# Oracle® Retail Warehouse Management System Radio Frequency User Guide Release 12.0 June 2006

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# Preface

This user guide concentrates on how to use the components of the radio frequency (RF) hand-held device, the truck-mounted (TM) device, and the wrist-mounted (WR) device with Oracle Retail Warehouse Management System. It provides you with:

- Overviews of each functional area of the application.
- Step-by-step procedures for completing specific tasks.

You are advised throughout the manual when a function is not available on the truck-mounted and wrist-mounted devices. All functions are available on the hand-held device.

## Audience

This document is intended for the users of Oracle Retail Warehouse Management System on RF, TR, and WR devices.

## Related Documents

You can find more information about Oracle Retail Warehouse Management System in these resources:

- Oracle Retail Warehouse Management System Installation Guide
- Oracle Retail Warehouse Management System Operations Guide - Volume 1 - Functional Overviews
- Oracle Retail Warehouse Management System Operations Guide - Volume 2 - Error Codes
- Oracle Retail Warehouse Management System Data Model
- Oracle Retail Warehouse Management System Online Help
- Oracle Retail Warehouse Management System User Interface User Guide

## Customer Support

- https://metalink.oracle.com

When contacting Customer Support, please provide:

- Product version and program/module name.
- Functional and technical description of the problem (include business impact).
- Detailed step-by-step instructions to recreate.
- Exact error message received.
- Screen shots of each step you take.

# 1

# Security and Access

This chapter describes the security and logon features of Oracle Retail Warehouse Management System (RWMS).

## Security

RWMS features two security measures: passwords and privilege levels.

### Passwords

A password is required to access RWMS. Logon standards require that you change passwords after predefined number of days has passed. This parameter is set by the system administrator. Passwords must be unique and be at least five alphanumeric characters in length. Passwords are case-sensitive.

After a predefined number of days, you are prompted to change your password. This parameter is also set by the system administrator. You must change your password sometime between the date of the first prompt and the password expiration date or you will no longer be able to access RWMS.

#### Change a Password

1. In the Enter New Password field, enter a new password.
2. In the Confirm New Password field, enter the new password again.
3. Select the Change Password option in order to save the new password.

### Privilege Levels

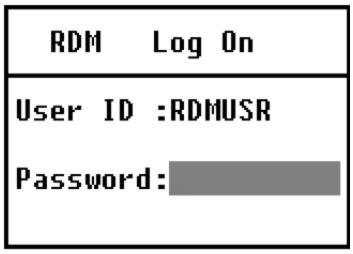
Each user is assigned a privilege level by the system administrator. Not all menu options and screens in RWMS are accessible to users with lower privilege levels. RWMS recognizes each user's privilege level and allows menu or screen entry accordingly.

# Log On to and Exit RWMS

There is no standard method for starting the RWMS application. Contact your system administrator for instructions. After you have started the application, you are prompted to log on. Use the exit procedure when you are done using RWMS.

## Log on to RWMS

The logon procedure is the same for hand-held, truck-mounted, and wrist-mounted devices.




**RWMS Log On RF, TM, and WR screen**

1. On the RWMS Log On screen, enter or edit the user ID in the User ID field.
2. In the Password field, enter your password.
3. Press the Enter key. The Facilities screen opens.

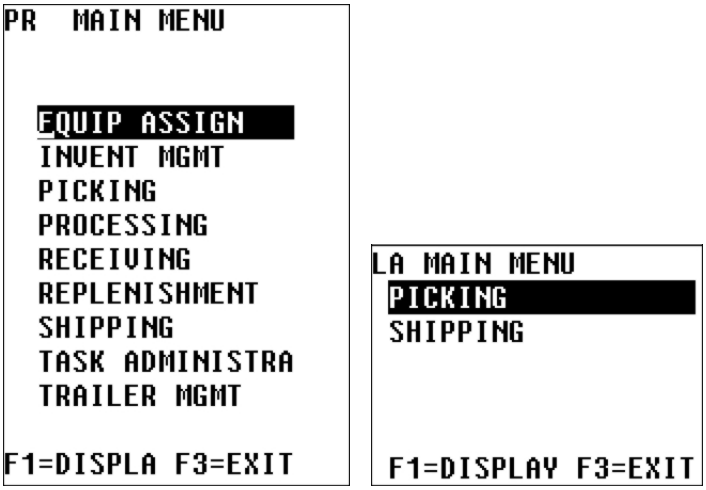
**Note:** If you have access to only one facility, the Main Menu screen opens.

**Facilities RF and TM screen**

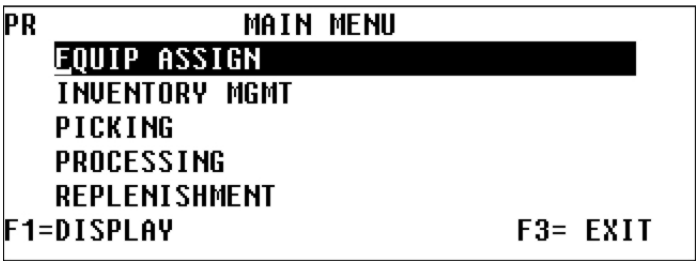
4. Select the facility that you want to work in.

5. Press the Enter key. The Main Menu screen opens.

**Note:** Some menu screens have more options than can be displayed at one time. Scroll up or down the menu in order to view any additional options.




**Main Menu RF and WR screens**




**Main Menu TM screen**

## Exit RWMS

1. From any menu screen, press the F3 (Exit) key.
2. When prompted to confirm the request to exit, enter **Y** (Yes). Press the Enter key.

# 2
# Receiving

The receiving module covers the following tasks:

- Receiving appointments
- Blind receipt
- Container checking
- Lot tracking
- Return receiving

The Receiving option lets you: open appointments and receive merchandise, scan merchandise using bar code labels and RF devices, perform quality control, mark merchandise or appointments for trouble, reconcile appointments, close appointments, release trailers, build containers, track lot identification for dated merchandise, and process return receiving.

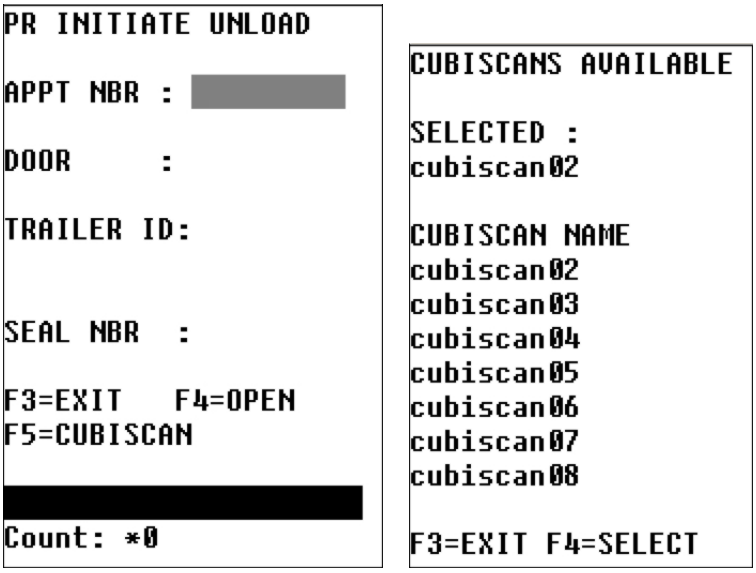
## Receiving Appointments

You can scan or manually enter the information in the appropriate fields. If you manually enter the information, you must press the Enter key to move to the next field. Scanning the information from the appropriate labels automatically moves you to the next field.

Merchandise that does not have a PO/line item in the receiving package can be shipped with an appointment. If the excess merchandise is associated with a valid PO, the receiving supervisor can add the merchandise to the current appointment. The supervisor can choose to print labels, schedule a new appointment, or load the merchandise back onto the trailer.

> **Note:** The Receiving options are not available on truck-mounted or wrist-mounted terminals.

**Navigate:** On the Main Menu screen, select Receiving. On the Receiving Menu screen, select Receiving. The Initiate Unload screen opens.



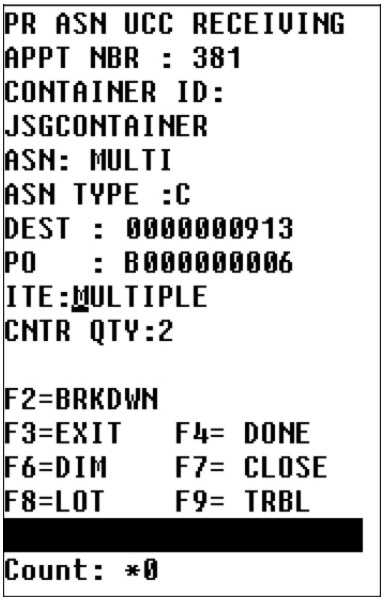

**Initiate Unload RF screen**

1. In the Appt Nbr field, enter an appointment number.
2. In the Door field, enter the ID of the receiving door.
3. [Optional] In the Trailer ID field, enter the ID of the incoming trailer.
4. [Optional] In the Seal Nbr field, enter the seal number.
5. [Optional] To use a Cubiscan device while receiving:
   a. Press the F5 (Cubiscan) key. The Cubiscans Available screen displays all known Cubiscan devices.
   b. Select the desired device.
   c. Press the F4 (Select) key. The selected device opens in the Selected field.
   d. Press the F3 (Exit) key to return to the Initiate Unload screen.
6. Press the F4 (Open) key to open the appointment. Which screen appears, depends on the type of appointment.
   - If an appointment is based on ASNs and all the containers are marked with UCC labels, the ASN UCC Receiving screen opens. Proceed to the *Receive ASN appointments by container* section.
   - If an appointment is based on ASNs and the ASNs are at the PO level, the PO Receiving screen opens. Proceed to the *Receive ASN appointments by PO* section.
   - If an appointment is based on both container type and PO type ASNs, you can select which type to process first. Proceed to the *Receive appointments with both types of ASNs* section.
   - If an appointment is not based on ASNs, but casepack and container quantities are known, the Receiving screen opens. Refer to the *Receive non-ASN appointments* section.
   - If an appointment is a PO receipt and the labeled receiving parameter is turned off, the Receiving (Generic) screen opens. Proceed to the *Receiving POs with generic labels* section.

- If an appointment was scheduled for unknown casepack and container quantities, the NSC Receiving screen opens. Proceed to the *Receive non-specified casepack appointments* section.

## Receive ASN Appointments By Container

1. On the Initiate Unload screen, enter an appointment number. If the appointment is based on container type or tare type ASNs, the ASN UCC Receiving screen opens.

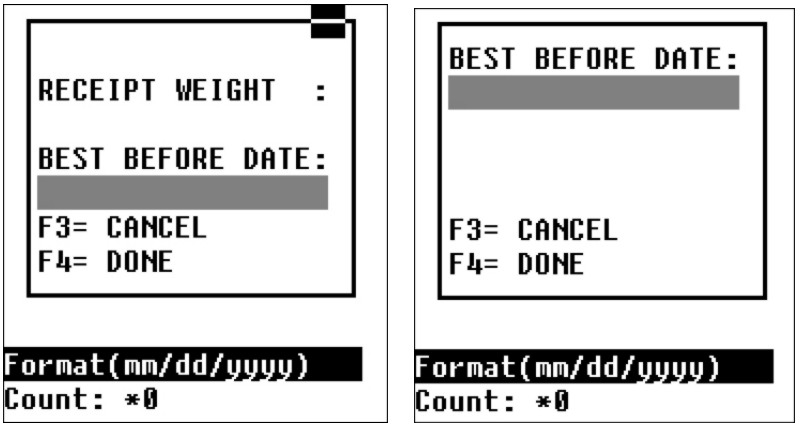



**ASN UCC Receiving RF screen**

2. In the Container ID field, enter the UCC number.

**Note:** After entering the container ID, the item number appears in the Item field. If the container is a pallet containing multiple item numbers, Multiple appears in the Item field. The number of containers on the pallet opens in the Cntr Qty field.

3. If a receipt weight or best before date are required, you are prompted to enter the required information. Enter the weight of the incoming container and the expiration date as necessary. Press the F4 (Done) key to save the information.




**ASN Receipt Weight and ASN Best Before Date prompts**

4. Press the F4 (Done) key to confirm receipt of the container.

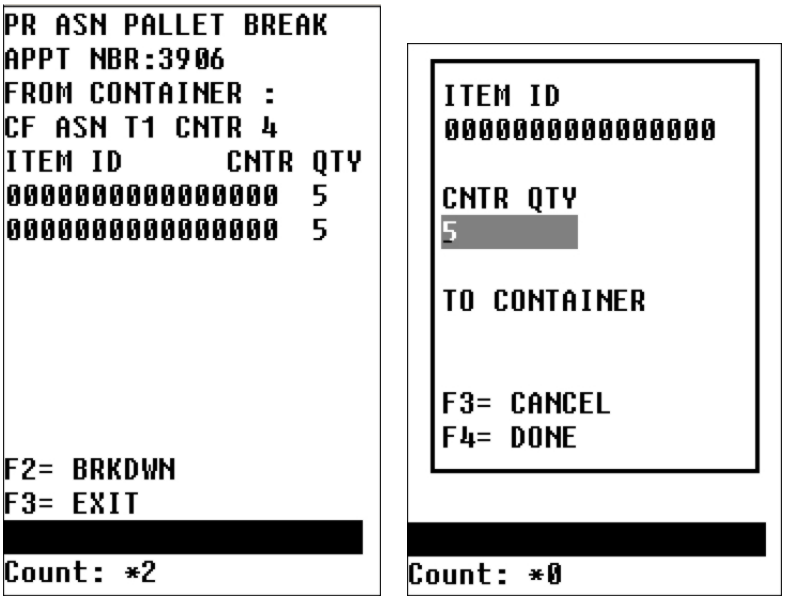
**Note:** Container level details are deleted from the ASN after each container is successfully received.

5. Perform any additional tasks as necessary:
   - Press the F2 (Breakdown) key to split the contents of a container with multiple SKUs into multiple containers. Refer to the *Break down pallets* section for additional information.
   - Press the F6 (Dimensions) key to view and update the dimensions of an item or case. Refer to the *Measure dimensions* section for additional information.
   - Press the F8 (Lot) key to record a lot number. Refer to the *Lot tracking* section for additional information.
   - Press the F9 (Trouble) key to mark a troubled container or appointment. Refer to the *Mark troubled merchandise and appointments* section for additional information.
   - Press the F7 (Close) key to close the trailer. Refer to the *Close trailers* section for additional information.

## Break Down Pallets

If the work Multiple appears in the Item field instead of an item number, you can choose to move cases to other pallets.

1. On the ASN UCC Receiving screen, press the F2 (Breakdown) key. The unique SKUs and number of cases of each are displayed on the ASN Pallet Break screen. You can scroll through the list of items if there are more than can be displayed on the screen at one time.

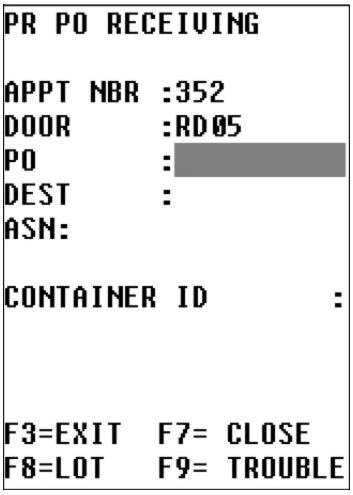



**ASN Pallet Break (main) and ASN Pallet Break (popup) RF screens**

2. Select the item to be placed on another pallet.
3. Press the F2 (Breakdown) key. The ASN Pallet Break popup screen opens.
4. In the Cntr Qty field, enter the number of cases that were moved to another pallet.
5. In the To Container field, enter the ID of the pallet to which the cases were moved.
6. Press the F4 (Done) key. You are returned to the ASN Pallet Break main screen.
7. Continue to break down the pallet until only one or no SKUs remain.
8. When done with the current pallet, press the F3 (Exit) key to return to the ASN UCC Receiving screen.

## Receive ASN Appointments By PO

1. On the Initiate Unload screen, enter an appointment number. If the appointment is based on purchase order type ASNs, the PO Receiving screen opens.




**PO Receiving RF screen**

2. In the PO field, enter the purchase order number.
3. In the Dest field, enter the ID of the destination for the merchandise.

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**Note:** You may be warned that the PO/destination combination is invalid. This may happen if the combination does not exist on a valid appointment. You may choose to create a blind receipt. Refer to the *Blind Receipt* section for additional information.

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4. In the Container ID field, enter the ID of the generic container.

---

**Note:** RWMS automatically marks the first ASN/PO/destination container received for quality audit if the vendor percent QA sampling is greater than zero.

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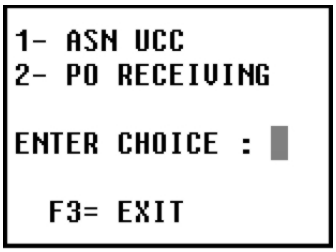
5. If the dimensions of the container are required, you are prompted to enter the required information. Enter the length, width, and height of a case. Press the F4 (Done) key to save the dimensions.
6. Perform any additional tasks as necessary:
   - Press the F9 (Trouble) key to mark a troubled container or appointment. Refer to the *Mark troubled merchandise and appointments* section for additional information.
   - Press the F8 (Lot) key to record a lot number. Refer to the *Lot tracking* section for additional information.
   - Press the F7 (Close) key to close the trailer. Refer to the *Close trailers* section for additional information.

## Receive Appointments with Both Types of ASNs

An appointment may be based on both container type and PO type ASNs. You can choose which type of ASN you want to process first.

1. On the Initiate Unload screen, enter an appointment number. If the appointment contains both PO type and container type ASNs, an ASN menu opens.

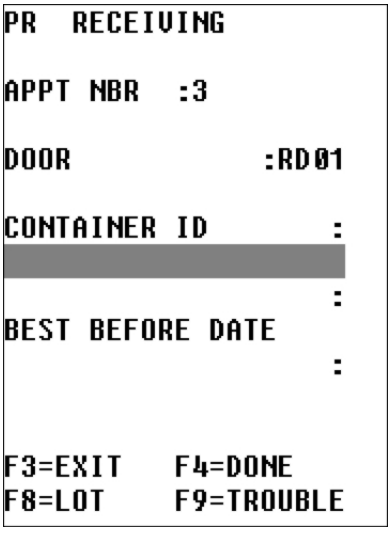



**ASN Menu RF screen**

2. Enter the number of the desired option and press the Enter key:
   - Enter **1** to process a container type ASN. The ASN UCC Receiving screen opens. Refer to the Receive ASN appointments by container section for additional information.
   - Enter **2** to process a PO type ASN. The PO Receiving screen opens. Refer to the Receive ASN appointments by PO section for additional information.

## Receive Non-ASN Appointments

1. On the Initiate Unload screen, enter an appointment number. If the appointment is not based on ASNs, the Receiving (Container) screen opens.



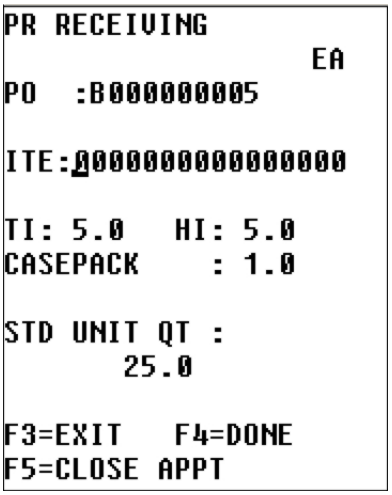

**Receiving (Container) RF screen**

2. On the Receiving screen, enter the container ID in the Container ID field. Press the Enter key. Which screen appears next depends on the type of label.
   - If the scanned label is for a master bulk container, you are prompted to enter the number of unlabeled containers associated with the master bulk container. Refer to the *Check a master bulk container* section for instructions.
   - If the scanned label is for the first line item on a purchase order, the Unload Check screen opens. Refer to the *Check the first PO/line item* section for instructions.
3. When you are returned to the Receiving screen, you can continue the receiving process. Perform any additional tasks as necessary:
   - Press the F9 (Trouble) key to mark a troubled container or appointment. Refer to the *Mark troubled merchandise and appointments* section for additional information.
   - Press the F8 (Lot) key to record a lot number. Refer to the *Lot tracking* section for additional information.
4. Press the F4 (Done) key when you are done receiving the appointment. You are prompted to close the trailer. Refer to the *Close trailers* section for additional information.

## Receive POs with Generic Labels

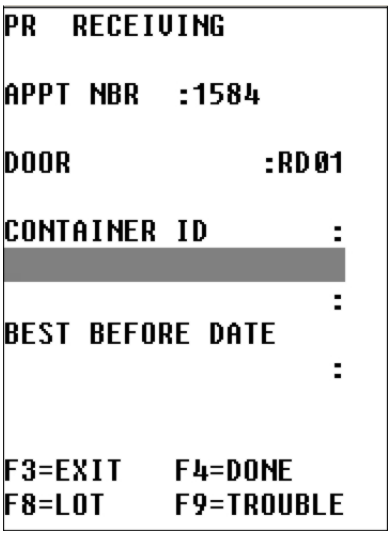
The Receiving (Generic) screen opens when a PO appointment with no printed receiving package is opened through the Initiate Unload screen. Receiving packages are not printed when the system parameter, labeled_receiving, is set to N (No).

1. On the Initiate Unload screen, enter an appointment number. If the system does not use labeled receiving, the Receiving (Generic Label) screen opens.




**Receiving (Generic) RF screen**

2. In the PO field, enter the purchase order number.
3. In the Item field, enter the ID of the PO/line item. The remaining fields are automatically filled in.
4. Press the F4 (Done) key to continue. The Receiving (Container) screen opens.



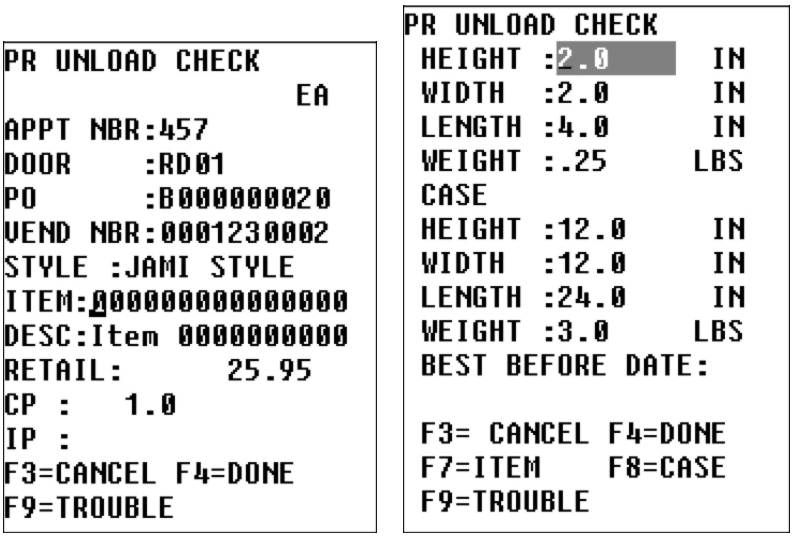

**Receiving (Container) RF screen**

5. In the Container ID field, enter the generic label number for the container.
6. You may be prompted to enter a receipt weight and an expiration date. Enter the details in the appropriate fields.

7. Press the F4 (Done) key to continue.
   - If the scanned label is for a master bulk container, you are prompted to enter the number of unlabeled containers associated with the master bulk container. Refer to the *Check a master bulk container* section for instructions.
   - If the scanned label is for the first line item on a purchase order, the Unload Check screen opens. Refer to the *Check the first PO/line item* section for instructions.
8. When you are returned to the Receiving screen, you can continue the receiving process.
9. Perform any additional tasks as necessary:
   - Press the F9 (Trouble) key to mark a troubled container or appointment. Refer to the *Mark troubled merchandise and appointments* section for additional information.
   - Press the F8 (Lot) key to record a lot number. Refer to the *Lot tracking* section for additional information.
10. Press the F4 (Done) key when you are done receiving the appointment.

## Check the First PO/Line Item

The Unload Check screen opens automatically when the first label from a PO/line item is scanned in order to complete the product verification. The product information must match the description of the PO/line item downloaded from the host.



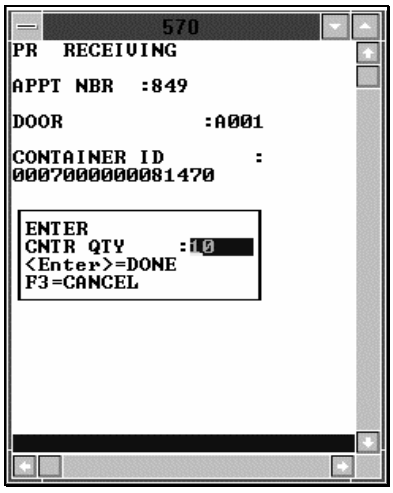

**Unload Check (Verification) and Unload Check (Dimensions) RF screens**

**Note:** Press the F9 (Trouble) key if there is trouble with the container or the appointment. Refer to the *Marking troubled merchandise and appointments* section for more information. Press the F3 (Cancel) key at any time to cancel the unloading of the item.

1. After verifying the item details on the Unload Check (Verification) screen, press the F4 (Done) key. The Unload Check (Dimensions) screen displays the dimensions of the item and case.
2. Edit the dimensions as necessary. If you selected a Cubiscan device from the Initiate Unload screen, you might want to edit the dimensions returned from the selected device:
   - Press the F7 (Item) key to view and then edit the item dimensions from the selected Cubiscan device.
   - Press the F8 (Case) key to view and then edit the case dimensions from the selected Cubiscan device.
3. Press the F4 (Done) key to save any changes and return to the previous screen.

## Check a Master Bulk Container

The Bulk Container prompt opens automatically when the first label scanned is for a master bulk container. A master bulk container is usually a flow-loaded pallet that contains unlabeled cases.




**Master Bulk Container prompt**

1. In the Cntr Qty field, enter or edit the number of containers associated with the master bulk container.
2. Press the Enter key to return to the Receiving screen.

## Receive Non-Specified Casepack Appointments

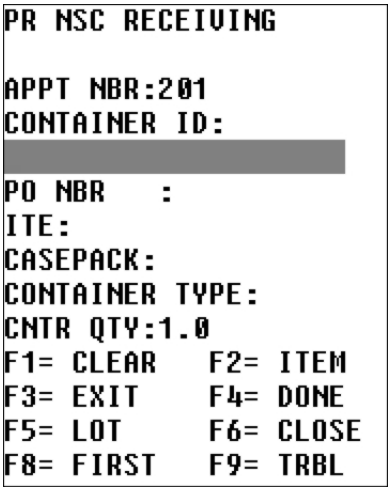
The NSC Receiving screen allows you to receive allocated and unallocated merchandise even though casepack and container quantities were unknown when the appointment was scheduled. t is not possible to produce receiving labels for NSC appointments. These shipments must be labeled with generic labels or be pre-labeled by the vendor.

If there are any predistributions against incoming NSC containers, RWMS updates the container to reflect the outbound destination and changes its status to Distributed (D). If no predistributions exist for the container, RWMS determines whether the container is to be sent to Quality Assurance (QA) or Vendor Audit (VA).

Initial detection of a PO/Item or PO/Style combination causes RWMS to apply the WIP code for First Carton Seen to the container and displays a message to the user. This WIP code is defined in the system parameters and is always the first WIP code to be processed. The QA, VA, or First Carton Seen WIP codes may all be applied to the same container.

### Receive NSC Appointments

1. On the Initiate Unload screen, enter an NSC type appointment number. The NSC Receiving screen opens.




**NSC Receiving RF screen**

2. In the Appt Nbr field, enter the appointment number, or press the Shift-F4 keys to view a list of NSC type of appointments. Select the desired appointment and press the Enter key.
3. In the Container ID field, enter the number from the generic label.
4. In the PO Nbr field, enter the purchase order number, or press the Shift-F4 keys to view a list of purchase orders. Select the desired purchase order and press the Enter key.

**Note:** If you press the F1 (Clear) key, all fields are cleared except the Appt Nbr field. Press the F1 (Clear) key again to clear the Appt Nbr field.

5. In the Item field, enter the Item ID or press the Shift-F4 keys to view a list of items. Select the desired item and press the Enter key.

   **Note:** If there is only a single SKU, the item ID is automatically filled in.

6. In the Casepack field, enter or edit the casepack quantity for the current container.
7. In the Container Type field, enter the type of container, or press the Shift-F4 keys to view a list of container types. Select the desired container type and press the Enter key.
8. In the Cntr Qty field, edit the container quantity as necessary.
9. Perform any additional tasks as necessary:
   - To record a lot number, press the F5 (Lot) key. Refer to the *Lot tracking* section for additional information.
   - To apply trouble codes to the container or appointment, press the F9 (Trouble) key. Refer to the *Marking troubled merchandise and appointments* section for additional information.
   - If this is the first container for an appointment/PO/item, press the F8 (First) key to validate the contents and provide additional details. Refer to the *Check the first PO/line item* section for additional information.
10. Press the F4 (Done) key to process the container.
    - When the container is successfully received, only the Container ID field is cleared. You can continue to the next container.
    - If the newly-entered container contains multiple SKUs, press the F2 (Item) key. The Container ID field is repopulated with the previous Container ID and the Item ID field is cleared. Enter the new Item ID and press the F4 (Done) key to process.

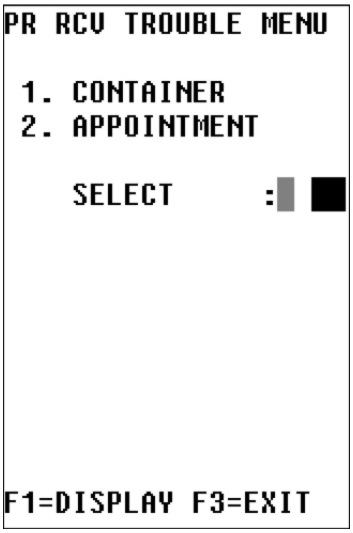
      **Note:** When you receive a mixed-SKU container, the WIP code defined for MIXED_SKU in the System Parameters is applied to the container, unless the container is to be cross-docked.

11. When you are done receiving all containers for the current appointment, press the F6 (Close) key to close the appointment. Refer to the *Close trailers* section for additional information.

