

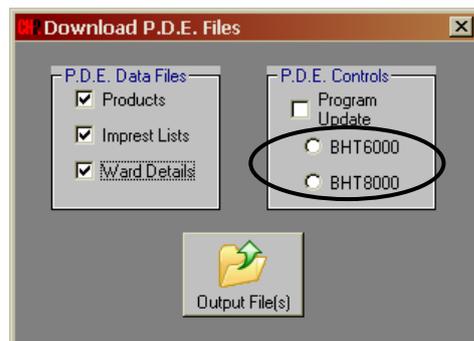


Clifford Hallam Healthcare

CH2 Barcode Scanner Quick User Guide

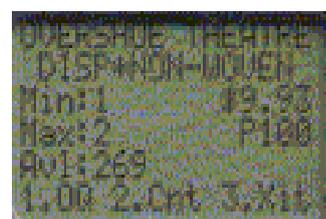
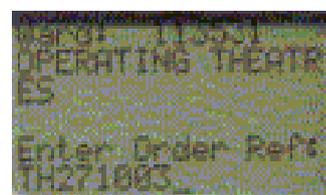
Downloading Imprest Lists to Barcode Scanner

1. Open SOS and click “Wardbox”, “Processing”. Click either “Download Data to PDE” or “Load Stock Availability/Pricing”.
2. Click “Product”, “Imprest Lists” and “Ward Details” as shown.
3. Click “BHT6000” if you have a grey scanner, “BHT8000” if you have a dark blue scanner.
4. Click “Output Files” and the “Set PDE for Products download” box will appear on the PC screen.
5. Turn on the Scanner with the orange “PW” button and select the “Front Menu” shown at right. If this menu is not showing, clear the memory.
6. Select “3. Download” on the scanner, then “1. Products”. Depending on your setup, place the scanner in the sled or plug in the scanner cable.
7. Follow the prompts for the Imprest Lists (2) and Wards (3) downloads.
8. When Wards download has finished, select “4. Exit” on the scanner and click “Exit” on the PC menu.



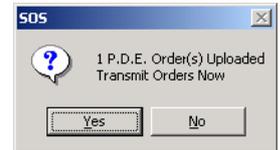
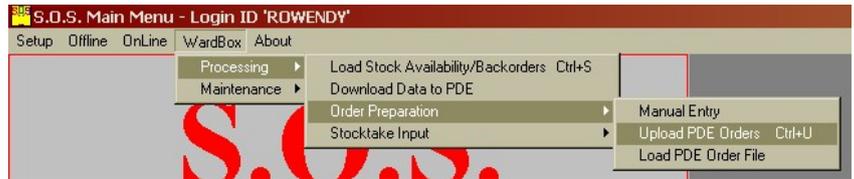
Scanning your Orders

1. Turn on the Scanner. From the “Front Menu” press 1 on the keypad to open the “Order Entry” screen shown at right.
2. Scan the department Barcode.
3. Key in an order reference as shown using the keypad and press the “ENT” key. **Entering an order reference is mandatory.** Entering the date is usually OK (eg: 010207) as this can be changed later in SOS.
4. Next, scan the barcode for the product you wish to order.
5. Details of the product you have scanned will appear with 3 options, “1.OQ” (Order Quantity), “2.Cnt” (Count – **do not use**) and “3.Xit” (Exit).
6. Press 1 on the keypad, key in the quantity you wish to order and press “ENT”. This item is now ordered on the Scanner.
7. If the wrong barcode is scanned, press 3 to exit and scan again. You can delete the last product ordered with “8.Del” from the “Order Entry” screen.
8. Repeat steps 4 to 7 to complete the order. To place a new order, repeat steps 2 to 7. You can place several orders on the same scanner.
9. Return the Scanner to the SOS PC when finished.



Uploading your Orders to SOS

1. Open SOS and click “Wardbox”, “Processing”, “Order Preparation” and “Upload PDE Orders”.
2. A message “Set PDE for Order(s) upload” will appear. Place the scanner in the sled or plug in the scanner cable.
3. On the scanner, select “9. Menu” from the Order Entry screen then “1. Upload”.
4. Once uploaded, click “Yes” to the “Transmit Orders Now” message shown at right and SOS will process the order(s) line by line. Answer message prompts regarding stock as they appear.
5. When the order is complete, “Prepared order has been loaded” appears. Click “OK” to continue. Additional products can be keyed in using the PC keyboard.
6. Review the order by clicking “Recall lines” and make any changes required. Once you are satisfied with the order, exit Recall Lines and click “Create” to send the order to CH2.
7. Answer Yes/No to the “Print Order Confirmation” prompt then click “Exit” to move to the next order. When all orders are processed, SOS will shut down.
8. On the scanner, follow the screen prompts to clear the memory. The scanner is now ready for the next order and/or upload.



Adding and Printing Barcode Labels

1. To print barcode labels, click “Wardbox”, “Maintenance” & “Product Barcode Labels”. Choose a department to show all products on that department’s Imprest list.
2. Use the options to choose label size, what to print on the labels and in what sequence they print. To print selected barcodes, click on the product(s). When done, click “Print”.
3. Products not shown need to be added to an Imprest List. First, go online and select “Product Availability/Pricing”. Now search for the products you wish to add.
4. Write down the codes and click the button at right **only when it appears**. Continue until you find all the codes and exit this screen. Disconnect from SOS (click “Online” & “Disconnect”).
5. Add the codes to an Imprest list by, clicking “Wardbox”, “Maintenance”, “Imprest Lists”. Choose a department and key the product codes into the Imprest List (shown at right). Min/Max level, Location etc. can also be added. Click “Add”.
6. Go back to “Product Bar Code Labels” to print these barcodes as above.

