

Keytracker Operations

Turn the Keytracker ON using the ON/OFF switch located to the lower right of the display screen.

To begin an entirely new inventory, press **1**. You will be asked to confirm the deletion of the inventory data in the unit that was collected before you turned the machine on.

If you wish to continue collecting data, press **2**. Any new data collected will be added to the data already in the machine. Your prior data will remain intact.

You will then be prompted to enter a section number. A section is the physical location of the items to be inventoried. A Section is represented by a number from 1 to 4 digits long. Press the **ENTER** key when complete.

Next, enter a category number from 1 to 4 digits long. A Category is the type of items to be counted. Press the **ENTER** key when complete.

You will now be in the Enter Inventory mode. You will be presented with a display that looks something like this:

\$ _
Q
\$
Sec: 1234 Cat: 5678

Price
Quantity
Prior Entry Total
Current Section & Category Numbers

Begin by entering the price of the first item to be inventoried. Do not enter the decimal point, it is automatically entered for you. Press the **X** key. The cursor will now be on the line indicating quantity. Enter the number of items and then press the **ENTER** key. Repeat this process for all subsequent items. That's all there is to it.

Whenever you wish to change your current section, press **SEC**, enter the new section number then press **ENTER**. You will then be prompted to enter a category. Enter the category number and then press **ENTER**.

Likewise, whenever you wish to change your current category, press the **CATEGORY** key, enter the new category number and then press **ENTER**.

Special Features

The Keytracker has a number of powerful features designed to make the inventory count much faster and easier.

When counting large numbers of items, it is quicker to count these items in smaller groups using the Price Constant feature. Here is how it works.

1. Enter the price and press the **X** key as usual.
2. Enter an easily counted number of items and then press the **ENTER** key.
3. Enter the number of the next easily counted group of items and then, press **ENTER**.
4. Repeat for additional counts.

Note: The price only needs to be entered once. It will only need to be entered again when the price changes.

When counting items in stacks, use the Case-Quantity feature.

1. Enter the price and press **X** as usual.
2. Enter the quantity per case (row, layer, etc.). Press the **X** key.
3. Enter the number of cases and then press the **ENTER** key.

Note: Additional dimensions may be added as needed

The Price Constant and Case-Quantity features may be combined to count irregularly stacked cases of items. For example, an item costs \$ 1.00, there are 24 items per case and the cases are stacked 5 high, 6 high and 10 high. You would enter: **100 X 24 X 5 ENTER 6 ENTER 10 ENTER**

Often you might over-count an item or for some other reason wish to subtract an amount from the inventory count. To do this, enter the price of the item, press **X**, press the **-** key, enter the quantity to be subtracted and the press **ENTER**.

The Division key will determine the each price from a multi-pack price. For example, An item costs \$ 2.00 for a six-pack and there are 5 items. Enter **200 Divided by 6 X 5 ENTER**. The Keytracker will determine the price of the item rounded to the nearest cent.

If you wish to determine the price of an item based upon a percentage of the full retail price, you can determine this by either of two methods. For example, an item retails for \$ 16.50 and is on sale for 40% off the marked price. There are 3 of this item.

You would enter: **1650 X - 40 % X 3 ENTER** or **1650 X 60 % X 3 ENTER**

The **•** key may be used to enter partial quantities as a decimal. Up to two decimal places may be entered as needed.

If you would like to view your entered data, this may be accomplished either of two ways.

Pressing the **REV** key will show you the last entry you entered. This includes Price, Quantity, Case Quantity, Entry Total, Section and Category Numbers. Pressing **REV** again will indicate the second to last entry, etc. Pressing **SRCH** at this point will show you the next entry in order...

Special Features Continued...

The second method of searching through your entered data is to press the **SRCH** key. You will be prompted to enter a section number with your current section appearing as the default value. Enter a new section number value and, press **ENTER** or leave the default value and then press **ENTER**. At the Category prompt, enter a category number value to limit the search criteria or leave that value blank and press **ENTER** to search for all entries within the chosen section. You will be shown the first entry in order that meets your search criteria. Pressing **SRCH** will show the second entry in order to meet the search criteria, etc. The **REV** key will show the prior entry record while the **SRCH** will show the next entry.

To obtain totals for the inventory press **SEC TOT** for any section or the grand total for the inventory. Follow the menu options of your choice.

To obtain totals for the inventory press **CAT TOT** for any categories within a section or the grand totals for the categories. Follow the menu options of your choice.

Maintenance

When the Replace Batteries warning displays and sounds, the batteries should be replaced as soon as possible. To replace the batteries, slide the battery compartment cover to one side and remove. Replace the used batteries with fresh batteries being careful to observe the proper polarity. Do not mix old and new batteries or mix battery types as this may cause leakage or cause the batteries to explode. Dispose of the old batteries properly.

Your data will remain intact for up to two hours with the batteries removed. Removing the batteries for more than two hours may cause data corruption.

The Keytracker should not require any additional maintenance other than cleaning of the keycaps and the plastic housing with a damp cloth. Care should be taking to avoid spilling any liquids into the unit as this may cause damage.

Repetitive Motion Disorders

To avoid repetitive motion disorders, the user should take regular rest periods and stop using the unit if problems arise. Consult a physician if you suspect that you might have a repetitive motion disorder. The Keytracker is designed for use with a “waistmount” and is not designed for extended use on a desktop or similar surface.

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