MSS SOFTWARE
The Right Way To Barcode

VETERANS 5.4.0 USER GUIDE

V. 1.0

APRIL 1, 2023

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Table of Contents

Using Inventory Programs on VA Scanners

This document applies to version 5.4.0 and later versions of the application on the scanner. The version number is shown at the bottom of the home screen. This document may be helpful with earlier versions of the application although some screens may appear different.

There are several inventory programs pre-installed on the barcode scanners that work with AEMS/MERS, Maxim and GIP. These programs are used in conjunction with KWedge to transfer data from the scanner to the inventory application on your PC. They are as follows:

- PRCPH - EXPENDABLE PHYSICAL COUNT--Records inventory of expendable items
- PRCUS - EXPENDABLE USAGE--Records usage of expendable items
- ENNX - NON-EXPENDABLE--Records inventory of non-expendable equipment
- ENPM – PREVENTATIVE MAINTENANCE – Records maintenance of equipment
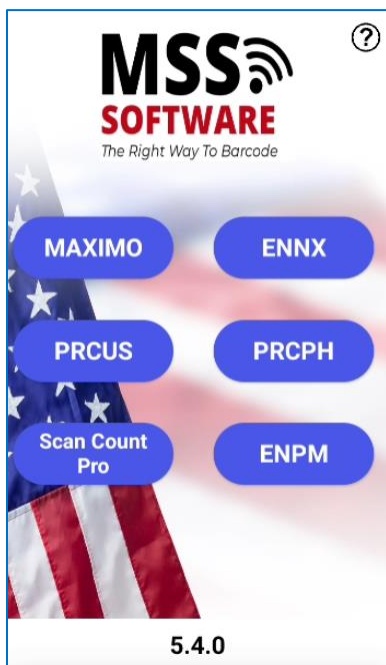- MAXIMO - NON-EXPENDABLE--Records inventory of non-expendable equipment

Additionally Scan Count Pro is included to help with processes that users are currently relying on pen and paper to complete.

- Scan Count Pro – Customizable Data Collection – Customize fields to capture any kind of data

This guide will show you how each of the programs work so that an understanding can be gained for all of them.

Main Menu

All Programs can be accessed and started from the Main Menu.

MAXIMO

Maximo is an application designed to allow a user to collect information on any item. No restrictions are applied, and the input field will accept any scanned or typed data.

- NON-EXPENDABLE - Records inventory of non-expendable equipment

Enter Station ID and File ID

The Maximo Main Menu screen will only have option 1. Enter Inventory available. Note: The other options will be grayed out until Inventory has been taken
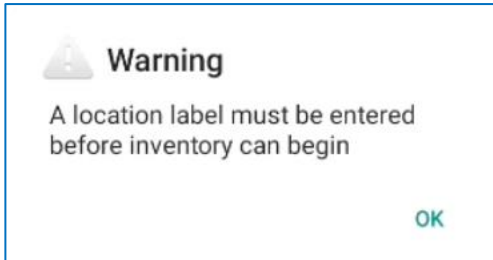
Tap into option "1. Enter Inventory" to begin collecting inventory.

All data for RM and ID goes into the Value field, and it may be scanned or typed.

Scan a location RM barcode. If you do not scan the location RM barcode first you will receive a warning message.

< MAXIMO: Inventory

Scan Data

RM

ID

Value

Model

Sample values: SP123 (location)
456 MX7890 (item)
ENTER to accept keyed entry
ESC to quit

Scan SP Location or Item

⚠ **Warning**

A location label must be entered before inventory can begin

OK

Then scan an ID barcode or tap the Model Button.

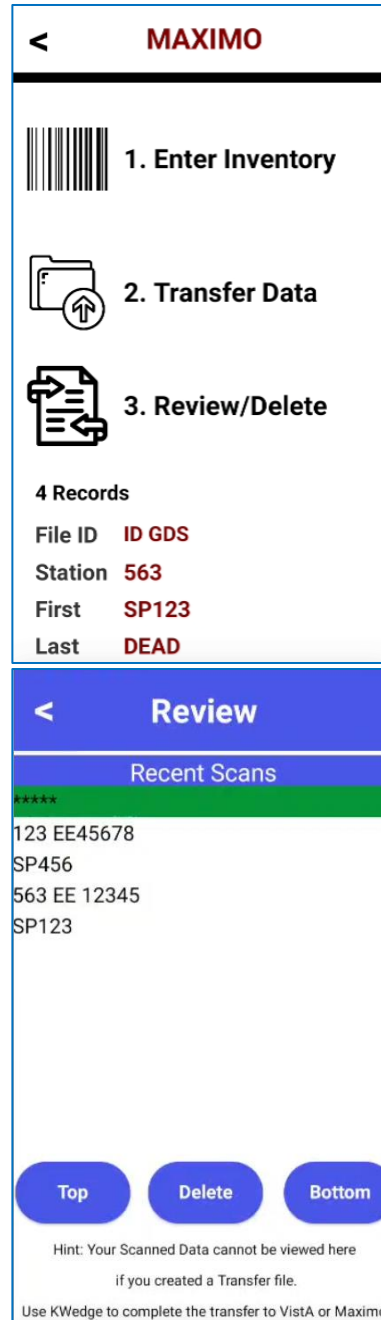Tapping the Model button will take you to a new screen to enter a model, serial and description.

< MAXIMO

Model

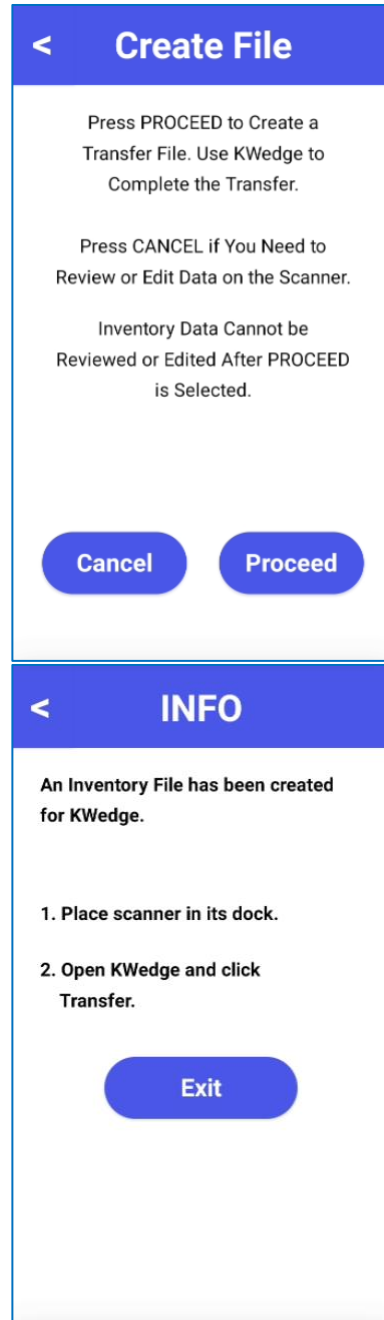Serial

Description

Save

ENTER model, serial and description

MAXIMO

Once data has been collected options **2. Transfer Data** and **3. Review/Delete** will become available.

