Data Flow

Begin by entering your basic company information, such as:

File Maintenance

? Enter Vendor Information;	Company Name, Address, Contacts
? Enter Customer Information;	Company Name, Address, Contacts

Inventory Control

? Enter Product Information;	SKU&UPC, Description, Price, Vendor, Packaging
? Warehouse and Locations;	Warehouse or Specific Warehouse Location

Once you have completed building your Customer and Vendor data base, you need to issue a Purchase Order to add product into your inventory.

Purchase Order Processing

? Enter PO Information	Date, Vendor, Warehouse, Product, Quantity, Add then Post, Status will be a 1 indicating an OPEN PO

Shipping and Warehousing

? Receive Product	Date, Quantity, Post then Close, Status will be a 3 indicating a CLOSED PO. If there are any Back Ordered Products, the status will be a 2.

Now you have product in your warehouse, so you can begin to ship to your customer.

<u>Work Order Processing</u>

? Issue Work Order;	Date, Customer, Warehouse, Product, Qty., Add then Post

Shipping and Warehousing

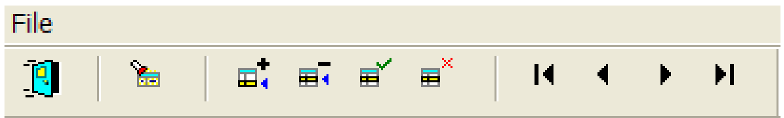
? Print Pick List	Include Warehouse, Work Order # and Product
? Picking and Shipping	Pick for shipping and then Close Work

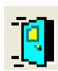
Order by entering the date and posting quantity shipped.
Status will be 3 when WO is closed

Quick Start

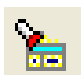
Once you have successfully installed ITSS, you will be able to use the program with its existing data of products, customers and vendors. If you want to enter some other data you may. This is a working demo.

System Menu Bar –

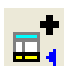




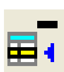
Closes the current Screen being viewed



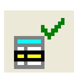
Search Button for current screen displayed. If the Screen is the Purchasing, you would search POs



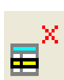
Add Button—Adds a record into the database



Delete Button—Deletes a record from the database



Save Button—Saves the record to the database



Delete Button—Deletes the record from the database

First Record Button - Takes you to the first record

Previous Record Button - Takes you back one record.

Next Record Button - Takes you forward one record.

Last Record Button—Take you to the last record in the database.

There are 4 main areas that we encourage data entry.

Under File Maintenance:

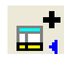
1. Customer Maintenance
2. Vendor Maintenance

Under Inventory Control:

1. Product Maintenance
2. Warehouse Maintenance

First begin by opening ITSS by either the icon on your desktop or through your start menu.

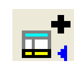
Click on Main on the menu bar, then File Maintenance. Under File Maintenance there is Customer Maintenance and Vendor Maintenance. This is the place that you add new Customers and Vendors as well as look at on screen information that relates to order status.

In Customer Maintenance click the Add button  which brings up an account number to be assigned to the information. Click OK and enter the Customer information. After the data is entered click the add button to enter another Customer or close the screen to save the data.
Each maintenance screen follows this format of data entry. Different information is required for each main area but the need to give a unique number for Customers, Product, Warehouse and Product is vital.

Note: ITSS utilizes both the right and left mouse buttons when entering and searching for information.

Next click Main again and go to Inventory Control. Then go to Product Maintenance and begin to enter product information. This will be your product database.

Go to Main again and then Warehouse Maintenance. ITSS can set up multiple warehouses for companies that require this feature.

Next click Main, then Purchase Order Maintenance. Enter a new PO# by Clicking the Add Record  based on the information you have in your vendor list and product list. If you add a Item that you need to delete from that order, highlight the Item and Right Double Click. A box will appear asking if you wish to delete the item from the order.

NOTE: If you are looking at our ITSS/POS system. You need to install the ITSDEMO and then follow the same procedure and install under the ITSSPOS directory the Point of Sale module.

We recommend that you enter several items at each prompt. This will help you to better evaluate the overall performance of ITSS.

Please feel free to call if you have any questions or problems, Monday thru Friday 8:30 to 5:00 est. at 856-866-9001 in New Jersey or 800-891-1927 outside of NJ.

ITSS, Inventory Tracking Software System

Menu Bar
File- Printer Setup, Change Password, Exit
Main - Access to the main body of the ITSS system starts from the Main button on the menu bar.
Reporting- Access to all ITSS Report generation Options
Administration- System Setup, Database Cleanup, Import Data

Administration

System Setup allows for entry of company information and setting up Purchase order, work order number sequences. Also included is the setup for the data collection devices and User Access.

Company Maintenance
System Security

Company Maintenance

Tab Company Infor. - Enter Company Address Information
Tab System Infor. – Enter default Numbering of Customer, Vendor, Purchase order and Work Order. Setup the file Directories that the database will be stored. Setup Portable Data Collection files, Barcode printing options

System Security

Set up User ID's and User Privileges

Database Cleanup

Re-index Database Files
Archive and Purge

Re-index Database Files – This allows for the program to re arrange the file index for optimal system performance.

Archive and Purge – Allow for the removal and storage of historical transactions. Eliminating files and information from the main database, based of a prior to date.

Main

File Maintenance

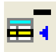
Customer and Vendor Maintenance

Build your customer and vendor database. Include all pertinent information such as, Company name, address, phone and fax numbers, contact persons, specific remarks and related orders or sales.

<u>Customer Maintenance</u>

Add Button  – Automatically assigns a customer account number.
Enter Customer address information
Search Button – Search by Account #

Name Button  – Search by Customer Name

Delete Button  – Delete Customer from database

Next/Previous  – Move from customer account to customer account

Close Button  – Closes out the screen

Remarks Tab – Mark comments about customer.

Orders Tab – Quick summary of orders that the customer has placed or has on order with your company.

__Vendor Maintenance__

Add Button – Automatically assigns a Vendor account number.
Enter Vendor address information
Search Button – Search by Account #
Name Button – Search by Vendor Name
Delete Button – Delete Vendor from database
Next/Previous – Move from Vendor account to Vendor account
Close Button – Closes out the screen

Remarks Tab – Mark comments about Vendor.
P.O.'s Tab – Quick summary of orders that you have with Vendors. Including status, receipt dates and PO value, Actual Received value.

Inventory Control

Product Maintenance

Used for establishing a database of Product, including product SKU and/or UPC, product description, price, packaging and associated vendors. Additional features are specific remarks related to the product, view current inventory levels as well as reorder points, item detail and product quick add.

Product Maintenance

Add Button – Add new product to database. Enter SKU – Stock Keeping Unit to uniquely identify the new product. Enter description, classification, taxable, costing and packaging information.

