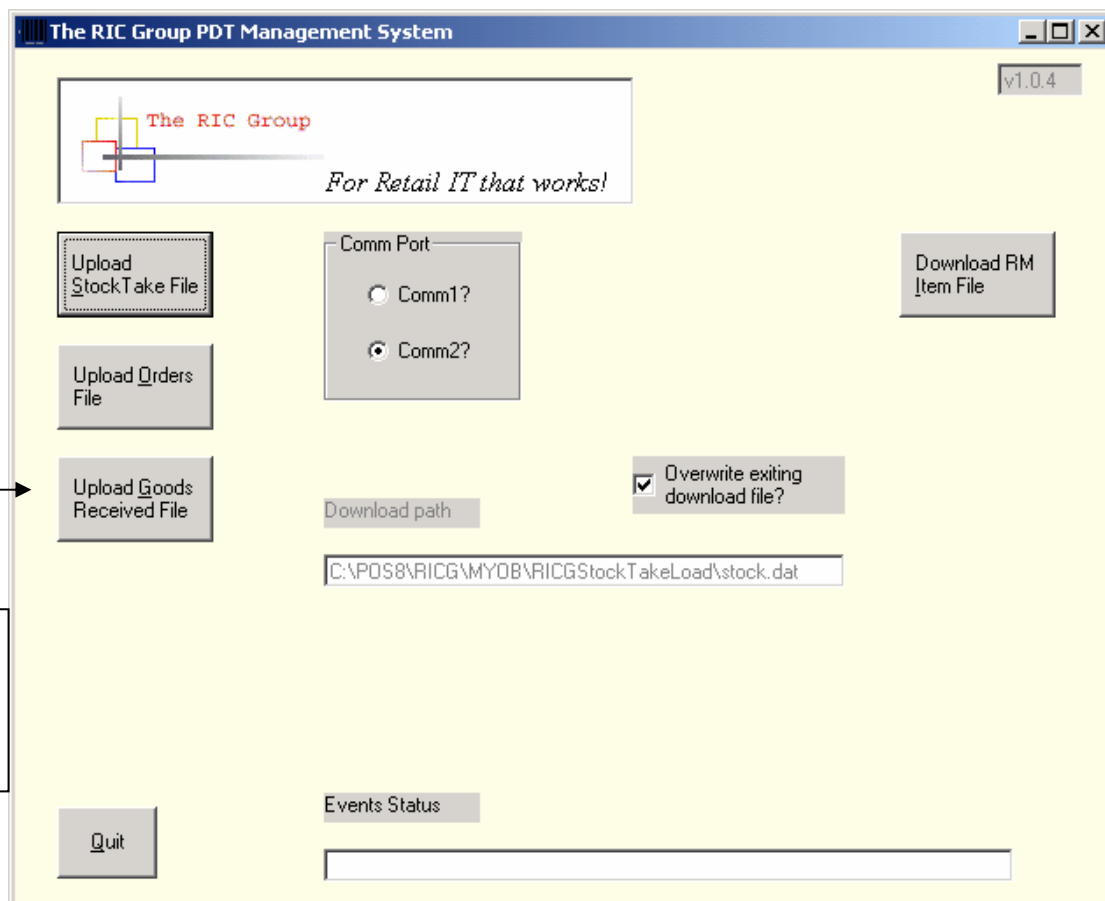
11. Choose the desired path to save your Goods Received file to, (NOTE:
remember your path for which you save the file to, so you can double check
scanned items). We recommend you choose the application path for The RIC
Group BHT8000 Management System to save your files to.

