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1. Overview RF Unit

**Power On/Off**

The Radio Frequency Unit (RF Unit) is powered-on by pressing the Red Power button on the lower right-hand corner of the unit. If the RF Unit is unused for a period of time it will power-off to conserve battery.

Once powered-on, to connect to the server screen will appear. Hit the **Enter** button to connect to the Master Server.

Scanning buttons are located on the left and right-hand sides as well as a Yellow Trigger button is located on the top of the device which each activates the barcode scanner.

There are 3 models of the RF Unit, please see below to determine which model you have and specific troubleshooting techniques related to that model.

**Storage**

When not in use, ensure that RF Unit is placed back into its base station to recharge. Should the RF Unit battery become completely drained, there is the potential that it will lose its programming. Should this occur please contact the **PharmaClik POS Customer Care** at 1-800-387-6093 option 3.
2. RF Model MC550

This RF unit model has a QWERTY keyboard. The keypad is color coded to indicate which key to press to produce a particular character. The RF unit will default to the letters on keypad.

The **Orange** key on the bottom right will activate the underlying orange key set (Number keypad). Pressing the key once will activate it for a single use. Pressing it twice will enable it in lock mode. Pressing it a third time will disable the lock mode.

For whatever reason the RF Unit stops functioning properly and you need to reset it, **press and hold** the **Power Button** until the main screen appears. This will reset the RF Unit.

If a problem still occurs, please contact the **PharmaClik POS Customer Care** at 1-800-387-6093 option 3.
3. RF Model – Pocket PC

Rebooting the RF Unit Pocket PC

For whatever reason if the RF Unit stops functioning properly and you need to reset it, press and hold the following keys all the same time. The keys are FUNCTION, END, LIGHT. Once all three have been pressed at the same time the RF Unit will reboot itself.

If a problem still occurs, please contact the PharmaClik POS Customer Care at 1-800-387-6093 option 3.
4. RF Model – Symbol Pocket PC 3090

Rebooting the RF Unit Pocket PC

For whatever reason if the RF Unit stops functioning properly and you need to reset it, press and hold the following keys all the same time. The keys are 7, 9, POWER. Once all three have been pressed at the same time the RF Unit will reboot itself.

If a problem still occurs, please contact the PharmaClik POS Customer Care at 1-800-387-6093 option 3.
5. General Instructions for Using RF Unit

1. When you first power on the RF Unit, the unit will prompt you to connect to the Master Server. Press the ENTER button on the units key pad to connect.

   ![Connection to MASTER SERVER has Timed Out](image)

   <Enter> to Connect

2. Once connected, it will request for your user name and password. These are the same user name and password that you use for the Star-Plus menu. Your password has to be entered in Capital letters; you will be required to hit Shift before each letter is entered.

   **Note:** If using the RF Model MC550, ensure that the shift lock is off and double press the orange key twice to use the number keys. To turn off the number keys press the orange key once to go back to type letters.

3. From the Main Menu, select from one of the eight possible functions depending on the required task.

   ![To select one of the options, enter the number beside the option and hit the ENTER key.](image)

   1) Price Verify
   2) Purchase Order
   3) Receiving
   4) Inventory Count
   5) Inventory Adj.
   6) Store Transfer
   7) Pick Order
   8) Pack Away Report
4. At the **Input UPC Code** Screen you can either scan the barcode or type the barcode number using the keypad.

![Input UPC Code Screen](image)

**TIP**

Items may be entered by scanning the barcode or by entering the barcode using the keypad. To enter by the barcode, at the Enter UPC Code start typing all of the barcode except the very last digit (the “check digit”).

When scanning the barcode, the laser beam must be directed across the barcode horizontally, as shown.

