

Remote Data Collector/Bar Code Reader

SSI is pleased to offer this advanced way of tracking your jobs and employees, maximizing your Job Costing information and minimizing your time spent entering information into CLIP.

Now Available in Spanish



With the new Pocket Reader and **CLIP's** new programming you can send your crews out with a pocket reader and a route sheet, and have them record on the Pocket Reader the actual start time, travel time and stop time for each job, just by pressing a few buttons and scanning the job numbers off of the route sheet. When they come back to the office, you simply hook up a cable to the pocket reader and download the information into CLIP. CLIP will take the information and enter it into your work bank, with all the times and man-hours recorded as real time. CLIP will also record the work as done leaving you with the awesome task of hitting the "Post" button.

**If you thought that pressing the "Y" key was fast,
"You ain't seen nothing yet"!**

Please Note that the Pocket Reader is not included in the purchase of CLIP Pro. You can purchase Pocket Readers separately from SSI. SSI developed pocket Reader programming for use with CLIP and must be programmed into the Pocket Reader before use. For this reason, CLIP programming will only function with Pocket Readers from SSI.

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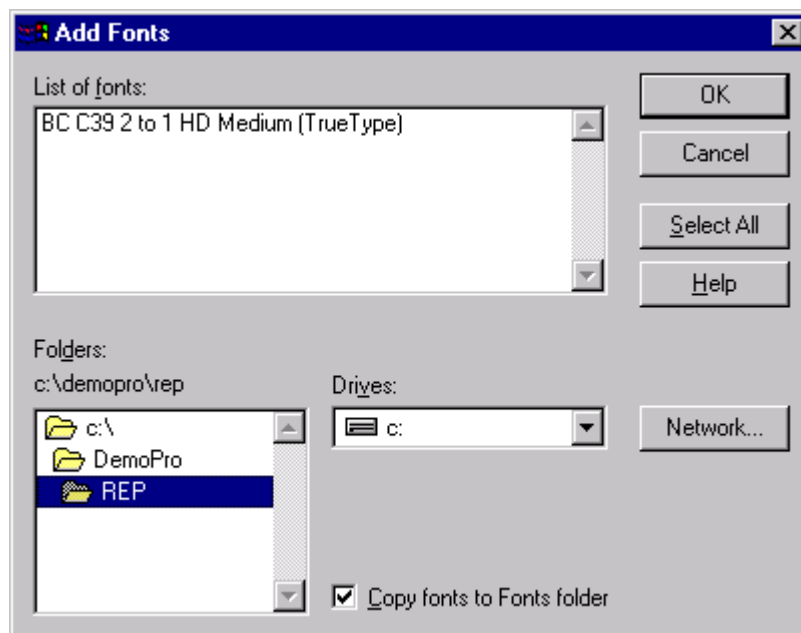
Making Sure The Bar Code Font Is Installed

YOU MUST CHECK TO MAKE SURE THE BAR CODE FONT IS INSTALLED FOR YOUR PRINTER IN ORDER TO PRINT BAR CODES ON YOUR ROUTE SHEETS

1. From Windows "Control Panel" click on "Fonts"
2. Click on "File" from the task bar at the top of the screen.
3. Click on "Install New Font".
4. Navigate to where your Clip directory is located.
5. Look in the "REP" folder in the Clip directory. The font "BC C39 2 to 1 HD Medium (True Type)" will be in the "List of Fonts" box.(SEE FIGURE)
6. Click on the font. Click "OK".

You are ready to go on to the next step.

