Oracle® Retail Warehouse Management System

User Guide - UI
Release 12.0.2

January 2007

ORACLE

Oracle® Retail Warehouse Management System User Guide - UI, Release 12.0.2

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Preface

Oracle Retail Warehouse Management System (RWMS) is an N-tier, Web-architected warehouse management system. RWMS is the centerpiece of the Oracle Retail Enterprise, a suite of software products that manages and optimizes retail and consumer-direct (catalog, e-commerce) supply chains. RWMS streamlines the supply chain for multi-channel retailers, including store, catalog, and e-commerce retailers. RWMS also supports consumer-direct fulfillment capabilities, moving merchandise both to and from the customer faster and at a lower cost.

Related Documents

For more information, see the following documents in the Oracle Retail Warehouse Management System Release 12.0.2 documentation set:

- Oracle Retail Warehouse Management System Release Notes
- Oracle Retail Warehouse Management System Installation Guide
- Oracle Retail Warehouse Management System Online Help
- Oracle Retail Warehouse Management System Radio Frequency User Guide
- 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.

Conventions

Navigate: This is a navigate statement. It tells you how to get to the start of the procedure and ends with a screen shot of the starting point and the statement "the Window Name window opens."

> **Note:** This is a note. It is used to call out information that is important, but not necessarily part of the procedure.

```
This is a code sample
   It is used to display examples of code
```

A hyperlink appears like this.

1

ASN Entry

ASN Entry Overview

Advanced shipment notices (ASN) may be entered directly into the system with a standard web browser and Internet or intranet connection. This feature offers low cost, global access to an existing Internet infrastructure. After ASNs are entered, inbound freight scheduling can be handled in the standard way.

If you log on as a valid vendor, the ASNs that are associated with your vendor number are automatically displayed. You see only those details pertaining to your user ID and vendor number. Retail users have access to the details associated with all vendors.

The ASN may be one of the following types:

- Container type ASN: Merchandise comes to the distribution center in containers with UCC128 labels. Typically, these labels are provided by the vendor. These are usually cross-docked items.
- Purchase order (PO) type ASN: Merchandise shares the same ASN, PO, and destination ID. Merchandise does not come with UCC128 container labels.
- Tare type ASN: Merchandise is received on a pallet. There may be a single item or multiple items on the pallet. If the pallet is destined to a predefined location, it is immediately cross docked; otherwise, the pallet is put away. Tare type ASNs are received via electronic data interchange (EDI) transmissions.

Business Process

You begin adding an ASN by entering header details. Before continuing, you must indicate whether the ASN is a PO type ASN (Type P) or a container type ASN (Type C).

If the ASN is a PO type ASN, you can add all line items on a selected PO or add line items individually from one or multiple POs.

If the ASN is a container type ASN, you add a container. Next, you can add all line items on a selected PO or add individual line items from the selected PO. A container may contain line items from a single purchase order only.

Two additional features are available for adding containers and items to container type ASNs:

- Copy: You can add a container and its contents to an ASN by copying an existing container from the same ASN. The new container will have the same PO, line item, and unit quantity per case.
- Replicate: You can add multiple containers by providing the details once and entering the number of containers that share those same details.

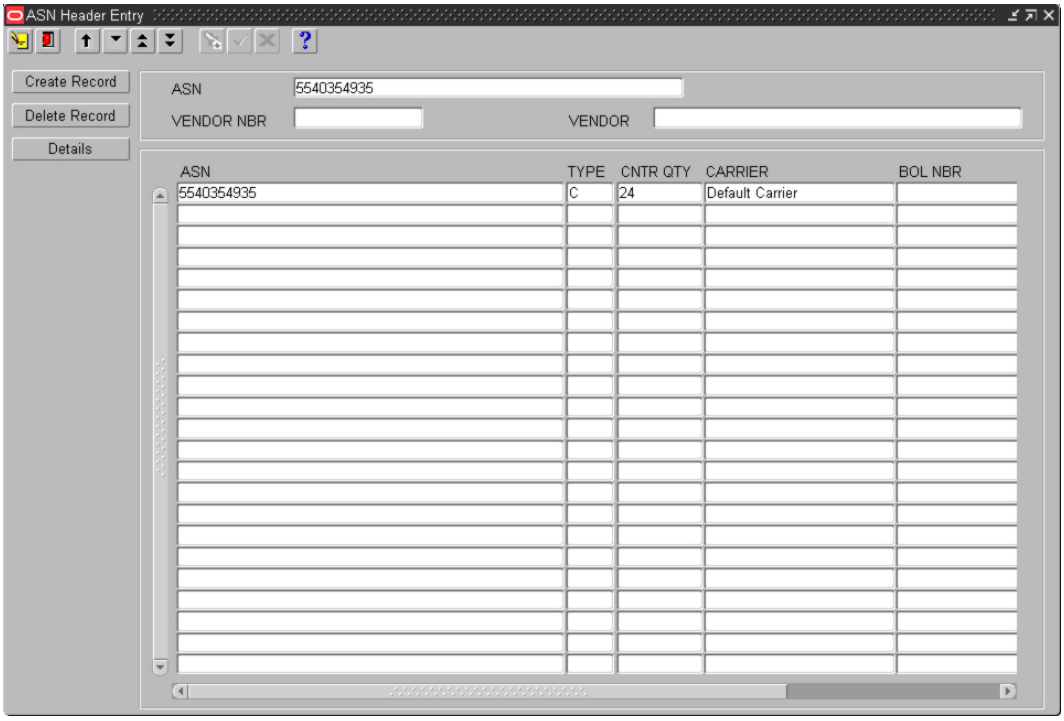
Only manually entered ASNs may be edited in RWMS. ASNs received from the host system or via electronic data interchange (EDI) can not be edited.

Reports

There are no reports that pertain to ASN entry.

Add a Container Type ASN

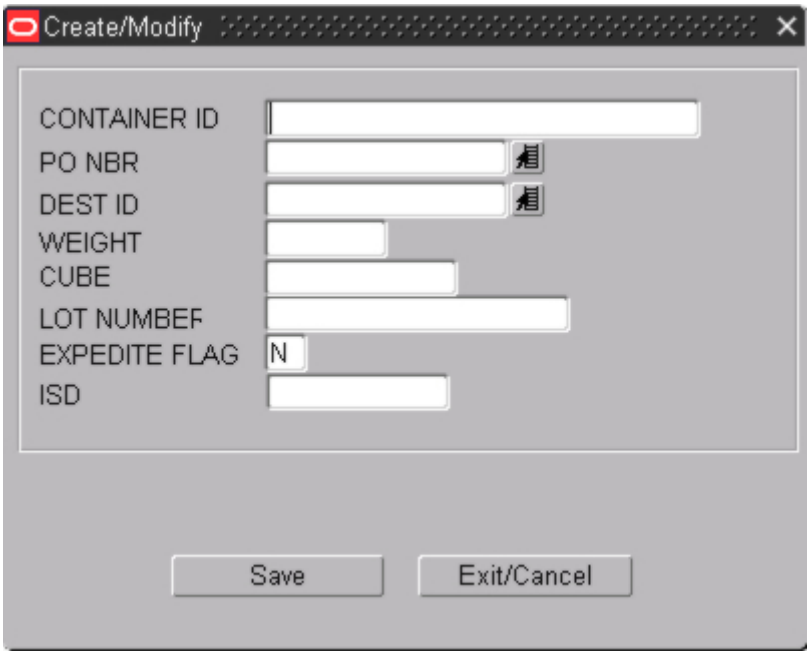
Navigate: From the main menu, select ASN Entry. The ASN Header Entry window opens.



ASN Header Entry Window

Add an ASN

1. On the ASN Header Entry window, click **Create Record**. The Create/Modify window opens.



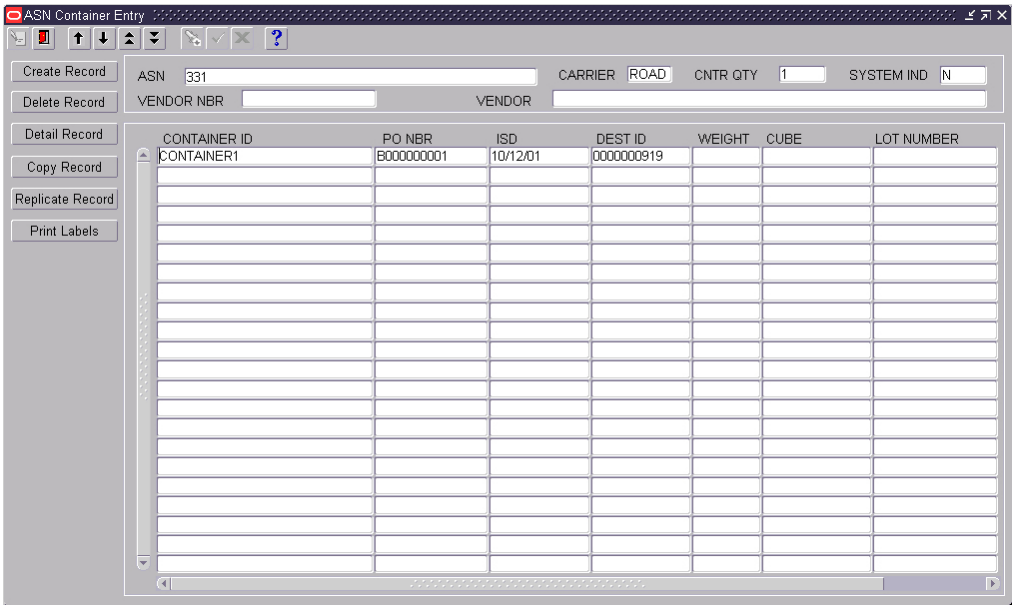
Create/Modify Window

2. In the ASN field, enter the ASN number.
3. In the Type field, enter C. The choices are C (container) and P (purchase order).
4. In the Carrier Code field, enter the code for the carrier, or click the LOV button and select the carrier.
5. In the BOL Nbr field, enter the bill of lading number.
6. In the Cont Qty field, enter the number of inbound containers that are expected.
7. Click **Save** to save the changes and close the Create/Modify window.

Add a Container to the ASN

> **Note:** Use the add procedure to add containers to an ASN one-by-one.

1. On the ASN Header Entry window, select the container type ASN that you want to edit.
2. Click **Details**. The ASN Container Entry window opens.



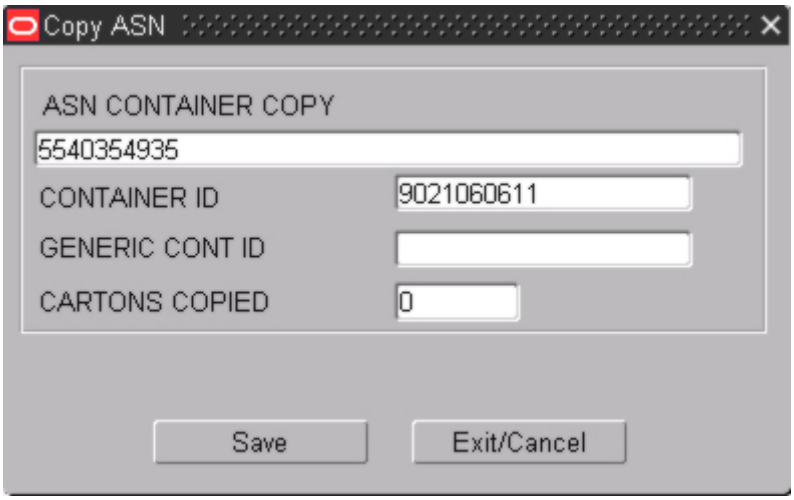
ASN Container Entry Window

3. Click **Create Record**. The Create/Modify window opens.
4. In the Container ID field, enter the ID of the container.
5. In the PO Nbr field, enter the number of the purchase order, or click the LOV button and select the purchase order.
6. In the Dest ID field, enter the ID of the destination, or click the LOV button and select the destination.
7. Enter any additional details as necessary.
8. Click **Save** to save the changes and close the Create/Modify window.

Copy a Container

> **Note:** Use the copy procedure to add another container that contains the same items and quantities as an existing container.

1. On the ASN Header Entry window, select the container type ASN that you want to edit.
2. Click **Details**. The ASN Container Entry window opens.
3. Select the container that you want to copy.
4. Click **Copy Record**. The Copy ASN window opens.



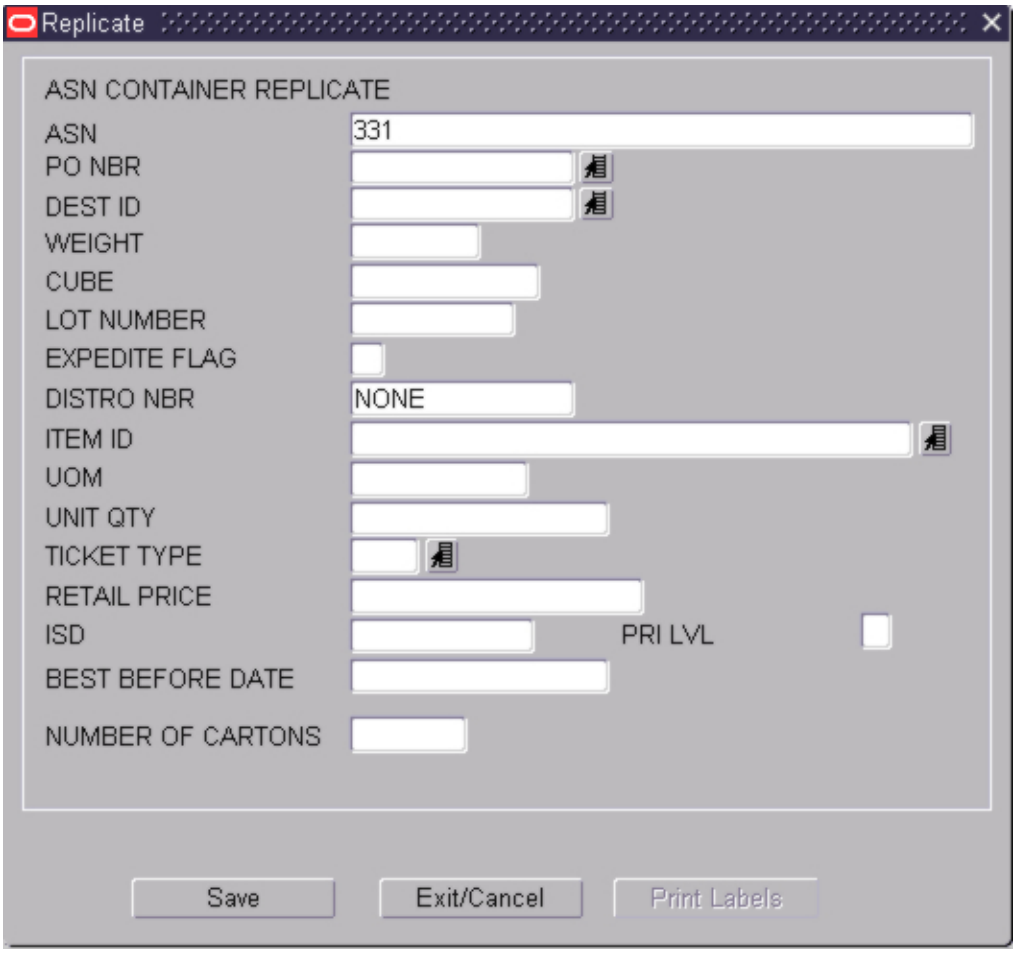
Copy ASN Window

5. In the Generic Cont ID field, enter the ID of the new container.
6. Click **Save**. The number in the Cartons Copied field is incremented by 1.
7. To make another copy of the container, enter another container ID in the Generic Cont ID field and click **Save**.
8. When you are done copying the container, click **Exit/Cancel**.

Add Multiple Containers

> **Note:** Use the replicate procedure to add multiple containers with the same details.

1. On the ASN Header Entry window, select the container type ASN that you want to edit.
2. Click **Details**. The ASN Container Entry window opens.
3. Click **Replicate Record**. The Replicate window opens.



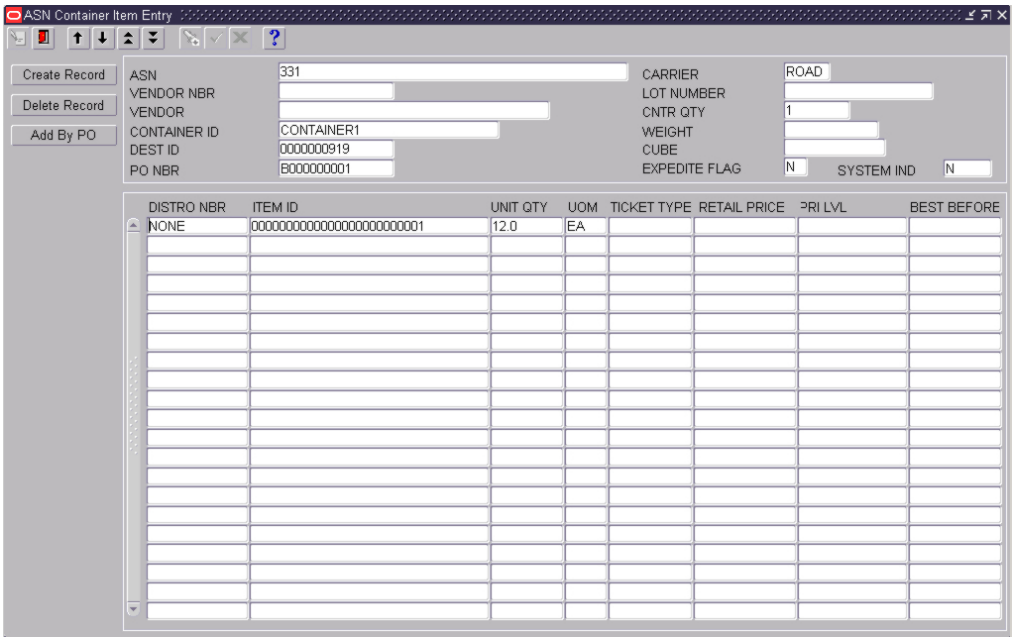
Replicate Window

4. In the PO Nbr field, enter the purchase order number, or click the LOV button and select the purchase order.
5. Enter additional details as necessary.
6. In the Number of Cartons field, enter the number of containers that you want to add to the ASN.
7. Click **Save** to add the containers and close the Replicate window.

Add Items to a Container

> **Note:** If a container was not copied or replicated, it remains empty until you define the contents.

1. On the ASN Container Entry window, select the container that you want to edit.
2. Click **Detail Record**. The ASN Container Item Entry window opens.



ASN Container Item Entry Window

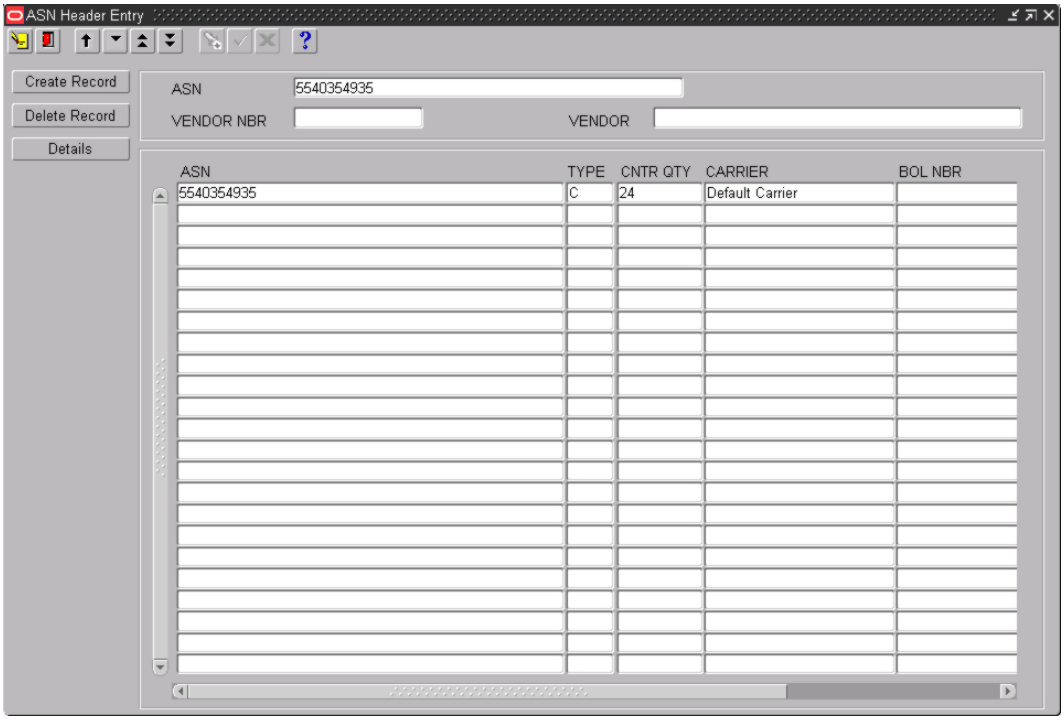
3. To add all the unappointed or unreceived items from the current purchase order, click **Add by PO**. The items appear on the table.
   To add one item from the current purchase order, click **Create Record**. The Create/Modify window opens.
   a. In the Item ID field, enter the ID of the inbound item, or click the LOV button and select the item.
   b. In the Unit Qty field, enter the number of inbound units.
   c. Enter any additional details as necessary.
   d. Click **Save** to save the changes and close the Create/Modify window.

Exit the ASN Entry Windows

- Click the exit button to close each window.

Add a Purchase Order Type ASN

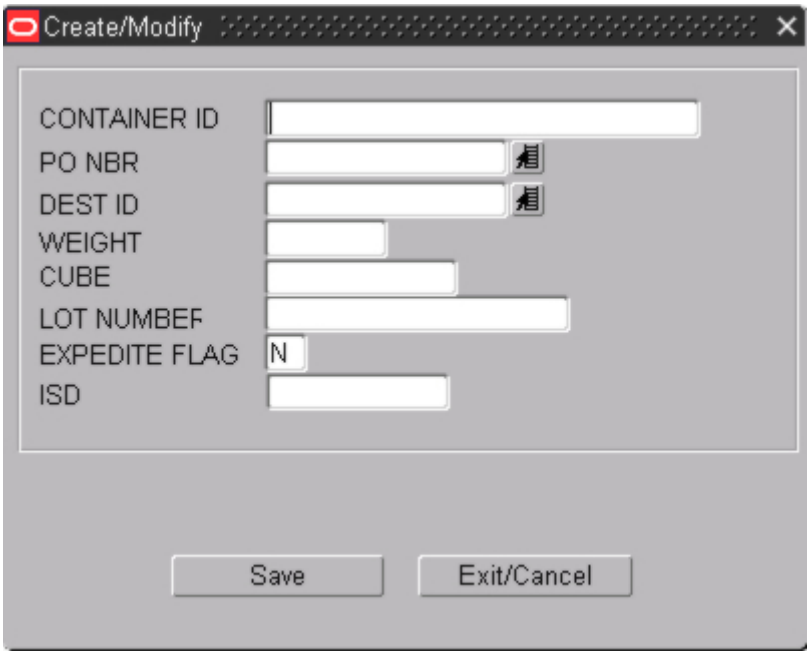
Navigate: From the main menu, select ASN Entry. The ASN Header Entry window opens.



ASN Header Entry Window

Add an ASN

1. On the ASN Header Entry window, click **Create Record**. The Create/Modify window opens.



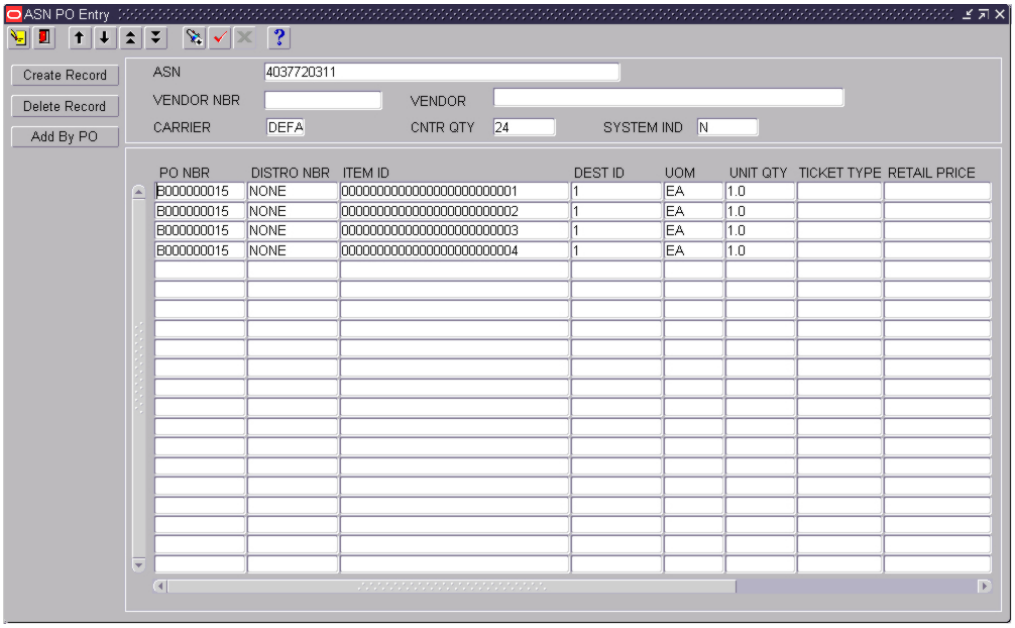
Create/Modify Window

2. In the ASN field, enter the ASN number.
3. In the Type field, enter P. The choices are C (container) and P (purchase order).
4. In the Carrier Code field, enter the code for the carrier, or click the LOV button and select the carrier.
5. In the BOL Nbr field, enter the bill of lading number.
6. In the Cont Qty field, enter the number of inbound containers that are expected.
7. Click **Save** to save the changes and close the Create/Modify window.

Add PO/Items to the ASN

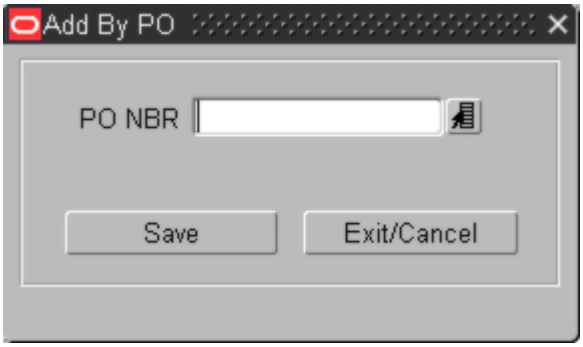
> **Note:** Step two explains how to add all items from a selected PO. Step three explains how to add a single line item from a selected PO.

1. On the ASN Header Entry window, select the PO type ASN that you want to edit. The ASN PO Entry window opens.



ASN PO Entry Window

2. To add all items on a purchase order:
   a. Click **Add by PO**. The Add by PO window opens.



Add By PO Window

   b. In the PO Nbr field, enter the purchase order number, or click the LOV button and select the purchase order.

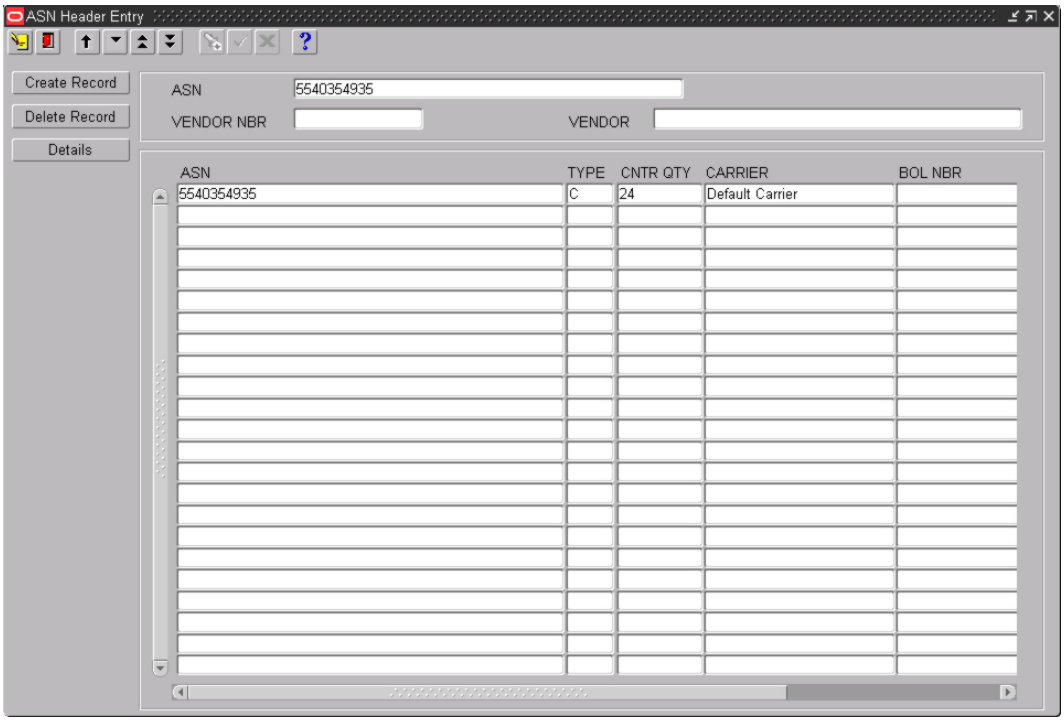
3. To add a line item from a purchase order:
   a. Click **Create Record**. The Create/Modify window opens.
   b. In the PO Nbr field, enter the purchase order number, or click the LOV button and select the purchase order.
   c. In the Item ID field, enter the ID of the inbound item, or click the LOV button and select the item.
   d. In the Unit Qty field, enter the number of inbound units.
   e. In the Dest ID field, enter the ID of the destination, or click the LOV button and select the destination.
   f. Enter any additional details as necessary.
   g. Click **Save** to save the changes and close the Create/Modify window.

Exit the ASN Entry Windows

- Click the exit button to close each window.

Edit a Container Type ASN

Navigate: From the main menu, select ASN Entry. The ASN Header Entry window opens.



ASN Header Entry Window

> **Note:** If you log on as a vendor, all ASNs associated with your user ID and vendor number are automatically displayed. Only ASNs that were manually entered into RWMS may be edited. ASNs received from the host system or via EDI can not be edited.

Display Header Details for all ASNs

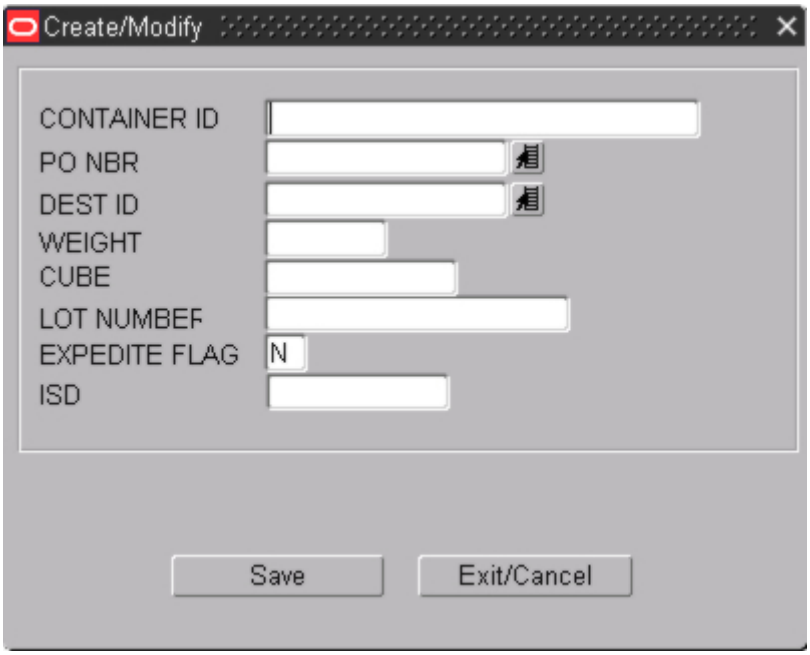
- Click the execute query button.

Display Header Details for one ASN

1. If any ASNs are currently displayed, click the clear button.
2. Click the enter query button.
3. In the ASN query field, enter the ID of the ASN, or click the LOV button and select the ASN.
4. Click the execute query button. The header details for the selected ASN appear.

Edit Header Details for an ASN

1. On the ASN Header Entry window, double-click the container type ASN that you want to edit. The Create/Modify window opens.



Create/Modify Window

2. Edit the enabled fields as necessary.
3. Click **Save** to save the changes and close the Create/Modify window.

Delete an ASN

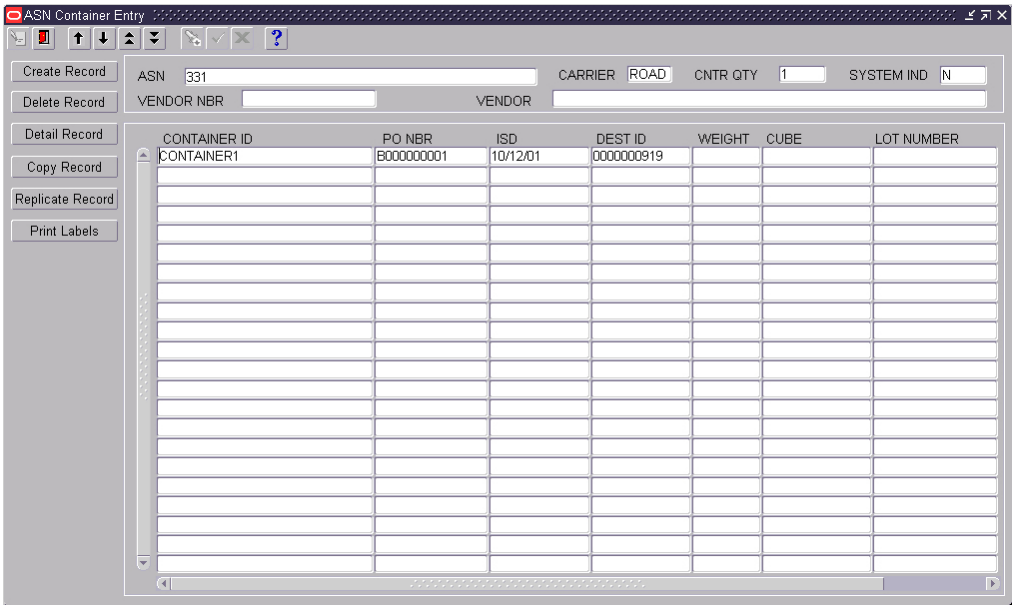
> **Note:** An ASN may be deleted if it is not assigned to an appointment or if the status of the appointment is Received.

1. On the ASN Header Entry window, select the container type ASN that you want to delete.
2. Click **Delete Record**.
3. When prompted to delete the record, click **Yes**.

Edit Containers on an ASN

> **Note:** A container may not be edited if it is assigned to an appointment that is not yet received.

1. On the ASN Header Entry window, select the container type ASN that you want to edit.
2. Click **Details**. The ASN Container Entry window opens.



ASN Container Entry Window

3. Double-click the container that you want to edit. The Create/Modify window opens.
4. Edit the enabled fields as necessary.
5. Click **Save** to save the changes and close the Create/Modify window.

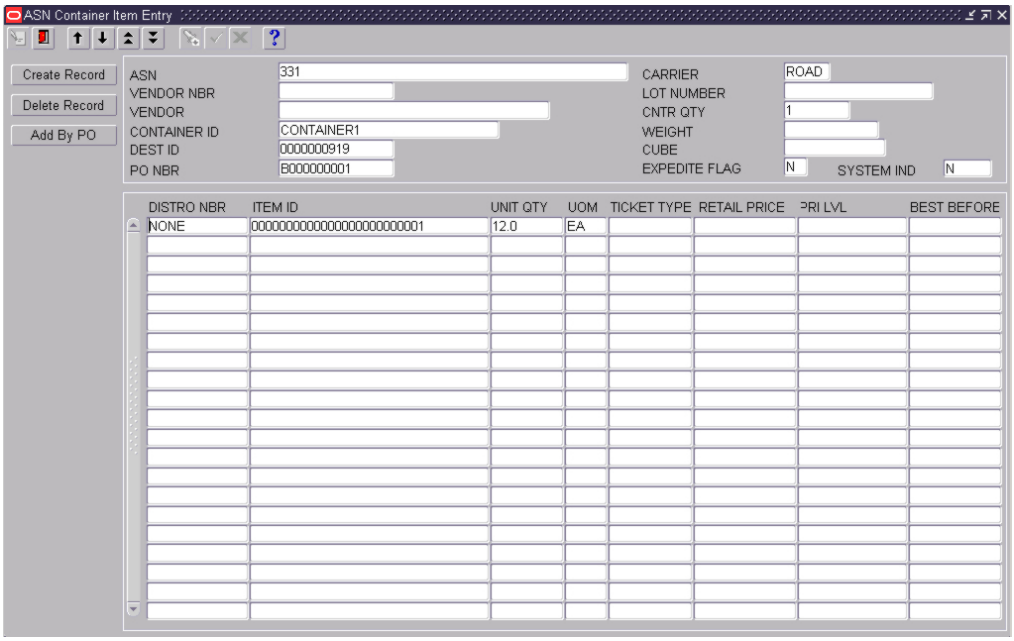
Delete a Container from an ASN

> **Note:** A container may not be deleted if it is already received.

1. On the ASN Header Entry window, select the container type ASN that you want to edit.
2. Click **Details**. The ASN Container Entry window opens.
3. Select the container that you want to delete.
4. Click **Delete Record**.
5. When prompted to delete the record, click **Yes**.

Edit Line Items on an ASN

1. On the ASN Container Entry window, select the container that you want to edit.
2. Click **Detail Record**. The ASN Container Item Entry window opens.



ASN Container Item Entry Window

3. Double-click the line item that you want to edit. The Create/Modify window opens.
4. Edit the enabled fields as necessary.
5. Click **Save** to save the changes and close the Create/Modify window.

Delete a Line Item from an ASN

> **Note:** A line item may not be deleted if it is assigned to an appointment with a status of Open, Pending, Received, or Unreconciled or the container is received.

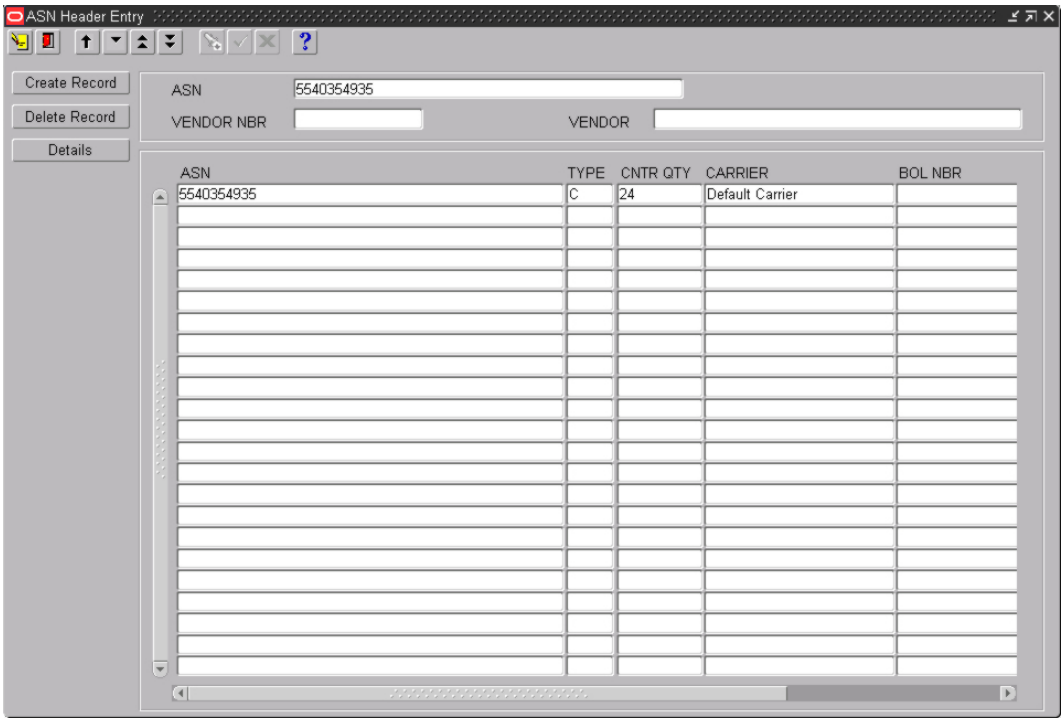
1. On the ASN Container Entry window, select the container that you want to edit.
2. Click **Detail Record**. The ASN Container Item Entry window opens.
3. Select the line item that you want to delete.
4. Click **Delete Record**.
5. When prompted to delete the record, click **Yes**.

Exit the ASN Entry Windows

- Click the exit  button to close each window.

Edit a Purchase Order Type ASN

Navigate: From the main menu, select ASN Entry. The ASN Header Entry window opens.



ASN Header Entry Window

> **Note:** If you log on as a vendor, all ASNs associated with your user ID and vendor number are automatically displayed. Only ASNs that were manually entered into RWMS may be edited. ASNs received from the host system or via EDI can not be edited.

Display Header Details for All ASNs

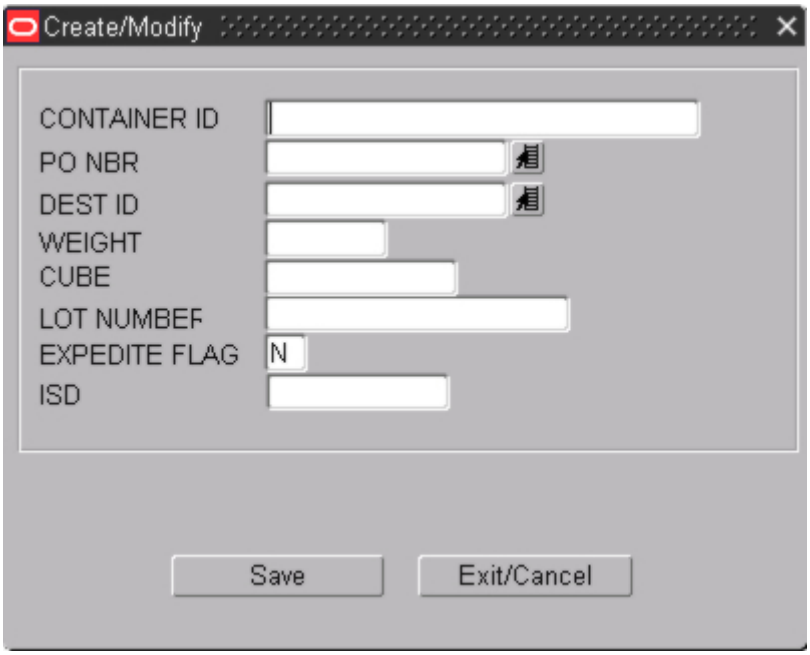
- Click the execute query button.

Display Header Details for One ASN

1. If any ASNs are currently displayed, click the clear button.
2. Click the enter query button.
3. In the ASN query field, enter the ID of the ASN, or click the LOV button and select the ASN.
4. Click the execute query button. The header details for the selected ASN appear.

Edit Header Details on an ASN

1. On the ASN Header Entry window, double-click the PO type ASN that you want to edit. The Create/Modify window opens.



Create/Modify Window

2. Edit the enabled fields as necessary.
3. Click **Save** to save the changes and close the Create/Modify window.

Delete an ASN

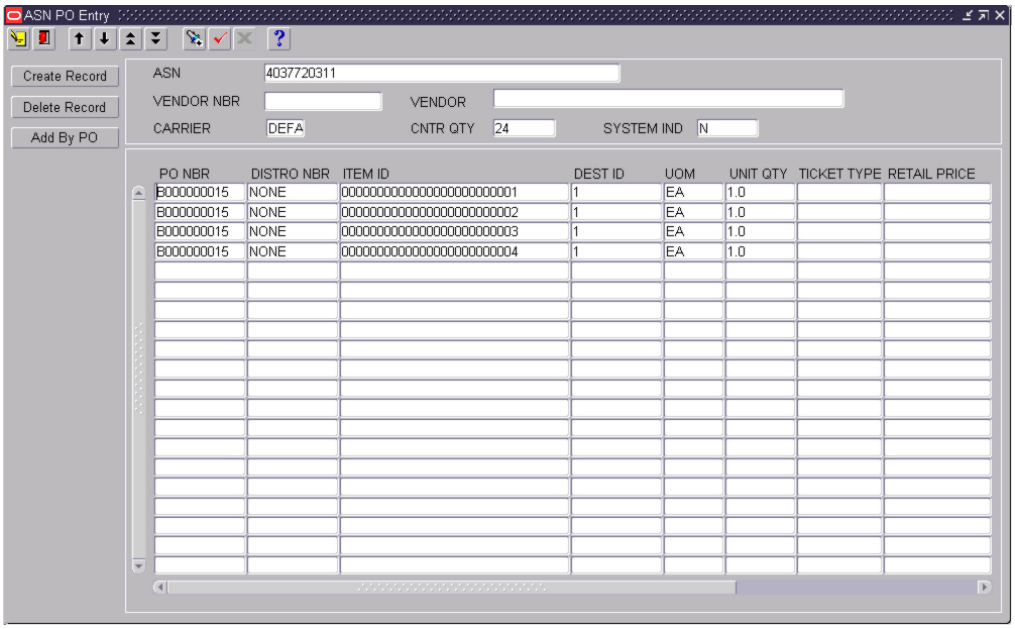
> **Note:** An ASN may be deleted if it is not assigned to an appointment or if the status of the appointment is Received.

1. On the ASN Header Entry window, select the PO type ASN that you want to delete.
2. Click **Delete Record**.
3. When prompted to delete the record, click **Yes**.

Edit Line Items on an ASN

> **Note:** Line items may not be edited if the ASN is assigned to an appointment.

1. On the ASN Header Entry window, select the PO type ASN that you want to edit.
2. Click **Details**. The ASN PO Entry window opens.



ASN PO Entry Window

3. Double-click the line item that you want to edit. The Create/Modify window opens.
4. Edit the enabled fields as necessary.
5. Click **Save** to save the changes and close the Create/Modify window.

Delete a Line Item from an ASN

> **Note:** A line item may not be deleted if it is assigned to an appointment with a status of Open, Pending, Received, or Unreconciled.

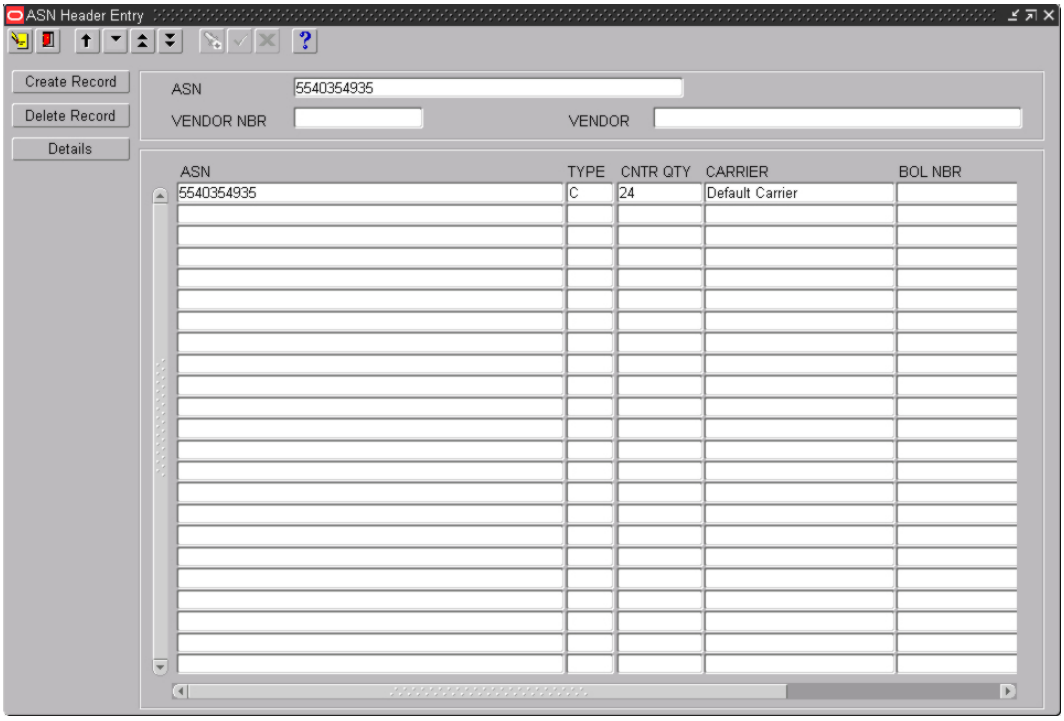
1. On the ASN Header Entry window, select the PO type ASN that you want to edit.
2. Click **Details**. The ASN PO Entry window opens.
3. Select the line item that you want to delete.
4. Click **Delete Record**.
5. When prompted to delete the record, click **Yes**.

Exit the ASN Entry Windows

- Click the exit  button to close each window.

Generate Receiving Labels for Container Type ASNs

Navigate: From the main menu, select ASN Entry. The ASN Header Entry window opens.



ASN Header Entry Window

> **Note:** If you log on as a vendor, all ASNs associated with your user ID and vendor number are automatically displayed.

Display Header Details for All ASNs

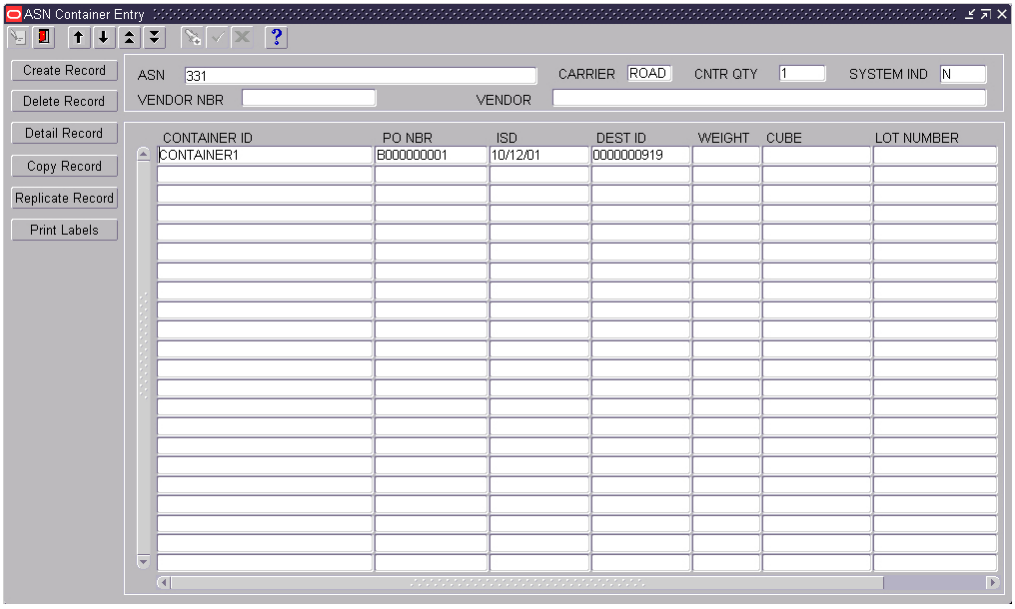
- Click the execute query button.

Display Header Details for One ASN

1. If any ASNs are currently displayed, click the clear button.
2. Click the enter query button.
3. In the ASN query field, enter the ID of the ASN, or click the LOV button and select the ASN.
4. Click the execute query button. The header details for the selected ASN appear.

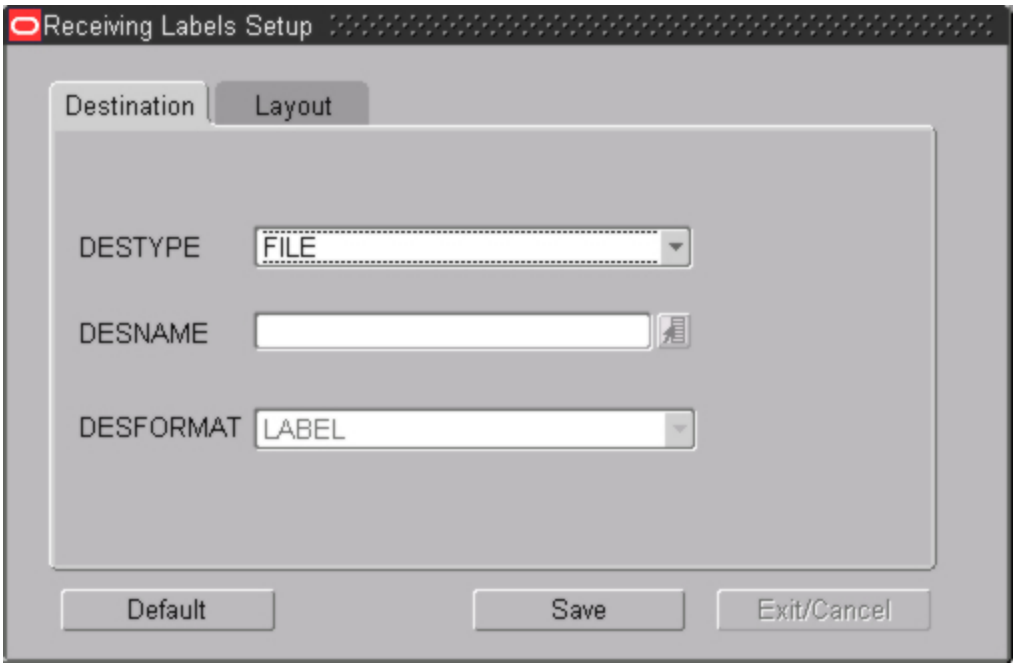
Print Receiving Labels

1. On the ASN Header window, select the container type ASN for which you want to print labels.
2. Click **Details**. The ASN Container Entry window opens.



ASN Container Entry Window

3. Select a container.
4. Click **Print Labels**. The Receiving Labels Setup window opens.



Receiving Labels Setup Window

5. In the Destype field, select the type of destination.
6. In the Desname field, select the name of the destination.

   Note: To return to the default settings, click **Default**.

7. To view the layout of the report, click on the Layout tab.
8. Click **Save**. The labels are sent to the selected destination.

2

Appointments

Appointments Overview

An appointment is an arrangement to receive merchandise into the distribution center at a specified time and place. A valid appointment consists of the following details: date, time, and receiving door. Advanced shipment notices (ASN) or purchase orders with items and unit quantities are associated with appointments.

The receiving window, or window of opportunity, for an appointment is based on the Deliver Not Before and Deliver Not After dates found on a purchase order. Only one trailer may be assigned to an appointment, but one trailer may contain merchandise from multiple purchase orders or some of the merchandise from one purchase order.

The system tracks the status of an appointment from the moment it is entered into the system. The status may be:

- Unscheduled (Unsc): The appointment was entered into the system without one or more of the following: date, time, or receiving door. A receiving package is not generated for unscheduled appointments.
- Scheduled (Schd): The appointment appears on the calendar. The merchandise to be received may or may not be known.
- Pending (Pend): A receiving package was printed in anticipation of the arrival of the expected merchandise.
- Open (Open): The trailer that is associated with the appointment is being unloaded.
- Unreconciled (Unrc): The appointment has some discrepancies concerning what was received. The appointment must be reconciled. The door, however, is available for another appointment.
- Received (Rcvd): The expected merchandise was received during the appointment.

Business Process

An appointment may be entered into the system with minimal information. If the date, time, and receiving door are entered, the appointment appears on the calendar. Otherwise, it is held in the system as an unscheduled appointment.

The details of an appointment are entered from purchase orders or ASNs. Purchase orders and items are generally received from the host system. Purchase orders may also be created automatically in RWMS from store to DC transfers. ASNs may be received from an external source or entered manually.

Several types of appointments may be entered into the system:

- Non-ASN/Non-NSC: Appointment details are entered from purchase orders. Casepack quantities are known. Lot numbers can be entered for items on this type of appointment. (NSC means non-specified casepack.)
- Non-ASN/NSC: Appointment details are entered from purchase orders. Casepack quantities are not known.
- ASN/NSC: Appointment details are entered from ASNs. Casepack quantities are known for container type ASNs but unknown for PO type ASNs.
- ASN/Non-NSC: Appointment details are entered from ASNs. Casepack quantities are known.

As you set up an appointment, you can indicate whether quality assurance or vendor audit checks should be made on the merchandise when it is received. In such cases, you can indicate the sampling percentages and number of containers at the style level.

Unscheduled appointments (those without a date, time, or receiving door) can be scheduled when the missing details are known. You can access schedules for receiving doors in order to 1) schedule unscheduled appointments, 2) change existing schedules, 3) block or unblock access to doors, or 3) view a bar chart that shows utilization percentages by door for a specified date.

You can look up appointments, ASNs, and purchase orders in the Appointments module.

Reports

There are two versions of the Appointment Schedule report:

- When requested from the Appointment Schedule window, the report lists all scheduled appointments for the specified date.
- When requested from the Unscheduled Appointment Inquiry window, the report lists all unscheduled appointments.

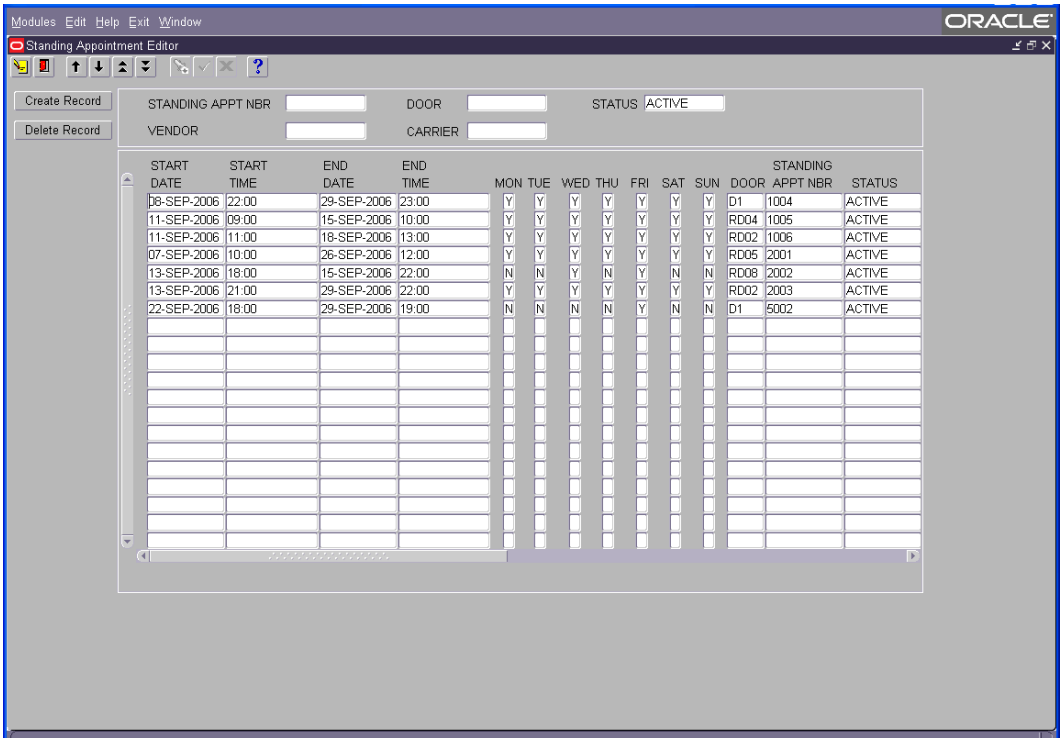
The Appointment Compliance report lists all appointments received on a specified date that have trouble codes.

Maintain Standing Appointment Editor

The purpose of standing appointments is to reserve door/time slots for regular weekly appointments. When the actual delivery information becomes available (for example, PO, items), an actual appointment can be created by assigning it to one of these "reserved" slots.

- The start and end dates specify the length of time that the standing appointment will be used.
- The start and end times specify the expected duration of these appointments
- The check boxes for day of the week specify which days will be used for these weekly appointments. (Multiple days may apply, for example, Monday, Wednesday, and Friday every week from noon until 1 p.m.)
- Vendor is a required field and must be selected.
- Carrier is optional; but if specified, the standing appointment will be available only for that vendor/carrier combination.
- New standing appointments created will always be "Active", but this field can be used to deactivate them prior to expiration.

Navigate: From the main menu, select Appointments > Standing Appointment Editor. The Standing Appointment Editor window opens.



Standing Appointment Editor Window

Display All Item Fields

- Click the execute query button.

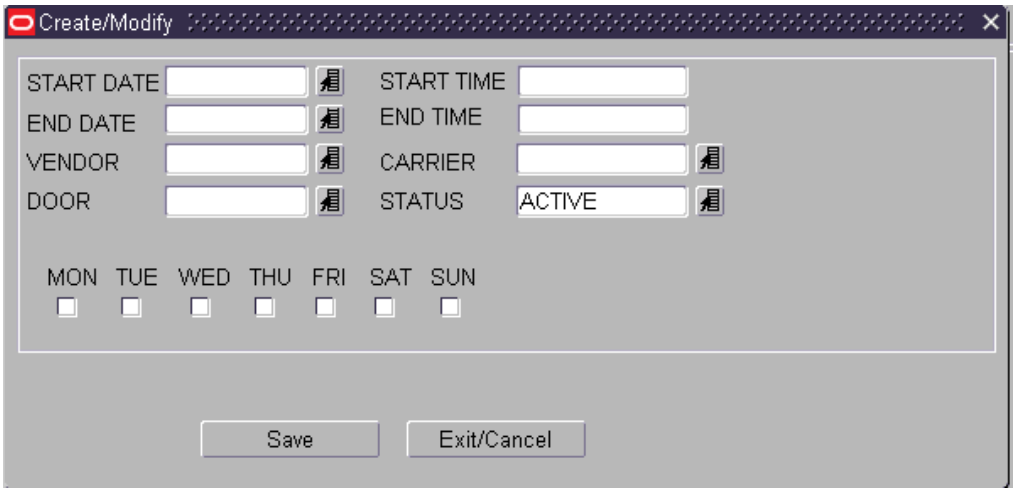
Display an Item Field

1. If any item fields are currently displayed, click the clear button.
2. Click the enter query button.
3. In the Item Field Name query field, enter the field name, or click the LOV button and select the field.
4. Click the execute query button. The item field that matches the search criterion opens.

Create a Record

To create a standing appointment:

1. On the Standing Appointment Editor window, click **Create Record** button. The Create/Modify window opens.



Create/Modify Window

2. Enter required fields.
3. Click **Save**.

Delete a Record

To delete a standing appointment:

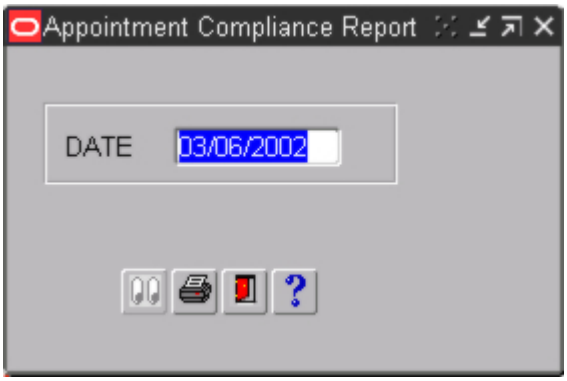
1. On the Standing Appointment Editor window, select the item that you want to delete.
2. Click **Delete Record**.
3. When prompted to delete the record, click **Yes**.

Exit the Standing Appointment Editor Window

- Click the exit  button to close the window.

Generate the Appointment Compliance Report

Navigate: From the main menu, select Appointments > Reports > Appointment Compliance Report. The Appointment Compliance Report window opens.



Appointment Compliance Report Window

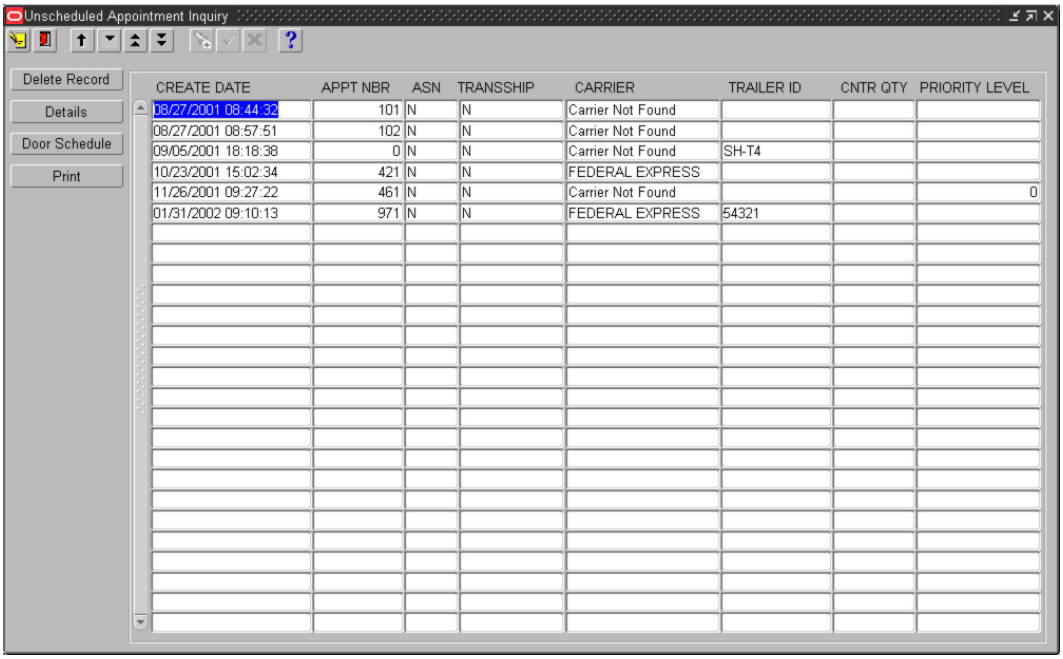
1. In the Date field, enter the date for which you want a report.
2. Click the print  button. The report is sent to the default destination.

