CHECK IN / CHECK OUT
Software Application

Apex III   Apex IV

Quick Start Manual

Embracing Technology
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(800) 628-3888
sales@compsee.com (E-Mail)
www.compsee.com (Web Site)

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Corporate Headquarters
COMPSEE, INC.
A Subsidiary of McRae Industries
P.O. Box 1209
Mt. Gilead, NC 27306-1209

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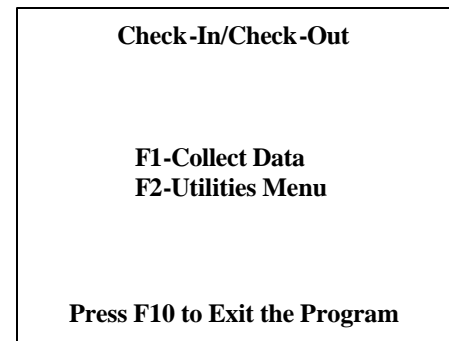www.compsee.com (Web Site)

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Introduction

The Check-In/Check-Out application was created and compiled using the Compsee Apex III & IV Program Generator. This software has been designed to allow the user to easily change data prompt names and disable unused data prompts from the Apex III & IV PDT.

Overview and Purpose

The Check-In/Check-Out software package is an application designed to provide an audit trail to track movement of items through a central point, such as a tool room. This package performs three major functions, *Issue* to a destination, *Return* from a destination, and *Re-Stock* of an item to a destination (Ex: Bin/Location).

Main Menu Screen

The Check-In/Check-Out Main Menu is the first screen to appear on the PDT when the user starts the application software. This menu contains two options, Collect Data and display Utilities Menu. Menu options are executed by pressing the corresponding function key located beside the menu text. The operator can press the F10 function key on the PDT to quit the current application software and return the DOS prompt or calling Program.

```
        Check-In/Check-Out



        F1-Collect Data
        F2-Utilities Menu



     Press F10 to Exit the Program
```
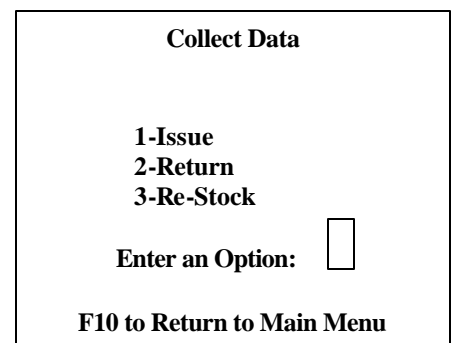
Figure 1.0 The Main Menu Screen

Collect Data Screen

The Collect Data Screen is displayed once the operator has selected the F1 function key from the Main Menu. The following three Movement Codes are available for selection:

- **Issue**: Write an audit record showing movement of an item to a location.
- **Return**: Write an audit record showing the Return of an Issued item.
- **Re-Stock**: Write an audit record showing movement of an item to Stock.

Once the operator has selected to corresponding movement code number, the appropriate data entry screen is displayed. Pressing the F10 function key will close this screen and redisplay the Main Menu.

```
           Collect Data


        1-Issue
        2-Return
        3-Re-Stock

      Enter an Option:  [  ]

     F10 to Return to Main Menu
```

Figure 2.0 The Collect Data Screen

Issue Data Screen

The Issue Data Screen is displayed once the operator has selected option 1 from the Collect Data Screen. The following data prompts are displayed for input.

- **Destination**: The destination data prompt is an alphanumeric field with a maximum of 30 characters. Data entry can be keyed or scanned. Valid barcode symbologies are Code 128 and 3of9. This data is a required field and cannot be disabled by the field options.
- **Item Number**: The item number data prompt is an alphanumeric field with a maximum of 30 characters. Data entry can be keyed or scanned. Valid barcode symbologies are Code 128 and 3of9. This data is a required field and cannot be disabled by the field options.
- **Return Da**te: The return date data prompt is a numeric field with a maximum of 3 characters. Data entry is keyed from the PDT. An example of this field may represent the estimated number of days an item or tool is to remain issued. This data prompt is not a required field and can be disabled from the Modify Field Options screen. Once a data prompt is disabled, the application program does not display the input on the entry screen.

Data is collected in the order of top to bottom, based on the location of the data prompt on the screen. Each time the Issue movement code is selected from the Collect Data Screen, the user is prompted to enter the destination, item number and return data (when enabled). Once all data is complete, a record is written to the "**ITMTRK.DAT**" file. The program then returns the user to the item number prompt and retains the destination entered from the previous item. The user can change the destination by pressing the up arrow key to move to the destination data prompt.