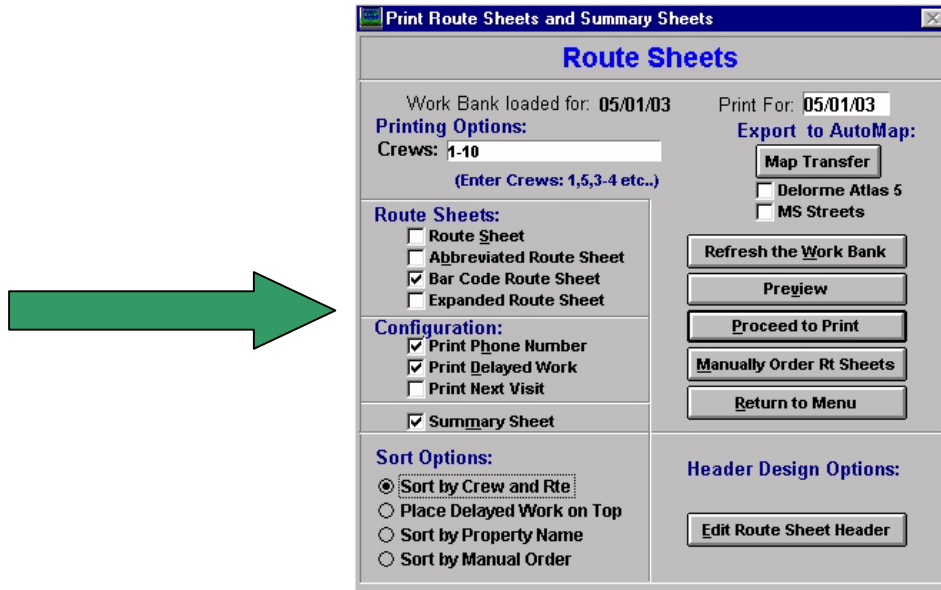
Note: If the font has already been installed. You will receive a message after step 6. Click "OK" .



Printing your Bar Coded Route Sheet

Start up your copy of CLIP Pro and refresh the work bank if you haven't already.

Go to the Print Route Sheets section of the program and make sure that you choose "Bar Code Route Sheets".



You should first preview the route sheet to see if the bar codes and fonts are working.

The sample route sheet is for '2 Professional Drive 2240 Gaithersburg MD 20879 (301) 330-0604'. It lists three jobs:

- Mow & Trim All:** Inspector: LAST:07/03/98, Next Visit: 07/17/98, Mileage: 1.00, MD INSTITUTE FOR INDE 2-1. Notes: The pool lock combination is 34-25-8-1. MAKE SURE YOU LOCK IT WHEN YOU ARE DONE! Watch out for any toys left in the back by the play ground. Make sure you pick up any trash, especially around the entrance area. Date to Date: 13 Min: 30 Max: 32 Frequency: 4 Queue: 3.5 Area: 35000.
- Mow Back Field:** Inspector: LAST:05/26/98, Next Visit: 07/19/98, Mileage: 1.00, MD INSTITUTE FOR INDE 2-4. Notes: Mow all of the back fields, from the playground to the trees in the way back. Date to Date: 9 Min: 20 Max: 24 Frequency: 9 Queue: 3.5 Area: 25000.
- Edging:** Inspector: LAST:05/19/98, Next Visit: 07/03/98, Mileage: 1.00, MD INSTITUTE FOR INDE 2-10.

You should be able to see the bar codes on the route sheets. If you do not see the bar codes or if you see very large numbers instead, you have not installed the bar code fonts correctly. Please go over the previous steps to make sure that you installed the bar code fonts.

If you see the bar code fonts, you can proceed to printing and see if you can print the bar codes on your printer.

NOTE: We have found that the best results come from a 600dpi laser printer. We highly recommend that you use such a printer for these bar codes.

Try printing out one page to see if all goes well. If you can see the preview but the print out does not print bar codes, you probably have the wrong printer driver set up. Make sure that you get the latest printer drivers from the manufacturer's web site and that should correct the problem.

Learning to use the Pocket Reader



The Pocket Reader is easy to use.

The controls are quite simple.



The I/O key is the on/off key.

The left and right arrow keys are used to move your cursor through the screen.

