

Biztracker Windows Mobile Assistant®



Using the Biztracker Windows Mobile Assistant (**BWMA**) along with the Biztracker Point of Sale can make your Retail / Wholesale operations the best in the world. With the BWMA, your productivity, your employee's productivity and customer satisfaction will sky rocket.

Below you will find the hardware and software requirements needed for the operation of the BWMA. Also below will be detailed instructions for setup and usage.

SOFTWARE LICENSE AGREEMENT

LICENSE

PLEASE READ THIS LICENSE AGREEMENT ("AGREEMENT") CAREFULLY. BY AGREEING TO THIS LICENSE AGREEMENT, YOU ARE AGREEING TO BE BOUND BY THE TERMS OF THIS AGREEMENT. IF YOU DO NOT AGREE TO THE TERMS OF THIS AGREEMENT, PLEASE RETURN THIS UN-LOCKED SOFTWARE TO BIZTRACKER SOFTWARE FOR A REFUND.

RESTRICTED USES

Biztracker Software grants to you to use ONE copy of the software program (the "SOFTWARE") and related material delivered with this AGREEMENT. Biztracker Software retains the copyright protection of the SOFTWARE. Under copyright laws, you agree not to transfer the SOFTWARE in any form to any party without prior consent of Biztracker Software. Further, you agree that copies of the SOFTWARE shall be made only for backup or archival purposes. You may not copy the written material accompanying the SOFTWARE. You may not rent, give away, transfer ownership, or lease the SOFTWARE without written permission from Biztracker Software, Inc. You may not alter, de-compile, reverse engineer, disassemble, or even reverse translate, or in any other way derive source code from the SOFTWARE. Biztracker Software warrants the physical media on which the SOFTWARE is distributed to be free from defects and shall replace any such media free of charge. Screens, methods, manuals, databases, tables and specifications are subject to change without notification or warranty.

WARRANTY PERIOD

BIZTRACKER SOFTWARE PROVIDES THE SOFTWARE **AS IS** WITHOUT WARRANTY OF ANY KIND, EITHER EXPRESS OR IMPLIED, INCLUDING THE IMPLIED WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE OR MERCHANTABILITY. IN NO EVENT SHALL BIZTRACKER SOFTWARE BE LIABLE TO YOU OR YOUR COMPANY FOR ANY DAMAGES INCLUDING ANY LOSS OF PROFITS, LOSS OF SAVINGS OR OTHER INCIDENTAL OR CONSEQUENTIAL DAMAGES ARISING OUT OF THE USE OR INABILITY TO USE THIS SOFTWARE FOR ANY PURPOSE. SOME STATES DO NOT ALLOW THE EXCLUSION OF IMPLIED WARRANTIES SO THE ABOVE LIMITATIONS MAY NOT APPLY TO YOU. IN SUCH CASE BIZTRACKER SOFTWARE LIABILITIES SHALL BE LIMITED TO A REFUND OF THE PRODUCTS PURCHASE PRICE MINUS A SUBSTANTIAL RESTOCKING FEE.

Once an unlock code is given from Biztracker Software, you must backup your data files to protect your rights to run this software. If a second unlock code is needed, you will be

charged for another copy of this software. Once software has been registered or if you have bought a DONGELED version, there is no refund and all sales are final. Check your company information closely to ensure that this is the way you want all headers on receipts and invoices to appear. Once an unlock code is given, you cannot change your company name, street, city, state or zip code without another unlock code. If you have sent in the registration sheet to Biztracker Software, you may have an address change, for a fee, if you have moved and you sign an affidavit that the original unlocked address is no longer in use. Once an unlock code is given, under no circumstances will a second unlock code be given for the same serial number without an additional charge equal to another software package.

OVERVIEW

Using a PDA (Personal Data Assistant) with Pocket PC or Windows Mobile operating system and with WI-FI (wireless) connectivity, you can use the BWMA software to do such things as;

- Look up, Edit and Add new Inventory
- Adjust Inventory Counts
- Create invoices for customers
- Receive from a Non-Purchase Order
- Create and / or edit a Purchase Order
- Receive from a Purchase Order
- Print barcodes

Using the wireless capability of the PDA and **Terminal Services** built in Windows XP Professional or MS-Server 2000 or MS-Server 2003, the BWMA can directly manage and update the data files used by the Biztracker Point of Sale system.

EQUIPMENT / SOFTWARE NEEDED

The following equipment and software is needed for use of the BWMA system.

- PDA - Personal Data Assistant
 - Pocket PC or Windows Mobile Operating System
 - WI-FI wireless capability
 - Barcode scanner recommended by not required
 - BMWA software
 - An unlock code from Biztracker Software, Inc. for BMWA
- An unlocked version of Biztracker Point of Sale system
- A computer networked and using either Windows XP Professional or Windows Server.
- A Wireless point on your network to access from the PDA

HARDWARE SETUP

A note on this hardware and software setup- to a person very familiar with Windows, File Servers, Networking, Wireless Points and the use of Terminal Services- this is a fairly simple thing to set up. If you are not familiar with setting up a system like this, **DO NOT CALL US FOR SUPPORT**. This is too complicated for our support staff to walk an unfamiliar novice through on setting up over the phone. Hire a professional or get a college kid with computer knowledge to come out and help you. We also have training classes or can send a technician out to help you for a reasonable fee.

Once setup and operating, the BMWA is very easy to use.

TERMINAL SERVICES SETUP

Server 2003

http://www.microsoft.com/windowsserver2003/docs/_Toc23240166

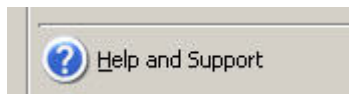
The link above will take you to the Microsoft site for setting up Terminal Services on Windows Server 2003. For Windows Server 2000 – go to the Microsoft website for more information on setting up Terminal Services.

Up to eight (8) PDA's may run off a true server with Terminal Services running. Check for your licensing structure with Microsoft so you do not violate any license restrictions Microsoft may imply.

Windows XP Professional

We recommend you have a networked setup containing a computer with Windows XP Professional on it. Your PDA will take over this computer using Terminal Services along with Remote Desktop and from your PDA. You will actually be running the software on the XP machine from your PDA.

