

## *Ferguson Online NEO Scanner User Guide*



## Ferguson Online NEO Scanner User Guide

You have received a Psion NEO device that has been previously configured with the ECOM Application. You have installed Windows Mobile Device Center/Active Sync and the Upload Application onto your PC or laptop. This guide is the User Guide after all installation is complete.

### Contents

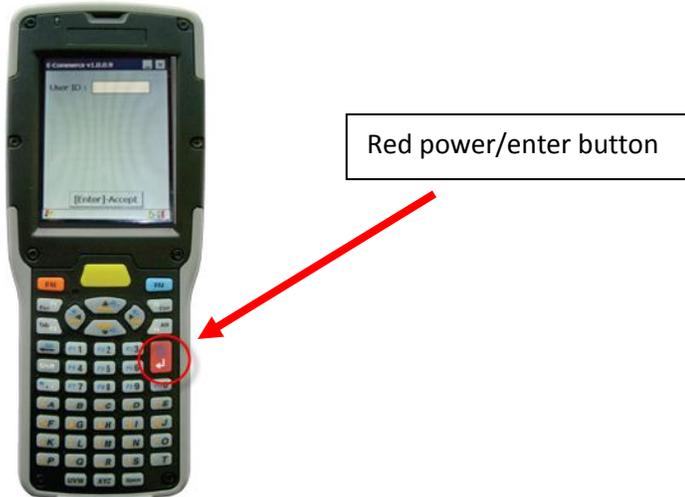
Ferguson Online NEO Scanner User Guide .....	1
Selecting the Program You Would Like To Use .....	3
Features of Program 1 – Qty And Product .....	5
Features of Program 2 – Info, Qty, And Product .....	15
Features of Program 3 – Qty, Product, And Info .....	27
Downloading the Items You’ve Scanned .....	37
Turning Off the Gun .....	39

## Ferguson Online Neo Wireless Scanner – Scanner User Guide

---

### *Turning On the Scan Gun*

To turn the Psion NEO scan gun on, press and hold the red power/enter button.

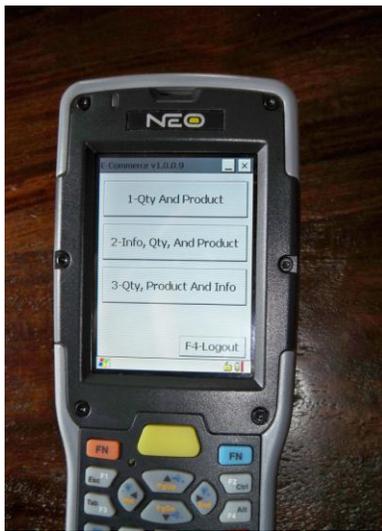


### *Selecting the Program You Would Like To Use*

Once you've turned the scan gun on, the first screen you will see is the one below.

You will see 3 options of programs to select from:

- a. 1-Qty and Product
- b. 2-Info, Qty, And Product
- c. 3-Qty,Product and Info



# Ferguson Online Neo Wireless Scanner – Scanner User Guide

---

*Note: If you do not see the three programs, but instead you see the screen below, then with your stylus or finger tip tap the Windows symbol in the bottom left corner of the screen.*



Tap the Windows symbol in the bottom left of the screen.



Tap "Programs".

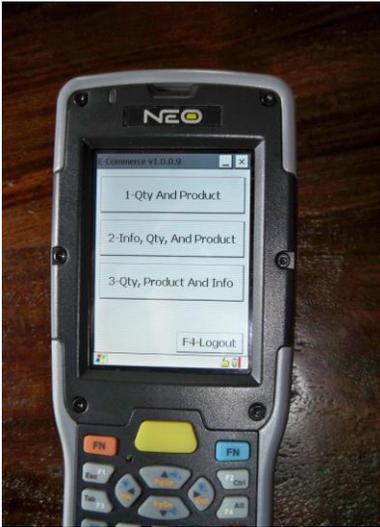


Tap "E-Commerce".

## Ferguson Online Neo Wireless Scanner – Scanner User Guide

---

The next screen should be the programs screen.



### Features of Program 1 – Qty And Product

- 1) Upon selecting program 1 – Qty And Product, you will be prompted to enter a “User ID”. The value entered is not validated against any database. It is free-form text. We encourage you to enter your employee ID number or initials so that anyone reviewing the downloaded files will be able to tell who was using the gun.



Enter Employee ID or Initials in “User ID” box using keypad.

## Ferguson Online Neo Wireless Scanner – Scanner User Guide

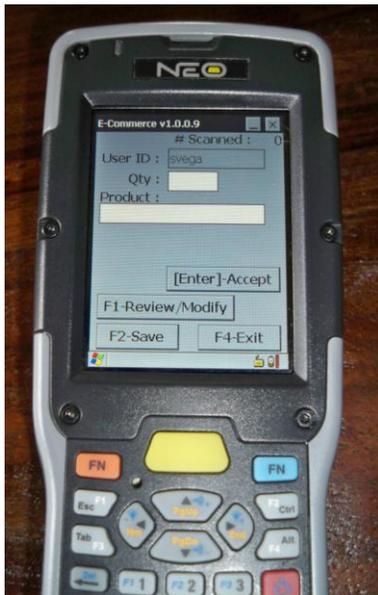
---

- 2) After entering your User ID, you can either tap “[Enter]-Accept” on the touch screen or use the red Enter key on the keypad to get to the next screen.

*Note: For the letters Y and Z, hit the XYZ key once for X, twice for Y, and three times for Z.*

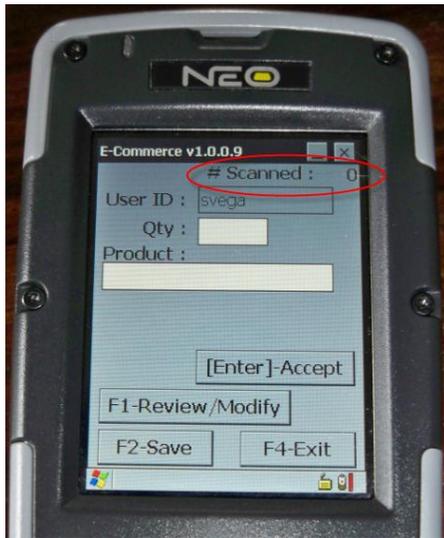


- 3) You will be brought to the entry screen below.

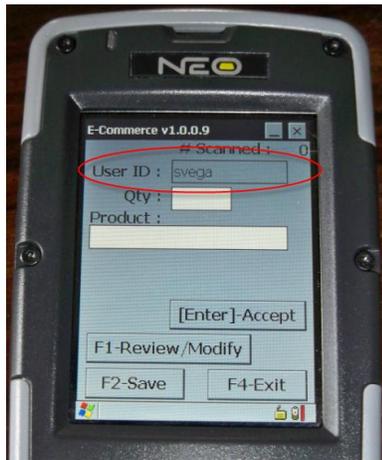


## Ferguson Online Neo Wireless Scanner – Scanner User Guide

- a. # Scanned → This value will display the number 0 before you begin scanning products. If you successfully scan an item, the value will increment by 1 each time.



- b. User ID → This is the User ID that you entered in the previous step. To change the user, tap "Exit".

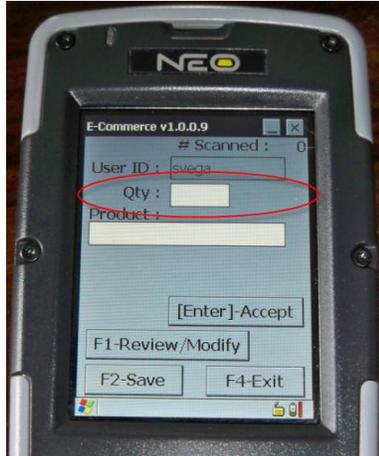


- c. Qty → When you first come to this screen, your cursor will be in the Qty field. Simply use the key pad to key the desired qty to be scanned or you may also scan a barcode that represents a qty.