The function keys are used to navigate the menu. On this menu, F1 does nothing
F2 will Start the Day
F3 Will Enter Work
F4 will take you to the Utilities menu

The number keys are used to enter data

The Enter key works just like your computer's enter key, press it after you enter information

By pressing the Alpha key once you can use the other keys to enter the letters that correspond with each key. To undo this feature, simply hit the Alpha key again and it will return you to entering the numbers, etc.

Using the CLIP BarCode Program in the Percon Pocket Reader.

Your Pocket Reader comes pre-loaded with the software created by Sensible Software, Inc. to collect information from your employees and the route sheets printed by CLIP.

There are three main areas off the Main Menu:

Start the Day

Press the "F2" key to start a new file. This function must be done at the beginning of each day.

```
-CLIP Bar Menu-  
F2 Start the Day  
F3 Enter Work  
F4 Utilities
```



From this point on you will only see the window without the keypad.

Press "F3" to start a new file for today. This will erase any information that was in here before and start off with a new blank work file.

```
Delete Day File?  
F3 Yes-Start New  
F4 No -Cancel
```

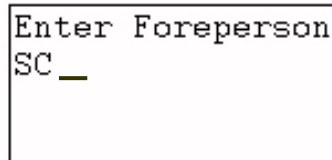
Entering the Foreperson's initials

You will then have to enter the Foreperson's initials.

```
Enter Foreperson  
—
```

Enter these by using the Alpha key and then the appropriate keys on the keypad. For example, in order to enter the initials "SC" (Seymour CLIP) you would press the Alpha key once, then you would see a "^" in the window, this means you have pressed the Alpha key. Then press the <5> key which would give you a "S" since that is the letter over the <5> key.

Then press the "C" key to complete the initials.



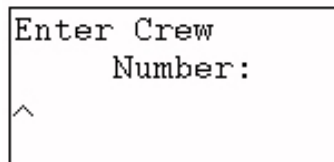
Press the <Enter> key to record it into the file.

"SC" will remain as the foreperson until it is changed. You can change the foreperson at anytime during the day by using the "Change Info" function outlined later in this document.

NOTE: RDC's programmed after 5/01 may have a newer version of the program, which will prompt you for each crewmember's initials. This is used with the employee module that comes free with the Pro version of Clip. If you are using Classic you can just hit Enter when it prompts you for the initials. In Pro an employee list can be printed with barcodes so the initials can be scanned in

Entering the Crew number

Now the CLIP Portable will ask you for the crew number.



Use the number keys to enter the crew number or scan it from the top of the Route Sheet.

The image shows a route sheet form for Sensible Software, Inc. The form includes fields for company information, crew number, job details, and work logs. A callout box on the right points to a barcode at the top right of the form, with the text "The crew number is bar coded at the top of the route sheet."

Sensible Software, Inc.
 2 Professional Drive #246
 Gaithersburg MD 20879
 (301) 330-0604

Crew # 1

Assigned Foreperson: _____

For Office Use Only:
 Comp: _____
 Payroll: _____

Friday, July 10, 1998

Job # _____
 Max Hours _____

MAP LOCATION: 32-J-12
 JOB NAME: **Mow & Trim All**
 Inspector: _____ LAST: 07/03/98

Next Visit: 07/17/98
 Mileage: _____ 1.00

NO INSTITUTE FOR INDE 2-1

NOTES: The pool lock combination is 34-26-8-1. MAKE SURE YOU LOCK IT WHEN YOU ARE DONE! Watch out for any toys left in the back by the play ground. Make sure you pick up any trash, especially around the entrance area.

Done to Date: 13 Mts: 30 Max: 32 Frequency: 4 Queue: 3.5 Area: 35000

32-J-12 **Mow Back Field**
 Inspector: _____ LAST: 06/06/98

You can change the crew number manually at any time by using the "Change Info" explained later in this document.

If you scan the crew number in, you do not need to press <enter>. If you enter the crew number by hand, you need to press <enter> after you enter the number.

```
Enter Crew  
Number:  
1_
```

Entering the Number of People on the Crew

CLIP Portable will ask for the number of Persons on the crew.

```
Enter Number of  
Persons on Crew
```

Use the number keys to enter the input here.