MAXIMO

1. Enter Inventory

2. Transfer Data

3. Review/Delete

4 Records

File ID	**ID GDS**
Station	**563**
First	**SP123**
Last	**DEAD**

Tap option **3. Review/Delete** to review the scanned data. Use the Top/Bottom buttons to navigate through the list.

When an item is deleted, it will be shown on the list as asterisks.

Review

Recent Scans

*****
123 EE45678
SP456
563 EE 12345
SP123

Top   Delete   Bottom

Hint: Your Scanned Data cannot be viewed here
if you created a Transfer file.
Use KWedge to complete the transfer to VistA or Maximo

Tap option **2. Transfer Data** to create a transfer file for KWedge. The user will be presented with a screen informing them they will not be able to edit or review data once the **PROCEED** button is selected.

< Create File

Press PROCEED to Create a Transfer File. Use KWedge to Complete the Transfer.

Press CANCEL if You Need to Review or Edit Data on the Scanner.

Inventory Data Cannot be Reviewed or Edited After PROCEED is Selected.
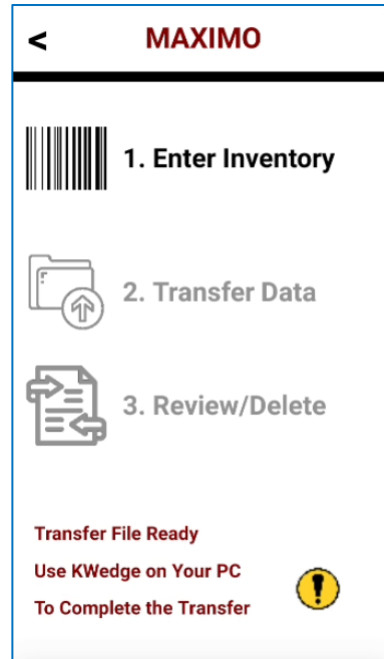
Cancel   **Proceed**

After **PROCEED** is selected the scanner will make an audible beep and show that the Inventory File has been created.

The scanner should be placed in the docking station, and KWedge will be used to transfer data from the scanner to the target application (Example: VistA/Reflections/Maximo).

< INFO

An Inventory File has been created for KWedge.

1. Place scanner in its dock.

2. Open KWedge and click Transfer.

Exit

Once the transfer file is created, the MAXIMO main menu will update to alert the user that the file is ready to be transferred by KWedge. See warning at bottom of this screenshot.

Users can collect new inventory and create a new transfer file, but the previous transfer file will be overwritten.

Note: all transferred data files are saved and can be accessed from the Archive folder

MAXIMO

<

1. Enter Inventory

2. Transfer Data

3. Review/Delete

Transfer File Ready
Use KWedge on Your PC
To Complete the Transfer

**Refer to the KWEDGE section for detailed instructions on how to transfer data to the PC using KWEDGE 7.X software

ENNX

- NON-EXPENDABLE - Records inventory of non-expendable equipment (Property or Equipment)

Enter Station ID and File ID

<

Station 563

Proceed

Dark Gray button in right corner of input field will change keyboard type

Enter a 3-10 Character STATION
ENTER to accept keyed entry

ENNX

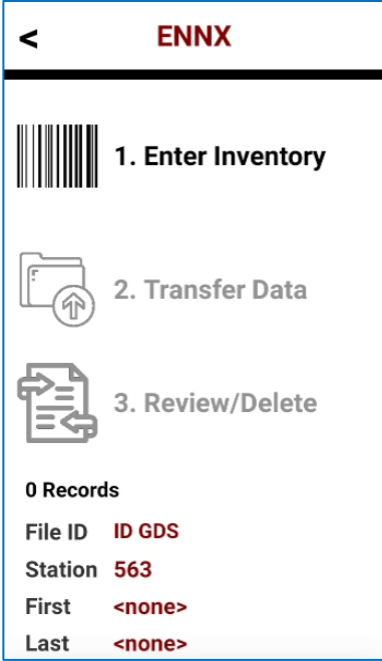<

ID **ENNX**

Enter File ID (3 A/N char)

GDS

Proceed

Enter a 1-3 Character string
ENTER to accept keyed entry
ESC to quit

ENNX

The ENNX Main Menu screen will only have option **1. Enter Inventory** available. Note: The other options will be grayed out until Inventory has been taken

Tap into option "1. Enter Inventory" to begin collecting inventory.

All data for RM and ID goes into the Value field, and it may be scanned or typed.

Scan a location RM barcode. If you do not scan the location RM barcode first you will receive a warning message
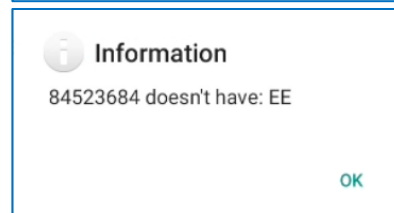
Then scan an ID barcode or tap the Model Button

If you scan an ID that does not match the entered station ID you will receive a warning and be prompted to either reject or accept the scan.

Info

WARNING: EE label 123 EE45678 is not from VAMC
563 Accept this value?

Yes   No
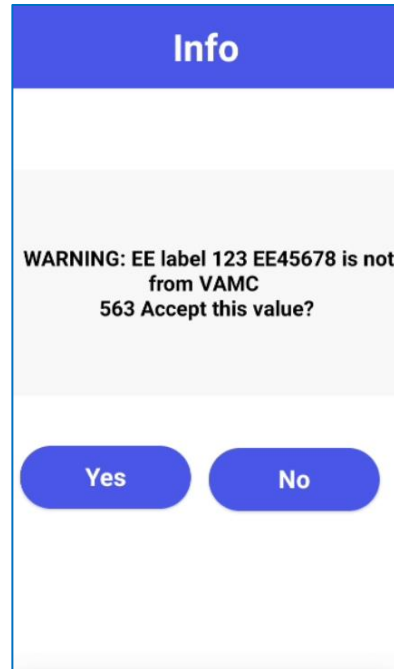
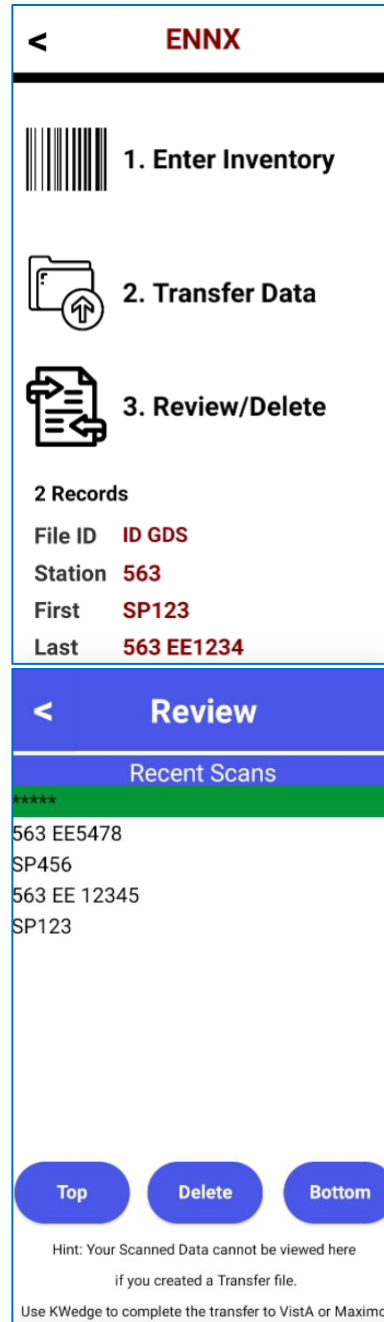If an invalid ID is scanned, you will receive a pop up alerting you the ID does not contain the required "EE"

ⓘ Information

84523684 doesn't have: EE

OK

Tapping the Model button will take you to a new screen to enter a model, serial and description.

