

How to Prepare and Load a Lookup File

These instructions will show you the steps to preparing your lookup file for download to a Cipher Scanner. Please follow these steps carefully.

Step 1—Start with an Excel Spreadsheet

First make sure your spreadsheet has only the columns of data that you need. For example, in the list below there is UPC, Item, Description, PK and Price. If your lookup list is restricted to 3 or 4 fields then delete any other fields except these.

	A	B	C	D	E
1	UPC	ITEM	DESC	PK	LIST
2	072838300577	BBGP2BLKM	BETTERGRIP BLACK MED. 2-PK		1.80
3	072838300560	BBGP2BLUM	BETTERGRIP BALL PT BLU MED 2PK		1.80
4	072838300584	BBGP3001F6PK	BBGP3001F6PK BETTERGRP 3PK		2.70
5	072838300706	BBGP6BLKF6PK	BBGP6BLKF6PK BETTERGRIP 6PK		5.40
6	072838300713	BBGP6BLUF6PK	BBGP6BLUF6PK BETTERGRIP 6PK		5.40
7	072838300744	BBGP6BLUM6PK	BBGP6BLUM6PK BETTERGRIP 6PK		5.40
8	072838300720	BBGP6REDF6PK	BBGP6REDF6PK BETTERGRIP 6PK		5.40
9	072838300751	BBGP6REDM6PK	BBGP6REDM6PK BETTERGRIP 6PK		5.40
10	072838350107	BBPS-BLKF6PK	BETTER BALL POINT BLK FINE 1PK		1.46
11	072838357106	BBPS-BLKM6PK	BETTER BALL POINT BLACK M 1PK		1.46
12	072838360106	BBPS-BLUF6PK	BETTER BALL POINT BLUE F 1PK		1.46
13	072838367105	BBPS-BLUM6PK	BETTER BALL POINT BLUE M 1PK		1.46

Step 2—You can highlight the first header row and delete. Also, make sure there are no spaces between rows. It is a good idea not to have any commas or quote marks in the description or any of the other fields.

Step 3—Save file as tab-delimited txt file within Microsoft Excel.

File name: My Lookup List

Save as type: Text (Tab delimited) (*.txt)

Save Cancel

Step 4—The file will look something like this if you were to open the file within Notepad:

My Lookup List.txt - Notepad					
File Edit Format View Help					
UPC	ITEM	DESC	PK	LIST	
072838300577		BBGP2BLKM		BETTERGRIP BLACK MED. 2-PK	1.80
072838300560		BBGP2BLUM		BETTERGRIP BALL PT BLU MED 2PK	1.80
072838300584		BBGP3001F6PK		BBGP3001F6PK BETTERGRP 3PK	2.70
072838300706		BBGP6BLKF6PK		BBGP6BLKF6PK BETTERGRIP 6PK	5.40
072838300713		BBGP6BLUF6PK		BBGP6BLUF6PK BETTERGRIP 6PK	5.40
072838300744		BBGP6BLUM6PK		BBGP6BLUM6PK BETTERGRIP 6PK	5.40
072838300720		BBGP6REDF6PK		BBGP6REDF6PK BETTERGRIP 6PK	5.40
072838300751		BBGP6REDM6PK		BBGP6REDM6PK BETTERGRIP 6PK	5.40
072838350107		BBPS-BLKF6PK		BETTER BALL POINT BLK FINE 1PK	1.46
072838357106		BBPS-BLKM6PK		BETTER BALL POINT BLACK M 1PK	1.46
072838360106		BBPS-BLUF6PK		BETTER BALL POINT BLUE F 1PK	1.46

Step 5— Download the file to the Cipher Reader. For this process, you must use the most current version of the DLookup.exe utility. First, put the reader into transfer lookup file mode by returning to the main menu of the reader and picking 3.Utilities. Then choose 8. Load Lookup. Now, place the reader in the dock. Next, start up the DLookup.exe program, pick the .txt file you want to load, and make sure all the parameters are set like below (*you must choose your correct Com Port*):

Download Lookup: v2.03

File name :

Download via :

COM port : (1~255)

Baud rate :

Step 6— If the load was successful then you will get a good beep and you can go about scanning. If not, then the program will warn you where you are making a mistake.