Vendor Add Button – Allows for entry of what vendors you use to purchase the product.
Vendor Delete Button – Delete Vendors that you no longer use for that product
UPC Add Button – Add new product based on the UPC article numbering. Every entry is the same as above. SKU # is automatically assigned.
Next/Previous – Move from product to product with these buttons.
Close Button – Close screen

Remarks Tab – Note comments about the product

Inventory Tab – View inventory status company wide and by individual Warehouse location. View pending shipments and receipts. Set up Reorder Levels. Set up warehouse and warehouse locations.
Previous/Next – Scroll through products
Previous/Next Buttons are next to the Warehouse Number, Scroll
Close Button – Close Screen

Warehouse Maintenance

This allows you to have inventory in multiple warehouse locations, while still maintaining a central database.
Add Button – Enter Warehouse code 4 Characters
Enter Warehouse address information
Search Button – Search by Warehouse code
Name Button – Search by Warehouse Name
Delete Button – Delete Warehouse from database
Next/Previous – Move from Warehouse to Warehouse

Close Button – Closes out the screen

Class table Maintenance

Add Classification Categories for inventory.

Purchase Order Processing

Purchase Order Entry

The purchasing portion of ITSS is used to purchase the goods required to fulfill your current or future customer orders. When "On Hand" inventory levels are available, no purchase order may be necessary. Purchase order required information is as follows:
Vendor, Quantity, Price, Receiving Location and Date Expected.
Add New PO# Button - Starts a new Purchase Order. PO# automatically increments. Enter the Date. Click Button next to the vendor field to display the vendor list. Double click the vendor that you will be issuing the purchase order. Click the button next to the warehouse field to specify where the product should ship. Double click the warehouse from the list. A product Item list appears on the right side of the screen. When you highlight an item, the detail on the item displays in the green area. You can now enter **Order Cost/Quantity** that you plan on purchasing. The Quantity on hand is displayed above the qty entry field. Click the ADD button and the item is added to the PO and displayed in the left side of the screen.
Once all items are entered you click the Post PO button to post the order and change the status from 0 to 1. You can now receive the order into the system.
Search PO Button – Bring up a search screen to allow you to search based on the PO number entered.
Search SKU – Search product database for a product with the entered SKU number.
Next/Previous Buttons – Move you from order to order.
Post PO Button – Posts the PO for receiving and changes the status to 1.
Close Button – Close the screen

Re- Order Input

ITSS allows for a quick purchase order process with its Re – Order Input. Using the Re-Order levels entered in the Product Maintenance entry. ITSS generates Purchase orders quickly for your review and creation.
Displays items that have reached or gone below the Reorder Levels established in the product maintenance database. The display shows the SKU#, Description, Qty on Hand, Re Order Point, Order Qty, Cost, warehouse, and Vendor. You can adjust the Order quantity, Warehouse and vendor before you create the Purchase Order.
Create Button – This will create the PO's once you have reviewed and made any changes. You can then print your PO's.
Post Status Box – Changes the PO status from 0 to 1.
Print PO's Box – Activates printing

Work Order Processing

Work Order Entry

When a customer order needs to be filled then a Work Order is created. A unique number is assigned to each new work order and can be used to track the process of picking, production and shipping. Once a new work order is posted, a Pick List needs to be printed for picking purposes. The work order entry displays the product that needs to be shipped from the warehouse. It displays the qty on hand when the item and quantity are selected on the Work Order screen.

New WO# Button - Starts a new Work Order. WO # automatically increments. Enter the Date. Click Button next to the Customer field to display the Customer list. Double click the Customer that you will be issuing the purchase order. Click the button next to the warehouse field to specify where the product is picked. Double click the warehouse from the list. A product Item list appears on the right side of the screen. When you highlight an item, the detail on the item displays in the green area. You can now enter **Order Price/Quantity** that your customer is purchasing. The Quantity on hand is displayed above the qty entry field. Click the ADD button and the item is added to the WO and displayed in the left side of the screen. Once all items are entered you click the Post WO button to post the order and change the status from 0 to 1. You can now ship and bill the order.

Print Button – Prints the Work Order as an invoice to your printer.
Search Button – Bring up a search screen to allow you to search based on the WO number entered.
Search SKU – Search product database for a product with the entered SKU number.
Next/Previous Buttons – Move you from order to order.
Close Button – Close the screen

Shipping and Warehousing

Receiving

Receiving is used for receiving product against "Open" (Status1) purchase orders. Upon receipt, actual amount of received product needs to be entered so inventory levels can be updated and purchase order can be closed.
The receiving can be done currently with "Batch" Portable Data Terminals (PDT), giving the flexibility to receive multiple orders and then seamlessly download into ITSS from the PDT.
We also recommend that if bar codes are not on the product at the time of receipt, then this is the ideal time to apply them.
The receive inventory screen loads to the last PO entered into ITSS. To start the receiving you can either search for the PO# or move through the PO's with the Next/Previous Buttons. Receiving of product can occur only with PO's that have a Status 1.
Search PO Button – Search for PO's that are being entered as receive into ITSS. Once you have found the PO that you wish to receive, you highlight the item and the item detail will display in the green areas. The Fields next to the **Actual Cost/Qty** is were you will indicate actual qty received. When complete, you click the Post Button. This will update your display with date, Actual Qty, and received dollar amount for that item. The status will change to 3 and inventory is updated.
If all items are received for that order then you would click the Post PO Button. The status of that order will change to 3.
Close PO Button – You can close the PO even if all the products are not received. This button is clicked only when all the items on that PO show as received. Once closed the status is changed to a 3 and no more action can be taken.
Next/Previous Buttons – Move you from order to order.
Print Barcodes – generate barcodes for labeling received product
Close Button – Close the screen

Pick List

Generate a work order pick list for all open Work Orders.
Record Selection – Ware House
This box allows for choosing which warehouse code you want to generate Work Order Pick Lists.
Sort Sequence
Allows you to select how the Work Orders are sorted for the report. SKU, Work Order or Location
Output
Report format will be sent to your printer. File format will store the information to a specified file name

Picking / Shipping

Picking of product is done with pick lists and can be entered either directly into ITSS or by using a portable data terminal. The pick list includes items to be picked as well as the warehouse location of product. Once all items are picked and placed into either production or shipping area, then the PDT is downloaded into ITSS and inventory levels are updated and work order is closed. Once closed, a bill of lading/invoice can be printed.

The Picking/Shipping screen loads to the last WO entered into ITSS. To start the Shipping you can either search for the WO# or move through the WO's with the Next/Previous Buttons. Shipping of product can occur only with WO's that have a Status 1.
Search WO Button – Search for WO's that need to be shipped. Once you have found the WO that you wish to process, you highlight the item and the item detail will display in the green areas. The Field next to the **Ship Qty** is where you will indicate actual qty shipped. When complete, you click the Post Button. This will update your display with date, Actual Qty Shipped. The status will change to 3 and inventory is updated.
If all items are shipped from that order then you would click the Post WO Button. The status of that order will change to 3.

