

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 4.4 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**

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 6.1.7 and 6.1.8
- 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 10.5.12



Updating CoSAT

Frequent updates, including new features, are made to the CoSAT software. CoSAT can be updated two ways, either using a USB drive or directly from the Internet (Cloud).

Note: Upgrading CoSAT will shut down CoSAT until the upgrade is completed.

CoSAT Upgrade Using USB Drive

- Download the most recent version of CoSAT from copos.com/downloads. Click on the Download button for SOA.LZH. This will download to your default download location (usually the Downloads folder).
- Copy SOA.LZH to your USB storage device.
- From the CoSAT Main Menu, select:
 - 14 - Controller
 - 2 - Upgrade
 - 1 - USB Drive
- When finished, remove the USB storage device from the CoSAT.

CoSAT Upgrade Using the Internet (Cloud)

Ensure that the CoSAT is connected to the Internet using a wired connection (Ethernet cable plugged into the back of the CoSAT unit), and that CoSAT can access it. To verify the Internet connection:

From the CoSAT Main Menu, select:

- 14 - Controller
- 1 - Status
- 1 - Snapshot

Check to see if the Internet ping was successful. If it was, continue with the upgrade. Go back to the CoSAT Main Menu and select:

- 14 - Controller
- 2 - Upgrade
- 2 - Cloud Install

If the Internet ping wasn't successful, and the cable is plugged in, the network needs to be configured.