*Note: you must either hit the red Enter key  or tap the Product field to move on to scanning. If you put a qty in and attempt to scan without hitting Enter, the gun will beep as if it's scanning but the "# Scanned" at the top right corner will not increment. This means you have not successfully scanned the item.*

## Ferguson Online Neo Wireless Scanner – Scanner User Guide

---



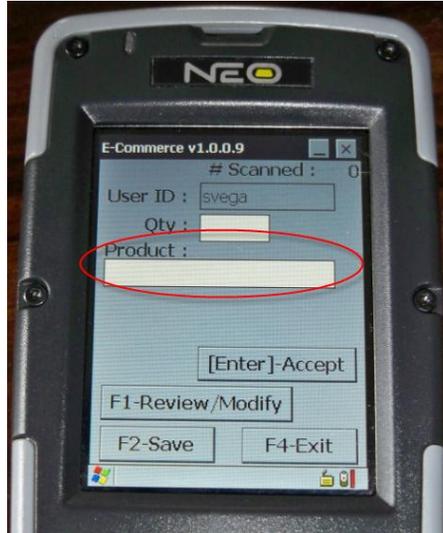
*Note: If you attempt to put your cursor in the Product field and scan before entering a value in the Qty field, you will get an error that says:*  
**Please enter a valid Quantity.**



## Ferguson Online Neo Wireless Scanner – Scanner User Guide

---

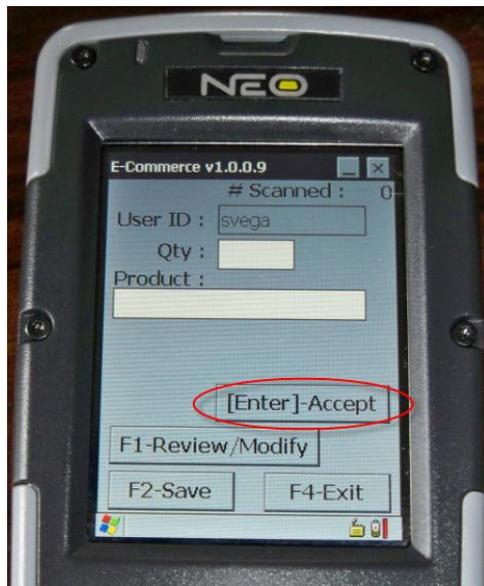
- d. Product → After entering a qty, either tap the Product field on the touch screen or hit  the red Enter key . Once the cursor is in the Product field, simply scan a barcode for a product code or manually enter the product code into this field.



- e. [Enter]-Accept → If you choose to manually enter a product code into the Product field, use the [Enter]-Accept button on the touch screen to accept the entry of that product.

You may also hit the red Enter key on the key pad .

*Note: if you've chosen to scan a barcode, then you will not need to hit Enter.*



## Ferguson Online Neo Wireless Scanner – Scanner User Guide

- f. F1-Review/Modify → Once you have scanned all of the items, it is recommended that you review them and modify any that you might need to change. To do that you may either tap the “F1-Review/Modify” button on the touch screen, or press the blue Function button and then the 1/F1 key on the key pad.



- i. When you select “Review/Modify”, you will be brought to a screen that looks similar to the one below.



## Ferguson Online Neo Wireless Scanner – Scanner User Guide

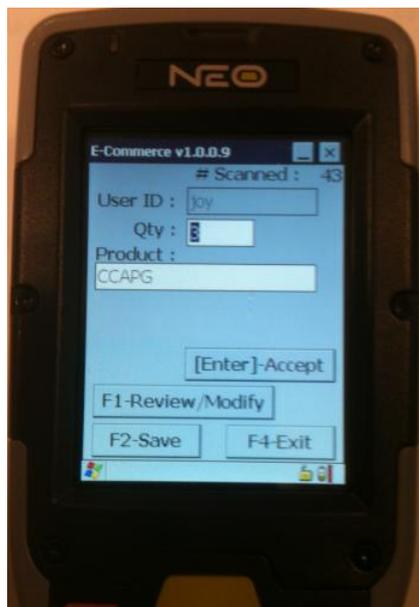
---

1. Elevated buttons for modifying → If you have not yet saved your scanned list, along the left side of the list you will see raised buttons numbered 1, 2, 3, etc. This is your indication that these items can be modified. To modify any item, simply tap the raised number to the left of the item you want to modify or press the same number on the key pad.

*Note: If there are no raised buttons along the left side of the list, then you've already saved the list and it cannot be modified.*

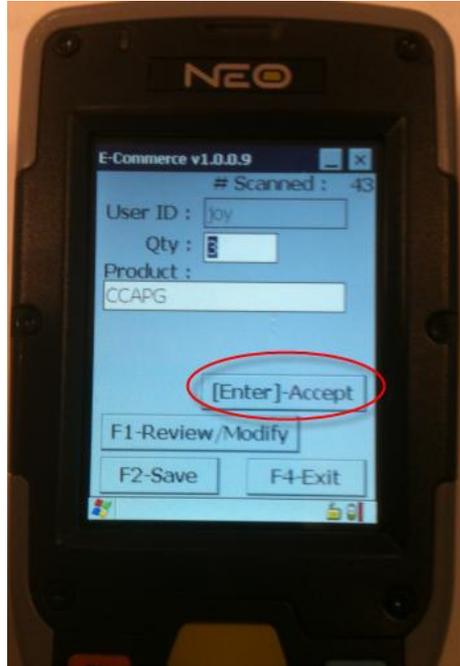


2. Once you select the item you want to modify, you will be brought back into the same screen that you saw when you were scanning the item. Simply make your changes on this screen.



## Ferguson Online Neo Wireless Scanner – Scanner User Guide

- [Enter]-Accept → Once you have made the changes you would like to make, either tap “[Enter]-Accept” on the touch screen or hit the red enter key on the key pad. 



- F1-Review/Modify → To go back to the list of items to modify, either tap the “F1-Review/Modify” button on the touch screen or push the blue Function button and the 1/F1 key on the key pad.



# Ferguson Online Neo Wireless Scanner – Scanner User Guide

- Next → If you want to scroll through the many pages of items that you have scanned, simply tap the “Next->” button on the touch screen or the right arrow key on the key pad.



- F4-Exit → Once you’ve made all of the changes you want to make, to exit the Review/Modify window, either tap “F4-Exit” on the touch screen or press the blue Function button and then the 4/F4 button on the key pad.



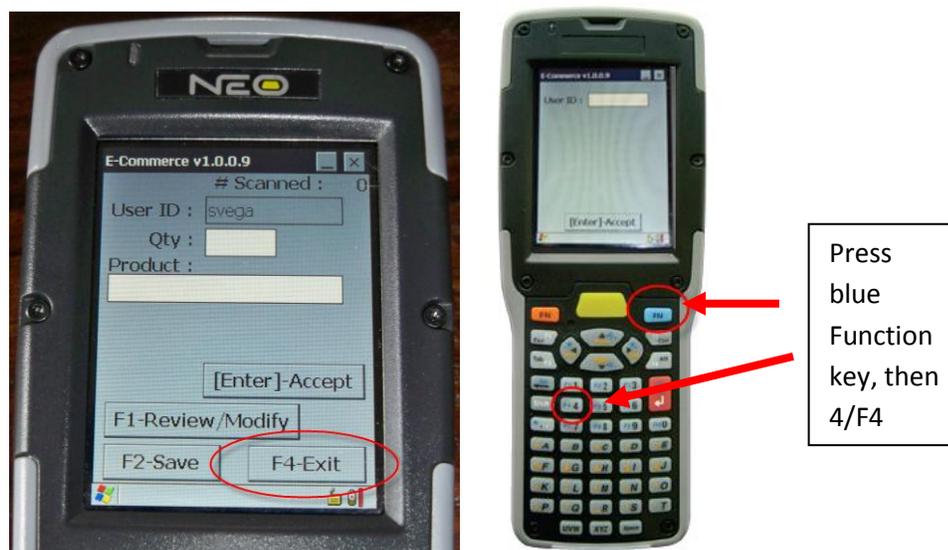
## Ferguson Online Neo Wireless Scanner – Scanner User Guide

- g. F2-Save → Once you have reviewed the items you’ve scanned and made any modifications necessary, to create the file that will download to your PC, you must Save. Do this by either tapping the “F2-Save” button on the touch screen or by pressing the blue Function key and then the 2/F2 button on the key pad.