Generate the Appointment Schedule Report

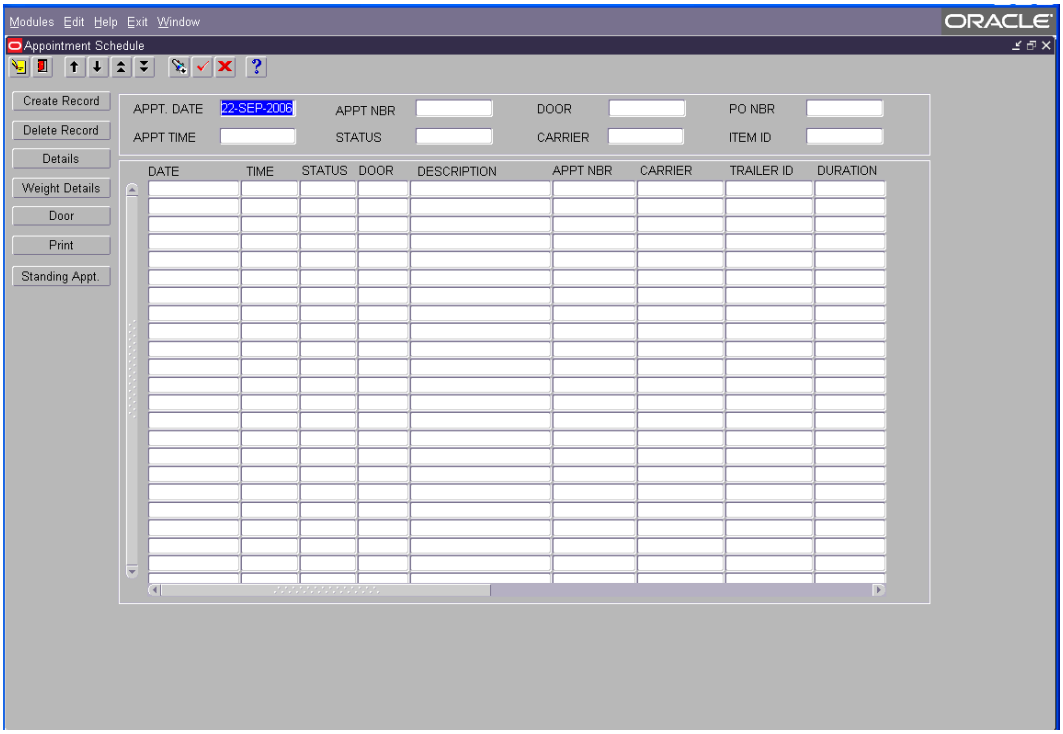
Navigate: From the main menu, select Appointments > Appointment Schedule. The appointments for the current date appear in the Appointment Schedule window.

Or

Navigate: From the main menu, select Appointments > Unschedule Appointments Inquiry. The unscheduled appointments appear in the Unscheduled Appointment Inquiry window.



Unscheduled Appointment Inquiry Window



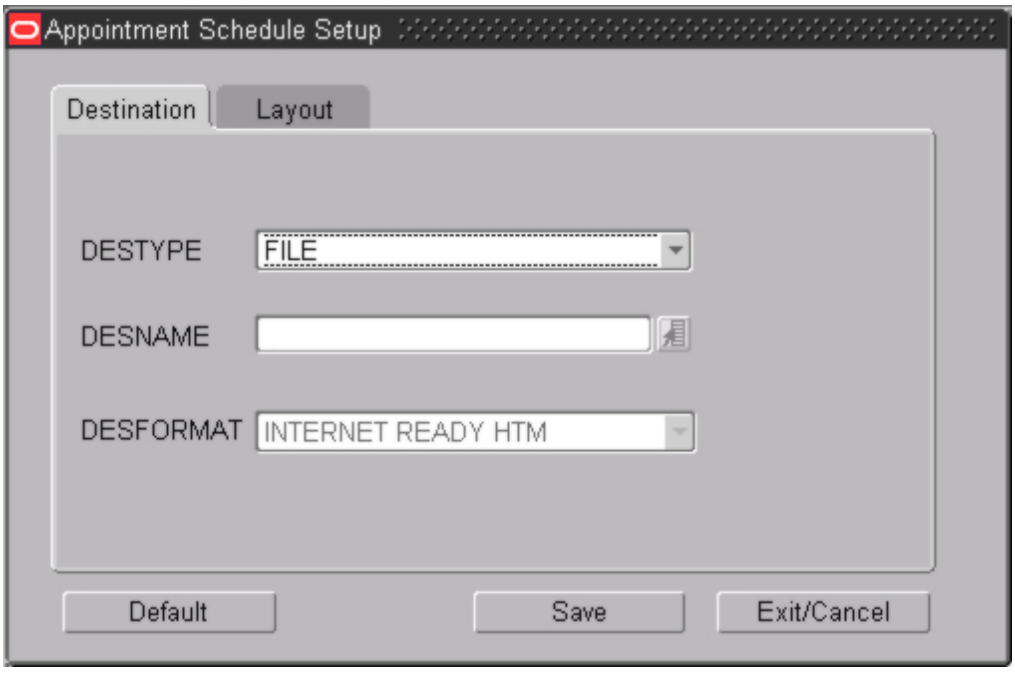
Appointment Schedule window

Display Scheduled Appointments for a Specified Date

1. On the Appointment Schedule window, click the enter query button.
2. In the Date field, enter the date, or click the calendar button and select the date.
3. Click the execute query button. The appointments for the specified date appear.

Generate the Report

1. On either the Appointment Schedule or Unscheduled Appointment Inquiry window, click **Print**. The Appointment Schedule Setup window opens.



Appointment Schedule Setup Window

2. In the Destype field, select the type of destination.
3. In the Desname field, select the name of the destination.

> **Note:** To return to the default settings, click **Default**.

4. To view the layout of the report, click on the Layout tab.
5. Click **Save**. The report is sent to the selected destination.

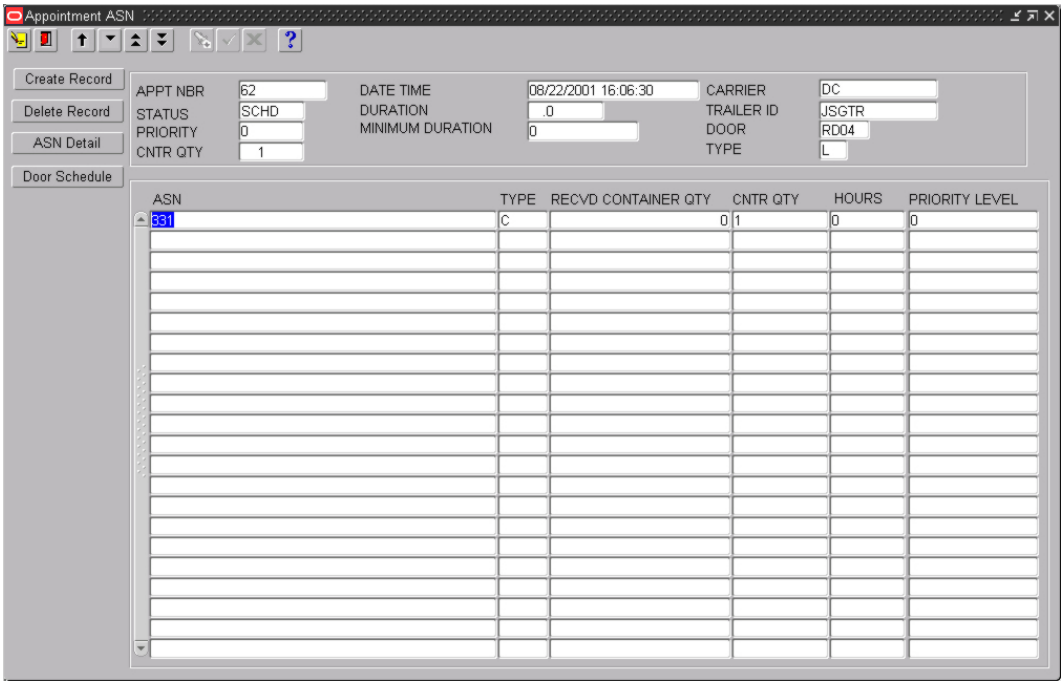
Exit the Appointment Schedule or Unscheduled Appointment Inquiry Window

- Click the exit button to close the window.

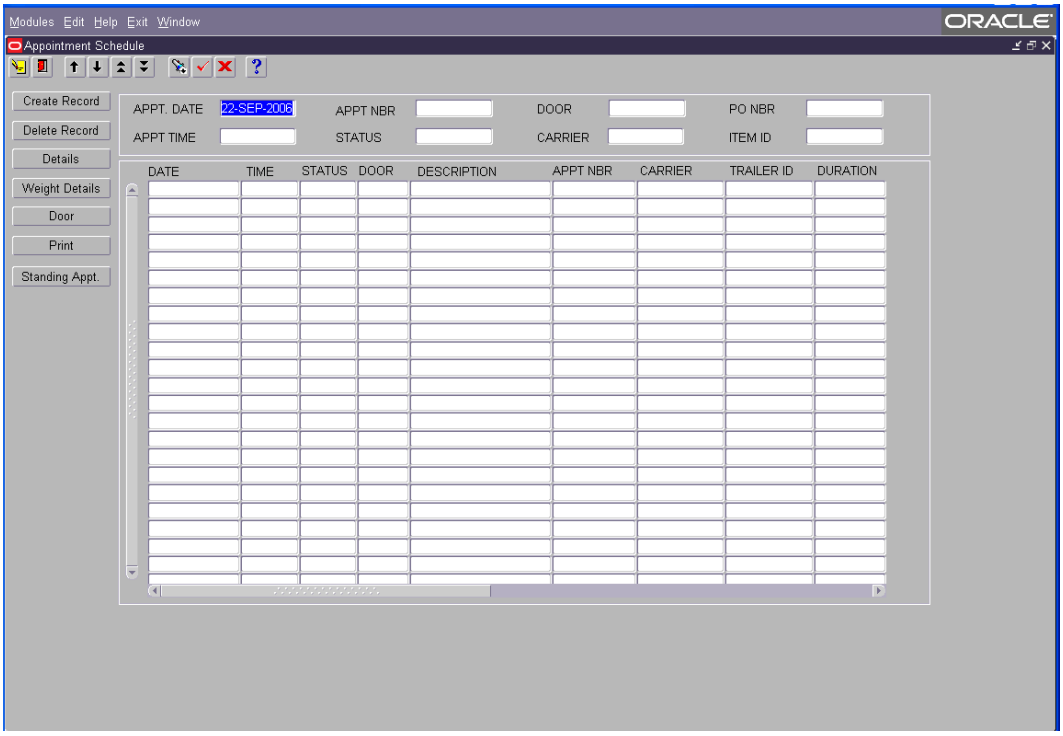
Maintain ASN/Non-NSC Type Appointments

Navigate: From the main menu, select Appointments > Appointment Schedule. The appointments for the current date appear in the Appointment Schedule window.

Search for and select an appointment that has an ASN and the NSC check box is cleared. Click **Details**. The details appear in the Appointment ASN window.



Appointment ASN Window



Appointment Schedule window

> **Note:** You can access the Appointment ASN window from the Appointment Schedule, Appointment ASN, and Appointed PO Inquiry windows. You can also choose Appointments > Appointment ASN from the main menu.

Add an ASN to an Appointment

> **Note:** Only container type ASNs may be added.

1. On the Appointment ASN window, click **Create Record**. The Create window opens.



Create Window

2. In the ASN field, enter the ASN number, or click the LOV button and select the ASN.
3. Click **Save** to save the changes and close the Create window.

Delete an ASN from an Appointment

1. On the Appointment ASN window, select the ASN that you want to delete.
2. Click **Delete Record**.
3. When prompted to delete the record, click **Yes**.

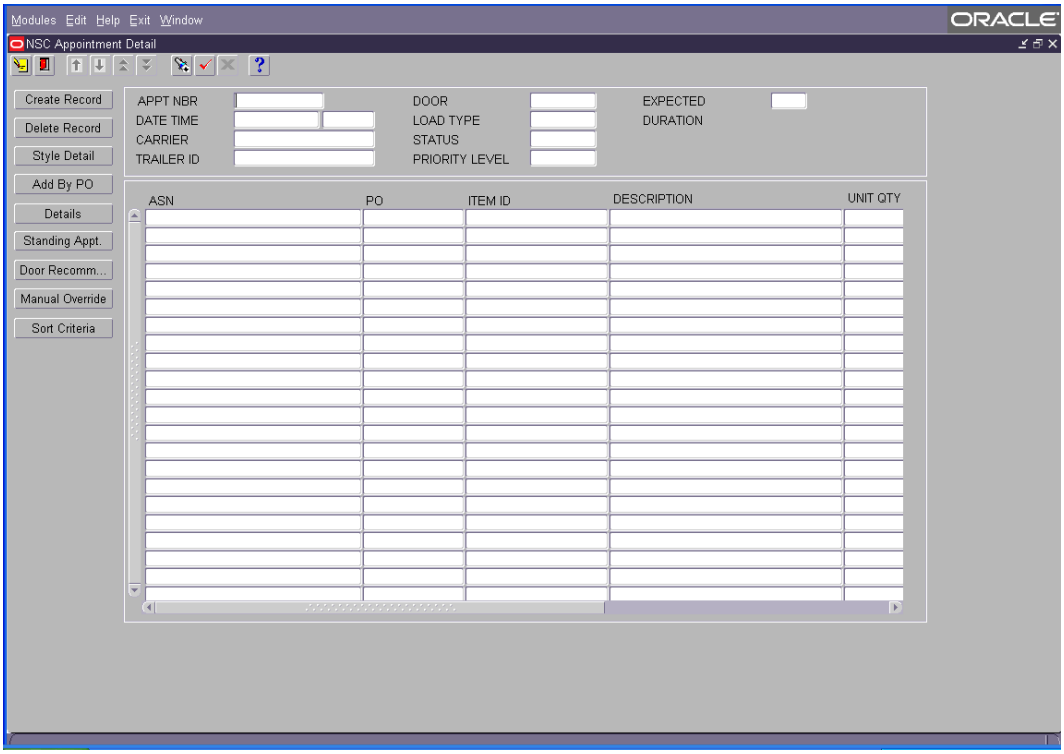
Exit the Appointment ASN Window

- Click the exit  button to close the window.

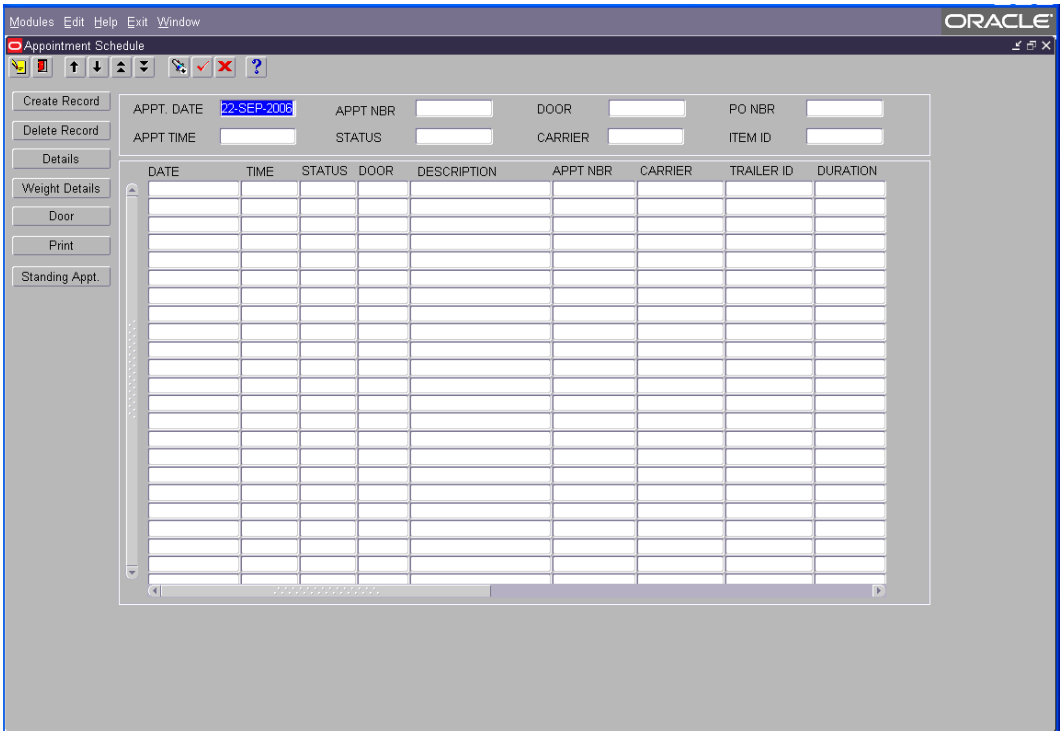
Maintain NSC Type Appointments

Navigate: From the main menu, select Appointments > Appointment Schedule. The appointments for the current date appear in the Appointment Schedule window.

Search for and select an appointment where the NSC check box is selected. Click **Details**. The details appear in the NSC Appointment Detail window.



NSC Appointment Detail Window



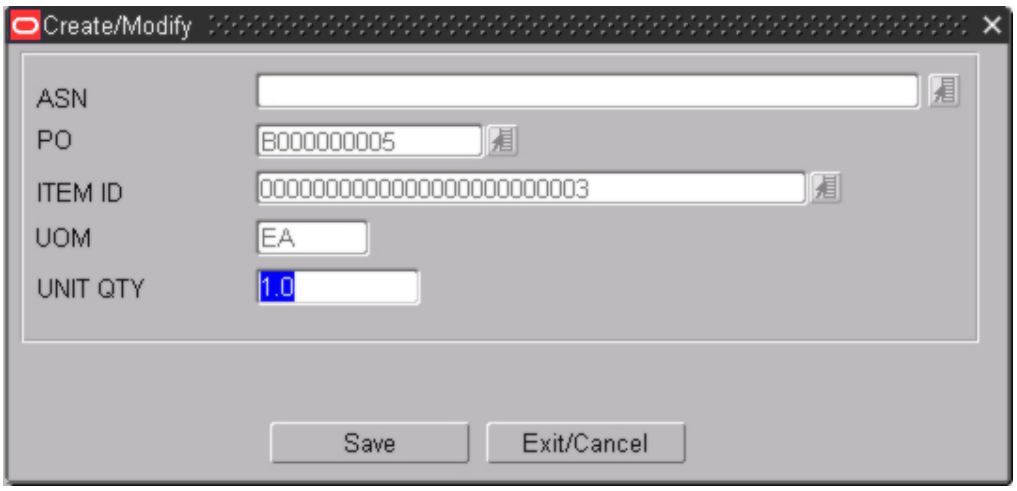
Appointment Schedule Window

> **Note:** You can access the NSC Appointment Detail window from the Appointment Schedule, Appointed PO Inquiry, and Appointment Details windows. Alternatively, you can access NSC Appointment Detail window from the main menu. Select Appointments > NSC Appointment detail.

Add an ASN to an Appointment

> **Note:** ASNs may be added to an appointment that is marked as an ASN type appointment.

1. On the NSC Appointment Detail window, click **Create Record**. The Create/Modify window opens.

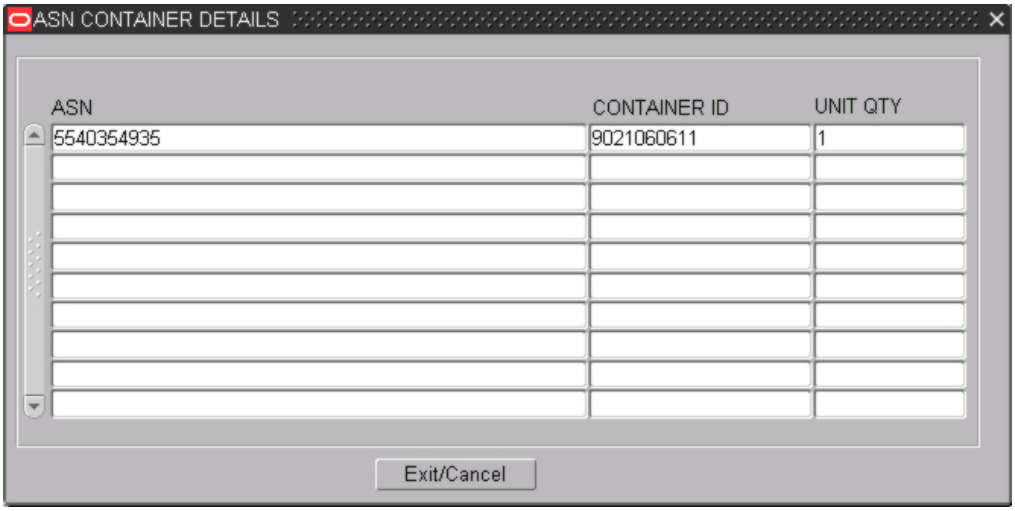


Create/Modify Window

2. In the ASN field, enter the ASN number, or click the LOV button and select the ASN.
3. Click **Save** to save the changes and close the Create/Modify window.

View Container Details on an Appointment

1. On the NSC Appointment Detail window, select the ASN that you want to view in detail.
2. Click **Details**. The details of the selected ASN appear in the ASN Container Details window.



ASN Container Details Window

3. Click **Exit/Cancel** to close the ASN Container Details window.

Delete an ASN from an Appointment

> **Note:** Several records may refer to the same ASN. If you select and delete any one of the ASN records, all the records containing the same ASN are deleted.

1. On the NSC Appointment Detail window, select the ASN that you want to delete.

2. Click **Delete Record**.
3. When prompted to delete the record, click **Yes**.

Add a PO/Line Item to an Appointment

1. On the NSC Appointment Detail window, click **Create Record**. The Create/Modify window opens.
2. In the PO field, enter the PO number, or click the LOV button and select the PO.
3. In the Item ID field, enter the ID of the item, or click the LOV button and select the item.
4. In the Unit Qty field, enter the number of units.
5. Click **Save** to save the changes and close the Create/Modify window.

Add a Purchase Order to an Appointment

1. On the NSC Appointment Detail window, click **Add by PO**. The Add by PO window opens.



Add by PO Window

2. In the PO field, enter the PO number, or click the LOV button and select the PO.
3. Click **Save** to save the changes and close the Add by PO window.

Edit a PO/Line Item on an Appointment

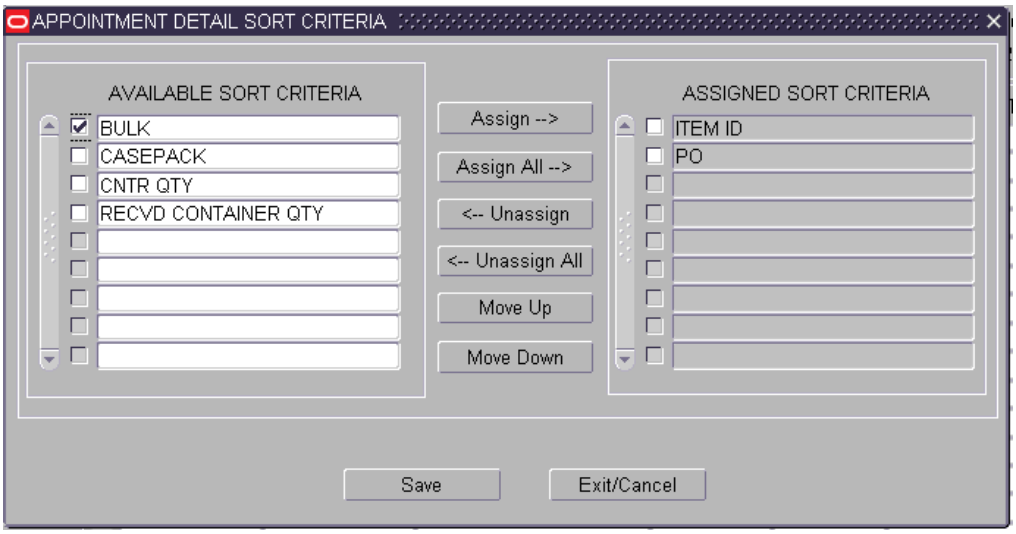
1. On the NSC Appointment Detail window, double-click the PO/line item that you want to edit. The Create/Modify window opens.
2. Edit the unit quantity as necessary.
3. Click **Save** to save the changes and close the Create/Modify window.

Delete a PO/Line Item from an Appointment

1. On the NSC Appointment Detail window, select the PO/line item that you want to delete.
2. Click **Delete Record**.
3. When prompted to delete the record, click **Yes**.

Sort Appointment Criteria

1. On the NSC Appointment Detail window, select the Appt Nbr.
2. Select the ASN line that you want to sort.
3. Click **Sort Criteria**. The Appointment Detail Sort Criteria window opens.



Appointment Detail Sort Criteria

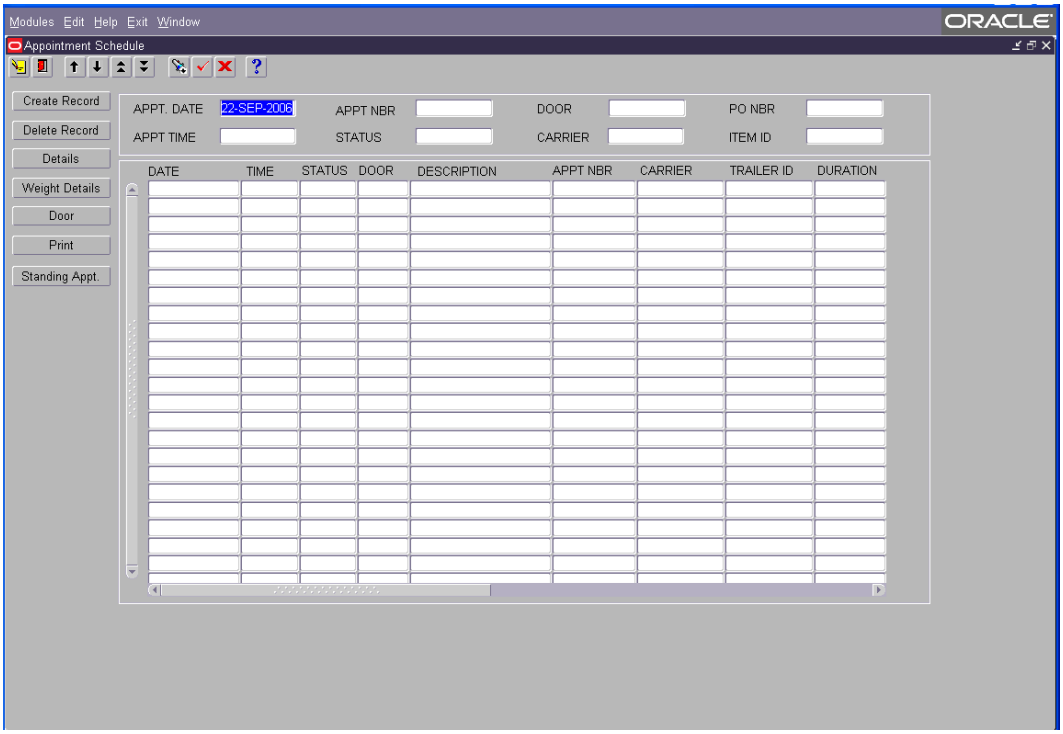
4. To assign processes:
   a. Select the check box next to the desired processes on the Available Sort Criteria table.
   b. Click **Assign**. The selected processes are moved to the Assigned Sort Criteria table.
5. To remove assigned processes:
   a. Select the check box next to the desired processes on the Assigned Sort Criteria table.
   b. Click **Unassign**. The selected processes are moved to the Available Sort Criteria table.
6. To resequence the assigned criteria:
   a. Select the criteria to be moved.
   b. To move the criteria closer to the top of the list, click **Move Up**.
   c. To move the criteria closer to the bottom of the list, click **Move Down**.
7. Click **Save** to save the changes and close the Appointment Detail Sort Criteria window.

Exit the NSC Appointment Detail Window

- Click the exit button to close the window.

Maintain Appointment Schedules

Navigate: From the main menu, select Appointments > Appointment Schedule. The appointments for the current date appear in the Appointment Schedule window.



Appointment Schedule window

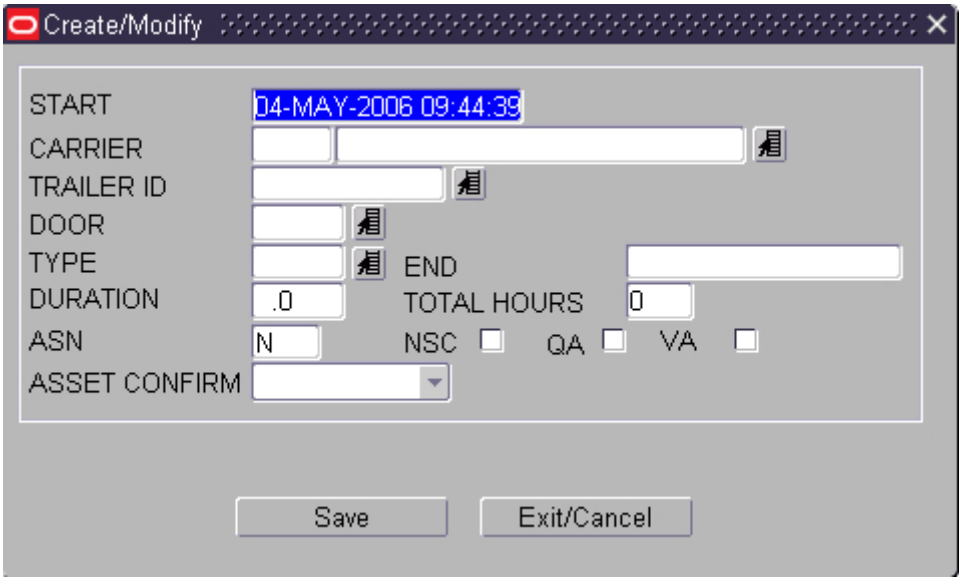
Display Appointments by Date

1. If any appointments are currently displayed, click the clear button.
2. In the Appointment Date query field, enter a date or click the calendar button and select the date. The appointments for the selected date appear.

Edit an Appointment

> **Note:** An appointment with a status of Received may not be edited.

1. On the Appointment Schedule window, double-click the appointment that you want to edit. The Create/Modify window opens.



Create/Modify Window

2. Edit the enabled fields as necessary.
3. Click **Save** to save any changes and close the Create/Modify window.

Add an Appointment

1. On the Appointment Schedule window, click **Create Record**. The Create/Modify window opens.
2. In the Start field, edit the default date and time as necessary.

> **Note:** If you do not enter a receiving door, the appointment is saved as an unscheduled appointment.

3. In the Carrier field, enter the carrier code, or click the LOV button and select the carrier.
4. In the Trailer ID field, enter the ID of the trailer, or click the LOV button and select the trailer.

> **Note:** If you enter a new trailer ID, it is automatically added to the system.

5. In the Door field, enter the ID of the receiving door, or click the LOV button and select the door.
6. In the Type field, enter the delivery mode for the trailer. The type may be Live (L), Dropped off (D), or Unknown (X).

7. In the Duration field, enter the number of hours unloading is expected to last.
8. If the appointment is based on an ASN, enter Y (Yes) in the ASN field.
9. If the appointment is for non-specified casepacks (NSC), select the NSC check box.
10. If quality assurance or vendor audit checks are to be performed on the appointment at the style level, select the QA and VA check boxes as necessary.

> **Note:** You can enter the sampling percentages when you edit the details of an appointment. If the check boxes are not selected, the vendor's default sampling percentages are used by the system.

11. From the Asset Confirm field, select Start, During, or End.
12. Click **Save** to save the changes and close the Create/Modify window.

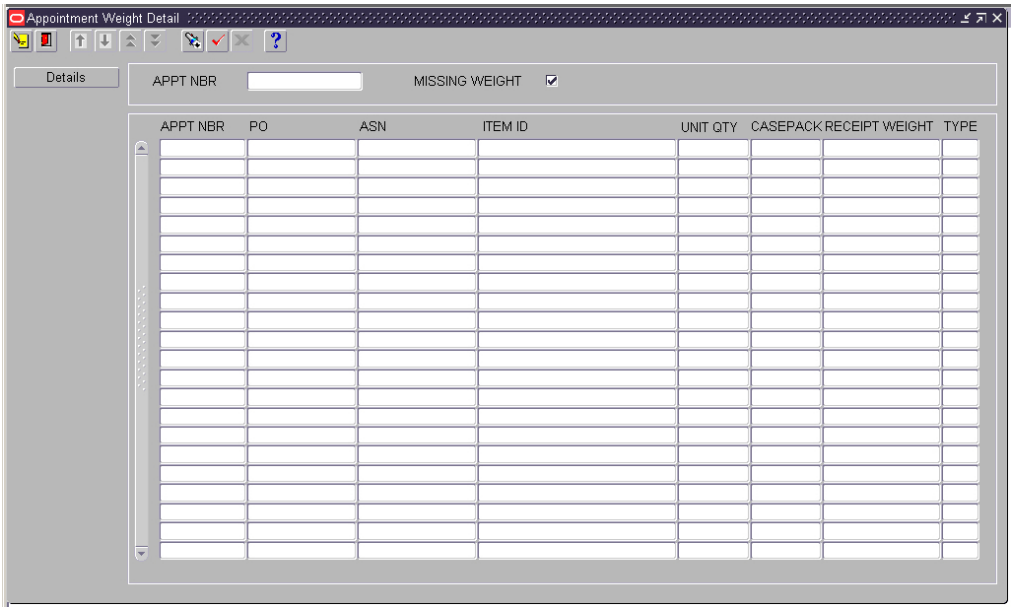
Add or Edit Details on an Appointment

1. On the Appointment Schedule window, select the appointment that you want to edit.
2. Click **Details**. Depending on the type of appointment, either the Appointment ASN, Appointment Detail, or NSC Appointment Detail window opens.
3. Edit the details as necessary:
   - Maintain ASN/non-NSC type appointments.
   - Maintain non-ASN/non-NSC type appointments.
   - Maintain NSC type appointments.

Enter Appointment Weight Details

> **Note:** This window can also be accessed from the main menu, select Appointments > Appointment Weight Detail.

1. On the Appointment Schedule window, select the appointment that you want to weight details for.
2. Click **Weight Details**. The Appointment Weight Detail window opens.



Appointment Weight Detail Window

3. Double click on the record you want to update. The Create/Modify window opens.
4. In the Receipt Weight field, enter the weight of the item.
5. Click **Save** to save the changes and close the window.
6. Click the exit button to close the window.

Delete an Appointment

> **Note:** An appointment may be deleted if 1) labels have not been printed or 2) the merchandise has been received and reconciled for the appointment.

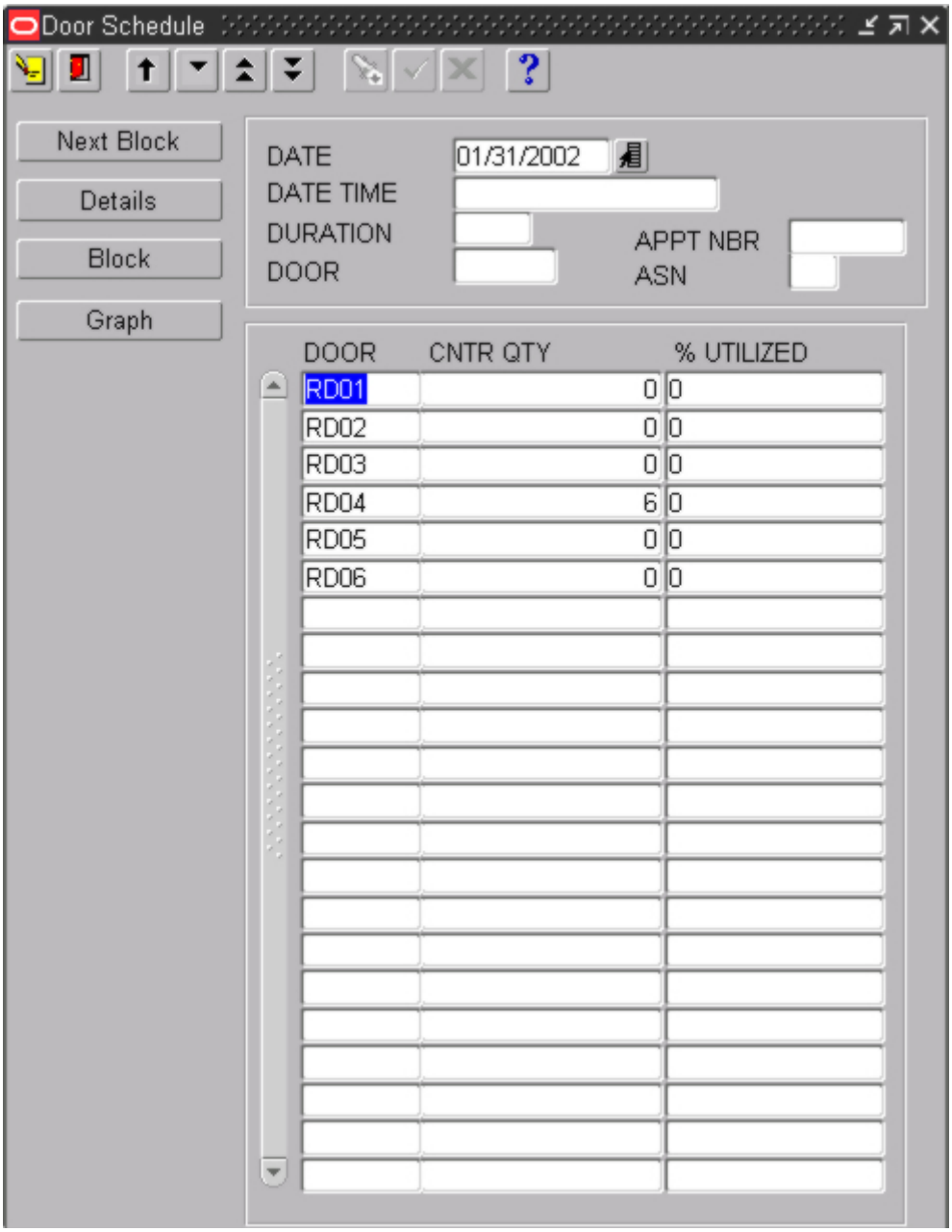
1. On the Appointment Schedule window, select the appointment that you want to delete.
2. Click **Delete Record**.
3. When prompted to delete the record, click **Yes**.

Exit the Appointment Schedule Window

- Click the exit button to close the window.

Maintain Door Schedules

Navigate: From the main menu, select Appointments > Door Schedule Screen. The Door Schedule window opens.



Door Schedule Window

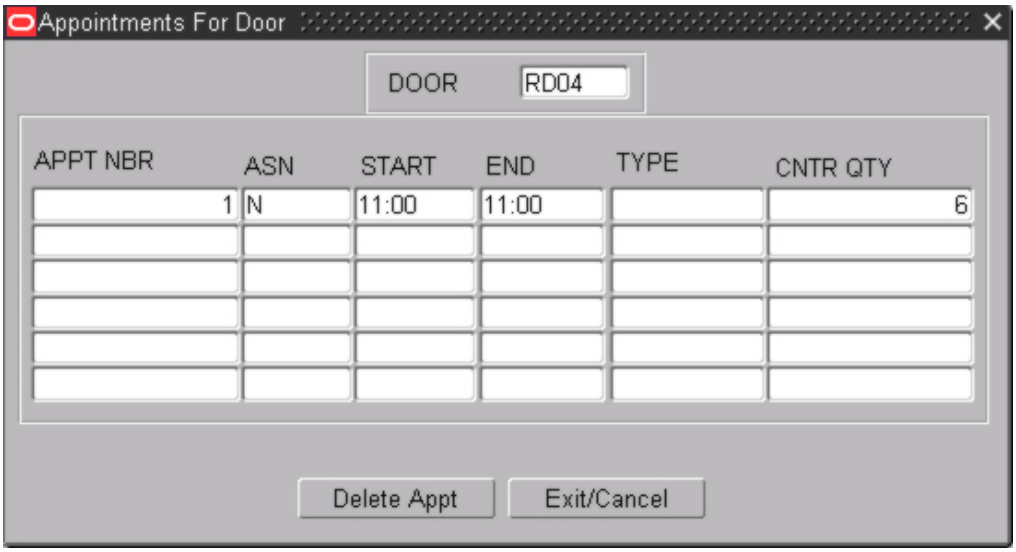
Note: You can also access this window from the following windows: Appointed PO Inquiry, Appointment Detail, Appointment ASN, NSC Appointment Detail, Appointment Schedule, and Unscheduled Appointment Inquiry.

Display Doors by Date

1. If any doors are currently displayed, click the clear button.
2. In the Date field, enter a date or click the calendar button and select the date.
3. Click the execute query button. The door activity for the specified date is displayed.

View the Appointments Assigned to a Door

1. On the Door Schedule window, click **Next Block** to place the cursor in the bottom part of the window.
2. Select the door that you want to view.
3. Click **Details**. The day's appointments for the selected door appear in the Appointments for Door window.



Appointments for Door Window

4. Click **Exit/Cancel** to close the Appointments for Door window.

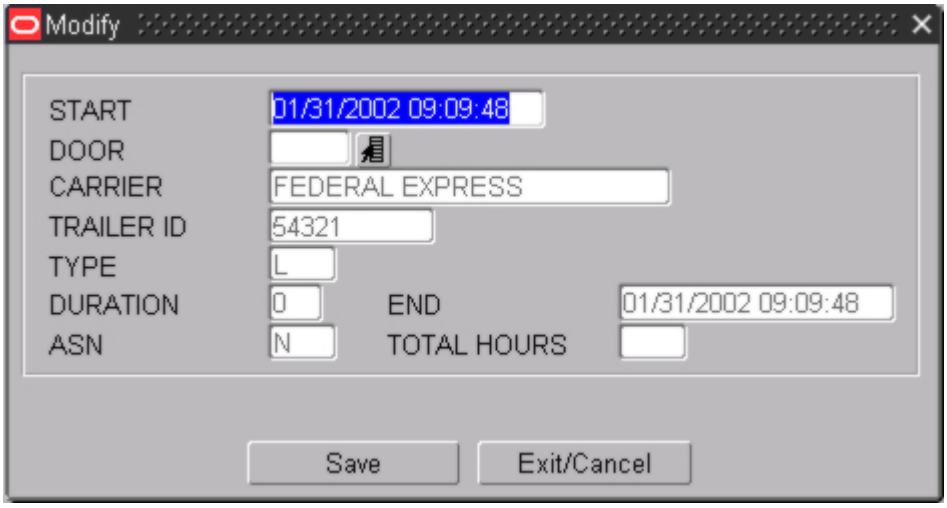
View a Graph of Door Utilization

- On the Door Schedule window, click **Graph**. The percentage of utilization for each door opens on a bar graph.

Edit a Door Schedule

> **Note:** You can edit the schedule if the fields in the top part of the window are filled in. Whether data appears in that area depends on how you access the window.

1. On the Door Schedule window, click **Next Block** to place the cursor in the top part of the window.
2. Double-click the Date Time field. The Modify window opens.

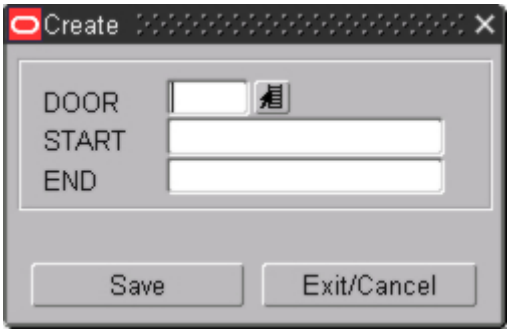


Modify Window

3. Edit the enabled fields as necessary.
4. Click **Save** to save any changes and close the Modify window.

Block a Door

1. On the Door Schedule window, click **Block**. The Create window opens.



Create Window

2. In the Door field, enter the ID of the door, or click the LOV button and select the door.
3. In the Start field, enter start date and time for the block.
4. In the End field, enter the end date and time for the block.
5. Click **Save** to save the change and close the Create window.

Remove a Block

1. On the Door Schedule window, click **Next Block** to place the cursor in the bottom part of the window.
2. Select the door that you want to edit.
3. Click **Details**. The day's appointments for the selected door appear in the Appointments for Door window.
4. Select a record where the type is B (Blocked).
5. Click **Delete Appt**.
6. When prompted to delete the record, click **Yes**.
7. Click **Exit/Cancel** to close the Appointments for Door window.

Delete an Appointment from the Door Schedule

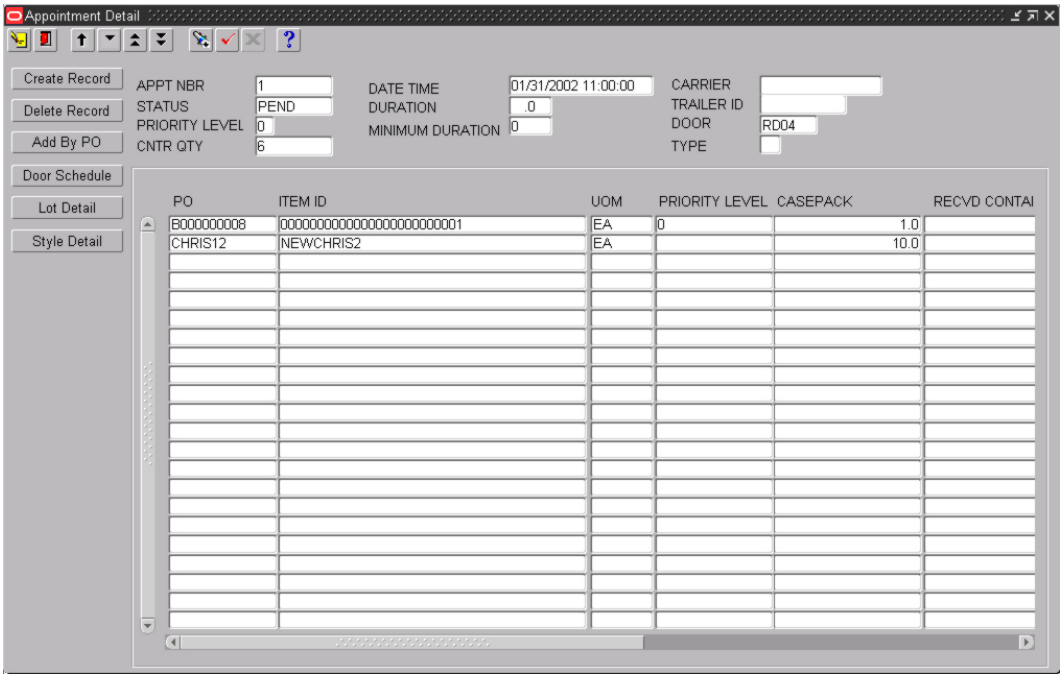
1. On the Door Schedule window, click **Next Block** to place the cursor in the bottom part of the window.
2. Select the door that you want to edit.
3. Click **Details**. The day's appointments for the selected door appear in the Appointments for Door window.
4. Select the appointment that you want to delete from the door schedule.
5. Click **Delete Appt**.
6. When prompted to delete the record, click **Yes**.
7. Click **Exit/Cancel** to close the Appointments for Door window.

Exit the Door Schedule Window

- Click the exit  button to close the window.

Maintain Lot Numbers on Appointments

Navigate: From the main menu, select Appointments > Appointment Detail. The Appointment Detail window opens.



Appointment Detail Window

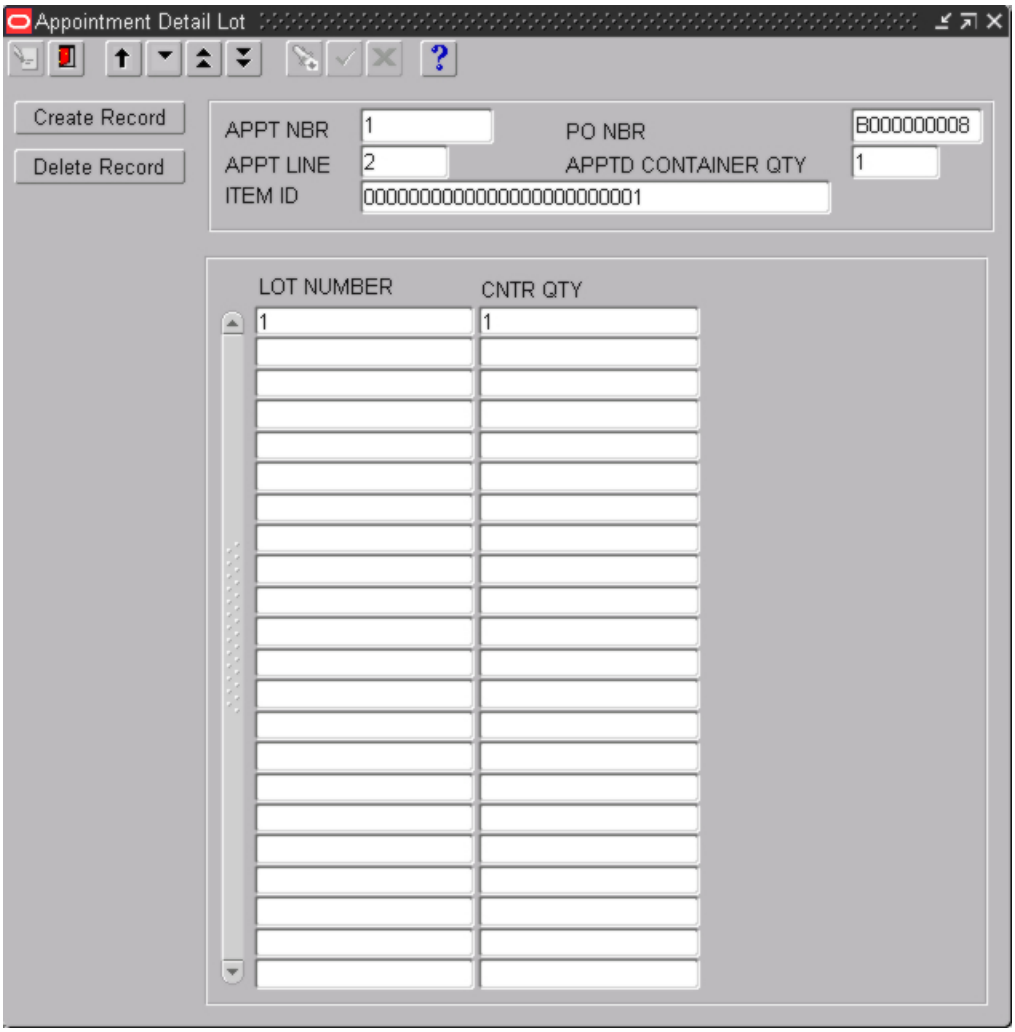
> **Note:** You can also access this window from the Appointed PO Inquiry, Appointment Schedule, an Unscheduled Appointment Inquiry windows.

Display a Non-ASN/Non-NSC Type Appointment

1. If an appointment is currently displayed, click the clear button.
2. Click the enter query button.
3. In the Appt Nbr query field, enter the appointment number, or click the LOV button and select the appointment.
4. Click the execute query button. The PO/line items that are associated with the selected appointment appear.

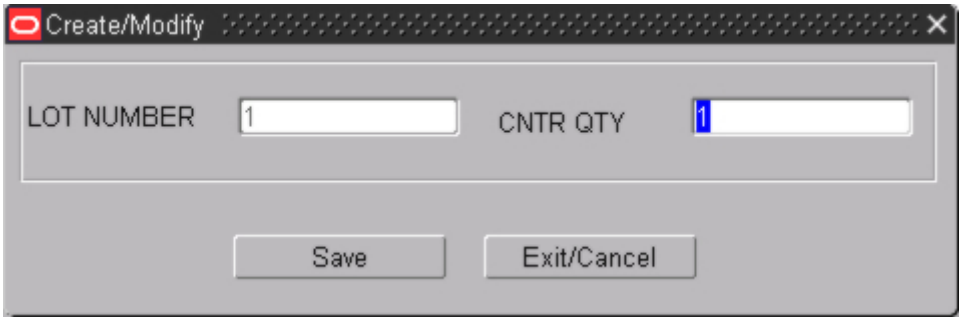
Add Lot Numbers to an Appointment

1. On the Appointment Detail window, select the PO/line item that you want to edit.
2. Click **Lot Detail**. The Appointment Detail Lot window opens.



Appointment Detail Lot Window

3. Click **Create Record**. The Create/Modify window opens.



Create/Modify Window

4. In the Lot Number field, enter the lot number.
5. In the In the Cntr Qty field, enter the number of containers that you want to associate the lot number with.
6. Click **Save** to save the changes and close the Create/Modify window.
7. Click the exit  button to close the Appointment Detail Lot window.

Edit a Lot Number on an Appointment

1. On the Appointment Detail window, select the PO/line item that you want to edit.
2. Click **Lot Detail**. The Appointment Detail Lot window opens.
3. Double-click the lot number that you want to edit. The Create/Modify window opens.
4. Edit the container quantity as necessary.
5. Click **Save** to save any changes and close the Create/Modify window.
6. Click the exit  button to close the Appointment Detail Lot window.

Delete a Lot Number from an Appointment

1. On the Appointment Detail window, select the PO/line item that you want to edit.
2. Click **Lot Detail**. The Appointment Detail Lot window opens.
3. Select the lot number that you want to edit.
4. Click **Delete Record**.
5. When prompted to delete the record, click **Yes**.
6. Click the exit  button to close the Appointment Detail Lot window.

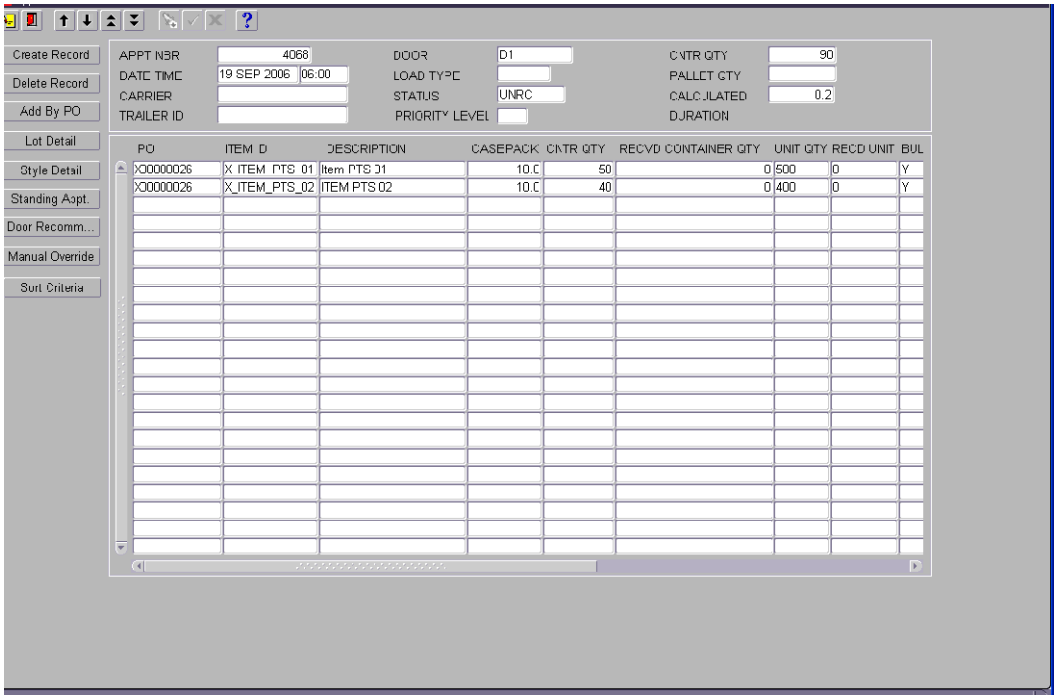
Exit the Appointment Detail Window

- Click the exit  button to close the window.

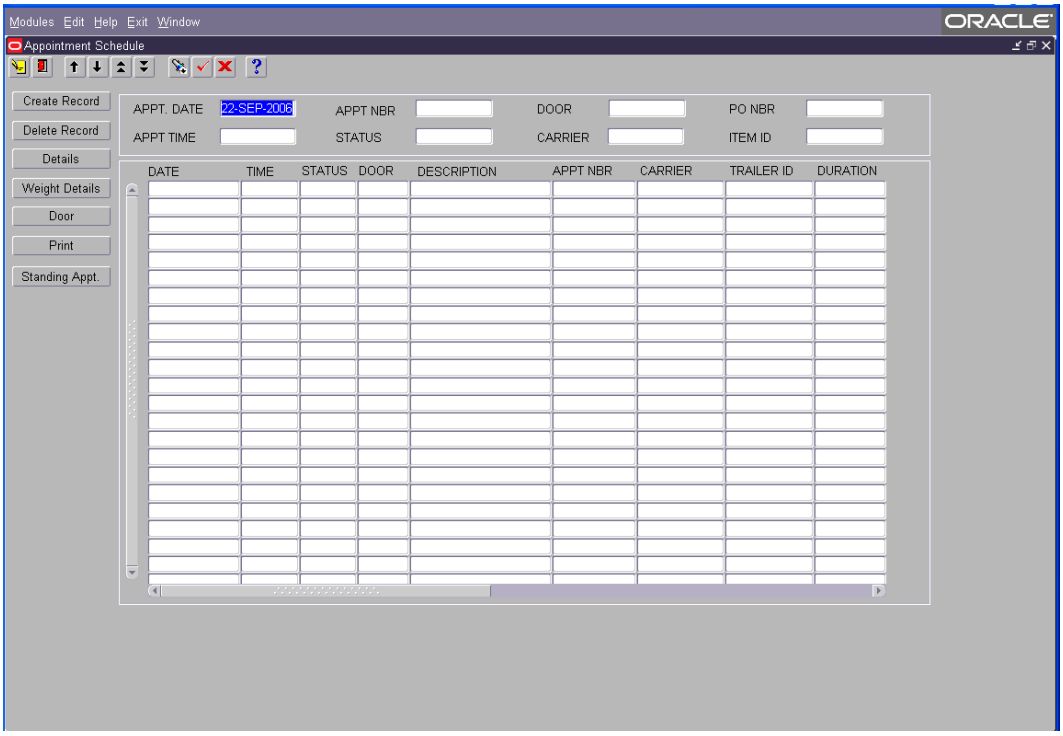
Maintain Non-ASN/Non-NSC Type Appointments

Navigate: From the main menu, select Appointments > Appointment Schedule. The appointments for the current date appear in the Appointment Schedule window.

Search for and select an appointment has no ASN and the NSC check box is cleared. Click **Details**. The details appear in the Appointment Detail window.



Appointment Detail Window

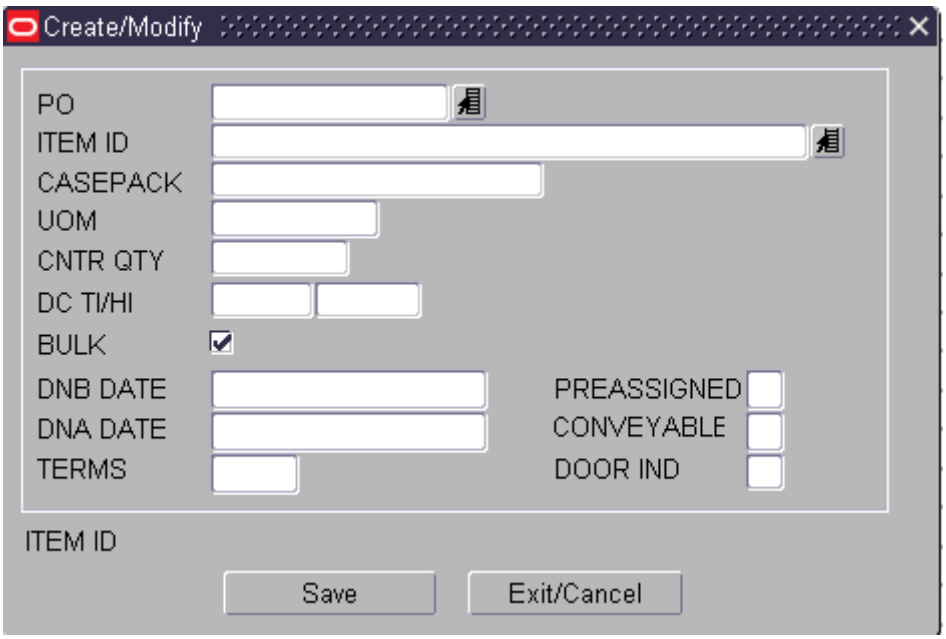


Appointment Schedule Window

> **Note:** You can access the Appointment Detail window from the Appointment Schedule, Appointment ASN, and Appointed PO Inquiry windows. You can also choose Appointments > Appointment Detail from the main menu.

Edit a PO/Line Item on an Appointment

1. On the Appointment Detail window, double-click the PO/line item that you want to edit. The Create/Modify window opens.



Create/Modify Window

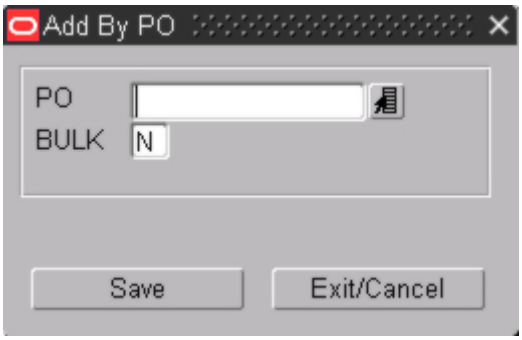
2. Edit the enabled fields as necessary.
3. Click **Save** to save any changes and close the Create/Modify window.

Add a PO/Line Item to an Appointment

1. On the Appointment Detail window, click **Create Record**. The Create/Modify window opens.
2. In the PO field, enter the purchase order number, or click the LOV button and select the purchase order.
3. In the Item field, enter the ID of the item, or click the LOV button and select the item.
4. In the Casepack field, enter the number of units per container.
5. If the item will be received on bulk pallets, select the Bulk check box.
6. Click **Save** to save the changes and close the Create/Modify window.