    **Note:** NSC Receiving is the only type of receiving in RWMS in which you may over-receive for an appointment. If an over-receipt is detected, you receive a warning and may continue to receive. If receiving is automated, no message opens.

## Mark Troubled Merchandise and Appointments

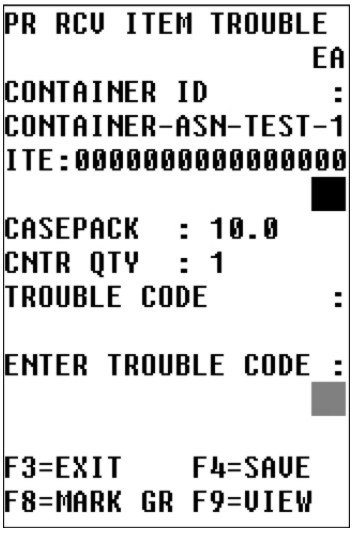
If you encounter trouble when receiving merchandise, you can indicate what type of trouble was encountered. Trouble codes may be applied to containers or to appointments. Depending on how you access the trouble screens, you may first encounter the Rcv Trouble Menu screen.




**Rcv Trouble Menu RF screen**

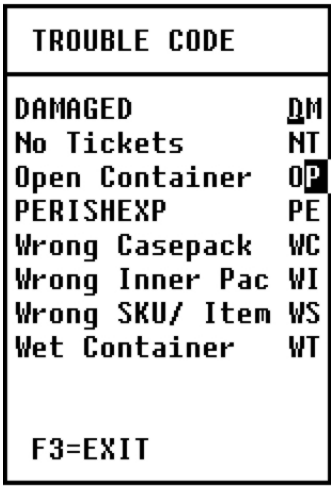
### Add a Trouble Code to a Container

1. On the Rcv Trouble Menu screen, enter **1**. Press the F1 (Display) key. The Rcv Item Trouble screen opens.




**Rcv Item Trouble RF screen**

2. In the Enter Trouble Code field, enter the appropriate trouble code.
   - To view a list of trouble codes, press the F9 (View) key. Select a trouble code from the list and press the Enter key. The Enter Trouble Code field is automatically filled in.




**Container Trouble Code RF screen**

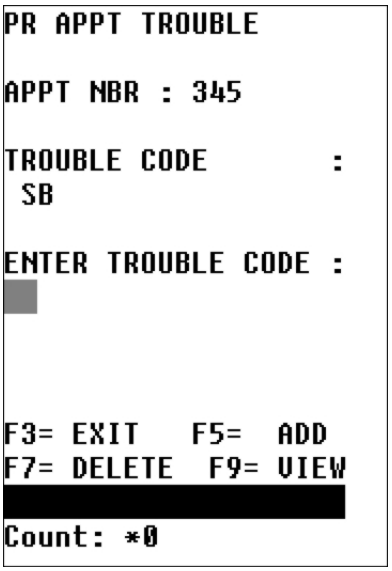
3. Press the F4 (Save) key.
4. When prompted to acknowledge the action, press the Enter key.
5. Press the F3 (Exit) key to return to the originating screen.

## Add a Trouble Code to Multiple Containers of a PO/Item

1. On the Rcv Item Trouble screen, enter an item ID in the Item field.
2. Press the F8 (Mark Group) key.
3. When prompted to acknowledge the action, press the Enter key. All containers that contain the selected PO/item are marked as troubled.

## Add a Trouble Code to a Container

1. On the Rcv Trouble Menu screen, enter **2**. Press the F1 (Display) key. The Appt Trouble screen opens. Any trouble codes that are currently assigned to the appointment are displayed in the Trouble Code field.




**Appt Trouble RF screen**

2. On the Appt Trouble screen, enter the appropriate trouble code in the Enter Trouble Code field.
   - To view a list of trouble codes, press the F9 (View) key. Select a trouble code from the list and press the Enter key. The Enter Trouble Code field is automatically filled in.

**Appointment Trouble Code RF screen**

3. Press the F5 (Add) key to add the trouble code to the Trouble Code field.
4. When prompted to acknowledge the action, press the Enter key.

## Delete Trouble Codes

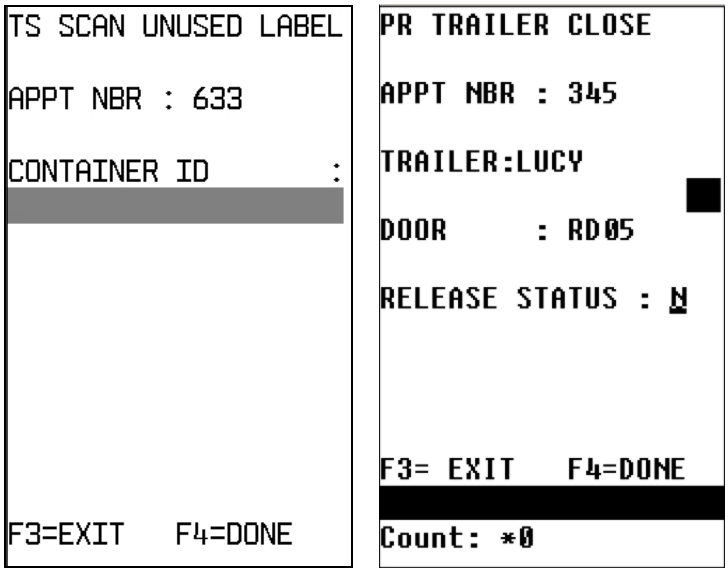
1. On the Appt Trouble screen, enter the trouble code that you want to delete in the Enter Trouble Code field.
2. Press the F7 (Delete) key.
3. When prompted to confirm the deletion, enter **Y** and press the Enter key.
4. When prompted to acknowledge the action, press the Enter key.

## Close Trailers

You can close the trailer and an appointment at any point. However, if not all of the containers on the appointment are received, the appointment is considered to be unreconciled.

A trailer can be closed even if not all of the containers and labels on the appointment are scanned as received. However, you must account for any labels that were not used during receiving.

1. If you choose to close an appointment while one or more labels remains unused, the Scan Unused Label screen opens.




**Scan Unused Label and Trailer Close RF screens**

   a. Scan each of the unused labels.
   b. Press the F4 (Done) key. The Trailer Close screen opens.
2. Press the F4 (Done) key to close the trailer.
   - The status of the door status changes to Available. The status of the trailer changes to Unloaded. If the Release Status is N, that status of the appointment is Unreconciled.
   - The Receiving Receipt Report is printed automatically.
   - The Unresolved Appointments Report provides a record of the unreconciled appointments.

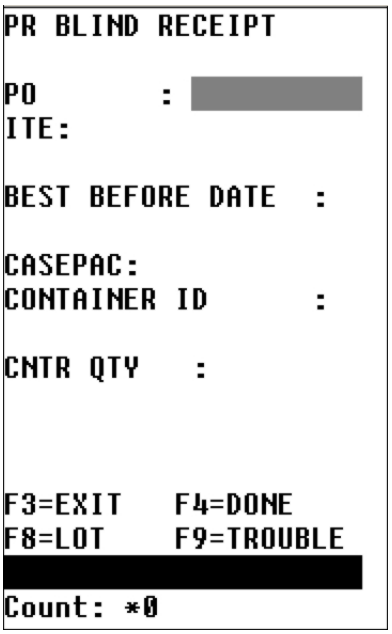
# Blind Receipt

The Blind Receipt screen allows the you to receive an unexpected shipment, while still providing PO and item validation checks. Both the PO and the Item ID must exist on the system in order to use Blind Receipt functionality.

> **Note:** The Blind Receipt option is not available on truck-mounted or wrist-mounted terminals.

## Receive Unexpected Merchandise

**Navigate:** On the Main Menu screen, select Receiving. On the Receiving Menu screen, select Blind Receipt. The Blind Receipt screen opens.

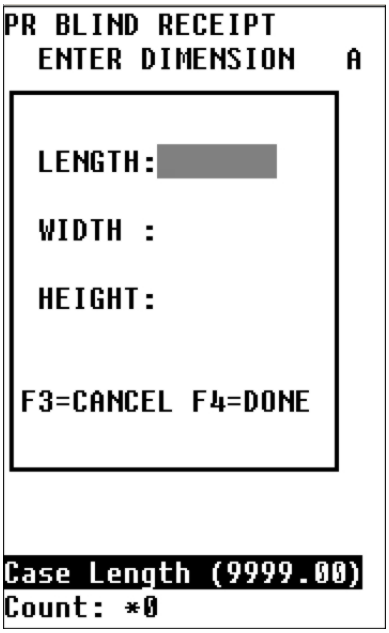



**Blind Receipt RF screen**

1. On the Blind Receipt screen, enter the purchase order number in the PO field.
2. In the Item field, enter the item ID.
3. In the Casepack field, edit the number of units in a case as necessary.
4. In the Container ID field, enter the ID of a generic container.

> **Note:** Merchandise received via a blind receipt is not displayed on the Receiving Receipt Report.

5. If the dimensions of the container are required, you are prompted to enter the required information. Enter the length, width, and height of a case. Press the F4 (Done) key to save the dimensions.




**Enter Dimension prompt**

6. In the Cntr Qty field, edit the number of containers.
7. Perform any additional tasks as necessary:
   a. To record a lot number, press the F8 (Lot) key. Refer to the *Lot tracking* section for additional information.
   b. To apply trouble codes to the container or appointment, press the F9 (Trouble) key. Refer to the *Marking troubled merchandise and appointments* section for additional information.
8. Press the F4 (Done) key.

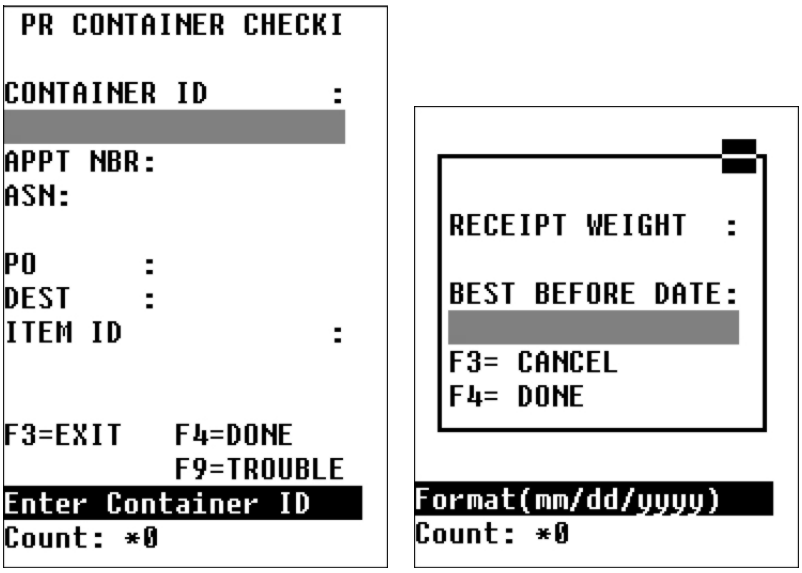
# Container Checking

The Container Checking screen allows you to check the contents of a container received on any appointment.

> **Note:** The Container Checking option is not available on truck-mounted or wrist-mounted terminals.

## Check a Container

**Navigate:** On the Main Menu screen, select Receiving. On the Receiving Menu screen, select Container Check. The Container Checking screen opens.




**Container Checking and Receipt Weight/Best Before Date RF screens**

1. On the Container Checking screen, enter the container ID in the Container ID field.
2. In the Item ID field, enter the ID of an item in the container.

   > **Note**: If you do not enter an item ID, the system deletes the item from the container.

3. If an item in the container requires a weight or best before date, you are prompted to enter the required information. Enter the item's weight or expiration date as necessary and press the F4 (Done) key.
4. To apply trouble codes to the container, press the F9 (Trouble) key. Refer to the *Marking troubled merchandise and appointments* section for additional information.
5. Press the F4 (Done) key to clear the screen in order to check another container.

# Lot Tracking

Incoming merchandise can have lot tracking information attached to it in order to provide access to manufacturers' lot codes and identification. This information is entered upon receipt of the item or it can be added later. Lot tracking provides expiration information and picking data, and makes tracking easier if a recall should occur.

> **Note:** The Lot Tracking option is not available on truck-mounted or wrist-mounted terminals.

## Record a Lot Number

**Navigate**: On the Main Menu screen, select Receiving. On the Receiving Menu screen, select Lot Tracking. The Lot Tracking screen opens.

**Lot Tracking RF screen**

> **Note:** This screen can be also be accessed from the following screens: ASN UCC Receiving, Blind Receipt, NSC Receiving, PO Receiving, and Receiving.

1. On the Lot Tracking screen, enter the container ID in the Container ID field.
2. In the Lot field, scan or enter the lot number provided by the manufacturer.
3. [Optional] In the Pick By Date field, enter the date that the item needs to be picked by.
4. Press the F4 (Done) key.
5. When prompted to acknowledge the action, press the Enter key.

# Measure Dimensions

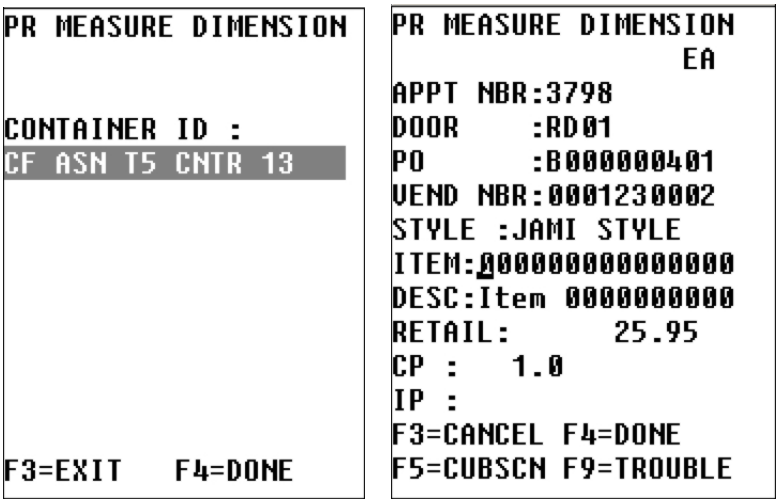
The Measure Dimensions screen allows you to review and update the dimensions of a received item or case. If a master container is entered, you will cycle through each child container and the unique SKUs found in the container.

> **Note:** The Measure Dimensions option is not available on truck-mounted or wrist-mounted terminals.

## Measure an Item or Case

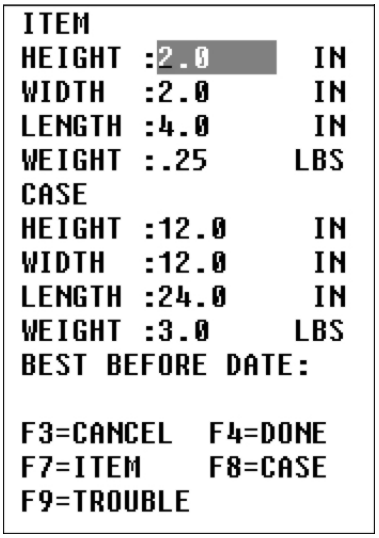
**Navigate:** On the Main Menu screen, select Receiving. On the Receiving Menu screen, select Measure Dimensions. The Measure Dimension screen opens.

> **Note:** If you access the Measure Dimension screen from the Receiving menu, you are prompted to enter the ID of the container. When accessed from the ASN UCC Receiving screen, the container is already known.




**Measure Dimension container prompt and main RF screens**

1. If prompted for a container, scan the container ID in the Container ID field. The main Measure Dimension screen opens.
2. [Optional] To use a Cubiscan device:
   a. Press the F5 (Cubiscan) key. The Cubiscans Available screen displays all known Cubiscan devices.
   b. Select the desired device.
   c. Press the F4 (Select) key. The selected device opens in the Selected field.
   d. Press the F3 (Exit) key to return to the main Measure Dimension screen. The dimensions of the item and its container are displayed on the Measure Dimensions screen.




**Measure Dimensions (item and case) RF screen**

3. Edit the dimensions as necessary. If you selected a Cubiscan device, you may want to edit the dimensions returned from the selected device:
   - Press the F7 (Item) key to view and then edit the item dimensions from the selected Cubiscan device.
   - Press the F8 (Case) key to view and then edit the case dimensions from the selected Cubiscan device.
4. To apply trouble codes to the container, press the F9 (Trouble) key. Refer to the *Marking troubled merchandise and appointments* section for additional information.
5. Press the F4 (Done) key to clear the screen in order to check another container.

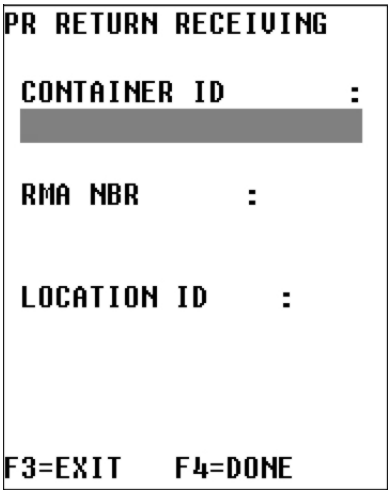
# Return Receiving

When processing consumer-direct orders, it is necessary to be able to process any returns that result after delivery of the product. In order to process returns, a Return Merchandise Authorization (RMA) number is needed. The RMA number is generated by the distribution process for any outbound container. The number consists of a system generated sequence number.

**Note:** The Return Receiving option is not available on truck-mounted or wrist-mounted terminals.

## Process a Return

**Navigate:** On the Main Menu screen, select Receiving. On the Receiving Menu screen, select Return Receiving. The Return Receiving screen opens.




**Return Receiving RF screen**

1. On the Return Receiving screen, enter the container ID in the Container ID field.
2. [Optional] In the RMA Number field, enter the return merchandise authorization number.
3. [Optional] In the Location ID field, enter the ID of the location where the container is received.
4. Press the F4 (Done) key. The container is received and the screen is cleared.

# 3
# Build Containers

The Build Container function allows you to build containers of merchandise and to consolidate mixed products and troubled merchandise. You can exit the receiving process at any time by pressing the F3 (Exit) key and return later to complete the task. The appointment remains open until all of the merchandise is received or the trailer is released.

If the casepack or description of the item is incorrect, null the affected labels, modify the appointment, and reprint the necessary labels. This is the most effective and efficient way to control inventory without significant time delays.

Generic container labels are preprinted, with a supply kept at each location where containers are built. The generic label does not contain item or quantity information. Refer to the Reprint/Null Labels section in the Support Functions module for more information on printing generic labels.

If the system parameter Labeled_Reserve is set to **N** (indicating that labeled child container IDs will not be tracked in reserve), you can not the combine multiple dye lot numbers on a single master inbound container. This action (setting the Labeled_Reserve to **N**) prevents multiple dye lot numbers from being put away into reserve inventory, on the same master container, and thus being distributed incorrectly.

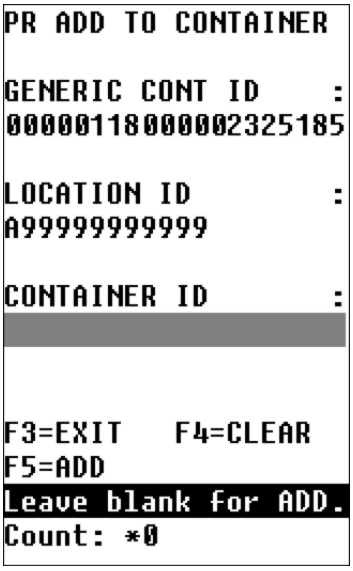
The Build Tote Pallets function allows to you place totes going to the same destination on the same pallet.

> **Note:** The Build Container and Build Tote Pallet options are not available on truck-mounted or wrist-mounted terminals.

# Build a Generic Container

> **Note**: Once containers are added to a generic container, any movement through the system of that container will move all associated containers.

**Navigate**: On the Main Menu screen, select Invent Mgmt. On the Invent Mgmt Menu screen, select Build Container. The Add to Container screen opens.




**Add To Container RF screen**

1. In the Generic Cont ID field, scan or enter the ID of the generic container.

   > **Note**: Logical Pallet IDs can be used if labeled reserve functionality is turned on. If you scan any children from the master pallet, the ID of the master pallet opens.

2. In the Location ID field, scan or enter your current location.

   > **Note**: The location opens automatically if the container already exists. The Consolidation functionality is only applicable in a valid staging location.

3. In the Container ID field, scan or enter the container ID being added to the generic container. This container must be valid on the system. An Information screen pops up, verifying the successful operation.

   > **Note**: Several containers can be scanned consecutively as they are added to the generic container.

4. Press the F4 (Clear) key to proceed to the next screen.
5. Press the F3 (Exit) key, when finished, to return to the Receiving Menu.

## Consolidate Merchandise

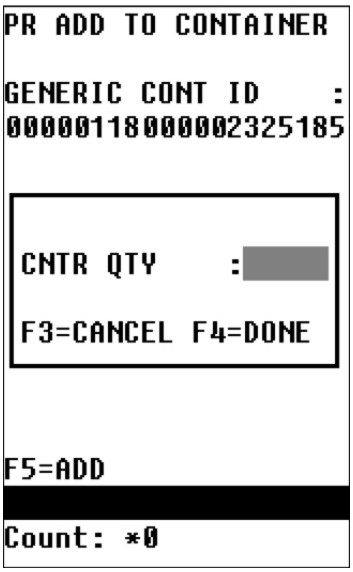
Some merchandise may need to be converted from flat goods to hanging goods before being shipped to the stores. This maximizes the capacity of outbound trailers. RWMS enables picked merchandise to be moved, in part or in whole, from one container to another for the same destination via hand-held RF terminals. Consolidation is applicable only in valid staging locations.

1. On the Add to Container screen, enter the ID of a generic or existing container in the Generic Cont ID field.
2. In the Location ID field, enter your current location.
3. In the Container ID field, enter the ID of the container that you want to add to the generic or existing container.
4. Press the F4 (Clear) key to proceed to the next screen.
5. Press the F3 (Exit) key to return to the Receiving Menu.

## Add Unlabeled Containers

Generic containers are used to track troubled merchandise that do not have valid labels.

1. On the Add to Container screen, enter the ID of a generic container in the Generic Container ID field.
2. Press the F5 (Add) key. You are prompted to enter the number of unlabeled containers.



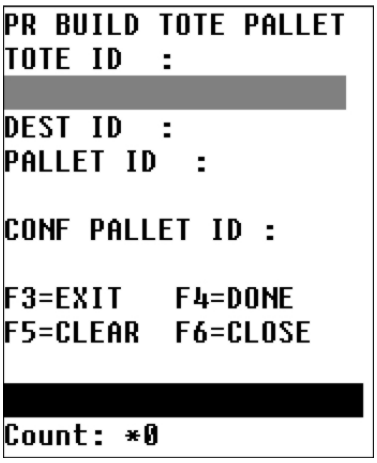

**Add Containers prompt**

3. In the Cntr Qty field, enter the number of containers to be added to the generic container.
4. Press the F4 (Done) key.
5. When prompted to acknowledge the action, press the Enter key.

# Build a Tote Pallet

The Build Tote Pallet allows to place totes onto pallets with a corresponding destination. The pallets are held in a tote staging location. Only one open pallet per destination is permitted in this location at a time. If a pallet does not exist for a particular destination, you can place the tote on a generic pallet.

**Navigate:** On the Main Menu screen, select Invent Mgmt. On the Invent Mgmt Menu screen, select Build Tote Pallet. The Build Tote Pallet screen opens.




**Build Tote Pallet RF screen**

1. In the Tote ID field, enter the ID of the tote.
2. If the system determines that a pallet exists for totes going to the same destination, you are directed to the pallet. If no such pallet exists, enter the ID of a generic pallet in the Confirm Pallet ID field.
3. Press the F4 (Done) key. The record is saved and you can enter another tote.
4. When done adding totes to a pallet, press the F6 (Close) key.

**Note:** To clear the fields without saving the current information, press the F5 (Clear) fields. When done building

# 4
# Processing

The work order processing operation changes the values of the start and end time stamps on each container's WIP list. Each processing operation is responsible for setting the appropriate values to that operation.

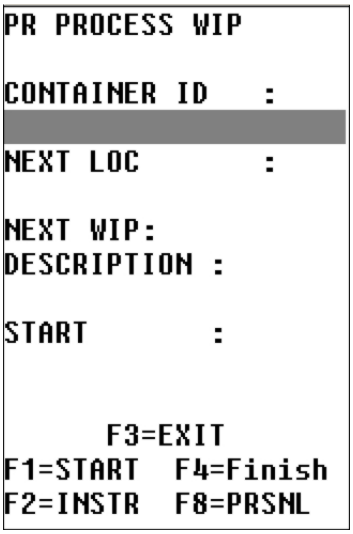
## Process WIPs

The Process WIP screen provides you with the minimal functionality necessary to process a container's WIP code.

> **Note:** The Process WIP option is not available on truck-mounted or wrist-mounted terminals.

### Record WIP Code Activity

**Navigate**: On the Main Menu screen, select Processing. On the Processing Menu screen, select Process WIP. The Process WIP screen opens.




**Process WIP RF screen**

1. On the Process WIP screen, enter the container ID in the Container ID field. The next location and WIP code are displayed.

   > **Note**: If the WIP code is currently in progress for a container, the location assigned to that specific code opens in the Next Loc field. Otherwise, the next WIP Code in sequence opens in the Next WIP field.

2. Press the F1 (Start) key to record the start time.
3. Press the F4 (Finish) key to record the end time.
4. When prompted to acknowledge the action, press the Enter key.

   > **Note**: If the start time stamp is blank, pressing the F4 (Finish) key will set it along with the end time stamp.

## Gifts and Personalization

RWMS supports item personalization, gift-wrap, and gift card services. The personalization and or gift wrap/card is communicated to RWMS via an outbound work order. The personalization, gift-wrap, and gift card orders can be selected specifically for distribution based on their associated WIP codes.

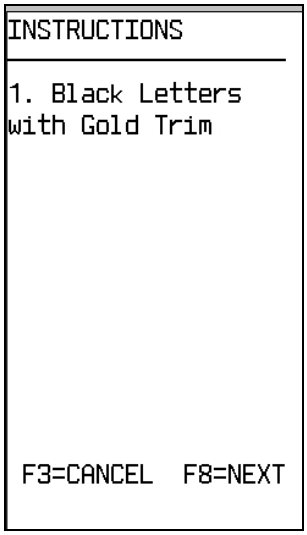
Gift card WIP codes cannot be processed with the RF device. If such a WIP code appears, you are prompted that the WIP code cannot be processed with the RF device.

1. On the Process WIP screen, enter the ID of a container that contains merchandise requiring personalization, a gift card, or gift wrapping.
2. Press the F2 (Instr) key. The Instructions screen opens with the directions for the item.
3. Press the F3 (Cancel) key to return to the Process WIP screen.

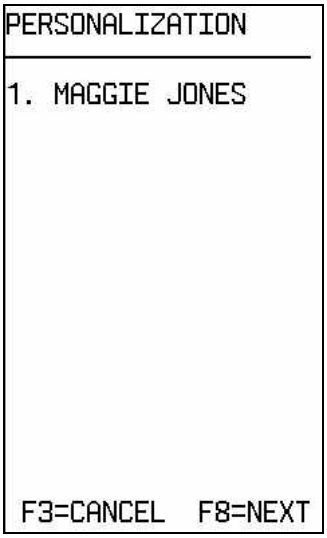
**Note**: The F8 (Next) key allows you to view all instructions for the container – not just the current WIP's instructions.

4. Press the F8 (Prsnl) key. The Personalization screen opens with the personalization for that item.

**Note:** Press the F8 (Next) key to view all personalization for that container, not just the current WIP's personalization.




**Instruction RF screen**




**Personalization RF screen**

5. Press the F1 (Start) key to record the start time.
6. Press the F4 (Finish) key to record the end time.
7. When prompted to acknowledge the action, press the Enter key.

**Note**: If the start time is blank, pressing the F4 (Finish) key sets the start time along with the end time.

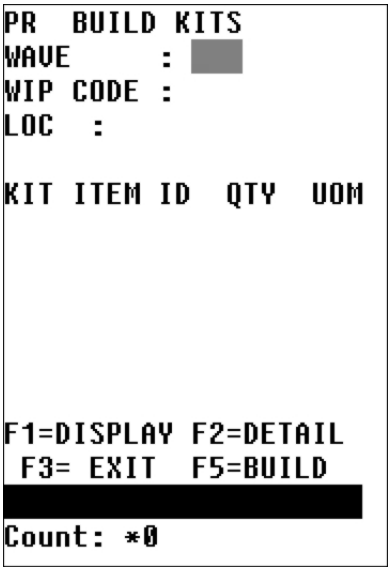
# Build Kits

The Build Kits screen assists you in assembling a master item from its components. Once the merchandise moves to the assembly location (the location associated with the master item's kit WIP code), you are prompted to start building kits.

> **Note:** The Build Kit option is not available on truck-mounted or wrist-mounted terminals.

## Look Up the Kits to Be Built

**Navigate**: On the Main Menu screen, select Processing. On the Processing Menu screen, select Build Kits. The Build Kits screen opens.

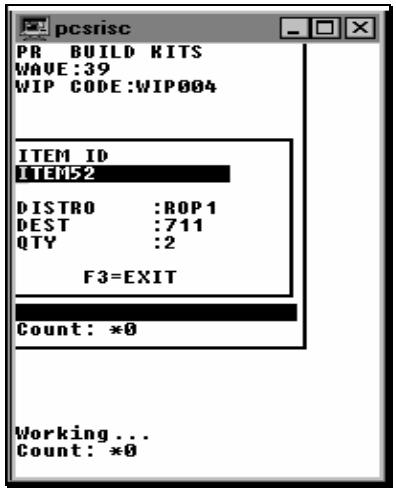



**Build Kits RF screen**

1. On the Build Kits screen, enter the wave number, in the Wave field.
2. In the WIP Code field, enter the WIP code.
3. Press the F1 (Display) key. A list of kits that require assembly at the indicated location are displayed.

## View the Details of a Kit

1. On the Build Kits screen, select the kit item that you want to view in detail.
2. Press the F2 (Detail) key. The details are displayed in the Item ID screen.



