

4.19 Hard Drive Destruction

Introduction

If you are a recycler that destroys hard drives in your business, then you may wish to use this mini-module to keep track of hard drives that you destroy for your customers.

With this feature, you can accomplish the following:

- 1. Record hard drive serial numbers being destroyed.
- 2. Invoice your customers.
- 3. View destroyed hard drive serial numbers in a report.

This simple process will give you the tools you need to effectively record and bill your customers for the services that you provide.

The sections that follow cover all of the required steps to get you started. Presently, this module is only available for desktop users -- there is no functionality to capture or record this information on the handheld.

Handheld Scanner

You will need a handheld scanner to use this module that will be plugged into a desktop computer next to your hard drive shredding machine. Many different types of scanners will work with the Route Manager program; this includes multiple interface options, such as USB or Bluetooth connections. While Advantage Route Systems has not tested many of the available options on the market, generally you can search for software or hardware that allows the scanner to function as a 'keyboard wedge' — this includes scanners that are wired and wireless.

Once you have installed the device, all you have to do is point the scanner at a barcode and it will automatically scan it into the invoice screen on the desktop.



Creating a New Product Code

When you scan a hard drive for destruction, a product code will be added to the desktop invoice so that you can properly charge your customer for the service.

You will need to add a new 'destruction' or 'shredding' product code under *Lists > Product Codes > Product Charge Codes*.



You can establish a default price for the service and the remaining price levels – if you are currently using them – which will charge each customer according to their assigned *Price Level*:

Price		Cost	GA {Alt. Exch.}	Price	5)	Cost	GA {Alt. Exch.}
Default	1.50	0.470	0.000	Level 5	0.00	0.000	0.000
Level 1	0.00	0.000	0.000	Level 6	0.00	0.000	0.000
Level 2	0.00	0.000	0.000	Level 7	0.00	0.000	0.000
_evel 3	0.00	0.000	0.000	Level 8	0.00	0.000	0.000
_evel 4	0.00	0.000	0.000	Level 9	0.00	0.000	0.000
<i>b</i>		Use Daily Cos	t est For All Lovels	1			

NOTE: Alternatively, you can assign the product code to each customer's account on the *Products* tab to establish a custom price per account.

Assign the new code a 'Product Class' and 'G/L Number' on the *Accounting* tab to complete the set up requirements and save the item.



Update Branch Setup

The new product code created in the previous section will need to be added to *Branch Setup* in order for the module to be enabled within Route Manager.

Navigate to *File > Branch Setup*, and select the *Accounting* tab.

In **Modify** mode, select the new product code from within the *HD Scan Product Charge Code* field located in the middle of the screen:



This step not only enables the module, but is required since all drives scanned are billed to this single product code on each invoice.

Save your changes and exit the screen.



Scanning Hard Drives for Destruction

You can scan items for destruction from within the *Invoices and Adjustments* screen on the desktop to bill your customers.

Navigate to *Transactions* > *Invoices and Adjustments* and add a new transaction for a customer on the screen.

There is a new *HD Scan* icon on the bottom of the invoice screen that can be selected (shown below):

Acct. No.	000010	01 🐴	Invoice No.	PO.		-			
Namé	Advantage	Route Systems.	Inc.	Ticket No.				This basels	1 C
Address	3201 Liber	ly Square Pikwy				P	evious Balance	This envoir	458.28
				Major Account	LE NO LIMIT)		Sub Total		0.00
Date	05/04/2016	Start 09	16 Time 09:16 •	Load Order	0 2000-0 2000-0 2000		Tax		0.00
Route	Employee I		Sed No.	mod	•		Total		0.00
1	ADR +	ADMINISTRATO	R2				Payments		0.00
	-						Total Due		0.00
Narrative						. A	New Balance		458.28
an methoda		12/1/02/04				+	2000	200	1,2017
hrg. Code	_	Description	PO# Grat	Senal/Control #	City		Price	Total	Tax

This button allows you to quickly scan items into the invoice with a default quantity of one. After clicking on the scan button, the following dialog screen will appear:



NOTE: There will be a blinking cursor within the *Scan Items* screen. Ensure that you mouse click into this field if you have shifted the focus to another screen prior to scanning.



