This manual contains reference information about software products from Activant Solutions Inc.™

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From time to time, Activant makes changes to its software products. Therefore, information in this manual is subject to change, and the illustrations and screens that appear in the manual may differ somewhat from the version of the software provided to you.

Created by
Learning Products and Education

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</table>
This chapter introduces this guide and describes:

- who should use this guide
- how this guide is organized
- what conventions are used throughout
- resources you can use for help

**Who Should Use This Guide**

Anyone who uses the Radio Frequency (RF) unit to maintain accurate inventory information including UPC Code Maintenance, Physical Inventory, Price Checking, Location Coding, Bin Labeling, Purchasing, Receiving and Order Creation.

This guide assumes you are familiar with the basic operation of the Eagle™ system.

**How This Guide is Organized**

Below is a brief description of each chapter in this guide.

<table>
<thead>
<tr>
<th>This chapter</th>
<th>Describes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1—About This Guide</td>
<td>The guide, structure, and conventions that will help you find the information you need.</td>
</tr>
<tr>
<td>2—Introduction to RF</td>
<td>The features and benefits of RF, an overview of how RF works, and the hardware and software requirements necessary to use RF.</td>
</tr>
<tr>
<td>3—Receiving Inventory</td>
<td>Using RF to receive merchandise and print bin labels.</td>
</tr>
<tr>
<td>4—Using RF Shelf Manager</td>
<td>Use your RF unit to:</td>
</tr>
<tr>
<td></td>
<td>- Verify and change various inventory fields, including retail and/or cost.</td>
</tr>
<tr>
<td></td>
<td>- Print item labels directly to a portable printer.</td>
</tr>
<tr>
<td></td>
<td>- Print item labels using the price change file.</td>
</tr>
<tr>
<td></td>
<td>- Perform a physical inventory.</td>
</tr>
<tr>
<td></td>
<td>- Flag items to be added to a PO.</td>
</tr>
<tr>
<td></td>
<td>- View and change location codes.</td>
</tr>
<tr>
<td></td>
<td>- Maintain UPCs.</td>
</tr>
<tr>
<td>5—Using RF UPC Maintenance</td>
<td>Use the RF to maintain UPCs. You can enter a SKU or you can enter a UPC. With either approach, the changes you enter are</td>
</tr>
</tbody>
</table>
### Activant Eagle – Radio Frequency User’s Guide

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>6—Line Buster(RF POS)</td>
<td>Use your RF unit to create POS transactions from anywhere in your store.</td>
</tr>
<tr>
<td>7—Troubleshooting</td>
<td>Information to help you interpret error messages and answers to common questions about RF.</td>
</tr>
</tbody>
</table>

Automatically posted to the UPC File.
Conventions Used in This Guide

The following style conventions should help you use the guide more efficiently.

<table>
<thead>
<tr>
<th>Convention</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Keys</td>
<td>The keys you press to perform a function on the terminal appear in boldface type inside angle brackets. For example, press <strong>&lt;ENTER&gt;</strong> (on RF) or press <strong>&lt;Enter&gt;</strong> (on the Eagle).</td>
</tr>
<tr>
<td>Entries</td>
<td>Actual entries you type at the terminal keyboard appear in boldface type. For example, type <strong>IMU</strong>.</td>
</tr>
<tr>
<td>Messages</td>
<td>The messages and prompts you receive from the system are presented in special type. For example: <strong>THIS RECORD HAS BEEN ADDED.</strong></td>
</tr>
<tr>
<td>Notes</td>
<td>Notes contain special information. For example, a note may tell you to skip a procedure if you don't have a certain software package.</td>
</tr>
<tr>
<td>Important</td>
<td>Important information describes the consequences of completing or not completing a procedure. For example, if you delete a customer, you also delete the sales history.</td>
</tr>
<tr>
<td>Tips</td>
<td>Tips provide an alternate method for completing a task.</td>
</tr>
</tbody>
</table>

Where to Get Help

Use the following chart to help you turn to the right source for information.

<table>
<thead>
<tr>
<th>For information about</th>
<th>Do the following</th>
</tr>
</thead>
<tbody>
<tr>
<td>Using the RF terminal and application</td>
<td>Check this guide. If you can't find the answer, call the Advice Line at 1(800) 322-3077.</td>
</tr>
<tr>
<td>Troubleshooting</td>
<td>Check this guide. If you can't find the answer, call the Advice Line at 1(800) 322-3077.</td>
</tr>
<tr>
<td>Training</td>
<td>Call your IS (Implementation Specialist) at DISPATCH 1(800)678-7423.</td>
</tr>
<tr>
<td>Completing Eagle system functions</td>
<td>Check online help.</td>
</tr>
<tr>
<td>Purchasing RF software packages or the portable printer</td>
<td>Call Activant Direct at 1(800)538-8597.</td>
</tr>
<tr>
<td>Purchasing labels for your portable printer</td>
<td>Call Activant Business Products at 1(800)538-8597.</td>
</tr>
<tr>
<td>Using and troubleshooting your portable printer</td>
<td>Refer to the Symbol <em>Quick Reference</em> manual that came with your printer.</td>
</tr>
</tbody>
</table>
Comments?

As you use this guide to work with and learn more about the RF applications, we hope you find it helpful. If you have suggestions for what should be included in this guide, or if you find content that is incorrect or incomplete, please let us know.

Send an email with your comments to this address:

eaglehelp@activant.com

We'll review your suggestions and consider them for future updates of this guide.

Thank you!
# Chapter 2 - Introduction to RF

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter 2 - Introduction to RF</td>
<td>5</td>
</tr>
<tr>
<td>RF Terminology</td>
<td>6</td>
</tr>
<tr>
<td>RF System Components</td>
<td>6</td>
</tr>
<tr>
<td>Features and Benefits</td>
<td>7</td>
</tr>
<tr>
<td>Software Requirements</td>
<td>8</td>
</tr>
<tr>
<td>Hardware Requirements</td>
<td>8</td>
</tr>
<tr>
<td>RF Security Bits</td>
<td>9</td>
</tr>
<tr>
<td>Setting Up the RF Terminal</td>
<td>9</td>
</tr>
<tr>
<td>RF Options in Options Configuration (Eagle for Windows users only)</td>
<td>10</td>
</tr>
<tr>
<td>RF Key Mapping</td>
<td>17</td>
</tr>
</tbody>
</table>
This chapter introduces the Radio Frequency (RF) system. It describes:

- RF terminology
- RF system components
- features and benefits
- software requirements
- hardware requirements
- RF option configurations
- RF Security
- RF Key mapping

**RF Terminology**

The following describes the RF terminology used in this guide:

<table>
<thead>
<tr>
<th>This RF term</th>
<th>Refers to</th>
</tr>
</thead>
<tbody>
<tr>
<td>RF</td>
<td>the abbreviation for Radio Frequency</td>
</tr>
<tr>
<td>RF terminal</td>
<td>the hardware device that uses the RF application</td>
</tr>
<tr>
<td>RF application</td>
<td>the software program that runs on the RF terminal, such as RF Receiving</td>
</tr>
<tr>
<td>RF system</td>
<td>the RF terminal, RF application, and the Eagle system</td>
</tr>
</tbody>
</table>

**RF System Components**

The RF terminal is a handheld unit with an alphanumeric keypad that communicates directly with the Eagle system via radio waves. You use the RF system to receive and manage inventory. The RF terminal is equipped with a barcode scanner, rechargeable nickel cadmium battery, and a printer port that supports bin label printing to an optional portable printer.
The following diagram shows the RF system components.

Features and Benefits

The RF system allows you to:

- Receive inventory quickly and easily in order to expedite movement to the floor.
- Print bin labels.
- Add new UPCs.
- Add SKUs to purchase orders.
- Check Prices of items while on the sales floor
- Add location codes to items
- Perform Physical Inventories
- Locate items on a purchase order by SKU, manufacturing part number, purchase order line number, UPC, or alternate part number.
- Compare the ERP posted quantity with the quantity received.
- Process POS transactions from anywhere in the store.

The benefits of the RF system are:

- improved inventory pricing accuracy
- increased employee productivity
- reduced physical inventory time
- improved receiving and purchasing accuracy
- increased customer satisfaction through improved customer service.
Software Requirements

To use the RF application, your Activant system:

- must have Network Support activated by your Local Platform Specialist (LPS)
- must have software flags enabled. Contact the Advice Line at 1(800) 322-3077 for help with this.

Hardware Requirements

Your Local Platform Specialist (LPS) will make sure your system meets the requirements to use the RF terminal and RF Receiving application. The following is the hardware you need to use the RF system.

- Spectrum 24™, AP4131, and AP5131 Ethernet Access Points (AP)
  The Ethernet Access Point provides the interface between the RF terminal and the Eagle system.

- RF terminals
  - The current model is the MC9090, which is equipped with a radio receive and rechargeable battery. It is capable of printing wirelessly to the Zebra QL320 bin label printer.
  - The previous model, the PDT8146 terminal is also equipped with a radio receiver and rechargeable battery, and is capable of printing wirelessly to the Zebra QL320 bin label printer.
  - There are three "Legacy" models. They include the LRT 3840 and PDT6846 terminals which are equipped with radio receivers, rechargeable batteries, and have optical connector ports for printing to the Cognitive PS-1001, or ZebraQL320 bin label printers. The LRT 3140 terminal is a calculator style model that has a rotating head scanner that allows scanning in any direction, and a modular printer port for printing to the Cognitive PS-1001 or Comtec MP-5033, or Zebra QL320 bin label printer.

- RF cradles
  Each RF unit has its own respective rechargeable cradles and power supply.

- Bin label printer (optional)
  Activant supports the Zebra QL320 bin label printer for wireless bin label printing from the PDT8146 and MC9090 RF terminals. For the LRT3840, LRT3140, and PDT6846 RF terminals, Activant supports the Zebra QL320 (recommended), Cognitive PS-1001 and Comtec MP-5033 portable bin label printers for bin label printing. An optional belt and holster attachment is available for the Comtec and Zebra printers. This allows the printer to be physically attached to your waist and provides ease of movement.
RF Security Bits

The following security bits are used with the Eagle RF application. You need only assign the security bits for applications that you are using.

<table>
<thead>
<tr>
<th>Security Bit</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MultiStore</strong></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>View data in all stores. Without this bit, only view 'Lockin' store data</td>
</tr>
<tr>
<td>12</td>
<td>Add/Change/Delete data in all stores. Requires bit 6</td>
</tr>
<tr>
<td><strong>Shelf Manager</strong></td>
<td></td>
</tr>
<tr>
<td>412</td>
<td>Allow RF shelf manager operations</td>
</tr>
<tr>
<td>413</td>
<td>Display/Change cost in RF shelf manager</td>
</tr>
<tr>
<td>414</td>
<td>Allow RF shelf manager UPC operations</td>
</tr>
<tr>
<td>449</td>
<td>Change RF shelf manager retail price information</td>
</tr>
<tr>
<td>851</td>
<td>RF Change 'Add QOH to PIP' in RF Shelf Manager</td>
</tr>
<tr>
<td><strong>Receiving</strong></td>
<td></td>
</tr>
<tr>
<td>527</td>
<td>Allow RF receiving</td>
</tr>
<tr>
<td>528</td>
<td>Display/Change cost in RF receiving</td>
</tr>
<tr>
<td><strong>Physical Inventory</strong></td>
<td></td>
</tr>
<tr>
<td>423</td>
<td>Add/Change/Delete physical inventory counts; also APRM</td>
</tr>
<tr>
<td><strong>Line Buster (RF POS)</strong></td>
<td></td>
</tr>
<tr>
<td>643</td>
<td>Access to RF POS (not available at this time)</td>
</tr>
</tbody>
</table>

Setting Up the RF Terminal

Each RF unit has a corresponding terminal record in Function MTR (or Options Configuration). In order for your RF unit to function correctly, you need to verify that the Training Mode field (option ID# 101 in Options Configuration) is set to NO. If it is set to Yes, no information will be sent to POS when using the LineBuster application.
**RF Options in Options Configuration (Eagle for Windows users only)**

Before you begin using an application, you need to set the options in Options Configuration. Following is a list of the RF options sorted by the application to which they belong. You only need assign the options for applications that you are using.

To display the following options in Options Configuration, select RF in the Subsystem field, and All Options in the Options field.

<table>
<thead>
<tr>
<th>Option</th>
<th>Definition</th>
</tr>
</thead>
</table>
| (ID# 2900)-Receiving printer type | This option allows you to set up the default for the Printer Type field on the RF gun. By setting up this option, you won't have to enter the printer type every time you use RF Receiving.  
M = MP5033/Encore 3  
N = Network Printer. Select this setting if you want to print RF labels through the Eagle Label Manager, so that your RF labels will look like the other labels you print with the Eagle for Windows Label Manager application. If you select this setting, you must also set up the five options that indicate the Label Manager formats you want to use. These options are: "Flex-Label Format L," "Flex-Label Format S," "Flex-Label Format A," "Flex-Label Format B," and "Flex-Label Format C." Depending on how many different Label Manager formats you want to be able to choose from in RF, you can set up as few as one of these options, or as many as all five.  
P = PS1000  
Q = QL320 |
| (ID# 2902)-Receiving print labels | This option allows you to set up the default for whether or not you want to print labels during RF Receiving, so that you won't have to indicate whether or not you want to print labels every time you use RF Receiving.  
P = Prompt the user to print a label (the user can answer Y or N to the prompt)  
Y = Yes, print labels for every item received.  
N = No, do not print labels. |
| (ID# 2904)-Receiving label format | This option allows you to set up the default for the Label Format field on the RF gun. By setting up this option, you won't have to select a setting for the Label Format field every time you use RF Receiving.  
L = The printer is loaded with large (2 1/2 inch) labels.  
S = The printer is loaded with small (2 inch) labels. |
<p>| (ID# 2906)-Receiving print price | This option allows you to set up the default for whether or not you want to print the retail on labels, so that you won't have to indicate whether or not you want to print retail every time you use RF Receiving. |</p>
<table>
<thead>
<tr>
<th>Option</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Y = Yes, print the retail price on the label.</strong>&lt;br&gt;&lt;br&gt;N = No, do not print price the retail price on the label.</td>
<td></td>
</tr>
<tr>
<td><strong>(ID# 2908)-Receiving number of labels</strong></td>
<td>This option allows you to set up the default for the number of labels you want to print. By setting up this option, you will no longer have to indicate the number of labels you want to print every time you use RF Receiving.</td>
</tr>
</tbody>
</table>
| **(ID# 2910)-Receiving add SKU to P.O.** | This option allows you to set up the default for the "Add SKU to PO" field on the RF gun, so that you won't have to fill in that field every time you use RF Receiving.  
  P = The system prompts you each time you want to add an item to a purchase order.  
  Y = The system adds the item to the purchase order.  
  N = No SKUs will be added to the purchase order. |
| **(ID# 2912)-Receiving add UPC code** | This option allows you to set up the default for the "Add UPC Code" field on the RF gun, so that you won't have to fill in that field every time you use RF Receiving.  
  P = The screen prompts you to add a UPC code to the UPC Maintenance window (MUPC) each time you scan or type a UPC code that is not on file.  
  Y = The UPC code is always added to UPC Maintenance (MUPC) each time you scan a UPC or type a UPC code that is not on file.  
  N = No UPC codes are added to UPC Maintenance (MUPC) when you scan a UPC or type a UPC code that is not on file. |
| **(ID# 2914)-Receiving display committed quantity** | This option allows you to set up the default for the "Display Committed Qty" field on the RF gun, so that you won't have to fill in that field every time you use RF Receiving.  
  Y = The Committed Quantity screen displays the first time an item is scanned.  
  N = The Committed Quantity screen does not display the first time an item is scanned. |
| **(ID# 2915)-Receiving display special order Information** | This option allows you to set up the default for the "SO Info" field on the RF gun, so that you won't have to fill in that field every time you use RF Receiving.  
  Y = The Special Order Info screen displays the first time an item is scanned.  
  N = The Special Order Info screen does not display the first time an item is scanned. |
| **(ID# 2916)-Receiving method** | This option allows you to set up the default for the "Receiving Method" field on the RF gun, so that you won't have to fill in that field every time you use RF Receiving.  
  P = Receive by PO number.  
  S = Receive by SKU across multiple PO's for the same vendor. |
<table>
<thead>
<tr>
<th>Option</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>(ID# 2917)-Receiving display multiple SKU occurrences on a specific PO</td>
<td>This option determines whether or not you want RF receiving to display multiple occurrences of a SKU on a PO. Y = Display multiple occurrences of a SKU on a PO. N = Don't display multiple occurrences of a SKU on a PO.</td>
</tr>
<tr>
<td>(ID# 2918)-When Receiving Method is by SKU return to SKU list after posting?</td>
<td>If there are multiple occurrences of an SKU in the PO file, this option determines if the list of those occurrences automatically re-displays after posting the item manually. If this option is set to Yes, the list for that SKU will re-display when you press Enter on the posting screen. If this option is set to No, the receiving by SKU screen will display. This option defaults to Y and applies only when the RF Receiving Method is by SKU.</td>
</tr>
</tbody>
</table>

