



Eclipse Order Scan

Release 8.6.2 (Eterm)

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Order Scan Overview

With the Eclipse Order Scan companion product, customers create orders using a Palm device and directly review the orders from the Palm device.

For example, your showroom stocks larger items that are difficult to take to the checkout counter. Using an Order Scan-enabled Palm device, your customers can select the items they want to purchase, along with the quantity for each item, and take that information back to the checkout counter. Checkout personnel can then sync the Palm device with Eclipse Sales Order Entry. Customers do not need to worry about bringing items to the counter and checkout personnel do not have to manually enter each item into Sales Order Entry.

Order Scan works with a Palm device's HotSync feature to transfer order information from the Palm device to the Eclipse system. To use Order Scan, you need a Palm device with a barcode reader. The Palm device's cradle needs to be connected to a checkout counter terminal through a USB cable or local serial connection. Process Order Scan orders with Eclipse Sales Order Entry.

See Also:

[Order Scan Setup Overview](#)

[Using Order Scan Overview](#)

[Palm RDC Overview](#)

[Sales Management Overview](#)

[Remote Order Entry Overview](#)

Order Scan Setup Overview

Before using Order Scan, perform the following setup tasks:

- Ensure that Order Scan is installed onto the Palm device.
Note: Your Eclipse installer will install the Order Scan software. To update the software to a new version, contact Eclipse Advanced Technical support.
- Set up Order Scan preferences on the Palm device.
- Print bar codes for all products that are used with order scan.
Note: There are not any control maintenance records or authorization keys to define for Order Scan.

See Also:

Order Scan Overview

Using Order Scan Overview

Setting Order Scan Preferences

Set Order Scan preferences to define the following scan and sync options:

- **Sync with Eclipse** – Must be set for the Palm device to sync with the Eclipse system.
- **Accumulate quantities** – Determines whether quantities entered for the same product are consolidated. If selected, all quantities entered for the same product are added together. If not selected, each time a new quantity is entered for the same product, the new quantity overrides existing quantities.

For example, a customer scans in three small widgets. The customer then decides that three small widgets are not enough and enters two more. If the preference is selected, the system adds both quantities together, giving the customer five small widgets. If the preference is not selected, the system overrides the first quantity of three small widgets and replaces it with two small widgets.

- **Enable scan for quantities** – Determines whether a customer can scan a barcode quantity for a product or whether a customer must manually enter the quantity.

For example, you print a quantity of **1** on each product's barcode because customers usually purchase that amount of each product in your showroom. If the preference is selected, the customer can scan the **1** as the quantity to purchase for the product. If the preference is not selected, the customer must manually enter the quantity to purchase for the product.

► To set Order Scan preferences:

1. On the Palm device, tap the **Order Scan** icon to display the Eclipse Order Scan screen.
2. Tap the **Menu** button to display the Config menu.
3. Tap **Preferences** to display the Order Scan Preferences screen.
4. Select the **Sync with Eclipse** check box to ensure that the Palm device syncs with the Eclipse system.
5. In the **Accumulate quantities** check box, do one of the following:
 - Select the check box to have all quantities entered for the same product consolidated.
 - Leave the check box blank to have new quantities entered for the same product override existing quantities.
6. In the **Enable scan for quantities** check box, do one of the following:
 - Select the check box for customers to be able to scan quantities from the barcode.
 - Leave the check box blank for customers to manually enter quantities on the device.
7. In the **Enter Serial Number** field, enter the Order Scan serial number provided by Eclipse.
8. Tap the **OK** button to save the settings and exit the screen.

See Also:

Order Scan Setup Overview

RF Bar Code Labeling Overview

Using Order Scan Overview

Order Scan uses Palm devices enabled with barcode readers to create orders. From the Palm device, users of Order Scan:

- Select products to add to the order.
- Scan the selected products to build the order.
- Enter quantity for each product added to the order.
- Review the order directly from the Palm device.

