

## CloudHQ4 - Using the Cipher RK25 Android 2D Imager

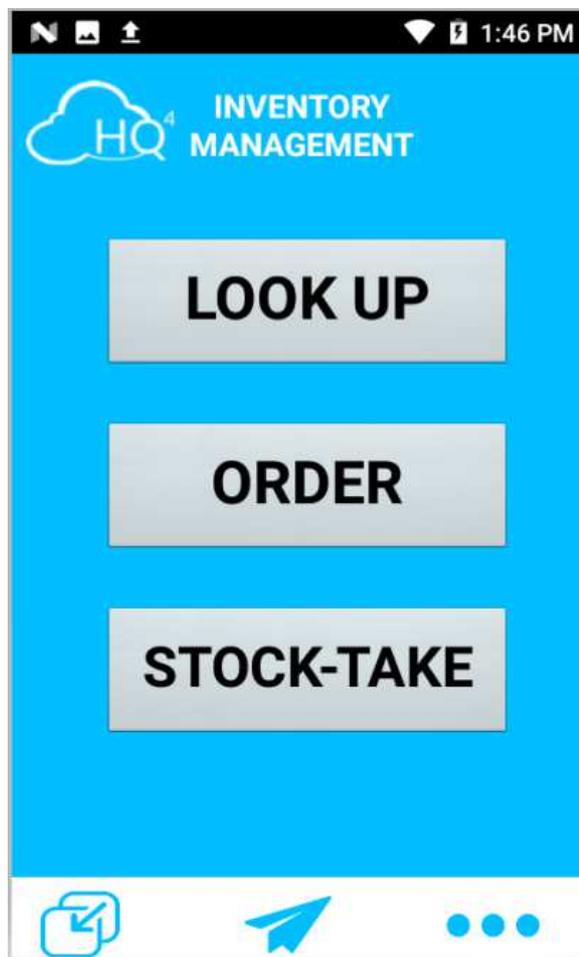
CloudHQ4 recommends the Cipher RK25 Android 2D Imager for Stock taking (STOCK-TAKE) , Price Checks (LOOK UP) and generation of supplier orders (ORDER).

### Useful link for support

<https://www.cipherlab.com/en/product-260554/Rugged-Mobile-Computer-RK25-Series.html>

To turn the device on press the button located top right of the device and hold the button down for 3 seconds.

The device will open the CloudHQ application automatically.



---

**The following needs to be setup on the device by the Customer:**

Connect to your WIFI

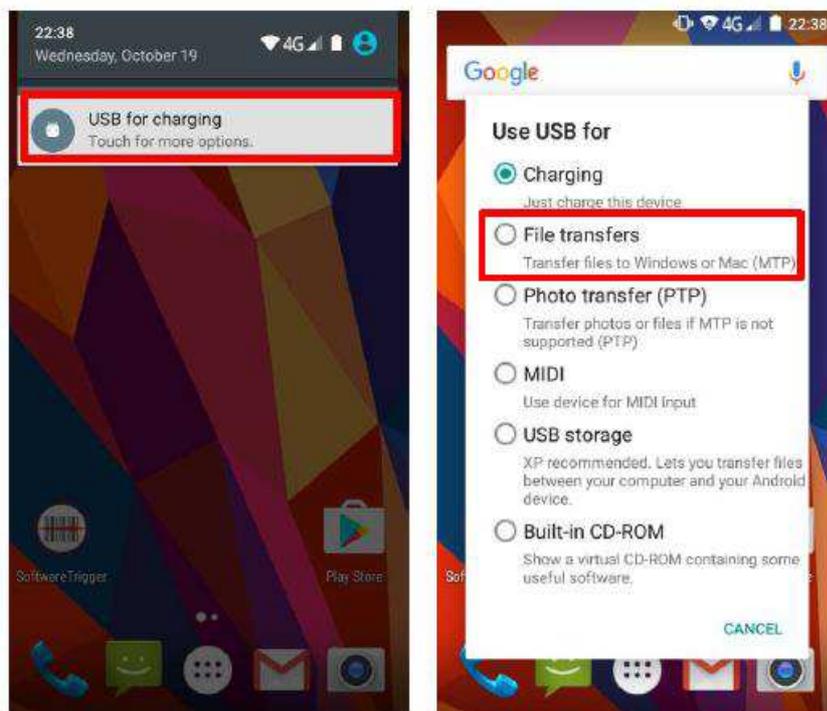
## CloudHQ4 - Using the Cipher RK25 Android 2D Imager

When you first connect the device to your computer you will need to decide how you want to Transfer files.