**Shelf Manager**

<table>
<thead>
<tr>
<th>Option</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>(ID# 2919) – Shelf Manager Default Mode</td>
<td>This option sets the default Shelf Manager mode for the RF terminal(s). The default domain for this option is System, but it can be set to Store, User or Terminal level. This allows a user to designate specific modes for particular RF units.</td>
</tr>
</tbody>
</table>
| (ID# 2920)-Shelf Manager printer type | This option allows you to set up the default for the Printer Type field on the RF gun. By setting up this option, you won't have to enter the printer type every time you use RF Shelf Manager. M = MP5033/Encore 3  
N = Network Printer. Select this setting if you want to print RF labels through the Eagle Label Manager, so that your RF labels will look like the other labels you print with the Eagle for Windows Label Manager application. If you select this setting, you must also set up the five options that indicate the Label Manager formats you want to use. These options are: "Flex-Label Format L," "Flex-Label Format S," "Flex-Label Format A," "Flex-Label Format B," and "Flex-Label Format C." Depending on how many different Label Manager formats you want to be able to choose from in RF, you can set up as few as one of these options, or as many as all five.  
P = PS1000  
Q = QL320 |
| (ID# 2922)-Shelf Manager print labels | This option allows you to set up the default for whether or not you want to print labels during RF Shelf Manager, so that you won't have to indicate whether or not you want to print labels every time you use RF Shelf Manager.  
Y = The printer always prints a label if you post a change to the retail price, location code, or manufacturer part number.  
N = The printer never prints a label.  
A = The printer always prints a label.  
P = A prompt displays after you post the item. You then have the option to print. |
<table>
<thead>
<tr>
<th>Option</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>(ID# 2924)-Shelf Manager label format</td>
<td>This option allows you to set up the default for the Label Format field on the RF gun. By setting up this option, you won't have to select a setting for the Label Format field every time you use RF Shelf Manager.</td>
</tr>
<tr>
<td></td>
<td>L = The printer is loaded with large (2 1/2 inch) labels.</td>
</tr>
<tr>
<td></td>
<td>S = The printer is loaded with small (2 inch) labels.</td>
</tr>
<tr>
<td>(ID# 2926)-Shelf Manager print price</td>
<td>This option allows you to set up the default for whether or not you want to print the retail on labels, so that you won't have to indicate whether or not you want to print retail every time you use RF Shelf Manager.</td>
</tr>
<tr>
<td></td>
<td>Y = The printer always prints the retail price on the label.</td>
</tr>
<tr>
<td></td>
<td>N = The printer never prints the retail price on the label.</td>
</tr>
<tr>
<td>(ID# 2928)-Shelf Manager number of labels</td>
<td>This option allows you to set up the default for the number of labels you want to print. By setting up this option, you will no longer have to indicate the number of labels you want to print every time you use RF Shelf Manager.</td>
</tr>
<tr>
<td>(ID# 2930)-Shelf Manager add QOH to PIP</td>
<td>This option allows you to set up the default for the &quot;Add QOH to PIP&quot; field on the RF gun, so that you won't have to fill in that field every time you use RF Shelf Manager. This option applies to quantity on hand (QOH) entered in File Maintenance and PIP modes of Shelf Manager.</td>
</tr>
<tr>
<td></td>
<td>Y = QOH changes are processed through the Physical Inventory application (PIP-Physical Inventory Posting).</td>
</tr>
<tr>
<td></td>
<td>I = Inventory Maintenance is immediately updated with QOH changes. Other updates automatically occur with this setting, the same way they would occur if you changed QOH in Inventory Maintenance itself:</td>
</tr>
<tr>
<td></td>
<td>• Date of Last Physical in IMU is updated</td>
</tr>
<tr>
<td></td>
<td>• ITR is updated with Source “RF” to show that the QOH change was done using RF Shelf Manager</td>
</tr>
<tr>
<td></td>
<td>• If Option 1 “Audit IMU/LOD QOH change” is set to Yes in Options Configuration, the QOH changeis recorded to the physical inventory audit file, which can be reported on using the Physical Inventory History Report (RPH) where the Origin will indicate RF.</td>
</tr>
<tr>
<td></td>
<td>• If Option 8947 ”Record ‘Last 10 QOH changes and Last 10 Cost changes’ for inventory items” is set to Yes in Options Configuration, the change to QOH displays in “Show last 10 QOH changes” dialog (accessible via Misc Menu option H in Inventory Maintenance).</td>
</tr>
<tr>
<td></td>
<td>N = QOH changes are processed through Flexible Inventory Load screen (Function FIL).</td>
</tr>
<tr>
<td>(ID# 2932)-Shelf Manager add UPC code</td>
<td>This option allows you to set up the default for the &quot;Add UPC Code&quot; field on the RF gun, so that you won't have to fill in that field every time you use RF Shelf Manager.</td>
</tr>
<tr>
<td>Option</td>
<td>Definition</td>
</tr>
<tr>
<td>--------</td>
<td>------------</td>
</tr>
<tr>
<td><strong>Option</strong></td>
<td><strong>Definition</strong></td>
</tr>
<tr>
<td>field every time you use RF Shelf Manager.</td>
<td>P = The screen prompts you to add a UPC code to UPC Maintenance (MUPC) each time you scan or type a UPC code that is not on file.</td>
</tr>
<tr>
<td></td>
<td>Y = The UPC code is always added to UPC Maintenance (MUPC) each time you scan a UPC or type a UPC code that is not on file.</td>
</tr>
<tr>
<td></td>
<td>N = No UPC codes are added to UPC Maintenance (MUPC) when you scan a UPC or type a UPC code that is not on file.</td>
</tr>
<tr>
<td>This option applies to all modes of Shelf Manager.</td>
<td></td>
</tr>
<tr>
<td><strong>(ID# 2934)-Shelf Manager price to display</strong></td>
<td>This option allows you to set up the default for which price you want to display in Shelf Manager, so that you won't have to indicate which price to display every time you use RF Shelf Manager.</td>
</tr>
<tr>
<td></td>
<td>R = Display the retail price.</td>
</tr>
<tr>
<td></td>
<td>P = Display the promotion price.</td>
</tr>
<tr>
<td><strong>(ID# 2936)-Shelf Manager increment value for Location Mode I</strong></td>
<td>This option determines the auto-increment value the system uses when you use LOCATION MODE I to auto-increment locations (this feature only works with numeric locations). Enter a number from 1 to 99999 in this option to determine the increment value. For example, if you set this option to 1, and the first Location entered is 1234, the next Location will default to 1235.</td>
</tr>
<tr>
<td><strong>(ID# 2938)-Shelf Manager Default location(s) in PIP count screen with IMU locations</strong></td>
<td>This option determines whether or not you want location codes from Inventory Maintenance to display when you use the multi-location mode in Shelf Manager PIP Mode (there are two ways to access multi-location mode--by entering M in the PIP Mode field, or by pressing F4 while in the PIP mode).</td>
</tr>
<tr>
<td></td>
<td>Y = Show Inventory Maintenance location codes while in the multi-location mode of PIP Mode.</td>
</tr>
<tr>
<td></td>
<td>N = Don't show Inventory Maintenance location codes while in the multi-location mode of PIP Mode.</td>
</tr>
<tr>
<td><strong>(ID# 2939)-Shelf Manager Default initial PIP count to 1</strong></td>
<td>This option determines the value of the 'Quantity field in RF Shelf Manager PIP mode when a SKU is initially displayed.</td>
</tr>
<tr>
<td></td>
<td>When set to Yes, the 'Quantity Field is set to 1 when a SKU is initially displayed.</td>
</tr>
<tr>
<td></td>
<td>When set to No, the 'Quantity Field is set to 0 when a SKU is initially displayed.</td>
</tr>
<tr>
<td>Flex Label Options</td>
<td>Description</td>
</tr>
<tr>
<td>----------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>(ID# 2940)</td>
<td>Network printer number for Flex-Labels</td>
</tr>
<tr>
<td>(ID# 2942)</td>
<td>RF network label format ‘L’</td>
</tr>
<tr>
<td>(ID# 2943)</td>
<td>RF network label format ‘S’</td>
</tr>
<tr>
<td>(ID# 2944)</td>
<td>RF network label format ‘A’</td>
</tr>
<tr>
<td>(ID# 2945)</td>
<td>RF network label format ‘B’</td>
</tr>
</tbody>
</table>
You must also set up the option "Network printer number for RF Labels" so that the system knows which network printer to use to print the labels.

When you click in the Current Value column to set up this option, the "Flex-Label format 'B'" dialog displays. Highlight the label format you want to use, and click Open.

**Set up this option if you want to use a format from the Eagle Label Manager when you print "C" type labels in RF (you enter "C" in the second position of the PRINT LABELS field). This means your RF labels will look like the other labels you print with the Eagle for Windows Label Manager application.**

You must also set up the option "Network printer number for Flex-Labels" so that the system knows which network printer to use to print the labels.

When you click in the Current Value column to set up this option, the "Flex-Label format 'C'" dialog displays. Highlight the label format you want to use, and click Open.

<table>
<thead>
<tr>
<th>Location Code Option</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>(ID# 3052)-RF Shelf Manager multiple location codes</strong></td>
</tr>
</tbody>
</table>
| If you set this option to Yes, it allows you to update three location codes and the number of bin labels to print. Multiple Location Codes are supported in both PIP mode and Location mode.  
Note: if you set this option to Yes, and also set the LOCATION MODE field on the RF to S, locations that you enter on the RF will be updated immediately in Inventory Maintenance (IMU). |

<table>
<thead>
<tr>
<th>Bin Tag Options</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>(ID# 3053)- Scan bin tags with SKU prefixed with retail price</strong></td>
</tr>
</tbody>
</table>
| This option is used by RF receiving and RF shelf manager. Setting this option to Yes tells the system to look for an embedded decimal point in the bar code representation of the SKU. If it finds a decimal point, it will assume that the bar code has a retail price in the first part of the bar code, thus it will strip the retail price and return just the SKU.  
Ace members who have ‘Price Verification’ bin tags should set this option to Y. Non-Ace members can also use this option if needed.  
If you have an SKU that has a decimal point in it (or a period), and you find that this item can no longer be scanned by the RF applications, you should set this option to N. |

| **(ID# 3054) Scan Ace bin tags with SKU prefixed with order multiple** |
| RF Receiving and Shelf Manager support the Ace Special Bin tag. This bin tag has a UPC representation of the Ace SKU preceded by the pack quantity.  
To use this feature, Ace dealers should set this option to Yes. Note that if the scan of the bin tag returns an 8 or a 10-digit number, the first 3 digits will be stripped. The remaining 5 or 7 digits will then be used to look the item up by Sku. |
### Line Buster (RF POS) Options

<table>
<thead>
<tr>
<th>Options</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>(ID# 5991)-RF POS receipt message 1</td>
<td>Use this option to enter up to 30 characters to print on the RF POS ticket. This is the only line that prints when using label format. It is the first of three lines to print when using receipt format.</td>
</tr>
<tr>
<td>(ID# 5992)-RF POS receipt message 2</td>
<td>Use this option to enter up to 30 characters to print on the RF POS ticket. This line doesn't print when using label format. It is the second of three lines to print when using receipt format.</td>
</tr>
<tr>
<td>(ID# 5993)-RF POS receipt message 3</td>
<td>Use this option to enter up to 30 characters to print on the RF POS ticket. This line doesn't print when using label format. It is the second of three lines to print when using receipt format.</td>
</tr>
</tbody>
</table>
RF Key Mapping

This section contains information about how to use the RF terminal keys.

If more than one key is listed for a given function, press the first key, release the key, and then press the second key. For example, press `<FUNC>`, then press `<1>` to cycle receiving units. Do not press both keys at the same time.

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<th>MC9090</th>
<th>MC3090</th>
<th>PC Keystrokes</th>
<th>Desired Function</th>
</tr>
</thead>
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<tr>
<td><code>&lt;FUNC&gt;&lt;6&gt;</code></td>
<td><code>&lt;End&gt;</code></td>
<td><code>&lt;ESC&gt;</code></td>
<td><code>&lt;FUNC&gt;&lt;F&gt;</code></td>
<td>Page Down</td>
<td>END</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Exits screens and applications.</td>
</tr>
<tr>
<td><code>&lt;CTL&gt;&lt;0&gt;</code></td>
<td><code>&lt;Shift&gt;&lt;Func&gt;&lt;0&gt;</code></td>
<td><code>&lt;Shift&gt;&lt;0&gt;</code></td>
<td><code>&lt;SHIFT&gt;&lt;FUNC&gt;</code></td>
<td><code>&lt;J&gt;</code></td>
<td>PRINT</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Invokes printing on the bin label printer.</td>
</tr>
<tr>
<td><code>&lt;CTL&gt;&lt;1&gt;</code></td>
<td><code>&lt;Shift&gt;&lt;Func&gt;&lt;1&gt;</code></td>
<td><code>&lt;Shift&gt;&lt;1&gt;</code></td>
<td><code>&lt;FUNC&gt;</code></td>
<td><code>&lt;K&gt;</code></td>
<td>F6</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>CONSTANTS</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Changes settings for Receiving.</td>
</tr>
<tr>
<td><code>&lt;CTL&gt;&lt;2&gt;</code></td>
<td><code>&lt;Shift&gt;&lt;Func&gt;&lt;2&gt;</code></td>
<td><code>&lt;Shift&gt;&lt;2&gt;</code></td>
<td><code>&lt;FUNC&gt;</code></td>
<td><code>&lt;L&gt;</code></td>
<td>F7</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>NEXT ITEM</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Provides ability to scroll to the next purchase order and to the purchase order detail lines.</td>
</tr>
<tr>
<td><code>&lt;CTL&gt;&lt;3&gt;</code></td>
<td><code>&lt;Shift&gt;&lt;Func&gt;&lt;3&gt;</code></td>
<td><code>&lt;Shift&gt;&lt;3&gt;</code></td>
<td><code>&lt;FUNC&gt;</code></td>
<td><code>&lt;M&gt;</code></td>
<td>F8</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>PREVIOUS ITEM</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Provides ability to scroll to the previous purchase orders and to the purchase order detail lines.</td>
</tr>
<tr>
<td><code>&lt;CTL&gt;&lt;4&gt;</code></td>
<td><code>&lt;Shift&gt;&lt;Func&gt;&lt;4&gt;</code></td>
<td><code>&lt;Shift&gt;&lt;4&gt;</code></td>
<td><code>&lt;SHIFT&gt;&lt;FUNC&gt;</code></td>
<td><code>&lt;D&gt;</code></td>
<td>F9</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>MAN #ALT PART# QUERY</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Allows lookup by alternate part number.</td>
</tr>
<tr>
<td><code>&lt;CTL&gt;&lt;5&gt;</code></td>
<td><code>&lt;Shift&gt;&lt;Func&gt;&lt;5&gt;</code></td>
<td><code>&lt;Shift&gt;&lt;5&gt;</code></td>
<td><code>&lt;SHIFT&gt;&lt;FUNC&gt;</code></td>
<td><code>&lt;E&gt;</code></td>
<td>F12</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>CLEAR</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Clears the application screen of data.</td>
</tr>
<tr>
<td><code>&lt;CTL&gt;&lt;6&gt;</code></td>
<td><code>&lt;Shift&gt;&lt;Func&gt;&lt;6&gt;</code></td>
<td><code>&lt;Shift&gt;&lt;6&gt;</code></td>
<td><code>&lt;SHIFT&gt;&lt;FUNC&gt;</code></td>
<td><code>&lt;F&gt;</code></td>
<td>Pause</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>DISPLAY</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Displays information based on various inputs.</td>
</tr>
<tr>
<td><code>&lt;CTL&gt;&lt;7&gt;</code></td>
<td><code>&lt;Shift&gt;&lt;Func&gt;&lt;7&gt;</code></td>
<td><code>&lt;Shift&gt;&lt;7&gt;</code></td>
<td><code>&lt;SHIFT&gt;&lt;FUNC&gt;</code></td>
<td><code>&lt;G&gt;</code></td>
<td>Scroll Lock</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>POST ITEM</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Equivalent to the <code>&lt;Save Order&gt;</code> key in Function RP.</td>
</tr>
<tr>
<td><code>&lt;CTL&gt;&lt;8&gt;</code></td>
<td><code>&lt;Shift&gt;&lt;Func&gt;&lt;8&gt;</code></td>
<td><code>&lt;Shift&gt;&lt;8&gt;</code></td>
<td><code>&lt;SHIFT&gt;&lt;FUNC&gt;</code></td>
<td><code>&lt;H&gt;</code></td>
<td>F11</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>KEYLIST</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Displays the available function keys and key-mapping.</td>
</tr>
<tr>
<td><code>&lt;CTL&gt;&lt;9&gt;</code></td>
<td><code>&lt;Shift&gt;&lt;Func&gt;&lt;9&gt;</code></td>
<td><code>&lt;Shift&gt;&lt;9&gt;</code></td>
<td><code>&lt;SHIFT&gt;&lt;FUNC&gt;</code></td>
<td><code>&lt;1&gt;</code></td>
<td>Num Lock</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>CHAR LIST</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Displays a complete character list and key-mapping.</td>
</tr>
<tr>
<td>Legacy (LRT3840, LRT3140, and PDT6846)</td>
<td>PDT8146</td>
<td>MC9090</td>
<td>MC3090</td>
<td>PC Keystrokes</td>
<td>Desired Function</td>
</tr>
<tr>
<td>---------------------------------------</td>
<td>---------</td>
<td>--------</td>
<td>--------</td>
<td>---------------</td>
<td>------------------</td>
</tr>
<tr>
<td>&lt;FUNC&gt;&lt;BKSP&gt;</td>
<td>&lt;FUNC&gt;&lt;BKSP&gt;</td>
<td>&lt;SPACE&gt;</td>
<td>&lt;FUNC&gt;&lt;BKSP&gt;</td>
<td></td>
<td>SPACE Adds a space.</td>
</tr>
<tr>
<td>&lt;CLR&gt;</td>
<td>&lt;CLR&gt;</td>
<td>&lt;Right Arrow&gt;, or &lt;Func&gt;&lt;BKSP&gt;</td>
<td>&lt;Right Arrow&gt; (&lt;ORANGE&gt;&lt;6&gt;)</td>
<td>SPACE</td>
<td>CLEAR FIELD Clears a field.</td>
</tr>
<tr>
<td>&lt;Up Arrow&gt;</td>
<td>&lt;Func&gt;&lt;C&gt;</td>
<td>&lt;Up Arrow&gt;</td>
<td>&lt;Up Arrow&gt;, (&lt;ORANGE&gt;&lt;8&gt;)</td>
<td>SCROLL UP</td>
<td>Moves the cursor up.</td>
</tr>
<tr>
<td>&lt;Down Arrow&gt;</td>
<td>&lt;Func&gt;&lt;H&gt;</td>
<td>&lt;Down Arrow&gt;</td>
<td>&lt;Down Arrow&gt;, (&lt;ORANGE&gt;&lt;2&gt;)</td>
<td>SCROLL DOWN</td>
<td>Moves the cursor down.</td>
</tr>
<tr>
<td>&lt;FUNC&gt;&lt;1&gt;</td>
<td>&lt;FUNC&gt;&lt;1&gt;</td>
<td>&lt;FUNC&gt;&lt;1&gt;</td>
<td>&lt;FUNC&gt;&lt;A&gt;</td>
<td>ALT-R</td>
<td>CYCLE UNIT Changes from stocking to purchasing units.</td>
</tr>
<tr>
<td>&lt;FUNC&gt;&lt;2&gt;</td>
<td>&lt;FUNC&gt;&lt;2&gt;</td>
<td>&lt;FUNC&gt;&lt;2&gt;</td>
<td>&lt;FUNC&gt;&lt;B&gt;</td>
<td>ALT-Q</td>
<td>NEXT SCREEN Toggles between the P. O. Header and Purchase Order Detail screens.</td>
</tr>
<tr>
<td>&lt;FUNC&gt;&lt;3&gt;</td>
<td>&lt;FUNC&gt;&lt;3&gt;</td>
<td>&lt;FUNC&gt;&lt;3&gt;</td>
<td>&lt;FUNC&gt;&lt;C&gt;</td>
<td>F10</td>
<td>REPLACE QTY Corrects or replaces the quantity received in the RCVD field on the Purchase Order Detail screen.</td>
</tr>
<tr>
<td>&lt;FUNC&gt;&lt;4&gt;</td>
<td>&lt;FUNC&gt;&lt;4&gt;</td>
<td>&lt;FUNC&gt;&lt;4&gt;</td>
<td>&lt;FUNC&gt;&lt;D&gt;</td>
<td>Keypad+</td>
<td>LOC/INFO If the RF Shelf Manager History Screen is displayed and the cursor is in the Q field, press &lt;FUNC&gt;&lt;4&gt; to display the RF Count Screen. If the RF Shelf Manager History Screen is displayed, press &lt;FUNC&gt;&lt;4&gt; to display the RF Shelf Manager Additional Info Screen.</td>
</tr>
<tr>
<td>&lt;FUNC&gt;&lt;7&gt;</td>
<td>&lt;FUNC&gt;&lt;7&gt;</td>
<td>&lt;FUNC&gt;&lt;7&gt;</td>
<td>&lt;FUNC&gt;&lt;G&gt;</td>
<td>F1</td>
<td>GOTO SKU Places cursor at SKU line in receiving screen.</td>
</tr>
<tr>
<td>&lt;FUNC&gt; &lt;8&gt;</td>
<td>&lt;FUNC&gt; &lt;8&gt;</td>
<td>&lt;FUNC&gt; &lt;8&gt;</td>
<td>&lt;FUNC&gt; &lt;H&gt;</td>
<td>F3</td>
<td>VARIANCE In Receiving this shows the variance between what was ordered and the number scanned so far. In Physical Inventory it shows the difference between the QOH and the number scanned.</td>
</tr>
<tr>
<td>Legacy (LRT3840, LRT3140, and PDT6846)</td>
<td>PDT8146</td>
<td>MC9090</td>
<td>MC3090</td>
<td>PC Keystrokes</td>
<td>Desired Function</td>
</tr>
<tr>
<td>----------------------------------------</td>
<td>---------</td>
<td>--------</td>
<td>--------</td>
<td>---------------</td>
<td>------------------</td>
</tr>
<tr>
<td>&lt;FUNC&gt;&lt;9&gt;</td>
<td>&lt;FUNC&gt;&lt;9&gt;</td>
<td>&lt;FUNC&gt;&lt;9&gt;</td>
<td>&lt;FUNC&gt;&lt;I&gt;</td>
<td>F4</td>
<td>ADD SKU Adds SKUs to purchase orders.</td>
</tr>
<tr>
<td>&lt;ENTER&gt;</td>
<td>&lt;ENTER&gt;</td>
<td>&lt;RETURN&gt;</td>
<td>&lt;ENTER&gt;</td>
<td></td>
<td>ENTER Posts quantities, displays items, and exits application.</td>
</tr>
<tr>
<td>&lt;FUNC&gt;&lt;LEFT ARROW&gt;</td>
<td>&lt;FUNC&gt;&lt;G&gt;</td>
<td>&lt;LEFT ARROW&gt;</td>
<td>&lt;Left Arrow&gt;, (&lt;ORANGE&gt;&lt;4&gt;)</td>
<td>LEFT ARROW Moves back one character.</td>
<td></td>
</tr>
<tr>
<td>&lt;FUNC&gt;&lt;RIGHT ARROW&gt;</td>
<td>&lt;FUNC&gt;&lt;I&gt;</td>
<td>&lt;RIGHT ARROW&gt;</td>
<td>&lt;Right Arrow&gt;, (&lt;ORANGE&gt;&lt;6&gt;)</td>
<td>RIGHT ARROW Moves forward one character.</td>
<td></td>
</tr>
<tr>
<td>&lt;FUNC&gt;&lt;SHIFT&gt;</td>
<td>&lt;FUNC&gt;&lt;SHIFT&gt;</td>
<td>&lt;SHIFT&gt;</td>
<td></td>
<td>CAPS LOCK Toggles between lower—and uppercase letters.</td>
<td></td>
</tr>
<tr>
<td>&lt;PWR&gt;</td>
<td>&lt;PWR&gt; (red)</td>
<td>&lt;PWR&gt; (red)</td>
<td>&lt;PWR&gt; (red)</td>
<td></td>
<td>POWER Displays a screen that disappears.</td>
</tr>
</tbody>
</table>
Chapter 3 - Receiving Inventory

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<td>Preparing to Print Bin Labels</td>
<td>39</td>
</tr>
<tr>
<td>Printing Bin Labels</td>
<td>41</td>
</tr>
<tr>
<td>Preparing to Add Items to a Purchase Order</td>
<td>42</td>
</tr>
<tr>
<td>Receiving Settings in Options Configuration</td>
<td>42</td>
</tr>
<tr>
<td>Adding Items to a Purchase Order</td>
<td>42</td>
</tr>
<tr>
<td>Preparing to Add UPC Codes</td>
<td>45</td>
</tr>
<tr>
<td>Settings in Options Configuration</td>
<td>45</td>
</tr>
<tr>
<td>Adding UPC Codes</td>
<td>45</td>
</tr>
<tr>
<td>Completing Purchase Order Receipts</td>
<td>48</td>
</tr>
<tr>
<td>Printing Items Not Scanned by RF (Optional)</td>
<td>48</td>
</tr>
<tr>
<td>Printing an Edit List of the PO Receipts</td>
<td>49</td>
</tr>
<tr>
<td>Finalizing Purchase Order Receipts</td>
<td>49</td>
</tr>
</tbody>
</table>
This chapter contains information about using the RF terminal and RF Receiving application. It describes how to:

- Receive inventory items.
- Print bin labels.
- Add items to a purchase order.
- Add UPC codes.
- Change purchase order information.
- End inventory receipt sessions.
- Complete purchase order receipts.