Close WO Button – You can close the WO even if all the products are not shipped. This button is clicked only when all the items on that WO show as shipped. Once closed the status is changed to a 3 and no more action can be taken.
Print Button – Produces a Work Order Packing List. An invoice can be printed as well.
Next/Previous Buttons – Move you from order to order.
Close Button – Close the screen

Inventory Updates

This allows you to upload from the batch portable data terminal and then view the current data. Once data is confirmed as correct and screen is closed, inventory levels are updated, as well as status level changes.

Status

Typically status indicate specific status of purchase orders and work orders.

? **Purchase Order Status**
? Status of 1 is open with NO activity
? Status of 3, product received and PO closed
? **Work Order Status**
? Status of 1 is open with NO activity
? Status of 2, pick list printed, picking pending or in process
? Status of 3, product picked and WO closed

Reporting

Customer, Vendor, Inventory Reports, Purchase Order and Work Order Activity Reports
Use this area to create reports on each level of activity from purchase orders to work orders, inventory levels, customer and vendor activity reports as well as bar coding.

Bar Code Labels

This allows you to print bar code labels for your product as well as link to other ODBC label design software for database compiled label formats. This will allow you to create your own product and shipping labels and then link to your ITSREM database and eliminate much of the key entry when generating labels.

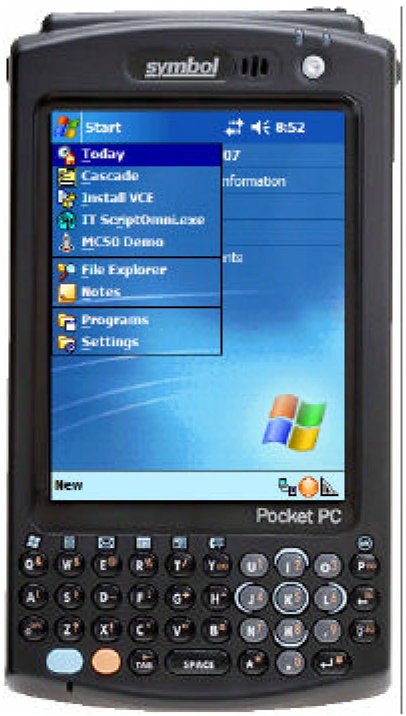
PDT applications and Data Downloads to PC

The ITSS software comes with 4 applications that allow the user to collect data at the point action. These data collection application prompt the individual for specific information that has already been entered into the ITSS PC software. Below is a brief outline of each application and the procedure for moving the collected data from the Portable Data Terminal (PDT) to the ITSS application on the PC.

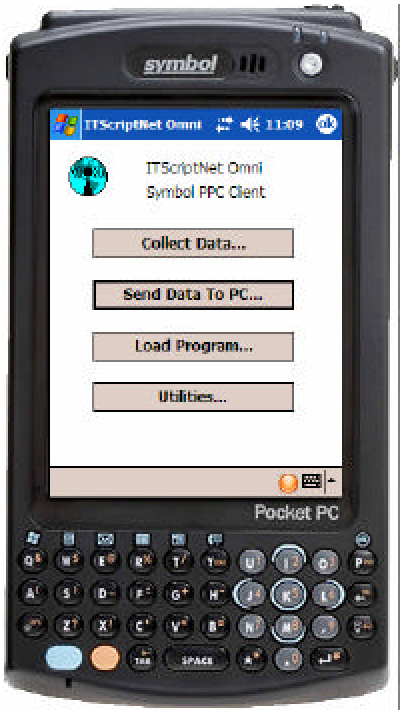
PDT –

The process to get to the data collection applications:

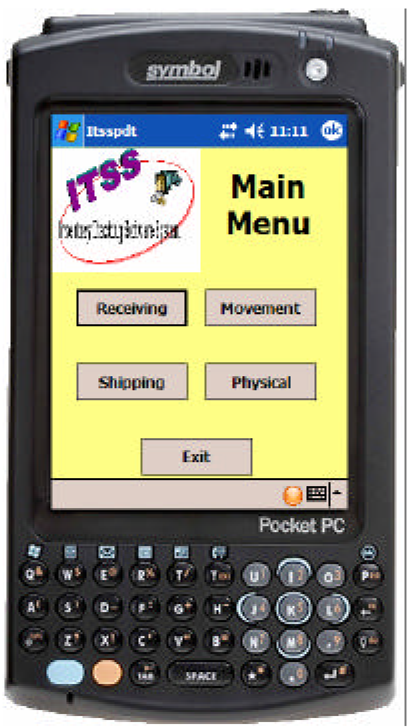
1. Take the PDT from the cradle, press the silver On-Off button to the left of the Symbol Logo.
2. Windows screen appears, Tap the word Start in upper left corner. This will display a drop down of application for you to select.
3. Tap **IT Script Omni**



4. The following is displayed.



5. Tap the **Collect Data Button**



Select which operation that you will be performing.

Receiving Application

1. **Receiving** – The receiving application prompts the operator for the PO#, Item# and Quantity to be received. If the Item # is bar coded then they can scan the bar coded number into the SKU Field (the number scanned must be in the ITSS system to be accepted). The operator can enter and receive multiple PO #'s before the data is sent back to the Main Computer.
2. After the Quantity is entered then Hit Save, the cursor will appear in the SKU field for the next SKU to be received. When finished with one PO #, you highlight the PO # field and Enter the new PO # that you will be receiving.
3. When Receiving of POs is complete Tap Exit to return to the Main Menu.

1. **Movement** – This application is for moving of inventory from one Warehouse to another. The From and To fields are Drop Down Selections that will display a list of warehouse IDs to choose.
2. Select From Warehouse, Select To Warehouse, Press Tab to move the Cursor to the SKU field, Scan/Enter SKU3, Enter Quantity, Then Save
3. When Movements are complete Tap Exit to return to the Main Menu

Shipping Application

1. **Shipping**- The shipping application is the same as the Receiving application. You can enter multiple Work Orders before downloading the data to the PC.
2. Enter the Work Order#, Press Tab Key, Scan/Enter SKU#, Enter Quantity.When complete, Press Exit Button to return to the Main Menu

Physical Application

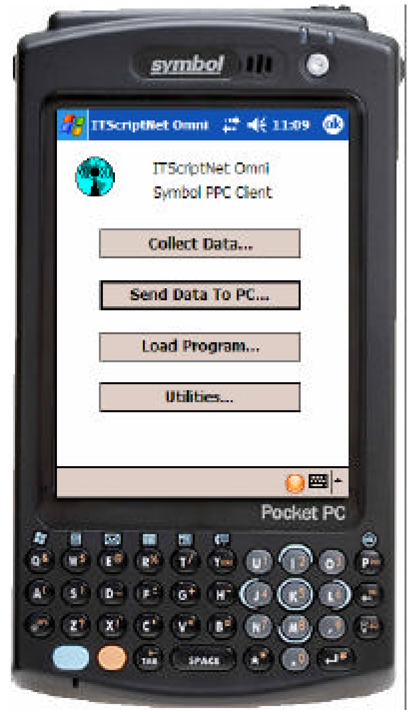
1. **Physical** – The Physical application is for the year end or mid year physical inventory checking. This allows for the entering of inventory in the warehouse to be compared to the inventory shown on the ITSS software. The data is collected and downloaded for comparison and updating in the ITSS PC software.
2. Select the Warehouse
3. Scan/Enter SKU#, Enter QTY.