### How to transfer files between PC and Mobile Computer

Wired Transmission:

- 1) Use micro USB cable to connect the mobile computer to your PC for data transmission.
- 2) Swipe down from the status bar to reveal Notifications Drawer.
- 3) Tap “USB for Charging” to enter USB options. By default, the device will be in charging mode, in which you are unable to access the files on this device from the PC client. To transfer all types of files between your device and PC, choose “File transfers”.



---

### Alternate Method (Google Drive)

This method doesn't need any wired connection between your mobile computer and PC.

- 1) Step one is to sign in to your Google Drive on your computer or PC and upload files.

You can use the below links if you are not sure about how to use Google Drive.

How to sign in to Google Drive

<https://www.youtube.com/watch?v=BkRhZjtY3-Y>

How to upload files on Google Drive

<https://youtu.be/pgdwQJqybQc>

## CloudHQ4 - Using the Cipher RK25 Android 2D Imager

---

2) Once done with uploading the files to Google Drive, go to mobile computer and look for Google Drive application and sign in using the same email Id you have used on your PC to upload files to Google Drive. Now you can easily download the files on to your device.

### CloudHQ Setup and loading your database into the device.

If you have not done so already; please contact your CloudHQ reseller to make sure that your database has been setup to connect to this device.

**Note to CloudHQ staff pick Cipher RK25 device in Hand Held Settings and make sure all items are ticked.**

Follow the procedure in the CloudHQ portal to generate a stock file that can be loaded onto this device. By default this file will download to the location set for windows downloads on your computer.

The file name will be "Export.csv".

If more than one file with this name already exists in your download folder then it will be named the same but with a sequential number like "Export (5).csv".

It's always best to check the date and time of the file to make sure you have the latest file.

Please now copy this file from the download folder to

"C:\RK25WO\Internal shared storage\Download\CloudHQ4\_Stock"

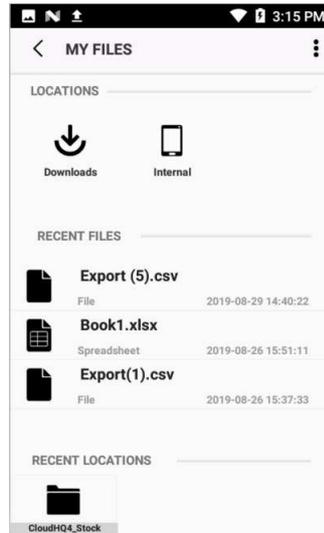
**Please note that the folder RK25WO will not be found if you do not have the device connected to your computer.**



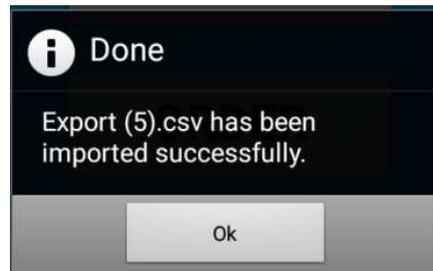
On the device press the button

## CloudHQ4 - Using the Cipher RK25 Android 2D Imager

You will then see the following screen



Select the file you want to import and if all has been performed correctly you will see the following message on your screen.



Press the OK button and now you can carry out the necessary task.

The bottom right of the home screen will display the file name so you can be sure you have loaded the correct one.



## CloudHQ4 - Using the Cipher RK25 Android 2D Imager

### Look Up: How this feature works

This feature will allow you to carry out product checks in your business.

---

In order to scan an item, make sure the cursor is in the top box "Plu or Description"

You will not be able to scan/ find a product if the cursor is not in that box.