< **ENNX**

Model

Serial

Description

Save

ENTER model, serial and description
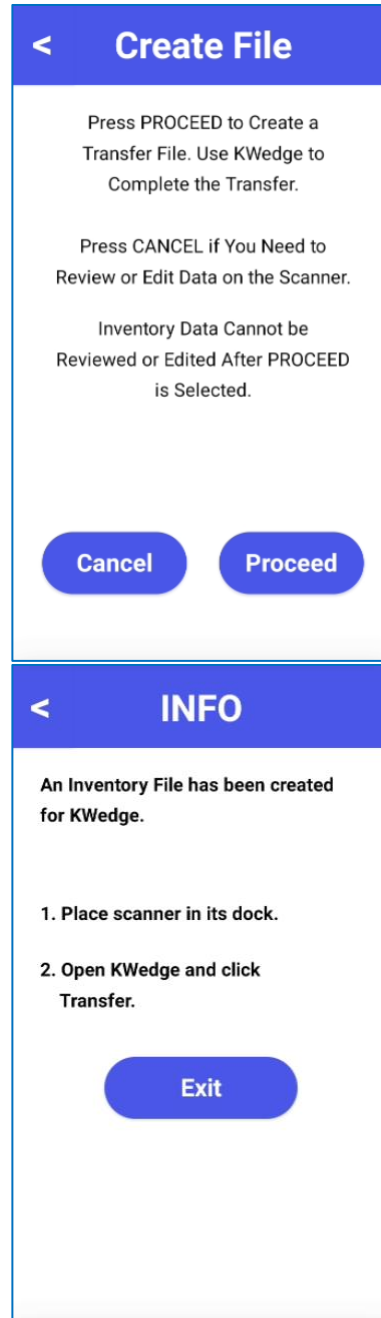
ENNX
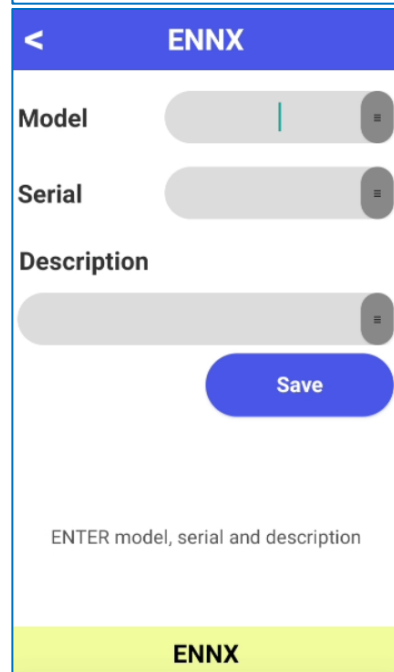
Once data has been scanned/collected options **2. Transfer Data** and **3. Review/Delete** will become available.

Optional: Tap option **3. Review/Delete** to review the scanned data. Use the Top/Bottom buttons to navigate through the list.

When an item is deleted it will be shown on the list as asterisks.

Tap option **2. Transfer Data** to create a transfer file for KWedge. The user will be presented with a screen informing them they will not be able to edit or review data once the **PROCEED** button is selected.

< Create File

Press PROCEED to Create a Transfer File. Use KWedge to Complete the Transfer.

Press CANCEL if You Need to Review or Edit Data on the Scanner.

Inventory Data Cannot be Reviewed or Edited After PROCEED is Selected.

Cancel   **Proceed**

After **PROCEED** is selected the scanner will make an audible beep and show that the Inventory File has been created.

Use KWedge on your PC to transfer the data to VistA or other business application.

< INFO

An Inventory File has been created for KWedge.

1. Place scanner in its dock.

2. Open KWedge and click Transfer.

Exit

Once the transfer file is created the ENNX main menu will update to alert the user that the file is ready to be transferred by KWedge.

Launch KWedge to complete the transfer process.

Users can collect new inventory and create a new transfer file but it will overwrite any data contained in the previously transferred file.

Note: all transferred data files are saved and can be accessed from the Archive folder
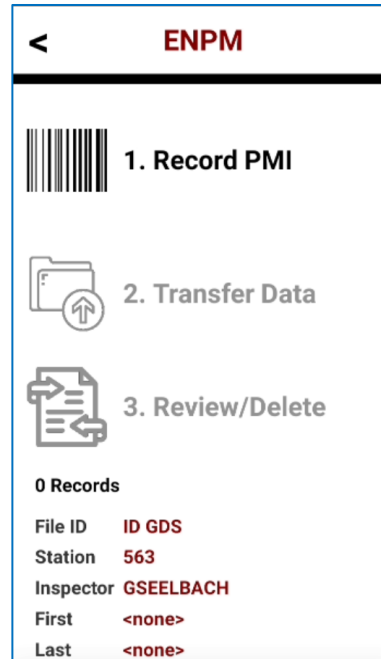
\< ENNX

1. Enter Inventory

2. Transfer Data

3. Review/Delete

Transfer File Ready
Use KWedge on Your PC
To Complete the Transfer
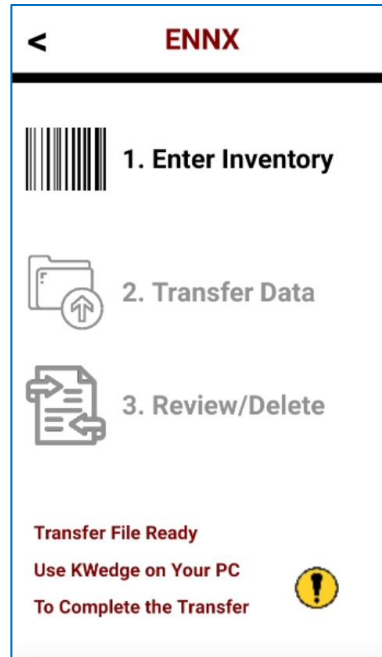
**Refer to the KWEDGE section for detailed instructions on how to transfer data to the PC using KWEDGE 7.X software
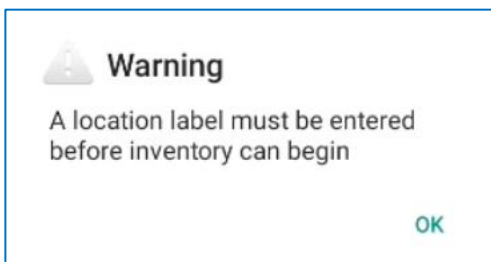
ENPM

- ENPM - Preventative Maintenance

Enter Station ID, Inspector and File ID

\<

Station **563**

Inspector

GSEELBACH

Proceed

Enter to accept keyed entry
ESC to quit

Enter the inspector's NAME
ENPM

\<

ID **ENPM**

Enter File ID (3 A/N char)

