

User's Guide to On-Line RMAs





### EASEOFCARE User's Guide to On-line RMAs

#### Introduction

This User's Guide is intended to instruct you in the process of submitting an online RMA (Return Material Authorization) and tracking current RMA listings. Specifically, you will be shown how to:

#### Create a 'myDatalogic' Web Account

- New users will be shown how to register for an Online RMA account
- Log on to your 'myDatalogic' web account
- Request Premium Services to set up your online RMA account

#### Submit an RMA

- · Logging on to submit an RMA for repair
- Check product entitlement
- · Receive an RMA for product repairs
- Produce shipping labels to ensure correct shipment

### Track RMA Listings

- Tracking returns throughout the repair process
- View repair information (reason for return, diagnostic and repair description)
- Track any shipments being returned to you

This guide will provide all of the information necessary for you to submit and track RMAs on-line for product repairs.





Fig. 1 Support menu

Go to 'Repair Program', select the Product Model, see Fig. 2. Note: only if the product is eligible for online RMA 'Create an on-line RMA' section is displayed.

### **Getting Started**

Please go to: http://www.datalogic.com. From the 'Support' menu select the product family to be repaired: IN-COUNTER/ON-COUNTER SCANNERS/SCALES, INDUSTRIAL HANDHELD SCANNERS, MACHINE VISION, STORE AUTOMATION, MOBILE COMPUTERS etc. see Fig. 1

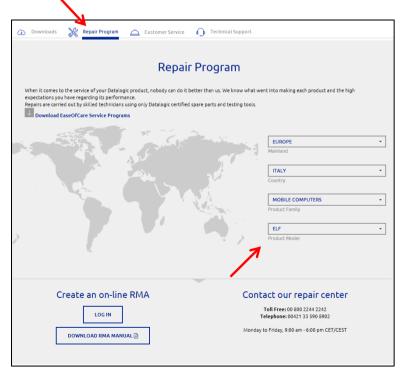


Fig. 2 Repair Program



Fig. 3 RMA Log In

In the Premium Services section, check the 'EASEOFCARE Repair Services' box (see Fig. 4), enter your information, then click 'Submit Registration for myDatalogic'.

**Note**: To complete a successful registration, please have this information on hand before starting:

- A valid email address
- Your Company 'Bill To' exact details¹
- Your Company 'Bill To' associated VAT number (Mandatory for EU)<sup>2</sup>
- A Datalogic unit Serial Number<sup>3</sup>

If the Shipping information related to your account is different from the 'Bill To', please notify Datalogic at the time an RMA is created.

<sup>2</sup>A VAT number can be entered either with or without a country code prefix, but must be in one character string without any separator (dots, dashes, etc.) or a blank space.

<sup>3</sup>A Serial Number can be from any of your Datalogic products and is required as a 'confirmation step' against web automated registrations.

#### **New Users**

Select the 'Login' icon and then click on 'Register for myDatalogic' link (see Fig. 3).

nline RMA	
	ickage includes access to myr-lie Snaring, a utility to exchange files with Datalogic ADC Perso leed to be invited by a Datalogic ADC employee.)
Subscribe Me to	the Dataletter, Email Newsletter providing the latest news and information from Datalogic AD
Select from F	Premium Services
☑EASEOFCARE	Repair Services - On-Line RMA (Return Materials Authorization) Submissions and Tracking
Email Address	
First Name:	
Last Name:	
Company:	
Street Address:	
City:	
Zip / Postal Code:	
Country:	•
State / Region:	
Phone Number:	
Fax Number:	
Serial Number:	
may have regard to advise you of treated confident	hat you provide will be used to contact you regarding any questions we ing your account services. We will also use your contact information any changes regarding your account. Your contact information will be ally; it will not be shared outside our company.

Fig. 4 myDatalogic Registration Form

<sup>&</sup>lt;sup>1</sup> Prior to submitting registration, please ensure that the Street Address, City and Zip/Postal Code entered match with your Company 'Bill To' details and VAT Number.

