

INSTRUCTIONS FOR RETAIL EXPRESS STOCKTAKE APP

WARNING. Always test your barcodes first. Do not do any stocktake before testing the PDA scanner with your barcodes as the PDAs have a number of ways they can be setup to scan barcodes. Its important to understand that the data you are scanning matches the data in your system.

Some questions you need to ask yourself.

Do you use UPCA 12 digit barcodes? If so.....do you require the PDA scanner to add a leading 0 to make it an EAN13 digit barcode?

Do you require the scanner to convert EAN 8 barcodes to EAN13 barcodes?

Do you require the scanner not to transmit check digits in your barcodes?

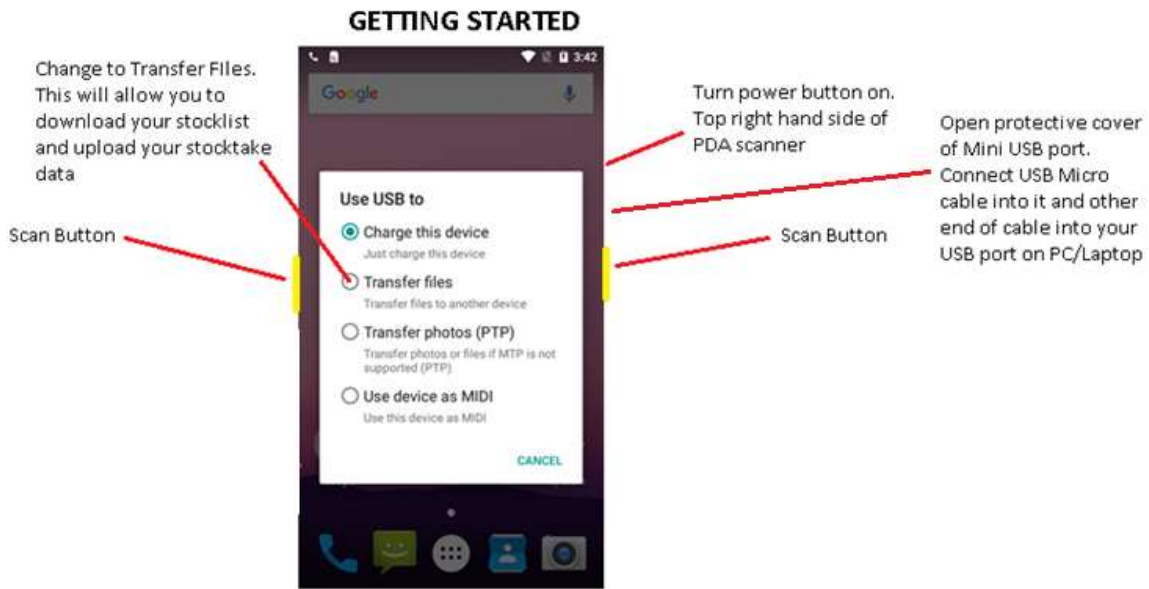
If you answered yes to any of above, please contact us for guidance on how to change settings in reader config on the PDA scanner.

To test your barcodes, go to the app on the PDA scanner called Reader Config.

Open the app and locate the 3 horizontal dots in far right corner. Select scan test. Does the barcode being scanned, match what the barcode # on the screen of your PDA says? Is this the barcode # on screen also match the barcode # that is in your data in system or in your lookup / stocktlist file?

For more info on trouble shooting, go to Trouble Shooting section at end of this instruction guide.

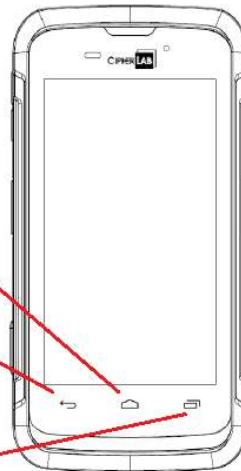
NOTE: Before opening your REX stocktake app, if only just turning on your PDA scanner, wait for 60 sec to give your PDA scanner time to turn on all its applications.



Navigating with your Rental RS30

On the bottom of the mobile computer are three hardware buttons that deliver the following functions:

Button	Function	Description
	Back button	Returns to the previous screen or closes the active window or keyboard.
	Home button	Displays the Home screen.
	Recent apps button	Opens a list of recently used applications.



For Charging Your Rental RS30 PDA Scanner.

2.10. SNAP-ON USB CHARGING CABLE

The Snap-on USB Charging Cable provides a convenient way to charge your mobile computer.