GDS

Proceed

Enter a 1-3 Character string
ENTER to accept keyed entry
ESC to quit

ENPM

The ENPM Main Menu screen will only have option **1. Record PMI** available. Note: The other options will be grayed out until data has been taken
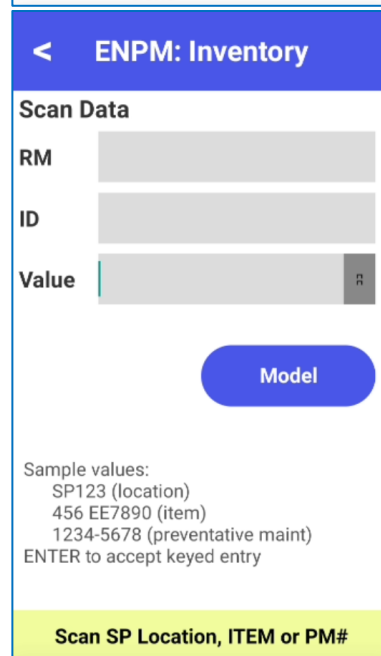
< **ENPM**

‖‖‖‖‖ **1. Record PMI**

📁 **2. Transfer Data**

📄 **3. Review/Delete**

0 Records

File ID	**ID GDS**
Station	**563**
Inspector	**GSEELBACH**
First	**<none>**
Last	**<none>**

Tap into option "1. Record PMI" to begin collecting inventory.

Scan a location RM barcode. If you do not scan the location RM barcode before scanning an item you will receive a warning message.

⚠ Warning

A location label must be entered before inventory can begin

OK

< **ENPM: Inventory**

Scan Data

RM

ID

Value

Model

Sample values:
    SP123 (location)
    456 EE7890 (item)
    1234-5678 (preventative maint)
ENTER to accept keyed entry

Scan SP Location, ITEM or PM#

Then scan an ID barcode or tap the Model Button.

After a valid ID is scanned, the user will decide to PASS/FAIL the item.

ⓘ Question

Does '563 EE12345' PASS or does it FAIL?

FAIL   PASS
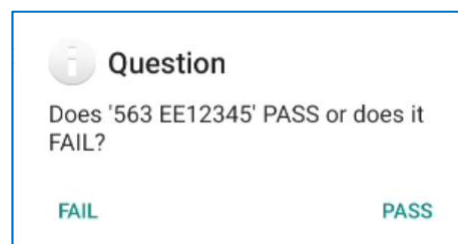
If **PASS** is selected the user will be asked to Enter Details for the item.

If **NO** is selected the user is returned to the inventory collection screen.

If **YES** is selected the user can enter in details for the item.

All fields are optional
Time in Hours: Up to 5 characters
Material $: Up to 5 characters
Condition Code: Accepts values L, G or P
Work Performed: Free text field

Once Save is tapped the user is returned to the inventory collection screen.

Condition Codes will be converted to number values once saved. See key below:
L = 1
G = 2
P = 3

If **FAIL** is selected the user can enter in the fail details for the item.

All fields are optional
Describe Problem: Free text field
Time in Hours: Up to 5 characters
  Examples: 1 or 0.25

Once **Save** is tapped the user is returned to the inventory collection screen.
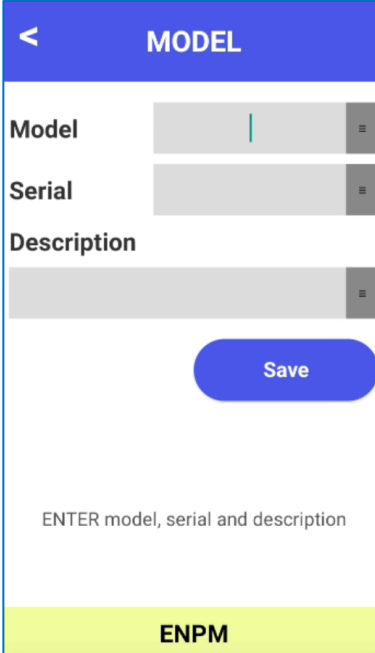
Tapping the Model button will take you to a new screen to enter a model, serial and description.

After details are entered the user will be prompted to go through PASS/FAIL commands as outlined above.

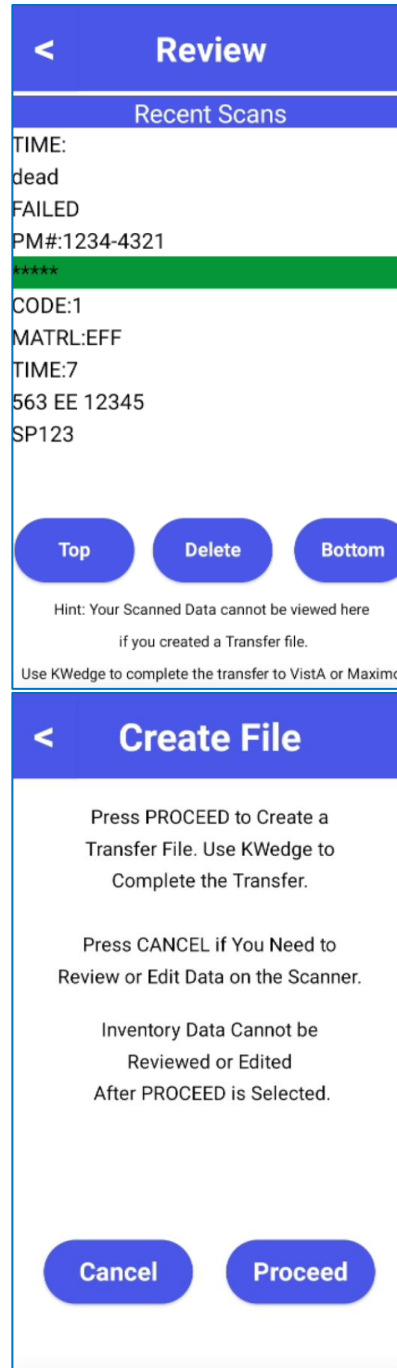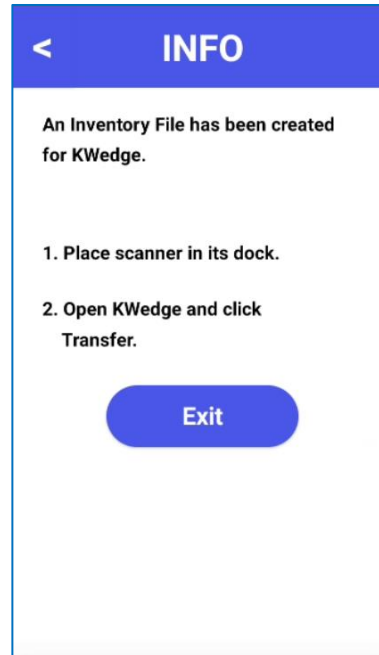Once data has been collected options **2. Transfer Data** and **3. Review/Delete** will become available.

Tap option **3. Review/Delete** to review the scanned data. Use the Top/Bottom buttons to navigate through the list.

When an item is deleted it will be shown on the list as asterisks.

