

PAR EXCELLENCE SYSTEMS

# PAR Bins Setup Bins

USER GUIDE



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# Getting Started

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## Main Menu

The functions that you will use on a day-to-day basis to setup and maintain the PAR Bin scales are prominently displayed on the main screen. Select one of these functions by clicking on the appropriate icon.



[Register Scales](#) – This is the main function used to setup the scales. With this function you will tell the system which item is associated to each scale and configure the scale to properly capture the weight and translate that weight into a quantity-on-hand for the item.

[Shelf Registration](#) – Used to identify the exact position of each item in the room. The system can use this information to present a graphical display the items to make it simple to find an item using the Item Locator function.

[Reference Weight](#) – In order to calculate the quantity-on-hand for an item, the system must know the weight of an individual item. This weight is captured during the scale registration process but this function lets you capture an item weight without registering it to a scale or to re-weigh the item in case the weigh changes due to packaging or manufacturing changes.

[Replace Scale](#) – If you need to replace a scale because you need a bigger (or smaller) scale or if the scale is damaged, this function is used to minimize the work (the alternative would be to use the Register Scales function to completely register the new scale).

[Change Bin](#) – Use this function to quickly change the bin size attached to a scale (for example, changing from a 230 bin to a 234 bin) without re-registering the entire scale. It is important that the zero point of the scale be captured using the actual bin that will hold the items.

[Substitute Item](#) – If the manufacturer sends a substitute item to complete an order due to a temporary shortage of the actual item, you can use this function to insure that the scales function properly with the new item.

[Replace Item](#) – When you stop ordering an item and start ordering a new item in its place, you can use this function to insure that the scales function properly with the new item.

[Tare All Scales](#) – This function can be used to set the zero point for all scales (on all bars) that are currently connected to the scale network. This can save time in the registration process if you have all scales connected with empty bins before starting the registration.

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## Check 1-wire Network

It is important that the PAR Bins scales are communicating with the setup program for most of the main functions to operate properly. After you have connected the bars/scales to the computer (using either the controller or blue adapter, it is a good idea to check the communications before proceeding.

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*Prior to testing the communications the first time you will need to configure the system as described in the [Setup and Configuration](#) chapter of this document.*

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To test the communications follow the steps below:

- Click on the **Run** menu (at the top of the screen and go down to **Customer Support** and then over to **Scales Communications Test**.
- The Scales Communications Test screen is displayed and the program will begin looking for the scales on the 1-wire network.
- The **Instructions/Status** box at the top of the screen tells you the overall status of the network. If the box is red with the message “*No 1-wire adapter found when looking for a scale*” it means that your controller (or blue adapter) is not properly connected to the computer.
  - If the controller is not connected, connect it now.
  - If the controller is connected, try unplugging the controller and then reconnecting after a few seconds.
  - If the problem persists, there may be a problem with the 1-wire drivers. Contact PAR Excellence Support for assistance.
- If the **Instructions/Status** box says “Adapter found, but no scales found” it means that your controller (or blue adapter) is connected properly but the scales are not properly connected to the controller. Check the connection to the controller and the connection to the first scale in the network.
- Once everything is connected properly, the utility will detect all the scales on the network, configure the scales and start measuring the scales. The number of scales detected may not match the number you think are connected depending on whether the scales have been registered. The system will not recognize all replenish only PAR Bars until they have been registered.

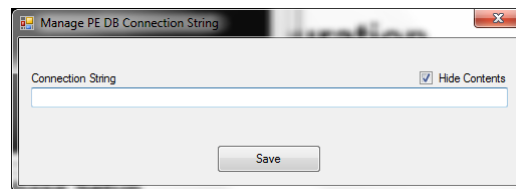
# Setup and Configuration

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## Database Setup

The first step is to set up the database configuration file so the Setup programs know where to find the database and how to connect. Run the Database Configuration utility using the icon on your desktop.

The screen below will be displayed.



Start by unchecking the **Hide Contents** box. You will be presented with a password screen which you must complete before you continue (because the Connection String contains a password to the SQL database). Call PAR Excellence Technical Support at 800-888-7379 to obtain your password.

After you have entered the password, you can type the database connection string into the box on the screen. A sample connection string is shown below. Replace the server name, user, password and database with the information specific to your installation (PAR Excellence Technical Support can provide you with the proper information for the connection string).

Connection String:

```
server=servername\instancename;user=username;password=password;database=parexbase
```

Click the **Save** button after you have input the connection string. The program will ask you what you want to name the connection string file and where you want to create the file. The file should be named **db.cfg** and the file should be saved in the **\Parex\Commdata** folder.

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# Configuration

Run the Setup PB program using the icon on your desktop. Click on **File** (in the top left of the screen) and select **Setup**.

The setup screen is displayed. Complete the fields on the screen as described below.

The screenshot shows the 'Setup' window with the following fields:

- PAR Location:** A dropdown menu with the text "-- Select Location --".
- 1-wire Port(s):** An empty text input field.
- Binc Server:** A dropdown menu with "BINC HTTP Server" selected, a "Test" button, and a text box containing "http://www.parbins.com".
- Default Reference Weight Source:** Two tabs: "Commercial Scale" and "PAR Excellence Scale". Below the tabs are icons for a scale and a server, and a text box with the message "No item is registered to this scale" and "No location is registered to this scale".

**PAR Location** – Select the location where you will be working from the list. This field is optional and if you leave it empty the program will prompt you to select a PAR Location when you begin to Register Scales.

**1-wire Port(s)** – Normally you will enter PBS0 in this field. PAR Excellence Technical Support can advise you if you should enter something different.

**BINC Server** – In nearly all cases, the default values will be used for this field. The information below will help you decide if (and how) you should change the default values. PAR Excellence Technical Support can also assist.

- BINC HTTP Server – Use this selection if your computer has an internet connection. This will let the program pull the calibration data directly from the server at PAR Excellence where this data is permanently stored. The name of the PAR Excellence server is shown in the box.
- PBM Proxy - You can use one of these selections if your computer does not have an internet connection.
  - <commdir> option - If you have the PBM program running on your local computer, you can select the <commdir> option. If you are running the program on a setup computer, it is highly unlikely that you will have the PBM program running on the local computer (it normally runs on the server).
  - <other dir> option - More than likely, you will want to use the <other dir> option for the PBM Proxy. When you select this option you can enter a path name to the commdata folder on the PAR Excellence server (where PBM will be running). The format of the path name is [\\servername\parentdir\parex\commdata](#). Contact PAR Excellence Technical Support to get the servername and parentdir information for your installation.

**Default Reference Weight Source** – The Setup PB program gives you three options for retrieving the reference weights for the items.

- Using the scale that is being registered – With this option you would ignore this entry on the Setup screen and the program gets the reference weight using the weight in the bin (being registered) divided by the number of items in the bin.



- Using a Commercial scale – This option lets you specify a COM port where a commercial precision scale is attached. The reference weight is then captured by weighing multiple items on the precision scale and taking the average.
- Using a designated PAR Excellence scale – For this option you identify a PAR Excellence scale (usually a 6 inch platform scale with a 2K load cell) as the “precision” scale. The process works the same as when you use a commercial scale but you avoid the cost of the precision scale and the need to have a separate device connected to the computer.

# Register Scales

---

## Identify the Scale

Run the Setup PB program using the icon on your desktop. Click on **Run** (in the top left of the screen) and select **Register Scales**.

If you have not selected a default PAR Location in the Setup screen, the program will prompt you to select a PAR Location before you begin. If you have specified a default location in Setup but you want to work on a different location, click the PAR Location name (in the upper left of the screen) and select the desired location.

Once the location is selected, you will see the screen where you identify the scale to be registered.

Scan a single scale or one of the barcodes on the PAR Bar, or press its ID button, or type it and then select 'Register'.

Scale on PAR Bar or Single Scale

<input type="text"/>	Register
----------------------	----------

If you are registering a PAR Bar, use the scanner to scan the barcode code on the front of one of the scales. If you are registering a single scale, you can scan the barcode on the scale (usually on the bottom of the scale) or press the ID button on the scale.

Alternately, you can enter the scale address (printed on the label) in the box and click the Register button but this method is not recommended since it can lead to errors.

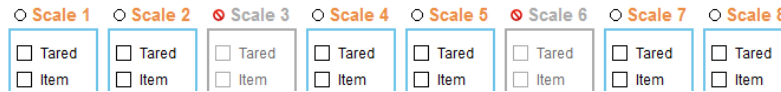
---

## Select Scales to Register

When you initially register a PAR Bar you may want to leave one or more scales empty in anticipation of new items being added to the location in the future. If you do not wish to register all scales on the bar at this time, select the scales to be skipped by clicking on the select/deselect button next to the scale number.

<input checked="" type="checkbox"/> Scale 1	<input type="checkbox"/> Scale 2
<input type="checkbox"/> Tared	<input type="checkbox"/> Tared
<input type="checkbox"/> Item	<input type="checkbox"/> Item

Any scales that have been deselected will be “grayed out (as shown below) and will not be included in the registration of the PAR Bar.



*If you deselect a scale after it has an item registered, you will get a message **“This scale has an item registration. Do you want to remove it?”** If you click **Yes**, the item will be removed from the scale (unregistered) and the scale will be deselected. If you click **No**, the scale will be deselected but the item registration will remain (recommended). If you click **Cancel**, no action will be taken on the scale/item.*

## New Registration

After you have identified the scale or bar, the next screen is used to completely register that scale or bar. If this is a new scale or bar the screen will look similar to the one picture below.