After you have scanned an item, you can view more detail by touching the Paper icon located bottom right of the look up screen. To exit and scan another item, press the X icon located bottom centre of the look up screen.



To scan the next item, make sure you are in the look up menu and simply scan the item as usual.



To go back to the home menu, press the Home icon button.

# CloudHQ4 - Using the Cipher RK25 Android 2D Imager

**Order: How this feature works**

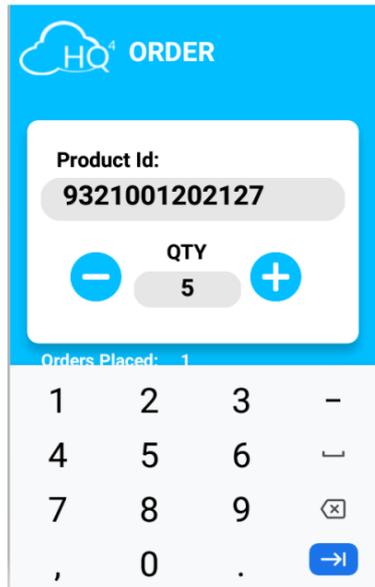
**Remember to transfer CloudHQ product data file to this device.**

This feature will allow you to create an order and then import order into your cloud portal.

---

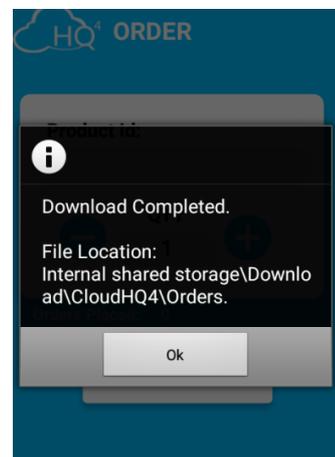
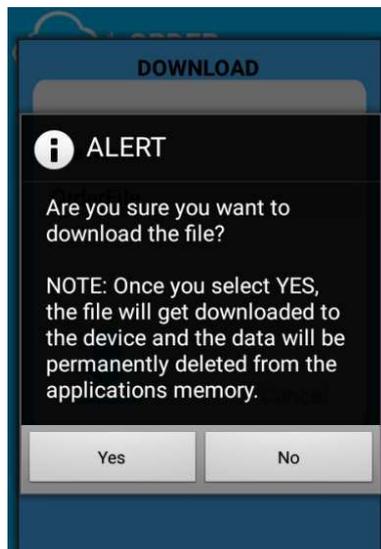
Making sure the cursor is in the Product Id tab and simply scan the item you want to order and enter

the qty followed by the enter button.



The Preview Order option will allow you to preview what is in your order so far. You can also

download the order to the device for processing in the CloudHQ Portal. See



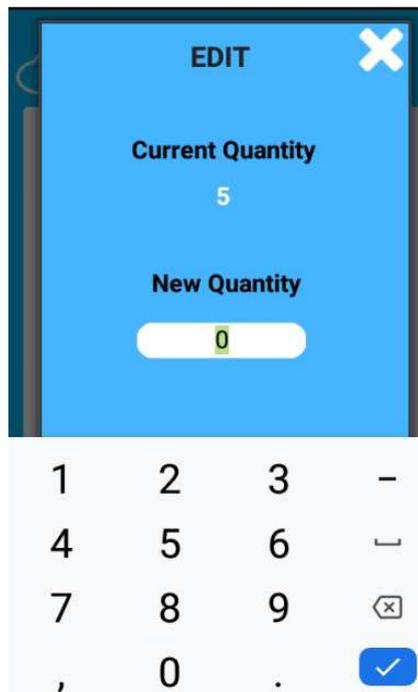
## CloudHQ4 - Using the Cipher RK25 Android 2D Imager

To edit or delete any specific item, touch and hold on that product ID for a few seconds. The following message will pop up.