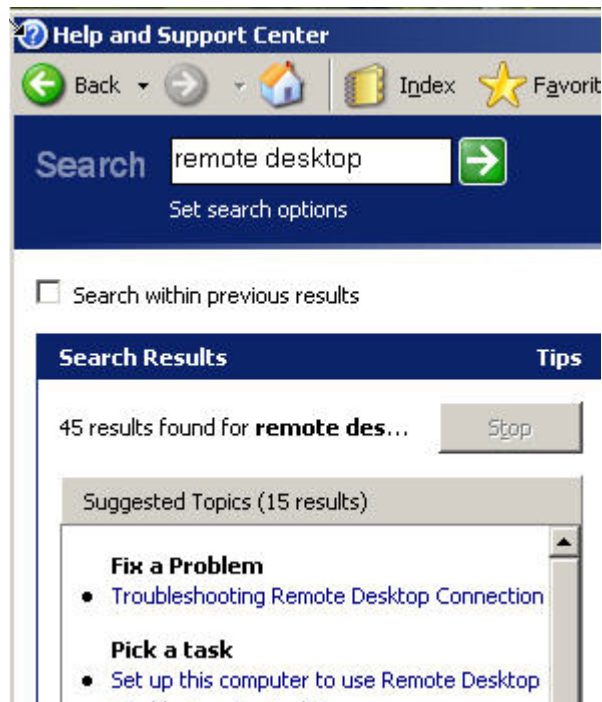
To allow this XP machine to act as a Remote Desktop, go to your Windows Start button and click on the Help and Support icon.



Then in the search window type Remote Desktop and then click the Green Arrow.

The screen below will now pop open, click on the first line under Pick a Task.

Follow these directions for setting this XP machine to allow access to itself from a PDA.



You can test your Remote desktop by logging in from another computer on your network. From a different computer, you should be able to overtake the XP machine running the remote desktop.

Once you have your XP machine configured to allow Remote Desktop, make sure your Wireless Point is setup on your network and operating correctly. You should now be able to take your PDA and access the Desktop on the XP machine using Terminal Services through the Wireless Point.

Again, all of the above is set up through Windows. If you need help, **CALL A LOCAL PROFESSIONAL**. This is too complicated for our support staff to help you over the phone if you are having problems up to this point.

We suggest setting your XP or Server to Classic mode through the display settings, this makes the title bar smaller and easier to use on the PDA

INSTALLING BMWA

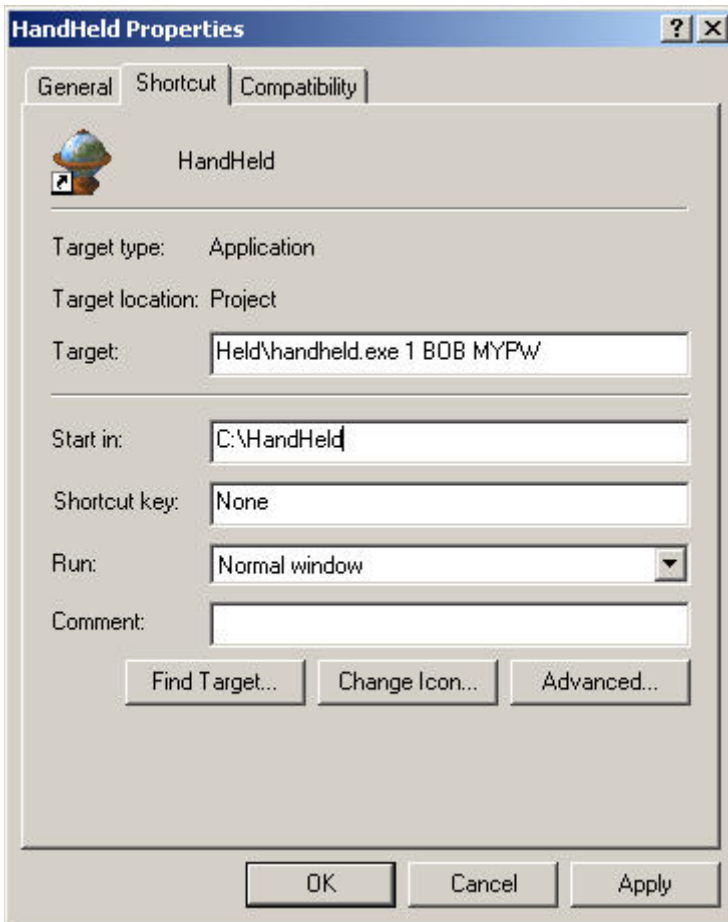
On any XP or Server computer you are using as a Remote Desktop, install the Biztracker Point of Sale. Make sure you can bring up the POS and access the data on the server or computer holding the data for the Point of Sale. This is usually done by mapping a drive and starting the Point of Sale.

Once the Point of Sale on this server or XP computer can access the POS data, you will be ready to start using your PDA in wonderful ways never imagined.

On this same computer, make a folder called Handheld. Copy all the files from the same folder on our CD into the folder you just created.

Once these files are copied to the Remote Desktop computer, through Windows Explorer, find the file called HANDHELD.EXE. Right click on the file and go down to the option Send to and then Send to Desktop. This will create an ICON on your desktop for accessing the Handheld (BMWA) software.

Right click on the icon to set any defaults to make it easier to log in from your PDA. Below we added the PDA number **1** then the User code **BOB** and then his password of **MYPW**.



These parameters must be in this order with a space between them (no space in a parameter). If you leave off the password parameter, this will have to be entered when logging in. If you leave off the user code, the user code and password will have to be entered at log in time. You may also leave off the PDA number.

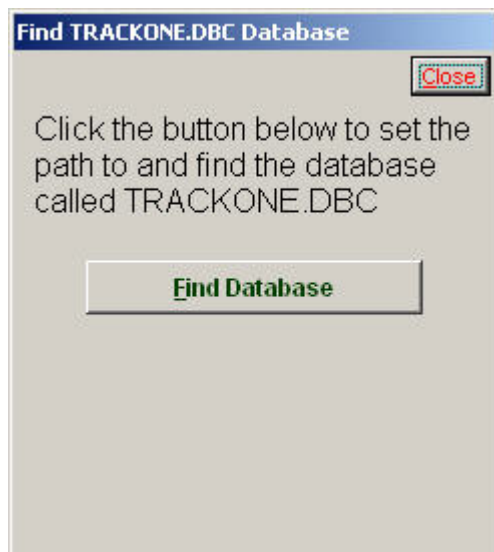
User Code and Password is determined by the settings found within the Point of Sale. If you are not entered as a clerk within the Point of Sale, you **CANNOT** log into the PDA and BMWA software.

