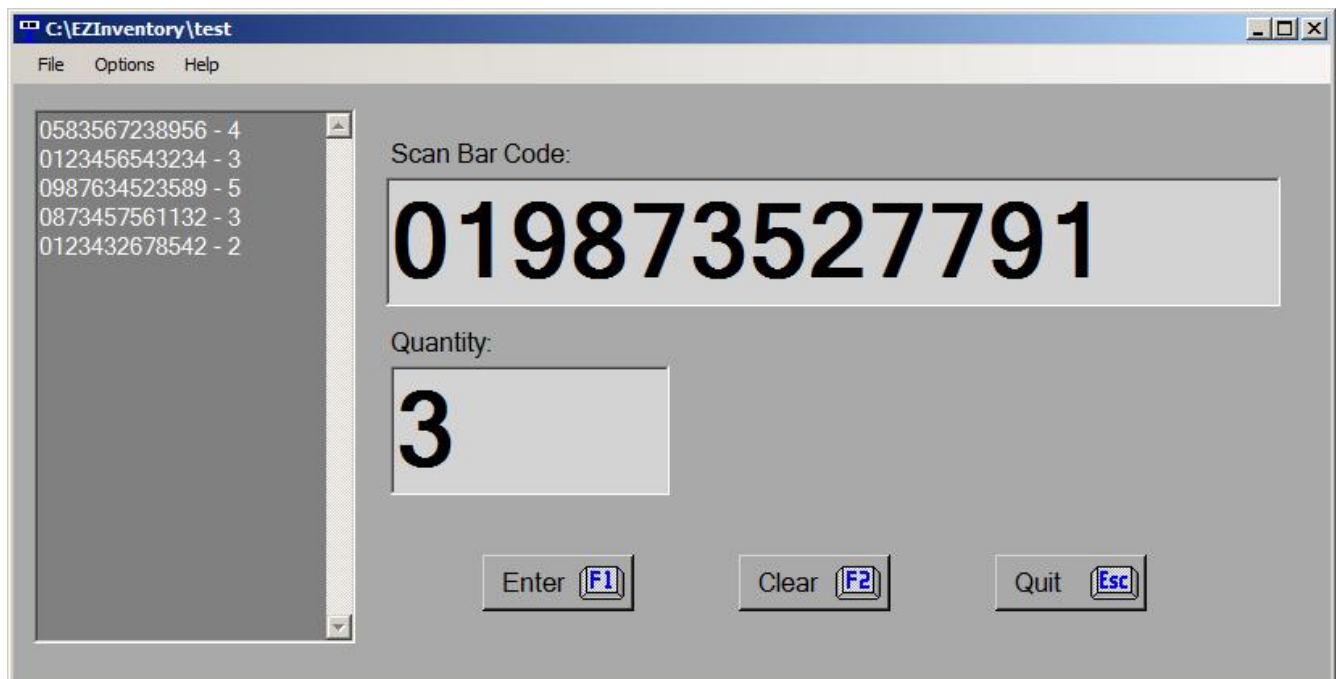# Regit EZ Inventory

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Overview

Regit EZ Inventory is a utility program designed to speed up the inventory process for the Regit family of POS programs.

EZ Inventory has been designed primarily for use with laptops and bar code scanners. Once set up, it is not necessary to enter data via the keyboard. All data entry can be made from the bar code scanner.

Placing a laptop on a cart and using a USB extension cable with the scanner will extend the range for the person taking the inventory. Using a wireless scanner can further increase mobility.

Steps to Begin

1. Connect a bar code scanner to the computer.
2. Start the EZ Inventory program.
3. Print a bar code number chart.

4. Open a new Inventory File.
5. Begin scanning product codes and inventory quantities.
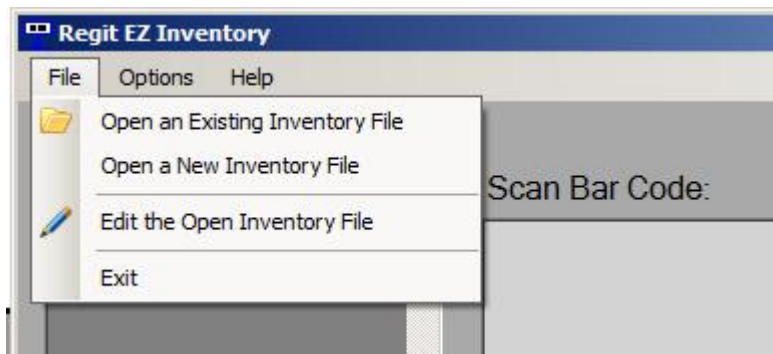

