

vBound Inventory Guide

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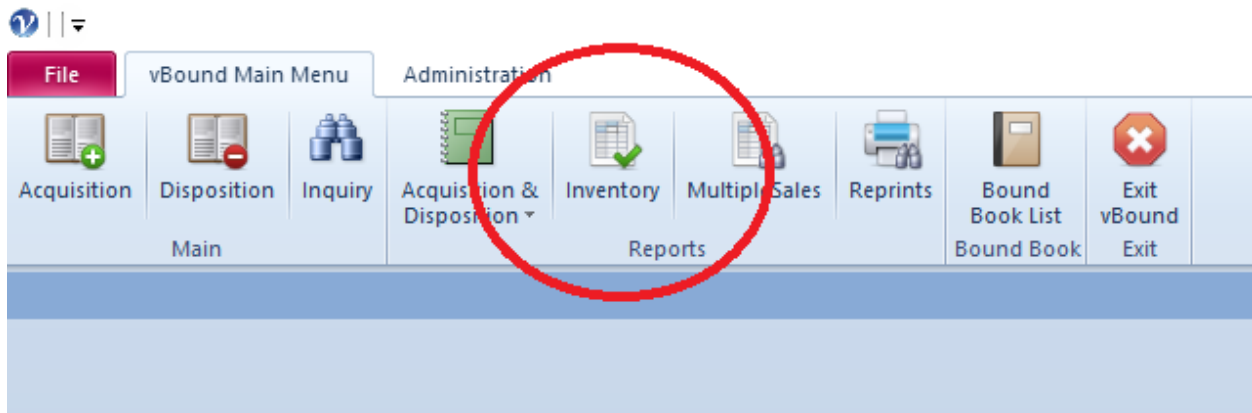
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Inventory Function

The Inventory Function was added to vBound with version 4.0.4. Prior versions included a simple report that only included “on-hand” firearms, and could be used to conduct a manual inventory. The new Inventory Function uses an “Inventory Flag” for each firearm, stored in the system, to help you easily manage the process of completing an inventory of you on-hand firearms.

The Inventory function is found in the Reports group on vBound Main Menu ribbon.



Clicking on the “Inventory” button will display the following Inventory form:

Inventory

All On-Hand Firearms:

Checked Inventory Flag:

Unchecked Inventory Flag:

[Reset Inventory Flag](#)

[Scan/Enter Firearms](#)

[Import File](#)

[Print Report](#)

[Export to Excel](#)

[Close](#)

Display: All On-Hand Firearms Sort: Serial Number

Inventory Flag	Serial Number	Master Firearm ID	Manufacturer/Importer	Model	Firearm Type	Caliber/Gauge
<input type="checkbox"/>	a021	023614075899	BROWNING	BPS STALKER	Shotgun	12ga
<input type="checkbox"/>	a022	023614075899	BROWNING	BPS STALKER	Shotgun	12ga
<input type="checkbox"/>	a023	023614075899	BROWNING	BPS STALKER	Shotgun	12ga
<input type="checkbox"/>	a024	023614075899	BROWNING	BPS STALKER	Shotgun	12ga
<input type="checkbox"/>	a025	023614075899	BROWNING	BPS STALKER	Shotgun	12ga
<input type="checkbox"/>	a026	023614075899	BROWNING	BPS STALKER	Shotgun	12ga
<input type="checkbox"/>	a027	023614075899	BROWNING	BPS STALKER	Shotgun	12ga
<input type="checkbox"/>	a028	023614075899	BROWNING	BPS STALKER	Shotgun	12ga
<input type="checkbox"/>	a029	023614075899	BROWNING	BPS STALKER	Shotgun	12ga
<input type="checkbox"/>	a030	023614075899	BROWNING	BPS STALKER	Shotgun	12ga
<input type="checkbox"/>	a031	023614075899	BROWNING	BPS STALKER	Shotgun	12ga
<input type="checkbox"/>	a032	023614075899	BROWNING	BPS STALKER	Shotgun	12ga
<input type="checkbox"/>	a033	023614075899	BROWNING	BPS STALKER	Shotgun	12ga
<input type="checkbox"/>	a034	023614075899	BROWNING	BPS STALKER	Shotgun	12ga
<input type="checkbox"/>	a035	023614075899	BROWNING	BPS STALKER	Shotgun	12ga