RUNNING BMWA THE FIRST TIME

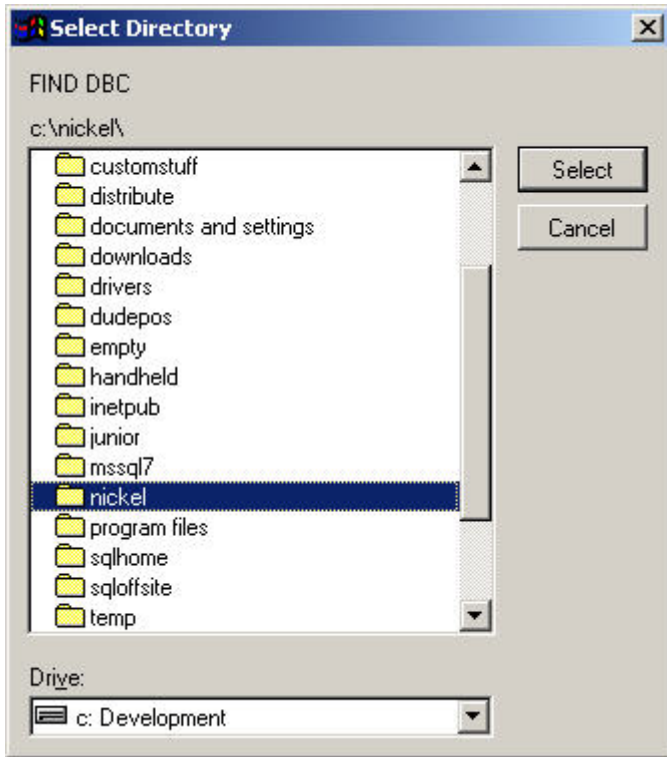
You may run the BMWA software from the XP or Server to set up settings and any other functions found within the BMWA software.

You would have been sent a file called **HANDHELD_CODES.DBF** from Biztracker Software, Inc. This file must match your NSI unlock serial number associated with your Point of Sale. This file also determines the number of PDA's you are licensed to use. Any attempt to modify or adjust any fields within this file by you will make it inoperable.

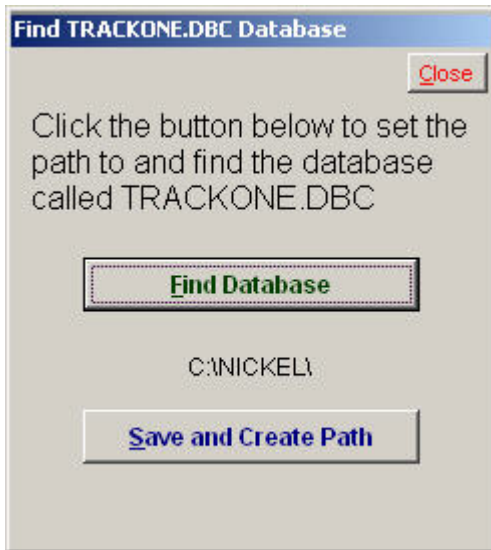
The first time you run the BMWA, you will be asked to find the data folder holding the data for the Point of Sale. This is usually the **NICKEL** folder. You may have a mapped drive to this folder.



Click the Find Database button to find the folder containing the file called TRACKONE.DBC



Once you have found the folder holding the data, click on the Save and Create Path. If you ever need to force a change in this path, erase the file called **HHREMOTE.DBF**. Once erased, the above screens will open again asking for the new path. There is also a place in SETUP within the program to erase this path.



You will be required to sign in again once you select the path. You'll be prompted to Restart to Save Settings. Do NOT restart your computer.

USING THE BMWA

SIGNING-IN

Click on the handheld.exe icon you just created. The count of PDAs that you are licensed to use will show up on the first sign in screen. Select which PDA you are working from. If someone else signs onto this same Hand Held# from another PDA, you will be knocked off of your PDA.

Enter your user code and password as setup within the Point of Sale. Now click the Sign-On button.



The screenshot shows a dialog box titled "Sign-On - Hand Held Counts: 3". It contains the following fields and buttons:

- Hand Held#:** A dropdown menu with the value "1" selected.
- User Code:** A text input field containing "ABC".
- Password:** A text input field containing five asterisks "*****".
- Buttons:** A "Quit" button in the top right corner and a "Sign-On to the PDA - POS System" button at the bottom.
- Logo:** The Biztracker logo is displayed at the bottom, with the tagline "point-of-sale e-commerce software".

MAIN MENU SCREEN



ADD – EDIT – DELETE INVENTORY

The first button on the Main Menu screen will take you to the screen below. From this screen you can Add inventory, Edit certain fields within the inventory or delete inventory items.

You can do an inventory search using the barcode scanner on the PDA or by hand entering the barcode, sku, description, vendor part number, alternate vendor part number or alternate ID. This will jump you to the next screen if that item exists within the Point of Sale database.

You can click the **Add New Item** button to add a new item from the screen below. If you do a scan and do not find an item, you can hit Add and it will default to that barcode on the new item.

You can also click the binoculars to go to a grid screen similar to the ones in the Point of Sale.



Once the inventory screen is opened, you can then use the buttons at the top of the screen to Add, Edit, Delete or Close the screen. Notice the two buttons change to Save and Cancel if you Add or go into Edit mode.

Please note all rights for performing these actions are the same as what is set up in your Point of Sale. A full history of changes can be seen in the Point of Sale.



Biztracker Windows Mobile Assistant

The screenshot shows the 'Inventory' screen for a 'Cherry Keyboard'. At the top, there are buttons for 'Add', 'Edit', 'Delete', and 'Close'. Below these is a text field containing 'Cherry Keyboard'. The screen displays several fields for item details:

SKU:	CHERRY
BarCode:	199801013932
On Hand:	1,012.00
Price A:	133.80
Price B:	150.00
Price C:	125.00
Cost:	250.0000
On Order:	0.00

On the right side of the screen, there are several icons: a paint bucket, a striped button, and two arrow buttons (left and right). On the left side, there are icons for a red high-heeled shoe and a pair of binoculars.

Clicking the Note button can see the Notes field. If no notes exist on this item, the Notes button does not appear.

The Paint Bucket button will be visible and show any picture if it is available. (see above)

You can jump to a Grid screen by clicking the striped button.

The arrow buttons scroll forward and backward through the inventory data.

The binoculars button opens the search screen once again for another inventory search.