Tap option **2. Transfer Data** to create a transfer file for KWedge. The user will be presented with a screen informing them they will not be able to edit or review data once the **PROCEED** button is selected.

After **PROCEED** is selected the scanner will make an audible beep and show that the Inventory File has been created.

Once the transfer file is created the ENPM main menu will update to alert the user that the file is ready to be transferred by KWedge.

Use KWedge to complete the transfer.

Users can collect new inventory and create a new transfer file but it will overwrite any data contained in the previously transferred file.

Note: all transferred data files are saved and can be accessed from the Archive folder.
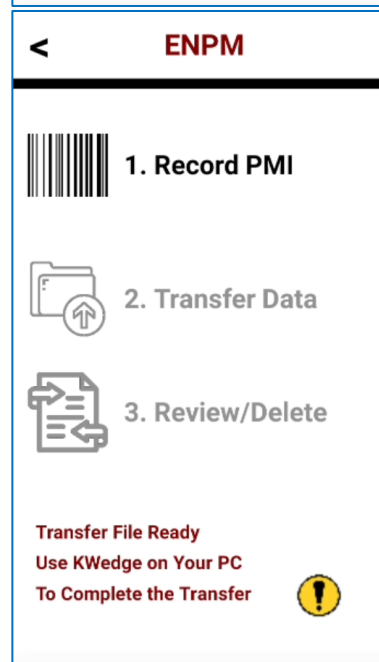
**Refer to the KWEDGE section for detailed instructions on how to transfer data to the PC using KWEDGE 7.X software

PRCUS

- PRCUS - EXPENDABLE USAGE--Records usage of expendable items

Enter File ID

The PRCUS Main Menu screen will only have option **1. Enter Inventory** available. Note: The other options will be grayed out until Inventory has been taken

Tap into option 1 to begin collecting inventory

Scan an IE barcode then enter in a quantity. Invalid IE scans will result in an error message alerting the user the scan was invalid.

Use the 'Zero Out QTY' button to clear the quantity for any scanned IE value.

Once data has been collected options **2. Transfer Data** and **3. Review/Delete** will become available.

Tap option **3. Review/Delete** to review the scanned data. Use the Top/Bottom buttons to navigate through the list.

When an item is deleted it will be shown on the list as asterisks.

Tap option **2. Transfer Data** to create a transfer file for KWedge. The user will be presented with a screen informing them they will not be able to edit or review data once the **PROCEED** button is selected.

After **PROCEED** is selected the scanner will make an audible beep and show that the Inventory File has been created.

Once the transfer file is created the PRCUS main menu will update to alert the user that the file is ready to be transferred by KWedge.

Use KWedge to complete the transfer.

Users can collect new inventory and create a new transfer file but it will overwrite any data contained in the previously transferred file.

Note: all transferred data files are saved and can be accessed from the Archive folder
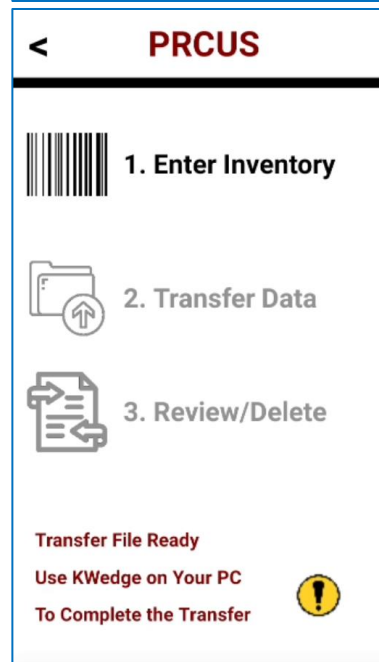
**Refer to the KWEDGE section for detailed instructions on how to transfer data to the PC using KWEDGE 7.X software

PRCPH

- PRCPH - EXPENDABLE PHYSICAL COUNT--Records inventory of expendable items

Enter File ID

The PRCUS Main Menu screen will only have option **1. Enter Inventory** available. Note: The other options will be grayed out until Inventory has been taken

Tap into option 1 to begin collecting inventory

Scan an IE barcode then enter in a quantity.

Scan an IE barcode then enter in a quantity. Invalid IE scans will result in an error message alerting the user the scan was invalid.
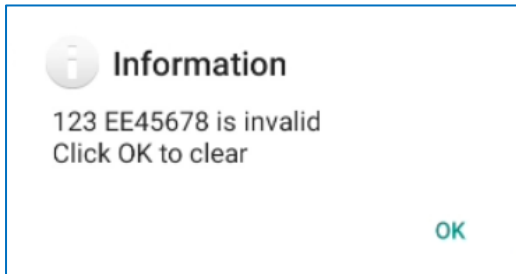
Use the 'Zero Out QTY' button to clear the quantity for any scanned IE value.

Once data has been collected options **2. Transfer Data** and **3. Review/Delete** will become available.

< PRCPH: Inventory

Scan Data

IE

QTY

Value

Zero Out QTY

Sample values: IE123 (location)
456 MX7890 (item)
ENTER to accept keyed entry
ESC to quit

Scan IE Item or Enter QTY

< PRCPH

1. Enter Inventory
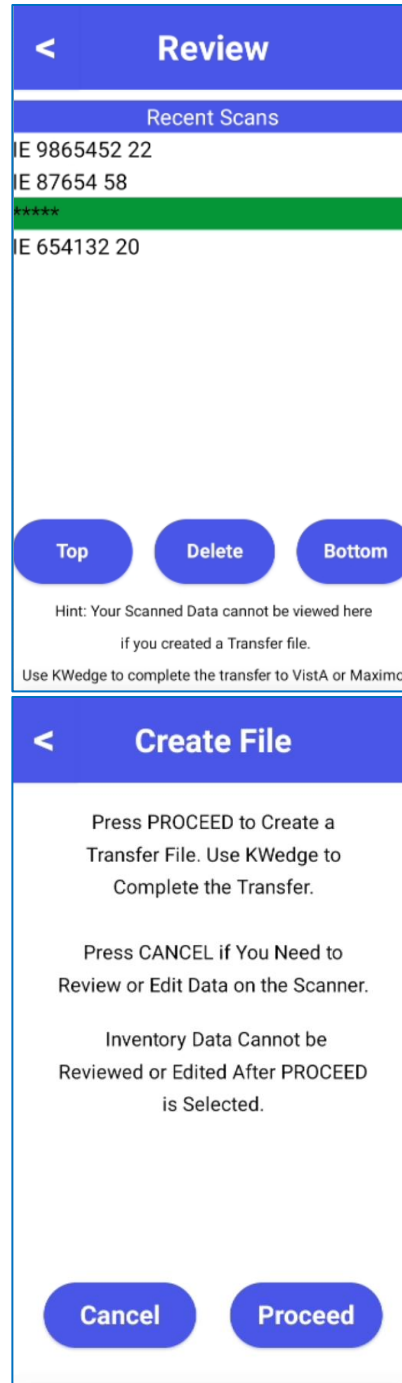
2. Transfer Data

3. Review/Delete

2 Records

File ID   **ID GDS**

First   **IE 443534 14566924**

Last   **IE4542 50**

Information

123 EE45678 is invalid
Click OK to clear

OK

Tap option **3. Review/Delete** to review the scanned data. Use the Top/Bottom buttons to navigate through the list.

