

# **Product Ordering System**

# Installation Instruction and User Manual



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# 1. Introduction

The barcode Ordering system is an application that permits customers of Schottlander to order tooth and non-tooth products using a barcode reader or by manual data entry.

It interfaces with the Schottlander IT system using a series of web services that Schottlander provide at a pre-defined internet address.

The system stores past orders and allows past orders to be re-ordered as required. This allows standard consumable orders to be defined and stored for use as required.

The system supports the use of the Symbol CS1504 and Opticon OPN-2001 barcode reader. The software driver used should permit the use of any CS1504 compatible barcode reader however the devices described are the ones that have been tested.

The bar code ordering system will run on Windows XP through to Windows 8.1 and with Windows 7 and 8/8.1. The application will run on either 32 bit or 64 bit operating systems.



# 2. Getting Started

If you have the original Schottlander Symbol C51504 you will also be sent a USB adaptor to use. An installation CD is also provided for the adaptor.

Remove this:





The link to download the software will be available on the Schottlander website.

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## 2.1. New System Start-up

When a newly installed system is started for the first time it will prevent access to any of the ordering functions until it has been licensed. Licensing requires that you provide Schottlander with your application license number which will be shown on screen when the application first starts, and in return Schottlander will email you an unlock code which should be entered into the box provided on screen.

Until the application has been licensed the only functions available to you are the application close cross in the top right hand corner and the update license button. As the application is unlocked more functionality will be enabled.



Your license code is specific to your installation and will not transfer from one machine to another.



Enter the code supplied to you by Schottlander into the Unlock Code box as shown below and then click the 'Update' button.

Application License Number is:	14097640	
Unlock Code	30bee5a866b93956dee16203d23b3df206	Update

Once the license has been accepted, the screen will enable the Update buttons for both the user and catalogue sections.

You must be connected to the internet for the next steps to function.

When you press update on the unlock code it will fill in your customer details as per sample picture below.

	Advant Details	in.	proving dentistry tog
	Application Lionese Number is:	50489650	
ode Entry	Unlock Code	9edf271adc06ff3785ddcc9a35a16b91e12855	Update
AL 52	Customer Number	12855	
	Customer Name	AAA Samples Account	
Loath Forny	Primary Account Address	F/bhAverue Letdworth SS6 2WD GBR	
Foath Entry	Catalogue Version Date	19/05/2015 10:33:05	Update
er History	Catalogue Number	001	
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When your customer account details are correctly displayed, click on the "Update" button for the Product Catalogue to retrieve the latest catalogue version that is applicable to your account.

While the catalogue is downloading, find the barcode reader port number by plugging in the barcode reader into a USB port on the computer, then click on the button "Find Reader". The Port number will be shown in "Barcode Reader Port Number". With the Symbol Barcode Scanner it bleeps once and flashes green then after a few more seconds it bleeps 3 times. With the Opticon Barcode Scanner it beeps once and loads immediately.

You are now ready to use the barcode ordering system.

If this process doesn't work then the adaptor software must be installed by using the CD supplied with your adaptor.



### My Account

This section has already been shown during the initial setup instructions and contains all the information about your account details, the product catalogue version you are working with, the application license status, barcode reader port number and data file folder name. At any time you can update the product catalogue or your customer details. This section is accessed by clicking on the "My Account" button.



The screen will look like this unless you have a license issue or your account has been blocked.

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	Application License Number is:	50489650	
Barcode Entry	Unlock Code	9edf271adc06ff3785ddcc9a35a16b91e1285t	Update
44 - 42	Customer Nomber	12855	
40 40	Customer Name	AAA Samples Account	
anual Tooth Entry	Primary Account Address	Fifth Avenue Letchworth SG6 ZWD GBR	
ton Tooth Entry	Catalogue Version Date	19/05/2015 19:33:05	Update
Order History	Catalogue Number	001	
	Barcode Reader Port Number	5	

# 3. Functionality Provided:

The menu buttons are arranged vertically on the left of the screen.

The sample **below** shows the system clock and a warning if the current catalogue is out of date.