The screenshot shows the 'Item: Flannel Shirt' screen. At the top, there is a 'Close' button. Below it are two tabs: 'Print' and 'No-Show'. The 'Print' tab is selected, and the note text is visible in a scrollable area:

Wash only in warm water, use no bleach.

When viewing the notes on an item, the tab heading will say **Print** if this note prints on an item at invoicing time or will say **No-Print** if not.

Biztracker Windows Mobile Assistant

The second tab will say **Show** or **No-Show** if this note pops open on the invoice screen at invoicing time.

No editing is allowed in the notes field from the PDA.



Below is the Grid search screen. To change order and search priority of fields, click on the column header. Notice it turns red when doing this.

A screenshot of a mobile application window titled "Inventory Grid". It features a search bar with a "Close" button. Below the search bar is a table with three columns: "Description", "SKU", and "arcod". The "Description" column header is highlighted in red. The first row of data is highlighted in green.

	Description	SKU	arcod
	3 Hole Punch	0011002	46183
	Ash Tray Tray Thing	ABC0012345	19971
	Bathing Suit	DSCNTR	66611
	Beer	BEER	66610
	Bicycle	BIKE	66610
	Big Bertha	GOLF01	66610
	Big Bertha Irons	GOLF02	66610
	Bike Frame	BIKEFRAME	66610
	Blank CD	SRN	66610
	Boat	BOAT	66610
	Boccoli	6661064	66610

ADJUST INVENTORY QTY ON HAND

If you are taking Inventory, this is the screen you want to use.

Biztracker Windows Mobile Assistant

The screenshot shows a 'Take Inventory' window with a search bar containing 'CHERRY'. Below the search bar is a numeric keypad and a 'Begin Searching' button. The quantity field is set to 1013. The results display 'Cherry Keyboard' with SKU: CHERRY and Barcode: 199801013932. A button at the bottom is labeled 'New Qty On Hand Cnt'.

The screen above shows that this is the first scan of this item.

The screen below screen shows that this item has been scanned once and asks if you want to **Add** the new count to the previous scanned number entered in the screen above.

The screenshot shows the same 'Take Inventory' window. The search bar still contains 'CHERRY'. The quantity field is now 0. The results display 'Cherry Keyboard' with SKU: CHERRY and Barcode: 199801013932. A new line of text is added: 'PREVIOUS SCAN CNT: 8'. A button at the bottom is labeled 'Add above Amount to Qty'.

The above two screens will fill in the screen below found within the Point of Sale. Once you are done scanning with the PDA's, you must then go to the Point of Sale to print and / or post any changes you have made.

Biztracker Windows Mobile Assistant

Filters			Adjustments			
Barcode	SKU	Description	OrgOnHand	Used Since	Now On Hand	Counted
0011003	0011003	Waste Basket	1000.00	0.00	1000.00	243.00
0011007	DEPART01	Lotto Tickets	1000.00	0.00	1000.00	1458.00
19971226461	ABC001	Ash Tray Tray Thing	946.95	0.00	946.95	2653.00
19980126064	HITEST	Gasoline 92 Oct	1006.00	0.00	1006.00	254.00
20033810233	003381	Network Card	34.00	0.00	34.00	55.00
46183144135	0011002	3 Hole Punch	999.00	0.00	999.00	998.00
6661074	6661074	Ketchup	1000.00	0.00	1000.00	572.00
6661083	6661083	Jacket	1000.00	0.00	1000.00	254.00
6661095	6661095	Necklace	1000.00	0.00	1000.00	463.00
6661099	GIFT03	Magnet	1000.00	0.00	1000.00	547.00
6661107	TUTUION	Tutuion	1000.00	0.00	1000.00	550.00
6661147	GC	Gift Card	0.00	0.00	0.00	254.00

Buttons: Delete Highlighted Row, Match Counted With Now On Hand, Zero Out All Counted, Print Variance Report, Create A History Record Of Changes (checked), Post To Inventory, Order (Barcode selected), Close.

To get to the above screen within the Point of Sale – refer to the Menu map below.

Menu Structure:

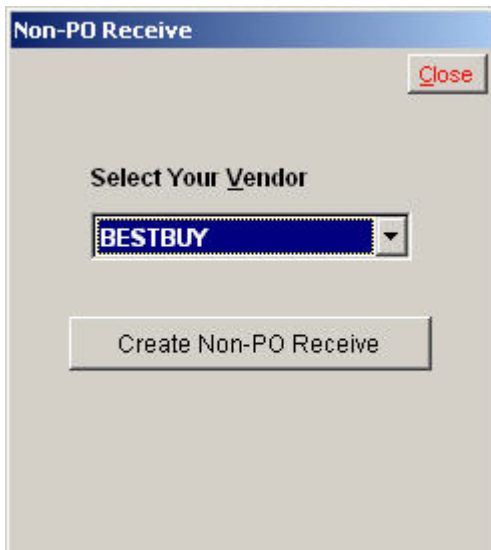
- File
- Inventory
 - Inventory Screen
 - Kwik Price
 - Adjustments
 - Verify Inventory Counts (highlighted)
 - Adjust On Hand Quantities
 - Manager's Specials
 - Discounter
 - Import / Export / Update
 - Shipping
 - Receiving
- Sales
- Vendors
- Reports
- Help

RECEIVE FROM A NON-PO

With the PDA, you can do a Non-PO receive. If a Non-PO receive is not already open and active, you will have to select the vendor you are receiving from. This vendor list is provided to the PDA from the vendors' setup within the Point of Sale.



Once you have selected your vendor, click the Create Non-PO Receive button. Please note this button does not show until a vendor is selected as shown in the screen above.



Once a vendor is selected, the screen below will open. The screen below will also open if a current Non-PO is active.

Scan the item that you are receiving.

Biztracker Windows Mobile Assistant



Non-PO Receive - PO#: 1040

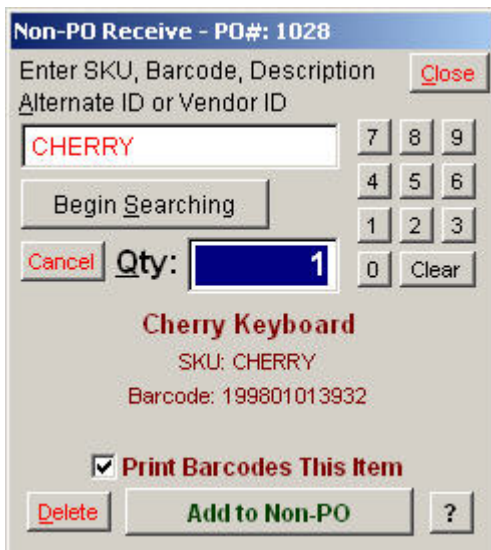
Enter SKU, Barcode, Description Close

Alternate ID or Vendor ID

Begin Searching 

?