Edit Order

Delete Order

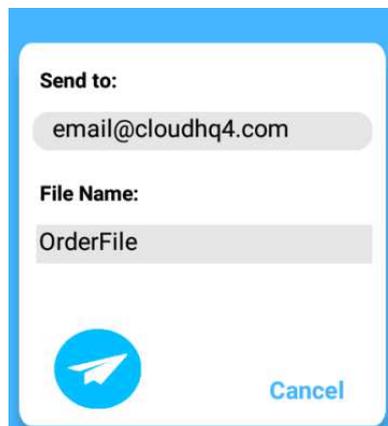
Choose which option you want to carry out; there will be a confirmation message. Choose yes if you are sure you want to carry on. Now you can edit the quantity of that item.



Enter the correct qty and press the blue TICK or tap the X icon to cancel out.

To delete an item in an order select the delete option and follow the on screen instructions.

**To complete the an order**, tap on the Paper plane icon and the following screen will be displayed.



Here you can edit the receiver email and file name.

## CloudHQ4 - Using the Cipher RK25 Android 2D Imager

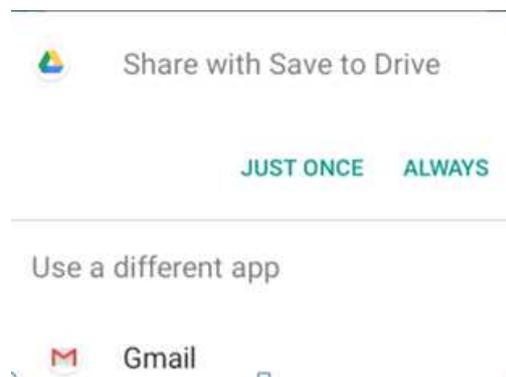
Please note that to use this email feature you must have already setup a GMAIL account.

CAUTION: There will be an alert message stating that after tapping yes, you cannot reverse your move to edit the order anymore. If at any stage after saying yes you press the cancel option your order will be deleted and you will need to re enter the order again..

You can choose whether you want to upload to a Google drive or send it via gmail.

CAUTIONS: if you press always it will assume that this is the way you always want to transfer files.

Please note that to use the Google Drive option you must have already setup a Google account.



The file will be in .csv file format with the current date and time added to the end of the file name when you send the email.

CAUTION: again if you hit cancel at this stage, you will have to create a new order again.

Once you have your order file this will need to be loaded into your CloudHQ portal and processed as a normal order. Please see wiki link for help on this part of the process or contact your supplier for training.

[https://wiki.cloudposhq.com/doku.php/start:stock:stock\\_orders](https://wiki.cloudposhq.com/doku.php/start:stock:stock_orders)

# CloudHQ4 - Using the Cipher RK25 Android 2D Imager

Stock-take: How this feature works

**Remember to transfer CloudHQ product data file to this device.**

This feature will allow you to carry out stock checks in your business.

Please make sure you have logged into your CloudHQ portal and generated the file needed for your stock take. Please see wiki link for help on this part of the process or contact your supplier for training.

<https://wiki.cloudposhq.com/doku.php/start:stock:stocktake:stocktakemanual>

Making sure the cursor is in the top box “Plu or Description” and scan or manually enter each



barcode number with a stock count. Pressing the enter button after each item.

