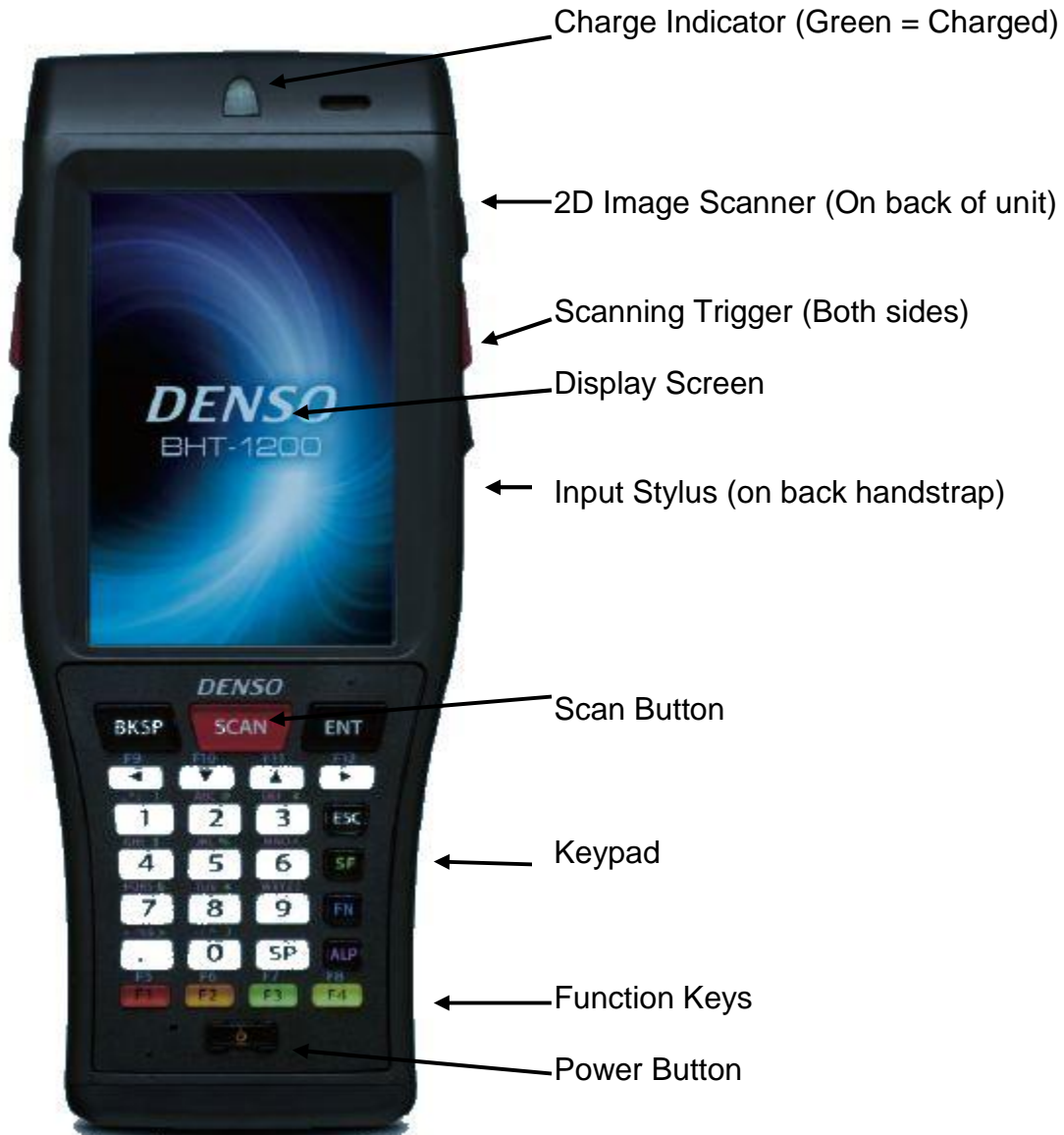


# Denso Handheld Ordering Device

## Quick Start Guide URM Stores, Inc.

### Meet the Denso

The Denso ordering device is a light weight, easy to grip and simple to operate portable handheld terminal used to enter product orders, submit shelf tag requests and perform item maintenance functions. It uses a combination of push button (scanner), keyboard entry and touchscreen input capability to efficiently enter the required information. The 2D image scanner can accurately read product bar codes with a simple point and click. The vivid color display provides easy to read information throughout the order process. The device uses a cradle with a USB connection to a store PC to communicate with the main *URM* order entry server.



