



computer**KIT**
NAMIBIA PHARMACY - RETAIL
& IT SOLUTIONS

USER GUIDE

UNISOLV v8 - FULL MANUAL STOCK TAKE USING CIPHER SCANNER

February 2022

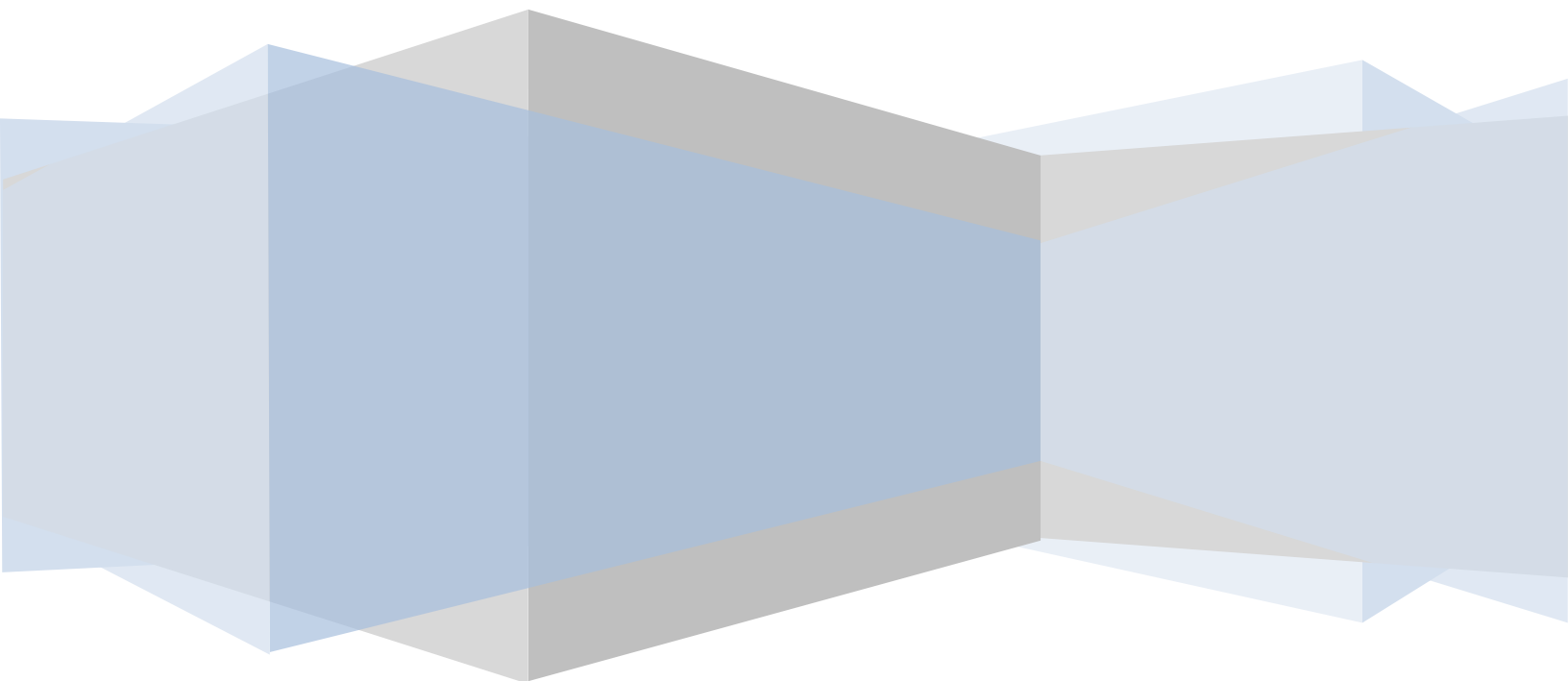


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TERMINOLOGY

- **Bin:** A bin is the physical location of the stock in the store. It could be a single shelf or a gondola end. It is preferable to keep the bins in small manageable sizes. If the bin is too large, trying to fix any mistakes that may happen will then involve searching through reams of paper.
- **MSI:** Manual Stock Input. When the stock codes and quantities are entered onto the system, they are stored in an MSI file. These would be given the same number as the Bin. Should you wish the bin numbers to be updated while stock taking, contact CKN to activate this setting for you.
- **ID:** The Bin number is entered on the ID which, once the capturing has been completed, will create the MSI.