Add a Purchase Order to an Appointment

1. On the Appointment Detail window, click **Add by PO**. The Add by PO window opens.



Add by PO Window

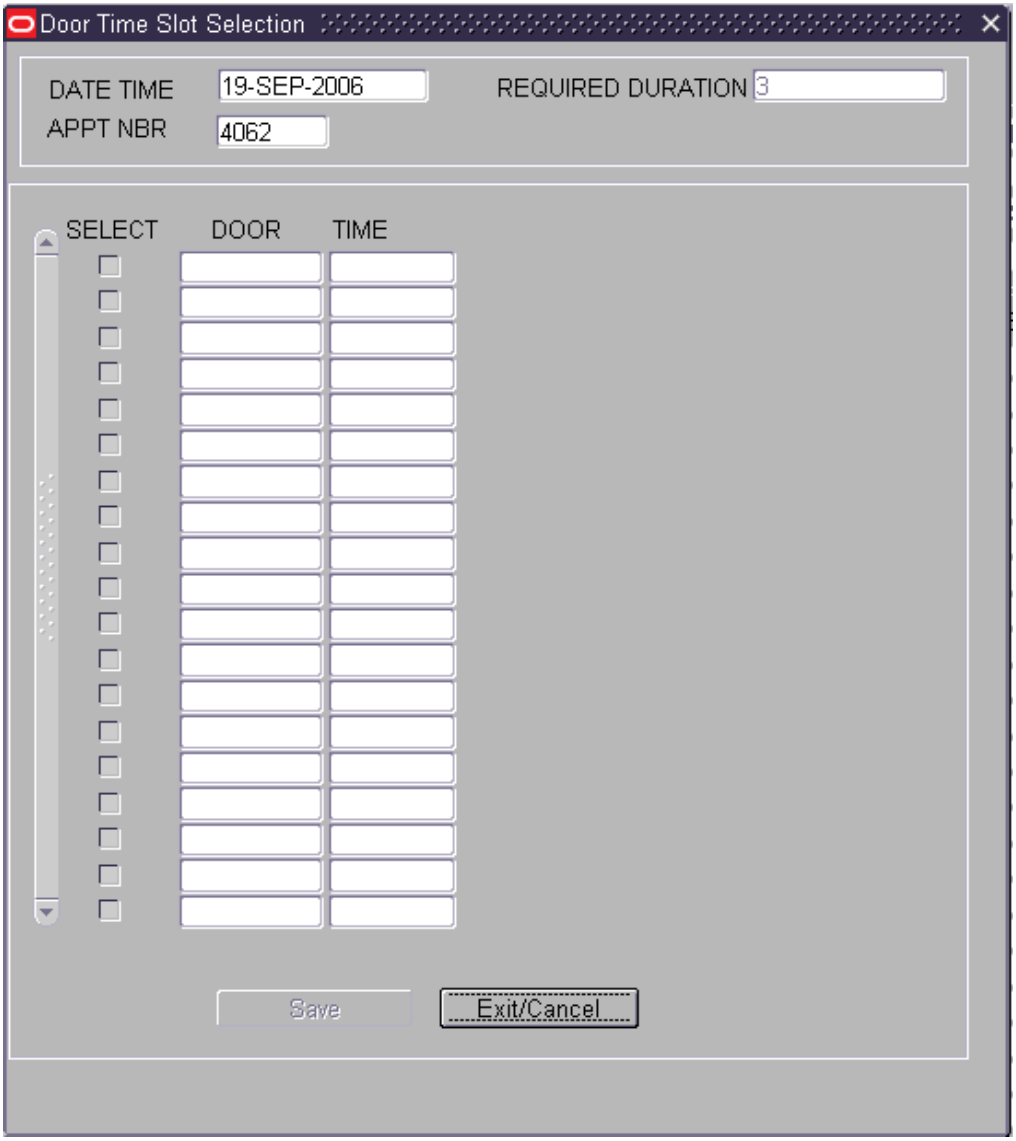
2. In the PO field, enter the purchase order number, or click the LOV button and select the purchase order.
3. If the items will be received on bulk pallets, select the Bulk check box.
4. Click **Save** to save the changes and close the Create/Modify window.

Delete a PO/Line Item from an Appointment

1. On the Appointment Detail window, select the PO/line item that you want to delete.
2. Click **Delete Record**.
3. When prompted to delete the record, click **Yes**.

Add a Standing Appointment

1. On the Appointment Detail window, select the PO/line item that you want to add.
2. Click **Standing Appt**. The Door Time Slot Selection window opens.

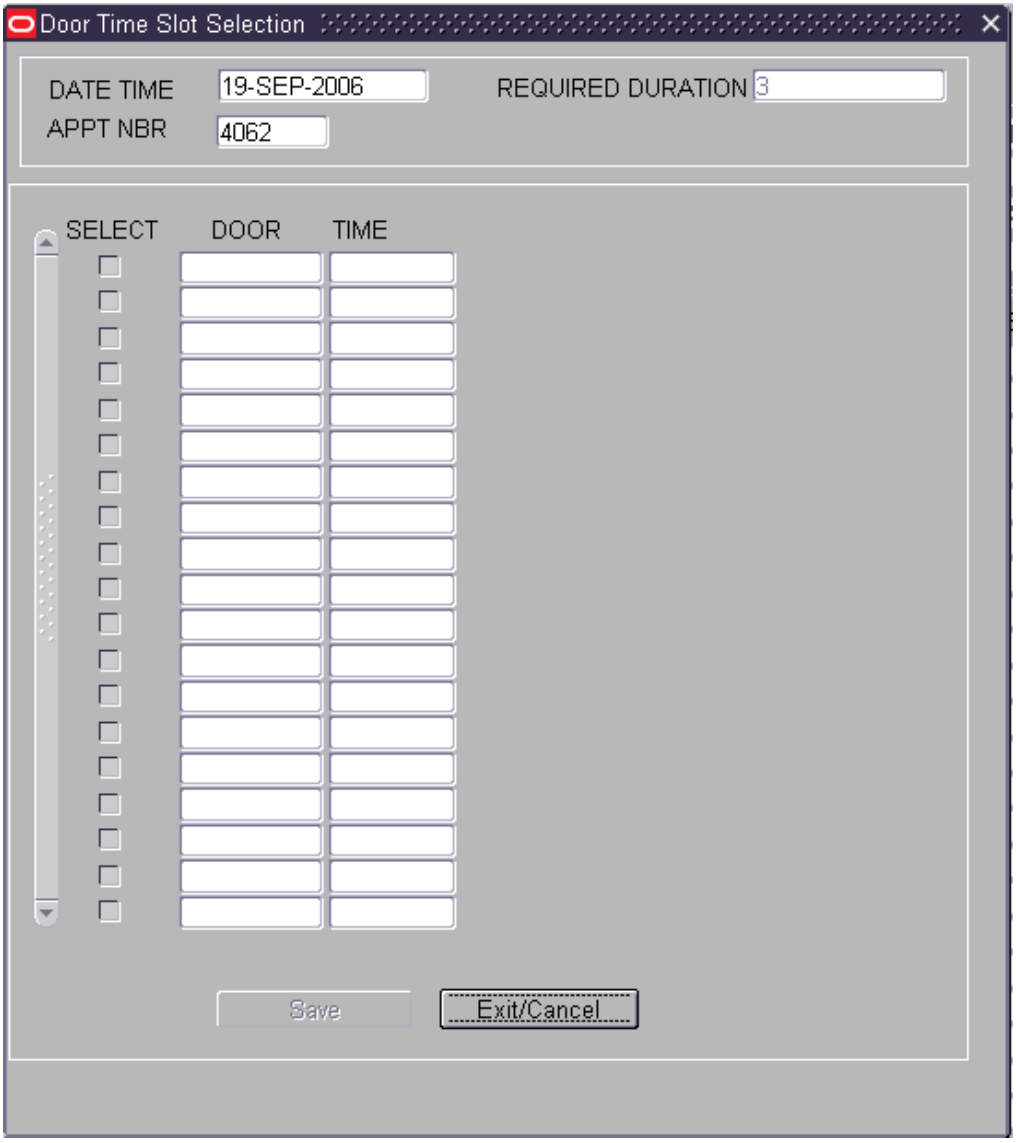


Door Time Slot Selection window

3. Select a door.
4. Click **Save** to save the changes and close the Door Time Slot Selection window.

Receive a Door Recommendation

1. On the Appointment Detail window, select the PO/line item that you want to receive.
2. Click **Door Recommendation**. The Door Time Slot Selection window opens.

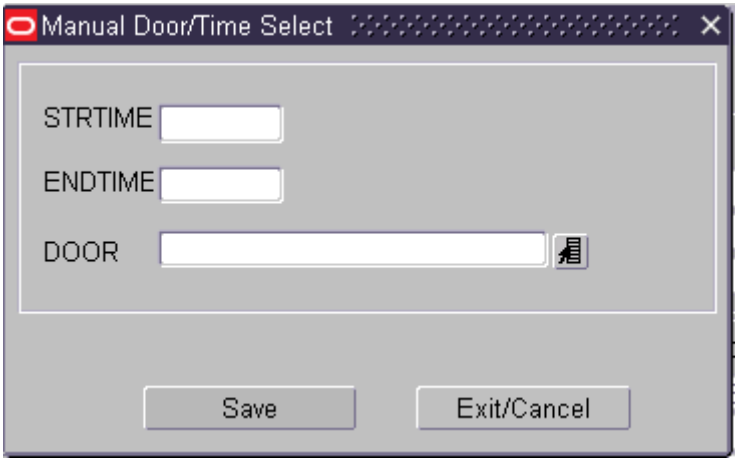


Door Time Slot Selection window

3. Select a door.
4. Click **Save** to save the changes and close the Door Time Slot Selection window.

Set a Manual Override

1. On the Appointment Detail window, select the PO/line item that you want to set.
2. Click **Manual Override**. The Manual Door/Time Slot window opens.

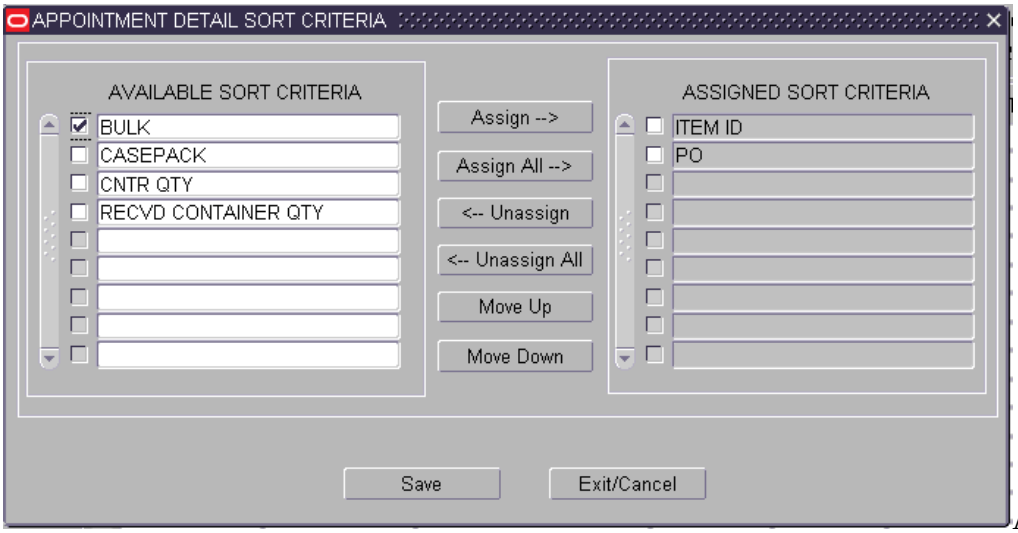


Manual Door Time Slot window

3. Select a time or a door.
4. Click **Save** to save the changes and close the Door Time Slot Selection window.

Sort Appointment Criteria

1. On the Appointment Detail window, select the PO/line item that you want to sort.
2. Click **Sort Criteria**. The Appointment Detail Sort Criteria window opens.



Appointment Detail Sort Criteria

3. To assign processes:
   a. Select the check box next to the desired processes on the Available Sort Criteria table.
   b. Click **Assign**. The selected processes are moved to the Assigned Sort Criteria table.

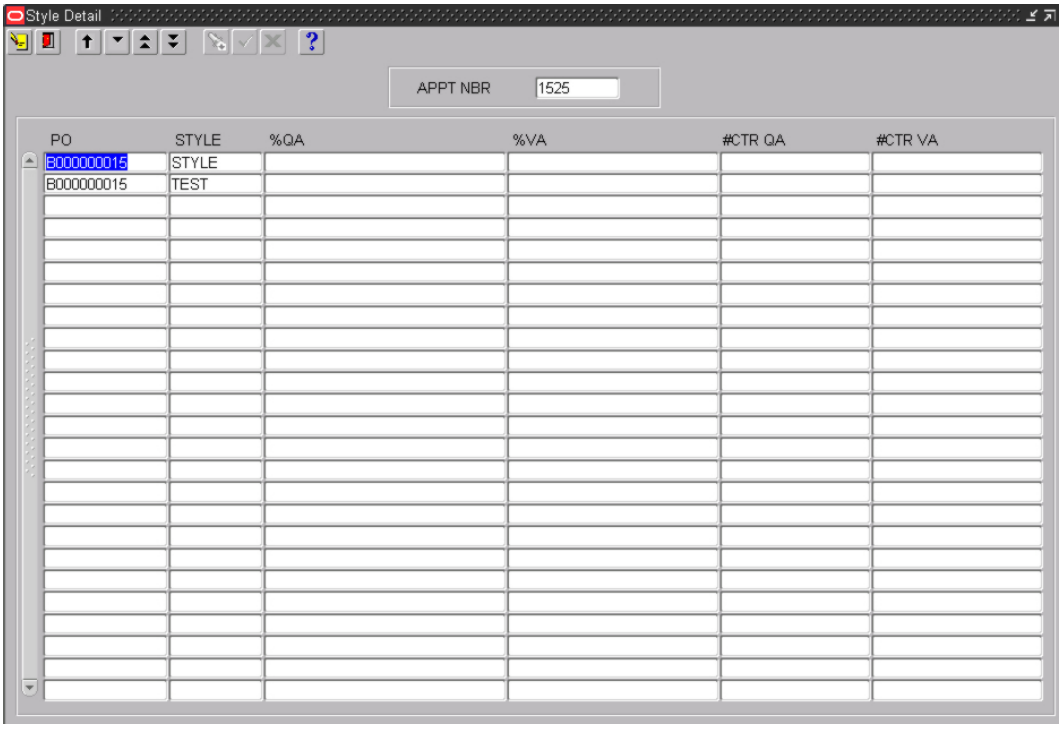
4. To remove assigned processes:
   a. Select the check box next to the desired processes on the Assigned Sort Criteria table.
   b. Click **Unassign**. The selected processes are moved to the Available Sort Criteria table.
5. To resequence the assigned criteria:
   a. Select the criteria to be moved.
   b. To move the criteria closer to the top of the list, click **Move Up**.
   c. To move the criteria closer to the bottom of the list, click **Move Down**.
6. Click **Save** to save the changes and close the Appointment Detail Sort Criteria window.

Exit the Appointment Detail Window

- Click the exit button to close the window.

Maintain Style Details on Appointments

Navigate: From the main menu, select Appointment Schedule. On the Appointment Schedule window, search for and select an appointment where the VA or QA check boxes are selected. Click **Details**. On the detail window that opens, click **Style Detail**. The styles appear in the Style Detail window.



Style Detail Window

> **Note:** You can access the Style Detail window from the ASN Detail Inquiry, Appointment Detail, and NSC Appointment Detail windows.

Edit QA and VA Details for a Style

1. On the Style Detail window, double-click the style that you want to edit. The Modify window opens.



Modify Window

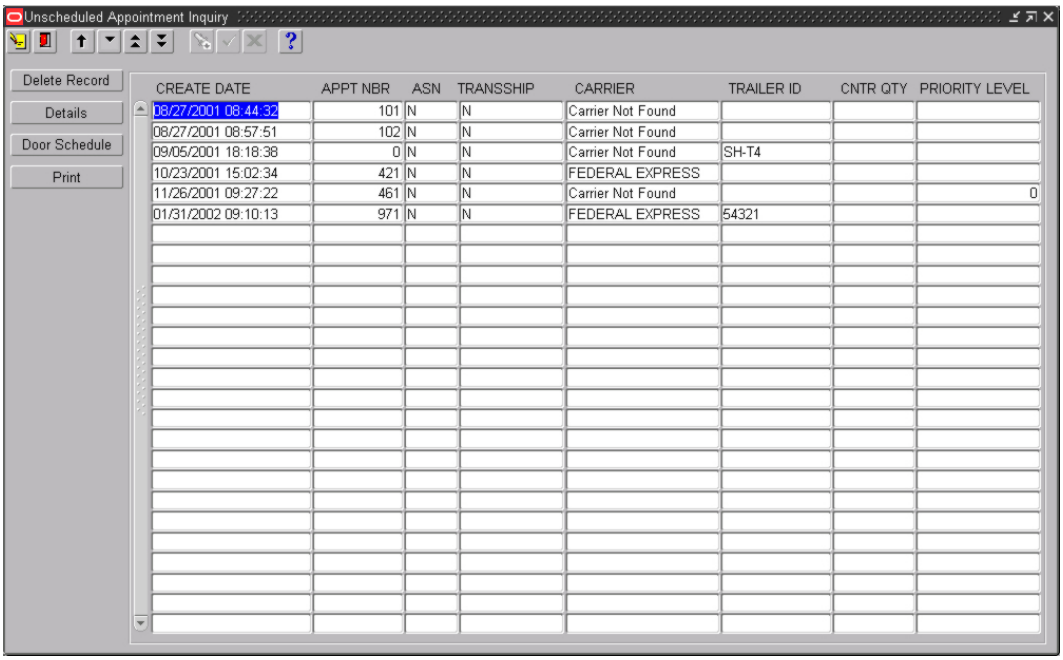
2. In the %QA and %VA fields, enter the percentage of merchandise that must be sampled in each container.
3. In the # Ctr QA and # Ctr VA fields, enter the number of containers to be sampled.
4. Click **Save** to save any changes and close the Modify window.

Exit the Style Detail Window

- Click the exit  button to close the window.

Maintain Unscheduled Appointments

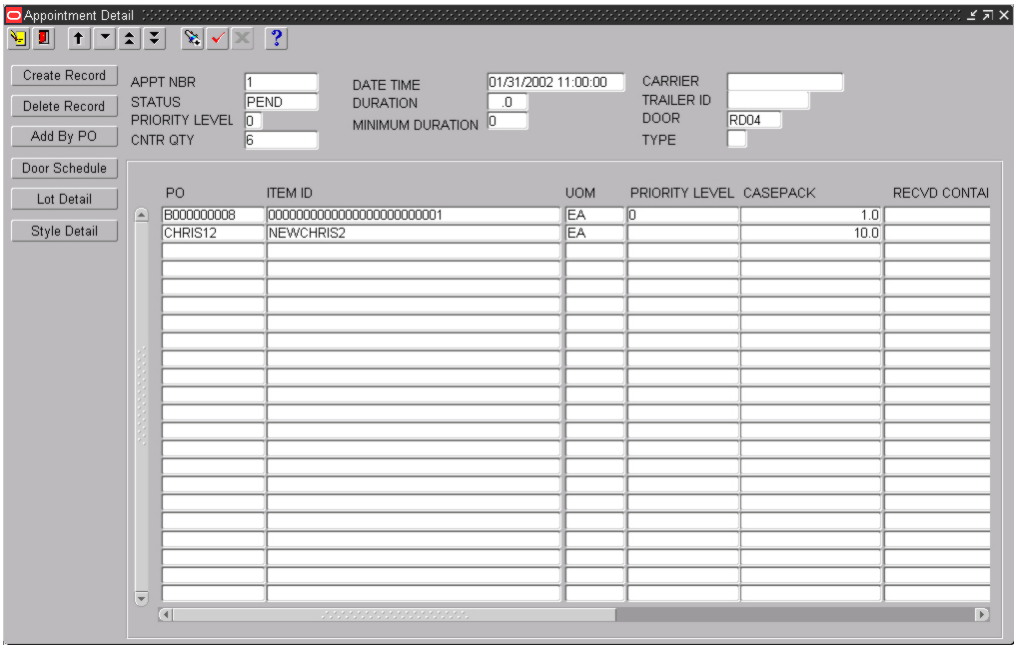
Navigate: From the main menu, select Appointments > Unscheduled Appointments Inquiry. All unscheduled appointments appear in the Unscheduled Appointment Inquiry window.



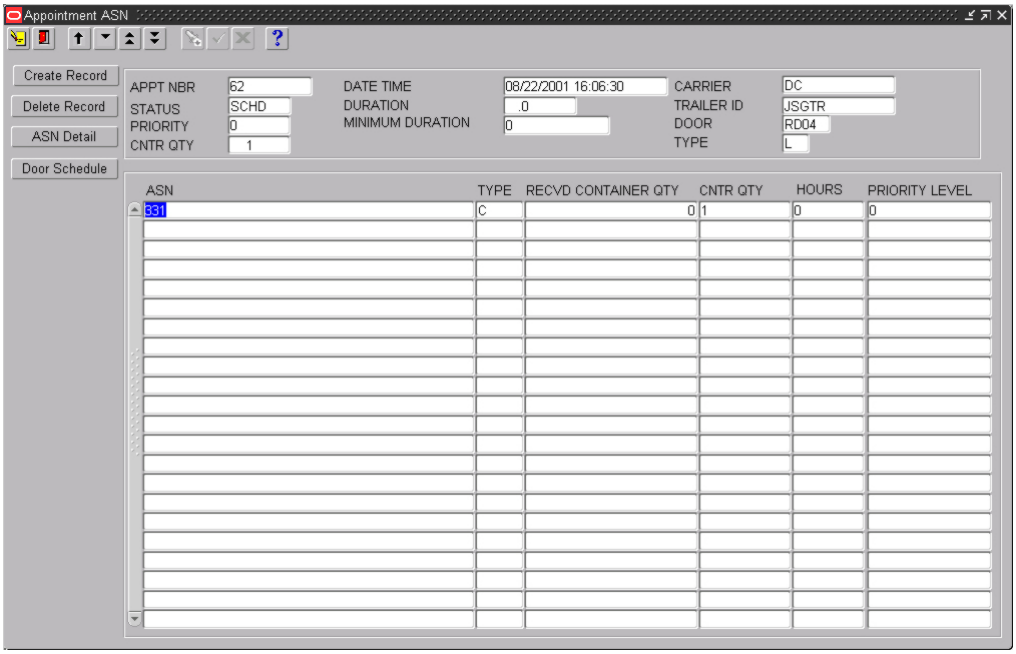
Unscheduled Appointment Inquiry Window

Edit the Details of an Appointment

1. On the Unscheduled Appointment Inquiry window, select the appointment that you want to edit.
2. Click **Details**. If an ASN is associated with the appointment, the Appointment ASN window opens; otherwise, the Appointment Detail window opens.



Appointment Detail Window

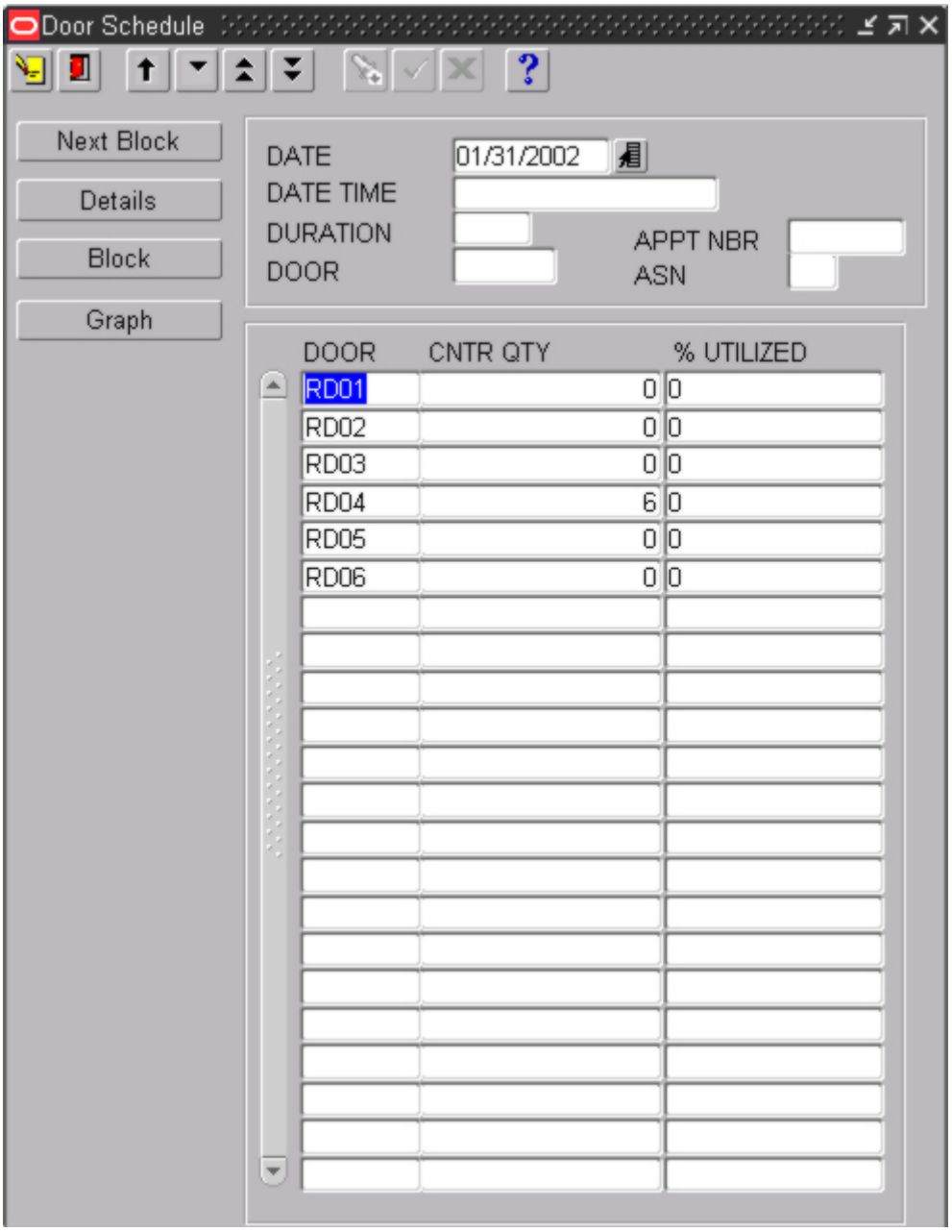


Appointment ASN Window

3. Edit the details as necessary.
4. Click the exit  button to close the detail window.

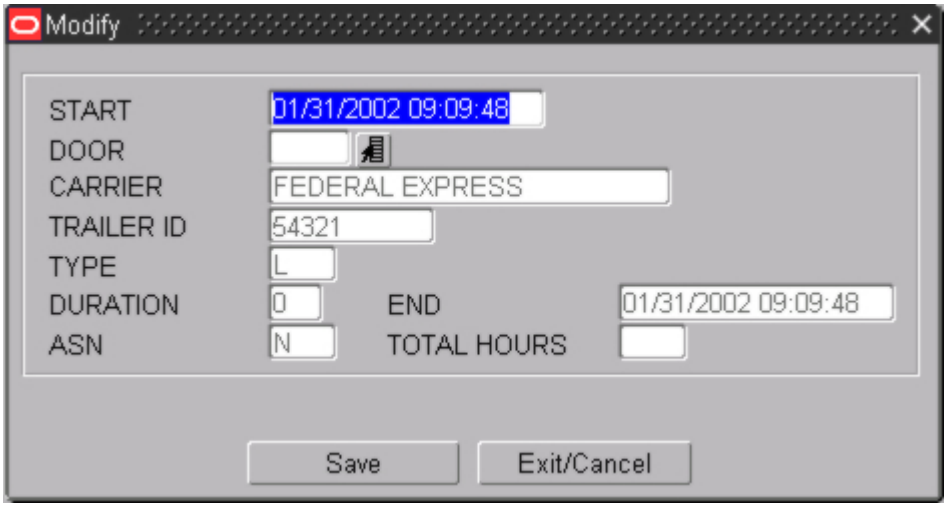
Schedule an Appointment

1. On the Unscheduled Appointment Inquiry window, select the appointment that you want to schedule.
2. Click **Door Schedule**. The Door Schedule window opens.



Door Schedule Window

3. Click **Next Block**, if necessary, to place the cursor in the top part of the window.
4. Double-click the Date Time field. The Modify window opens.



Modify Window

5. Enter the missing details as necessary.
6. Click **Save** to save the changes and close the Modify window.
7. Click the exit button to close the Door Schedule window.

Delete an Appointment

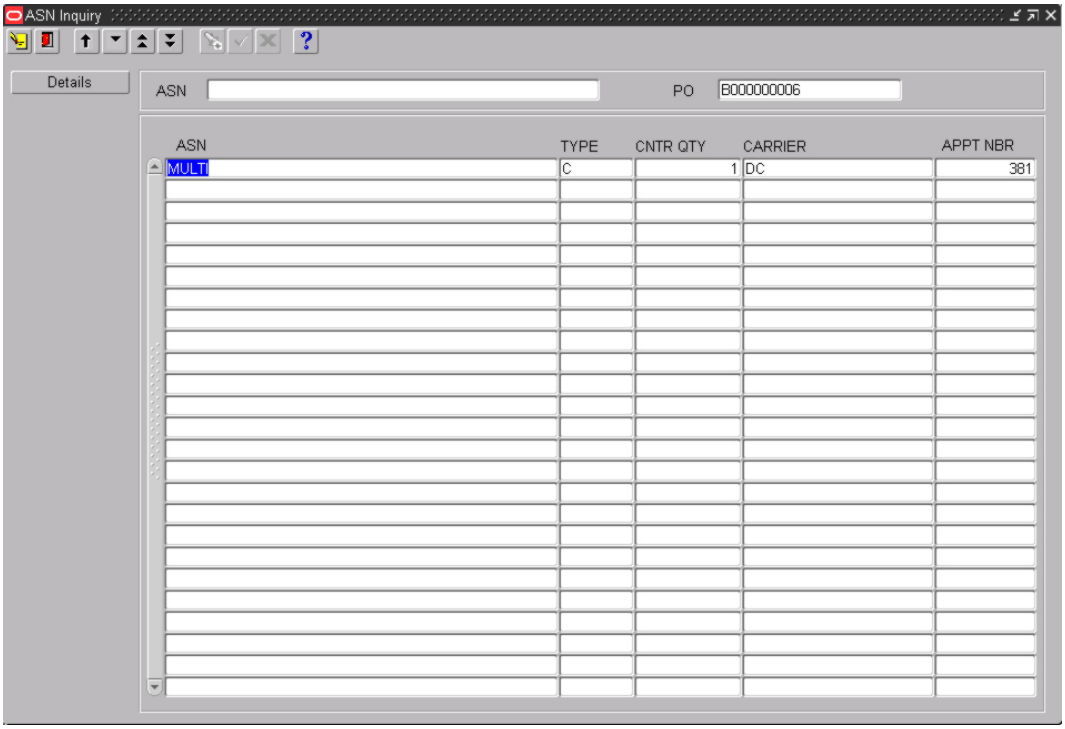
1. On the Unscheduled Appointment Inquiry window, select the appointment that you want to delete.
2. Click **Delete Record**.
3. When prompted to delete the record, click **Yes**.

Exit the Unscheduled Appointment Inquiry Window

- Click the exit button to close the window.

View ASNs

Navigate: From the main menu, select Appointments > ASN Inquiry. The ASN Inquiry window opens.



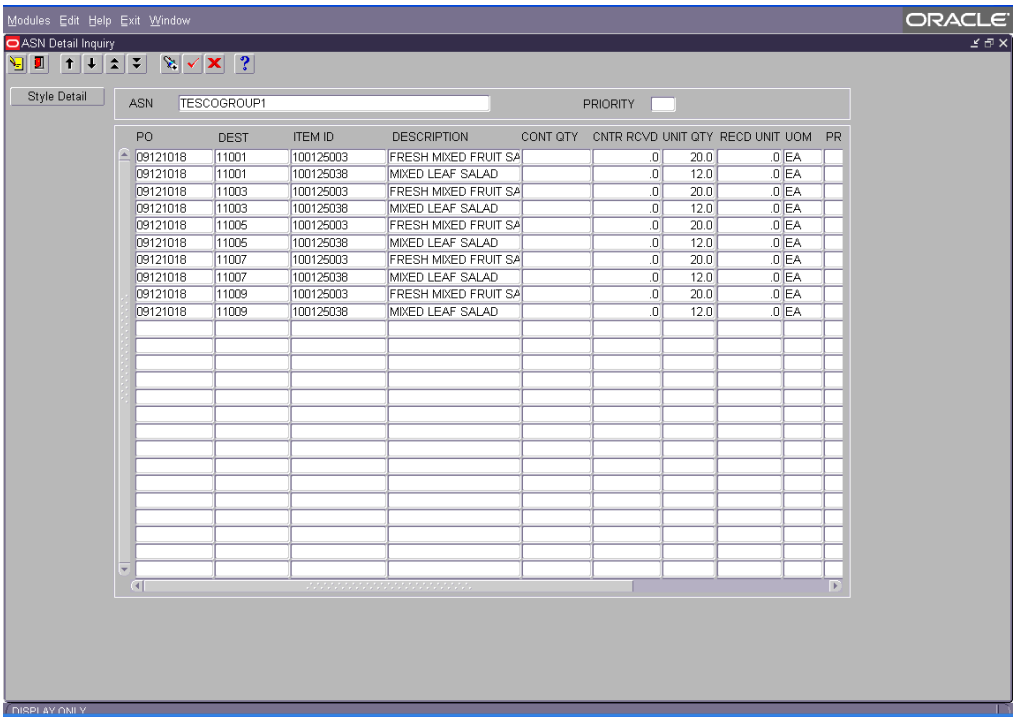
ASN Inquiry Window

Display ASNs

1. If any ASNs are currently displayed, click the clear button.
2. Click the enter query button.
3. Enter criteria in one or both of the query fields.
4. Click the execute query button. The ASNs that match the criteria appear.

View the Details of an ASN

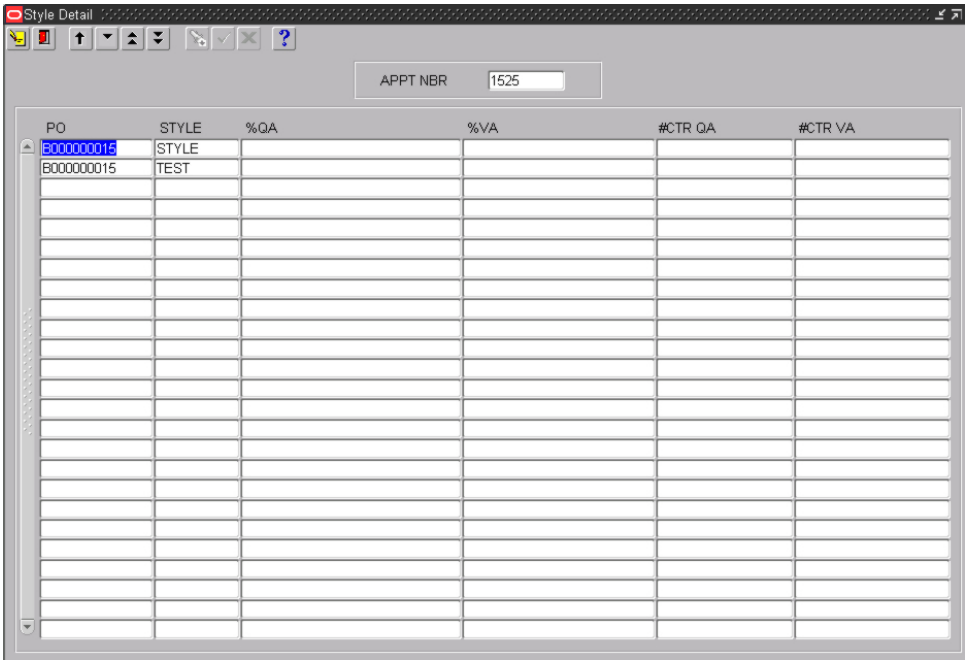
1. On the ASN Inquiry window, select the ASN that you want to view in detail.
2. Click **Details**. The PO/line items appear in the ASN Detail Inquiry window.



ASN Detail Inquiry Window

> **Note:** You can also access this window from the Appointment ASN window.

3. To view details at the style level:
   a. Click **Style Detail**. The details appear in the Style Detail window.



Style Detail Window

> **Note:** You can also access this window from the Appointment Detail and NSC Appointment Detail windows.

   b. Click the  exit button to close the Style Detail window.

4. Click the exit  button to close the ASN Detail Inquiry window.

Exit the ASN Inquiry Window

- Click the exit  button to close the window.

Receiving Appointment Setup

This screen provides the ability to define appointment intervals in a day. The user can view the available time/door slots on the Appointment Schedule screen.

Receiving Overview window

This screen allows the user to view the overall appointments received information. Click **Refresh** to update the fields to their current status.

Replenishment Overview window

This screen allows the user to view the replenishment appointment information. Click **Refresh** to update the fields to their current status.

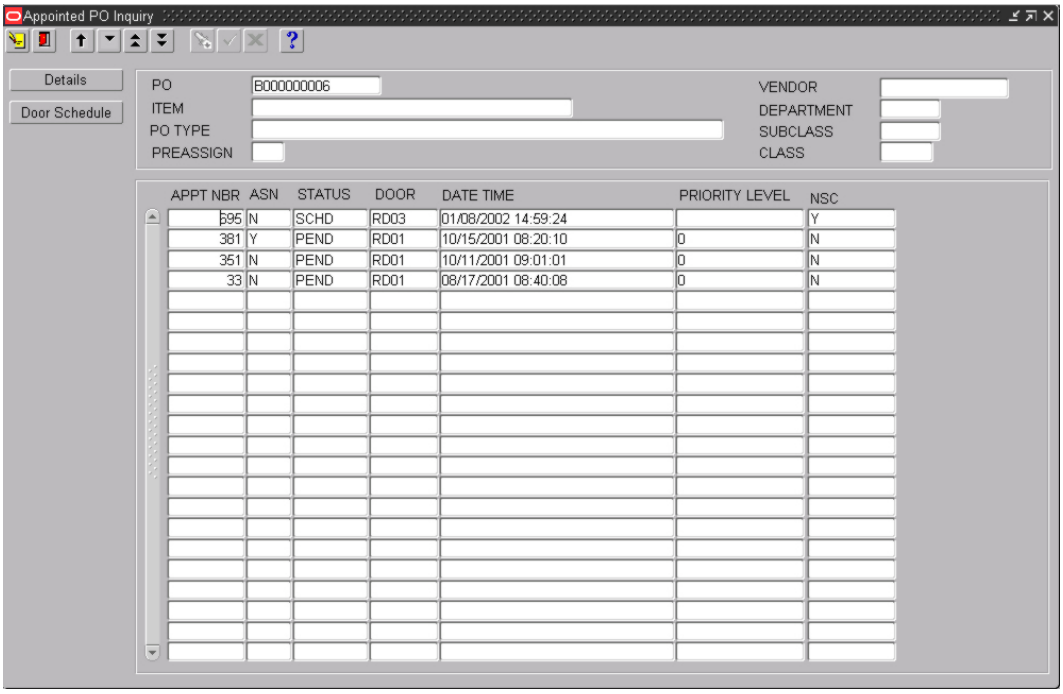
Standing Appointment Editor

The Standing Appointment Detail window allows you to maintain the standing type of appointment.

You can access the Standing Appointment Editor window in order to maintain the appointments.

View Appointments

Navigate: From the main menu, select Appointments > Appointed PO Inquiry. The Appointed PO Inquiry window opens.



Appointed PO Inquiry Window

> **Note:** You can also access this window from the PO Inquiry window.

Display all Appointments

- Click the execute query button.

Display a Subset of the Appointments

1. If any appointments are currently displayed, click the clear button.
2. Click the enter query button.
3. In the one or more of the query fields, enter the desired criteria.
4. Click the execute query button. The appointments that match the criteria are displayed.

View the Details of an Appointment

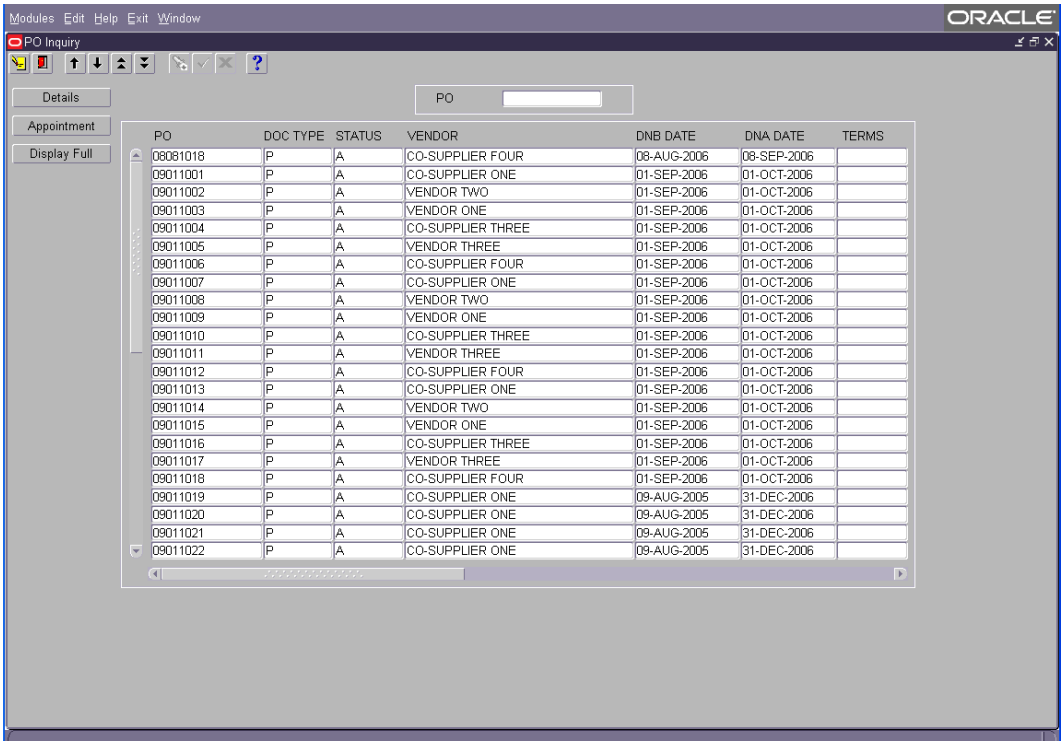
1. On the Appointment PO Inquiry window, select the appointment that you want to view in detail.
2. Click **Details**. The details appear in the appropriate detail window.
3. Click the exit button to close the detail window.

Exit the Appointed PO Inquiry Window

- Click the exit button to close the window.

View Purchase Orders

Navigate: From the main menu, select Appointments > PO Inquiry. The PO Inquiry window opens.



PO Inquiry Window

Display all Purchase Orders

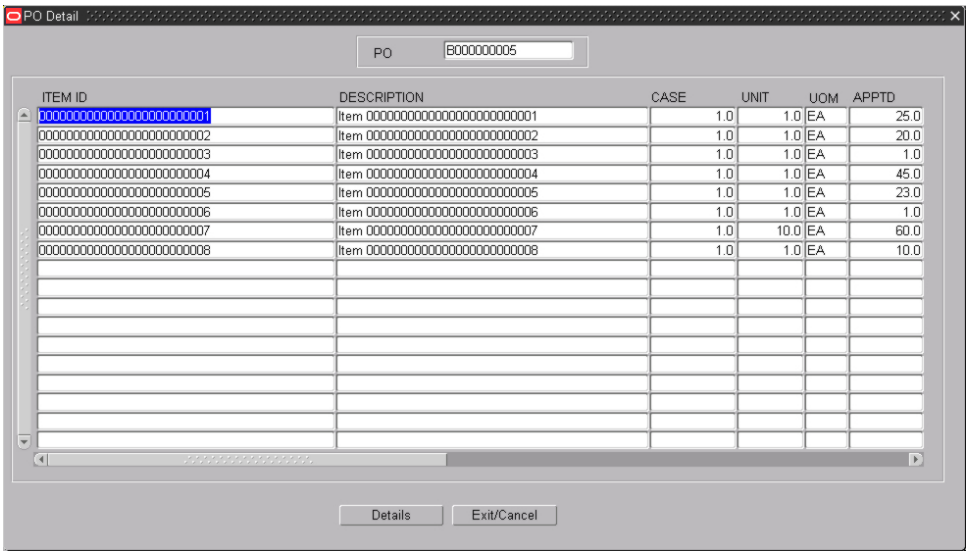
- Click the execute query button.

Display one Purchase Order

1. If any purchase orders are currently displayed, click the clear button.
2. Click the enter query button.
3. In the PO query field, enter a purchase order number, or click the LOV button and select the purchase order.
4. Click the execute query button. The selected purchase order opens.

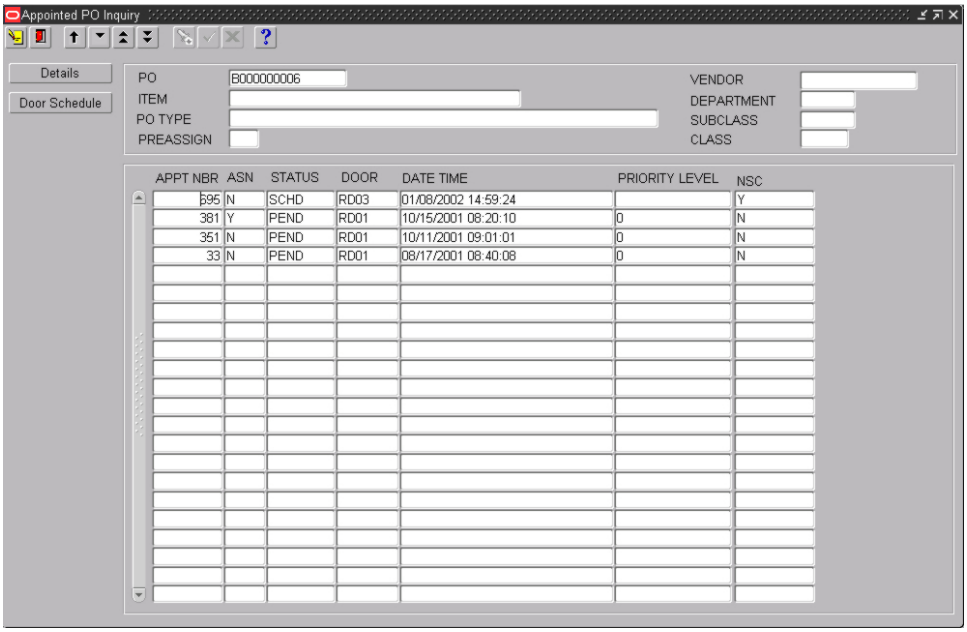
View the Details of a Purchase Order

5. On the PO Inquiry window, select the purchase order that you want to view in detail.
6. To view the items on the purchase order:
   a. Click **Details**. The items appear in the PO Detail window.



PO Detail Window

   b. Click **Exit/Cancel** to close the PO Detail window.
7. To view appointments that are associated with the purchase order:
   a. Click **Appointment**. The appointments appear in the Appointed PO Inquiry window.



Appointed PO Inquiry Window

b. Click the exit button to close the Appointed PO Inquiry window.

Display Full Detail

To view the instructions for an appointment code in a separate window, select the code and click **Display Full**.

Exit the PO Inquiry Window

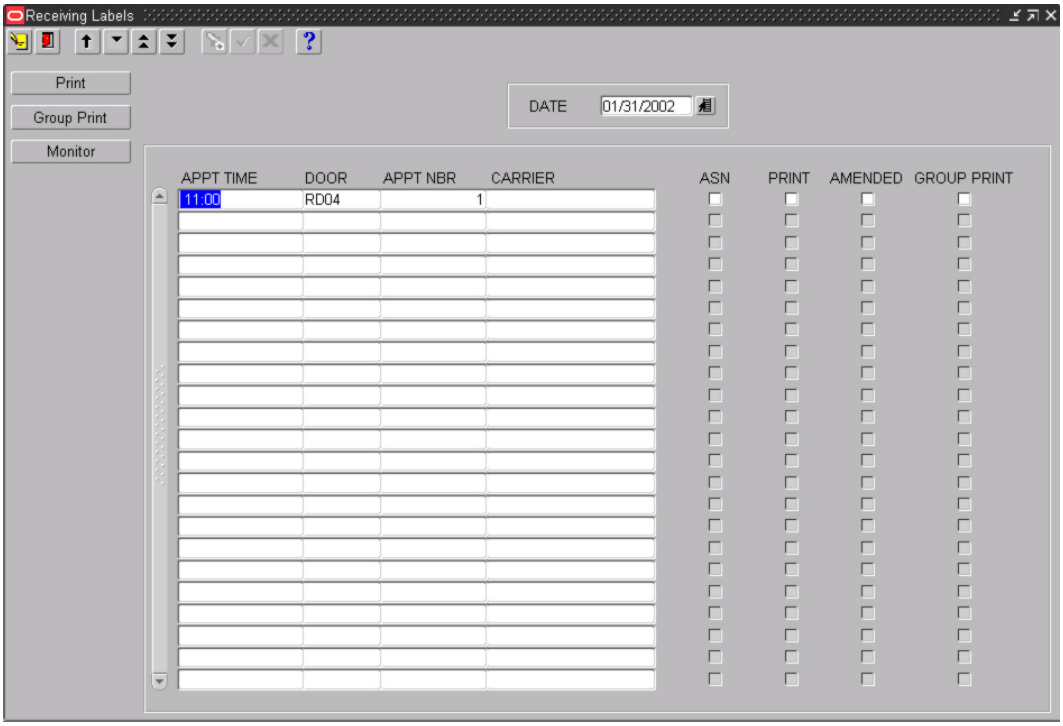
- Click the exit button to close the window.

3

Receiving

Generate Receiving Packages

Navigate: From the main menu, select Receiving Allocation > Receiving Labels. The Receiving Labels window opens.



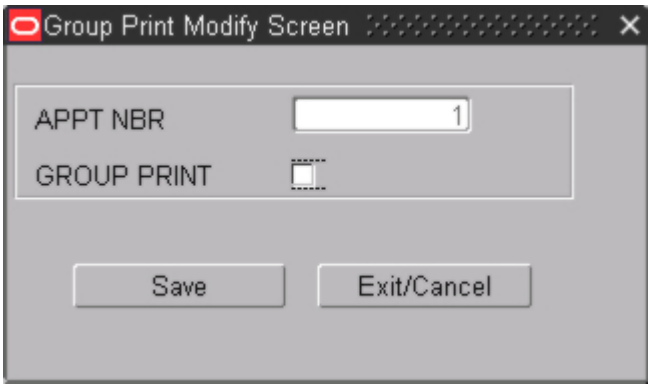
Receiving Labels Window

Display Appointments by Date

1. If any appointments are currently displayed, click the clear button.
2. In the Date query field, enter a date or click the calendar button and select the date.
3. Click the execute query button. The appointments for the selected date appear.

Edit the Group Print Status of Appointments

1. On the Receiving Labels window, double-click the appointment that you want to edit. The Group Print Modify Screen window opens.

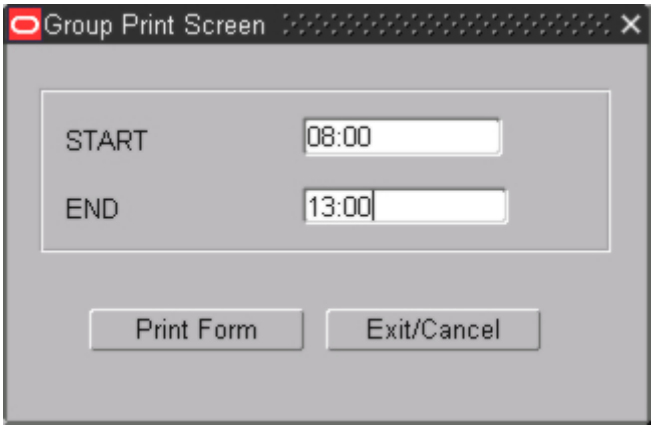


Group Print Modify Screen Window

2. Select or clear the Group Print check box as necessary.
3. Click **Save** to save any change and close the window.

Print Receiving Packages for Multiple Appointments

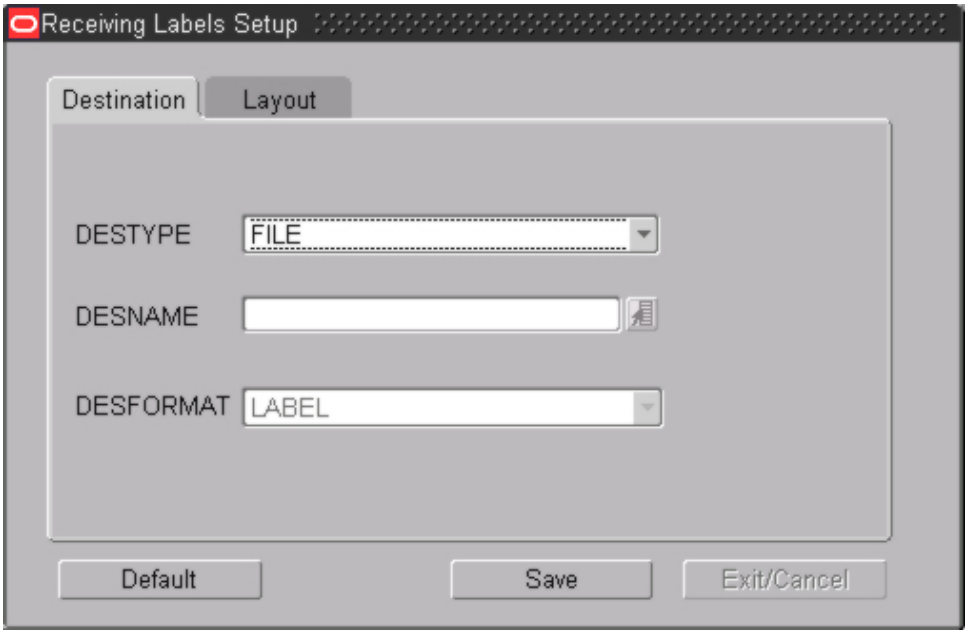
1. On the Receiving Labels window, click **Group Print**. The Group Print Screen window opens.



Group Print Modify Screen Window

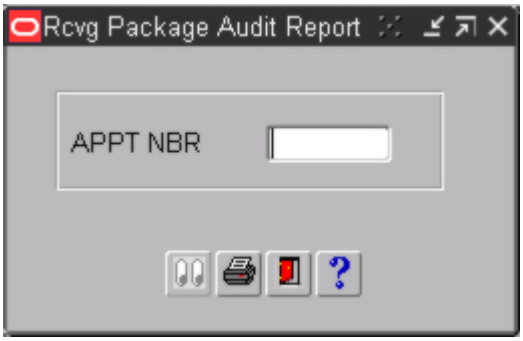
2. In the Start field, enter the start time for the range of appointments.
3. In the End field, enter the end time for the range of appointments.

4. Click **Print Form**. Depending on the types of appointments included in the group print, one or more of the following report setup windows may appear in consecutive order:
   - Receiving Labels Setup: Used to generate labels for labeled receiving of non-ASN type appointments.



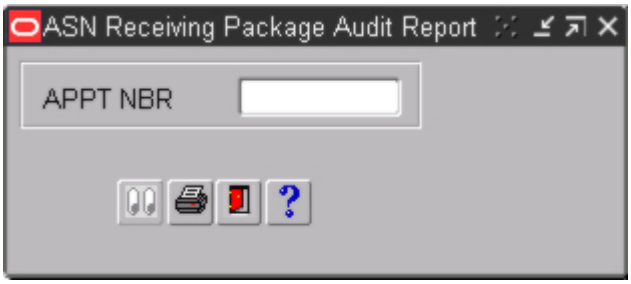
Receiving Labels Setup Window

   - Recv Package Audit List Setup: Used to generate the Receiving Package Audit List report for non-ASN type appointments.



Recv Package Audit List Setup Window

   - ASN Receiving Package Audit Setup: Used to generate the ASN Receiving Package Audit report for ASN type appointments.



ASN Receiving Package Audit Setup Window

5. In the Destype field, select the type of destination.
6. In the Desname field, select the name of the destination.

> **Note:** To return to the default settings, click **Default**.

7. To view the layout of the report, click on the Layout tab.
8. Click **Save**. The labels and reports for the appointments within the selected time range are sent to the selected destinations.

Print a Receiving Package for One Appointment

1. On the Receiving Labels window, select the appointment for which you want to print labels and a report.
2. Click **Print**.
3. When prompted to confirm your request, click **Yes**. Depending on the type of appointment, one or more of the following report setup windows may appear in consecutive order:
   - Receiving Labels Setup: Used to generate labels for labeled receiving of non-ASN type appointments.
   - Recv Package Audit List Setup: Used to generate the Receiving Package Audit List report for non-ASN type appointments.
   - ASN Receiving Package Audit Setup: Used to generate the ASN Receiving Package Audit report for ASN type appointments.
4. In the Destype field, select the type of destination.
5. In the Desname field, select the name of the destination.

> **Note:** To return to the default settings, click **Default**.

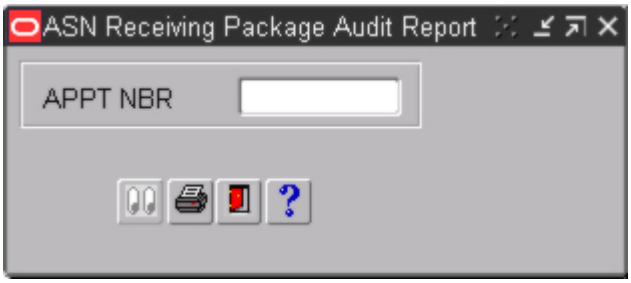
6. To view the layout of the report, click on the Layout tab.
7. Click **Save**. The labels are sent to the selected destination.

Exit the Receiving Labels Window

- Click the exit  button to close each window.

Generate the ASN Receiving Package Audit Report

Navigate: From the main menu, select Receiving Allocation > Reports > ASN Receiving Package Audit List. The ASN Receiving Package Audit Report window opens.



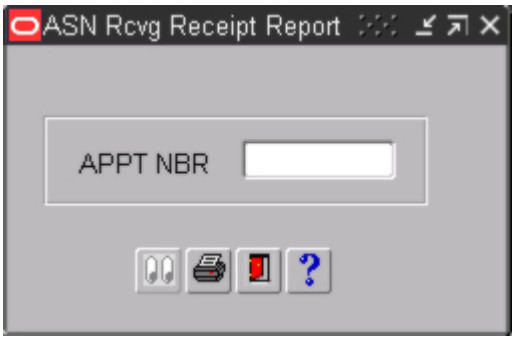
ASN Receiving Package Audit Report Window

Note: You can also generate this report from the Receiving Labels window and the Receiving Package Monitor window.

1. In the Appt Nbr field, enter the appointment number of an ASN type appointment.
2. Click the print button. The report is sent to the default destination.

Generate the ASN Receiving Receipt Report

Navigate: From the main menu, select Receiving > Reports > ASN Receiving Receipt. The ASN Rcvg Receipt Report window opens.

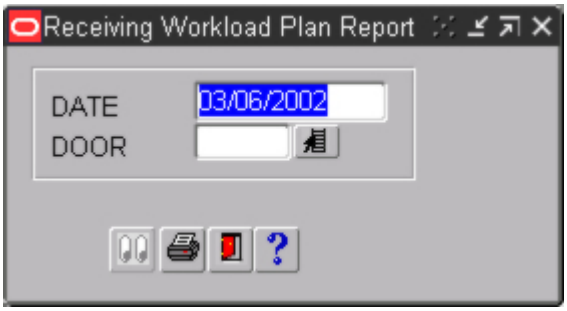


ASN Rcvg Receipt Report Window

1. In the Appt Nbr field, enter the appointment number of an ASN type appointment.
2. Click the print button. The report is sent to the default destination.

Generate the Receive Workload Plan Report

Navigate: From the main menu, select Receiving > Reports > Receiving Workload Planning. The Receiving Workload Plan Report window opens.

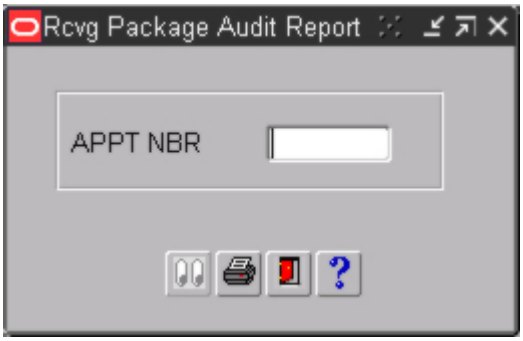


Receiving Workload Plan Report Window

1. In the Date field, enter the appointment date for which you want a report.
2. In the Door field, enter the ID of the receiving door, or click the LOV button and select the door.
3. Click the print button. The report is sent to the default destination.

Generate the Receiving Package Audit List Report

Navigate: From the main menu, select Receiving Allocation > Reports > Receiving Package Audit List Report. The Rcvg Package Audit Report window opens.



Rcvg Package Audit Report Window

> **Note:** You can also generate this report from the Receiving Labels window and the Receiving Package Monitor window.

1. In the Appt Nbr field, enter the appointment number of a non-ASN type appointment.
2. Click the print button. The report is sent to the default destination.

Generate the Receiving Receipt Report

Navigate: From the main menu, select Receiving > Reports > Receiving Receipt. The Receiving Receipt Report window opens.



Receiving Receipt Report Window

1. In the Appt Nbr field, enter the appointment number of a non-ASN type appointment.
2. Click the print button. The report is sent to the default destination.

Generate the Receiving Register Report

Navigate: From the main menu, select Receiving > Reports > Receiving Register. The Receiving Register Report window opens.

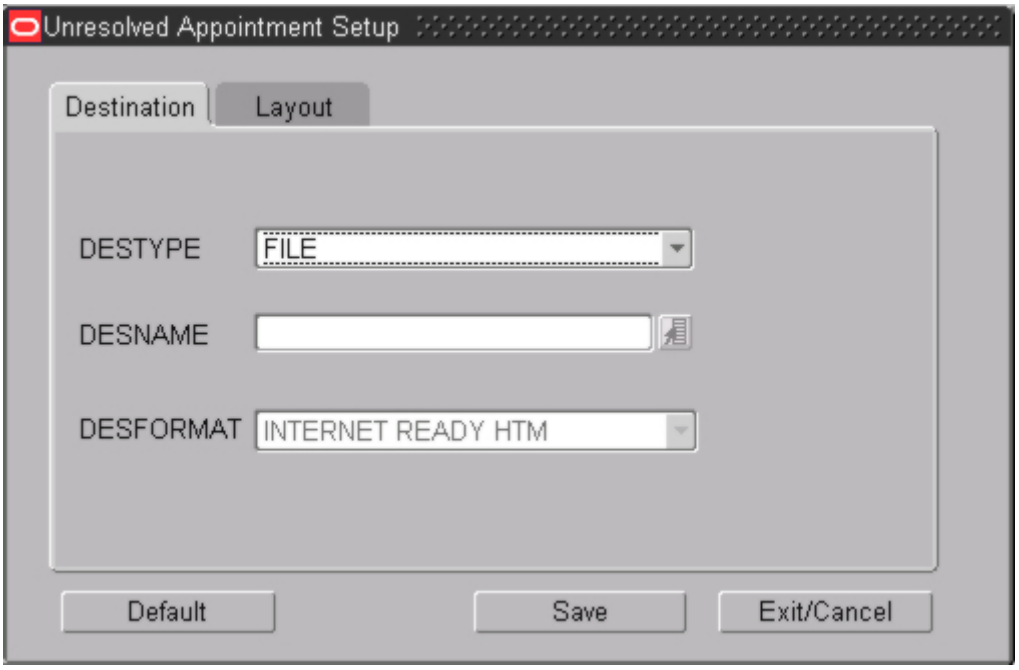


Receiving Register Report Window

1. In the Rcpt Date field, enter the receipt date for which you want a report.
2. Click the print button. The report is sent to the default destination.

Generate the Unresolved Appointment Report

Navigate: From the main menu, select Receiving > Reports > Unresolved Appointments. The Unresolved Appointment Setup window opens.



Unresolved Appointment Setup Window

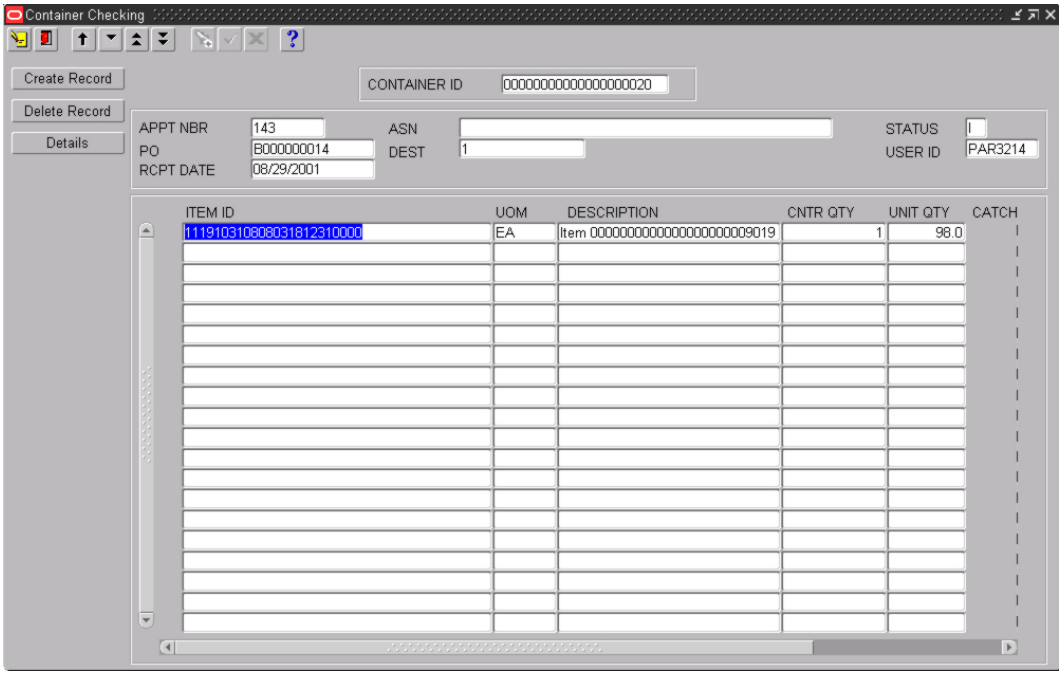
1. In the Destype field, select the type of destination.
2. In the Desname field, select the name of the destination.

   Note: To return to the default settings, click **Default**.