The Physical inventory only checks against items in the database and will give you a report on only those items that were scanned. You may do sections at a time to check for accuracy against the ITSS database on the PC.

Data Transfer to Computer

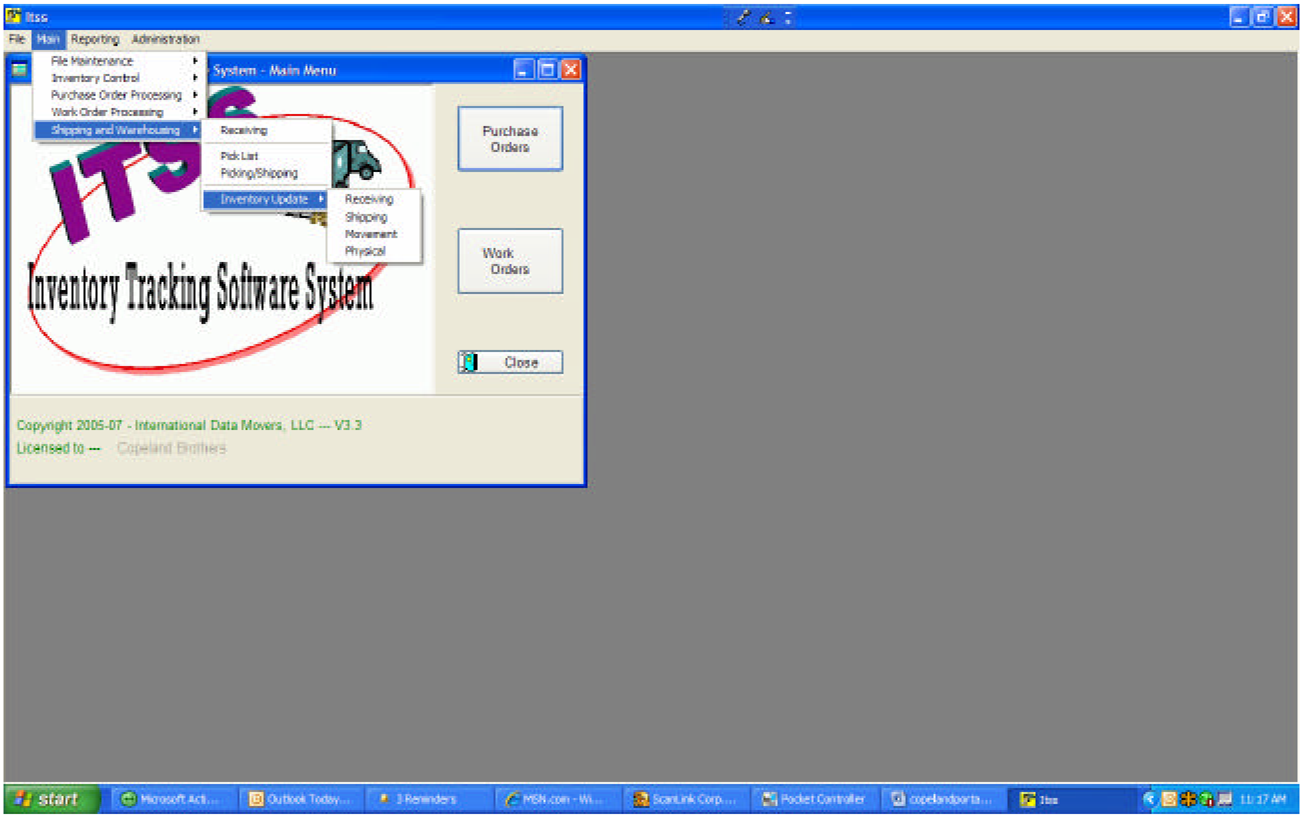
Below are the steps for passing the collected information on the PDT to the ITSS software. Once you have completed your data collection process you need to get the data to the ITSS.

1. From the ITSS Main Menu screen of the PDT you Tap the Exit Button and the IT Script Menu Screen will be displayed.
2. Place the PDT into the cradle and make sure the Active Synch dial turns Green. If it does not then remove the PDT and then place back into the cradle again.

