

# The ScanShark™ Inventory Computer

Srch ↓	Rev ↑	Sec	Sec Tot	Cat Tot
Clear	Category		Menu	%
	7	8	9	÷
•	4	5	6	-
X	1	2	3	Enter
	0		Alpha	

Inventory Science Systems, LLC  
 Concrete, WA 98237 USA  
 (888) 334-7734 Toll Free Orders U.S. only  
 (360) 853-7807 Non-U.S. & Tech Support  
<http://www.inventoryscience.com>  
 e-mail: [info@inventoryscience.com](mailto:info@inventoryscience.com)

© 2003-2010 Copyright Inventory Science Systems, LLC. All Rights Reserved Worldwide

Revised: February 2, 2010

## Start-Up

Turn ON the ScanShark using the ON/OFF switch located next to the display screen. You will see this screen.

```
ScanShark 256K/128K
(888) 334-7734
inventoryscience.com
PRESS ANY KEY..
```

Press any key to continue...

```
Delete Prior
Inventory Data?
Cat-Tot=YES SRCH=NO
Choose Option:_
```

If you see this screen, it means that you still have existing data in the unit. Once your data has been uploaded to the PC, the data in the unit is deleted. Either upload the existing data to the PC or confirm that this data can safely be deleted and proceed as appropriate.

You will see the Main Menu.

## Main Menu

1.SKU-P-Q	2.SKU-Qty
3.SKU-Auto1	4.Prc-Qty
5.Comm	6.Options
Choose Option: _	

- 1. **SKU-P-Q**           SKU, Price and Quantity data is required.
- 2. **SKU-Qty**           Only SKU and Quantity data are to be entered.
- 3. **SKU-Auto1**        Only the SKU data is entered, a quantity of 1 is automatic.
- 4. **Prc-Qty**           Only Price and Quantity data is entered.

Options 1-4 will take you to the “Data Entry” screen cited on the next page. **Note:** Where appropriate, you may switch from one type of data collection to another as needed.

- 5. **Comm**                The “Communications” menu allows you to send your data from a ScanShark to the PC, receive a SKU Master file from the PC or connect to another ScanShark to clone a SKU-Master file. See **Communications Menu** on page 5.
  - 6. **Options**            This selection will allow you to Change or Delete your data. You may also select to verify the SKU and Price data entered on the ScanShark with the SKU Master file. See **Options Menu** on page 6.
  - 7. **Un-Delete Data**    Restores deleted data (deleted at ScanShark Portal only or deleted at startup) provided you have not entered any new data. (Version 1.20 or later). Note this option is not displayed.
- Alpha/SMBL**            A simple “Adding machine” function used for verifying piece counts, adding time sheets, etc. Press Menu to escape this option and return to the Main Menu

## Data Entry

### Enter Section and Category

<p><b>Enter Sec/Cat</b> <b>Section:</b> _ <b>Category:</b> ENTER when complete</p>
------------------------------------------------------------------------------------------------

A “Section” represents the physical location of the items to be inventoried. Press ENTER to proceed.

A “Category” represents the type of items to be inventoried. Press ENTER to proceed.

### Data Entry

<p><b>SKU</b> ABC123 <b>Prc</b> \$ 19.75 <b>Q1</b> 123.78      <b>Q2</b> 4 <b>Last</b> \$ 123456.78</p>
---------------------------------------------------------------------------------------------------------------------

**Note 1:** Depending upon your chosen inventory type, some of the fields (SKU, Price or Quantity) may not appear on the Data Entry screen.

**Note 2:** Example data is shown for your reference.

**SKU** The SKU is the unique identification for an item. It may be any combination of letters, numbers or symbols from 1-20 characters long. To complete the SKU field entry, press the “X” key.

**Prc** The Price of the item. The decimal point will automatically be placed for you. For example, enter 125, and it will display as \$ 1.25. To complete the Price field entry, press the “X” key.

**Q1** The First Quantity field. Whole numbers are used unless the decimal point is pressed. You may use the decimal point for partial quantities.

**Q2** The Second Quantity field. This is used for case quantities.  
For example: an item costs \$1.99, there are 24 items in a case and 6 cases of the item.  
You would enter: 199 X 24 X 6 ENTER. The number “6” is placed into the Q2 field.

