

CH2 Barcode Scanner Quick User Guide

Downloading Imprest Lists to Barcode Scanner

- 1. Open SOS and click "Wardbox", "Processing". Click either "Download Data to PDE" or "Load Stock Availability/Pricing".
- 2. Click "Product", "Imprest Lists" and "Ward Details" as shown.
- 3. Click "BHT6000" if you have a grey scanner, "BHT8000" if you have a dark blue scanner.
- 4. Click "Output Files" and the "Set PDE for Products download" box will appear on the PC screen.
- 5. Turn on the Scanner with the orange "PW" button and select the "Front Menu" shown at right. If this menu is not showing, clear the memory.
- 6. Select "3. Download" on the scanner, then "1. Products". Depending on your setup, place the scanner in the sled or plug in the scanner cable.
- 7. Follow the prompts for the Imprest Lists (2) and Wards (3) downloads.
- 8. When Wards download has finished, select "4. Exit" on the scanner and click "Exit" on the PC menu.

Scanning your Orders

- 1. Turn on the Scanner. From the "Front Menu" press 1 on the keypad to open the "Order Entry" screen shown at right.
- 2. Scan the department Barcode.
- Key in an order reference as shown using the keypad and press the "ENT" key. *Entering an order reference is mandatory.* Entering the date is usually OK (*eg: 010207*) as this can be changed later in SOS.
- 4. Next, scan the barcode for the product you wish to order.
- Details of the product you have scanned will appear with 3 options, "1.OQ" (Order Quantity), "2.Cnt" (Count – *do not use*) and "3.Xit" (Exit).
- 6. **Press 1 on the keypad**, key in the quantity you wish to order and press "ENT". This item is now ordered on the Scanner.
- 7. If the wrong barcode is scanned, press 3 to exit and scan again. You can delete the last product ordered with "8.Del" from the "Order Entry" screen.
- 8. Repeat steps 4 to 7 to complete the order. To place a new order, repeat steps 2 to 7. You can place several orders on the same scanner.
- 9. Return the Scanner to the SOS PC when finished.











Uploading your Orders to SOS

- Open SOS and click "Wardbox", "Processing", "Order Preparation" and "Upload PDE Orders".
- 2. A message "Set PDE for Order(s) upload" will appear. Place the scanner in the sled or plug in the scanner cable.
- 3. On the scanner, select "9. Menu" from the Order Entry screen then "1. Upload".
- Once uploaded, click "Yes" to the "Transmit Orders Now" message shown at right and SOS will process the order(s) line by line. Answer message prompts regarding stock as they appear.
- 5. When the order is complete, "Prepared order has been loaded" appears. Click "OK" to continue. Additional products can be keyed in using the PC keyboard.
- 6. Review the order by clicking "Recall lines" and make any changes required. Once you are satisfied with the order, exit Recall Lines and click "Create" to send the order to CH2.

S.O.S. Main Menu - Login ID 'RON Setup Offline OnLine WardBox About

Maintenance 🕨

- 7. Answer Yes/No to the "Print Order Confirmation" prompt then click "Exit" to move to the next order. When all orders are processed, SOS will shut down.
- 8. On the scanner, follow the screen prompts to clear the memory. The scanner is now ready for the next order and/or upload.

Adding and Printing Barcode Labels

- To print barcode labels, click "Wardbox", "Maintenance" & "Product Barcode Labels". Choose a department to show all products on that department's Imprest list.
- Use the options to choose label size, what to print on the labels and in what sequence they print. To print selected barcodes, click on the product(s). When done, click "Print".
- Products not shown need to be added to an Imprest List. First, go online and select "Product Availability/Pricing". Now search for the products you wish to add.
- Write down the codes and click the button at right only when it appears. Continue until you find all the codes and exit this screen. Disconnect from SOS (click "Online" & "Disconnect").



- Add the codes to an Imprest list by, clicking "Wardbox", "Maintenance", "Imprest Lists". Choose a department and key the product codes into the Imprest List (shown at right). Min/Max level, Location etc. can also be added. Click "Add".
- 6. Go back to "Product Bar Code Labels" to print these barcodes as above.

Bar Code Label Printing												
	Account 567203	THE	ATRE									
	Product Description	Code	UOS	Bar Code	Alternate Description							
	PROGOUT TAB 300MG 60	1560752	EA	1560752		<u> </u>						
	PROMIT INJ VIAL 20ML PLASTIC	1295649	B20	1295649								
	QV LIP BALM 15G	1366256	EA	1366256								
	RAZOR SAFETY FACIAL SHAVE DISP_PLASTIC GUARD	1112487	B48	1112487								
	SCALP VEIN SET INFUS 23GX19MM SURFLO 30CM TUBE ST SU	1498499	EA	1498499								
	SCRUB SPONGE SURGICAL EZ-SCRUB CHLORHEXIDINE ST SU	1285189	B30	1285189								
	SODIUM CHLORIDE POLYAMP DUOFIT 0.9% 5ML	1260324	B50	1260324								
	SODIUM CHLORIDE STERILUER 0.9% 10ML	1231941	B50	1231941								
	Label Size Selection Label Content Sequence C 48x25mm Print All Labels Image: Select Individual Product Image: Select Individual Product Description Image: Select Individual Description Image:											

Load Stock Availability/Backorders Ctrl+S

Download Data to PDE

Stocktake Input

CHP. Ward Bo	ox Details							×
<u>Print</u> <u>Maint</u>	enance <u>E</u> xcel File							
Acco	unt 567203							
Product Co	de 1560752							
Bar Co	de 1560752							
Descript	PROGOUT TAB 300MG 60		U.0.9	EA				
			- 10			C Des	uence — cription	
Pr	ice 4.60				1 🗸	Loc	ation	
Minim	um 2 Maximum 3 R	eorder	0			C Ger	neric	
Locat	ion PCY D01			Update	Delete			
Improved	int							1
Location	Description	UOS	Code	Minimum	Maximum	Reorder	Price	
PCY C03	XYLOCAINE PLAIN POLYAMP 2% 5ML DUOFIT	B50	1350952	1	2		16.39	4
PCY D01	PROGOUT TAB 300MG 60	EA	1560752	2	3		4.60	Ĩ
PCY D03	PROMIT INJ VIAL 20ML PLASTIC	B20	1295649	2	4		407.04	
SHELF A-	FACIAL TISSUE 2 PLY 100'S WHITE TORK	C30	1337977	5	10		30.41	
SHELF A-	WIPES ANTI-BACTERIAL ISOWIPE DISPENSER PK 75'S	EA	1185690	1	2		6.61	
SHELF B-	GLOVE EXAMINITRILE N/STIMEDIUM	B100	1581370	2	5		8.27	•