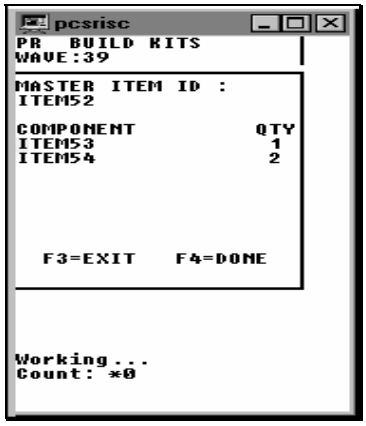

**Item ID RF screen**

3. Press the F3 (Exit) key to close the Item ID screen.

## Assemble a Kit

1. On the Build Kits screen, select the kit item that you want to assemble
2. Press the F5 (Build) key. The Master Item ID screen displays the quantity of each component item required to build the kit.

> **Note**: The program verifies that the component items are available. If the items are in the warehouse but not picked or in the process of being replenished by reorder point distribution, you are prompted that not enough items are available in inventory to assemble the kit.




**Master Item ID RF screen**

3. Press the F4 (Done) key when you have picked and assembled the component items. The Kit Packing screen opens.

**Kit Packing RF screen**

4. Enter the ship kit containers. If you want to pack the components into separate cartons, scan each individual ship container.

   **Note**: The cartons are created upon scanning, if necessary. The kit item ID is added to the carton. Multiple ship containers will have the same kit item ID with an item quantity of 0. If the kit is built to replenish stock, the program creates an inventory container at the current WIP location.

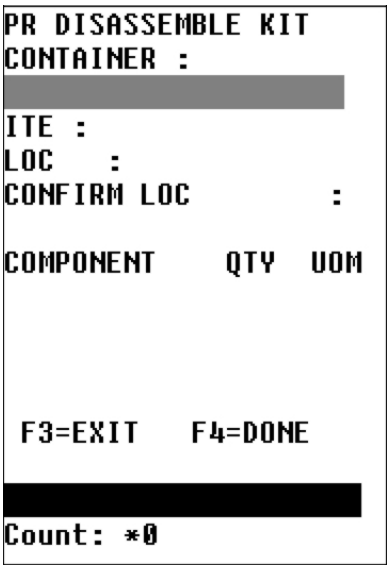
5. Press the F4 (Done) key after entering the containers. You are returned to the Build Kits screen.

# Disassemble Kits

Use the Disassemble Kit screen to disassemble a master item into its individual component items.

**Note**: This process is only valid for inventory containers.

**Navigate:** On the Main Menu screen, select Processing. On the Processing Menu screen, select Disassemble Kit. The Disassemble Kit screen opens.




**Disassemble Kit RF screen**

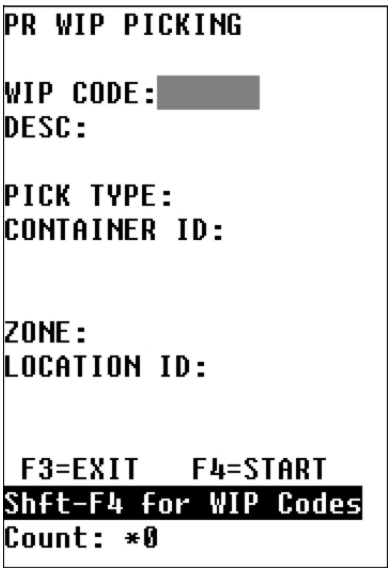
1. On the Disassemble Kit screen, enter the ID of the shipping container that you want to disassemble. The component items of the kit are displayed.
2. Press the F4 (Done) key to complete the task.

**Note:** Once the breakdown is completed, inventory is adjusted to indicate the loss of a master item and a gain of the component items. The component items are automatically added to the Pick From Location inventory that is associated with the WIP code location.

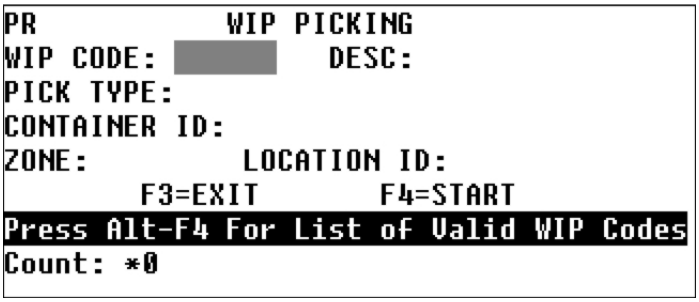
# WIP Picking

The WIP Picking screen directs you to containers throughout the warehouse marked with a specified WIP code for the purpose of moving them to a staging area where a work order takes place.

**Navigate**: On the Main Menu screen, select Processing. On the Processing Menu screen, select WIP Picking. The WIP Picking screen opens.




**WIP Picking RF screen**




**WIP Picking TM screen**

1. On the WIP Picking screen, enter a WIP code in the WIP Code field.

   **Note**: The specified WIP Code must be assigned as the current open WIP code for the container.

2. In the Pick Type field, enter **B** (Bulk) or **C** (Case) to indicate the type of pick.
3. If the Pick Type is Case, enter the container ID in the Container ID field.
4. In the Zone field, enter the zone number.
5. [Optional] In the Location ID field, enter the location ID.

6. Press the F4 (Start) key. The Confirm Location screen opens.

**Confirm Location RF screen**

7. To view the status of the WIP codes for the current location, press the F2 (Dtl) key. Each WIP code associated with the container at the current location is listed. The WIP code is either completed, Y (Yes), or not yet completed, N (No).

**WIP Code Detail RF screen**

8. Press the F3 (Exit) key to return to the Confirm Location screen.
9. In the Conf Loc field, enter the location ID to confirm the location.
10. In the Container ID field, enter the container ID to confirm the pick.

> **Note**: If the container is from a storage location, and the contents of the container are either completely or partially distributed but not yet picked, a warning message opens, notifying you that the container has been distributed.

11. Continue the picking process or skip to the next pick.

## Skip a Pick

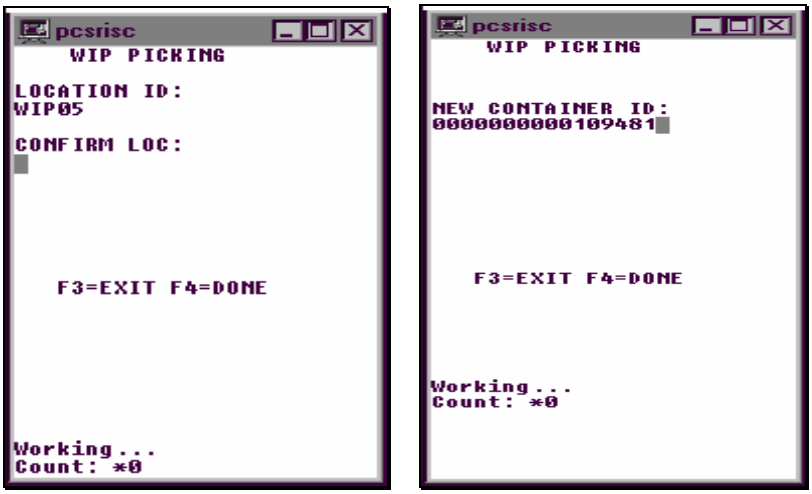
When prompted to scan a location ID and a container ID on the Confirm Location screen, you can choose to skip the current pick and move on to the next pick.

1. On the Confirm Location screen, enter the location ID in the Conf Loc field.
2. In the Container ID field, enter the container ID.
3. Press the F7 (Skip) key. Data for the next pick opens.
4. Continue with picking process or skip to the next pick.

## Drop a Case Pick at a Staging Location

If, when you are performing a case pick operation, the pick-to container becomes full, you can indicate that the current pick-to container must be dropped off at a staging location.

1. On the Confirm Location screen, press the F9 (Full) key. The Complete WIP Pick screen opens.




**Complete WIP Pick and New Container ID RF screens**

2. In the Confirm Loc field, enter the ID of the suggested or an alternative staging location.
3. Press the F4 (Done) key. The New Container ID screen opens.
4. In the New Container ID field, enter the ID of a new pick-to container.
5. Press the F4 (Done) key. You returned to the Confirm Location screen.

### Complete a WIP Pick

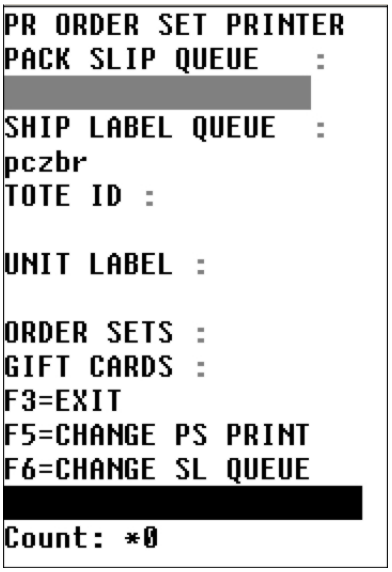
Once you have completed a bulk pick or completed the last case pick in the zone, the picking operation is finished.

1. Press the F4 (Done) key. The Complete WIP Pick screen opens.
2. In the Confirm Loc field, enter the ID of the suggested or an alternative staging location.
3. Press the F4 (Done) key. The WIP Picking screen opens.

## Order Set Printer

This Order Set Printer screen allows you to select a printer and print labels for the order sets that are associated with a tote. This task occurs in the location designated for order set printing after unit sortation. After labels for the order sets are printed, a directive is created to send the tote to a packing area.

**Navigate:** On the Main Menu screen, select Processing. On the Processing Menu screen, select Order Set Printer. The Order Set Printer screen opens.




**Order Set Printer RF screen**

1. On the Order Set Printer screen, choose a print queue:
   - To choose a print queue for a packing slip, press F5 (Change PS Print). A list of values opens. Select a print queue and press the Enter key. The Pack Slip Queue field is automatically filled in.
   - To choose a print queue for a shipping label, press F6 (Change SL Print). A list of values opens. Select a print queue and press the Enter key. The Ship Label Queue field is automatically filled in.
2. In the Tote ID field, enter the ID of the tote to be labeled.
3. In the Unit Label field, enter the label of a unit in the tote. The number of order sets and gift cards are filled in automatically and the labels are printed.

**Note:** A multi-SKU order has one order set, while a single SKU order may have multiple order sets.

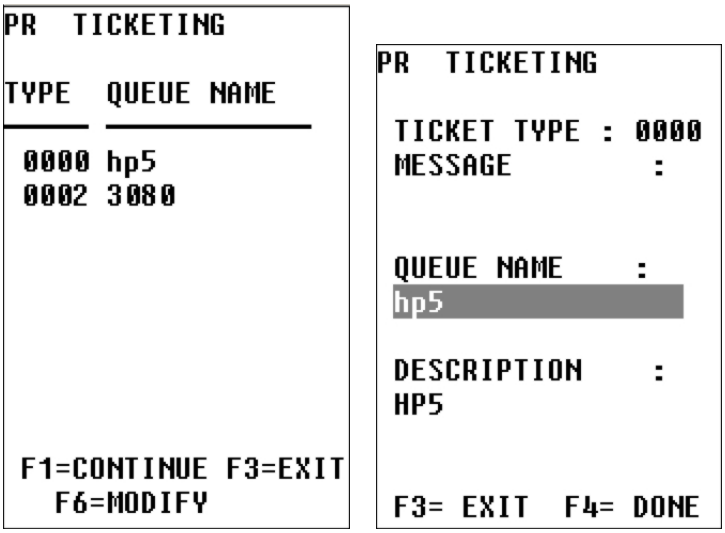
# Ticketing

The Ticketing screen provides you with a hand-held terminal driven ticketing solution. You also have the option of overriding default printer queues associated with one or more ticket types through the Modify pop-up screen.

> **Note:** The Ticketing option is not available on truck-mounted or wrist-mounted terminals.

## Check Ticket Queues

**Navigate:** On the Main Menu screen, select Processing. On the Processing Menu screen, select Ticketing. The Ticketing screen opens.



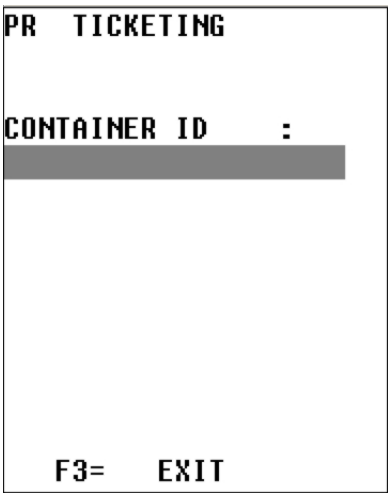

**Ticketing (Print Queue and Modify Print Queue)RF screens**

## Modify Print Queues

1. On the Ticketing (Print Queue) screen, select the print queue that you want to modify.
2. Press the F6 (Modify) key. The Ticketing (Modify Print Queue) screen opens.
3. In the Queue Name field, enter the name of the desired print queue.
4. Press the F4 (Done) key.

## Continue the Ticketing Process

1. On the Ticketing (Print Queue) screen, select the desired print queue.
2. Press the F1 (Continue) key. The Ticketing (Container) screen opens.
3. In the Container ID field, enter the ID of the container requiring tickets.




**Ticketing (Container) RF screen**

4. Repeat the previous step until all of the required containers have been entered.
5. If the ticketing WIP code has not been assigned to the container, or the items in the container have already been ticketed, you may receive the following confirmation:

| | |
|---|---|
| **Message** | WIP has not been assigned to the container. Do you wish to continue? Confirm Y/N. |
| **Action** | Enter **Y** and press the Enter key to confirm assigning the WIP Code. |
| **Alternative Action** | Enter **N** and press the Enter key to cancel assigning the WIP code. |

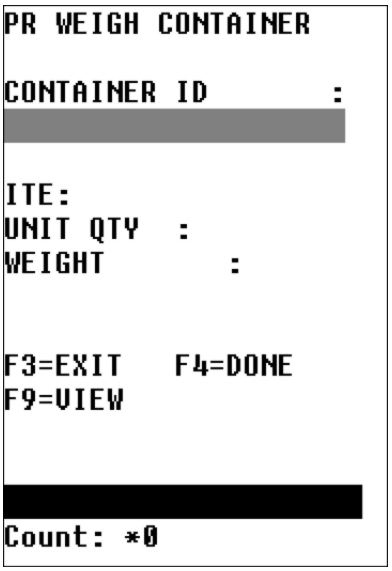
A trailer ticket is printed after the container's string of tickets has been printed. The User ID and Container ID are included on the trailer ticket. In some situations, a container can have more than one item ID, each of which can have a different ticket type. A trailer ticket for each ticket type is generated, each on the printer queue for that ticket type.

# Weigh Containers

The Put To Store (PTS) Close Container process, the PPS download and the UPS upload programs apply the weigh WIP code to containers coming out of the unit pick system that contain catch weight items. The Weigh Container screen allows the user to process the weigh WIP code.

> **Note:** The Weigh Container option is not available on truck-mounted or wrist-mounted terminals.

**Navigate**: On the Main Menu screen, select Processing. On the Processing Menu screen, select Weigh Container. The Weigh Container screen opens.




**Weigh Container RF screen**

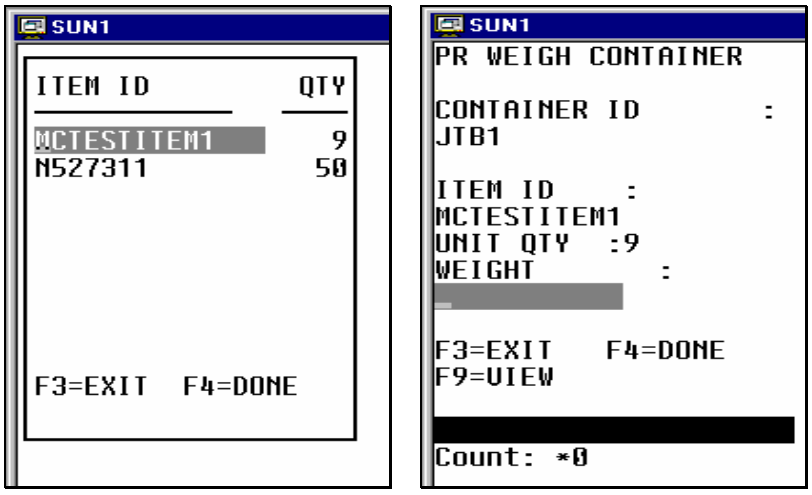
1. On the Weigh Container screen, enter the ID of the container to be weighed in the Container ID field.

> **Note:** If the weigh WIP code has not been assigned to the container, you receive the following confirmation message:

| | |
|---|---|
| **Message** | WIP has not been assigned to the container. Do you wish to continue? Confirm Y/N. |
| **Action** | Enter **Y** and press the Enter key to confirm assigning the WIP Code. |
| **Alternative Action** | Enter **N** and press the Enter key to cancel assigning the WIP code. |

2. Press the F9 (View) key to check the container item list. The items that require a catch weight are displayed on the Item ID screen.
3. Select the item that you want to process.

4. Press the F4 (Done) key. The item ID and unit quantity are automatically filled in on the Weigh Container screen.




**Item ID and Weigh Container RF screens**

5. In the Weight field, enter the weight of the item.
6. Press the F4 (Done) key.

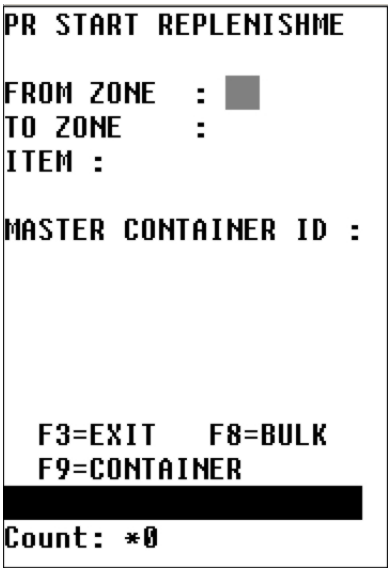
# Replenishment

When the number of units drops below the pre-assigned replenishment level, a replenishment pick is automatically initiated. Replenishment is done at the Bulk or Container level.

Look-ahead replenishment picks are treated by RWMS as ROP-type picks. Any type of hot replenishment, as generated from the GUI Confirm Paper Pick screen, or the MFC/SFC area, will be created as ROP-type replenishment picks. These types of picks are processed via the RF Bulk Replenishment or RF Container Replenishment screen.

After a replenishment pick destined for the Random Area has been completed, RWMS directs the carton to a zone. Then, you specify the exact location of the putaway. Within the Random Area, a putaway zone is not linked with other putaway zones with respect to a Region Location ID. Each zone within the Random Active area is associated with a single region. After the container has been moved or diverted to the appropriate region/zone, you can then use the RF Manual Replen screen to assign a location to the carton.

**Navigate**: On the Main Menu screen, select Replenishment. The Start Replenishment (or Start Replenishment Pick) screen opens.




**Start Replenishment RF screen**

## Bulk Replenishment

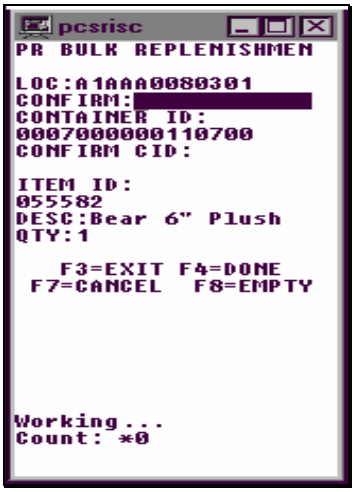
Bulk Replenishment picking does not use a preprinted label. The stock label on the container is used instead.

You can select data from any of the following criteria to narrow the picking scope:

- Reserve Zone (From Zone field) - Zone you want to pick from.
- Unit Pick Zone (To Zone field) - Zone you want to pick to.
- Item ID (Item ID field) - Specific item to replenish.

Prior to the generation of each bulk replenishment pick, RWMS determines the volume type of the location picked from. Based on this criteria, RWMS determines the cube or number of units associated to the pending bulk replenishment and decides if there is enough available space in the bank of locations. The volume_type for a valid location matches the volume_type associated to the pick_from location.

1. [Optional] On the Start Replenishment screen enter the criteria in one or more of the following fields: From Zone, To Zone, Item.
2. Press the F8 (Bulk) key. The first bulk replenishment directive that matches the criteria opens on the Bulk Replenishment screen.




**Bulk Replenishment RF screen**

3. In the Confirm field, enter the ID of the suggested or alternative pick-from location.
4. In the Confirm CID field, enter the ID of the suggested or alternative pick-from container.

   **Note:** If there are fewer containers than expected, you must adjust the quantity downward. If the container has more containers than expected, you can cancel the pick that marks the location for cycle count.

5. In the Qty field, adjust the container quantity as necessary.

6. Press the F8 (Empty) key if the pick depletes the location. The Message Display Line verifies that the location is now empty.

   Or

   Press the Enter key to acknowledge the message. The Confirm To Location screen opens.

   Or

   Press the Done key to confirm the pick. The Confirm To Location screen opens.

**To Location RF screen**

7. In the Confirm Loc field, enter the ID of a staging location or the suggested forward pick location.
8. Press the F4 (Done) key to complete the pick operation.

## Container Replenishment

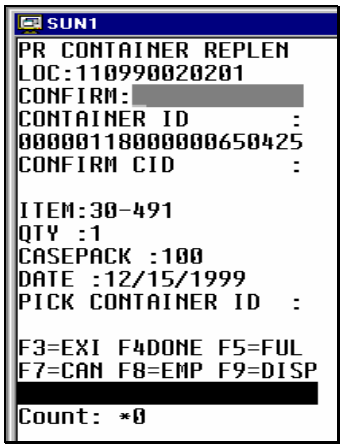
Container replenishment picking uses a generic label rather than a preprinted label. Another option is to scan an existing labeled Container ID. Cases are picked onto an empty pallet and the generic label is used to identify the pallet.

You can select data from any of the following criteria to narrow the picking scope:

- Reserve Zone (From Zone field) – Zone you want zone to pick from.
- Unit Pick Zone (To Zone field) - Zone you want to pick to.
- Item ID (Item field) - Specific item to replenish.

1. [Optional] On the Start Replenishment screen enter the criteria in one or more of the following fields: From Zone, To Zone, Item.
2. In the Master Container field, enter the ID from an existing container label or a generic label.
3. Press the F9 (Container) key. The first container replenishment directive that matches the criteria opens on the Container Replen screen.

**Note:** If the item to be picked is marked as perishable, the date in the Date field is the Best Before Date. Otherwise, the date is the receipt date.




**Container Replenishment RF screen**

4. Confirm the location and from-container ID by scanning.
5. Press the F9 (Display) key to view an item description.

**Note:** If the cases on the pick-from Container ID are not labeled, you should affix generic labels to the cases as they are picked. If the system parameter, labeled_reserve, is set to **Y**, you must indicate which labeled container is being removed. Do not place generic labels over existing labels. In a labeled_reserve = **Y** DC, all containers have unique IDs.

6. Scan each of the containers as you place them on the pallet until the Qty field reads 0. The quantity is decreased after each scan.

7. Press the F4 (Done) key when all container picks from a single inventory container are completed. The Message Display Line verifies that the location is not empty. Press the Enter key to acknowledge the message. The To Location screen opens.

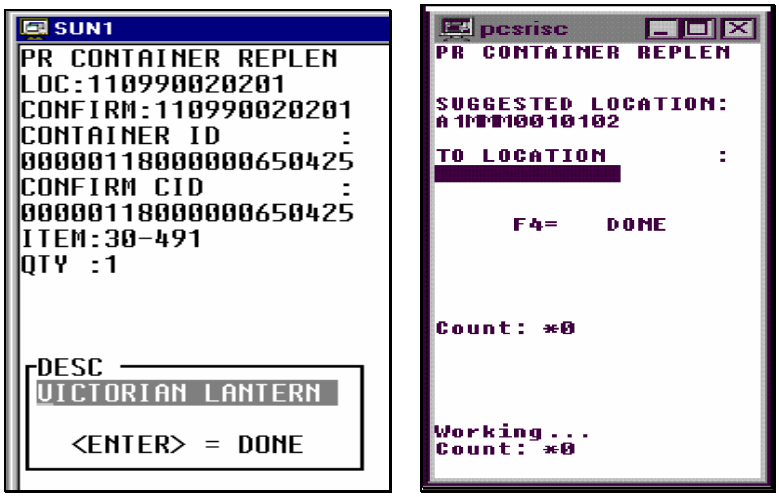
   Or

   Press the F8 (Empty) key if the location is empty The Message Display Line verifies that the location is empty. Press the Enter key to acknowledge the message. The To Location screen opens.

   Or

   Press the F5 (Full) key if the pick-to container is full. The To Location screen opens.

   **Note:** You must decide whether the pallet should be staged or the cases should be put away into forward pick locations.




**Desc RF and To Location RF screens**

8. Scan a staging location ID. Press the F4 (Done) key. All containers are updated with the location and the picking operation is complete.

   Or

   Scan a forward picking location ID. The Putaway screen opens.

   **Note:** Press the Shift + F2 keys to view a pop-up item description.

9. Scan the container you are putting away. Available data opens in the From, Item ID, and Desc (Description) fields.

   **Note:** The Multi-SKU Put Away screen opens if the Container has more than one item ID. Refer to the Multi-SKU Putaway section in the Inventory Management module.

10. Scan the location where you are putting the item. You can enter one of the suggested locations or another location.
11. Press the F4 (Done) key to accept and save the data.

# 5
# Inventory Management

The Inventory Management module allows you to move merchandise, put away single and multi-SKU containers, mark locations for and enter the results of cycle counts, inquire about loose containers, and mark troubled containers. Using the RF device, you can also confirm returns that left the distribution center, return picked merchandise to inventory, split items from one to multiple containers, reassign outbound containers, split pack waves, and manage forward pick locations.

> **Note:** The Inventory Management menus on the hand-held and truck-mounted devices have more options than can be displayed at one time. To view the additional options, scroll down the menu. The Inventory Management menu is not available on the wrist-mounted device.

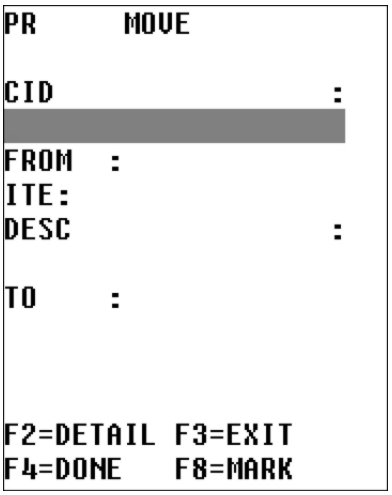
## Move

The Move screen allows you to move merchandise between locations, view the contents of a container, and mark a location for cycle counts.

If you move a child container without moving the master/parent container, the child container is no longer associated with the master/parent container. The system updates the location and status of the child container when it is removed from the master/parent container. A labeled child container can not be removed from a master container if, as a result of such an action, the unit quantity would be less than the distributed quantity.

> **Note:** The Move option is not available on wrist-mounted terminals.

**Navigate:** On the Main Menu screen, select Invent Mgmt. On the Invent Mgmt Menu screen, select Move. The Move screen opens.

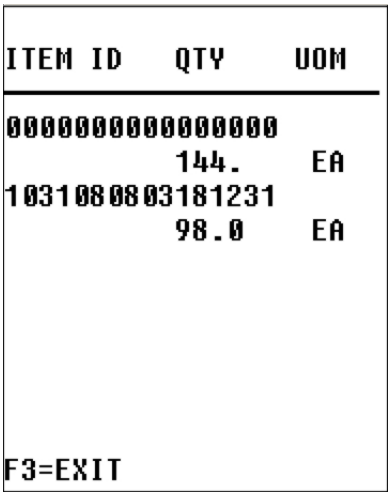



**Move RF screen**

1. On the Move screen, enter the ID of the container to be moved in the CID field. The first item ID and a suggested to-location are displayed.
2. In the To field, edit the suggested to-location as necessary.
3. Press the F4 (Done) key.
4. When prompted to acknowledge the action, press the Enter key.

## Display the Contents of the Container

1. On the Move screen, press the F2 (Detail) key. The contents of the container are displayed on the Item ID screen.

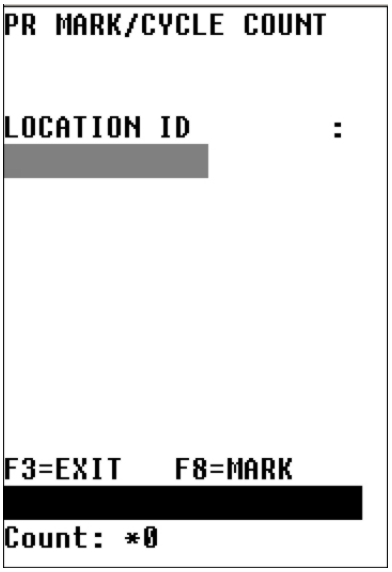



**Item ID RF screen**

2. Press the F3 (Exit) key to return to the Move screen.

## Mark a Location for Cycle Count

1. On the Move screen, press the F8 (Mark) key. The Mark/Cycle Count screen opens.




**Mark/Cycle Count RF screen**

2. In the Location ID field, enter the ID of the location to be marked for a cycle count.
3. Press the F8 (Mark) key.
4. When prompted to acknowledge the action, press the Enter key.