The picture below is for an 8-scale PAR Bar with 2Kg load cells. The screen will show the correct number of scales on the bar being registered or if you are registering a single scale it will show one scale.

Follow the instructions on the screen to register the items to the scales.

Tare each scale (get the weight of just the bin)

PAR Location

**PX3330 - Small 2kg - Express PAR Bar 8**

○ Scale 1	○ Scale 2	○ Scale 3	○ Scale 4	○ Scale 5	○ Scale 6	○ Scale 7	○ Scale 8
<input type="checkbox"/> Tared	<input type="checkbox"/> Tared	<input type="checkbox"/> Tared	<input type="checkbox"/> Tared	<input type="checkbox"/> Tared	<input type="checkbox"/> Tared	<input type="checkbox"/> Tared	<input type="checkbox"/> Tared
<input type="checkbox"/> Item	<input type="checkbox"/> Item	<input type="checkbox"/> Item	<input type="checkbox"/> Item	<input type="checkbox"/> Item	<input type="checkbox"/> Item	<input type="checkbox"/> Item	<input type="checkbox"/> Item
<input type="checkbox"/> g/uiss	<input type="checkbox"/> g/uiss	<input type="checkbox"/> g/uiss	<input type="checkbox"/> g/uiss	<input type="checkbox"/> g/uiss	<input type="checkbox"/> g/uiss	<input type="checkbox"/> g/uiss	<input type="checkbox"/> g/uiss
???	???	???	???	???	???	???	???
?/-1	?/-1	?/-1	?/-1	?/-1	?/-1	?/-1	?/-1
QOH: ?	QOH: ?	QOH: ?	QOH: ?	QOH: ?	QOH: ?	QOH: ?	QOH: ?

**Tare Status**

Place an empty bin on each of the above untared scales. The bin you use should be the actual bin you intend to use to store the items.

When you are ready, select the 'Start Tare' button.

Start Tare

## Tare Scales

The first step is to tare all the scales on the bar. This process sets the zero weight for the scale with the bin attached. Place an empty bin on each scale (you should use the actual bin you intend to use to store the items). Once all the bins are on the scales, click the **Start Tare** button.

The program will start taring each scale on the bar. You will hear a beeping tone on the computer as the scale is zeroed (assuming the computer speaker is not muted and the volume is high enough to hear the

beep). The beep is made by the computer, not the scale, so if you don't hear the beep but the scales are getting tared, there is a problem with the computer speaker, not the scale.

As the tare is completed for each scale, the Tare box for that scale is checked. In the picture below, Scale 1 and Scale 2 have been tared (the boxes are checked) and the program is working on Scale 3 (the text for Tare is orange). There is also a message displayed indicating which scale is in progress.

Scale 1	Scale 2	Scale 3	Scale 4	Scale 5	Scale 6	Scale 7	Scale 8
<input checked="" type="checkbox"/> Tare	<input checked="" type="checkbox"/> Tare	<input type="checkbox"/> Tare	<input type="checkbox"/> Tare	<input type="checkbox"/> Tare	<input type="checkbox"/> Tare	<input type="checkbox"/> Tare	<input type="checkbox"/> Tare
<input type="checkbox"/> Item	<input type="checkbox"/> Item	<input type="checkbox"/> Item	<input type="checkbox"/> Item	<input type="checkbox"/> Item	<input type="checkbox"/> Item	<input type="checkbox"/> Item	<input type="checkbox"/> Item
<input type="checkbox"/> g/uiss	<input type="checkbox"/> g/uiss	<input type="checkbox"/> g/uiss	<input type="checkbox"/> g/uiss	<input type="checkbox"/> g/uiss	<input type="checkbox"/> g/uiss	<input type="checkbox"/> g/uiss	<input type="checkbox"/> g/uiss
???	???	???	???	???	???	???	???
??-1	??-1	??-1	??-1	??-1	??-1	??-1	??-1
QOH: ?	QOH: ?	QOH: ?	QOH: ?	QOH: ?	QOH: ?	QOH: ?	QOH: ?

### Tare Status

Tare in progress on scale 3.

When the tare of all scales is complete the program will play a tune and move onto the next step.

## Re-Tare a Scale

If you need to re-tare one of the scales (for example, you forgot to put a bin on one of the scales), let the tare process complete for all the scales on the bar and then click the word Tare on the scale to be re-tared. You will see the word and checkmark turn orange and the instructions will indicate which scale you are about to tare (scale 8 in the picture below).

Click the **Start Tare** button to begin the tare on the single scale.

Scale 1	Scale 2	Scale 3	Scale 4	Scale 5	Scale 6	Scale 7	Scale 8
<input checked="" type="checkbox"/> Tare	<input checked="" type="checkbox"/> Tare	<input checked="" type="checkbox"/> Tare	<input checked="" type="checkbox"/> Tare	<input checked="" type="checkbox"/> Tare	<input checked="" type="checkbox"/> Tare	<input checked="" type="checkbox"/> Tare	<input checked="" type="checkbox"/> Tare
<input type="checkbox"/> Item	<input type="checkbox"/> Item	<input type="checkbox"/> Item	<input type="checkbox"/> Item	<input type="checkbox"/> Item	<input type="checkbox"/> Item	<input type="checkbox"/> Item	<input type="checkbox"/> Item
<input type="checkbox"/> g/uiss	<input type="checkbox"/> g/uiss	<input type="checkbox"/> g/uiss	<input type="checkbox"/> g/uiss	<input type="checkbox"/> g/uiss	<input type="checkbox"/> g/uiss	<input type="checkbox"/> g/uiss	<input type="checkbox"/> g/uiss
???	???	???	???	???	???	???	???
??-1	??-1	??-1	??-1	??-1	??-1	??-1	??-1
QOH: ?	QOH: ?	QOH: ?	QOH: ?	QOH: ?	QOH: ?	QOH: ?	QOH: ?

### Tare Status

Place an empty bin on Scale 8. The bin you use should be the actual bin you intend to use to store the items.

When you are ready, select the 'Start Tare' button.

## Identify Items

The next step is to identify the item to be registered to each scale. You can identify the item either by scanning the barcode on the item label (preferred) or by manually selecting the item from the list displayed on the screen.

Scanning the item labels will significantly reduce your setup time and reduce the chance of making an error so we highly recommend that you use this method. Simply scan the barcode (QR code) on the label and the item will be connected to the scale.

If you must manually select the items, type the item number in the first Filter box or the item description in the second Filter box. As you type in the box, the list will be filter based on what you have already typed. When you see the desire item, click on the item in the list and click the **Select Item** button.

**Identify Item for Scale 1**

Filter:

Scan the item barcode, or select it from the list.

Item Number	Item Description
010005	TAPE TRANSPORE 1"X10YD
010008	STAPLER ROTICULATOR V30
1006	IMPLANTABLE LEAD
1007	EDOTAK RELIANCE
200003	IV Start Kit

**Select Item**


## Select the Bin Size

The program will now ask you to identify the bin size for the item. Occasionally, the program will skip this step if the previous selections dictate a certain size bin must be used. For example, if you are registering an 8-scale 2K PAR Bar, you can only use small (224) bins. In addition, only the allowable bin sizes will be enable to be selected. For example, in the picture below (based on the scale selected) there are only three bin sizes that could be used.

Click on the picture of the desired bin size and then click the **Select Bin** button.

**Select a Bin Size**

Scan the bin barcode, or select it from the list.

 Akro 224	 Akro 230	 Akro 234	 Akro 235
 Akro 240	 Akro 250	 Akro 265	 Akro 270

**Select Bin**

## Capture Item Weight

If the system doesn't already have a reference weight in the database for the selected item (for the UOM being used at this location), the program will now walk you through the process of capturing the weight of the item.

Experience tells us that you need at least five random samples of an item to capture a true average reference weight for the item. Ideally, you will have five samples of each item that you can put in the bin and then click the **Capture Weight** button.

If you have more than five samples, feel free to put them in the bin and change the number in the box to match the number of items in the bin. A higher number of items will only make the reference weight more accurate. Similarly, if you have fewer than five samples, put what you have in the bin and change the number to match the number of items in the bin.

You can change the quantity value by clicking the up/down arrows to the right of the number or you can click in the box and change the number manually. When the quantity matches the number of items in the bin, click the **Capture Weight** button.

*It is very important that the number in the quantity box exactly match the number of items in the bin. If the two do not match the reference weight will be flawed and the system will be unable to calculate an accurate quantity-on-hand.*

### Capture Reference Weight for Item 200004 0.9% Sodium Chloride - Scale 1

Place the following number of item units into the actual bin. Select 'Capture Weight' to capture a total weight which will then be divided by the number of item units specified in order to derive the unit reference weight.

EA

It is critical that this number, and the unit, matches the items in the bin.

For reporting purposes, please identify yourself:

If you need to adjust this number for some reason you may, but unless the item is very heavy a larger sample can be far better than a smaller sample.

The unit for the item reference weight must be measured as the unit of issue for the item. If you need to change the unit of issue, this can be done using the link provided for the scale.

*The first time you encounter this screen during the setup process the system will require you to identify yourself for reporting purposes (in the box beneath the quantity box and Capture Weight button). Normally, you will enter you first or last name or your initials. The system will save this information in case more items must be weighed during this session.*

As the weight for each item is captured, the g/uiss label will be replaced with the reference weight of the item. It is always a good idea to take a quick look at these weights to verify the reasonableness of the weight.

