

## Computers, Web Design & More!

### Using The AM3000 with Keyboard Wedge Connection

**BEFORE BEGINNING, MAKE SURE THAT YOU HAVE A FRESH BATTERY.**

**IMPORTANT:** If you have to change the battery during input or uploading, **make sure that you have the EXTERNAL POWER Cable connected so you do not lose your data.** If you disconnect the battery without having power to the unit, you may risk losing your data.

#### Equipment Included:

##### **AM3000 Data Recorder**

Upload Data Cable with (A) computer connection, (B) keyboard connection (D) AM3000 upload connection  
Hand held scanner (C)

#### Inputting the Data:- Scan your inventory to make sure recorder reads YOUR skus the same as Microbiz

1. Make sure that the hand scanner (C) is connected to the AM3000 data recorder.
2. Turn on the, AM3000, data collector. It will bring to the display **PORTABLE MODE SELECT FUNCTION.**
3. Click on **FUNC** then on **INPUT** (the letter I)
4. It will then prompt **SELECT PROGRAM**
5. Scroll down using down arrow key on keypad to **PGM P2 [enter]**
6. The next prompt will have you **INPUT FILE \*NEW FILE \*** press **[enter]**
7. Type whatever name you wish (**e.g. DATA**) **[enter]**
8. P/N QTY display on the screen.
9. At this point you may start scanning inventory or manually enter SKU's and Qty. When done press **EXIT.**
10. It will then ask to **EXIT DATA ENTRY** press **YES.**
11. Then will prompt **SAVE DATA FILE** press **YES.**
12. Press **EXIT** to return to **PORTABLE MODE SELECT FUNCTION.**
13. Turn the unit off and you can go do the Export of data.

\*\* You can quit data entry and return at a later time. You can do this by following the instructions to exit and save the file.

To re-enter data entry mode, follow the steps above 1 – 5, at step 6, choose your File. You can arrow down to find it. When it asks "Do you want to append to data", **answer YES.** This will add to your existing file. **If you do not answer yes, it will erase your file.**

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### Exporting the Data:

1. Turn your computer off. Unplug your keyboard from the computer.
2. Connect Upload Data Cable
  - Connect (A) computer connection to your computer.
  - Connect (B) keyboard connection to your keyboard
  - Connect (D) AM3000 upload connection to the AM3000 where indicated.  
**This must be connected before you start your computer. If the AM3000 is not connected, you will not be able to use your keyboard.**
3. Once the computer is up, turn on the AM3000 and it will say **KEYBOARD WEDGE**
4. Open Notepad. Go to Start, Accessories, NOTEPAD.
5. On the AM3000 press **FUNC XMIT** button (**B**)
6. This will prompt you to **TRANSMIT DATA SELECT. UPLOAD DATA** is the first selection press [**enter**]
7. Then it will prompt the **UPLOAD SELECTION**, scroll down to the PGM **P2** press [**enter**]
8. This will then prompt for the file scroll down to your file (**e.g. DATA**) and press [**enter**]
9. This will upload the data into Notepad
10. Once the data upload is complete the AM3000 will beep.
11. All the data imported to Notepad will be in a comma-delimited format.
12. **All the data imported will have the SKU at the beginning, a comma, and then the QTY.**
13. To save the Data for import into MicroBiz from Notepad, click on **FILE**, then **SAVE AS**.
14. We suggest you save the data to a file within **C:\BIZWIN** for ease of import. MicroBiz will look there first for the import file. Name your file so it can be identified easily in Microbiz (you may use date 12-30-03.txt).
15. Once the file is saved, you are ready to import it into Microbiz. See following page.

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### Importing the Data into MicroBiz using MircoTrak:

**\*Note: All inventory entered into the AM3000 must already exist in MicroBiz. \***

1. Make sure you have a backup of your files before making any adjustments. If you do not have a backup and something goes wrong with the file, you will not be able to repair or recover it. Make your backup now. Do a "maintenance or repair" before doing the import. This will help to insure that all Microbiz files are working properly.
2. Open your MicroBiz program. Everyone must be out of Microbiz while doing this. You should do this after a closeout, before opening for business so inventory is accurate if you are replacing your inventory file. This does not matter if you are just adding items to existing inventory.
3. Go to **TOOLS/MicroTrak/Import Data**.
4. Choose the **Data Format** as **\*.CSV (ASCII with Variable Field Width, Delimited with Commas)**.
5. Go to **Fields to Import** and check **SKU** and **QUANTITY**
6. Then choose to "**Add to Existing On Hand Quantity**" or "**Replace Inventory On Hand Quantity**". **You want to REPLACE inventory if you are doing a full inventory to make your inventory quantities accurate. Use ADD to existing only if you are adding to existing inventory (if you find additional items after taking inventory or if want to add inventory to your existing file).**
7. Click on **IMPORT**. Find the file of data you saved from Notepad, highlight it and click **IMPORT**.
8. It will tell you how many records were received.
9. It will tell you it is ready to update inventory and ask if you want an Exception Report. Check your exception report to make sure that everything was received accurately. Look to see that you do not have anomalies in your skus or you do not have "item not found" in your list. You can correct these things prior to accepting the file or you can correct them after accepting the file by manually going into each sku to adjust it.
10. It is recommended you at least view the Exception Report to the screen to verify the files are complete.
11. Then it will ask to proceed to update, click on yes.
12. It will now update the Inventory totals.