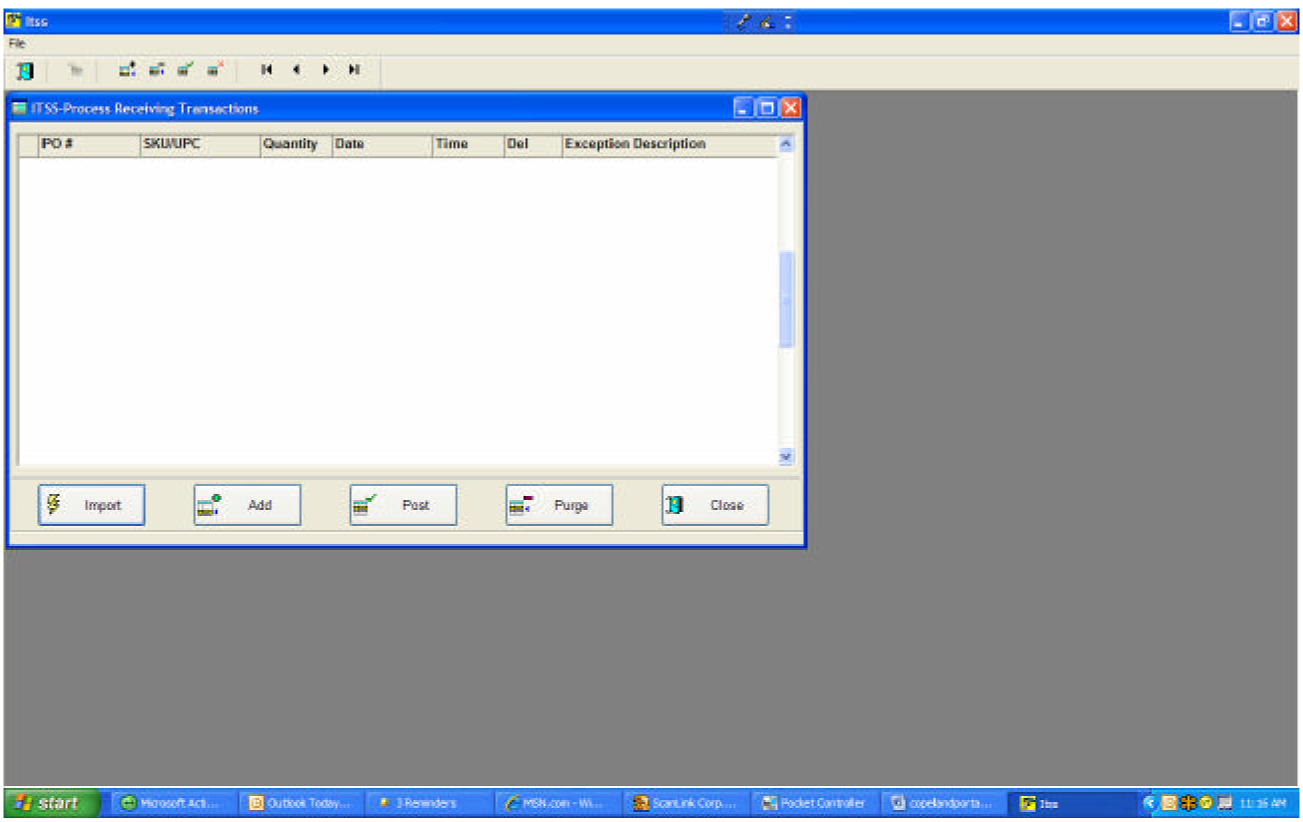


On the Computer you will open ITSS and do the following:

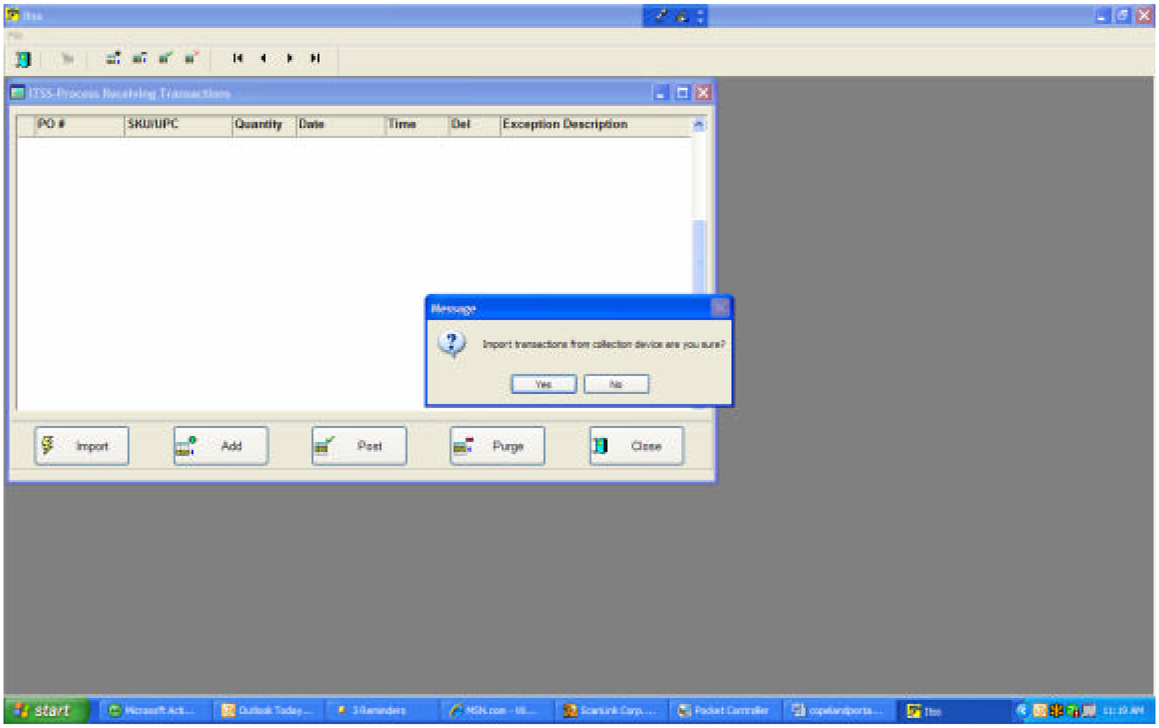
1. Go to Main which will display a drop down.
2. Select Shipping and Warehousing
3. Select Inventory Update
4. Select one of the application processes that you completed.