**Last \$** The total value of the previous entry. (Price X Q1 X Q2)

## Keyboard-Functions

- CLEAR** If you make a mistake while entering data, press CLEAR, then re-enter your data for that field only. Press CLEAR twice to clear the entire entry.
- The decimal point may be used when entering partial quantities into the Q1 field. Or, it can also be used with the Percentage or Division keys.
- ÷** The Division key may be used to determine the each price from the multi-pack price. For example: A six-pack of soda costs \$ 1.99 but only 5 cans remain. From the Price field, enter  $199 \div 6 \times 5$  ENTER. The “each” price will automatically be determined.
- %** The Percentage key may be used to determine the price of an item as a percentage of the retail price. For example: An item sells for \$ 7.50 but is discounted by 40%, you may use this function by either of two methods:  $750 \times -40\% \times \dots$  or  $750 \times 60\% \times \dots$
- If you press the % key at the beginning of an entry, the ScanShark will auto-increment the Section by one. For example: If you are counting in Section 1234 and press % at the beginning of an entry, the ScanShark will beep and change the Section for subsequent entries to 1235. If you are counting in Section ABCD and press %, the Section will be incremented to ABCE for subsequent entries. This function is inactive if the last character of your current Section is a Symbol (!, @, #, etc.) you will hear an error beep in this situation.
- The Minus key may be used to subtract quantities in the Q1 field. i.e.  $199 \times -1$  ENTER.
- Srch** The “Srch”, or Search, key will allow you to view your entered data by Section. Your search may be further refined by Category.
- In Srch or Rev mode, you may delete an entry by pressing the minus (-) key.  
The Srch key is also used as a backspace to erase the last character/number keyed.  
Pressing the X key in Srch or Rev mode will toggle the last line of the display between Sec/Cat, Entry total value and Date/Time/Record Number
- Rev** The “Rev”, or Review, key will allow you to view your data beginning with your last entry.
- Alpha** The “Alpha”, or Alphabet key allows you to enter letters or symbols such as @, %, etc. Press the Alpha key and enter the 2-digit code for the letter or symbol of your choice. Note Some models of ScanShark will use the “SMBL” key instead of the Alpha key. Its function is identical.
- Menu** The Menu key will display the Main Menu screen.
- Sec** The “Sec”, or Section, key allows you to change your current Section. Press “Sec” a second time to return to the enter-data screen without changing your current Section.
- Category** The “Category” key allows you to change your current Category. Press “Category” a second time to return to the enter-data screen without changing your current Category.

**Sec Tot** The “Sec Tot”, or Section Totals, key will display your ScanShark’ totals in three different ways. **1:** The total value and piece count for your current Section. **2:** The total value and piece count for a Section of your choice. **3:** The sum total value and piece count. **Srch** will display the next Total, **Rev** will display the previous Total.

**Cat Tot** The “Cat Tot”, or Category Totals, key will show your totals in three different ways. **1:** The Category total values and piece counts for the current Section. **2:** The Category total values and piece counts for a Section of your choice. **3:** The sum total value and piece count. for each Category. **Srch** will display the next Total, **Rev** will display the previous Total.

**Note:** Pressing Srch, X and Cat Tot on startup will delete all data in the ScanShark after confirmation.

### **Additional Features**

#### **SKU/Price-Constant**

To increase your keyboard entry speed, a SKU/Price Constant function allows you to enter additional Quantity data. Key-in the additional quantity and then press ENTER.

Example: 199 X 5 ENTER, 6 ENTER will create two records; \$ 1.99 X 5 and \$ 1.99 X 6 accordingly.

#### **Price-Auto 1**

This feature applies to Prc-Qty (Financial) type inventories only. You may switch between entering Price and Quantity to entering only the Price. The ScanShark will automatically make the total Quantity a value of 1. To activate this function, press CLEAR, Price ENTER, Price ENTER, etc.

#### **Entry Total Beep**

A beeper will sound when the total value for an entry is \$ 100.00 or more. A different alarm will sound on a total value of \$ 1,000.00 or more.

## Communications Menu

<p>1.Connect to PC 3.Send Shark SKUs 4.Receive Shark SKUs Choose Option:_</p>
-------------------------------------------------------------------------------------------

### **To send your data to a PC or receive SKU data from a PC:**

1. Connect the ScanShark to the PC with the USB cable.
2. On the ScanShark' Communications Menu, select Option 1: Connect to PC
3. Open ScanShark Communication program and follow the directions.
4. The ScanShark Communications program for the PC will now control the ScanShark.

Note: Once data has been sent to the PC, the collected inventory data and any new SKU definitions in the ScanShark will be deleted.

### **To send a SKU Master to another ScanShark:**

1. Connect the sending ScanShark to the receiving ScanShark with the Null-Modem cable connected to the RS-232/barcode scanner port of each ScanShark.
2. On the sending ScanShark' Communications Menu, select Option 2: Send Shark SKUs.
3. On the Receiving ScanShark' Communications Menu, select Option 3: Receive Shark SKUs.

The SKU Master will transfer from the sending ScanShark to the receiving ScanShark.

## Options Menu

```
1.Change Data
2.Delete Data
3.SKU/Price Verify
  Choose Option: _
```

### Option 1: Change Data

```
Change Data FROM:
Section: _
Category:
  Blank=Select All
```

```
Change Data TO:
Section: _
Category:
  Blank=NO Change
```

This will change any entries that meet your criteria.