Pressing the F10 function key will close this screen and redisplay the Collect Data Screen.

```
           Issue Data
Destination
101

Item Number
100

Return Date
30
      F10 – Collect Data Menu
```

Figure 2.1 The Issue Data Screen

Return Data Screen

The Return Data Screen is displayed once the operator has selected option 2 from the Collect Data Screen. The following data prompt is displayed for input.

- **Item Number**: The item number data prompt is an alphanumeric field with a maximum of 30 characters. Data entry can be keyed or scanned. Valid barcode symbologies are Code 128 and 3of9. This data is a required field and cannot be disabled by the field options.

Each time an item number is scanned or keyed, the application validates the entry against the current audit file. An Issue entry must exist in the data file before the same item number can be assigned a Return movement code. The user is notified only when data entry is invalid and the program is returned to the Collect Data Screen.

Pressing the F10 function key will close this screen and redisplay the Collect Data Screen.

```
           Return Data

Item Number
100


      F10 – Collect Data Menu
```

Figure 2.2 The Return Data Screen

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Re-Stock

The Re-Stock Data Screen is displayed once the operator has selected option 3 from the Collect Data Screen. The following data prompts are displayed for input.

- **Item Number**: The item number data prompt is an alphanumeric field with a maximum of 30 characters. Data entry can be keyed or scanned. Valid barcode symbologies are Code 128 and 3 of 9. This data is a required field and cannot be disabled by the field options.
- **Destination**: The destination data prompt is an alphanumeric field with a maximum of 30 characters. Data entry can be keyed or scanned. Valid barcode symbologies are Code 128 and 3of9. This data is a required field and cannot be disabled by the field options.

Data is collected in the order of top to bottom, based on the location of the data prompt on the screen. Item number and destination are collected for each entry.

Pressing the F10 function key will close this screen and redisplay the Collect Data Screen.

```
┌─────────────────────────────────┐
│ Stock Data                      │
│                                 │
│ Item Number                     │
│ 100                             │
│                                 │
│ Destination                     │
│ 900                             │
│                                 │
│                                 │
│     F10 – Collect Data Menu     │
└─────────────────────────────────┘
```

Figure 2.3 The Re-Stock Data Screen

Utilities Menu

The Check-In/Check-Out Utilities Menu is displayed once the user selects the F2 function key from the Main Menu. The following submenu options are available:

- **Modify Field Options**: Provides access to data prompt names and allows user to disable unused data entry prompts.
- **IR Communications Menu**: Infrared file communications options.
- **RS232 Communications Menu**: Serial file communications options.
- **Erase Data File**: Provides capability to erase the Check-In/Check-Out data collection file.

Pressing the F10 function key will close this screen and redisplay the Main Menu.

```
┌─────────────────────────────────┐
│   Check-In/Check-Out Utilities  │
│                                 │
│                                 │
│  F1-Modify Field Options        │
│  F2-IR Communications           │
│  F3-RS232 Communications        │
│  F4-Erase Data File             │
│                                 │
│                                 │
│    Press F10 to Return to Menu  │
└─────────────────────────────────┘
```

Figure 3.0 The Utilities Menu Screen

Modify Field Options

The Modify Field Options Menu displays the available data entry prompts and their defined prompt names displayed on the data collection screens. All data prompt text is user defined and can be changed by simply selecting the data prompt menu number. The Define Field Settings Screen is then displayed with the selected information.

Pressing the F10 function key will close this screen and redisplay the Main Menu.

Note: The Check-In/Check-Out collection file must not contain data and should be erased before field configuration information can be modified. The following message is displayed if existing data is present in the collection file.

```
Select a Field to Configure

    1-Movement Code
    2-Destination
    3-Item Number
    4-Return Date

  Enter an Option:  [ ]

  F10 to Return to Main Menu
```

Figure 3.1 The Modify Fields Menu Screen

```
Data exists in the file.
Delete the data
file before changing
the configuration file.

Press Any Key
```

Figure 3.1.1 The Erase Data File Warning Message

Define Field Settings

The Define Field Settings Screen is displayed with the selected data prompt information.