Click the Snap-on USB Charging Cable on to attach; pull either side outwards to detach

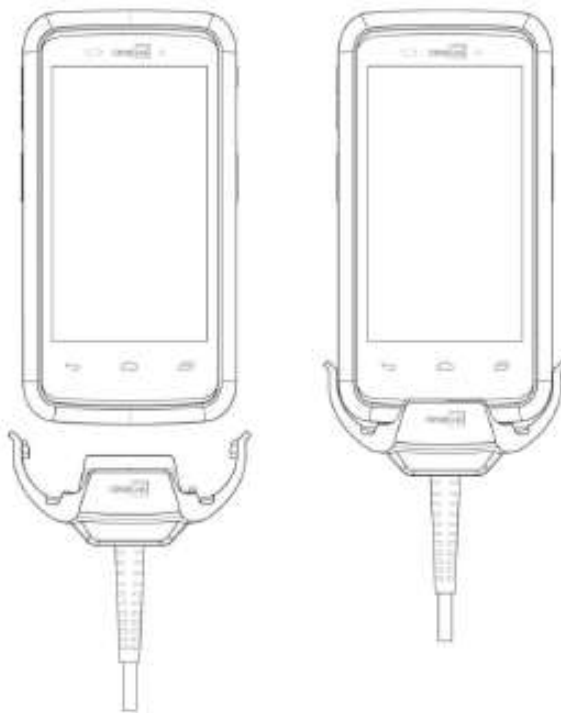
Connect USB to PC or adapter to charge mobile computer

Cable completes charging in approximately 4 hours

LED on mobile computer shows charging status

Adapter input 100-240VAC, 50/60Hz; output 5VDC/2A

Note: The Snap-on USB Charging Cable is for charging only. For data communication, use the micro USB cable to connect the mobile computer to your PC or laptop.






Transferring Stocklists

As mentioned above, for transferring lookup / stocklist files, plug your USB micro cable into right side of RS30 PDA scanner and other end into your PC.

Navigating with your RK25 PDA Scanner



Button	Function	Description
	Back button	Returns to the previous screen or closes the active window or keyboard.
	Home button	Displays the Home screen.
	Recent apps button	Opens a list of recently used applications.

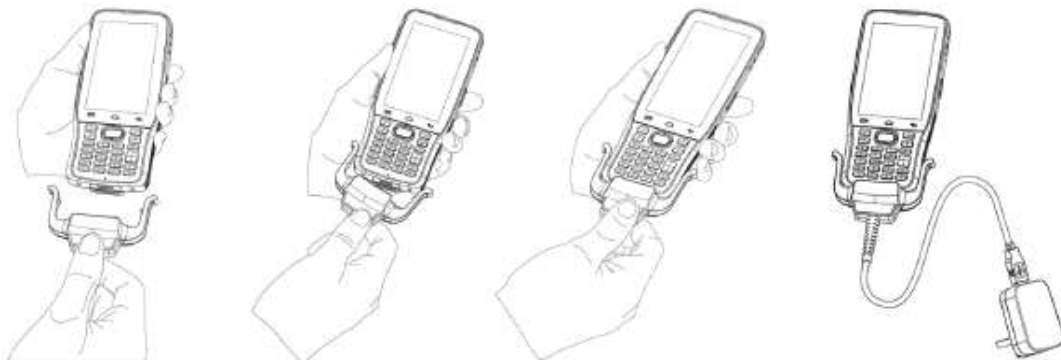
USE SNAP-ON CABLE



The Snap-on Cable provides a convenient way to charge your mobile computer as well as data communication.

To install:

- 1) Remove the micro USB cable if it is connected with the RK25 mobile computer.
- 2) Hold the snap-on cup toward the bottom of the RK25 mobile computer, and place one of the snap-on cup side to the side of the RK25 mobile computer.
- 3) Push the Snap-on cup upwards to make its another side to be attached to the RK25 mobile computer.
- 4) A "click" sound is made once the Snap-on cable is connected with the bottom of the RK25 mobile computer in place.
- 5) Connect the USB plug to the approved adapter for external power connection, or plug it to the USB port of PC/laptop for data transmission/ charging.



Main Menu

REX StockTake

Start StockTake

View
Counts

View
Lookup

Export
Counts

Import
Lookup

About

Settings

Exit

In the REX stocktake app, you have an option of sending your file by email or saving it in your download folder on PDA within internal storage. If emailing...set your designated email where you are sending your stocklist file before starting your stocktake. Save it once email address is inserted.