# Putaway

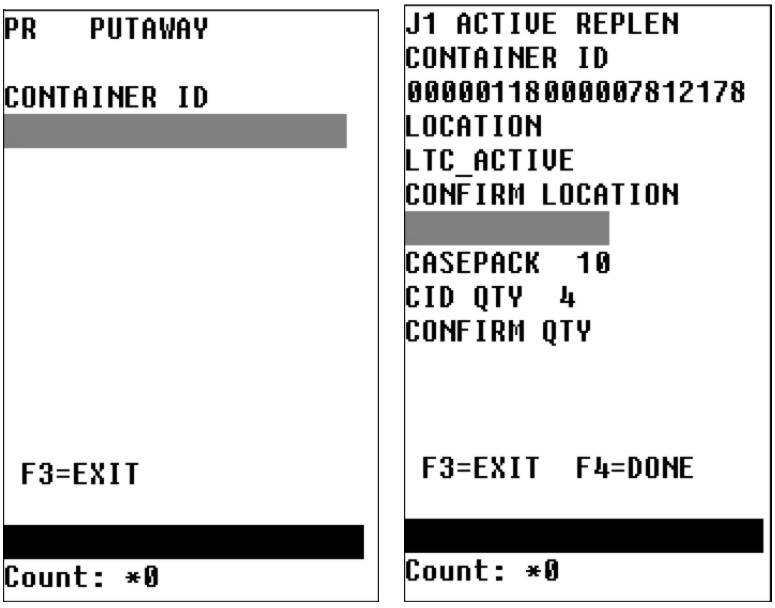
The Putaway function assists you in placing received merchandise into more permanent storage locations. The following putaway methods are available:

- Active replenishment: Put away cases that have been picked for replenishment from a forward case pick (FCP) location to a less than case (LTC) location.
- Replenishment: Put away cases or pallets that have been marked for replenishment during distribution or hot replenishment.
- Multi-SKU putaway: Break down a single container that has multiple SKUs into less than case (LTC) locations.
- Reserve putaway: Put away pallets or containers into storage locations.

**Note:** The Putaway option is not available on wrist-mounted terminals.

## Active Replenishment

**Navigate**: On the Main Menu screen, select Invent Mgmt. On the Invent Mgmt Menu screen, select Putaway. The Putaway screen opens.



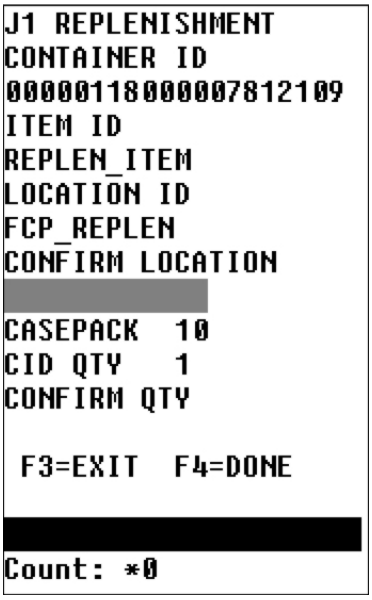

**Putaway and Active Replen RF screens**

1. On the Putaway screen, enter the ID of the container in the Container ID field. If the container is designated for active replenishment. The Active Replen screen opens.
2. In the Confirm Location field, enter the ID of the suggested location.
3. In the Confirm Qty field, enter the number of cases to be put away at the designated location.
4. Press the F4 (Done) key. You are directed to the next location until no containers remain on the pallet or the remaining items are not associated with a forward case location.

## Replenishment

**Navigate**: On the Main Menu screen, select Invent Mgmt. On the Invent Mgmt Menu screen, select Putaway. The Putaway screen opens.

1. On the Putaway screen, enter the ID of the container in the Container ID field.
2. If the container has not previously been designated for replenishment, but the container is eligible for hot replenishment, you are prompted to create a hot replenishment. Enter **N** (No) if you want the system to suggest a storage location. Enter **Y** (Yes) if you want to continue with the hot replenishment. If you enter Y, the Replenishment screen opens.



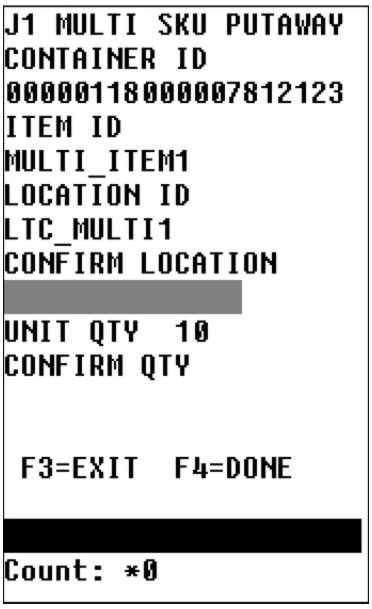

**Replenishment RF screen**

3. In the Confirm Location field, enter the ID of the suggested location.
4. In the Confirm Qty field, enter the number of cases to be put away at the designated location.
   - If the quantity entered differs from the expected quantity, you are prompted to reenter the quantity. If the quantity is greater than the expected quantity, an error message appears. If the quantity is less than expected quantity and the cases on the pallet are labeled, you are prompted to scan the label from each of the containers that you put away.
5. Press the F4 (Done) key. If the pallet is not empty, the Reserve Putaway screen opens. Locations are suggested for the remaining quantity.

## Multi-SKU Putaway

**Navigate**: On the Main Menu screen, select Invent Mgmt. On the Invent Mgmt Menu screen, select Putaway. The Putaway screen opens.

1. On the Putaway screen, enter the ID of the container in the Container ID field. If the container contains multiple SKUs, the Multi SKU Putaway screen opens.



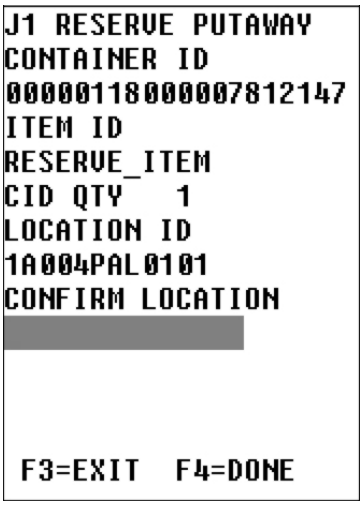

**Multi SKU Putaway RF screen**

2. In the Confirm Location field, enter the ID of the suggested location.
3. In the Confirm Qty field, enter the number of units to be put away at the designated location.
4. Press the F4 (Done) key. You are directed to the next location until no containers remain on the pallet or the remaining items are not associated with a forward case location.

## Reserve Putaway

**Navigate**: On the Main Menu screen, select Invent Mgmt. On the Invent Mgmt Menu screen, select Putaway. The Putaway screen opens.

1. On the Putaway screen, enter the ID of the container in the Container ID field. If the container is destined for a storage location, the Reserve Putaway screen opens.




**Reserve Putaway RF screen**

2. In the Confirm Location field, enter the ID of the suggested location or enter an alternative putaway location. An alternate location may be entered provided that the system has been set up to allow overrides. Valid alternate locations include all storage and staging locations.
3. Press the F4 (Done) key.
4. When prompted to acknowledge the action, press the Enter key.

# Cycle Count

Cycle counting is the physical affirmation of merchandise in reserve (storage) or less than case (LTC) locations. The frequency of merchandise counting is determined by the cycle_count_period system parameter. RWMS randomly selects locations for counting based on the number of valid locations and the value given to the system parameter. Normal operations at the distribution center are not affected by the system-selected, cycle counting process.

RWMS allows a second type of cycle counting known as the manual mark. Discrepancies with an item, container, or location can trigger the manual marking of a location.

Cycle counting may be interleaved with the putaway functionality or used with task management.

While cycle counting a location that includes a container that has not been picked and the Pick Not After Date has passed, you may see a message in a pop-up screen that states "Cycle count to 0." The status of the container in question has been set to Expired (X).

Manual marking renders all items in the marked location as unavailable.

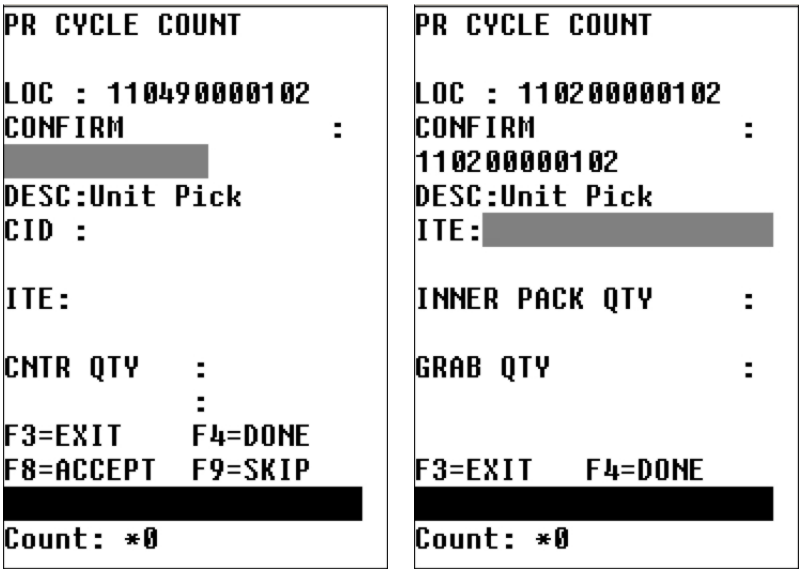
The system automatically suggests a cycle count location at the Loc (Location) field. The Cycle Count screen displays data pertaining to the first location marked for cycle count.

**Note**: If there are no marked locations, the Message Display Line verifies that no marked locations were found. You can either begin the cycle count where the system suggests or cycle count a different location. The location that you choose must already be marked for cycle count.

**Note:** The Cycle Count option is not available on wrist-mounted terminals.

## Unit Pick Locations

**Navigate:** On the Main Menu screen, select Invent Mgmt. On the Invent Mgmt Menu screen, select Cycle Count. The Cycle Count screen displays the first location that is marked for cycle count.




**Cycle Count and Cycle Count (Unit Pick Location)RF screens**

1. On the Cycle Count screen, enter the ID of the suggested or alternative unit pick location to be cycle counted in the Confirm field.

   **Note**: You can press the F9 (Skip) key in order to proceed to the next suggested location without processing the current location. The skipped location remains marked for cycle count.

2. Press the Enter key to confirm the location. The Cycle Count (Unit Pick Location) screen opens.
3. In the Item field, enter the ID of the first unique item. The number of units in an inner pack opens.
4. In the Grab Qty field, enter the number of grabs available. If a warning opens regarding the quantity that you enter, enter the same quantity a second time. The system accepts the new quantity after the second entry.
5. To accept an updated record:
   - Press the Enter key to save the item count. Enter the next item ID for the same location.
   - Press the F4 (Done) key to save the location count. The next location marked for cycle count opens.

## Reserve Locations

The system automatically suggests cycle count locations. If you do not count all the containers in the location, the system moves them to the Unlocated location as defined in the system parameters.

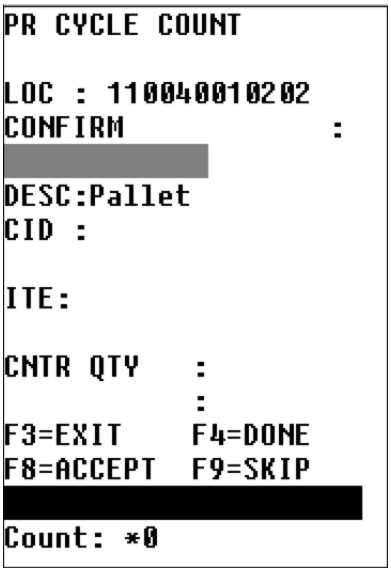
You are prompted when no additional marked locations remain. You can either begin the cycle count where the system suggests or cycle count a different location. The location must already be marked for cycle count.

**Navigate:** On the Main Menu screen, select Invent Mgmt. On the Invent Mgmt Menu screen, select Cycle Count. The Cycle Count screen displays the first location that is marked for cycle count.

1. On the Cycle Count screen, enter the ID of the suggested or alternative reserve location to be cycle counted in the Confirm field.

   **Note**: You can press the F9 (Skip) key in order to proceed to the next suggested location without processing the current location. The skipped location remains marked for cycle count.

2. Press the Enter key to confirm the location. The Cycle Count (Reserve Location) screen opens.




**Cycle Count (Reserve Location)RF screen**

3. In the CID field, enter the ID of the first container.
4. In the Item field, enter the ID of the first unique item.
5. In the Cntr Qty field, enter the container quantity.
6. To accept an updated record:
   - Press the Enter key to save the item count. Enter the next item ID for the same container and location.
   - Press the F8 (Accept) key to save the container count. Enter the next container ID for the same location.
   - Press the F4 (Done) key to save the location count. The next location marked for cycle count opens.

## Inventory Adjustments

If the Labeled_Reserve System Parameter is set to **Y** (Yes), the system retains the labeled child container IDs upon putaway. If, when cycle counting a reserve location, you inform the system of an adjustment, the system will request that each child label be scanned to confirm the master contents.

The system automatically suggests a cycle count location at the Loc (Location) field.

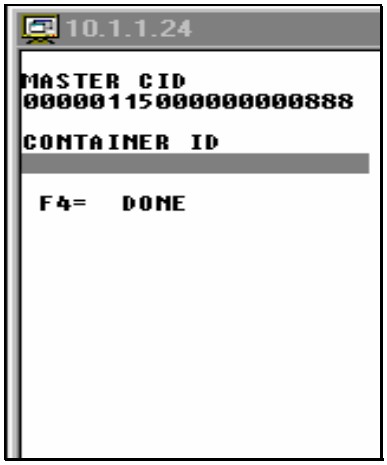
If you do not count all containers in the location, the system moves them to the Unlocated location as defined in the system parameters.

**Navigate:** On the Main Menu screen, select Invent Mgmt. On the Invent Mgmt Menu screen, select Cycle Count. The Cycle Count screen displays the first location that is marked for cycle count.

1. On the Cycle Count screen, enter the ID of the suggested or alternative reserve location to be cycle counted in the Confirm field.

   > **Note**: You can press the F9 (Skip) key in order to proceed to the next suggested location without processing the current location. The skipped location remains marked for cycle count.

2. Press the Enter key to confirm the location. The Cycle Count (Reserve Location) screen opens.
3. In the CID field, enter the ID of the first container.
4. In the Item field, enter the ID of the first unique item.
5. In the Cntr Qty field, enter the container quantity.
6. Press the Enter key to save the count. The Cycle Count (Child ID) screen opens.




**Cycle Count (Child ID) RF screen**

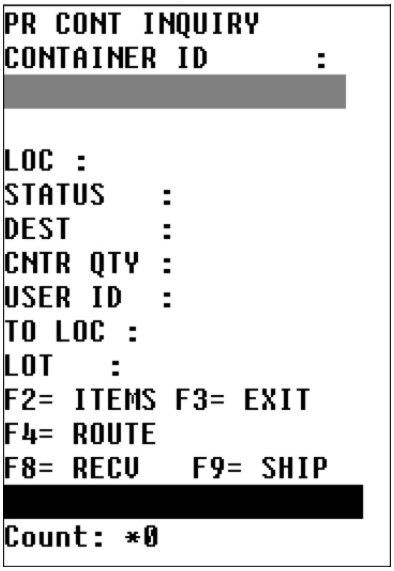
7. In the Container ID field, enter the ID of the child container.
8. To accept an updated record:
   - Press the Enter key to save the child container. Enter the next container for the same master container.
   - Press the F4 (Done) key to save the master container.

# Container Inquiry

The Container Inquiry screen assists you in checking loose containers. After scanning the bar code label on a container, the display-only screen supplies you with all the known information for the container ID. The Items function shows you the contents of the container. The Ship and Recv function keys display shipping and receiving information for the queried container.

> **Note:** The Container Inquiry option is not available on wrist-mounted terminals.

**Navigate**: On the Main Menu screen, select Invent Mgmt. On the Invent Mgmt Menu screen, select Cont Inquiry. The Cont Inquiry screen opens.

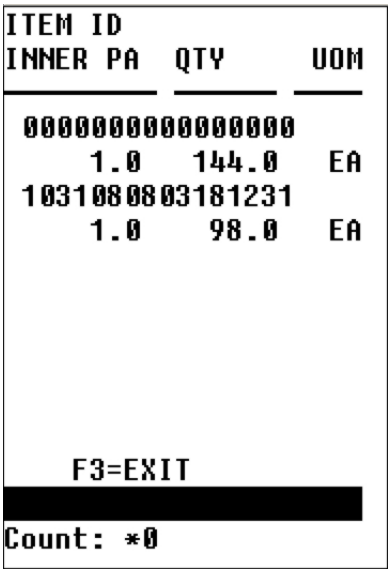



**Cont Inquiry RF screen**

- On the Cont Inquiry screen, enter the ID of the container to be investigated in the Container ID field. Press the Enter key to display the details.

## View the Contents of a Container

1. On the Cont Inquiry screen, press the F2 (Items) key. The Item ID screen displays the item ID, inner pack quantity, unit quantity, and unit of measure for each unique item in the container.

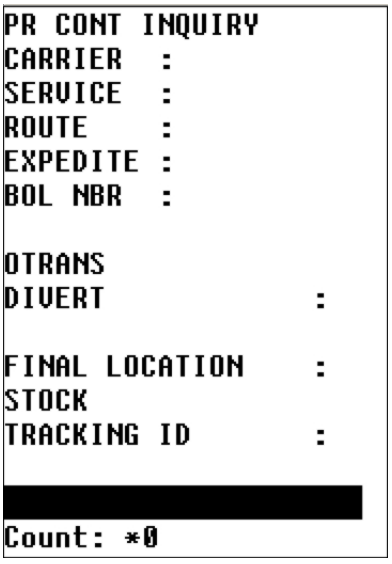



**Item ID RF screen**

2. Press the F3 (Exit) key to return to the Cont Inquiry screen.

## View Shipping Details

1. On the Cont Inquiry screen, press the F9 (Ship) key. The Cont Inquiry (Shipping) screen displays shipping information for the container.

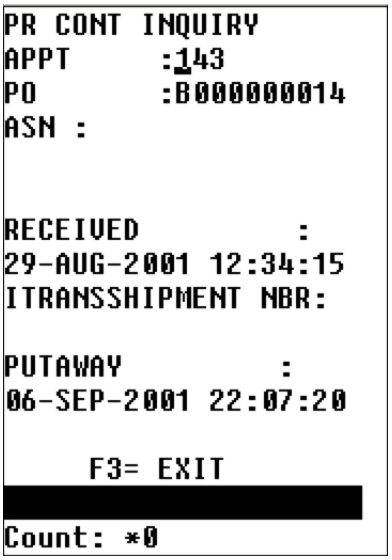



**Cont Inquiry (Shipping) RF screen**

2. Press the F3 (Exit) key to return to the primary Cont Inquiry screen.

## Viewing Receiving Details

1. On the Cont Inquiry screen, press the F8 (Recv) key. The Cont Inquiry (Shipping) screen displays receiving information for the container.




**Cont Inquiry (Receiving) RF screen**

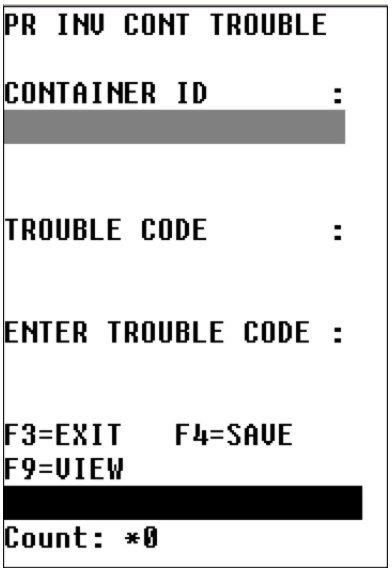
2. Press the F3 (Exit) key to return to the primary Cont Inquiry screen.

# Inventory Container Trouble

You can mark a container as troubled if merchandise is damaged or other trouble is discovered.

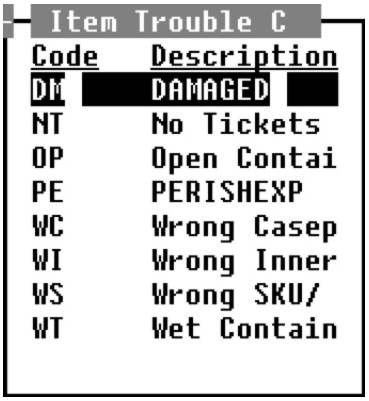
> **Note:** The Inventory Container Trouble option is not available on wrist-mounted terminals.

**Navigate:** On the Main Menu screen, select Invent Mgmt. On the Invent Mgmt Menu screen, select Inv Cont Trouble. The Inv Cont Trouble screen opens.




**Inv Cont Trouble RF screen**

1. On the Inv Cont Trouble screen, enter ID of a troubled container in the Container ID field.
2. In the Enter Trouble Code field, enter the trouble code that you want to apply to the container.
   - To view a list of trouble codes, press the F9 (View) key. Select a trouble code from the list and press the Enter key. The Enter Trouble Code field is automatically filled in.




**Item Trouble Code RF screen**

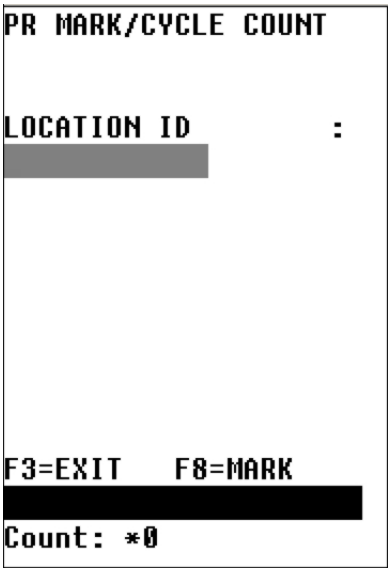
3. Press the F4 (Save) key.
4. When prompted to acknowledge the action, press the Enter key.

# Mark for Cycle Count

The Mark/Cycle Count screen permits you to manually mark locations for cycle counting.

> **Note:** The Mark for Cycle Count option is not available on wrist-mounted terminals.

**Navigate:** On the Main Menu screen, select Invent Mgmt. On the Invent Mgmt Menu screen, select Mark for Cycle. The Mark/Cycle Count screen opens.




**Mark/Cycle Count RF screen**

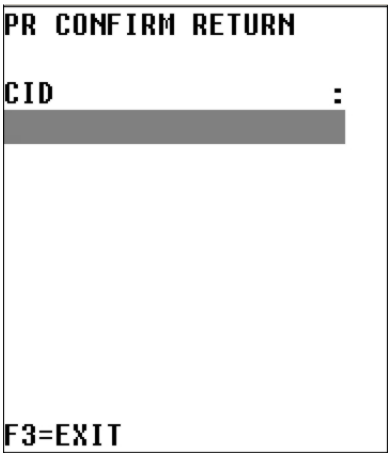
1. On the Mark/Cycle Count screen, enter the location ID in the Location ID field.
2. Press the F8 (Mark) key to manually mark the location for a cycle count.
3. When prompted to acknowledge the action, press the Enter key.

# Confirm Returns

The Confirm Return screen is used when an expired, returned, or refused container leaves the Distribution Center.

> **Note:** The Confirm Return option is not available on truck-mounted or wrist-mounted terminals.

**Navigate**: On the Main Menu screen, select Invent Mgmt. On the Invent Mgmt Menu screen, select Confirm Return. The Confirm Return screen opens.




**Confirm Return RF screen**

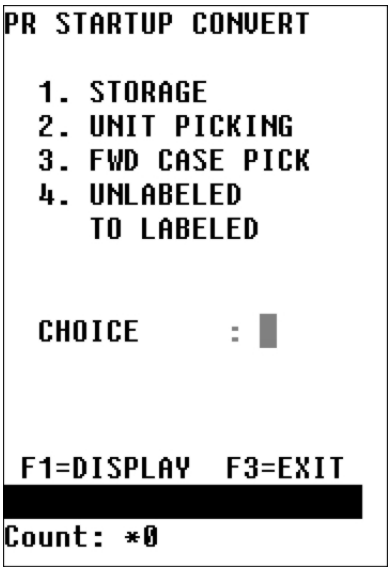
1. On the Confirm Return screen, enter the container ID in the CID field and press the Enter key. If the container is past its pick date or marked for return or refusal, it is deleted from the system.
2. When prompted to acknowledge the action, press the Enter key.

# Start Up Conversions

The Startup Convert screen allows you to convert existing inventory into RWMS inventory before the initial startup of the system. You can identify merchandise in reserve storage and forward pick locations, as well as convert unlabeled inventory to labeled inventory.

> **Note:** The Startup Convert option is not available on truck-mounted or wrist-mounted terminals.

**Navigate:** On the Main Menu screen, select Invent Mgmt. On the Invent Mgmt Menu screen, select Startup Convert. The Startup Convert screen opens.



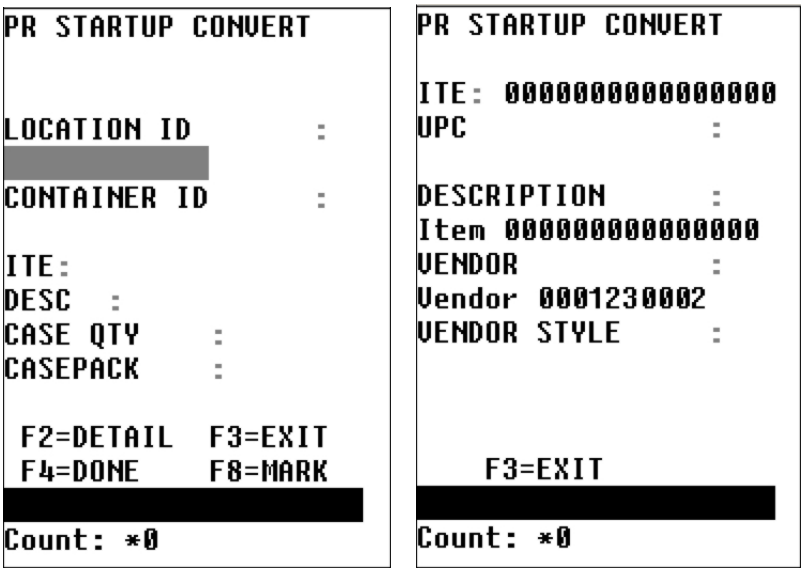

**Startup Convert RF screen**

A system parameter, Labeled_Reserve, governs which Startup Convert screen opens.

- If Labeled_Reserve = **N**, you can view Item details through the use of the F2 (Detail) key.
- If Labeled_Reserve = **Y**, then you can add child containers to a master container by using the F2 (Child) key.

## Storage with Unlabeled Children

1. On the Startup Convert screen, enter **1** in the Choice field; then press the F1 (Display) key.

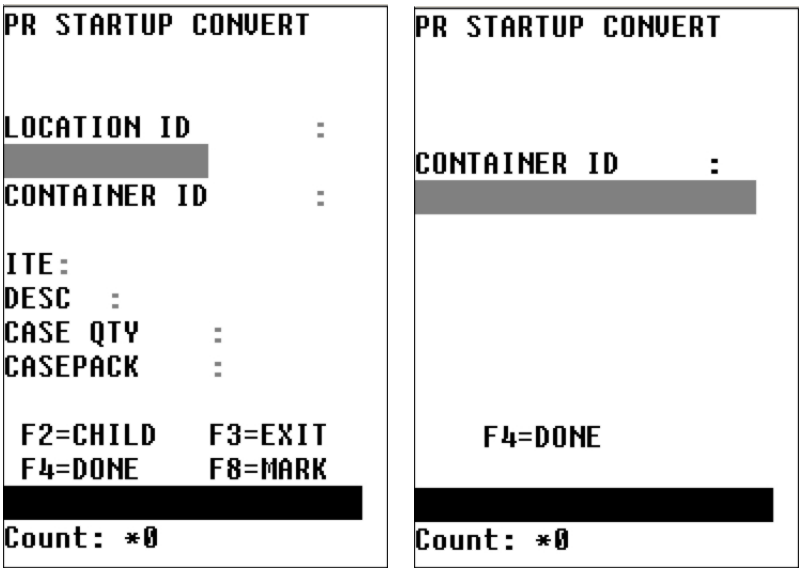



**Startup Convert (Storage and Item Detail) RF screens**

2. In the Location ID field, enter a valid location ID.
3. In the Container ID field, enter a container ID.
4. In the Item field, enter the item ID or UPC. The item ID/UPC must already be defined in the system.
5. In the Case Qty field, enter the number of cases associated with the container ID.
6. In the Casepack field, enter the number of units that make up a casepack.
7. [Optional] To view item details:
   a. Press the F2 (Detail) key. The details are displayed on the Startup Convert (Item Detail) screen.
   b. Press the F3 (Exit) key to return to the previous screen.
8. [Optional] To mark the location for a cycle count:
   a. Press the F8 (Mark) key.
   b. When prompted to confirm the request, enter **Y**; then press the Enter key.
9. Press the F4 (Done) key to complete the conversion.
10. When prompted to confirm the request, enter **Y**; then press the Enter key.

## Storage with Labeled Children

1. On the Startup Convert screen, enter **1** in the Choice field; then press the F1 (Display) key. The Startup Convert (Storage) screen opens.




**Startup Convert (Storage and Child Container) RF screens**

2. In the Location ID field, enter a valid location ID.
3. In the Container ID field, enter the container ID.
4. In the Item field, enter the item ID or UPC. The item ID/UPC must already be defined in the system.
5. If prompted to enter a best before date and weight:
   a. In the Best Before Date field, enter the expiration date.
   b. In the Weight field, enter the weight of a standard unit.
6. In the Case Qty field, enter the number of cases holding the specified item and associated with the container ID.
7. In the Casepack field, enter the number of units that make up a casepack.
8. To add child containers:
   a. Press the F2 (Child) key. The Startup Convert (Child Container) screen opens.
   b. In the Container ID field, enter the ID of the child container.
   c. Press the Enter key to save the child container. Enter the next container for the same master container.

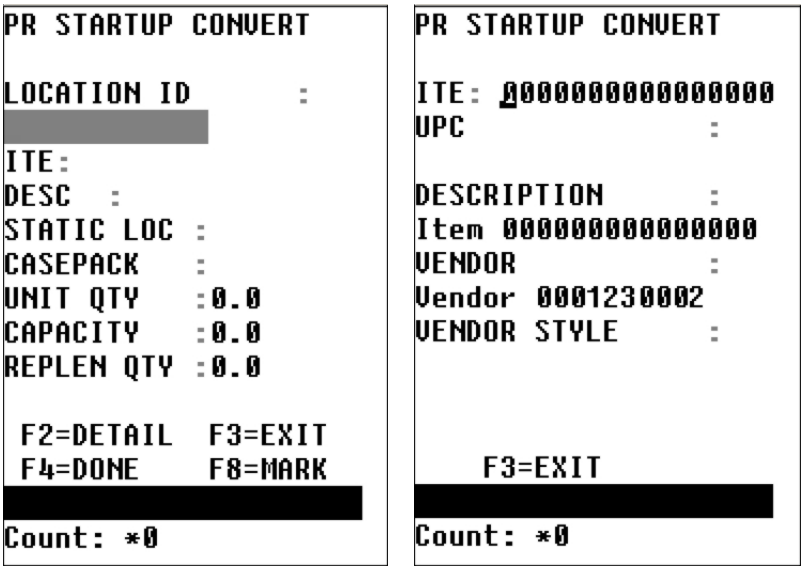
      Or

      Press the F4 (Done) key to save the child container and return to the previous screen.