Press <enter> after you enter the number.

```
Enter Number of  
Persons on Crew  
2_
```

You are now finished "Starting the Day".

```
-CLIP Bar Menu-  
F2 Start the Day  
F3 Enter Work  
F4 Utilities
```

Entering Work

To start entering work, press the "F3" key.

```
-CLIP Bar Menu-  
F2 Start the Day  
F3 Enter Work  
F4 Utilities
```

To start a job press the "F1" key.

```
F1 Start Job  
  
F3 Change Info  
F4 Back to Menu
```

Entering the Mileage

```
Enter Mileage:  
_
```

Enter the current mileage reading from the odometer on the truck using the number keys. If you do not want to enter the mileage, press <enter>.

Entering the Job Number

```
Enter Job Number  
_
```

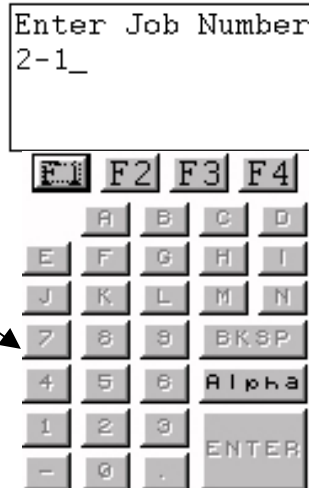
You can enter the job number by scanning it from the route sheet or by manually entering it from the keys on the Pocket Reader.

Scanning the Job Number:

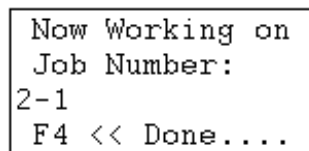
To scan the job number, pass the tip of the Pocket reader across the bar code about an eighth of an inch above the paper. You can do this rather rapidly.

Entering the Job Number with the Keys:

To enter a job number from the keys, enter the customer number (2) and then enter a dash or “-“ sign by pressing “-“ key on the lower left side of the keypad. Then enter the Job number (1). Then press <Enter>.



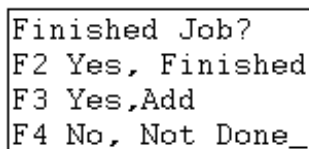
Now you will see the screen that tells you what job is being worked on:



Your foreperson can now turn the Pocket Reader off and start working on the job. The start time has been recorded in the system.

Finishing a job.

When the job is finished and your employees are ready to continue to the next job, they can turn the unit on and press the <F4> button to get to the “Finished Job?” Menu.



You have three options from this menu:

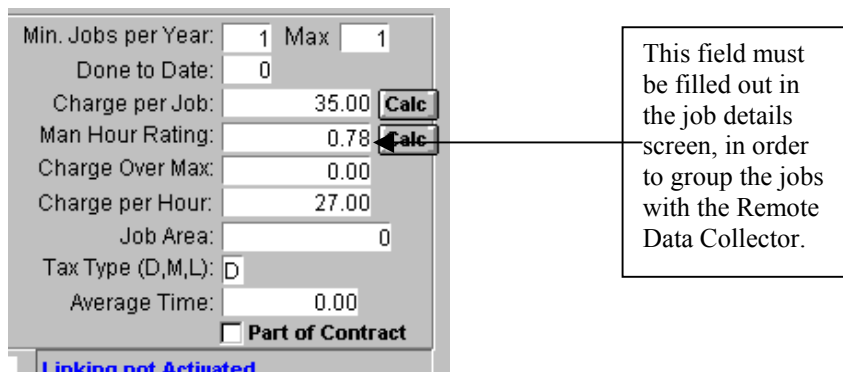
Yes, Finished

By pressing this button, you will record the stop time and the job information into the Pocket Reader. This button should be used when the job is finished and the crew is ready to move to the next property.

