

Starting an Order – Keys

- Press **[F3]**, scroll down to **Orders**, and press **[Enter]**.
- Press **[F1]** and press **[Enter]**.

Adding Products

You can add products in several ways.

- Scan the item bar code, item shelf tag, or scan sheet using either the device scanner or the scan wand.
- Enter the item number by typing it on the keypad and pressing **[Enter]**.

Changing Quantities

When you add a product, it automatically defaults to a quantity of 1. You can change the quantity in several ways.

- Scan the item again. This will increment the quantity by one.
- Press the decimal point and the quantity and press **[Enter]**. For example, **.5** changes the quantity to five.
- With the stylus, tap the quantity field. Press a new quantity and on the number pad and press **[Enter]**.


Additional Item Information

- On an order, select an item and press **[F4]**.
- From the menu that pops up, select **Additional Item Information**.
- Press **[F2]** to close the window

Starting a Order - Stylus

- Tap **Work With** and tap **Orders**.
- Tap the drop-down menu and select **New Order**.

Finding Products

- Use the stylus to open the dropdown menu and select **Find Item**, or press **[F1]** and use the cursor button to move to **Find Item** and press **[Enter]**.
- Press the **[Alpha]** key. An indicator at the bottom of the screen changes from numbers to text. 
- Using the yellow letters marked on the keypad number buttons, tap out the name of the product you are looking for. This works exactly like texting on a cell phone. For example, C is 2-2-2.
- To type two letters in sequence that are on the same key, such as "ed" or "ca," tap the numbers for the first character, pause, and tap the numbers for the second character.
- Tap an item to select it and double-tap the quantity field with the stylus, or use the cursor button to move down the list, entering quantities and pressing **[Enter]**.

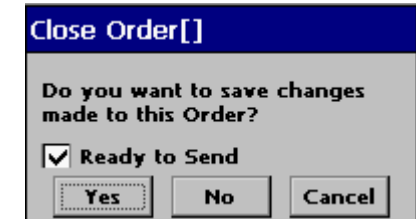
When you have finished finding items, tap on the dropdown menu and tap the order to return to it, or press **[F2]** to close the Find window.

Change Order Date

- While in the order you want to change the date to press the red **[End Call]** key.
- Select **Header** from the drop down list.
- Tap the date and change using calander.

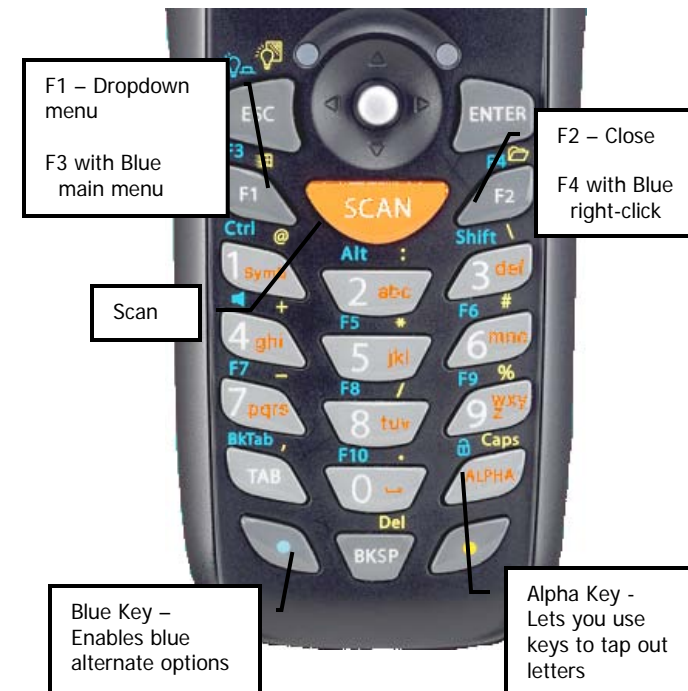
Closing the Order

- Press **[F2]**. The Close Order box displays.



- Press **[Enter]** or tap **[Yes]** to close the order. In general, you want the order to be Ready to Send. If you uncheck this box, your orders cannot be sent.

The Keypad



Starting the Memor & ACE™

Start the Datalogic Memor by touching the power button on the left side of the unit.



Start ACE™ by double-tapping on the ACE™ icon on the desktop.



The Buttons

Button	Action	Press These Keys
F1	Menu box	F1
F2	Close window	F2
F3	Main menu	Blue + F1
F4	Right-click	Blue + F2
F6	New item	Blue + 6
F7	Delete item	Blue + 7
Esc	Closes menus	Esc
Enter	Select the highlighted option	Enter or depress the cursor

You can also use a stylus to tap screen options.

The Cursor

The silver button above **[Scan]** moves the cursor. Unlike a larger computer, the cursor can only move left/right or up/down. Push the button in the desired direction to move that direction (e.g., pressing up moves up in lists or orders).

Pressing the cursor button acts like pressing **[Enter]**.

Sending Orders

- Make sure that all orders are closed. Tap on the dropdown or press **[F1]** to open the dropdown menu. If any orders are in the menu, select them, open them, and save them, either In Process or Ready to Send
- You may want to tap on the dropdown or press **[F3]** and select **Order Log** to make certain that all orders that you want to send are Ready to Send.

If an order is In Process and you wish to send it, select it and press **[Enter]** to open it. Then press **[F2]** to close the order.

- Tap on **Work With** or press **[F3]** and select **Communications. Send Orders and Files to Host** should already be selected.
- Tap **[OK]** or press **[Enter]**.

Allow orders to be sent. If updates are received, allow them to process. Wait for the **[Continue]** button, and then press **[Enter]**.

Press **[F3]** and select **Reports**. Select a report and press **[Enter]** to read the order status.

Receiving Updates

- Press **[F3]** and select **Communications**.
- Scroll down one to select **Call Host for Information**.
- Tap **[OK]** or press **[Enter]**.

Allow updates to be received and processed. Wait for the **[Continue]** button, and then press **[Enter]**.

For best results, check for updates before creating orders.



ACE™ Quick Reference



December 2013