Firearms 1 of 80 No Filter Search

Inventory Form

The Inventory Form provides all the functionality for you to manage an inventory process. The form displays the list of firearms, including the 'Inventory Flag'. By default, it will display all firearms that are "on-hand" and will be sorted by Serial Number. Selecting a different option in the 'Display' or 'Sort Order' drop-down will automatically update the list.

The options available for 'Display' are:

- All On-Hand Firearms
- Checked Inventory Flag
- Unchecked Inventory Flag

The options available for 'Sort Order' are:

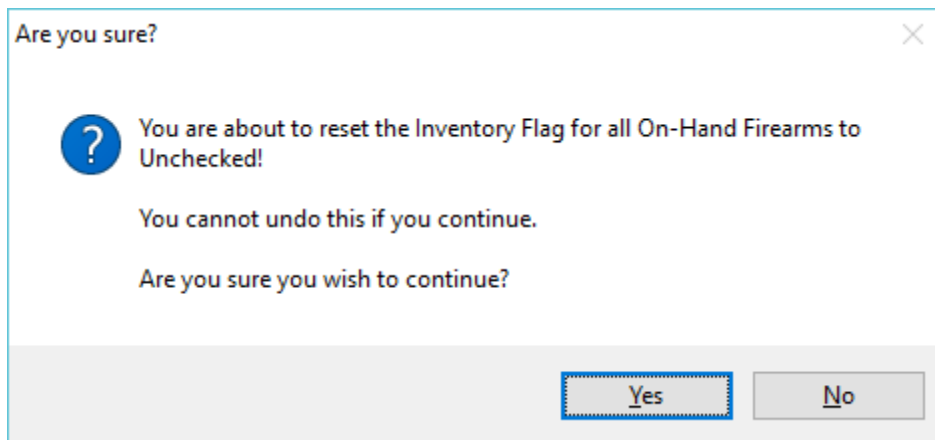
- Serial Number
- Manufacturer, Serial Number
- Firearm Type, Serial Number

Checking/Unchecking the Inventory Flag

The Inventory Flag checkbox can be manually checked or unchecked by simply clicking on the box within the Inventory Form. It can also be changed by using the <Reset Inventory Flag>, <Scan/Enter Firearms>, and the <Import File> buttons on this form, and following those instructions as described below.

Reset Inventory Flag

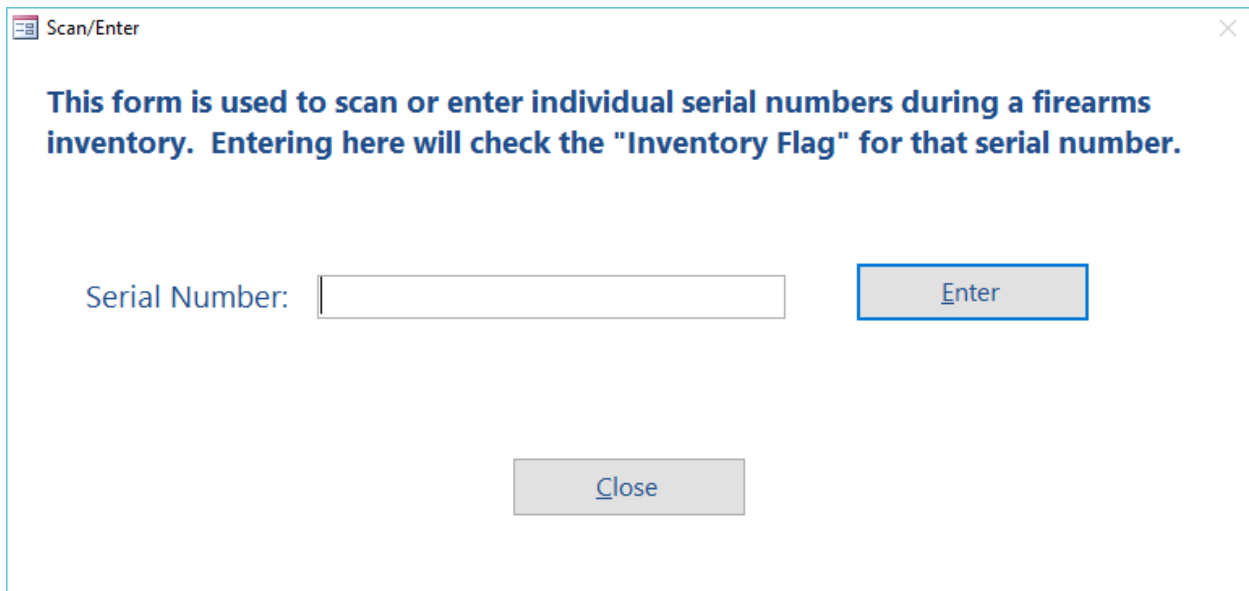
Clicking the <Reset Inventory Flag> button will prompt you with the following dialog:



Clicking <Yes> resets the Inventory Flag for all of the on-hand firearms. This will typically be your first step when performing an inventory process.

Scan/Enter Firearms

Clicking the <Scan/Enter Firearms> button will prompt you with the following dialog:



Scan/Enter

This form is used to scan or enter individual serial numbers during a firearms inventory. Entering here will check the "Inventory Flag" for that serial number.

Serial Number:

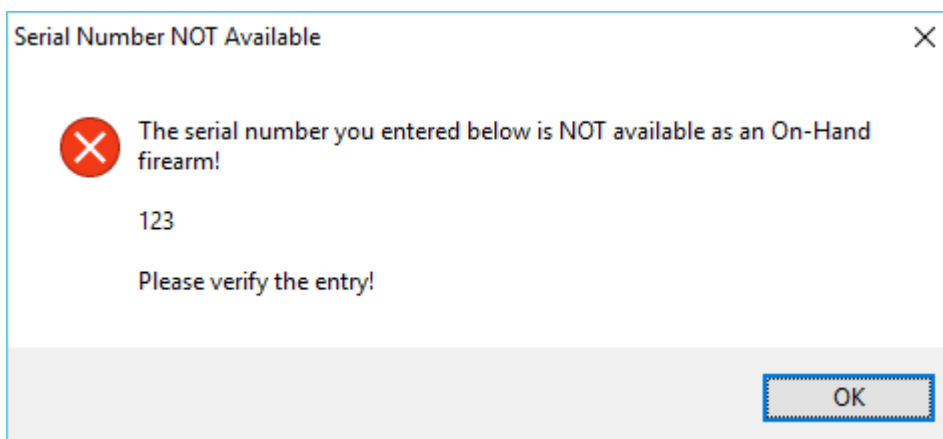
Enter

Close


This form is used to enter a serial number and set its Inventory Flag to "checked". You can either type in a serial number and click the <Enter> button, or use a scanner to scan the serial number into the system.

After scanning/entering a serial number, if the serial number was a valid on-hand firearm, the Inventory Flag will be checked, you will hear a short beep, and the Serial Number text box will be cleared out, ready for you to scan/enter another serial number.

If the serial number you scanned/entered is NOT an on-hand serial number, you will hear a warning beep and the following error dialog will display:



Serial Number NOT Available

 The serial number you entered below is NOT available as an On-Hand firearm!

123

Please verify the entry!

OK

After clicking <OK>, you will be returned to the Serial Number text box and can scan/type in a different serial number.

It is possible for you to have the exact same serial number as “on-hand” for two or more firearms IF the ‘Manufacturer’ is different. See the image below.