3. To view the layout of the report, click on the Layout tab.
4. Click **Save**. The report is sent to the selected destination.

Maintain items in Containers

Navigate: From the main menu, select Receiving > Container Checking. The Container Checking window opens.



Container Checking Window

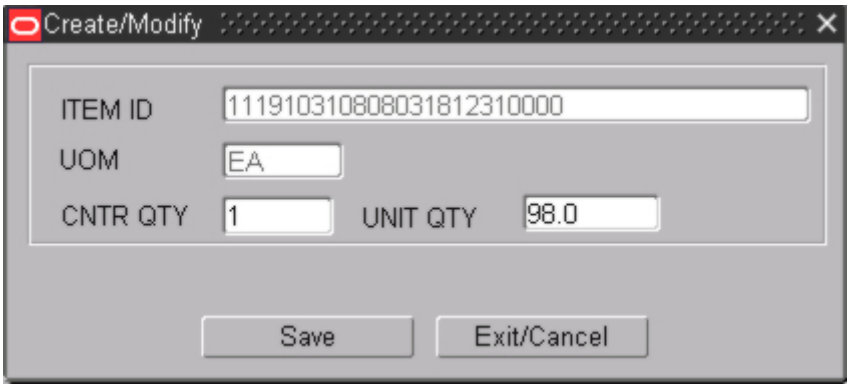
> **Note:** You can also access this window from the Quality Assurance and Carton Process window.

Display the Details of a Container

1. If any details are currently displayed, click the clear button.
2. In the Container ID query field, enter a container ID, or click the LOV button and select the container.
3. Click the execute query button. The details for the specified container are displayed.

Edit an Item in a Container

1. On the Container Checking window, double-click the item that you want to edit. The Create/Modify window opens.



Create/Modify Window

2. Edit the container quantity and unit quantity as necessary.
3. Click **Save** to save any changes and close the Create/Modify window.
4. When prompted to select a user reason code, select the code and click **OK**.

Add Item Details

1. On the Container Checking window, select the item that you want to edit.
2. Click **Details**. The Create/Modify window opens.



Create/Modify Window

3. Enter the receipt weight and best before date as necessary.
4. Click **Save** to save any changes and close the Create/Modify window.

Add an Item to a Container

> **Note:** The container must have a status of Inventory (I) or Distributed (D).

1. On the Container Checking window, click **Create Record**. The Create/Modify window opens.
2. In the Item ID field, enter the ID of the item.
3. In the Cntr Qty field, enter the number of containers.
4. In the Unit Qty field, enter the total number of units. The number of units must divide evenly into the number of containers.
5. Click **Save** to save the changes and close the Create/Modify window.
6. When prompted to select a user reason code, select the code and click **OK**.

Delete an Item from a Container

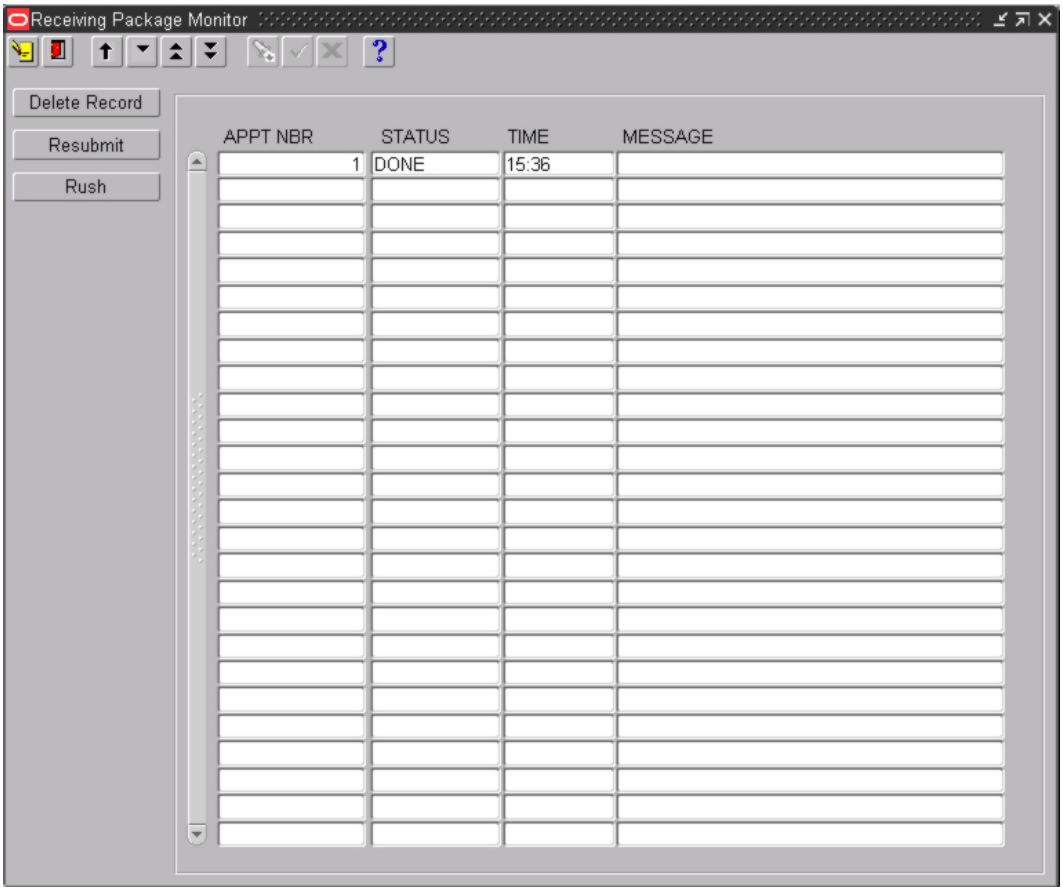
1. On the Container Checking window, select the item that you want to delete.
2. Click **Delete Record**.
3. When prompted to delete the record, click **Yes**.
4. When prompted to select a user reason code, select the code and click **OK**.

Exit the Container Checking Window

- Click the exit  button to close the window.

Maintain Receiving Packages

Navigate: From the main menu, select Receiving Allocation > Receiving Package Monitor. The current receiving packages appear in the Receiving Package Monitor window.



Receiving Package Monitor Window

Delete a Receiving Package from the Monitor

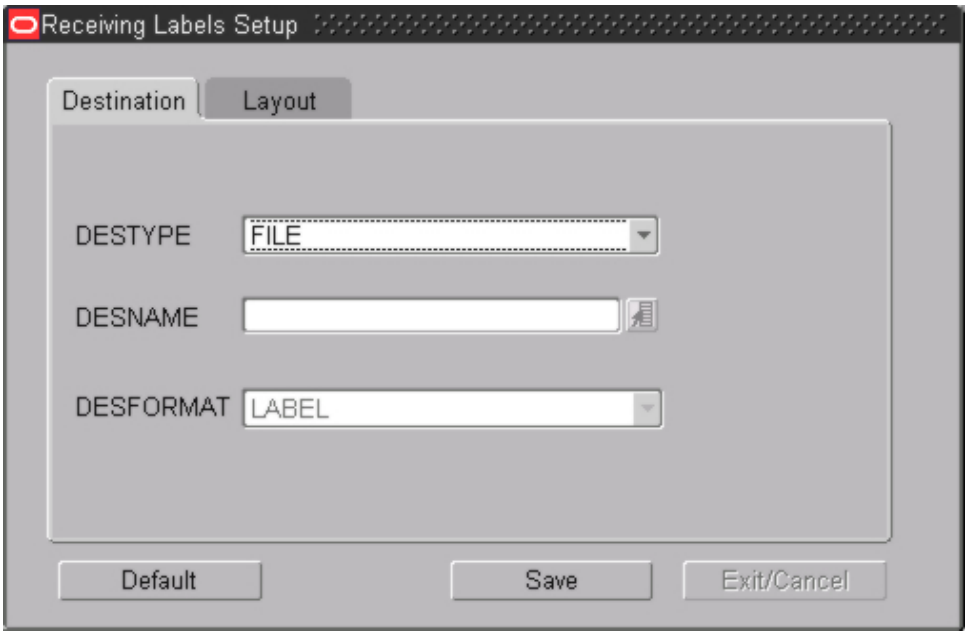
> **Note:** Only receiving package records with a status of Submitted, Done, or Failed may be deleted from the monitor.

1. On the Receiving Package Monitor window, select the receiving package that you want to delete.
2. Click **Delete Record**.
3. When prompted to delete the record, click **Yes**.

Reprint a Receiving Package

> **Note:** Receiving packages with a status of Failed or Done may be reprinted.

1. On the Receiving Package Monitor window, select the receiving package that you want to reprint.
2. Click **Resubmit**. Depending on the type of appointment, one or more of the following report setup windows may appear in consecutive order:
   - Receiving Labels Setup: Used to generate labels for labeled receiving of non-ASN type appointments.



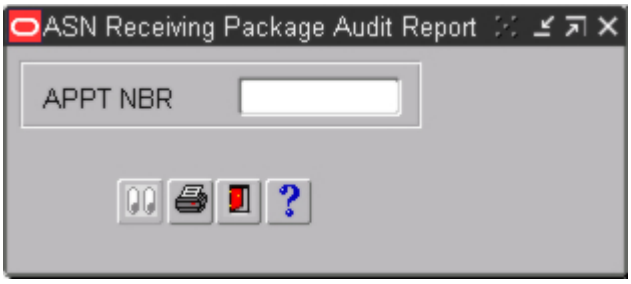
Receiving Labels Setup

   - Recv Package Audit List Setup: Used to generate the Receiving Package Audit List report for non-ASN type appointments.



Recv Package Audit List Setup

   - ASN Receiving Package Audit Setup: Used to generate the ASN Receiving Package Audit report for ASN type appointments.



Recv Package Audit List Setup

3. In the Destype field, select the type of destination.
4. In the Desname field, select the name of the destination.

> **Note:** To return to the default settings, click **Default**.

5. To view the layout of the report, click on the Layout tab.
6. Click **Save**. The labels are sent to the selected destination.

Rush a Request for a Receiving Package

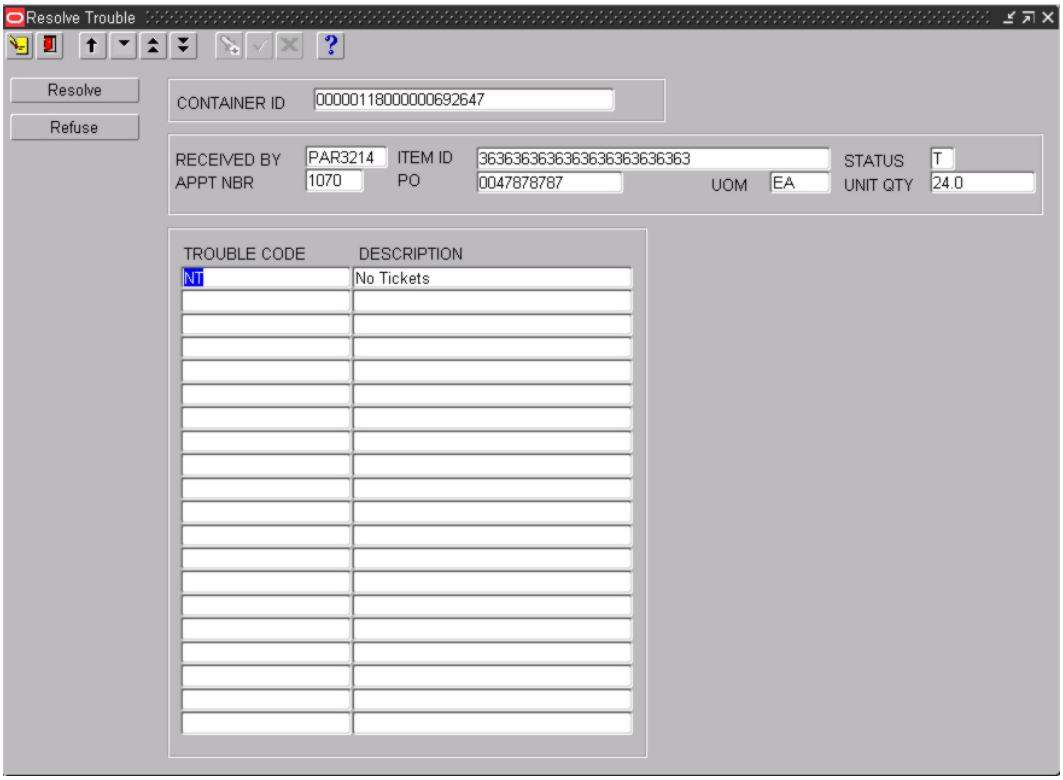
1. On the Receiving Package Monitor window, select the receiving package that you want to rush.
2. Click **Rush**. The Message field is updated to indicate that the request is a rush job. The Time field is changed to show that the request is now the earliest request in Submitted status.

Exit the Receiving Package Monitor Window

- Click the exit  button to close the window.

Maintain Troubled Merchandise

Navigate: From the main menu, select Receiving > Resolve Trouble. The Resolve Trouble window opens.



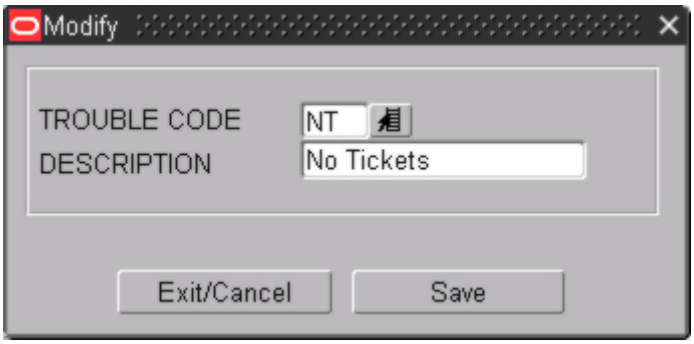
Resolve Trouble Window

Display the Details of a Container

1. If any details are currently displayed, click the clear button.
2. In the Container ID field, enter the ID of a troubled container, or click the LOV button and select the container.
3. Click the execute query button. The details for the specified container are displayed.

Edit a Trouble Code Assigned to a Container

1. On the Resolve Trouble window, double-click the trouble code that you want to edit. The Modify window opens.



Modify Window

2. In the Trouble Code field, enter a different trouble code, or click the LOV button and select the trouble code.
3. Click **Save** to save any changes and close the Modify window.

Resolve Troubled Merchandise

1. On the Resolve Trouble window, select the trouble code that you want to remove.
2. Click **Resolve**.
3. When prompted to delete the record, click **Yes**. The trouble code is no longer assigned to the container.

Refuse Troubled Merchandise

> **Note:** Only merchandise that has not been received can be refused.

1. On the Resolve Trouble window, click **Refuse**. The Refusal Advice Setup window opens.
2. In the Destype field, select the type of destination.
3. In the Desname field, select the name of the destination.

> **Note:** To return to the default settings, click **Default**.

4. To view the layout of the report, click on the Layout tab.
5. Click **Save**. The Refusal Advice report is sent to the selected destination.

Exit the Resolve Trouble Window

- Click the exit button to close the window.

Receiving Overview

Many of the receiving tasks are performed using a hand-held, radio frequency (RF) device. The RF device can be used to open appointments, receive merchandise, perform quality checks, assign trouble codes if necessary, reconcile appointments, and close appointments. Information from the RF device is transmitted to RWMS, where it can be monitored and acted upon.

Business Process

Prior to receiving merchandise, you can generate receiving packages for all but NSC type appointments. For both ASN and non-ASN type appointments, the receiving package contains a report listing the expected merchandise. Depending on system settings, receiving labels may be printed for non-ASN type appointments. You can monitor the status of the print requests for receiving packages. The status may be: Submitted, In-Work, Done, or Failed. You can rush an urgent request or resubmit a failed request.

You can print generic labels for blind receipts, labelless receiving, or ASN type appointments that have PO type ASNs. Generic labels are not used for NSC type appointments.

If some receiving labels are not used, you can nullify them. If the information changes for a non-ASN type appointment, you would first nullify the labels and then reprint them.

You can monitor the status of receiving doors. The status of a door may be Busy or Available. You can also view the items received by receipt number.

Should trouble codes be assigned to a container, the troubled merchandise must be resolved or refused. If the troubled merchandise is resolved, it can be received into inventory. If the merchandise is refused, it is marked for return to the vendor.

You can edit the contents of a container, when necessary. This includes changing unit and container quantities, adding and deleting items, and entering receipt weights and best before dates.

The status of a container is tracked from the moment it is entered into the system. The status may be:

- Appointed (A): The container is associated with an inbound appointment; it is not yet received.
- Distributed (D): The container contains allocated merchandise.
- Inventory (I): The container is eligible for allocation.
- Manifested (M): The container is associated with a bill of lading.
- Non-saleable (N): The container contains returned merchandise that is marked as not resalable.
- Pick (P): The container is associated with a pick package.
- Return to vendor (R): The container contains merchandise that is marked for return to the vendor.
- Shipped (S): The container is released from the distribution center and in transit to a ship-to destination.
- Troubled (T): The container contains merchandise that is marked with one or more trouble codes that must be resolved.
- Expired (X): The container contains merchandise that has passed the designated pick-not-after date and is no longer valid.

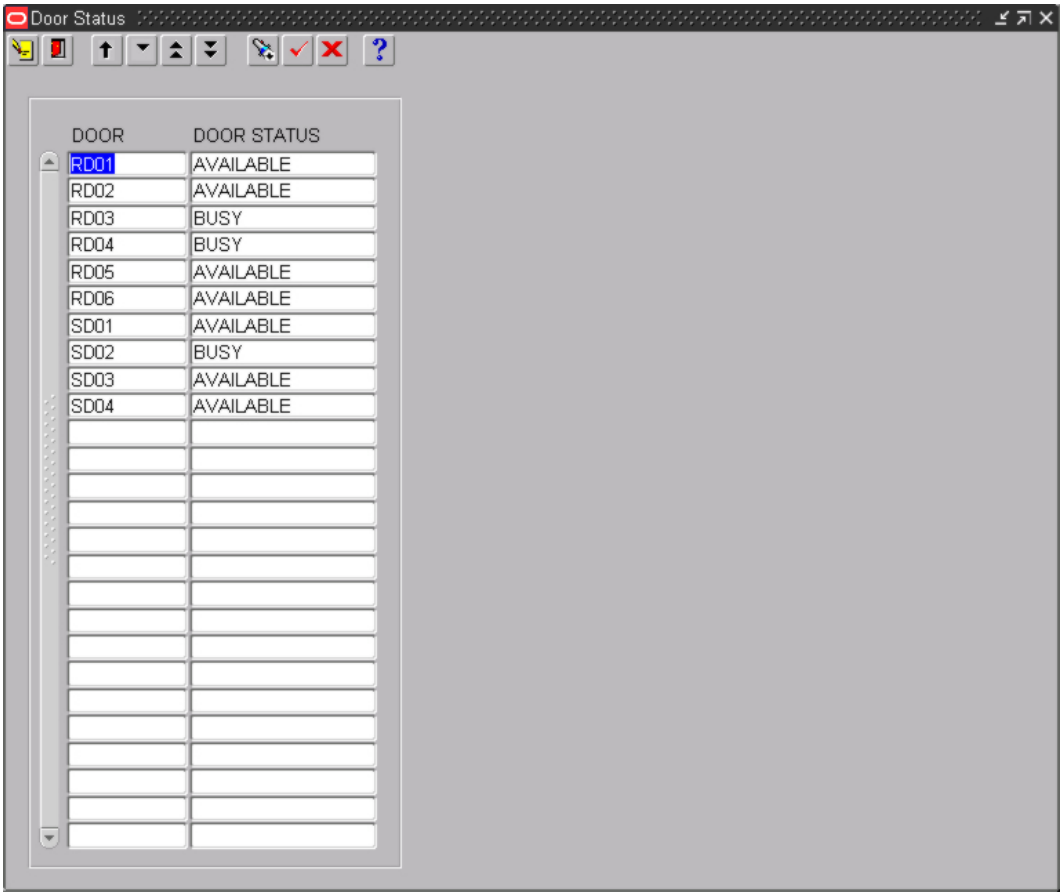
Reports

The following reports are available in the Receiving module:

- ASN Receiving Package Audit report: Provides details for both container type and purchase order type ASNs that are associated with an ASN type appointment.
- Receiving Package Audit List report: Provides details for containers and purchase orders that are associated with a non-ASN type appointment.
- Receiving Adjustments report: Provides details regarding any adjustments made to unit quantities on a received appointment.
- Refusal Advice report: Provides details regarding merchandise that was marked for return to vendor rather than received into inventory.
- ASN Receiving Receipt report: Provides details regarding items received for an ASN type appointment.
- Receiving Receipt report: Provides details regarding items received for a non-ASN type appointment.
- Receiving Register report: Provides a summary of all receipts for a specified date.
- Receive Workload Plan report: Provides a summary of the appointments that are scheduled for a specified door and date.
- Unresolved Appointment report: Provides details regarding all unresolved appointments. These are appointments with a status of Unrc (Unreconciled).

View Door Statuses

Navigate: From the main menu, select Receiving > Door Status. The status of each receiving and shipping door opens in the Door Status window.



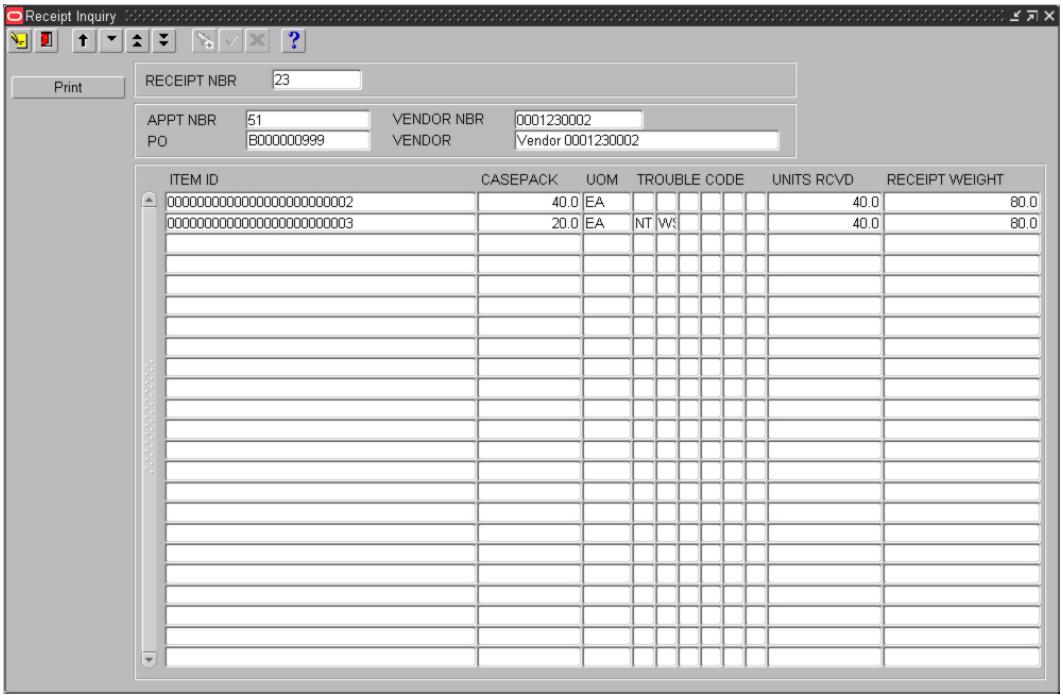
Door Status Window

Exit the Door Status Window

- Click the exit  button to close the window.

View Receipts

Navigate: From the main menu, select Receiving > Receipt Inquiry. The Receipt Inquiry window opens.



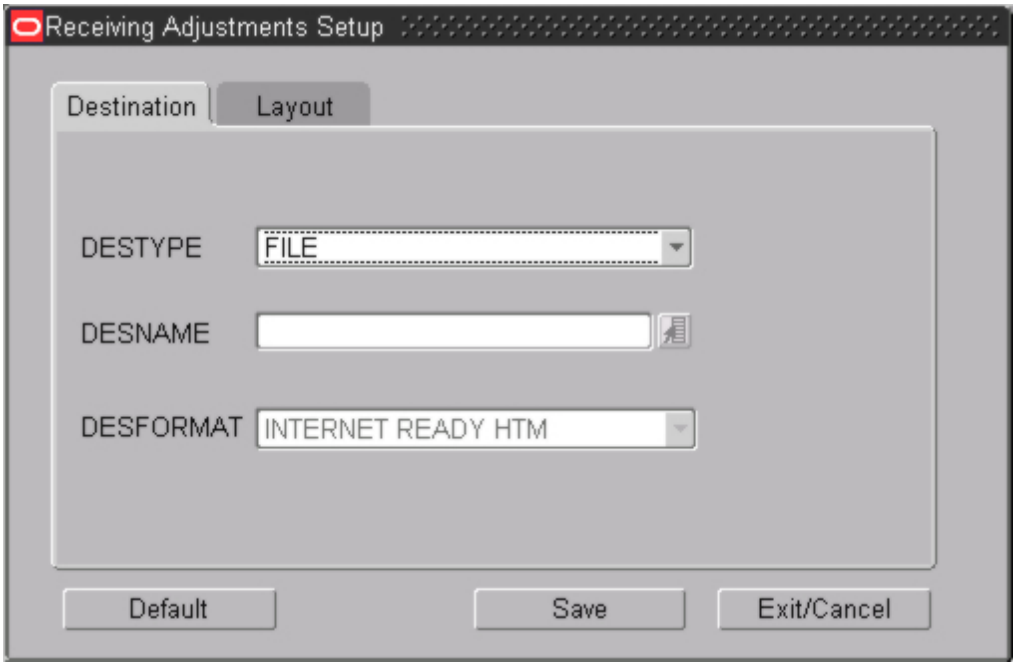
Receipt Inquiry Window

Display the Details of a Receipt

1. If the details of a receipt are currently displayed, click the clear button.
2. Click the enter query button.
3. In the Receipt Nbr query field, enter a receipt number, or click the LOV button and select the receipt.
4. Click the execute query button. The details of the selected receipt appear.

Generate the Receiving Adjustments Report

1. On the Receipt Inquiry window, click **Print**. The Receiving Adjustments Setup window opens.



Receiving Adjustments Setup Window

2. In the Destype field, select the type of destination.
3. In the Desname field, select the name of the destination.

> **Note:** To return to the default settings, click **Default**.

4. To view the layout of the report, click on the Layout tab.
5. Click **Save**. The report is sent to the selected destination.

Exit the Receipt Inquiry Window

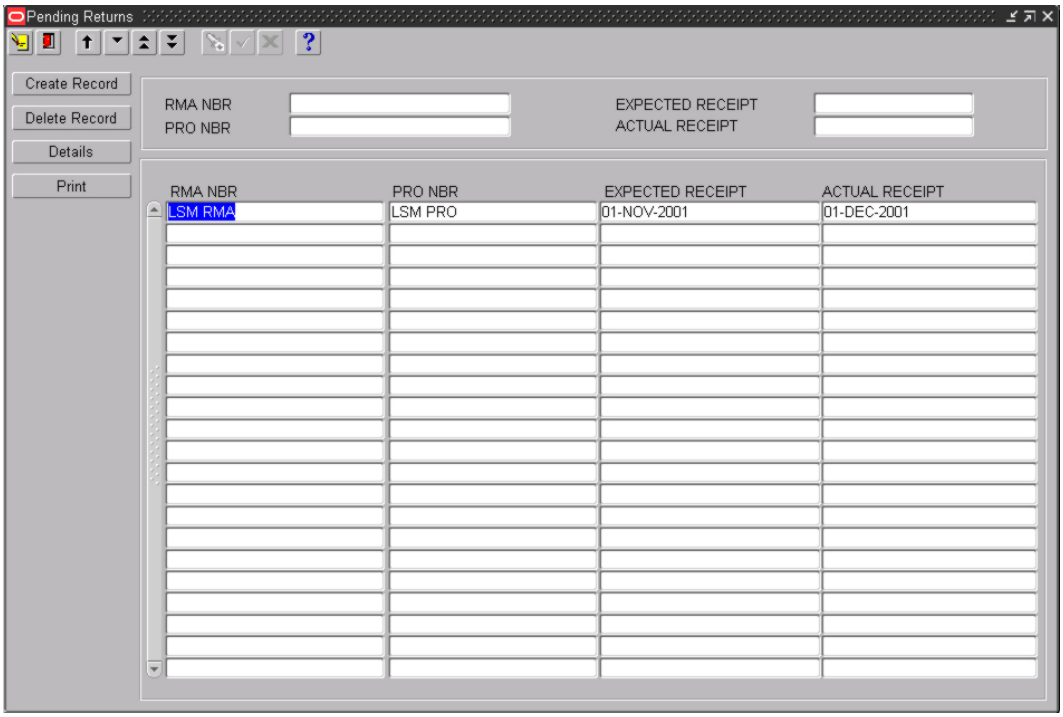
- Click the exit  button to close the window.

4

Returns

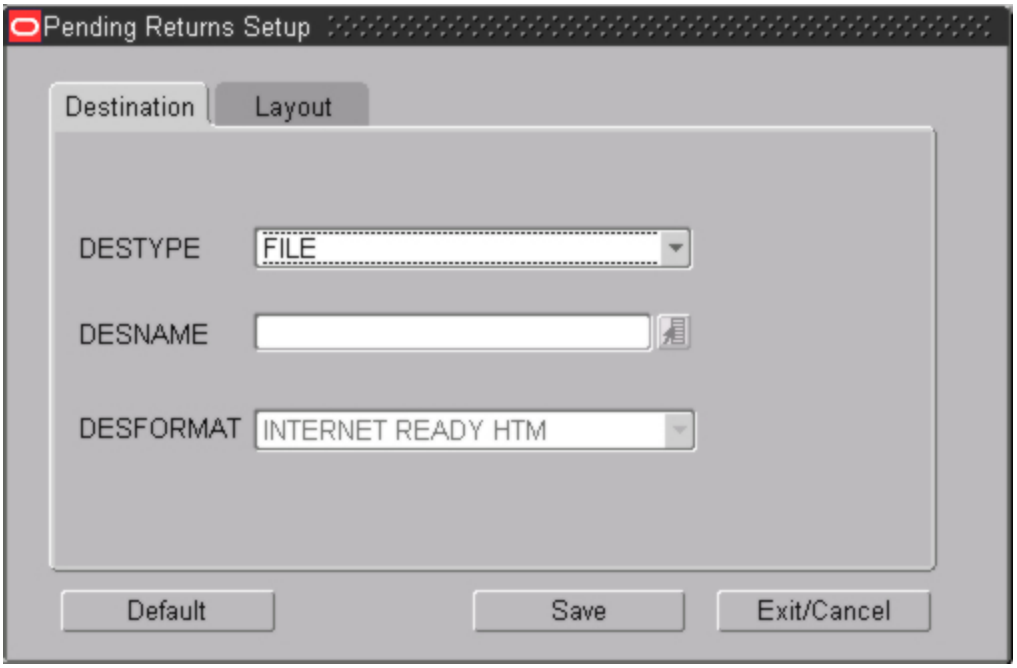
Generate the Pending Returns Report

Navigate: From the main menu, select Returns > Pending Returns. The Pending Returns window opens.



Pending Returns Window

1. On the Pending Returns window, click **Print**. The Pending Returns Setup window opens.



Pending Returns Setup Window

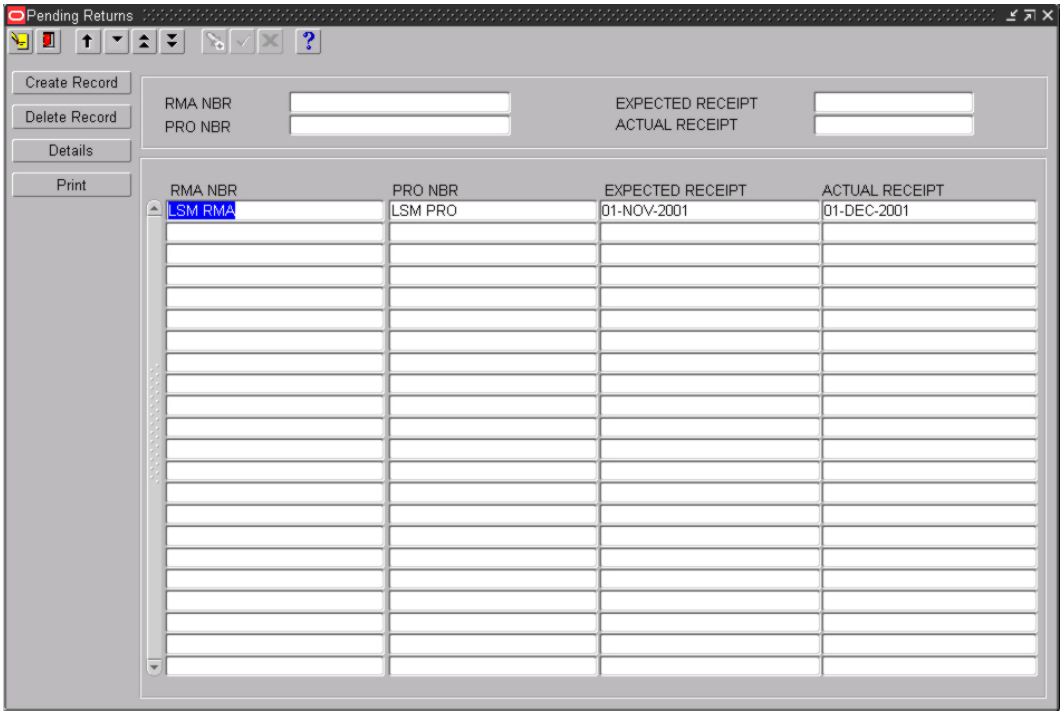
2. In the Destype field, select the type of destination.
3. In the Desname field, select the name of the destination.

> **Note:** To return to the default settings, click **Default**.

4. To view the layout of the report, click on the Layout tab.
5. Click **Save**. The report is sent to the selected destination.

Maintain Pending Returns

Navigate: From the main menu, select Returns > Pending Returns. The Pending Returns window opens.



Pending Returns Window

Display All Pending Returns

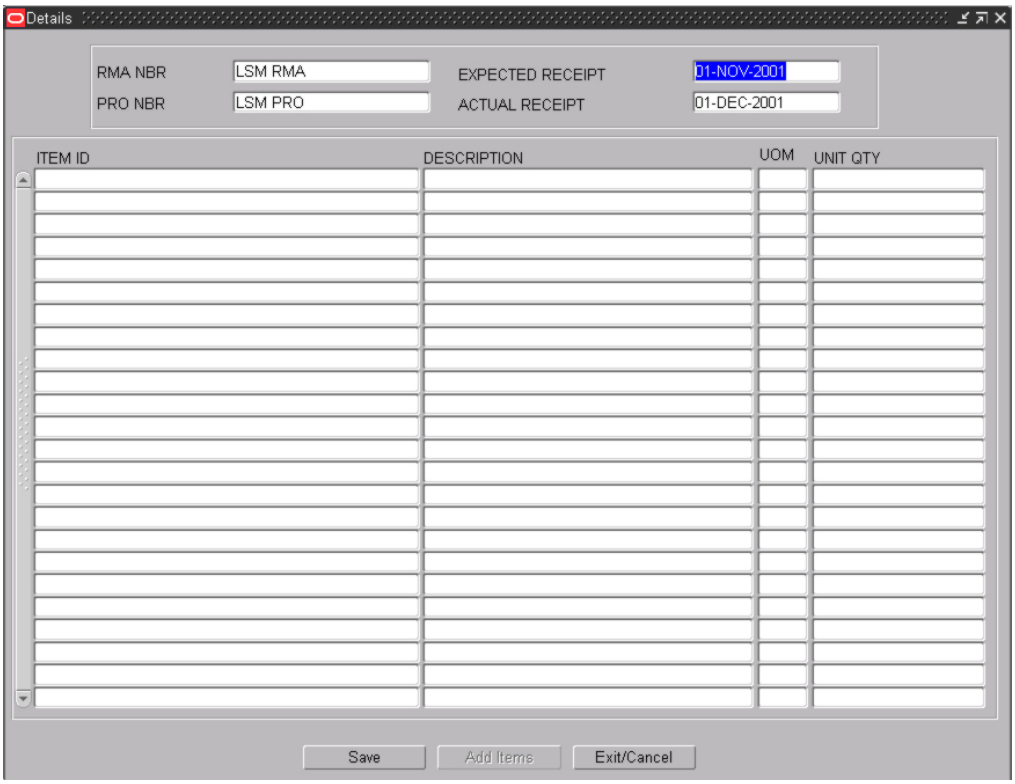
- Click the execute query button.

Display a Pending Return

1. If any pending returns are currently displayed, click the clear button.
2. Click the enter query button.
3. Enter a return merchandise authorization number, PRO number, expected receipt date, or actual receipt date in the appropriate query fields.
4. Click the execute query button. The selected pending return opens.

View the Items to be Returned

1. On the Pending Returns window, select the return that you want to view in detail.
2. Click **Details**. The items appear on the Details window.



Details Window

3. Click **Exit/Cancel** to close the Details window.

Edit a Pending Return

1. On the Pending Returns window, double-click the return that you want to edit. The Details window opens.
2. Edit the expected and actual receipt dates as necessary.
3. Click **Save** to save any changes and close the Details window.

Add a Pending Return

1. On the Pending Returns window, click **Create Record**. The Details window opens.
2. In the RMA Nbr field, enter the return merchandise authorization number. If the RMA Nbr is unknown, use a generic number.
3. In the PRO Nbr field, enter the carrier assigned PRO number.
4. In the Expected Receipt field, enter the date on which the returned merchandise is expected to arrive at the distribution center.
5. If the merchandise was already received, enter the date received in the Actual Receipt field.
6. To add items to the return:
   a. Click **Add Items**. The Add Items window opens.
   b. In the Item ID field, enter the item ID, or click the LOV  button and select the item.
   c. In the Unit Qty field, enter the number of units to be returned.
   d. Click **Save** to save the changes and close the Add Items window. You are returned to the Details window.
7. Click the exit  button to close the Details window.

Delete a Pending Return

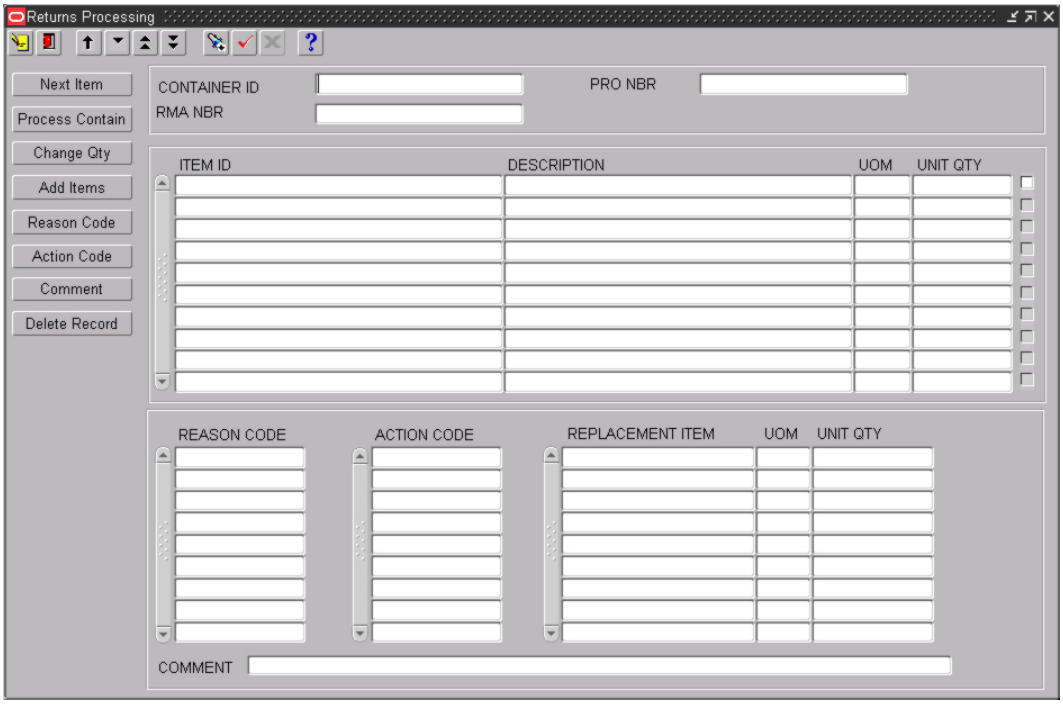
1. On the Pending Returns window, select the pending return that you want to delete.
2. Click **Delete Record**.
3. When prompted to delete the record, click **Yes**.

Exit the Pending Returns Window

- Click the exit  button to close the window.

Process Returns

Navigate: From the main menu, select Returns > Return Processing. The Returns Processing window opens.



Returns Processing Window

> **Note:** You can also access this window from the Return Information Inquiry window.

Display a Return

1. If a return is currently displayed, click the clear button.
2. Click the enter query button.
3. In the Container ID field, enter the ID of the returned container, or click the LOV button and select the container.
4. In the RMA Nbr field, enter the RMA number if it is not automatically entered.
5. In the PRO Nbr field, enter the carrier assigned PRO number, or click the LOV button and select the PRO number.
6. Click the execute query button. The details of the return appear.

Process the Return

1. On the Returns Processing window, select the item that you want to process.
2. To add a reason for the return:
   a. Click **Reason Code**. The Add Reason Codes window opens.
   b. In the Reason Code field, enter the code for the reason, or click the LOV button and select the reason.
   c. Click **Save** to save the changes and close the Add Reason Codes window.
3. To indicate what action should be taken with the return:
   a. Click **Action Code**. The Add Action Codes window opens.
   b. In the Action Code field, enter the action code, or click the LOV button and select the action code.
   c. If you choose to replace the item, click **Replace**. The Add/Modify Items window opens.
   d. In the Item ID field, enter the ID of the replacement item, or click the LOV button and select the item.
   e. In the Unit Qty field, enter the replacement number of units.
   f. Click **Save** to save the changes and close each window.
4. After all the reason codes, action codes, and replacement items are entered, choose one of the following tasks:
   - To process another item from the same return, click **Next Item**. The Process Items window opens.
   - To process a completed return, click **Process Contain**. The Process Items window opens.
5. In the Disposition Code field, enter the disposition code, or click the LOV button and select the disposition code.
6. If the container may be returned to inventory, enter a container ID in the Container ID field.
7. If you entered a container ID, enter the appropriate WIP code in the WIP code field, or click the LOV button and select the WIP code. (This step is optional.)

   Note: To enter multiple WIP codes, click **Process** after entering each WIP code.

8. Click **Save** to save the changes and close the Process Items window.
   - If you accessed the window by clicking **Next Item**, the action codes, reason codes, and replacement items are cleared from the Returns Processing window. You can process the next returned item.
   - If you accessed the window by clicking **Process**, all fields on the Returns Processing window are cleared. You can process another return or close the window.

   Note: After a return is processed, inventory is adjusted to include the returned item. A message is sent to the host system to notify it of the transaction.

Exit the Returns Processing Window

- Click the exit  button to close the window.

Returns Overview

When consumers return merchandise to the warehouse, a strategy must be in place to handle those returns.

There are two basic steps to handling returns: Receiving the merchandise into the DC and processing the return.

Business Process

The host system notifies RWMS of pending returns. You can view the pending returns in order to gauge the number of returns that are expected to arrive on a particular date.

When the merchandise is received it is moved to the returns area for processing. You can look up the details of a return, such as ship to and bill to information.

Returned merchandise is processed at the item level. You must assign a reason code and an action code for each item/quantity in the container. If the item was replaced, you must identify the replacement item. After each item is processed, you are prompted to assign disposition codes and any necessary WIP codes.

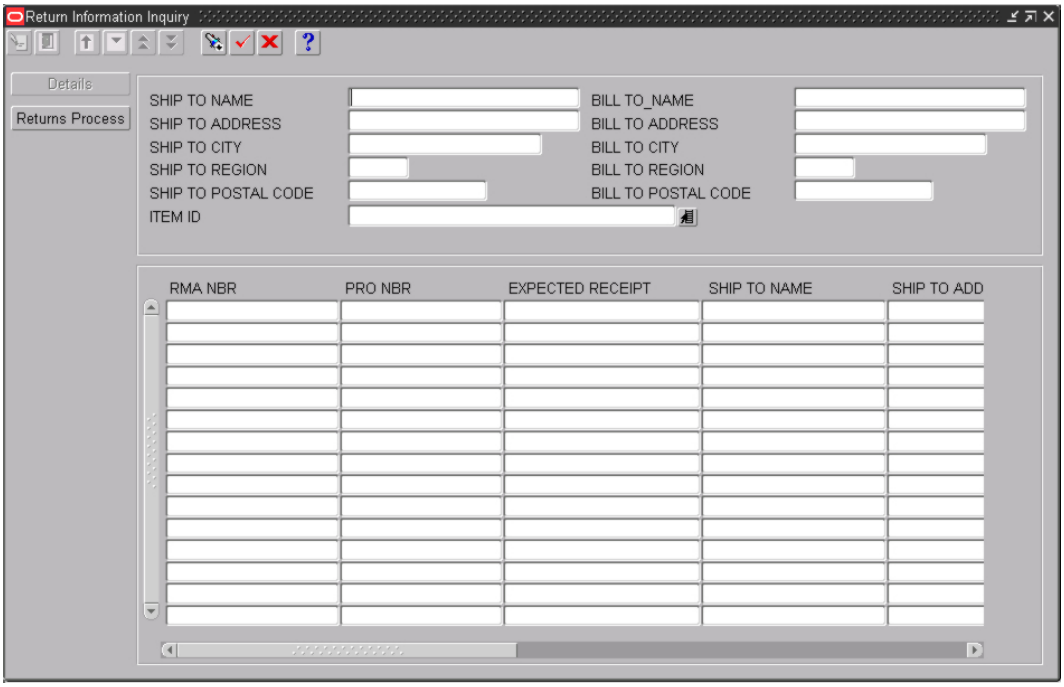
Reason codes indicate why the merchandise was returned. Action codes indicate how the merchandise should be handled. For example, an item may be returned to inventory, replaced with another item, or returned to vendor. The disposition code indicates the status of the returned item. The merchandise in the container may be marked as saleable or non-saleable. When an item is marked as non-saleable, it must be moved from the original container to a non-saleable container.

Reports

The Pending Returns report provides a list of returns that are past their expected arrival date.

View Returns

Navigate: From the main menu, select Returns > Return Information Inquiry. The Return Information Inquiry window opens.



Return Information Inquiry Window

Display One or Multiple Returns

1. If any returns are currently displayed, click the clear button.
2. Click the enter query button.
3. Enter criteria in one or more of the query fields.
4. Click the execute query button. The returns that match the criteria appear.

View the Details of a Return

1. On the Return Information Inquiry window, select the return that you want to view in detail.
2. Click **Details**. The items to be returned appear on the Detail Information window.
3. Click **Exit/Cancel** to close the Detail Information window.

Exit the Return Information Inquiry Window

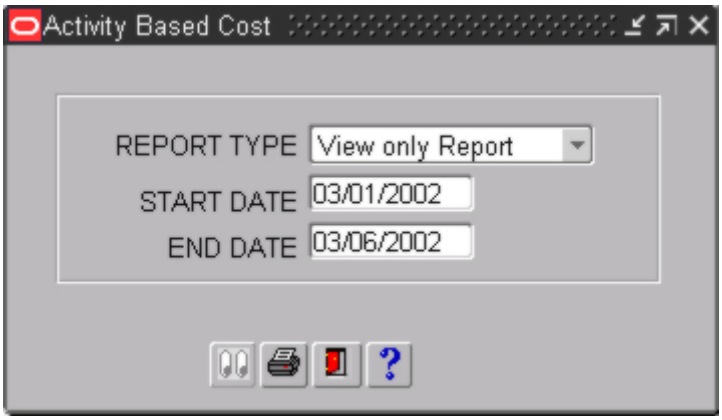
- Click the exit button to close the window.

5

Processing

Generate the Activity Based Cost Report

Navigate: From the main menu, select Processing > Reports > Activity Based Cost. The Activity Based Cost window opens.

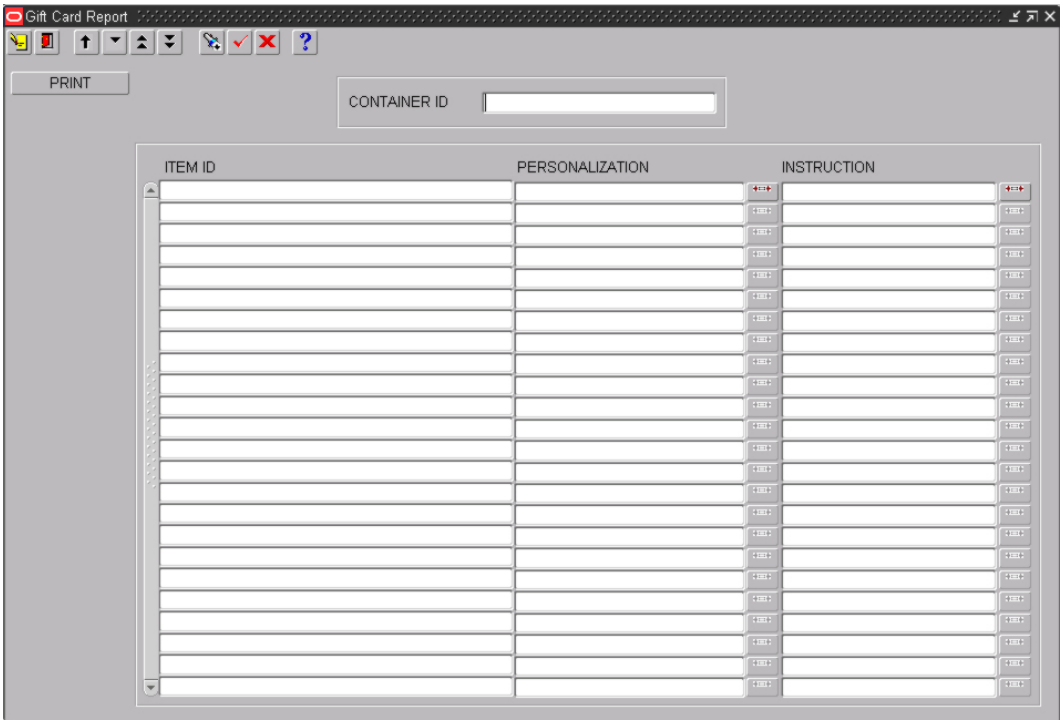


Activity Based Cost Window

1. In the Report Type field, select either View Only Report or Billable Report.
2. If you select View Only Report, enter the range of dates in the Start Date and End Date fields.
3. Click the print  button. The report is sent to the default destination.

Generate the Gift Card Report

Navigate: From the main menu, select Processing > Reports > Gift Card. The Gift Card Report window opens.



Gift Card Report Window

Display Items by Container

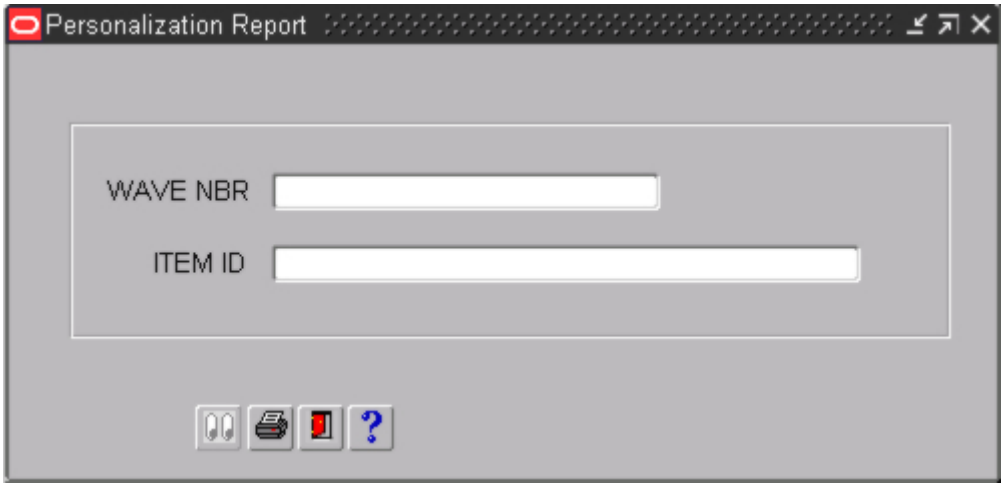
1. If items are currently displayed, click the clear button.
2. Click the enter query button.
3. In the Container ID query field, enter the ID of the container.
4. Click the execute query button. The items that need gift cards appear.

Generate the Gift Card Report

1. On the Gift Card Report window, select the item that you want to process.
2. Click **Save**. The report is sent to the default destination.

Generate the Personalization Report

Navigate: From the main menu, select Processing > Reports > Personalization. The Personalization Report window opens.

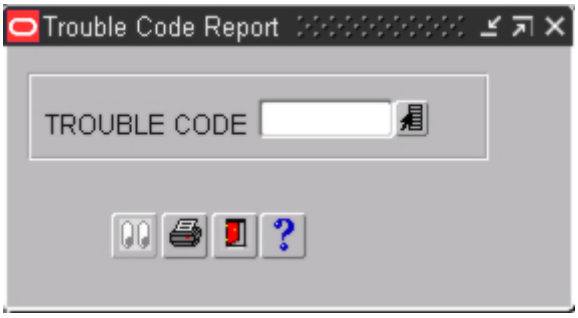


Personalization Report Window

1. In the Wave Nbr field, enter the wave number to be included in the report.
2. In the Item ID field, enter the ID of the item that requires personalization.
3. Click the print button. The report is sent to the default destination.

Generate the Trouble Location Report

Navigate: From the main menu, select Processing > Reports > Trouble Location. The Trouble Code Report window opens.



Trouble Code Report Window

1. In the Trouble Code field, select the trouble code to be included in the report.
2. Click the print button. The report is sent to the default destination.

Generate the Vendor Compliance Report

Navigate: From the main menu, select Processing > Reports > Vendor Compliance. The Vendor Compliance Report window opens.

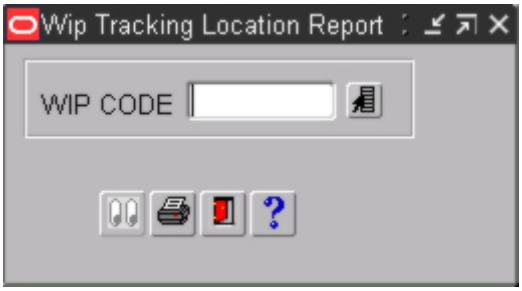


Vendor Compliance Report Window

1. In the Start Date and End Date fields, enter the range of dates.
2. In the Vendor Nbr field, enter the vendor ID, or click the LOV button and select the vendor.
3. Click the print button. The report is sent to the default destination.

Generate the WIP Tracking Location Report

Navigate: From the main menu, select Processing > Reports > WIP Tracking Location. The WIP Tracking Location Report window opens.

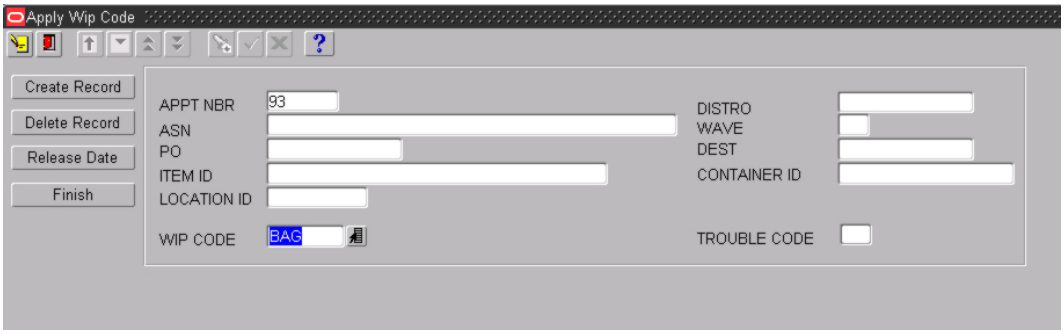


WIP Tracking Location Report Window

1. In the WIP Code field, enter the WIP code to be tracked, or click the LOV button and select the WIP code.
2. Click the print button. The report is sent to the default destination.

Maintain WIP Lists for Multiple Containers

Navigate: From the main menu, select Processing > Apply WIP Code. The Apply WIP Code window opens.

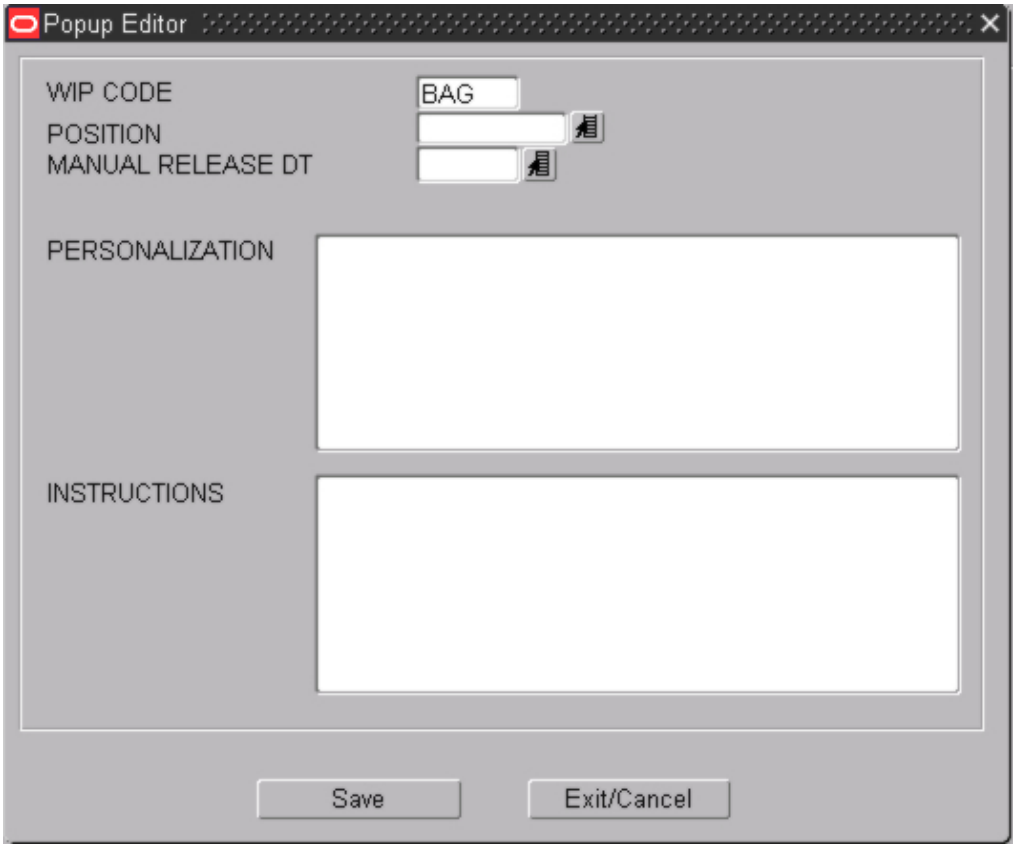


Apply WIP Code Window

Add a WIP Code to Multiple Containers

Note: WIP codes can not be assigned to containers in Manifested (M) or Shipped (S) status.

1. On the Apply WIP Code window, enter the criteria for the set of containers that you want to edit.
2. In the WIP Code field, enter the WIP code, or click the LOV button and select the WIP code.
3. Click **Create Record**. The Popup Editor window opens.



Popup Editor Window

4. In the Position field, enter the sequence for the task, or click the LOV button and select the sequence. Select Next to make the WIP the next to be processed. Select Last to place it after the last WIP.
5. Click **Save**.
6. When prompted to continue, click **Yes**.

Delete a WIP Code from Multiple Containers

1. On the Apply WIP Code window, enter the criteria for the set of containers that you want to edit.
2. In the WIP Code field, enter the WIP code, or click the LOV button and select the WIP code.
3. Click **Delete Record**.
4. When prompted to continue, click **Yes**.

Add a Trouble Code to Multiple Containers

> **Note:** Trouble codes may be added to containers with a status of Appointed (A), Inventory (I), Distributed (D), or Troubled (T).

1. On the Apply WIP Code window, enter the criteria for the set of containers that you want to edit.
2. In the Trouble Code field, enter the trouble code, or click the LOV  button and select the trouble code. The WIP code associated with the trouble code is automatically entered.
3. Click **Create Record**.
4. When prompted to continue, click **Yes**.

Delete a Trouble Code from Multiple Containers

1. On the Apply WIP Code window, enter the criteria for the set of containers that you want to edit.
2. In the Trouble Code field, enter the trouble code, or click the LOV  button and select the trouble code.

> **Note:** Deleting a trouble codes does not cause its associated WIP code to be deleted.

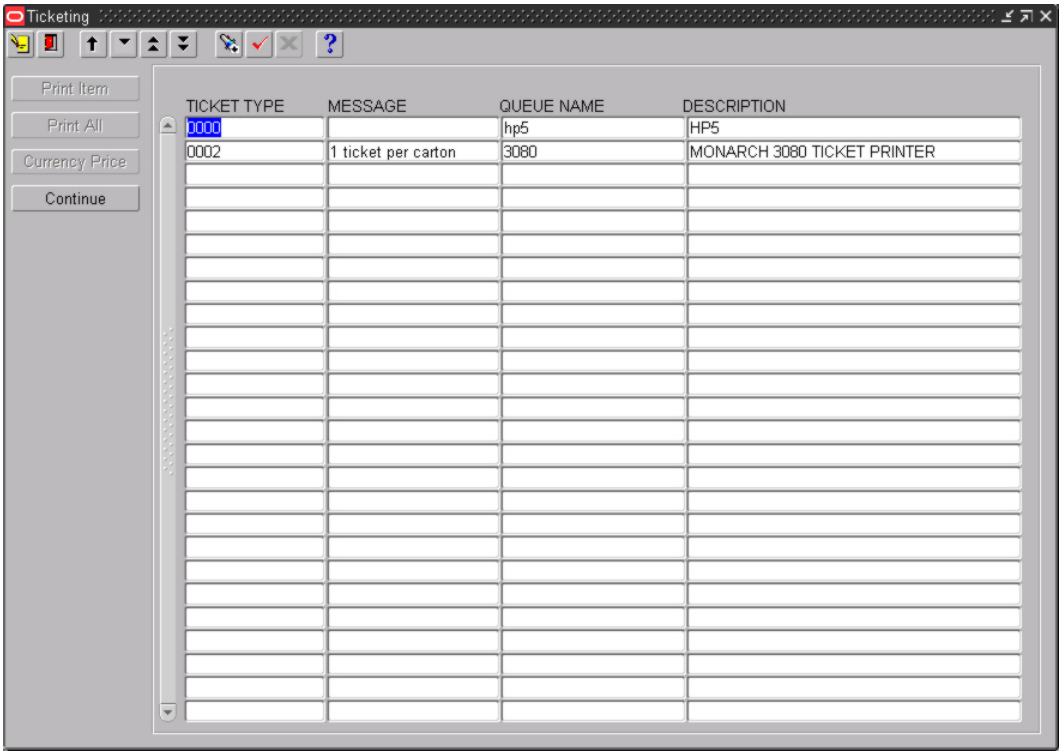
3. Click **Delete Record**.
4. When prompted to continue, click **Yes**.

Exit the Apply WIP Code Window

- Click the exit  button to close the window.

Maintain Print Queues for Tickets

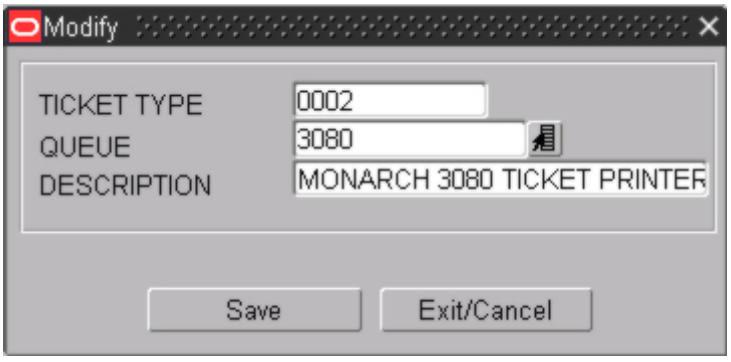
Navigate: From the main menu, select Processing > Ticketing. The current print queues for tickets appear in the Ticketing window.