Go to: Main Menu / Settings

Email Settings

REX StockTake

Email Settings

Email Stocktake Counts To: *

CC Email:

Save

Close

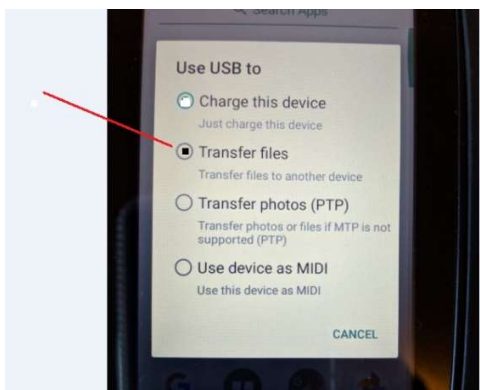
Import Your Stockfile.

Before you start, you will need to export from Retail Express your Mass Download Product File. Try not to export as a csv file. Preferably xls, xlsx etc. If you have barcodes that start with a leading 0, a csv file when opened, will tend to drop the leading 0.

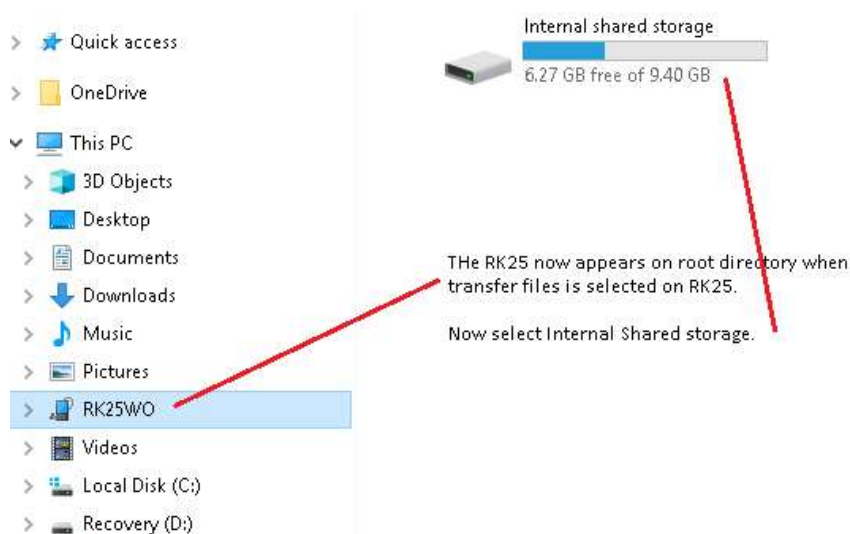
From this file, you will only need 3 x columns of data. Which is Product ID # (Rex 6 digit barcode ID#), your Supplier SKU # and Short Description. The rest of the data is not needed. Now copy all of this data (3 x fields) and paste into notepad. Make sure there are no hidden columns Also no extra spaces or lines at the bottom of the data. The cursor should end at the end of the last record.

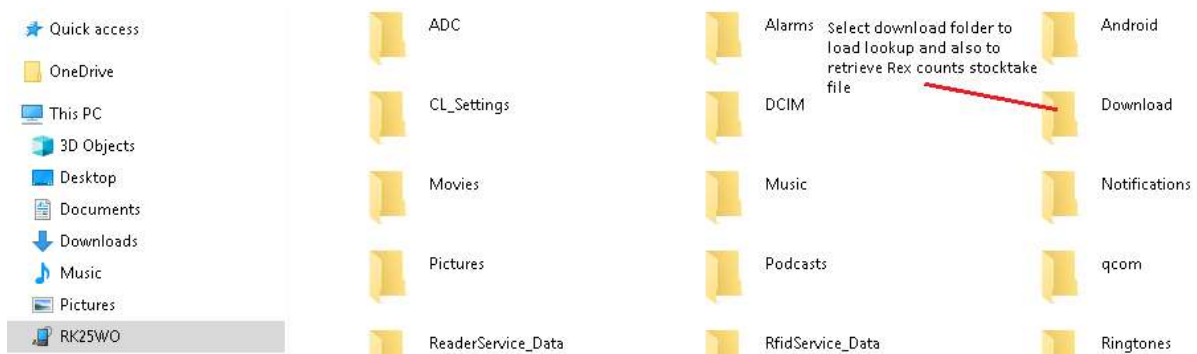
IMPORTANT NOTE! - Now Save as lookup.txt

Make sure your RK25 mobile computer (or rental RS30) is connected to your PC. When you do plug in your RK25, you will notice on the screen of your RK25 that there will be 4 x options to choose from. Choose the second option – Transfer Files. As soon as you select this option, this screen will disappear. You will now be able to see the RK25 on your root directory of your PC.



GO to Internal Shared Storage. Look for the download folder.