Scale 1	Scale 2	Scale 3	Scale 4	Scale 5	Scale 6	Scale 7	Scale 8
<input checked="" type="checkbox"/> Tare	<input checked="" type="checkbox"/> Tare	<input checked="" type="checkbox"/> Tare	<input checked="" type="checkbox"/> Tare	<input checked="" type="checkbox"/> Tare	<input checked="" type="checkbox"/> Tare	<input checked="" type="checkbox"/> Tare	<input checked="" type="checkbox"/> Tare
<input checked="" type="checkbox"/> Item	<input checked="" type="checkbox"/> Item	<input checked="" type="checkbox"/> Item	<input checked="" type="checkbox"/> Item	<input checked="" type="checkbox"/> Item	<input checked="" type="checkbox"/> Item	<input checked="" type="checkbox"/> Item	<input checked="" type="checkbox"/> Item
<input checked="" type="checkbox"/> 16.98g	<input checked="" type="checkbox"/> 2.24g	<input checked="" type="checkbox"/> 6.75g	<input type="checkbox"/> g/uiss	<input type="checkbox"/> g/uiss	<input type="checkbox"/> g/uiss	<input type="checkbox"/> g/uiss	<input type="checkbox"/> g/uiss
<a href="#">EA/1/EA</a>	<a href="#">EA/1/EA</a>	<a href="#">EA/1/EA</a>	<a href="#">EA/1/EA</a>	<a href="#">EA/10/BX</a>	<a href="#">EA/1/EA</a>	<a href="#">EA/1/EA</a>	<a href="#">EA/1/EA</a>
<a href="#">2/-1</a>	<a href="#">2/-1</a>	<a href="#">3/-1</a>	<a href="#">2/-1</a>	<a href="#">10/-1</a>	<a href="#">2/-1</a>	<a href="#">2/-1</a>	<a href="#">2/-1</a>
QOH: ?	QOH: ?	QOH: ?	QOH: ?	QOH: ?	QOH: ?	QOH: ?	QOH: ?

# Audit

Once every item has a reference weight, the registration is complete and the program goes into Audit mode. While in Audit mode the program serially weighs each scale on the bar and updates the QOH value. You should check to insure each scales is reporting the correct QOH.

When you are ready to start registering the next bar or scale, you can click the **Register Next** button to return to the Identify Scale screen or *you can simply scan a barcode on the next bar or scale to be registered (or press the ID button on a scale to be registered).*

**PX3330 - Small 2kg - Express PAR Bar 8**

Scale 1	Scale 2	Scale 3	Scale 4	Scale 5	Scale 6	Scale 7	Scale 8
✓ Tared	✓ Tared	✓ Tared	✓ Tared	✓ Tared	✓ Tared	✓ Tared	✓ Tared
✓ 200001	✓ 200002	✓ 200003	✓ 200004	✓ 200005	✓ 200006	✓ 200007	✓ 200008
✓ 6.32g	✓ 5.5g	✓ 29.98g	✓ 17.91g	✓ 2.39g	✓ 8.57g	✓ 38.61g	✓ 109.86
<a href="#">EA/1/EA</a>	<a href="#">EA/1/EA</a>	<a href="#">EA/1/EA</a>	<a href="#">EA/1/EA</a>	<a href="#">EA/1/EA</a>	<a href="#">EA/10/BX</a>	<a href="#">EA/1/EA</a>	<a href="#">EA/1/EA</a>
<a href="#">3/-1</a>	<a href="#">2/-1</a>	<a href="#">2/-1</a>	<a href="#">2/-1</a>	<a href="#">2/-1</a>	<a href="#">10/-1</a>	<a href="#">2/-1</a>	<a href="#">2/-1</a>
QOH: 3	QOH: 2	QOH: ?	QOH: 1	QOH: 6	QOH: 2	QOH: 2	QOH: 2

Last Weight: 13.33  
 200005 Non-Pyrogenic Fluid Path

### Audit Status

**The Express PAR Bar has been registered.**

---

## Multi-Scale Registrations

This section covers two situations where a single item at a location requires multiple scales. These two situations are:

- **Tandem Scales** – This is when the item is placed in one large bin that will require two scales to hold that bin. In this case the two scales work in tandem to gather the weight in the bin. The weight calculated by each of the two scales individually is added together to derive the weight that is used to generate one quantity on hand.

Tandem scales are typically used for bulky items that will only fit conveniently in a 250 or 270 bin which will not hang on a single scale (with stability). This functionality could also be used when the total weight in the bin will exceed the capacity of the largest scale you have available. Only large cantilever (hanging) scales or six inch and large platform scales can be used as tandem scales.

- **Secondary Scales** – This is when there are two (or more) separate scales each with its own bin that all contain the same item (in one location). The first scale/bin registered for the item is called the Primary scale. All subsequent scales registered are Secondary scales. In this scenario all scales calculate an independent quantity on hand but the quantities for the primary scale and all secondary scales are added together to generate the quantity on hand for the item at the location.

This is usually done when the PAR Level for an item exceeds the capacity of a single bin and you cannot use a tandem scale (with a larger bin) due to space constraints. This situation can also occur if you increase the PAR Level for an item and, again, all the inventory will not fit in the original bin registered in the room. It is usually easier to add another scale and another bin rather than re-register everything to a larger bin with tandem scales.

---

*You can combine tandem and secondary scales. For example; two pairs of tandem scales used as a primary and secondary or a single scale and a tandem pair used as primary and secondary scales.*

---



# PAR Bar Tandem Scales

If you are registering a four scale PAR Bar (which contains four large scales), after you have selected the item for a scale, you will be prompted to select the bin size (see below).

## PX3451 - Medium 5kg - PAR Bar 4

Scale 1	Scale 2	Scale 3	Scale 4
<input checked="" type="checkbox"/> Tare	<input checked="" type="checkbox"/> Tare	<input checked="" type="checkbox"/> Tare	<input checked="" type="checkbox"/> Tare
<input type="checkbox"/> Item	<input type="checkbox"/> Item	<input type="checkbox"/> Item	<input type="checkbox"/> Item
<input type="checkbox"/> g/uiss	<input type="checkbox"/> g/uiss	<input type="checkbox"/> g/uiss	<input type="checkbox"/> g/uiss
<a href="#">EA/1/EA</a>	<a href="#">?/?/?</a>	<a href="#">?/?/?</a>	<a href="#">?/?/?</a>
<a href="#">10 / -1</a>	<a href="#">? / -1</a>	<a href="#">? / -1</a>	<a href="#">? / -1</a>
QOH: ?	QOH: ?	QOH: ?	QOH: ?

### Select a Bin Size

Scan the bin barcode, or select it from the list.

Select Bin

If you select a bin size (250 or 270) that will only fit on two scales, the system will automatically register the scale you are working on and the scale next to it as a tandem pair for that item.

## PX3451 - Medium 5kg - PAR Bar 4

Scale 1	Scale 2	Scale 3	Scale 4
<input checked="" type="checkbox"/> Tare	<input checked="" type="checkbox"/> Tare	<input checked="" type="checkbox"/> Tare	<input checked="" type="checkbox"/> Tare
<input checked="" type="checkbox"/> Item		<input type="checkbox"/> Item	<input type="checkbox"/> Item
<input type="checkbox"/> g/uiss		<input type="checkbox"/> g/uiss	<input type="checkbox"/> g/uiss
<a href="#">EA/1/EA</a>		<a href="#">?/?/?</a>	<a href="#">?/?/?</a>
<a href="#">10 / -1</a>		<a href="#">? / -1</a>	<a href="#">? / -1</a>
QOH: ?		QOH: ?	QOH: ?

## Standalone Scale Tandem Scales

If you are registering two standalone scales that will be used as a tandem, when you identify the first scale the program will recognize that the scale model chosen could be used as a tandem scale and will give you an extra button to create a tandem set (see below left).

Before clicking the button to start the tare, click the **Use Tandem** button and the program will prompt you to identify the second scale in the tandem (see below right).

### PX3160 - Medium 5kg - Single Scale

**Scale 1**

Tare

Item

g/uiss

??/?

??-1

QOH: ?

Use Tandem

Identify Junior Tandem Scale

You have selected to pair with a tandem scale. Identify it now, or cancel to change to a single.

Scan or enter the Tandem Scale here

Set Tandem

Cancel

**Tare Status**

Press the ID button on the second scale (or scan the barcode on the scale) and the system will join the two scales together as a tandem pair. You can now click the **Start Tare** to tare both scales and continue the setup of the item.

### PX3160 - Medium 5kg - Tandem Pair

**Scale 1**

**Scale 2**

<input type="checkbox"/> Tare	<input type="checkbox"/> Tare
<input type="checkbox"/> Item	
<input type="checkbox"/> g/uiss	
??/?	
??-1	
QOH: ?	

**Tare Status**

## Remove a Tandem

If you have registered two scales as a tandem pair and you want to change the registration to use just a single scale, you simply need to re-register the item to the single scale and then (optionally) register the second scale to a new item.

Start by replacing the large bin with a smaller bin on the left scale of the tandem. Then use the **Register Scales** function and identify the left scale by scanning the label of pressing the ID button. The system will display the existing registration (which is a tandem).

**Scale 1**

**Scale 2**

<input checked="" type="checkbox"/> Tared	<input checked="" type="checkbox"/> Tared
<input checked="" type="checkbox"/> 010007	
<input checked="" type="checkbox"/> 495.03	
EA/1/EA	
10/-1	
QOH: ?	