Once the item is located within the inventory, you can key in how many came in within the screen below.



Non-PO Receive - PO#: 1028

Enter SKU, Barcode, Description Close

Alternate ID or Vendor ID

CHERRY 7 8 9

Begin Searching 4 5 6

Cancel Qty: 1 2 3

0 Clear

Cherry Keyboard

SKU: CHERRY

Barcode: 199801013932

Print Barcodes This Item

Delete Add to Non-PO ?

If an item was previously keyed in, the screen below will show this and then you can **Add** the new count to the count previously added. It does NOT overwrite the old count.

More information is available within the POS manual for receiving inventory on a Non PO.

Biztracker Windows Mobile Assistant

Non-PO Receive - PO#: 1040

Enter SKU, Barcode, Description Close
Alternate ID or Vendor ID

CHERRY 7 8 9
4 5 6
Begin Searching 1 2 3
Cancel Qty: 1 0 Clear

Cherry Keyboard
SKU: CHERRY
Barcode: 199801013932
PREVIOUS SCAN CNT: 1
 Print Barcodes This Item

Delete Add to Non-PO ?

You have the option of canceling this particular scan by hitting the Cancel button.

You can delete this item from this scan or any other previous scan from the Non-PO Receive.

The Question mark button shows a little bit of information on the vendor just to verify you are actually working with the correct vendor.

Non-PO Receive - PO#: 1040

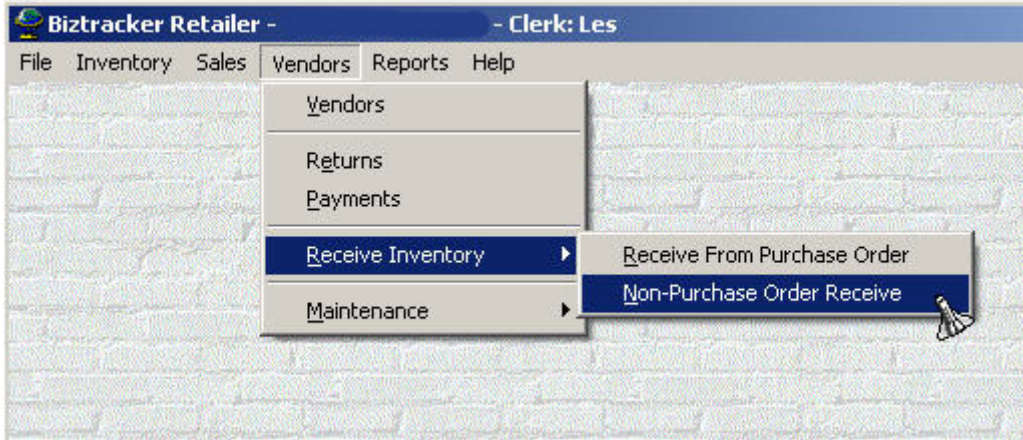
Biztracker Retailer

Vendor Information Close

SEARS
SEARS
Sears, Inc.
234 Haymarket St.
Chicago
IL 34532
Phone: (345) 345-4543

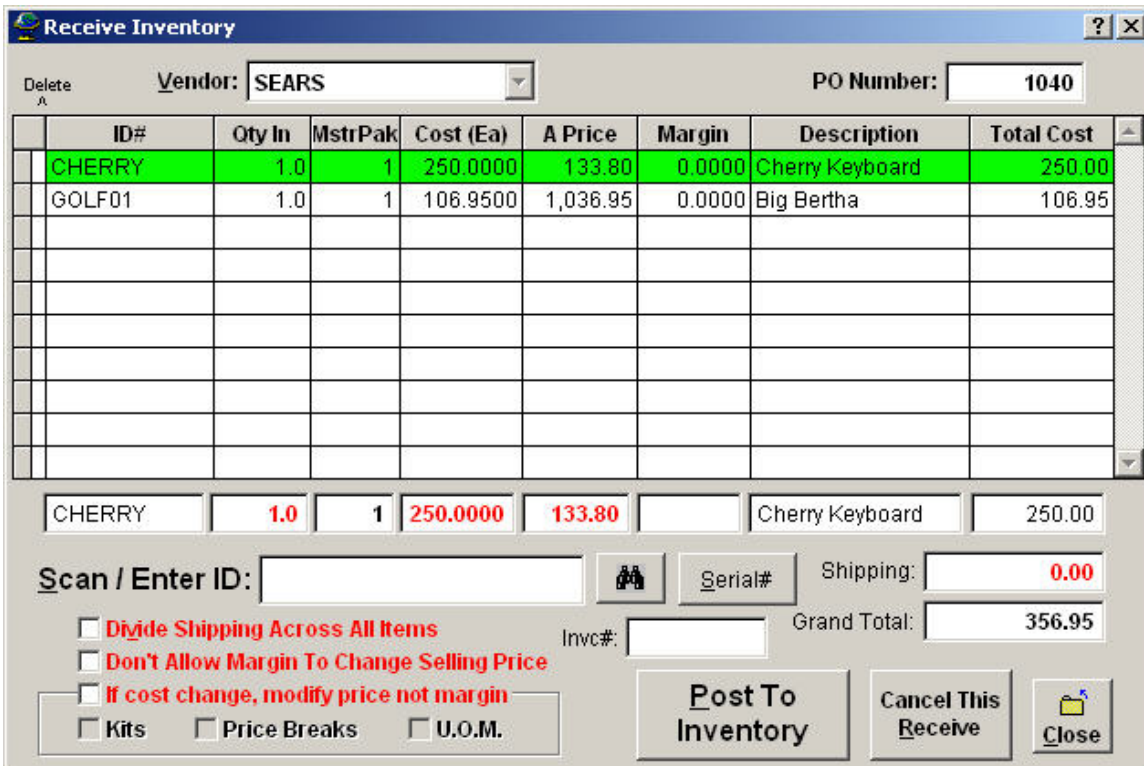
Once you are done receiving with the PDA, go into the Point of Sale; follow the menu map as shown below.