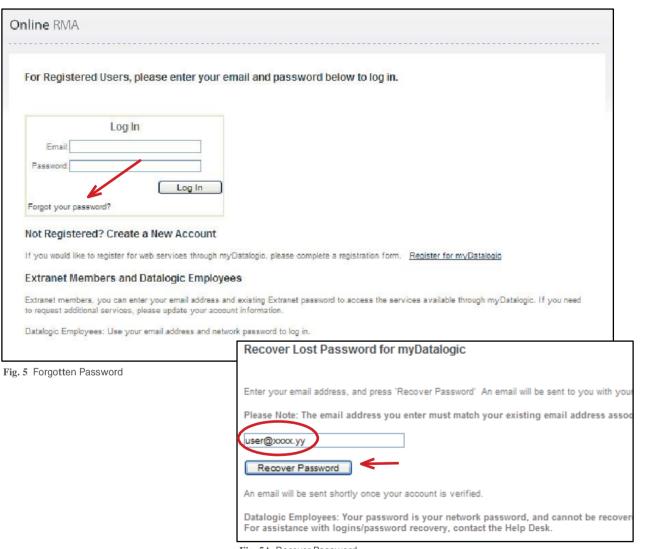


Fig. 5A Recover Password

#### Recover Password

If you already have a 'myDatalogic' or 'EASEOFCARE Service' account and forgot your password you can retrieve it at any time.

At the Login screen click the 'Forgot your password?' link, enter the account email address, and then click the 'Recover Password' (See Fig. 5 and Fig. 5A)

You will receive an email including your user name (the email address you registered with) and your password.



Remember to look in your spam folder where automated messages sometimes filter.



### Registered Users / Returning Users

Go to the Datalogic web site at:

http://www.datalogic.com. From the 'Support' menu select the product to be repaired then go to 'Repair Program' menu. Click on online RMA LOG IN button

At the Log In screen (Fig. 6), enter your Email address and Password, and then click the 'Log In' button.

Your 'myDatalogic' page provides you with a single access point for your account.

To submit an on-line RMA, click the link 'EASEOFCARE - Submit an RMA' shown under 'myServices' (See Fig. 6A).

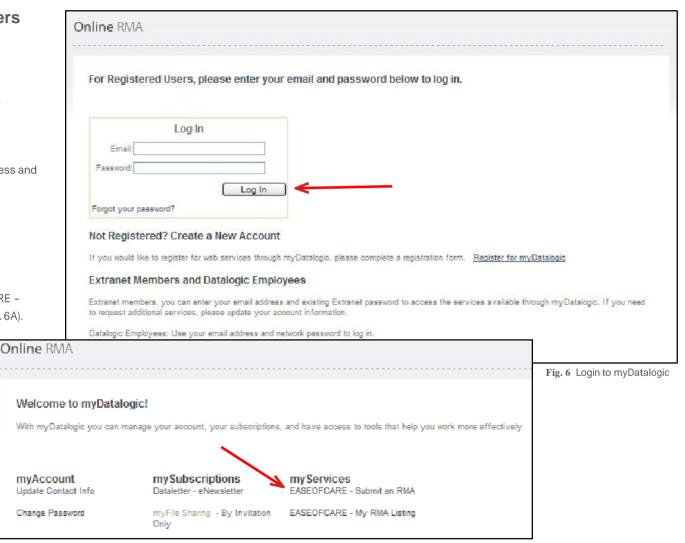


Fig. 6A EASEOFCARE - Submit an RMA



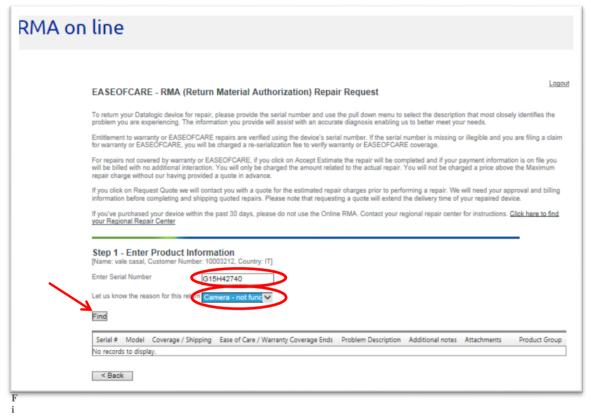


Fig. 7 Enter Product Information

#### Starting an RMA Request

A serial number of the product being submitted is required. In most cases, the serial number can be found on the actual unit. Please have this number ready before beginning the process.