Copy and paste your stocklist/lookup table into download folder of your PDA scanner. NOTE: This is not in your PC's download folder.

Open REX Stocktake app : Main Menu / Import Lookup

Needs to be text file format (.txt) Product ID #,SupplierSKU#,Short Description

Has to be saved as lookup.txt and loaded into download folder. NOTE: Example below on how your lookup table should look. Each field is separated by a tab. Which is what will happen when you copy and paste from excel.

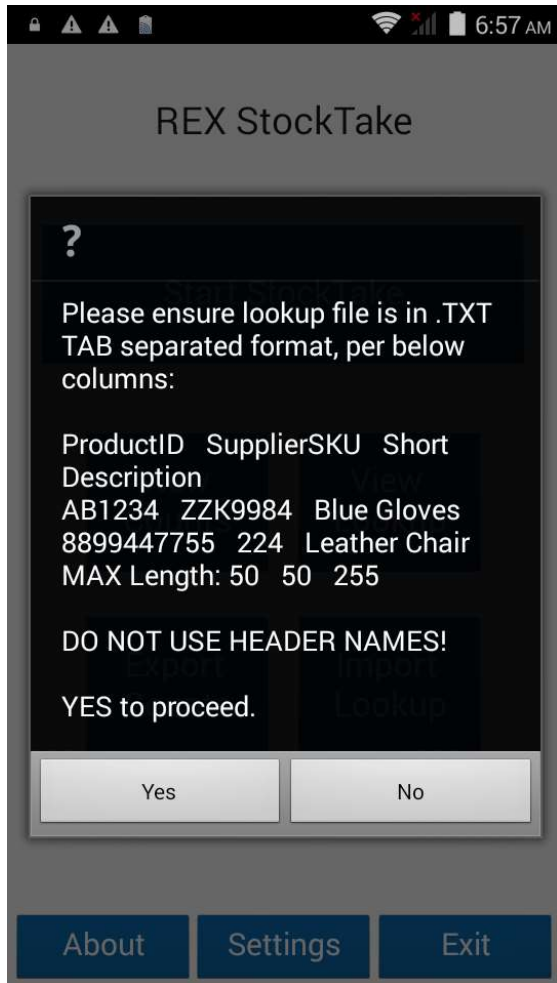
```

lookup.txt - Notepad
File Edit Format View Help
128307 000000 Threading Service
128308 000001 Membership Voucher
126648 0000dre black dress Size: 8 Colour: BERRY
126369 0000dresblk81 black dress Size: 8 Colour: Black
126646 0000dresblk9 black dress Size: 8 Colour: Black
127107 0733332374 Great South Land
127617 1000254856 iPhone 7 Leather Wallet Case Size: 7 Colour: Tan
127618 1000254857 iPhone 7 Leather Wallet Case Size: 7 Colour: Black

```

Now select import lookup on main menu of REX stocktake app.

Go to trouble shooting guide if still having issues.



NOTE: Loading a new stockfile. Always clear the last stockfile in your download folder.

Then go to main menu on REX app and choose View Lookup. When in here....select any record by touching it on screen. Select delete all records. Now your screen is also clear of any old stockfile information. Proceed to import new stocktake file.

To start Stocktake....Go to: main Menu / Start Stock Take.

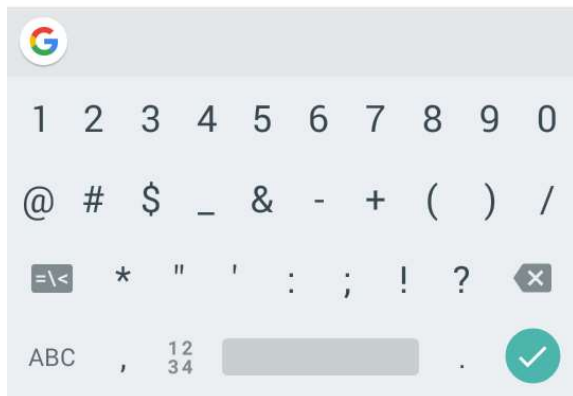
When you start your stocktake, you can key in (keyboard shown on image) or scan in your location /BIN ID #. If you have no location, just choose Proceed to bypass this.

Location / BIN ID

REX StockTake

Scan / Enter Location or BIN ID

Proceed Close



Once you have either recorded a location or by passed it, you can scan in the barcode #. Or you have the option of using virtual keyboard and keying in barcode #.

Having the stocklist on your PDA scanner will not only give you a validation of your barcodes in system (both Product ID # and Supplier SKU #) but it will also give you a description of what this item is. If item is not found, you will be prompted a message on screen telling you this.