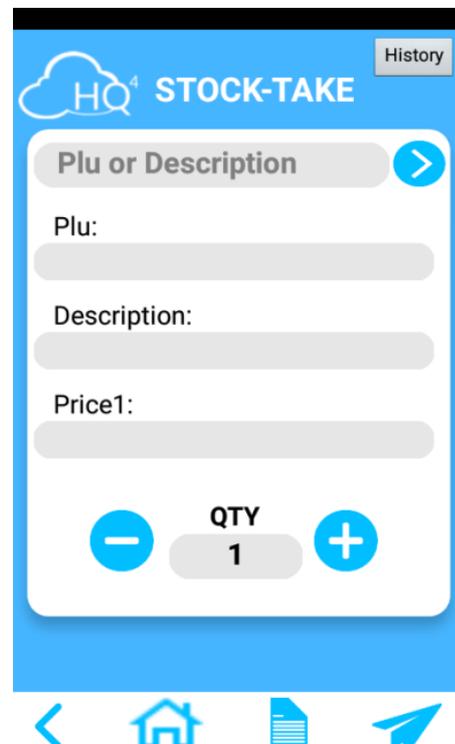
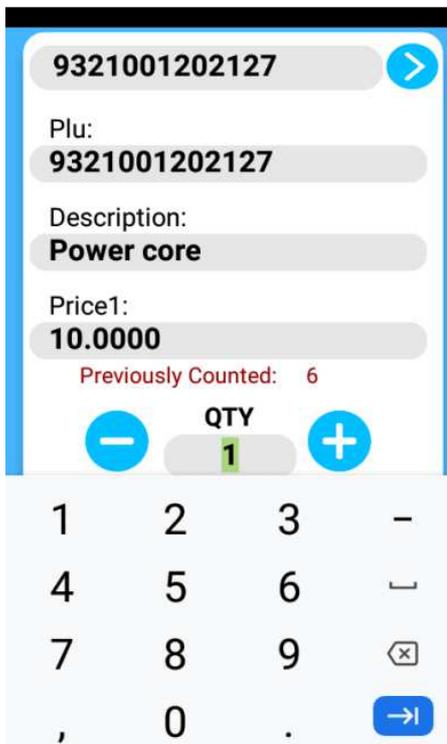
**Useful functions / features:**

Each time you enter a product you will see what the count is up to so far “Previously Counted: x”

There is a History button that lets you see the last scanned item.



This button when pressed lets you see the stock take so far.



## CloudHQ4 - Using the Cipher RK25 Android 2D Imager

### To edit the quantity of an item already counted

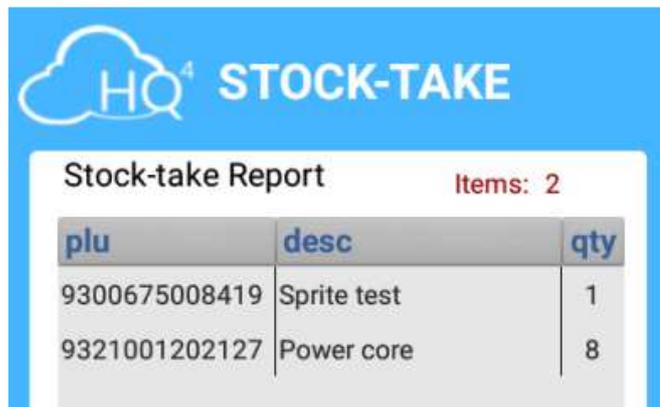
1<sup>st</sup> method:

Scan the item that you need to adjust. Using the minus or plus buttons adjust to suit followed by the enter button.



2<sup>nd</sup> method:

Tap on the  icon.



plu	desc	qty
9300675008419	Sprite test	1
9321001202127	Power core	8

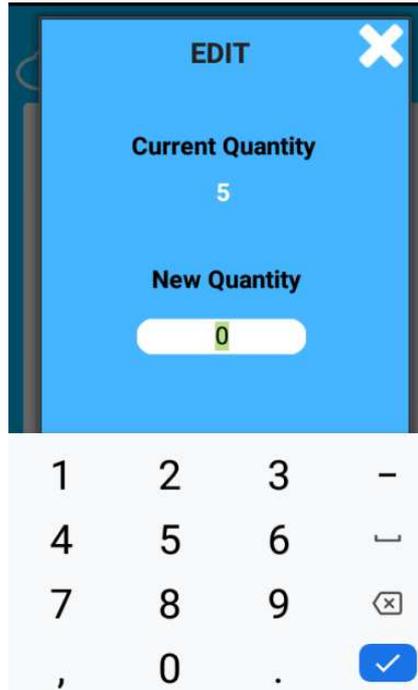
To edit or delete any specific item, touch and hold on that product ID for a few seconds. The following message will pop up.

Edit Order

Delete Order

Choose which option you want to carry out; there will be a confirmation message. Choose yes if you are sure you want to carry on. Now you can edit the quantity of that item.