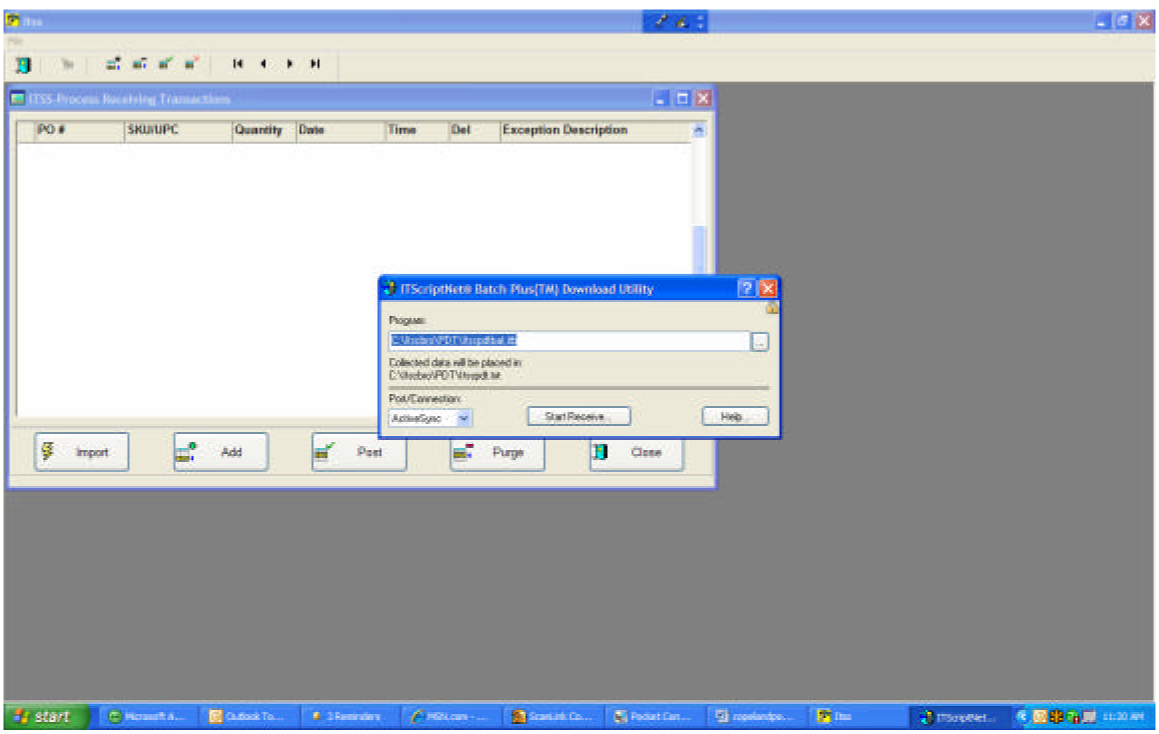
1. Select Receiving



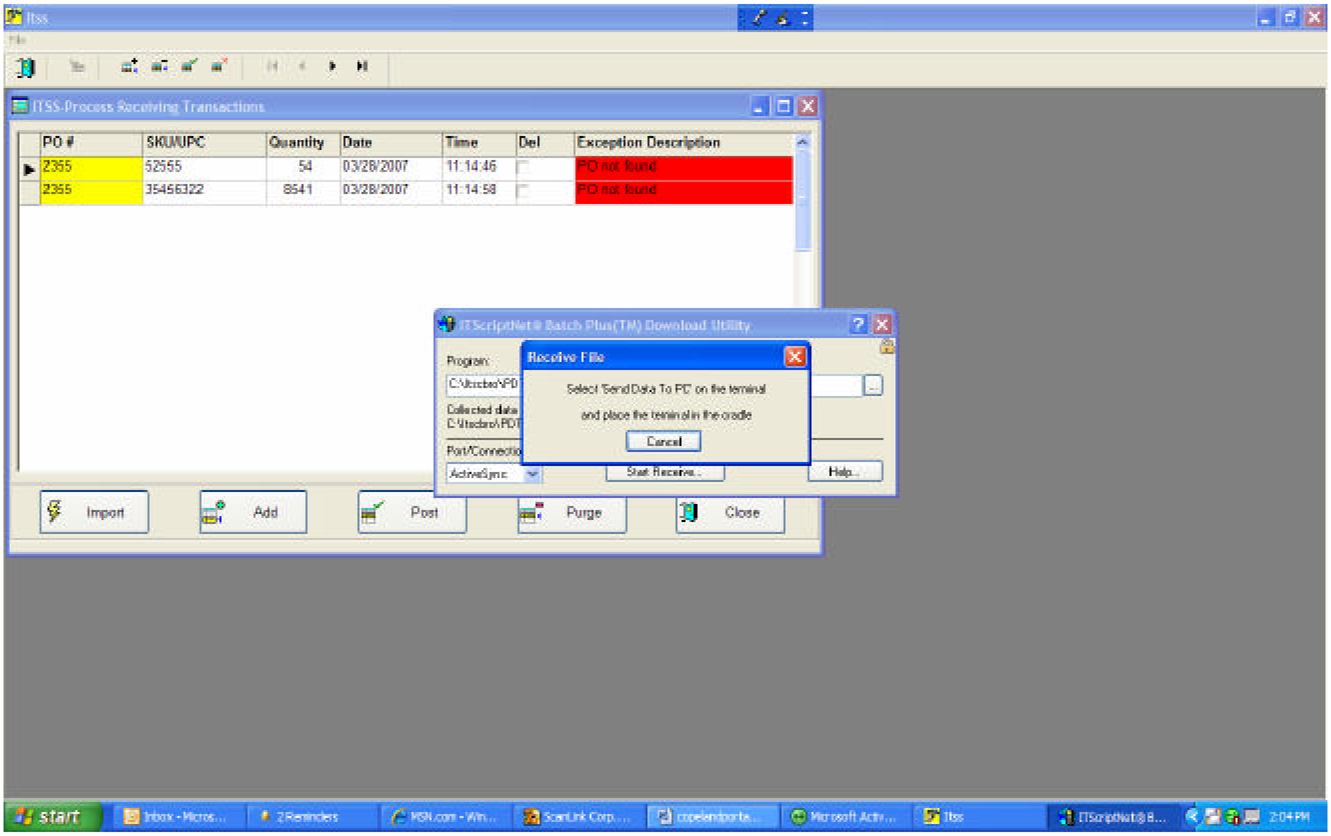
2. Click on the **Import Button,** you will be asked to import transactions from the collection device.
3. Click **YES**