STOCK TAKE PREPARATIONS

- Consult CKN Helpdesk for stock take training or fresh-up training a week to 3 days before doing your stock take. The CKN Technician will confirm correct setup of the uploading station and functionality of the CIPHER Scanners.
- **Make sure that each and every terminal is logged out of UNISOLV before starting the stock take**
- Make sure that all stock has a barcode, either with an original or in-house barcode.
- This will ensure that nothing needs to be corrected during the actual count.
- All shelves should be clearly marked with bin numbers.
- Cipher scanners are charged.
- Log into UNISOLV with STOCK TAKE USER (either USER 50 or 100, depending on setup)
- Password: STOCK
- Select printer number 21 for report printer (Some Stock user might have printer 21 assigned by default)
- Menu should look like the one in Figure 1, if not, please consult **CKN Helpdesk** to setup accordingly

```

Ver:8.18.08.a
*** STOCK TAKE MENU CIPHER SCANNER ***
1 -->CLEAR OLD MSI FILES !!!!
2. BACKUP ALL LIVE DATA BEFORE STOCK TAKE
3. PRINT STOCK VALUATION REPORT BEFORE
4. NOTE!!UPLOAD FROM SCANNER TO WINDOWS PC
5. UPLOAD MSI FROM WINDOWS PC TO SERVER
6. CONVERT CIPHER.OUT TO MSI FILE
7. STOCK TAKE PROCESS MENU
8. PRINT STOCK VALUATION REPORT AFTER
9. DELETE SINGLE MSI FILES !!!

Menu No: 296          Enter Selection Number 1-9          <Esc> to Exit.
User:STOCK TAKE USER          100 /1          Printer:0021

```

Figure 1: STOCK TAKE MENU CIPHER SCANNER

- Select OPTION 1 on menu to clear all old MSI files before starting the count.
- Password is MSI
- The script will list all MSI Files located and request if you really want to delete these files.
- Enter Y/y to confirm deletion, or N/n to cancel the deletion operation.

STOP TRADING

DO A BACKUP

- **NB!!!** It is of **UTMOST IMPORTANCE** to do a full backup before starting your Stock Take
 - Select Option 2 in the Stock Take menu Figure 1

Printing Stock Valuation Report BEFORE Stock Take

- When backup is done, print your stock valuation report. This report will give you the current value of your stock **BEFORE** stock take.
- From Stock Take Main Menu select Option 3
 - Print by Department **D**
 - Department FROM **ENTER**
 - Department TO **ENTER**
 - Bin Number FROM **ENTER**
 - Bin Number TO **ENTER**
 - Condensed or Full **C**
 - Skip Zero on-hand quantity (Y/N) **Y**
 - Subtract committed from on-hand? **N**
 - Calculate from average or last cost? **L**
 - Press ENTER to print Report
- **File this Report**

START STOCK TAKE COUNT

How to use the CIPHER scanner

- Clear all data on scanner
 - Select 3. Utility on scanner
 - Select 3. Clear Data
 - Yes for all
- Start counting BIN by BIN
 - Select 1. Collect Data
 - Enter Location number