**Note:** If a Serial Number can't be found or is no longer readable, a Re-Serialization fee may apply to the unit and you will be prompted to provide the Product Name. Please see page 9 - 'Unknown Serial Numbers' for additional information.

#### **Step 1 - Enter Product Information**

Enter the Serial Number in the appropriate box.

In the drop-down box, select the reason for returning the product.

Click on 'Find' (see Fig. 7). The application will search for the product information and status.

**Note:** You don't have to worry about differences in entitlements when several products are submitted at the same time. System will automatically generate multiple RMAs as it is appropriate, BUT if you try to create an RMA for products that are repaired in different locations, you will be blocked and have to split the RMAs



#### **Step 1 - Enter Product Information**

#### **Confirm Entitlement**

Verify the Product Information and Entitlement (see Fig.8). **Accept Estimate**, in which case the product is repaired without any further notification, **or Request Quote**, in which case the product is not repaired until you accept the quote.

Press 'Add Product and Continue' or go 'Back' one step if additional editing is needed.

**Note:** Entitlement doesn't have to be confirmed when product is under coverage of an EASEOFCARE service program or under Factory Warranty.

If you dispute the Entitlement, please provide as much relevant information as possible in the Step 3 'Additional Information' box, such as date of purchase, contract number, etc.

**Note:** If needed, a Datalogic representative may contact you for additional information and details regarding the RMA Request.

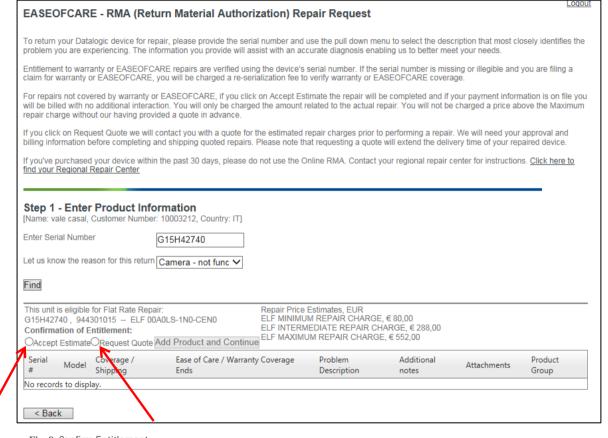


Fig. 8 Confirm Entitlement

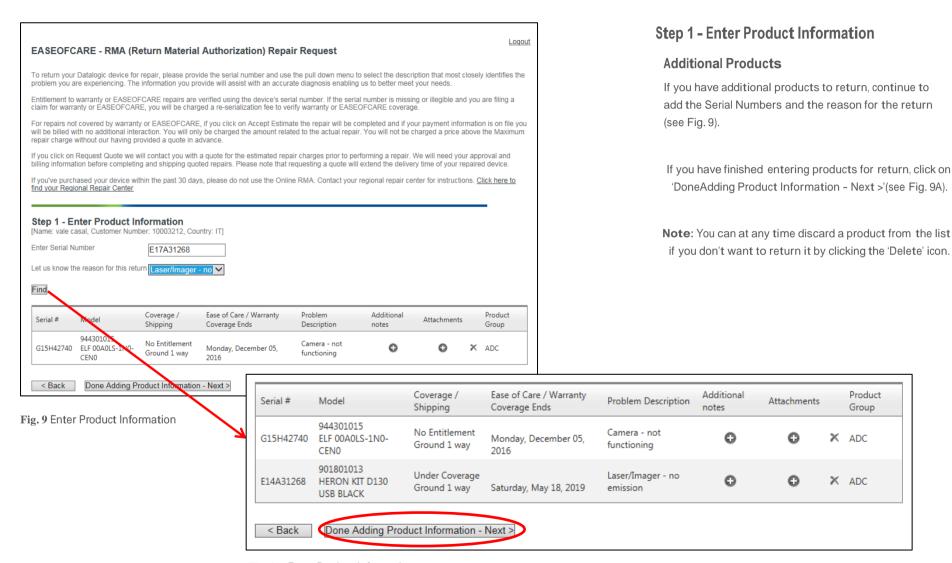


Fig. 9A Enter Product Information



#### **Step 1 - Enter Product Information**

#### **Unknown Serial Numbers**

Occasionally, a Serial Number may be worn off of a product or lost for various reasons. If this is the case, please enter Unknown (see Fig. 10) in the 'Enter Serial Number' box.

