

# ScanLite user manual

**Example Case:** Michel is a laptop sales Rep, he travels around the world, attending the important laptop exhibition. And he has a symbol PDA with barcode scanner and ScanLite installed. Now, he is promoting ten new types of products. When a visitor inquires the prices, weight, and the origin of the CPU and so on and so forth and so fifth, he manages to fluently answer those questions one by one. How does he make it? He just scans the barcode on every type of the laptop and introduces according to the data pop up on the screen of his PDA. What is more, he also gets and auto updated inventory of the most favorable products A-TYPE laptop which was inquired by 132 times, 54 times more than that of the second one C-TYPE. Then he comes back office with the valuable statistics of potential customers and HotSync the PDA with his PC to transfer them into an EXCEL which is a market report. And his captain has much interest in such a detailed and clear report.

## ScanLite features and applications

Features	ScanLite	DB with Barcode
One Touch Play Data Collection	✓	⊘
One Touch Play Data Tracking	✓	⊘
Auto Inventory count	✓	⊘
Multi Views	✓	⊘
Collection With Time Stamp	✓	⊘
Categories, Counts, Line NO.	✓	⊘
Global Search, Sort, Attach Notes, Fonts set, Edit option	✓	⊘
Fields customizing	✓	⊘
Excel data import, export. Different sheets to categories.	✓	⊘
Optimized arithmetic for barcode track	✓	⊘

### Applications:

- Inventory tracking
- Mobile barcode collection
- Maintenance tracking
- Medical tracking
- Commodities investigation
- Trade show visitor recording and tracking
- Inventory management

Easy shopping compare  
Products statistics storage  
Sick berth data recording and checking  
Library book tracking and checking.  
Computer inventory  
Job inventory management

### **Get fun at the first tap.**

ScanLite incorporates time saving and one-button-play features that are not seen in other applications. Auto inventory count after scan, customizable configure, auto check-back desktop are just a few of the features that will streamline and simplify your work. If you and your company have extended data capture or inventory management needs, just get fun at the first tap.

## **Installation**

### **System requirements**

1. Palm OS 3.5 or higher
2. Symbol barcode scanner SPT1500 SPT1550 SPT1700 SPT17XX SPT1800 or CSM150 for handspring, If you need barcode scan.
3. Windows 95/98/NT/2000/XP

### **Install:**

1. Unzip ScanLite file and click setup.exe, choose your folder and install.
2. Click Install ScanLite on Palm , Choose your Palm user and Hotsync ScanLite to your Palm.

**Note for install environment:** Some hack program in Palm may cause ScanLite instability, verify such program if you want to active them when ScanLite works.

### **Uninstall:**

1. Click uninstall on your program folder.

## **One-touch-play for data collection**

### **Operation:**

1. On your Palm, tap the ScanLite icon and run it.
2. Click the **new** button to create a new record
3. Choose the **increasing mode** on the higher right of the screen. (Default)
4. Scan the item s barcode; you can fill in the data about name, sum, price, location as you need.
5. Scan again. Notice that you need not click **Done** button to save the barcode. It

will auto-save when next scan.

6. Once the scan is completed, perform a HotSync with your PDA.
7. Run the ScanLite Desktop program. Choose your current Palm user; your collected data will be previewed in screen.
8. Click **Export Palm data** button, save your collected data as Excel file.

**Highlight:**

Different category in Palm will be saved as different sheets in Excel

**Tips**

1. You can choose different category to save after barcode scan.
2. If you want to add a duplicated item for scanned barcode or just want take an order after scan, choose the **duplicate mode**, on the higher right of the edit screen.
3. If you need not timestamp when barcode scan, Click Menu->Option->Customizing, uncheck the **Time** box.
4. If you do not want to collect duplicate barcode, Click Menu->Option->Customizing, check the **Unique** box.
5. If you want to input fields name such as **weight** **height** there is not listed in ScanLite, Click Menu->Option->Customizing, rename the fields name you need.
6. If you want to hide some fields in view, Click Menu->Option->Customizing, set the max display count(1-18).
7. There is three view mode icon in ScanLite main list, First is sorted by your barcode , Second is sorted by name, third is sorted by your counter.