## CloudHQ4 - Using the Cipher RK25 Android 2D Imager

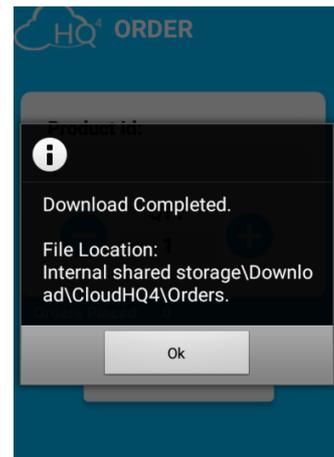
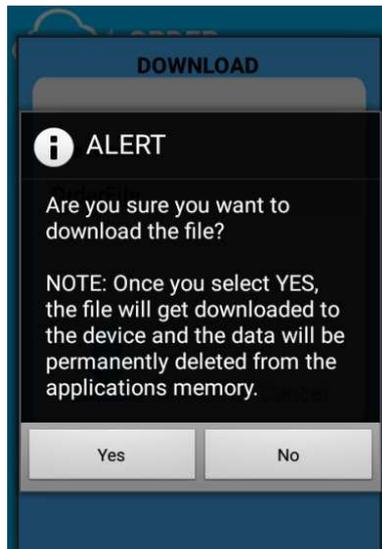


Enter the corrected qty and press the blue TICK or tap the X icon to cancel out.

To delete an item in a stock take select the delete option and follow the on screen instructions.

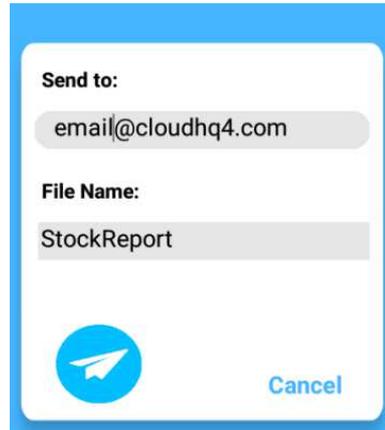
You can also download the stocktake to the device for processing in the CloudHQ Portal.

See 



## CloudHQ4 - Using the Cipher RK25 Android 2D Imager

To complete the stock take, tap on the Paper plane icon and the following screen will be displayed.



Here you can edit the receiver email and file name.

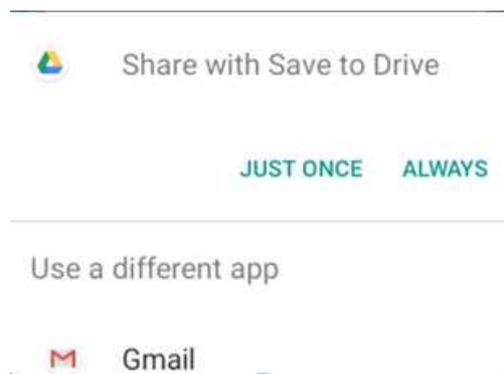
Please note that to use this email feature you must have already setup a GMAIL account.

CAUTION: There will be an alert message stating that after tapping yes, you cannot reverse your move to edit the stock take anymore. If at any stage after saying yes you press the cancel option your stock take will be deleted and you will need to re enter the order again.

You can choose whether you want to upload to a Google drive or send it via gmail.

CAUTIONS: if you press always it will assume that this is the way you always want to transfer files.

Please note that to use the Google Drive option you must have already setup a Google account.



The file will be in .csv file format with the current date and time added to the end of the file name when you send the email.

CAUTION: again if you hit cancel at this stage, you will have to create a new stock take again.

## CloudHQ4 - Using the Cipher RK25 Android 2D Imager

Once you have your stock take file this will need to be loaded into your CloudHQ portal and processed as a normal stock take. Please see wiki link for help on this part of the process or contact your supplier for training.

<https://wiki.cloudposhq.com/doku.php/start:stock:stocktake:stocktakemanual>

### How to update the software.

Tap on the 3 dots icon located at the bottom right of the screen.



Tap update and follow on screen instructions.