Currently read Quantity  
 010007 PAD OB STERILE XLG

**Audit Status**

Click on the **Item Number** as if you are going to select a new item for this scale. The existing item will be highlighted so just click the **Select Item** button. The system will ask if you want to Overwrite the registration or create a Secondary. Select **Overwrite**.

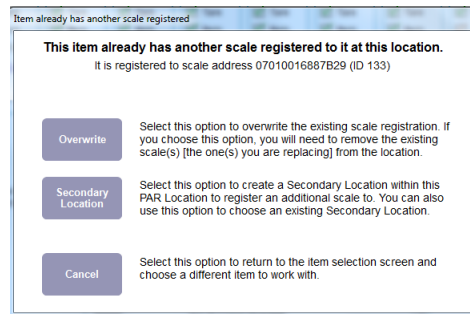
When the Select Bin screen is displayed, select the smaller bin size (which does not require a tandem). The system will warn you that the tandem pair will be removed and this will now be a single sale. Click **OK**.

You should now zero the scale for the new bin by clicking on the **Tared** caption and the **Start Tare**. When the tare is complete, you are finished removing the tandem and the scale is now registered to the single scale. You can now register a new item to the second scale.

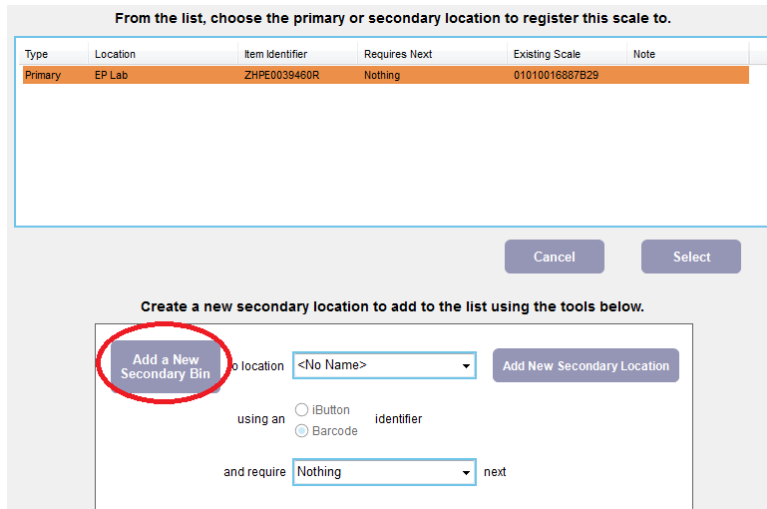
## Secondary Scales

When you want to register multiple independent scales and bins to store the same item at a location you will register a Primary scale (the first scale registered for the item) and one or more Secondary scales. Begin by following the normal registration process to register the Primary scale.

To register the Secondary scale, select the same item that was registered to the Primary scale. The program will recognize that the item has already been registered to a scale and present the pop-up dialog below.



To register the second scale for the item (i.e., a Secondary scale) click the **Secondary Location** button. A dialog will be displayed to let you set up the Secondary scale. Start the process by clicking the **Add a New Secondary Bin** button (see below).



A new entry will be added to the list at the top of the screen and the new entry will be highlighted. Now you can click the **Select** button to select the new Item Identifier for this secondary scale/bin.

From the list, choose the primary or secondary location to register this scale to.

Type	Location	Item Identifier	Requires Next	Existing Scale	Note
Primary	EP Lab	ZHPE0039460R	Nothing	01010016887B29	
Secondary		ZHPE0038500L	Nothing		

Cancel Select

## Scale Maintenance

The Setup PB program provides extreme flexibility in the registration process. You can stop at any point in the process and when you return, you simply scan the barcode on any bar and the program will take you back to the point where you stopped. From there you just continue the registration.

You can also make changes to the items/scales during the initial registration or after the registration is complete. All the functions described in this section are available during the registration process or at any time after completing the registration of a bar or scale.

Scan the barcode on a registered bar or scale (or press the ID button on a scale). *You can also identify a bar or scale by scanning the **item label** for any one of the items that are already registered to the bar or scale.*

The next several sections describe the maintenance actions that are available during/after registering a scale.

### Tare a Scale

On rare occasions you may need to tare a scale that has already been registered to an item (and possibly even after it has been running for some length of time). This is not a required action as part of the normal course of maintaining your scales so you should not do this as the first step of trouble-shooting a scale that may be reporting an incorrect QOH. A scale in service may need to be tared for one or more of the following reasons.

- The initial tare of the scale was done incorrectly.
- The scale has been abused (overloaded, pulled down with too much force, dropped, etc.).
- You are changing the bin on the scale (either to a new size or even if you are changing the bin using the same size since bins vary in weight slightly).
- You are moving the scale to a significantly different place in the room or to a new room (since environmental factors can affect the tare value).

Click on the **Tare** caption for the scale to be tared. The word and check mark will turn orange. Make sure the bin is completely empty and click the **Start Tare** button.

Scale 8

Tare

Item

110.12

[EA/1/EA](#)

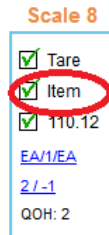
[2 / -1](#)

QOH: 2

When the tare is complete the program will go back into Audit mode for all scales on the bar. Put the items back into the bin and verify the QOH.

## Change Item

If you want to change the item registered to a scale, click on the **Item** caption for the scale whose item is being changed. The word and check mark will turn orange and the program will display the item selection list containing all items in the location.



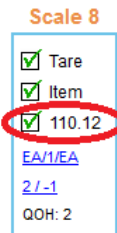
The item already registered to the scale will be highlights and selected. To change the item you can scan the new item barcode.

If you must manually select the item, type the item number in the first Filter box or the item description in the second Filter box. As you type in the box, the list will be filter based on what you have already typed. When you see the desire item, click on the item in the list and click the **Select Item** button.

If the item you selected does not have a reference weight the program will prompt you to capture the reference weight for the item (see next section for information on how to capture the reference weight).

## Change Item Weight

If you want to change the reference weight for an item, click on the **reference weight** for the item. The weight and check mark will turn orange and the program will display the dialog to capture the reference weight.



The Capture Weight dialog guides you through the process of capturing the reference weight for an item.

Put five items in the bin. If you do not have five items, put as many items as you have into the bin and then change the number in the quantity box to match the number of items in the bin.

You can change the quantity value by clicking the up/down arrows to the right of the number or you can click in the box and change the number manually. When the quantity matches the number of items in the bin, click the **Capture Weight** button.

---

*It is very important that the number in the quantity box exactly match the number of items in the bin. If the two do not match the reference weight will be flawed and the system will be unable to calculate an accurate quantity-on-hand.*

---

### Capture Reference Weight for Item 200008 BARREL,NEBULIZER,HAND HELD,V - Scale 8

Place the following number of item units into the actual bin. Select 'Capture Weight' to capture a total weight which will then be divided by the number of item units specified in order to derive the unit reference weight.

EA

It is critical that this number, and the unit, matches the items in the bin.

For reporting purposes, please identify yourself:  ?

## Change Unit of Measure

If you want to change the issue unit of measure or the replenishment unit of measure, click on the **unit of measure** string for the item. The string will turn orange and the program will display the dialog to change the issue and/or replenishment unit of measure.

Scale 8

Tare  
 Item  
 110.12  
**EA/EA**  
[2 / -1](#)  
QOH: 2

Select the desired Unit of Issue (UISS) from the dropdown list and select the desired Unit of Replenishment (UREP) from the list. If the Unit of Measure you want to use is not in the list, click the **Create New Unit** button to create a new unit of measure.

### Change UISS/UREP for Item 200008 BARREL,NEBULIZER,HAND HELD,V

Set the Unit of Issue (UISS) and Unit of Replenishment (UREP) for the item at this location.

1 LUM (EA) per  UISS Per 10  UREP 10 LUM (EA) per

(LUM = Lowest Unit of Measure)

The current Lowest Unit of Measure (LUM) is displayed on the buttons to the left and right of the UISS/UREP dropdown lists. In the example above, the Lowest Unit of Measure is EA (each). The button also describes how many of the LUM units are contained in the currently selected unit. In the example above, there are 10 EA (each) contained in a BX (box).

1 LUM (EA) per  UISS Per ?  UREP ? LUM (EA) per

If you see question marks (?) on the screen it means that the system does not have enough information to set the new unit of measure. In the example above, the system does not know how many EA (each) are in a CS (case). Click on the button with the question mark (?) and the system will prompt you to enter the factor (i.e., the number of each in a case).

If you change the Unit of Issue (UISS) the program will prompt you to change the PAR level based on the new issue unit of measure. The program will calculate a suggested PAR level based on the old unit of issue and the new unit of issue and the relationship between the two (based on the factor). You are not required to change the PAR Level.

Also, if you change the Unit of Issue (UISS) and there is not a reference weight on file for the new unit, you will be required to capture the reference weight for the new unit of measure to complete the registration. You will know this has happened because the reference weight will be changed to **g/uiss** and the message on the screen will indicate that **registration is incomplete**.

Scale 8

<input checked="" type="checkbox"/>	Tare
<input checked="" type="checkbox"/>	Item
<input type="checkbox"/>	g/uiss
<a href="#">PR/5/BX</a>	
<a href="#">5 / -1</a>	
QOH: ?	

#### Audit Status

The PAR Bar registration is incomplete.

## Change PAR Level or Critical Level

You can also change the PAR Level and/or Critical level of an item using the registration program. Click on the **PAR/Critical Level** string for the item. The string will turn orange and the program will display the dialog to change the PAR Level and or Critical Level.

