

# CoPOS

## CoSAT Basics

CoSAT can edit cost, margin, price, location, category, green status and also create and maintain item groups, receive shipments, place items on sale, print labels and set shelf tag printing flags for batch printing in CoPOS.

### Good to Know

- To start CoSAT from a command prompt (C:\>) type the commands:  

```
C:\> cd SAT  
C:\SAT> COSAT
```
- No information is lost if the computer is accidentally turned off.
- All CoSAT changes must be transferred to CoPOS for changes to take effect.
- Inventory File - ITEMSI.TXT - Only one version can exist on a USB storage device or CoSAT unit.
- Multiple CoSAT units can share a USB storage device so long as unique filenames are used.
- All inventory figures remain on the CoSAT unit until a new item inventory is loaded or, CoSAT 4.2 is used to reset the inventory count.
- Use CoSAT to update inventory levels when you receive shipments.
- USB number pad and USB scanner may be plugged into the USB ports.
- CoSAT can download updates from the Internet using a wired Ethernet connection.
- Item Groups created in CoSAT should use unique names, i.e., "CoSAT A" for later use in CoPOS Option 4.1 - *Edit Multiple Items.Multiple Items.*

### Periodic Inventory Summary

- A) Move CoPOS Items/Files to USB
- B) Move CoPOS Items/Files from USB to CoSAT
- C) Count inventory with CoSAT
- D) Move CoSAT Items/Files to USB
- E) Move CoSAT Items/Files from USB to CoPOS

### A) CoPOS ITEMS / FILES to USB

1. Insert a USB storage device into the CoPOS Server
2. CoPOS Option 10.5.1 –

*Send Items to CoSAT for Periodic Inventory Count*

- Enter Month
  - Select Storage (D:) and any Item filters
  - Select *Restrict to Active Items* and *Zero Inventory Count*
3. Remove USB Storage device from CoPOS Server

### B) USB to EACH CoSAT UNIT

1. Verify correct date and time  
(To change the time: Select Menu 12 - Controller > More... > Set Date/Time.)
2. Insert a USB storage device in the CoSAT unit
3. CoSAT Option 1 - *Receive Periodic Inventory Files FROM CoPOS*
  - Load from Storage (D:)
  - Select highlighted file (ITEMSI.TXT) and verify the date
  - Receive the Inventory File
4. Remove USB storage device from CoSAT unit

### C) COUNT INVENTORY WITH CoSAT

1. Select CoSAT Option 3 - *Conduct a Periodic Inventory*
2. Enter Item Code by scanning barcode, PLU or description
3. Enter quantity counted or weight (this value is added to the count)
  - Negative numbers decrease the count
  - Enter scale weight: +
  - Set default tare weight: \*T
  - Remove tare weight: .D

**NOTE:** It is no longer necessary to *Send/Receive Necessary Background Files*, as this happens automatically in the relevant Options.

### D) CoSAT INVENTORY to USB

For each CoSAT unit:

1. Insert a USB storage device in the CoSAT unit
2. CoSAT Option 2 - *Send Periodic Inventory Count to CoPOS*
  - Load from Storage (D:)
  - Change Save As - Enter ITEMSIX where X is a unique name for each CoSAT unit, i.e. ITEMSIA, ITEMSIB, ITEMSIC, etc.
  - Do not include "zero" inventory figures unless specifically desired
  - Note the File Size and Number of Records for accuracy
3. Remove USB storage device from CoSAT unit

### E) USB to CoPOS

1. Insert the USB storage device in the CoPOS+ Server
2. CoPOS Option 10.5.4 - *Receive a Periodic Inventory Count FROM CoSAT*
  - Enter Month
  - Select Storage (D:)
  - Select an ITEMSI.TXT file and confirm the Date, File Size, Number of Records for accuracy
  - Do not lock items unless it is a final inventory for a set of items
  - Increment inventory figures to **ADD** CoSAT to CoPOS. Not incrementing will **REPLACE** CoPOS with CoSAT.
  - Print the changes for your records
3. Remove USB storage device from CoPOS Server

### When the dust settles . . .

- Adjust inventory for a group of items using CoPOS Options 6.1.1 and 6.1.2
- Value the inventory using CoPOS Options 6.7 and 6.8
- Unlock inventory items using CoPOS Option 6.1.5
- Check inventory of one item using CoPOS Option 10.5.11
- Zero inventory for a group of items using CoPOS Option 10.5.9
- CoPOS saves every Import and can reverse changes from a previous Inventory Count using CoPOS Option 10.5.4



## CoSAT Tips

Answers to frequently asked questions about CoSAT.

### Upgrade

Frequent updates are made to the CoSAT software. Download the most recent version of CoSAT from **[copos.com/download](http://copos.com/download)**.

**SOA.LZH** - Save this file to your USB storage device

- 12 - Controller
- 2 - Upgrade
- 1 - Upgrade CoSAT

When finished, remove the USB storage device from the CoSAT.

### Network Configuration

CoSAT can download updates from the Internet using a wired Ethernet connection. Plug into your network and select:

- 12 - Controller
- 5 - More...
- 2 - Network Setup
- 1 - Automatic (DHCP)

An IP address will be displayed if the network connection is successful. To automatically update CoPOS select:

- 12 - Controller
- 2 - Upgrade
- 1 - Upgrade CoSAT