If a field is left blank, all entries meeting the criteria will be altered.

The "Change Data TO" screen lets you select the final outcome. If a field is left blank, the original data for the blank field will not be altered.

### Option 2: Delete Data

```
Delete Data:
Section: _
Category:
  Blank = No Change
```

All entries meeting the criteria will be deleted.

**Note:** Once you confirm the deletion of this data, it will be permanently erased and no recovery is possible.

### Option 3: SKU/Price Verify

```
1.SKU Verify OFF
2.SKU Verify ON
3.SKU/Price Verify ON
  Choose 1-3: _
```

Select your option for SKU/Price Verification.

If a SKU verify option is ON (option 2 or 3) and a new SKU is entered, you will be required to describe the item. This description will be sent along with your inventory data to the PC.

## Hidden Options

These options will seldom be used. They are hidden to save screen display space and make the ScanShark easier to learn.

### Option 4: Re-Calculate Totals

To re-calculate the totals in the ScanShark, use this function.

```
RECALCULATE TOTALS
Do Not Turn Off
during process
ENTER=YES CLEAR=NO
```

### Option 5: Serial Number

Up to 10 Characters may be entered for the Serial Number. The Serial Number will be sent to the PC along with your data.

```
Enter Serial Number:
S/N: _____
Press Enter
when Done
```

### Option 6: Delete SKU Master File

This is used when circumstances require that every SKU be defined as a new SKU.

```
Delete SKU Master?

ENTER=YES CLEAR=NO
```

## Hidden Options Continued

### Option 7: Display Version Number

```
Inventory Science
  Systems
ScanShark Ver. xx.xx
CLEAR=Escape
```

### Option 8: SKU Finder

```
SKU FINDER
ABC123
_
XYZ456
```

Lookup a SKU for your reference and to verify the SKU Master file is loaded.

### Option 9: Set SKU Master Beep Value

```
SKU VALUE BEEP SETPT
Old: $ xxx.xx
New: $ _
$ 0.00 = Disabled
```

When a SKU Master file is loaded for verification, the ScanShark can be set to give a warning beep when the SKU Master' Price value meets or exceeds the amount set by you. A setting of \$0.00 will disable the SKU Master price beep.

### Option Alpha: Toggle double-key beep

```
Doublekey Beep: ON
ENTER=Chg CLR=Exit
```

If two keys are pressed at the same time, you will have a choice of ignoring the second keypress getting a warning beep.

## Maintenance

1. **IMPORTANT:** Use only top quality batteries such as Duracell, etc. Failure to do so may result in the USB port or barcode scanner not working properly. Rechargeable NiMH (nickel metal hydride) batteries are acceptable. If using NiMH batteries, please note that the low battery warning will have very little time before the ScanShark turns off; Much less time than standard alkaline batteries. Immediately change batteries when the low-battery warning occurs..
2. Never mix new and used batteries or mix batteries of different types. Damage may occur to the batteries or the ScanShark. This may void the ScanShark warranty.
3. Always observe proper polarity of batteries.
4. Never apply liquids to the ScanShark as they may enter the unit and cause damage.
5. Do not open the ScanShark. There are no user serviceable parts inside.
6. Do not use any solvents on the ScanShark.

## Use of the ScanShark

1. The ScanShark was designed for use with a waist-mount (Belt). It is NOT designed for desktop use.
2. Attention should be taken to avoid Repetitive Motion Disorders. Regular rest periods are highly recommended. Consult your Physician should you suspect such a condition.

## **Legal**

- 1.** The ScanShark is warranted against normal wear and tear for a period of 180 days from the purchase date. Inventory Science Systems, LLC (ISS) will repair or replace, at its option, any ScanShark found defective within the warranty period.
- 2.** All software produced or sold by ISS is sold AS-IS. All software contains anomalies also known as “Bugs”, both known and unknown to its manufacturer, including ISS, its licensees, partners and distributors.
- 3.** ISS will charge a restocking fee of 10% for returned merchandise, NO EXCEPTIONS.
- 4.** Shipping, Handling and Insurance costs are non-refundable, NO EXCEPTIONS.
- 5.** No refunds after 30 days from the purchase date, NO EXCEPTIONS.
- 6.** Products returned in a non-resaleable condition will be refunded a pro-rated amount based on standard practices for the electronics industry.
- 7.** The laws of the State of Washington bind all legal remedy with ISS.
- 8.** Legal remedy for international trade is governed by the United States Government, its treaties and agencies.
- 9.** ISS does not warranty this manual to be error-free or free of omissions.
- 10.** Products sold by ISS but not manufactured by ISS, such as but not limited to barcode scanners, third party software, etc., are subject to their respective warranties. Do not send these products to ISS for repair or replacement. Follow the manufacturers guidelines as appropriate.