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## **Charging the Denso**

The Denso is charged by placing it in its cradle. The power light will be red when the unit is charging and turn to green when fully charged. The unit should be placed in the cradle any time it is not being used. The cradle also has a power light that should be green indicating the cradle is properly attached to its power supply and the power supply is plugged into an AC outlet.

## **Powering the Unit On and Off**

To turn the unit on simply push the Power button located at the bottom of the numeric keyboard. The screen will activate. If the screen is in the battery saving dim mode simply tap the screen to brighten the display. It will dim automatically and the device will eventually power off after the unit has been idle for a set period of time to conserve battery life.

To turn the unit off hold down the Power button until the Shutdown screen shows on the display.

## **Starting the Order Entry Application**

Most of the time the Order Entry Application will already be active when the unit is powered on. The application is designed to return to the same screen it was on when last shut down. If for some reason the Order Entry application was exited prior to the last shutdown the unit will display the Windows screen with a blue background (see below). Tap twice on the [URM] icon to start the Order Entry application and the Main Menu for the Order Entry application will display.



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## Entering Data

Data can be entered into the handheld terminal using a combination of the following methods:

1. Numeric Keypad - The unit's physical keyboard contains numeric, function, navigation and special use keys. These keys can be pressed throughout the application to enter data on the screens.
2. Scanner Trigger Buttons - The unit contains three buttons, one on each side and another on the top row of the keypad used to activate the image scanner when scanning barcodes.
3. Display Touchscreen - Selections can be made and data can be entered using the unit's touchscreen display by either touching with your fingertip or tapping with the unit's stylus. Never use a sharp object such as a pen to enter data on the screen.

## Ordering Items

To start a new order:

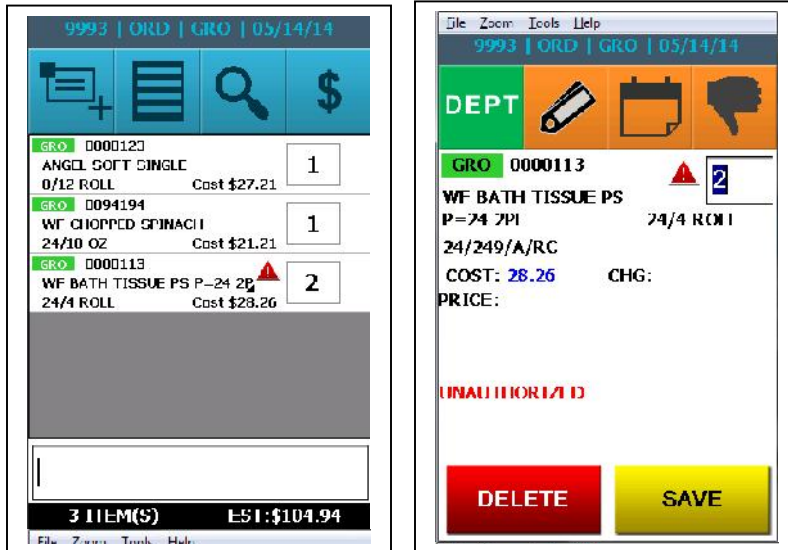
1. From the Main Menu tap the [Orders] icon.
2. Tap [New Order].
3. Tap on the desired [Order Department] icon. This will be the department the items will be invoiced to.




4. Scan or key enter an item's order barcode or UPC code. The screen will display the item ordered.
  - a. To scan a barcode or UPC point the scanner at the barcode and press one of the red trigger buttons.
  - b. To key enter an item number enter the item's order number including the check digit on the numeric keypad and press the [ENT] key. If the check digit is unknown enter a zero for the check digit and the application will display a message showing the correct check digit.
  - c. To key enter a UPC enter the code on the numeric keypad and press the [ENT] key.

