AcuTrax Tablet Batch:
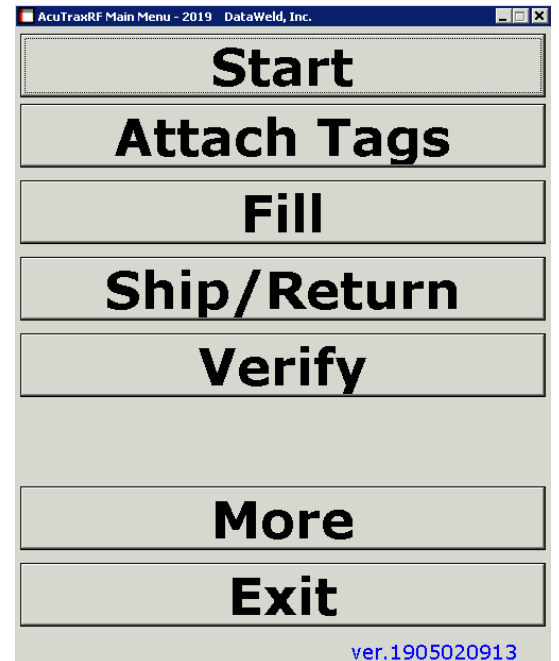
Attach Tags and Ship/Return Processing

Introduction

This Extended FAQ in on how to process attach tags as well as ships and returns, using AcuTrax, on a device that is not connected directly to the AcuTrax server. This device will transfer the data as needed between the tablet and the server using a WiFi connection.

To begin the operator will process the tags on the tablet by doing the following steps:

-Select Start to begin each day.

Note: this is the main screen of the AcuTrax RF menu.

-On the Start menu, enter the operator and location.

Note: Confirm the date. This date will be attached to each transaction.

-Press Done when ready to continue

-Select Attach Tags to enter new tags into the system.

-Enter or Scan the ID Tag

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

-Enter the Cylinder Type.

Note: the button can be used to scan for the various cylinder types available.

All other fields on this screen 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 or Return from the main menu to ship and/or return cylinders from customers.

-Enter the customer number (or scan to find customers)

-Enter the Invoice number

Note: 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

Transaction Type

○ **Ship**

○ **Return**

○ **Non Tracked Cylinders**

DONE   **OK**

Note: the line Item is optional.

Cylinder Type is optional because the program knows the Cylinder Type from the database.

-Enter the number of cylinders that need to be scanned.

-Press Ok

Line Item [   ]

CylType OX125

OXYGEN 125

How Many? 1

DONE   **OK**

-Scan the tags. **Note:** if a tag is missing or will not scan, then the serial number can be entered.

Note: the number of Shipped will increment as they are scanned.

Once the operator is 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 finishing scanning the tags, the system will return to the transaction type menu. At this point, the operator can select a different type of transaction such as Returns.

After transactions have been completed for the day, they will need to be transferred to the server. There is an icon on the tablet that will be used to do this.

After the files have been transferred, they will need to be processed/updated from the main AcuTrax menu.

Daily Processing

- Convert Handheld Files
- Serial#/ID Tags Listing
- Transactions – Conversion
- Transactions – Listing
- Transactions – Update