*Note: Once you’ve saved, the “# Scanned” in the top right corner of the screen will change to 0.*



- h. F4-Exit → To go back to the User ID screen you must exit the program. To do this, tap “F4-Exit” on the touch screen or press the blue Function key and then the 4/F4 button on the key pad.



## Ferguson Online Neo Wireless Scanner – Scanner User Guide

---

### Features of Program 2 – Info, Qty, And Product

- 1) Upon selecting program 2 – Info, Qty, And Product, you will be prompted to enter a “User ID”. The value entered is not validated against any database. It is free-form text. We encourage you to enter your employee ID number or initials so that anyone reviewing the downloaded files will be able to tell who was using the gun.



Enter Employee ID or Initials in “User ID” box using keypad.

- 2) After entering your User ID, you can either tap “[Enter]-Accept” on the touch screen or use the red Enter key on the keypad to get to the next screen.

*Note: For the letters Y and Z, hit the XYZ key once for X, twice for Y, and three times for Z.*



Red enter key

## Ferguson Online Neo Wireless Scanner – Scanner User Guide

---

3) You will be brought to the entry screen below.



- a. # Scanned → This value will display the number 0 before you begin scanning products. If you successfully scan an item, the value will increment by 1 each time.



## Ferguson Online Neo Wireless Scanner – Scanner User Guide

---

- b. User ID → This is the User ID that you entered in the previous step. To change the user, tap “Exit”.



## Ferguson Online Neo Wireless Scanner – Scanner User Guide

---

- c. Info → When you first come to this screen, your cursor will be in the Info field. Use this field to enter your warehouse name, bin location, PO number, job name, or any other information for which you would like to separate your lists of items scanned. It is free-form text.

*Note: By selecting the Info, Qty, And Product program it is implied that you will enter an Info value. This field is required when using this program.*

*Note: When you download your scanned items to your computer, if you've entered multiple values in the info field, the output will be multiple csv files on your computer. Each will be named whatever you've chosen to enter into this Info field. See the section of this User Guide called "Downloading Your Scanned Items" for more information.*



## Ferguson Online Neo Wireless Scanner – Scanner User Guide

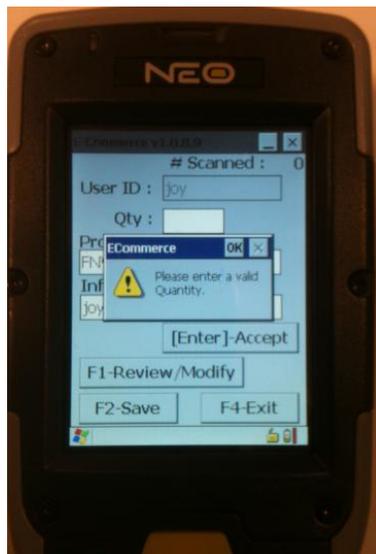
- d. Qty → Once you've entered an Info value, either tap the "Qty" field on the touch screen or hit the red Enter key on the key pad to get to the "Qty" field. Use the key pad to key the desired qty to be scanned or you may also scan a barcode that represents a qty.

*Note: you must either hit the red Enter key  or tap the Product field to move on to scanning. If you put a qty in and attempt to scan without hitting Enter, the gun will beep as if it's scanning but the "# Scanned" at the top right corner will not increment. This means you have not successfully scanned the item.*



*Note: If you attempt to put your cursor in the Product field and scan before entering a value in the Qty field, you will get an error that says:*

**Please enter a valid Quantity.**



## Ferguson Online Neo Wireless Scanner – Scanner User Guide

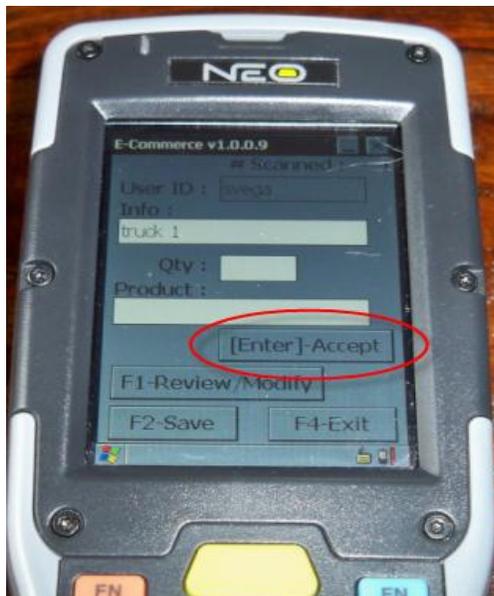
- e. Product → After entering a qty, either tap the Product field on the touch screen or hit the red Enter key . Once the cursor is in the Product field, simply scan a barcode for a product code or manually enter the product code into this field.



- f. [Enter]-Accept → If you choose to manually enter a product code into the Product field, use the [Enter]-Accept button on the touch screen to accept the entry of that product.

You may also hit the red Enter key on the key pad .

*Note: if you've chosen to scan a barcode, then you will not need to hit Enter.*



## Ferguson Online Neo Wireless Scanner – Scanner User Guide

- g. F1-Review/Modify → Once you have scanned all of the items, it is recommended that you review them and modify any that you might need to change. To do that you may either tap the “F1-Review/Modify” button on the touch screen, or press the blue Function button and then the 1/F1 key on the key pad.



- h. F1-Review/Modify → Once you have scanned all of the items, it is recommended that you review them and modify any that you might need to change. To do that you may either tap the “F1-Review/Modify” button on the touch screen, or press the blue Function button and then the 1/F1 key on the key pad.



## Ferguson Online Neo Wireless Scanner – Scanner User Guide

---

When you select “Review/Modify”, you will be brought to a screen that looks similar to the one below.



1. Elevated buttons for modifying → If you have not yet saved your scanned list, along the left side of the list you will see raised buttons numbered 1, 2, 3, etc. This is your indication that these items can be modified. To modify any item, simply tap the raised number to the left of the item you want to modify or press the same number on the key pad.

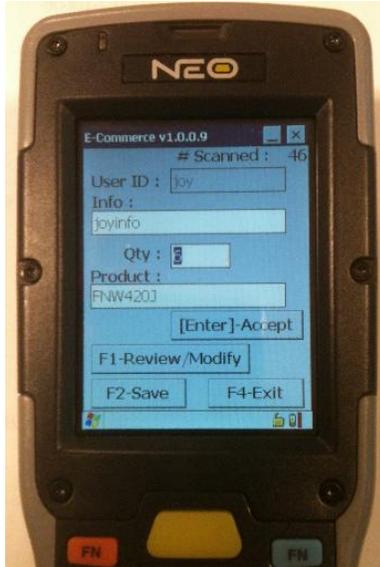
*Note: If there are no raised buttons along the left side of the list, then you've already saved the list and it cannot be modified.*



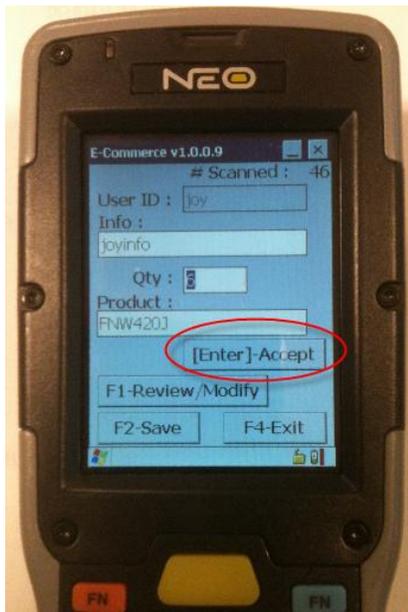
## Ferguson Online Neo Wireless Scanner – Scanner User Guide

---

2. Once you select the item you want to modify, you will be brought back into the same screen that you saw when you were scanning the item. Simply make your changes on this screen.