Preparing to Receive Inventory

This section contains information about preparing to receive inventory. It describes how to:

- Set up security.
- Set up options.
- Sign on and off of RF.
- Set up the Receiving Constants screen.
- In addition to the above tasks that prepare your system to receive inventory, make sure the RF terminal and the bin label printer (if you are using one) are charged.

Setting Up Security for Users

To sign on to the RF terminal, your System Administrator needs to assign security bits to your user ID. To use RF Receiving, the following security bit(s) need to be added to your user ID for each RF terminal. Your System Administrator determines the terminal numbers for the RF terminals. The following are the security bits:

- Bit 527 — allows access to RF (Receipt Posting)
- Bit 528 — allows the ability to change cost
- Bits 6 & 12 — allows Multistore access (multistore users only)

For more information about adding security bits, refer to your Security Guide.
Setting Up RF Options
You should have already established the options for this application. See RF Options in Options Configuration in Chapter 2 for specific information on the options for this application.

Signing On and Off of the RF Terminal

To sign on:

1. On the PDT8146 and MC9090, click the Start menu and select “Programs” from the drop-down list. (Note: Legacy units (LRT3840, LRT3140, and PDT6846) begin at Step 3.)

2. From the “Programs” window, select “TelnetCE” to start the application. (Note: Select “TelnetCE” if it appears in the Start menu drop-down list.)

3. On the RF terminal, at the application start up screen, press <ENTER> to connect to the Eagle system.
   
The Login Screen displays.

4. At Login, type M and press <ENTER>.
   
   Depending on your terminal setting, either the SIGNON screen or the RF Menu displays.

5. If the RF Menu displays, you are signed on to RF.
   
   -or-

   If the SIGNON screen displays:
   
   1. At Name, type your name and press <ENTER>.
   2. At Passwd, type your password (optional) and press <ENTER>.
   
   The RF Menu displays. You are signed on to RF.

RF Menu
1 RECEIVING
2 SHELF MANAGER
3 UPC MAINTENANCE
4 POINT OF SALE
6 EXIT

TIP
To select an option:

   Use the up and down arrow keys to highlight the option.

   -or-

   Press the number that corresponds to the option.
To sign off:

1. From any RF screen, end your session.
   **Note:** Key strokes vary by unit. See RF Key Mapping in Chapter Two for information on your unit.

   The RF Menu displays.

2. Select Exit and press `<ENTER>`.

3. Return the RF terminal to the cradle to recharge it.

**TIP**
If an RF screen disappears, press `<PWR>` to display it again.

### Reviewing the Receiving Constants Screen

The Receiving Constants screen:

1. From the RF Menu, select RECEIVING and press `<ENTER>`.

   The Receiving Constants screen displays.

   RECEIVING CONSTANTS
   RECEIVING METHOD: P
   PRINTER TYPE: Q
   PRINT LABELS: N S Y 1
   ADD SKU TO P.O.: P
   ADD UPC CODE: P
   COMM QTY: Y SO INFO: Y

**NOTE**
You can also display the Receiving Constants screen by pressing `<CTL><1>` on the Legacy unit, `<Shift><Func><1>` on the PDT8146, or `<Shift 1>` on the MC9090.
2. Complete the Receiving Constants screen fields as shown in the following table, before you receive items. You must press **<ENTER>** from the SO INFO field on the Receiving Constants screen to retain the information and to display the P.O. Header screen.

<table>
<thead>
<tr>
<th>In this field</th>
<th>Type this</th>
</tr>
</thead>
<tbody>
<tr>
<td>RECEIVING METHOD</td>
<td>Specify how you want to receive items:</td>
</tr>
<tr>
<td></td>
<td>P (Purchase Order)</td>
</tr>
<tr>
<td></td>
<td>-or-</td>
</tr>
<tr>
<td></td>
<td>S (SKU)</td>
</tr>
<tr>
<td>PRINTER TYPE</td>
<td>To determine your printer type, look on the front of your printer. The printer type displays as one of the following:</td>
</tr>
<tr>
<td></td>
<td>M = MP5033/Encore 3</td>
</tr>
<tr>
<td></td>
<td>N = Network Printer.</td>
</tr>
<tr>
<td></td>
<td>P = PS1000</td>
</tr>
<tr>
<td></td>
<td>Q = QL320</td>
</tr>
<tr>
<td>PRINT LABELS</td>
<td>In the first position, type Y, N, A, or P over the P.</td>
</tr>
<tr>
<td></td>
<td>Y - The printer always prints a label if you post a change to the retail price, location code, or manufacturer part number.</td>
</tr>
<tr>
<td></td>
<td>N - The printer never prints a label.</td>
</tr>
<tr>
<td></td>
<td>A - The printer always prints a label.</td>
</tr>
<tr>
<td></td>
<td>P - A prompt displays after you post the item. You then have the option to print.</td>
</tr>
<tr>
<td></td>
<td>In the second position, type L or S over the L.</td>
</tr>
<tr>
<td></td>
<td>L - The printer is loaded with large (2 1/2 inch) labels.</td>
</tr>
<tr>
<td></td>
<td>S - The printer is loaded with small (2 inch) labels.</td>
</tr>
<tr>
<td></td>
<td>In the third position, type Y or N over the Y.</td>
</tr>
<tr>
<td></td>
<td>Y - The printer always prints the retail price on the label.</td>
</tr>
<tr>
<td></td>
<td>N - The printer never prints the retail price on the label.</td>
</tr>
<tr>
<td></td>
<td>In the fourth position, type a value of 1 – 9 over the 1 to specify the number of labels you want to print.</td>
</tr>
<tr>
<td>ADD SKU TO P.O.</td>
<td>This field defaults to P.</td>
</tr>
<tr>
<td></td>
<td>In the first position, type P, Y, or N over the P.</td>
</tr>
<tr>
<td></td>
<td>P - The screen prompts you to add a SKU to the purchase order each time you scan a UPC or type a SKU that is not on the purchase order.</td>
</tr>
<tr>
<td></td>
<td>Y - The SKU is always added to the purchase order each time you scan a UPC or type a SKU that is not on the purchase order.</td>
</tr>
<tr>
<td></td>
<td>N - No SKUs are added to your purchase order when you scan a UPC or type a SKU that is not on the purchase order.</td>
</tr>
<tr>
<td>In this field</td>
<td>Type this</td>
</tr>
<tr>
<td>---------------</td>
<td>-----------</td>
</tr>
<tr>
<td>ADD UPC CODE</td>
<td>This field defaults to P. In the first position, type P, Y, or N over the P.</td>
</tr>
<tr>
<td></td>
<td>P - The screen prompts you to add a UPC code to UPC Maintenance (MUPC) each time you scan or type a UPC code that is not on file.</td>
</tr>
<tr>
<td></td>
<td>Y - The UPC code is always added to UPC Maintenance (MUPC) each time you scan a UPC or type a UPC code that is not on file.</td>
</tr>
<tr>
<td></td>
<td>N - No UPC codes are added to UPC Maintenance (MUPC) when you scan a UPC or type a UPC code that is not on file.</td>
</tr>
<tr>
<td>DISPLAY COMM QTY</td>
<td>This field refers to committed quantity, which is the number of items committed to a customer. Type Y or N in this field</td>
</tr>
<tr>
<td></td>
<td>Y - The Committed Quantity screen displays the first time an item is scanned.</td>
</tr>
<tr>
<td></td>
<td>N - The Committed Quantity screen does not display the first time an item is scanned.</td>
</tr>
<tr>
<td>SO INFO</td>
<td>Display Special Order information if the PO was Generated from a Special Order at POS. The following information displays: Customer Name, Customer Number, Phone Number, and POS Document Number.</td>
</tr>
</tbody>
</table>

3. From the SO INFO field on the Receiving Constants screen, press <ENTER>. The P.O. Header screen displays.
Overview: Receiving by Purchase Order

The following is an overview of receiving by purchase order:

**Receiving Items by Purchase Order with RF**

*Note: These actions take place on the Eagle system. You only need to set this information one time.

1. Set up the RF Security Bits in Security Maintenance*
2. Complete the RF options in Options Configuration*
3. Select Receiving from the RF menu
4. Complete the Receiving Constants screen
   - Type a P in the Receiving Method field
5. Determine whether to access the PO by PO or vendor number
6. Type the vendor’s number, in the Vendor field, and scroll through the PO numbers to locate the correct purchase order
7. Type the number of the PO in the P.O. Number field, and press <Enter>
8. Multistore Only - type the store number
9. Scan the item(s) you want to receive
10. Enter the quantity received
    - Continue until all items on the PO are entered
11. **Print and review an edit list
    - RRP without Update Option F selected
12. **Finalize the purchase order receipts
    - Run the Receiving Report (RRP) with Update Option F selected

*Note: These actions take place on the Eagle system.

**Note: These actions take place on the Eagle system.
Receiving Items

Reviewing the Item Header Screen

After setting up the Receiving Constants screen, and selecting SKU, the Item Header screen displays. This section reviews the fields on that screen.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CREATING STORE</td>
<td>The number of the store in which the PO was created.</td>
</tr>
<tr>
<td>RECEIVING STORE</td>
<td>The store for which you are receiving inventory.</td>
</tr>
<tr>
<td>VENDOR</td>
<td>The vendor’s ID (from Vendor Maintenance).</td>
</tr>
<tr>
<td>SKU</td>
<td>The SKU # of the item you are receiving OR the UPC Code if it is being scanned.</td>
</tr>
<tr>
<td>MFG #</td>
<td>The manufacture’s number of the SKU that you are receiving.</td>
</tr>
</tbody>
</table>

Receiving Items by Purchase Order

To receive items by purchase order, you’ll first identify the PO you want to receive, and then proceed to the receiving process.

Important: In order to receive inventory by PO, you need to enter a P in the Receiving Method field on the Receiving Constants screen.

Reviewing the P.O. Header Screen

After setting up the Receiving Constants screen, the P.O. Header screen displays.
The following table describes each field on the P.O. Header screen. The steps listed on the following pages explain how to complete the fields.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>VENDOR</td>
<td>The code used to identify the vendor for this purchase order.</td>
</tr>
<tr>
<td>P.O. NUMBER</td>
<td>The number that identifies this purchase order.</td>
</tr>
<tr>
<td>RECEIVING STORE</td>
<td>The store for which you are receiving inventory.</td>
</tr>
<tr>
<td>NAME</td>
<td>The vendor's name.</td>
</tr>
<tr>
<td>P.O. STATUS</td>
<td>The status of the purchase order indicates where the purchase order is in the purchasing cycle.</td>
</tr>
<tr>
<td>BACKORDER</td>
<td>Indicates if the vendor back orders items that can't be shipped with the order.</td>
</tr>
<tr>
<td>&lt;CTL&gt;&lt;8&gt; (Legacy models)</td>
<td>The RF keys you press to display the RF key list.</td>
</tr>
<tr>
<td>&lt;Shift&gt;&lt;Func&gt;&lt;8&gt; (model PDT8146)</td>
<td>The RF keys you press to display the RF key list.</td>
</tr>
<tr>
<td>&lt;Shift&gt;&lt;8&gt; (model MC9090)</td>
<td>The RF keys you press to display the RF key list.</td>
</tr>
</tbody>
</table>

Receiving Inventory Items by Purchase Order

This section contains information about how to receive inventory items. It describes how to:

- Locate purchase orders.
- Receive purchase order items.

After the Receiving Constants screen is set up, you can begin receiving items. If you have not set up the Receiving Constants screen, refer to the section "Setting Up the Receiving Constants Screen" for instructions.
Locating Purchase Orders
You can locate a purchase order by either vendor or purchase order number.

To locate a purchase order by vendor:

1. From the P.O. Header screen, at VENDOR, type a valid vendor code, and press <Enter>.
2. Scroll forward or backward through the PO until you locate the correct P.O.
   Note: Key strokes vary by unit. See RF Key Mapping in Chapter Two for information on your unit.
3. When the correct PO number displays, press <Enter>.
4. For single store users, in the RECEIVING STORE field, press <Enter>.
   -or-
   For multistores, in the RECEIVING STORE field, type the number or the letter of the store for which you want to receive inventory or accept the default, and press <Enter>.

The Purchase Order Detail screen displays.
To locate a purchase order by purchase order number:

1. From the P.O. Header screen, press <ENTER> to move the cursor to P.O. NUMBER.
2. Type the purchase order number and press <ENTER>.
   The screen displays the detail for the selected purchase order.
3. For single store users, press <ENTER>.
   --or--
   For multistores, press <ENTER>, and then in the RECEIVING STORE field, type the number or the letter of the store for which you want to receive inventory, or accept the default, and press <ENTER>.

   The Purchase Order Detail screen displays.

   ![Purchase Order Detail Screen]

   The following table describes each field on the Purchase Order Detail screen. Information on how to complete the fields is found in the next section, "Receiving Purchase Order Items."

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PO#</td>
<td>The purchase order number. The vendor code displays before the purchase order. In the example, ACTIVANT is the vendor code.</td>
</tr>
<tr>
<td>ST</td>
<td>The receiving store number or letter.</td>
</tr>
<tr>
<td>LINE</td>
<td>The line number for the item from Modify Purchase Order (Function MPO).</td>
</tr>
<tr>
<td>ERP</td>
<td>(Electronic Receipt Posting) - The quantity posted by ERP (optional).</td>
</tr>
<tr>
<td>SKU</td>
<td>The SKU for the inventory item you are receiving.</td>
</tr>
<tr>
<td>MFG#</td>
<td>The manufacturer's part number.</td>
</tr>
<tr>
<td>DESC</td>
<td>The description of the item.</td>
</tr>
<tr>
<td>R$</td>
<td>The retail price for the item.</td>
</tr>
<tr>
<td>C$</td>
<td>The cost per item in stocking unit of measure.</td>
</tr>
<tr>
<td>QOO</td>
<td>The quantity on order from Modify Purchase Order (Function MPO).</td>
</tr>
<tr>
<td>TOT</td>
<td>The total number of items received so far.</td>
</tr>
<tr>
<td>RCVD</td>
<td>The quantity of the item currently being received.</td>
</tr>
</tbody>
</table>
Receiving Purchase Order Items

After you display the purchase order on the Purchase Order Detail screen, follow the instructions in this section to receive the items.

**TIP**
You can receive an item when you know the SKU number and vendor number, even if you don’t know the PO number. Type the vendor number in the vendor field, and scan the item. On the Legacy unit press `<CTL><2>`, on the PDT8146, press `<Shift><Func><2>`, or on the MC9090 press `<Shift><2>` to scroll through the Purchase Orders.

1. Use a method shown in the following table to locate the item you want to post. After you locate the item, it displays with the cursor at RCVD.

   Depending on how you locate the item, the Committed Quantity screen may display. This screen displays the quantity of an item already committed to customer(s). If the Quantity Commitment screen displays, press `<ENTER>` to display the Purchase Order Detail screen again.

<table>
<thead>
<tr>
<th>To locate an item by</th>
<th>Do this</th>
</tr>
</thead>
</table>
   | UPC                  | Scan the UPC code.  
   |                      | -or-    |
   |                      | At SKU, type the UPC code and press `<ENTER>`.
   | SKU                  | At SKU, type the SKU number and press `<ENTER>`.
   | Alternate part number | At SKU, type the alternate part number for this vendor and press `<CTL><4>` on the Legacy unit, `<Shift><Func><4>` on the PDT8146, or `<Shift><4>` on the MC9090. |
   | Line                 | At Line, type the line item number and press `<ENTER>`.
   | Manufacturer number  | At MFG#, type the manufacturer’s part number and press `<ENTER>`.

2. If you scan multiple items, the quantity automatically posts when you scan the next UPC.
   -or-

   At RCVD, type the number of items received, then press `<ENTER>` to post the quantity.

   When you type the quantity of an item received in RCVD, the TOT field on the Purchase Order Detail screen displays the total quantity received.

   **IMPORTANT**
   To post, correct, or replace the total quantity received in the TOT field, type the new quantity in RCVD, then press `<FUNC><3>`. When the Purchase Order Detail screen clears, you can receive the next item.
3. Repeat steps 1 and 2 in this section to receive additional items.
4. To return to the RF Menu, end your session.

**Note:** Key strokes vary by unit. See RF Key Mapping in Chapter Two for information on your unit.

To print bin labels, continue to the section, "Preparing to Print Bin Labels."
Receiving Inventory by SKU

This section contains information about how to receive inventory items by SKU. After the Receiving Constants screen is set up, you can begin receiving items. If you have not set up the Receiving Constants screen, refer to the section "Setting Up the Receiving Constants Screen" for instructions.

You can update a quantity for individual items by entering the SKU and quantity received. Or, when an item appears on more than one purchase order, or more than on line on a single purchase order, you can apply the received quantity to the correct PO or line item.

If the SKU is found on more than one purchase order for the same vendor, all the POs display, and you can choose the one you are receiving items for. Also, if the SKU has multiple occurrences on the same PO, when the entire quantity of the first occurrence is received, the system looks for another occurrence of the item.

**Important:** In order to receive inventory by SKU, you need to enter an S in the Receiving Method field on the Receiving Constants screen.
Overview: Receiving by SKU

The following is an overview of how to receive by SKU using the RF unit:

### Receiving by SKU with RF

1. **Set up the RF Security Bits in Security Maintenance**
   
   *Note: These actions take place on the Eagle system. You only need to set this information one time*

2. **Complete the RF options in Options Configuration**

3. **Select Receiving from the RF menu**

4. **Complete the Receiving Constants screen**
   
   Type an S in the Receiving Method field

5. **Multistore Only - type the store number**

6. **Scan the items you want to receive**

   - **If the item is only on one line number or one PO,** enter the quantity received. Continue until all items on the PO are entered.
   - **If the item appears on more than one line number or PO to which you want to apply the quantity,** and the receiving screen displays, Enter the quantity received. Continue until all items on the PO are entered.

7. **Print and review an edit list**
   
   "Print and review an edit list
   RRP without Update Option F selected"

8. **Finalize the purchase order receipts**
   
   "Finalize the purchase order receipts
   RRP with Update Option F selected"

   *Note: These actions take place on the Eagle system.*
Receiving Items by SKU

To receive an item by SKU number.

1. For a single store, the store number displays in the Creating and Receiving fields.
   -or-
   For multistore, if you’re not in the store in which the PO was created, type the number of the store creating and receiving the item in the Creating and Receiving fields.

2. Scan the UPC code of the item you want to receive.
   The item number displays in the SKU number field.

3. If the item appears on only one line or one PO, the item displays.
   -or-
   If the item appears on more than one line or one PO, the following screen displays. Scroll up or down to select the line number or PO that you want to apply the quantity to, and press <Enter>.

   **Note:** Key strokes vary by unit. See RF Key Mapping in Chapter Two for information on your unit.

   SKU: 2020
   P.O. VEND S QOO
   2 37850 1 0
   11824 28 1 6

The receiving screen displays.