In the drop-down box, please select a reason for returning the product.

Press 'Find'.

The screen will refresh and you will be asked to provide the Product Name associated with the unknown Serial Number (see Fig. 10A).

Check the box to acknowledge the conditions regarding the unverified product.

Click 'Add Product and Continue'.

The screen will refresh. Select 'Done Adding Product Information' to advance to the next screen.

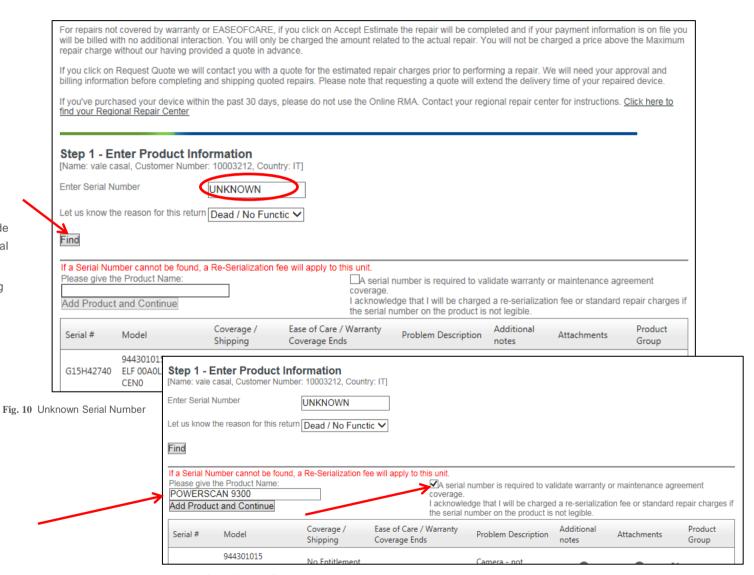


Fig. 10A Serial Number Required

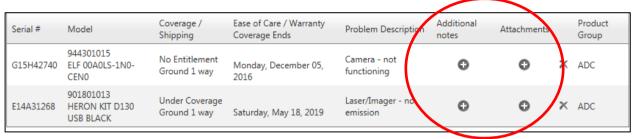


Fig. 11 Enter Product Information

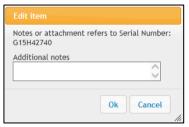


Fig. 11A Adding Additional Notes

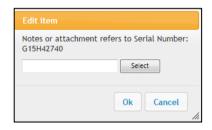


Fig. 11B Adding an Attachment

Serial #	Model	Coverage / Shipping	Ease of Care / Warranty Coverage Ends	Problem Description	Additional notes	Attachments	Product Group
G15H42740	944301015 ELF 00A0LS-1N0- CEN0	No Entitlement Ground 1 way	Monday, December 05, 2016	Camera - not functioning	PELASE RETURN TEH PRODUCT WITH FW	<b>o</b> 7	< ADC
E14A31268	901801013 HERON KIT D130 USB BLACK	Under Coverage Ground 1 way	Saturday, May 18, 2019	Laser/Imager - no emission	0	0 7	< ADC

Fig. 11C Editing Information

### **Step 1 - Enter Product Information**

#### Additional Notes and Attachments

To enter related product technical information and/or to attach a document relevant to the repair of your device, click the "+' icon (see Fig. 11).

"Additional Notes' will accommodate up to 40 characters (see Fig. 11A).

An "Attachment' cannot exceed 5 Mb per item (see Fig. 11B).

Information in both of these features can be edited and/ or deleted at any time (see Fig. 11C).