Inventory

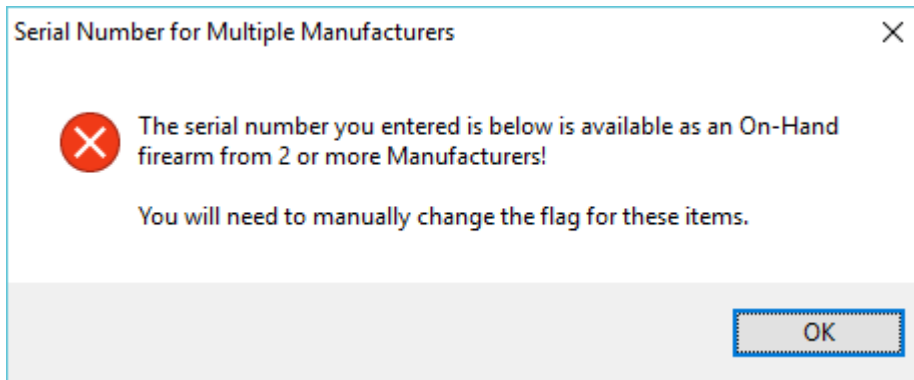
Inventory

All On-Hand Firearms:
Checked Inventory Flag:
Unchecked Inventory Flag:

Display: Sort:

Inventory Flag	Serial Number	Master Firearm ID	Manufacturer/Importer	Model	Firearm Type	Caliber
<input type="checkbox"/>	a021		Different Manufacturer	Model	Rifle	.22
<input type="checkbox"/>	a021	023614075899	BROWNING	BPS STALKER	Shotgun	12ga
<input type="checkbox"/>	a022	023614075899	BROWNING	BPS STALKER	Shotgun	12ga
<input type="checkbox"/>	a023	023614075899	BROWNING	BPS STALKER	Shotgun	12ga

If this occurs and you scan in that serial number, you will receive a warning beep and the following error dialog:

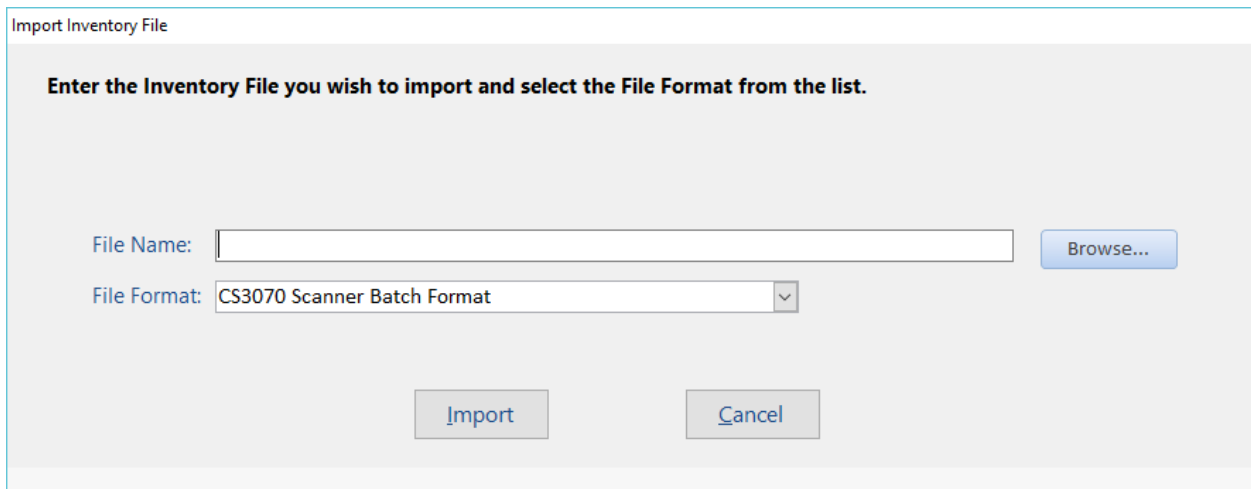


After clicking <OK>, you will be returned to the Serial Number text box and can scan/type in a different serial number.