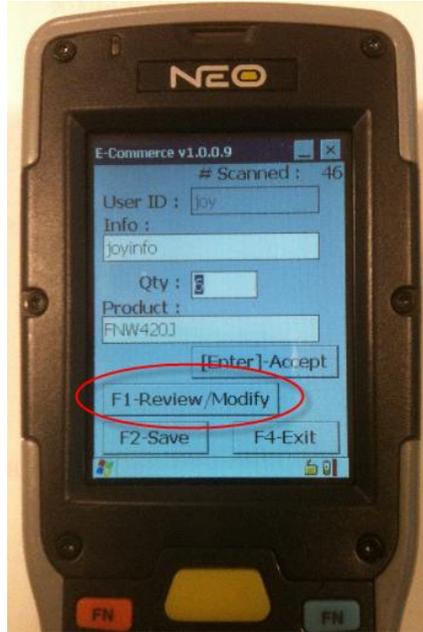


3. [Enter]-Accept → Once you have made the changes you would like to make, either tap “[Enter]-Accept” on the touch screen or hit the red enter key on the key pad. 



4. F1-Review/Modify → To go back to the list of items to modify, either tap the “F1-Review/Modify” button on the touch screen or push the blue Function button and the 1/F1 key on the key pad.

# Ferguson Online Neo Wireless Scanner – Scanner User Guide



- Next → If you want to scroll through the many pages of items that you have scanned, simply tap the “Next->” button on the touch screen or the right arrow key on the key pad.



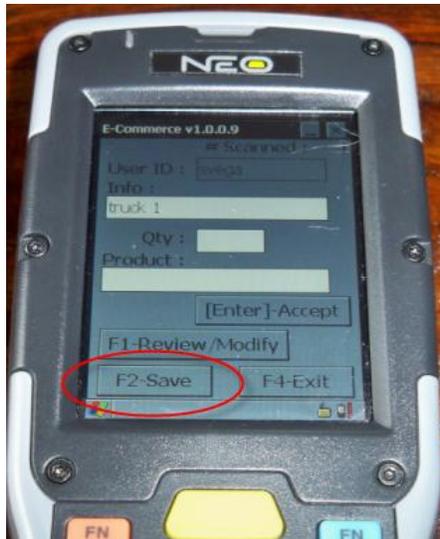
- F4-Exit → Once you’ve made all of the changes you want to make, to exit the Review/Modify window, either tap “F4-Exit” on the touch screen or press the blue Function button and then the 4/F4 button on the key pad.

# Ferguson Online Neo Wireless Scanner – Scanner User Guide



- i. F2-Save → Once you have reviewed the items you’ve scanned and made any modifications necessary, to create the file that will download to your PC, you must Save. Do this by either tapping the “F2-Save” button on the touch screen or by pressing the blue Function key and then the 2/F2 buttons on the key pad.

*Note: Once you’ve saved, the “# Scanned” in the top right corner of the screen will change to 0.*



Press blue Function key, then 2/F2

## Ferguson Online Neo Wireless Scanner – Scanner User Guide

---

- j. F4-Exit → To go back to the User ID screen you must exit the program. To do this, tap “F4-Exit” on the touch screen or press the blue Function key and then the 4/F4 button on the key pad.



## Ferguson Online Neo Wireless Scanner – Scanner User Guide

### Features of Program 3 – Qty, Product, And Info

- 1) Upon selecting program 3 – Qty, Product, And Info, you will be prompted to enter a “User ID”. The value entered is not validated against any database. It is free-form text. We encourage you to enter your employee ID number or initials so that anyone reviewing the downloaded files will be able to tell who was using the gun.



Enter Employee ID or Initials in “User ID” box using keypad.

- 2) After entering your User ID, you can either tap “[Enter]-Accept” on the touch screen or use the red Enter key on the keypad to get to the next screen.

*Note: For the letters Y and Z, hit the XYZ key once for X, twice for Y, and three times for Z.*

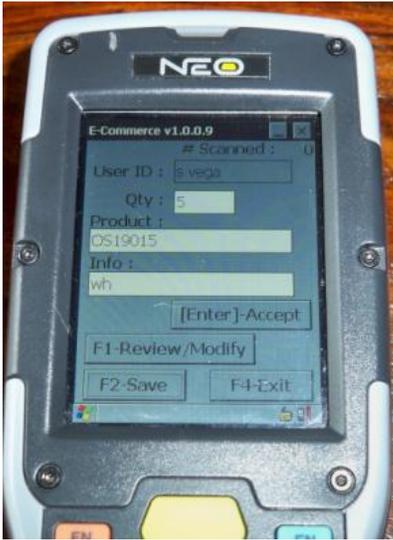


Red enter key

## Ferguson Online Neo Wireless Scanner – Scanner User Guide

---

- 3) You will be brought to the entry screen below.

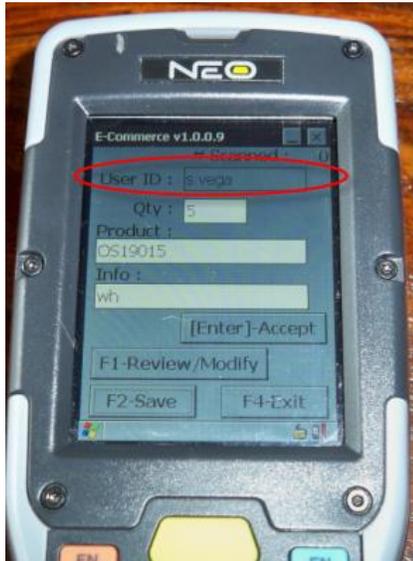


- a. # Scanned → This value will display the number 0 before you begin scanning products. If you successfully scan an item, the value will increment by 1 each time.



## Ferguson Online Neo Wireless Scanner – Scanner User Guide

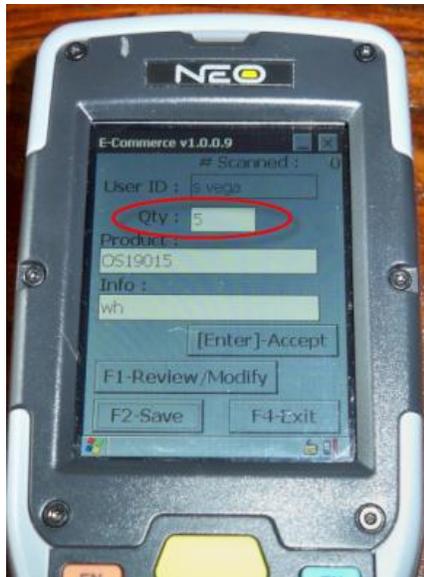
- b. User ID → This is the User ID that you entered in the previous step. To change the user, tap “Exit”.



- c. Qty → When you first come to this screen, your cursor will be in the Qty field. Simply use the key pad to key the desired qty to be scanned or you may also scan a barcode that represents a qty.