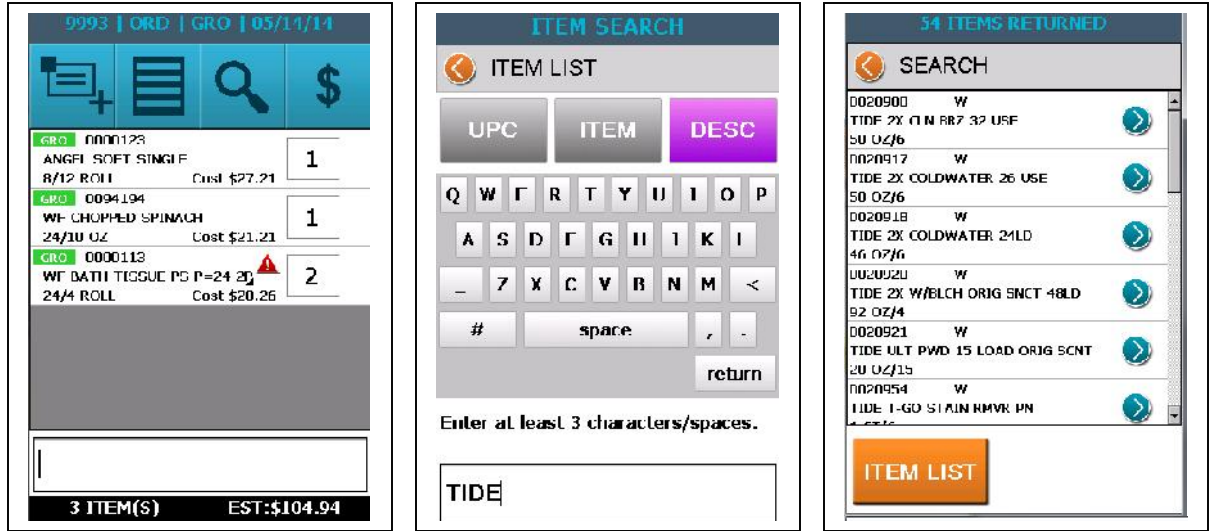
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5. To order additional quantities of an item:
  - a. Scan the item additional times equal to the number of cases desired.
  - b. Tap an existing item in the order list, enter the number of cases desired and tap the [SAVE] key.
6. To remove an item from an order tap the item on the Order List and tap [DELETE].



7. To Search for a specific item tap the Search icon  and search by one of the following methods:
  - a. [Desc] - Description. Use the virtual keyboard to enter a portion (at least three characters) of the items description and tap [Return].
  - b. [Item] - Item number. Use the numeric keypad to enter a partial or full item number (without check digit) and press the [ENT] key.
  - c. [UPC] - Item UPC. Use the numeric keypad to enter a partial or full UPC and press the [ENT] key.
  - d. From the resulting item list using one of the methods described above tap the item to be ordered or tap the [Item List] button to return to the order.

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## Ordering a Shelf Tag

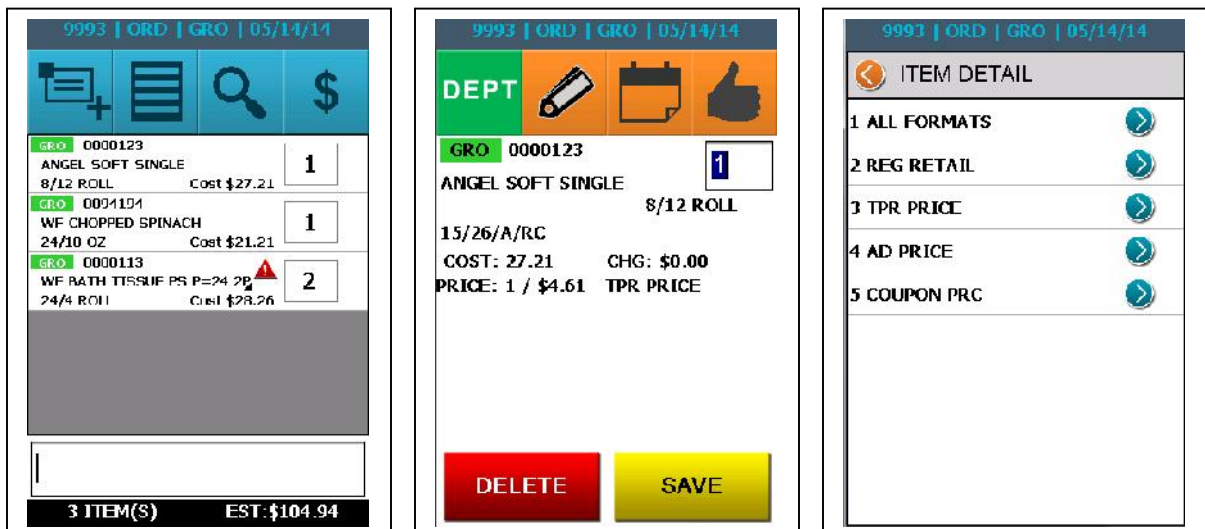
Shelf tags can be ordered in one of two ways, either as a single request during the item order process (for missing or damaged tags) or in batch mode when requesting several tags outside the item order process such as replacing tags for an entire section of items. In either mode a specific type of tag (Base, TPR, Ad) can be ordered or all formats can be ordered.

To order a single tag during an item order:

1. From the Order Item List screen tap on the item a tag is being requested for.



2. On the Item Detail screen tap on the Tag icon.
3. Tap on the icon to the right of the desired tag type and [SAVE] on the next screen. Tapping [ALL FORMATS] will produce a tag order for both a Regular tag and any Special Prices that are currently active.