Point your scanner at the *Serial Number (S/N)* bar code on the device. Depending on the drive, there may be multiple bar codes listed:



The scanner will respond with an audible beep and display the UPC code on the *Scan Items* screen when it has scanned an item successfully:



You can continuously scan all of the drives for destruction on the customer's invoice from the *Scan Items* screen.

Once you have scanned all of the items, you can review and edit any of the entries by clicking the Browse icon on the *Scan Items* screen:

City CERES CA 95307 Date 06/15/2015 Start Time 13:26 V Route S	Scan Items (select DONE to ext)	Major Account DG 500	Sub Total 0.0009-0 Tax Discounts Total	0.00 ×4 0.00 ≈± 0.00 ■
ADMINISTRATOR		1	Payments Total	0.00
Narrative	Shredding Services	Ne	w Balance	122.42



From this screen you can review or delete a scanned item by clicking the 'Delete Mark' (far left cell) within the browse window:

29	Click 'Delete Mark' on lef	t to Delete/UnDelet	e items		
	Scan Data	Invoice#	Date	Customer	
-	WCAMA3828384	097009	06/15/2015	53115000	
T		Consideration of the			
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4		_	-		
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4					
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4		-			
4					
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4			1		
1					

To delete an item, simply click in the far left cell and it will turn black:

RM	My Click 'Delete Mark' on left to Delete/UnDelete items								
	Scan Data	Invoice#	Date	Customer					
▶	WCAMA3828384	097009	06/15/2015	53115000					

Close the Browse window to continue.

Once you have scanned all of the items successfully, click the **DONE** key on the *Scan Items* screen:



The product code will be added to the customer's invoice at the applicable price and quantity scanned on the account:





Save the invoice to complete the process. Additionally, you can print a copy of the invoice and give it to the customer by choosing the printer icon on the toolbar:

Acct. No.	Advantage Route Systems. Inc.	4356	P.O. Ticket No.				-
Address	3201 Liberty Square Pkwy					This Invoic	e
	[Major Account		Previous Balance		458.28 -
City	Turlock, CA 95380	Tax Code	Ta Taxabu	NO LIMIT]	Sub Total		4.40
Date	05/04/2016 \$ Start 00.39 - Time	18:39 -	Load Order		Tax		0.00 -
Route	- Seq. No.		Truck		Total		4.40
	Employee ID and Name				Payments		0.00
2					Total		4.40 -
Narrative					New Balance		
				-1			-
g. Code	Description	PO# Grat	Serial/Control #	Oty	Price	Total	Tax -
	5# Bag Ice	4		5	0.50	2.50	0.000 ~
	101B Block	4	MULTI-BATCH	1	1.90	1.90	0.000

Here is an example of a full page receipt with a payment voucher. The scanned serial numbers are also included on the receipt:





Hard Drive Destruction Report

There is a report created within Route Manager that will provide you with all of your *Hard Drive Destruction* data. The report includes each hard drive scanned, along with the associated invoice and account number.

Navigate to *Reports > Accounting Reports > Other*, and select the *Destroyed Hard Drive Report*.

Ni7 Destroyed Hard Drive Report							
Destroyed Hard Drive	Report						
Sort Option 1 by Acct. No.							
Sort Option 2 by Invoice No.	From To	Acct. No. 000000 ~00015	Da From 06. To 06.	te /15/2015 /15/2015	Invoice N From To 999999	Io. Serial # From	
	8	$ \times $	🖹 🛛 🖉	₿? FAX			

Enter the desired criteria and preview or print the report. A standard report will look similar to the following:

Destroyed Hard Drive Report	
Criteria: Acct #: 000000 to 999999 Invoice Date: 02/16/2012 to 02/16/2012 Invoice No: All Less Than or Equal to 999999 Serial #: All Less Than or Equal to 22222222222222222222222222222222222	
Acd #: 100000	
Invoice #: 109125 Date: 02/16/2012	
Serial #: 6Y120L0031001	
Serial #: WCAMA3829384	

Conclusion

The Hard Drive Destruction features within Route Manager give you accountability and traceability options that you will find helpful to manage your business more effectively. Ensure that you learn how each available option works so that Route Manager can produce the desired results. If you have any questions regarding this feature, please contact a support technician to assist you.



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