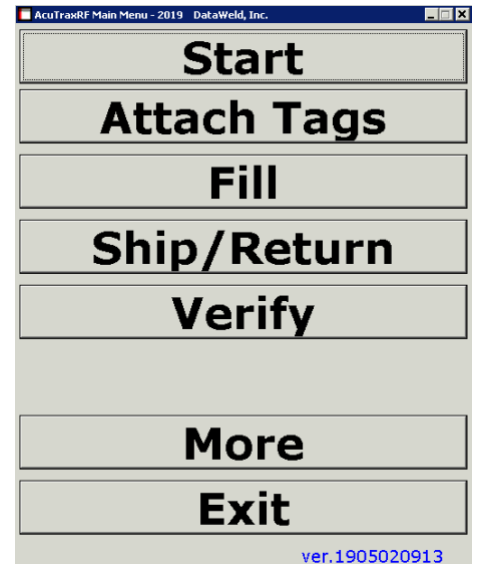# AcuTrax RDP: Attach Tags and Ship/Return Processing

Introduction

This is how to process Attach Tags and Ships/Returns with Acutrax on a device that is connected with an RDP session to the Acutrax server. This connection is live to the server and writes the transactions directly to the server without having to transfer the data.

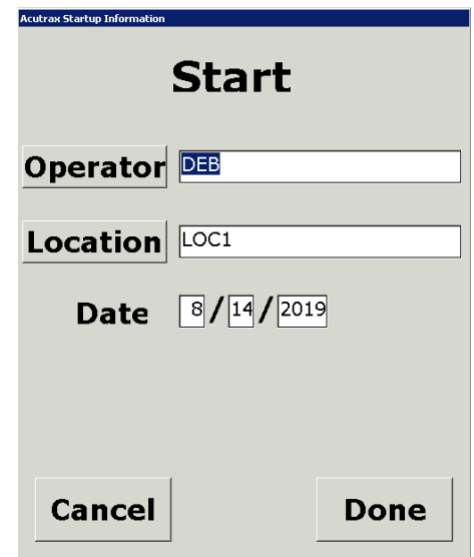This is the main screen of the AcuTrax RF menu.

Select Start to begin each day.

On the Start menu, enter the Operator and Location.

Confirm the Date. **Note:** this date will be attached to each transaction.

Press Done when you're ready to continue.

Select Attach Tags to enter new tags into the system.

Next, Enter/Scan the ID Tag

Enter the Serial Number **Note:** this will be entered twice for verification

Enter the Cylinder Type. The Cyl Type button can be used to scan for the various cylinder types available.

Note: All other fields are optional.

Press Next to continue entering tags or Done if finished entering the tags.

Acutrax Attach Tag	
I.D. Tag	898989
Serial Nbr.	777777
Cyl Type	OX125
Tare Wght	.0000
Test Date	0 / 0
Ownership	○ Company ○ Customer
Owner Nbr	
Cancel	**Next** **Done**

Select Ship/Return from the main menu to ship and/or return cylinders to/from customers.

Enter the customer number (or scan to find customers)

Enter the Invoice number

The PO, Release, and Dock fields are optional.

AcuTraxRF Main Menu - 2019 DataWeld, Inc.	
Customer	100
	DATAWELD
Invoice	DB 00010000
PO	
Release	
Dock	
Exit	**OK**

Select the transaction type to be used

AcuTraxRF Main Menu - 2019   DataWeld, Inc.

Transaction Type

- ⊙ **Ship**
- ○ **Return**
- ○ **Non Tracked Cylinders**

DONE   **OK**

Line Item is optional.

Note: Cylinder Type is optional. The program knows the Cylinder Type from the database.

Enter the number of cylinders you need to scan.

Press Ok to continue.

AcuTraxRF Main Menu - 2019   DataWeld, Inc.

Line Item [   ]

CylType [OX125   ]
OXYGEN 125

How Many? [1]

DONE   **OK**

Scan the tags. **Note:** If a tag is missing or will not scan you can enter the serial number.

The number of Shipped will increment as they are scanned.

Once you're finished, a message will appear that all cylinders have been scanned.

If the tag is not found in the master file, a message will appear and the attached tag routine will allow the operator to enter the tag.

After you have finished scanning the tags, it will return to this menu (the AcuTraxRF Main Menu).

You can select a different type of transaction such as returns.

Once you have finished scanning, you can print a receipt of the transactions.

This is an example of the customer receipt.

```
08/14/2019    C U S T O M E R   R E C E I P T    Page   1

Account: 100
         DATAWELD

              -
  Order: DB00010000

 Driver: DEBBI
Location: LOCATION 1

 Scanned  Status    ID Tag    Serial Nbr     Cyl Type
---------------------------------------------------------
08:37:31   CS     88888      88888          OX125


 Shipped:     1




------------------------------------
         Customer Signature
```
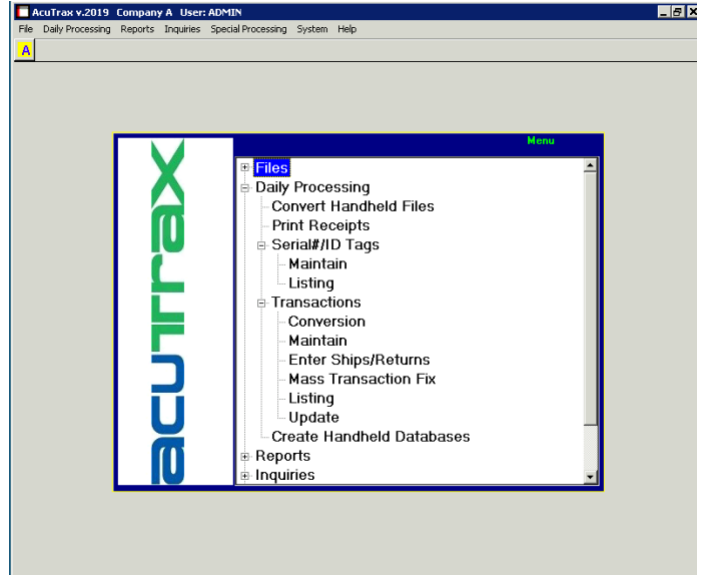
After transactions have been completed for the day, they will need to be processed/updated from the main AcuTrax menu.

Daily Processing

- Serial#/ID Tags Listing
- Transactions - Conversion
- Transactions - Listing
- Transactions - Update