Ticketing Window

Edit a Print Queue

1. On the Ticketing window, double-click the print queue that you want to edit. The Modify window opens.

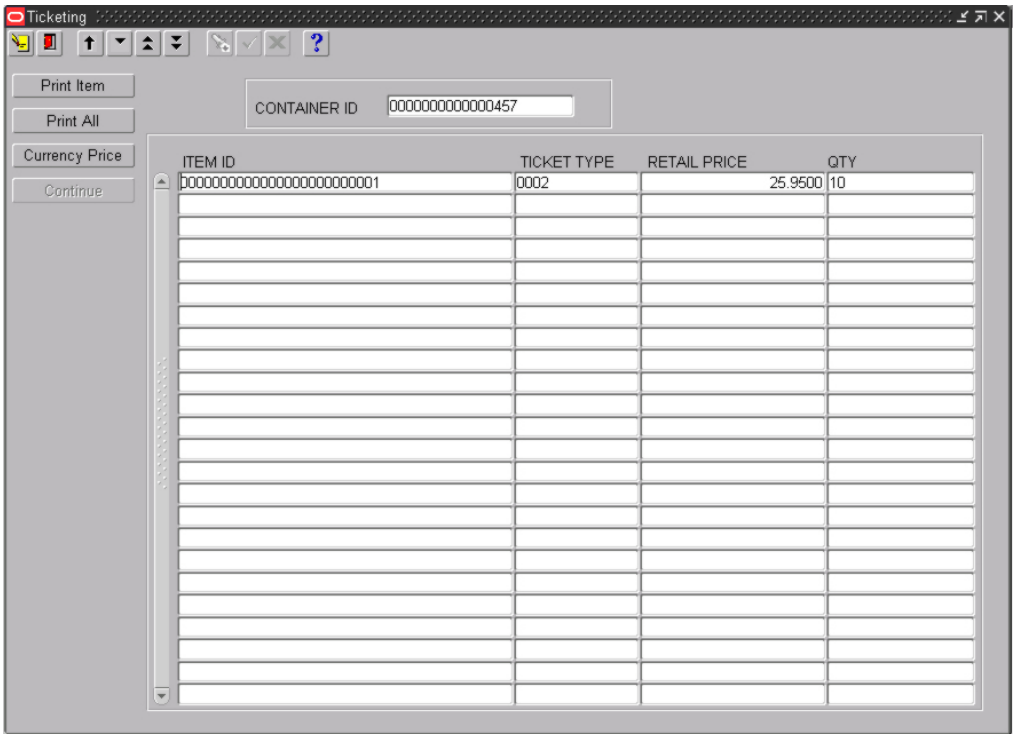


Modify Window

2. In the Queue field, enter the name of a print queue, or click the LOV button and select the print queue.
3. Click **Save** to save any change and close the window.

Display Container/Items to be Ticketed

1. On the Ticketing window, select a print queue and click **Continue**. The Ticketing (container/item) window opens.



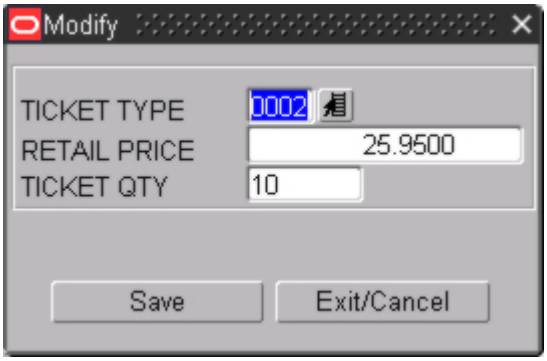
Ticketing (Container/Item) Window

2. Click the enter query  button.
3. In the Container ID query field, enter the container ID, or click the LOV  button and select the container.
4. Click the execute query  button. The items that are associated with the container appear.

> **Note:** If the container is a master container, ticketing information opens for the labeled child containers.

Edit Ticketing Information for a Container/Item

1. On the Ticketing (container/item) window, double-click the item that you want to edit. The Modify window opens.



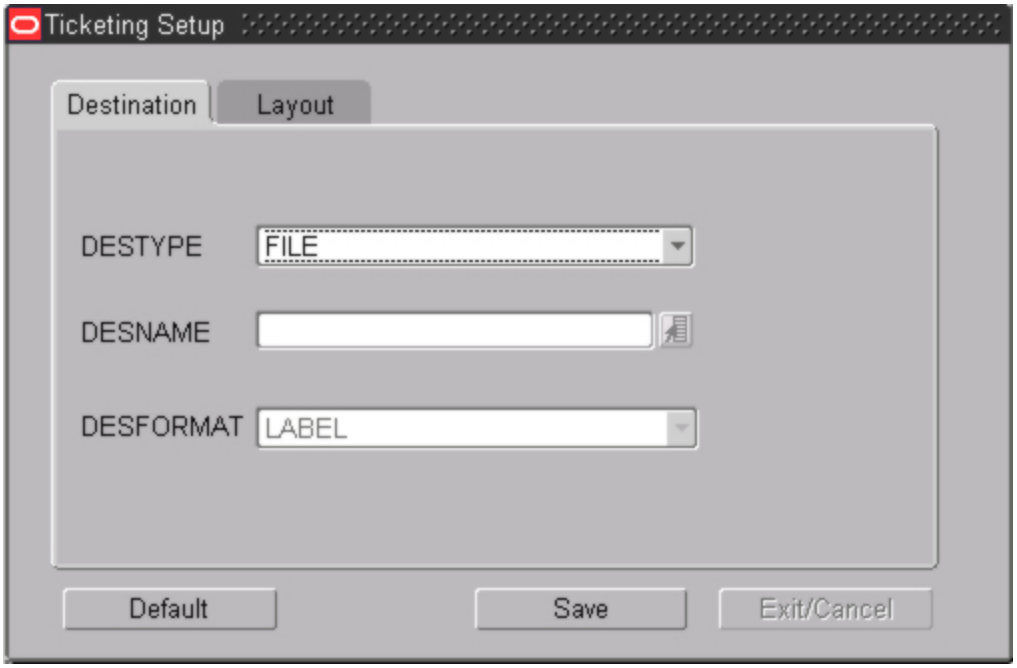
Modify Window

2. Edit the ticket type, retail price, and ticket quantity as necessary.
3. Click **Save** to save any changes and close the Modify window.

Print Tickets for One or all Items in a Container

> **Note:** A trailer ticket is printed after a string of tickets are printed for a container. The user ID and container ID are printed on the trailer ticket. If a container has more than one item ID and/or ticket type, a trailer ticket is generated for each ticket type.

1. On the Ticketing (container/item) window:
   - Select an item and click **Print Item** in order to print tickets for the selected item.
   - Click **Print All** in order to print tickets for all the items.
2. When prompted to confirm the request, click **Yes**. The Ticketing Setup window opens.



Ticketing Setup Window

3. In the Destype field, select the type of destination.
4. In the Desname and Desformat fields, select the name of the destination and format as necessary.

> **Note:** To return to the default settings, click **Default**.

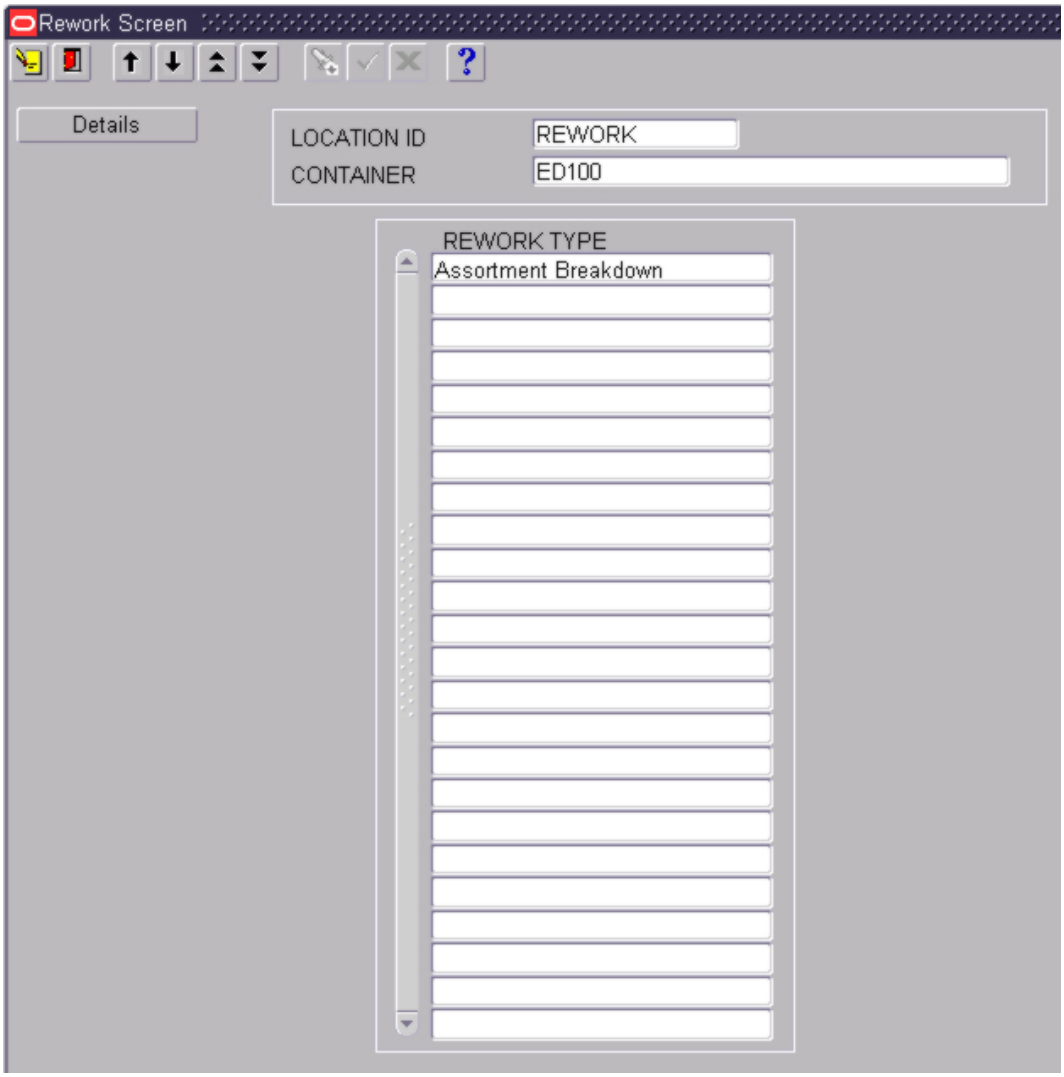
5. To view the layout of the report, click on the Layout tab.
6. Click **Save**. The tickets are sent to the selected destination.

Exit the Ticketing Windows

- Click the exit  button to close the windows.

Process WIP Codes

Navigate: From the main menu, select Processing > Rework. The Rework Screen window opens.



Rework Screen Window

Display the WIP List for a Container

1. If the WIP list for a container is currently displayed, click the clear  button.
2. Click the enter query  button.
3. In the Location ID query field, enter the ID of a staging location, or click the LOV  button and select the location.
4. In the Container query field, enter the container ID.
5. Click the execute  query button. The descriptions of the WIPs associated with the selected container appear. They appear in the order in which the processing must be performed.

Process a WIP

1. On the Rework Screen window, select the WIP that you want to process.
2. Click **Details**. Depending on the type of WIP, one of the following windows opens.
   - Quality Assurance: Process containers for quality assurance.
   - Multi SKU: Process multi-SKU containers.
   - Carton Process: Process packaged cartons.

After exiting any of the above windows, you are returned to the Rework Screen window. The processed WIP no longer appears on the WIP list.

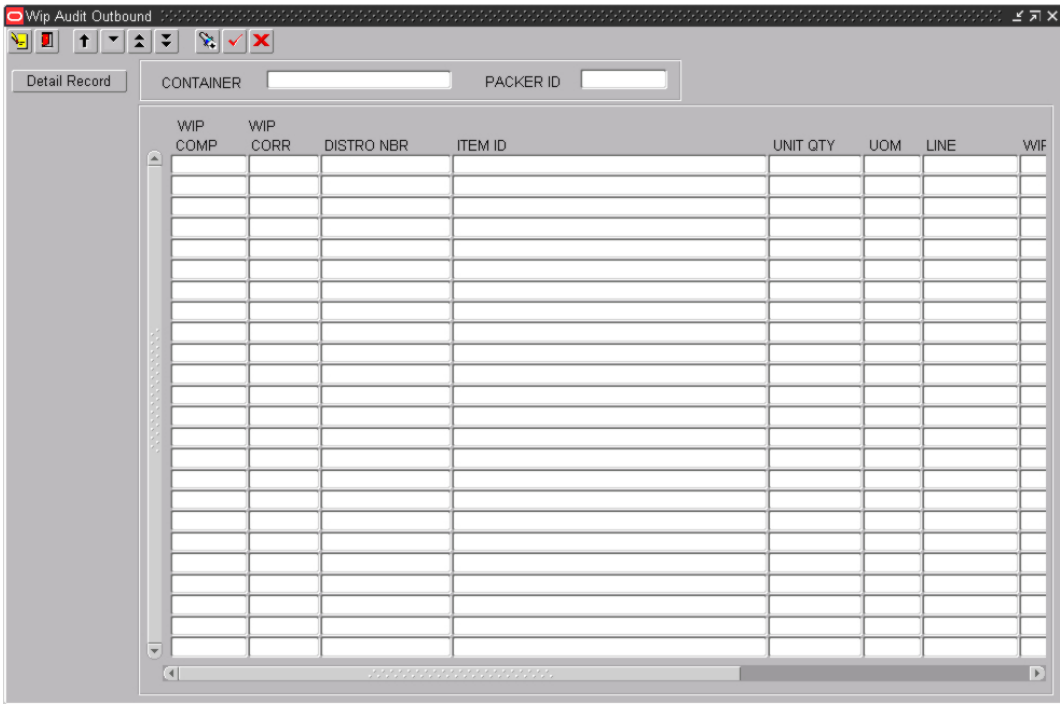
3. Continue processing until no WIPs appear on the WIP list.

Exit the Rework Screen Window

- Click the exit  button to close the window.

Process WIP Codes for Outbound Containers

Navigate: From the main menu, select Processing > WIP Audit Outbound. The WIP Audit Outbound window opens.



WIP Audit Outbound Window

Note: You can also access this window from the QC Outbound Audit window.

Display the WIP List for an Outbound Container

1. If a WIP list for an outbound container is currently displayed, click the clear button.
2. Click the enter query button.
3. In the Container query field, enter a container ID, or click the LOV button and select the container.
4. Click the execute query button. The WIP list for specified container opens.

Process a WIP Code

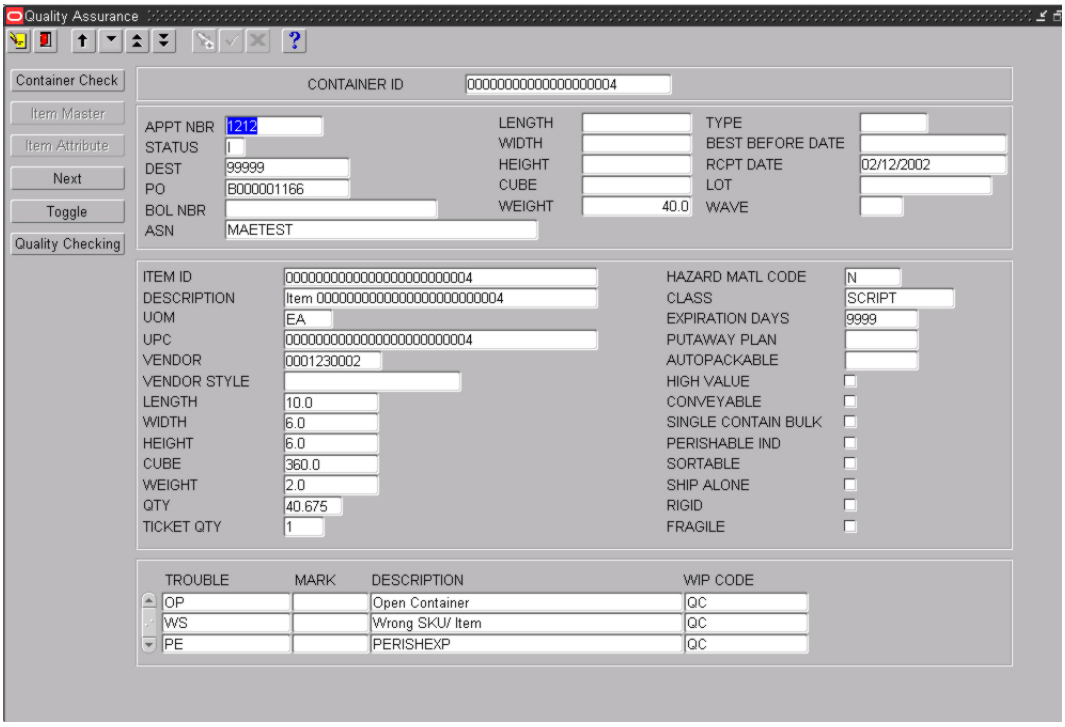
1. On the WIP Audit Outbound window, double-click the WIP code/line item that you want to edit. The WIP Editor window opens.
2. In the WIP Complete and WIP Correct fields, enter Y (Yes) or an N (No) to indicate whether the WIP was completed and completed correctly.
3. Click **Save** to save any changes and close the WIP Editor window.

Exit the WIP Audit Outbound Window

- Click the exit button to close the window.

Process Containers for Quality Assurance

Navigate: From the main menu, select Processing > Quality Assurance. The Quality Assurance window opens.



Quality Assurance Window

> **Note:** You can also access this window from the Rework Screen window.

Display Container Details

1. If the details of a container are currently displayed, click the clear button.
2. Click the enter query button.
3. In the Container ID query field, enter a container ID, or click the LOV button and select the container.
4. Click the execute query button. The details for the specified container are displayed.

> **Note:** There are four blocks in this window. From top to bottom, they are referred to as the Query block, Container block, Item block, and Trouble Codes block.

Edit Container Details

1. On the Quality Assurance window, click **Next** to place the cursor in the Container block.
2. Double-click any field in the Container block. The Modify window opens.

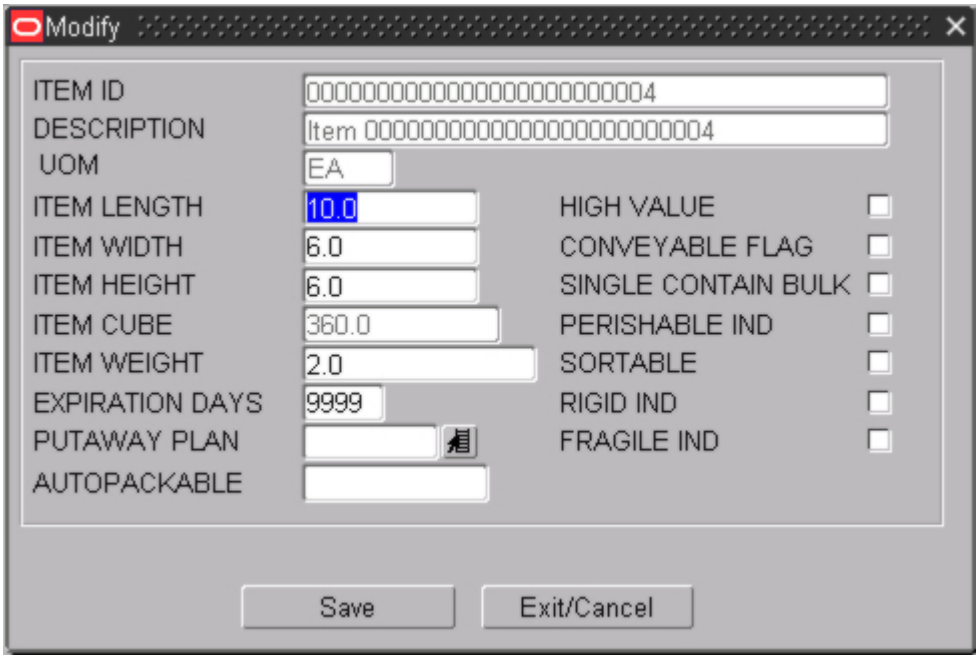


Modify Window

3. Edit the dimensions, weight, lot number, and best before date as necessary.
4. Click **Save** to save any changes and close the Modify window.

Edit Item Details

1. On the Quality Assurance window, click **Next** to place the cursor in the Item block.
2. Double-click any field, in the Item block. The Modify window opens.



Modify Window

3. Edit the dimensions, weight, and additional details as necessary.
4. Click **Save** to save any changes and close the Modify window.

Assign Trouble Codes to the Container

1. On the Quality Assurance window, click **Next** to place the cursor in the Trouble Codes block.
2. Select the trouble code that you want to assign to the container.
3. Click **Toggle**.
4. When prompted to confirm the action, click **Yes**. A 'Y' (Yes) appears in the Mark field to indicate that the trouble code is assigned to the container.

> **Note:** To clear a marked trouble code, select the trouble code and click **Toggle**. The 'Y' no longer appears in the Mark field.

Process the Quality Assurance Check

1. On the Quality Assurance window, click **Next** to place the cursor in the Container block.
2. Click **Quality Checking**. The QA check is completed and the fields are cleared.

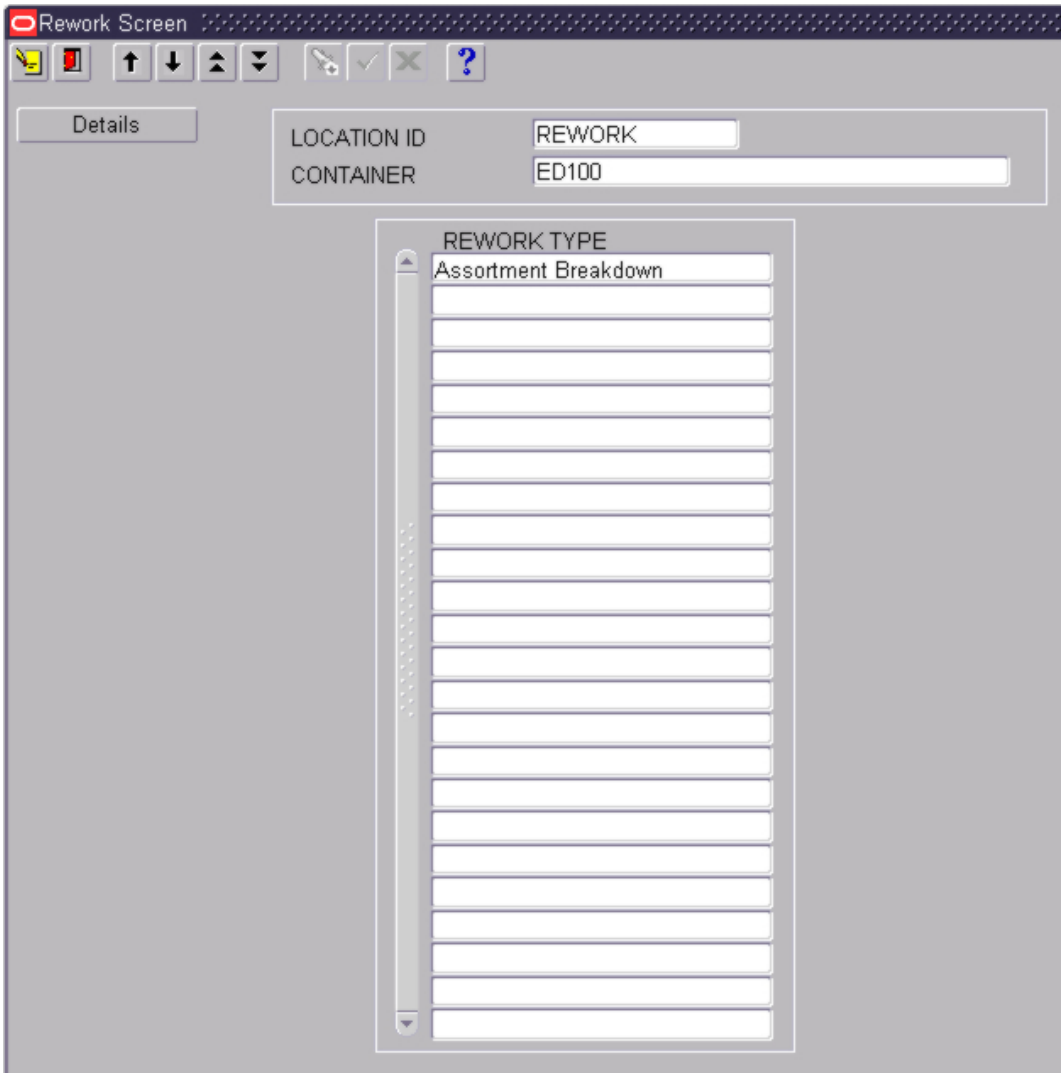
Exit the Quality Assurance Window

- Click the exit  button to close the window.

Process Multi-SKU Containers

Navigate: From the main menu, select Processing > Rework. The Rework Screen window opens.

Select a WIP pertaining to assortments or break packs. Click the **Details** button. The Multi SKU window opens.



Rework Screen window

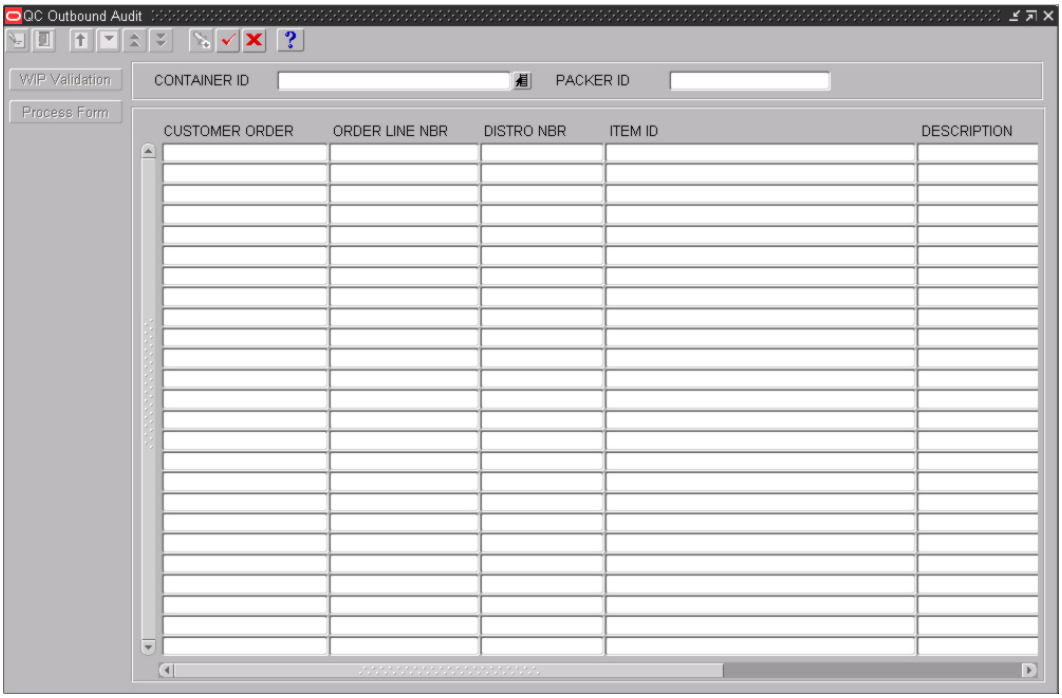
1. On the Multi SKU window, verify that the details are correct.
2. When the assortment or break pack task is done, click **Process WIP**. You are returned to the Rework Screen window. The selected WIP code is removed from the WIP list.

Exit the Multi SKU Window

- Click the exit  button to close the window.

Process Outbound Containers

Navigate: From the main menu, select Processing > QC Outbound Audit. The QC Outbound Audit window opens.



QC Outbound Audit Window

Display the Details of an Outbound Container

1. If the details of a container are currently displayed, click the clear button.
2. Click the enter query button.
3. In the Container ID query field, enter a container ID, or click the LOV button and select the container.
4. Click the execute query button. The contents of specified container appear.

Assign a Packer to the Container

1. On the QC Outbound Audit window, double-click the Packer ID text box. The Packer Editor opens.
2. Enter the ID of the packer, or click the LOV button and select the packer.
3. Click **Save** to save any change and close the Packer Editor window.

Adjust the Quantity of an Item

1. On the QC Outbound Audit window, double-click the line item that you want to edit. The Modify Quantity window opens.
2. Enter the actual quantity in the container.
3. Click **Save**.
4. When prompted to create a hot pick for a shorted quantity, click **Yes** or **No** as applicable.
5. When prompted to provide a reason for the adjustment, select the reason and click **OK**.

Process the Quality Audit

1. On the QC Outbound Audit window, click **Process Form**.
2. When prompted to confirm that the quality audit is done, click **Yes**.

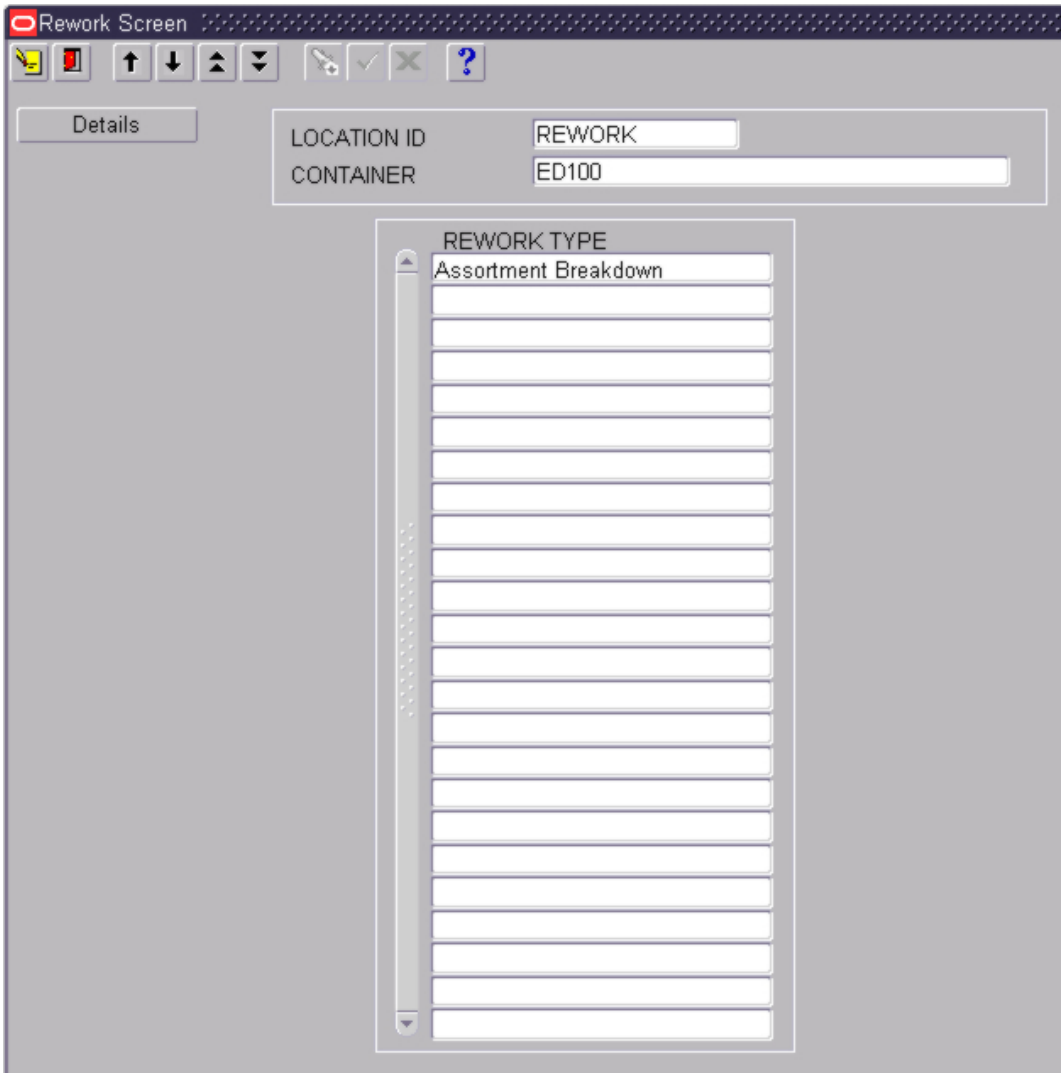
Exit the QC Outbound Audit Window

- Click the exit  button to close the window.

Process Packaged Cartons

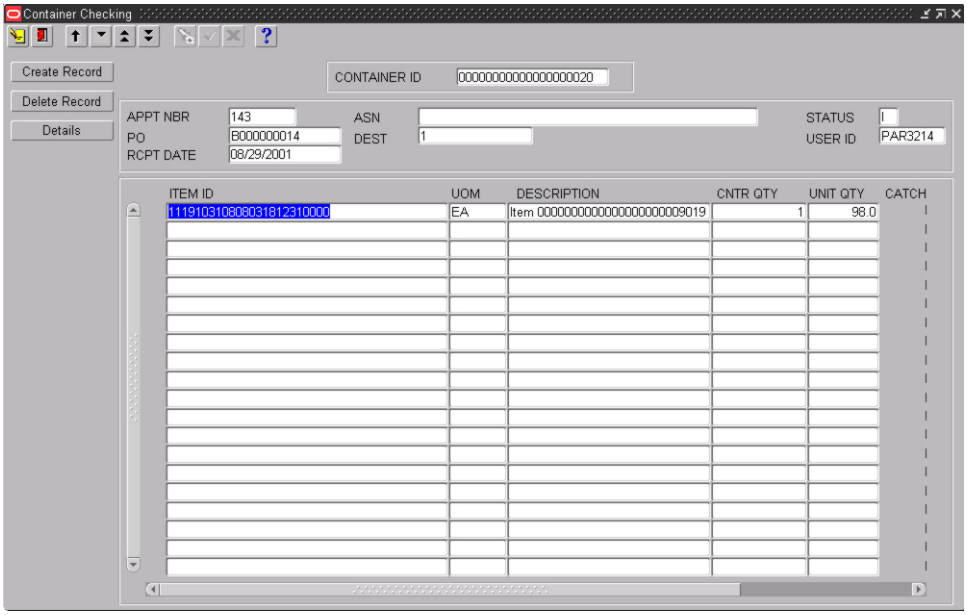
Navigate: From the main menu, select Processing > Rework. The Rework Screen window opens.

Select a WIP pertaining to bagging or shrink-wrapping a carton. Click the **Details** button. The Carton Process window opens.



Rework Screen Window

1. On the Carton Process window, verify that the details are correct.
2. If any adjustments must be made to inventory:
   a. Click **Container Check**. The Container Checking window opens.



Container Checking Window

   b. Edit the container or items as necessary.

   c. Click the exit  button to close the Container Checking window. You are returned to the Carton Process window.
3. When the packaging activity is done, click **Process WIP**. You are returned to the Rework Screen window. The selected WIP code is removed from the WIP list.

Processing Overview

WIP (work in process) codes may be assigned to containers in order to direct personnel in the distribution center to perform value added services to the contents of the container. The system understands from the WIP code where the container must be staged in order for a certain activity to be performed on the container.

In the processing module, you can accomplish the following tasks:

- Assign WIP codes to containers.
- Process WIP code activities.
- Verify that the WIP codes were processed.

Business Process

WIP codes may be assigned to individual containers. As an alternative, you can apply a WIP code to all containers that are associated with an appointment, ASN, purchase order, item, location, distro, wave, or destination. It is necessary to assign the WIP codes in sequential order; that is, in the order that the work must be performed.

Merchandise is routed to the staging location for each WIP on a container's WIP list in sequential order. When the activity required by a WIP code is performed, the DC personnel must indicate when the activity was started and when it was finished. These time stamps allow the system to track the status of each WIP code.

The status of a WIP code may be:

- Next: An activity has not been started, but the previous WIP code in the WIP list is Closed.
- Open: An activity has not yet been started.
- In progress: A start time has been entered for the activity, but not an end time.
- Closed: An end time has been entered for the activity.

Before merchandise is placed in inventory or shipped, a quality check can be performed. During the quality check, you can assign trouble codes as necessary, request hot picks for shorted orders, adjust quantities, or record dimensions and attributes for containers and items.

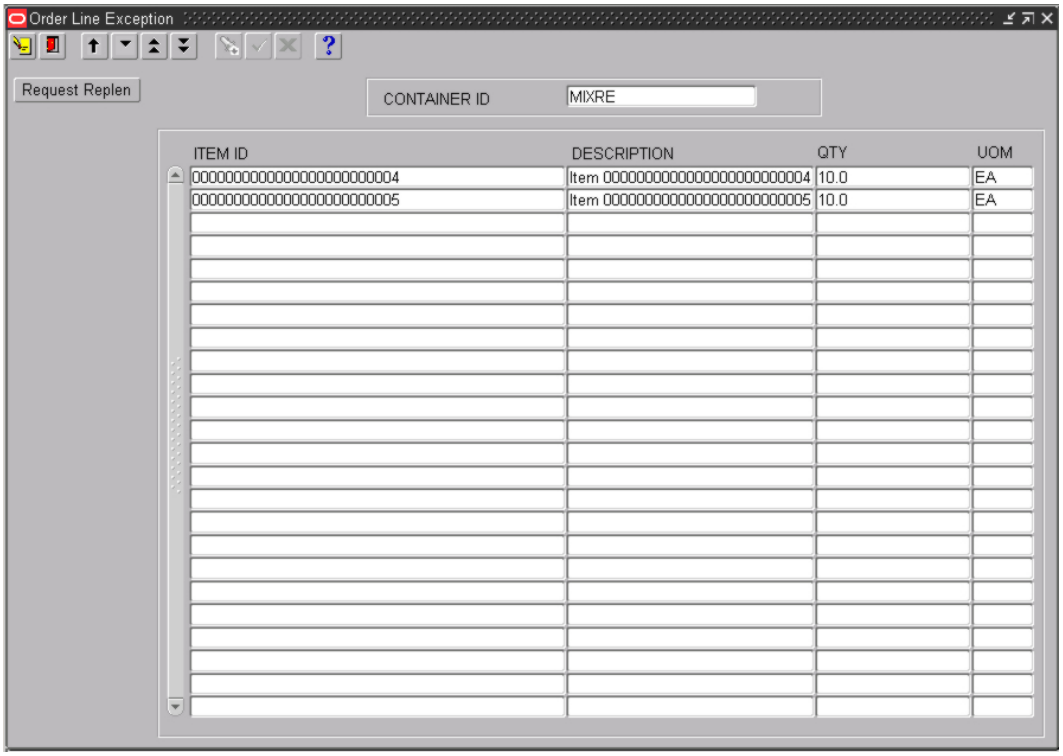
Reports

The following reports are available in the Processing module:

- Activity Based Cost report: Provides a list of costs by activity 1) for a selected range of dates or 2) from the date of the last report.
- Gift Card report: Provides a personalized gift card for a specified item ordered by a customer.
- Personalization report: Provides instructions for personalizing an item ordered by a customer.
- Trouble Location report: Provides a list of locations where containers with a specified trouble code can be found.
- Vendor Compliance report: Provides details about troubled merchandise by vendor for a range of dates.
- WIP Tracking Location report: Provides a list of locations where containers with a specified WIP code can be found. A date and time stamp indicates the processing time.

Request Hot Picks

Navigate: From the main menu, select Processing > Order Line Exception. The Order Line Exception window opens.



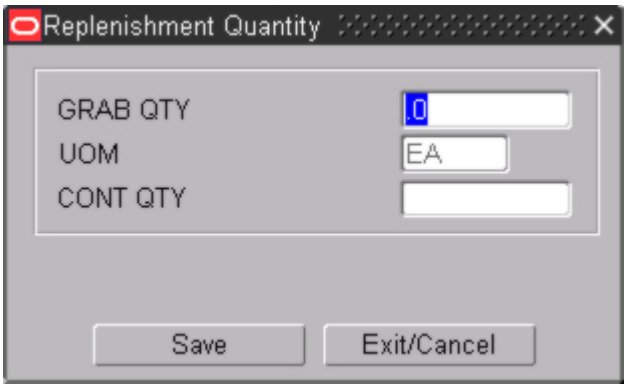
Order Line Exception Window

Display the Contents of an Outbound Container

1. If the contents of a container are currently displayed, click the clear button.
2. Click the enter query button.
3. In the Container ID query field, enter a container ID, or click the LOV button and select the container.
4. Click the execute query button. The contents of specified container appear.

Request a Hot Pick

1. On the Order Line Exception window, select the item with the shorted quantity.
2. Click **Request Replen**. The Replenishment Quantity window opens.



Replenishment Quantity Window

3. In the Grab Qty field, enter the number of units that are needed.
4. In the Cont Qty field, enter the number of units that are already in the container.

> **Note:** The container quantity and grab quantity can not exceed the expected quantity.

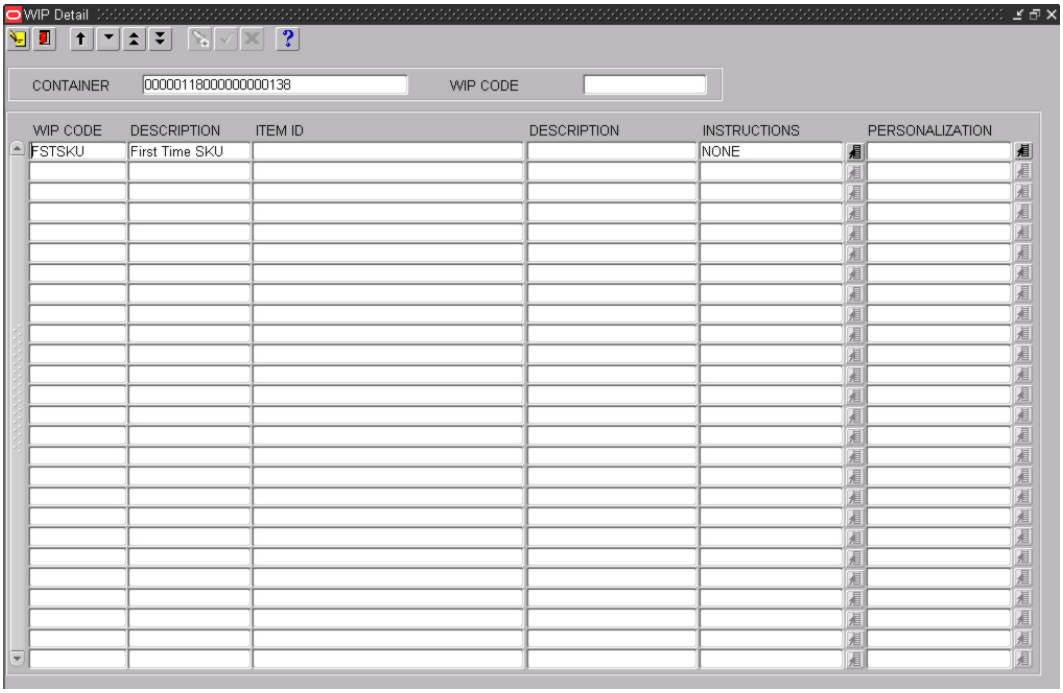
5. Click **Save**. You are prompted if insufficient inventory exists to fill the request.

Exit the Order Line Exception Window

- Click the exit  button to close the window.

View WIP Details by Container

Navigate: From the main menu, select Processing > Container WIP Details. The WIP Detail window opens.



WIP Detail Window

> **Note:** You can also access this window from the Container WIP Editor window.

Display the WIP List for a Container

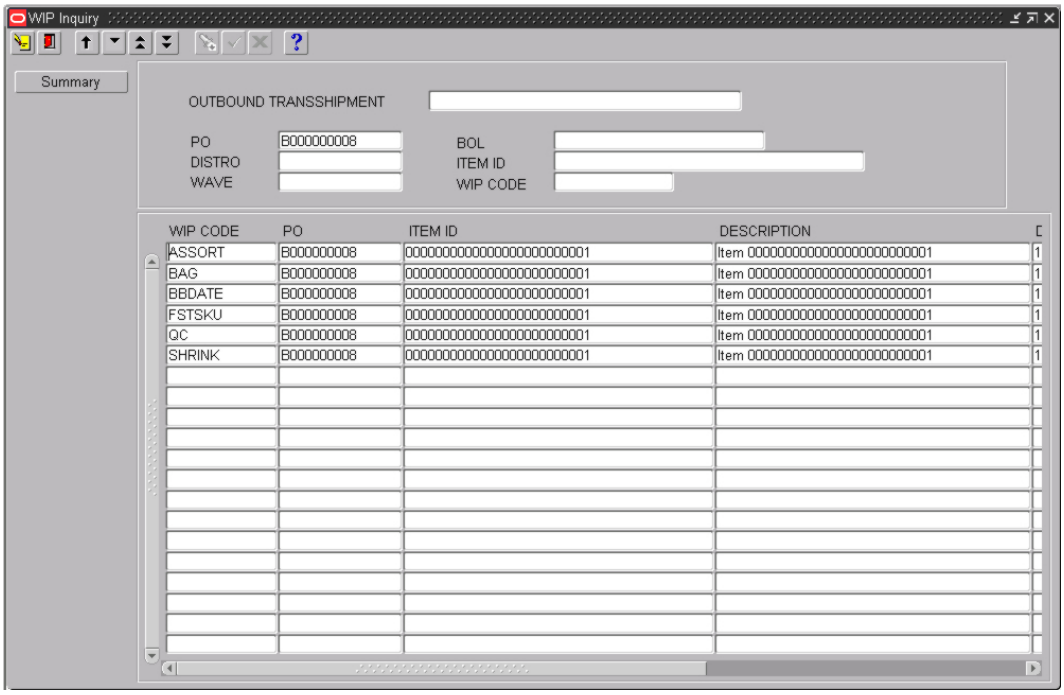
1. If the WIP list for a container is currently displayed, click the clear button.
2. Click the enter query button.
3. In the Container ID query field, enter a container ID, or click the LOV button and select the container.
4. Click the execute query button. The WIP list for the specified container is displayed.

Exit the WIP Detail Window

- Click the exit button to close the window.

View Open WIP Codes

Navigate: From the main menu, select Processing > WIP Inquiry. The WIP Inquiry window opens.



WIP Inquiry Window

Display all Open WIP Codes

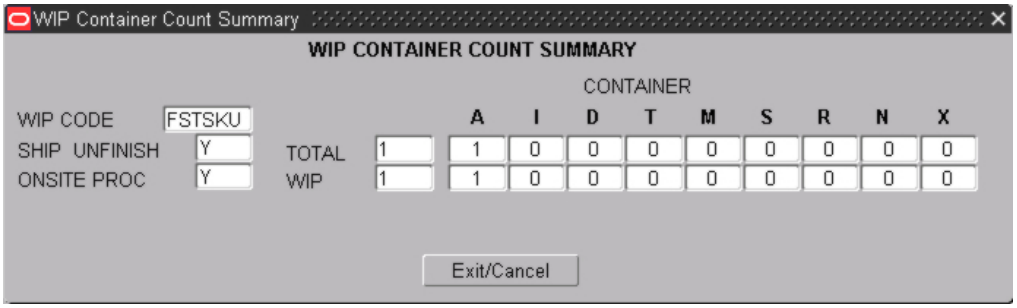
- Click the execute query button.

Display a Subset of the Open WIP Codes

1. If any WIP codes are currently displayed, click the clear button.
2. In one or more of the query fields, enter the desired criteria.
3. Click the execute query button. The open WIP codes that match the criteria appear.

View Open WIP Codes by Container Status

1. On the WIP Inquiry window, select the WIP code for which you want to view a summary.
2. Click **Summary**. The container count is summarized in the WIP Container Count Summary window.



WIP Container Count Summary Window

> **Note:** The container status may be: Appointed (A), Inventory (I), Distributed (D), Troubled (T), Manifested (M), Shipped (S), Return to vendor (R), Not Saleable (N), and Expired (X).

3. Click **Exit/Cancel** to close the WIP Container Count Summary window.

Exit the WIP Detail Window

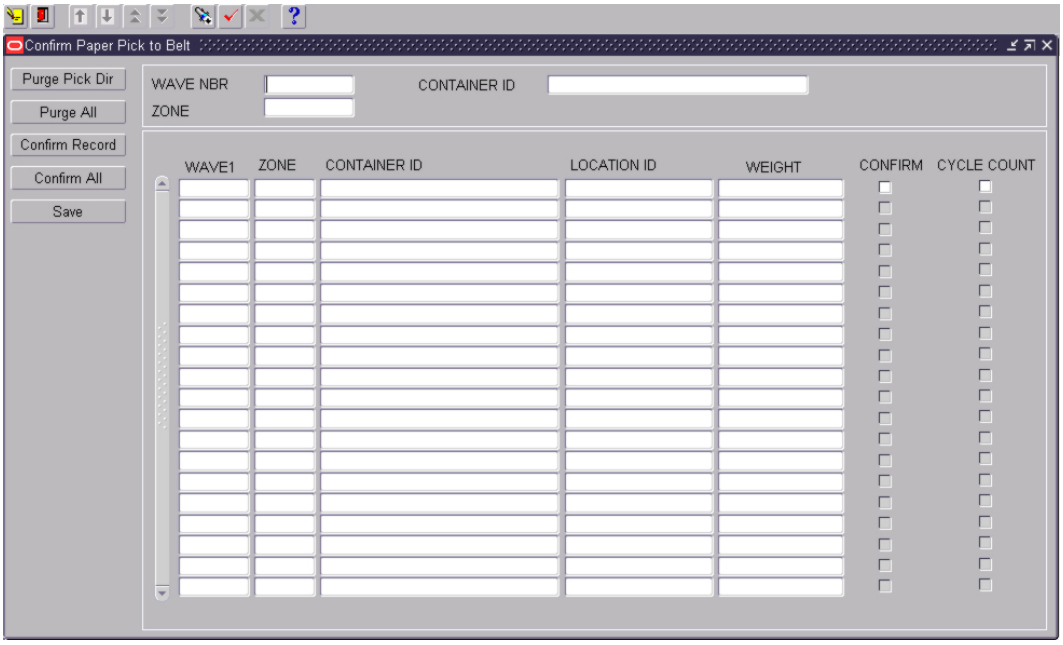
- Click the exit  button to close the window.

6

Inventory Management

Confirm Paper Pick to Belt

Navigate: From the main menu, select Inventory Management > Pick Confirmation > Confirm Paper Pick to Belt. The Confirm Paper Pick to Belt window opens.



Confirm Paper Pick to Belt Window

Display all Container Pick Directives

- Click the execute query button.

Display a Subset of Container Pick Directives

1. If any container pick directives are currently displayed, click the clear button.
2. Click the enter query button.
3. In the Wave Nbr query field, enter the a wave number, or click the LOV button and select the wave.
4. In the Zone query field, enter the ID of the zone, or click the LOV button and select the zone.
5. In the Container query field, enter the ID of the container, or click the LOV button and select the container.
6. Click the execute query button. The container pick directives that match the search criteria appear.

Confirm Container Pick Directives

1. On the Confirm Paper Pick to Belt window, select the Confirm check box next to each container pick directive that you want to confirm.
2. Click **Confirm Record**. The selected container pick directives are confirmed.

   Note: To confirm all the container pick directives that are currently displayed, click **Confirm All**.

3. Click **Save** to save the changes.

Purge Container Pick Directives

1. On the Confirm Paper Pick to Belt window, select the Confirm check box next to each container pick directive that you want to purge.
2. Click **Purge Pick Dir**. The selected container pick directives are purged.

   Note: To purge all the container pick directives that are currently displayed, click **Purge All**.

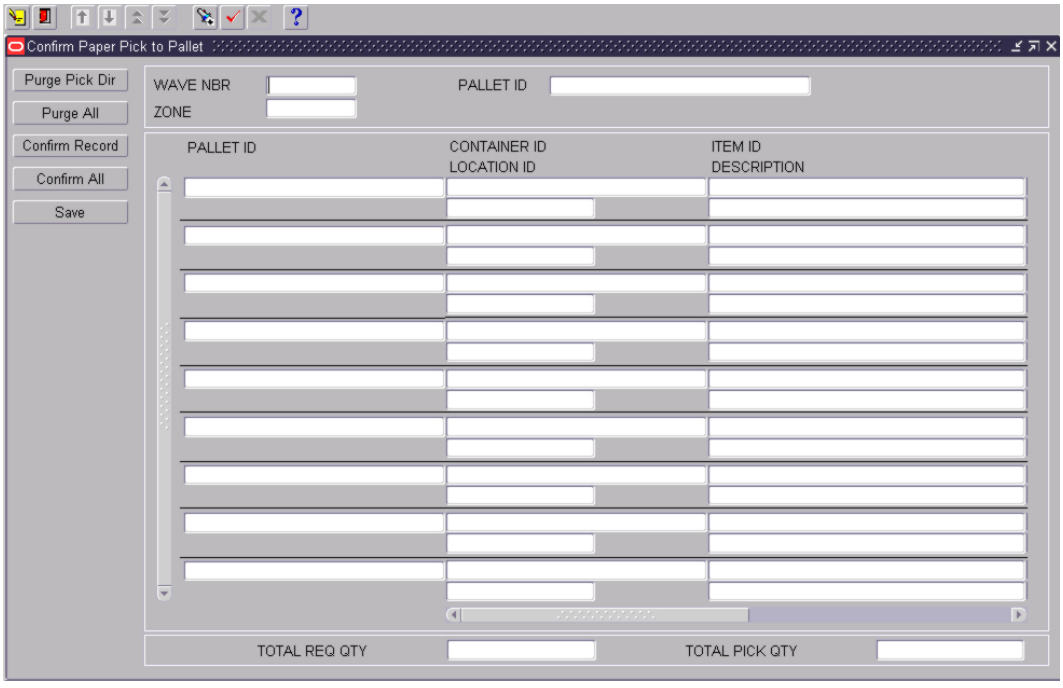
3. When prompted to confirm the purge, click **Yes**.

Exit the Confirm Paper Pick to Belt Window

- Click the exit  button to close the window.

Confirm Paper Pick to Pallet

Navigate: From the main menu, select Inventory Management > Pick Confirmation > Confirm Paper Pick to Pallet. The Confirm Paper Pick to Pallet window opens.



Confirm Paper Pick to Pallet Window

Display all Pallet Pick Directives

- Click the execute query button.

Display a Subset of Pallet Pick Directives

1. If any pallet pick directives are currently displayed, click the clear button.
2. Click the enter query button.
3. In the Wave Nbr query field, enter the a wave number, or click the LOV button and select the wave.
4. In the Zone query field, enter the ID of the zone, or click the LOV button and select the zone.
5. In the Pallet ID query field, enter the ID of the pallet, or click the LOV button and select the pallet.
6. Click the execute query button. The pallet pick directives that match the search criteria appear.

Confirm Pallet Pick Directives

1. On the Confirm Paper Pick to Pallet window, select the pallet pick directive that you want to confirm.
2. Click **Confirm Record**. The pick quantity is updated to equal the requested quantity.

   Note: To confirm all the pallet pick directives that are currently displayed, click **Confirm All**.

3. Click **Save** to save the changes.

Purge Pallet Pick Directives

1. On the Confirm Paper Pick to Pallet window, select the pallet pick directive that you want to purge.
2. Click **Purge Pick Dir**. The selected pallet pick directive is purged.

   Note: To purge all the pallet pick directives that are currently displayed, click **Purge All**.

3. When prompted to confirm the purge, click **Yes**.

Exit the Confirm Paper Pick to Pallet Window

- Click the exit button to close the window.

Confirm Paper Unit Picks

Navigate: From the main menu, select Inventory Management > Pick Confirmation > Confirm Paper Unit Pick. The Confirm Paper Pick window opens.



Confirm Paper Pick Window

Display Unit Pick Directives

1. If any unit pick directives are currently displayed, click the clear button.
2. Click the enter query button.
3. In the Wave Nbr query field, enter the a wave number, or click the LOV button and select the wave.
4. In the Group ID query field, enter the group ID, or click the LOV button and select the group.
5. Click the execute query button. The unit pick directives that match the search criteria appear.

Confirm Unit Pick Directives

1. On the Confirm Paper Pick window, select the unit pick directive that you want to confirm.
2. Click **Confirm Record**. The pick quantity is updated to equal the requested quantity.

   Note: To confirm all unit pick directives that are currently displayed, click **Confirm All**.

3. Click **Save** to save the changes.

Purge Unit Pick Directives

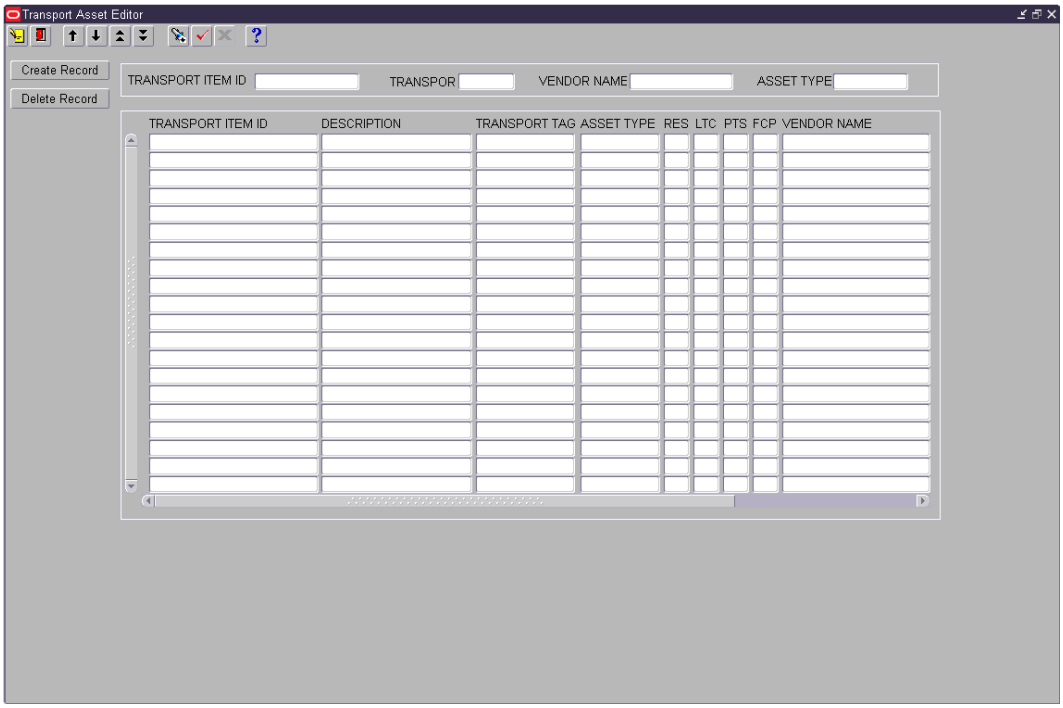
1. On the Confirm Paper Pick window, select the unit pick directive that you want to purge.
2. Click **Purge Pick Dir**.
3. When prompted to confirm the purge, click **Yes**.

Exit the Confirm Paper Pick Window

- Click the exit button to close the window.

Create a Transport Asset

Navigate: From the main menu, select Support Functions > Item Setup > Transport Asset Editor. The Transport Asset Editor window opens.



Transport Asset Editor Window

View an Item

1. If an item is currently displayed, click the clear button.
2. Click the enter query button.
3. To search for an item by:
   - Transport Item ID: In the Transport Item ID field, enter the ID of the item, or click the LOV button and select the item.
   - Transport: In the Transport field, enter the Transport's ID, or click the LOV button and select the item.

- Vendor Name: In the Vendor Name field, enter the name of the vendor, or click the LOV button and select the item.
- Asset Type: In the Asset Type field, enter the type in the field, or or click the LOV button and select the item.

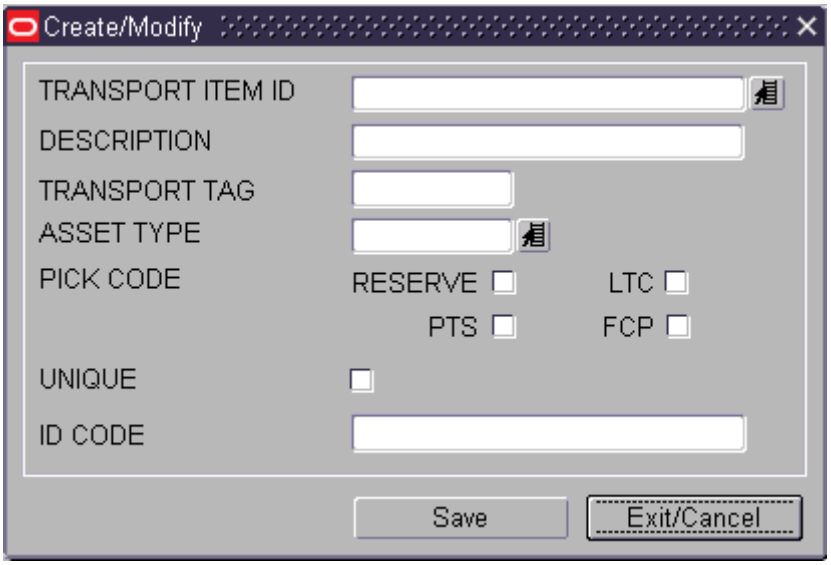
4. Click the execute query button. The details for the selected item appear.

Create an Item

> **Note:** In order to set up an item as a transport asset, that item must be identified as a transport asset on the item_master table.

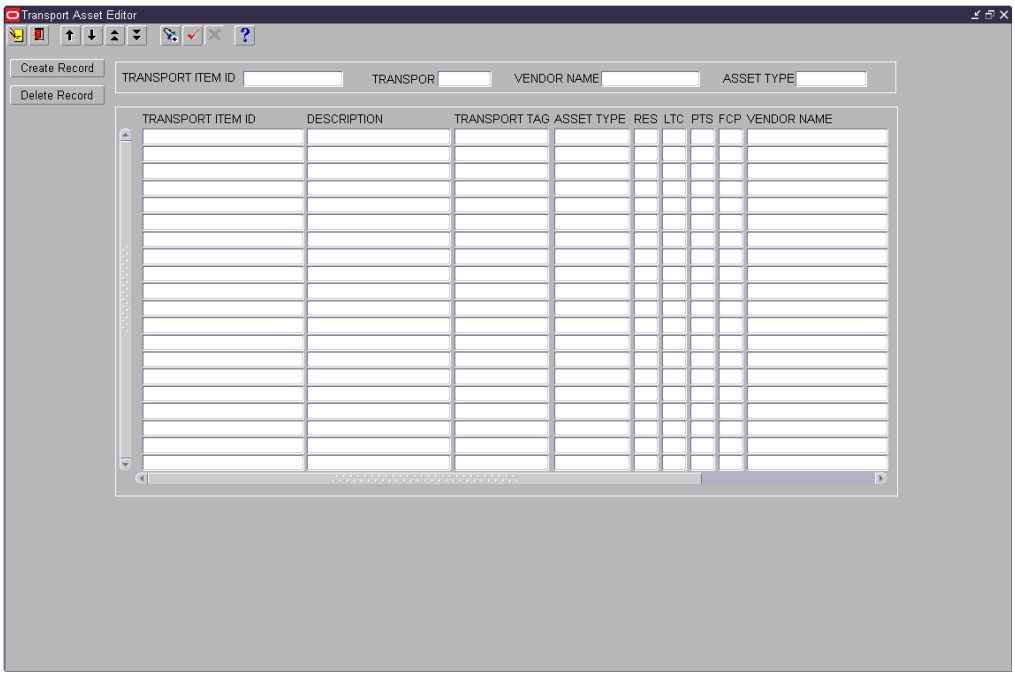
To create a Transport Asset item:

1. Click **Create Record**. The Create/Modify window opens.



Create/Modify Transport Asset Item Window

2. Enter the Transport Item ID.
3. Enter the Description.
4. Enter the Transport Tag.
5. Enter the Asset Type.
6. Select a Pick Code.
7. Select if it is a unique item, if applicable.
8. Enter the ID Code.
9. Click **Save**.
10. Click **Exit**. The Transport Asset Editor window reappears.



Transport Asset Editor Window

Delete an Item

To delete a Transport Asset item:

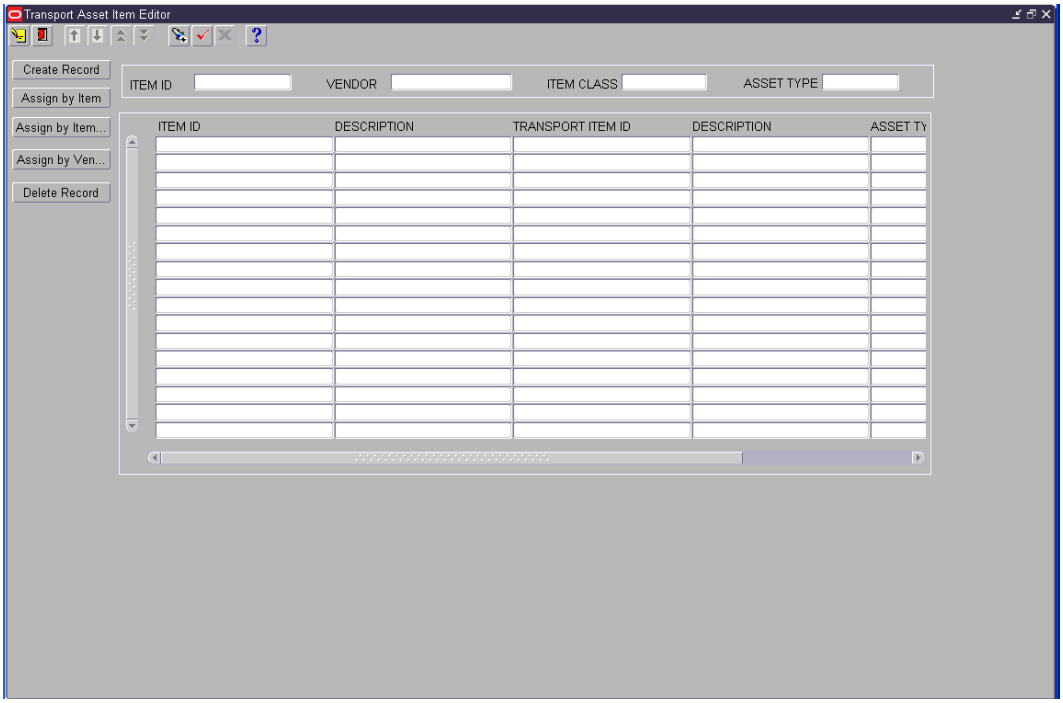
1. Select a transport asset item.
2. Click **Delete Record**.