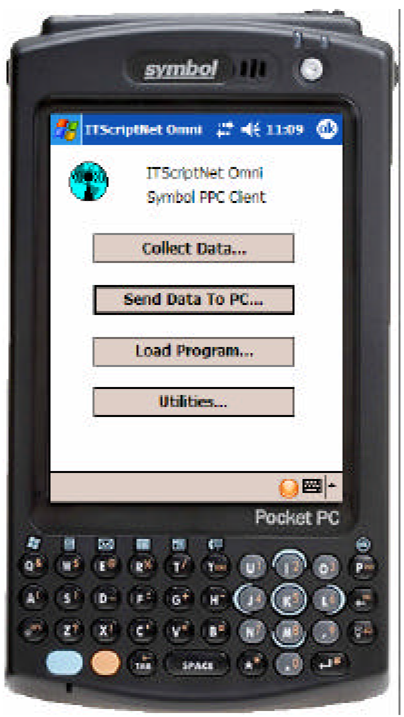


4. A display will ask for a file name which will be defaulted. Click on the **Start Receive** button

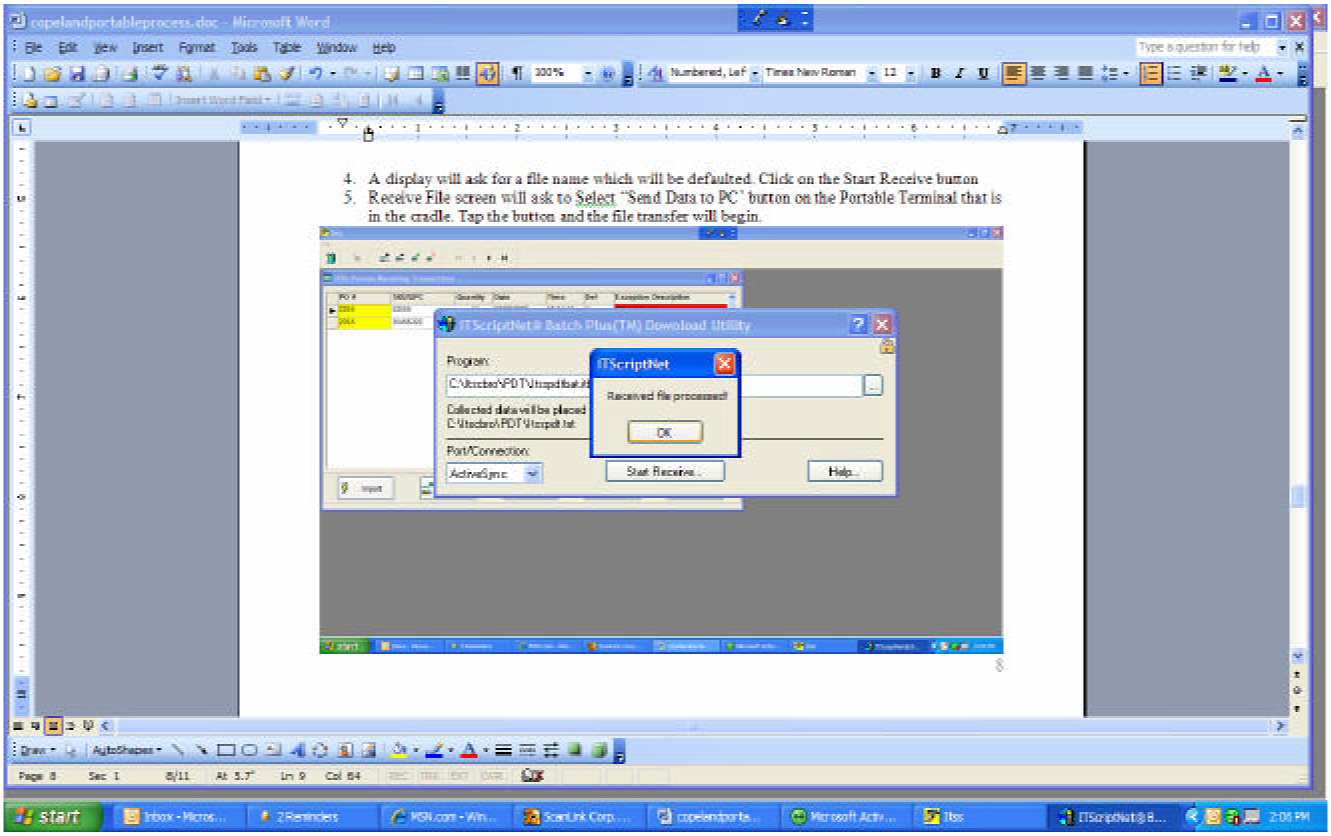


5. Receive File screen will ask to Select "Send Data to PC' button on the Portable Terminal that is in the cradle. Tap the button and the file transfer will begin.

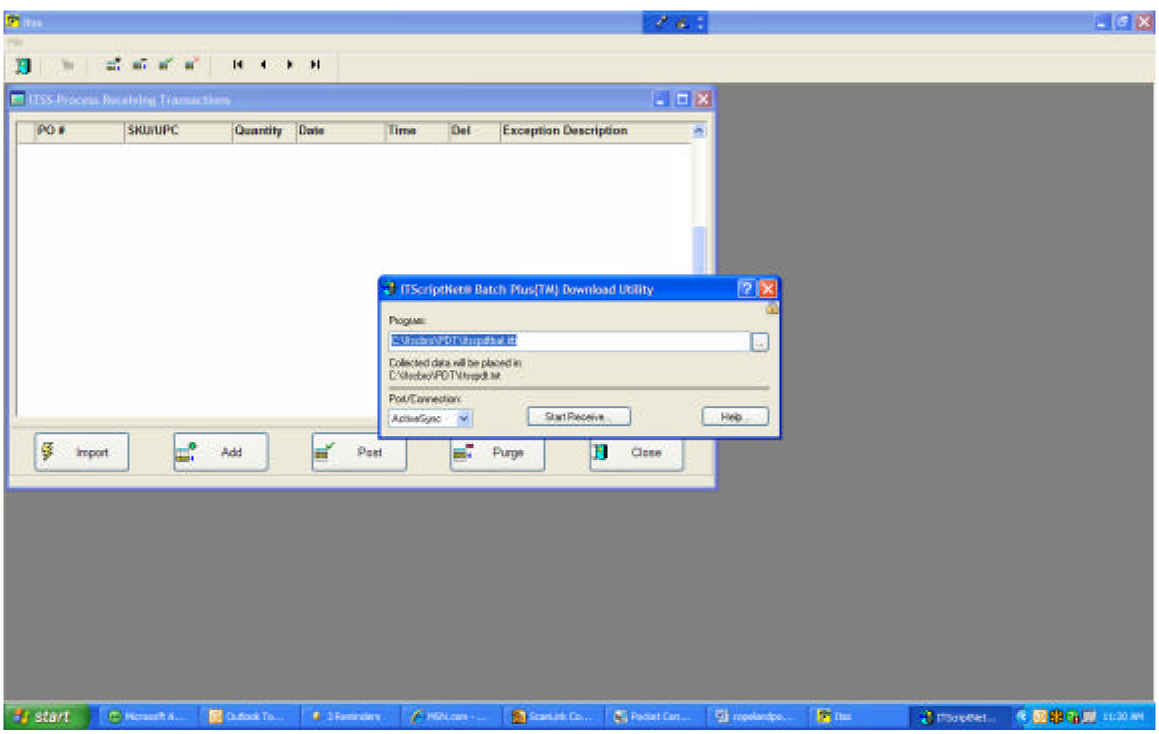

ITSS-Process Receiving Transactions
PO #
SKU/UPC
Quantity
Date
Time
Del
Exception Description
2355
52555
54
03/28/2007
11:14:46
PO not found
2355
35456322
8541
03/28/2007
11:14:58
PO not found
ITScriptNet® Batch Plus(TM) Download Utility
Receive File
Select 'Send Data To PC' on the terminal
and place the terminal in the cradle
Cancel
Start Receive...
Help...
Import
Add
Post
Purge
Close
start


symbol
ITScriptNet Omni
11:09
ITScriptNet Omni
Symbol PPC Client
Collect Data...
Send Data To PC...
Load Program...
Utilities...
Pocket PC