Always 0000 by default



Figure 2: CIPHER CPT-8000 SCANNER

- MSI number **Enter bin number to be counted (View label on shelf)**
- Scan the barcode **NOTE! Manually enter barcode if it does not scan**
- Enter Quantity **Counted quantity of the product**
- **NOTE!! Broken bulk quantities are entered with a full stop and not with a comma sign**
- **Work out broken bulk by counting how many pills are there against the pack size of the product Example: 12 pills out of 30 package = 0.4 therefore when you are left with 4 full boxes and 12 pills, enter 4.4 into quantity field.**
- Once you have scanned the entire bin press the escape (ESC) button on scanner
- Enter the next bin number and continue
- When a few bins have been collected press escape

Uploading Data from scanner to Windows PC

We are now at option 4 on the UNISOLV Stock Take Menu as seen in Figure 1

- Place the scanner in the cradle and the green light will go on.
 - Select 2. Upload Data on scanner
- The scanner is now ready to upload
- On the designated uploading station Windows PC select the Data Read icon installed by a CKN Technician.
 - Make sure that the shortcut “stk” (See figure 3) is active by opening it, opening the window as seen in Figure 4. If not, consult CKN Helpdesk



Figure 3: Icons

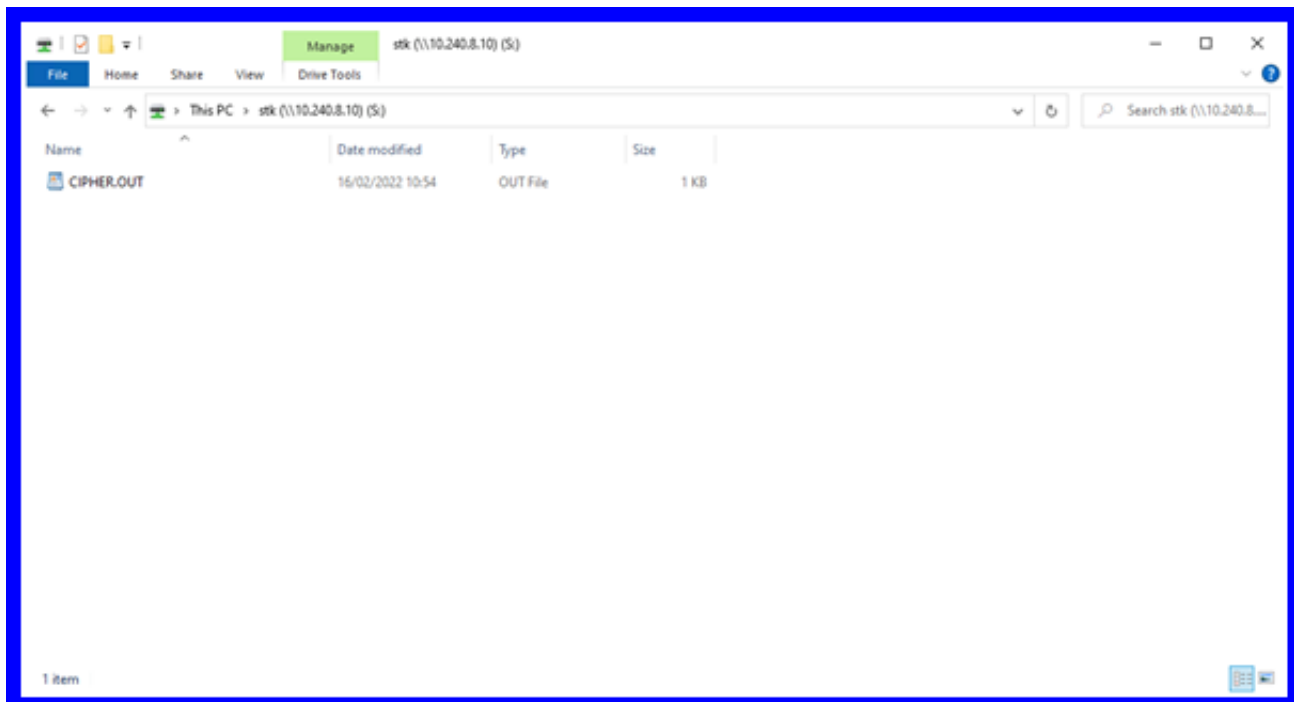


Figure 4: stk mapped network drive shortcut

- Select either the Cipherlab Data Read icon for the CPT-8000 scanner, or 232_Readb icon for the old CPT-711 scanner