4. In the RCVD field, type the quantity received, and then press <Enter>.
Changing Purchase Order Information
You can change the following purchase order information:

- price information
- cost information
- the unit of measure from stocking to purchasing or vice versa

Changing Price Information
You can change price information when you receive items for a purchase order.

To change price information:

1. From the Purchase Order Detail screen, display the item on the purchase order for which you want to change price information.
2. At RCVD, move the cursor to the R$ field, then type the new price and clear the field.
   
   Note: Key strokes vary by unit. See RF Key Mapping in Chapter Two for information on your unit.

   The price changes to the new price and the cursor moves to the left of the new price. If you want to post the item, press <ENTER> to move your cursor to RCVD, then press <ENTER> again to post the item.
3. To return to the RF Menu, end your session.
   
   Note: Key strokes vary by unit. See RF Key Mapping in Chapter Two for information on your unit.

   To print bin labels, continue to the section, "Preparing to Print Bin Labels."

<table>
<thead>
<tr>
<th>IMPORTANT</th>
</tr>
</thead>
<tbody>
<tr>
<td>You must finalize Price Changes using Report RPC for Price Changes to take effect.</td>
</tr>
</tbody>
</table>
Changing Cost Information

You can change cost information when you receive items for a purchase order.

**IMPORTANT**
You must have security turned on to change or view cost information. See your System Administrator.

To change cost information:

1. From the Purchase Order Detail screen, display the item on the purchase order for which you want to change cost information.

2. At RCVD, move up, and then move down to reach the C$ field.
   
   **Note:** Key strokes vary by unit. See RF Key Mapping in Chapter Two for information on your unit.

3. Type the cost, then clear the remainder of the information in the field.
   
   **Note:** Key strokes vary by unit. See RF Key Mapping in Chapter Two for information on your unit.

   The new cost displays and the cursor moves to the left of the new cost. If you want to post the item, press **ENTER** to move your cursor to RCVD, then press **ENTER** again to post the item.

4. To return to the RF Menu, end your session.
   
   **Note:** Key strokes vary by unit. See RF Key Mapping in Chapter Two for information on your unit.

   To print bin labels, continue to the next section, "Preparing to Print Bin Labels."

**NOTE**
You must run the RPC for the Price Changes to take effect.
Changing the Unit of Measure

You can change the unit of measure from stocking to purchasing or vice versa. If you change the unit of measure from stocking to purchasing you can post quantities or cost in the item's purchasing unit of measure. You can change the unit of measure back to the stocking unit of measure at any time.

To change the unit of measure from stocking to purchasing:

1. From the Purchase Order Detail screen, display the item on the purchase order for which you want to change the unit of measure.
2. At RCVD, press <FUNC><1> to change the unit of measure to purchasing.
   Press <FUNC><1> again to display the stocking unit of measure. The TOT field displays the total quantity in the correct unit of measure.
   You can post quantities and cost dollars in purchase units of measure.
3. To return to the RF Menu, end your session.
   Note: Key strokes vary by unit. See RF Key Mapping in Chapter Two for information on your unit.
Preparing to Print Bin Labels

You can print RF labels through the Eagle Label Manager, your RF labels will look like the other labels you print with the Eagle for Windows Label Manager application. To set this up, do the following: Before you print bin labels from RF, you need to do the following:

- Make sure the printer is charged.
- Make sure the printer cable is plugged into the RF terminal as shown in the following diagram. Your equipment may vary from that shown in the following diagram.

In Options Configuration, be sure to set the following options:

- Set the RF option "Network printer number for Flex-Labels" to the appropriate network printer number.
- Define up to five label formats you want to use when printing RF labels. These formats are defined in the options "RF network label format L," "RF network label format S," "RF network label format A," "RF network label format B," and "RF network label format C."
- Set the RF option "Receiving printer type" and/or the option "Shelf Manager printer type" to N-Network Printer (alternatively, you can set these options on the RF gun itself).
- If necessary, you can override your settings in Options Configuration by changing the setting on the Receiving Constants screen, press <CTL><1>. Below is a list of options:
<table>
<thead>
<tr>
<th>In this field</th>
<th>Type this</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRINT LABELS</td>
<td>In the first position, type <strong>Y</strong>, <strong>N</strong>, <strong>A</strong>, or <strong>P</strong> over the P.</td>
</tr>
<tr>
<td></td>
<td><strong>Y</strong> - The printer always prints a label if you post a change to the</td>
</tr>
<tr>
<td></td>
<td>retail price, location code, or manufacturer part number.</td>
</tr>
<tr>
<td></td>
<td><strong>N</strong> - The printer never prints a label.</td>
</tr>
<tr>
<td></td>
<td><strong>A</strong> - The printer always prints a label.</td>
</tr>
<tr>
<td></td>
<td><strong>P</strong> - A prompt displays after you post the item. You then have the</td>
</tr>
<tr>
<td></td>
<td>option to print</td>
</tr>
<tr>
<td></td>
<td>In the second position, type <strong>L</strong> or <strong>S</strong> over the L.</td>
</tr>
<tr>
<td></td>
<td><strong>L</strong> - The printer is loaded with large (2 1/2 inch) labels.</td>
</tr>
<tr>
<td></td>
<td><strong>S</strong> - The printer is loaded with small (2 inch) labels.</td>
</tr>
<tr>
<td></td>
<td>In the third position, type <strong>Y</strong> or <strong>N</strong> over the Y.</td>
</tr>
<tr>
<td></td>
<td><strong>Y</strong> - The printer always prints the retail price on the label.</td>
</tr>
<tr>
<td></td>
<td><strong>N</strong> - The printer never prints the retail price on the label.</td>
</tr>
<tr>
<td>NUMBER OF LABELS</td>
<td>Type the number of bin labels you want to print. The number must be a</td>
</tr>
<tr>
<td></td>
<td>value of 1—9.</td>
</tr>
</tbody>
</table>

Continue to the next section, "Printing Bin Labels."
Printing Bin Labels

The way you print bin labels is determined by how you set up the Receiving Constants screen in the previous section. There are three ways to print labels:

To print a bin label when the Receiving Constants screen is set to Y:

1. From the Purchase Order Detail screen, display the purchase order item for which you want to print a bin label.
2. Press <ENTER> to post the item or scan another UPC code.
   The message "PRINTING LABEL" may display on the Purchase Order Detail screen, and the bin label for the item prints.
3. To return to the RF Menu, end your session.
   Note: Key strokes vary by unit. See RF Key Mapping in Chapter Two for information on your unit.

To print bin labels when the Receiving Constants screen is set to N:

1. From the Purchase Order Detail screen, display the purchase order item for which you want to print a bin label.
2. Display the Print screen by pressing <CTL><0> on the Legacy unit, or <Shift><Fnc><0> on the PDT8146, or <Shift><0> on the MC9090.
3. At PRINT BIN LABEL, press <ENTER>.
4. At NUMBER Of LABELS, type the number of labels you want to print and press <ENTER>. You must type a value between 1 and 9.
   The message "PRINTING LABEL" displays on the Purchase Order Detail screen, and the bin label for the item prints.
5. Repeat steps 1 through 4 to print additional bin labels.
6. To return to the RF Menu, end your session.
   Note: Key strokes vary by unit. See RF Key Mapping in Chapter Two for information on your unit.

To print bin labels when the Receiving Constants screen is set to P:

1. From the Purchase Order Detail screen, display the purchase order item for which you want to print a bin label.
2. Press <ENTER> to post the item or scan another UPC code.
3. In the RECVD field, press <Enter>.
4. In the PRINT BIN LABELS, type Y, and press <Enter>.
5. In the Number of Labels field, type a value between 1 and 9, and then press <ENTER>.
   The message "PRINTING LABEL" displays on the Purchase Order Detail screen, and the bin label for the item prints.
6. To return to the RF Menu, end your session.
   Note: Key strokes vary by unit. See RF Key Mapping in Chapter Two for information on your unit.
Preparing to Add Items to a Purchase Order

Receiving Settings in Options Configuration

You should have already established the options for this application. See RF Options in Options Configuration in Chapter 2 for specific information on the options for this application. Before you can add items to a purchase order, you need to make sure the Receiving Constants screen field ADD SKU TO PO is completed as follows.

To display the Receiving Constants screen, on the Legacy unit press <CTL><1>, on the PDT8146 press <Shift><Func><1>, or on the MC9090 press <Shift><1>.

<table>
<thead>
<tr>
<th>In this field</th>
<th>Type this</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADD SKU TO PO</td>
<td>Type one of the following and press &lt;ENTER&gt;.</td>
</tr>
<tr>
<td>P</td>
<td>The system prompts you each time you want to add an item to a purchase order.</td>
</tr>
<tr>
<td>Y</td>
<td>The system adds the item to the purchase order.</td>
</tr>
<tr>
<td>N</td>
<td>No SKUs will be added to the purchase order.</td>
</tr>
</tbody>
</table>

Adding Items to a Purchase Order

You can add items that you stock in your inventory file to existing purchase orders. The way you add items to purchase orders depends on how you set up the ADD SKU TO PO field on the Receiving Constants screen in the previous section.

There are two ways to add items to a purchase order:

To add an item to a purchase order when the ADD SKU TO PO field on the Receiving Constants screen is set to P:

If you are adding a single item with a quantity of one to the purchase order:

1. From the Purchase Order Detail screen, scan the item or type the SKU.
   The message SKU NOT FOUND ON THIS P.O. ADD SKU? displays.
2. At ADD SKU, press <ENTER> to accept the default Y to add an item.
   The Purchase Order Detail screen displays. The item is added to the purchase order.
3. Clear the screen.
   Note: Key strokes vary by unit. See RF Key Mapping in Chapter Two for information on your unit.
   The screen clears and a blank Purchase Order Detail screen displays.
4. You can continue to receive items, or to return to the RF Menu, end your session.
   Note: Key strokes vary by unit. See RF Key Mapping in Chapter Two for information on your unit.
If you are adding an item with a quantity greater than one:

1. From the Purchase Order Detail screen, scan the first item or type the SKU.
   The message SKU NOT FOUND ON THIS P.O. ADD SKU? displays.
2. At ADD SKU, press <ENTER> to accept the default Y to add an item.
   The Purchase Order Detail screen displays. The item is added to the purchase order.
3. To add the remaining quantity for this item, at RCVD, type the quantity or scan the item to increment the quantity.
4. To post the items, press <ENTER> or scan a different item.
   If you press <ENTER>, the screen clears. If you scan a different item, it posts the quantity in TOT for the previous item and displays the next item.
5. You can continue to receive items, or to return to the RF Menu end your session.
   Note: Key strokes vary by unit. See RF Key Mapping in Chapter Two for information on your unit.

To add an item to a purchase order when the ADD SKU TO PO field on the Receiving Constants screen is set to Y:

If you are adding a single item with a quantity of one to the purchase order:

1. From the Purchase Order Detail screen, scan the item or type the SKU.
   The message SKU NOT FOUND ON THIS P.O. SKU ADDED PRESS ENTER displays.
2. Press <ENTER>.
   The Purchase Order Detail screen displays. The item is added to the purchase order.
3. Clear the screen.
   Note: Key strokes vary by unit. See RF Key Mapping in Chapter Two for information on your unit.
   The screen clears and a blank Purchase Order Detail screen displays.
4. To return to the RF Menu, end your session.
   Note: Key strokes vary by unit. See RF Key Mapping in Chapter Two for information on your unit.
If you are adding an item with a quantity greater than one:

1. From the Purchase Order Detail screen, scan the first item or type the SKU.
   The message SKU NOT FOUND ON THIS P.O. SKU ADDED PRESS ENTER displays.
2. Press <ENTER>.
   The Purchase Order Detail screen displays. The item is added to the purchase order.
3. To add the remaining quantity for this item, at RCVD, type the quantity or scan the item to increment the quantity.
4. To post the items, press <ENTER> or scan a different item.
   If you press <ENTER>, the screen clears. If you scan a different item, it posts the quantity in TOT for the previous item and displays the next item.
5. You can continue to receive items, or to return to the RF Menu end your session.
   Note: Key strokes vary by unit. See RF Key Mapping in Chapter Two for information on your unit.

If you don't want to add items to a purchase order, set the ADD SKU TO PO field on the Receiving Constants screen to N.

1. If you scan an item or type a SKU when the ADD SKU TO PO field is set to N, and the item is not on the purchase order, the message SKU NOT FOUND ON THIS P.O. PRESS ENTER displays.
2. Press <ENTER>.
   A blank Purchase Order Detail screen displays.
3. You can continue to receive items, or to return to the RF Menu end your session.
   Note: Key strokes vary by unit. See RF Key Mapping in Chapter Two for information on your unit.
Preparing to Add UPC Codes

Settings in Options Configuration

You should have already established the options for this application. See RF Options in Options Configuration in Chapter 2 for specific information on the options for this application. Before you can add items to a purchase order, you need to make sure the Receiving Constants screen field ADD SKU TO PO is completed as follows.

To display the Receiving Constants screen, on the Legacy unit press <ctl><1>, on the PDT8146 press <shift><func><1>, or on the MC9090 press <shift><1>.

<table>
<thead>
<tr>
<th>In this field</th>
<th>Type this</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADD UPC CODE</td>
<td>Type one of the following and press &lt;enter&gt;.</td>
</tr>
<tr>
<td></td>
<td>P - The system prompts you each time you want to add a UPC code to UPC Maintenance (MUPC).</td>
</tr>
<tr>
<td></td>
<td>Y - The system adds the UPC code to UPC Maintenance (MUPC).</td>
</tr>
<tr>
<td></td>
<td>N - No UPC codes will be added to UPC Maintenance (MUPC).</td>
</tr>
</tbody>
</table>

Adding UPC Codes

You can add UPC codes to UPC Maintenance (MUPC). The way you do so depends on how you set up the ADD UPC CODE field on the Receiving Constants screen in the previous section.

To add a UPC code to the UPC Maintenance (MUPC) file when the ADD UPC CODE field on the Receiving Constants screen is set to P:

1. From the Purchase Order Detail screen, scan or type the UPC code. The message UPC NOT ON FILE! ADD UPC? displays.
2. At ADD UPC, press <enter> to accept the default Y to add a UPC code.
3. At SKU, type the SKU number for the UPC code and press <enter>. Depending on how you set up the ADD SKU TO PO field on the Receiving Constants screen, one of the following occurs:
   - If the item is on the purchase order, it displays on the Purchase Order Detail screen. The UPC code is added to the UPC code file.
   - A message displays. You can follow the message prompts or see the section, "Preparing to Add Items to a Purchase Order," to review the ADD SKU TO PO options.
4. You can continue to receive items, or to return to the RF Menu, end your session.

Note: Key strokes vary by unit. See RF Key Mapping in Chapter Two for information on your unit.
To add a UPC code to the UPC code file when the ADD UPC CODE field on the Receiving Constants screen is set to Y:

1. From the Purchase Order Detail screen, scan or type the UPC code.
   The message UPC NOT ON FILE! ADD UPC? displays.

2. At SKU, type the SKU number for the UPC code and press <ENTER>.
   Depending on how you set up the ADD SKU TO PO field on the Receiving Constants screen, one of the following occurs:
   - If the item is on the purchase order, it displays on the Purchase Order Detail screen. The UPC code is added to the UPC code file.
   - or -
   A message displays. You can follow the message prompts or see the section, “Preparing to Add Items to a Purchase Order,” to review the ADD SKU TO PO options.

3. You can continue to receive items, or to return to the RF Menu, end your session.

   **Note:** Key strokes vary by unit. See RF Key Mapping in Chapter Two for information on your unit.
If you don't want to add UPC codes to the UPC code file, set the ADD UPC CODE field on the Receiving Constants screen to N.

1. If you scan an item or type a UPC code when the ADD UPC CODE field is set to N, the message UPC CODE NOT ON FILE! PRESS ENTER displays.

2. Press <ENTER>.
   A blank Purchase Order Detail screen displays.

3. You can continue to receive items, or to return to the RF Menu, end your session.

   **Note:** Key strokes vary by unit. See RF Key Mapping in Chapter Two for information on your unit.
Completing Purchase Order Receipts

Once you receive all of the merchandise for a purchase order(s), sign off the RF terminal and complete the following procedures:

- Print items not scanned by RF (optional).
- Print an edit list of the purchase order receipts.
- Finalize purchase order receipts.

Printing Items Not Scanned by RF (Optional)

Use Report RRP Print Option Z to print items not received by ERP (Electronic Receipt Posting) or by RF. You need to run this report from an Eagle terminal. The RRP Report Print Option Z identifies the following:

- items billed to you, but not received
- items that are missing, or partially received
- items whose original QOO does not equal the quantity posted by ERP or by RF

To print items not seen by RF:

1. At any menu, type RRP and press <Enter>.
   The Receiving Report (RRP) screen displays.
2. At Options, select Z.
   Leave the Updt Options and Update Prices fields blank.
3. At P.O. Number and Vendor (From and To) fields, type the appropriate purchase order numbers and vendor codes that you want the report to include.
   The report prints at the designated printer.
5. Press <End> to exit the screen.

**NOTE**
Use the online help to complete the fields on the Receiving Report (RRP) screen.
Printing an Edit List of the PO Receipts

Use Report RRP (Receiving Report) to print an edit list of the PO receipts that you received with RF.

1. At any menu, type RRP and press <Enter>.
   The Receiving Report (RRP) screen displays.
2. Fill in or change the fields on the screen.
   If you need more information about a field, refer to online help.

   **IMPORTANT**
   Do not use any Updt Options. These options update your Inventory and Purchasing files, which you shouldn't do until you've edited the receipts.

   Review the report, just as you do when you post receipts in Function RP (Receipt Posting).
4. Press <End> to exit the screen.

Finalizing Purchase Order Receipts

Use Report RRP to finalize the PO receipts that you received with RF. When you finalize PO receipts, the system updates the following files:

- Inventory (for example, the Quantity On Hand field in Inventory Maintenance (Function IMU)—Inventory Master Update, Screen S)
- Purchasing (for example, the Fill Pct field in Function MVR—Vendor File Maintenance, Screen H)

1. At any menu, type RRP and press <Enter>.
   The Receiving Report (RRP) screen displays.
2. At Updt Options, select F.
3. Fill in or change the other fields on the screen.
   If you need more information about a field, refer to online help.
4. At P.O. Number and Vendor (From and To) fields, type the appropriate purchase order numbers and vendor codes that you want the report to include, or select from the dropdown list.
5. Press <Run>.
   The system updates the Inventory and Purchasing files.
6. Press <End> to exit the screen.
Chapter 4 - Using RF Shelf Manager

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This chapter describes how to use RF Shelf Manager. The RF system is a handheld unit with an alphanumerical keypad and display screen that communicates directly with the Eagle system via radio waves. You can use the RF system to manage inventory using the RF Shelf Manager application.

With the RF Shelf Manager application you can:

- Verify and change various inventory fields.
- Verify and change retail prices and/or cost.
- Print item labels directly to a portable printer.
- Print item labels using the price change file through Report RLA or RBL.
- Perform a physical inventory.
- Flag items to be added to a PO using the New Order Quantity field.
- View and change location codes.
- Maintain UPCs.
Which Mode to Use?

Five modes are available in the RF Shelf Manager application. The mode you choose depends on the types of inventory changes you want to make. The following five modes are available:

**File Maintenance mode**—This mode incorporates the features of several modes in one place and is used for updating a variety of fields. In this mode, the cursor stops at all the fields that can be changed.

**Price Check mode**—Use this mode if the only field you want to change is the retail price. In this mode the cursor stops at the R$ or P$ field depending on the selected options. All the other fields are display only.

**PIP mode**—Use this mode to perform a physical inventory of your store. In this mode the cursor stops at only the Q (quantity) and LOC (location) fields. All the other fields are display only.

**Location mode**—Use this mode if you are only changing the location code, such as when you are verifying or changing location codes for a group of items. In this mode, the cursor stops at the LOC (location) field only. All the other fields are display only.

**Purchase mode**—Use this mode if you want to enter only new order quantities to create a PO. This mode displays the RF Shelf Purchase History Screen and the cursor stops at the NOQ (new order quantity) field only. All the other fields are display only.

Use the following table to help you decide which mode to use. The table lists all the fields available in the RF Shelf Manager application and indicates in which modes the fields can be changed. (The Purchase mode is not included in the following table because the Purchase mode displays the RF History Screen.)

Here are two examples of how you can use this table.

- You want to update retail, cost, and location code. Find these three fields on the table. Notice that you must use the File Maintenance mode. This is the only mode in which all three fields are available.