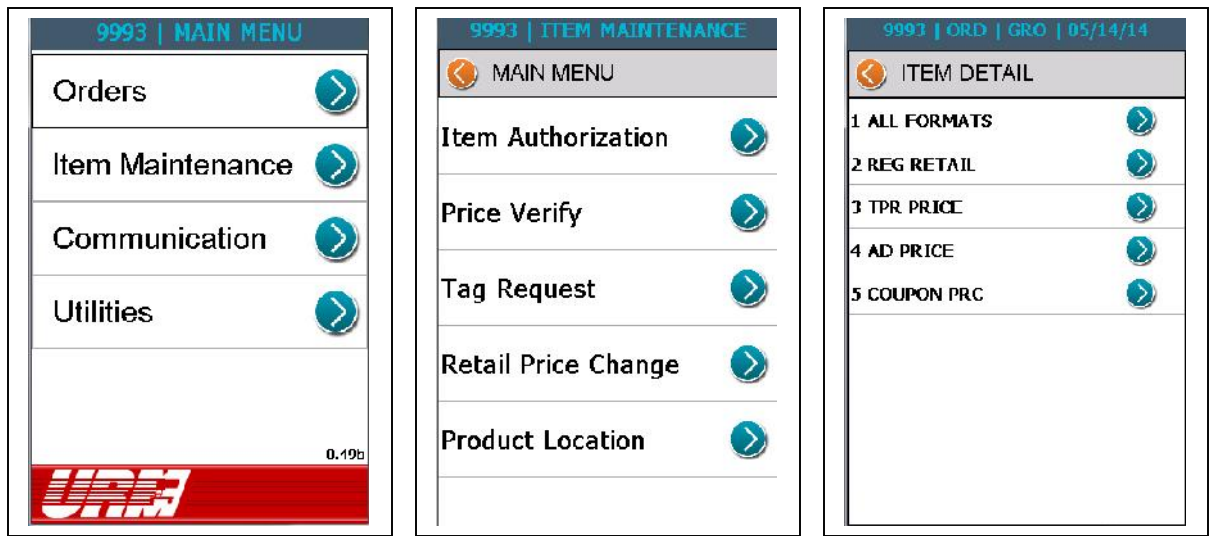


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4. After any tag has been ordered for an item the tag icon on the Item Detail screen will turn green to indicate the tag has been ordered.

To order tags in batch mode:



1. From the Main Menu tap [Item Maintenance].
2. Tap [Tag Request].
3. Tap the type of tag being requested.
4. Tags can be ordered by either scanning or key entering the item's barcode or UPC.



## Item Authorization

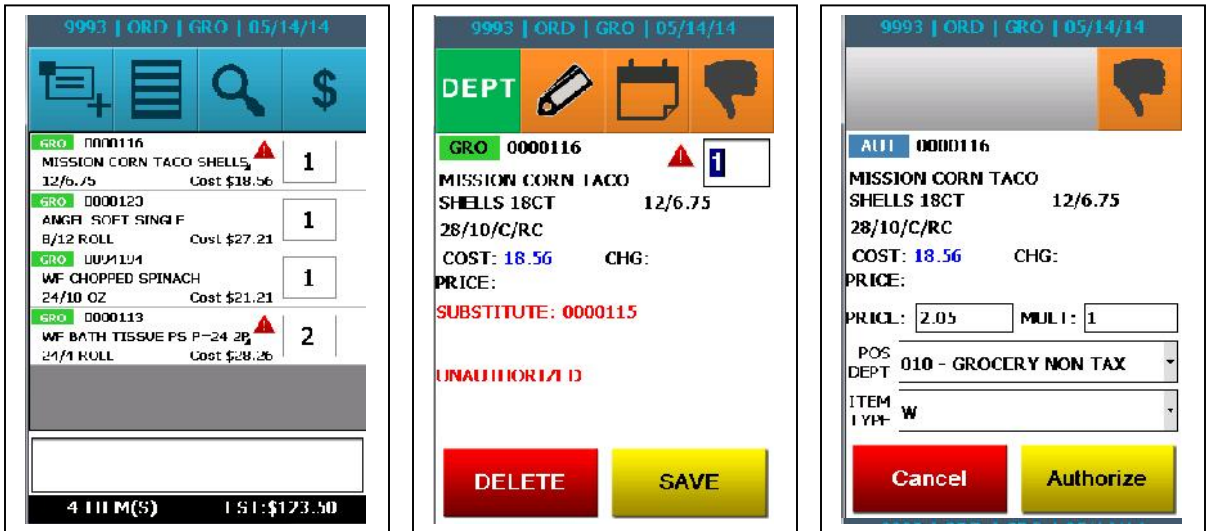
Some stores maintain a store item file consisting of items "authorized" to their price file. The Denso handheld terminal can be used to authorize items to the store's *RIMS* price file. Just like tag orders, this can be done in either single item mode or in a batch mode for a larger number of items. If the store is on *RIMS* POS Host support the store will have to assign a POS department to an item as part of the authorization process. If an item that is not authorized to the store's price file is ordered an alert will sound. The item can then be authorized but it is not necessary to authorize the item to order and receive it. The alert is informational only.