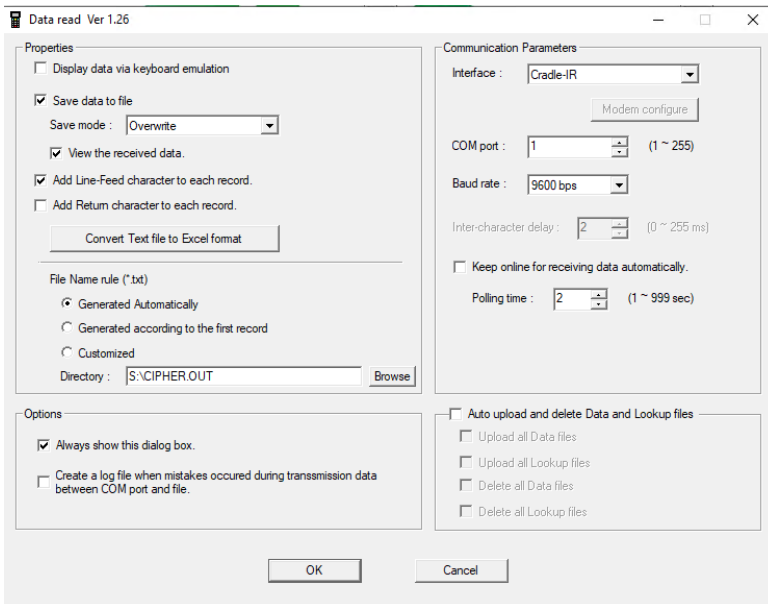


Figure 5: CPT-8000 Data Read Window

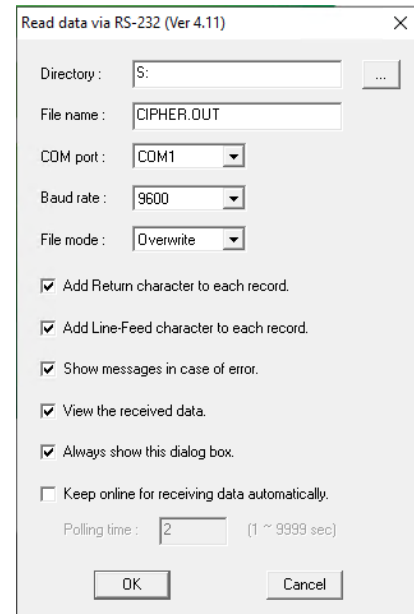


Figure 6: CPT-711 Data Read Window

- Press OK and the data will be uploaded from scanner to Windows PC creating a CIPHER.OUT file. The CIPHER.OUT file contains all data captured during the counting process via the CIPHER Scanner.

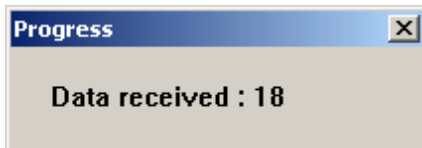


Figure 8: Data Upload Progress



Figure 7: Upload Data Success

- When selecting “Yes”, View the received Data, a notepad will open showing all data captured.

