

**Calant POS
Inventory Entry
and
Labels program**

Version 4.0

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The Inventory Entry and Label Programs

If you are going to enter one or a few items into the inventory you should use the form entry method (see the Administrator's documentation). However if you have many item numbers to enter at once, we supply an entry program for use.

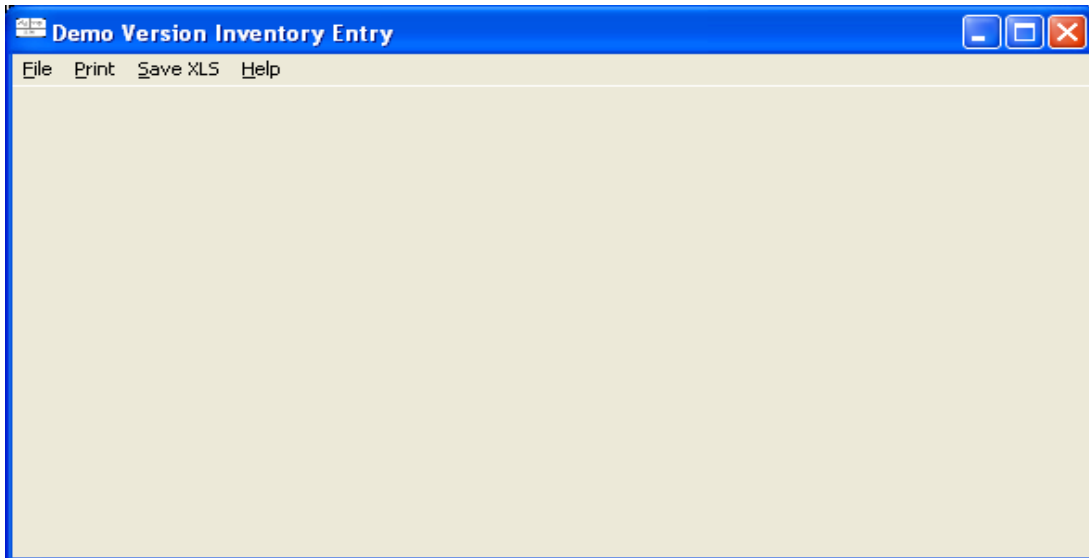
The program comes in two versions, one for your use at your main computer, the other for your vendors to use offline.

You can create a copy of the vendor program to removable media (floppy, USB stick, zip drive) so the vendor will have the program. If you purchased the system with support, the vendor can download your customized version of the program from our download page on the web. The created .db3 file should be on a removable media such as floppy or USB memory stick so that the vendor can bring the file to the store for entry into the inventory. To give the vendors more functionality, there is an option to save the data to an xls file so they can work with the entries on their own computers for any further work they may want to do. You can create a copy of this program for your vendor to use in the BackRoom program under Inventory – Vendor Disk. Once the vendor has created his/her file, the created file should be brought to your store so that it can be read into the database under Inventory – Inputs.

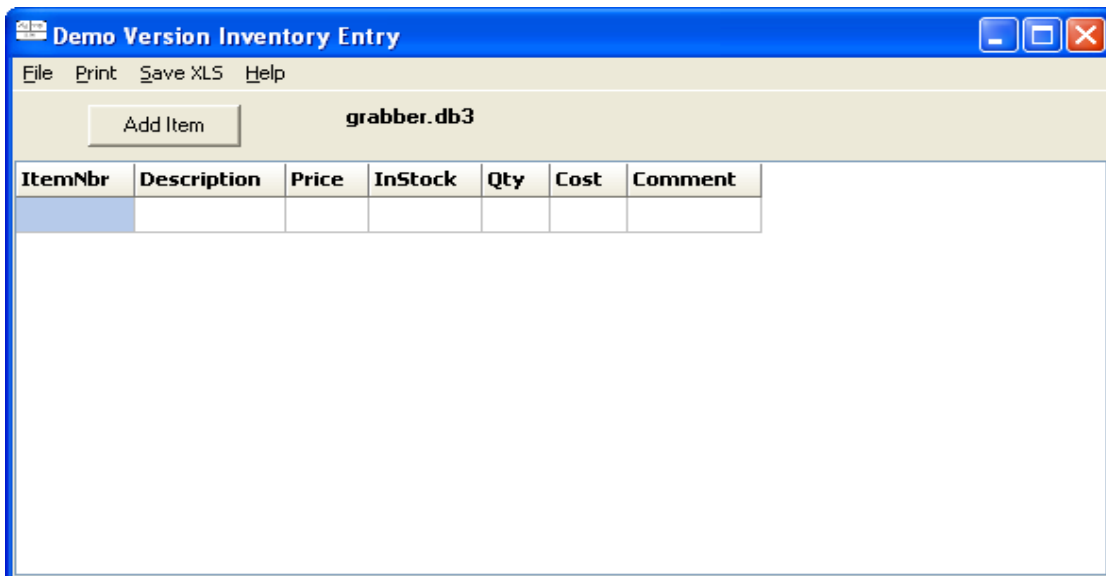
In order to reduce the size of the files, we do not include the programs in the demo version. However, if you want to try it out, there is a download available on the download page for the vendor version for the demo.

