

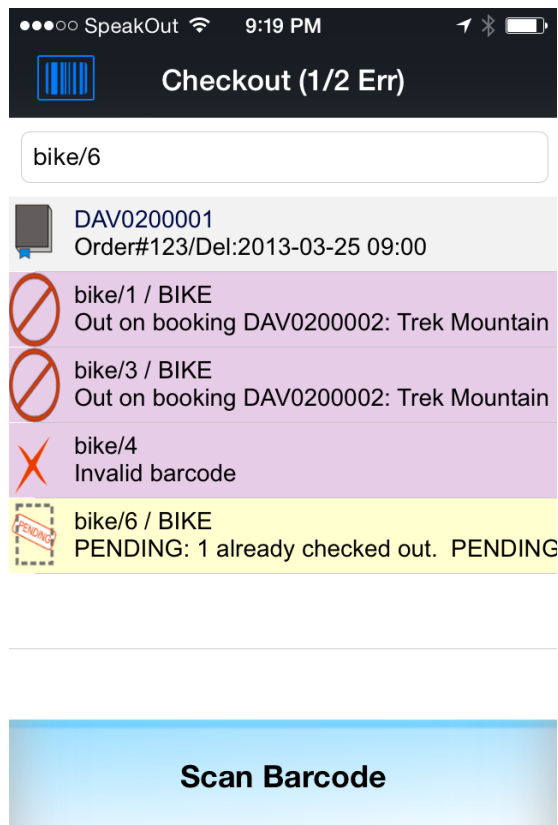
## Barcode scanning and finalising the addition of equipment using RPtogo.

Checkout is the name given to the process whereby assets are scanned out of the warehouse.

While barcode scanning items at the checkout or prep stage, quite often assets are substituted or accessories added. These assets may not have been included in your booking and the RPtogo App will ask you to finalise the addition of these assets in the main program.

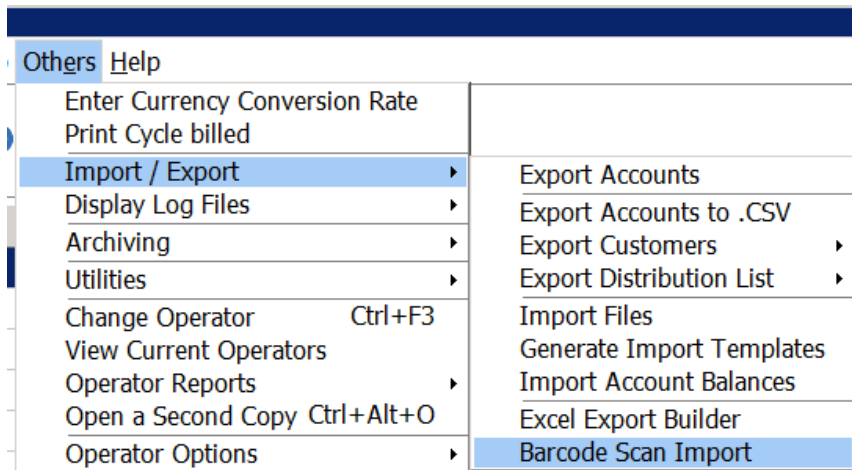
This is because the RPtogo app does not have all the sophisticated tools built into it such as the ability to check availability (to check that there is a sufficient quantity of the product to cover other confirmed bookings) or to calculate prices and add them to a booking.

Assets scanned using RPtogo will be shown with a 'PENDING' note (as below in yellow), if their product was not included in the booking. The App will prompt the user to complete the checkout using the main program.

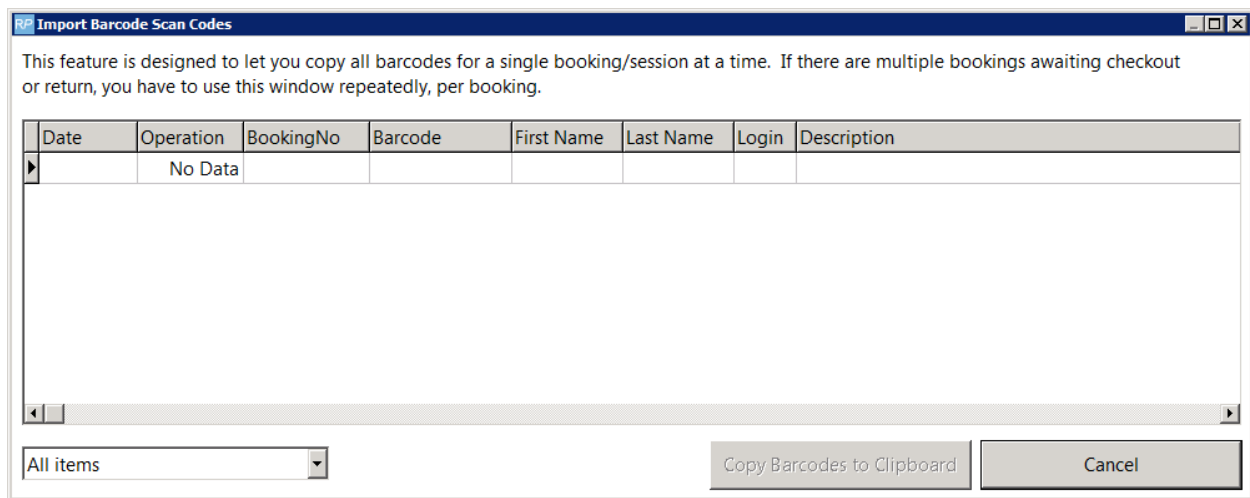


So the assets added to a booking in the checkout process using the RPtogo app must be added to the booking using the procedure outlined below.

To finalise the addition of assets to a booking – first go to the “others” menu -> import / export -> Barcode scan import, as below -



Then this window will appear-



This window will only list the assets “Added in the checkout process” on the IOS App (RPToGo). It will not contain all the barcodes scanned.

The next step is to select the equipment from a booking, you can only process one booking at a time. Then click on the button to “copy barcodes to clipboard”.

The next step is to select the booking on the main booking window and open the checkout window, then navigate to the “Enter barcodes” tab as shown below.

Checkout equipment, booking: 001-MEYD00011 from Location :0 - Fitzroy North

Enter Barcodes | Scanner Sessions | Current Session | Equipment Out | Returned

Scan One or More Barcode(s) :

Checkout Barcodes

Paste the barcodes in here (press <CTRL> <Insert>).

Scan Quantity

Note: 'Scan Quantity' only affects non-asset tracked items. Any quantity entered for an asset tracked item will be disregarded.  
(Shortcut Ctrl-S)

Enter road case barcode to pack/unpack

Pack Unpack

Checkout Date: 18/11/14

Checkout Time: 0014

Checkout Type: ☒ Partial ☐ Final

Check Identify Open Shortages Product Setup Save Cancel

Click the memo tab on the left and press <CTRL> < Insert> to paste the barcodes in.

Then click the “Checkout Barcodes” button as above, then click the save button.