- Data will be displayed as: LOCATION / BIN NUMBER / BARCODE / QUANTITY COUNTED
- **PLEASE NOTE: THE CIPHER.OUT UPLOADED MUST BE FIRST COPIED TO THE CORRECT UNISOLV FOLDER AND CONVERTED INTO A MSI FILE ON UNISOLV (OPTION 5 AND 6 OR NEXT 2 STEPS IN MANUAL) BEFORE THE NEXT COUNTED SCANNER CAN BE UPLOADED TO THE WINDOWS PC!!!!**

```

CIPHER.OUT - Notepad
File Edit Format View Help
0000|23|6004406006462| 3|ESC
0000|23|6004406003058| 1.17|ESC
0000|23|6005534002739| 1|ESC
0000|23|6005534002654| 1|ESC
0000|23|6005330001073| 2|ESC
0000|23|6006352006558| 2|ESC
0000|23|6006352006572| 1|ESC
0000|23|6009681160168| 1|ESC
0000|23|6009681160151| 1|ESC
0000|23|6001390955301| 0.44|ESC
0000|23|6001390955271| 0.84|ESC
0000|23|6001145909153| 1.5|ESC
Ln 1, Col 1 100% Windows (CRLF) UTF-8

```

Figure 9: CIPHER.OUT

Upload MSI from Windows PC to Server

We are now at option 5 on the UNISOLV Stock Take Menu as seen on Figure 1

- Select Option 5 to move the CIPHER.OUT into the correct folder on the UNISOLV Server necessary for the step to follow.

Convert CIPHER.OUT to MSI File

We are now at option 6 on the UNISOLV Stock Take Menu as seen on Figure 1

- Select Option 6
- **If an error pops up stating cpt711 – NOT FOUND, PLEASE consult CKN Helpdesk**
- Select 3 Read from Hand-held Terminal to MSI Files
- Press ENTER at Enter Input-File Name.....: CIPHER.OUT
- Press ENTER again until all Files are imported

```

Unisolv: Authorized and Developed by BCX (Pty) Ltd (012.avn)
STOCK-TAKE UTILITIES LOGGED VALUES:
Enter Input File Name.....: CIPHER.OUT

3. Read From Hand-held Terminal to MSI Files

3 Please Specify Selection

Busy Importing Data.....
1234567890123456789012345678901234567890
0000|23|6004406006462| 3|ESC

```

Figure 10: Converting CIPHER.OUT to MSI File

- Now the CIPHER.OUT is converted into the MSI file (MSI named according to the bin numbers counted) and is readable by UNISOLV. Now you may continue uploading the next scanner onto your Windows Uploading terminal and repeat options 5 and 6

Error while converting CIPHER.OUT to MSI File

- This error occurs when the same MSI File already exists in Unisolv.
- To overcome this problem, ESC out of this window. Please note, a MSI0000 will be created by this procedure which also needs to be deleted.
- User Option 9 on the Stock Take main menu Figure 1 – DELETE SINGLE MSI FILES to delete this specific problem MSI together with MSI0000.
- **PASSWORD – SINGLE**
- After this procedure is followed, repeat converting the CIPHER.OUT to MSI File.
- This time the conversion should be successful.

```

Unisolv: Authorized and Developed by BCX (Pty) Ltd (012.avn)
STOCK-TAKE UTILITIES LOGGED VALUES:
Enter Input File Name....: CIPHER.OUT

3. Read From Hand-Held Terminal to MSI Files
Msi:- 0023 Already Exist! - Select New Number - █
3 Please Specify Selection
Busy Importing Data.....

```

Figure 11: Error while converting CIPHER.OUT

STOCK TAKE PROCESSING

From now on we will be working in the stock take processing section on the Stock Take Utility Menu.

- Select Option 7 from main Stock Take Menu Figure 1 (STOCK TAKE PROCESS MENU)
- This will open the Stock Take Utility Menu
- USE LOGGED VALUES Y/N?