![Barcode Laser Beam Diagram](image)

5. When finished entering items in any function, type in “`gb`” or “`end`” to return to the previous screen. Continue until you have reached the Main Menu. Once at the Main Menu, entering either “`gb`” or “`end`” one more time will log you out.
6. Creating Labels with the RF Unit

1. From the RF Unit main screen press the number 1 for Price Verify and press Enter key.

2) Purchase Order
3) Receiving
4) Inventory Count
5) Inventory Adj.
6) Store Transfer
7) Pick Order
8) Pack Away Report

2. When prompted to Enter Promo Event press Enter to bypass.

3. Press the Enter button to bypass the Enter Batch screen.

4. At the Input UPC Code screen, scan the item that the label is for.

5. Once scanned, you will see the display screen with the item name, fineline code, cost, retail and promo price.

6. To order a label hit the “l” button followed by the quantity required (i.e. l2 or l3). For a single label no quantity is required.

   
   To change the retail price before printing a label, enter the letter “r” followed by the new retail. i.e. r1099 or r10.99 to make the new retail $10.99

   
   06454130346 65200 TYLENOL COLD CHEST C
   5.830 9.49 0.00

   To order a single label only enter “l”.

   To order multiple labels enter “l” followed by the number (i.e. l3 for 3 labels).

7. After entering the label quantity press the Enter key.

8. Once finished entering items, exit the RF unit by typing GB and press enter until you have reached the RF Units Main Menu.

9. At the PharmaClik POS computer double click the LABEL PROGRAM from the Product Management menu.
10. Select the **F7-Load Items** from the function bar.

11. Select your Employee code and then select **Load RF Labels** options and press **OK**.

12. Look through the list to ensure that all the correct label formats are selected.

13. Once any corrections have been made, select the **F9-PRINT** from the green function bar. Follow the on screen prompts.
7. Creating a Purchase Order

1. From the RF Unit main screen press the number 2 for Purchase Order and press Enter key.

2. Press 1 for New Order and press Enter.

3. Once prompted to Enter Vendor, type the desired vendor code and press the enter key. (i.e. MED).

4. At the top of the current screen the PO number and Vendor code will be listed. Scan or type in the barcode of the first item.

5. Once scanned, type the desired quantity that is to be ordered. After typing the number, press the enter key and the screen will now display the quantity beside the OQ.

6. Once entering items has been completed, exit out of RF Unit by typing GB and press Enter until you have reached the RF Units Main Menu.

**NOTE:** if you need to change the order quantity, enter the new total amount required, the number beside the OQ should now reflect this change.
7. At the PharmaClik POS Computer double click the **PURCHASE ORDER** function from the inventory Control menu. The **Purchase Order Parameters** screen will now be displayed.

8. At the **Parameters** screen load the PO Number using the lookup button for the P.O. Number field.

9. Click to highlight the PO that was created on the RF, click **OK**.

10. Look through the order to ensure that all the quantities are correct. Click the **F8-Finalize** from the function bar and proceed as usual.
8. Adding Items to a Promotion

Before beginning you will need to create a promo on the PharmaClik POS system if the items are for a new sale. For an existing promo you will require the Promo Code.

1. From the RF Units main screen press 1 Price Verify and press Enter.

2. When prompted to Enter Promo Event, type the code of the promo that you want to add the items into. **NOTE:** You can only be working with one Promo at a time.

3. Press Enter to bypass the Enter Batch screen.

4. At the Input UPC Code screen, scan the item to be added to the promo by pressing any of the trigger buttons.

5. Once scanned, you will see the display screen with the item name, cost, retail and promo price. The default for price for the promo should read 0.00 (**Note:** if it reads a different number that means it is currently on a promotion and that promo name can be found under the retail price).
To enter a promo price for the item press the “p” button followed by the promo price (p749 or p7.49).

```
06454130346  65200
TYLENOL COLD CHEST C

5.830
9.49
0.00

p749_
```

6. After entering the promo price the enter key. The promo price should now show on the right hand of the screen as well as the promo code below the retail price.

```
06454130346  65200
TYLENOL COLD CHEST C

5.830
9.49
MGRSP

7.49
```

7. Once finished entering items into the promo exit out of the RF Unit by typing GB and press Enter until you have reached the RF Units Main Menu.

8. At the PharmaClik POS Menu double click the PROMO MANAGER function from the Product Management menu. The Promo Parameters screen will now be displayed.
9. Select the promo event that all the items were added to and press **OK**.