When an item is deleted it will be shown on the list as asterisks.

Tap option **2. Transfer Data** to create a transfer file for KWedge. The user will be presented with a screen informing them they will not be able to edit or review data once the **PROCEED** button is selected.

After **PROCEED** is selected the scanner will make an audible beep and show that the Inventory File has been created.

< INFO

An Inventory File has been created for KWedge.

1. Place scanner in its dock.
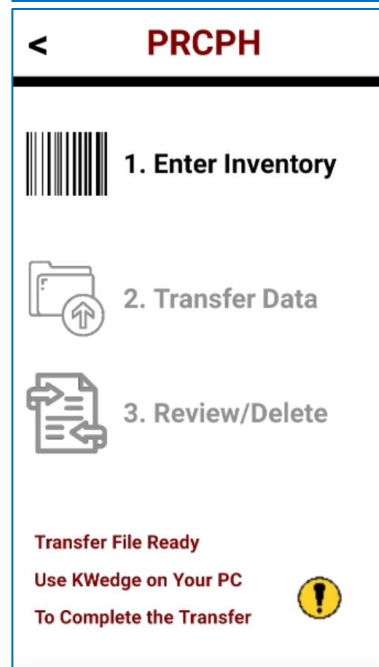
2. Open KWedge and click Transfer.

Exit
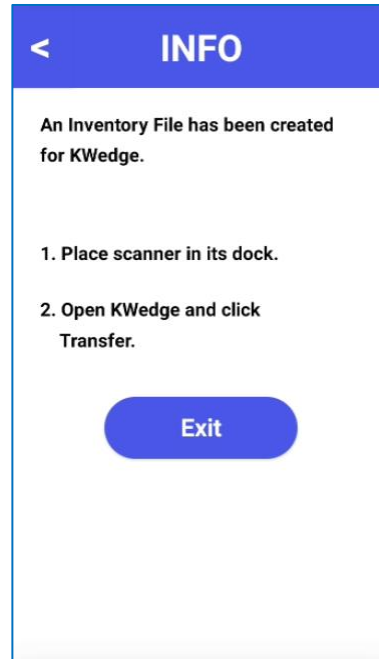
Once the transfer file is created the PRCPH main menu will update to alert the user that the file is ready to be transferred by KWedge.

Use KWedge to transfer the data from the scanner to the target application on the PC.

Users can collect new inventory and create a new transfer file but it will overwrite any data contained in the previously transferred file.

Note: all transferred data files are saved and can be accessed from the Archive folder.

< PRCPH

1. Enter Inventory

2. Transfer Data

3. Review/Delete

Transfer File Ready
Use KWedge on Your PC
To Complete the Transfer

**Refer to the KWEDGE section for detailed instructions on how to transfer data to the PC using KWEDGE 7.X software.

SCAN COUNT PRO

Scan Count Pro was created to help VA users replace any process they are currently doing with pen and paper.

Tap Scan Count Pro to access the Main Menu

1. **Start Inventory**: begin data collection
2. **Transfer Data**: generate a .CSV file on the scanner with collected data
3. **Settings**: configure data collection fields and export settings

**Exit to VA Apps**: Return to the VA App Main Menu

Settings

Prompts: These are the fields that are shown during data collection. Tap into a field to update the field name.

Show: If the Show checkbox is checked next to a prompt the field will be shown on the data collection screen. The third field listed is always shown by default. Fields are shown in the order listed in the Settings.

Repeat: If the Repeat checkbox is checked next to a prompt the field will retain its entered value once a record is completed and saved. This is useful when a field's data is not changing but will still be saved with each record.

Save Date/Time: when checked the date and time each record is entered will be included in the exported file.

Export Data Header: when checked the prompt fields will be included as headers in the exported file
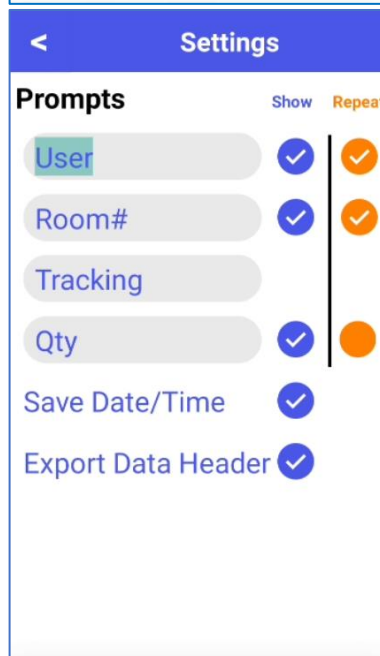
Start Inventory

Input fields are listed at the top of the screen in the order they were configured in Settings.

Each record is listed below the prompts after it is saved.

Fields that are set to repeat will retain their entered value and be skipped over for the next record.

Tap on any field to change its value.

Tap on the red X next to any record to delete it

Transfer Data

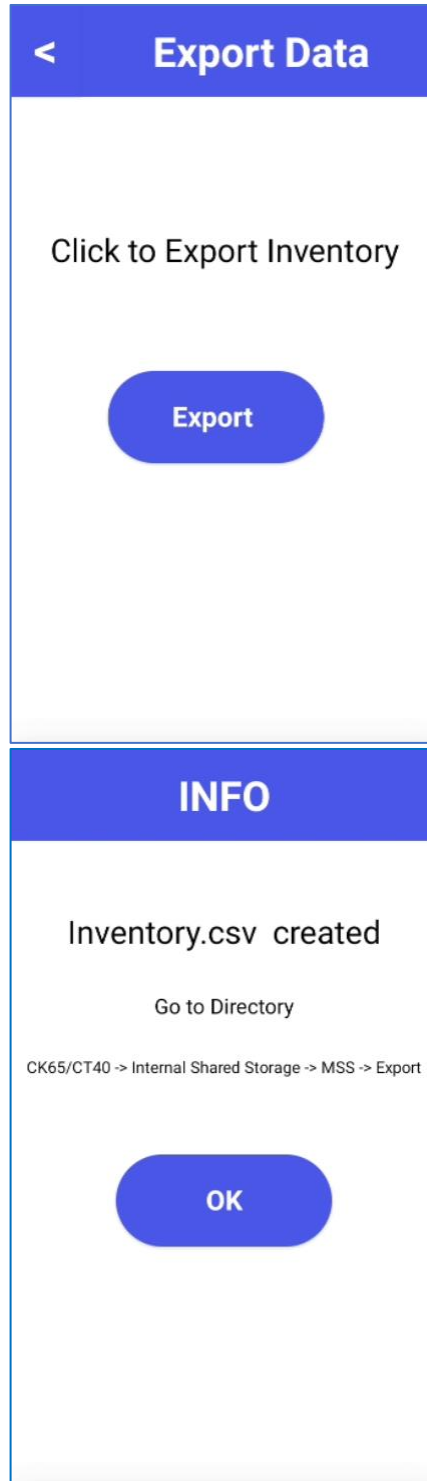Once all data has been collected use the transfer data option to generate a CSV file.

Tap on Export to generate the file. If you use the back arrow to return to the main menu you can continue to collect data.