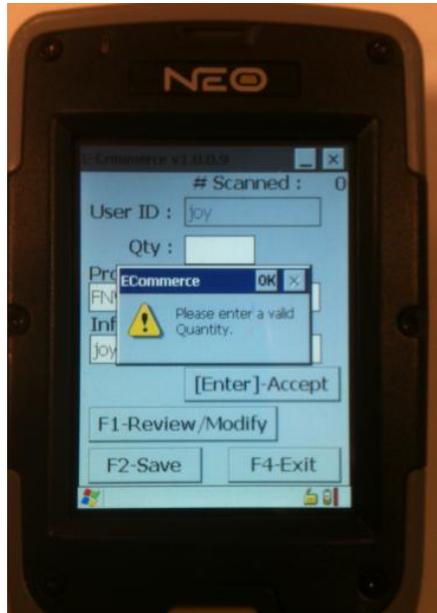
*Note: you must either hit the red Enter key  or tap the Product field to move on to scanning. If you put a qty in and attempt to scan without hitting Enter, the gun will beep as if it's scanning but the “# Scanned” at the top right corner will not increment. This means you have not successfully scanned the item.*



## Ferguson Online Neo Wireless Scanner – Scanner User Guide

*Note: If you attempt to put your cursor in the Product field and scan before entering a value in the Qty field, you will get an error that says:*

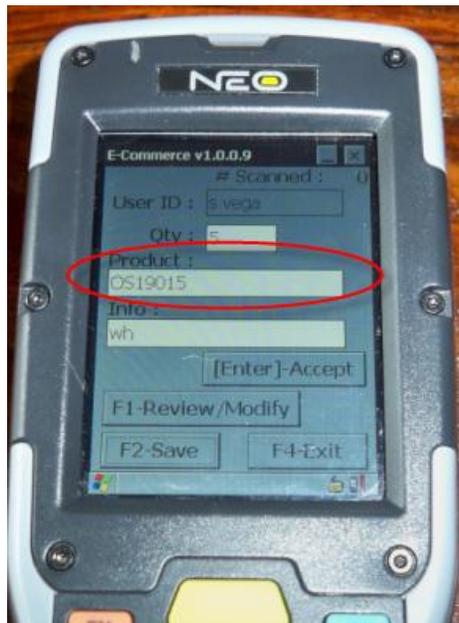
**Please enter a valid Quantity.**



- d. Product → After entering a qty, either tap the Product field on the touch screen or hit



the red Enter key. Once the cursor is in the Product field, simply scan a barcode for a product code or manually enter the product code into this field.



## Ferguson Online Neo Wireless Scanner – Scanner User Guide

---

- e. Info → Use this field to enter serial number, bin location, PO number, job name, or any other information for which you would like to separate your lists of items scanned. It is free-form text.

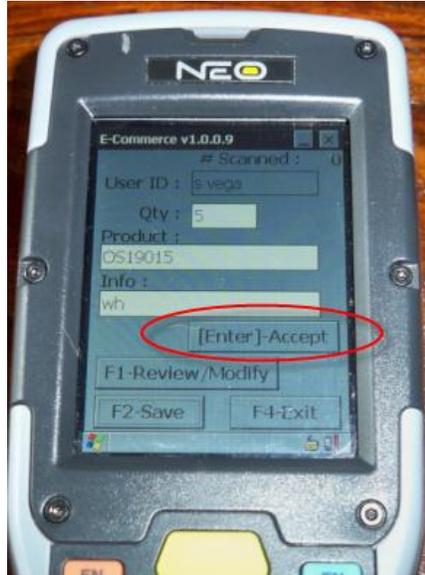
*Note: By selecting the Qty, Product And Info program it is implied that you will enter an Info value. This field is required when using this program.*

*Note: When you download your scanned items to your computer, if you've entered multiple values in the info field, the output will be multiple csv files on your computer. Each will be named whatever you've chosen to enter into this Info field. See the section of this User Guide called "Downloading Your Scanned Items" for more information.*

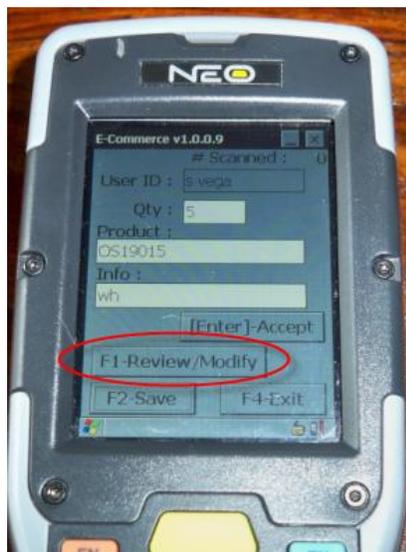


## Ferguson Online Neo Wireless Scanner – Scanner User Guide

- f. [Enter]-Accept → After you’ve entered a value into the Info field, use the [Enter]-Accept button on the touch screen to accept the entry of that product record. You may also hit the red Enter key on the key pad .



- g. F1-Review/Modify → Once you have scanned all of the items, it is recommended that you review them and modify any that you might need to change. To do that you may either tap the “F1-Review/Modify” button on the touch screen, or press the blue Function button and then the 1/F1 key on the key pad.



Press  
blue  
Function  
key, then  
1/F1

## Ferguson Online Neo Wireless Scanner – Scanner User Guide

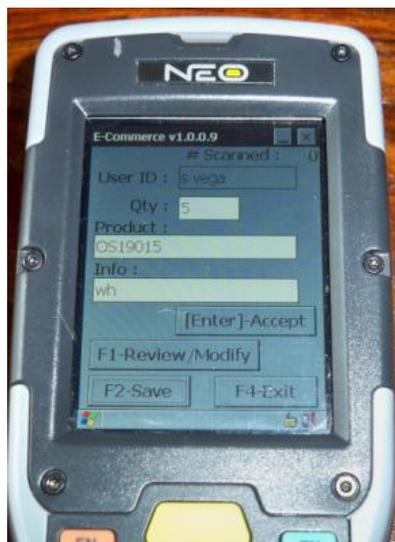
---

1. Elevated buttons for modifying → If you have not yet saved your scanned list, along the left side of the list you will see raised buttons numbered 1, 2, 3, etc. This is your indication that these items can be modified. To modify any item, simply tap the raised number to the left of the item you want to modify or press the same number on the key pad.

*Note: If there are no raised buttons along the left side of the list, then you've already saved the list and it cannot be modified.*



2. Once you select the item you want to modify, you will be brought back into the same screen that you saw when you were scanning the item. Simply make your changes on this screen.



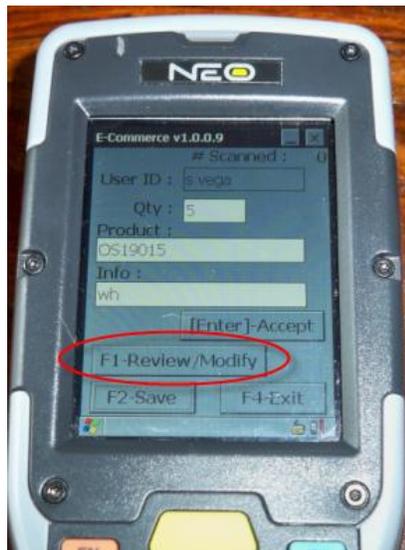
## Ferguson Online Neo Wireless Scanner – Scanner User Guide

---

3. [Enter]-Accept → Once you have made the changes you would like to make, either tap “[Enter]-Accept” on the touch screen or hit the red enter key on the key pad. 



4. F1-Review/Modify → To go back to the list of items to modify, either tap the “F1-Review/Modify” button on the touch screen or push the blue Function button and the 1/F1 key on the key pad.



5. Next → If you want to scroll through the many pages of items that you have scanned, simply tap the “Next->” button on the touch screen or the right arrow key on the key pad.

# Ferguson Online Neo Wireless Scanner – Scanner User Guide



- F4-Exit → Once you've made all of the changes you want to make, to exit the Review/Modify window, either tap "F4-Exit" on the touch screen or press the blue Function button and then the 4/F4 button on the key pad.