- You want to change only the retail price. Find the retail price field on the table. Notice that you could use the File Maintenance mode or the Price Check mode. An advantage to using the Price Check mode is that the cursor goes directly to the retail price field after displaying an item. This saves you time, compared to the File Maintenance mode where your cursor stops at other fields that can be changed before it goes to the retail price field.
Set Up for RF Shelf Manager

Before using RF Shelf Manager for the first time, you must complete some setup procedures. This section includes the following:

- enabling the RF Shelf Manager application
- setting up security for users
- setting up terminal records for RF units

Enabling RF Shelf Manager

RF Shelf Manager is a purchase option. After purchasing the application, the software needs to be enabled on your Eagle system. To check that RF Shelf Manager is ready to use on your system, do the following:

1. At the Main Menu on any terminal, type `MSO` and press `<Enter>`. MSO Screen 1 displays.
2. Press `<Next Screen>` five times. MSO Screen 6 displays.
3. Check the RF Shelf Manager field. This field should be set to Y.
   If this field is not set to Y, call Activant Direct at 1(800)538-8597.
4. Press `<End>` to exit the screen.
Setting Up Security for Users

To sign on to the RF terminal, your System Administrator needs to assign security bits to your user ID. Your System Administrator determines the terminal numbers for the RF terminals. You can control access to RF Shelf Manager with the following security bits:

- Bit 412 – Access to RF Shelf Manager
- Bit 413 – Ability to display and change cost.
- Bit 449 – Ability to change retail prices.
- Bit 414 – Access to RF UPC Maintenance
- Bit 527 – Allows access to RF (Receipt Posting)
- Bit 851 – RF Change ‘Add QOH to PIP’ in RF Shelf Manager
- Bits 6 & 12 — allows Multistore access (multistore users only)

To use RF Shelf Manager, the security bit(s) need to be added to the user ID for each RF terminal. For more information about adding security to a user ID, see your System Administrator or refer to online help.

Settings in Options Configuration

You should have already established the options for this application. See RF Options in Options Configuration in Chapter 2 for specific information on the options for this application.

Setting Up Terminal Records

Each RF unit has a corresponding terminal record in Modify Terminal Record (Function MTR). The Lockin Store field in Modify Terminal Record (Function MTR) sets the Store field in the RF Shelf Manager modes. Modify Terminal Record (Function MTR) was set up when the RF system was installed. If you need to change the terminal record (Modify Terminal Record (Function MTR)) for an RF unit, see your System Administrator.
RF Shelf Manager Basics
This section includes some basic information to help you use any of the RF Shelf Manager modes. You’ll find the following information:

- signing on to the RF terminal
- signing off of the RF terminal
- RF Shelf Manager tips

Signing On to the RF Terminal
Use the following procedure to sign on to the RF terminal.

To sign on:

1. On the PDT8146 and MC9090, click the Start menu and select “Programs” from the drop-down list. (Note: Legacy units begin at Step 3.)

2. From the “Programs” window, select “TelnetCE” to start the application. (Note: Select “TelnetCE” if it appears in the Start menu drop-down list.)

3. On the RF terminal, at the application start up screen, press <ENTER> to connect to the Eagle system.

   The Login Screen displays.

4. At Login, type M and press <ENTER>.

   Depending on your terminal setting, either the SIGNON screen or the RF Menu displays.

5. If the RF Menu displays, you are signed on to RF.

   -or-

   If the SIGNON screen displays:

   1. At Name, type your name and press <ENTER>.

   2. At Passwd, type your password (optional) and press <ENTER>.

   The RF Menu displays. You are signed on to RF.

6. Select an RF application.

   For example, to select SHELF MANAGER, type 2 and press <ENTER>.

   -or-

   Press <DOWN ARROW> to highlight SHELF MANAGER and press <ENTER>. 
Signing Off of the RF Unit

Use the following procedure to sign off of the RF unit.

1. From any RF Shelf Manager mode screen, to the RF Menu, end your session.
   
   **Note:** Key strokes vary by unit. See RF Key Mapping in Chapter Two for information on your unit.
   
   The RF Menu Screen displays.

2. Select Exit and press `<ENTER>`.

   The start up screen displays.

3. Press `<PWR>`.

   Return the RF terminal to the cradle to recharge it.

RF Shelf Manager Tips

This section includes some tips you might find useful when using the RF unit and RF applications.

- If you don't use the RF unit for a certain period of time, the RF screen will disappear. To display the screen again, press `<PWR>`. This is a power saving feature of the RF unit.
- From any RF list screen, such as the RF Menu Screen, use the `<UP/DOWN ARROW>` keys to highlight the option you want and press `<ENTER>`.
  
  -or-
  
  From any RF list screen, such as the RF Menu Screen, press the number that corresponds to the option you want and press `<ENTER>`.
- If you use special characters in your part numbers, such as dashes (-), you can display the RF keypad equivalent for special characters by display the character mapping.
  
  **Note:** Key strokes vary by unit. See RF Key Mapping in Chapter Two for information on your unit.
- Before entering inventory information in any of the RF Shelf Manager modes, check that any information that was previously entered has been finalized. You can do this by displaying the Flexible Inventory Load screen (Function FIL), using the flex name RFSELF. Or by running Report RFL (without Option F), using the flex name RFSHELF.
Selecting a Mode and Setting Constants

You should have already established the options for this application. See RF Options in Options Configuration in Chapter 2 for specific information on the options for this application.

1. From the RF Menu, select SHELF MANAGER and press <ENTER>. The first RF Shelf Manager Constant Screen displays.

   **Tip**
   You can also display the RF Shelf Manager Constants Screen by pressing <CTL><1> on the Legacy unit, <Shift><Func><1> on the PDT8146, or <Shift><1> on the MC9090 from the RF Shelf Manager Detail or History Screen on the OLD UNIT, or on the new unit.

   SHELFMGR CONSTANTS
   FILE MAINT MODE :Y
   PRICE CHECK MODE :N
   PIP MODE :N
   LOCATION MODE :N
   PURCHASE MODE :N
   <CTL><8> KEYLIST

2. Select the RF Shelf Manager mode by typing Y to the right of the mode you want to use.

   -or-

   Press <ENTER> to accept the default Y for File Maintenance Mode. The second RF Shelf Manager Constants Screen displays.

3. Complete the RF Shelf Manager Constants Screen fields.

   If you need more information about a field, refer to the next section, "RF Shelf Manager Constants Screen."

4. After setting up the constants, the RF Shelf Manager Detail Screen displays. If, however, you are in Purchase mode, the RF Shelf Manager History Screen displays.

You are now ready to enter item information. For procedures on how to do this, go to the section of this chapter that corresponds to the mode you are working in. If you are in:

- File Maintenance mode, go to the section, "Using File Maintenance Mode."
- Price Check mode, go to the section, "Using Price Check Mode."
- PIP mode, go to the section, "Using PIP Mode."
- Location mode, go to the section, "Using Location Mode."
- Purchase mode, go to the section, "Using Purchase Mode."
RF Shelf Manager Constants Screens

The following table defines the first RF Shelf Manager Constants Screen.

<table>
<thead>
<tr>
<th>In this field</th>
<th>You can</th>
</tr>
</thead>
<tbody>
<tr>
<td>FILE MAINT MODE</td>
<td>This field defaults to Y. Press &lt;ENTER&gt; to accept the default and put the RF unit into File Maintenance mode. Or type N to select one of the other modes.</td>
</tr>
<tr>
<td>PRICE CHECK MODE</td>
<td>This field defaults to N. Type Y to put the RF unit into Price Check Mode. Or press &lt;ENTER&gt; to accept the default and select one of the other modes.</td>
</tr>
<tr>
<td>PIP MODE</td>
<td>This field defaults to N.</td>
</tr>
<tr>
<td></td>
<td>• Type Y to put the RF unit into PIP mode. Or press &lt;ENTER&gt; to accept the default and select one of the other modes.</td>
</tr>
<tr>
<td></td>
<td>• Type M in the PIP MODE field if you want to automatically display the multiple location window every time an item is displayed. If the option &quot;RF Shelf Manager initializes 3 PIP Count screen locations from IMU&quot; in Options Configuration is set to Yes, the multiple location window displays the current locations from Inventory Maintenance.</td>
</tr>
<tr>
<td></td>
<td>• Type S in the PIP MODE field if you want to enter multiple items in the same location and want the RF to save the location of your previous entry (you won't have to rekey the location for each subsequent item).</td>
</tr>
<tr>
<td>LOCATION MODE</td>
<td>This field defaults to N</td>
</tr>
<tr>
<td></td>
<td>• Type Y to put the RF unit into Location mode. Or press &lt;ENTER&gt; to accept the default and select one of the other modes.</td>
</tr>
<tr>
<td></td>
<td>• Type I in the LOCATION MODE field if you want to auto-increment locations. This means each subsequent item you scan retains the previous item's location incremented by the amount you specify in the option &quot;Shelf Manager increment value for Location Mode I&quot; in Options Configuration.</td>
</tr>
<tr>
<td></td>
<td>• Type S in the LOCATION MODE field if you are entering multiple items in the same location and want the RF to save the location of your previous entry (you won't have to rekey the location for each subsequent item).</td>
</tr>
<tr>
<td>PURCHASE MODE</td>
<td>This field defaults to N. Type Y to put the RF unit into Purchase mode. Or press &lt;ENTER&gt; to accept the default and select one of the other modes.</td>
</tr>
</tbody>
</table>
The following table defines the fields on the second RF Shelf Manager Constants Screen. Use this table if you need more information about a field. Depending on the RF Shelf Manager Mode you selected on the first constants screen, your cursor may not go to all fields on the second constants screen. This table indicates which fields apply to which RF Shelf Manager mode.

<table>
<thead>
<tr>
<th>In this field</th>
<th>Type this</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ADD QOH TO PIP</strong></td>
<td>This field defaults to N.</td>
</tr>
<tr>
<td></td>
<td>Type Y over the N or press <code>&lt;ENTER&gt;</code> to accept the default of N.</td>
</tr>
<tr>
<td></td>
<td>Y - QOH changes are processed through the Physical Inventory application (Function PIP) This is</td>
</tr>
<tr>
<td></td>
<td>recommended because of full reporting capability.</td>
</tr>
<tr>
<td></td>
<td>N - QOH changes are processed through Flexible Inventory Load screen (Function FIL).</td>
</tr>
<tr>
<td></td>
<td>You must have Inventory 3 software on your system to set this field to Y. If you do not, your</td>
</tr>
<tr>
<td></td>
<td>cursor skips this field and QOH changes will be processed through Flexible Inventory Load</td>
</tr>
<tr>
<td></td>
<td>screen (Function FIL).</td>
</tr>
<tr>
<td></td>
<td><strong>Note</strong>: Advanced Inventory and the Physical Inventory and Default Shrinkage Codes must be</td>
</tr>
<tr>
<td></td>
<td>set in Options Configuration MPI.</td>
</tr>
<tr>
<td></td>
<td>This field applies to File Maintenance and PIP modes.</td>
</tr>
<tr>
<td><strong>ADD UPC CODE</strong></td>
<td>This field defaults to P.</td>
</tr>
<tr>
<td></td>
<td>Type Y or N over the P or press <code>&lt;ENTER&gt;</code> to accept the default of P.</td>
</tr>
<tr>
<td></td>
<td>P - The screen prompts you to add a UPC code to MUPC each time you scan or type a UPC code that</td>
</tr>
<tr>
<td></td>
<td>is not on file.</td>
</tr>
<tr>
<td></td>
<td>Y - The UPC code is always added to MUPC each time you scan a UPC or type a UPC code that is</td>
</tr>
<tr>
<td></td>
<td>not on file.</td>
</tr>
<tr>
<td></td>
<td>N - No UPC codes are added to MUPC when you scan a UPC or type a UPC code that is not on file.</td>
</tr>
<tr>
<td></td>
<td>This field applies to all modes.</td>
</tr>
<tr>
<td><strong>PRINT LABELS</strong></td>
<td>In the first position, type Y, N, or A over the P or press <code>&lt;ENTER&gt;</code> to accept the default of</td>
</tr>
<tr>
<td></td>
<td>P.</td>
</tr>
<tr>
<td></td>
<td>Y – Always print a label when a SKU is posted in RF Shelf Manager.</td>
</tr>
<tr>
<td></td>
<td>N – Do not print a label in RF Shelf Manager.</td>
</tr>
<tr>
<td></td>
<td>A – Only print a label when SKU information that prints on the label has changed when the SKU</td>
</tr>
<tr>
<td></td>
<td>is posted in RF Shelf Manager.</td>
</tr>
<tr>
<td></td>
<td>P – Always prompt to print a label when a SKU is posted in RF Shelf Manager.</td>
</tr>
<tr>
<td></td>
<td>This field applies to all modes.</td>
</tr>
</tbody>
</table>
### NOTE
A variety of label sizes and designs are available from Activant Business Products. For more information or to order labels, call (800) 538-8597.

<table>
<thead>
<tr>
<th>In this field</th>
<th>Type this</th>
</tr>
</thead>
</table>
| PRINT LABELS        | In the second position, type S over the L or press <ENTER> to accept the default of L.  
                        | L - The printer is loaded with large (2 1/2 inch) labels.  
                        | S - The printer is loaded with small (2 inch) labels.  
                        | This field applies to all modes.  |
| PRINT LABELS        | In the third position, type N over the Y or press <ENTER> to accept the default of Y.  
                        | Y - The printer always prints the retail price on the label.  
                        | N - The printer never prints the retail price on the label.  
                        | This field applies to all modes.  |
| PRINTER TYPE        | To determine your printer type, look at the front of your printer.  
                        | M – 5033/Encore 3 label printer  
                        | N - Network Printer via Label Manager  
                        | P – PS1000 label printer  
                        | Type P or press <ENTER> to accept the default of M.  
                        | This field applies to all modes.  |
| NUMBER OF LABELS    | Type the number of bin labels you want to print (from 1 to 9) or press <ENTER> to accept the default of 1.  
                        | This field applies to all modes.  |
| STORE               | This field indicates the store for which RF Shelf Manager records will be added.  
                        | If you are single-store, this field defaults to 1 and your cursor skips this field.  
                        | If you are multistore and the signed on user has multistore security access, then enter the store for which you want to enter RF Shelf Manager records. The store you enter must exist in Modify Store Record (Function MSR). The field defaults to the Lockin Store field in Modify Terminal Record (Function MTR).  
                        | This field applies to all modes.  |
Using File Maintenance Mode

This section includes procedures on how to use the RF Shelf Manager File Maintenance mode. You display an item and enter item information on the RF Shelf Manager Detail Screen. The table in the next section lists and defines each field on this screen.

The following is an example of the RF Shelf Manager Detail Screen:

```
SKU:    
DESC:  
UPC:  
Q:    /
LOC:___  ST:1
R$:    C$:___
MFG#:________________
OP:___  UC:___
```

This screen displays when you first enter File Maintenance Mode (after setting the RF Shelf Manager constants).

After displaying an item on the RF Shelf Manager Detail Screen, you have the option to display the RF Shelf Manager History Screen. Press <FUNC><2> to do this.

The following is an example of the RF Shelf Manager History Screen:

```
SKU: 10090
DESC: GLUE & SEAL CLE
Q: 2   QO:  
CQ:   FQ:   P:B
NOQ:  OP:2
YT:27  OM:1
LY:52  SP:1
LST12:37  ST:1
```

The next two sections define the fields that you will find on these two screens.
Overview: Using File Maintenance Mode.
The following is an overview of using File Maintenance mode

RF Shelf Manager – File Maintenance Mode

- Set up the RF Security Bits in Security Maintenance*
- Complete the RF Options in Options Configuration*
- Select Shelf Manager from the RF menu, and then select File Maintenance
- Complete the constants screen
- Make changes to any of the item's information:
  - Quantity
  - Location
  - Price
  - Cost
  - Mfg#
  - Order Point
  - User Code
- Press <FUNC><9> to post your changes
- **Finalize one or more of the following reports based on the fields you updated**
  - RFL
  - IPC
  - RPI

*Note: These actions take place on the Eagle system. You only need to set this information one time.

**Note: These actions take place on the Eagle system.
RF Shelf Manager Detail Screen Fields

When you are in File Maintenance mode, use the following table if you need more information about a field that displays on the RF Shelf Manager Detail Screen.

<table>
<thead>
<tr>
<th>RF field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SKU</td>
<td>This is the SKU number for this item from Inventory Maintenance (Function IMU). This field is display only.</td>
</tr>
<tr>
<td>DESC</td>
<td>This is the first 15 characters of the item description from Inventory Maintenance (Function IMU). This field is display only.</td>
</tr>
<tr>
<td>UPC</td>
<td>This is the UPC for the item if one exists in UPC File (Function MUPC). If you display an item by scanning, this field displays the UPC. If you display an item by any other method, this field is blank. This field is display only.</td>
</tr>
<tr>
<td>Q</td>
<td>This is the quantity on hand field. There are two sections to this field. The first area, the entry area, is just after the Q and your cursor is blinking in this area. The second area is to the right, this is the display area of the field. A quantity may display in the display area in reverse video. If a quantity does display in reverse video, then that item was displayed earlier and a quantity on hand change was entered. If the quantity is not in reverse video, then this is the QOH from Inventory Maintenance (Function IMU). If the Add QOH to PIP field in the RF Shelf Manager Constants Screen is set to Y, then quantity on hand changes are added to the Physical Inventory application (Function PIP). If the constants field is set to N, then quantity on hand changes are added to Flexible Inventory Load screen (Function FIL).</td>
</tr>
<tr>
<td>LOC</td>
<td>This is the location code for the item from Inventory Maintenance (Function IMU). If an asterisk (<em>) displays to the right of this field, then multiple count locations exist. If an asterisk (</em>) displays, you can press &lt;FUNC&gt;&lt;4&gt; to display the RF Count Screen. That screen displays more than one location code field.</td>
</tr>
<tr>
<td>ST</td>
<td>This is the store that was entered on the RF Shelf Manager Constants Screen. This field is display only.</td>
</tr>
<tr>
<td>P$</td>
<td>This indicates that a promotion price exists in Inventory Maintenance (Function IMU). This indicator is to the right of the ST field and is display only. This indicator only displays if there is a promotion price for the item in Inventory Maintenance (Function IMU).</td>
</tr>
<tr>
<td>R$</td>
<td>This is the retail price for the item from Inventory Maintenance (Function IMU). Any changes made to this field are posted to the Price Change File (Function IPC).</td>
</tr>
<tr>
<td>C$</td>
<td>This is the replacement cost for the item from Inventory Maintenance (Function IMU). Any changes made to this field are posted to the Price Change File (Function IPC). If the signed on user does not have security access to the cost field, the cost does not display and the cursor skips this field.</td>
</tr>
<tr>
<td>MFG#</td>
<td>This is the manufacturer part number for the item from Inventory Maintenance (Function IMU). Changes to this field are posted to Flexible Inventory Load screen (Function FIL).</td>
</tr>
<tr>
<td>OP</td>
<td>This is the order point for the item from Inventory Maintenance (Function IMU). Changes to this field are posted to Flexible Inventory Load screen (Function FIL).</td>
</tr>
<tr>
<td>UC</td>
<td>This is the User Codes field from Inventory Maintenance (Function IMU). Changes to this field are posted to Flexible Inventory Load screen (Function FIL).</td>
</tr>
</tbody>
</table>
RF Shelf Manager History Screen Fields

When you are in File Maintenance mode, use the following table if you need more information about a field that displays on the RF Shelf Manager History Screen. Press `<FUNC><2>` to access the RF Shelf Manager History Screen.