Yes, Add Another

By pressing this button, you will record that the job was done, but that it was done “grouped” with other jobs. Use this if there are a number of jobs that were done at once, either for one or a number of customers. If a customer has three jobs: Mow and Trim Front, Mow Back Field, Edge Walks, you would record the first job as the starting job, then you would use this button to “add another job” and record the second job as done. You would then add another job and record the third job as done using the “Yes, Finished” on the third job. These three jobs would then be linked together so that the time that it took to do the first one will be properly distributed to the other two when the file is uploaded to CLIP.

If you use this feature, you must have a man-hour rating in all jobs so the times can be distributed correctly. If you leave this field blank in the job details screen, you will encounter errors when trying to refresh the workbank and billing. A brief explanation is that when you group the jobs it uses the man-hour rating to distribute the amount of time to use for each job. If there is a zero in that field, the program cannot divide the information into each job, causing bad data to be save in the program.



You would also use this function to record jobs that are done for various clients that have adjoining properties. If you have three houses in a row that are normally done at one stop, you would start the first job, then add the other two and record the last one as “Yes, Finished”.

No, Not Done

If the job was entered erroneously or was not completed for some reason, using this function will keep the job from being recorded at all.

If you use either the Yes, Finished option or the No, Not Done option you will be returned to the Enter Work Menu. You can Start a new Job or change the Information.

F1 Start Job
F3 Change Info
F4 Back to Menu

Changing Information during the day

If the crew number, number of people on the crew or the foreperson change you can use the Change Info function <F3> to change it.

```
F1 Start Job
F3 Change Info
F4 Back to Menu
```

On the "Change Information" screen you can:

Change the number of people on the crew	<F1>
Change the initials of the foreperson	<F2>
Change the crew number	<F3>

```
1 Crew Members
2 ForePerson
3 Change Crew #
4 <<< Return...
```

Anything you change from here will remain until it gets changed again.

Utilities Menu

You can upload to CLIP, See the Date and Time setting or change the date and time setting from the Utilities menu <F4>.

```
-CLIP Bar Menu-  
F2 Start the Day  
F3 Enter Work  
F4 Utilities
```

See the Time and Date <F2>

Use this option to check the date and time

Set the Time and Date <F3>

Use this option to change the time and/or date.

Upload to CLIP <F1>

```
F1Upload to CLIP  
F2 Time & Date  
F3 Set Time&Date  
F4 <<Continue._
```

Press the <F1> key to upload the internal file to CLIP for processing in Record Work.

```
Ready to Upload?  
  
F3 Yes  
F4 No_
```

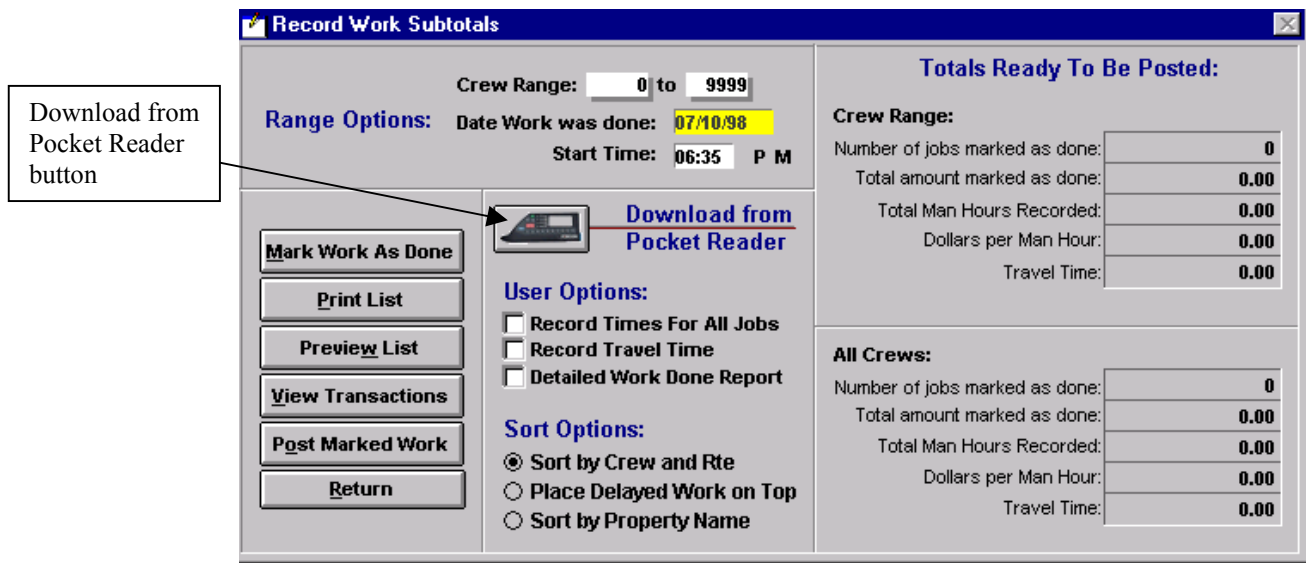
Before you press the <F3> key to upload to CLIP you should make sure that you have the cable connected and that you have CLIP set to receive the file.