You have a choice of accepting 1 as the default and saving. Or overwriting 1 with a higher qty. If you a stocktake where scanning consists of only scanning qtls of 1, you can check the Auto save by 1 box and it will save the record automatically.

6:59 AM

Current LOC/BIN ID:

Scan / Enter Product ID or Supplier SKU

Description

Total Count:

Total Count in Location:

Add QTY:

Last 5 Counts:

Auto Save

7:03 AM

Current LOC/BIN ID:

Scan / Enter Product ID or Supplier SKU

Description

Total Count:

Total Count in Location:

Add QTY:

Last 5 Counts:

845840058350 NIKE SWOOSH HEADBAND ATON

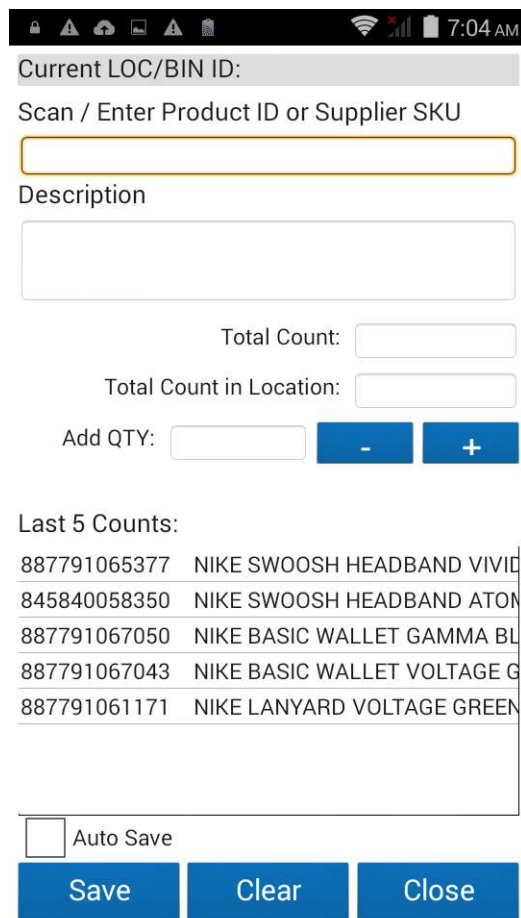
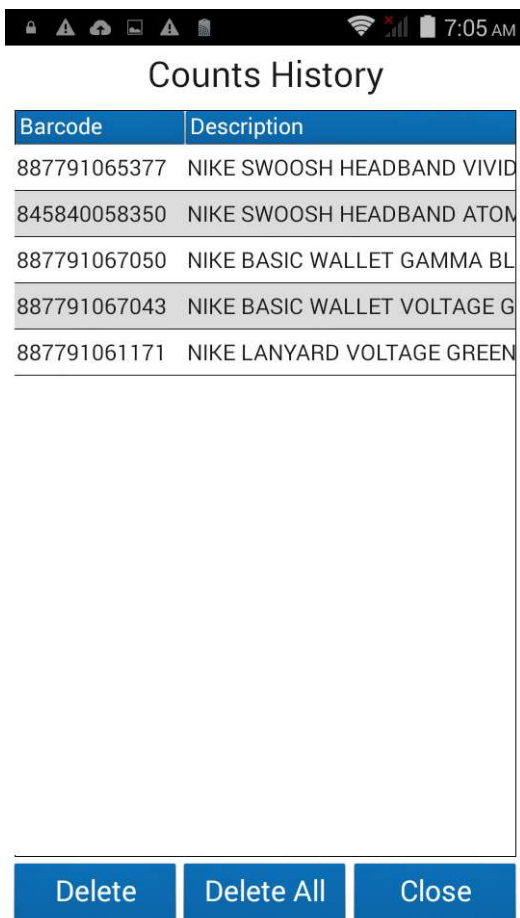
887791067050 NIKE BASIC WALLET GAMMA BL

1	2	3	-
4	5	6	,
7	8	9	⌫
.	0	_	Next

To view your stocktake data, go to Main menu / View Stocktake Counts. You can scroll across or down the page by touching screen. You can also delete your stocktake data from here.

To delete stocktake data, touch one of the stocktake counts on screen. It will ask you if you want to delete this record or all data.

Want to view your last scanned data. A "Last 5 counts" table in the StockTake screen ordered by Date/Time & Description. You can also click and hold to delete any of the selected records.