To authorize a single item during an item order:

1. When an unauthorized item is ordered an alert will sound and the alert icon  will be displayed next to the item.
2. Tap the item to bring up the Item Details screen.
3. The item is noted as not authorized by the Authorization (thumbs down) icon  with an orange background color and the [UNAUTHORIZED] message in the notification area.
4. Tap the [AUTHORIZATION] icon.

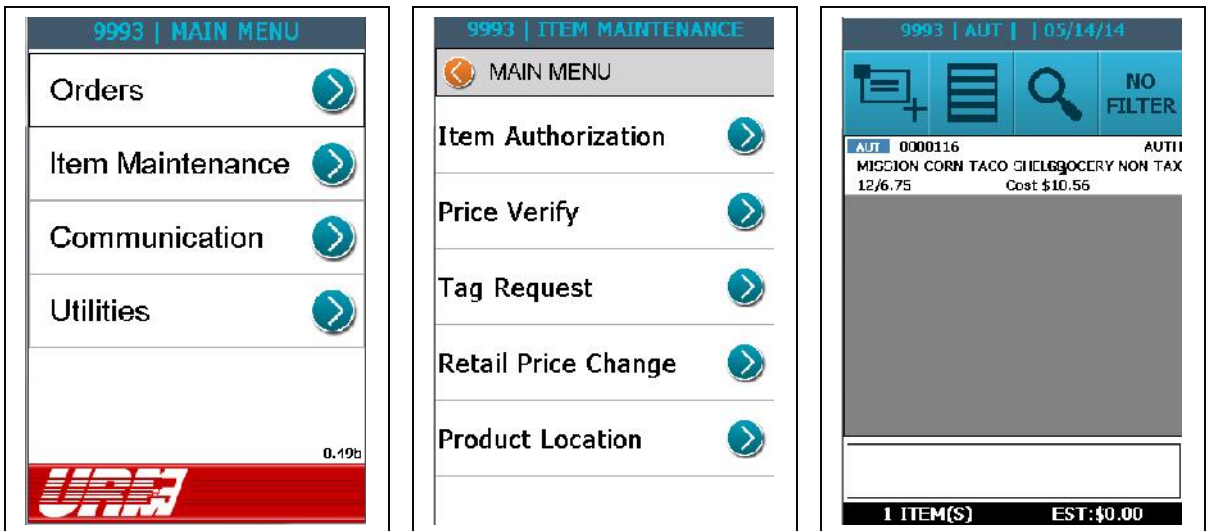
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5. Enter the item's:
  - a. Custom Price and Multiple (leave blank for Zone authorization).
  - b. POS department (for scanning stores).
  - c. Item Type (W=URM; D=DSD)
6. Tap [AUTHORIZE].
7. When returning to the Item Detail screen the Authorization icon will now be green indicating the item will be submitted for authorization during the next device transmission.



To authorize items in batch mode:

1. From the Main Menu tap [Item Maintenance].
2. Tap [Item Authorization].
3. Items can be authorized by either scanning or key entering the item's barcode or UPC.
4. Follow the Item Authorization procedures described above.



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## Sending an Order

Orders are sent by placing the Denso handheld terminal in its cradle and executing the following procedure. During the communication process all selected orders, tag requests, item authorizations and other feature data will be sent. The handheld will also receive updated item and pricing information during the transmission.

Occasionally an updated version of the application will also be sent. Each order will have its own confirmation number. Be sure to keep a log of transmissions and their corresponding confirmation code in case you have a question about your order.

To send an order:

1. Place the handheld terminal in its cradle.
2. From the Main Menu tap [Communication].
3. By default all orders are checked to send. Uncheck any orders that should not be sent.
4. Tap [TOTALS] if you want to view the totals for the order(s) on the device.
5. Tap [SEND]. Tap [BEGIN].
6. After the transmission completes a Confirmation number will be displayed for each order. Tap [NEXT] to log each number and [EXIT] when finished.