Exit the Transport Asset Editor window

- Click the exit  button to close the window.

Associate a Transport Asset to an Item

Navigate: From the main menu, select Support Functions > Item Setup > Transport Asset Item Editor. The Transport Asset Item Editor window opens.



Transport Asset Item Editor Window

View an Item

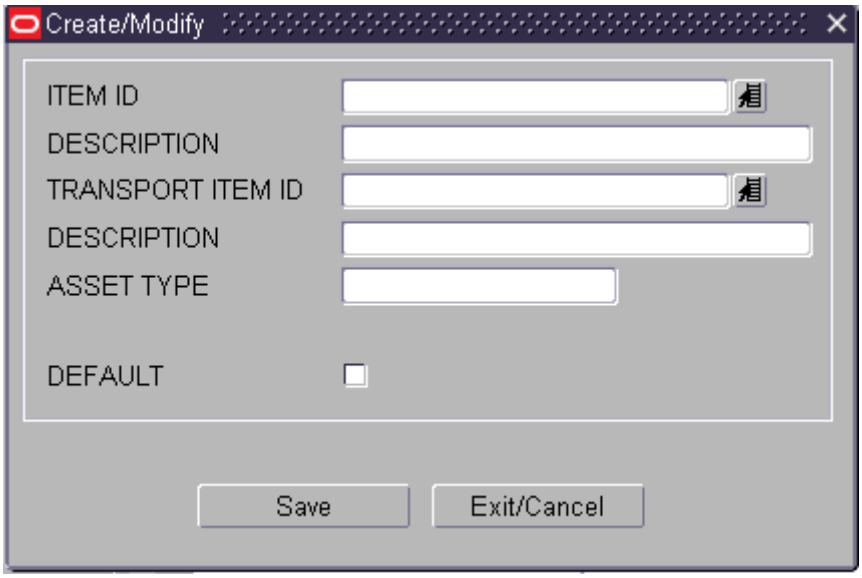
1. If an item is currently displayed, click the clear button.
2. Click the enter query button.
3. To search for an item by:
   - Transport Item ID: In the Transport Item ID field, enter the ID of the item, or click the LOV button and select the item.
   - Transport: In the Transport field, enter the Transport's ID, or click the LOV button and select the item.
   - Vendor Name: In the Vendor Name field, enter the name of the vendor, or click the LOV button and select the item.
   - Asset Type: In the Asset Type field, enter the type in the field, or or click the LOV button and select the item.
4. Click the execute query button. The details for the selected item appear.

Create a Transport Asset to Item Association

> **Note:** Before associating a transport asset to an item, that transport asset must be set up properly (see 'Create a Transport Asset' section).

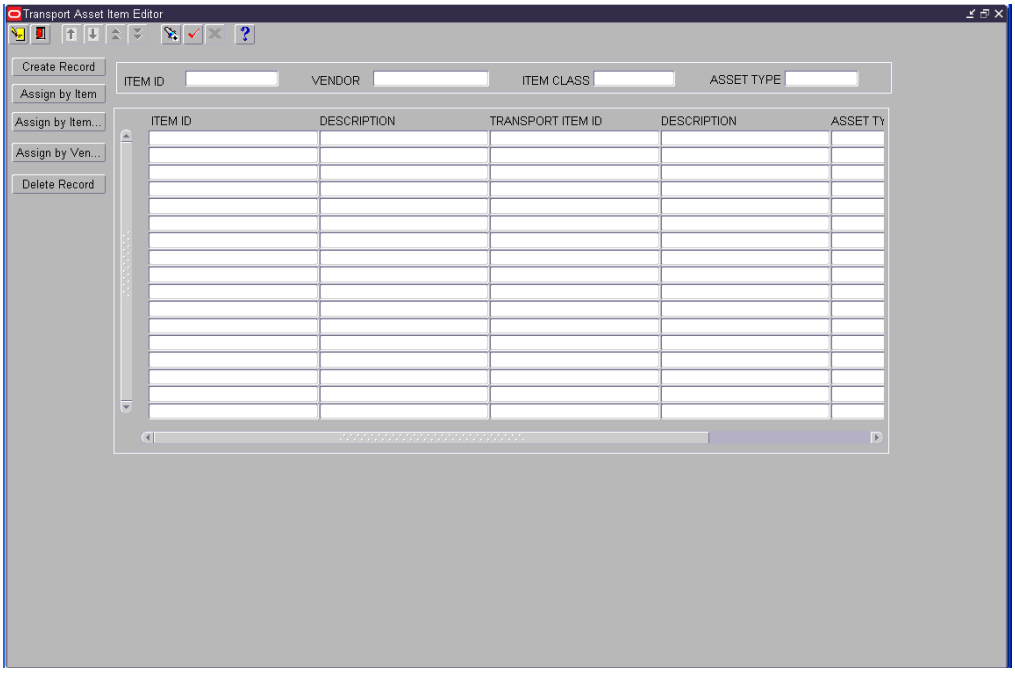
To create a transport asset item:

1. Click **Create Record**. The Create/Modify window opens.



Create/Modify Transport Asset Item Editor Window

2. Enter the Item ID.
3. Enter the Description.
4. Enter the Transport Item ID.
5. Enter the Description.
6. Enter the Asset Type.
7. Select if it is a default item, if applicable.
8. Click **Save**.
9. Click **Exit**. The Transport Asset Item Editor window reappears.

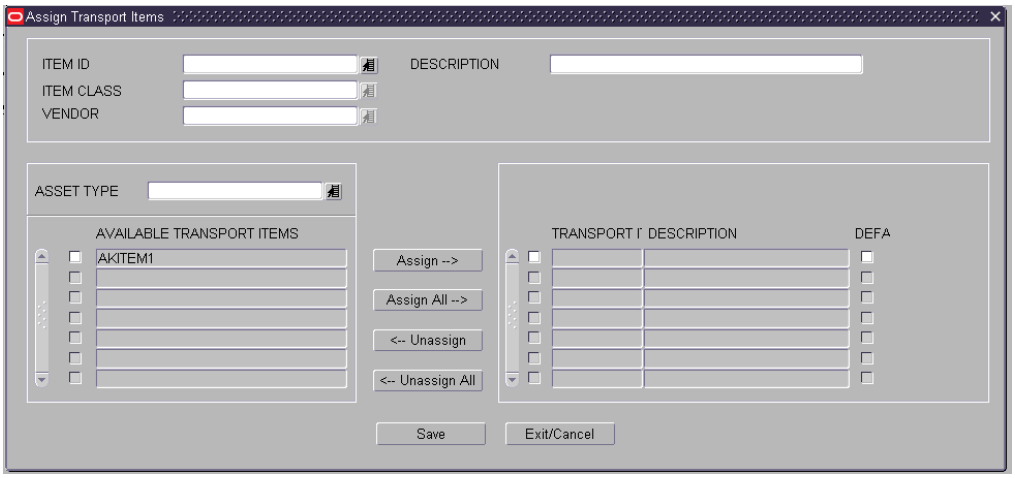


Transport Asset Item Editor Window

Assign by Item/Item Class/Vendor

To assign by item:

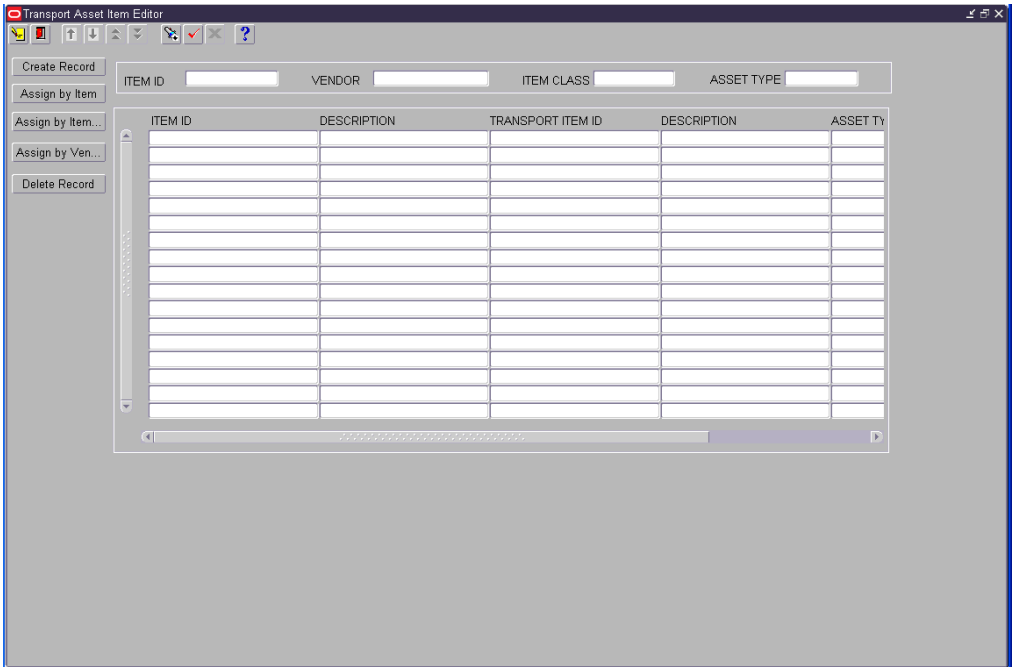
1. Click **Assign by Item** or **Assign by Item Class** or **Assign by Vendor**. The Assign Transport Items window opens.



Assign Transport Items Window

2. Enter the Item ID, if applicable.
3. Enter the Description, if applicable.
4. Enter the Item Class, if applicable.
5. Enter the Vendor, if applicable.
6. Enter the Asset Type, if applicable.
7. Select the available transport items to assign and click **Assign**.
8. Click **Save**.

9. Click **Exit**. The Transport Asset Item Editor window reappears.



Transport Asset Item Editor Window

Delete an Item

To delete a transport asset item:

1. Select a transport asset item.
2. Click **Delete Record**.

Exit the Transport Asset Editor window

- Click the exit  button to close the window.

Door Load Type Editor

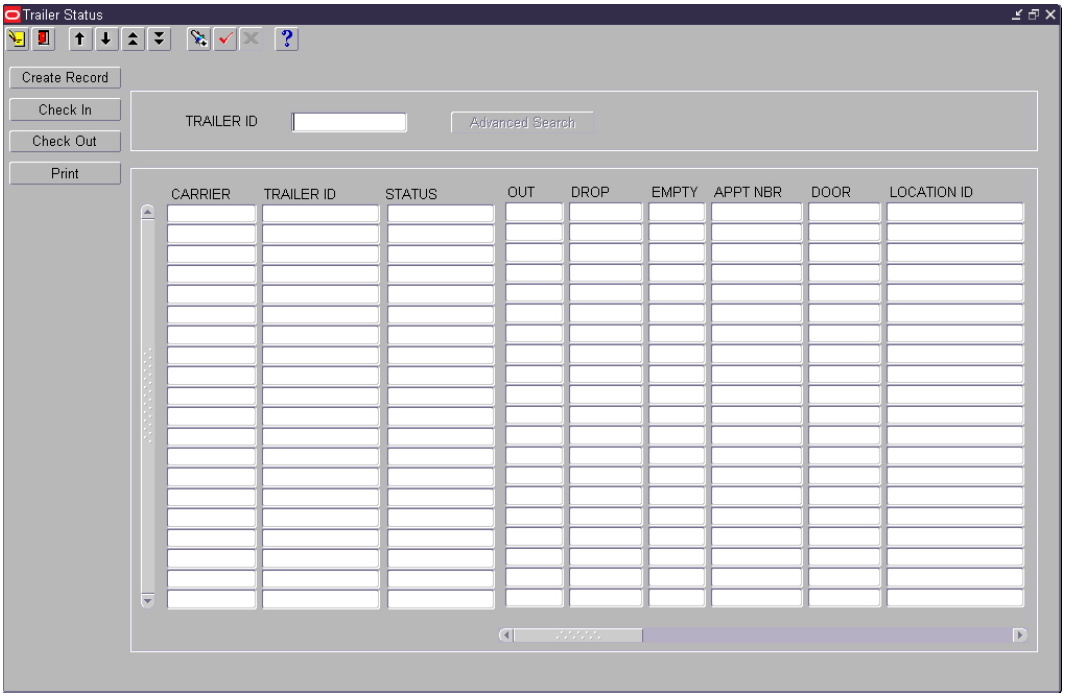
This window allows the user to set load types per door.

Door Zone Editor

This screen allows the user to create or delete a door zone record.

Maintain Trailer Status

Navigate: From the main menu, select Trailer Management > Trailer Status. The Trailer Status window opens.



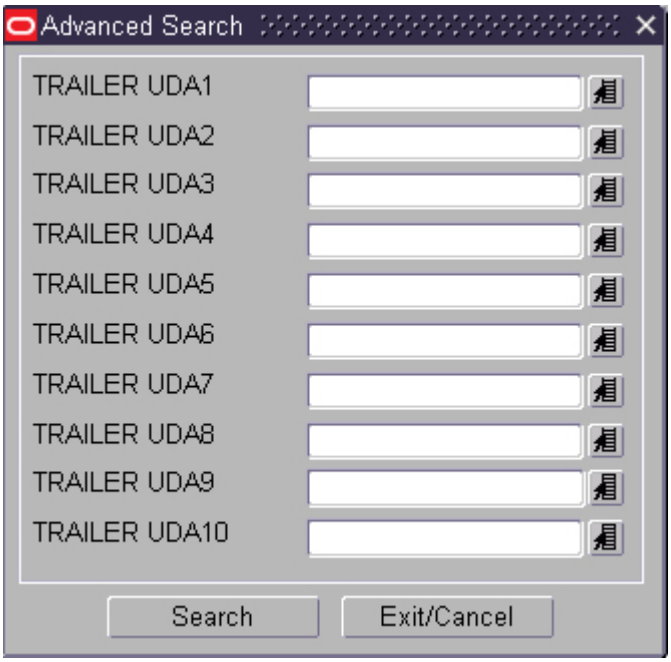
Trailer Status Window

Display All Trailers

- Click the execute query  button.

Display a Subset of Trailers

1. If any trailers are currently displayed, click the clear button.
2. Click the enter query button.
3. Click Advance Search. The Advanced Search window opens.

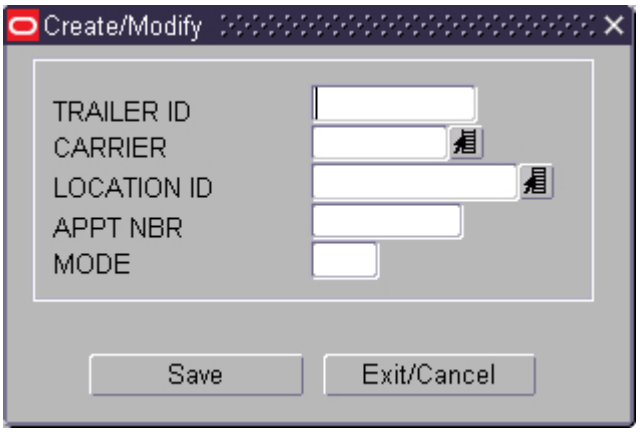


Advanced Search Window

4. In the criteria fields, enter a partial ID, or click the LOV button and select the criterion.
5. Click Search. The trailers appear on the Trailer Status window.

Add a Trailer

1. On the Trailer Editor window, click **Create Record**. The Create/Modify window opens.



Create/Modify Window

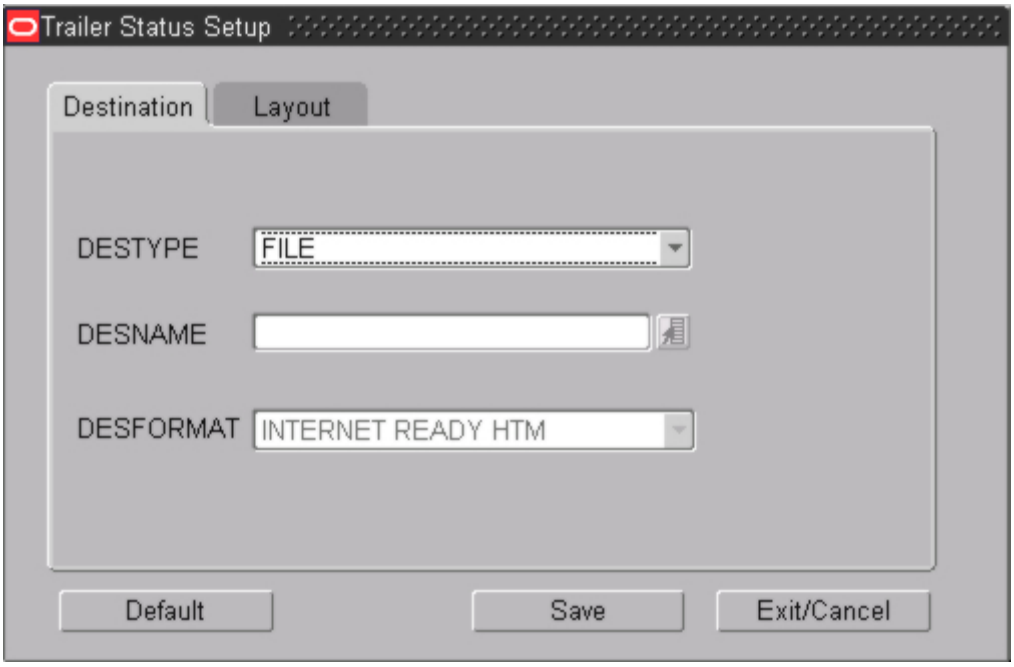
2. In the Trailer ID field, enter the ID of the trailer.
3. In the Carrier field, enter the code for the carrier, or click the LOV button and select the carrier.
4. In the Location ID field, enter the ID of the yard location, or click the LOV button and select the location.
5. In the Appt NBR field, enter the appointment number, or click the LOV button and select the number.
6. In the Mode field, enter the mode for the trailer.
7. Click **Save** to save the changes and close the Create/Modify window.

Edit the Status of a Trailer

1. On the Trailer Status window, select the trailer that you want to edit.
2. Click **Check In** to change the status of a trailer from Scheduled to Arrived Inbound or from Checked-out to Unloaded.
   Click **Check Out** to change the status of a trailer from Shipped or Unloaded to Checked Out.

Generate the Trailer Status Report

1. On the Trailer Status window, click **Print**. The Trailer Status Setup window opens.



Trailer Status Setup Window

2. In the Destype field, select the type of destination.
3. In the Desname field, select the name of the destination.

> **Note:** To return to the default settings, click Default.

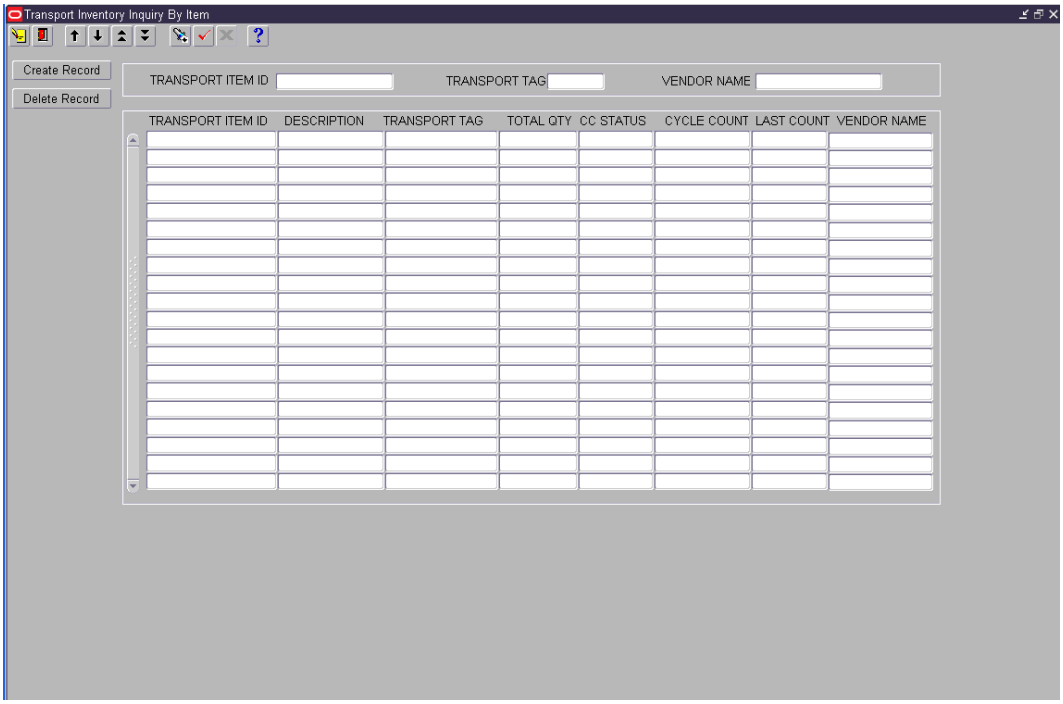
4. To view the layout of the report, click on the Layout tab.
5. Click **Save**. The report is sent to the selected destination.

Exit the Trailer Status Window

- Click the exit  button to close the window.

Maintain Transport Inventory Inquiry by Item

Navigate: From the main menu, select Inventory Management > Transport Inventory Inquiry Item. The Transport Inventory Inquiry by Item window opens.



Transport Inventory Inquiry by Item window

View an Item

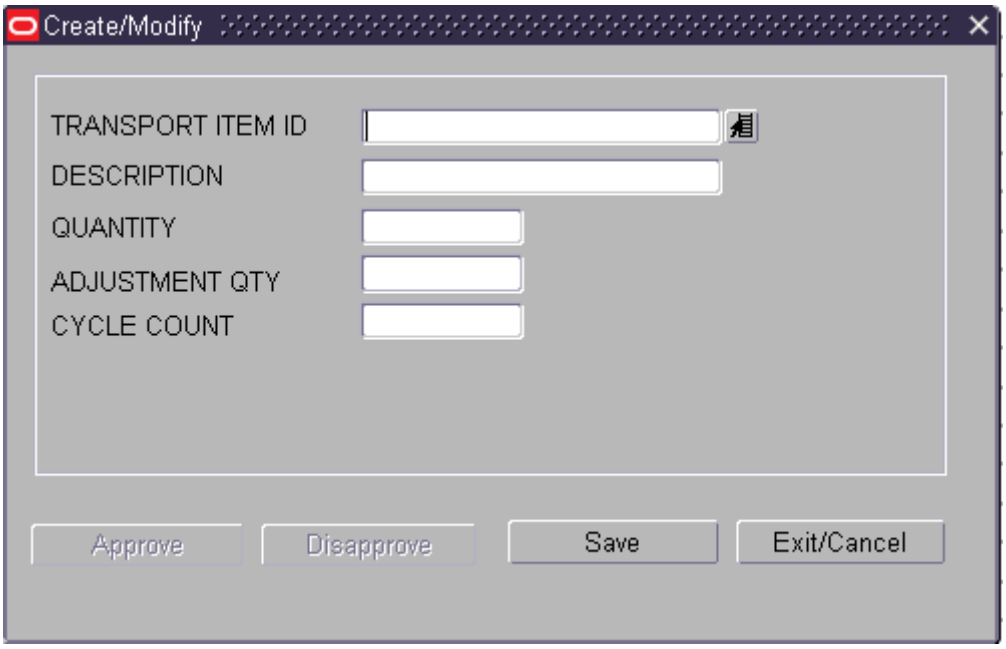
1. If an item is currently displayed, click the clear button.
2. Click the enter query button.
3. To search for an item by:
   - Transport Item ID: In the Transport Item ID field, enter the ID of the item, or click the LOV button and select the item.
   - Transport: In the Transport field, enter the Transport's ID, or click the LOV button and select the item.
   - Vendor Name: In the Vendor Name field, enter the name of the vendor, or click the LOV button and select the item.
   - Asset Type: In the Asset Type field, enter the type in the field, or click the LOV button and select the item.
4. Click the execute query button. The details for the selected item appear.

Create an Item

> **Note:** Asset item must be set up on the Transport Asset Editor prior to creating inventory.

To create a transport asset item:

1. Click **Create Record**. The Create/Modify window opens.

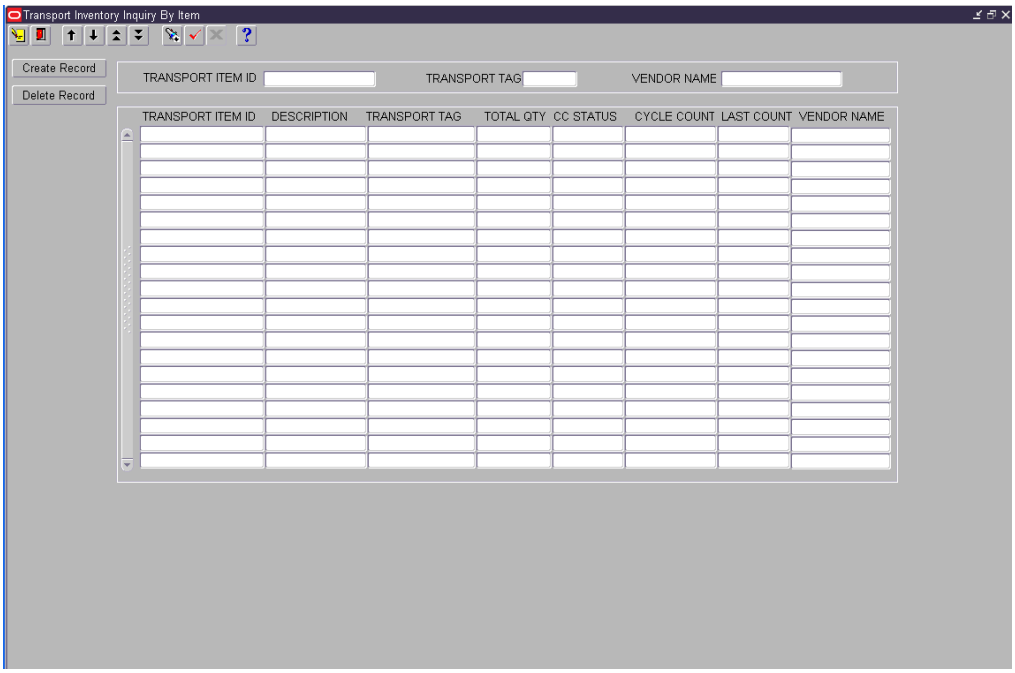


Create/Modify Transport Inventory Inquiry by Item window

2. Enter the Transportation Item ID.
3. Enter the Description.

> **Note:** This will be populated once the transport item id is entered.

4. Enter the Quantity.
5. Enter the Adjustment Qty.
6. Enter the Cycle Count.
7. Click **Save**.
8. Click **Exit**. The Transport Inventory Inquiry by Item window reappears.

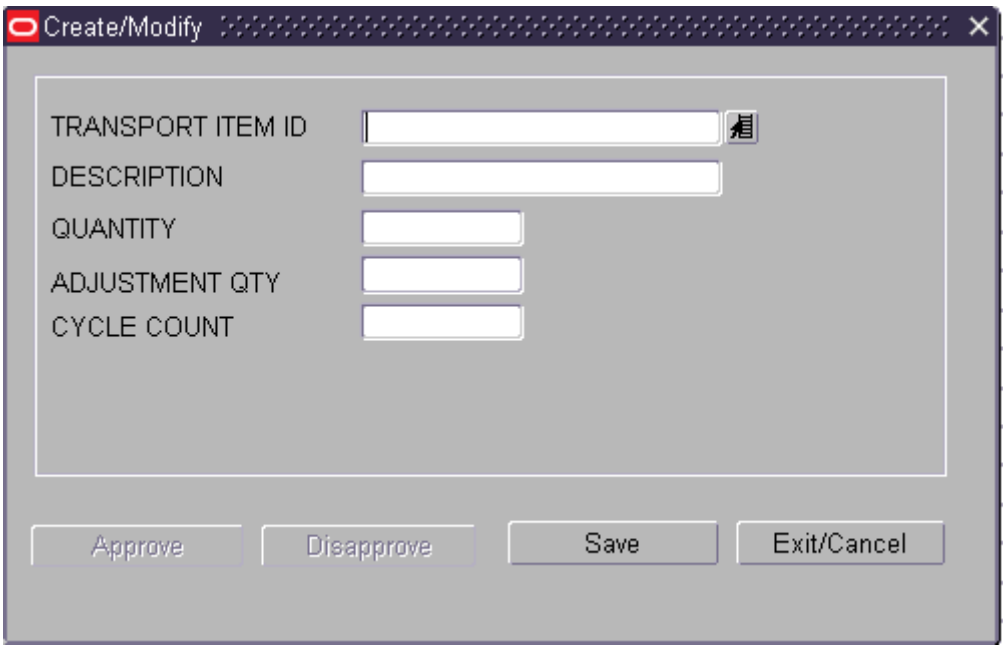


Transport Inventory Inquiry by Item window

Modify an Item

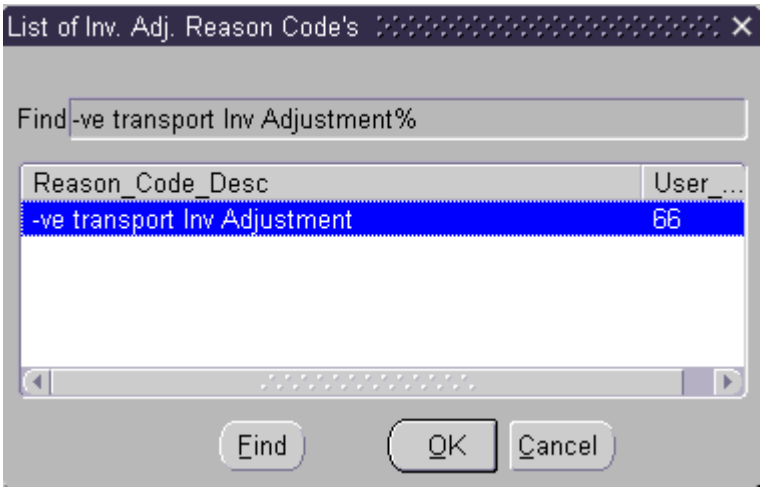
To modify a transport asset item:

1. Search for an item and double-click it to open the Modify window. The Create/Modify window opens.



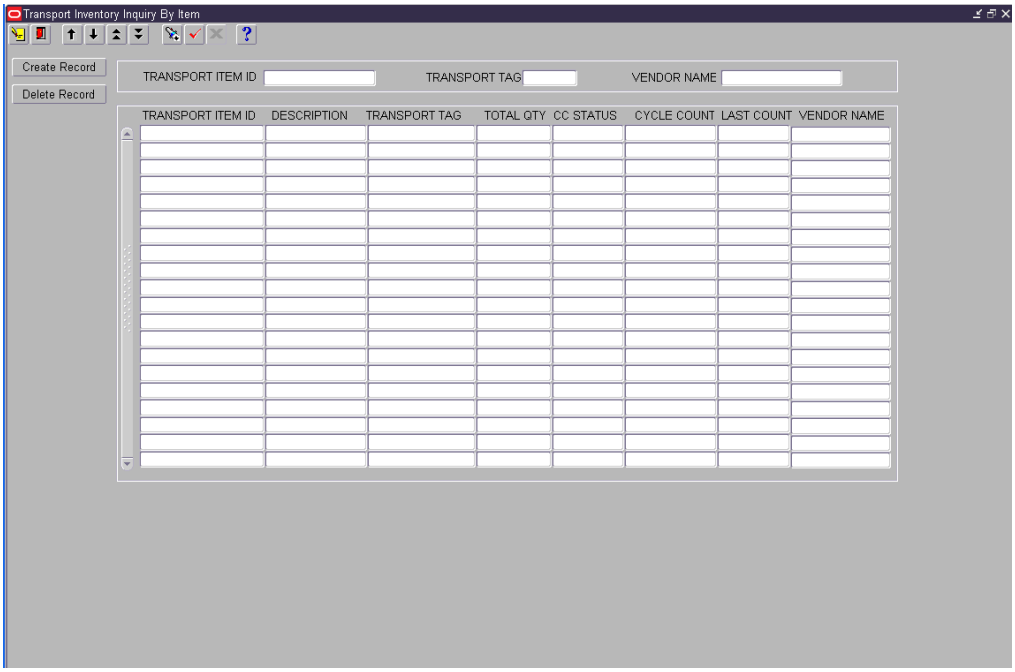
Create/Modify Transport Inventory Inquiry by Item window

2. Enter the Cycle Count number.
3. Click **Approve**. The List of Inv. Adj. Reason Codes window opens.



List of Inv. Adj. Reason Codes window

4. Select a reason.
5. Click **OK**. The Transport Inventory Inquiry by Item window reappears.



Transport Inventory Inquiry by Item window

Delete an Item

To delete a transport asset item:

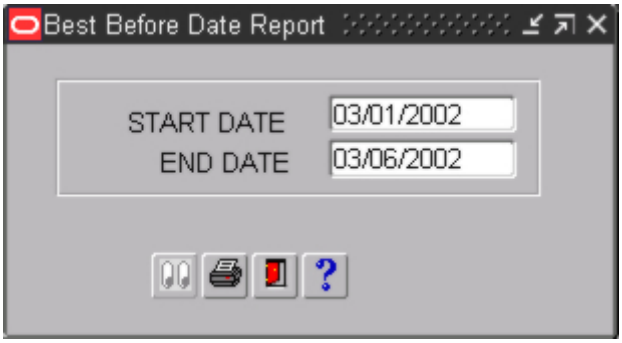
1. Select a transport asset item.
2. Click **Delete Record**.

Exit the Transport Inventory Inquiry by Item window

- Click the exit button to close the window.

Generate the Best Before Date Report

Navigate: From the main menu, select Inventory Management > Reports > Best Before Date Report. The Best Before Date Report window opens.

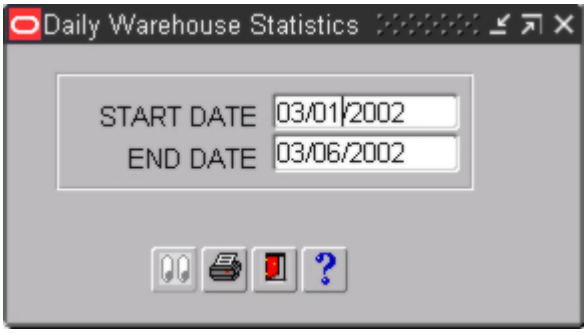


Best Before Date Report Window

1. In the Start Date and End Date fields, enter the range of dates that you want to include in the report.
2. Click the print button. The report is sent to the default destination.

Generate the Daily Warehouse Statistics Report

Navigate: From the main menu, select Inventory Management > Reports > Daily Warehouse Statistics - Audit. The Daily Warehouse Statistics window opens.

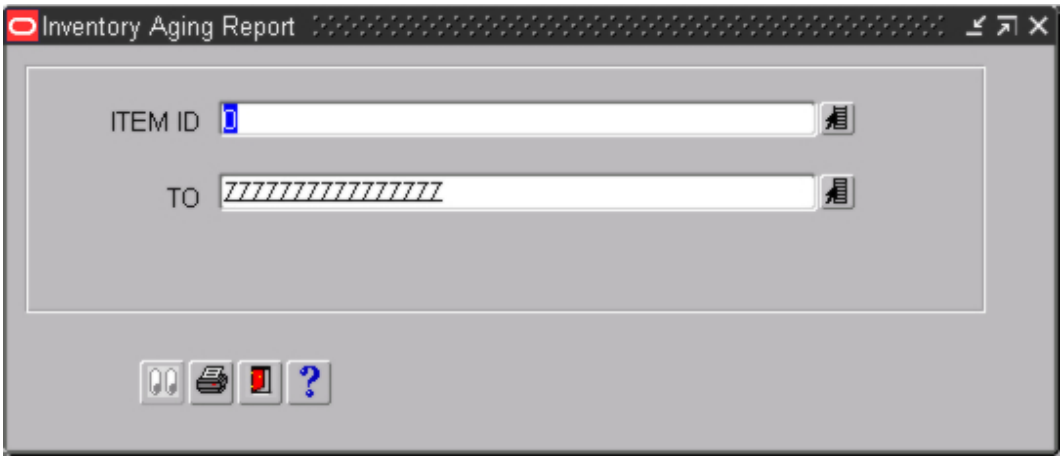


Daily Warehouse Statistics Window

1. In the Start Date and End Date fields, enter the range of dates that you want to include in the report.
2. Click the print button. The report is sent to the default destination.

Generate the Inventory Aging Report

Navigate: From the main menu, select Inventory Management > Reports > Inventory Aging. The Inventory Aging Report window opens.



Inventory Aging Report Window

1. In the Item ID and To fields, select the range of items to be included in the report:
   - To include all items, use the default entries of zero in the Item ID field and multiple Z's in the To field.
   - To include one item, enter the same item ID in both fields.
   - To include a range of items, select the lowest item ID in the Item ID field. Select the highest item ID in the To field. You can enter full or partial item IDs.
2. Click the print button. The report is sent to the default destination.

Generate the Inventory by Item Report

Navigate: From the main menu, select Inventory Management > Reports > Inventory by Item. The Inventory by Item Report window opens.

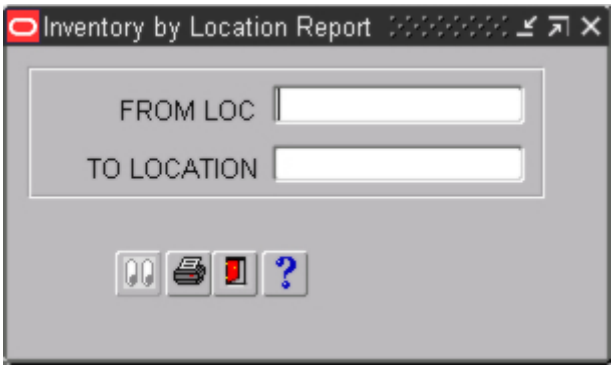


Inventory by Item Report Window

1. In the Item ID field, enter the ID of the item to be included in the report.
2. Click the print button. The report is sent to the default destination.

Generate the Inventory by Location Report

Navigate: From the main menu, select Inventory Management > Reports > Inventory by Location. The Inventory by Location Report window opens.



Inventory by Location Report Window

1. In the From Loc and To Location fields, enter the range of locations to be included in the report:
   - To include all locations, enter zero in the From Loc field and multiple Z's in the To Location field.
   - To include one location, enter the same location ID in both fields.
   - To include a range of locations, enter the lowest location ID in the From Loc field. Enter the highest location ID in the To Location field. You can enter full or partial location IDs.
2. Click the print button. The report is sent to the default destination.

Generate the Paper Pick Directives Report

Navigate: From the main menu, select Inventory Management > Pick Confirmation > Confirm Paper Unit Pick. The Confirm Paper Pick window opens.



Confirm Paper Pick Window

Display Unit Pick Directives

1. If any unit pick directives are currently displayed, click the clear  button.
2. Click the enter query  button.
3. In the Wave Nbr query field, enter the wave number, or click the LOV  button and select the wave.
4. In the Group ID query field, enter the group ID, or click the LOV  button and select the group.
5. Click the execute query  button. The unit pick directives that match the search criteria appear.

Generate the Paper Pick Directives Report

1. On the Confirm Paper Pick window, click **Print Report**. The Unit Pick Group Setup window opens.
2. In the Destype field, select the type of destination.
3. In the Desname field, select the name of the destination.

   Note: To return to the default settings, click **Default**.

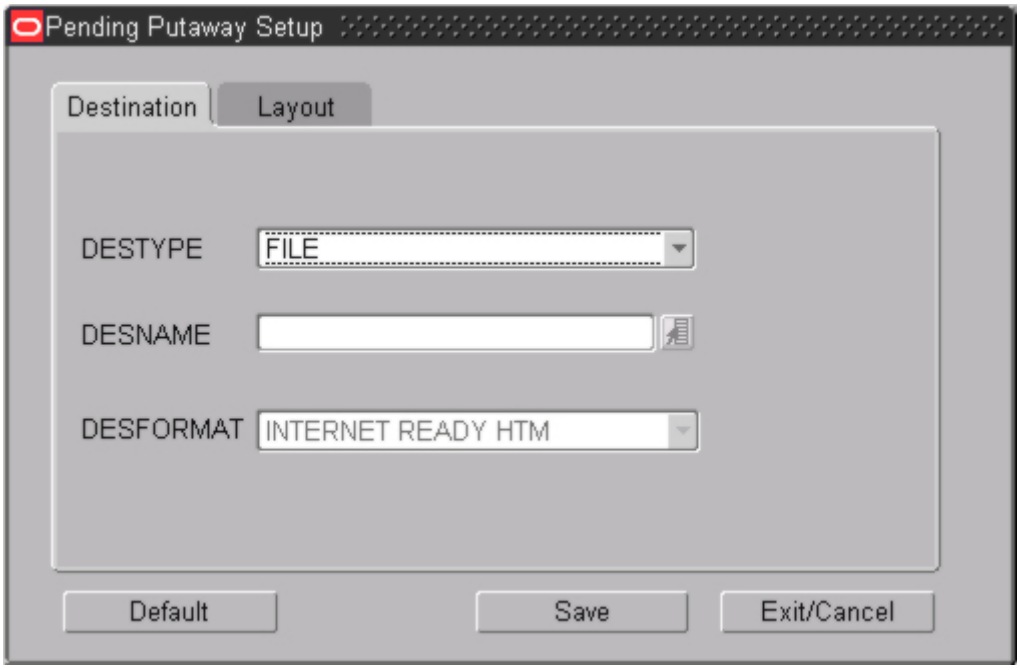
4. To view the layout of the report, click on the Layout tab.
5. Click **Save**. The report is sent to the selected destination.

Exit the Confirm Paper Pick Window

- Click the exit  button to close the window.

Generate the Pending Putaway Report

Navigate: From the main menu, select Inventory Management > Reports > Pending Putaways. The Pending Putaway Setup window opens.



Pending Putaway Setup Window

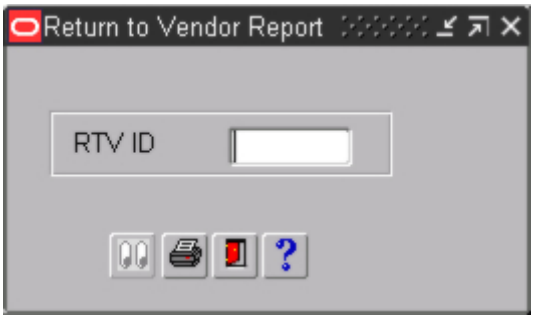
1. In the Destype field, select the type of destination.
2. In the Desname field, select the name of the destination.

   Note: To return to the default settings, click **Default**.

3. To view the layout of the report, click on the Layout tab.
4. Click **Save**. The report is sent to the selected destination.

Generate the Return to Vendor Advice Report

Navigate: From the main menu, select Inventory Management > Reports > Return to Vendor Advice. The Return to Vendor Report window opens.



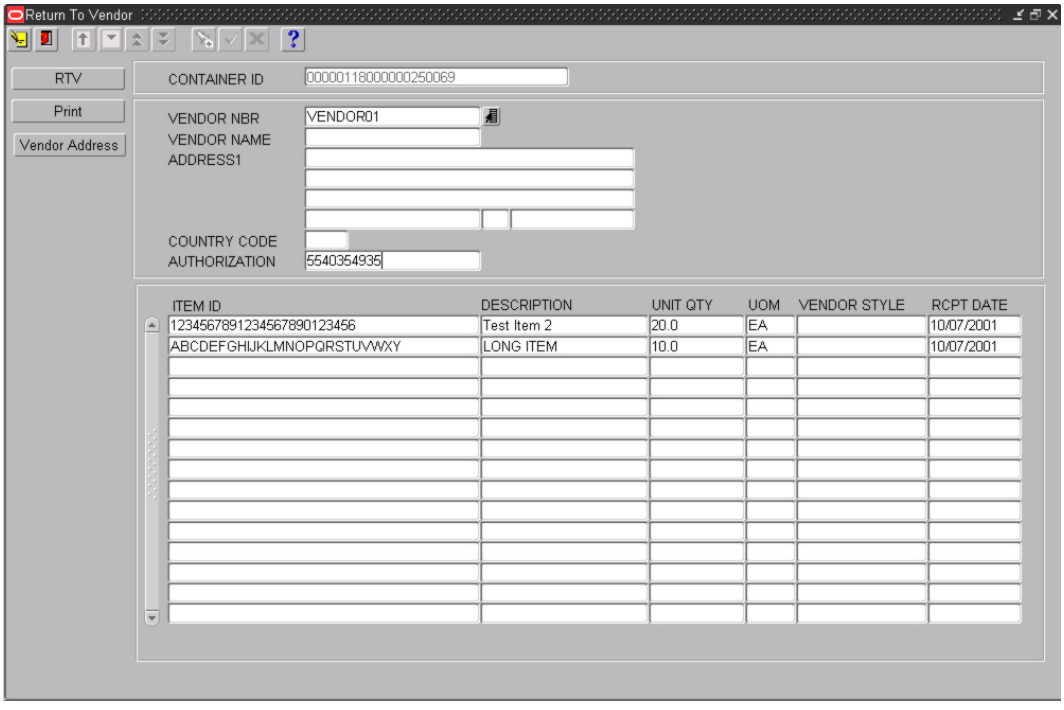
Return to Vendor Report Window

> **Note:** This report can also be generated when you process an RTV using the Return to Vendor window.

1. In the RTV ID field, enter the ID of the Return to Vendor record that you want to include in the report.
2. Click the print button. The report is sent to the default destination.

Generate the Return to Vendor Report

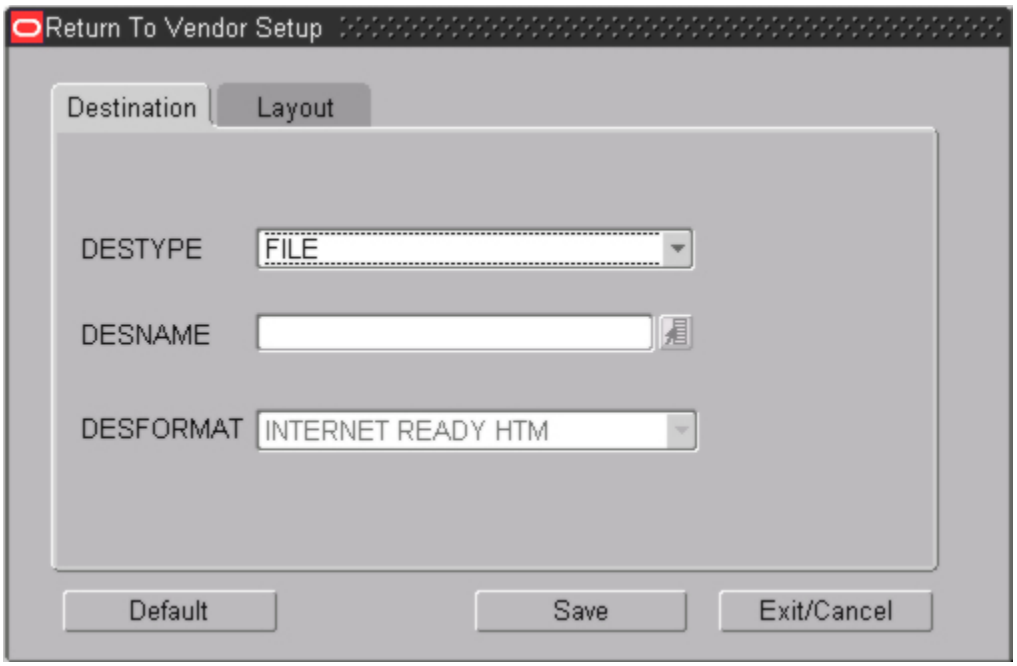
Navigate: From the main menu, select Inventory Management > Return to Vendor. The Return to Vendor window opens.



Return to Vendor Window

Note: You can also access this window from the Inventory Inquiry by Vendor window.

1. On the Return to Vendor window, enter the vendor number in the Vendor Nbr field.
2. In the Authorization field, enter the authorization number for the return.
3. Click **Print**. The Return to Vendor Setup window opens.



Return to Vendor Setup Window

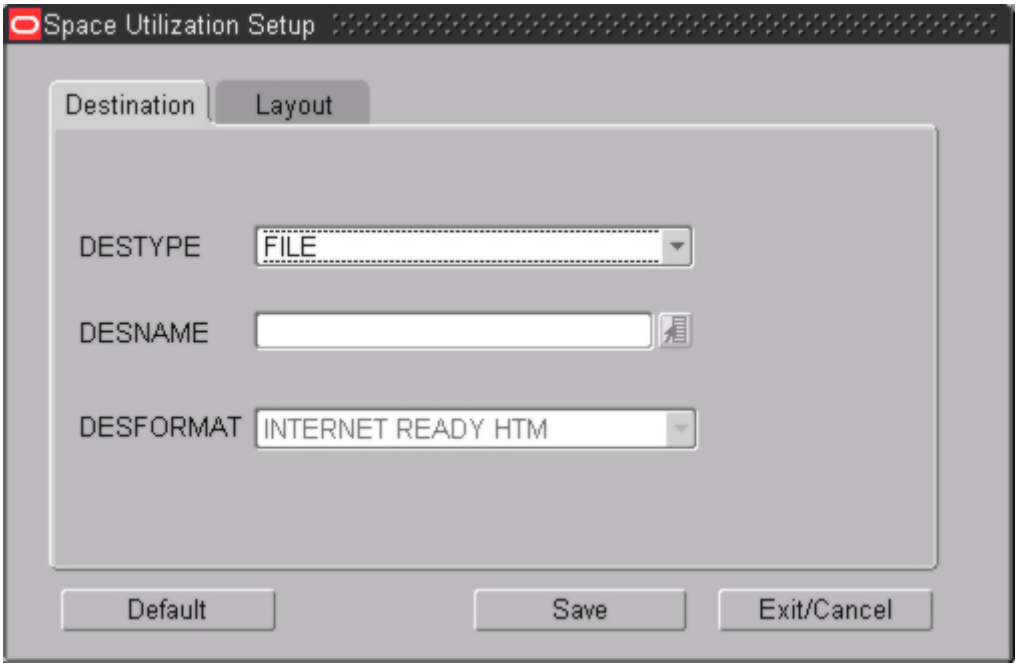
4. In the Destype field, select the type of destination.
5. In the Desname field, select the name of the destination.

Note: To return to the default settings, click **Default**.

6. To view the layout of the report, click on the Layout tab.
7. Click **Save**. The report is sent to the selected destination.

Generate the Space Utilization Report

Navigate: From the main menu, select Inventory Management > Reports > Space Utilization. The Space Utilization Setup window opens.



Space Utilization Setup Window

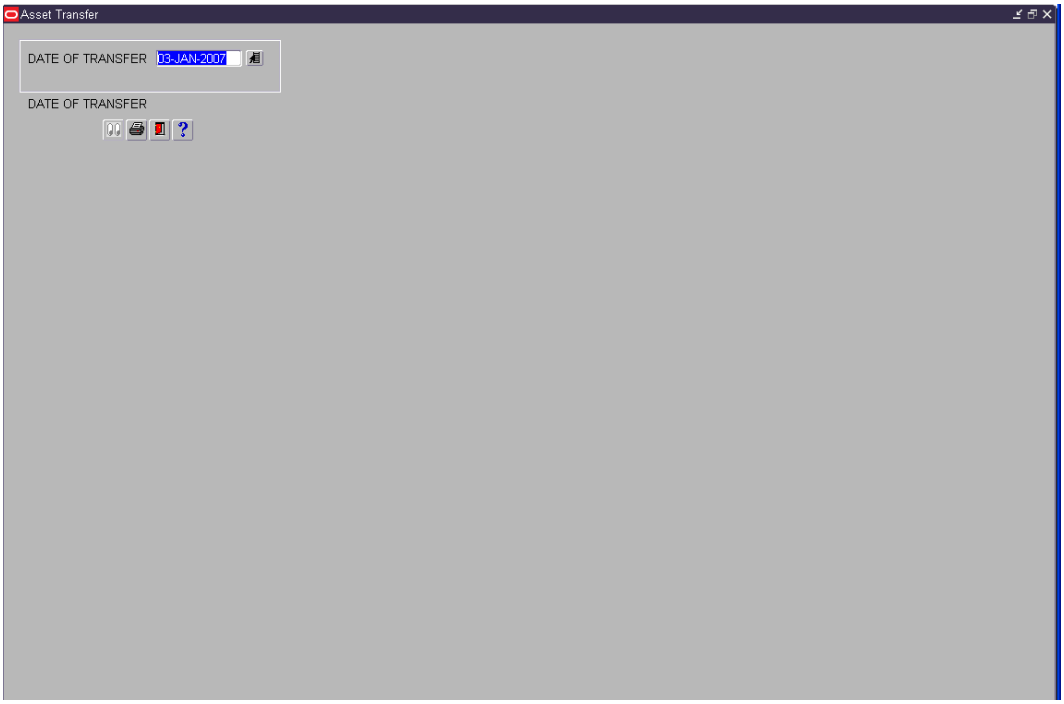
1. In the Destype field, select the type of destination.
2. In the Desname field, select the name of the destination.

> **Note:** To return to the default settings, click **Default**.

3. To view the layout of the report, click on the Layout tab.
4. Click **Save**. The report is sent to the selected destination.

Generate the Asset Transfer Report

Navigate: From the main menu, select Inventory Management > Reports > Asset Transfer. The Asset Transfer Report window opens.

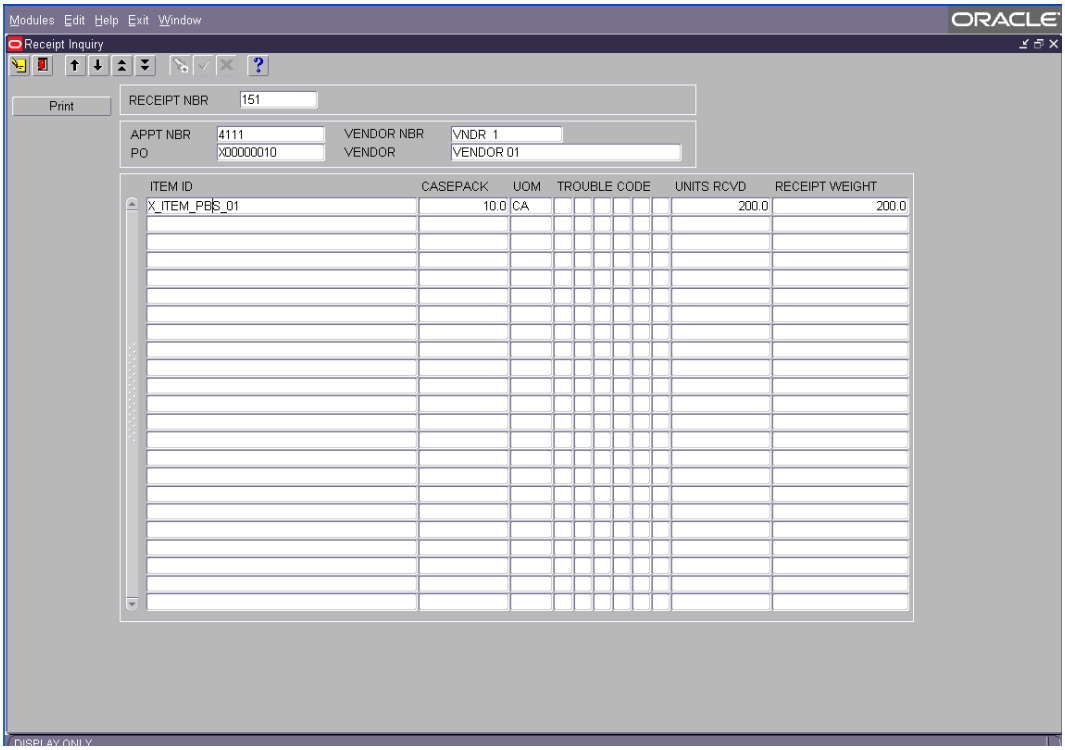


Generate Asset Transfer Report Window

1. In the Start Date and End Date fields, enter the range of dates that you want to include in the report.
2. Click the print button. The report is sent to the default destination.

Print Receipt Inquiry Report

Navigate: From the main menu, select **Receiving > Receipt Inquiry**. The Receipt Inquiry window opens.



Receipt Inquiry Window

1. On the Receipt Inquiry window, click the enter query button.
2. In the Receipt Nbr field, enter the ID of the returned container, or click the LOV button and select the container.
3. In the Item ID field, select the item.
4. Click the execute query button. The details of the return appear.
5. Click **Print**. The Receipt Inquiry report prints.
6. Click the exit button to close the Receipt Inquiry window.

Picking Overview

This screen allows the user to view the overall wave information for zones. Click **Refresh** to update the fields to their current status.

Putaway Overview window

This screen allows the user to view the putaway appointment information. Click **Refresh** to update the fields to their current status.

Receipt Inquiry Window

The Receipt Inquiry window allows you to generate a Receipt Inquiry report. The user is prompted to enter the receipt number.

The report summarizes the number of units received and the receipt weight.

Load Overview Window

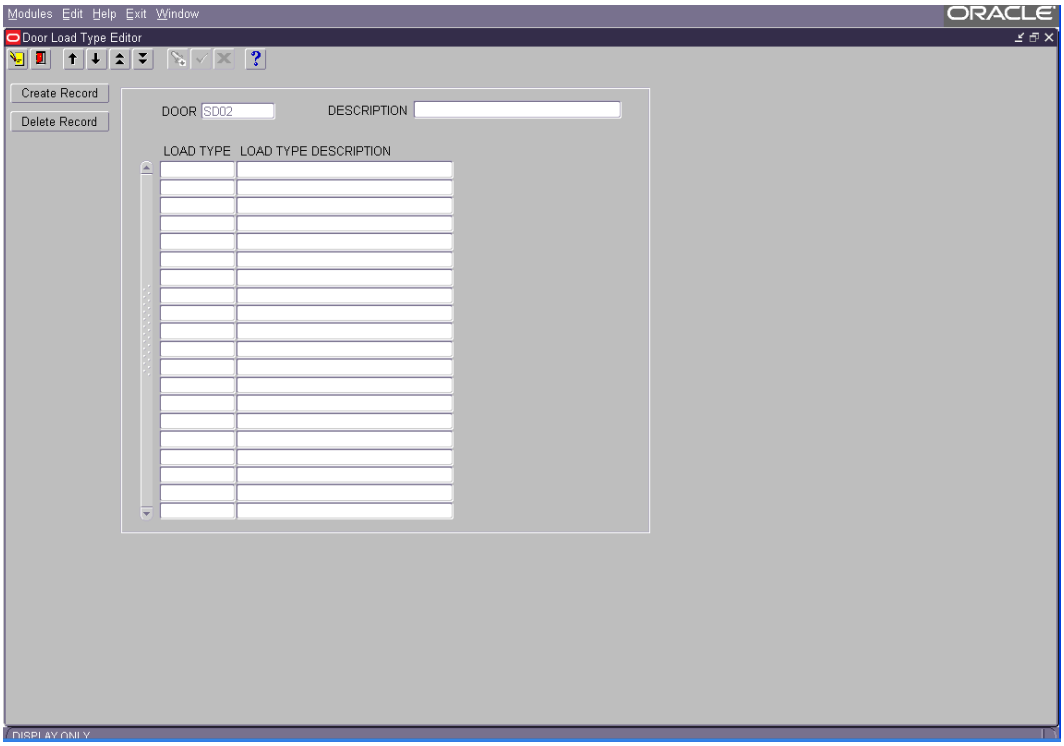
This screen allows the user to view the load information. Click **Refresh** to update the fields to their current status.

Location Reference Editor

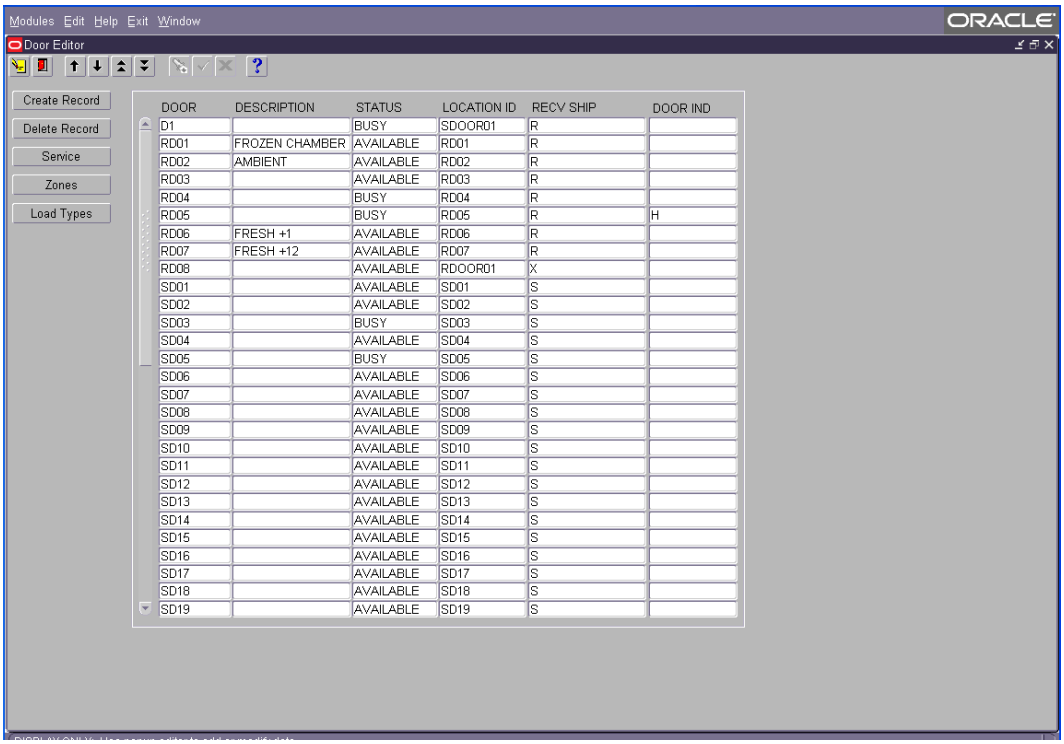
The Location Reference Editor allows you to maintain a list of location reference points.

Maintain Door Load Type Editor window

Navigate: From the main menu, select Support Functions > DC Setup > Door Editor. The current doors appear in the Door Editor window. Select a door, click **Load Types**. The Door Load Type Editor window opens.



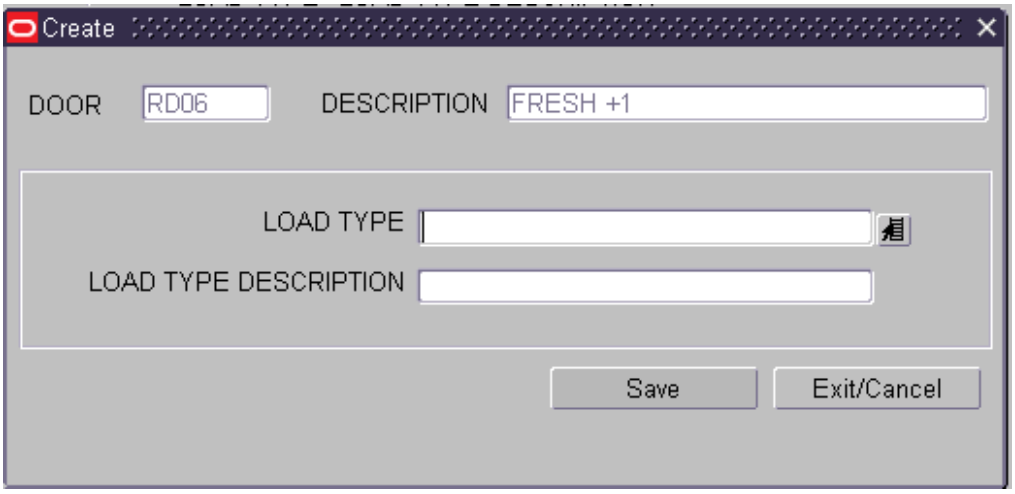
Door Load Type Editor window



Door Editor Window

Create/Edit a Record

1. On the Door Load Type Editor window, double-click the door that you want to create/edit. The Create/Modify window opens.