After orders are complete on the Palm device:

- Users take the Palm device holding the order to the checkout terminal.
- Checkout personnel sync the order to Eclipse Sales Order Entry using the Palm device's HotSync feature.
- Checkout personnel process the order as any other order in Eclipse Sales Order Entry.

See Also:

Scanning Orders Using Order Scan

Syncing Orders from Order Scan to Eclipse

Sales Management Overview

Order Scan Overview

Order Scan Setup Overview

Scanning Orders Using Order Scan

Creating orders on an Order Scan-enabled Palm device requires three steps:

- Scan a product barcode to add the product to the order.
- Enter quantity for the product added to the order.
- Review the order.

After creating an order, you can add items, remove items, edit quantities, or delete the entire order.

►To scan an order using Order Scan:

1. On the Palm device, tap the **Order Scan** icon to display the Eclipse Order Scan screen.
2. Select the first item to add to the order.
3. With the cursor in the **Product #** field, scan the item's barcode.
4. With the cursor in the **Quantity** field, enter the quantity to add to the order. If configured, you can scan the quantity.
5. If you want to add more items to the order, tap the **Next Item** button. Repeat steps 3 through 5.

Note: At any time, you can use the **List Products** button to display the Order Scan Products List screen. From this screen, you can review and edit your order.

6. After you finish adding items to the order, tap the **List Products** button to display the Order Scan Products List screen.
7. Review your order, and edit any of the items or quantities on the order, as needed.
8. Tap the **Done** button to save the order and exit the screen.
9. Bring the Palm device to the checkout counter so the order can be synced with the Eclipse system.

►To edit an order in Order Scan:

1. Display the order on the Order Scan Products List screen.
2. Do one of the following to edit the order:

To...	Do this...
Edit the quantity of an item.	With the cursor next to the quantity for the item: <ul style="list-style-type: none"> • Delete the quantity. • Enter a new quantity.

To...	Do this...
Delete an item.	With the cursor on the item you want to delete: <ul style="list-style-type: none">• Tap the Menu button to display the Options menu.• Tap Delete Item.• At the prompt, tap Yes to delete the item from the order.
Delete the order.	<ul style="list-style-type: none">• Tap the Menu button to display the Options menu.• Tap Delete All Items.• At the prompt, tap Yes to delete the order.

3. After editing the order, tap the **Done** button to exit the screen.
4. Continue adding items to the order, or process the order.

See Also:

Syncing Orders from Order Scan to Eclipse

Using Order Scan Overview

Syncing Orders from Order Scan to Eclipse

Sync orders created from Order Scan to Eclipse Sales Order Entry using the HotSync feature on the Palm device. To sync the order, the Palm device's cradle must be connected to the checkout terminal through a USB cable or local serial connection.

After the order is synced to Eclipse Sales Order Entry, process the order as you would any other sales order.

►To sync an order with Eclipse:

1. Place the Palm device, which is holding the order, in its cradle that is connected to the checkout counter terminal.
2. Display the Eclipse system on your terminal.
3. From the **Orders** menu, select **Sales Order Entry** to display the Sales Order Entry Body screen.
4. In the **PrcBr** field, enter the branch in which you are placing the order, if needed.
5. In the **Ship To** field, enter the customer's name of the customer placing the order.

An order selection list displays

6. Select **New** from the list and press **Enter** to return the Sales Order Entry Body screen.
7. On the **Eterm** menu, select **Message Source**.
8. On the Palm device, tap the **HotSync** icon to display the HotSync screen.
9. Tap the **HotSync** icon in the middle of the screen to sync the order with the Eclipse system.

Note: Make sure that all HotSync settings are defined.

After the sync completes, on the Sales Order Entry Body screen, the system prompts you to add the items to the current order.

10. At the prompt, enter **Y** to add the items from the Palm device to the displayed order.

If you enter **N** at the prompt, the system places the items in the OE Clipboard for future access.

11. Process the order as you would any other order.

See Also:

Scanning Orders Using Order Scan

Using Order Scan Overview

Entering Counter or Will Call Sales Orders

Copying and Pasting Products in Order Entry

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