### **Step 2 - Enter Shipping Information**

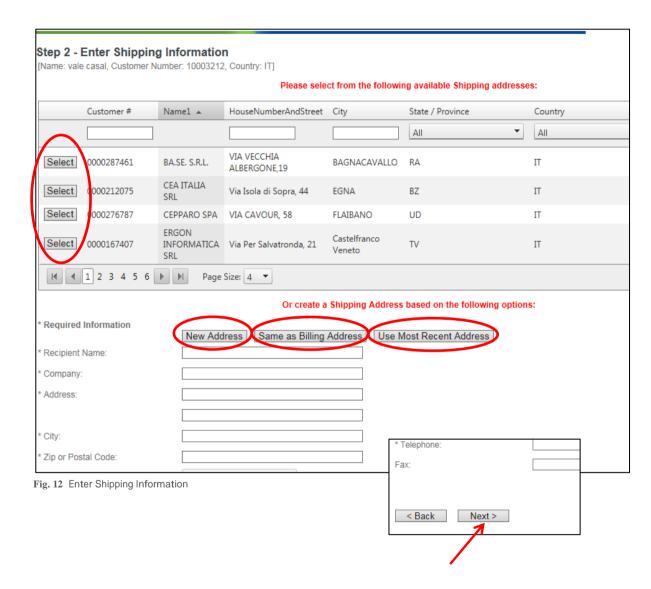
There are four options:

1) Select the desired 'Customer #' from the list associated to your account, which automatically populates the fields based on selected Customer # details.

**Note**: Please check for multiple pages to list all proposed pre-defined 'Ship To' locations.

- 2) Click on 'New Address' and manually fill in the fields (see Fig. 12 for options).
- 3) Click on 'Same as Billing Address' which automatically populates the fields.
- 4) Click on 'Use Most Recent Address', which automatically populates the fields based on your last 'Ship To' location entered.

All products submitted on this RMA will be shipped to the address that is entered here when the repair process is complete. Fields identified with an asterisk (\*) are required fields. When finished, click on 'Next' at the bottom or 'Back' to step back to the previous screen for editing.



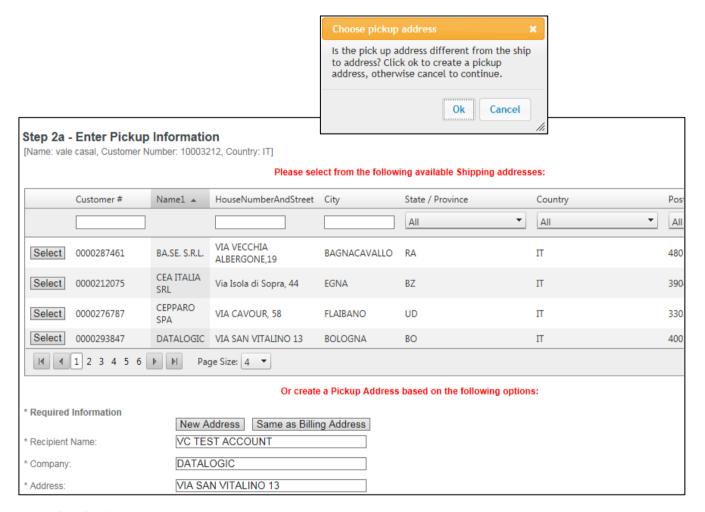


Fig. 13 Enter Pick Up Information

### Step 2a - Enter Pick Up Information

This step only shows up if one of the products is associated a 2-Way shipping condition. In this case you which is different than the 'Ship To' address.

Once the Web Message pops up click the 'Cancel' button if the pick-up address is the same as the Ship To address previously defined (then go to next page Step 3), or click 'OK' if you want to specify a different address.

There are the four same options as included in previous step (See Fig. 13):

- 1) Select from list.
- 2) Click on 'New Address' and manually fill in the fields.
- 3) Click on 'Same as Billing Address'.
- 4) Click on 'Use Most Recent Address'.

All products covered by a 2-Way shipping condition submitted on this RMA will be collected at the Pick Up address if it is included. Fields identified with an asterisk (\*) are required fields. When finished, click on 'Next' at the bottom or 'Back' to step back to the previous screen for editing



#### **Step 3 - Additional Information**

If you would like to provide any additional information or details, please provide those notes in the space provided.

