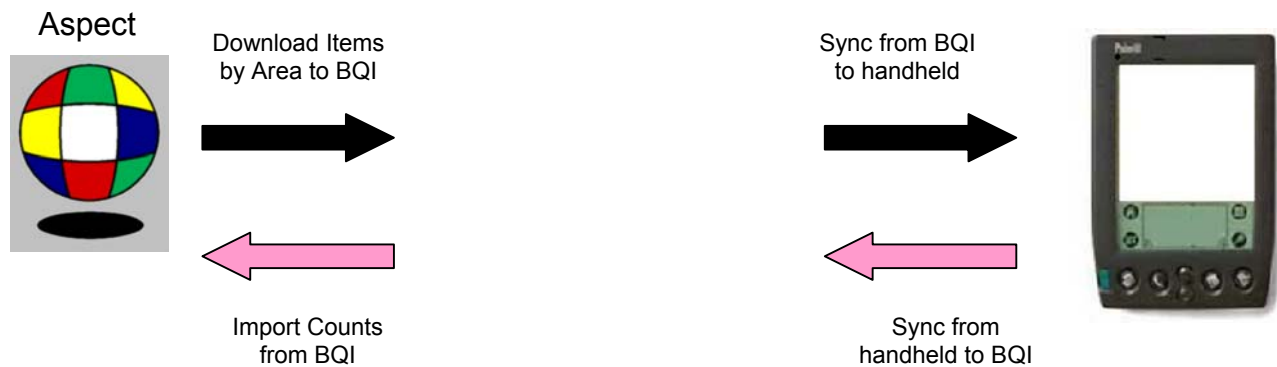# Using BQI Basic Handheld with Aspect

What is BQI Basic?

The BQI Handheld unit works with an Access Database named BQI SYNC that is installed on a desktop PC. The BQI SYNC database acts as the vehicle to import inventory items from Aspect and download the items to the Palm handheld. You can also edit the counts in the database before loading them to Aspect

The process is outlined below:

Aspect

Download Items
by Area to BQI

Sync from BQI
to handheld

Import Counts
from BQI

Sync from
handheld to BQI

You must have your inventory items assigned to areas in Aspect before downloading items to BQI. If you are unsure how to set up inventory areas ask your Aspect representative.

The steps for using the handheld with Aspect are listed below

A. Create an Export file from Aspect containing inventory items by location

B. Import the Export file from Aspect to BQI SYNC

C. Download Inventory Items and Locations from BQI Sync to the Handheld

   Note: steps A-C are used to update the items or areas on the handheld. If you have not made adjustments to your inventory since the last count you can skip to step D (12).

D. Enter Counts in Handheld by Location using Graffiti or Thumb-pad

E. HotSync Counts from Handheld to BQI SYNC

F. Review Counts in BQI SYNC

G. Export Counts from BQI SYNC to the *Counts* text file

H. Import counts into Aspect

Note: the BQI Basic Handheld Application is only used for entering counts. You cannot add items, delete items or edit item names or locations on the handheld. Aspect can only import the count information to match what is already setup in the count areas. If you are in the process of counting and discover items that were not assigned areas and, therefore, are not in the handheld write down the items and counts. You will be able to add the counts to Aspect later by editing inventory counts.   Once these items are added to an area they will be downloaded to the handheld during the next sync

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Using BQI Basic Handheld with Aspect

A. Creating the Export file from Aspect

1. Log on to Aspect
2. Go to **Edit Inventory Counts** (from the Bullseye navigator or from the inventory menu at top)
3. Choose the inventory count date you are going to use to count the next inventory
4. With the inventory count window open choose **Export to Handheld** from the Edit menu at top
5. Aspect will prompt you to create an export file. The file must be named **AspInv** in **C:/BQI**
6. Click OK to create the Aspect File

Exporting inventory from Aspect:

1. In Aspect, go to **Edit Inventory Count**
2. From the Edit menu at top choose **Export to Handheld** (*shown at left*)
3. The Export to Handheld Window will appear (*shown at right*)
4. Export to **C:\BQI\AspInv.txt**
5. Click OK to create the export file

B. Importing the Export file in BQI Sync

7. Open BQI SYNC using the ⊙ shortcut from the desktop
8. From the Main Window select **Import Data File**
9. You can view the inventory information in BQI SYNC by selecting **View Counts by Location**

C. Downloading Inventory Items and Locations to the Handheld

10. With the Main window in BQI SYNC open, perform a HotSync with the handheld
11. When the Hot Sync is complete start the BQI BASIC application on the handheld and confirm that the items and areas are on the handheld