9. [Optional] To mark the location for a cycle count:
   a. Press the F8 (Mark) key.
   b. When prompted to confirm the request, enter **Y**; then press the Enter key.
10. Press the F4 (Done) key to complete the conversion.
11. When prompted to confirm the request, enter **Y**; then press the Enter key.

## Unit Picking

1. On the Startup Convert screen, enter **2** in the Choice field; then press the F1 (Display) key. The Startup Convert (Unit Picking) screen opens.

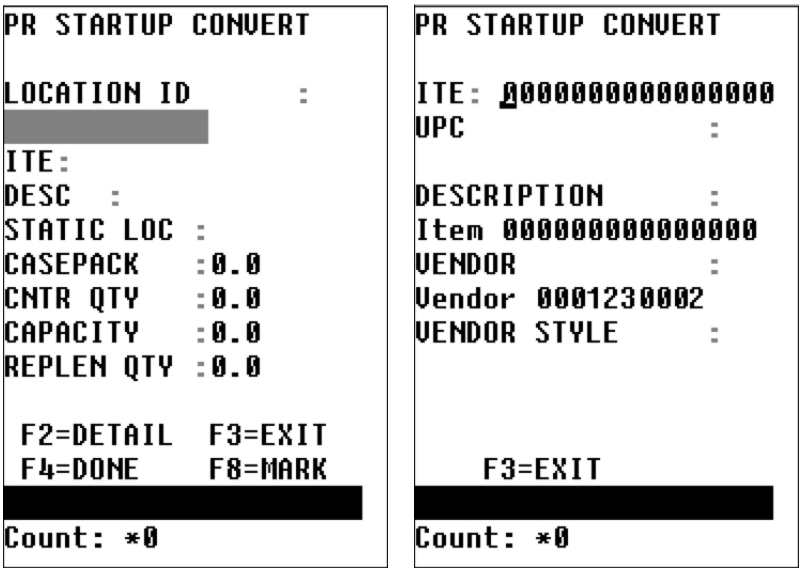



**Startup Convert (Unit picking and Item Detail) RF screens**

2. In the Location ID field, enter a valid location ID.
3. In the Item field, enter the item ID or UPC. The item ID/UPC must already be defined in the system.
4. In the Unit Qty field, enter the number of units to be moved into the location.
5. In the Capacity field, enter the maximum number of units the location can hold.
6. In the Replen Qty field, enter the number of units which would trigger reorder point replenishment.
7. [Optional] To view item details:
   a. Press the F2 (Detail) key. The details are displayed in the Startup Convert (Item Detail).
   b. Press the F3 (Exit) key to return to the Startup Convert (Unit Picking) screen.
8. [Optional] To mark the location for a cycle count:
   a. Press the F8 (Mark) key.
   b. When prompted to confirm the request, enter **Y**; then press the Enter key.
9. Press the F4 (Done) key to complete the conversion.
10. When prompted to confirm the request, enter **Y**; then press the Enter key.

## Forward Case Picking

1. On the Startup Convert screen, enter **3** in the Choice field; then press the F1 (Display) key. The Startup Convert (Forward Case Picking) screen opens.



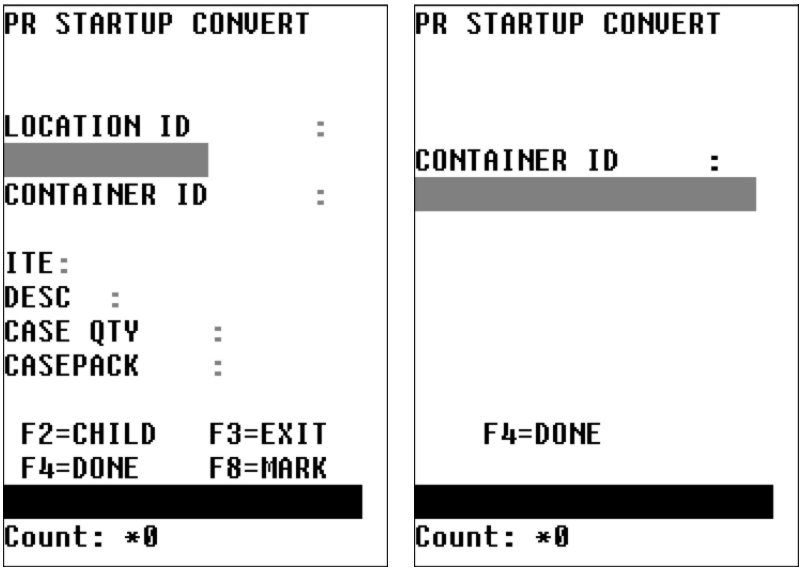

**Startup Convert (Forward Case Picking and Item Detail) RF screens**

2. In the Location ID field, enter a valid location ID.
3. In the Item field, enter the item ID or UPC. The item ID/UPC must already be defined in the system.
4. In the Cntr Qty field, enter the number of cases to be moved into the location.
5. In the Capacity field, enter the maximum number of cases the location can hold.
6. In the Replen Qty field, enter the number of cases which would trigger reorder point replenishment.
7. [Optional] To view item details:
   a. Press the F2 (Detail) key. The details are displayed in the Startup Convert (Item Detail).
   b. Press the F3 (Exit) key to return to the Startup Convert (Forward Case Picking) screen.
8. [Optional] To mark the location for a cycle count:
   a. Press the F8 (Mark) key.
   b. When prompted to confirm the request, enter **Y**; then press the Enter key.
9. Press the F4 (Done) key to complete the convert operation.
10. When prompted to confirm the request, enter **Y**; then press the Enter key.

## Unlabeled to Labeled

1. On the Startup Convert screen, enter **4** in the Choice field; then press the F1 (Display) key. The Startup Convert (Unlabeled to Labeled) screen opens.

   **Note:** The Labeled_Reserve parameter must be set to **Y** in order to use this feature.




**Startup Convert (Unlabeled to Labeled and Child Container) RF screens**

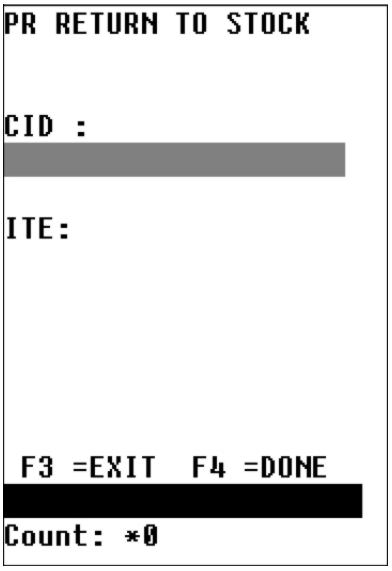
2. In the Location ID field, enter a valid location ID.
3. In the Container ID field, enter the ID of the container that is to be converted. The remaining details are automatically filled in.
4. To add child containers:
   a. Press the F2 (Child) key. The Startup Convert (Child Container) screen opens.
   b. In the Container ID field, enter the ID of the child container.
   c. Press the Enter key to save the child container. Enter the next container for the same master container, or press the F4 (Done) key to save the child container and return to the previous screen.
5. [Optional] To mark the location for a cycle count:
   a. Press the F8 (Mark) key.
   b. When prompted to confirm the request, enter **Y**; then press the Enter key.
6. Press the F4 (Done) key to complete the convert operation.
7. When prompted to confirm the request, enter **Y**; then press the Enter key.

# Return to Stock

The Return To Stock screen assists you in moving merchandise that has been picked but not shipped from a store's inventory on the Host system back to the distribution center's inventory. This screen is used to return inventory to stock from the put-to-store (PTS) area.

> **Note:** The Return to Stock option is not available on truck-mounted or wrist-mounted terminals.

**Navigate:** On the Main Menu screen, select Invent Mgmt. On the Invent Mgmt Menu screen, select Return to Stock. The Return to Stock screen opens.




**Return to Stock RF screen**

1. On the Return to Stock screen, enter the ID of the container to be returned to stock in the CID field.

   > **Note:** Master Containers with children are not eligible for stock return.

2. Press the F4 (Done) key. The container is returned to the DC inventory in its entirety and the container status is reset to Inventory (I).

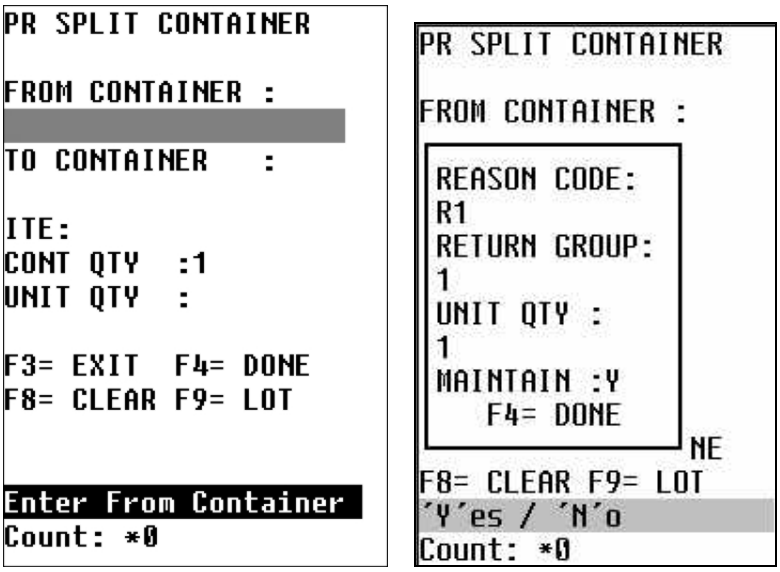
   > **Note:** Use the Putaway screen to physically move the merchandise back to a reserve area.

# Split Containers

The Split Container screen allows you to split a container with more than one item ID into a new separate container. RWMS allows the user to split outbound containers, with the same destination ID, as well as received containers with undetected dye lot differences.

> **Note:** The Split Container option is not available on truck-mounted or wrist-mounted terminals.

**Navigate:** On the Main Menu screen, select Invent Mgmt. On the Invent Mgmt Menu screen, select Split Container. The Split Container screen opens.

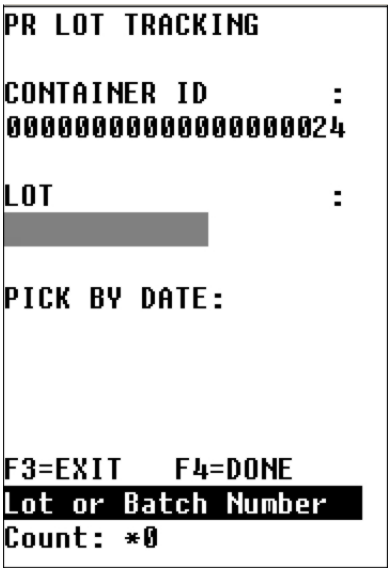



**Split Container and Reason Code RF screens**

1. On the Split Container screen, enter the ID of the source container in the From Container field.
2. In the To Container field, enter the new container ID for the item.
3. In the Item field, enter the item ID that is to be moved to the new container.
4. In the Cont Qty field, enter the number of cases to be moved to the new container.
5. In the Unit Qty field, enter the number of units to be moved into the new container.

> **Note:** The number of units must divide evenly into the container quantity.

6. If the container is selected for are return, you are prompted to provide additional details:
   a. In the Reason Code field, enter the reason code for the return., or press the Shift + F4 keys and select the reason from the list of values.
   b. In the Return Group field, enter the return group number.
   c. In the Unit Qty field, enter the quantity.
   d. In the Maintain field, enter **Y** (Yes) to apply the reason code to the source container and the new container. Otherwise, enter **N** (No) to apply the reason code to the new container only.
   e. Press the F4 (Done) key to save the details and return to the previous screen.
7. To associate the container with a dye lot:
   a. Press the F9 (Lot) key. The ID of the new container is automatically filled in.




**Lot Tracking RF screen**

   b. In the Lot field, enter the lot number provided by the manufacturer.
   c. [Optional] In the Pick By Date field, enter the date that the item needs to be picked by.
   d. Press the F4 (Done) key.
   e. When prompted to acknowledge the action, press the Enter key.
8. Press the F4 (Done) key to save the new container. Enter the next container that you want to move an item into.
9. When done splitting the current container, press F8 (Clear) to clear all the fields or F3 (Exit) to exit the Split Container screen.

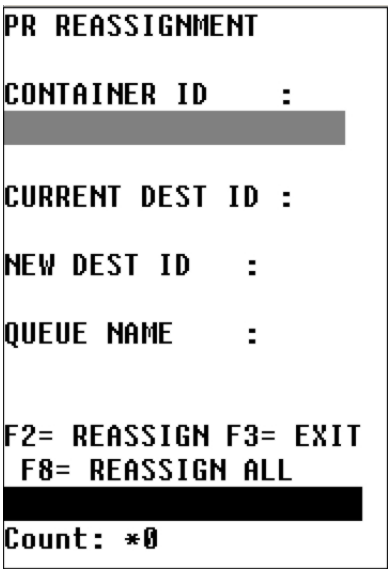
# Reassignment

The Reassignment screen allows you to reassign containers placed in a Pack and Hold area to different outbound destinations. You may reassign a single container or all containers destined for a specific destination.

> **Note:** The Reassignment option is not available on truck-mounted or wrist-mounted terminals.

## Single Container

**Navigate:** On the Main Menu screen, select Invent Mgmt. On the Invent Mgmt Menu screen, select Reassignment. The Reassignment screen opens.




**Reassignment RF screen**

1. On the Reassignment screen, enter the ID of the container to be reassigned in the Container ID field. The current destination opens.
2. In the New Dest ID field, enter the ID of the container's new destination.
3. Press the F2 (Reassign) key. The reassignment is saved and you can reassign another container.
4. Press the F3 (Exit) key to exit the Reassignment screen.

### Multiple Containers

The Reassignment WIP code must first be applied to all the containers that are to be reassigned to a new destination. The containers must all be traveling to the same outbound destination.

**Navigate:** On the Main Menu screen, select Invent Mgmt. On the Invent Mgmt Menu screen, select Reassignment. The Reassignment screen opens.

1. On the Reassignment screen, skip to the Current Dest ID field and enter the current destination for the group of containers.
2. In the New Dest ID field, enter the new destination ID to which the containers must be reassigned.
3. Press the F8 (Reassign All) key. The reassignments are saved and you can reassign another container or group of containers.
4. Press the F3 (Exit) key to exit the Reassignment screen.

## Forward Pick Location Management

The FPL Mgmt option allows you to move inventory from one forward pick location to another or to a reserve location without deactivating the forward pick location.

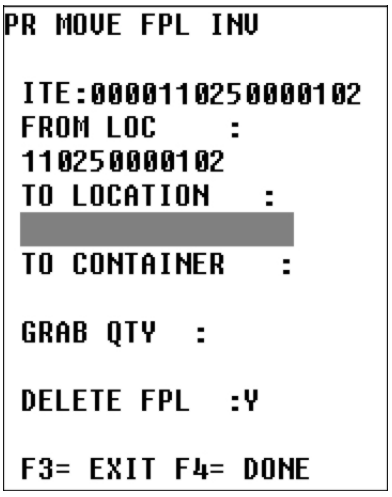
The following restrictions apply:

- The items in the From FPL must match the items in the To FPL, or the To FPL must be empty.
- The moves are internal only. No inventory adjustments are sent to the host.
- The From Loc must be a forward pick location and the To Location must be another forward pick location, a staging location, or a new forward pick location.

In addition, the system allows for an ad hoc replenishment move from reserve inventory to a unit picking bin. You can move one or more cartons from a pallet in reserve inventory to the pick bin in a specified zone. After the transaction is completed, the inventory decremented in the reserve location and incremented in the pick bin location.

**Note:** The FPL Mgmt option is not available on truck-mounted or wrist-mounted terminals.

**Navigate:** On the Main Menu screen, select Invent Mgmt. On the Invent Mgmt Menu screen, select FPL Mgmt. The Move FPL Inv screen opens.




**Move FPL Inv RF screen**

1. On the Move FPL Inv screen, enter the ID or UPC of the item to be moved in the Item field.
2. In the From Loc field, enter the ID of the item's current location.
3. In the To Location field, enter the ID of the item's new location. The new location must be a staging location, another FPL, or create a new FPL here.
4. If the new location is a staging location, enter the ID of the new container in the To Container field. The container is not needed for a bulk item.
5. In the Grab Qty field, enter the number of items to be moved.
6. In the Delete FPL field, enter **Y** (Yes) or **N** (No) to indicate whether the From Location should be deleted.

   **Note:** The Delete FPL field indicates whether or not the forward pick location must be deleted after all of the items are removed from the location. If the Delete FPL option is set to **Y**, the FPL will be deleted. You may override the **Y**. However, if the Delete FPL option is set to **N** upon entering the screen, you cannot override the option.

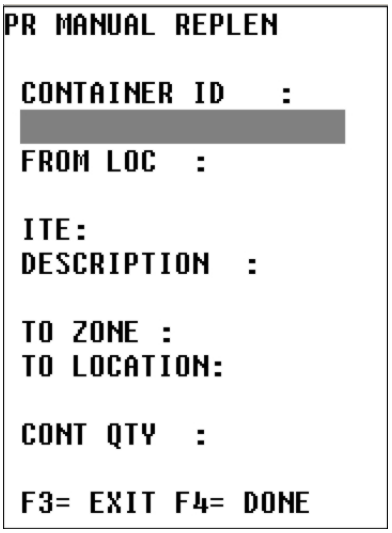
7. Press the F4 (Done) key.
8. Press the F3 (Exit) key to leave the Move FPL Inv screen.

# Manual Replenishment

An Inventory Inquiry by item should be done using the existing RWMS screens to determine eligible inventory before this move. The inventory in the reserve location must be available, not have a trouble code, and not have an unfinished WIP Code.

**Note:** The Manual Replenishment option is not available on truck-mounted or wrist-mounted terminals.

**Navigate:** On the Main Menu screen, select Invent Mgmt. On the Invent Mgmt Menu screen, select Manual Replen. The Manual Replen screen opens.




**Manual Replen RF screen**

1. On the Manual Replen screen, enter the container ID in the Container ID field. The From Location, Item, and Description fields are automatically filled in.
2. In the To Zone field, enter the ID of the zone to pick to. The To Location field is automatically filled in with the forward pick location in the specified zone for the current item ID.
3. In the Cont Qty field, enter the number of containers to be moved to the designated location.
4. Press the F4 (Done) key to complete the move.

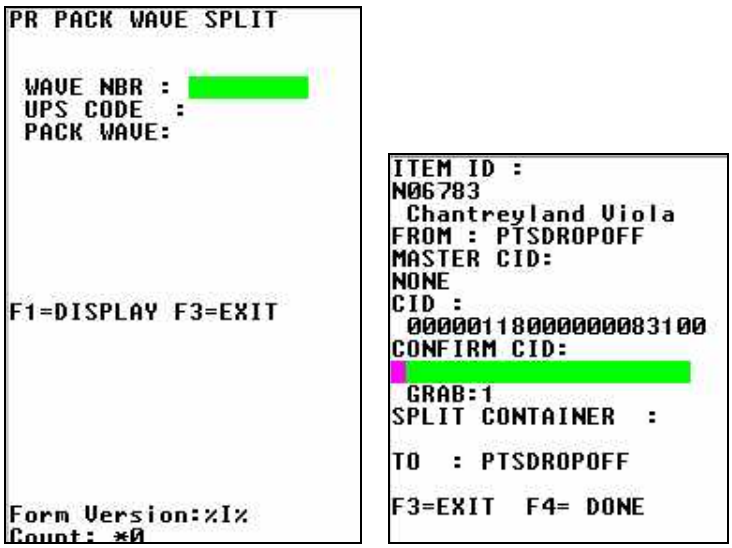
**Note:** The number of units on hand in the destination unit pick bin is incremented when the transaction is complete. Neither the inbound nor the distributed quantities are affected.

# Pack Wave Split

All replenishment picks dropped off for waves where put-to-order processing is enabled are not deleted. The Pack Wave Split screen directs you to the quantities that are to be inducted for a pack wave. Any container associated with the wave and unit pick system that is in a distributed status and not in transit is considered eligible for pack wave splitting.

> **Note:** The Pack Wave Split option is not available on truck-mounted or wrist-mounted terminals.

**Navigate:** On the Main Menu screen, select Invent Mgmt. On the Invent Mgmt Menu screen, select Pack Wave Split. The Pack Wave Split screen opens.




**Pack Wave Split and Pack Wave Split (Container ID) RF screens**

1. In the Wave Nbr field, enter the wave number.
2. In the UPS Code field, enter the code for the unit pick system.
3. In the Pack Wave field, enter the pack wave number and press the Enter key. The following screen opens.

> **Note**: The screen displays the Item ID, Location ID, Container ID and quantity required for an item within the pack wave. You must confirm the Pick From container and update the quantity if necessary. The quantity may only be adjusted downward. If the quantity requested is less than the total quantity of the pick from container, you will need to split the item into another container.

4. In the Confirm CID field, enter the ID of the pick-from container.
5. If you need to split the item into another container, enter a container ID in the Split Container field.
6. Press the F4 (Done) key. The screen is cleared and you are prompted to confirm the next Pick From Container ID.

# 6
# Picking

The Picking module is divided into three sections: Picking, Put To Store, and No Pick Package

## Picking

Picking activities vary depending on the pick types assigned to items and locations. The following table lists the standard pick types available in RWMS.

| **Picking outbound** | |
|---|---|
| **Pick Type** | **Definition** |
| B | Bulk pick from reserve to outbound door |
| C | Container pick from reserve to outbound door |
| CB | FCP to belt to outbound door |
| CF | FCP to pallet to outbound door |
| **Picking UPS - Third party sorter (PPS/PTS/TLT)** | |
| **Pick Type** | **Definition** |
| BP | Bulk pick from reserve to UPS |
| C3 | Container pick from FCP to belt to UPS |
| CP | Container pick from reserve to UPS |
| CS | Container pick from FCP to pallet to UPS |
| U | Unit pick from LTC or UPS to outbound door |
| UP | Unit pick from LTC to UPS |
| **Preplanned replenishment** | |
| **Pick Type** | **Definition** |
| BR | Preplanned bulk replenishment from storage to FCP or LTC |
| CE | Preplanned container replenishment from FCP to pallet to LTC |
| CL | Preplanned container replenishment from FCP to belt to LTC |
| CR | Preplanned container replenishment from storage to FCP or LTC |
| PL | Preplanned pallet letdown replenishment |

| Reorder point replenishment | |
|---|---|
| **Pick Type** | **Definition** |
| BD | ROP bulk replenishment from storage to FCP or LTC |
| CD | ROP container replenishment from storage to FCP or LTC |
| CO | ROP container replenishment from FCP to pallet to LTC |
| Not supported | ROP container replenishment from FCP to belt to LTC |
| PR | ROP pallet letdown replenishment |
| **Topoff replenishment** | |
| **Pick Type** | **Definition** |
| BT | Topoff bulk replenishment from storage to FCP or LTC |
| CT | Topoff container replenishment from storage to FCP or LTC |
| CT | Topoff container replenishment from FCP to pallet to LTC |
| Not supported | Topoff container replenishment from FCP to belt to LTC |
| PT | Topoff pallet letdown replenishment |

# Put to Store

The Put To Store (PTS) Menu offers you the option of determining the first PTS zone, performing a Put To Store Pick, and closing a PTS carton.

The Put To Store Pick is intended for use in the Put To Store area of the Distribution Center (DC). The Put To Store area is a set of fixed store locations where each location is associated to a single store.

# No Pick Package

Label-less picking allows wave-associated picking without label generation. There are several advantages to dispensing with labels: you do not depend on operational processes to keep track of preprinted labels and you have the flexibility of being able to manage pick assignments using Oracle Retail Warehouse Management System. You can perform four types of picking through the NO PICK PACKAGE screen: Bulk Picking, Case Picking, Bulk Replenishment Picking, and Case Replenishment Picking.

# Picking Direction

During the Picking process, RWMS uses the following distribution methods to determine how to direct the picking associate.

## First Identified for Order (FIFO)

RWMS sends the picker to the first location identified as holding that item based upon the putaway timestamp. The picker will typically empty this location before moving to the next suggested one.

## Pick to Clean

RWMS sends the picker to the most locations that will be picked clean to meet the order demand. The picker will typically empty this location before moving to the next suggested one. This pick direction will free up the greatest number of locations which can then be used to hold incoming merchandise.

## Efficiency

RWMS sends the picker to the sequence of locations that will fulfill the order demand of the pick in the least distance traveled. This pick direction minimizes picker walk time and thus maximizes efficiency from a Best Path Prospective.

Picks are generated from stock orders downloaded from the Host. The Pending Picks Report gives details of the number of outstanding picks generated per wave.

If the system parameter Labeled_picking is set to **Y**, picking packages, consisting of a report and labels, must already be printed before you start any of the picking functions. If the system parameter Labeled_picking is set to **N**, you will not have picking packages and will use generic labels to perform the picking operations.

# Bulk Picking

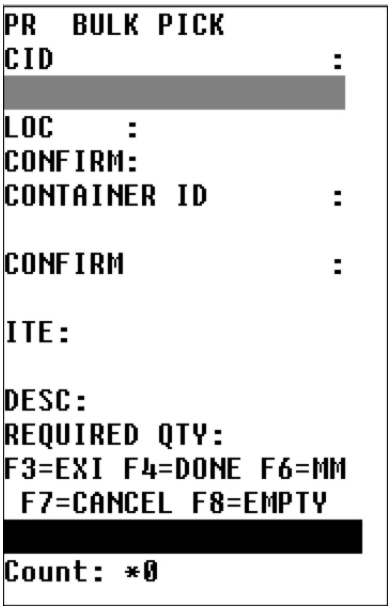
Bulk Picking includes picking an entire container of a single item from reserve for shipment to a single ship destination, replenishment of a forward picking location, or the Paperless Picking System. You can use bulk picks for either conveyable or non-conveyable merchandise.

Depending on system settings, you can cancel a bulk pick if the item is not available or the quantity is less than expected at the designated location. You will be directed to an alternate location if one exists.

If a pick is determined to be a pallet letdown, you are directed to pick the pallet from a reserve location, replenish one or more forward locations, and then put away the pallet in a reserve location.

> **Note:** The Bulk Picking option is not available on wrist-mounted terminals.

**Navigate**: On the Main Menu screen, select Picking. On the Picking Menu screen, select Bulk Picking. The Bulk Pick screen opens.




**Bulk Pick RF screen**

1. On the Bulk Pick screen, scan the first picking package label for master label confirmation and location direction. Data opens in the CID and Loc fields.
2. Confirm the pick-from location by scanning the location ID.
3. Confirm the pick-from inventory container ID label by scanning.
4. In the Required Qty field, press the Enter key to confirm the displayed container quantity. You can decrease the quantity if necessary, but you cannot increase it.

**Note:** Press the F8 (Empty) key if you deplete the location of merchandise.
As products are being picked, the receipt weight and the container weight is maintained at the lowest level of labeling.
You are prompted to enter a catch weight if the item was set up to require such information.

5. In the Total Weight field, enter the total catch weight for the pick. That weight is then equally divided among all containers associated to the pick. If you enter a zero, the container weight is update to zero.
6. Press the F4 (Done) key.
7. If, at the completion of a pick, but prior to drop-off, RWMS detects any containers with catch weight items and a container weight of 0, you will be prompted to enter the total weight for each zero weight item. This total weight is then evenly divided between all containers with the item. The drop-off process continues after all items have been weighed. The Suggested Location screen displays the door associated with the destination ID.

**Note:** The Suggested Location screen contains a location suggested by the system for you to next move the merchandise.
For outbound shipments, the suggested location is either a staging location specific to the ship destination of the container or a staging location that is not assigned to a specific destination. You can override the suggested location by entering a different location at the To-Location field.
For replenishment picks, the suggested location is the location that needs replenishment or a default drop-off location for alternate unit pick systems.

8. In the To-Location field, scan the location where the merchandise is being dropped-on.
9. Press the F4 (Done) key. An Information screen pops up, verifying that the location is marked if the To-Location is marked for cycle count. The Bulk Pick screen opens with the next pick if any remain. The Message Display Line verifies that the current pick is complete.
10. Press the Enter key to acknowledge the message.
11. Enter **Y** (Yes) to confirm that the location is not empty, and press the Enter key. The location is then marked for cycle count.

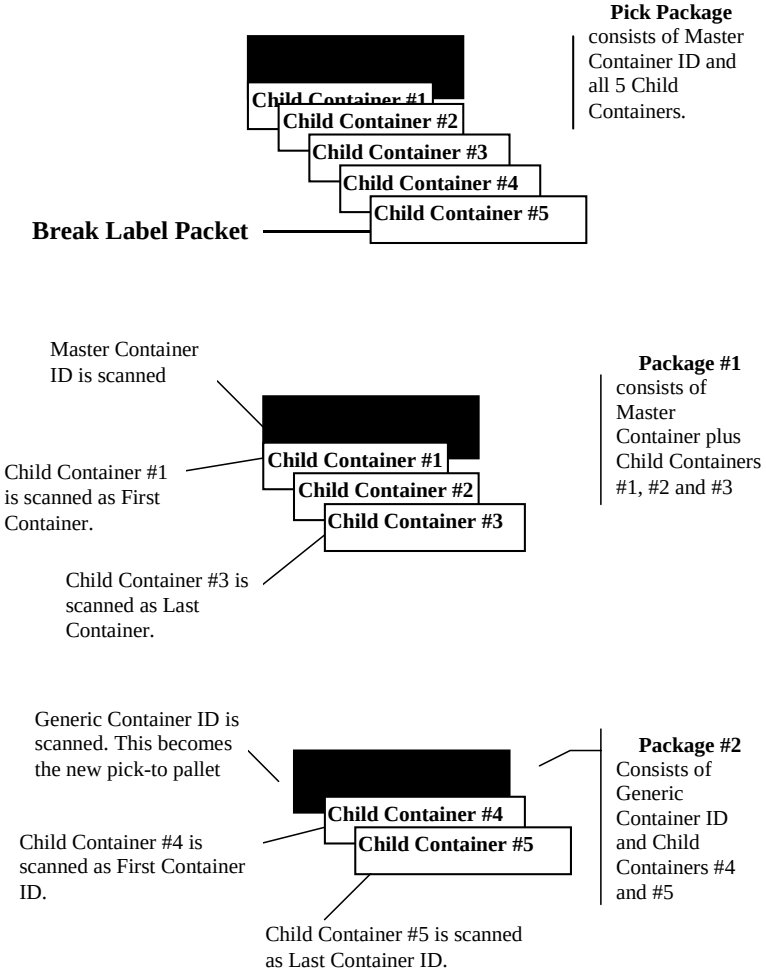
# Case Picking

Case picking or container picking, involves pulling one or more full containers from a bulk container in a reserve location.