**One-touch-play for data tracking**

**Operation:**

1. Made your Excel sheet as below, fist line is fields name, others is data.

Barcode	XXX	XXX	XXX	XXX	XXX	XXX	...
XXX	XXX	XXX	XXX	XXX	XXX	XXX	...
XXX	XXX	XXX	XXX	XXX	XXX	XXX	...

2. Run the ScanLite Desktop program. Choose your current Palm user; Click **open Excel file** button, select your excel file and the data will be previewed in screen.
3. Click **Transfer data to Palm** , Confirm it and your Excel data will upload to palm after next Hotsync.
4. Run ScanLite on your Palm; Tab a record to enter the **detail view** screen.
5. Scan your item to track all details data you want, and you can tap it to edit it.
6. It will auto-track when next scan.

**Tips**

1. If you need quick track for edit, choose the **tracking mode** on the higher right of the edit screen, auto-save when next scan.

- 2 If you want to put scanned barcode in current field, choose the **replace mode**.
- 3 ScanLite supports Global find, stroke your keyword and click Find menu in Palm to find your records.

## Inventory Count Example

1. Make your account book data to Excel sheet as below, fist line is fields name, other lines is your data.

Barcode	Name	Count	XXX	XXX	XXX	XXX	...
XXX	XXX	XXX	XXX	XXX	XXX	XXX	...
XXX	XXX	XXX	XXX	XXX	XXX	XXX	...

2. Run the ScanLite Desktop program. Choose your current Palm user; Click open Excel file button, select your excel file and the data will be previewed in screen.
3. Click Transfer data to Palm , Confirm it and your Excel data will upload to palm after next Hotsync.
4. Run ScanLite on your Palm; Tab a record to enter the **detail view** screen.
5. Set your counter to - and scan your physical inventory one by one.
6. After inventory count, Click Done in **detail view** screen.
7. Click the third sort icon, the inventory will sort by your difference counter of all items.
8. You can now have a quick look of your inventory count. If there is no difference from your account book with your physical inventory, all count num will be zero in list, else all difference is the count num in the list form.
9. Perform a HotSync with your PDA.
10. Run the ScanLite Desktop program. Choose your current Palm user; your collected data will be previewed in screen.
11. Click **Export Palm data** button, save your item inventory count statistics as an Excel file for further analyze.

### Custom picks:

1. You can use a popup calculator (X-master and snapcal) with ScanLite, they are freeware and works fine with ScanLite. (We have tested this pop-up hack program, OK)

## Trade show example

### Operation:

1. Made your Excel sheet as below.

Barcode	Name	Views	XXX	XXX	XXX	XXX	...
XXX	XXX	0	XXX	XXX	XXX	XXX	...
XXX	XXX	0	XXX	XXX	XXX	XXX	...

2. Run the ScanLite Desktop program. Choose your current Palm user; Click open Excel file button, select your excel file and the data will be previewed in screen.
3. Click Transfer data to Palm , Confirm it and your Excel data will upload to palm

after next Hotsync.

4. Run ScanLite on your Palm; Tap a record to enter the **detail view** screen.
5. Set your counter to + .
6. Scan your products when a visitor asked, details information will be listed and the views counter will auto increase, scan again when query again.
6. After trade show, Click **Done** in **detail view** screen.
7. Click the third sort icon, the products will sort by views of most.
8. After trade show, perform a HotSync with your PDA.
10. Run the ScanLite Desktop program. Choose your current Palm user; your collected data will be previewed in screen.
11. Click **Export Palm data** button, save your products statistics as an Excel file for further analyze.

### **Tips:**

1. You can set your counter to **N** (No counter) or **-** (decrease) for special count needs.

## **FAQ**

### **1. What s the max records num in ScanLite?**

->We suggest no more than 10000 records per category for fast scan speed in PDA.

### **2. What s the max fields num and the max content length for each fields?**

-> Max fields count is 18+1 (18 normal fields and 1 notes field), max length of normal fields is 256 char, max length of notes field is 4096 char.

### **3. I have more questions - who should I write to?**

->Please send your additional questions to support@scansecretary.com