## Ferguson Online Neo Wireless Scanner – Scanner User Guide

- h. F2-Save → Once you have reviewed the items you’ve scanned and made any modifications necessary, to create the file that will download to your PC, you must Save. Do this by either tapping the “F2-Save” button on the touch screen or by pressing the blue Function key and then the 2/F2 buttons on the key pad.

*Note: Once you’ve saved, the “# Scanned” in the top right corner of the screen will change to 0.*



- i. F4-Exit → To go back to the User ID screen you must exit the program. To do this, tap “F4-Exit” on the touch screen or press the blue Function key and then the 4/F4 button on the key pad.



### *Downloading the Items You've Scanned*

Once you have saved the items you scanned on the gun, the next step is to download the items to your PC or laptop.

- 1) Make sure the cradle is plugged in to a power outlet. Also make sure it is plugged into a USB port on your PC.
- 2) Make sure the scan gun is turned on.
- 3) Dock the scan gun in the cradle. You will see a small green symbol  spinning in the bottom right tool bar on your PC.

*Note: If this is the first time that you are docking the scan gun you will see the following windows pop up on your PC.*

- A. Set up a Partnership → leave the default bullet on Yes and click “Next”.

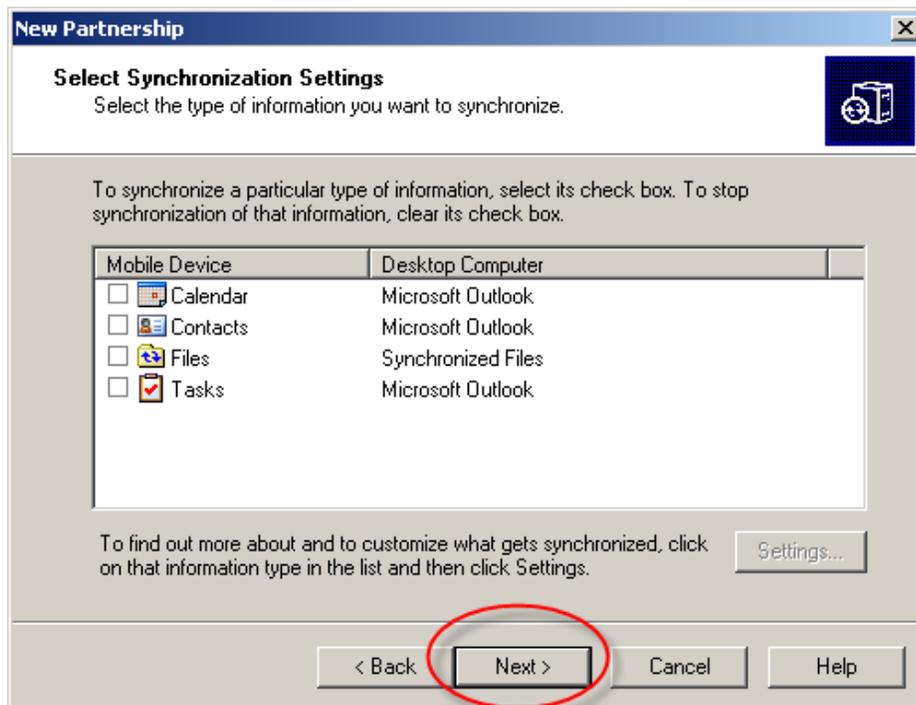


## Ferguson Online Neo Wireless Scanner – Scanner User Guide

- B. Select Number of Partnerships → Leave the default bullet to “Yes, I want to synchronize with only this computer” and click “Next”.

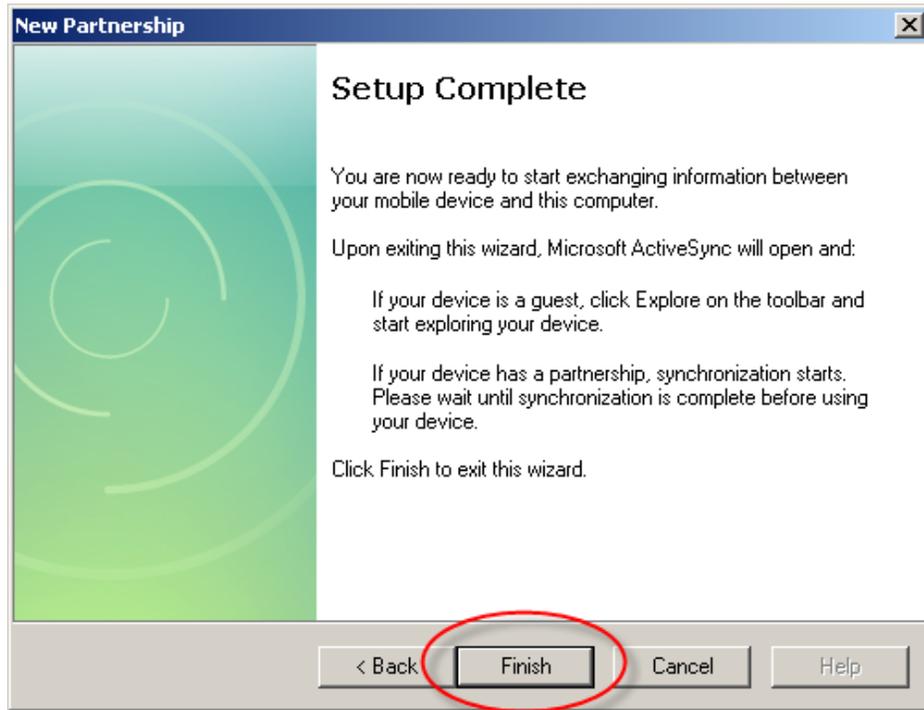


- C. Select Synchronization Settings → Deselect all check boxes and click “Next”.



## Ferguson Online Neo Wireless Scanner – Scanner User Guide

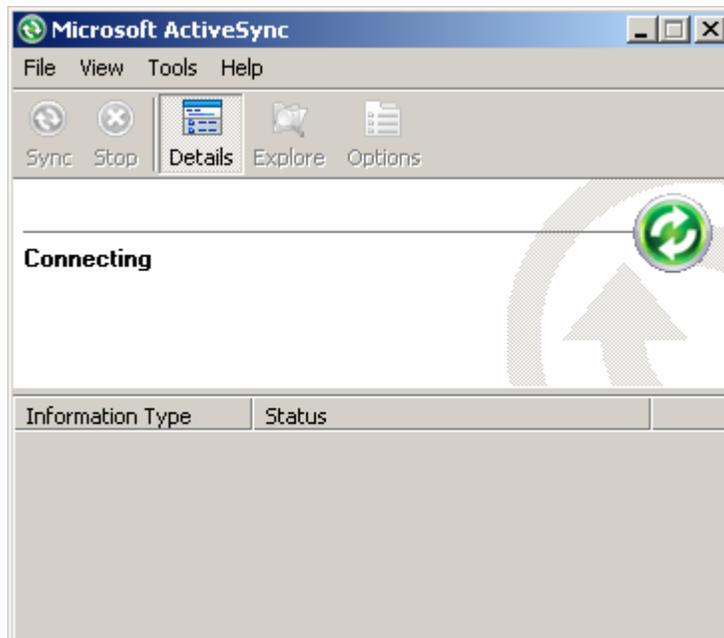
D. Setup Complete → Click “Next”



*Note: You may need to undock the gun and re-dock it just this first time.*

- 4) When you dock the scan gun, a Microsoft ActiveSync window will pop up and it will say “Connecting”.