<table>
<thead>
<tr>
<th>RF field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SKU</td>
<td>This is the SKU number for this item from Inventory Maintenance (Function IMU). This field is display only (unless you are in Purchase mode).</td>
</tr>
<tr>
<td>DESC</td>
<td>This is the first 15 characters of the item description from Inventory Maintenance (Function IMU). This field is display only.</td>
</tr>
<tr>
<td>Q</td>
<td>This is the quantity on hand field from Inventory Maintenance (Function IMU). This field is display only. To make changes to this field, return to the RF Shelf Manager Detail Screen.</td>
</tr>
<tr>
<td>QO</td>
<td>This is the quantity on order from Inventory Maintenance (Function IMU). This field is display only.</td>
</tr>
<tr>
<td>CQ</td>
<td>This is the committed quantity from Inventory Maintenance (Function IMU). This field is display only.</td>
</tr>
<tr>
<td>FQ</td>
<td>This is the future order quantity from Inventory Maintenance (Function IMU). This field is display only.</td>
</tr>
<tr>
<td>P</td>
<td>This is the popularity code from Inventory Maintenance (Function IMU). This field is display only.</td>
</tr>
<tr>
<td>NOQ</td>
<td>This is the new order quantity from Inventory Maintenance (Function IMU). You can enter a quantity in this field if you are in File Maintenance mode or Purchase mode. You can create a purchase order by entering the quantity to be purchased in this field. Then create the purchase order by running Report RSO.</td>
</tr>
<tr>
<td>OP</td>
<td>This is the order point for the item from Inventory Maintenance (Function IMU). This field is display only. To make changes to this field, return to the RF Shelf Manager Detail Screen.</td>
</tr>
<tr>
<td>YT</td>
<td>This is the year to date sales units from Inventory Maintenance (Function IMU). This field is display only and store specific.</td>
</tr>
<tr>
<td>OM</td>
<td>This is the order multiple from Inventory Maintenance (Function IMU). This field is display only.</td>
</tr>
<tr>
<td>LY</td>
<td>This is the last year sales units from Inventory Maintenance (Function IMU). This field is display only and store specific.</td>
</tr>
<tr>
<td>SP</td>
<td>This is the standard pack from Inventory Maintenance (Function IMU). This field is display only and master data.</td>
</tr>
<tr>
<td>LST12</td>
<td>This is the total units for the last 12 sales periods from Inventory Maintenance (Function IMU). This data is store specific.</td>
</tr>
<tr>
<td>ST</td>
<td>This is the store that was entered on the RF Shelf Manager Constants Screen. This field is display only.</td>
</tr>
</tbody>
</table>
RF Shelf Manager Additional Info Screen

From the RF Shelf Manager History Screen, you can display the RF Shelf Manager Additional Info Screen. The following is an example of this screen:

SKU: 280305
DESC: TAPE

D: 1  C:         F:
PV: AUB  C$: 1.760
MV: 35840  M$: 1.760
PRESS <ENTER> = 67

To display this screen, press <FUNC><4>. The following table defines the fields available on this screen. All fields on this screen are display only. From this screen, to return to the History Screen, press <ENTER>.

<table>
<thead>
<tr>
<th>RF field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>D</td>
<td>This is the department code for this item from Inventory Maintenance (Function IMU). This field is display only.</td>
</tr>
<tr>
<td>C</td>
<td>This is the class code for this item from Inventory Maintenance (Function IMU). This field is display only.</td>
</tr>
<tr>
<td>F</td>
<td>This is the fineline code for this item from Inventory Maintenance (Function IMU). This field is display only.</td>
</tr>
<tr>
<td>PV</td>
<td>This is the primary vendor code for this item from Inventory Maintenance (Function IMU). This field is display only.</td>
</tr>
<tr>
<td>C$</td>
<td>This is the replacement cost in stocking units from Inventory Maintenance (Function IMU). This field is display only.</td>
</tr>
<tr>
<td>MV</td>
<td>This is the manufacturer vendor code for this item from Inventory Maintenance (Function IMU). This field is display only.</td>
</tr>
<tr>
<td>M$</td>
<td>This is the manufacturer cost in stocking units from Inventory Maintenance (Function IMU). This field is display only.</td>
</tr>
</tbody>
</table>
Reviewing and Changing Items
Use the following procedure to:

- Review inventory information for an item.
- Change inventory information by entering new information in the fields that you are allowed to change when in File Maintenance mode.

**Tip**
If you are entering data in a field that already has data, type the new information and then press <CLR> to clear the field of any of the old information. Pressing <CLR> places the cursor back at the beginning of the field so you can check your entry before you press <Enter> and move to the next field.

1. At SKU, display the SKU you want to work with using one of the following methods:
   - Type the SKU and press <ENTER>.
   - Scan a UPC.
   - Type a UPC and press <ENTER>.
   - Type a manufacturer part number and on a Legacy unit press <CTL><4>, on a PDT8146 press <Shift><Func><4>, on an MC9090 press <Shift><4>.
   - Type an alternate part number and on a Legacy unit press <CTL><4>, on a PDT8146 press <Shift><Func><4>, on an MC9090 press <Shift><4>.

**Note**
Anytime after displaying a SKU, you can press <FNC><2> to display the History Screen. You can review this screen and then press <FNC><2> to return to the Detail Screen to work with the SKU you displayed. However, if you enter a NOQ amount, the system posts the SKU and when you return to the Detail Screen, you will be back at the SKU field ready to enter a new SKU or scan another item.
2. If the SKU is in your Inventory Maintenance (Function IMU), the item information displays on the screen and the cursor goes to the Q field.

-or-

If the UPC is not on file, one of the following messages displays:

- UPC not on file Press <ENTER>—This message displays if the Add UPC field on the RF Shelf Manager Constants Screen is set to N. Press <ENTER> and repeat step 1.

- UPC not on file Enter UPC's SKU#—This message displays if the Add UPC field on the RF Shelf Manager Constants Screen is set to Y. Your cursor is blinking in the SKU field. Type the SKU for the item and press <ENTER>. Or press <FUNC><6> to clear the message and then repeat step 1.

- UPC not on file Y=ADD N=CANCEL Add UPC?—This message displays if the Add UPC field on the RF Shelf Manager Constants Screen is set to P. Type N if you do not want to add the UPC and then repeat step 1. Type Y if you want to add the UPC. In the next window that displays, type the SKU and press <ENTER>.

**TIPS**

- If you answered Y to the Add QOH to PIP constant field, then any changes you make to the Q field are posted to the Physical Inventory application (Function PIP). If you answered N to the constant field, then any changes you make to the Q field are posted to Flexible Inventory Load screen (Function FIL).

- When working with the fields on the RF Shelf Manager Detail Screen, you can post your changes by entering through the last field on the screen, or by pressing <Func><9> from any field to post the item.

3. At Q, complete one of the following:

- Review the information that displays, make no changes to that information, and then press <ENTER>.

- Type a quantity. If a quantity is not displayed in reverse video in the display area of the field, then the quantity you enter is the QOH change that will be posted. The changes you enter are posted after you enter through the last field on the screen or press <FUNC><9>.

- Type a quantity. If a quantity is displayed in reverse video in the display area of the field, the quantity you typed will be added to the quantity in reverse video and the total is posted. The changes you enter are posted after you enter through the last field on the screen or press <FUNC><9>.

- Type a quantity and press <FUNC><3>. When you enter through the last field on the screen or press <FUNC><9>, this QOH change will be entered and will not be added to the quantity displaying in reverse video.

- Scan the item’s UPC again to increment the quantity.
4. At LOC, enter a location code or press <ENTER> to not change the location code.

If the Add QOH Changes to PIP field is set to Y in the RF Shelf Manager Constants Screen, you can press <FUNC><4> to display the RF Count Screen. You can also press <FUNC><8> to display the RF Variance Screen. For more information about working with these screens, see the section, "Using PIP Mode."

5. At R$, enter a retail price or press <ENTER> to not change the retail price.

6. At C$, enter a cost price or press <ENTER> to not change the cost price.

7. At MFG#, enter a manufacturer part number or press <ENTER> to not change the manufacturer part number.

8. At OP, enter an order point or press <ENTER> to not change the order point field.

9. At UC, enter a user code or press <ENTER> to not change the user code.

   This is the last field on the screen that you can change.

   **NOTE:**
   Pressing <Func><2> takes you to get to a screen where you can update the NOQ field.

10. After you press <ENTER> through the last field on the screen or press <FUNC><9> to post your changes, one of the following happens:

    - The print bin labels message displays. Press <ENTER> to accept the default of Y if you want to print labels. Type the number of labels you want to print. The labels print and the RF Shelf Manager Detail Screen displays.
    - Type N if you do not want to print labels and press <ENTER>. The RF Shelf Manager Detail Screen displays.
    - A label prints automatically. The RF Shelf Manager Detail Screen displays.
    - No labels print. The RF Shelf Manager Detail Screen displays.

   **NOTE**
   When the Detail Screen displays after posting a change, the screen may be blank or display information for another SKU if you scanned an item before the bin label printed.

11. Repeat steps 1 through 10 for each SKU you want to review or change.

12. When you are finished entering changes, review and finalize the changes. For the procedures on how to do this, go to the section, "Reviewing and Finalizing Changes."
**Using Price Check Mode**

This section includes procedures on how to use the RF Shelf Manager Price Check mode. You display an item and enter item information on the RF Shelf Manager Detail Screen. The table in the next section lists and defines the fields on this screen.

The following is an example of the RF Shelf Manager Detail Screen:

|-------|------|-----|------|------|-----|--------|-------|-----|-----|

This screen displays when you first enter Price Check Mode (after setting the RF Shelf Manager constants).
Overview: Using Price Check Mode

The following is an overview of using the Price Check mode.

**RF Shelf Manager – Price Check Mode**

1. Set up the RF Security Bits in Security Maintenance*

2. Complete the RF Options in Options Configuration*

3. Select Shelf Manager from the RF menu, and then select Price Check

4. Complete the constants screen

5. Type the new price in the R field, and press <Enter> to post

6. Press <FUNC><9> to post your changes

7. **Print and review an edit list**
   RPC without option F selected

8. **Correct any errors in Item Price Change (IPC)**

9. **Finalize changes**
   RPC with option F selected

*N: Note: These actions take place on the Eagle system. You only need to set this information one time.

**Note: These actions take place on the Eagle system.*
RF Shelf Manager Price Check Mode Fields

Use the following table if you need more information about the fields that are display only or that you have access to while in Price Check Mode. If you want more information about other fields that display on the screen, refer to the earlier section, "RF Shelf Manager Detail Screen Fields."

<table>
<thead>
<tr>
<th>RF field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SKU</td>
<td>This is the SKU number for this item from Inventory Maintenance (Function IMU). This field is display only and cannot be changed.</td>
</tr>
<tr>
<td>DESC</td>
<td>This is the first 15 characters of the item description from Inventory Maintenance (Function IMU). This field is display only and cannot be changed.</td>
</tr>
<tr>
<td>UPC</td>
<td>This is the UPC for the item if one exists in UPC File (Function MUPC). If you display an item by scanning, this field displays the UPC. If you display an item by any other method, this field is blank. This field is display only.</td>
</tr>
<tr>
<td>ST</td>
<td>This is the store that was entered on the RF Shelf Manager Constants Screen. This field is display only.</td>
</tr>
<tr>
<td>P$</td>
<td>This indicates that a promotion price exists in Inventory Maintenance (Function IMU). This indicator is to the right of the ST field and is display only. This indicator only displays if there is a promotion price for the item in Inventory Maintenance (Function IMU), and you have indicated you want to show Promo Prices when setting the constants.</td>
</tr>
<tr>
<td>R$</td>
<td>This is the retail price for the item from Inventory Maintenance (Function IMU). Any changes made to this field are posted to the Price Change File (Function IPC).</td>
</tr>
<tr>
<td>C$</td>
<td>This is the replacement cost for the item from Inventory Maintenance (Function IMU). This field is display only.</td>
</tr>
</tbody>
</table>
Reviewing and Changing Prices

Use the following procedure to:

- Review pricing information for an item.
- Change the retail price by entering a new price.

**TIP**
If you are entering data in a field that already has data, type the new information and then press `<CLR>` to clear the field of any of the old information. Pressing `<CLR>` places the cursor back at the beginning of the field so you can check your entry before you press `<Enter>` and move to the next field.

1. At SKU, display the SKU you want to work with using one of the following methods:
   - Type the SKU and press `<ENTER>`.
   - Scan a UPC.
   - Type a UPC and press `<ENTER>`.
   - Type a manufacturer part number and on a Legacy unit press `<CTL><4>`, on a PDT8146 press `<Shift><Func><4>`, on an MC9090 press `<Shift><4>`.
   - Type an alternate part number and on a Legacy unit press `<CTL><4>`, on a PDT8146 press `<Shift><Func><4>`, on an MC9090 press `<Shift><4>`.

**NOTE**
Anytime after displaying a SKU, you can press `<FNC><2>` to display the History Screen. You can review this screen and then press `<FNC><2>` to return to the Detail Screen to work with the SKU you displayed.
2. If the SKU is in your Inventory File (Function IMU), the item information displays on the screen and the cursor goes to the R$ field.

   —or-

If the item is not on file (based on the SKU, manufacturer part number, or alternate part number you entered), a message displays. Press <ENTER> to clear the message and then repeat step 1.

If the UPC is not on file, one of the following messages displays:

- UPC not on file Press <ENTER> — This message displays if the Add UPC field on the RF Shelf Manager Constants Screen is set to N. Press <ENTER> and repeat step 1.

- UPC not on file Enter UPC’s SKU#—This message displays if the Add UPC field on the RF Shelf Manager Constants Screen is set to Y. Your cursor is blinking in the SKU field. Type the SKU for the item and press <ENTER>. Or press <FUNC><6> to clear the message and then repeat step 1.

- UPC not on file Y=ADD N=CANCEL Add UPC?—This message displays if the Add UPC field on the RF Shelf Manager Constants Screen is set to P. Type N if you do not want to add the UPC and then repeat step 1. Type Y if you want to add the UPC. In the next window that displays, type the SKU and press <ENTER>.

3. At R$, enter a retail price or press <ENTER> to not change the retail price.
   This is the only field on the screen that you can change.

   **NOTE**
   When working with the fields on the RF Shelf Manager Detail Screen, you can post your changes by entering through the last field on the screen, or by pressing <Func><9> from any field to post the item.

4. After you press <ENTER> through the last field on the screen or press <FUNC><9> to post your changes, one of the following happens:

   - The print bin labels message displays. Press <ENTER> to accept the default of Y if you want to print labels. Type the number of labels you want to print. The labels print and the RF Shelf Manager Detail Screen displays.

   - Type N if you do not want to print labels and press <ENTER>. The RF Shelf Manager Detail Screen displays.

   - A label prints automatically. The RF Shelf Manager Detail Screen displays.

   - No labels print. The RF Shelf Manager Detail Screen displays.
5. Repeat steps 1 through 4 for each SKU you want to review or change.

6. When you are finished entering changes, review and finalize the changes. For the procedures on how to do this, go to the section, "Reviewing and Finalizing Changes."

**Tip**
When the Detail Screen displays after posting a change, the screen may be blank or display information for another SKU if you scanned an item before the bin label printed.
Using PIP Mode

This section includes procedures on how to use the RF Shelf Manager PIP mode. You display an item and enter item information on the RF Shelf Manager Detail Screen. The table in the next section lists and defines the fields on this screen.

The following is an example of the RF Shelf Manager Detail Screen:

```
SKU:280305
DESC: TAPE
UPC:
Q:    /40
LOC:A1  /*ST:1
R$4.49  C$ 1.760
MFG#CW20
OP:    UC:MW
```

This screen displays when you first enter PIP Mode (after setting the RF Shelf Manager constants).
Overview: Using the PIP mode

The following is an overview of how to use the PIP mode.

RF Shelf Manager - PIP Mode

1. **Set up the RF Security Bits in Security Maintenance**

2. **Complete the RF Options in Options Configuration**

3. **Select Shelf Manager from the RF menu, and then select PIP mode**

4. **Complete the constants screen**
   - Answer Y to ADD QOH TO PIP

5. **Type the SKU number**

6. **To update the quantity on hand**
   - Type the new quantity in the Q field, and press <Enter>

7. **To update the location**
   - Type the new location in the L field, and press <Enter>

8. **Press <FUNC><9> to post your changes**

9. **Print and review an edit list**
   - RPI without option F selected

10. **Correct any errors in Physical Inventory Posting (PIP)**

11. **Finalize changes**
    - RPI with option F selected

*Note: These actions take place on the Eagle system. You only need to set this information one time.

**Note: These actions take place on the Eagle system. You only need to set this information one time.

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RF Shelf Manager PIP Mode Fields

Use the following table if you need more information about the fields that are display only or that you have access to while in PIP mode. If you want more information about other fields that display on the screen, refer to the earlier section, "RF Shelf Manager Detail Screen Fields."

<table>
<thead>
<tr>
<th>RF field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SKU</td>
<td>This is the SKU number for this item from Inventory Maintenance (Function IMU). This field is display only and cannot be changed.</td>
</tr>
<tr>
<td>DESC</td>
<td>This is the first 15 characters of the item description from Inventory Maintenance (Function IMU). This field is display only and cannot be changed.</td>
</tr>
<tr>
<td>UPC</td>
<td>This is the UPC for the item if one exists in UPC File (Function MUPC). If you display an item by scanning, this field displays the UPC. If you display an item by any other method, this field is blank. This field is display only.</td>
</tr>
<tr>
<td>Q</td>
<td>This is the quantity on hand field. There are two sections to this field. The first area, the entry area, is just after the Q and your cursor is blinking in this area. The second area is to the right, this is the display area of the field. When you are in PIP Mode, the entry area of the Q field defaults to 1. A quantity may display in the display area in reverse video. If a quantity does display in reverse video, then the item was displayed earlier and a quantity on hand change entered. If the quantity is not in reverse video, then this is the QOH from Inventory Maintenance (Function IMU). If the Add QOH to PIP field in the RF Shelf Manager Constants Screen is set to Y, then quantity on hand changes are added to the Physical Inventory application (Function PIP). If the constants field is set to N, then quantity on hand changes are added to Flexible Inventory Load screen (Function FIL).</td>
</tr>
<tr>
<td>LOC</td>
<td>This is the location code for the item from Inventory Maintenance (Function IMU). If an asterisk (<em>) displays to the right of this field, then multiple count locations exist. If an asterisk (</em>) displays, you can press <code>&lt;FUNC&gt;&lt;4&gt;</code> to display the RF Count Screen. That screen displays more than one location code field. You can automatically display the multiple location window every time an item is displayed by putting the new option &quot;M&quot; in the PIP MODE field. To display this window, set the option &quot;Shelf Manager-Default location(s) in PIP count screen with IMU locations&quot; in Options Configuration to Yes. If you are entering multiple items in the same location, type S in the PIP MODE field, The RF saves the location of your previous entry and there is no need to re-key the location for each subsequent item.</td>
</tr>
<tr>
<td>ST</td>
<td>This is the store that was entered on the RF Shelf Manager Constants Screen. This field is display only.</td>
</tr>
</tbody>
</table>
Reviewing and Changing PIP Information

Use the following procedure to:

- Review PIP information for an item.
- Change PIP information by entering new information in the fields that you are allowed to change when in PIP mode.

**Tip**
If you are entering data in a field that already has data, type the new information and then press `<CLR>` to clear the field of the old information. Pressing `<CLR>` places the cursor back at the beginning of the field so you can check your entry before you press `<Enter>` and move to the next field.

1. At SKU, display the SKU you want to work with using one of the following methods:
   - Type the SKU and press `<ENTER>`.
   - Scan a UPC.
   - Type a UPC and press `<ENTER>`.
   - Type a manufacturer part number and on a Legacy unit press `<CTL><4>`, on a PDT8146 press `<Shift><Func><4>`, on an MC9090 press `<Shift><4>`.
   - Type an alternate part number and on a Legacy unit press `<CTL><4>`, on a PDT8146 press `<Shift><Func><4>`, on an MC9090 press `<Shift><4>`.
2. If the SKU is in your Inventory File (Function IMU), the item information displays on the screen and the cursor goes to the Q field.
- or -
If the item is not on file (based on the SKU, manufacturer part number, or alternate part number you entered), a message displays. Press <ENTER> to clear the message and then repeat step 1. One of the following messages displays:
- **UPC not on file Press <ENTER>** — This message displays if the Add UPC field on the RF Shelf Manager Constants Screen is set to N. Press <ENTER> and repeat step 1.
- **UPC not on file Enter UPC's SKU#** — This message displays if the Add UPC field on the RF Shelf Manager Constants Screen is set to Y. Your cursor is blinking in the SKU field. Type the SKU for the item and press <ENTER>. Or press <FUNC><6> to clear the message and then repeat step 1.
- **UPC not on file Y=ADD N=CANCEL Add UPC?** — This message displays if the Add UPC field on the RF Shelf Manager Constants Screen is set to P. Type N if you do not want to add the UPC and then repeat step 1. Type Y if you want to add the UPC. In the next window that displays, type the SKU and press <ENTER>.

3. At Q, you can complete one of the following:
- Review the information that displays, make no changes to that information, and then press <ENTER>.
- Type a quantity. If a quantity is not displayed in reverse video in the display area of the field, then the quantity you entered is the QOH change that will be posted. Changes are posted after you press <ENTER> through the last field on the screen or press <FUNC><9>.
- Type a quantity. If a quantity is displayed in reverse video in the display area of the field, the quantity you typed will be added to the quantity in reverse video and the total posted. Changes are posted after you press <ENTER> through the last field on the screen or press <FUNC><9>.
- Type a quantity and press <FUNC><3>. When you press <ENTER> through the last field on the screen or press <FUNC><9> this QOH change will be entered and will not be added to the quantity displaying in reverse video.
- Scan the item's UPC again to increment the quantity.
4. At LOC, complete one of the following:
   - Press `<FUNC><4>` to display the RF Count Screen. For more information about this screen, see the next section, "Using the Physical Inventory Screens."
   - Press `<FUNC><8>` to display the RF Variance Screen. For more information about this screen, see the next section, "Using the Physical Inventory Screens."
   - Enter a location code.
   - Press `<ENTER>` to not change the location code.
   - This is the last field on the screen that you can change.