The Main Window of BQI SYNC provides coordinating data with the handheld device, including:

- Importing Files from Aspect
- Exporting Counts to Aspect
- Viewing and Editing Counts
- Printing Counts and Count Worksheets

The Main window must be open when performing HotSyncs with the handheld
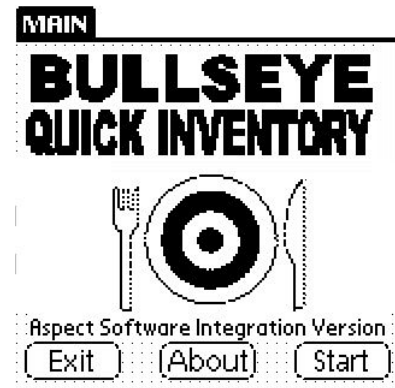
D. Enter Counts using the Handheld (Palm) device

Graffiti Area →

Up/Down Scroll buttons ↑

To Start Using BQI:

1. Turn on the Palm

2. Click the BQI icon ◎ from the application screen

3. Click Start from the MAIN screen to get to the LOCATION screen

Note: BQI sorts all the inventory items when it loads, so it could take a few seconds before the MAIN screen appears

MAIN

BULLSEYE QUICK INVENTORY

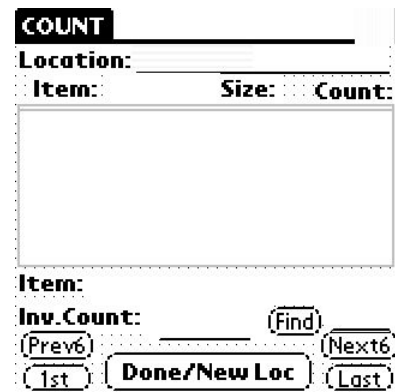Aspect Software Integration Version

[Exit] [About] [Start]

12. Select **locations** from the LOCATION screen (BQI will display the items in the location in the COUNT screen)

13. Scroll through items entering counts on the handheld using Graffiti or thumb-pad

   - Use the Up and Down arrows on the handheld to move one item at a time
   - Use the Prev6 and Next6 to move up or down a page (6 items)
   - Use the 1st and Last buttons to move to the first or last item in the location

LOCATION

INVENTORY LOCATION
Pick a location from the list below
▼

User Name:

User ID:

[View All]

[Main/Exit]

Pick a Location from the LOCATION screen

Use the COUNT screen to navigate thru items and enter inventory counts in the graffiti area

Choose **Done/New Loc** to finish counting or to select another location to count

COUNT
Location:
Item: Size: Count:

Item:
Inv.Count: (Find)
(Prev6)   (Next6)
(1st)   Done/New Loc   (Last)

E. Hot Sync Counts from Handheld to BQI

14. When you are finished counting place the device on the HotSync cradle and perform a HotSync with the BQI SYNC main window open and the HotSync Manager enabled

Important note about Hotsyncing:
Each time you HotSync you are updating the counts in BQI SYNC. If you count an item again after Hotsyncing, the new count will replace the previous count when you sync again. If you don't enter a new count the existing count will remain until you create an export file or import a new file from Aspect. When you create an export file, existing counts in the system are cleared. When you import a file from Aspect existing counts are also cleared. **Make sure you export any existing counts you want to use before importing new items from Aspect**

F. Review Counts in BQI Sync

15. Once the HotSync has completed you can view the counts you entered using the **View Counts by Location** button on the **MAIN screen** in BQI SYNC

You can edit counts in the Counts by Location screen in BQI SYNC

You cannot edit inventory items or locations in BQI SYNC. Changes to locations and items must be done in Aspect

Counts in BQI Sync will remain in the system until you create an Export file. If you count an item again after Hotsyncing, the new count will replace the previous count when you sync again

Counts by Location				Displays most recent counts since last hot-sync

Show All Items | **Sort Location** [_____] ▾ | **Return To Main Page**

Locations are Inventory Areas from Aspect

Print Counts   **Preview Counts**

Count Date	Item Location	Product Name	Count Size	Count
2/15/2005	HOT LINE	SPICE CAJUN	CASE	2
2/15/2005	HOT LINE	MEATLOAF SERVING	POUND	11.5
2/15/2005	HOT LINE	CATFISH FILET	POUND	6.4