12. Ensure the file is labelled, **goods.dat**.

13. Click Open.

14. A window appears reminding you to plug your serial cable in, click Ok.

15. The Denso Transfer Utility program appears in the top left of screen as shown
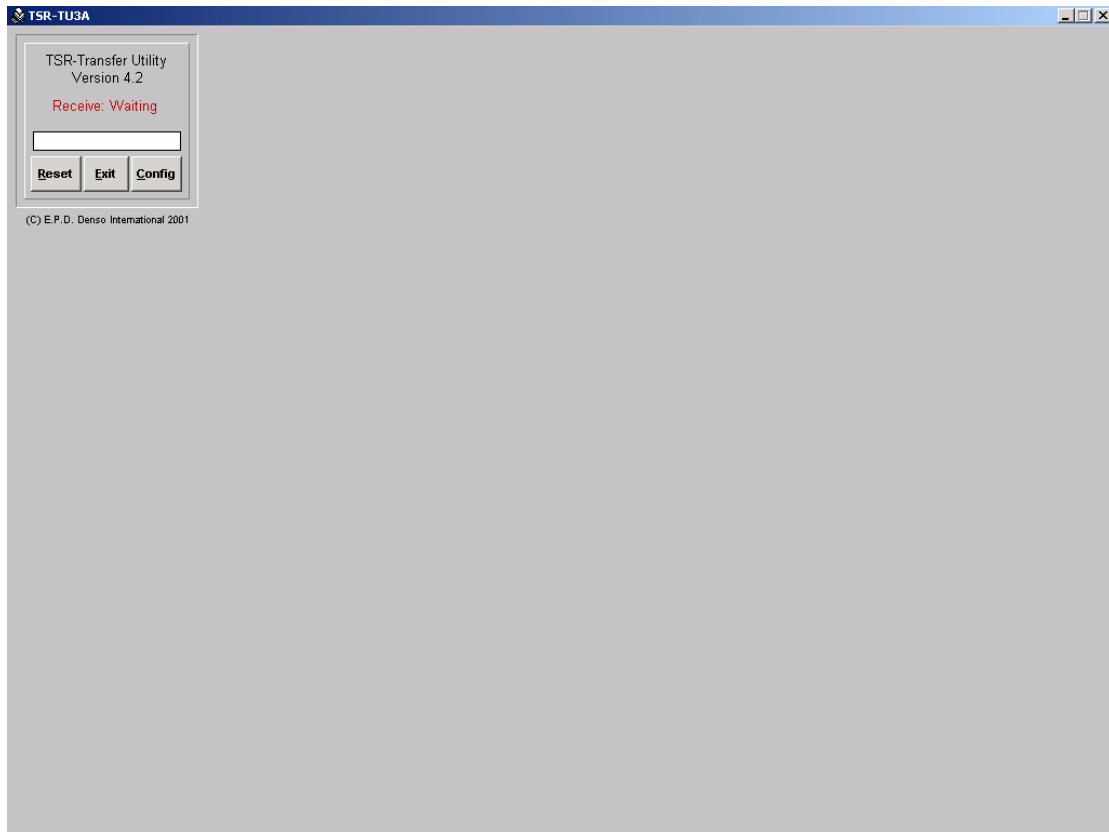in figure 2.1 below.

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Figure 2.1 – Denso Transfer utility

16. As the upload progresses, a red bar with a counter appears; the counter represents the number of product lines scanned.

17. When the transfer has finished, you will see The RIC Group BHT8000 Management System appear back on screen. In the **Event Status** field you will see the barcodes you have scanned being processed and automatically uploaded into the MYOB RM database.

18. Once this has finished, you can open MYOB RM and *Commit* your Goods Received. (NOTE: Any barcodes you have scanned that do not exist in the RM database will be written out to an audit file in the application path, **GoodsRecAuditFile.rep**. For more information about this, please contact The RIC Group).

16. For information about committing your *Goods Received*, please contact The RIC Group.

c) Erase: this procedure outlines how to delete the Goods Received file you just created in your BHT. This eliminates superfluous Goods Received out of your BHT and ensures you do not 'double-up' your Goods Receipts in MYOB.

NOTE: this must be done to ensure doubling up of Goods Receipts is avoided.

1. The *Receival Menu* will be on your screen after you have completed the download. If you are in the Main Menu, press **1** for *Receive*, and then **2** for *Download*.
2. Once in the Order Menu, press **3** for *Erase*.
3. To confirm the Erase, press **F3**, or to reject press **F4**.

If you confirm the delete by pressing **F3**, it will erase **goods.dat** out of your BHT and return you to the Receival Menu.

Technical:

NOTE: Read the following before executing any data transfer between your BHT8000 and MYOB RetailManager, (RM).

To execute The RIC Groups' BHT1000 Management System, double click the icon labelled RIC BHT8000 Management System.

The files required for this system are:

- RICGStockTakeLoad.exe
- rmItems.dat
- rmItems.fld
- RICGBHT.pd3
- Orders.dat
- Stock.dat
- StockTakeAuditFile.rep
- OrdersAuditFile.rep

Requirements

Before uploading any Stocktake or Orders files into RM, make sure MYOB RetailManager is closed on the server, which subsequently means all TILLS must be out. As well as RM needing to be closed, so must Microsoft Access be closed.

Your serial cable must be plugged into one of your COM ports located at the back of the computer, either 1 or 2 is suitable, but it must match what you select in your tsr-tu3a program.