Biztracker Windows Mobile Assistant



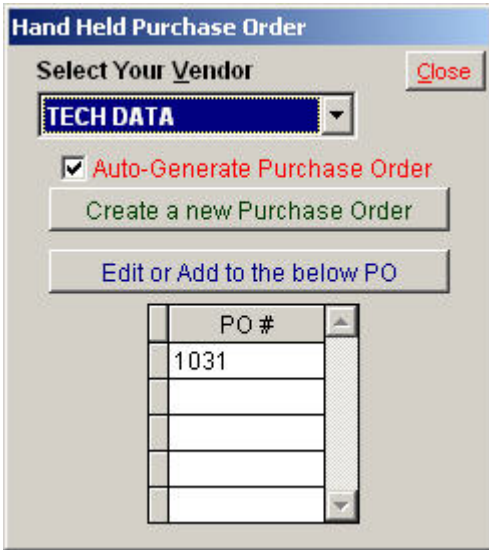
This will bring you to the Non-PO screen as shown below.

Please not on any version of Biztracker Point of Sale Lake 6.0 or earlier, you **CANNOT** be in the NON-PO screen while a PDA is doing Non-Pos. This has been changed in Lake 7.0.



CREATE / EDIT PURCHASE ORDER

You can create or edit a saved PO from the Main screen. You can have the PDA PO self-generate just like the PO screen within the Point of Sale. Once a vendor is selected, if they have any open saved POs, you may select from the list and edit or add to the PO.



Hand Held Purchase Order

Select Your Vendor Close

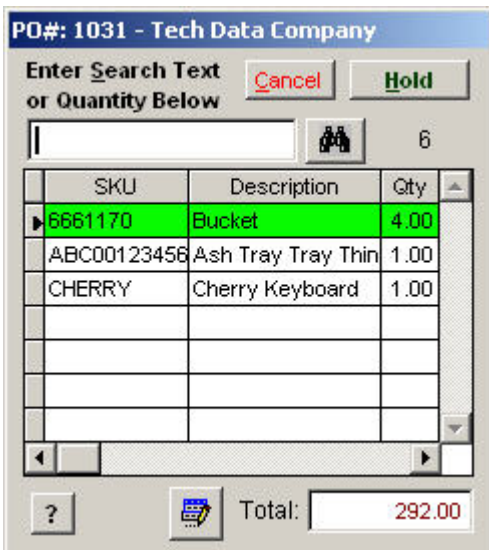
TECH DATA

Auto-Generate Purchase Order

Create a new Purchase Order

Edit or Add to the below PO

PO #
1031



PO#: 1031 - Tech Data Company

Enter Search Text Cancel Hold
or Quantity Below

6

SKU	Description	Qty
▶ 6661170	Bucket	4.00
ABC00123456	Ash Tray Tray Thin	1.00
CHERRY	Cherry Keyboard	1.00

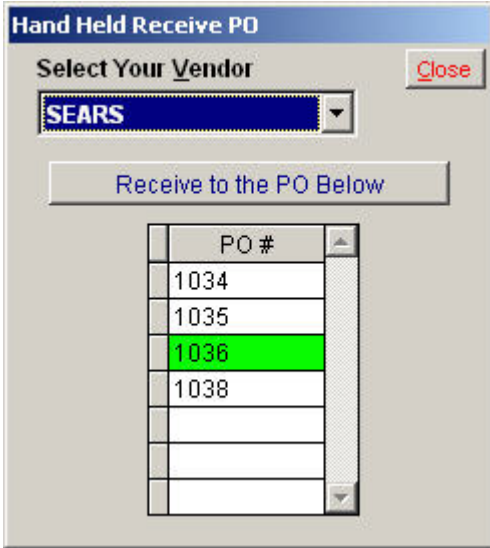
? Total: 292.00

When a PO is put on Hold, this is the same as Saving a PO within the Point of Sale.

You MUST go into the Point of Sale to Process the PO before you can receive against it.

RECEIVE FROM A PURCHASE ORDER

Select the vendor and the PO number you want to receive against when inventory arrives.



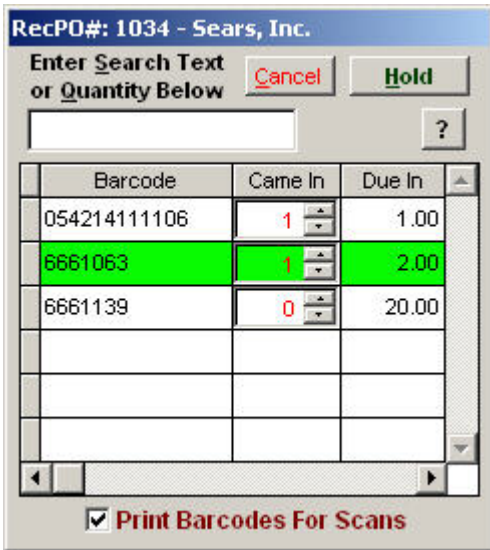
Hand Held Receive PO

Select Your Vendor Close

SEARS

Receive to the PO Below

PO #
1034
1035
1036
1038



RecPO#: 1034 - Sears, Inc.

Enter Search Text or Quantity Below Cancel Hold

?

Barcode	Came In	Due In
054214111106	1	1.00
6661063	1	2.00
6661139	0	20.00

Print Barcodes For Scans

As you scan items, the proper counter will increment. You may also enter a quantity and then scan an item. You may also use the spinners to increment the counters.

Which ever method you use will cause barcodes to print if this item needs a barcode. See further into this manual for setting up barcodes and barcode printing.

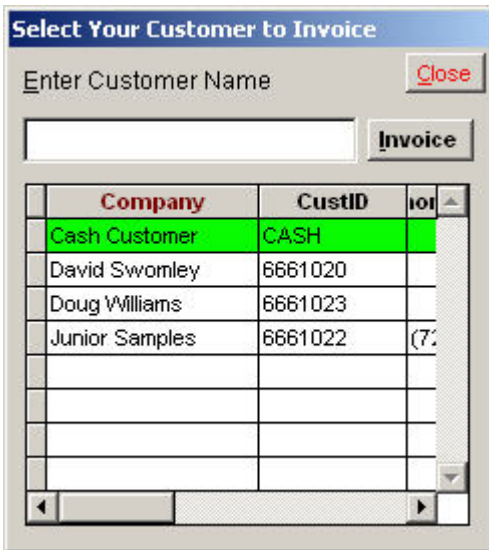
INVOICING A CUSTOMER

You can do sales to the CASH customer or to a particular customer.



