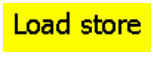
eDC Gold Planned Receipting Guide

First thing in the morning (just once)

1. Dock the PDA into cradle
2. On the computer click on

3. On the PDA tap

4. Tap 

5. After a period of time the screen will go green. Remove the PDA from the cradle
6. Tap
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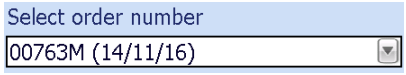
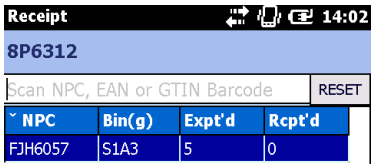
Now you are ready to receipt

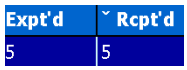
1. On the PDA tap

2. Check delivery note order number and select using the drop down menu


3. Tap

4. Scan primary barcode on item or type in the item reference number


5. Scan secondary barcode on each item to capture batch and expiry information
6. Once all batch and expiry information is captured for that item. Tap

7.
8. Follow steps 4 and 5 until all items have been receipted on that order
9. Check Expected vs. Receipted quantities match 

10. Tap

11. You will receive prompt: “Are you sure you want to process all current receipting information for this store?”
12. Tap