VndrLbIs

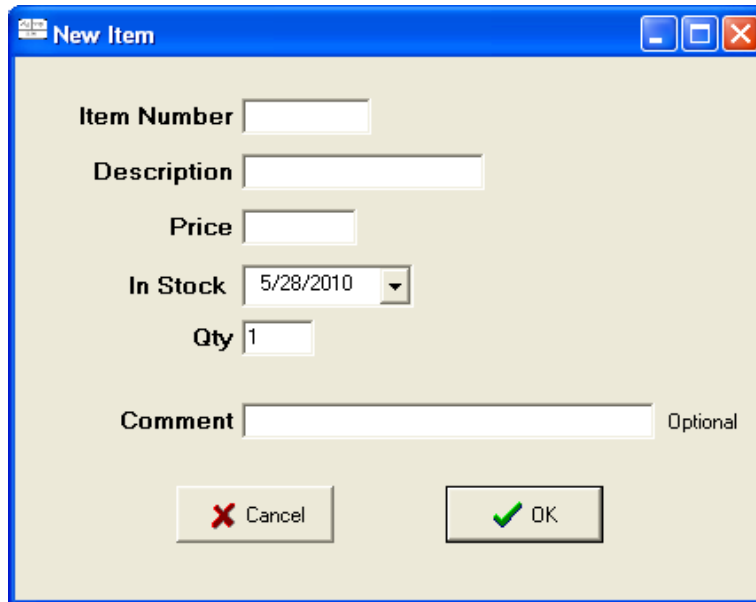
There is a compact version of the program that you can give to your vendors so that they can prepare their items for entry into the inventory before bringing the items to the store. You can choose where the .db3 file is created. It should be put on to a removable media to enable transport to the store for inventory entry.



Choosing Open Database rather than New Database, you can select previously created but not store entered data for editing. Fill in the information for each Item Number. Click the Add Item button to enter your new item.

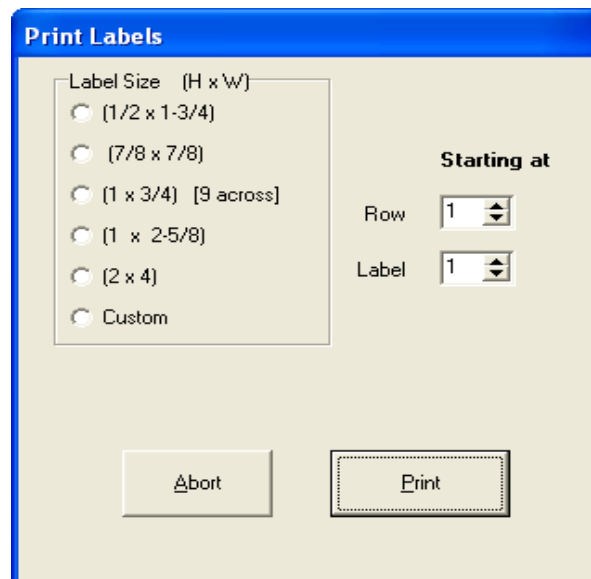


In order to make it easier to enter items, this version of the program has an item entry screen which you will get when you click the Add Item button.



The 'New Item' dialog box features a blue title bar with standard window controls. The main area is light beige and contains the following fields: 'Item Number' (text input), 'Description' (text input), 'Price' (text input), 'In Stock' (dropdown menu showing '5/28/2010'), 'Qty' (text input with '1'), and 'Comment' (text input with 'Optional' label). At the bottom, there are two buttons: 'Cancel' with a red 'X' icon and 'OK' with a green checkmark icon.