Breaking the Label Packet functionality allows you to subdivide the picking package through the Container Pick screen.

During the distribution process, the system assigns master container IDs to group picks based on system parameters. For example, it can allow or prevent the mixture of destinations on an individual pallet. However, Zone and Pick Type (bulk, case, or unit pick) always divide the pick package of labels. The pick package is intended to be picked by one individual, which restricts the number of picks of the same type in the same zone at the same time. The Break Label Packet removes this restriction by allowing the pick package to be subdivided as desired.

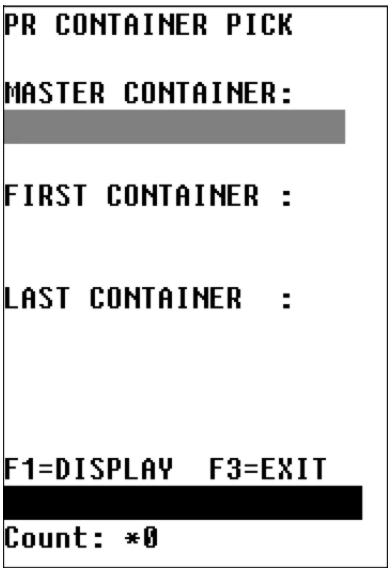
You can break the picking package within a specific master label; however, picks for multiple masters cannot be combined. Divide a pick package using the break label package function




**Standard pick package**

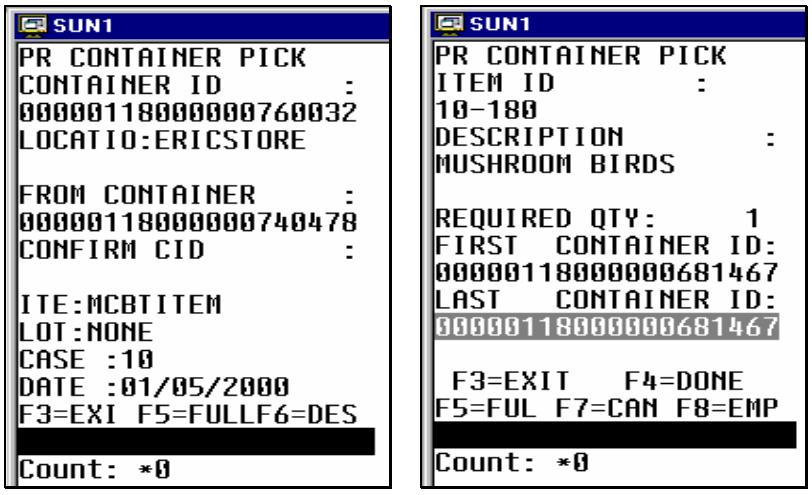
**Note:** The Case Picking option is not available on wrist-mounted terminals.

**Navigate:** On the Main Menu screen, select Picking. On the Picking Menu screen, select Case Picking. The Container Pick screen opens.




**Container Pick RF screen**

1. Scan the master container ID and press the F1 (Display) key. The Container Pick (confirm from-container) screen opens.




**Container Pick RF screens**
**(confirm from-container and item ID)**

2. In the Confirm CID (Confirm-From Container ID) field, scan the bulk container ID label. This must match data in the Container ID field. The Confirm Pick (item ID) screen opens.
3. In the Last Container ID field, scan the last label in the pick package. (If a single case is to be placed on the container, data in the First Container ID and Last Container ID fields are identical.)

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**Note:** Press the F8 (Empty) key if the From-Loc (From Location) field is blank and the pick will empty out the location. The Message Display Line verifies the location is marked empty.

---

4. Press the F8 (Empty) key if the From Loc (From Location) field is blank and the pick empties out the location. The Message Display Line verifies that the location is marked empty.
5. Press the F5 (Full) key if you cannot fit any more cartons onto the pick-to pallet.

**Note:** Refer to the Full/Close Containers section for further information.

6. Press the F4 (Done) key.

**Note:** RWMS maintains the receipt weight and the container weight at the lowest level of labeling during the pick. You are prompted to enter a catch weight if the item was set up to require such information.

7. In the Total Weight field, enter the total catch weight for the pick. That weight is then equally divided among all containers associated to the pick. If the user enters a zero, the container weight is updated to zero.
8. Press the F4 (Done) key. The Container Pick screen opens, ready for the next pick. The Suggested Location screen opens automatically after the last pick. The Message Display Line verifies there are no remaining picks.

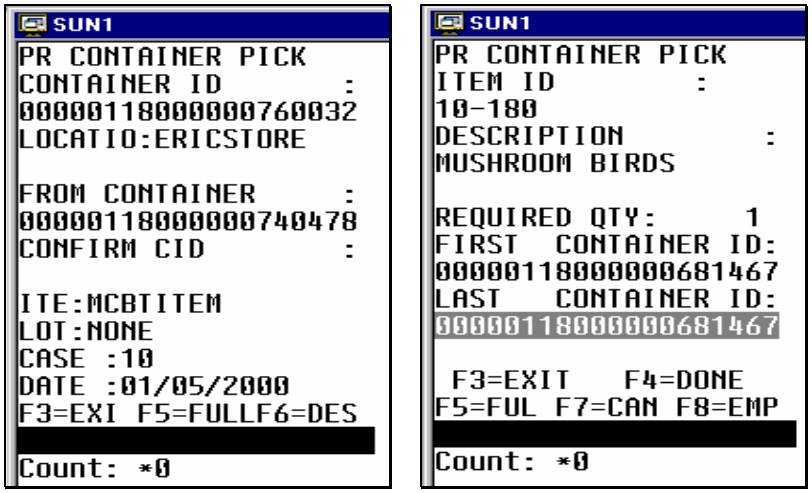
**Note:** If, at the completion of a pick, but prior to drop-off, RWMS detects any containers with catch weight items and a container weight of 0, you are prompted to enter the total weight for each zero weight item. This total weight is then evenly divided between all containers with the item. The drop-off process continues after all items have been weighed.

**Note:** The Suggested Location screen contains a location suggested by the system for you to next move the merchandise. For outbound shipments, the suggested location is either a staging location specific to the ship destination of the container, or a staging location that is not assigned to a specific destination. You can override the suggested location by entering a different location at the To-Location field. For replenishment picks, the suggested location is the location that needs replenishment, or a default drop-off location for unit pick systems.

9. In the To-Location field, scan the location where the merchandise will be moved
10. Press the F4 (Done) key to select the location ID number. An Information screen pops up and verifies that the location is marked for cycle count if you try to move merchandise to a marked location.
11. Press the Enter key to acknowledge the message. An Information screen pops up, stating that the operation is successful if the picks are complete.
12. Press the Enter key to acknowledge the message. If additional case picks exist, the Container Pick screen opens again.

## Break the Label Packet

1. On the Container Pick screen, scan a generic container ID. The data opens in the Master Container field.
2. Scan the container label of the first container in a pick directive. The data opens in the First Container field.
3. Scan the container label of the last container in a pick directive. The data opens in the Last Container field.
4. Press the F1 (Display) key. The details are automatically filled in.




**Container Pick (Container ID and Item ID) RF screens**

5. In the Confirm ID (Confirm-From Container ID) field, scan the container ID label. This must match data in the Container ID field.
6. Press the F1 (Display) key The Item ID screen opens.
7. In the Last Container ID field, scan the last label applied. (If a single case is to be placed on the container, the First and Last data fields are the same.) The Message Display Line verifies that the location is marked empty.

---

**Note**: Press the F8 (Empty) key if the From-Loc (From Location) field is blank and the pick empties out the location.

---

8. Press the F5 (Full) key if you cannot fit any more cartons onto the pick-to pallet.
9. Press the F4 (Done) key. As products are being picked, the receipt weight and the container weight will be maintained at the lowest level of labeling.
10. You are prompted to enter a catch weight if the item was set up to require such information.
11. In the Total Weight field, enter the total catch weight for the pick. That weight is then equally divided among all containers associated to the pick. If the user enter a zero, the container weight is update to zero.

12. Press the F4 (Done) key. The Container Pick opens, ready for the next pick. The Suggested Location screen opens if the case picks are complete.

    **Note**: If, at the completion of a pick, but prior to drop-off, RWMS detects any containers with catch weight items and a container weight of 0, you are prompted to enter the total weight for each zero weight item. This total weight is then evenly divided between all containers with the item. The drop-off process continues after all items have been weighed.

    **Note:** The Suggested Location screen contains a location suggested by the system for you to next move the merchandise.

    For outbound shipments, the suggested location is either a staging location specific to the ship destination of the container or a staging location that is not assigned to a specific destination. You can override the suggested location by entering a different location at the To-Location field.

    For replenishment picks, the suggested location is the location that needs replenishment, or a default drop-off location for alternate unit pick systems.

13. In the To-Location field, scan the location where the merchandise will be moved.
14. Press the F4 (Done) key to select the location ID number.

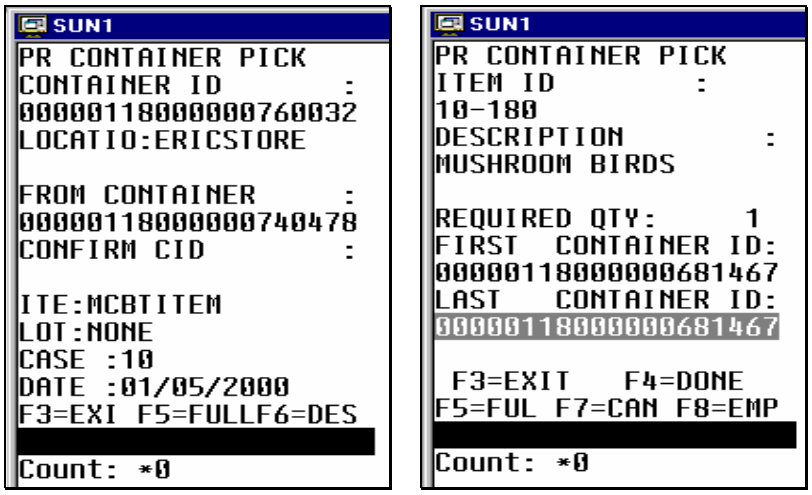
    **Note:** If you try to move a container to a To-Location that is marked, an information screen pops up and verifies that the location is already marked. Press the Enter key to acknowledge the message.

15. If necessary, press the F3 (Cancel) key to cancel the selecting of the location and return to the Container Pick screen. An information screen pops up, stating that the operation is successful if the picks are complete.
16. Press the Enter key to acknowledge the message. If more case picking exists, the Container Pick screen opens again.

## Perform a Container Pick with Labeled Children

**Notes:** This section pertains to container picking with system parameters set as Labeled_reserve = Y and Labeled_picking = Y. Child container IDs are maintained in reserve.

1. On the Container Pick screen, scan the master container ID. Press the F1 (Display) key. The details are automatically filled in.
2. In the Confirm ID (Confirm-From Container ID) field. Confirm, by scanning, the container ID label. The details are automatically filled in.




**Container Pick (Container ID and Item ID) RF screens**

3. In the Last Container ID field, scan the last label in the pick package
4. Press the F4 (Done) key. The Child From Container screen opens.
5. Scan the existing labels of all child containers to pick.

**Note:** Press the F8 (Empty) key if the From Loc (From Location) field is blank and the pick empties out the location. The Message Display Line verifies that the location is marked empty. Press the F5 (Full) key if you cannot fit any more cartons onto the pick-to pallet.

6. Press the F4 (Done) key. The Suggested Location screen opens.
7. In the To-Location field, confirm, by scanning the location where the merchandise is to be dropped off.
8. You are prompted to enter a catch weight if the item was set up to require such information.
9. Enter the total catch weight for the pick in the Total Weight field. That weight is then equally divided among all containers associated to the pick. If the user enter a zero, the container weight is update to zero.

10. Press the F4 (Done) key.

**Note**: If, at the completion of a pick, but prior to drop-off, RWMS detects any containers with catch weight items and a container weight of 0, you are prompted to enter the total weight for each zero weight item. This total weight is then evenly divided between all containers with the item. The drop-off process continues after all items have been weighed.

11. Press the F4 (Done) key to select the location ID number. An information screen pops up, stating that the operation is successful if the drop-off is complete. Press the Enter key to acknowledge the message. If additional case picks exist, the Container Pick screen opens again.

**Note:** The Suggested Location screen contains a location suggested by the system for you to next move the merchandise.

For outbound shipments, the suggested location is either a staging location specific to the ship destination of the container or a staging location that is not assigned to a specific destination. You can override the Suggested Location by entering a different location at the To-Location field.

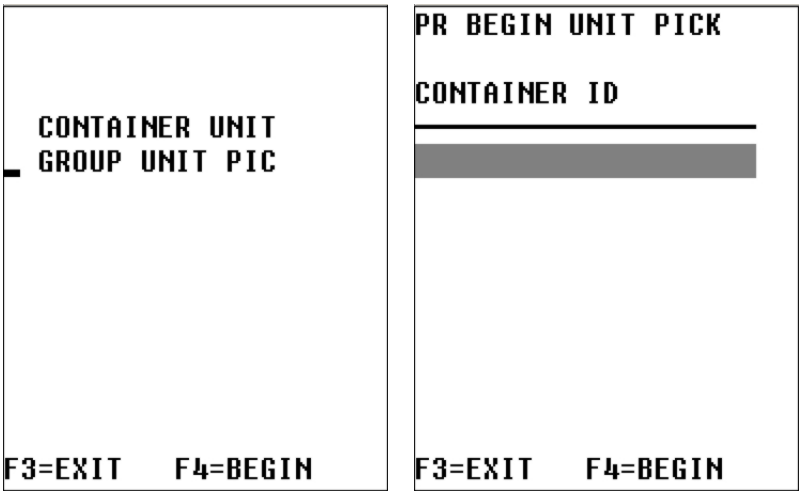
For replenishment picks, the suggested location is the location that needs replenishment, or a default drop-off location for unit pick systems.

# Unit Picking

Individual units are picked out of forward picking locations during unit picking.

## Container Unit Picks

**Navigate:** On the Main Menu screen, select Picking. On the Picking Menu screen, select Unit Picking. The Container Unit/Group Unit Pick options are displayed.




**Container Unit/Group Unit Pick and Begin Unit Pick RF screens**

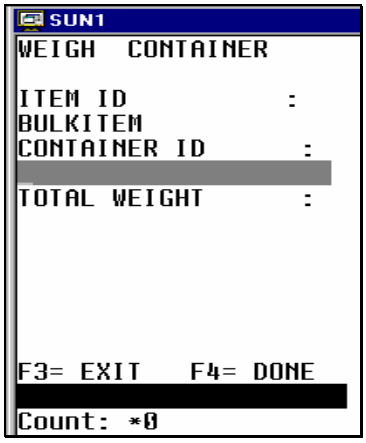
1. Select the Container Unit option and press the F4 (Begin) key. The Begin Unit Pick screen opens.
2. In the Container ID field, scan the container you are to pick to. You can scan up to eight different container labels on the RF and TM screens and up to four on the WR screen.
3. Press the F4 (Begin) key to start the unit picking process. The Confirm Location screen displays the first location that is the closest to you. The Loc (Location) data is the first pick-from location with an open pick.
4. Scan the location ID where the item is located. The Loc (Location) and Confirm Loc (Confirm Location) fields must match.
5. Press the F8 (Mark) key to mark the location for cycle count if there is a problem with the location. An Information screen pops up, stating that the operation is successful.
6. Press the Enter key to acknowledge the message.
7. Press the F3 (Exit) key to exit the Confirm Location screen.
8. Confirm/scan the container you are picking the item from. The Unit Picking screen opens.

## Capture the Container Weight

As products are being picked, the receipt weight and the container weight will be maintained at the lowest level of labeling.

If the item was set up to require a catch weight, you must capture the container weight before completing the pick.

1. On the Unit Picking screen, press the F9 (Weigh) key. The Weigh Container screen opens with data in the Item ID field.



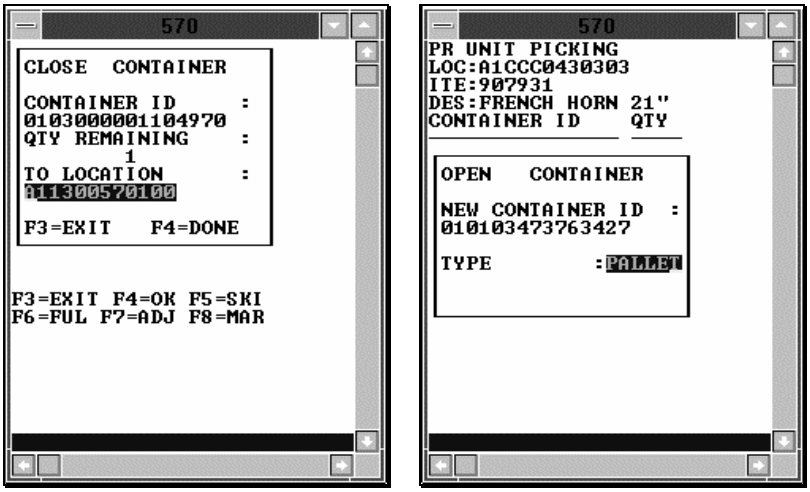

**Weigh Container RF screen**

2. Scan in the container ID that holds the item with a catch weight.
3. In the Total Weight field, enter the weight for the container. The container weight will be an accumulation of the items placed into the pick_to container.
4. Press the F4 (Done) key. You are returned to the Unit Picking screen.
5. Press the F4 (OK) key when all picks for this item are complete. The Confirmation Location screen pops up with a new picking location.
6. Move to the new location and continue the picking process.
7. Repeat Steps 2-5 until picking is complete.
8. Press the F3 (Exit) key to the exit the picking process.

## Close Full Containers

When the container is successfully closed, if there are picks remaining, the Open Container screen opens.

1. On the Unit Picking screen, press the F6 (Full) key if one of the containers is full. The Close Container screen opens.




**Close Container and Open Container RF screens**

2. In the Container ID field, scan the label of the container you want to close
3. In the Qty Remaining field, enter the quantity of items that could not be placed in the full container
4. In the To Location field, scan the location where the merchandise is being dropped off
5. Press the F4 (OK) key. The Open Container pop-up screen opens.
6. In the New Container ID field, enter a generic container ID and press the Enter key.
7. In the Type field, enter the type of container.
8. Press the Enter key. You return to the Unit Picking screen.

## Skip Picks

1. On the Unit Picking screen, press the F5 (Skip) key to skip a pick. The Skip Pick screen pops up.

**Skip Pick RF screen**

2. Scan the container you want to skip. The Message Display Line states that the operation is successful.
3. Press the Enter key to acknowledge the message.
4. Press the F3 (Exit) key, after the container is scanned, to return to the Unit Pick screen.

---

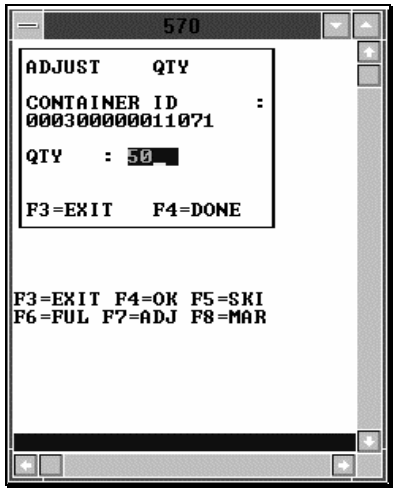
**Note:** Skipped pick_to containers do not need to have an assigned weight because items with the catch_weight = Y were not placed in the container.

---

## Adjust Pick Quantities

You can decrease the number of items requested for a pick if the location does not contain the appropriate number of items. The adjusted number must be less than the requested amount. The unpicked quantity becomes a candidate for backorder, depending on the status of the backorder system parameter.

1. On the Unit Picking screen, press the F7 (Adjust) key. The Adjust Quantity screen opens.




**Adjust Quantity RF screen**

2. Scan the container ID that is being adjusted. Available data opens in the Container ID field.
3. In the Qty field, enter the quantity able to be picked. Adjusting the quantity to zero deletes the pick.
4. Press the F4 (OK) key to accept the new quantity. The Message Display Line verifies the successful operation.
5. Press the Enter key to acknowledge the message.
6. Press the F3 (Exit) key to cancel adjusting the quantity. You return to the Unit Picking screen.

## Mark Locations for Cycle Count

- On the Unit Picking screen, press the F8 (Mark) key to mark a location for cycle count.

## Complete the Unit Pick

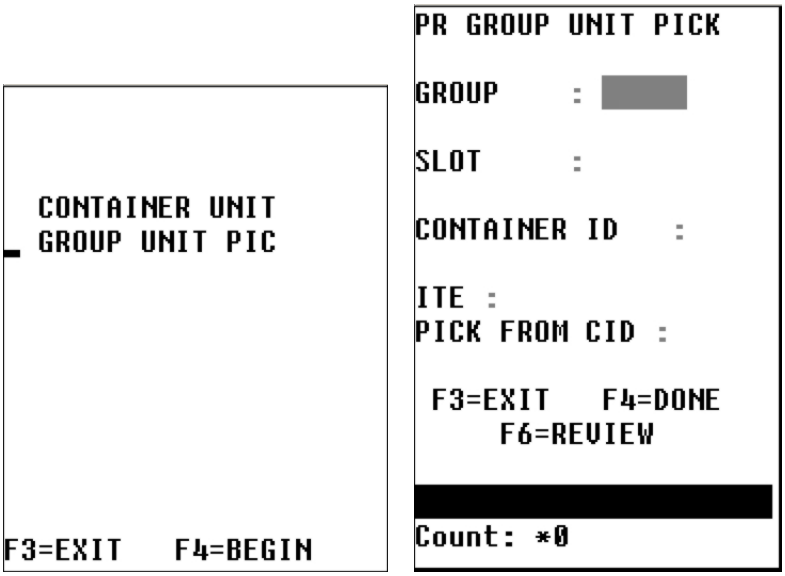
You are returned to the Begin Unit Picking screen when all picks are complete.

- Use the Move screen to transport merchandise to its next destination. Refer to the Move section in the Inventory Management chapter for more information.

## Unit Picking By Group

In order to optimize performance and efficiency in the unit picking area, RWMS allows you to group unit picking containers together and assign them a group number. This feature is available when distributing orders manually using the Select Orders screen or when utilizing the automated wave functionality.

**Navigate:** On the Main Menu screen, select Picking. On the Picking Menu screen, select Unit Picking. The Container Unit/Group Unit Pick screen opens.




**Container Unit/Group Unit Pick and Group Unit Pick RF screens**

1. Select Group Unit Pick and press the F4 (Begin) key. The Group Unit Pick screen opens.
2. In the Group field, enter the group number.

   **Note**: Once the group number is entered, you are prompted to move to the first unit pick location in the location ID sequence and asked to confirm the location. The Item ID, Item UPC and Item description are displayed. After confirming the location, you are prompted to confirm the item by entering either the item ID or the item UPC. Once the confirmations are completed, you must press the F4 (Done) key to display the pick directives.

3. In the Slot field, enter the slot number.
4. In the Container ID field, scan the container you are to pick to. You can scan up to eight different container labels.
5. In the Item ID field, enter the item ID number.
6. In the Pick from CID field, enter the Container ID number that the item is picked from.

7. Press the F4 (Done) key. The system displays as many Put directives as possible.

**Note**: There may be more Put Directives than will fit on a single screen for a given location. It is best to work one screen at a time. The grab quantity displayed reflects the total number of inner packs needed to fulfill all puts currently displayed on the screen. When all put directives for the slots listed on the screen have been fulfilled, press the F4 (Done) key. If there are more put directives, a new unit picking location screen opens.

If you need to skip a put directive for a specific slot, you can press the F5 (Skip) key. A pop-up screen opens, prompting you to specify a slot. You can press the F3 (Exit) key to cancel the skip process, or enter the slot to be skipped and press the F4 (Done) key. If a slot becomes full and you need to close the current container and open a new container, press the F6 (Full) key. The following pop-up screen opens:

8. Enter the appropriate slot number and the number of units that were put into the container being closed. If labeled picking is No, then you must enter the container ID associated to the full container.
9. Press the F4 (Done) key.

**Note**: If you need to adjust the put quantity for a specific slot, you can press the F7 (Adjust) key. Enter the appropriate slot, the number of units being put into the slot, and then press the F4 (Done) key. You may not adjust the put quantity upward or below zero. As a result of the adjustment, the location will be manually marked for cycle count.

**Note:** If you want to adjust the put quantity for a slot and as a result have all put directives set to zero for each higher slot, press the F8 (All Adjust) key. A pop-up screen will be displayed prompting you to enter the appropriate slot and number of units being put into the slot. Confirm the adjustment by pressing the F4 (Done) key. All put directives for the higher sequential slots are canceled and the location is marked for cycle count.

## Complete the Group Unit Pick

You are returned to the Group Unit Picking screen when all picks are completed for a group.

**Note:** If the labeled picking flag is N, the system requests a container ID to be entered for each occupied slot.

1. On the Group Unit Picking screen, enter the appropriate container ID for each sequential occupied slot number. After all slots are processed, the screen will exit.
2. Use the Move screen to transport merchandise to its next destination. Refer to the Move section in the Inventory Management chapter for more information.

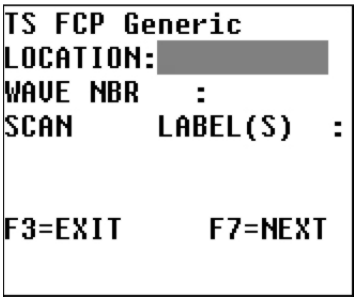
# Forward Case Pick - Generic

The FCP Generic screen allows you to process the following types of picks using generic labels:

- Picks from forward case pick locations (FCPL) to an outbound door or unit pick system (UPS)
- Preplanned replenishment picks from FCPLs to less than case (LTC) locations

**Note:** The Forward Case Pick Generic option is not available on truck-mounted devices.

**Navigate:** On the Main Menu screen, select Picking. On the Picking Menu screen, select Fwd Case Generic. The FCP Generic screen opens.




**FCP Generic WR screen**

1. In the Location field, enter the ID of the location to be picked from.
2. In the Wave Nbr field, enter the number of the pick wave.
3. Scan the number of pallet labels that are recommended in the Scan Labels field.

   **Note:** You can choose to scan only one of multiple labels, if desired. Press the F7 (Next) to continue the pick process without scanning all the labels.

4. On the next screen, confirm the source location and item. You can enter either the item ID or UPC to confirm the item.
5. On the next screen, confirm the quantity and the pallet picked to. You may choose to enter the ID of another pallet that has the same destination.
   - If there are not enough cases at the location, enter the actual number of cases. Press the F8 (Empty) key. When prompted to confirm that the location is empty, enter **Y** (Yes) and press the Enter key. A request for a hot pick is automatically generated.
   - If the pallet is full or would become full before the required number of cases can be placed on it, enter the number of cases that you can place on the pallet. Press the F5 (Full) key.
   - If there are more picks for the current pallet and the pallet is not full, you are returned to the screen where you can confirm the next location and item.
6. Respond to any prompts for additional information.
7. After processing the last pick for the current pallet or if the current pallet is full, you are prompted to drop off the pallet. Confirm the suggested drop-off location, or press the F2 (Putaway) key to drop off the cases in a less than case (LTC) location.

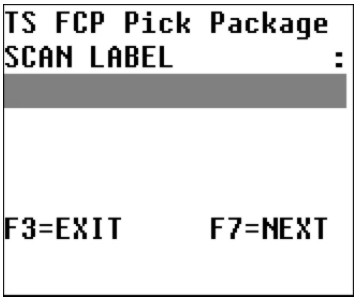
# Forward Case Pick - Pick Package

The FCP Pick Package screen allows you to process the following types of picks using system labels:

- Picks from forward case pick locations (FCPL) to an outbound door or unit pick system (UPS)
- Preplanned replenishment picks from FCPLs to less than case (LTC) locations

**Note:** The Forward Case Pick Package option is not available on truck-mounted devices.

**Navigate:** On the Main Menu screen, select Picking. On the Picking Menu screen, select Fwd Case Pick Package. The FCP Pick Package screen opens.




**FCP Pick Package WR screen**

1. In the Scan Label field, enter the ID for each pallet label in a pick package.

   **Note:** You can choose to scan only one of multiple labels, if desired. Press the F7 (Next) to continue the pick process without scanning all the labels.