You may enter a PO number for your reference or just write "NONF".

Check the acknowledgement box (see Fig. 14).

Checking the dedicated box you may enter an additional email address to send RMA documents

Click on the 'Finished! Submit RMA Request' button to submit the request.

As with any of these screens, the 'Back' button is an option if any information requires additional updating.

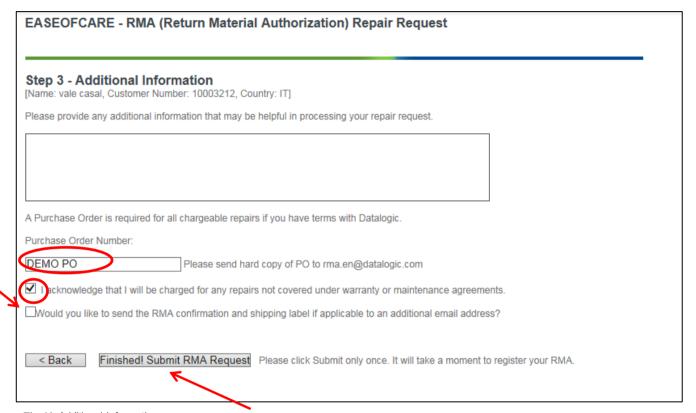
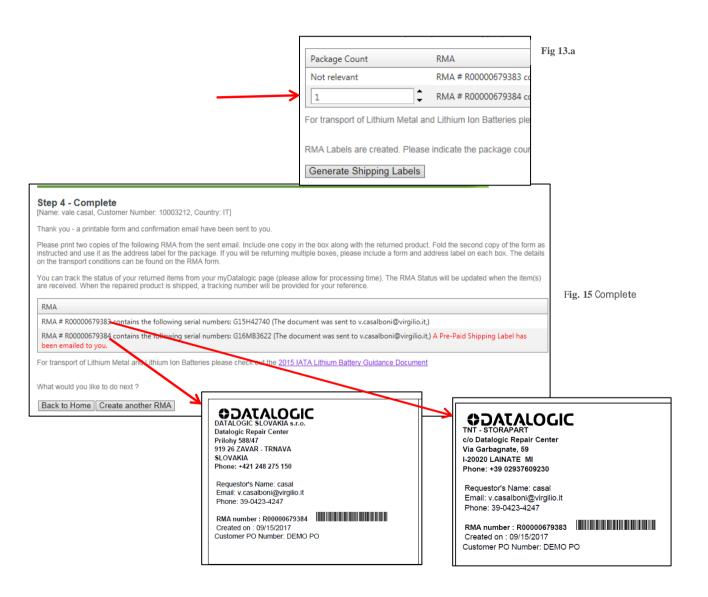


Fig. 14 Additional Information





### Step 4 - Complete

Carefully read the instructions on Printing Labels, Packaging and follow the directions.

You will receive at the indicated address one or several emails with the RMA document and a pre-paid shipping label as it is relevant for the submitted product(s). Please contact your Datalogic Repair Center if you don't receive these mailings. Please remember to first check your spam folder where automated messages sometimes filter.

**Note:** Based on your region and if one or several products are eligible for inbound freight paid by Datalogic, an additional step could be required where you'll be prompted to indicate the number of packages and to generate shipping labels (see Fig 13.a). Once completed, you will see the message 'A Pre-Paid Shipping Label has been emailed to you'.

As it is needed, an On-Line RMA will generate multiple RMAs based on product associated service level and shipping type.

You are now authorized to return the listed product(s) to the address shown in the upper left corner of the received RMA form(s) (see Fig. 15). This will reflect the Repair Center or Consolidation Point address which is closest to your country/area of the world.

Pack the product according to the number of different RMAs received. Please use the original shipping container if possible or another suitable shipping package, in case you would like to save the original shipping container for resale of the unit.



### **Tracking Your RMA**

Once your RMA has been submitted, you may want to check if the product has been received and/or returned.

Once the product has shipped, you may want additional information about the diagnosed defect and repair.

You can track and get information of your RMA from your myDatalogic page.