- **Enter a Field Name**: Type the text to be displayed on the data collection screen. Data prompt names are alphanumeric and are up to 30 characters long.
- **Active Field**: The active field option allows the user to disable unneeded data prompts. When the active field option is set to "N" or NO, the program does not display the data prompt and no data is collected from the PDT operator. Note: Required application fields cannot be deactivated. Refer to the "Data Collection Fields" chart for more information.
- **Update Field Information**: Selecting "Y" or Yes saves the defined data prompt information. The new data prompt name is reflected in the Modify Field Options Menu and in the data collection screens.

Pressing the F10 function key will close this screen and redisplay the Modify Field Options Menu.

```
Define Field Settings


Enter a Field Name:
Return Date
Active Field (Y/N): Y

Update   Field Information: Y


F10 to Return to Config Menu
```

Figure 3.1.2 The Define Field Settings Screen

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IR Communications Menu

The IR Communications Menu displays the available data file transfer options. The user can upload and download the data collection file (**ITMTRK.DAT**) and field configuration files by selecting the appropriate submenu option.

- **Send Data File to the PC**: This option alerts the PDT operator to prepare the PC for IR communications and then begins transferring the Check-In/Check-Out data collection file to the PC. Once the transfer is complete, the user is prompted to erase the data collection file from the PDT.
- **Send Configuration File to the PC**: This option alerts the PDT operator to prepare the PC for IR communications and then begins transferring the field configuration file to the PC.
- **Get Data File from PC**: This option alerts the PDT operator to prepare the PC for IR communications and then begins receiving information from the PC.
- **Get Configuration File from the PC**: This option alerts the PDT operator to prepare the PC for IR communications and then begins receiving information from the PC.

Pressing the F10 function key will close this screen and redisplay the Main Menu.

```
         IR Communications Menu

    1-Send Data File to PC
    2-Send Config File to PC
    3-Get Data File from PC
    4-Get Config File from PC

         Enter an Option:  [ ]

       Press F10 to Return to Menu
```

Figure 3.2 The IR Communications Screen

RS232 Communications Menu

The RS232 Communications Menu displays the available data file transfer options. The user can upload and download the data collection file (**ITMTRK.DAT**) and field configuration files via serial communications, by selecting the appropriate submenu option.

- **Send Data File to the PC**: This option alerts the PDT operator to prepare the PC for RS232 communications and then begins transferring the Check-In/Check-Out data collection file to the PC. Once the transfer is complete, the user is prompted to erase the data collection file from the PDT.
- **Send Configuration File to the PC**: This option alerts the PDT operator to prepare the PC for RS232 communications and then begins transferring the field configuration file to the PC.
- **Get Data File from PC**: This option alerts the PDT operator to prepare the PC for RS232 communications and then begins receiving information from the PC.
- **Get Configuration File from the PC**: This option alerts the PDT operator to prepare the PC for RS232 communications and then begins receiving information from the PC.

Pressing the F10 function key will close this screen and redisplay the Main Menu.

```
        RS323 Communications Menu

    1-Send Data File to PC
    2-Send Config File to PC
    3-Get Data File from PC
    4-Get Config File from PC

         Enter an Option:  [ ]

       Press F10 to Return to Menu
```

Figure 3.3 The RS232 Communications Screen

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Check-In/Check-Out Erase Data

The Erase Data File Screen is displayed once the user selects the F4 function key from the Utilities Menu. The operator is prompted for deletion verification and the data collection file is erased once the user selects "Y" or Yes. Selecting an "N" or No cancels the data file deletion operation and the Main Menu is displayed.

Pressing the F10 function key will close this screen and redisplay the Main Menu.

<div style="border:1px solid">

**Check-In/Check-Out Utilities
Erase Data File**

This option erases the Check-In/Check-Out file from the PDT. Are you sure you want to erase the data file? (Y/N) N

F10 to Return to Main Menu
</div>

Figure 3.4 The Erase Data Screen

Data Collection Fields

The following chart depicts the available data prompts used by the Check-In/Check-Out application software.

- Data Prompt Name is the user-defined text displayed during data entry.
- Application Required Fields are always required for valid data entry and cannot be disabled or turned off by the operator.
- Data Prompt Characters defines the maximum number of characters displayed for a data prompts title. The Field Size is the total number of characters allowed for a prompts data entry.
- The Data Type defines valid input for data entry. A/N is alphanumeric and N is numeric only.

File Name = **ITMTRK.DAT**

Data Prompt Name	Application Required Field	Data Prompt Max Characters	Field Size	Type
Movement Code	YES	1-30	1	A/N
Destination	YES	1-30	1-30	A/N
Item Number	YES	1-30	1-30	A/N
Return Date	NO	1-30	0-6	N
Date/Time	YES	System Controlled		

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