Create/Modify Load Type Window

2. Edit the enabled fields as necessary.
3. Click **Save** to save any changes and close the Create/Modify window.

Delete a Record

1. On the Door Load Type Editor window, select the door that you want to delete.
2. Click **Delete Record**.
3. When prompted to delete the record, click **Yes**.

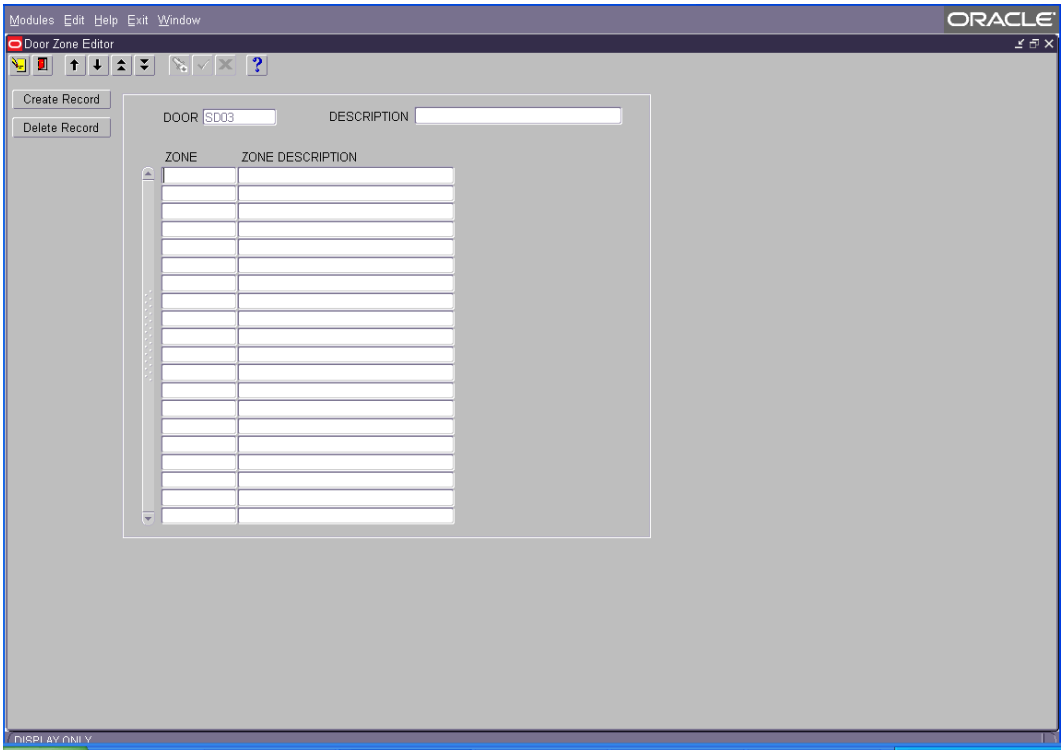
Exit the Door Load Type Editor Window

- Click the exit  button to close the window.

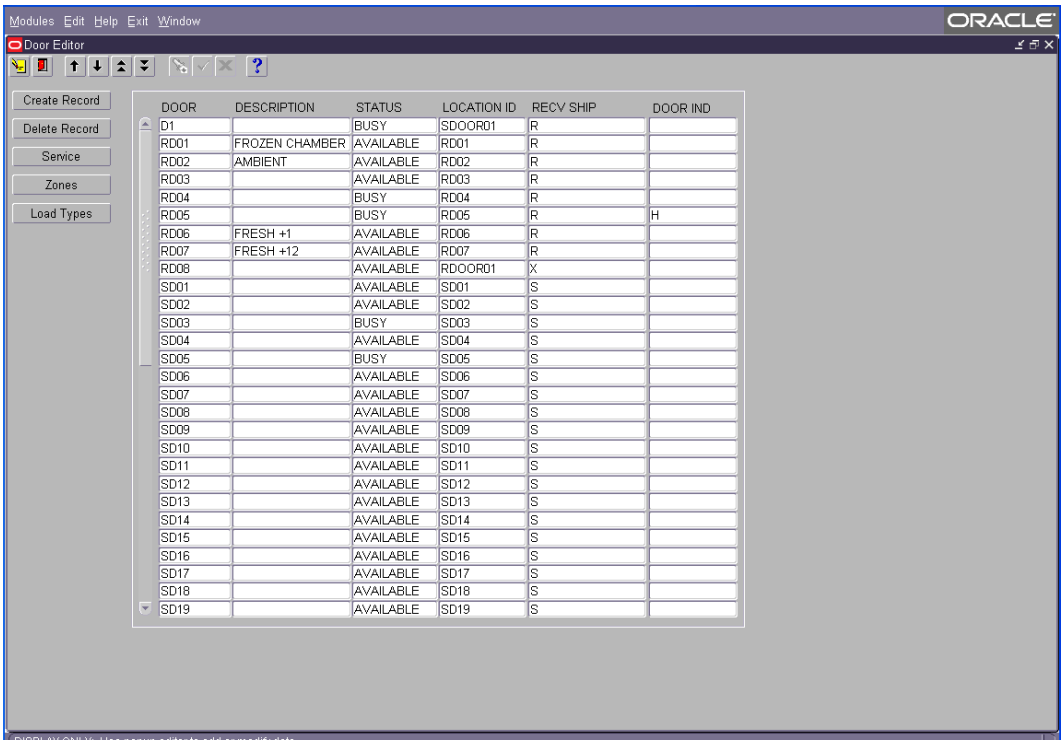
Maintain Door Zone Editor

Each receiving door may be associated with one or more "zones". When recommending/prioritizing doors for receiving appointments, the system will consider item put-away zones for items on the appointment and select doors based on the number of items with matching zones.

Navigate: From the main menu, select Support Functions > DC Setup > Door Editor. The current doors appear in the Door Editor window. Select a door, click **Zones**. The Door Zone Editor window opens.



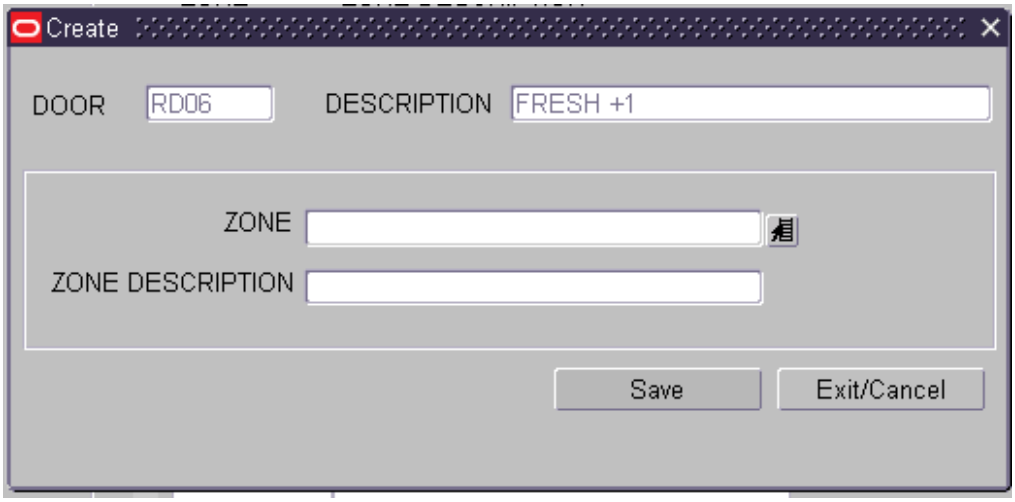
Zone Door Editor window



Door Editor Window

Create/Edit a Record

1. On the Door Zone Editor window, double-click the door that you want to create/edit. The Create/Modify window opens.



Create/Modify Window

2. Edit the enabled fields as necessary.
3. Click **Save** to save any changes and close the Create/Modify window.

Delete a Record

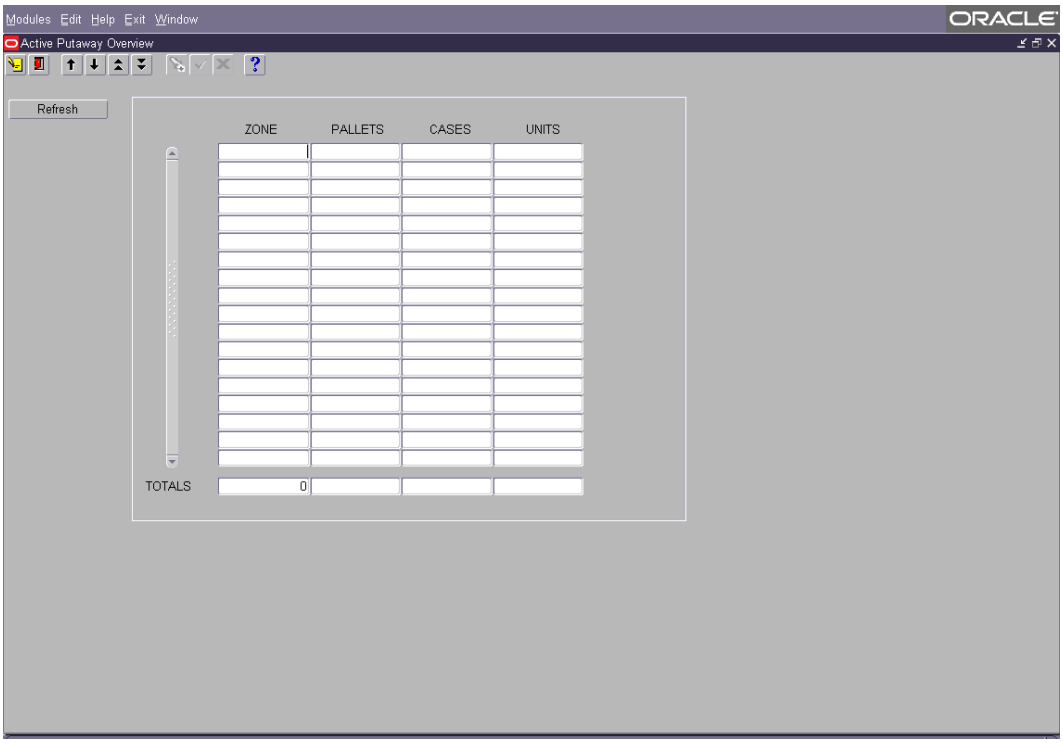
1. On the Door Zone Editor window, select the door that you want to delete.
2. Click **Delete Record**.
3. When prompted to delete the record, click **Yes**.

Exit the Door Zone Editor Window

- Click the exit button to close the window.

Maintain Load Overview

Navigate: From the main menu, select Operational Overview > Load Overview. The Load Overview window opens.



Load Overview Window

Display All Loads

- Click the execute query button.

Display a Load

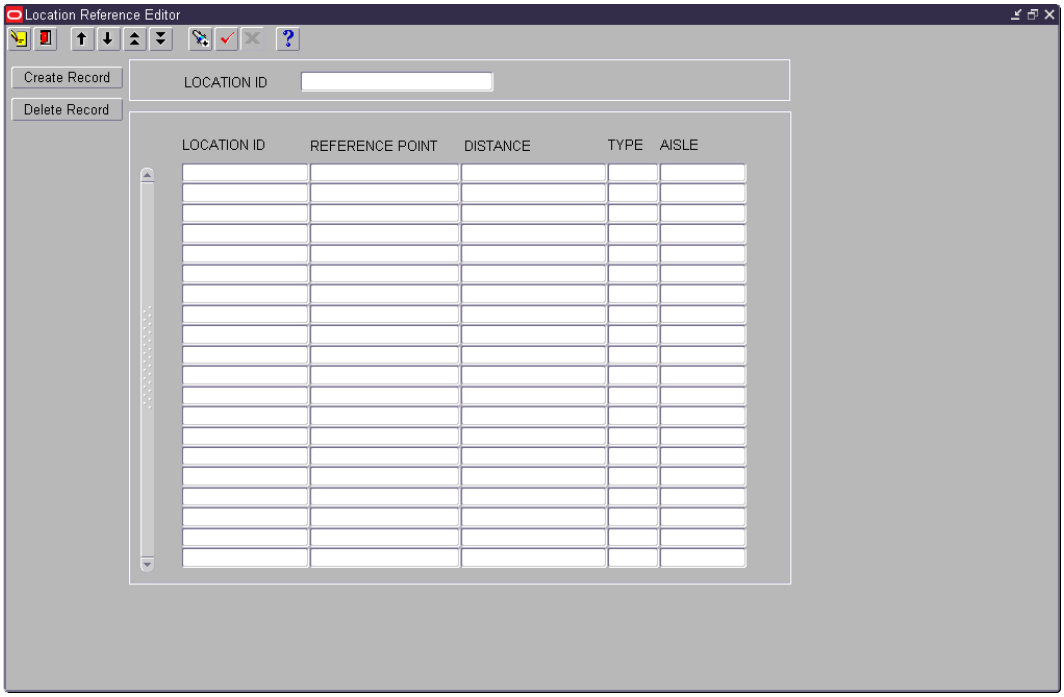
1. If any loads are currently displayed, click the clear button.
2. Click the enter query button.
3. Enter information in the appropriate query field.
4. Click the execute query button. The selected loads display.

Exit the Load Overview Window

- Click the exit button to close the window.

Maintain Location References

Navigate: From the main menu, select Support Functions > DC Setup > Location Setup > Location Reference Editor. The Location Reference Editor window opens.



Location Reference Editor Window

Display all Location Reference Points

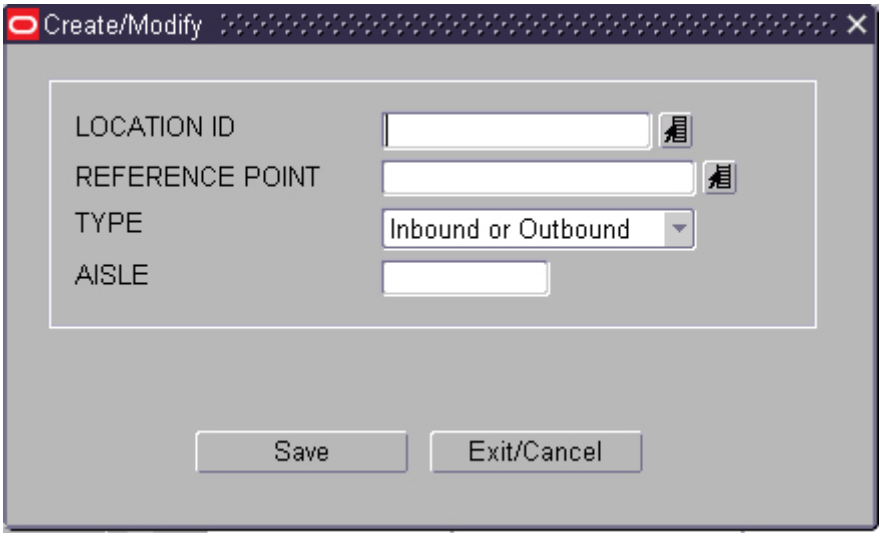
- Click the execute query button.

Display a Location Reference Point

1. If any location references are currently displayed, click the clear button.
2. Click the enter query button.
3. In the Location ID query field, enter the ID of the location, or click the LOV button and select the location ID.
4. Click the execute query button. The location references that match the search criterion opens.

Edit a Location Reference

1. On the Location Reference Editor window, double-click the reference point that you want to edit. The Create/Modify window opens.



Create/Modify Window

2. Edit the fields as necessary.
3. Click **Save** to save any changes and close the Create/Modify window.

Add a Location Reference Point

1. On the Reference Editor window, click **Create Record**. The Create/Modify window opens.
2. Enter a Location ID, or click the LOV button and select the location ID.
3. Enter a Reference Point, or click the LOV button and select the location ID.
4. Select a Type:
   - Inbound or Outbound
   - Outbound Only
   - Inbound Only
5. Enter an aisle for the reference.
6. Click **Save** to save any changes and close the Create/Modify window.

Delete a Location Reference

1. On the Location Reference Editor window, select the reference that you want to delete.
2. Click **Delete Record**.
3. When prompted to delete the record, click **Yes**.

Exit the Location Reference Editor Window

- Click the exit  button to close the window.

Inventory Management Overview

The Inventory Management module provides you with detailed views and reports of the current inventory situation. Inventory can be maintained by container and locations can be marked for cycle counts.

Requests can be entered manually to fill forward pick locations to capacity. The system reviews other replenishment requests before determining the quantity necessary to fill such locations. You can also enter requests to deactivate or consolidate forward pick locations.

Business Process

Inventory can be looked at in a variety of ways. You can view inventory by:

- Item: Look up where an item is stored. You can mark locations for cycle count.
- Location: Look up which items are stored in a location. You can mark the location for cycle count.
- Purchase order: Look up items that are associated with a purchase order and their current locations. You can mark locations for cycle count.
- Vendor: Look up containers that are associated with a vendor and the current locations of the containers.
- Container: Look up items by container and the current location of the container. You can view the child containers of a parent container or the parent container of a child container.
- Summaries: Look up container and unit totals by a variety of search criteria, then select how you want to view the details.

Containers and the items within them can be maintained. You can add and delete containers in inventory, add and delete the items within a container, or split an item between containers.

Items may be transferred from one item ID to another. Inventory is adjusted automatically to account for the loss of inventory under the previous item ID and the gain in inventory under the new item ID.

As new items are received from the host system, you can apply the appropriate item class to each new item. The items inherit the defaults, processes, and equipment classes of the item class to which they are assigned.

Containers can be marked for return to vendor. You can select or enter the return address for the vendor.

Paper picks can be confirmed or the pick directives may be purged from the system. This pertains to unit pick, pick to belt, and pick to pallet activities.

You can look up the locations that are marked for cycle counts. The locations may have been manually marked (MM) or system selected (SS).

Units of measure and their conversion factors can also be viewed.

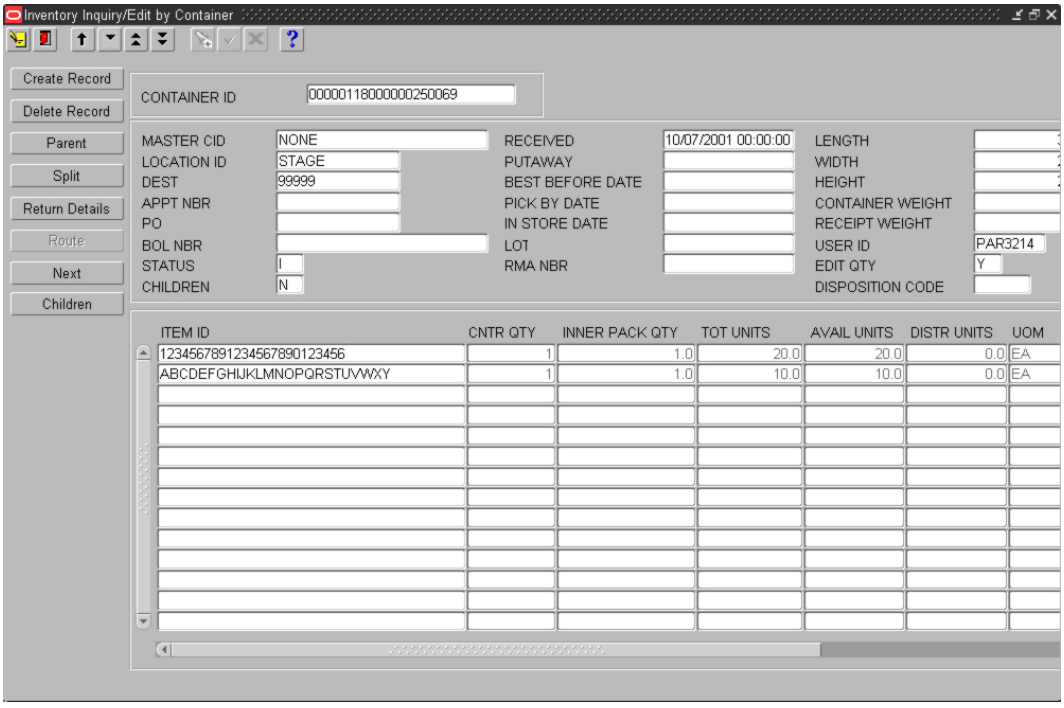
Reports

The following reports are available in the Inventory Management module:

- Best Before Date report: Provides a list of best before dates by container for a specified range of dates.
- Daily Warehouse Statistics report: Provides a list of the number of units processed, containers processed, and operations performed by activity for a specified range of dates.
- Inventory Aging report: Provides a count of the units held in inventory for increasing periods of time. Time periods range from 0-30 days up to 120+ days for a specified range of items.
- Inventory by Item report: Provides a count of containers, inner packs, and units for each location where a specified item can be found.
- Inventory by Location report: Provides a count of containers, units, available units, distributed units, and inner packs by item for a specified range of locations.
- Paper Pick Directives report: Provides pick directives for unit picks.
- Pending Putaway report: Provides a list of all received merchandise to be put away.
- Return to Vendor report: Provides a list of RTV IDs and container IDs for a specified vendor and authorization number.
- Return to Vendor Advice report: Provides a vendor's return address and item information for a specified RTV.
- Space Utilization report: Provides a list of underutilized storage locations, including their maximum capacity by cube or standard unit.

Maintain Inventory by Container

Navigate: From the main menu, select Inventory Management > Inventory Inquiry/Edit by Container. The Inventory Inquiry/Edit by Container window opens.



Inventory Inquiry/Edit by Container Window

> **Note:** You can also access this window from the following windows: Inventory Inquiry by Item, Inventory Inquiry by Location, Inventory Inquiry by Order, Inventory Inquiry by Vendor, WIP Audit Outbound, and Stock Order Inquiry Screen.

Display Inventory by Container

1. If inventory for a container is currently displayed, click the clear button.
2. Click the enter query button.
3. In the Container ID query field, enter the container ID, or click the LOV button and select the container.
4. Click the execute query button. The inventory for the selected container is displayed.

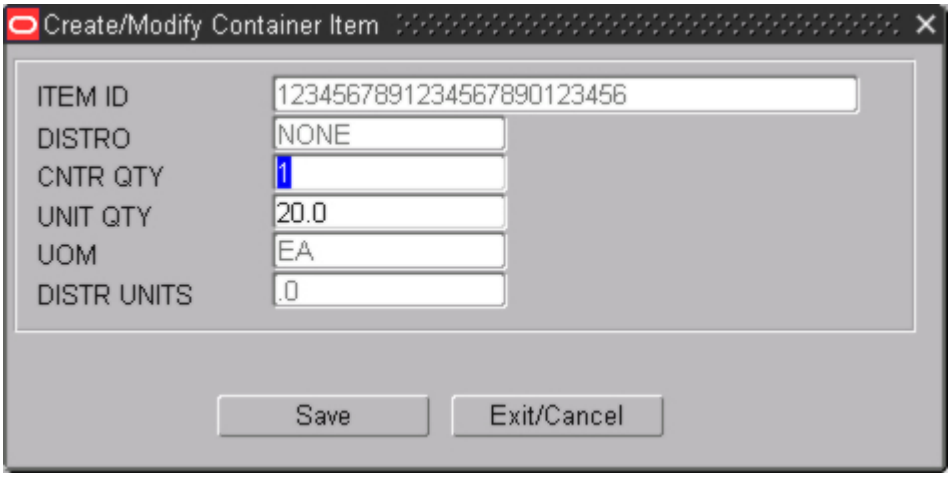
> **Note:** There are three blocks in this window. From top to bottom, they are referred to as the Query block, Container block, and Item block.

Edit a Container

1. On the Inventory Inquiry/Edit by Container window, click **Next** to place the cursor in the Container block.
2. Double-click any field in the Container block. The Create/Modify Container window opens.
3. Edit the enabled fields as necessary.
4. Click **Save** to save any changes and close the Create/Modify Container window.

Edit an Item in a Container

1. On the Inventory Inquiry/Edit by Container window, click **Next** to place the cursor in the Item block.
2. Double-click any field in the Item block. The Create/Modify Container Item window opens.



Create/Modify Container Item Window

3. Edit the container quantity and unit quantity as necessary.
4. Click **Save** to save the changes.
5. When prompted to select a reason for the adjustment, select the reason and click **OK**.

Split an Item Between Containers

1. On the Inventory Inquiry/Edit by Container window, click **Next** to place the cursor in the Item block.
2. Select the item that you want to split.
3. Click **Split**. The Split Container window opens.
4. In the Container field, enter the ID of a new or existing container.
5. In the Unit Qty field, enter the number of items to be placed in the container.
6. Click **Save** to save the changes and clear the fields.
7. Add any additional splits as necessary.
8. When done, click **Exit/Cancel** to close the Split Container window.

Add a Container

1. On the Inventory Inquiry/Edit by Container window, click **Next** to place the cursor in the Container block.

   Note: The cursor may also be in the Query block.

2. Click **Create Record**. The Create/Modify Container window opens.
3. In the Master CID field, enter the ID of the master, or parent, container if applicable.
4. In the Type field, enter the type of container, or click the LOV  button and select the type.
5. If there is no master container, enter the location ID for the container in the Location ID field.
6. Edit the default dimensions as necessary.
7. In the Container Weight field, enter the weight of the empty container.
8. If the container holds a perishable item, enter the best before date in the Best Before Date field.
9. Click **Save** to save the changes and close the Create/Modify Container window.

Add an Item to a Container

1. On the Inventory Inquiry/Edit by Container window, click **Next** to place the cursor in the Item block.
2. Click **Create Record**. The Create/Modify Container Item window opens.
3. In the Item ID field, enter the item ID of the item in the container.
4. In the Cntr Qty field, enter the number of child containers.
5. In the Unit Qty field, enter the number of units.
6. Click **Save** to save the changes.
7. When prompted to select a reason for the adjustment, select the reason and click **OK**.

Delete a Container

1. On the Inventory Inquiry/Edit by Container window, click **Next** to place the cursor in the Container block.
2. Click **Delete Record**.
3. When prompted to delete the record, click **Yes**.
4. When prompted to select a reason for the adjustment, select the reason and click **OK**.

Delete an Item from a Container

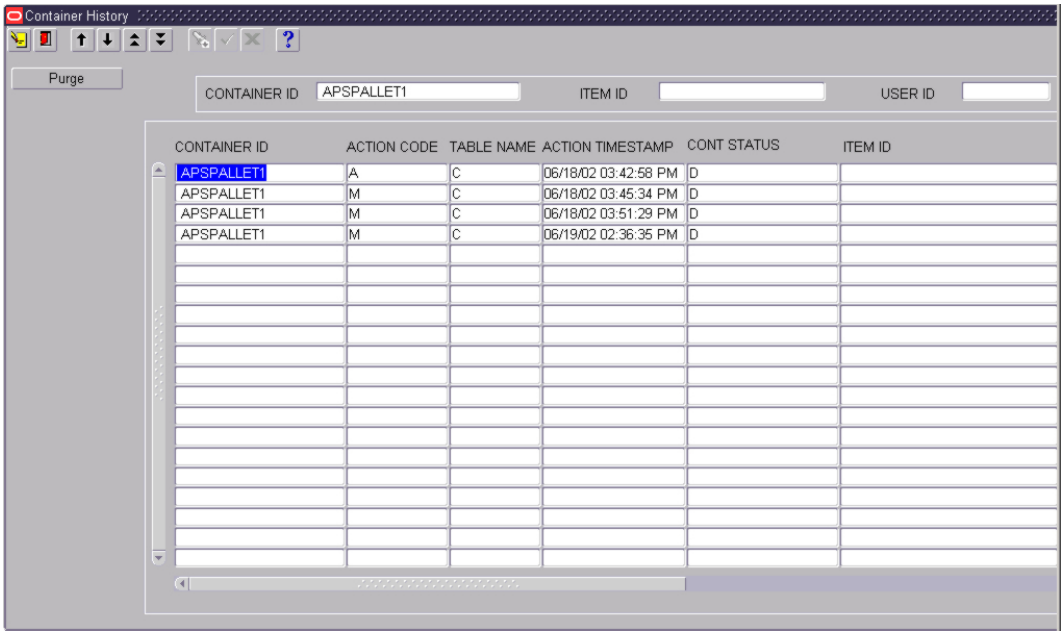
1. On the Inventory Inquiry/Edit by Container window, click **Next** to place the cursor in the Item block.
2. Click **Delete Record**.
3. When prompted to delete the record, click **Yes**.

Exit the Inventory Inquiry/Edit by Container Window

- Click the exit  button to close the window.

Monitor Container History

Navigate: From the main menu, select Inventory Management > Container History. The Container History window opens.



Container History Window

Display all Historical Records

Note: Due to the large volume of records that might be retrieved, it is recommended that you enter criteria in order to restrict the results.

- Click the execute query button.

Display a Subset of Historical Records

1. If any records are currently displayed, click the clear button.
2. Click the enter query button.
3. Enter criteria in one or more of the query fields.
4. Click the execute query button. The historical records that match the criteria appear.

Purge Historical Records

1. On the Container History window, click **Purge**. The Purge Data window opens.



Purge Data Window

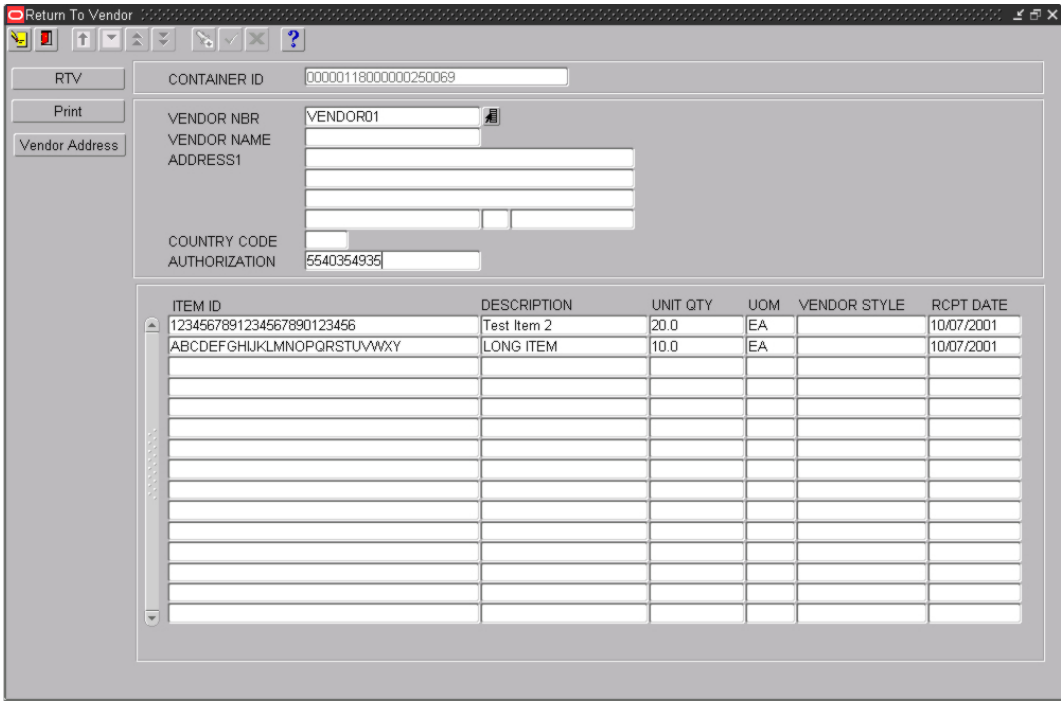
2. In the Purge Date field, enter an action date. All records with an action date equal to or less than the selected action date are included in the purge request.
3. Click **Save** to enter the purge request and close the Purge Data window.

Exit the Container History Window

- Click the exit  button to close the window.

Process Returns to Vendor

Navigate: From the main menu, select Inventory Management > Return to Vendor. The Return to Vendor window opens.



Return to Vendor Window

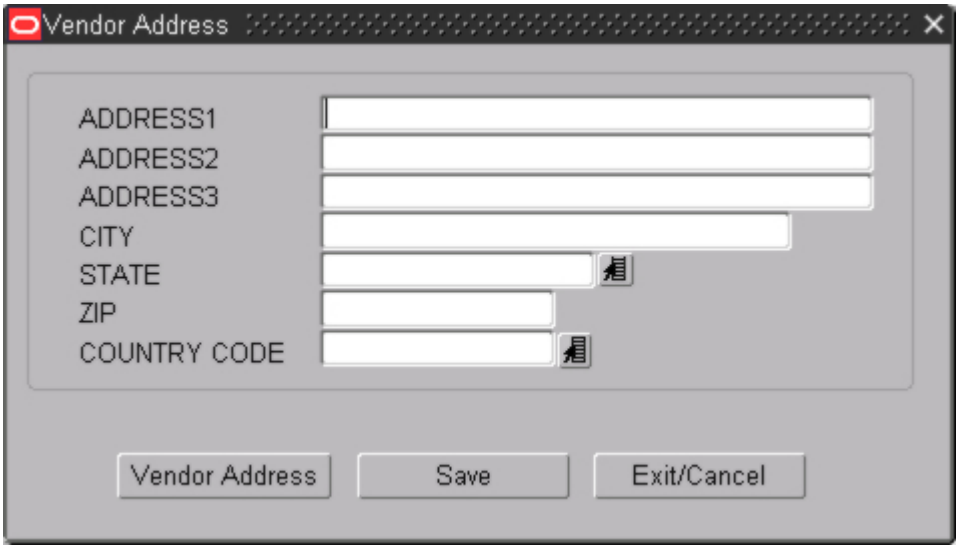
> **Note:** You can also access this window from the Inventory Inquiry by Vendor window.

Display a Return to Vendor

1. Click the enter query button.
2. In the Container ID query field, enter the ID of the container, or click the LOV button and select the container.
3. Click the execute query button. The details of the return to vendor appear.

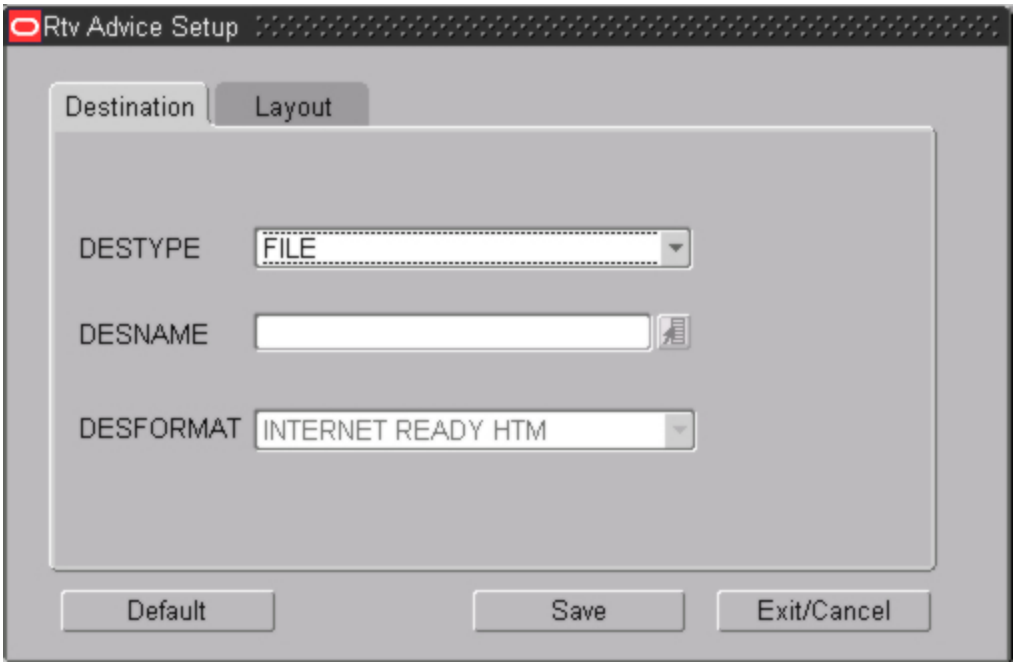
Process a Return to Vendor

1. On the Return to Vendor window, enter the vendor number in the Vendor Nbr field.
2. To enter an address for the vendor:
   a. Click **Vendor Address**. The Vendor Address window opens.



Vendor Address Window

   b. Enter the ship-to address of the vendor or click **Vendor Address** and select the address.
   c. Click **Save** to save any changes and close the Vendor Address window.
3. In the Authorization field, enter the authorization number from the vendor.
4. Click **RTV**.
5. When prompted to confirm the return to vendor, click **Yes**.
6. When prompted to select a reason for the inventory adjustment, select the reason and click **OK**. The RTV Advice Setup window opens.



RTV Advice Setup Window

7. In the Destype field, select the type of destination.
8. In the Desname field, select the name of the destination.

> **Note:** To return to the default settings, click **Default**.

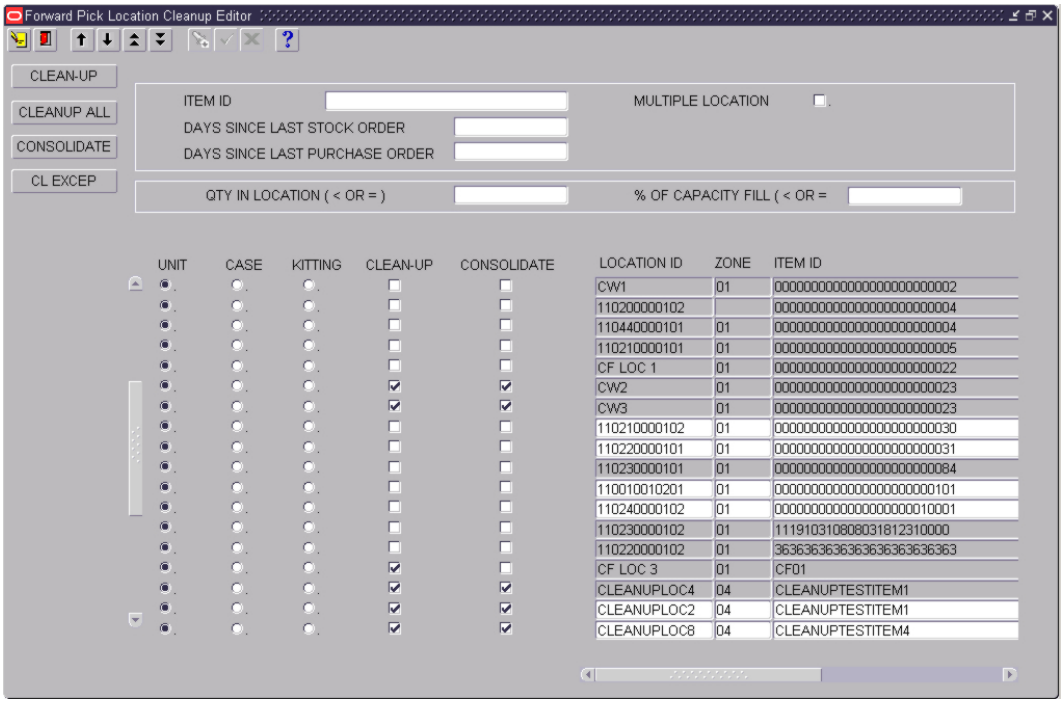
9. To view the layout of the report, click on the Layout tab.
10. Click **Save**. The report is sent to the selected destination.

Exit the Return to Vendor Window

- Click the exit  button to close the window.

Request FPL Cleanup or Consolidation

Navigate: From the main menu, select Inventory Management > Clean up Rules Editor. The Forward Pick Location Cleanup Editor window opens.



Forward Pick Location Cleanup Editor Window

> **Note:** You can also access this window from Support Functions > Processing/Returns Setup > Clean up Rules Editor.

Display all Forward Pick Locations

- Click the execute query  button.

Display a Subset of Forward Pick Locations

1. If forward pick locations are currently displayed, click the clear  button.
2. Click the enter query  button.
3. Use one or more of the following query criteria:
   - Item: Find all forward pick locations for a specified item.
   - Multiple Location: Find all forward pick locations where its item resides in one or more additional forward pick locations.
   - Days Since Last Stock Order/Purchase Order: Find all forward pick locations that have not had stock orders or purchase orders raised against them in a specified number of days.
   - Qty in Location: Find all forward pick locations with less than or equal to the specified quantity.
   - % of Capacity of Fill: Find all locations with less than or equal to the specified percentage of capacity filled.
4. Click the execute  query button. The forward pick locations that match the criteria appear.

> **Note:** Records that appear grayed out are not eligible for cleanup or consolidation. A record appears grayed out if (1) either a request for cleanup or consolidation already exists or (2) inbound or outbound quantities are expected at the locations.

Request Cleanup for One Location

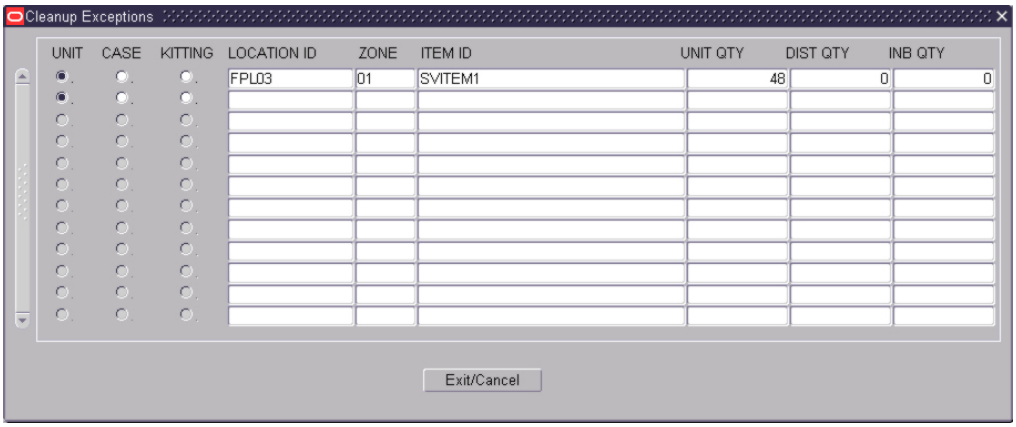
1. On the Forward Pick Location Cleanup Editor window, select a location that is eligible for cleanup.

> **Note:** The Clean-up check box must be selected and the record can not be grayed out.

2. Click **Clean-up**. The record becomes grayed out which indicates that a cleanup request now exists for the location.

Request Cleanup for Multiple Locations

1. On the Forward Pick Location Cleanup Editor window, click **Cleanup All**.
2. When prompted to confirm the cleanup request, click **Yes**.
3. If prompted about exceptions to the cleanup request, click **Yes**.
4. Click **CL Excep**. The locations that do not meet the conditions for cleanup appear in the Cleanup Exceptions window.



Cleanup Exceptions Window

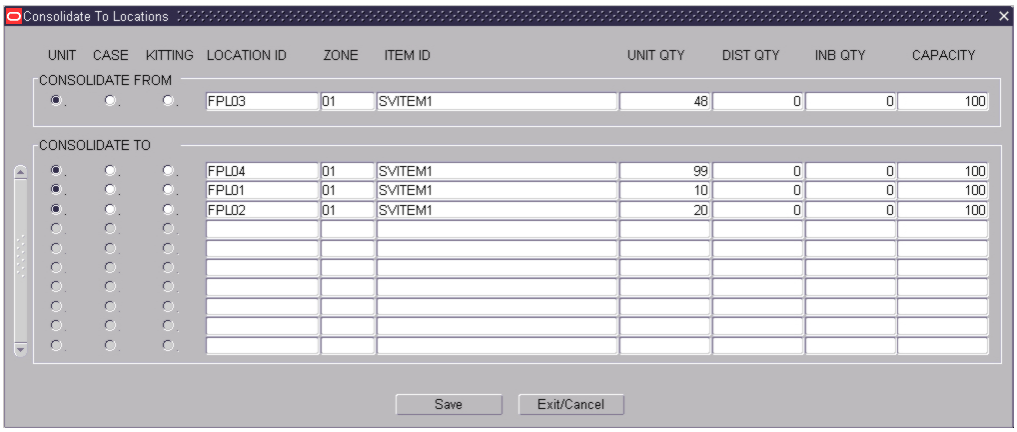
5. Click **Exit/Cancel** to close the Cleanup Exceptions window.

Request Consolidation

1. On the Forward Pick Location Cleanup Editor window, select a location that is eligible for consolidation.

> **Note:** The Consolidate check box must be selected and the record can not be grayed out.

2. Click **Consolidate**. The locations that are eligible for consolidation with the selected location appear in the Consolidate to Locations window.



Consolidate to Locations Window

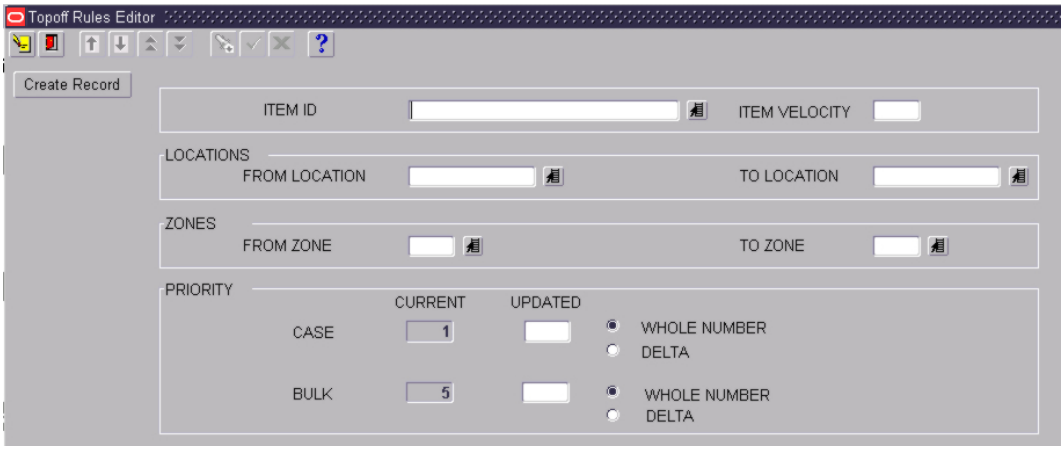
3. Select the location that you want to consolidate to and click **Save**.
4. When prompted to confirm the consolidation request, click **Yes**.

Exit the Forward Pick Location Cleanup Editor Window

- Click the exit button to close the window.

Request FPL Top-Off Replenishment

Navigate: From the main menu, select Inventory Management > Topoff Rules Editor. The Topoff Rules Editor window opens.



Topoff Rules Editor Window

> **Note:** You can also access this window from Support Functions > Processing/Returns Setup > Topoff Rules Editor.

Create a Request

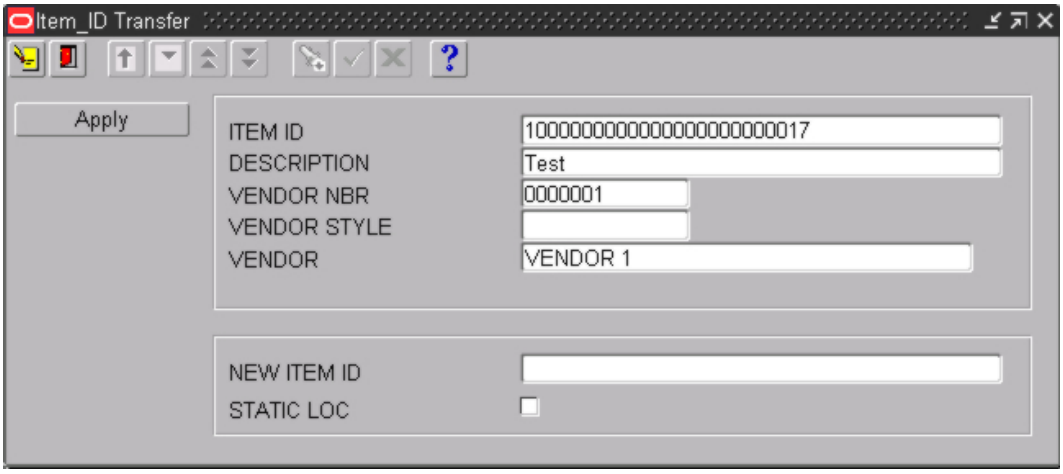
1. On the Topoff Rules Editor window, enter criteria in the necessary fields. You can restrict the request by the following criteria:
   - Item: In the Item ID field, enter the ID of the item, or click the LOV button and select the item.
   - Velocity: In the Item Velocity field, enter the desired velocity.
   - Location range: In the From Location and To Location fields, enter the location IDs, or click the LOV buttons and select the locations.
   - Zone range: In the From Zone and To Zone fields, enter the zone IDs, or click the LOV buttons and select the zones.
   - Priority: Select either the Whole Number or the Delta option for either cases or bulk. If you select Whole Number, enter the new priority number in the appropriate Updated field. If you select Delta, enter the number to be subtracted from the Current priority.
2. Click **Create Record**. The request is submitted for processing.

Exit the Topoff Rules Editor Window

- Click the exit button to close the window.

Transfer Item IDs

Navigate: From the main menu, select Inventory Management > Item ID Transfer. The Item ID Transfer window opens.



Item ID Transfer Window

Transfer an Item ID

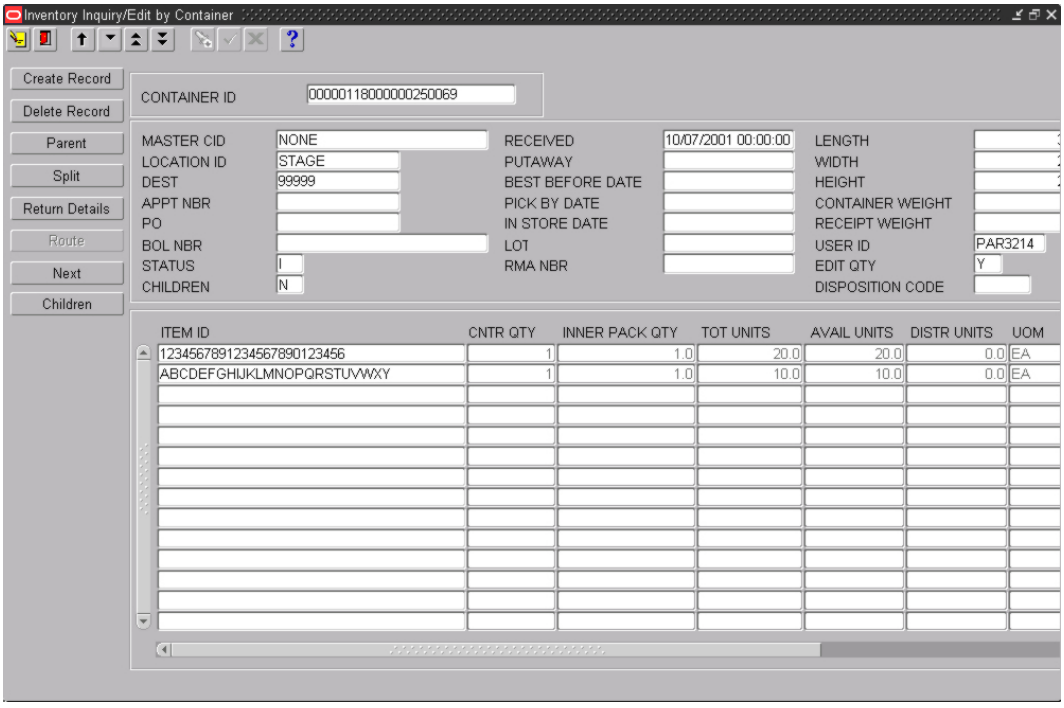
1. In the Item ID field, enter the ID of the item whose ID must be changed.
2. Click the execute query button. Additional information about the item opens.
3. In the New Item ID field, enter the new item ID to be assigned to the item.
4. Click **Apply**.
5. When prompted to confirm the item ID transfer, click **Yes**.

Exit the Item ID Transfer Window

- Click the exit button to close the window.

View Inventory by Container

Navigate: From the main menu, select Inventory Management > Inventory Inquiry/Edit by Container. The Inventory Inquiry/Edit by Container window opens.



Inventory Inquiry/Edit by Container Window

> **Note:** You can also access this window from the following windows: Inventory Inquiry by Item, Inventory Inquiry by Location, Inventory Inquiry by Order, Inventory Inquiry by Vendor, WIP Audit Outbound, and Stock Order Inquiry Screen.

Display Inventory by Container

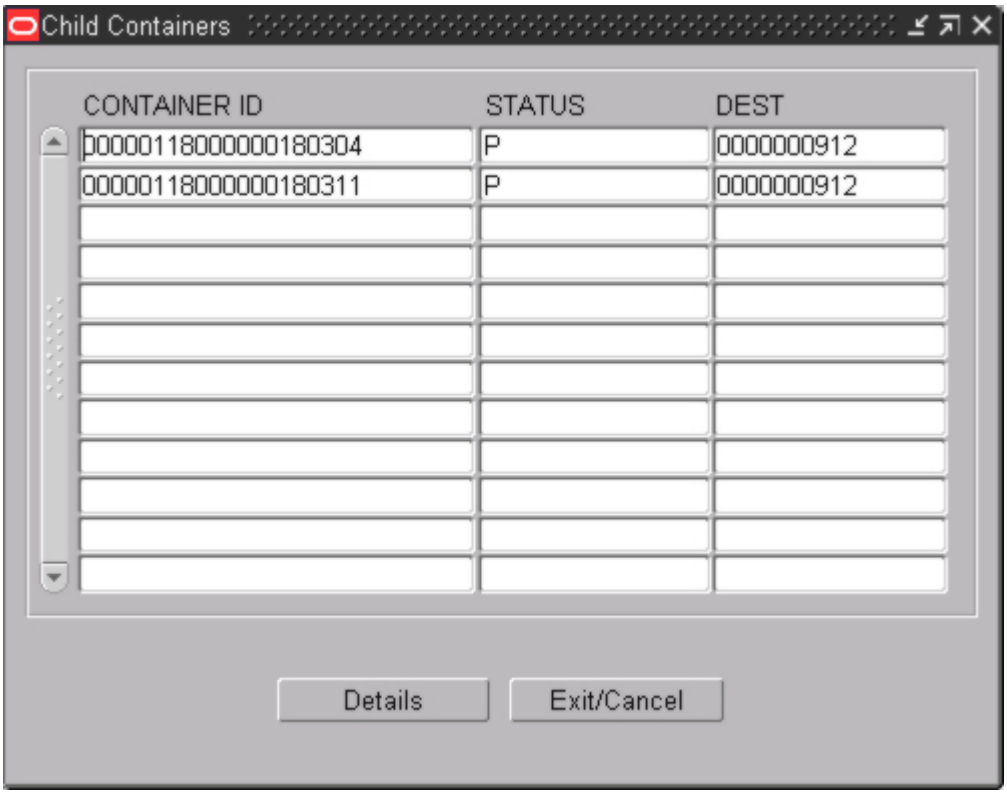
1. If inventory for a container is currently displayed, click the clear button.
2. Click the enter query button.
3. In the Container ID query field, enter the container ID, or click the LOV button and select the container.
4. Click the execute query button. The inventory for the selected container is displayed.

> **Note:** There are three blocks in this window. From top to bottom, they are referred to as the Query block, Container block, and Item block.

Display Child Containers

Note: If a Y appears in the Children field, then the current container has one or more child containers.

1. On the Inventory Inquiry/Edit by Container window, click **Children**. The child containers appear on the Child Containers window.



Child Containers Window

2. Select the child container that you want to view in detail.
3. Click **Details**. The details of the selected child container appear in the Inventory Inquiry/Edit by Container window.

Display a Parent Container

Note: If a container ID appears in the Master CID field, then the current container has a parent container.

- On the Inventory Inquiry/Edit by Container window, click **Parent**. The details of the parent container appear in the Inventory Inquiry/Edit by Container window.

View Returns by Container/Item

> **Note:** If the status of a container is Non-saleable (N), you can view the returns that may be associated with an item in the container.

1. On the Inventory Inquiry/Edit by Container window, click **Next** to place the cursor in the Container block.
2. Click **Return Details**. The returns appear in the Return Details window.
3. Click **Exit/Cancel** to close the Return Details window.

Exit the Inventory Inquiry/Edit by Container Window

- Click the exit  button to close the window.

Transport Asset Editor

The Transport Asset Editor window is used to set up the transport asset by defining the asset type, areas the asset is which the asset is used, and the unique code.

Transport Asset Item Editor

The Transport Asset Item Editor window is used to set up the transport asset by defining the asset type, areas the asset is which the asset is used, and the unique code.

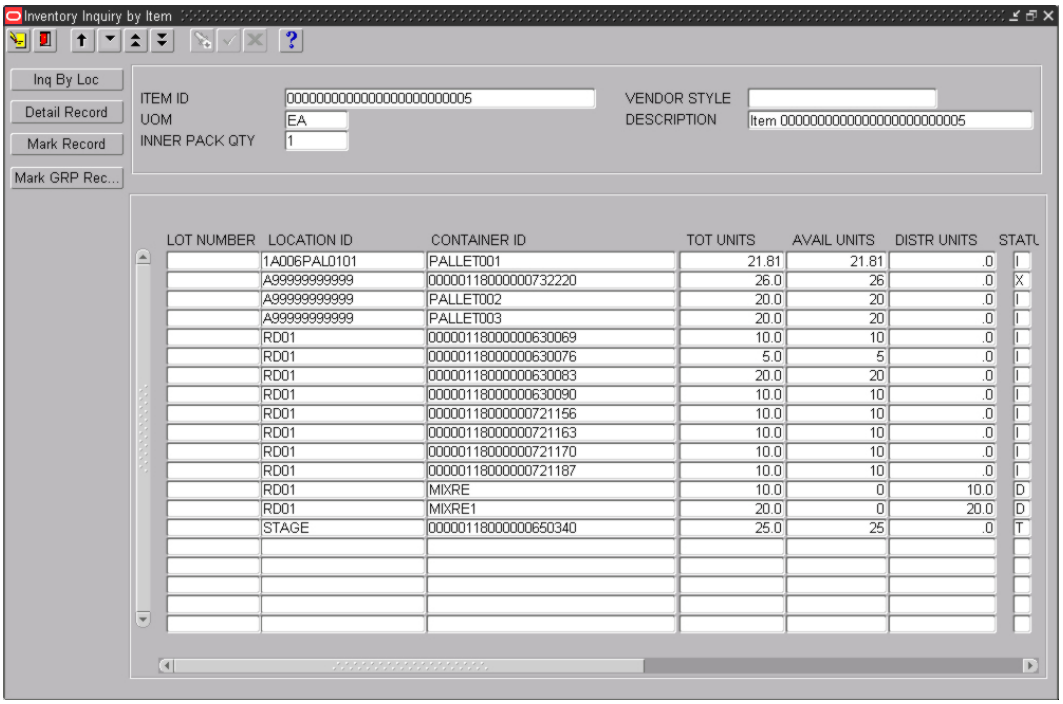
Transport Inventory Inquiry by Item window

This screen allows the user to view transport inventory by item.

> **Note:** Asset item must be set up on the Transport Asset Editor prior to creating inventory.

View Inventory by Item

Navigate: From the main menu, select Inventory Management > Inventory Inquiry by Item. The Inventory Inquiry by Item window opens.



Inventory Inquiry by Item Window

Display Inventory by Item

1. If inventory for an item is currently displayed, click the clear button.
2. Click the enter query button.
3. In either the Item ID or Vendor Style query field, enter the ID of the item or style, or click the LOV button and select the item or style.
4. Click the execute query button. The inventory for the selected item or style opens.

Mark a Location for Cycle Count

1. On the Inventory Inquiry by Item window, select the storage location that you want to mark for cycle count.
2. Click **Mark Record**. An 'MM' opens in the Cycle Count field. The 'MM' indicates that the location was manually marked for cycle count.

Mark All Locations for Cycle Count

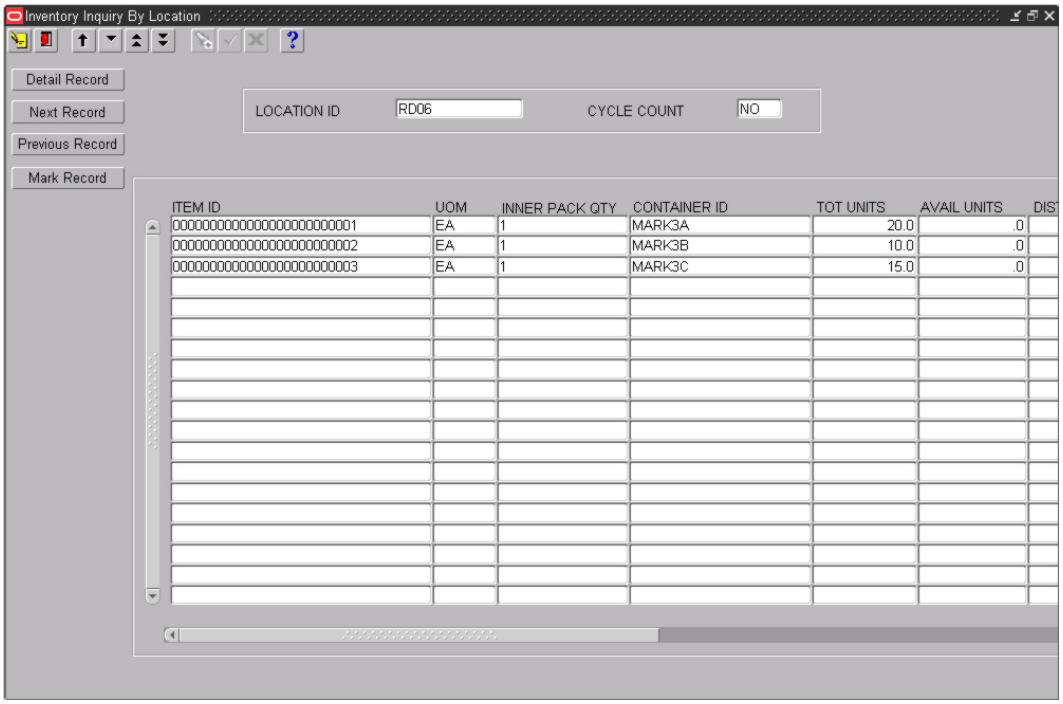
- On the Inventory Inquiry by Item window, click **Mark Grp Rec**. An 'MM' opens in the Cycle Count field for each storage location. The 'MM' indicates that the location was manually marked for cycle count.

Exit the Inventory Inquiry by Item Window

- Click the exit button to close the window.

View Inventory by Location

Navigate: From the main menu, select Inventory Management > Inventory Inquiry by Location. The Inventory Inquiry by Location window opens.



Inventory Inquiry by Location Window

> **Note:** You can also access this window from the Inventory Inquiry by Item and Inventory Inquiry by Order windows.

Display Inventory by Location

1. If inventory for a location is currently displayed, click the clear button.
2. Click the enter query button.
3. In the Location ID query field, enter the ID of a location, or click the LOV button and select the location.
4. Click the execute query button. The inventory for the selected location is displayed.

View Inventory at Other Locations

- To view inventory at the next location (in alphabetical or numerical order), click **Next Record**.
- To view inventory at the previous location (in alphabetical or numerical order), click **Previous Record**.

Mark the Location for Cycle Count

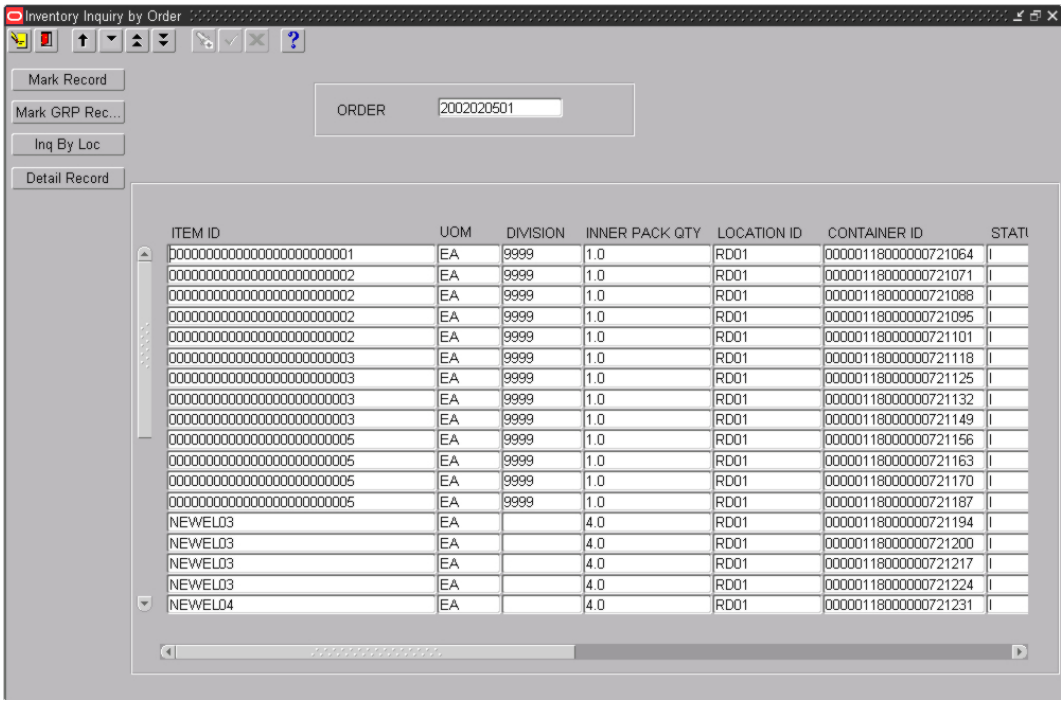
- On the Inventory Inquiry by Location window, click **Mark Record**. An 'MM' opens in the Cycle Count field. The 'MM' indicates that the location was manually marked for cycle count.