When the catalogue is updated and no other warnings, errors or information are available, the central aspect to this area will be blank.

#### Entering orders using your Barcode Reader 3.1.

This is by far the easiest way to create an order.

Using your barcode scanner, scan the codes of the items you want to order either directly from the product or from the sheets provided by Schottlander. If you require more than one of the same item then scan the code multiple times to match the number of items required or you can manually edit the number required on the screen.

When you have finished scanning the barcodes, plug the reader into your PC and click on the "Barcode Entry" button.





The barcode data from your reader will be uploaded to the application you will hear the scanner beep. The teeth downloaded will highlight in green as picture below.

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When uploaded click on the "List Order" button and the data will be shown as the list below. You can then either "Continue Order" or "Place Order".

FUR Dates	Note or Amend and Order ProductCode	Description		Cuartety
	<ul> <li>NPALI2U</li> </ul>	Natura Tooth		1
能相思	NEADERL	Natura Looth		1
	NPAL:NU	Natura Tooth		i
arcode Entry	NP.41-25.1	Nalma Toolh		1
1.00	NPA1:PSL	Natura Tooth		1
<1 I	NPALERI	Natura Tooth		17
	NPALIPSE	Natura Looth		1
	NP AL:PGL	Natura Tooth		1
ual Tooth Entry	NACOLOGIES	Natura Looth		1
e an reservery	NA:04:K27	Natura Tooth		1
( )	NACOSCAD	Natura Looth		1
	NA:D4:051	Natura Tooth		1
ar Touth Entry				

Once the order has been sent, your barcode scanner should be cleared.

To check whether the scanner has been cleared, click "Barcode Entry" to see if anything downloads. "Clear Reader" can also be used.





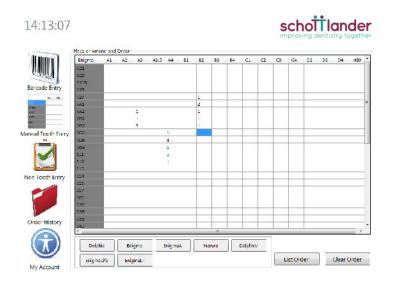
### 3.2. Entering a Manual Order

To enter an order manually you need to click on the 'Manual Tooth Entry' button.

	A1	A2
К22		
K248		
K25		
K27		
K41		
S11		

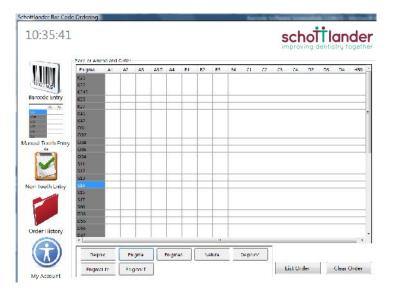
Manual Tooth Entry

This will bring up a grid based order editing system for teeth as shown in the example below.



# 3.3 Entering Tooth Products Manually

This view shows a grid that is used for ordering the "Enigma" range of teeth. The axis along the top denotes the shade and the axis along the left hand side denotes the mould. The top left cell denotes the brand of teeth.



As you select the required brand of tooth, the grid layout displayed will change accordingly.



The primary means of entering order data is using the barcode reader. However, if you want to add a mould and shade manually, let's say you wanted to add two sets of Delphic G8:30, you would enter the quantity "2" in the cell corresponding to this combination.

0766	01	02	03	04	05	G4	G6	G8	G10	
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If you want to delete these sets, simply set the quantity in the cell to zero.

When you swap from one brand of tooth to another, the quantity values you have already entered are saved.

### 3.4 Entering Non-Tooth Products

To the left of your screen there is a button labelled "Non-Tooth Entry". This allows you to switch screens to manually enter non-tooth products (clicking on it also lets you see what has already been entered).



To continue ordering teeth click on the "Manual Tooth Entry" button on the left hand side of the screen, allowing an easy method of switching back and forth from tooth to non-tooth products on an order.

Entering non-tooth products manually is slightly different from entering teeth via the grid. To enter these products you have to know the product code you want (which is why using the barcode reader is so much simpler).