You will have to manually ‘check’ these serial numbers by clicking on the Inventory Flag box on the Inventory form.

Import File

Clicking on the <Import File> button will display the following dialog:

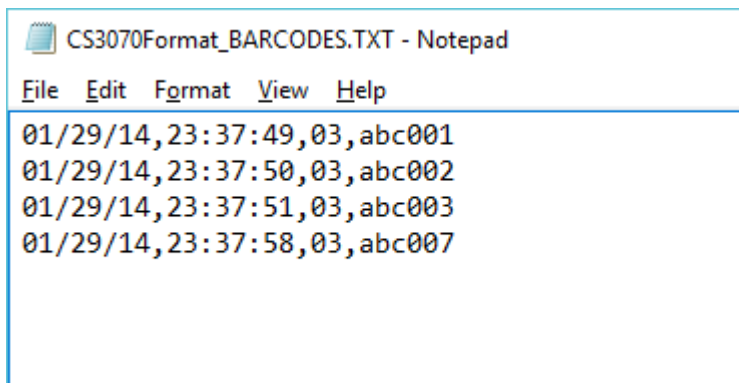


This feature allows you to import a list of serial numbers, and have their Inventory Flag set to 'checked'.

The program currently allows the following "File Formats" for an import file.

- CS3070 Scanner Batch Format
- Text File (*.csv or *.txt with Serial Number as first column)

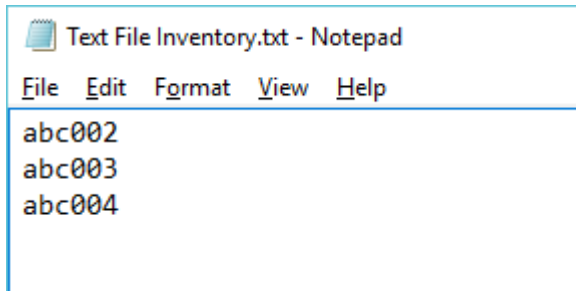
The "CS3070 Scanner Batch Format" matches the file format created by a specific scanner, the Motorola CS3070. An example of this file is below:



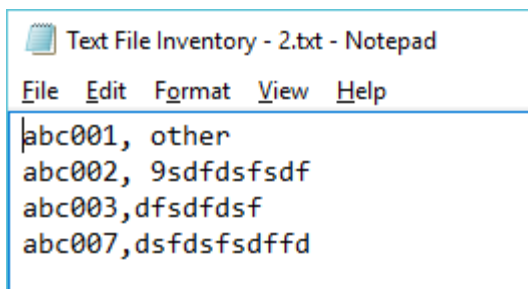
```
CS3070Format_BARCODES.TXT - Notepad
File Edit Format View Help
01/29/14,23:37:49,03,abc001
01/29/14,23:37:50,03,abc002
01/29/14,23:37:51,03,abc003
01/29/14,23:37:58,03,abc007
```

The actual serial number is the 4th column in this simple ASCII text (csv) file. Any file that includes the serial number as the 4th column, and uses comma-separated columns, could be use this import file format, regardless of how the file was created.

The “Text File (*.csv or *.txt with Serial Number as first column)” file format is can be used for any csv/text file where the first column is the serial number. Examples of files that could use this import are below:



```
Text File Inventory.txt - Notepad
File Edit Format View Help
abc002
abc003
abc004
```



```
Text File Inventory - 2.txt - Notepad
File Edit Format View Help
abc001, other
abc002, 9sdfdsfsdf
abc003,dfsdfdsf
abc007,dsfdfsdfdd
```

The only crucial data in a file that can use this file format is that the first column contains the serial number.

If your scanner produces a batch file that you would like to add to the list of file formats, please contact us with specific information, and an example, of your batch file.