   **NOTE**
   When the Detail Screen displays after posting a change, the screen may be blank or display information for another SKU if you scanned an item before the bin label printed.

5. After you press `<ENTER>` through the last field on the screen or press `<FUNC><9>` to post your changes, one of the following happens:
   - The print bin labels message displays. Press `<ENTER>` to accept the default of Y if you want to print labels. Type the number of labels you want to print. The labels print and the RF Shelf Manager Detail Screen displays.
   - Type N if you do not want to print a labels and press `<ENTER>`. The RF Shelf Manager Detail Screen displays.
   - A label prints automatically. The RF Shelf Manager Detail Screen displays.
   - No labels print. The RF Shelf Manager Detail Screen displays.

6. Repeat steps 1 through 5 for each SKU you want to review or change.

7. When you are finished entering changes, review and finalize the changes. For the procedures on how to do this, go to the section, "Reviewing and Finalizing Changes."
Using the Physical Inventory Screens

If your cursor is at the Q field on the RF Shelf Manager Detail Screen and you are in File Maintenance Mode or PIP Mode, and the Add QOH to PIP field on the constants screen is set to Y, then you have the option to display the following two screens:

- **RF Count Screen**—Press `<FUNC><4>` to display this screen. This screen displays three count/location fields (C/L). Use this screen if you need to post quantities to more than one location. From this screen, with your cursor at the Q field, you can also press `<FUNC><1>` to cycle the location codes. From the RF Count Screen you can press `<ENTER>` to return to the RF Shelf Manager Detail Screen.

**NOTES**

- You can automatically display the multiple location window every time an item is displayed by putting option "M" in the PIP MODE field. To display this window, set the option "Shelf Manager-Default location(s) in PIP count screen with IMU locations" in Options Configuration to Yes.
- If you are entering multiple items in the same location, type S in the PIP MODE field. The RF saves the location of your previous entry and there is no need to re-key the location for each subsequent item.

- **RF Variance Screen**—Press `<FUNC><8>` to display this screen. This screen displays variance information. All fields on this screen are display only. The fields are VAR QTY, VAR C$ and X. VAR QTY (variance quantity) is the beginning quantity minus the total counted quantity. VAR C$ (variance dollars) is the replacement cost of the item times the variance quantity. X can be any letter. This is the code for the default shrinkage type from the Modify Physical Inventory Constants screen (MPI). From this screen you can press `<ENTER>` to return to the RF Count Screen.

Use the following procedure to display the physical inventory screens.

1. From the RF Shelf Manager Detail Screen with a SKU displayed and your cursor at the Q field, press `<FUNC><4>`. The RF Count Screen displays.

```
SKU: 280305
DESC: TAPE
UPC: Q:
LOC:A1 /40
C/L 15/A1
C/L 25/B2
C/L /
```
2. At Q, complete one or both of the following:
   • Type the quantity for the item and press <ENTER>. Continue with step 3.
   • Scan the item's UPC again to increment the quantity.
   • Press <FUNC><8> to display the RF Variance Screen.
     The following is an example of this screen:

     SKU: 280305
     DESC: TAPE
     UPC:

     VAR QTY: 40.00
     VAR C$: 70.400 P
     BEG QOH: .00
     PRESS <ENTER>

3. At LOC, type the location code, or press <FUNC><1> to cycle the location codes until the correct code is displayed.

4. Press <ENTER>.
   The new count is posted and your cursor is at the Q field.

5. Repeat steps 2 through 4 if you need to post a count for the same item but to a different location.

6. When you are done posting counts for the item, press <ENTER> twice to post the item or press <FUNC><9>. 
Using Location Mode

Overview: Using Location Mode

The following is an overview of how to use Location mode.

Set up the RF Security Bits in Security Maintenance*

Complete the RF Options in Options Configuration*

Select Shelf Manager from the RF menu, and select Location Mode

Complete the constants screen

Enter the new location code in the L1 field, and press <Enter>

Press <FUNC><9> to post your changes

*Note: These actions take place on the Eagle system. You only need to set this information one time.
Location Mode Options
This section includes procedures on how to use the RF Shelf Manager Location mode. You display an item and enter item information on the RF Shelf Manager Detail Screen. The table in the next section lists and defines the fields on this screen.

The following is an example of the RF Shelf Manager Detail Screen:

```
SKU: 280305
DESC: TAPE
UPC:
Q:
LOC:A1 ST 1
R 13.99 C 8.56
MFG# MVP009
OP: 10 UC: Y
```

This screen displays when you first enter Location Mode (after setting the RF Shelf Manager constants).

RF Shelf Manager Location Mode Fields
Use the following table if you need more information about the fields that are display only or that you have access to while in Location mode. If you want more information about other fields that display on the screen, refer to the earlier section, "RF Shelf Manager Detail Screen Fields."

<table>
<thead>
<tr>
<th>RF field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SKU</td>
<td>This is the SKU number for this item from Inventory Maintenance (Function IMU). This field is display only and cannot be changed.</td>
</tr>
<tr>
<td>DESC</td>
<td>This is the first 15 characters of the item description from Inventory Maintenance (Function IMU). This field is display only and cannot be changed.</td>
</tr>
<tr>
<td>UPC</td>
<td>This is the UPC for the item if one exists in UPC File (Function MUPC). If you display an item by scanning, this field displays the UPC. If you display an item by any other method, this field is blank. This field is display only.</td>
</tr>
<tr>
<td>LOC</td>
<td>This is the location code for the item from Inventory Maintenance (Function IMU). If an asterisk (<em>) displays to the right of this field, then multiple count locations exist. If an asterisk (</em>) displays, you can press <code>&lt;FUNC&gt;</code>&lt;4&gt; to display the RF Count Screen. That screen displays more than one location code field.</td>
</tr>
<tr>
<td>ST</td>
<td>This is the store that was entered on the RF Shelf Manager Constants Screen. This field is display only.</td>
</tr>
</tbody>
</table>
TIP
If you are entering data in a field that already has data, type the new information and then press <CLR> to clear the field of any of the old information. Pressing <CLR> places the cursor back at the beginning of the field so you can check your entry before you press <Enter> and move to the next field.

Reviewing and Changing Location Codes
Use the following procedure to:
- Review location codes for an item.
- Change location codes by entering a new location code in the LOC field.

It is important to note that typing Y in the PIP mode field puts the RF unit into Location mode. You will need to type a new location code for each item. If you type S in the PIP mode field you can enter multiple items in the same location. The RF saves the location of your previous entry so you won't have to rekey the location for each subsequent item.

1. At SKU, display the SKU you want to work with using one of the following methods:
   - Type the SKU and press <ENTER>.
   - Scan a UPC.
   - Type a UPC and press <ENTER>.
   - Type a manufacturer part number and on a Legacy unit press <CTL><4>, on a PDT8146 press <Shift><Func><4>, on an MC9090 press <Shift><4>.
   - Type an alternate part number and on a Legacy unit press <CTL><4>, on a PDT8146 press <Shift><Func><4>, on an MC9090 press <Shift><4>.

NOTE
Anytime after displaying a SKU, you can press <FNC><2> to display the History Screen. You can review this screen and then press <FNC><2> to return to the Detail Screen to work with the SKU you displayed.
2. If the SKU is in your Inventory File (Function IMU), the item information displays on the screen and the cursor goes to the R$ field.

If the item is not on file (based on the SKU, manufacturer part number, or alternate part number you entered), a message displays. Press <ENTER> to clear the message and then repeat step 1.

If the UPC is not on file, one of the following messages displays:

- UPC not on file Press <ENTER>—This message displays if the Add UPC field on the RF Shelf Manager Constants Screen is set to N. Press <ENTER> and repeat step 1.

- UPC not on file Enter UPC's SKU#—This message displays if the Add UPC field on the RF Shelf Manager Constants Screen is set to Y. Your cursor is blinking in the SKU field. Type the SKU for the item and press <ENTER>. Or press <FUNC><6> to clear the message and then repeat step 1.

- UPC not on file Y=ADD N=CANCEL Add UPC?—This message displays if the Add UPC field on the RF Shelf Manager Constants Screen is set to P. Type N if you do not want to add the UPC and then repeat step 1. Type Y if you want to add the UPC. In the next window that displays, type the SKU and press <ENTER>.

3. At LOC, enter a location code or press <ENTER> if you do not want to change the location code.

This is the last field on the screen that you can change.

![NOTE]

You can "auto-increment" location codes by typing an I in the option "Shelf Manager increment value for Location Mode I" in Options Configuration. Then each subsequent item you scan keeps the location code of the previous item, and adds the number you specify to the location. For example, if the increment value is 1, and the first location entered is 1234, the next Location will default to 1235. This method only works for numeric locations.

4. After you press <ENTER> through the last field on the screen or press <FUNC><9> to post your changes, RF Shelf Manager Detail Screen displays.

5. Repeat steps 1 through 4 for each SKU you want to review or change.

6. When you are finished entering changes, review and finalize the changes. For the procedures on how to do this, go to the section, "Reviewing and Finalizing Changes."
Using Purchase Mode

This section includes procedures on how to use the RF Shelf Manager Purchase mode. You display an item and enter item information on the RF Shelf Manager History Screen. The table in the next section lists and defines the fields on this screen.

The following is an example of the RF Shelf Manager History Screen:

<table>
<thead>
<tr>
<th>SKU: 10090</th>
<th>DESC: GLUE &amp; SEAL CLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q: 2</td>
<td>QO:</td>
</tr>
<tr>
<td>NOQ: A1</td>
<td>OP: 2</td>
</tr>
<tr>
<td>YT: 27</td>
<td>OM: 1</td>
</tr>
<tr>
<td>LY: 52</td>
<td>SP: 1</td>
</tr>
<tr>
<td>LST: 12:37</td>
<td>ST: 1</td>
</tr>
</tbody>
</table>

This screen displays when you first enter Purchase Mode (after setting the RF Shelf Manager constants).

**NOTE**
When the Detail Screen displays after posting a change, the screen may be blank or display information for another SKU if you scanned an item before the bin label printed.
Overview: Using Purchase Mode
The following is an overview of how to use Purchase mode.

**RF Shelf Manager - Purchase Mode**

Set up the RF Security Bits in Security Maintenance*

Complete the RF Options in Options Configuration*

Select Shelf Manager from the RF menu, and select Purchase mode

Complete the constants screen

Enter the quantity to order in the NOQ field, and press <Enter>

Press <FUNC><9> to post your changes

**Print and review an edit list
RFL without option F selected (Use Flex Name RFSHELF)**

**Correct any errors in Function FIL or RF Shelf Manager mode**

**Finalize changes
RFL with option F selected**

**Create purchase order
RSO with Order Calc Option V, Selection Option S, and Other Options F selected**

*Note: These actions take place on the Eagle system. You only need to set this information one time.

**Note: These actions take place on the Eagle system.
RF Shelf Manager Purchase Mode Fields

Use the following table if you need more information about the fields that are display only or that you have access to while in Purchase Mode. If you want more information about other fields that display on the screen, refer to the earlier section, "RF Shelf Manager History Screen Fields."

<table>
<thead>
<tr>
<th>RF field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SKU</td>
<td>This is the SKU number for this item from Function IMU. This field is display only and cannot be changed.</td>
</tr>
<tr>
<td>DESC</td>
<td>This is the first 15 characters of the item description from Function IMU. This field is display only and cannot be changed.</td>
</tr>
<tr>
<td>Q</td>
<td>This is the quantity on hand field.</td>
</tr>
<tr>
<td>QO</td>
<td>This is the quantity on order from Inventory Maintenance (Function IMU). This field is display only.</td>
</tr>
<tr>
<td>NOQ</td>
<td>This is the new order quantity from Function IMU. You can enter a quantity in this field if you are in File Maintenance mode or Purchase mode. You can create a purchase order by entering the quantity to be purchased in this field. Then create the purchase order by running Report RSO.</td>
</tr>
<tr>
<td>OP</td>
<td>This is the order point for the item from Inventory Maintenance (Function IMU). This field is display only. To make changes to this field, return to the RF Shelf Manager Detail Screen.</td>
</tr>
<tr>
<td>YT</td>
<td>This is the year to date sales units from Inventory Maintenance (Function IMU). This field is display only and store specific.</td>
</tr>
<tr>
<td>OM</td>
<td>This is the order multiple from Inventory Maintenance (Function IMU). This field is display only.</td>
</tr>
<tr>
<td>LY</td>
<td>This is the last year sales units from Inventory Maintenance (Function IMU). This field is display only and store specific.</td>
</tr>
<tr>
<td>SP</td>
<td>This is the standard pack from Inventory Maintenance (Function IMU). This field is display only and master data.</td>
</tr>
<tr>
<td>LST</td>
<td>This is the total units for the last 12 sales periods from Inventory Maintenance (Function IMU). This data is store specific.</td>
</tr>
<tr>
<td>ST</td>
<td>This is the store that was entered on the RF Shelf Manager Constants Screen. This field is display only.</td>
</tr>
</tbody>
</table>
Reviewing and Changing the NOQ

Use the following procedure to:

- Review the new order quantity (NOQ) for an item.
- Change the NOQ by entering a quantity in the NOQ field.

1. At SKU, display the SKU you want to work with using one of the following methods:
   - Type the SKU and press <ENTER>.
   - Scan a UPC.
   - Type a UPC and press <ENTER>.
   - Type a manufacturer part number and on a Legacy unit press <CTL><4>, on a PDT8146 press <Shift><Func><4>, on an MC9090 press <Shift><4>.
   - Type an alternate part number and on a Legacy unit press <CTL><4>, on a PDT8146 press <Shift><Func><4>, on an MC9090 press <Shift><4>.

2. If the SKU is in your Inventory File (Function IMU), the item information displays on the screen and the cursor goes to the R$ field.
   -or-
   If the UPC is not on file, one of the following messages displays:
     - UPC not on file Press <ENTER> — This message displays if the Add UPC field on the RF Shelf Manager Constants Screen is set to N. Press <ENTER> and repeat step 1.
     - UPC not on file Enter UPC’s SKU# — This message displays if the Add UPC field on the RF Shelf Manager Constants Screen is set to Y. Your cursor is blinking in the SKU field. Type the SKU for the item and press <ENTER>. Or press <FUNC><6> to clear the message and then repeat step 1.
     - UPC not on file Y=ADD N=CANCEL Add UPC? — This message displays if the Add UPC field on the RF Shelf Manager Constants Screen is set to P. Type N if you do not want to add the UPC and then repeat step 1. Type Y if you want to add the UPC. In the next window that displays, type the SKU and press <ENTER>.

3. At NOQ, enter a quantity, or press <ENTER> to bypass this field.
   This is the last field on the screen that you can change.

Tip
When working with the fields on the RF Shelf Manager Detail Screen, you can post your changes by entering through the last field on the screen, or by pressing <Func><9> from any field to post the item.
4. After you press <ENTER> through the last field on the screen or press <FUNC><9> to post your changes, depending on your answers on the Constants screen, one of the following happens:
   - The print bin labels message displays. Press <ENTER> to accept the default of Y if you want to print labels. Type the number of labels you want to print. The labels print and the RF Shelf Manager Detail Screen displays. Type N if you do not want to print labels and press <ENTER>. The RF Shelf Manager Detail Screen displays.

   **Tip**
   When the Detail Screen displays after posting a change, the screen may be blank or display information for another SKU if you scanned an item before the bin label printed.

   - A label prints automatically. The RF Shelf Manager Detail Screen displays.
   - No labels print. The RF Shelf Manager Detail Screen displays.

5. Repeat steps 1 through 4 for each SKU you want to review or change.

6. When you are finished entering changes, review and finalize the changes. For the procedures on how to do this, go to the section, "Reviewing and Finalizing Changes." This is just the first step in creating a PO based on the NOQ.

**Reviewing and Finalizing Changes**

After entering changes in any of the RF Shelf Manager modes, use the procedures in this section to review your changes and then finalize your changes.

**Inventory Changes**

Most inventory changes are posted to Flexible Inventory Load screen (Function FIL). If you made a change to any of the following fields, the changes were posted to Flexible Inventory Load screen (Function FIL).

- manufacturer part number
- order point
- user code
- location code
- new order quantity
- quantity on hand (if QOH changes are not added to PIP)

**Note**

If the ADD QOH to PIP constant field is set to Y, then location code changes are added to both Flexible Inventory Load screen (Function FIL) and PIP. Review the location code changes on both Report RFL and RPI to determine which report to use to finalize location code changes.
Note: Changes to the UPC are updated directly to the UPC File (Function MUPC). To review and then post the changes from Flexible Inventory Load screen (Function FIL) to your Inventory File (Function IMU), use the following procedure:

1. Run Report RFL without Option F to review the changes. Use the Flex Name RF SHELF.
2. Review the report for errors.
3. Correct the errors in Flexible Inventory Load screen (Function FIL). Use the Flex Name RF SHELF.
   -or-
   Use the RF unit to enter the changes using one of the RF Shelf Manager modes.

**Tip**
If you need information about Report RFL, refer to online help. You can also find information about Flexible Inventory Load screen (Function FIL) and Report RFL in the *Inventory Item Information Manual*.

4. Run Report RFL with Option F to finalize your changes.

Create the Purchase Order using the New Order Quantity from Inventory Maintenance

Run report RSO completing the report fields as follows:

1. On the Print Set Up screen, change any settings as necessary.
2. On the Options screen, select the following options:
   - Under Order Calc Options, select option V.
   - Under Selection Options, select S.
   - Under Other Options, select F.
3. On the From/To screen, complete information as needed.
4. On the PO Header screen, complete any information as needed. You complete the Buyer's Initial field.
Price Changes

Price changes are posted to Item Price Changes (Function IPC). If you made a change to either the retail or cost field, the changes were posted to Item Price Changes (Function IPC).

To review and then post the changes from Function IPC to your Inventory File (Function IMU), use the following procedure:

1. Run Report RPC without Option F to review the changes.
2. Review the report for errors.
3. Correct the errors in Item Price Changes (Function IPC), Screen M.
   -or-
   Use the RF unit to enter the changes using one of the RF Shelf Manager modes.
4. Run Report RPC with Option F to finalize your changes.

**NOTE**
Leaving the information in the From/To screen blank will update all changes in the IPC file.

**TIP**
If you need information about Report RPC, refer to online help. You can also find information about Function IPC and Report RPC in the Pricing and Promotions Manual.

Physical Inventory Changes

If the Post QOH to PIP field on the RF Shelf Manager Constants Screen is set to Y, then changes to quantity on hand are posted to the Physical Inventory application (Function PIP).

Location code changes are also posted to the Physical Inventory application (Function PIP). You can finalize location code changes with Report RPI or with Report RFL. Run both reports without Option F to review location code changes and determine which report will correctly update the location code.

To review and then post the changes from the Physical Inventory application (Function PIP) to your Inventory File (Function IMU), use the following procedure:

1. Run Report RPI without Option F to review the changes.
2. Review the report for errors.
3. Correct the errors in the Physical Inventory application (Function PIP).
   -or-
   Use the RF unit to enter the changes using one of the RF Shelf Manager modes.
4. Run Report RPI with Option F to finalize your changes.
If the Post QOH to PIP field on the RF Shelf Manager Constants Screen is set to N, then changes to quantity on hand are not posted to the Physical Inventory application (Function PIP).

1. Run Report RFL with Option F to finalize changes.
2. Use the Flex Name RFSHELF.
3. Leave the From/To fields blank to update all changes in Flexible Inventory Load screen (Function FIL).
Chapter 5 – Using RF UPC Maintenance

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Maintaining UPCs by Entering a SKU 102
This chapter describes how to use RF UPC Maintenance. The RF system is a handheld unit with an alphanumeric keypad and display screen that communicates directly with the Eagle system via radio waves. You can use the RF system to maintain UPCs using the RF UPC Maintenance application.
Overview: Adding UPCs with RF

The following is an overview of how to add UPCs to the system with an RF unit.