CASH sales jump directly to the Invoicing screen.

Select a customer as shown below to sell to a particular customer.



Once the invoice screen is open, it works very similar to the Invoice screen found in the Point of Sale. Serial numbers, Units of Measure, Substitutes and all other sub-screens will open when necessary.

Inv#: 20129 - Cash Customer

Enter Search Text or Quantity Below Cancel Hold

(0)

SKU	Description	Qty

? Total:

You may click on the Edit button when an item is high-lighted to edit any fields as necessary. All rights apply for this clerk concerning any editing.

Inv#: 20133 - Cash Customer

Edit SKU:

Ash Tray Tray Thing9 Save

Qty: Cancel

Each: MO Delete

Tax: Clear Tax

Total:

%Discount: MO

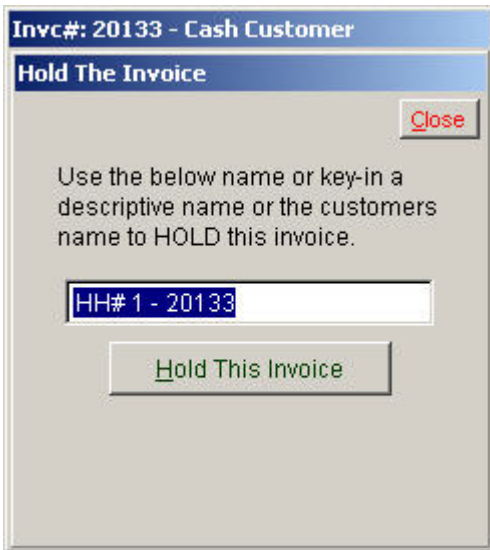
Qty On Hand: 953.95
Available: 952.95

If an MO button appears, this means this clerk needs a Manager's override to edit this field. See screen below.



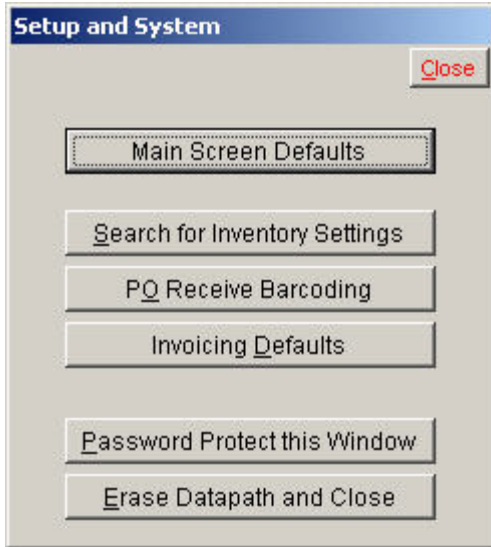
Once an invoice is complete, click the HOLD button and the below screen will pop open. You may accept the default description or key in your own description of the customer.

Once this invoice is placed on Hold, the customer may walk to the counter and the invoice is pulled up using the Hold button from any of the Invoicing screens found in the Point of Sale. You will then total out and the customer pays for his items at this time.

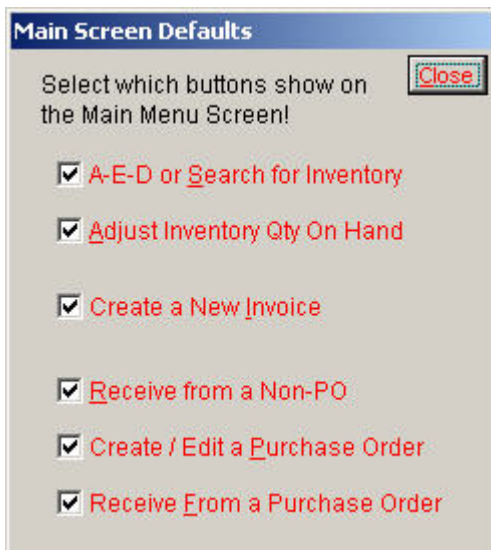


PDA SYSTEM SETUP

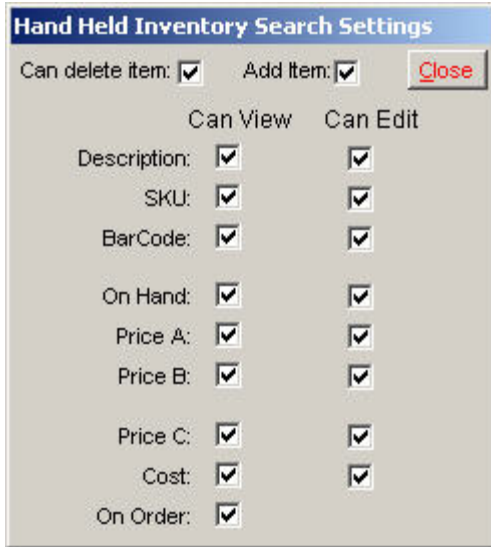
You can perform the options below within the Setup area.



You can determine which buttons are available on the PDA through the screen below. This setting applies to all PDAs.



The screen below sets the defaults for the inventory screen within the Inventory search screen. These settings apply to all PDAs.



You can set up a barcode printer on your network and the PDA can access it for printing while doing a receive on a PO or a Non-PO.

You can use a wireless point printer port or a computer in the local area network. There is no limit on the setup of the barcode printer configuration.

A note on this hardware and software setup- to a person very familiar with Windows, File Servers, Networking, Wireless Points and the use of Terminal Services- this is a fairly simple thing to set up. If you are not familiar with setting up a system like this, **DO NOT CALL US FOR SUPPORT**. This is too complicated for our support staff to walk an unfamiliar novice through setting up over the telephone.

All settings are pulled from the computer you are using to tie into the data files on the Point of Sale.

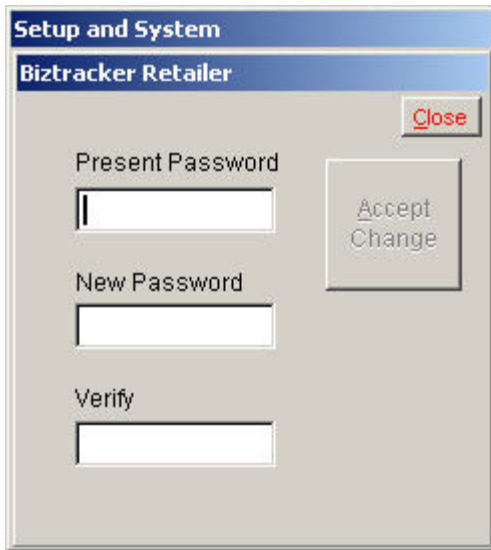
At this time, the PDA ONLY supports the Eltron / Zebra printing of barcodes.