Scale 8

<input checked="" type="checkbox"/>	Tare
<input checked="" type="checkbox"/>	Item
<input checked="" type="checkbox"/>	110.12
<a href="#">EA/1/EA</a>	
<a href="#">2 / -1</a>	
QOH: 2	

If you change either, or both, values the program will display the original value to the right of the box. Once you have the values set as you wish, click the **OK** button.

#### Change PAR/Critical Levels for Item 200008 BARREL,NEBULIZER,HAND HELD,V

Set the PAR Level and Critical Level for this item at this location.

PAR Level  (2 previously)

Critical Level  (-1 previously)

Use -1 for critical level to turn off critical level reporting.

Cancel

OK

# Audit Scales

---

## Audit during Registration

The last step of the registration process is the Audit Status. When the program is in this mode it will loop through each scale on the bar and calculate the quantity on hand for the item registered to the scale.

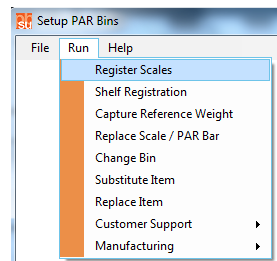
You should use this opportunity to verify the QOH being reported by the program matches the quantity in the bin. If you see a discrepancy in the reported QOH versus the actual quantity you should change the registration so the quantity is correct. Refer to [Scale Maintenance](#) section of this document for information on changing the registration.

---

## Audit after Registration

If you want to audit all the scales in a location you can quickly do that using the Setup PB program.

Start by selecting **Register Scales** from the **Run** menu.



If prompted, select the desired location. If you have a default location but you want to audit a different location, click on the PAR Location name and select a different location.

Now scan the **Item label** for the first scale or bar on the wall. The program should go to the Audit Status screen for that bar or scale.

---

*If you get a message on the screen that **“the value is not valid scale address”** then that item is not properly registered to the corresponding scale (so you know right away that something needs to be fixed). In this case, scan another item label on that bar. You can also remove a bin and scan the label on the scale or, if it is a standalone scale, press the ID button.*

---

Once the Audit Status screen is displayed there are a few things you should check (see below).



### PX3330 - Small 2kg - Express PAR Bar 8

Scale 1	Scale 2	Scale 3	Scale 4	Scale 5	Scale 6	Scale 7	Scale 8
✓ Tared	✓ Tared	✓ Tared	✓ Tared	✓ Tared	✓ Tared	✓ Tared	✓ Tared
✓ 200001	✓ 200002	✓ 200003	✓ 200004	✓ 200005	✓ 200006	✓ 200007	✓ 200008
✓ 6.32g	✓ 5.5g	✓ 29.98g	✓ 17.91g	✓ 2.39g	✓ 8.57g	✓ 38.61g	✓ 109.86
EA/1/EA	EA/1/EA	EA/1/EA	EA/1/EA	EA/1/EA	EA/10/BX	EA/1/EA	EA/1/EA
3 / -1	2 / -1	2 / -1	2 / -1	2 / -1	10 / -1	2 / -1	2 / -1
QOH: 3	QOH: 2	QOH: ?	QOH: 1	QOH: 6	QOH: 2	QOH: 2	QOH: 2

Last Weight: 13.33  
200005 Non-Pyrogenic Fluid Path

#### Audit Status

**The Express PAR Bar has been registered.**

The first thing to check is whether or not the program goes to the Audit Status screen with a message indicating the Bar (or scale) is registered. If there is a problem with the registration of one of the scales, the program will jump to where you need to be to complete the registration.

Next, as each scale is measured, the program will display the item number and description for the item registered to the scale (the item number is also displayed in the Item spot for each scale. Use this information to verify that each scale has the correct item registered.

## Audit Scale Measurements

After you have verified that the bar/scale is completely registered to the correct item(s), you should check that the scale is measuring correctly. The focus here is the QOH value. If you are just doing a quick audit, you can scan the QOH values and verify that the value displayed on the Audit screen matches the number of items in the bin.

---

*Sometimes it is useful to focus on a single scale when you are in Audit mode. You can do this by double-clicking on the QOH for the desired item. You will notice a small lock symbol next to the QOH and now the program will continually measure that one scale. To concentrate on a different scale, double-click on the QOH for that scale. To exit "locked-mode", double-click on the scale with the lock.*

---

There are only a couple reasons why the QOH reported by the program would not match the quantity in the bin, such as:

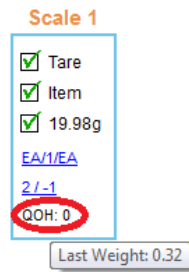
- The Tare value (or zero weight) is not correct. This could happen for two reasons:
  - The initial tare of the scale was done incorrectly. The tare might have been done with no bin on the scale or with items in the bin. Or, maybe, the size of the bin has been changed since the tare was done.
  - The scale has been abused thus changing the zero point of the scale. The scales are manufactured to withstand a normal amount of wear and tear. If, however, the scale has been stressed with a weight or force significantly over the capacity of the scale, or if the scale has been dropped several times, etc. the zero point of the scale may shift slightly.
- The Reference Weight for the item is not correct. The system uses the reference weight (or unit weight) of the item along with the total weight in the bin to calculate the QOH.

To identify and correct the problem, follow the guidelines below.

1. Take all the items out of the bin and wait for the program to measure the scale (the QOH value will turn orange while the scale is being measured). Then check the QOH value. The value should be zero.

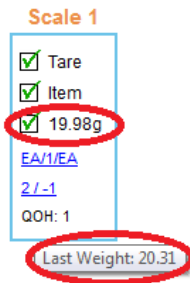
Move the mouse to the QOH caption for the scale and hover over the caption. The program will display the weight being reported by the scale. That value should also be near zero. The value will rarely be exactly zero because, due to electronic interference and other external factors and the

weight reported by the scale is always fluctuating slightly. Larger capacity scales (such as; 5K scale or 15K platform scales will fluctuate more).



If the QOH is not zero or the weight is a significantly high positive or negative number, click on the Tare caption for the scale and the program will let you re-tare the scale to set a new zero point.

2. To check the reference weight of the item (after you have verified that the zero point is correct) place one item in the bin. Wait for the program to measure the scale. The QOH value should be one and if you hover the mouse over the QOH caption, the weight displayed should very closely match the reference weight for the item.



If the reference weight appears to be incorrect, it is a good idea to put multiple items in the bin, such as five items and check the weight and the weight should be (roughly) 5 times the reference weight.

If you decide you want to change the reference weight of the item, follow the process in the [Change Item Weight](#) in the [Scale Maintenance](#) section of this document.

When you are satisfied that this bar (or scale) is registered properly, scan an item on the next bar or scale and continue until you have checked every scale in the room.

# Shelf Registration

---

## New Shelf Registration

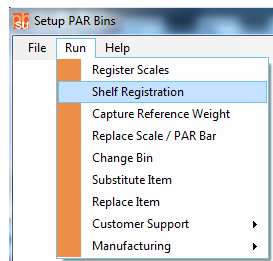
Shelf Registration is used to generate a diagram of the items in the room based on where each item is physically located in the room. The shelf registration can be used by the caregivers to location an item in the room (using PAR Vision or PAR Express). It can also be useful when trouble-shooting a problem with the scales or wiring by presenting a graphical view of the scales and you can see which scales are working properly versus those that are not working.

The Shelf Registration is organized in three sections:

- Wall – The wall identifier is somewhat arbitrary and is used primarily to identify the sections of a room. For example, if you have three cabinets in the room, you might designate each cabinet as a separate wall (even if they are on the same wall).
- Shelf – The shelf normally identifies a row of bins that are all located (approximately) at the same level within the wall.
- Bin – This is the position of this item on the “shelf”.

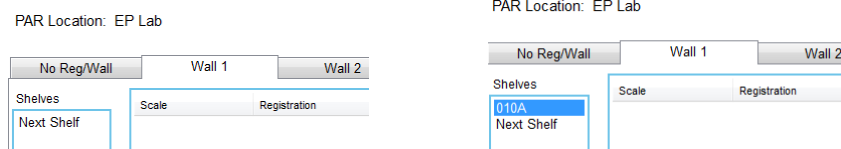
The numeric values assigned by the program for each wall/shelf/bin are somewhat meaningless by themselves. It is only important that each item/bin is positioned properly relative to the other items/bins in the room. For example, the first item will be at W1-010A-010A and the second item at W1-010A-012A. Logically, the 012A comes after the 010A so the items appear in the graphical view in the correct position. This is done for backward compatibility with other PAR Excellence functions.

Start by selecting **Shelf Registration** from the **Run** menu.



If this is a brand new registration, all the items at the location will appear on the tab titled **No Reg/Wall**.

Begin by clicking on the tab titled **Wall 1**. Next, click on **Next Shelf** to generate a shelf identifier on the wall (see below).



Now you can start scanning the item labels for the items to be registered to Wall 1 on the first shelf. As you scan each item it will appear in sequence on the registration for the wall.

PAR Location: EP Lab

No Reg/Wall	Wall 1	Wall 2	Wall 3	Wall 4
Shelves	Scale	Registration	Item Number	Item Description
010A	01010016887B29	W1-010A-010A	200004	0.9% Sodium Chloride
Next Shelf	02010016887B29	W1-010A-012A	200005	Non-Pyrogenic Fluid Path
	03010016887B29	W1-010A-014A	200001	BD Insyte AutoGuard

After you have scanned all the items in this row, click on Next Shelf to generate a new shelf identifier. A new empty shelf will be created and you can scan the items in this row.