Once you are done, bring the created .db3 file to the shop so your data can be entered into inventory. If you want to do further work with your data, you can save it to an .xls file for your spreadsheet program. You can also print out the grid or print labels from the entries. One label for each item using the Qty field to determine number of copies to print. The label selection is done here:



The 'Print Labels' dialog box has a blue title bar. It contains a group box 'Label Size (H x W)' with radio buttons for: '(1/2 x 1-3/4)', '(7/8 x 7/8)', '(1 x 3/4) [9 across]', '(1 x 2-5/8)', '(2 x 4)', and 'Custom'. To the right, under 'Starting at', there are two dropdown menus for 'Row' and 'Label', both set to '1'. At the bottom, there are 'Abort' and 'Print' buttons.

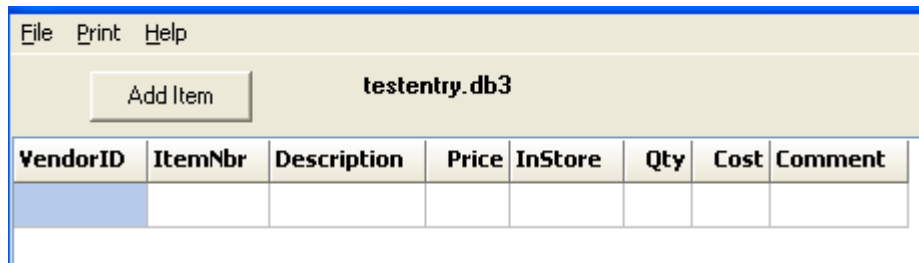
In order to more effectively use the label stock, you can choose where to start the first label, thus allowing use of partially used sheets. Choose the size of your label stock and hit "Print"

StoreLbIs

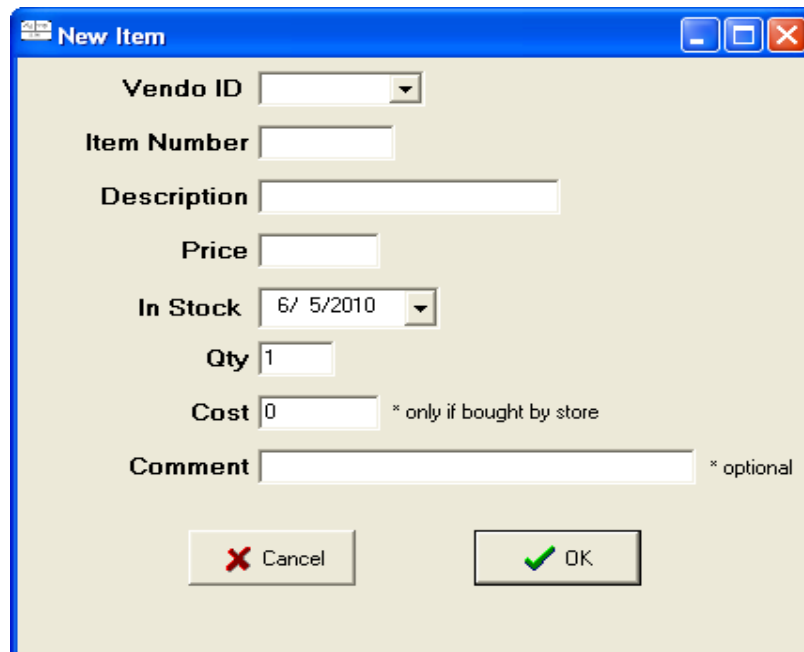
As mentioned before, when entering items for inventory, the BackRoom program provides a form for entry. However, often we have found that there are many items to enter and it would be useful for the clerk to do entries between sales. It is not a good idea to run the BackRoom and the Sales Desk program at the same time. So, we have created a version of the program that operates similarly to the VndrLbIs program for entering many inventory items which avoids the problem of the two programs running and allows entry without logging into the BackRoom.

The main differences are that the .db3 files created are in the [C:\StoreDB](#) folder by default and that the vendor ID can be entered for each item, unlike the VndrLbIs program where the whole file must be for one vendor.

After all the entries are complete, the data can be brought into the BackRoom program under Inventory-> Inputs as a DB file. Or, you can add the data directly into the inventory table. If you have installed bar coding, you can print bar coded labels here rather than waiting until the items are in the inventory table.



VendorID	ItemNbr	Description	Price	InStore	Qty	Cost	Comment



New Item

Vendo ID

Item Number

Description

Price

In Stock 6/ 5/2010

Qty

Cost * only if bought by store

Comment * optional

Caution: Once data from a file has been read into the system, do not read it in again.

Label Stock

Materials

The choice of label stock that is supported in the system is based on both availability of label material and the fact that the labels are available in removable (sometimes called relocatable) versions. We have found that the removable versions are easily taken off of the items leaving no residual trace.