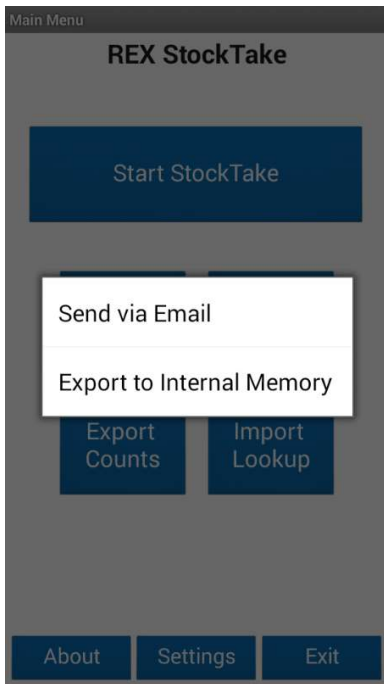


TO view your lookup file, go to Main Menu / View Lookup File. You can also scroll across or down the page by touching screen. Depending how large the lookup table is, there may be a slight delay before it responds on scrolling.

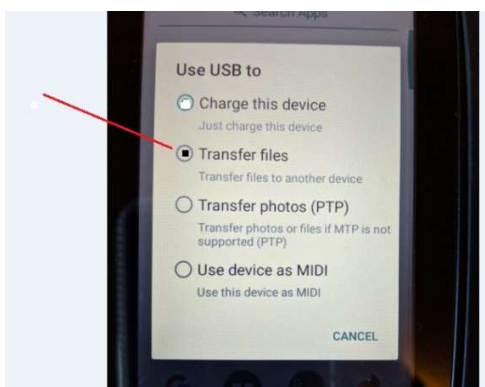
Lookup File		
REX StockTake		
Product	Supplier SKU	Desc
124001	12476433	Lada
124002	TOP1-BBLK-MED	Lada
124003	TOP1-BBLK-SMALL	Lada
124004	TOP1-BBLK-XXL	Lada
124005	TOP1-BERRY-LARGE	Lada
124006	TOP1-BERRY-MED	Lada
124007	TOP1-BERRY-SMALL	Lada
124008	TOP1-BERRY-XXL	Lada
124009	TOP1-CITRS-LARGE	Lada
124010	TOP1-CITRS-MED	Lada
124011	TOP1-CITRS-SMALL	Lada
124012	TOP1-CITRS-XXL	Lada
124013	TOP1-CRINK-LARGE	Lada
124014	TOP1-CRINK-MED	Lada
124015	TOP1-CRINK-SMALL	Lada

[Close](#)

EXPORTING REX COUNTS DATA FROM PDA SCANNER - Once the Stocktake is complete. Go back to main menu and select Export Counts. It will ask you if you want to Send via Email or Export To Internal Memory. Saving Data to device (Export to Internal Memory) if Wi-Fi signal is weak or nonexistent is a great option for this situation..



Plug your PDA scanner back into the laptop or PC. When you do this, once again you will see your PDA scanner screen come with 4 x options. Choose Transfer Files. As soon as you select this option, these options on screen will disappear. You will now be able to see the RK25 on your root directory of your PC.

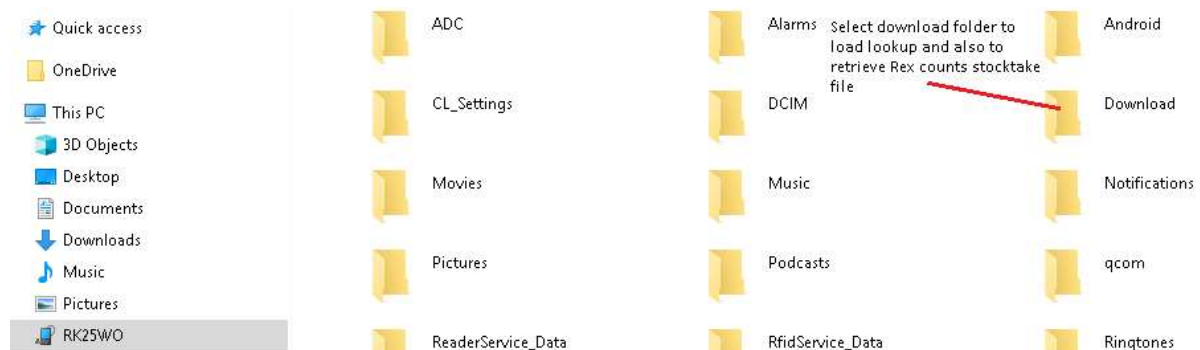


Then go to your file directory in your PC and look for the RK25

GO to Internal Shared Storage. Look for the download folder.



Once the RK25 is located on your file directory (see below image).....click on this to locate the download folder. In here, you will find the Rex counts stocktake file. Just copy and paste this to your PC. Maybe desktop where you can easily retrieve this.