Receiving the file from the Pocket Reader into CLIP

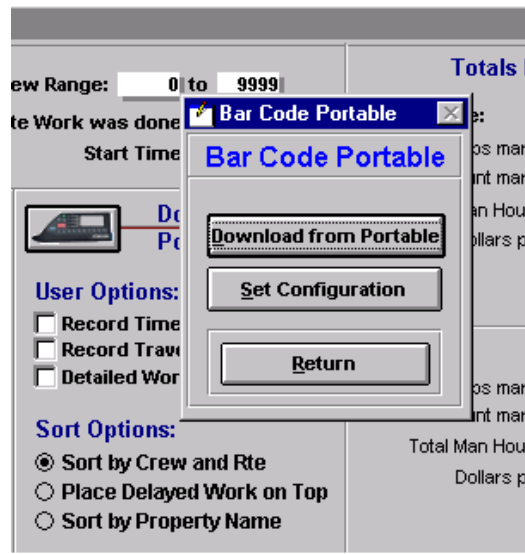
The process of receiving the file from the Pocket Reader is pretty simple. First connect the cable to an available COM port on your computer. The cable supplied can be connected to a 9 pin connection. If you do not have an extra 9 pin connection (COM port) you will need to have one installed. This may happen if you have an external modem or older style mouse.

Next, connect the cable to the Pocket Reader.

In CLIP go to the Record Work Screen and press the "Download from Pocket Reader" button.



You will see a menu with two options: Download or Set Configurations.



The configuration is set to use COM 1, but if you need to change it you would press the “Set Configuration” button.

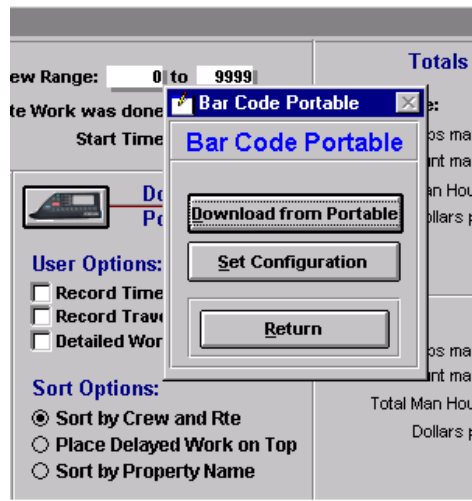


You can change it to any COM port from 1 to 4. Set your COM port accordingly.

Press the “Save Configuration” after you have set your COM port.

