

## **AcuTrax Tablet Batch: Attach Tags and Ship/Return Processing**



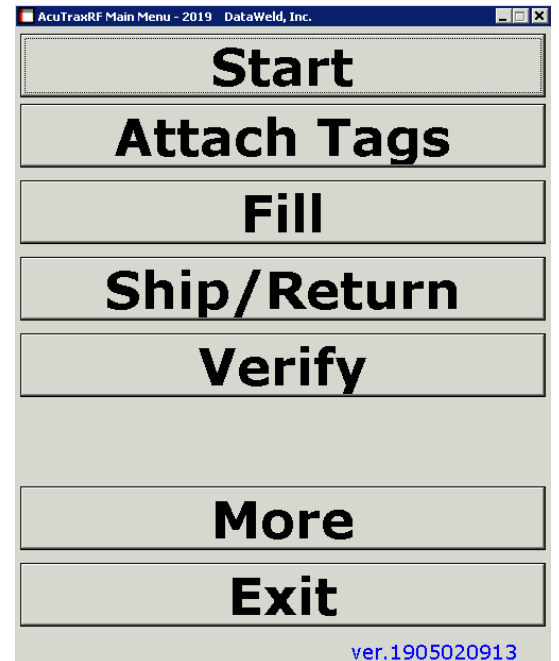
## Introduction

This Extended FAQ is 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

The image shows a screenshot of a software application window titled "Acutrax Startup Information". The window displays a "Start" menu with three input fields. The "Operator" field contains the text "DEB". The "Location" field contains the text "LOC1". The "Date" field contains the text "8/14/2019". At the bottom of the screen, there are two buttons: "Cancel" on the left and "Done" on the right.

-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.

The screenshot shows a software window titled "Acutrax Attach Tag". It contains several input fields and buttons. The "I.D. Tag" field contains "898989". The "Serial Nbr." field contains "777777". The "Cyl Type" field contains "OX125". The "Tare Wght" field contains ".0000". The "Test Date" field is split into two boxes, both containing "0". The "Ownership" section has two radio buttons: "Company" (selected) and "Customer". The "Owner Nbr" field is empty. At the bottom, there are three buttons: "Cancel", "Next", and "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.

The screenshot shows a software window titled "AcutraxRF Main Menu - 2019 DataWeld, Inc.". It contains several input fields and buttons. The "Customer" field contains "100". Below it, the text "DATAWELD" is displayed in blue. The "Invoice" field is split into two boxes: "DB" and "00010000". The "PO" field is empty. The "Release" field is empty. The "Dock" field is empty. At the bottom, there are two buttons: "Exit" and "OK".

-Select the transaction type to be used

AcuTraxRF Main Menu - 2019 DataWeld, Inc.

**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

AcuTraxRF Main Menu - 2019 DataWeld, Inc.

**Line Item**

**CylType**   
**OXYGEN 125**

**How Many?**

**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.

The screenshot shows the 'AcuTraxRF Main Menu - 2019' window by DataWeld, Inc. The interface displays the following information:

- Customer:** 100
- DATAWELD** (in blue text)
- Invoice:** DB00010000
- Shipped:** 0 of 1
- I.D. Tag:** 1111 (with a text input field)
- Cyl Type:** (with a text input field)
- DONE** button

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.

The screenshot shows the 'AcuTrax v.2019' main menu for 'Company A' with user 'ADMIN'. The menu structure is as follows:

- File
- Daily Processing
- Reports
- Inquiries
- Special Processing
- System
- Help

The 'Files' menu is expanded, showing the following options:

- Daily Processing
  - Convert Handheld Files
  - Print Receipts
- Serial#/ID Tags
  - Maintain
  - Listing
- Transactions
  - Conversion
  - Maintain
  - Enter Ships>Returns
  - Mass Transaction Fix
  - Listing
  - Update
- Create Handheld Databases
- Reports
- Inquiries

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

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### **Dataweld Software**

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