

# SETTING UP AND USING RFID

## INTRODUCTION

The RFID feature works with specialized RFID hardware to provide inventory identification with just the sweep of a wand. RFID is a technology that allows reading of tags by radio frequency. The tag contains a chip which the wand can interact with. They do not require line-of-sight with text or a barcode. The vendors we work with are **TracTech** and **Rareworks**.

To get started with RFID, contact our sales staff at [sales@ajsllc.com](mailto:sales@ajsllc.com); they can help you select a system that works for you. After you purchase the system, the vendor will work with us and you to set it up.



There is an **annual fee of \$500** for the RFID integration, which is **prorated for the first year** and ties into your **existing annual Edge Service Renewal** fee.

## CONFIGURATION AND SETUP

### CONFIGURATION SETTINGS

Configuration will be performed by your RFID vendor; this is for your information. Settings are found in **Administrative ► Configuration**. Options include:

**RFID Config File Path** The location of the RFID configuration file. Use the standard Windows **Open File** window to find the file. The vendor should provide this file and the path to it.

**RFID Maintains Connection** Whether the RFID device maintains a connection while scanning.

**RFID Server Type** The type of server for the RFID device. For TracTech, it is Impinj.



**Server IPs must be static.**

### LICENSING

After your vendor has set up your system, go to The Edge and go to **Help ► Check for Updates**. Follow the wizard to install the new license file. RFID licensing and setup is on a store-by-store basis.

Permissions in **Administrative ► Associates ► Security** permit use of RFID features. Permissions include:

- Write Item SKU to RFID Tags, which allows the user to save the RFID tag to an item
- Remove RFID Tag from an item, which allows the user to delete the tag ID associated with the item.

If you don't have RFID, for a list of compatible RFID vendors, contact Edge Sales at [sales@ajsllc.com](mailto:sales@ajsllc.com).

### TAGGING RFID ITEMS



- **No two in-stock items can have the same RFID tag.**
- **You cannot save a tag that is saved to an item already without removing it from the old item first.**
- **Bulk items cannot have RFID tags assigned to them.**

To associate tags provided by your RFID hardware vendor with the item records in The Edge:

1. From the **Inventory** menu, select **Tag RFID Items**. The **Scanning for Tag** window will appear.

Fields and options in the **Scanning for Tag** window include:

<b>Device</b>	Indicates the scanning device.
<b>Barcode</b>	The barcode of the item to be tagged.
<b>Tag ID</b>	The RFID tag number.
<b>Description</b>	A description of the item.
<b>Start Scan</b>	Allows you to scan the tag number.

2. From the **Device** drop-down menu, select which device you are using to scan the tag.
3. Using a barcode reader, read or type in the barcode for the item to be tagged.
4. For some systems, place the item with the tag in the scanning box.
5. Select **Start Scan** button and scan the individual tag you want to assign to the item. The green bar will start moving across the form indicating that the tag reader is scanning. After the tag is registered, it will be assigned to the item and indicate the tag ID in the **Tag Id** field.
6. The form will pause for two seconds and then reset itself so you can repeat for additional items.
7. Close out of the form.



**If a tag is already assigned to another in-stock item, you will be prompted to assign this tag to the current item and remove it from the other item.**

Alternatively, you can assign RFID tags to an item in two other ways:

- Use **Inventory ► Items ► Find** to locate the item. From the search results, select **Supervisor ► Assign RFID Tag**.
- From the item record select **Supervisor ► Assign RFID Tag**.

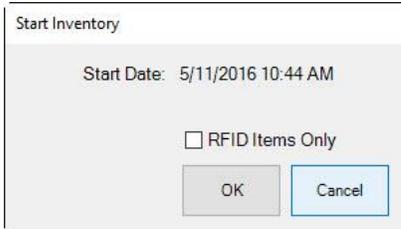
## USING RFID IN THE EDGE

### CONDUCTING PHYSICAL INVENTORY WITH RFID

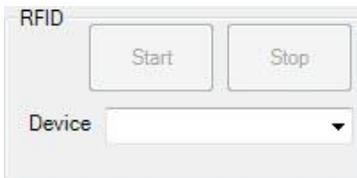
Physical inventory with RFID tags works within The Edge almost exactly like with other tags. Instead of scanning barcodes or entering item numbers, you'll use your RFID wand to read the tags.

To perform an inventory using RFID:

1. From the **Inventory** menu, select **Physical Inventory ► Scan**. You will be prompted to confirm the start date.



2. Indicate whether you wish to scan only items with RFID. If you do, you won't be counting bulk items, and you'll only be able to count items that have an RFID tag.
3. Select **OK**. The **Physical Inventory** window will appear with RFID options at the top.



4. Select a device and select **Start** to begin scanning. The **Physical Inventory** window will populate as described above.



**When you stop, be sure to select the Stop button on the Physical Inventory window to prevent the scanner from scanning in the background.**

5. Continue inventory.

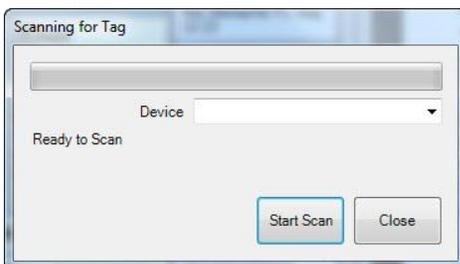
See The Edge User Guide section entitled Physical Inventory for more information.

Moving items is similar.

#### FIND ITEM BY RFID TAG

If you use RFID for inventory, you can use the RFID tag number to locate the item record. To do so:

1. Select **Inventory ► Items ► Find By RFID**. The **Scanning for Tag** window will appear.



2. Scan the tag. The Edge will search the database for the item number and return results a list with that item in it.