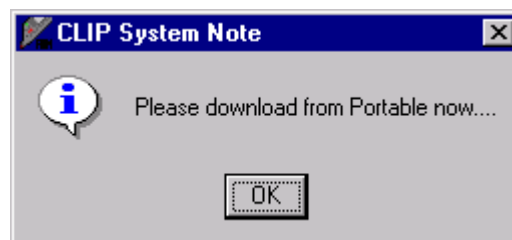
Downloading to CLIP

When you press the “Download from Portable”, CLIP will open the transfer program and



(CLIP Classic screen shown)

You will see a dialog box that says to download now:



Now go back to the Pocket Reader and press the “Upload to CLIP” <F1> key.

Press the <F3> button to upload to CLIP.

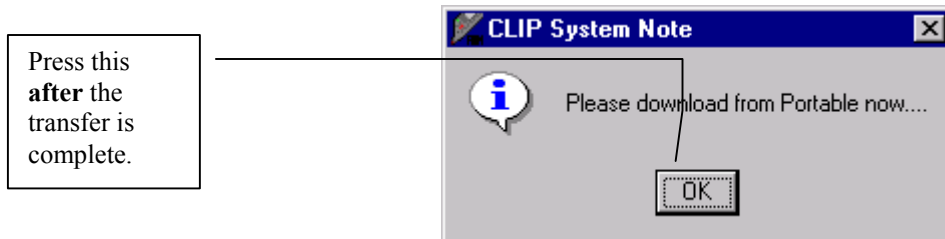
```
Ready to Upload?  
F3 Yes  
F4 No_
```

If the Transfer was successful:

If the transfer is successful the Pocket Reader will display the "Upload Complete".

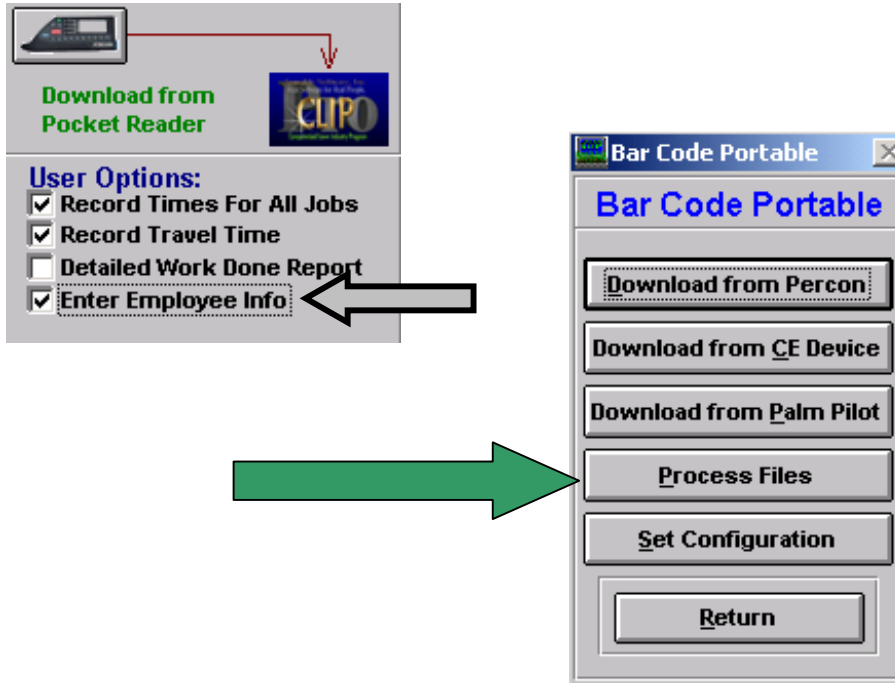
```
Upload Complete  
  
F4 <<< Continue
```

Press the OK on the CLIP screen **after** the transfer is finished.



CLIP PRO only – Processing the file.

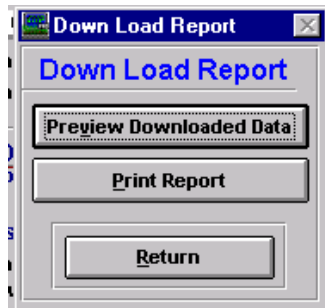
If you are using Pro and want to record individual employee times make sure that the “Enter Employee Info” option is checked. If an invalid employee ID was entered you will be notified for each incorrect entry when you process the file. You will the need to manually go into the job and make the correction.