Details For Sending Stocktake Data Back to Retail Express - You cannot send your data (Rex Counts) collected from your stocktake scanners directly back into Retail Express. You have to use the Retail Express tool called Excel Scan tool for this.

The excel scan tool allows you to compare what data is in your system to what you have counted with the stocktake scanners.

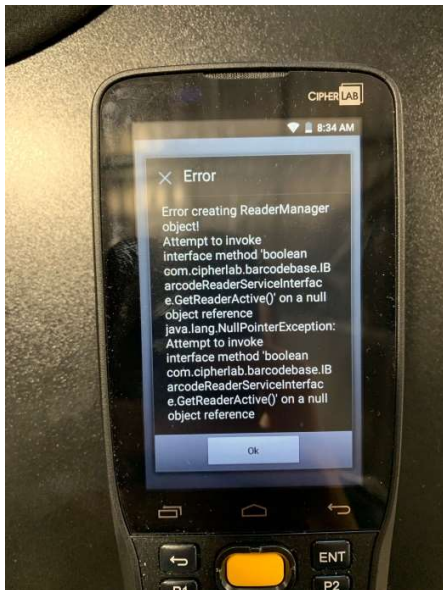
Firstly, you will first have to push all of your product information into the excel scan tool. You will then import your stocktake data file/s (Rex counts file) into excel scan tool. Now you will be able to see any variances and make the necessary adjustments. Once happy with data in excel scan tool, save as a csv file and send back into Retail Express.

LINK FOR EXCEL SCAN TOOL From RETAIL EXPRESS - <https://ress.zendesk.com/hc/en-us/articles/207879688-How-to-use-Batch-Stocktaking-Scanners->

Contact Retail Express if any questions relating Excel Scan tool.

TROUBLE SHOOTING GUIDE

- **-#1 - Scanner not working when I first turn unit on.** If turned off and turning the unit back on, give the unit atleast 1 min to open all its applications before starting to scan in REX stocktake application. You may see this error if you do not give the PDA enough time to turn on its scanning engine.

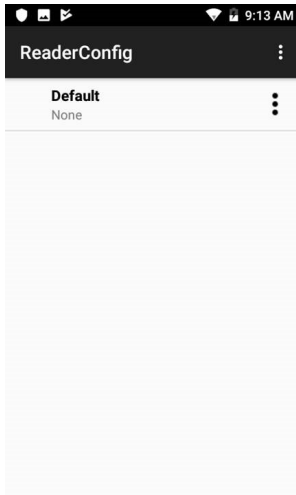


- **- #2 - Scanner not scanning barcodes** – Error message will be “Invalid entry, barcode not found” Go to Reader Config Application in programs. Open reader config .

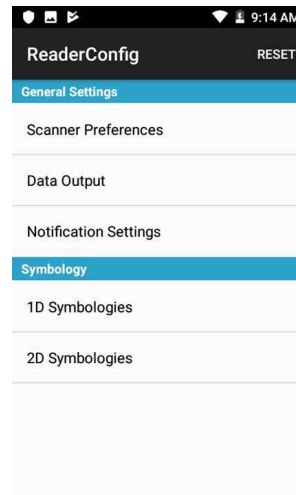
Hi please follow below to reset your driver. Make sure you go and close down REX stocktake app but going to multipage button on bottom of screen first.

Then swiping REX stocktake app to left. DO NOT PROCEED UNTIL YOU HAVE DONE THIS FIRST OR IT WILL NOT WORK!

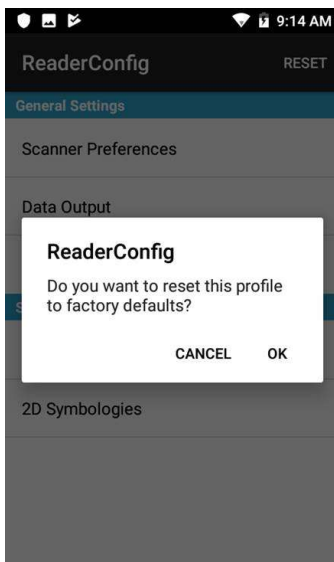
#1: Go to Reader Config and click on Default