**Adding UPCs with RF**

1. **Set up the RF Security Bits in Security Maintenance**

2. **Complete the options in Options Configuration**

3. **Select UPC Maintenance from the RF Menu**

4. **Determine whether to associate UPCs by SKU or bar code**

   - **Access the UPC field, then scan or type the UPC code, and press <Enter>**
   - **Type the SKU number in the SKU field**

   - **If the UPC is on file, press <ENTER>**
   - **If you want to add the UPC, type Y, and then press <ENTER>**

**Note:** You do not have to run a report to check or finalize your work.

*Note: These actions take place on the Eagle system. You only need to set this information one time.*
Set Up for RF UPC Maintenance

Before using RF UPC Maintenance for the first time, you must complete some setup procedures. This section includes the following:

- enabling the RF UPC Maintenance application
- setting up security for users
- setting up terminal records for RF units

Enabling RF UPC Maintenance

RF UPC Maintenance is an application available with RF Shelf Manager. RF Shelf Manager is a purchase option. After purchasing the application, the software needs to be enabled on your Eagle system. To check that RF Shelf Manager and UPC Maintenance are ready to use on your system, do the following:

1. At the Main Menu on any terminal, type MSO and press <Enter>. MSO Screen 1 displays.
2. Press <Next Screen> five times. MSO Screen 6 displays.
3. Check the RF Shelf Manager field. This field should be set to Y. If this field is not set to Y, call Activant Direct at 1(800)538-8597.
4. Press <End> to exit the screen.

Setting Up Security for Users

You can control access to the RF UPC Maintenance application with security bit number 414. To use RF UPC Maintenance, the security bit needs to be added to the user ID for each RF terminal. For more information about adding security to a user ID, see your System Administrator or refer to your Security Guide.

Settings in Options Configuration

You should have already established the options for this application. See RF Options in Options Configuration in Chapter 2 for specific information on the options for this application.

Setting Up Terminal Records

Each RF unit has a corresponding terminal record in Modify Terminal Record (Function MTR). The Lockin Store field in Function MTR sets the Store field in RF UPC Maintenance. Function MTR was set up when the RF system was installed. If you need to change the terminal record (Function MTR) for an RF unit, see your System Administrator.
RF Shelf Manager Basics
This section includes some basic information to help you use RF UPC Maintenance. You’ll find the following information:

- signing on to the RF terminal
- signing off of the RF terminal
- RF UPC Maintenance tips

Signing On to the RF Terminal
Use the following procedure to sign on to the RF terminal.

1. On the PDT8146 and MC9090, click the Start menu and select “Programs” from the drop-down list. (Note: Legacy units begin at Step 3.)
2. From the “Programs” window, select “TelnetCE” to start the application. (Note: Select “TelnetCE” if it appears in the Start menu drop-down list.)
3. On the RF terminal, at the application start up screen, press <ENTER> to connect to the Eagle system.
   The Login Screen displays.
4. At Login, type M and press <ENTER>.
   Depending on your terminal setting, either the SIGNON screen or the RF Menu displays.
5. If the RF Menu displays, you are signed on to RF.
   -or-
   If the SIGNON screen displays:
   1. At Name, type your name and press <ENTER>.
   2. At Passwd, type your password (optional) and press <ENTER>.
   The RF Menu displays. You are signed on to RF.

6. Select an RF application.
   For example, to select UPC MAINTENANCE, type 3 and press <ENTER>.
   -or-
   Press <DOWN ARROW> to highlight UPC MAINTENANCE and press <ENTER>.
Signing Off of the RF Terminal

Use the following procedure to sign off of the RF terminal.

1. From the RF UPC Maintenance screen, press <FUNC><6>. The RF Menu Screen displays.
2. Select Exit and press <ENTER>.
3. The start up screen displays.
4. Press <PWR>.
5. Return the RF terminal to the cradle to recharge it.

RF UPC Maintenance Tips

This section includes some tips you might find useful when using the RF unit and RF UPC Maintenance application.

- If you don’t use the RF unit for a certain period of time, the RF screen will disappear. To display the screen again, press <PWR>. This is a power saving feature of the RF unit.
- From any RF list screen, such as the RF Menu Screen, use the <UP/DOWN ARROW> keys to highlight the option you want and press <ENTER>.
  -or-
  From any RF list screen, such as the RF Menu Screen, press the number that corresponds to the option you want and press <ENTER>.

Using RF UPC Maintenance

Use the procedures in this section to maintain UPCs with the RF UPC Maintenance application. There are two approaches you can take when maintaining UPCs. You can enter a SKU or you can enter a UPC.

With either approach, the changes you enter are automatically posted to UPC File (Function MUPC). You do not run a report to check or finalize your work.
Maintaining UPCs by Entering a UPC

Use this procedure to maintain UPCs by entering a UPC. You can enter a UPC by typing the UPC or scanning the UPC.

**Tip**

If you are entering data in a field that already has data, type the new information and then press `<CLR>` to clear the field of any of the old information. Pressing `<CLR>` places the cursor back at the beginning of the field so you can check your entry before you press <Enter> and move to the next field.

1. From the RF Menu, select UPC MAINTENANCE and press <ENTER>. The RF UPC Maintenance Screen displays.

   **UPC MAINTENANCE**
   
   **STORE:** 1
   **SKU:**
   **.DESC:**
   **UPC:**

   Your cursor is at the SKU field. The Store field is display only and defaults to the Lockin Store field from Modify Terminal Record (Function MTR). UPCs are system data, not store specific data.

2. Press <ENTER> to move the cursor to the UPC field.

3. At UPC, scan the UPC. Or type the UPC and press <ENTER>. One of the following messages display:

   **THIS UPC IS ALREADY ADDED TO UPC FILE. PRESS <ENTER>.**
   
   --or--
   
   **UPC NOT ON FILE. Y=ADD. N=CANCEL ADD UPC? Y.**

4. If the UPC is on file, press <ENTER>. The screen clears. Repeat the steps, starting at step 2 for the next SKU or UPC you want to maintain.

   If the UPC is not on file, complete one of the following:

   - If you do not want to add the UPC, type N and press <ENTER>. The screen clears. Repeat the steps, starting at step 2 for the next SKU or UPC you want to maintain.
   - If you want to add the UPC, press <ENTER>. The UPC displays on the screen and your cursor is blinking at SKU. Type the SKU and press <ENTER>. 
If the SKU is on file, the screen clears. Repeat the steps, starting at step 2 for the next SKU or UPC you want to maintain.

If the SKU is not on file, a message displays. Press <ENTER>. Type the SKU again and press <ENTER> or press <FUNC><6> to clear the screen and start over. The screen clears. Repeat the steps, starting at step 2 for the next UPC you want to maintain.

**Tip**
When you maintain UPCs with RF UPC Maintenance, the changes you enter are posted directly to UPC File (Function MUPC). You do not have to run a report to check or finalize your work.

### Maintaining UPCs by Entering a SKU

Use this procedure to maintain UPCs by entering a SKU.

**Tip**
If you are entering data in a field that already has data, type the new information and then press <CLR> to clear the field of any of the old information. Pressing <CLR> places the cursor back at the beginning of the field so you can check your entry before you press <Enter> and move to the next field.

1. From the RF Menu, select UPC MAINTENANCE and press <ENTER>.
   
   The RF UPC Maintenance Screen displays.

   **UPC MAINTENANCE**
   
   STORE: 1
   SKU: 
   DESC: 
   UPC:

   Your cursor is at the SKU field. The Store field is display only and defaults to the Lockin Store field from Function MTR. UPCs are system data, not store specific data.

2. At SKU, type or scan the SKU and press <ENTER>.

3. If the SKU is in your Inventory File (Function IMU), the description displays on the screen and the cursor goes to the UPC field. Type a UPC and press <ENTER> or scan a UPC.

   One of the following messages display:
   - THIS UPC IS ALREADY ADDED TO UPC FILE. PRESS <ENTER>.
   -or-
   - UPC NOT ON FILE. Y=ADD. N=CANCEL ADD UPC? Y.

4. If the UPC is on file, press <ENTER>. The screen clears. Repeat the steps, starting at step 2 for the next SKU or UPC you want to maintain.

   If the UPC is not on file, complete one of the following:
   - If you do not want to add the UPC, type N and press <ENTER>. The screen clears. Repeat the steps, starting at step 2 for the next SKU or UPC you want to maintain.
• If you want to add the UPC, press <ENTER>. The UPC and SKU display on the screen and your cursor is blinking at SKU. Type the SKU or press <ENTER> if the correct SKU displays. The screen clears. Repeat the steps, starting at step 2 for the next UPC you want to maintain.

**NOTE**
When you maintain UPCs with RF UPC Maintenance, the changes you enter are posted directly to UPC File (Function MUPC). You do not have to run a report to check or finalize your work.
Chapter 6 – Using Line Buster (RF Point of Sale)

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Overview: Using LineBuster (RF POS)
The following is an overview of how to use the LineBuster (RF Point-of-sale) application.

*Note: These actions take place on the Eagle system. You only need to set this information one time.

1. Complete the options in Options Configuration*
2. Select Point of Sale from the RF menu
3. Complete the POS Constants screen
4. Enter RF POS and sign on
5. Specify the type of transaction
6. If necessary the customer number and job number
7. Post the items
   - Scan the item and enter the quantity being purchased
8. Finish the transaction
   - Press <Enter> twice, and then press <CLR>
Set Up for Line Buster (RF Point of Sale)

Setting Up Security for Users

You can control access to the RF Line Buster application with security bit number 643. To use RF Line Buster, the security bit needs to be added to the user ID for each RF terminal. For more information about adding security to a user ID, see your System Administrator or refer to online help.

Settings in Options Configuration

You should have already established the options for this application. See RF Options in Options Configuration in Chapter 2 for specific information on the options for this application.

RF Line Buster Basics

This section includes some basic information to help you use the RF Line Buster. You'll find the following information:

Signing On to the RF Terminal

Use the following procedure to sign on to the RF terminal.

To sign on:

1. On the PDT8146 and MC9090, click the Start menu and select “Programs” from the drop-down list. (Note: Legacy units begin at Step 3.)

2. From the “Programs” window, select “TelnetCE” to start the application. (Note: Select “TelnetCE” if it appears in the Start menu drop-down list.)

3. On the RF terminal, at the application start up screen, press <ENTER> to connect to the Eagle system.

   The Login Screen displays.

4. At Login, type M and press <ENTER>.

   Depending on your terminal setting, either the SIGNON screen or the RF Menu displays.
5. If the RF Menu displays, you are signed on to RF.
   -or-
   If the SIGNON screen displays:
   1. At Name, type your name and press <ENTER>.
   2. At Passwd, type your password (optional) and press <ENTER>.
      The RF Menu displays. You are signed on to RF.

6. To select the Line Buster application, type 4 and press <ENTER>.
   --or--
   Press <DOWN ARROW> to highlight Point of Sale and press <ENTER>.

Signing Off of the RF Terminal

Use the following procedure to sing off of the RF terminal:

To sign off:

1. From any RF screen, end your session.
   **Note:** Key strokes vary by unit. See RF Key Mapping in Chapter Two for information on your unit.
   The RF Menu displays.

2. Select Exit and press <ENTER>.

3. Return the RF terminal to the cradle to recharge it.
Key Mapping for Line Buster

This section contains information about how to use the RF terminal keys when entering transactions using RF Point of Sale.

To use the RF keys defined in the following table, press the first key listed in the table, release the key, and then press the second key. For example, press `<FUNC>`, release `<FUNC>`, and then press `<6>` to exit the screen. Do not press both keys at the same time.

<table>
<thead>
<tr>
<th>Legacy (LRT3840, LRT3140, and PDT6846)</th>
<th>PDT8146</th>
<th>MC9090</th>
<th>Desired Function</th>
</tr>
</thead>
</table>
| <CTL><1>                               | <Shift><Func><1> | <Shift><1> | DISC PCT  
This allows you to enter a percent discount. Press Control-1 after entering the SKU, but before entering the quantity. |
| <CTL><2>                               | <Shift><Func><2> | <Shift><2> | PREV  
This allows you to access the Review mode to scroll backward through products already entered. To void an item, you must exit the Review mode by pressing `<Func><6>`. |
| <CTL><3>                               | <Shift><Func><3> | <Shift><3> | NEXT  
This allows you to access the Review mode to scroll forward through products already entered. To void an item, you must exit the Review mode by pressing `<Func><6>`. |
| <CTL><5>                               | <Shift><Func><5> | <Shift><5> | Clear Screen  
This clears the current item if it hasn't been posted. |
| <CTL><9>                               | <Shift><Func><9> | <Shift><9> | Void  
This allows you to void a particular item. Note that you can't correct an item; i.e. you can't change its quantity; instead, you must void the item and re-enter it correctly. |
| <Func><4>                              | <Func><4> | <Func><4> | Total Trx  
This totals the transaction. |
| <Func><6>                              | <Func><6> | <Func><6> | Rtn to Post  
This returns you to the posting mode, where you can enter more items, void items, total the transaction, etc. |
| <Func><9>                              | <Func><9> | <Func><9> | Char List  
This displays a list of special characters and their keyboard equivalents, in case you need to type a special character (i.e. an asterisk or a dash). When viewing the Character List, note that `<F>` means "FUNC" and `<S>` means "SHIFT." |
Enter RF Point-of-Sale and Sign On

After selecting Point of Sale from the RF Menu, the POS Constants screen displays:

```
POS CONSTANTS
PRINT TRXS? Y L
PRINTER TYPE : M
DEF TRX TYPE : O
<YES NO>
```

The following table describes each field on the PO Constants screen.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print Trxns</td>
<td>Determines whether to print a copy of the transaction:</td>
</tr>
<tr>
<td></td>
<td>Y To print a copy of the transaction</td>
</tr>
<tr>
<td></td>
<td>N If you do not need to print out the transaction</td>
</tr>
<tr>
<td></td>
<td>R To print a receipt</td>
</tr>
<tr>
<td>Print Trxns (2nd field)</td>
<td>Specify the type of labels you are using:</td>
</tr>
<tr>
<td></td>
<td>L To print large labels</td>
</tr>
<tr>
<td></td>
<td>S To print small labels</td>
</tr>
<tr>
<td></td>
<td>R To print a receipt</td>
</tr>
<tr>
<td>Printer Type</td>
<td>Specify the printer type you are using:</td>
</tr>
<tr>
<td></td>
<td>M model 5033/ENC3</td>
</tr>
<tr>
<td></td>
<td>Q model QL320</td>
</tr>
<tr>
<td>Def Trx Type</td>
<td>Specify the types of transactions you’re creating.</td>
</tr>
<tr>
<td></td>
<td>O to create an order</td>
</tr>
<tr>
<td></td>
<td>E to create an estimate</td>
</tr>
</tbody>
</table>
Sign on and enter customer information

1. From the Signon Info screen, in the NAME field, type your name, and then press <Enter>.

2. In the PASSWD field, type your password, and then press <Enter>.
   
   The TRX INFO screen displays.

3. In the TRX TYPE field to create an order type O, or to create an estimate type E, and then press <Enter>.

4. In the CUST # field, take one of the following actions:
   
   • For a charge customer, type the customer number, and then press <Enter>  
   
   --or--

   • For a cash customer, press <Enter>.

5. In the JOB # field, type the job number (if applicable), and then press <Enter>.

   **Tip**

   Line Buster uses any special pricing that is associated with the customer in Customer Maintenance (MCR).

6. From this screen, Control-8 (or Shift-Function-8 on the Pocket PC) brings up the key list shown below:

   **KEYLIST**

   CTL 5  CLEAR HDR
   CTL 6  RTRN TO HDR
   FUNC 6  RTRN TO CLK
Creating the Transaction

1. To add items to the transaction, type or scan the item, and then enter the quantity being sold.

<table>
<thead>
<tr>
<th>ORD#</th>
<th>1035</th>
</tr>
</thead>
<tbody>
<tr>
<td>C#</td>
<td>5</td>
</tr>
<tr>
<td>LN#</td>
<td>2</td>
</tr>
<tr>
<td>SKU</td>
<td>262048</td>
</tr>
<tr>
<td>Exp</td>
<td>GLD 400 SP # I F</td>
</tr>
<tr>
<td>Cty</td>
<td>1</td>
</tr>
<tr>
<td>Price</td>
<td>1.00</td>
</tr>
<tr>
<td>Total</td>
<td>5.00S</td>
</tr>
</tbody>
</table>

**Note:** If you are typing, press <Enter> to move from field to field.

**Tips**
- Instead of typing the quantity, you can press <Enter> to accept the default of 1.
- You can scan multiple times to increase the qty.
- If any messages display while posting, press <Enter> to clear the message before proceeding.
- <Tab> to the Price field if you want to enter a price.

2. Use the function keys as needed to apply a discount, void a line, etc. See the key list for more information.

**Tip**
To display the Keylist on the RF gun, press Control-8 (or Shift-Function-8 on the Pocket PC).
Completing the transaction

1. To display the Totals screen, press <Enter> twice.

   | TOTAL | 8.47 |
   | TAX  | .48  |
   | SUB  | 7.99 |
   | CUST | 5    |
   | TRX  | 1    |

   **Tip**
   Pressing Clear returns you to the posting screen, in case you have more items to post. You can also press Void at this point if you decide to void the transaction.

2. Press <Enter> again. Then, take one of the following actions:
   - To complete the transaction and print the tag, press <Clear>.
   - To return to the totals screen, press <Enter>.

   | TOTAL | 8.47 |
   | PRESS CLR TO COMPLETE THE TRX |
   | PRESS ENTER TO RETURN TO TOTAL |

3. The customer can now proceed to checkout, where the cashier retrieves the transaction in POS/Order Entry by scanning the barcode while the cursor is in the Customer field.
Chapter 7 - Troubleshooting

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This chapter includes general information and troubleshooting techniques for the RF system. The following sections are included in this chapter:

Error Messages You May Receive
Commonly Asked Questions

Error Messages You May Receive
This section presents information about common error messages and their solutions.

The error message, ACCESS TO RECEIVING IS NOT ALLOWED, displays on the RF system when I select Receiving from the RF Menu. What does this mean?

You do not have security access to RF Receiving assigned to your user ID. Refer to the section, "Setting Up Security," Chapter 3.

Commonly Asked Questions
This section presents the answers to some commonly asked questions about the RF system.

The RF unit does not display the start up screen when I turn it on. What should I do?

Press <ENTER> to connect the RF unit to the Eagle.

How do I correct mistakes in received quantities?
1. Display the item with the incorrect quantity.
2. At RCVD, type the correct quantity and press <FUNC><3>.

The replacement cost does not display on the Purchase Order Detail screen. Why?

You must have security bit 528 assigned to your user ID to view and change replacement cost. Refer to the section, "Setting Up Security," Chapter 3.

Can I post quantities by the purchase units of measure?
Yes. Do the following:
1. Display the item and press <FUNC><1> to change the unit of measure to purchase units.
2. At RCVD, type the quantity received in terms of purchasing units and press <ENTER>. 
Can I change receiving constants after I begin receiving purchase orders?

Yes. From any RF receiving screen, press <CTL><1> on a Legacy unit, <Shift><Func><8> on a PDT8146, or <Shift><9> on a MC9090 to access the Receiving Constants screen.

I cannot remember which keys to use to perform a particular RF function. How can I find out the key sequence?

1. Press <CTL><8> on a Legacy unit, <Shift><Func><8> on a PDT8146, or <Shift><9> on a MC9090 to display the function key list.
2. Highlight the function you want to use and press <ENTER>. The function is completed on the screen you were working on.

Troubleshooting the RF Unit:

To free-up a locked terminal:

There are two options you can use to free up a locked terminal. First, try a hard reboot of the device. If for some reason that doesn’t work, you’ll need to reset the device.

To complete a hard reboot:

There are different ways to complete a hard reboot, depending on the device.

For the Legacy RF guns:
1. Power off the unit by pressing and releasing the <PWR> button.
2. Press and hold <A>, <B>, and <D>.
3. Press and release the <PWR> button.
4. Release <A>, <B>, and <D>.

For the PDT8146 gun:
1. From any screen, simultaneously press the <Func>, <End> and <Lamp> keys.

   Note: The lamp button is the one with the light bulb on it.

For the MC9090 gun:

A hard reboot of the MC9090 is much more involved and should not be attempted. For a “warm” reboot, hold down the <PWR> button for 8 seconds.
To reset the device:
1. From any PC running Eagle, at the Network Access Function, type QUITCRT.
2. Type in the terminal of the RF unit (this is usually 501), and press <Enter>.
3. Type E, and then press <Enter>.

To return to the Pocket PC Mode Start Menu (PDT8146 and MC9090 Only):
1. Using the stylus, on bottom left of screen, on the PDT8146 gun touch TERM, on the MC9090 touch Options.
2. A list of options displays.
3. Press Exit.

To link the RF unit to a printer (PDT8146 and MC9090 Only):
1. Access the RF function, and bring up the first SKU.
2. Scan the item, and a message displays indicating there is no linked printer.
3. Scan the ID barcode on the printer.

This links the RF unit to the printer and allows you to print.
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