Stocktake Process using a KDC Scanner

On receipt call the Bertline Help Desk to ensure 'KTSync' Software is properly installed

Please make sure you have read and understand these instructions, especially if you intend to do your stock take on a Sunday as we do not provide support on a Sunday. If you are not sure please call and we will take you through a dry run

Initial setup

1. Before you perform a stock take you should backup your Bertline database. Name this backup preStocktakeBertline.bck instead of the normal Bertline.bck This will protect you against errors that could occur during the process.
2. Plug the KDC scanner into a USB port and charge until the two LEDs go green and then unplug. The green lights indicate the scanner is fully charged. Do not leave the scanner plugged in continuously as this may damage the batteries
3. Clear the scanner memory following the instructions at the bottom of the page

Starting the Stocktake

1. Scan all books in one category
2. Plug the KDC Scanner into the USB port on the PC. This can be either directly or via the supplied cable
3. Run KTSynch and when the software says it is connected click on synchronise
4. Once synchronised a message will appear saying 'barcodes synchronised' as well as the number of records that have been imported.
5. Create an ISBN list and give it the same name as the category that has just been uploaded
6. Go into the details of the new list and select import file. The file will usually be in Desktop\KDC. Change the files of type drop down to show '*' all. The file will be in the format of 004504_20150308_123138.txt. The 20150308_123138.txt indicates the time and date the file was uploaded and can help in identifying the correct file. Once selected click on 'open' and the file will be imported.
7. Repeat this process until all categories have been imported into an isbn list

Processing the ISBN Lists

1. Open the first list and select send to stock take. For the first time through and only for the first time, Select the 'clear stock take' option and then 'Next'. Subsequent run throughs select 'Don't clear'
2. From the drop down category list select the category that relates to this ISBN List. Select ''Next'
3. Leave Location as Undefined. Select 'Next'
4. If you have further lists to process, select 'No – process later' and then 'Finish'. If it is the last list then select 'Yes – process now'

Stock Update

1. On this screen select 'Full Stock Take' and then click 'Update Stock'
2. If there is a large discrepancy between before and after you may be asked to confirm that you are happy to proceed, if so select 'Yes'. If not contact the Helpdesk for further advice.

Errors

If you make an error then as long as the original ISBN lists are available and the backup is still available then contact the Bertlne Help Desk and we will be able to restore and reprocess. If you have any questions please contact us

Clearing KDC Scanner Memory

1. Press both buttons on the left side of the scanner at the same time
2. Use the down button to scroll down to System Config. Click on the scan button to enter this menu
3. Use the down button to scroll down to Reset Menu. Click on the scan button to enter this menu

4. Memory will be highlighted. Click on the scan button to enter this menu
5. Yes & Exit is highlighted. Click on the scan button to accept
6. Using same method as before scroll down to 'Top Menu', then 'Exit' to resume

PTO for returning information

Returning Scanners.

Contact the Bertline Help Desk on 0871 803 6690 to arrange collection. Please parcel the scanners in a plain box and attach the yellow label to the box to enable us to locate on return. We find it is best to securely attach to the bottom of the parcel to avoid being overwritten by the collection service.