Some additional notes on the <Import File> process for Inventory:

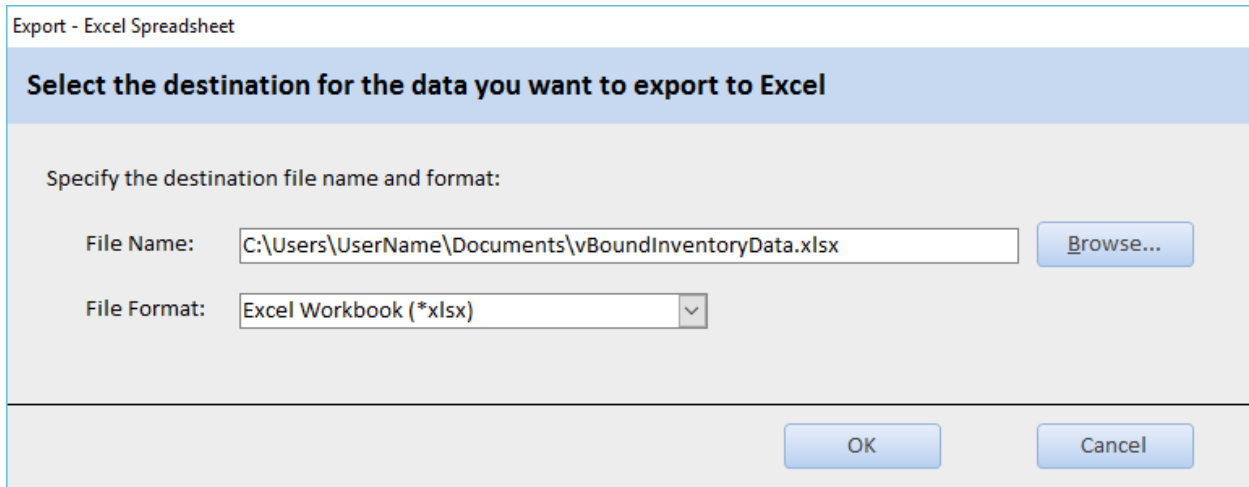
- If a serial number is entered more than once in your batch file, it does not cause any error nor report any error to you. If that serial number is on-hand, the Inventory Flag will simply be checked.
- If a serial number is on your batch file but is not an on-hand serial number, it will be ignored.

Inventory Report

Clicking the <Print Report> button will print the Inventory Report to your currently selected printer. This report will display the information as selected on the Inventory Form, including using the “Display” and “Sort Order” drop-down options.

Exporting to Excel

Clicking the <Export to Excel> button will display the following dialog:



Export - Excel Spreadsheet

Select the destination for the data you want to export to Excel

Specify the destination file name and format:

File Name:

File Format:

The file name will default to the current Windows folder, and use vBoundInventoryData.xlsx as the file name. You may change this to export the file to a different folder or name.

This exported data will match what is currently displayed on the Inventory Form, including using the “Display” and “Sort Order” drop-down options.

Barcode Scanner Information

The use of a barcode scanner can greatly reduce the effort of performing an inventory of your on-hand firearms. vBound works with almost all scanners, as most of them behave as if the information scanned was just typed into the application. So as long as your cursor is in the right place on the form, scanning will behave just as if you typed the entry.

Scanning into the Scan/Enter Firearms form

If your scanner is connected to your computer through a cable or wirelessly through Bluetooth or similar connectivity, you can use the Scan/Enter Firearms form to scan firearms for inventory. Upon scanning a barcode, most scanners send the information scanned and a control to simulate pressing the <ENTER> key on the keyboard; so this process is the same as manually typing in a serial number and clicking the <Enter> button on the form.

Batch Entry

Some scanners have the capacity to scan items and store the values into a batch file, which can then be used in the <Import File> feature of the Inventory function. The formats for these batch files will vary greatly based upon the scanner. We currently have two formats that are accepted by vBound. If your scanner produces a batch file that does not match the current list, please contact us with your scanner information and provide an example of the batch file. We will do our best to accommodate all file formats as we roll out updates to vBound.

Motorola CS3070

One affordable scanner that we have tested and do recommend for vBound is the Motorola CS3070. It has the capability of both connecting via Bluetooth, or scanning items into a batch file. This scanner is widely available.