---

*At and time if you come across an item with no label you can remove the bin and scan to the barcode on the scale or, if this is a standalone scale, press the scale ID button.*

---

When you finish that row, click next shelf again to generate another new shelf identifier and then scan the items in that row. Continue this process until all scales in the room have been added to the Shelf Registration.

If you move to a new section of the room that you want to register as a new Wall, simply click on the next available Wall tab and proceed as described above.

Your registration will be complete when there are no items left on the **No Reg/Wall** tab.

---

## Change a Shelf Registration

When you add and remove items in the room you should always try to keep your Shelf Registration up to date. Normally you will be adding a new item/scale between two existing scales or re-arranging some rows to make room for a new PAR Bar.

This section will show you how to insert an item into an existing Shelf Registration, remove an item from a Shelf Registration and how to insert a whole new Shelf into the registration for an existing wall.

## Insert an Item in the Shelf Registration

When you add items to a room you will first rearrange the existing scales to make room for the new scales and then add the necessary wiring to add the new scales to the scale network. When that is done you will use the [Register Scales](#) function to register the new items to the new scales.

After the new items/scales are registered, follow the steps below to add these new items to the existing Shelf Registration.

1. Start by selecting **Run > Shelf Registration** from the menu.
2. The new scale(s) should appear on the **No Reg/Wall** tab on the screen.
3. Click the tab for the **Wall** where the new scale was inserted and then click the **Shelf** number where the scale was inserted.
4. Scan the item to the *left* of the new item on the shelf. The program will beep and the item that was just scanned will be highlighted.
5. Scan the new item (the one that is being inserted into the Shelf Registration). The program will beep and the new item will be inserted into the registration.
6. If you have added an entire PAR Bar (so multiple items are being inserted into the Shelf Registration) simply continue scanning the items on the new bar and one by one they will be inserted into the Shelf Registration.

7. To insert an item at the beginning of a shelf, follow these steps:
  - a. Scan the item that was previously the first item on the shelf.
  - b. Scan the new item. If there are multiple new items being inserted, scan them all in sequence.
  - c. Scan the item that was previously the first scale on the shelf again (i.e., scan the same item as **step a** above).

## Remove a Scale from the Shelf Registration

If you are removing an item from a location you will follow the steps outlined below and the item will automatically be removed from the Shelf Registration.

To remove an item:

1. Remove the item from the wall and disconnect the scale.
2. Use PAR Location Items Maintenance (in the PAR Client system) to delete the item from the PAR Location.

Once the item has been removed from the PAR Location, it can no longer appear in the Shelf Registration (even if the scale is connected and still communicating).

## Insert a new Shelf in the Shelf Registration

The process to insert the new shelf into the existing registration involves a few additional steps but is still primarily an automated process. A summary of the process is:

- Add a new shelf identifier to the end of the Shelf Registration.
- Move each shelf down in the registration until you have “emptied” the shelf where the new shelf will be inserted.
- Register the items on the new shelf into the Shelf Registration.

Following is a step by step description of the process.

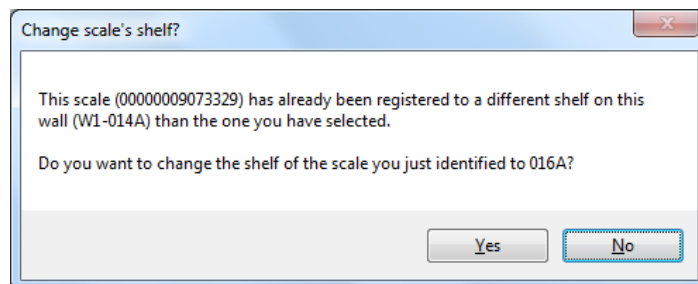
1. Click on the tab for the Wall where the new shelf will be inserted. Review the existing Shelf Registration and decide where the new shelf (or row) will be inserted.

---

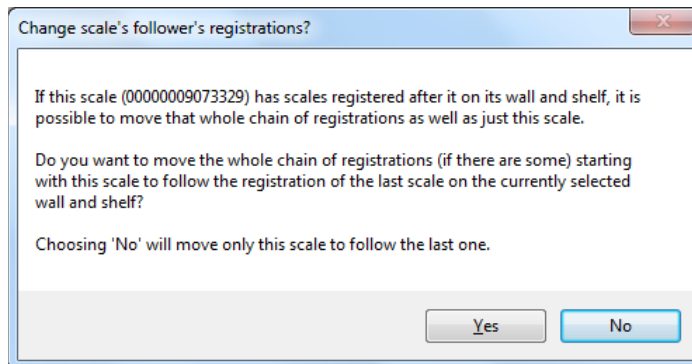
*This description will assume your current Shelf Registration has shelves 010A, 012A and 014A and you want to insert a shelf between 012A and 014A.*

---

2. If there is already an empty shelf for 016A click on the shelf, otherwise, click **Next Shelf** to generate shelf 016A.
3. With empty shelf 016A displayed, scan the first item on shelf 014A (if this is a stand-alone scale you can also press the ID button on the first scale in row 014A).
4. The program will display the message shown below and you should click **Yes** to change the item to shelf 016A.



5. Now the program will display the following message and you should click **Yes** again to move all the scales from shelf 014A to shelf 016A.



6. Now click on shelf 014A and you will see that it is empty. You can now scan the items on the new shelf to register the items to Shelf 014A.

---

*The new Shelf Registration will have shelves 010A, 012A, 014A and 016A and the items on shelf 016A will be those that previously were on shelf 014A and shelf 014A will contain the items on the new shelf.*

---

# Reference Weight

---

## Choose Item

The Capture Reference Weight function can be used to capture the weight of an item independent from registering the item to a scale. There are a few reasons why you may need (or want to use) this function. For example:

- If you register an item to a scale but skip the Capture Weight step because you had no sample available at the time. Once you have sample items available you can use this function to capture the weight.
- The vendor significantly changes the packaging for an item which increases or decreases the weight of each item. Use Capture Reference Weight to capture the new item weight.
- You want to pre-weigh items in a room prior to registering the items to the scales. If an item already has a weight on file when you register the item to a scale, the program will let you skip the Capture Weight step of the registration which can reduce your setup time.

The first step is to select the item you want to weigh. This can be done manually by scrolling through the list to find the item or by typing the item number or item description in the Filter fields at the top of the screen. When you find the item you want to weigh, click on the item and click the Select Item button (or double-click on the item).

The program will switch to the Unit Weight tab where you will capture the item weight.

---

## Capture Unit Weight

The Unit Weight tab is used to capture the reference weight of an item for a specified unit of measure.

There are multiple steps required to capture the weight, those steps include:

- Select the Unit of Measure to be weighed.
- Identify the scale that will be used to capture the weight (this is only done for the first item being weighed and then the system remembers the identity of the scale).
- Set the Zero Point of the scale being used to capture the weight.
- Capture the weight of the item.



An example of the screen used to capture the weight is shown below.

## 200001 BD Insyte AutoGuard

UISS

Unit of Issue

### Reference Weight Source

Commercial Scale	PAR Excellence Scale
	
<input type="text" value="00000011672429"/>	
No item is registered to this scale No location is registered to this scale	

Place the following number of item units into the actual bin. Select 'Capture Weight' to capture a total weight which will then be divided by the number of item units specified in order to derive the unit reference weight.

<input type="text" value="5"/>	?	<input type="button" value="Capture Weight"/>
--------------------------------	---	---

It is critical that this number, and the unit, matches the items in the bin.

For reporting purposes, please identify yourself:

If you need to adjust this number for some reason you may, but unless the item is very heavy a larger sample can be far better

## Select Unit of Measure

You can capture the weight for any unit of measure for the item even if that unit of measure is not currently defined in the system for the item.

Click on the **UISS** button to select the Unit of measure to be weighed.



For more information on how to set the Unit of measure, refer to the [Change Unit of Measure](#) section of this document under [Scale Maintenance](#).



## Identify Reference Weight Source

In order to weigh the item using this function you must identify the scale that will be used to capture the weight. You can use either a commercial precision scale or a PAR Excellence scale to capture the item weight.

The simplest setup for this function is using a PAR Excellence scale (usually a 6 inch platform scale with a 2Kg load cell) connected to the setup computer using a blue adapter (a blue adapter was sent with your setup computer kit). Connect the blue adapter to the computer with a 1-wire cable running from the adapter directly to the PAR Excellence scale (you can plug the cable into either of the connectors on the scale).

To identify the scale, click the barcode icon or the ID button icon. If you use the barcode icon (below left) you will identify the scale by scanning the barcode on the scale (if you are using a 6 inch platform scale, the barcode will be on the bottom of the scale). If you are using the ID button icon (below right) you will identify the scale by pressing the ID button on the front of the scale.

Reference Weight Source	
Commercial Scale	PAR Excellence Scale
	
<input type="text" value="00000011672429"/>	
No item is registered to this scale No location is registered to this scale	

Reference Weight Source	
Commercial Scale	PAR Excellence Scale
	
<input type="text" value="00000011672429"/>	
No item is registered to this scale No location is registered to this scale	

After you identify the scale the address of the scale is displayed in the box. If there is a question mark icon to the right of the box (see above right) you can click on the icon to verify the communications with the scale.



The system will remember the address of the scale used to capture the weights so if you use the same PAR Excellence scale every time you use this function you should only have to identify the scale once.