- **ALWAYS SELECT “N” (VERY IMPORTANT)**
- **MAKE SURE THAT LOGGED VALUES IS “N” IN THE TOP RIGHT HAND CORNER OF THE PAGE AS INDICATED IN RED IN FIGURE 12**

```

Unisolv: Authorized and Developed by BCX (Pty) Ltd (STK012)
STOCK-TAKE UTILITIES LOGGED VALUES: N
1. Log Current Stock on Hand Values for Stock Take
2. Transmit Stock Codes to Hand-Held Terminal
3. Read From Hand-Held Terminal to MSI Files
4. Enter from Keyboard to MSI Files
5. Listing of Stock Captured in MSI Files
6. Consolidate and Process MSI Files
7. Enter from Keyboard and Process Data
8. Listing of Stock NOT Processed
█ Please Specify Selection

```

Figure 12: Stock Take Utility Menu

Print out MSI to check for any errors

Do not wait to check at the end of the stock take, as this will lead to items not being checked and corrected
From the Stock Take Utility Menu

- Option 5 – Listing of all stock captured in MSI
 - Start MSI **Type in your bin number**
 - End MSI **Type in your bin number**
 - Single columns only (Y/N) **N**

Once you have printed out the MSI check for errors

- Invalid Barcode
 - check the stock items in stock enquiry, it may be missing
 - Check for any odd characters in the barcode
- Check that stock scanned is the same as the items on the MSI sheet (To be sure no barcodes are linked to the incorrect stock)

Should you need to do corrections

From the Stock Take Utility Menu

- Option 4 – Enter from keyboard to MSI file
 - MSI number **Your bin number**
 - Limit line number for MSI file **ENTER**
 - New File **N (IF YOU ENTER Y YOU WILL DELETE ALL YOUR PREVIOUSLY CAPTURED ITEMS)**
 - Stock Code **Type in the stock code or press ENTER to search, using the description.**
 - Quantity **Put in the quantity**
To deduct a quantity put in a minus e.g: -6
- Remember that if a mistake is found during stock take, you have to fix the mistake in the MSI file. No adjustments can be done in 'Stock-adjustment' before the stock take is completed because your stock on hand will be adjusted and NOT the stock that was counted during stock take, which is currently in your MSI files.
- Remember if you need to change a previously entered quantity, start a new line and either put in the quantity you want to add or put in a negative figure. **Do not change on the existing line.**
- When you are completely satisfied that everything is correct, print out the variances report.

DO ANOTHER BACKUP

- **NB!!!** It is of **UTMOST IMPORTANCE** to do a full backup to secure all your MSI Files at this stage.
 - Select Option 2 in the Stock Take menu Figure 1

Consolidate and process MSI Files

This step will be done a minimum of 2 times. For the first time this step is used to identify all variances in the MSI File **(NO COMPUTER ADJUSTMENT WILL BE DONE)**

From the Stock Take Utility Menu

- Select Option 6 – Consolidate and Process MSI Files
 - Start MSI **Bin number**
 - End MSI **Bin number**
 - Print variances Y/N **Y**
 - Sort variances **N**
 - Process MSI separately **N**
 - Print zero variances **N**
 - **ADJUST COMPUTER** **N**
 - Add committed Stock **N**
 - **Clear hand held work files (Y/N)** **N ***VERY IMPORTANT*****

Check for any abnormal variances and investigate. Should you find any abnormal variances investigate these and correct.

Should you need to do corrections after variance report

From the Stock Take Utility Menu

- Option 4 – Enter from keyboard to MSI file
 - MSI number **Your bin number**
 - Limit line number for MSI file **ENTER**
 - New File **N (IF YOU ENTER Y YOU WILL DELETE ALL YOUR PREVIOUSLY CAPTURED ITEMS)**
 - Stock Code **Type in the stock code or press ENTER to search, using the description.**
 - Quantity **Put in the quantity**
To deduct a quantity put in a minus e.g: -6

Remember if you need to change a previously entered quantity, start a new line and either put in the quantity you want to add, or put in a negative figure. **Do not change on the existing line!**

Print the variation report again, DO NOT adjust Computer

From the Stock Take Utility Menu

- Select Option 6 – Consolidate and Process MSI Files
 - Start MSI **Bin number**
 - End MSI **Bin number**
 - Print variances Y/N **Y**
 - Sort variances **N**
 - Process MSI separately **N**
 - Print zero variances **N**

- **ADJUST COMPUTER** **N**
- Add committed Stock **N**
- **Clear hand held work files (Y/N)** **N ***VERY IMPORTANT*****

Proceed to the next step only if you are happy with the variance.

