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.
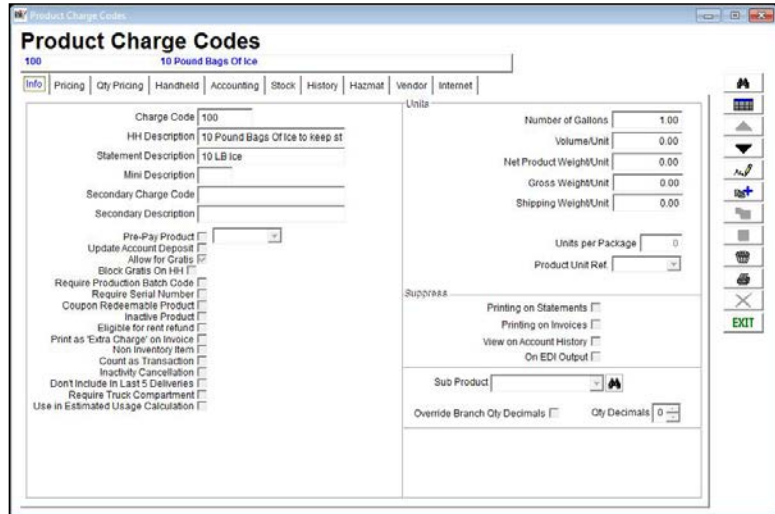
Handheld Scanner

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*:

NOTE: Alternatively, you can assign the product code to each customer's account on the *Products* tab to establish a custom price per account.
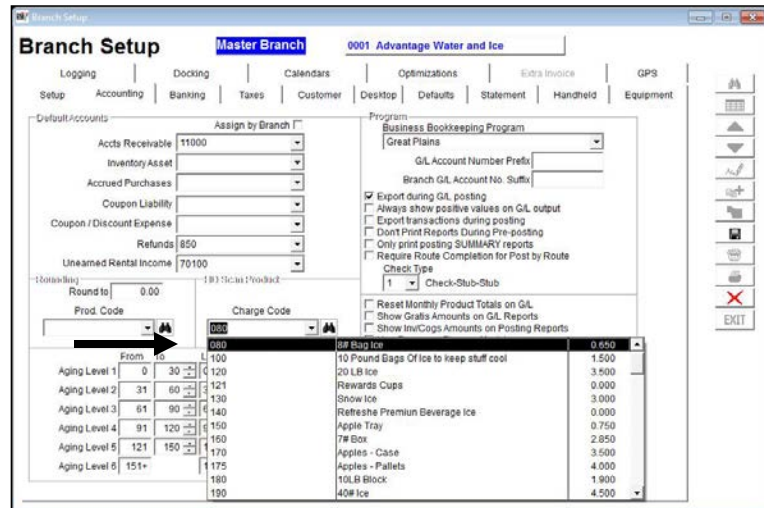
Assign the new code a 'Product Class' and 'G/L Number' on the *Accounting* tab to complete the set up requirements and save the item.

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.

![Advantage Route Systems logo]

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 ![icon] *HD Scan* icon on the bottom of the invoice screen that can be selected (shown below):
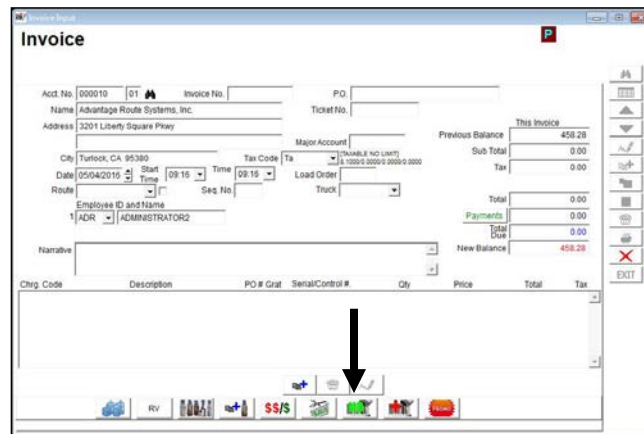
This button allows you to quickly scan items into the invoice with a default quantity of one. After clicking on the scan button, the following dialog screen will appear:
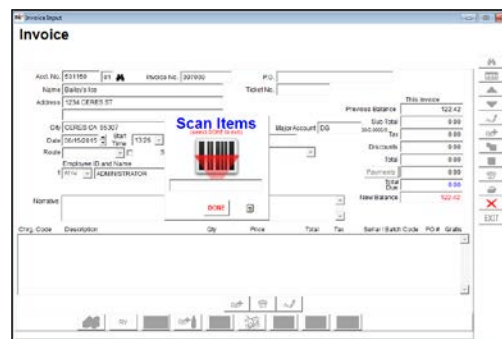