The screen below is for setting default for the invoicing screen. This can be changed per each PDA or Handheld.



You can set a password to block anyone else from getting to the Setup screens unless they know the password you establish here.

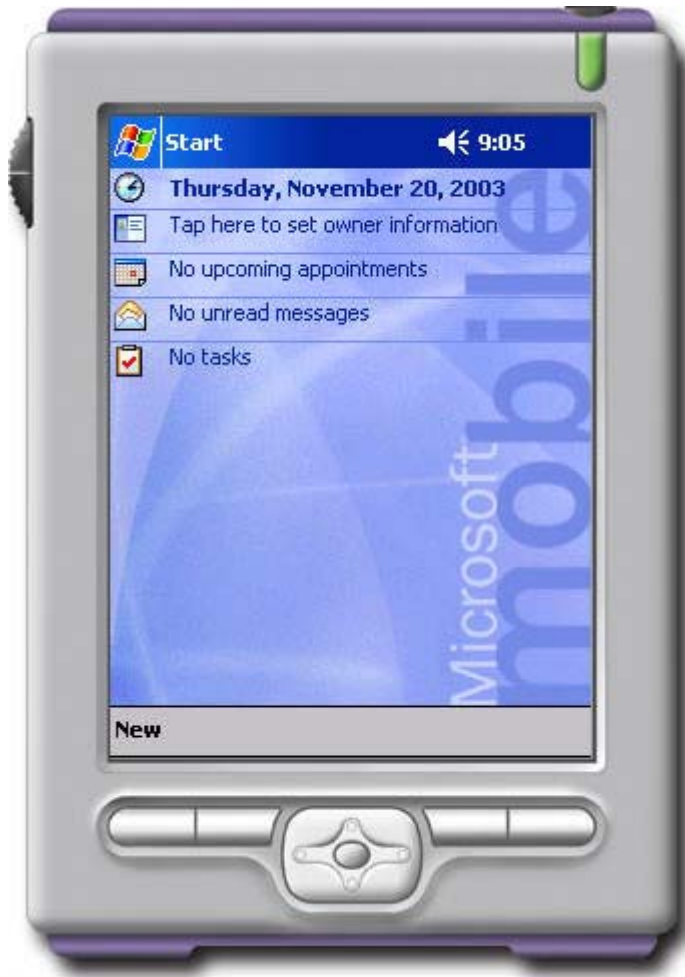


PDA – HAND HELD SETUP

As mentioned previously in this manual, you must use a PDA, Handheld or Pocket PC with either Pocket PC or Windows Mobile 2003 operating system. These are all different names but essentially mean the same thing.

Below is just a quick overview of setting up your Pocket PC to work with BWMA. This is not a full blown tutorial because a lot of this information is found elsewhere and is outside the scope of this manual.

A note on this hardware and software setup- to a person very familiar with Windows, File Servers, Networking, Wireless Points and the use of Terminal Services- this is a fairly simple thing to set up. If you are not familiar with setting up a system like this, **DO NOT CALL US FOR SUPPORT**. This is too complicated for our support staff to walk an unfamiliar novice through on setting up. Hire a professional or get a college kid with computer knowledge to come out and help you. We also have training classes or can send a technician out to help you for a reasonable fee.



Your PDA must have wireless connectivity to a computer with Remote Desktop running.

Click the menu and go to Programs.



Then go to Terminal Services. Click on the Icon.



Select or enter the name of the computer on your network with the Remote Desktop, and then click Connect

Make sure to have the option Limit Size checked.

Once you sign onto the Remote desktop, you should be able to click and hold the ICON for the BWMA. It will now open.

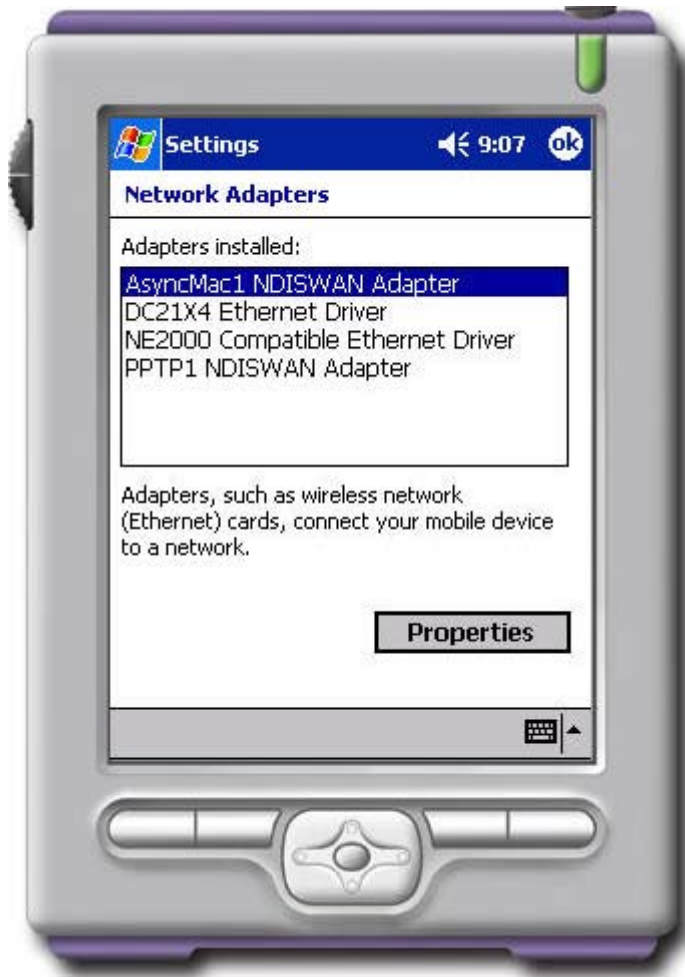




The screen above is for establishing a link to the wireless. The easy way to test if the link is made is to open Windows File Explorer and see if you can see the files on the Remote Desktop computer.

If you can NOT make a wireless connection to you Local Area Network, your PDA will NOT work on the Remote Desktop computer.





Select the type of connection you are making from the list above.

Please note your screen will show the options available to you for your particular system.