Once Export has been tapped you may not add more data to the inventory file.

> **< Export Data**
>
> Click to Export Inventory
>
> **Export**

After tapping Export the scanner will confirm the CSV file has been created and display the file path to access the file.

Tap Ok to return to the Scan Count Pro Main Menu

Note: You will NOT use the KWedge application to transfer data.

> **INFO**
>
> Inventory.csv created
>
> Go to Directory
>
> CK65/CT40 -> Internal Shared Storage -> MSS -> Export
>
> **OK**

Use your File Explorer to navigate to the inventory file. Below is a screenshot of the file path and resulting inventory CSV file.
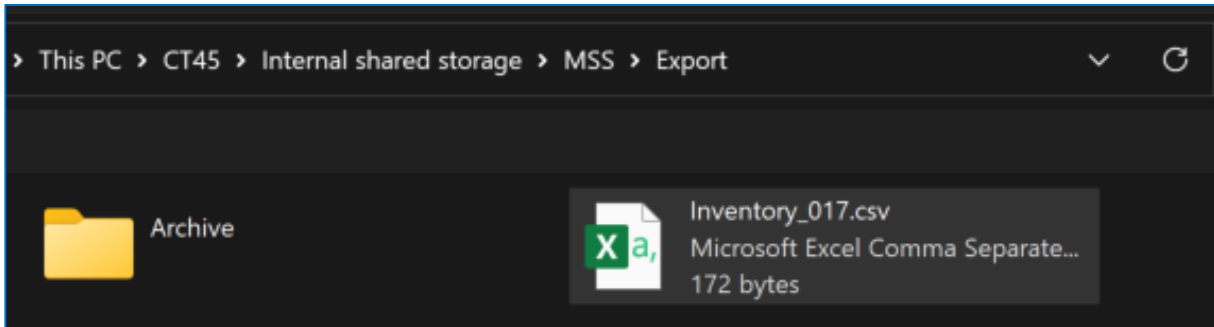
Note: CSV files cannot be opened like traditional files. Opening a CSV file by double clicking it runs the risk of Excel formatting data incorrectly resulting in data loss. Below is an example of how double clicking a csv file can cause unintended results.

EXAMPLE: Double Clicking a CSV File - Result: Tracking Number has been formatted to exponential form and cannot be converted back to the full number

User	Room#	Tracking	Qty	Date	Time
KBHG	RFHJ	9.622E+33	5	4/12/2023	9:22:37
KBHG	RFHJ	1.002E+33	11	4/12/2023	9:22:56

EXAMPLE: Importing CSV File via Excel - Result: Tracking Number is not being formatted by Excel and the full number value is displayed.

User	Room#	Tracking	Qty	Date	Time
KBHG	RFHJ	9622001900005792040700771355135666	5	04/12/2023	09:22:37
KBHG	RFHJ	1002294301070002203000791333340462	11	04/12/2023	09:22:56

MSS suggests opening a blank excel workbook and importing the CSV file into the workbook.

1. Open a blank Excel workbook
2. Tap on the Data Tab
3. Click on From Text/CSV
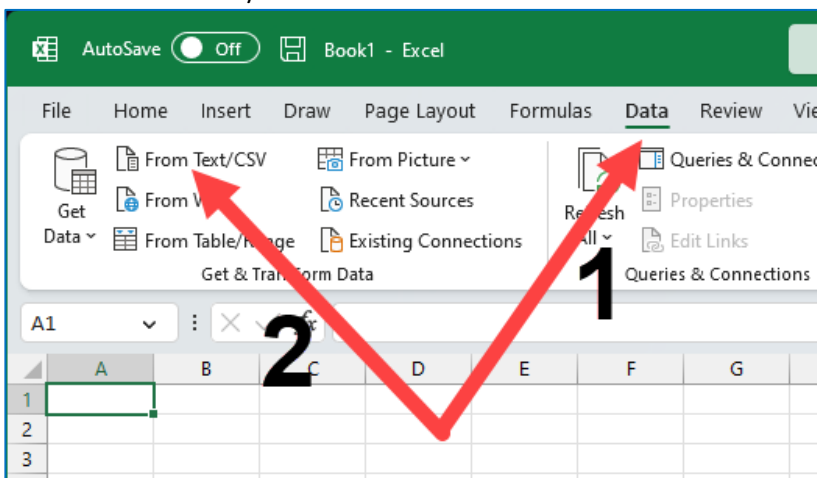
3. Navigate to the CSV file and select it (Note: you cannot import the file directly off the scanners internal memory. The file must be saved to the PC first)

Excel will open a preview window and display the records, you may notice some numbers are being incorrectly formatted.

File Origin		Delimiter		Data Type Detection	
1252: Western European (Windows) ▾		Comma ▾		Based on first 200 rows ▾	

User	Room#	Tracking	Qty	Date	Time
KBHG	RFHJ	9.622E+33	5	4/12/2023	9:22:37 AM
KBHG	RFHJ	1.00229E+33	1	4/12/2023	9:22:56 AM

To fix this, click on "Data Type Detection" drop down and change the detection to "Do no detect data types"

File Origin		Delimiter		Data Type Detection	
1252: Western European (Windows) ▾		Comma ▾		Based on first 200 rows ▾	

User	Room#	Tracking	Qty	Date	Time
KBHG	RFHJ	9.622E+33	5	4/12/2023	9:22:37 AM
KBHG	RFHJ	1.00229E+33			

Based on first 200 rows
Based on entire dataset
Do not detect data types

Then click the load button and the data will load correctly

|	A	B	C	D	E	F	G
1	User	Room#	Tracking	Qty	Date	Time	
2	KBHG	RFHJ	9622001900005792040700771355135666	5	04/12/2023	09:22:37	
3	KBHG	RFHJ	1002294301070002203000791333340462	11	04/12/2023	09:22:56	
4							
5							
6							

Transferring Data with KWEDGE

Once data has been collected on the handheld scanner you will use KWedge to transfer the data to the PC

Ensure the scanner is connected to the PC via the docking station or USB cable.

You should be able to open your File Explorer and see the scanner listed as a device
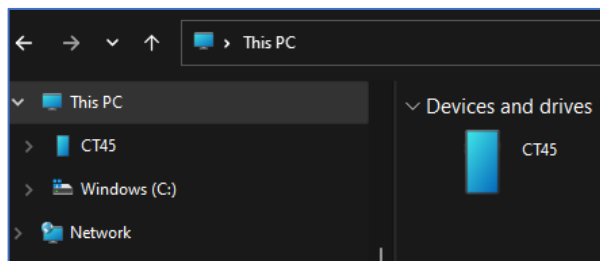
Open KWedge on the PC and click the "select target" button
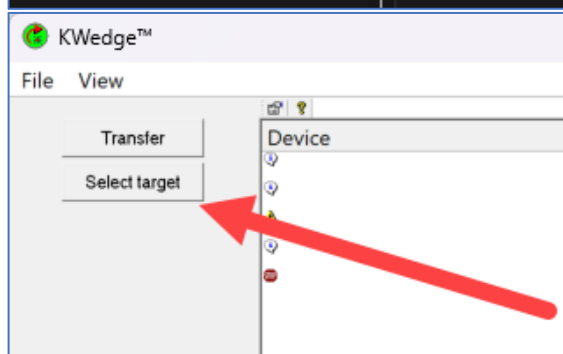
In the window that comes up find the application you would like to send the data to, select it and click 'select'.