Bar Code Number Charts

To avoid having to enter quantities from the keyboard, print one of the available bar code number charts which will allow the quantities can be scanned. These charts are .pdf formatted files and are located on the **HELP** drop down menu. Both vertically and horizontally aligned charts are available. If you do not have a printer connected or do not have a .pdf reader (Adobe Reader is free online), you can move the .pdf files to another computer and print a chart there. The files are located in the \EZInventory folder and are named BCVertical.pdf and BCHorizontal.pdf.

Inventory Files

EZ Inventory creates inventory files that both Regit Express and Regit POS's Data Integrator can use to update your inventory. These programs have options to add to the existing inventory quantities, replace the existing quantities, or subtract from the existing quantities.
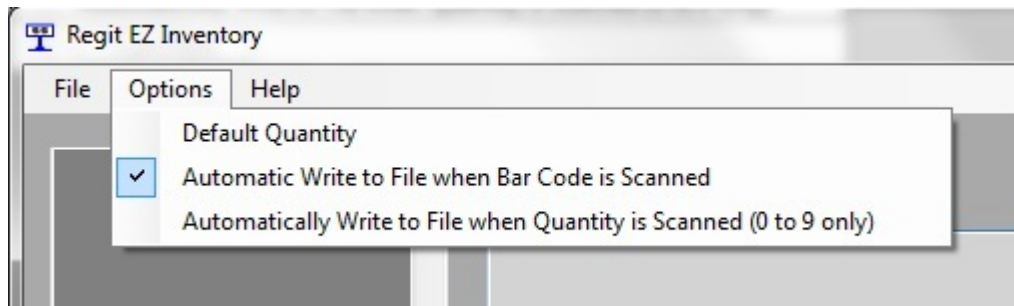
After starting EZ Inventory, select **FILE**, then either ***Open an Existing Inventory File*** to add to an existing inventory file or ***Open a New Inventory File*** to create a new file.

The inventory files are automatically saved as new items are entered. There is no need to "Save" the file prior to exiting the program.

Program Options

Regit EZ Inventory has several options that can speed up the inventory process. Automatic entry of quantities and automatic writing the entries to file can be modified to best suit your situation.

Default Quantity

Entering a default quantity will automatically place this quantity in the Quantity Input Box as product codes are scanned. If neither of the next two options are checked, the quantity will be selected (highlighted) so you may either scan another quantity (without having to delete the highlighted default quantity) or scan to enter the default quantity. The next two options change this behavior.

Automatic Write to File when Bar Code is Scanned

If NOT checked, this option will move to the Quantity Input Box after a bar code

is scanned.

If checked, this option will automatically write the bar code and default quantity to the file after the bar code is scanned. Scanning or selecting Enter is not needed. If this item is checked and a default quantity has not been entered, the program will assume the quantity of 1.

Automatically Write File when Quantity is Scanned (0 to 9 only)

If NOT checked, this option waits for Enter to be scanned or selected prior to entering the item and its quantity into the file.

If checked, this option automatically writes the item and quantity to the file once a quantity has been scanned. This option is limited to operations where the quantity will be consistently one digit long (less than 9).

F1 Function Key Alternate

Some laptops require a combination of keys to be pressed to invoke a function key. This might require pressing both an **Fn** and the **F1** key for each entry, when using the keyboard for data entry. To avoid this inconvenience you may alternately use the **End** key for keyboard data entry.