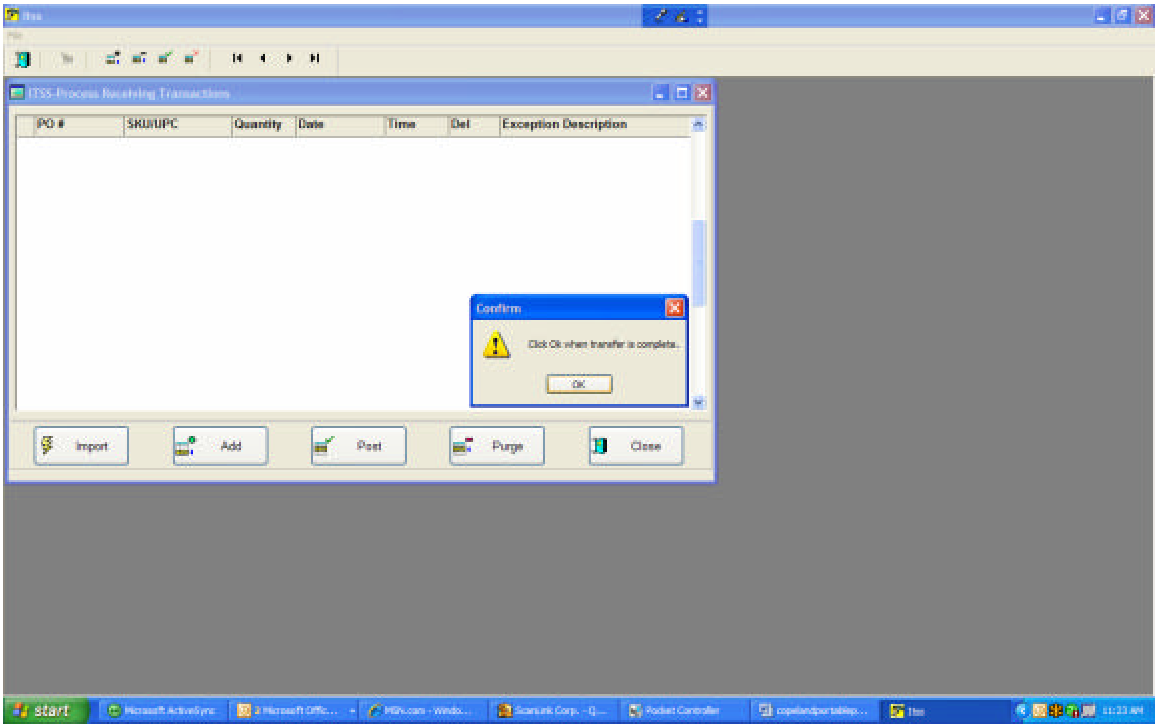
6. Click OK to the Received file processed?



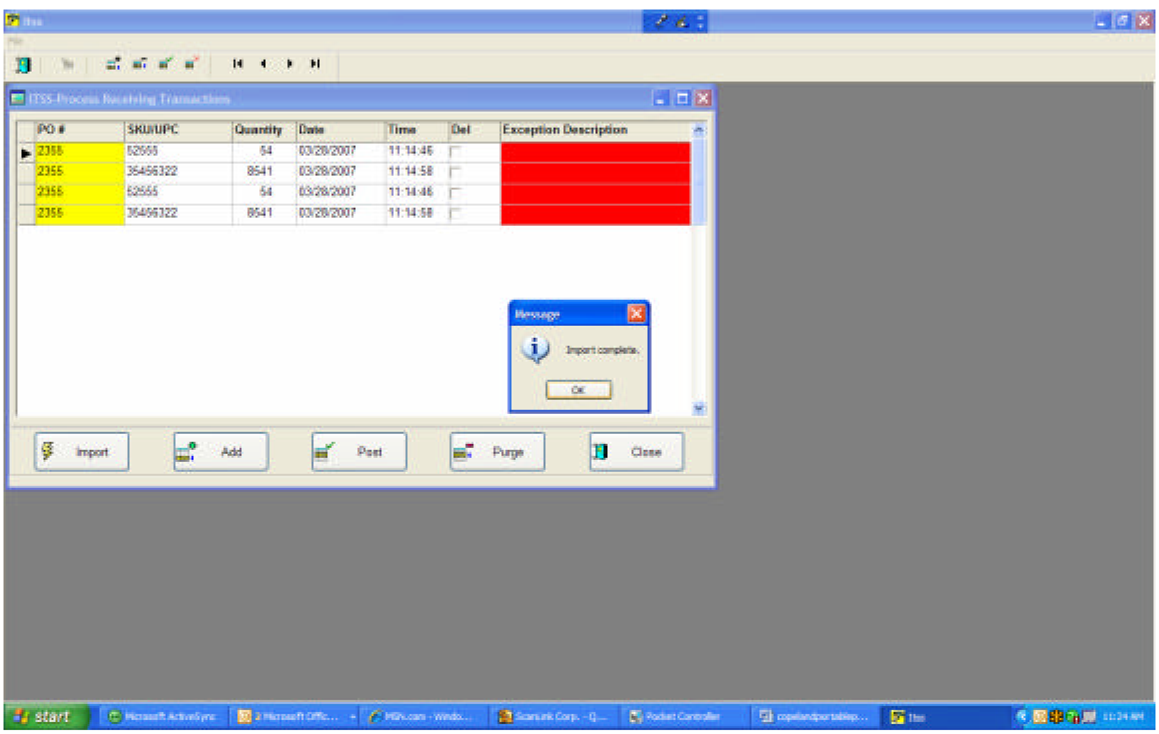
7. Click the Red X of the IT Script Batch window.



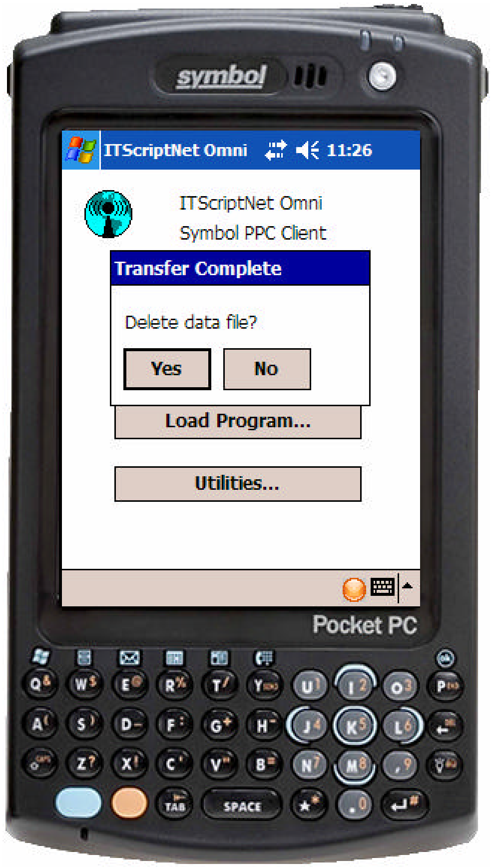
8. Click OK again when the File Transfer is completed.



9. Collected data will appear. Click OK to Import Complete.



10. After the information is reviewed, you will Click on the Post button to post the information to the ITSS software. You may get Exceptions to the information that you Posted, you can make corrections directly to the Exceptions in the same window and re-post to see if it is accepted. If the Data is not matching to ITSS then you can Purge (Delete) the files that have Exceptions.



Once the files have been transmitted to the PC then a screen on the PDT will appear asking if you wish to delete the data. If the Data has been reviewed and Posted to the ITSS software then you can Delete the file from the PDT. If you have any questions concerning the information then do not Delete and re import the information going through the Steps above.

If you have information in any of the other Applications then that Data will be displayed as you select each Application process from the Inventory Update Display. All you will need to do then is review and Post the data.

If you have any questions or need assistance with our software products please call. (800) 891-1927