10. Ensure that all items transferred over correctly. Once done, select the **F8-Finalize** from the blue function bar to save the promo.
9. Performing an Inventory Count

1. From the RF Units main screen press 4 Inventory Count and press Enter.

2. When prompted to Enter Count Set hit the Enter key to bypass if no Count Set was created in Inventory Counting at the PharmaClik POS Computer. If working with a snap shot insert the Snap Shot name at this point.

3. At the Input UPC Code screen, scan the item to be counted.

4. Once scanned you will see the display screen with the item name, On Hand (OH) and Count Quantity (CQ).

   ![Inventory Counting Screen](image)

   Inventory Counting
   06454130346
   TYLENOL COLD CHEST C
   OH .000 CQ .000
   Input Qty, or Scan
   D)Del

5. Type the number of items that have been counted and press the Enter key. The CQ number should now reflect the number you entered. Should you need to add to this number, simply use the letter 'a' with the amount required to be added (i.e. to add another five products to a current count you would type a5 followed by the Enter key to update the count).

6. After counting items has been completed, exit out of the RF unit by typing GB and press Enter until you have reached the RF Units Main Menu.

7. At the PharmaClik POS computer, select the INVENTORY COUNTING program from the Inventory Control section of the Menu. The Inventory Parameters screen will now be displayed. If the count was part of a Snap Shot select the snap shot, otherwise proceed with User Defined.

8. To import the data from the RF unit click the F7-Import from the red function bar

   (NOTE: Clicking the F12 key will change the function bar from blue to red).

9. Ensure that all items imported correctly. Once complete, click the F9-Print and ensure that Report Type is set to Bar Code.
10. Creating a Pack Away Report

A Pack Away Report is to be used for the purpose of packing items away into a bin. The report printed from the PharmaClik POS computer has the ability to print with a barcode so that it can be placed outside the bin and easily counted at year end.

1. From the RF Unit main screen press the number 8 for Reports and press Enter key.

2. Press the number 1 for Pack Away and press Enter key.

3. When prompted to Enter Bin Location enter an appropriate name (i.e. XMAS14 for packing away Christmas stock from 2014). Once inputted, press the Enter key to continue

Enter Bin Location

—

4. At the Enter Bar Code / VIN screen, scan the item to be counted.

Enter Bar Code / VIN

—
5. Once scanned you will see the display screen with the UPC, VIN, Report Description and Packed Qty. Type the quantity is that to be packed away, press the **Enter** button and scan the next item.

```
UPC: 06259815802
VIN: 537647
DESC: XMAS TREE BULB RED
PACKED QTY: 0.00 <Units>
Enter Qty<In Units>
```

**Note:** Should you want to add more additional quantity to a previously counted item, simply enter the additional quantity and hit **Enter** the two numbers will be added together. (i.e. to add an additional 5 units to the previous counted total, simply type in 5 and hit the **Enter** button.

6. Once all items have been counted, exit the RF Unit by typing **GB** and press **Enter** until you have reached the RF Units Main Menu.

7. Double click the **PACK AWAY REPORT** from under the Product Reports section of the PharmaClik POS Menu. Click the **Next** button to continue.

8. Select the Bin that you had placed all your items in and click the **Next** button.
9. Click the **Print Scannable Bar Code** check box and click the **Print** button to print the final report.
11. Receiving

1. From the RF Unit main screen press the number 3 for Receiving and press Enter key.

2. Select option 1 for Receive All and press Enter.

3. Select option 3 for Enter Vendor and press Enter.

4. Type in the vendor code eg. PEP for Pepsi and press Enter.

5. Type in Invoice number and press Enter.

6. Press Enter to bypass Promo Event.


8. Select 1 RCEIV to start receiving items and press Enter.

9. At the Scan UPC screen, scan the first item to be received.

10. Once scanned, enter the received quantity (i.e. 12) and then press the Enter key. If you make a mistake, enter the new quantity and press Enter.