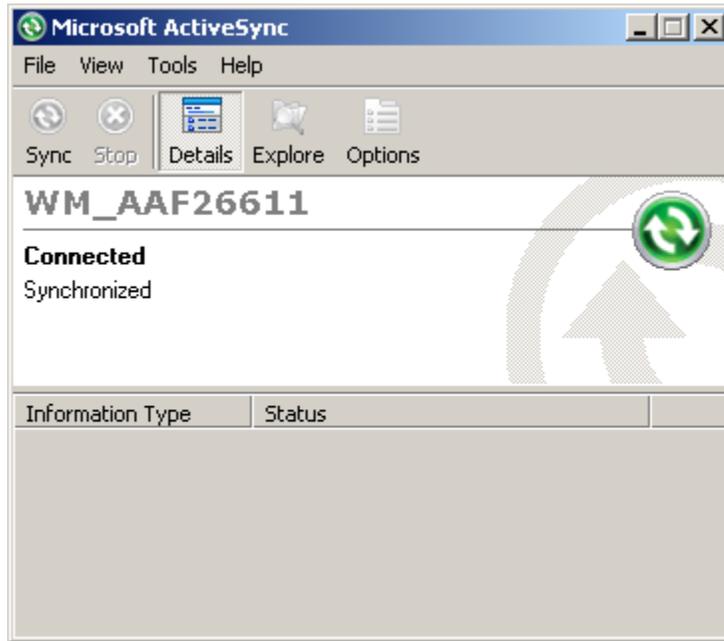
*Note: When you download items to your PC, they will be removed from the scan gun.*



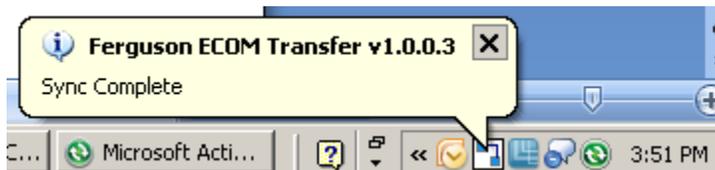
## Ferguson Online Neo Wireless Scanner – Scanner User Guide

---

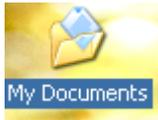
- 5) Once it is done syncing with the scan gun it will say “Connected” and “Synchronized”.



- 6) In the bottom right tool bar on your PC, you may see this bubble pop up.



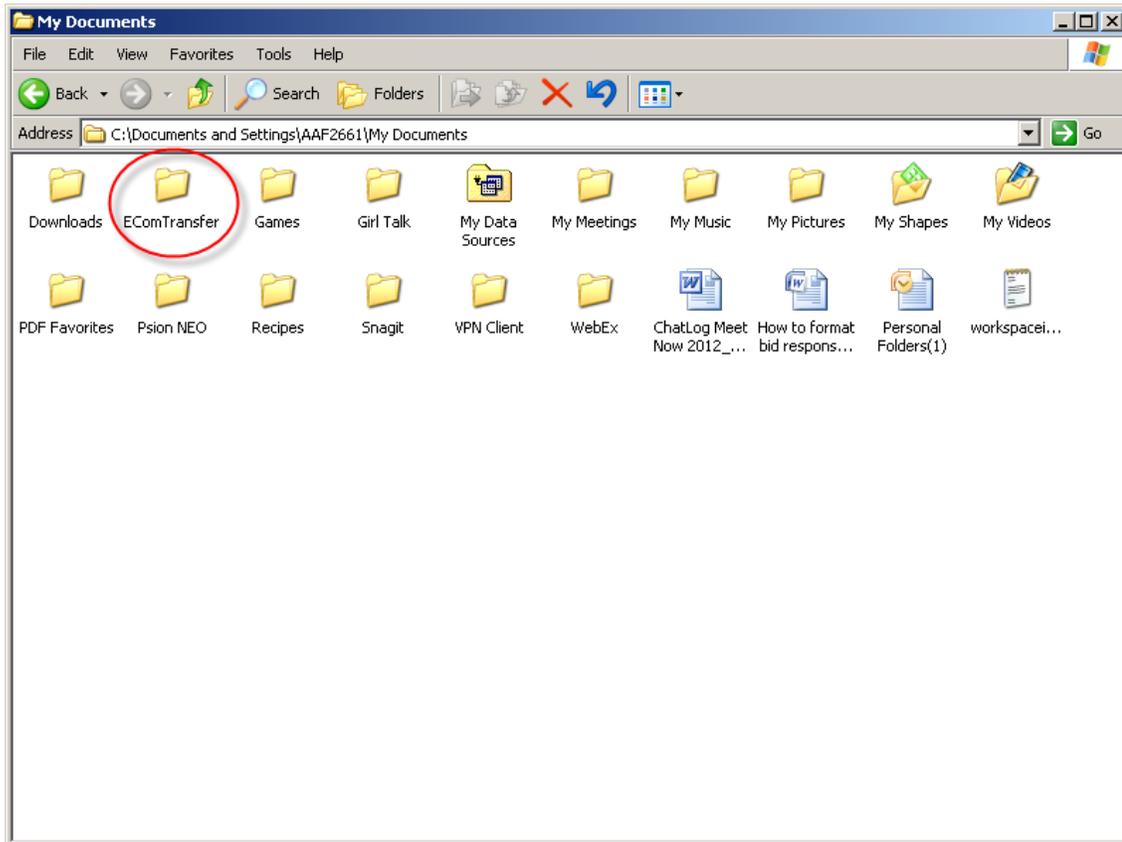
- 7) To see the files that you have downloaded, double-click the “My Documents” icon on your desktop.



## Ferguson Online Neo Wireless Scanner – Scanner User Guide

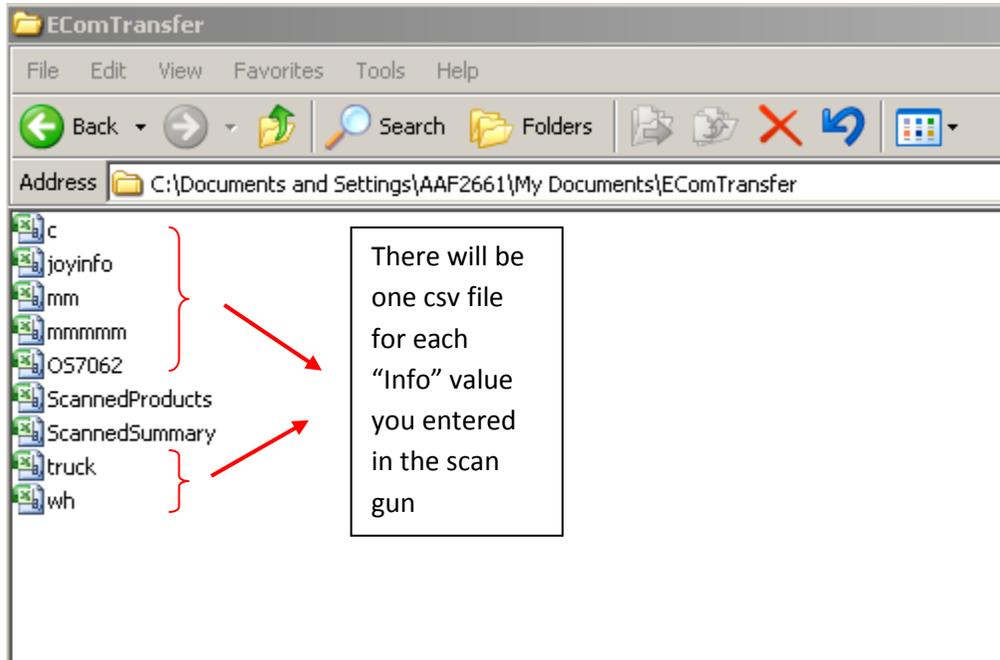
---

8) Locate the EComTransfer folder and double-click it.



## Ferguson Online Neo Wireless Scanner – Scanner User Guide

- 9) There will be several files in the folder.
  - a. If you used one of the “Info” programs on the gun, there will be one csv file for every “Info” value that you entered.