NOTE: There will be a blinking cursor within the *Scan Items* screen. Ensure that you mouse click into this field if you have shifted the focus to another screen prior to scanning.

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:
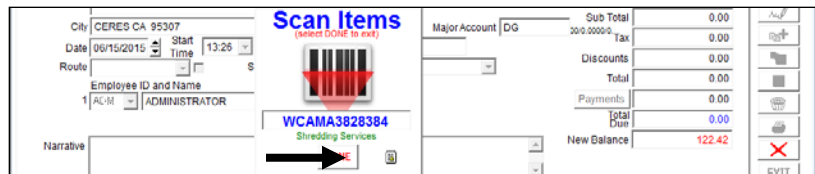

The scanner will respond with an audible beep and display the UPC code on the *Scan Items* screen when it has scanned an item successfully:
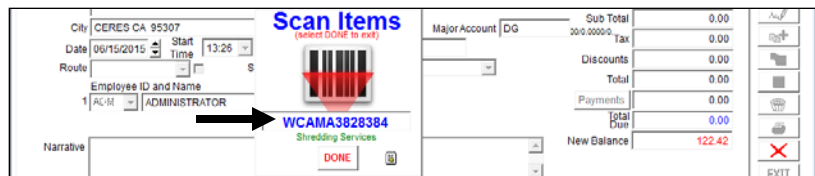

You can continuously scan all of the drives for destruction on the customer's invoice from the *Scan Items* screen.

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:

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

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

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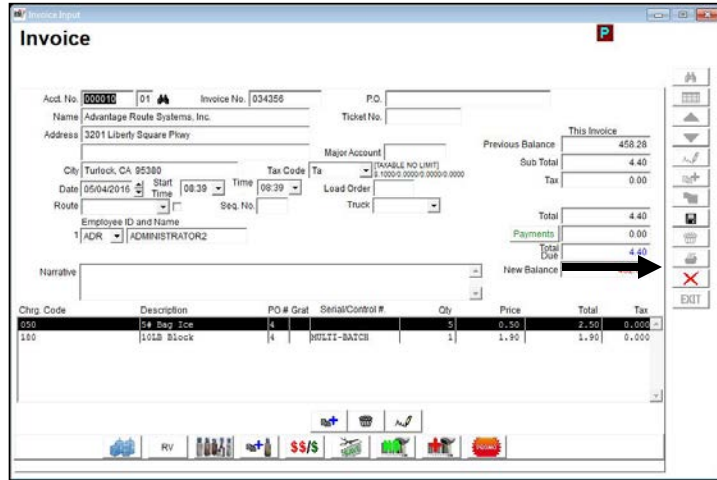
Here is an example of a full page receipt with a payment voucher. The scanned serial numbers are also included on the receipt:

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*.

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

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.

www.AdvantageRoute.com

Advantage Route Systems, Inc.

3201 Liberty Square Parkway

Turlock, CA 95380 USA

Phone: 1.209.632.1122

Web Site: www.AdvantageRS.com

Email: info@AdvantageRS.com

Warning

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