<table>
<thead>
<tr>
<th>REC #2</th>
<th>PEP</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 QUIT</td>
<td>1 RCEIV</td>
</tr>
<tr>
<td>2 RTURNS</td>
<td>3 FREE</td>
</tr>
<tr>
<td>4 REVIEW</td>
<td>5 TOTAL</td>
</tr>
<tr>
<td>6 PRINT</td>
<td>7 QTOTAL</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PO #</th>
<th>Vendor Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice #</td>
<td></td>
</tr>
<tr>
<td>UPC</td>
<td></td>
</tr>
<tr>
<td>Product Description</td>
<td></td>
</tr>
<tr>
<td>Q – Qty Order (if in a PO)</td>
<td></td>
</tr>
<tr>
<td>R – Received</td>
<td></td>
</tr>
<tr>
<td>DC – Deal Cost</td>
<td></td>
</tr>
<tr>
<td>PPA – Price Allowance</td>
<td></td>
</tr>
<tr>
<td>&lt;C&gt; - Receiving Cost</td>
<td></td>
</tr>
</tbody>
</table>

| PO 2 From PEP |
| Inv. # 123456 |
| 06900000984 |
| PEPSI |
| BASIC INV CONTROL |
| O 0.000 R 12.000 |
| DC: 0.000 |
| PPA: 0.000 |
| <C>OST 3.170 |
| Input/Scan Qty <D>el |
| 12 |
11. Once you have entered the received quantity, enter the received Unit **Cost**, if different from that displayed on the screen. To do so, type the letter C followed by the cost (i.e. C3.20) and press the **Enter** key. Cost must be entered with 3 decimal places or a decimal. For example, if the cost is $1.50 you must enter c1500 or c1.50.

12. Scan each of the remaining items to be received, entering received Unit Quantity and received Unit Cost for each item from the invoice.

13. When you have received all items from the invoice, type gb (GO BACK) and press **Enter**. SCAN UPC will be displayed on the screen. Type gb, and press **Enter**, again. Continue to type gb and press enter until you are at the RF units main menu.

14. At the PharmaClik POS Computer double click the Receiving Inventory function from the Inventory Control menu. The Receiving Parameters screen will now be displayed.

15. In the Vendor field, type the vendor code. For example, PEP for Pepsi.

16. Type the invoice number in the Invoice Number field and Click OK.
17. From the Receive Inventory screen, click the F6 Import button.

18. Click OK on the Import from PDA/RF complete message. The items you scanned into the RF unit will be loaded into the Receiving screen.

19. Look through the order to ensure that all the quantities are correct. Click the F8-Finalize from the function bar and proceed as usual.
12. Inventory Adjustment

1. From the RF Unit main screen press the number 5 for Inventory Adj. and press Enter key.

2. Type your Reason Code for adjusting the inventory and press Enter.
   Note: Reason Codes are created in the Reason Code Editor in PharmaClik POS.

3. The Input UPC Code prompt will appear. Scan the barcode of the product to be adjusted.

4. Once scanned, the screen will display the item description, On Hand (OH) and COST.

   | Inventory Adj.  |
   | RC 01          |
   | 06454130346    |
   | BABY SHAMPOO 300ML |
   | OH 0.000 COST 0.000 |
   | Q>Qty, C>Cost  |
   | R>Reason or Scan|

5. Press the letter Q followed by the number of units counted. (i.e Q6). The OH number should reflect the number you entered. Should you need to correct this number, simply press the letter Q and enter the new number to replace what is currently there.

   | Inventory Adj.  |
   | RC 01          |
   | 06454130346    |
   | BABY SHAMPOO 300ML |
   | OH 6.000 COST 0.000 |
   | Q>Qty, C>Cost  |
   | R>Reason or Scan|

6. If the Cost is 0.00, type the letter C followed by the unit cost, and then press the Enter key.
The cost must contain the decimal point of 3 decimal places. For example, if the cost is 2.10, you must type C2.10 or C2100 (extra zero at end).

7. If you need to change the Reason Code, type the letter R followed by the correct reason code.
8. Continue scanning items and entering the Quantity on Hand (OH) and cost until you have completed counting the section.

10. Once all items have been counted, exit the RF Unit by typing **GB** and press **Enter** until you have reached the RF Units Main Menu.

11. Inventory Adjustments will be updated automatically in Product Manager. The Reason, as well as your Employee Code will be recorded with the adjustments in the Audit Trail.