Edit the Open Inventory File

The Inventory File is an ASCII comma delimited file (also known as .csv for comma separated values). These files use a plain text format with each record having two fields. The first field is the product code and is wrapped in quotes. The second field is the quantity and has no quotes. An portion of a file containing might look like this:

"0125479329", 5
"0325754324", 2
"0533563663", 1

If you need to edit the file, you can select **FILE**, then ***Edit the Open Inventory File***, which will open the file in Windows Notepad. You may edit the file and re-save it, but do not change the format of the file.
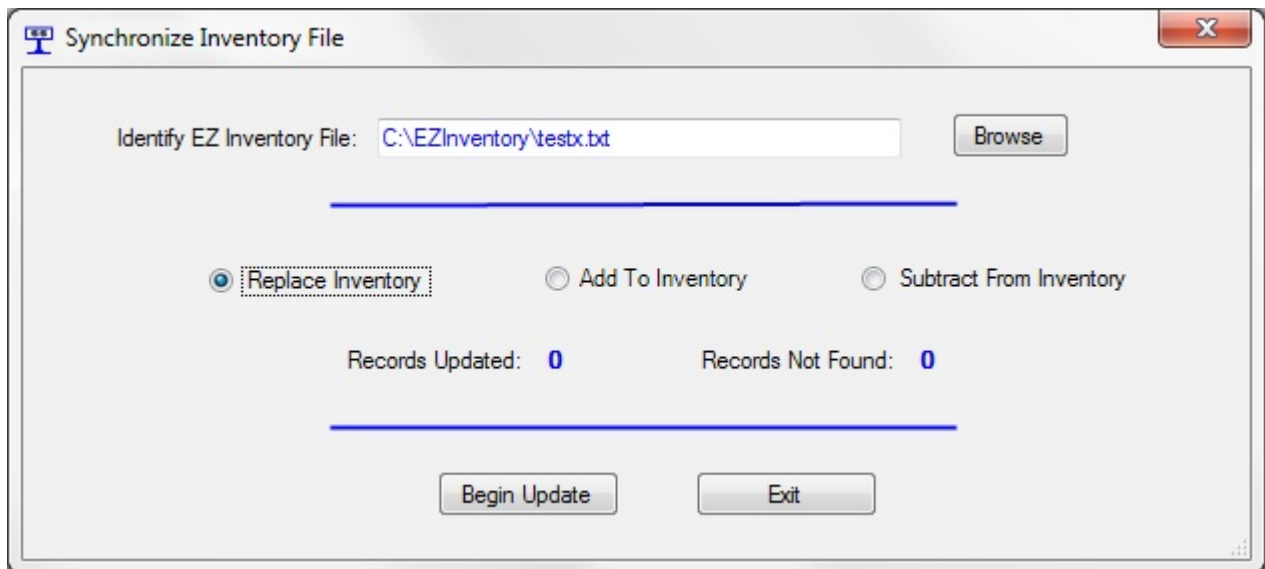
The previously entered items in the EZ Inventory program will disappear after opening the Notepad editor and will stay empty until the Notepad editor is closed and additional items are added to the inventory file. This is to prevent confusion between the NotePad file and what is showing on the screen. When the previously entered items are rewritten, they will reflect any changes made in the Notepad Editor.

Also be aware that the inventory items are shown last-to-first entered in the EZ Inventory program, but the opposite (first-to-last) in the Notepad Editor.

Updating Regit Express Product Database Table

To replace, add, or subtract inventory quantities in Regit Express using an inventory file created with EZ Inventory, first open the Regit Express Office.

Select **Utilities** off the top line menu, then select **Sync EZ Inventory File** off the drop down menu.

Browse to the EZ Inventory file location. In the above example the file is named testx.txt located on the C drive in the EZInventory folder.

Selected to Replace, Add, or Subtract from inventory.

Select **Begin Update.** The Sync utility will first test the file to see if each record has two fields, then will begin the update.

If needed, detailed results of the updates are written/appended to a log file named EZInvLog.txt located in the Regit Express \posdata subfolder. You may delete this file when no longer needed and the system will create a new one the next time the Sync utility is used.

Updating Regit POS with the Data Integrator

To replace inventory quantities in Regit POS using the Data Integrator and an inventory file created with EZ Inventory, first open the Data Integrator. The Data Integrator is located at the Windows logo button, All Programs, Regit POS, then Data Integrator (on the Server if using POS stations). If you will be using the Data Integrator regularly you may wish to place a shortcut on your desktop.

Select **Inventory** off the top line menu, then select **Replace Inventory Quantities** (or add to or subtract from) off the drop down menu.

Place a 1 in the **Product Code** box (as above).

Place a 2 in the **Quantity** box (as above).

Select the **Open External File** button and identify the location of the inventory file created with EZ Inventory.

Select the **Begin Update** button.