Enter the product code into the left hand column of the screen provided and press Return key on your Keyboard. This will display the description and default to a quantity of one and the cursor will be over this quantity. To accept press Return Key or to change this quantity enter the number required before pressing Return Key.



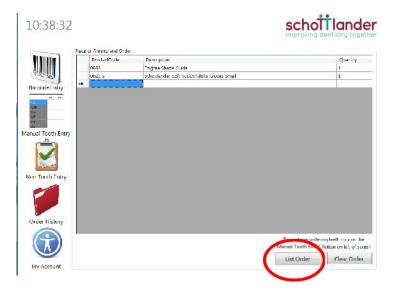
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Additional products can be added by repeating the procedure above. To delete a line item simply highlight the row to be deleted and press the "Delete" key on the keyboard.

If you exit the application your order to date will be retained allowing offline orders to be entered over a period of time and order placement to occur when an internet connection is available. When you connect to the internet you can check as below or list order and then place it.

## 3.5 Completing your Order

When you have entered or scanned in all the products you need, click on the "List Order" button.



This will put together into a single list all the products that you have ordered via the tooth grids together with all of the products other than teeth. You can then review your complete order before sending it.



	PredactCede	Description	Quantity
	LACADIOLO	Lingma feoth	,
	EA:AE:S11 0333 #####	Enigma Tooth Enigma Shace Guide	4
Entry	0021 52444	Schottlander Soft Touch Nitrile Gloves Small	1
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listory	Select Delivery Address	Enter Order Kefsione	

You can return to the order entry grids at any time by clicking on the 'Continue Order' button

Continue Order

When you have checked the order for accuracy enter an order reference to allow you to refer back to the order at a later date more easily, select the delivery address for the order from the drop down selection as shown below and finally click on "Place Order".

Select Delivery Address	Enter Order Reference		
AAA Samples Account, SG6 2WD	▼ ABC123	Continue Orde	Place Order
			$\sim$

When you click on "Place order" you will see an information symbol and the text "Uploading Order" appears at the top of the screen.



This will disappear when the order has been successfully received by the Schottlander system.

Once an order has been placed, the order entry screens are cleared and a new entry is made in the "Order History" section of the application.

### 3.6 Clearing your Order

If you make too many errors or you simply want to start a fresh order, simply click on the "Clear Order" button at the bottom of this screen.



## 3.3. Order History

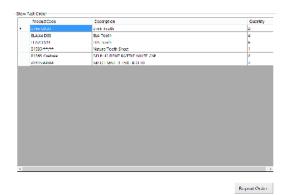
The Order History section is accessed by clicking on the "Order History" button.



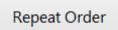
This list retains a record of each order you have placed using the application. The list is ordered by date with the most recent dates at the top of the list for ease of access.

14:29:1	(72) (20)		schottlander improving dentistry together
WWW	Crite	Order - Order Beterenze Dute - Cinder Beterenze	Where Delivered
to all		15/05/2015	AAA Semples Account, SGe 2WD
rcode Lntry		13/05/2015 13/05/2015	AAA Samples Account, S& ZMD AAA Samples Account, S& ZMD
4 12		13/01/2015	AAA Samples Account, SOE 2MD
		11,08/2015	JAAA Somples Account, SGe ZWD JAAA Somples Account SGE ZWD

Any order shown in the list of historic orders can be viewed in detail by "double clicking" the row showing the order of interest.



If a repeat order is required simply click on the "Repeat Order" button in this view and continue as described on page 12 to place the order.



If for any reason your account has been blocked your screen will show as follows when the application is loaded.



To unblock your account, please call the Schottlander Customer Service Team and when the issue has been resolved either restart the application or click on the "Update of Catalogue" button within the customer details section.



# 4. Quick and Easy steps to load your Barcode Scanner

• Download from Schottlander Website

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- Telephone Schottlander with licence number for your unlock code.
- Plug your USB lead into the computer so your Barcode Reader it can be recognised (see Page 6 if needed)
- Type the unlock reference into the box and click update. Your account number, name and address should fill in automatically.

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