Note: if you do not see the application listed
1. Verify the application is open on the PC
2. Click refresh to update the list
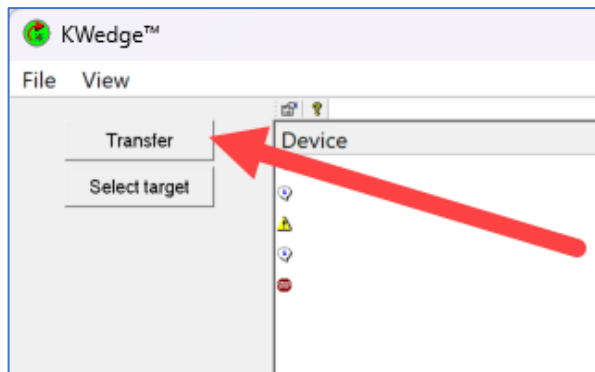3. Double click the name of the specific window you are trying to transfer into.
OR
3. Click the name of the window and then click the OK button to confirm
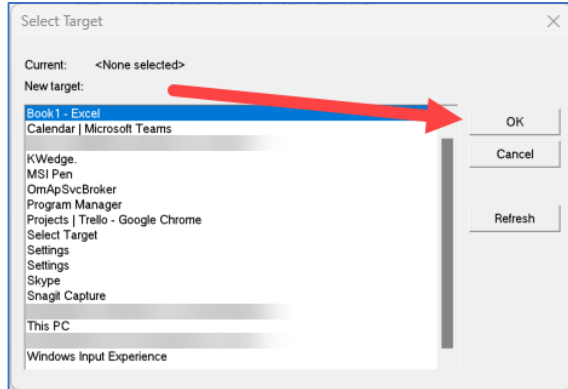
Note: This guide uses Excel as the selected target for demonstration purposes ONLY.
Once the target is selected click the 'transfer' button and let KWedge transfer the data

Once data is transferred, KWedge will ask the user if they would like to clear all transactions from the scanner.

Click **YES** to delete the vista.txt file – data will be removed from the scanner permanently.
Click **NO** to leave the vista.txt file on the scanner – data will remain on scanner however it will be overwritten if the scanner generates a new vista.txt file.
Please Note: The data is not lost if you click yes and did not mean to. The data file is stored in the archive file folder on the scanner.

Note: data cannot be viewed using the scanner
The lines highlighted in yellow are the lines printed when KWedge transfers the data to the target application.

The line highlighted in purple only appears if the user clicks "YES" when prompted to clear all transaction files
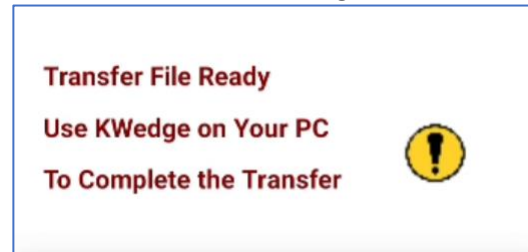
KWedge Troubleshooting

There are several common errors seen in KWedge, the below table lists these errors and provides a solution or steps to take to ensure KWedge will transfer the data correctly.

MSS cannot replicate transfer errors caused by VA approved applications, MSS does not have access to these VA applications to troubleshoot.

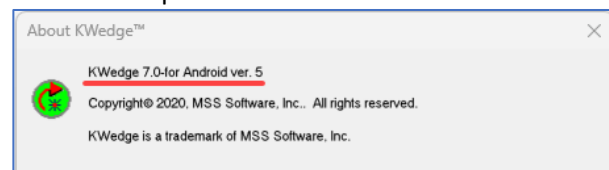| "No Vista.txt file found"	Ensure a vista.txt file has been generated. To check if a file is ready for transfer go into any of the VA programs and enter in the required information (station, id, inspector etc.) to get to the app's main menu. If a vista text file is present on the scanner you will see a message at the bottom of the menu alerting the user.
"No target selected or found"	Ensure the desired application is open and active. The Reflections application will time out if the transfer is not done fast enough.
"Do I have the correct version of KWedge"	Open KWedge and click View > About KWedge. Verify the version shown is "7.0-for Android ver. 5" if your KWedge version does not match it will need to be updated.
"KWedge is transferring the same/duplicate/old data"	You may not be generating a new file from the scanner. Ensure 2. Transfer data process has been completed and the scanner confirms the file has been created.

"I am getting a side by side error"
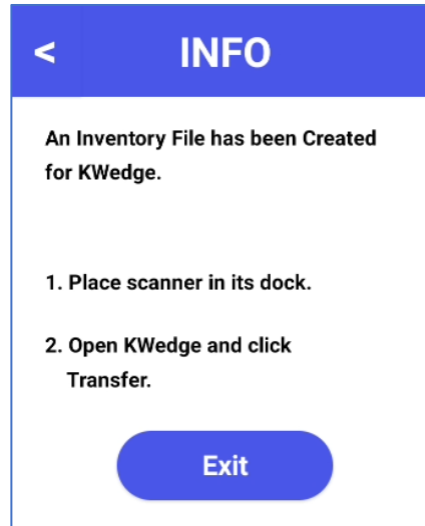
This error applies to PCs built using an older version of Visual Basic which applies to EZ WEdge, KWedge 3.23, and KWedge 7.0 versions 1, 2 and 3. Refer to this webpage for the windows solution for this error: https://www.mss-software.com/shop/va_software_products/EZW100~EzWedge+Software.htm
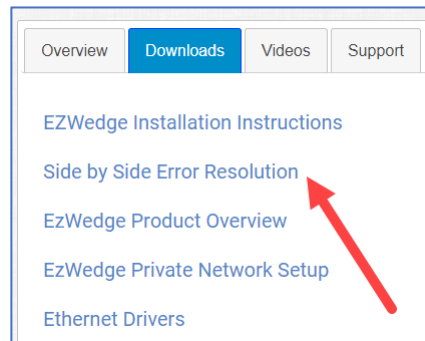
"should I delete data after transfer"

If you do not need the data anymore, we would recommend deleting it when KWedge prompts after the transfer. If you press no and do not create a new inventory file, the same file will transfer will again.

If you want to transfer the data again click NO. Reflections is timing out and needs to be restarted.

"I am transferring into reflections and I keep getting a file not found error"

Close the application, re-open it and QUICKLY go to KWedge, select it as the target and click transfer.

"I can't find my application in the target list"

Verify the name of the specific window you want to transfer into and ensure it is open and active.

For Example, if you are transferring into AbovePar the window that is receiving data is named "Barcode Scanner Reader"

How do I upload into Maximo?

Scan the QR code or use the below link to view to view a video tutorial:

https://www.youtube.com/watch?v=LXMGu9dhdA8&ab_channel=MSSSoftware

How do I upload into AbovePar?

Scan the QR code or use the below link to view to view a video tutorial:

https://www.youtube.com/watch?v=h_ooYpDQuBA&t=11s&ab_channel=MSSSoftware