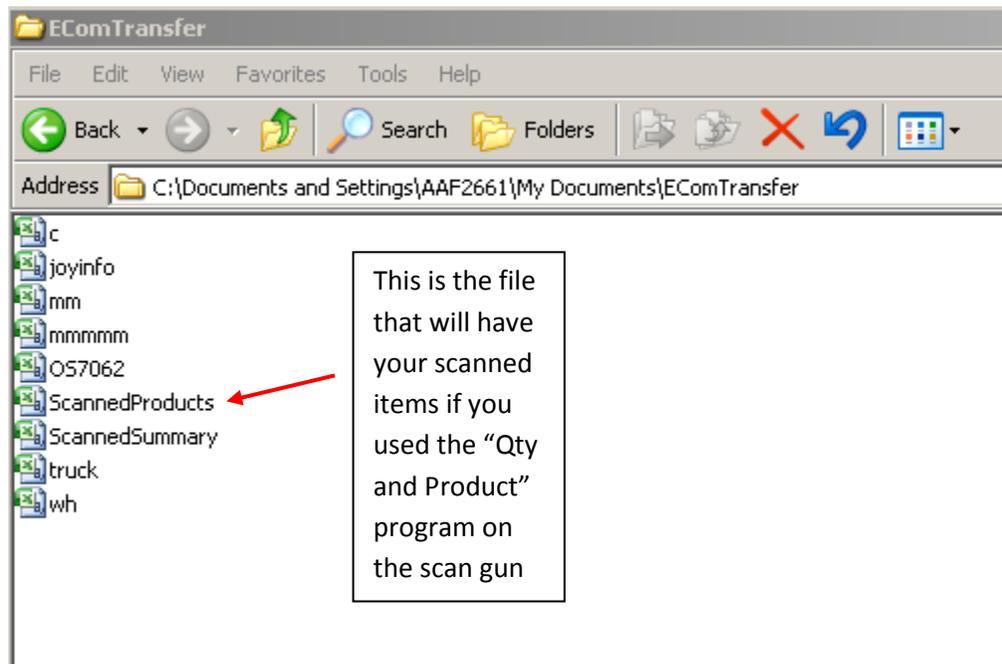


This is sample output of one of the files:

	A	B	C	D	E	
1	Qty	Product	Info	TimeStamp		
2	5	OS34609	truck	4/12/2012 9:26	djw	
3	5	131773	truck	4/12/2012 9:29	djw	
4	5	53911	truck	4/12/2012 9:31	djw	
5	7	OS803001	truck	4/12/2012 9:32	djw	
6	2	OS7001DEEP	truck	4/12/2012 9:33	djw	
7						

## Ferguson Online Neo Wireless Scanner – Scanner User Guide

- b. If you used the “Qty And Product” program on the gun, your scanned items will be located in the file called “ScannedProducts”.

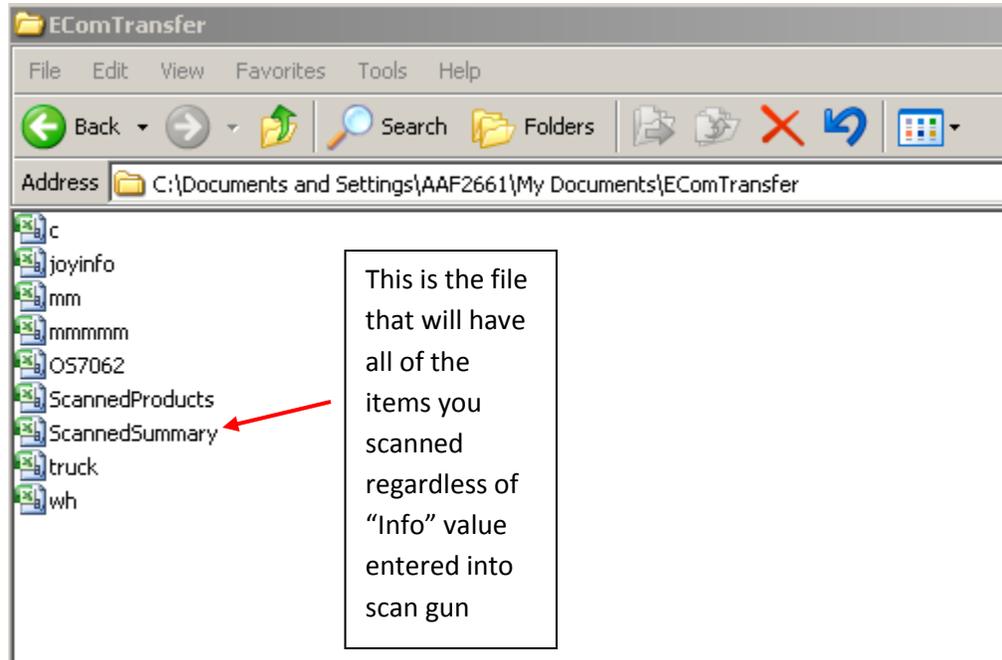


This is sample output of the “ScannedProducts” file:

	A	B	C	D	E	F
1	Qty	Product	Info	TimeStamp		
2	1	R111530B		3/20/2012 10:13	joy	
3	1	R111530B		3/20/2012 10:14	joy	
4	2	R10166030		3/20/2012 10:15	joy	
5	9	R10146030		3/20/2012 10:15	joy	
6	1	R111530B		3/20/2012 10:13	joy	
7	1	R111530B		3/20/2012 10:14	joy	
8	2	R10166030		3/20/2012 10:15	joy	
9	9	R10146030		3/20/2012 10:15	joy	
10	1	R111530B		3/20/2012 10:13	joy	
11	1	R111530B		3/20/2012 10:14	joy	
12	2	R10166030		3/20/2012 10:15	joy	
13	9	R10146030		3/20/2012 10:15	joy	
14						

## Ferguson Online Neo Wireless Scanner – Scanner User Guide

- c. If you used one of the “Info” programs on the scan gun and you would like to see a complete list of all items scanned, no matter what info values you entered, you can see this in the “ScannedSummary” file.



This is sample output of the “ScannedSummary” file:

	A	B	C	D	E	F
1	Qty	Product	Info	TimeStamp		
2	3	PF6751CP	joy_test	3/13/2012 11:11	JAS	
3	5	PF6741CP	joy_test	3/13/2012 11:11	JAS	
4	8	PF6770CP	joy_test	3/13/2012 11:11	JAS	
5	3	3297237	test2	3/13/2012 11:13	JAS	
6	5	3297237	test3	3/13/2012 11:13	JAS	
7	3	PF6751CP	joy_test	3/13/2012 11:11	JAS	
8	5	PF6741CP	joy_test	3/13/2012 11:11	JAS	
9	8	PF6770CP	joy_test	3/13/2012 11:11	JAS	
10	3	3297237	test2	3/13/2012 11:13	JAS	
11	5	3297237	test3	3/13/2012 11:13	JAS	
12	3	PF6751CP	joy_test	3/13/2012 11:11	JAS	
13	5	PF6741CP	joy_test	3/13/2012 11:11	JAS	
14	8	PF6770CP	joy_test	3/13/2012 11:11	JAS	
15	3	3297237	test2	3/13/2012 11:13	JAS	
16	5	3297237	test3	3/13/2012 11:13	JAS	
17	3	PF6751CP	joy_test	3/13/2012 11:11	JAS	
18	5	PF6741CP	joy_test	3/13/2012 11:11	JAS	
19	8	PF6770CP	joy_test	3/13/2012 11:11	JAS	
20	3	3297237	test2	3/13/2012 11:13	JAS	
21	5	3297237	test3	3/13/2012 11:13	JAS	
22	3	PF6741RB	testtest	3/13/2012 15:00	joy test4	
23						
24						

## *Turning Off the Gun*

To turn the Psion NEO scan gun off, press the blue Function key and then the red power/enter button.



Press the  
blue  
Function key  
and then the  
red  
power/enter  
button.