G. Export Counts from BQI Sync to Counts file

16. Open BQI SYNC using the ◉ shortcut from the desktop

17. From the Main Window select **Create Export File**

>   *This will create a file named Counts.txt in the folder C:\BQI.*

> *Note: when you create a new export file, the existing Counts.txt file is renamed to Lastcnt1.txt, and the two previous counts are renamed Lastcnt2.txt and Lastcnt3.txt. Only the last four counts files are kept. If you want to save more counts files you must rename them before they are overwritten.*

H. Import counts into Aspect

Importing Counts into Aspect is the reverse of creating the handheld Export file

18. Log on to Aspect

19. Go to **Edit Inventory Counts** (from the Bullseye navigator or from the inventory menu at top)

20. **Choose the inventory count date you made the count –** *this is your inventory day*

21. With the inventory count window open choose **Import from Handheld** from the Edit menu

22. In the **Import from handheld** window, select *import from* **C:\BQI\Counts.txt**

23. Click OK to import the Aspect File

24. Review the counts in Aspect

25. Be sure to Save changes when you close the **Edit Inventory Counts** window

> **IMPORTANT: The Inventory Count date you choose is the date Aspect will apply your counts. Make sure to select the correct date when editing inventory counts before importing counts.**

Import from handheld

Handheld   Inventory Wizard ▾

Import From C:\BQI\Counts.txt   Browse

Launch this application before importing:

None ▾   Browse

Ok   Cancel

1. I installed BQI Basic on my handheld and I am told the license has negative days left. What does this mean?

BQI Basic is licensed on an annual basis. You must enter a license code after installing the program before you can use the program. By default, the days remaining will be negative until a code is entered or after the license expires. Call Bullseye Controls to get a license code. You can get a temporary code if you wish to evaluate the program. You must purchase a license each year to continue using the program.

2. Can I add or edit inventory items and new areas on the handheld?

No. BQI Basic is used only for counting. You manage your count areas and inventory items using Aspect Software. If you are counting and realize you have an item in inventory that is not on the handheld, write down the item with its area and count and then add it to the count area in Aspect when you are editing counts. After finishing this count you can create a new export from Aspect and download it to BQI so the item will appear for the next count.

3. Do I need to export items from Aspect every time I count?

No. You only need to export items from Aspect if your inventory areas change. If your inventory items and areas are the same since your last count, the items will still be on the handheld. You are ready to count again.

4. I counted some in the morning, but have more to count. Should I hotsync now, or wait until I finish counting?

Either. When you hotsync the counts will be cleared off the handheld and updated in BQI Sync. These counts will remain until you create an export file. If you count the same item again in the afternoon, the new count will replace the morning count when you hotsync again.

5. I created an export file and then realized I forgot to count an area. Should I count that area and create another export file?

Do not create another export file until the first file is imported into Aspect. When you create an export file it will replace the existing "Counts.txt" file. As a precaution, the first file is renamed "Lastcnt1.txt." You will see four counts files in the folder C:\BQI. If you wish to keep these files instead of replacing them, you can rename them before creating another export.

6. Can I import more than one count file into Aspect for the same count day?

Yes. Aspect will ask you if you want to delete existing counts. If you say "no" it will add the counts from the second import. Counts for items that were counted again will replace the existing counts for that item. If you say "yes" to delete existing counts, Aspect will clear the prior counts and then add the new.

7. BQI Sync is asking me if I want to update or append files. What should I do?

During the process of hotsyncing, BQIB Sync updates files from the handheld to the desktop. This process should take place without prompting, but occasionally you may see the prompts. **If this occurs say "yes" to all the updates and contact Bullseye to fix the problem. Warning: if you say "no" to the update prompts, BQIB will not save your counts from the handheld.**

8. I have more than one handheld. Can I hotsync them all with the desktop?

Yes, with a caveat. If you have multiple licenses of the same version of BQI Basic you can hotsync to the desktop. But you must create an export file for each count and either import or rename each export file before hotsyncing again. If the different handhelds have different inventory items and/or areas you must import them one at a time to the desktop and then to the handhelds. If you hotsync one handheld when the items from another handheld are loaded in BQI Sync, you will create a syncing problem.

9. I imported counts into Aspect and Aspect shows some zero counts or high counts for items I didn't count.

This is a problem in older versions of Aspect. Make sure you have version 5.85 or higher

10. I imported counts into Aspect for the wrong date. What do I do?

When you close the Edit Counts window in Aspect you are asked if you want to save the counts. If you answer "no" the counts will not be saved for that day. Edit Counts for the correct day and import the handheld again.