Sizes and Sources

The program currently supports five preprogrammed sizes. (All specifications are in inches.)

$\frac{1}{2} \times 1\text{-}\frac{3}{4}$ is the typical return address label. (Avery 5167)

$1 \times 2\text{-}\frac{5}{8}$ is known as the address label. (Avery 5160)

2×4 is often called a shipping label. (Avery 5163)

Those three can be found at most office supply stores. Removable versions can be purchased from the online sources we discuss below.

$\frac{7}{8} \times \frac{7}{8}$ is a size that is compact and useful for many applications. We have found both the permanent and removable versions at Planet-Label.

$1 \times \frac{3}{4}$ is a size that is compact and allows for the printing of the store name at the top of the label. We found this in both permanent and removable versions at Online Labels. **Note:** Planet-Label has a version which is 10 across rather than 9 across but we do not support it since it does not come in a removable version.

With the exception of the two above, you can find the permanent and removable versions of the labels on line at Avery.com, OnlineLabels.com, WorldLabel.com, and PlanetLabel.com. There are probably other online sources besides these and your local office supply store might have them in stock, but we have used these sources before.

Barcodes

You will notice that in using the VndrLbIs program there is no option to print barcodes on the label. Barcodes can only be printed for items in the inventory. In the BackRoom program, while viewing available inventory, you can print labels with barcodes for any items you have.

What codes?

After much searching for an efficient yet inexpensive method to build in the barcode capability, we decided on using the IDautomation fonts. We are using the extended code39 font set that is available as part of their [USB Barcode scanner](#) package.

If you already have a scanner, you can download the font set and installation program for free at their [free font page](#).

Please be sure that your scanner is set to use the extended code39 (sometimes called the full ascii) fonts.

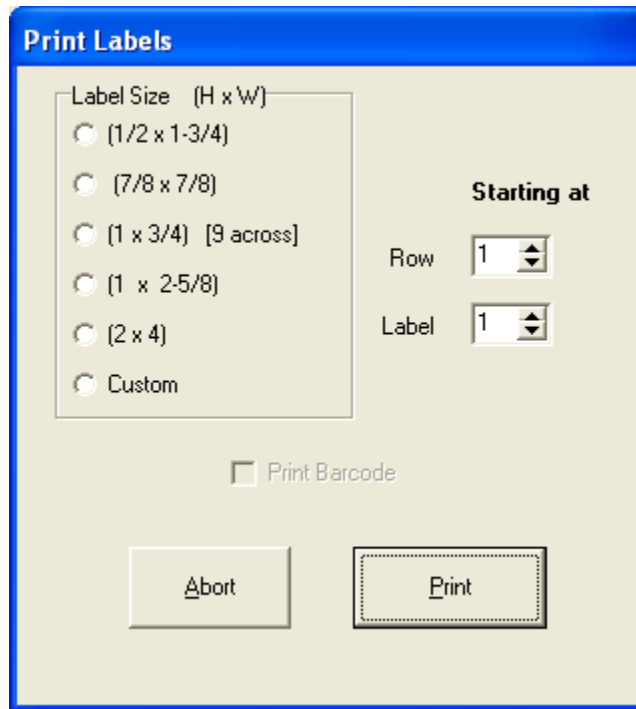
Due to licensing restrictions, we do not include the font set with our distribution, but [free download](#) of the fonts will give you the ability to use our barcodes. IDautomation also has more complete symbology sets available for your barcoding needs. We are using the code HC39M since that is the one that is freely available for download.

If the Vendor ID is A13 and the item is 3C8, the barcode will appear as:



Creating the labels

You can now create bar coded labels while in the StoreLbIs program or in the BackRoom program select Inventory – Available. Either All Available or For a Vendor will show you the list of available items. Select the item(s) for which you want to print labels. You can select multiple items using the <ctrl> or <shift> keys during selection. Then selecting the “Labels” button will bring up the printing dialog:



This dialog works in the same way the the xxxLbIs program except that if you pick a size that has barcoding available, you will be able to turn on the barcode by selecting the checkbox. Labels longer than one inch will have the instore date appear on them. This is to help determine auto discounts that you may be applying as the items age to 30 or 60 days.

Making a sale

To sell a bar coded item in the Sales Desk program you simply need to have the cursor in the Vendor ID field when you trigger the bar code reader. This is the default position when you open the program. Once the item is scanned in, if the quantity is one and there is no discount, you can choose “Next” to get to the next entry. If you need to change the quantity or enter a discount, do so before you hit next. Non-barcoded items can be entered from the keyboard as usual.