To track your RMA, click on the 'EASEOFCARE - MyRMA Listing' link under the myServices section (see Fig. 16).

#### My RMA List

You can either click the calendar icons to select a date range to see all returns submitted within a defined time frame or search by a specific RMA number / Serial number to see a targeted return. Check box 'Include RMAs that have not been received by Datalogic' if you want to see them all.

A tracking number is made available for products which have been shipped. Clicking on desired 'Tracking Number' link will provide you with the shipping details and the progress of your shipment.

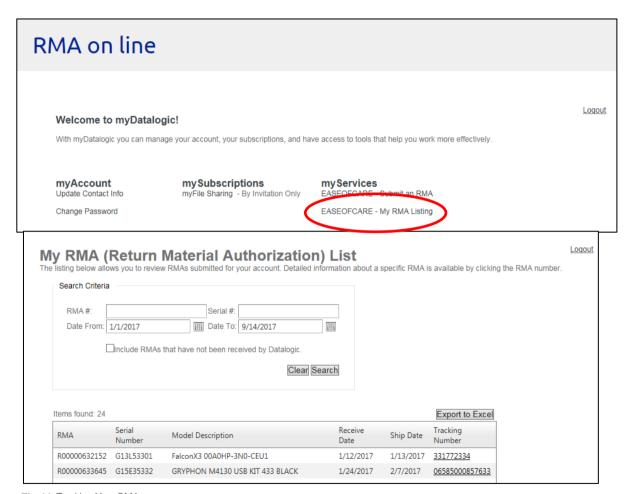


Fig. 16 Tracking Your RMA



		Clear Sear	rch		
Items found: 24					Export to Excel
RMA	Serial Number	Model Description	Receive Date	Ship Date	Tracking Number
R00000632152	G13L53301	FalconX3 00A0HP-3N0-CEU1	1/12/2017	1/13/2017	<u>331772334</u>
R00000633645	G15E35332	GRYPHON M4130 USB KIT 433 BLACK	1/24/2017	2/7/2017	06585000857633
R00000633645	G15E35332.	BC4030-BASE/CHARGER M INT-BLACK- 433MHZ	1/24/2017	2/7/2017	06585000857633
R00000635520	G13N18967	FalconX3 00A0HP-3N0-CEU1	1/30/2017	2/1/2017	<u>334186832</u>

Fig. 17 My RMA Details

RMA	PO Number	Serial Number	Model Number	Model Description	Ship To Name	Ship To Address
R00000632152		G13L53301	945250004	FalconX3 00A0HP-3N0-CEU1	DATALOGIC LTD	VIA san Vitalino 13, Calderara di reno, Bologna
R00000633645		G15E35332	GM4130-BK-433K1	GRYPHON M4130 USB KIT 433 BLACK	DATALOGIC LTD	VIA san Vitalino 13, Calderara di reno, Bologna
R00000633645		G15E35332.	BC4030-BK-433	BC4030-BASE/CHARGER M INT-BLACK-433MHZ	DATALOGIC LTD	VIA san Vitalino 13, Calderara di reno, Bologna
R00000635520		G13N18967	945250004	FalconX3 00A0HP-3N0-CEU1	DATALOGIC LTD	VIA san Vitalino 13, Calderara di reno, Bologna

Fig. 18 "Export to Excel" Results

#### My RMA List

You can view the RMA details by clicking the 'Export to Excel' button from My RMA List page (see Fig. 17). This will provide you with a snapshot of all information linked to the listed RMA(s). Each RMA/Serial Number combination will provide the following information (see Fig.18):

**Ship To Name:** The company name where the repaired unit will be or has been shipped to

**Ship To Address:** The location where the repaired unit will be or has been shipped to

Repair Type: Unit coverage type

**Customer Reported Issue:** The reason for the return entered by the RMA requestor

**Failure:** Problem found (only applies to Shipped RMA units)

**Repair Description:** Affected component (only applies to Shipped RMA units)

**Receive Date:** The date in which the defective unit reached the Datalogic Service Repair Center

**Ship Date:** The date the repaired unit was (or will be)

shipped

**Tracking Number:** The repaired units' consignment tracking number





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