

### Main Menu



### WARNINGS

No Food or Drinks near computers.

Do not pull on the cord, unplug by the plug not the cord!

Do not disassemble, repair or modify equipment yourself.

No spray cleaners.

**NO SHARP OBJECTS ON TOUCH SCREEN.** Use approved stylus or fingertip (NO FINGERNAILS).

### How to Process an Unprocessed File

Click the word **Unprocessed**

Click on the file name below the one that is highlighted

Select **Re-Process File**

Repeat as necessary to clear all unprocessed files

If a file is unable to be cleared or you receive an error message, contact IT through Zen Desk

### Counting Inventory

Download to the Handheld if there are new items

On the Handheld press **3ENT\4ENT**

Scan all items and using keypad enter the **QTY** and press **ENT**

Write down PLU, Description and QTY for any **Item Not Found**

Plug Handheld to L-Boss/Symphony PC

On the Main Menu select "**Events\Unitech**

**Directory\Unitech-Download Inv Count\Yes**

When download complete on Main Menu select **Entry\Count\Count as of Midnight\OK** Enter **(Month)Ending Count** in the Remarks block and click **Ok**

If you have already saved an upload select **Continue from Previous Count\Open**

Click **Portable Device\Count.DAT\Open**

Check for errors, manually enter PLUs not found on handheld, when finished click **F11-Save**

Open file again (follow steps above). Continue from previous count and **SAVE AGAIN** with another name as a precaution

Open original file again and click **F12-Post\Yes**

Verify count by printing the **Stock Value Report**

### How to Use the Tracker Feature

On the Main Menu click **Tracker**

In the upper right corner select date range. Enter transaction number or cashier name if known. Click **Go**

At bottom of screen select **Text** and add the words you are searching for in the **Descriptor** field, then click **Search**

~or~ select **Amount** and add the amount in the **Amount** field, then click **Search**

To search for a new text or amount, select new dates and press **Go**, then complete the fields at the bottom and press **Search**



By mabamaboutique

Published 31st March, 2016.

Last updated 31st March, 2016.

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### How to Run Reports

On the Main Menu, Click **Reports**

Select the report you need and double click to open

Some reports require additional information such as dates, sub departments, etc.

On the file list you can click on any heading and a tree will open to show more reports

### Making an Adjustment

On the Main Menu select **Entry\Adjustment**

List a **Remark** in upper right corner

At bottom of screen, enter PLUs and click the **Tab** button

Enter **QTY** then click **F2** to add

To subtract an item from stock you must enter the number with a minus sign before the qty

When done, click **F12-Post**

### Swapping Between PDF Writer and Direct Printing

On the Main Menu select **File\Configuration\Misc tab>Select**

Select printer on the drop down menu and click **Ok**, on previous screen click **Ok**

Print what you need then repeat the steps to return to the original printer selection

### Basic Terminology

**POS Terminal** Computer system used at the register.

**TAG Terminal** Computer system used in processing.

**Symphony** L-Boss/ Symphony software system.

**"TAG"** Clothing tags (thick stock).

**"LABEL"** Stickers (thin stock).

**Front-End** Computer systems at the register.

**Back-End** Computer system in the office.

### Updating the Handheld

Connect device to PC

On the Main Menu click **Events\Unitech Directory\Unitech-Load Items To**

When download is complete, disconnect the handheld and select **3-Menu Invent./1-Reception**

Scan items, input qty and select **ENT** write down any that do not scan for manual entry later

Connect device to PC

ON the Main Menu click **Events\Unitech Directory\Unitech-Download Inv Reception/Yes**

On Main Menu click **Entry/Receiving/Portable Device**

Enter Vendor Number, Invoice #, PO# and Remark, then click the "..." button on this screen and the next screen

Double click the **Recep.DAT** file, under Type of File select **Unitech Import Receiving**, click **Ok**, then click **Yes**

If everything is correct, click **F12-Post**, if not make corrections then post

### How to Zero Out the System

On the Main Menu click **File\Exit\Yes**

Restart your PC then click the L-Boss/Symphony Icon to Open Program, stop all polling

On the Main Menu click **Entry\Count\Count As of Now** add the remark **(Month)Reset to Zero** and click **Ok**

At the top of the screen select **Edit\Reset all Items to 0**

Select **F12-Post** then restart polling and allow to catch up then stop polling again

Exit the Entry screen, select **Yes** to pop up window

Verify the zero by checking the **Stock Value Report** which should report **Nothing to Print**



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Published 31st March, 2016.

Last updated 31st March, 2016.

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### Special Item Reduced PLUs

|             |             |
|-------------|-------------|
| 44410 00001 | 44410 00006 |
| 44410 00002 | 44410 00007 |
| 44410 00003 | 44410 00008 |
| 44410 00004 | 44410 00009 |
| 44410 00005 | 44410 00010 |

To use these PLUs send a list to the IT Dept through Zen Desk. Include Special item PLU number. Description, Original Cost and New Selling Price

### Transferring/ Creating Orders

On the Main Menu click **Entry\Transfer** and enter the receiving store name in the **Remark** field

Select the receiving store number at bottom of screen

Enter **PLU#** and click the **Tab** button, enter **QTY** and click **F2**

**DO NOT** transfer items that you do not have- See SOP for details

When complete click **F12-Post**

Select **Print Form**, send a copy of form to Accounting and to the Receiving Store, save copy for your files

### Requesting New Merchandise UPCs to be Added

Refer to the SOP for an understanding in what numbers of a PLU are needed and which are not. Make sure all requests for additions are turned in on the **Symphony Calculations** excel spreadsheet.

### America's Thrift Store



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Last updated 31st March, 2016.  
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