You need to process the file after downloading it. This enables you to save your processing for later if you want to download a number of RDC's at once. You can also receive the download files from a remote site either via e-mail or modem. Choose the **Process Files** button to choose the file to process. The name of the file will be the month and day along with a letter, “a” for the first file downloaded that day, “b” for the second and so on. The files have the extension of “cdf” which means **Clip Download File**. As you process each file, you will be able to preview or print the information.

Previewing or Printing the downloaded information.

You will now be able to preview or print the list of work that came from the Pocket Reader.



You can now print out the report. It includes all of the information collected on the field as well as the charge per job and the dollars per hour for each job.

If you have grouped various jobs using the Pocket Reader by recording jobs as “Done, Add another”, CLIP will take the total time of all grouped jobs, divide it by the percentage of the total man-hours from the man-hour rate in each job and distribute it accordingly.

An example of this:

Three jobs done	Man Hour Rate in Job	Time it took	
1. Mow the front	1.7	3.0 man hours	
2. Mow the back	1.2	0.0	- added at the end
3. Edge the front walk	.3	0.0	- added

The crew started at 9:00am with all three jobs. There were three men on the crew and they finished all three jobs at 10:00am. This amounts to 3 man hours. Since they recorded the first job in the Pocket Reader as starting at 9:00am, they did not come back to the truck after finishing each aspect of the job but did all the work and then got back into the truck at 10:00am. They recorded the first job as “Yes, Add another”, then added the second job and recorded it as “Yes, add another”, then recorded the third job as “Yes, Finished”. This would group all three jobs even though all the time is allotted to the first job. When CLIP downloads the file, it will distribute the times using the following formula:

Man hour rate/ Total Man hours X (Total Time X People on Crew)= Allocated Man Hours

For Example:

The total man hour rates in Job are 3.2 (1.7+1.2+.3)

The total time = 1 hour X 3 People on crew = 3 man hours

So the first job would be $1.7/3.2 \times 3 = 1.59$

The second job would be $1.2/3.2 \times 3 = 1.125$

The third job would be $.3/3.2 \times 3 = .28$

Since your total man hours in Job for these three jobs is 3.2 and your crew accomplished it in less time (3.0) you can see that each job is recorded as slightly under the Man Hour Rate.

You can adjust these times using “Record Work | Mark Work as Done.”

When you exit this option, you will see the numbers changed on the Record Work Screen and all the “Y”s will be correctly entered into the Work Bank, ready for you to post.

If the Transfer was not successful:

If the transfer is not successful you will see a screen that asks if you want to try again.



Check the cables and try again. If that doesn't work, check your task bar (or press <alt>+<tab>) for any appearances of the Pocket Reader Transfer program, if there are more than one, open them up and choose File | Exit on each one.

If you determine you want to re-try or change any configurations, press OK and CLIP will tell you that the download was unsuccessful. Press OK and change your COM setting if needed or re-boot your computer and try again.

You will need to close the transfer program before retrying the transfer again. On the task bar along the bottom of your screen you will see a program running called Receiving. Position your mouse over the button, right click your mouse and select Close. You can then retry the download.



RDC in Spanish

The RDC is available in a Spanish version. This allows the buttons to be shown in Spanish, making the unit even easier to use for those who are more fluent in Spanish. The unit can be changed from Spanish to English on the fly as long as it is not in the middle of a job.

```
1 Language Menu
2 Empezar El Dia
3 Apunte Trabajo
4 Utilidades
```

On the main screen of the RDC the F1 option will now say Language Menu

```
F1 Language Menu
F2 Start the Day
F3 Enter Work
F4 Utilities_
```

After selecting F1 you are offered both languages

```
-CLIP Bar v.3-
F2 English
F3 Espanol
```

Just make your selection then record the work as normal