## Capture Zero Point

Sometimes you can weigh an item by placing it directly on the scale and other times you will need a bin on the scale to hold the items being weighed. The Capture Zero Point will insure that the Capture Weight function captures the weight of ONLY the items on the scale (filtering out the weight of the bin or any other apparatus used to hold the items on the scale).

You set the Zero Point of the scale by placing the bin on the scale then click the **Capture Zero Point** button. If you will not use a bin to hold the items, simply click the **Capture Zero Point** button with nothing on the scale.

A zero point for the given scale must first be taken. Make sure the scale has no items, but if you will be using a bin to weigh items in the next step, make sure that bin is now in place.

If you have already captured the zero point (while weighing a previous item) and you are weighing the next item using the same method (i.e., either with a bin or without a bin), you can click the **Skip Capture Zero** button to go directly to the Capture Weight process.

## Capture Weight

You will capture the unit weight of an item by weighing multiple samples of the item. The system calculates the unit weight for the item by dividing the total weight measured by the scale by the number of items you tell the system are on the scale (also factoring out the weight of the bin is one is used to hold the items).

Put five items on the precision scale. If you do not have five items, put as many items as you have on the scale and then change the number in the quantity box to match the number of items on the scale.

You can change the quantity value by clicking the up/down arrows to the right of the number or you can click in the box and change the number manually. When the quantity matches the number of items on the scale, click the **Capture Weight** button.

---

*It is very important that the number in the quantity box exactly match the number of items on the scale. If the two do not match the reference weight will be flawed and the system will be unable to calculate an accurate quantity-on-hand.*

---

Place the following number of item units into the actual bin. Select 'Capture Weight' to capture a total weight which will then be divided by the number of item units specified in order to derive the unit reference weight.

It is critical that this number, and the unit, matches the items in the bin.

For reporting purposes, please identify yourself:

If you need to adjust this number for some reason you may, but unless the item is very heavy a larger sample can be far better

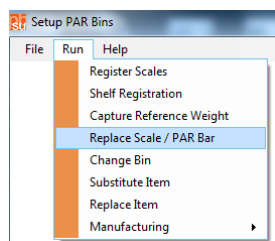
# Additional Tools

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## Replace Scale

This function can be used if you need to replace a scale or a PAR Bar. There are a number of reasons why you might need to replace a scale and this function will let you do that without losing the registration(s) for the scale(s) being replaced. This is especially useful if you are replacing a multi-scale PAR Bar which could have up to eight items registered.

Start by selecting **Replace Scale/PAR Bar** from the **Run** menu.



Before you start you want to disconnect the old scale (or bar) from the network of scales and connect the new scale (or bar). The new scale (or bar) should be communicating with the setup program when you run this function.

The function is very easy to use. You simply identify to old scale (or bar) and the new scale (or bar). If you are replacing a PAR Bar, you can scan any one of the scale labels on each bar. If you are replacing a single scale you can scan the label on the old scale and scan the label on the new scale (or press the ID button on the new scale).

**Replace Scale / PAR Bar**

This function is used to replace a registered scale or PAR Bar with another.

Scan or type  
the scale to replace

Replace This

Scan or type  
the new scale

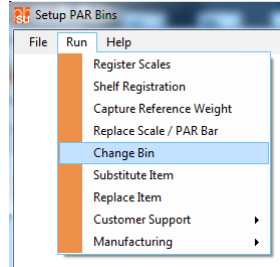
With This

After you have identified both scales, the program will move the item registration(s) from the old scale (or bar) to the new scale (or bar). The program will then give you the opportunity to tare the new scale to get the zero point of the scale. Place the empty bin on the scale and click the **Start Tare** button to set the zero point and complete the replacement.

# Change Bin

This function will let you quickly change the bin size for an item and re-tare the scale to capture the new zero point based on the bigger (or smaller) bin.

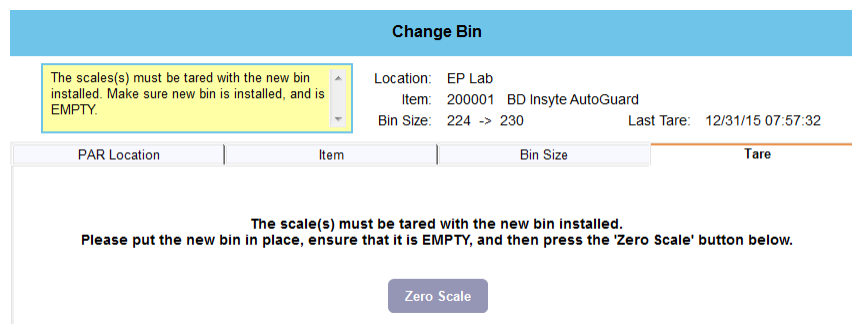
Start by selecting **Change Bin** from the **Run** menu.



There are four tabs on the screen that will guide you through the change bin process. The program will automatically switch from tab to tab as you complete the information on each tab.

Following are the steps to change a bin.

1. Start by selecting the PAR Location for the item that needs a new bin. Find the location in the list and click on it then click the **Select** button.
2. Find the item that needs a new bin in the list of items for the selected location. You can scroll through the list or you can type the **Item Number** or **Item Description** in the **Filter** fields on the screen. When you see the desired item, click on the item and then click the **Select Item** button.
3. Select the new bin size using the pictures and descriptions. Only the bin sizes that are allowed for the corresponding scale can be selected. Click on the desired bin size and then click the **Select Bin** button.
4. Set the Zero point for the scale based on the new bin size. Review the information at the top of the screen and if everything is correct and the new bin is on the scale and the bin is empty, click the **Zero Scale** button.



The program will tare the scale and display the tare progress. You will be notified when the tare is complete.

---

## Substitute Item

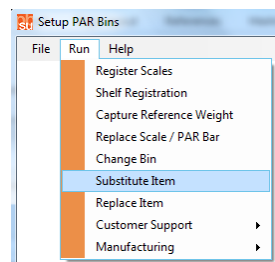
From time to time a vendor/manufacture will substitute one item for another in order to complete an order to the hospital. This is generally done to avoid a back-order situation on a generic item and as soon as there is sufficient stock of the original item, the vendor/manufacture will begin shipping the original item again rather than the substitute.

For example, the vendor normally fills an order for AA batteries with Acme batteries but because of a temporary out-of-stock condition they send Super Cell AA batteries to complete this month's order from the hospital. Once the out-of-stock condition at the vendor is rectified they will again send Acme AA batteries when the hospital orders batteries.

It would be very time consuming to re-register all scales where AA batteries are stocked to reference the Super Cell batteries only to change them all back to the Acme batteries a month later. Also, the hospital does not want to start ordering Super Cell batteries because the vendor will again be supplying Acme batteries as soon as the stock is available.

For these situations the Setup PB program provides the Substitute Item function.

Start by selecting **Substitute Item** from the **Run** menu.



There are three tabs on the screen that will guide you through the substitute item process. The program will automatically switch from tab to tab as you complete the information on each tab.

Following are the steps to substitute an item.

1. Select the item to be substituted. Find the item in the list of items. You can scroll through the list or you can type the **Item Number** or **Item Description** in the **Filter** fields on the screen. When you see the desired item, click on the item and then click the **Select Item** button.
2. Select the location(s) where you plan to stock the substitute item. Click the box to select each location (to deselect a location, click the check mark).
3. You must now weigh the substitute item. This is important because the system needs an accurate item weight to correctly calculate the QOH and the substitute may not have the same weight as the original item.
4. Click the **Set Weight** button. The program will take you to the Unit Weight tab to capture the reference weight of the substitute item. For more information on how to use this screen refer to the [Capture Unit Weight](#) section of this document in the [Reference Weight](#) chapter
5. After the item has been weighed, the program will return to the Locations tab and tell you if it is okay to mix the substitute item in the bin with the original item.

---

*If the weight of the substitute item is significantly different from the original item, the system will recommend that you do **not** mix the items in the bin. In those cases, select some locations to stock the substitute and leave others to stock only the original. You can use inventory from the locations where you put the substitute to replenish the locations stocking the original item.*

---

6. Click the **Save** button to complete the process and assign the substitute to the selected location(s).

## Remove a Substitute Item

Once the vendor/manufacturer begins sending the original item again and you no longer need to keep track of the substitute item you can remove the substitution.

1. Select Substitute Item from the Run menu.
2. Select the item that was substituted.
3. De-select the location(s) where you no longer plan to stock the substitute item (i.e., uncheck the box).
4. Click the **Save** button to complete the process and remove the substitute item from the selected location(s).

---

## Replace Item

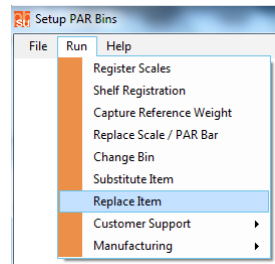
There are various reasons why an item at the hospital will be replaced by a different (comparable) item. Sometimes the replacement is made by the vendor/manufacturer and sometimes it is the hospital's decision to switch an item.

For example, the hospital switches from Acme brand AA batteries to Super Cell AA batteries because the performance of the battery is comparable for a lower price. In this case the hospital will discontinue ordering the Acme batteries and all future orders will be for the Super Cell batteries. At the same time the hospital wants to use up the stock of the Acme batteries.

It would be very time consuming to re-register all scales where AA batteries are stocked to reference the Super Cell batteries.

For these situations the Setup PB program provides the Replace Item function.