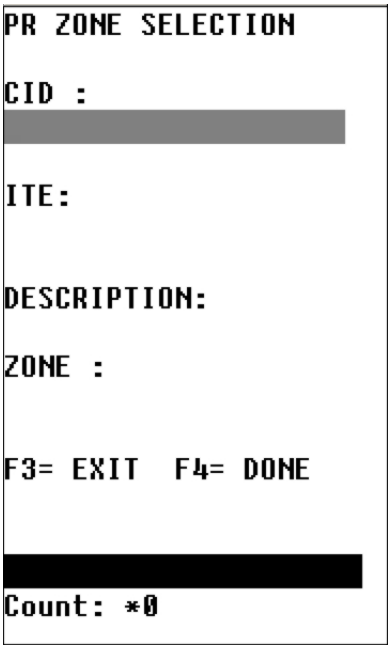
2. On the next screen, confirm the source location and item. You can enter either the item ID or UPC to confirm the item.
3. On the next screen, confirm the quantity and the pallet picked to. You may choose to enter the ID of another pallet that has the same destination.
   - If there are not enough cases at the location, enter the actual number of cases. Press the F8 (Empty) key. When prompted to confirm that the location is empty, enter **Y** (Yes) and press the Enter key. A request for a hot pick is automatically generated.
   - If the pallet is full or would become full before the required number of cases can be placed on it, enter the number of cases that you can place on the pallet. Press the F5 (Full) key.
   - If there are more picks for the current pallet and the pallet is not full, you are returned to the screen where you can confirm the next location and item.
4. Respond to any prompts for additional information.
5. After processing the last pick for the current pallet or if the current pallet is full, you are prompted to drop off the pallet. Confirm the suggested drop-off location, or press the F2 (Putaway) key to drop off the cases in a less than case (LTC) location.

# PTS Zone Selection

The PTS Zone Selection screen helps you determine the first PTS zone that contains a store that needs the item in the container. This information alerts the first contact user to determine onto which physical lane to push the container.

**Note:** The PTS Zone Select option is not available on truck-mounted or wrist-mounted terminals.

**Navigate:** On the Main Menu screen, select Picking. On the Picking Menu screen, select PTS Picking Options. On the PTS Menu screen, select PTS Zone Selection. The Zone Selection screen opens.




**Zone Selection RF screen**

**Note:** Replenishment containers must be single-SKU.

1. On the Zone Selection screen, scan the label (CID) of the first container. Available data opens on the screen, including the suggested zone site.

   **Note:** The system takes into account the number of replenishment containers that have already been sent to the particular zone.

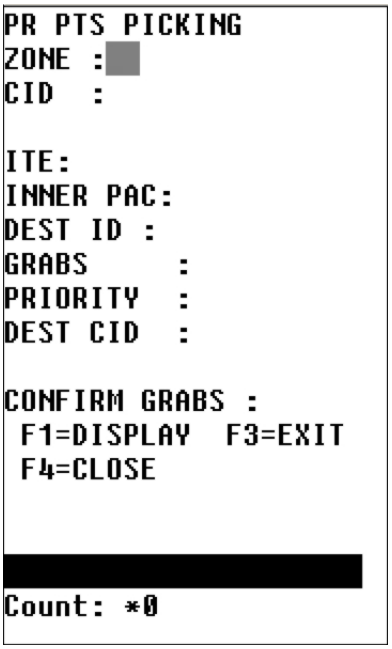
2. Press the F4 (Done) key to confirm that the container is sent to the suggested zone.
   Or
   In the Zone field, enter an alternate zone indicating which zone the container is sent to.
3. Press the F4 (Done) key.
4. Proceed to the next container.

# PTS Picking

The Put To Store Picking process is designed for an area of fixed store locations, with each location associated with a single store.

> **Note:** The PTS Picking option is not available on truck-mounted or wrist-mounted terminals.

**Navigate:** On the Main Menu screen, select Picking. On the Picking Menu screen, select PTS Picking Options. On the PTS Menu screen, select PTS Picking. The PTS Picking screen opens.




**PTS Picking RF screen**

1. On the PTS Picking screen, enter the zone to pick in the Zone field.
2. Scan the inbound replenishment container ID. Data opens on the screen, which provides the item ID, inner pack count, destination ID, grabs required, and priority that are required in order to complete the pick.

3. In the Dest CID field, enter the destination container ID for validation.
   - An open container exists for the specified store and priority
     a. Scan that open container.
     b. Continue to Step #5.
   - An open container does NOT exist for the specified store and priority
     a. Scan a generic CID.
     b. The system validates that no other carton exists for the current store and priority.
   - The system checks to see if an open container exists for the destination with the specified priority and displays the container, if found.
     a. User enters the location ID of the carton at the provided prompt.
     b. This location must be associated with a PTS location type. The carton is created as a priority or non-priority carton and marked as Open.
     c. Continue to Step #5.
   - The entered Destination Container ID is an existing open carton
     a. The system validates the destination ID and priority status.
     b. Continue to Step #5.
   - The entered Container ID is closed or associated with a different store
     a. An Error Message opens to the user.
     b. Scan in a different destination CID.
     c. Continue to Step #4.
   - The carton is non-priority, but the pick is priority
     a. An Error Message opens to the user. Priority picks cannot be placed in non-priority containers.
     b. Scan in a different destination CID.
     c. Continue to Step #4.
   - The carton is priority and the pick is non-priority
     a. A warning opens, but the user is not prevented from placing a non-priority pick in a priority container.
     b. Continue to Step #5.
   - If you realize that the pick cannot fit into the container, press the Close key before entering the unit quantity.

4. In the Confirm Grabs field, enter the grab quantity.

   **Note:** If the quantity entered is less than the quantity requested, the user is prompted to determine the status of the From Container with a confirmation message.

   If the user enters **N**, then the unit quantity must be reentered (a pick cannot be shorted by a user). If the user enters **Y**, the system allows the completion of the pick and the user scans the next inbound container ID. The next pick within the specified zone opens after a successful pick into a container.

   After all the picks for a specified zone are complete, the system prompts the user to confirm if the container is empty. If the system thinks the container is empty and the user indicates it is not, a message box opens, asking for the number of units left in the container.

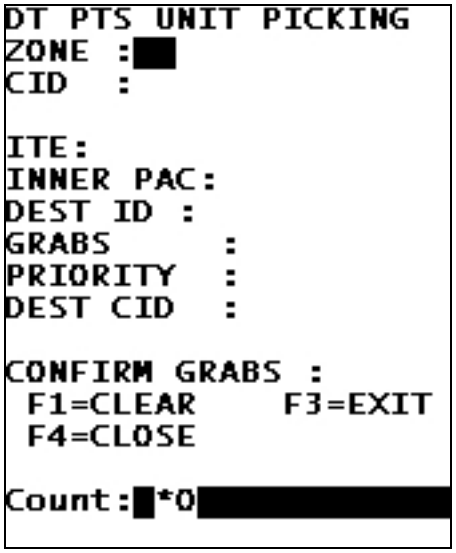
5. Press the F4 (Close) key if an outbound container becomes full and cannot accept another pick, or if the pick is completed. The PTS Close Carton screen opens.

# PTS Unit Picking

The PTS Unit Pick screen allows you to process a standalone container. The containers must be in Distributed status and must have an internal or PTS destination. The master containers must have either an outbound destination or an internal PTS destination.

**Note:** The PTS Unit Pick option is not available on truck-mounted or wrist-mounted terminals.

**Navigate:** On the Main Menu screen, select Picking. On the Picking Menu screen, select PTS Picking Options. On the PTS Menu screen, select PTS Unit Pick. The PTS Unit Pick screen opens.




**PTS Unit Pick RF Screen**

1. On the PTS Unit Pick screen, enter the ID of the zone in which you are picking.
2. In the CID field, enter the ID of standalone container.
   The Dest ID field is automatically filled in.
3. In the Dest CID, enter the ID of the destination container. The put directive opens for the first destination. The item grabs appear.
4. Confirm the distribution of the required quantity.
   - If there is no discrepancy between the required quantity and the distributed quantity, press the Enter key.
   - If there is a shortage:
     a. Press the F4 key. A message appears that asks if the container is empty.
     b. Enter **Y** (Yes) if the container is short.
     c. Enter the inventory adjustment reason code.
     d. Press Enter.
     e. Press the F4 (Save) key to save the adjustment.

     **Note:** You may need to get a supervisor to enter his or her User ID and Password to confirm any adjustments made.
5. Respond to any prompts that may appear.
6. Press the F4 (Close) key to close the destination container and proceed to the next destination container.
7. When the system calculates that the source container is empty, you are prompted to confirm whether that is true.
   - If the container is empty:
     a. Enter **Y** (Yes)
     b. Press the Enter key. The next source container opens.
   - If the container is not empty:
     a. Enter **N** (No)
     b. Press the Enter key.
     c. Enter the quantity remaining in the screen that opens.
     d. Press the Enter key.
     e. Enter the Inventory Adjustment Reason.
     f. Press the F4 (Save) key to save the adjustment.
     g. Press the F3 (Exit) key to return to the main PTS Unit Pick screen.

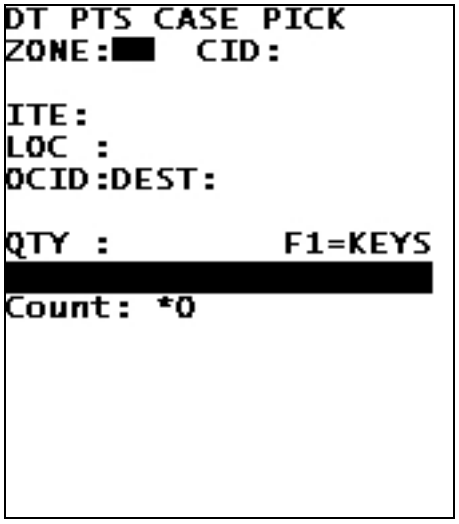
     **Note:** You may need to get a supervisor to enter his or her User ID and Password to confirm any adjustments made.

# PTS Case Picking

The PTS Case Pick screen allows you to process a pallet containing multiple containers. The containers must be in Distributed status. The master containers must have either an outbound destination or an internal PTS destination.

> **Note:** The PTS Case Pick option is not available on truck-mounted or wrist-mounted terminals.

**Navigate:** On the Main Menu screen, select Picking. On the Picking Menu screen, select PTS Picking Options. On the PTS Menu screen, select PTS Case Pick. The PTS Case Pick screen opens.




**PTS Case Pick RF Screen**

1. On the PTS Case Pick screen, enter the ID of the zone in which you are picking.
2. In the CID field, enter the ID of the master container.
   The Dest ID field is automatically filled in. For a master container, the first of multiple destinations opens.
3. In the Dest CID, enter the ID of the destination container. The put directive opens for the first destination. The case puts appear.
4. Confirm the distribution of the required quantity.
   - If there is no discrepancy between the required quantity and the distributed quantity, press the Enter key.
   - If there is a shortage:
     a. Press the F4 key. A message appears that asks if the container is empty.
     b. Enter **Y** (Yes) if the container is short.
     c. Enter the inventory adjustment reason code.
     d. Press Enter.
     e. Press the F4 (Save) key to save the adjustment.

     > **Note:** You may need to get a supervisor to enter his or her User ID and Password to confirm any adjustments made.

5. Respond to any prompts that may appear.
6. Press the F4 (Close) key to close the destination container and proceed to the next destination container.
7. When the system calculates that the source container is empty, you are prompted to confirm whether that is true.
   - If the container is empty:
     a. Enter **Y** (Yes)
     b. Press the Enter key. The next source container opens.
   - If the container is not empty:
     a. Enter **N** (No)
     b. Press Enter.
     c. Enter the quantity remaining in the screen that opens.
     d. Press Enter.
     e. Enter the Inventory Adjustment Reason.
     f. Press the F4 (Save) key to save the adjustment.
     g. Press the F3 (Exit) key to return to the main PTS Case Pick screen.

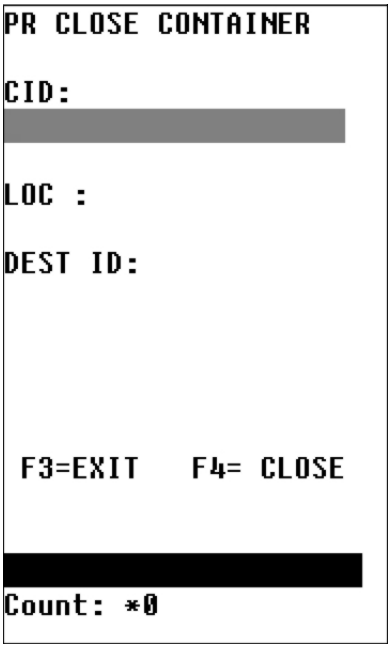
**Note:** You may need to get a supervisor to enter his or her User ID and Password to confirm any adjustments made.

# PTS Close Containers

The PTS Close Container screen is a standalone screen that allows you to close containers without having to access the picking screen. For example, if you recognize that a container has been open for a certain number of days, the container can be closed and shipped, using the PTS Close Container screen, even if the container is not full. The status of such containers is based on the PTS Containers to Close Report.

**Note:** The PTS Close Container option is not available on truck-mounted or wrist-mounted terminals.

**Navigate:** On the Main Menu screen, select Picking. On the Picking Menu screen, select PTS Picking Options. On the PTS Menu screen, select PTS Close Container. The Close Container screen opens.




**Close Container RF screen**

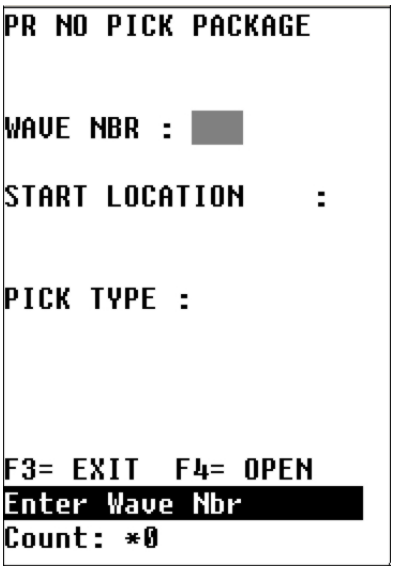
1. On the Close Container screen, scan the container destination ID (CID) for the carton you want to close. The location and destination ID are displayed.
2. Press the F4 (Close) key.

**Note:** The PTS Close Container functionality closes a container after unit picks are performed in a Put To Store system. RWMS updates the container's final location and the to location and applies any WIP codes that are needed. The Close process applies the Weigh WIP code to containers with catch weight items. The WIP code must be processed using the Weigh Container screen in the Processing Module before the container is shipped.

# Pick Without a Pick Package

Picking without preprinted labels eliminates the need for operational processes that track preprinted labels and also offers you the flexibility to manage pick assignments.

**Navigate:** On the Main Menu screen, select Picking. On the Picking Menu screen, select Pick without a Pick Package. The No Pick Package screen opens.



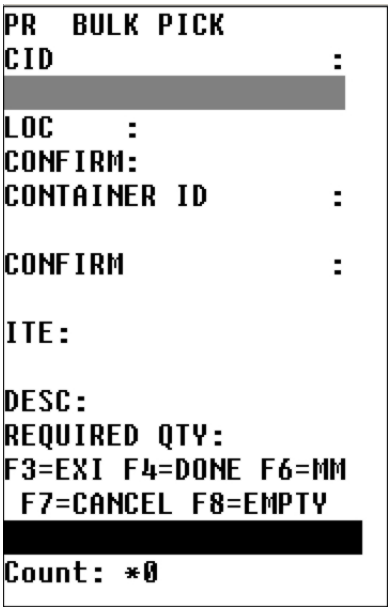

**No Pick Package RF screen**

1. On the No Pick Package screen, enter the wave number in the Wave Nbr field.
2. In the Start Location field, enter the location where the pick will be starting.
3. In the Pick Type field, enter the pick type
4. Press the F4 (Open) key. The screen that opens depends on the pick type.

## Bulk Pick

If you select a pick type pertaining to bulk picking, the Bulk Pick screen opens. You can press the F3 (Exit) key to exit the screen. The pick remains open, but you are returned to the No Pick Package screen.

To delete a pick and roll it back into the pool of orders, press the F7 (Cancel) key. You might cancel a pick if the container is not found or if the pick cannot be completed.




**Bulk Pick RF screen**

1. On the Bulk Pick screen, scan the location where the container is located.
2. In the Confirm field, confirm by scanning the pick-from inventory container ID label. Confirm Container ID must match data in the CID and Container ID fields.
3. In the Required Qty field, adjust the quantity as necessary.
4. Press the F8 (Empty) key if the From Location is empty or press the F4 (Done) key if merchandise still remains in the location. The Message Display Line verifies that the location is marked empty, or that merchandise still remains in the location.
5. Press the Enter key to acknowledge the message. The Suggested Location screen opens.

   **Notes:** The Suggested Location field contains a print and apply label station location suggested by the system.

6. In the To-Location field, Confirm by scanning the location where the merchandise is to be dropped off.
7. Press the F4 (Done) key to select the location ID number. An Information screen pops up, stating that the operation is successful if the drop-off is complete.
8. Press the Enter key to acknowledge the message. If additional bulk picks exist, the Bulk Pick screen opens again.

# Container Pick

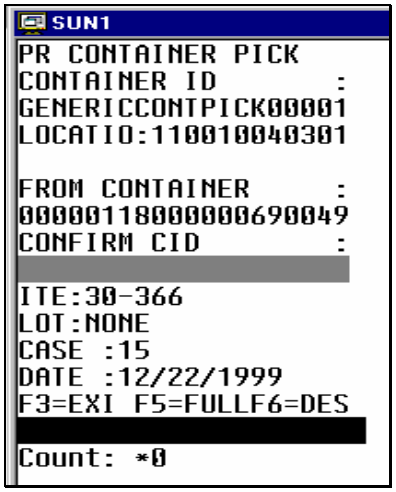
## Unlabeled Child Containers

If you select a pick type pertaining to container picking, the Container Pick screen opens. This section pertains to container picking with system parameters set as Labeled_reserve = N and Labeled_picking = N. Child container IDs are not maintained in reserve.

You can press the F3 (Exit) key to exit the screen. The pick remains open, but you are returned to the No Pick Package screen.

To delete a pick and roll it back into the pool of orders, press the F7 (Cancel) key. You might cancel a pick if the container is not found or if the pick cannot be completed.

1. On the Container Pick screen, scan the generic container ID. Data opens on the screen, showing you what the first location of the pick directive is and the container you are to pick from.
2. Scan the container ID.




**Container Pick RF screen**

3. Press the F4 (Done) key. The Suggested Location screen opens.

   **Note:** The Suggested Location field contains a print and apply label station location suggested by the system.

4. In the To-Location field, confirm by scanning the location where the merchandise is to be dropped off.
5. Press the F4 (Done) key to select the location ID number. An Information screen pops up, stating that the operation is successful if the drop-off is complete.
6. Press the Enter key to acknowledge the message. If additional case picks exist, the Container Pick screen opens again.

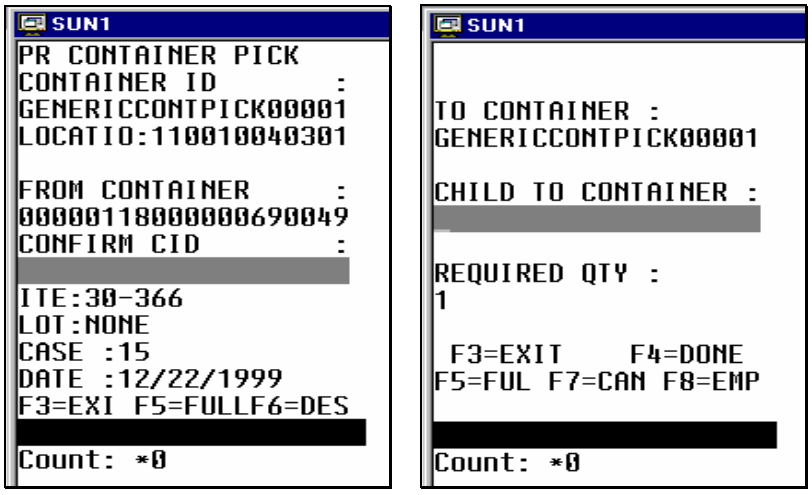
## Labeled Child Containers

If you select a pick type pertaining to container picking, the Container Pick screen opens. This section pertains to container picking with system parameters set as Labeled_reserve = Y and Labeled_picking = N. Child container IDs are maintained in reserve.

You can press the F3 (Exit) key to exit the screen. The pick remains open, but you are returned to the No Pick Package screen.

To delete a pick and roll it back into the pool of orders, press the F7 (Cancel) key. You might cancel a pick if the container is not found or if the pick cannot be completed.

1. On the Container Pick screen, scan the generic container ID. Data opens on the screen, showing you what the first location of the pick directive is and the container you are to pick from.
2. Scan the container ID. The Child Container screen opens.




**Container Pick and Child Container Confirm RF screens**

3. Scan the existing label of the child container to pick. The number of containers to pick opens in the Required Qty field.

   **Note:** Press the F8 (Empty) key if the From-Loc (From Location) field is blank and the pick empties out the location. The Message Display Line verifies that the location is marked empty.

4. Press the F5 (Full) key if you cannot fit any more cartons onto the pick-to pallet.

   **Note:** Refer to the Full/Close Containers section for further information.

5. Continue to scan the child containers until pick is complete. The amount in the Required Qty field will decrement after each successful scan.
6. Press the F4 (Done) key. The Suggested Location screen opens.

   **Note:** The Suggested Location field contains a print and apply label station location suggested by the system.

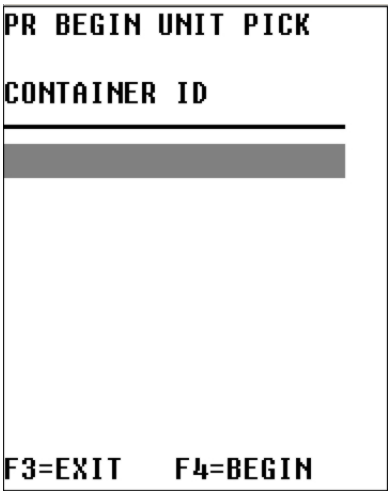
7. In the To-Location field, confirm, by scanning the location where the merchandise is to be dropped off.
8. Press the F4 (Done) key to select the location ID number. An Information screen pops up, stating that the operation is successful if the drop-off is complete.
9. Press the Enter key to acknowledge the message. If additional case picks exist, the Container Pick screen opens again.

## Unit Pick

If you select a pick type pertaining to container picking, the Begin Unit Pick screen opens.

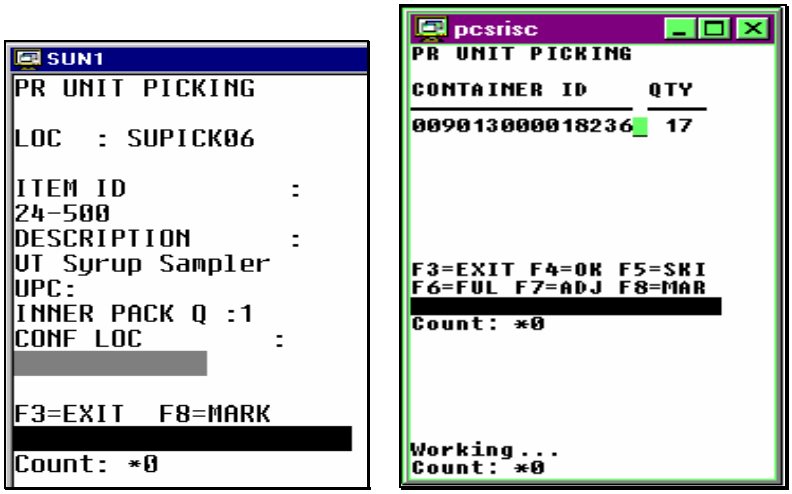
You can press the F3 (Exit) key to exit the screen. The pick remains open, but you are returned to the No Pick Package screen.

To delete a pick and roll it back into the pool of orders, press the F7 (Cancel) key. You might cancel a pick if the container is not found or if the pick cannot be completed.




**Begin Unit Pick and Unit Picking (Confirm Location) RF screens**

1. On the Begin Unit Pick screen, scan the generic container labels you are picking to. You can scan up to eight different generic container labels.
2. Press the F4 (Begin) key to start the unit picking process. The Confirm Location screen displays the first location with an open pick.




**Confirm Location and Unit Picking RF screens**

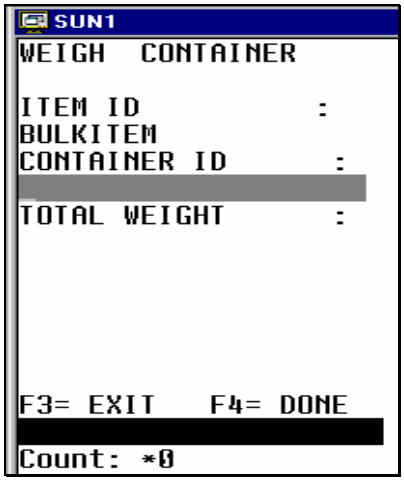
3. Scan the location ID where the item is located. The Loc (Location) and Conf Loc (Confirm Location) fields must match.
4. Press the F8 (Mark) key to mark the location for cycle count if there is a problem with the location. An Information screen pops up, stating that the operation is successful.
5. Press the Enter key to acknowledge the message.
6. Press the F3 (Exit) key to exit the Confirm Location screen. The Unit Picking screen opens.

## Capture the Container Weight

As products are being picked, the receipt weight and the container weight will be maintained at the lowest level of labeling.

If the item you are picking has a **Y** in the Catch Weight field on the Item Master, you will need to capture the container weight before completing the pick.

1. On the Unit Picking screen, press the F9 (Weigh) key. The Weigh Container screen opens.



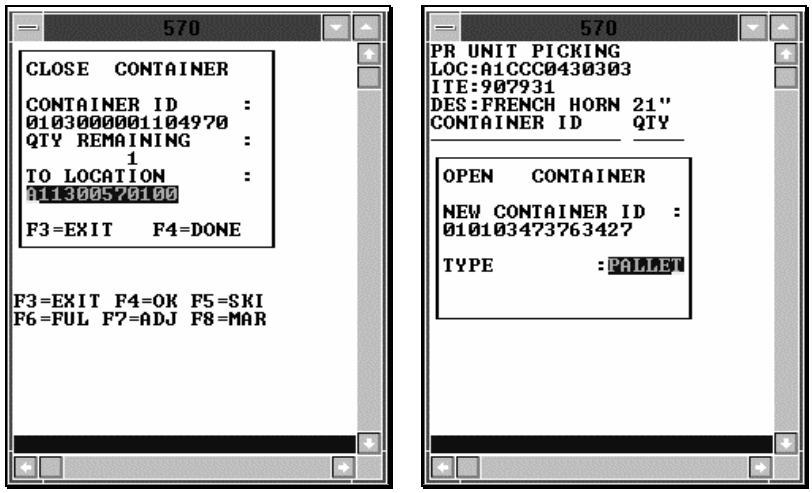

**Weigh Container RF screen**

2. Scan the container ID that holds the item with a catch weight.
3. In the Total Weight field, enter the weight of the container. The container weight will be an accumulation of the items placed in the pick-to container.
4. Press the F4 (Done) key. You are returned to the Unit Picking screen.
5. Press the F4 (OK) key when all picks for the current item are complete.
6. Move to a new location and continue the picking process.

## Close Full Containers

When the container is successfully closed, if there are picks remaining, the Open Container screen opens.

1. On the Unit Picking screen, press the F6 (Full) key when a container is full. The Close Container screen opens.



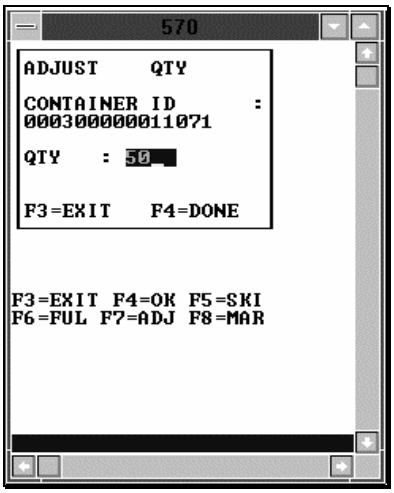

**Close Container and Open Container RF screens**

2. Scan the label of the container that you want to close.
3. In the Qty Remaining field, enter the number of items that could not be placed in the full container.
4. In the To Location field, scan the location where the merchandise is being dropped off.
5. Press the F4 (OK) key. The Open Container pop-up screen opens.
6. In the New Container ID field, enter a generic container ID and press the Enter key.
7. In the Type field, enter the type of container and press the Enter key. You are returned to the Unit Picking screen.

## Adjust Pick Quantities

You can decrease the number of items requested for a pick if the location does not contain the appropriate number of items. The adjusted number must be less than the requested amount. The unpicked quantity becomes a candidate for backorder depending on the status of the backorder system parameter.

1. On the Unit Picking screen, press the F7 (Adjust) key. The Adjust Quantity screen opens.




**Adjust Quantity RF screen**

2. Scan the container ID that is being adjusted.
3. In the Qty field, enter the number of units that can be picked. Adjusting the quantity to zero deletes the pick.
4. Press the F4 (Done) key to accept the adjusted quantity
5. When prompted to acknowledge the action, press the Enter key.

## Mark Locations for Cycle Count

- On the Unit Picking screen, press the F8 (Mark) key to mark the location for cycle count. The Message Display Line states that the operation is successful.

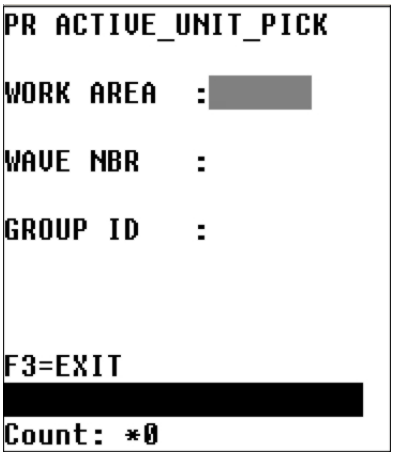
# Active Unit Pick

The active unit pick function is used for picking in a direct to consumer environment. A customer-specific label is applied to each item that gets picked. The rules for this procedure are as follows:

- Totes are pack-wave specific.
- Totes can contain multiple SKUs, that is, instead of planning one pick container per location, the system plans totes that contain picks from multiple locations and only one pack wave.
- Zones should not span work areas.
- The picks for a tote should all be within the same zone.
- Pick groups should not span zones.
- The maximum number of units in a tote should be limited to a user-defined number, or calculated using the Service Standards table.
- The tote cube should be set to be extremely large so the system will never plan more than one tote per pack wave per group.

**Note:** The Active Unit Pick option is not available on truck-mounted or wrist-mounted terminals.

**Navigation:** On the Main Menu screen, select Picking. On the Picking Menu screen, select Active Unit Pick. The Active Unit Pick screen opens.