TO UPDATE THE STOCK ON THE SYSTEM

Consolidate and process MSI Files, ADJUSTING COMPUTER

This process will adjust the computer with final stock on hand quantities and values. ***This process cannot be reversed!***

From the Stock Take Utility Menu

- Select Option 6 – Consolidate and Process MSI Files
 - Start MSI **Bin number**
 - End MSI **Bin number**
 - Print variances Y/N **Y**
 - Sort variances **N**
 - Process MSI separately **N**
 - Print zero variances **N**
 - **ADJUST COMPUTER** **Y**
 - Add committed Stock **N**
 - **Clear hand held work files (Y/N)** **N ***VERY IMPORTANT*****

This will print out your final variance report. **Make sure that this is a hard copy.**

Listing of Stock not processed

Saying yes to zero not captured quantities will make everything that has not been counted zero.

Should you decide to say no then all stock that is not in the store will have to be adjusted manually.

- Select Option 8 – Listing of stock not PROCESSED
 - **MAKE SURE THAT IN TOP RIGHT CORNER STILL STANDS – Logged values N**
 - Print by bin **B**
 - From bin number **START**
 - To bin number **END**
 - Skip zero on-hand **N**
 - **Zero not captured quantities** **N – First print the list and check that it is correct. Only after variances have been investigated, go back into the option and say “Y” to clear.**
 - **PASSWORD** **TYUIOP**

Please identify the items that have not yet been processed and adjust accordingly. This will need to be done in the stock module under stock adjustments.

Printing Stock Valuation Report AFTER Stock Take

- This report will give you the current value of your stock **AFTER** stock take.
- From Stock Take Main Menu Figure 1 select Option 8
 - Print by Department **D**
 - Department FROM **ENTER**
 - Department TO **ENTER**
 - Bin Number FROM **ENTER**
 - Bin Number TO **ENTER**
 - Condensed or Full **C**
 - Skip Zero on-hand quantity (Y/N) **Y**
 - Subtract committed from on-hand? **N**
 - Calculate from average or last cost? **L**
 - Press ENTER to print Report
- **File this Report**
- **NB!!! CALL CKN FOR SUPPORT IF ANYTHING LOOKS INCORRECT ON THIS REPORT BEFORE STARTING TRADING. AFTER TRADING HAS STARTED AND PROBLEMS ARISE, CKN CANNOT RE-INSTATE THE BACKUP DONE BEFORE THE STOCK TAKE BEGAN.**

THE FINAL REPORTS THAT YOU SHOULD HAVE AT THE END OF YOUR STOCK TAKE

- The first Stock Valuation Report (Before)
- The adjusted Variance Report
- The adjusted Not Processed Report
- The Stock Adjustment Report
- The Stock Valuation Report (After)

START TRADING

FINAL WORDS OF IMPORTANCE

- CLEAR ALL OLD MSI FILES
- DO BACKUP
- PRINT STOCK VALUATION BEFORE AND AFTER STOCK TAKE
- LOGGED VALUES **N**
- CHECK CORRECTNESS OF MSI FILES
- CHECK CORRECTNESS OF VARIANCES
- CLEAR STOCK NOT PROCESSED
- **STOCK TAKE MUST BE DONE BEFORE OR AFTER MONTH END AND NOT IN BETWEEN. THIS WILL CAUSE CLEARANCE OF THE STOCK TAKE FLAGS AND RESULTING IN ZEROISATION OF ALL STOCK WHEN RUNNING THE ZERO NOT CAPTURED QUANTITIES DURING STOCK TAKE.**
- **CKN HELPDESK IS ALWAYS AVAILABLE FOR ANY QUERIES AND/OR PROBLEMS**

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