Start by selecting **Replace Item** from the **Run** menu.



There are four tabs on the screen that will guide you through the replace item process. The program will automatically switch from tab to tab as you complete the information on each tab.

Following are the steps to replace an item.

1. Select the item to be replaced (on the tab titled **Item 1**). Find the item in the list of items. You can scroll through the list or you can type the **Item Number** or **Item Description** in the **Filter** fields on the screen. When you see the desired item, click on the item and then click the **Select Item** button.
2. Select the new item (on the tab titled **Item 2**). Again, find the item in the list of items. You can scroll through the list or you can type the **Item Number** or **Item Description** in the **Filter** fields on the screen. When you see the desired item, click on the item and then click the **Select Item** button.

---

*Before you begin the replacement process make sure the new item has been added to the PAR Location(s) where it will be used to replace the old item. Use PAR Location Item Maintenance (in PAR Client) to add the item to the PAR Location.*

---

3. Select the location(s) where you plan to stock the replacement item. Click the box to select each location (to deselect a location, click the check mark).
4. If the new item does not have a reference weight in the system, the program will now make you weigh the item. Click the **Set Weight** button. The program will take you to the Unit Weight tab to capture the reference weight of the replacement item. For more information on how to use this screen refer to the [Capture Unit Weight](#) section of this document in the [Reference Weight](#) chapter
5. After the item has been weighed, the program will return to the Locations tab and tell you if it is okay to mix the replacement item in the bin with the original item.

---

*If the weight of the replacement item is significantly different from the original item, the system will recommend that you do **not** mix the items in the bin. In those cases, select some locations to stock the replacement and leave others to stock only the original. You can use inventory from the locations where you put the replacement to replenish the locations stocking the original item.*

---

6. Click the **Save** button to complete the process and assign the replacement item to the selected location(s).

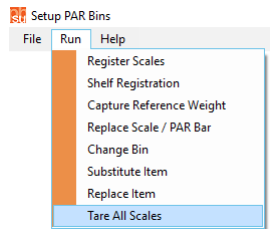
## Remove a Replacement Item

If, for some reason, you want to change the scale registration at a location from the replacement (new) item back to the old item, follow the same steps as outlined in the previous section to replace the new item with the old item.

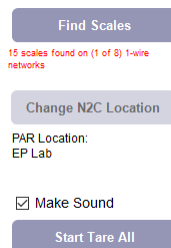
---

## Tare All Scales

The tare all scales function can be used to set the zero point for all scales (on all bars) that are currently connected to the scale network. This can save time in the registration process if you have all scales connected with empty bins before starting the registration.



Start by clicking the **Find Scales** button. The program will look for and configure all scales currently connected to the scale network. The program will tell you how many scales were found and display the information about those scales.



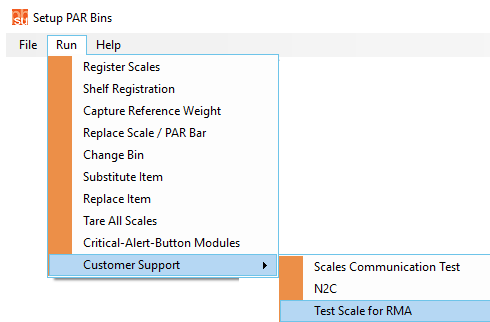
Make sure all the scales have a bin attached and that all the bins are empty and then click the **Start Tare All** button.

# Test Scale for RMA

This function is used if you have scale of a PAR Bar that is not working properly and you think it is a hardware problem with the scale. This function will run through a series of tests that will either pass or fail. If all tests pass, then the problem is probably not a hardware problem and you should call PAR Excellence Technical Support to trouble-shoot other things that may cause the scale to be producing the wrong weight/QOH. If one of the tests fails then you should call PAR Excellence Technical Support to get an RMA number so you can return the scale or bar for repair and return.

In order to complete the test, you will need the blue 1-wire adapter and the 1K weight that are shipped from PAR Excellence with every setup cart kit. Without these accessories you cannot fully run the test to verify the scale or bar is good or bad.

Select the **Test Scale for RMA** function from the menu. Contact PAR Excellence Technical Product Support if you do not see the selection in your menu.

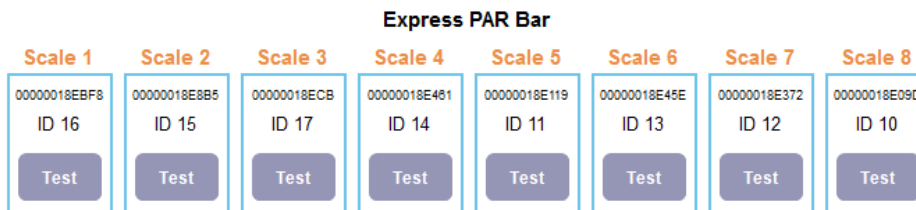


## Connect the PAR Bar or Scale

This function only works with a single PAR Bar or scale connected to the program. Use the blue 1-wire adapter and a long 1-wire cable.

Plug the cable into the adapter and the plug the adapter into the computer. Plug the other end of the cable into the PAR Bar or scale to be tested. Unplug the other cable from the PAR bar or scale so the only connection to the scale is the 1-wire from the blue adapter.

Once you've made the connection between the computer and the bar or scale the program should find the bar or scale and display the screen that you will use to test the scale.



## Test a Scale

Click the Test button for the scale to be tested. If you are testing a PAR Bar it is recommended that you test all the scales on the bar before you decide there are no problems with the bar. Obviously, if any one scale on the PAR Bar does not pass all the tests, you can stop testing the remaining scales and call to get your RMA number.

### 1. Tare/0g Test

This test will insure that the scale will complete the tare process and, once the tare is completed, if the scale will report a weight of ~0 grams.

- Press 'Tare' -



Make sure the bin is on the scale and the bin is completely empty and then click the Tare button. The program will perform the tare function then measure the scale to get the weight. If the scale passes the test, the screen will automatically advance to the next test.

If the tare process fails or if the measurement after the tare is not close to 0g, the test will fail and you will be notified. If there was an environmental reason that caused the tare process to fail (for example, you bumped the scale while it was taring) you can re-tare the scale by pressing the Tare button again.

---

*If the program automatically advances to the next test, it means that the Tare test was successful and the scale is measuring close enough to 0 grams to function properly. If for some reason you would like to see the exact weight being measure by the scale, you can click the **Test Tare** tab at the top of the page to watch the scale take measurements.*

---

## 2. **1kg Test**

This test will utilize the precision 1kg weight to insure that the scale continues to measure properly when there is weight in the bin.

- Load 1kg, press 'Start Test' -



Put the 1kg weight in the center of the bin and click the Start Test button on the screen. The program will take a measurement weight from the scale and insure that it reports a weight acceptably close to 1000 grams. If the scale passes the test, the screen will automatically advance to the next test.

If the 1k Test fails the program will go to the Test Results page and the scale will receive a failing grade.

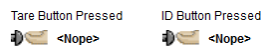
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*If the program has automatically advanced to the next test, but you want to see the exact results of the measure command, you can click the **Test 1kg** tab at the top of the page to watch the scale take measurements.*

---

## 3. **Buttons Test**

This test checks that the ID and Zero buttons on the front of the scale work properly. This test only applies to the individual PAR Bin scales. Since the PAR Bar has no buttons, this test is automatically skipped if you are testing a PAR Bar.



The program will instruct you to press each of the two buttons on the front of the scale. Press the buttons one at a time. When you press one of the buttons, if the program recognizes the press, it will put the time of the button press on the screen. After both buttons have been pressed and the presses are recognized by program, the program will automatically advance to the next test.

---

*After the program has advanced to the next screen, you can click the **Test Buttons** tab on the screen to see the times for the two button presses.*

---



#### 4. Test Other Port

Every scale has two 1-wire ports that are used to serially link one scale to another and to the controller. The program already knows that the port where the 1-wire cable is currently plugged in is working because it was able to complete the Tare Test and the 1kg Test. Now you will be asked to move the 1-wire to the other port on the bar or scale.

After you have moved the 1-wire cable, click the Start Test button. The program will send a command to the scale and wait for a response. If an acceptable response is received, the scale will pass the test.

Start Test

## Test Results

Once all the tests have been performed, the program will display the Test results. There are only two possible outcomes, the scale will Pass or the scale will Fail. If the scale passes these tests, it is unlikely that there is a hardware problem with that scale. If the scale is part of a PAR Bar, it is recommended that you perform the test on all scales on the bar before concluding that the entire bar has no hardware problems.

If the scale passes the test but is not working properly you should look for other reasons why it may not be working. Possibly the 1-wire cable that connects from the previous scale in the chain to this scale is bad. Or, maybe the cable was not fully plugged into this scale.

Never hesitate to call PAR Excellence Technical Product Support to help trouble-shoot the problem.

### Grade: Passed

Congratulations, the scale has passed all the tests.

If you were pursuing a problem, you can look elsewhere. If the issue is that the scale is not counting items correctly, check for problems with the unit of issue or the reference weight. If you discuss your issue with customer support, be sure to let them know that the scale passed these tests.

- ✓ 0g Test
- ✓ 1kg Test
- NA Buttons Test
- ✓ Port Test

OK

### Grade: Failed

Unfortunately, it appears there is a hardware failure.

One or more of the tests has failed. Please discuss these test results with Customer Support at 1-800-888-7279.

- ✓ 0g Test
- ✗ 1kg Test
- NA Buttons Test
- ? Port Test

OK