**Active Unit Pick RF screen**

1. On the Active Unit Pick screen, enter the ID of the work area in the Work Area field.
2. In the Wave Nbr field enter the wave number.
3. In the Group ID field, enter the ID of the grouped picks.
4. Press the Enter key. A confirmation message opens.
5. Press the F3 (Exit) key to exit the Active Unit Pick screen.

# Order Consolidation

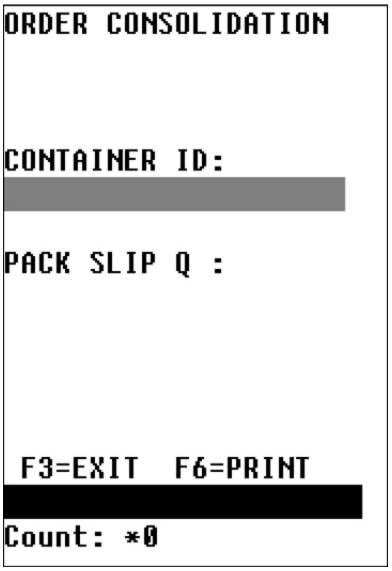
The Order Consolidation screen provides a concise method of consolidating non-chuteable or late-arriving items with an order that is already waved and picked. Consolidation of an order may need to occur if:

- Non-chuteable/high value items that are part of an inducted pack wave cannot be inducted into the sorter, due to physical limitations.
- Hot picks are created for an item for which the order is in the process of being packed
- Hot picks are created for an item for which the order is packed and staged.

You can also use the Order Consolidation screen in the packing area when a short tote is detected to determine if the shorted items have already been staged in the exception area, or if the outbound container itself needs to be staged in the exceptions area.

> **Note:** The Order Consolidation option is not available on truck-mounted or wrist-mounted terminals.

**Navigation:** On the Main Menu, select Picking. On the Picking Menu, select Order Consolidation. The Order Consolidation screen opens.




**Order Consolidation RF screen**

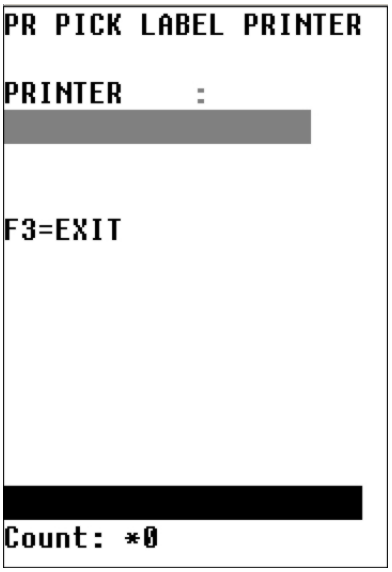
1. On the Order Consolidation screen, scan an outbound container or a tote that contains non-chuteable/high value merchandise or hot pick merchandise.
2. Press the F3 (Exit) key to exit the Order Consolidation screen.

# Pick Label Printer

The Pick Label Printer allows the user to scan the printer to print pick labels. The printer need not be in specified zone; however, the system validates that the proper printer type was scanned. If labels have already been printed (because someone backed out of the transaction) a warning opens. To skip this task, press the F8 (Skip) key. If you are re-entering a task and already have labels printed, press the F8 (Skip) key to skip label printing.

**Note:** The Pick Label Printer option is not available on truck-mounted or wrist-mounted terminals.

**Navigate:** On the Main Menu screen, select Picking. On the Picking Menu screen, select Pick Label Reprint. The Pick Label Printer screen opens.




**Pick Label Printer RF screen**

1. On the Pick Label Printer screen, enter the printer number in the Printer field.
2. Press the Enter key.
3. When prompted to confirm the action, press the Enter key.
4. Press the F3 (Exit) key to exit the Pick Label Printer screen.

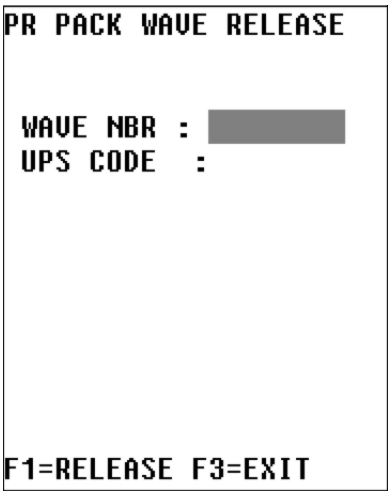
# Pack Wave Release

RWMS supports put-to-order slotting with respect to alternate unit pick systems. If a wave has unit picks divided into groups, any picking via an alternative unit pick system is done as put to order. Any wave that does not have unit picks divided into groups defaults to put to destination as the method used by the alternate unit pick system. If put to order is enabled, the system activate only one pack wave at a time within the unit pick system.

A pack wave is defined as the number of groups that can be processed simultaneously within the Unit Pick System.

> **Note:** The Pack Wave Release option is not available on truck-mounted or wrist-mounted terminals.

**Navigate:** On the Main Menu screen, select Picking. On the Picking Menu screen, select Pack Wave Release. The Pack Wave Release screen opens.




**Pack Wave Release RF screen**

1. On the Pack Wave Release screen, enter the wave number in the Wave Nbr field.
2. In the UPS Code field, enter the code for the unit pick system.
3. Press the F1 (Release) key.

# 7
# Shipping

The shipping module allows you to open, close, load, unload, and ship trailers using RF devices. The load and unload functions can also be performed on truck-mounted and wrist-mounted devices.

## Load Containers

The trailer must be opened before containers can be loaded. Refer to the Ship Trailer or Open Trailer section for more information about opening trailers.

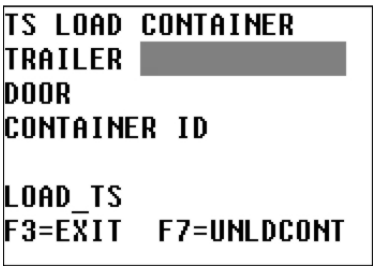
You can load multiple destinations onto a single trailer. A separate manifest is built automatically for each destination. You must first open the destination by opening the trailer, including the trailer, door, and destination identification numbers. You cannot load containers intended for different destinations by opening a single destination.

You are prompted if you begin to load another destination while containers remain for the previous destination. You can access a series of screens which assist you in finding the unloaded containers. You can drill down from a destination to the locations of the unloaded containers, and the IDs of the unloaded containers. Even without the prompt, you can look up unloaded containers after identifying the trailer and the door.

If you scan a master container with children, the master is deleted upon completion of the loading process.

### Load Containers on a Trailer

**Navigate:** On the Main Menu screen, select Shipping. On the Shipping screen, select Load Container. The Load Container screen opens.




**Load Container WR screen**

1. On the Load Container screen, enter the ID of the trailer to be loaded in the Trailer ID field.
2. In the Door field, enter the door ID.
3. From the container picking label, scan the container ID.
4. When prompted to confirm the action, press the Enter key.

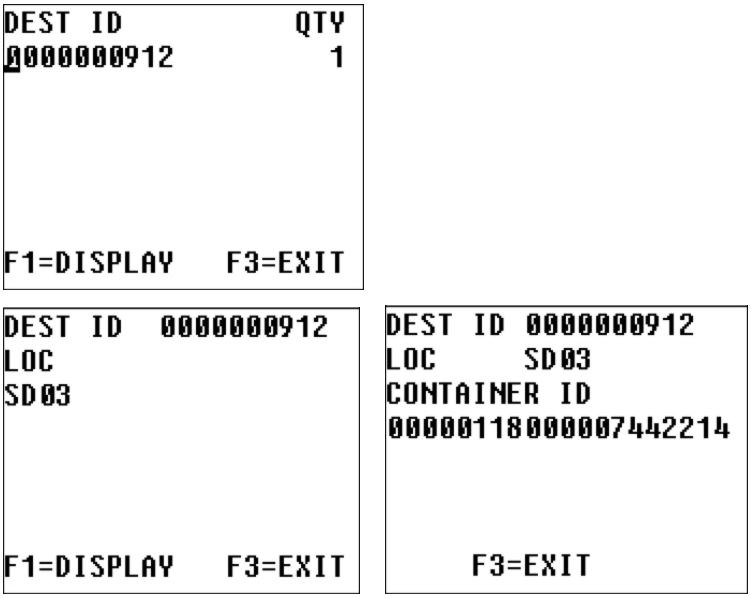
5. Continue scanning and loading containers onto the trailer until you are finished or the trailer is full.

   **Note:** When the trailer is full, or all the containers for the destination are loaded, you can close the trailer. You can open another trailer or manifest in order to continue the shipping process. Refer to the Ship Trailer section for instructions on how to complete the operation.

6. Press the F3 (Exit) key to exit the Load Container screen.

## View Unloaded Containers

1. On the Load Container screen, enter the ID of the trailer to be loaded in the Trailer ID field.
2. In the Door field, enter the door ID.
3. Press the F7 (Unloaded Containers) key. The destinations assigned to the trailer are displayed on the Unloaded Containers (destination) screen.



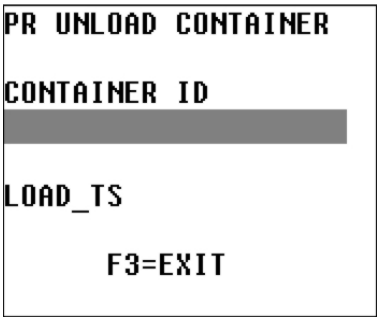

**Unloaded Containers WR screens (destinations, locations, and containers)**

4. Select the destination that you want to review. Then press the F1 (Display) key. The locations of the unloaded containers assigned to the selected destination are displayed on the Unloaded Containers (locations) screen.
5. Select the location ID that you want to review. Then press the F1 (Display) key. The containers found at the selected location are displayed in the Unloaded Containers (containers) screen.
6. When done reviewing the information, press the F3 (Exit) key to exit each screen.

# Unload Containers

You can unload containers only from an open manifest. Because the master container is deleted during the loading process, each child container must be scanned individually.

**Navigate:** On the Main Menu screen, select Shipping. On the Shipping screen, select Unload Container. The Unload Container screen opens.



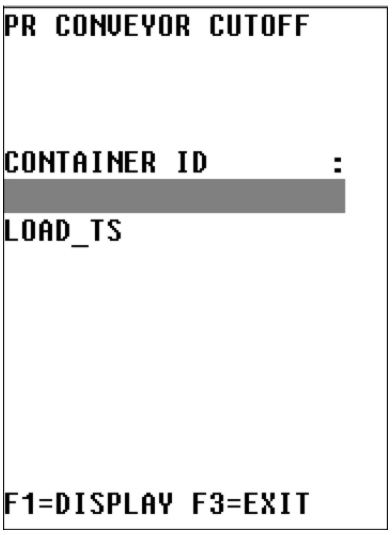

**Unload Container WR screen**

1. On the Unload Container screen, scan the container ID that you are unloading.
2. When prompted to acknowledge the action, press the Enter key.
3. Continue unloading and scanning containers until you are finished.
4. Press the F3 (Exit) key to exit the Unload Container screen.

# Conveyor Cutoff

**Note:** The Convey Cutoff option is not available on truck-mounted or wrist-mounted terminals.

**Navigate**: On the Main Menu screen, select Shipping. On the Shipping screen, select Conveyor Cutoff. The Conveyor Cutoff screen opens.




**Conveyor Cutoff RF screen**

- Scan the container ID of the next container on the spur (this is the first container that will not fit on the trailer).

**Note:** If the container ID is valid, the LOAD_TS (Load Timestamp) field is populated with the current date.

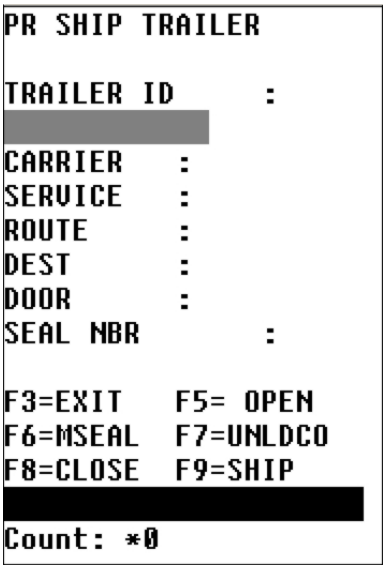
# Ship Trailers

Trailers can be opened by specific destination or carrier/service/route combination.

You must open a trailer to begin loading containers or to continue loading merchandise that does not fit on the original trailer. After opening a trailer, you can choose to print the Unloaded Container report. The report provides you with a list of all the containers that are candidates to be loaded onto the current trailer

> **Note:** The Ship Trailer option is not available on truck-mounted or wrist-mounted devices.

**Navigate**: On the Main Menu screen, select Shipping. On the Shipping screen, select Ship Trailer. The Ship Trailer screen opens.




**Ship Trailer RF screen**

# Open Trailers

## Open a Trailer By Single ship destination

1. On the Ship Trailer screen, enter the ID of the trailer to be opened in the Trailer ID field.

   **Note:** Skip the Carrier, Service, and Route fields.

2. In the Destination field, enter the specific destination ID.
3. In the Door field, enter the door ID.
4. Press the F5 (Open) key.
5. When prompted to acknowledge the action, press the Enter key.

## Open a Trailer By Carrier/Service/Route

1. On the Ship Trailer screen, enter the ID of the trailer to be opened in the Trailer ID field.
2. In the Carrier Code field, enter the carrier.
3. In the Service Code field, enter the service code.
4. In the Route field, enter the route.

   **Note:** Skip the Dest field.

5. In the Door field, enter the door ID.
6. Press the F5 (Open) key.
7. When prompted to acknowledge the action, press the Enter key.

   **Note:** All destinations with the specified carrier/service/route as either their expedite carrier/service/route or default carrier/service/route, as defined in the Ship Destination table, are opened on the trailer.

## Generate the Unloaded Containers Report

### Generate the Report for a Trailer with a Single Destination

1. On the Ship Trailer screen, enter the ID of the trailer to be closed.
2. In the Dest field, enter the specific destination ID.
3. In the Door field, enter the door ID.
4. Press the F7 (Unloaded Containers) key.
5. When prompted to confirm the request, enter **Y** (Yes). Press the Enter key. The report is sent to the printer.

### Generate the Report for a Trailer with Multiple Destinations

1. On the Ship Trailer screen, enter the ID of the trailer to be closed.
2. Leave the Dest field blank in order to close all destinations.
3. In the Door field, enter the door ID.
4. Press the F7 (Unloaded Containers) key.
5. When prompted to confirm the request, enter **Y** (Yes). Press the Enter key. The report is sent to the printer.

## Close Trailers

You can close trailers either when they are full or when you are finished loading merchandise for the destination.

Closing a trailer also closes the associated manifest.

When closing a trailer, you might be warned about qualified containers that have not yet been loaded onto the trailer. If you want to close the trailer even though such containers exist, type **Y** (Yes), then press the Enter key. The trailer will be closed. If you want to investigate the matter, enter **N** (No), then press the Enter key. The trailer is not closed.

To investigate unloaded containers, you can run the Unloaded Containers report.

### Close a Trailer with a Single Destination

1. On the Ship Trailer screen, enter the ID of the trailer to be closed.
2. In the Dest field, enter the specific destination ID.
3. In the Door field, enter the door ID.
4. Press the F8 (Close) key.
5. When prompted to acknowledge the action, press the Enter key.

### Close a Trailer with Multiple Destinations

1. On the Ship Trailer screen, enter the ID of the trailer to be closed.
2. Leave the Dest field blank in order to close all destinations.
3. In the Door field, enter the door ID.
4. Press the F8 (Close) key.
5. When prompted to acknowledge the action, press the Enter key.

## Ship Trailers

If a trailer was not previously closed, it will be closed when you choose to ship it. You might be warned about qualified containers that have not yet been loaded onto the trailer. If you want to close and ship the trailer even though such containers exist, type **Y** (Yes), then press the Enter key. The trailer will be marked as closed and shipped. If you want to investigate the matter, enter **N** (No), then press the Enter key. The trailer is neither closed nor shipped.

To investigate unloaded containers, you can run the Unloaded Containers report.

1. On the Ship Trailer screen, enter the ID of the trailer to be shipped.
2. In the Dest field, enter the destination ID.
3. In the Door field, enter the door ID.
4. In the Seal field, enter the seal number for the shipment.
5. Press the F9 (Ship) key.
6. When prompted to acknowledge the action, press the Enter key.

## Add Seals to a Trailer

Depending on system settings, you have the following options regarding seal numbers:

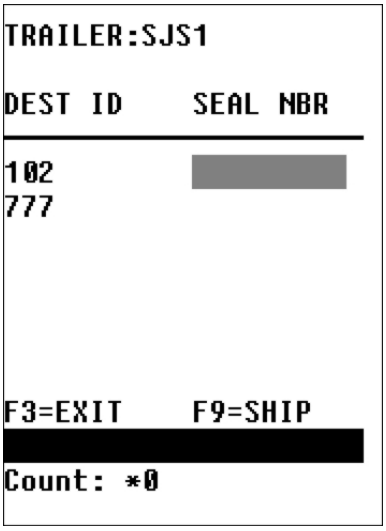
- A trailer can be closed and shipped without any seal numbers.
- A trailer can be closed and shipped with a single seal number for the trailer.
- A trailer can be closed and shipped with one seal number per destination for the trailer.

If only a single seal number is needed, you can simply enter it on the Ship Trailer screen. When multiple seal numbers are used for a trailer, you would enter the seal numbers on the Ship Trailer (Multiple Seal) screen.

If a seal number is entered when closing a trailer, you can accept or change the seal number when shipping the trailer.

## Close or Ship a Trailer with Multiple Seals

1. On the Ship Trailer screen, enter the ID of the trailer to be shipped.
2. In the Carrier, Service, and Route fields, enter the appropriate information. Or, enter the ID of the destination in the Dest field.
3. In the Door field, enter the door ID.
4. Press the F6 (MSeal) key. The Ship Trailer (Multiple Seal) screen opens.




**Ship Trailer (Multiple Seal) RF screen**

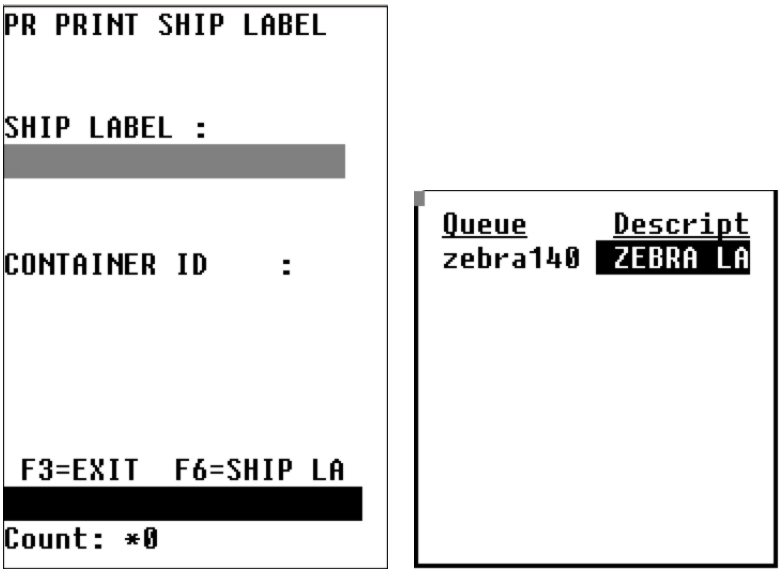
5. Enter the seal number next to each destination.
6. After all the seal numbers are entered, press the F9 (Ship) key. Respond to any prompts that may appear.

## Print Shipping Labels

The Print Ship Label option triggers the printing of a UCC128-compliant shipping label for each valid container ID as it is scanned.

Containers must have a status of Distributed, Manifested, or Troubled. Shipping labels cannot be printed for stock containers. When a master container ID is scanned, labels are printed for the child containers only, unless the master container contains merchandise.

**Navigate:** On the Main Menu screen, select Shipping. On the Shipping screen, select Print Ship Label. The Print Ship Label screen opens.




**Print Ship Label and Queue RF screens**

1. On the Print Ship Label screen, enter the print queue for the label printer in the Ship Label field.
   Or
   Press the F6 (Ship Label) key. The Queue screen opens. Select a print queue and press the Enter key. The selected print queue is automatically entered in the Ship Label field.
2. Scan the container label. The shipping label is created and is printed. An audible, double-beep sound verifies a successful container scan and print.

# QC Outbound Audit

The QC Outbound Audit screen allows the DC to verify the pick accuracy prior to shipment. The Outbound Quality Audit Report is automatically generated upon completion of the audit.

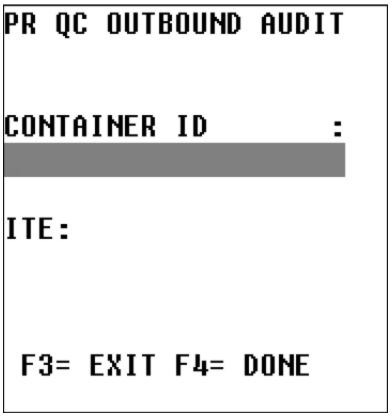
Containers must be valid, have a status of Distributed, and contain items. A master container with labeled child containers is not eligible for audit.

If you press the F3 (Exit) key while the audit is in progress, all processing is aborted and no information is retained with respect to the container.

If a container is re-audited, all previously captured information is overwritten by the new audit.

> **Note:** The QC Outbound Audit option is not available on truck-mounted or wrist-mounted terminals.

**Navigate:** On the Main Menu screen, select Shipping. On the Shipping screen, select QC Outbound Audit. The QC Outbound Audit screen opens.




**QC Outbound Audit RF screen**

1. On the QC Outbound Audit screen, enter the container ID in the Container ID field.
2. Enter the ID of each item found in the container.
3. Press the F4 (Done) key after recording all items in the container. The Outbound Quality Audit Report is printed automatically.

# 8
# Task Administration

The task administration module provides you with access to the tasks assigned to your user ID. By entering a few parameters, such as equipment class, start and end locations, and so on, the system determines which tasks to present you.

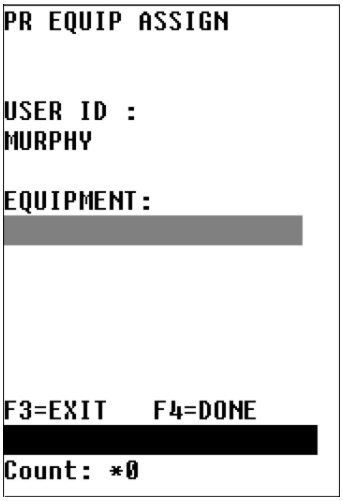
Equipment assignment and task administration functionality is available on both RF devices and truck-mounted devices. These options are not available on wrist-mounted devices.

> **Note:** The Equipment Assignment and Task Management options are not available on wrist-mounted terminals.

## Equipment Assignment

You can use the Equip Assign screen to designate which equipment class or piece of equipment is assigned to a user ID. The assignment stays valid throughout the RF session. Equipment must be assigned to a user if XYZ functionality is used in the DC.

**Navigate:** From the main menu, select Equip Assign. The Equip Assign screen opens. The user ID is automatically filled in.



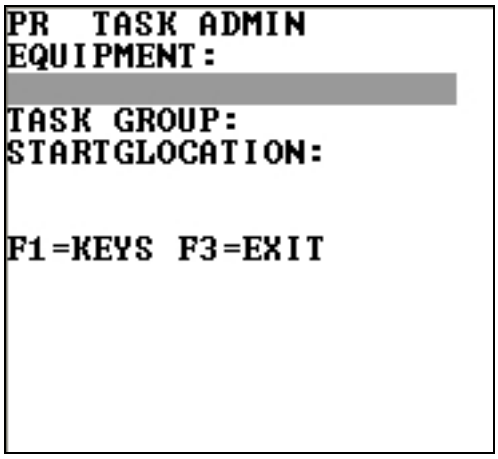

**Equip Assign RF screen**

1. On the Equip Assign screen, enter the ID of a piece of equipment or the name of an equipment class in the Equipment field.
2. Press the F4 (Done) key to accept the assignment.

# Task Administration

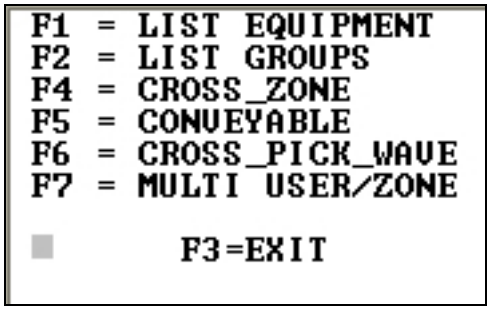
The Task Admin screen allows you to access the tasks assigned to your user ID. Depending on how the system is set up, tasks may be presented in location ID order, priority order, or randomly. This functionality is not available if the DC is set up for labeled picking.

**Navigate:** From the Main Menu screen, select Task Administration. The Task Admin screen opens.

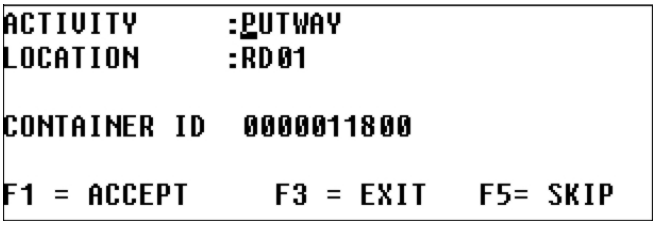



**Task Admin TM screen**

1. In the Equipment field, enter or edit the name of the equipment class assigned to you.
2. In the Task Group field, enter the code for the desired task group.
3. In the Startg Location field, enter the ID of your present location.
4. Press F1 to set the following:
   - Cross Zone (F4)
   - Conveyable (F5)
   - Cross Pick Wave (F6)
   - Multi User/Zone (F7)




5. Press the F4 (Done) key. You are prompted to either accept or skip the first assigned task.




**Accept/Skip TM prompt**

6. Select how you want to proceed:
   - Press the F1 (Accept) key to accept the task. The appropriate screen for processing the task opens. Process the task.
   - Press the F5 (Skip) key to progress to the next task without processing the current task. Decide whether to accept the next task.

# 9
# Trailer Management

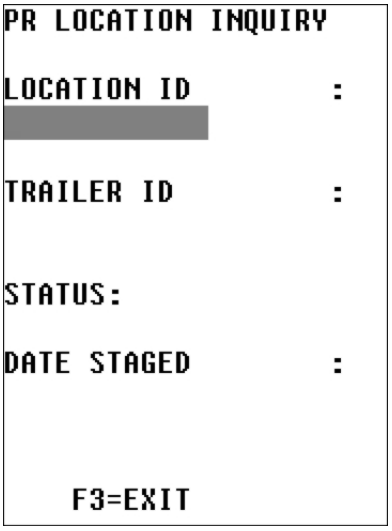
The trailer management module provides you with the capability to view and update information about specific trailers by yard location.

> **Note:** Trailer management options are not available on truck-mounted or wrist-mounted terminals.

## Location Inquiry

The Location Inquiry screen allows you to view trailer information for a specific yard location.

**Navigate:** On the Main Menu screen, select Trailer Mgmt. On the Trailer Menu screen, select Location Inquiry. The Location Inquiry screen opens.



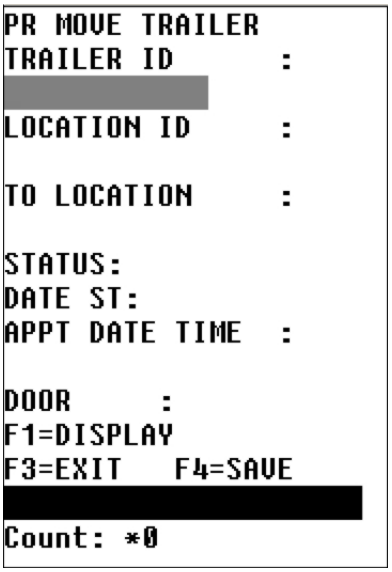

**Location Inquiry RF screen**

1. On the Location Inquiry screen, enter the ID of a valid yard location in the Location ID field. The details are displayed on the Location Inquiry screen.
2. Press the F3 (Exit) key to exit the Location Inquiry screen.

# Move Trailers

The Move Trailer screen allows you to move a trailer from one yard location to another.

**Navigate:** On the Main Menu screen, select Trailer Mgmt. On the Trailer Menu screen, select Move Trailer. The Move Trailer screen opens.




**Move Trailer RF screen**

1. On the Move Trailer screen, enter the ID of a valid trailer in the Trailer ID field. The details are displayed on the Move Trailer screen.
2. In the To Location field, enter the ID of the new location for the trailer.
3. Press the F4 (Save) key.
4. When prompted to acknowledge the action, press the Enter key.

# A
# Acronyms

| Acronym | Term |
|---|---|
| ASN | Advance Shipping Notice |
| BOL | Bill of lading |
| CID | Container Identification number |
| CSR | 1) Customer Service Representative<br>2) Carrier, Service, Route |
| DC | Distribution Center |
| LPN | License Plate Number |
| FCP | Forward Case Pick |
| FCPL | Forward Case Pick Location |
| FPL | Forward Pick Location |
| GUI | Graphical User Interface |
| KPI | Key Performance Indicator |
| LMS | Labor Management System, also referred to as Oracle Retail Labor Management |
| LTC | Less Than Case |
| MLD | Multi-Level Distribution |
| MMS | Merchandise Management System |
| NSC | Non-Specified Casepack |
| PF&D | Personal Fatigue and Delay |
| PO | Purchase Order |
| PRO | Progressive Rotating Order number |
| PTS | Put to Store |
| QA | Quality Assurance |
| RWMS | Oracle Retail Warehouse Management System |
| RF | Radio Frequency |
| RIB | Oracle Retail Integration Bus |
| RLM | Oracle Retail Labor Management, also referred to a Labor Management System |
| RMA | Return Merchandise Authorization |
| ROP | Reorder Point replenishment |

| Acronym | Term |
|---|---|
| SCP | System Control Parameter |
| SKU | Stock Keeping Unit |
| SMTP | Simple Mail Transfer Protocol |
| TM | Truck-mounted |
| UCC | Uniform Code Council |
| UPC | Universal Product Code |
| UPS | Unit Pick System |
| VAS | Value-Added Service |
| WIP | Work In Progress |
| WMS | Warehouse Management System |