

Eagle Mobile Setup and Overview

What happens when a large shipment arrives at your store?

Do you have to go to your workstation, print out the POs, and start checking off items?

Or what if you're on the floor and see some labels that need to be replaced?

If they have something handy to jot down a note to fix that when you get back to your computer?

Eagle Mobile sets you free from your workstation, allowing you to maintain many aspects of your inventory while out on the sales floor, in your receiving area, or any other area within your store where you have a wireless connection.

You can also use it to print labels and do price checks.

In this module, you'll learn the basics of using Eagle Mobile, including how to log in.

You'll also review the apps that are available on Eagle Mobile and how to set up the options and security to make them work. Let's get started!

Topics

- Basics
- Applications
- Options and Security

Basics

The heart of Eagle Mobile is the handheld device.

This unit allows you to scan items in the store, make changes, and send the information back to the Eagle system.

In essence, when you use Eagle Mobile, you have a computer in your hand.

The mobile unit is stored on a charging cradle, which charges the battery when it's not in use.

Once you remove the unit from the charging cradle and turn it on, it's ready to be used anywhere in your store.

When you use the mobile unit, you'll make selections on the screen using the stylus that comes with it.

Although the stylus looks like a pen, it's made especially for use with the mobile screen.

You must be careful NOT to use an actual pen or pencil to select or click the on-screen icons as they can damage the screen of your mobile unit.

Be sure to store the stylus in the unit when you're not using it so it doesn't get lost or damaged.

Now, let's walk through logging in to Eagle Mobile.

To start, tap the "Programs" button in the upper left-hand corner of the screen and select "Eagle Mobile" using the stylus.

Once the Eagle Mobile program is selected, you may be prompted to log into the unit.

If so, use your normal Eagle user ID and password, but be sure to log in with capital letters.

Logging in activates your Eagle security so you can access the programs you need.

Because of this, if you aren't automatically prompted to log in, tap "Sign-on" here and enter your login information.

There may be a "caps lock" key on the unit, depending on the type of device that you have.

If not, there's another easy option.

Tap the keyboard at the bottom center of the screen with your stylus to pop up a small keyboard on the screen.

Press the "CAP" button on the left side.

This is equivalent to pressing the "Caps Lock" key on any standard keyboard.

Then you can log in using the letter and number buttons on the mobile unit, or by entering your ID and password using the stylus on the small keyboard on the screen.

Press the Enter/Return key on the unit or the keyboard to complete the login.

Now that you are logged into the mobile unit, you're ready to actually use it.

When you first log onto your Eagle Mobile unit, you'll see the first part of the Eagle Mobile applications menu.

Tap the green arrow with your stylus to display the rest of the menu.

To get back to the first screen, just tap the green arrow that points left.

Notice that an X made out of a screwdriver and a wrench is found beside each application.

Tapping one of these buttons opens the tools section the related application.

You'll use the tools if you need to check or modify any of the default settings made in options configuration.

If you work in a multi-store system, you'll also use the Tools screen to select the store that you're working with.

One of the great things about Eagle Mobile is that you can multi-task.

So, if you're doing a cycle count and a customer asks you where an item is located, you can look that up without closing out of the inventory app.

When a program is running, you'll see this running figure instead of the tools icon as a reminder.

Applications

Now that you're familiar with the basics of using Eagle Mobile, let's look at the applications that are available, starting with Inventory Maintenance.

Tap the application name to open that screen.

Notice that the Inventory screen has the same type of information and tabs as Inventory Maintenance on Eagle.

The default screen is set in Options Configuration, but you can easily move from one screen to another by tapping the tabs.

Stocking information, pricing, history, codes, vendor and purchase order information, and committed quantity are all available here.

You can also modify your inventory using the Update tab.

To review inventory information for a particular item, just scan the barcode or enter the UPC or SKU.

Inventory Maintenance is also where you'll access the price check function.

Opening the Price Check screen lets you share retail and promo pricing as well as location and other customer-friendly data with customers.

It does not include cost information that you would not want a customer to see.

To close Inventory Maintenance and return to the menu, simply tap OK in the upper right hand corner of the screen.

The next app in the menu is Location Maintenance.

Use this to verify or update up to three locations for each SKU.

You can also print labels from Location Maintenance.

Receiving has two applications in Eagle Mobile: Receiving by PO and Receiving by Item.

They are divided to make it easier for you to receive different types of shipments.

If most of the items in a shipment are on a single PO, then you'd choose to receive it by PO.

But, if a SKU is found on several POs, it may be quicker to receive the shipment by item.

With either method, you're able to receive items against a specific purchase order, modify the quantity that you are receiving, and even change the cost or retail.

You can also add items to a PO with the Eagle Mobile gun.

After items are scanned, they are in receipt status on the purchase order and can be finalized by running a receiving report from a PC.

Two other, related, applications are also available in Eagle Mobile.

The Physical Inventory app makes it so much easier to count your items and update inventory records.

Instead of writing down counts using paper and pencil, you'll log into this app and scan items to get an accurate count.

The counts can be sent to a Physical Inventory Posting file to review or you can set Inventory Maintenance (IMU) to update immediately.

Notice that you can also do directed counts using the Physical from List app.

Label printing is another task that Eagle Mobile expedites.

After selecting Print Labels from the menu, you can select the label format and number of labels to print and send them to a printer attached directly to your Eagle Mobile device.

Alternately, they can be sent to a network printer on your Eagle system.

Item Lists is a favorite among Eagle Mobile users as it provides a way of quickly scanning items and creating a file that can be imported into Label Manager.

From there you can batch print signs, labels and price stickers.

You can also use item lists to create new orders.

Options and Security

As with all Eagle applications, the Eagle Mobile applications can be customized through Options Configuration.

This is where you can decide the defaults for each application.

For instance, when you use Inventory Maintenance, do you want it to open to the Stocking screen or the Pricing screen?

Do you want to automatically capture UPCs if an unrecognized barcode is scanned?

How do you want to handle price and location updates?

Sometimes, an option's setting determines whether an application is even available.

For instance, Transfer Receiving is used only by multi-store systems, but it only appears on the menu if option 1175 is set to Yes.

To review the options for Eagle Mobile, select Mobile as the Subsystem and "All Options" on the Options Configuration screen.

Clicking the down-arrow for each option allows you to review the choices and select the one that best fits your business needs.

Remember that the choices you make here can be modified for a specific session using the Tools section of each application.

Assigning security bits to employees who will be using Eagle Mobile is another important step in setting up Eagle Mobile access, since they determine what capabilities each employee has.

For instance, employees who have security bit 868 can access Inventory Maintenance, but won't be able to update items unless they have 869 assigned as well.

Security bits 870 and 871 allow employees to change cost and retail price respectively.

As you can see, it's important to carefully consider what type of access each employee needs in order to complete job-related tasks without putting your business data at risk.

After viewing this video you should have a good understanding of the capabilities that you have available with this powerful wireless tool.

Remember to set the options and security to fit your business' needs as well as your employees' job requirements.

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