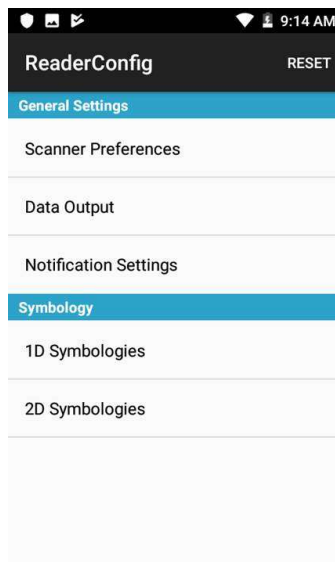
#2 – Click on reset – right hand corner



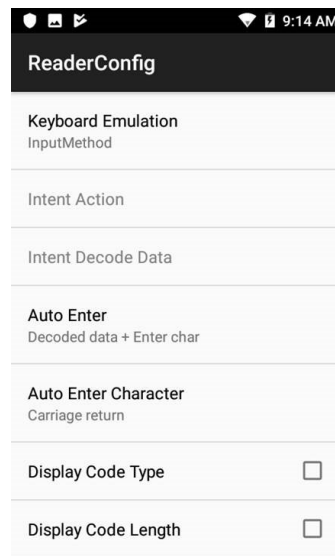
#3. Select OK



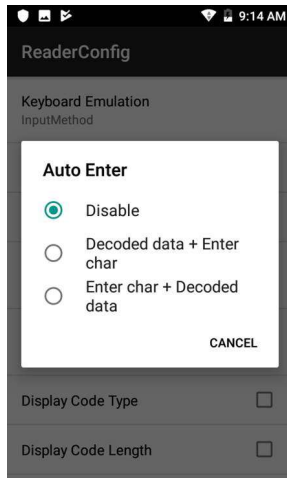
#4 – Click Data output



#5 – Click on Auto Enter



#5 – Select Disable. Now select back button (bottom right hand corner of screen) This will save settings.



#6 – Open up REX stocktake app and start scanning.

- **#3 - Stocklist/Lookup table gives error messages when loading on to RS31 PDA Scanner** – This will be because your stocklist/lookup is not formatted correctly. You may also have extra spaces or lines at the bottom of your last record. Make sure cursor ends at end of last record. It could also be that when you copied from excel that there were hidden columns. Please delete any hidden columns and only copy the 3 columns of data. Also look for duplicates and any extra delimiters.

Make sure only 3 columns in your stocklist are loaded. See example image below. Delete the headers.

If there are still issues, then you have what we call dirty data. Look for “. Also empty record lines or spaces. Delete any commas as well. Once you are happy you have cleaned your data up, save the file as lookup.txt and re-load back into your download folder of your PDA scanner.

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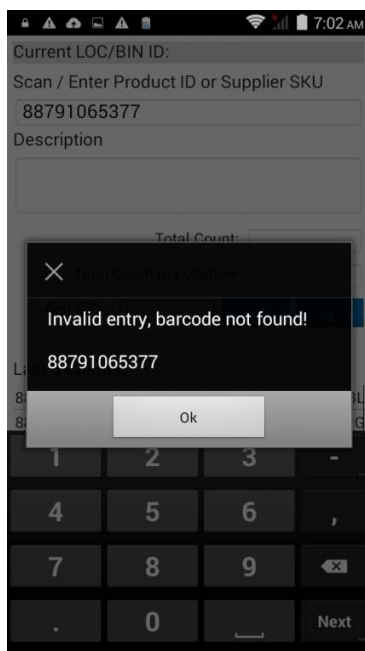
lookup.txt - Notepad
File Edit Format View Help
128307 000000 Threading Service
128308 000001 Membership Voucher
126648 0000dre black dress Size: 8 Colour: BERRY
126369 0000dresblk81 black dress Size: 8 Colour: Black
126646 0000dresblk9 black dress Size: 8 Colour: Black
127107 0733332374 Great South Land
127617 1000254856 iPhone 7 Leather Wallet Case Size: 7 Colour: Tan
127618 1000254857 iPhone 7 Leather Wallet Case Size: 7 Colour: Black

```

#4 - Barcode Not Found in Lookup. This will be because the data on your lookup does not match what is being scanned. The obvious reason is because this item was not entered into your system.

However, there are other reasons as well. Sometimes the barcode printed and the human readable # on bottom of barcode does not match what is being scanned. To make sure the barcode is correct, . To check this.....go to the app – ReaderConfig. Go to top right hand corner where the 3 dots are located and touch this. Then choose Scan Test. Does the barcode being scanned, match what the barcode # on the screen of your PDA says? If not....there is your issue.

Another reason is that you might need to reset your scanner in reader config. Go back to #2 in troubleshooting guide.



Full Reference Manual For **RK25 PDA Scanner** -

<https://drive.google.com/file/d/1W6E1Lgj1TNIVf5TQkmf3fKMZhS-yGJ9p/view?usp=sharing>