

## AI Buddy Loose Parts Overview For Checkmate® and Hollander®

- 1) Download Inventory From Inventory Management System.
  - a. In Procomm Plus Press Ctrl-F3
  - b. Select Download Inventory From Checkmate or Hollander.
  - c. Wait for script to complete and Parser to launch.
- 2) Ensure device synchronizes after the Parser completes.
- 3) On the handheld, launch AI Loose program.
  - a. Before you see the Run Main program, a dialog should appear saying new Inventory was found and asking you if you would like to import it onto the handheld. Say yes.
  - b. Once imported, Run Main Program.
- 4) Look up parts by their Stock Number or Location.
  - a. Tap and hold on parts to edit or delete them.
  - b. When looking up by stock number, you can add parts if not already in stock. At the bottom of the part selection screen, tap Add Part.
    - i. Enter the part code and tap use
    - ii. Select the interchange if needed
    - iii. Enter the rest of the details.
  - c. When looking by location, the Equals, Starts With, and Ends With is available.
    - i. 1B345 and Equals will bring up all the parts on shelf 1B345
    - ii. 1B and Starts with will bring up all parts whose location starts with the characters1B
    - iii. 45 and Ends with will bring up all parts whose location ends with the characters 45
- 5) Once all modifications are complete, you can tap the "Export Changes to IMS" button. This will create an export file on the handheld the computer will use to make changes in your Inventory Management System.
- 6) Synchronize your device.
- 7) In Procomm Plus, Press Ctrl-F3 again. Select Upload Changes to Checkmate/Hollander.
  - a. Checkmate will automatically print tags if selected for parts that were previously in stock.
  - b. Checkmate will put a tag to be printed in the tag queue if you added the part on the handheld.
  - c. Hollander will put all tags to be printed in the tag queue.
- 8) On the handheld, select Finalize Changes in Database to prevent those same changes being made again in your Hollander or Checkmate.
- 9) A fresh download of your inventory should be made each day before using the Loose parts to ensure all additions, deletions, and sales are removed from the handheld database.