Exit the Inventory Inquiry by Location Window

- Click the exit  button to close the window.

View Inventory by Purchase Order

Navigate: From the main menu, select Inventory Management > Inventory Inquiry by Order. The Inventory Inquiry by Order window opens.



Inventory Inquiry by Order Window

Display Inventory by Purchase Order

1. If inventory for a purchase order is currently displayed, click the clear  button.
2. Click the enter query  button.
3. In the Order query field, enter the purchase order number, or click the LOV  button and select the purchase order.
4. Click the execute  query button. The inventory for the selected purchase order opens.

Mark a Location for Cycle Count

1. On the Inventory Inquiry by Order window, select the storage location that you want to mark for cycle count.
2. Click **Mark Record**. An 'MM' opens in the Cycle Count field. The 'MM' indicates that the location was manually marked for cycle count.

Mark all Locations for Cycle Count

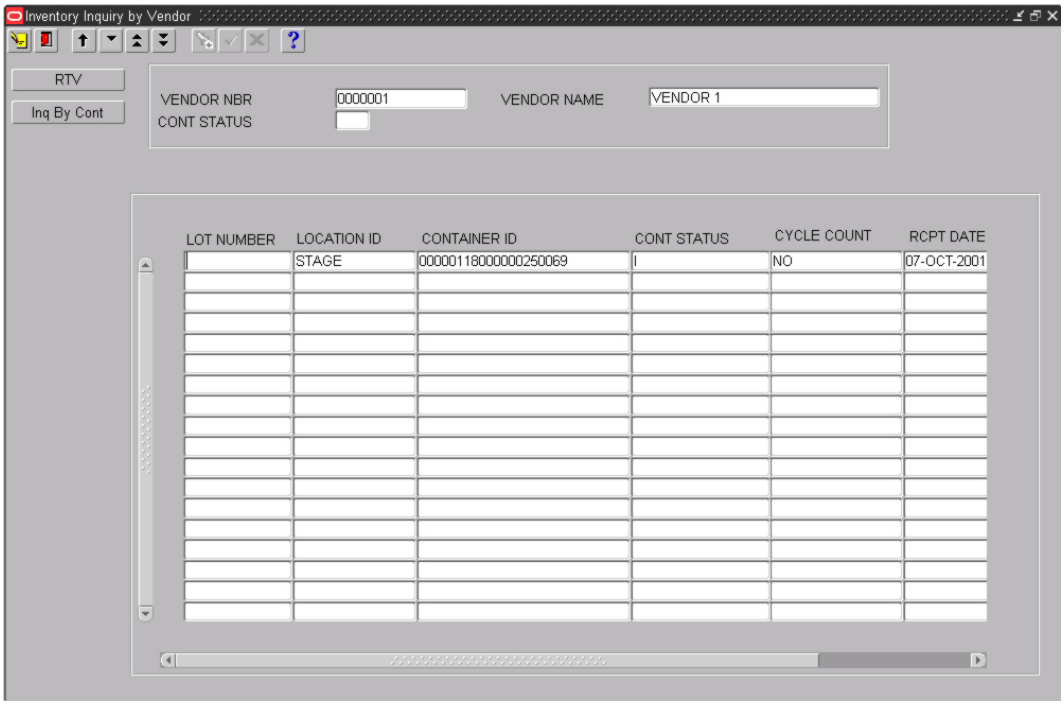
- On the Inventory Inquiry by Order window, click **Mark Grp Rec**. An 'MM' opens in the Cycle Count field for each storage location. The 'MM' indicates that the location was manually marked for cycle count.

Exit the Inventory Inquiry by Order Window

- Click the exit  button to close the window.

View Inventory by Vendor or Container Status

Navigate: From the main menu, select Inventory Management > Inventory Inquiry by Vendor. The Inventory Inquiry by Vendor window opens.



Inventory Inquiry by Vendor Window

Display Inventory by Vendor or Container Status

1. If inventory for a vendor is currently displayed, click the clear button.
2. Click the enter query button.
3. To search for inventory by vendor number, enter the vendor number in the Vendor Nbr field, or click the LOV button and select the vendor.
   To search for inventory by container status, enter the abbreviation for the container status in the Cont Status field.
   To search for inventory by vendor number and container status, enter criteria in both query fields.
4. Click the execute query button. The inventory for the selected item opens.

Mark a Location for Cycle Count

1. On the Inventory Inquiry by Vendor window, select the storage location that you want to mark for cycle count.
2. Click **Mark Record**. An 'MM' opens in the Cycle Count field. The 'MM' indicates that the location was manually marked for cycle count.

Mark All Locations for Cycle Count

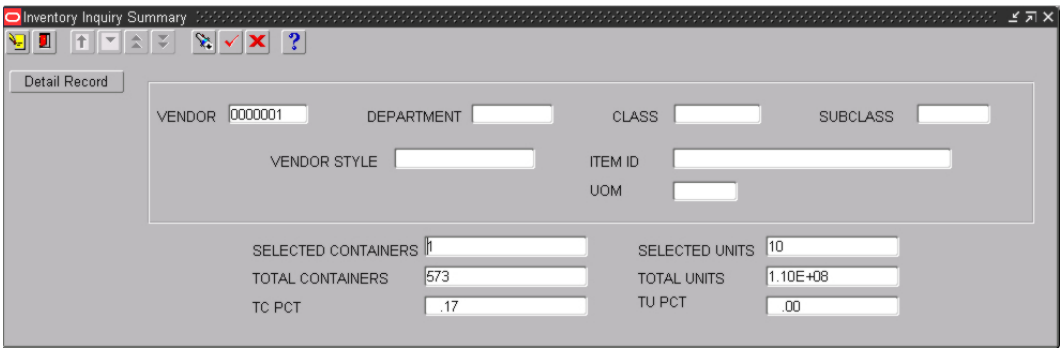
- On the Inventory Inquiry by Vendor window, click **Mark Grp Rec**. An 'MM' opens in the Cycle Count field for each storage location. The 'MM' indicates that the location was manually marked for cycle count.

Exit the Inventory Inquiry by Vendor Window

- Click the exit button to close the window.

View Inventory Summaries

Navigate: From the main menu, select Inventory Management > Inventory Inquiry Summary. The Inventory Inquiry Summary window opens.



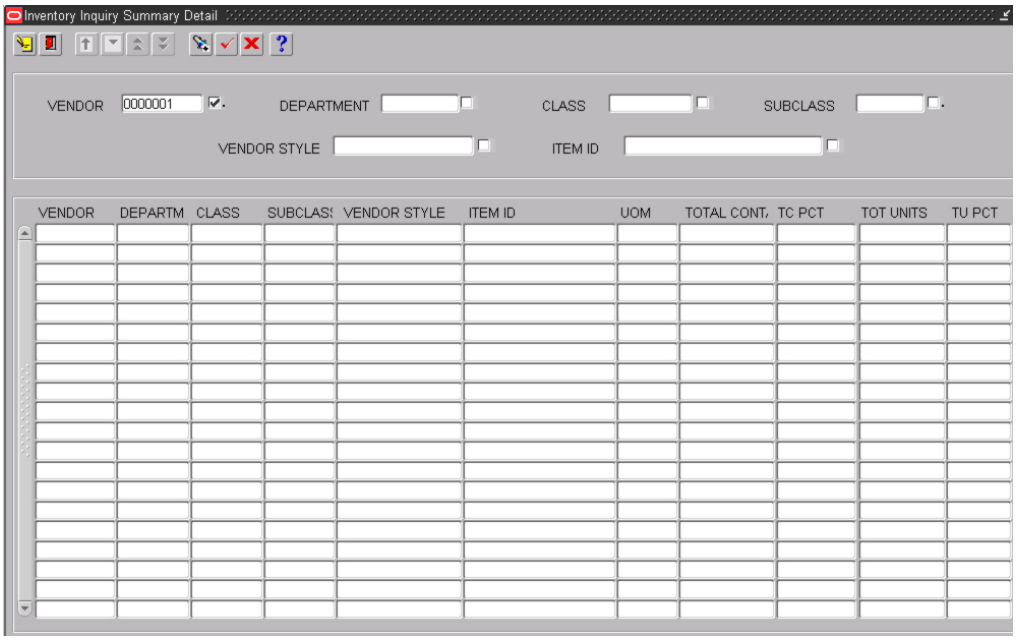
Inventory Inquiry Summary Window

Query the Inventory

1. Click the enter query button.
2. Enter criteria in the one or more of the query fields, or click the desired LOV buttons and select the criteria.
3. Click the execute query button. The inventory totals and percentages are calculated by container and unit for the selected criteria.

View Inventory Details

1. On the Inventory Inquiry Summary window, click **Detail Record**. The Inventory Inquiry Summary Detail window opens.



Inventory Inquiry Summary Detail Window

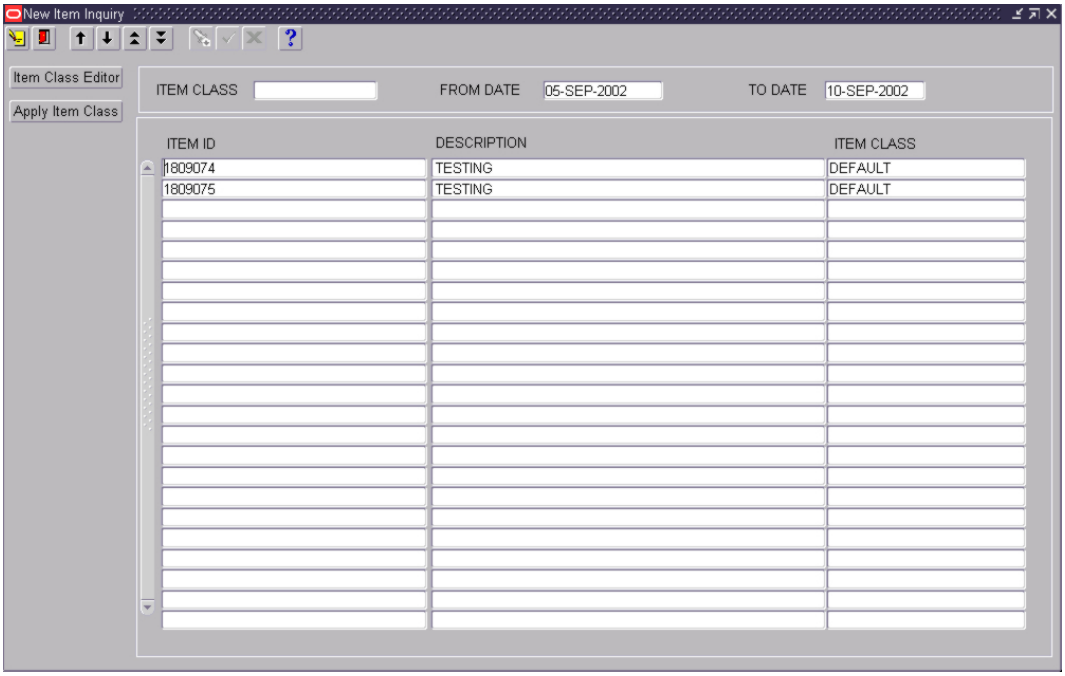
2. Select the check box next to each category that you want to view in detail.
3. Click the execute query  button. The details appear for the selected categories.

Exit the Inventory Inquiry Summary Windows

- Click the exit  button to close the windows.

View New Items

Navigate: From the main menu, select Inventory Management > New Item Inquiry. The New Item Inquiry window opens.



New Item Inquiry Window

Display All New Items

- Click the execute query button.

Display a Subset of New Items

1. If any new items are currently displayed, click the clear button.
2. Click the enter query button.
3. To display new items by item class, enter the ID of the item class in the Item Class query field, or click the LOV button and select the item class.
   To display new items by creation date, enter the range of dates in the From Date and To Date fields, or click the calendar buttons and select the dates.

   Note: To search for new items on a specific date, enter the same date in both date fields.

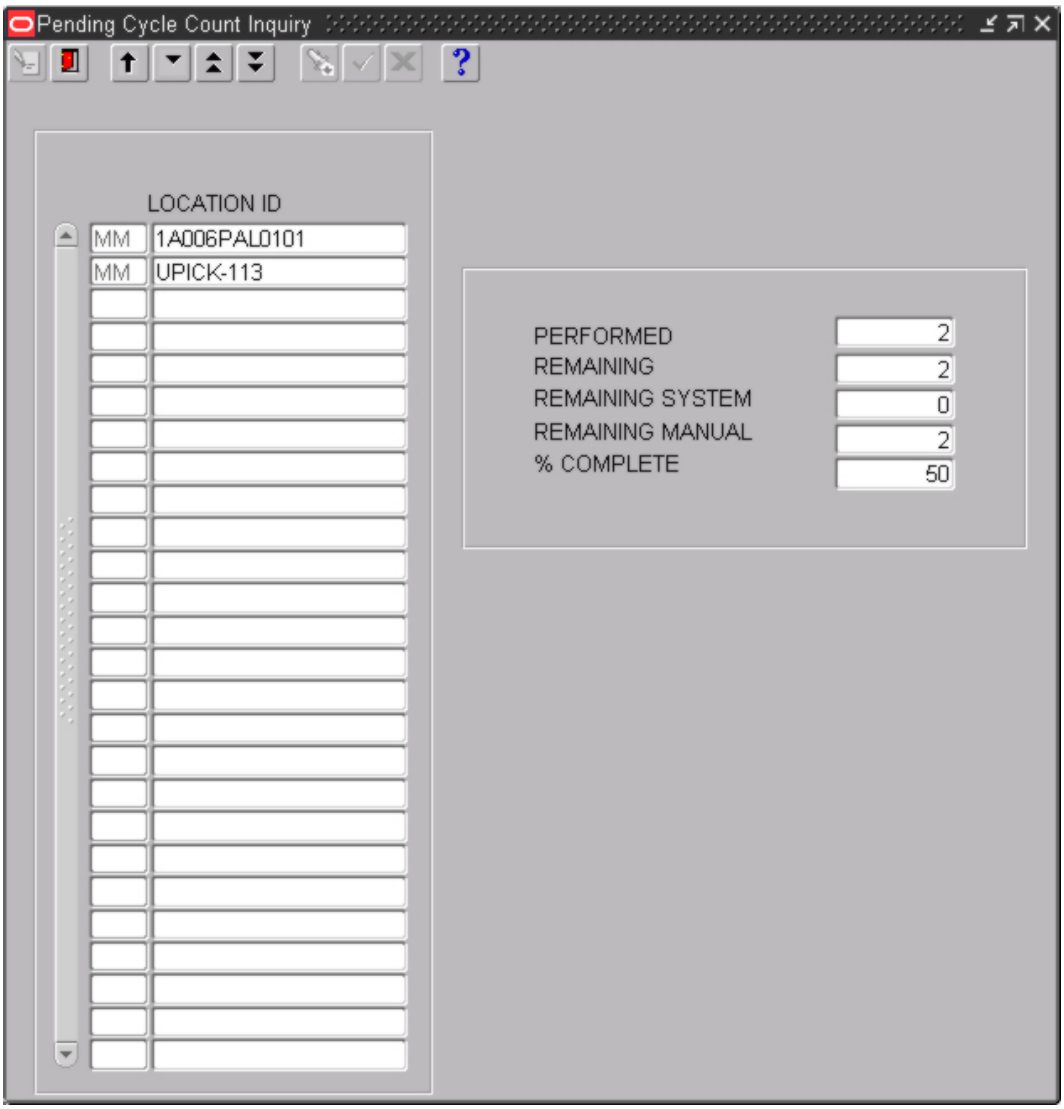
4. Click the execute query button. The new items that match the search criteria appear.

Exit the New Item Query Window

- Click the exit button to close the window.

View Pending Cycle Counts

Navigate: From the main menu, select Inventory Management > Pending Cycle Counts Inquiry. The pending cycle counts and summary details appear in the Pending Cycle Count Inquiry window.



Pending Cycle Count Inquiry Window

Exit the Pending Cycle Count Inquiry Window

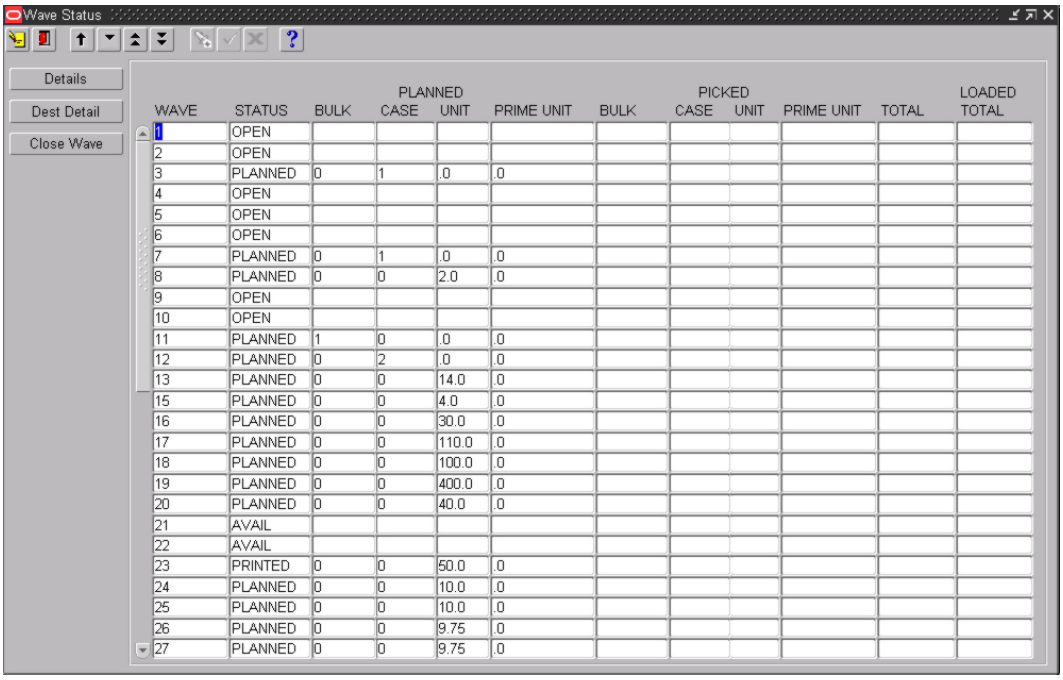
- Click the exit button to close the window.

7

Distribution Planning

Close Waves

Navigate: From the main menu, select Distribution Planning > Wave Status. The current waves appear in the Wave Status window.



WAVE	STATUS	PLANNED BULK	PLANNED CASE	PLANNED UNIT	PLANNED PRIME UNIT	PICKED BULK	PICKED CASE	PICKED UNIT	PICKED PRIME UNIT	TOTAL	LOADED TOTAL
1	OPEN										
2	OPEN										
3	PLANNED	0	1	.0	.0						
4	OPEN										
5	OPEN										
6	OPEN										
7	PLANNED	0	1	.0	.0						
8	PLANNED	0	0	2.0	.0						
9	OPEN										
10	OPEN										
11	PLANNED	1	0	.0	.0						
12	PLANNED	0	2	.0	.0						
13	PLANNED	0	0	14.0	.0						
15	PLANNED	0	0	4.0	.0						
16	PLANNED	0	0	30.0	.0						
17	PLANNED	0	0	110.0	.0						
18	PLANNED	0	0	100.0	.0						
19	PLANNED	0	0	400.0	.0						
20	PLANNED	0	0	40.0	.0						
21	AVAIL										
22	AVAIL										
23	PRINTED	0	0	50.0	.0						
24	PLANNED	0	0	10.0	.0						
25	PLANNED	0	0	10.0	.0						
26	PLANNED	0	0	9.75	.0						
27	PLANNED	0	0	9.75	.0						

Wave Status Window

Close a Wave

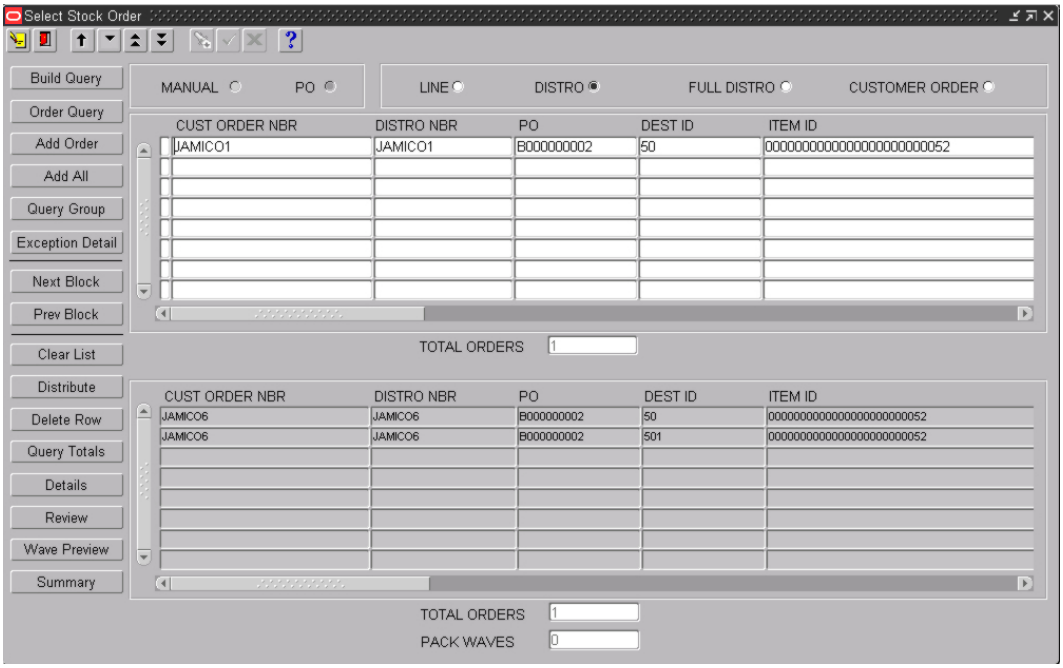
1. On the Wave Status window, select the wave that you want to close.
2. Click **Close Wave**.
3. When prompted to confirm the closure, click **Yes**. The status of the wave changes to Avail (Available).

Exit the Wave Status Window

- Click the exit  button to close the window.

Distribute Manual Stock Orders

Navigate: From the main menu, select Distribution Planning > Select Stock Order. The Select Stock Order window opens.



Select Stock Order Window

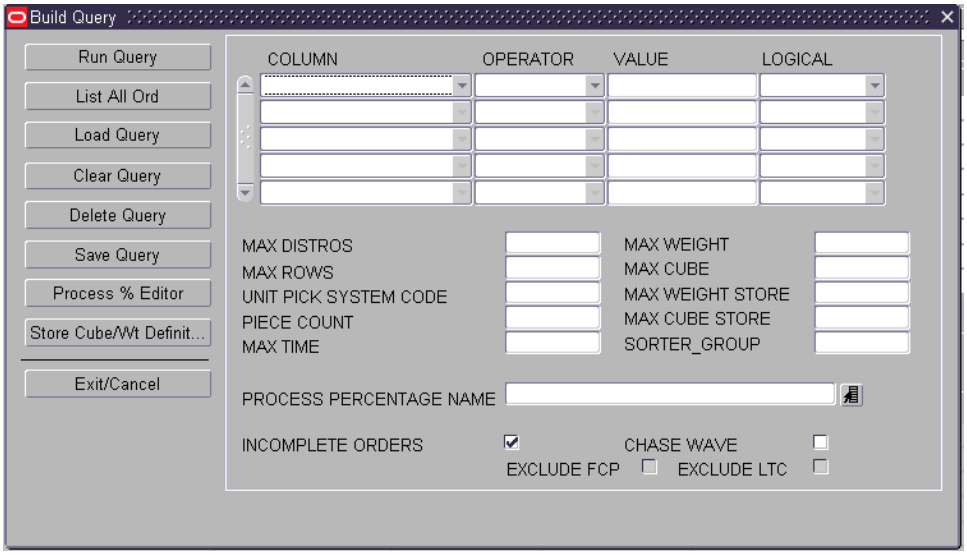
> **Note:** You can also access this window from the Stock Order Creation window.

Query the Stock Orders

> **Note:** There are two blocks on this window. They are referred to as the Query Results block and the Distribute Orders block.

1. Select a stock order type. The type may be:
   - Manual: Restricts the query to stock orders that are associated with customer orders. The customer orders may be received from the host system or entered manually.
   - PO: Restricts the query to stock orders that are associated with inbound purchase order receipts.
2. Select a stock order level. The level may be:
   - Customer order: For a customer order and its distros to be selected, at least one item on the order must match the selection criteria.
   - Distro: For a distro to be selected, at least one item on the distro must match the selection criteria.
   - Line: For a line item to be selected, it must match the selection criteria.
   - Full distro: For a distro to be selected, all items on the distro must match the selection criteria.

3. To display all stock orders that match the above criteria:
   a. Click **Build Query**. The Build Query window opens.



Build Query Window

   b. Click **List All Ord**.
   c. When prompted to run the query, click **Yes**. The results of the query appear in the Query Results block.

> **Note:** You have several tools available in order to query the stock orders. You can create and save a query, load and run a query, run a set of queries and adjust the results by query.

Select Stock Orders for Distribution

After performing a query, move stock orders to the Distribute Orders block or remove any unnecessary stock orders from the block.

- To move a stock order to the Distribute Orders block, select the stock order and click **Add Order**.
- To move all the stock orders to the Distribute Orders block, click **Add All**.
- To remove a stock order from the Distribute Orders block, select the stock order and click **Delete Row**.
- To remove all stock orders from the Distribute Orders block, click **Clear List**.

View Stock Order Selection Exceptions

If chutes are defined for unit pick systems, the system applies chute logic to each order line that is moved from the Query Results block to the Distribute Orders block. An X is placed to the left of each customer order in the Query Results block that does not fit into a chute for any reason. You can view the reasons on the Exception Details window.

1. On the Select Stock Order window, click **Exception Detail**. The order exceptions appear in the Exception Details window.
2. Click **Exit/Cancel** to close the Exception Details window.

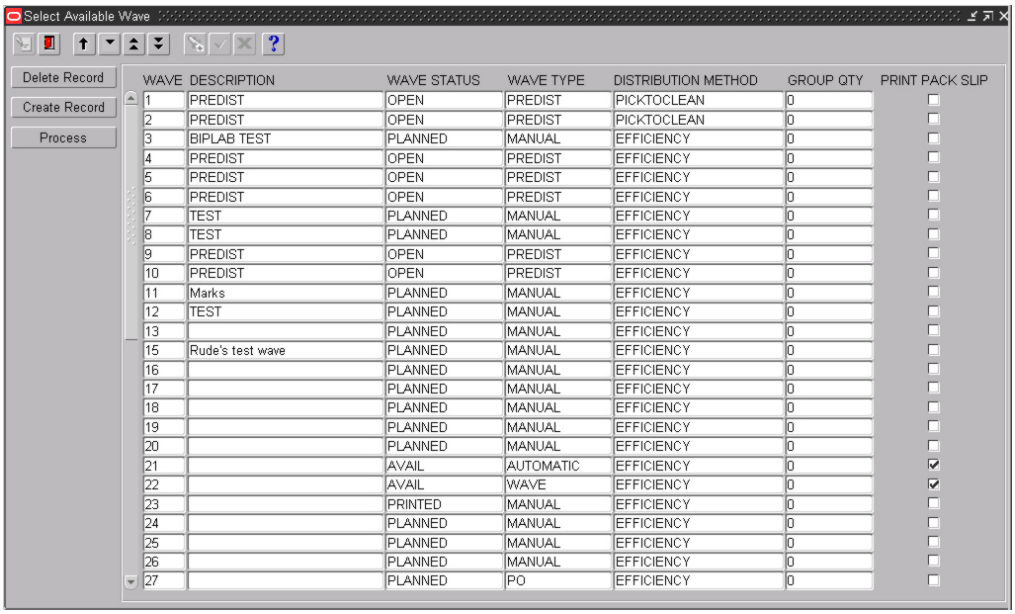
Review the Selected Stock Orders

You can access several windows in order to review additional details for selected stock orders.

- Details for Distro Nbr: Displays the details of a selected distro by destination.
- Wave Preview: Displays details of the pick wave. You can also generate the Wave Preview report.
- Order Summary: Displays a summary of the stock orders in the Distribute Orders block.

Distribute Selected Stock Orders

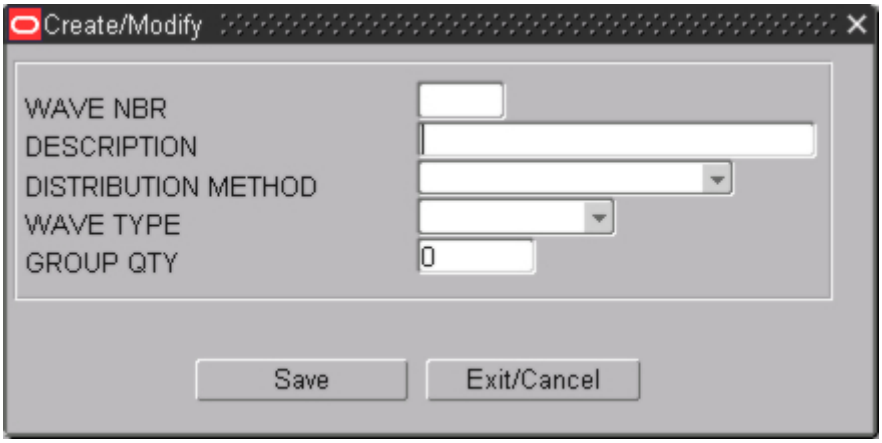
1. On the Select Stock Order window, click **Distribute**. The current pick waves appear in the Select Available Wave window.



WAVE	DESCRIPTION	WAVE STATUS	WAVE TYPE	DISTRIBUTION METHOD	GROUP QTY	PRINT PACK SLIP
1	PREDIST	OPEN	PREDIST	PICKTOCLEAN	0	
2	PREDIST	OPEN	PREDIST	PICKTOCLEAN	0	
3	BIPLAB TEST	PLANNED	MANUAL	EFFICIENCY	0	
4	PREDIST	OPEN	PREDIST	EFFICIENCY	0	
5	PREDIST	OPEN	PREDIST	EFFICIENCY	0	
6	PREDIST	OPEN	PREDIST	EFFICIENCY	0	
7	TEST	PLANNED	MANUAL	EFFICIENCY	0	
8	TEST	PLANNED	MANUAL	EFFICIENCY	0	
9	PREDIST	OPEN	PREDIST	EFFICIENCY	0	
10	PREDIST	OPEN	PREDIST	EFFICIENCY	0	
11	Marks	PLANNED	MANUAL	EFFICIENCY	0	
12	TEST	PLANNED	MANUAL	EFFICIENCY	0	
13		PLANNED	MANUAL	EFFICIENCY	0	
15	Rude's test wave	PLANNED	MANUAL	EFFICIENCY	0	
16		PLANNED	MANUAL	EFFICIENCY	0	
17		PLANNED	MANUAL	EFFICIENCY	0	
18		PLANNED	MANUAL	EFFICIENCY	0	
19		PLANNED	MANUAL	EFFICIENCY	0	
20		PLANNED	MANUAL	EFFICIENCY	0	
21		AVAIL	AUTOMATIC	EFFICIENCY	0	☑
22		AVAIL	WAVE	EFFICIENCY	0	☑
23		PRINTED	MANUAL	EFFICIENCY	0	
24		PLANNED	MANUAL	EFFICIENCY	0	
25		PLANNED	MANUAL	EFFICIENCY	0	
26		PLANNED	MANUAL	EFFICIENCY	0	
27		PLANNED	PO	EFFICIENCY	0	

Select Available Wave Window

2. Select a Manual or PO pick wave with a status of Available.
   If there is no available wave, you can add a wave.
   a. On the Select Available Wave window, click **Create Record**. The Create/Modify window opens.



Create/Modify Window

b. In the Wave Nbr and Description fields, enter a number and description for the wave.
c. In the Distribution Method field, select the appropriate method.
d. In the Wave Type field, select the type of wave. The type may be PO or Manual.
e. In the Group Qty field, enter the number of slots if slotted picking carts are used by the pickers.
f. Click **Save** to save the changes and close the Create/Modify window. You can then select the new pick wave if desired.

3. Click **Process**.
4. When prompted to assign the stock orders to the wave, click **Yes**. The stock orders are assigned and you are returned to the Select Stock Order window.

Exit the Select Stock Order Window

- Click the exit  button to close the window.

Distribution Planning Overview

Distribution planning can begin when stock orders are received from the host system or manually entered into RWMS. Some stock orders received from the host are processed automatically. Manually-entered orders and orders marked as manual or PO by the host must be processed manually.

Stock orders are replenishment requests by stores. These stock orders are referred to as distros. For a distribution center that supplies merchandise directly to the consumer, a stock order represents a customer order. A customer order may be spread across one or multiple distros based on the cartonization process. For example, if the system determines that a customer order with five items fits into two outbound shipping containers, a distro is created for each container.

Stock orders are categorized as pre-allocations, post allocations, and post allocations by PO depending on how the orders are filled.

- Pre-allocation: Distribution of inbound merchandise. Pre-allocations enter the system in one of two ways: 1) Stock order and stock allocation records are received from the host. The records contain detailed information for both ASN and non-ASN receipts. 2) Vendors enter ASN information into RWMS via the Web.
- Post allocation: Distribution of merchandise after it is received and put away in storage locations. RWMS distributes merchandise by identifying all containers eligible for bulk picking, then container picking. The remaining allocations are satisfied through a unit pick system.
- Post allocation by purchase order: RWMS examines all containers in storage and staging locations and retrieves eligible inventory based on the user-entered purchase order that is associated with a stock order.

When manual and PO type stock orders are selected for distribution, they are assigned to available waves.

Each wave may use one of the following distribution methods:

- Efficiency: The picker is sent to a sequence of locations that fulfills the demand in the least distance traveled. This minimizes walking time for the picker. The picker picks from each location until is it empty.
- Pick to clean: The picker is sent to the most locations that can be picked clean in order to meet the demand. This frees up the most locations, which can then be used to store other inbound merchandise.

Business Process

If you manually create a stock order, you must assign it to an available wave. Should the appropriate wave not exist, you can create a wave. Manual and PO type stock orders that are received from the host must also be assigned to waves. You can select such stock orders using predefined queries or sets of queries.

A wave is a group of orders that can be released together for picking and shipment. The distribution process varies by the type of wave used to distribute merchandise. The type of wave may be:

- Automatic: All open, automatic orders that are eligible for distribution are assigned to the next available wave of the type Automatic. These assignments are controlled by the host.
- Manual: DC personnel select manual type orders and assign them to available waves of the type Manual.
- PO: DC personnel select PO type orders and assign them to available waves of the type PO.
- Predist: If inbound containers contain a pre-allocated item that can be shipped directly without exceeding the requested quantity, the system assigns the order to an available wave of the type Predist.
- Wave: DC personnel assign specific destinations to daily pick waves of the type Wave.

After you assign the wave distribution processes, you can estimate the staffing plan by associating process percentages to the wave and entering the hours needed to complete the wave.

There are several windows that allow you to monitor the progress of orders, pick waves, and pack waves. You can view the percentages of an order that are at the various stages of processing. You can view the planned and picked quantities for bulk, case, and unit operations by wave and by destination. Pick directives can be viewed and purged from the system.

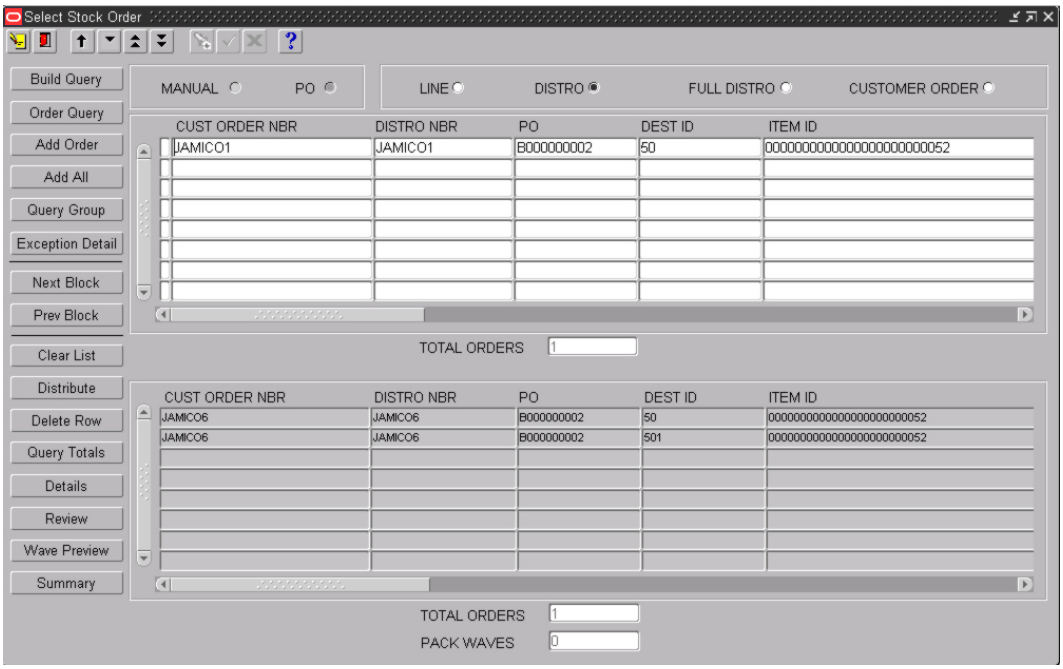
Reports

The following distribution reports are available for distribution planning:

- Outstanding Orders report: Provides a list of undistributed or partially distributed stock orders.
- Pending Picks report: Provides a list of pending picks by wave and type of operation (bulk, container, replenishment, and unit).
- Pick Package Audit report: Indicates where problems may have occurred when a pick package was printed for a wave.
- PTS Containers to Close report: Provides a list of put to store containers that have been open longer than a preset number of days.
- Wave Preview report: Provides a breakdown by operation (bulk, case, replenishment, and unit) for a tentative manual wave.

Estimate the Time to Complete a Wave

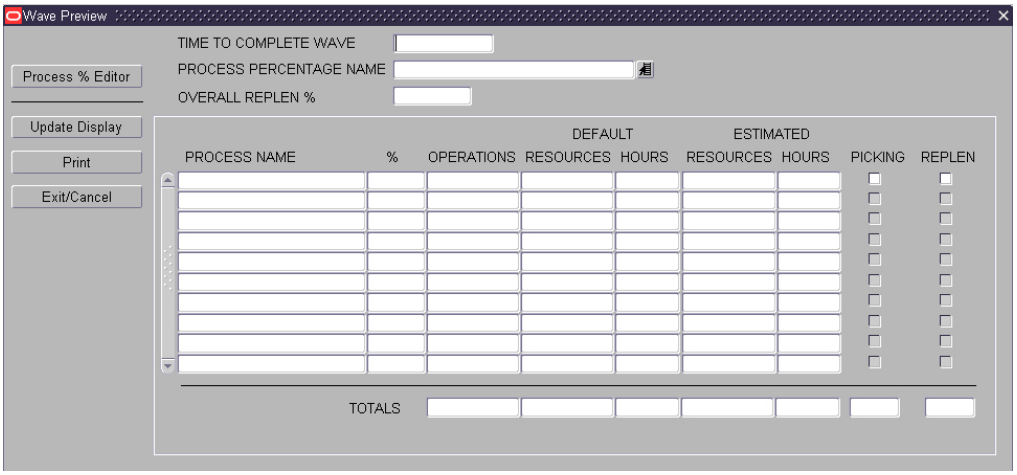
Navigate: From the main menu, select Distribution Planning > Select Stock Order. The Select Stock Order window opens.



Select Stock Order Window

> **Note:** There are two blocks on this window. They are referred to as the Query Results block and the Distribute Orders block.

1. Query manual stock orders.
2. In the Query Results block, select a stock order.
3. Click **Add Order**. The stock order opens in the Distribute Orders block.
4. In the Distribute Orders block, select a stock order.
5. Click **Wave Preview**. The Wave Preview window opens.



Wave Preview Window

6. In the Time to Complete Wave field, enter the number of hours needed to pick the wave.
7. In the Process Percentage Name field, click the LOV button and select the process percentage you want to use.
8. In the Overall Replen % field, enter the percentage of the replenishment process you want to pick.
9. Click **Update Display**. The time to complete wave a estimate opens.

Print the Time to Complete Wave Estimate

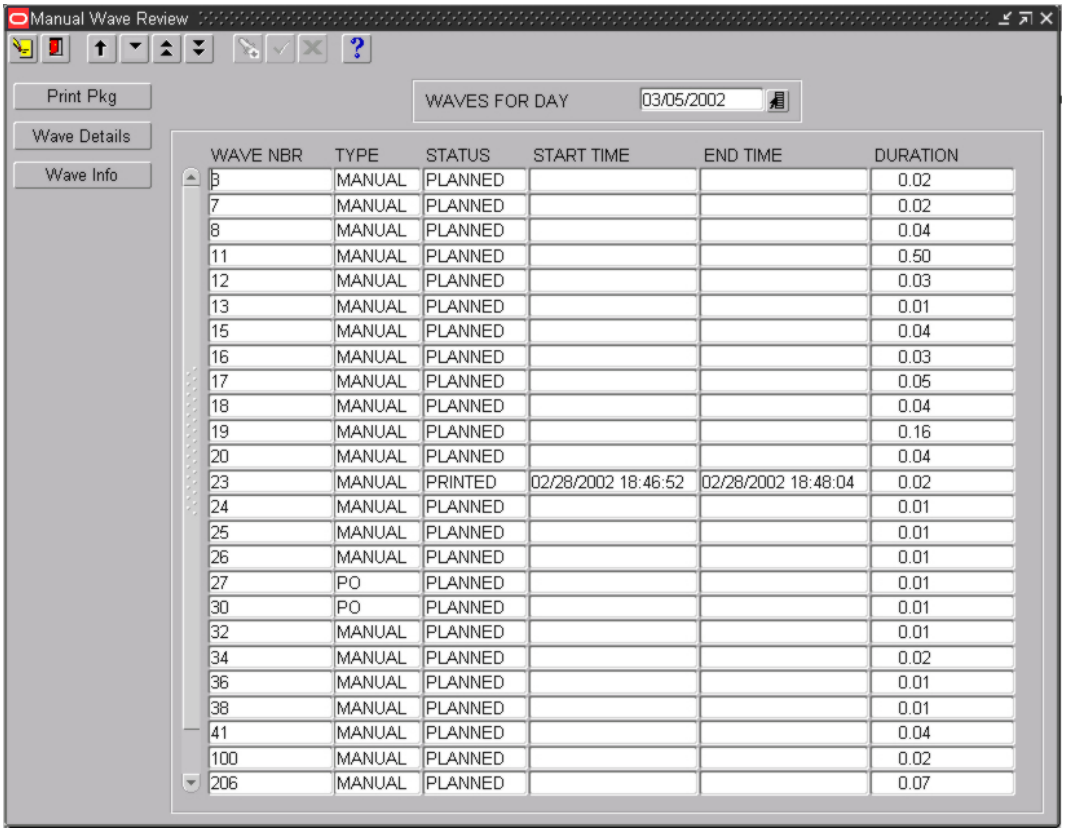
- Click the print button. The report is sent to the default destination.

Exit the Windows

- Click the exit button to close the windows.

Generate Pick Packages for Manual Waves

Navigate: From the main menu, select Distribution Planning > Manual Wave Review. The manual waves for the current date appear in the Manual Wave Review window.



WAVE NBR	TYPE	STATUS	START TIME	END TIME	DURATION
3	MANUAL	PLANNED			0.02
7	MANUAL	PLANNED			0.02
8	MANUAL	PLANNED			0.04
11	MANUAL	PLANNED			0.50
12	MANUAL	PLANNED			0.03
13	MANUAL	PLANNED			0.01
15	MANUAL	PLANNED			0.04
16	MANUAL	PLANNED			0.03
17	MANUAL	PLANNED			0.05
18	MANUAL	PLANNED			0.04
19	MANUAL	PLANNED			0.16
20	MANUAL	PLANNED			0.04
23	MANUAL	PRINTED	02/28/2002 18:46:52	02/28/2002 18:48:04	0.02
24	MANUAL	PLANNED			0.01
25	MANUAL	PLANNED			0.01
26	MANUAL	PLANNED			0.01
27	PO	PLANNED			0.01
30	PO	PLANNED			0.01
32	MANUAL	PLANNED			0.01
34	MANUAL	PLANNED			0.02
36	MANUAL	PLANNED			0.01
38	MANUAL	PLANNED			0.01
41	MANUAL	PLANNED			0.04
100	MANUAL	PLANNED			0.02
206	MANUAL	PLANNED			0.07

Manual Wave Review Window

Display Manual Waves for Another Date

1. If any manual waves are currently displayed, click the clear button.
2. In the Waves for Day field, enter the date that you want to review, or click the calendar button and select the date. The manual waves for the selected date appear.

Print a Pick Package

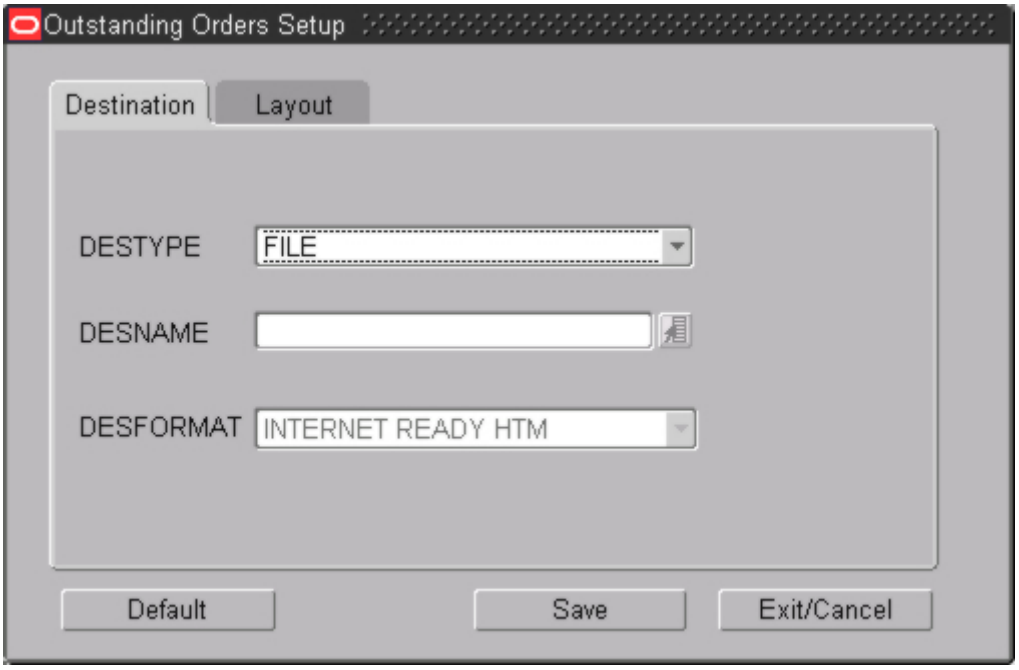
1. On the Manual Wave Review window, select the manual wave for which a pick package is needed.
2. Click **Print Pkg**.
3. When prompted to confirm the request, click **Yes**.

Exit the Manual Wave Review Window

- Click the exit button to close the window.

Generate the Outstanding Orders Report

Navigate: From the main menu, select Distribution Planning > Reports > Outstanding Orders Report. The Outstanding Orders Setup window opens.



Outstanding Orders Setup Window

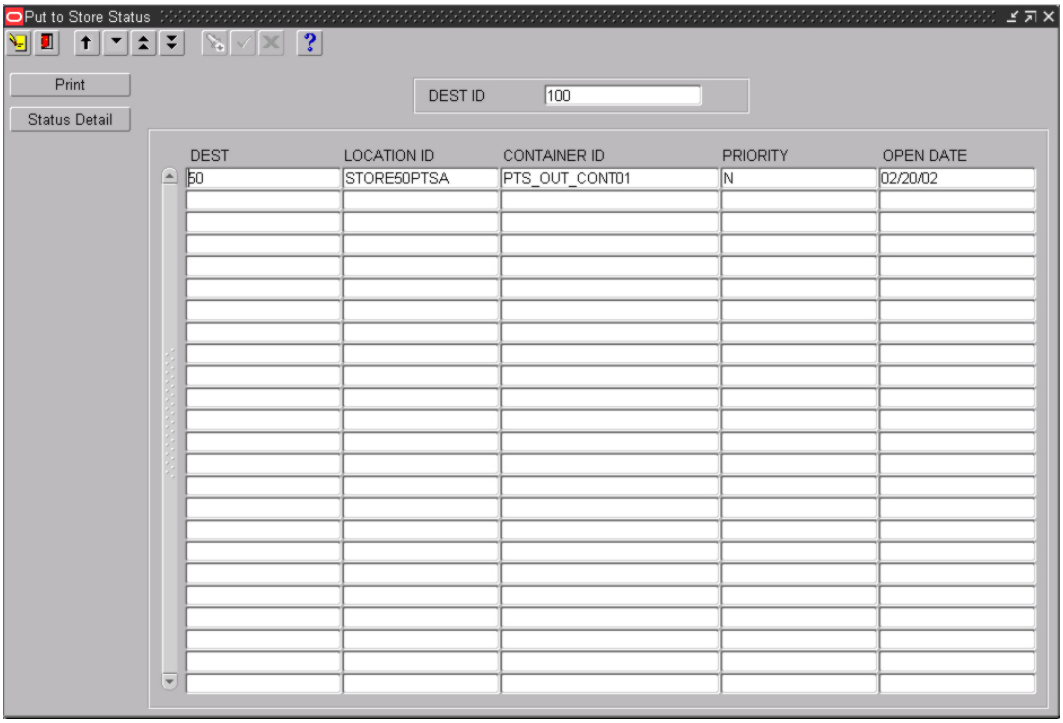
1. In the Destype field, select the type of destination.
2. In the Desname field, select the name of the destination.

   Note: To return to the default settings, click **Default**.

3. To view the layout of the report, click on the Layout tab.
4. Click **Save**. The report is sent to the selected destination.

Generate the PTS Containers to Close Report

Navigate: From the main menu, select Distribution Planning > Put to Store Status. The Put to Store Status window opens.



Put to Store Status Window

Display All Destinations

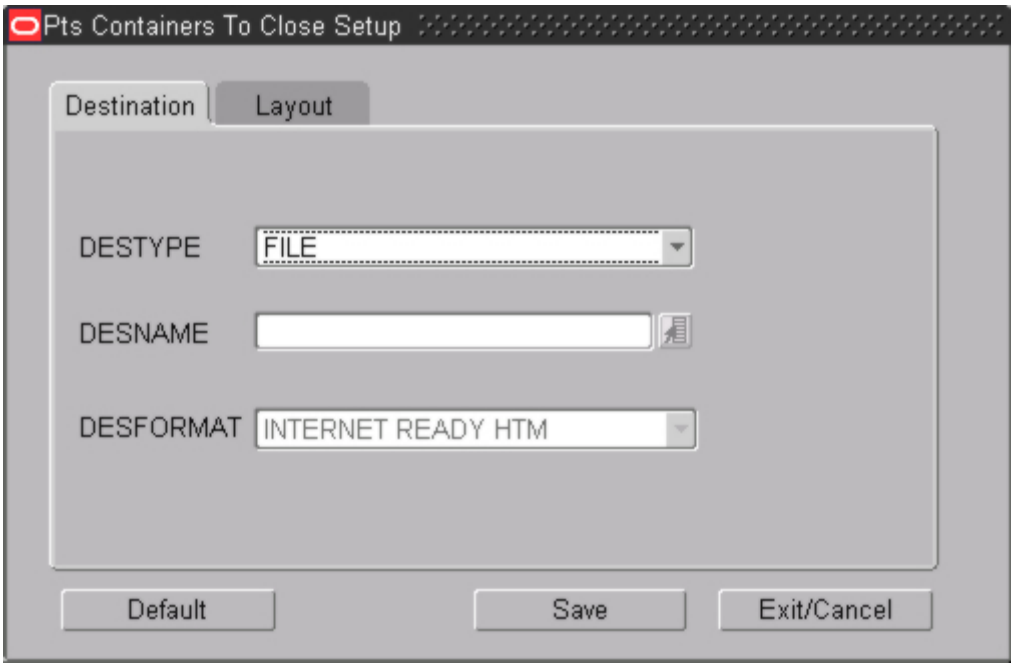
- Click the execute query button.

Display a Destination

1. If any destinations are currently displayed, click the clear button.
2. Click the enter query button.
3. In the Dest ID query field, enter the destination ID, or click the LOV button and select the destination.
4. Click the execute query button. The details for the selected destination are displayed.

Generate the PTS Containers to Close Report

1. Click **Print**. The PTS Containers to Close Setup window opens.



PTS Containers to Close Setup Window

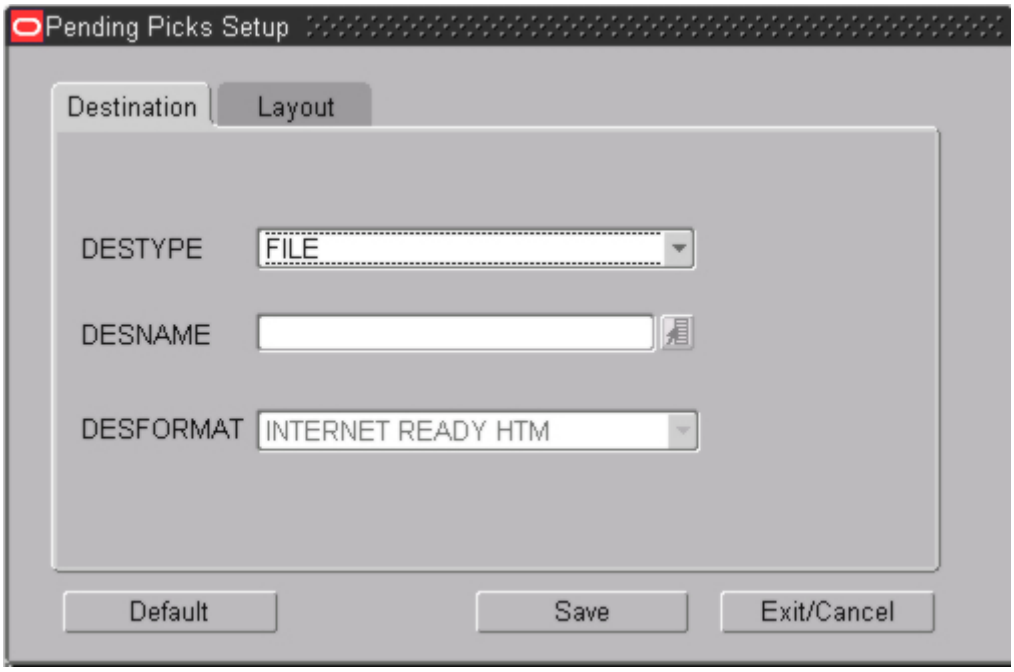
2. In the Destype field, select the type of destination.
3. In the Desname field, select the name of the destination.

> **Note:** To return to the default settings, click **Default**.

4. To view the layout of the report, click on the Layout tab.
5. Click **Save**. The report is sent to the selected destination.

Generate the Pending Picks Report

Navigate: From the main menu, select Distribution Planning > Reports > Pending Picks Report. The Pending Picks Setup window opens.



Pending Picks Setup Window

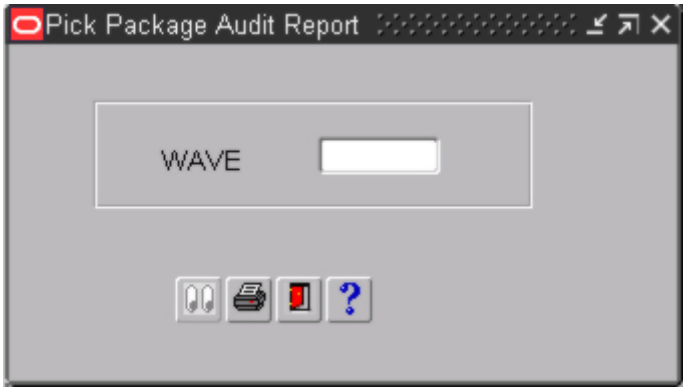
1. In the Destype field, select the type of destination.
2. In the Desname field, select the name of the destination.

> **Note:** To return to the default settings, click **Default**.

3. To view the layout of the report, click on the Layout tab.
4. Click **Save**. The report is sent to the selected destination.

Generate the Pick Package Audit Report

Navigate: From the main menu, select Distribution Planning > Reports > Pick Package Audit Report. The Pick Package Audit Report window opens.

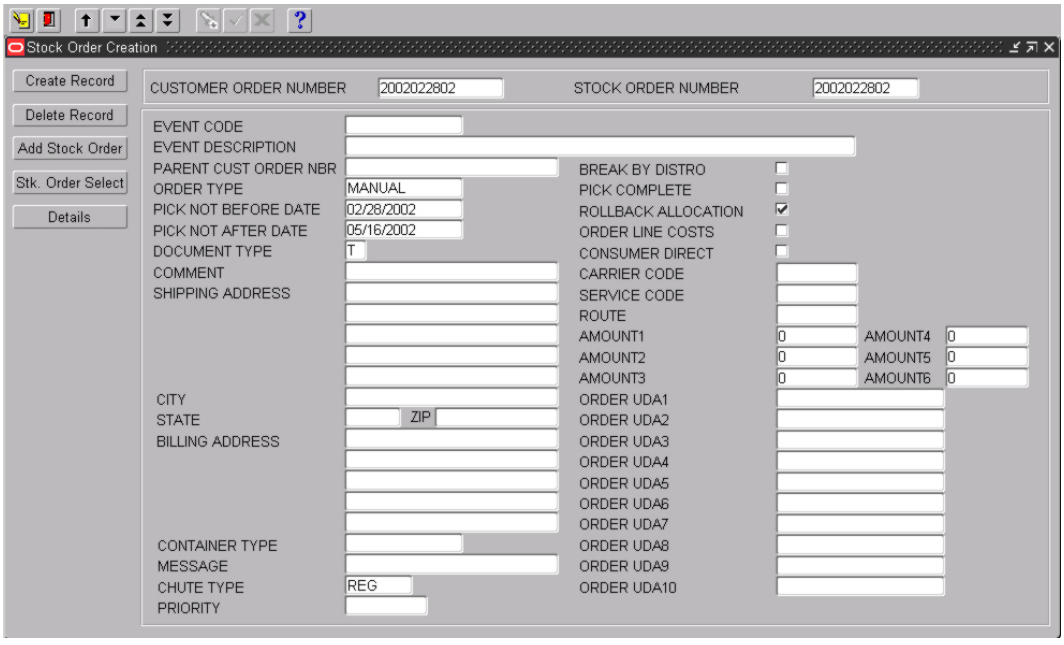


Pick Package Audit Report Window

1. In the Wave field, enter the wave number that you want to include in the report.
2. Click the print button. The report is sent to the default destination.

Maintain Manual Stock Orders

Navigate: From the main menu, select Distribution Planning > Stock Order Creation. The Stock Order Creation window opens.



Stock Order Creation Window

Display a Manual Stock Order

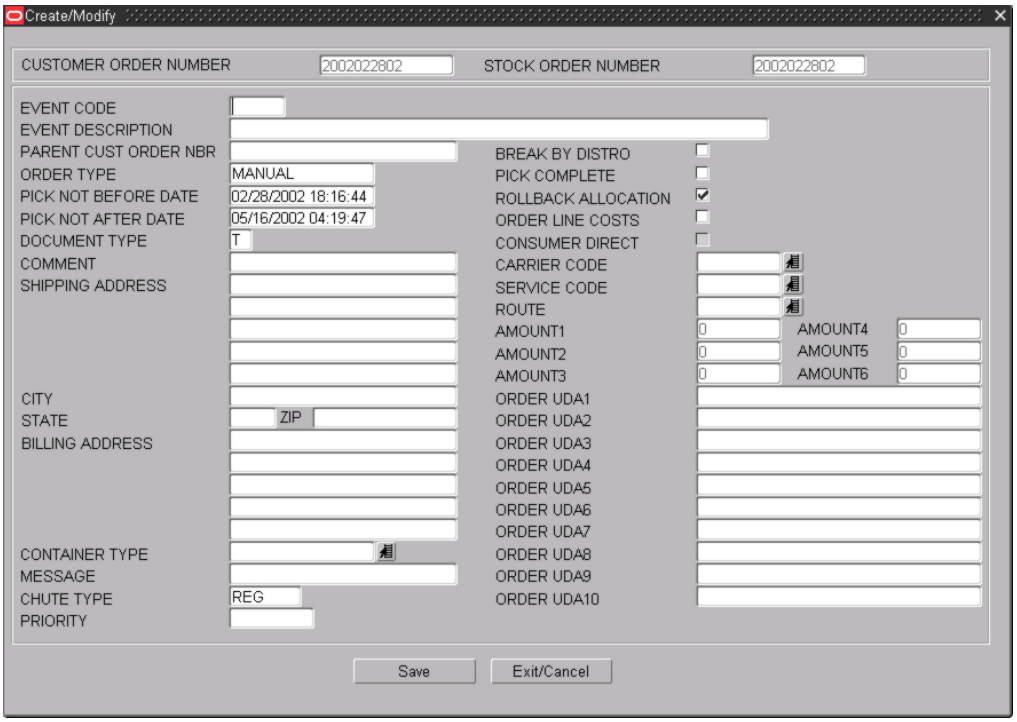
1. If a stock order is currently displayed, click the clear button.
2. Click the enter query button.
3. In the Customer Order Number query field, enter the customer order number, or click the LOV button and select the customer order number.
4. In the Stock Order Number query field, enter the stock order number, or click the LOV button and select the stock order number.

> **Note:** The stock order number is required if more than one stock order is associated with the customer order.

5. Click the execute query button. The details of the selected stock order appear.

Edit a Manual Stock Order

1. On the Stock Order Creation window, double-click any field other than a query field. The Create/Modify window opens.

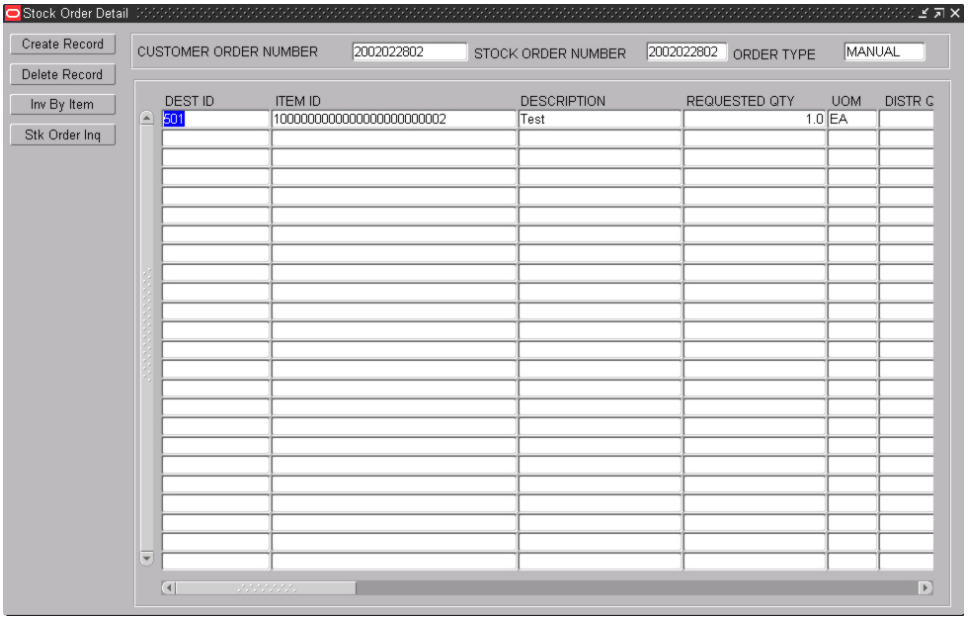


Create/Modify Window

2. Edit the enabled fields as necessary.
3. To edit destination details:
   a. Click **Details**. The Stock Order Detail window opens.
   b. Double-click the destination record that you want to edit. The Create/Modify window opens.
   c. Edit the enabled fields as necessary.
   d. Click **Save** to save any changes and close the Create/Modify window.
   e. Click the exit  button to close the Stock Order Detail window.
4. Click **Save** to save the changes and close the Create/Modify window.

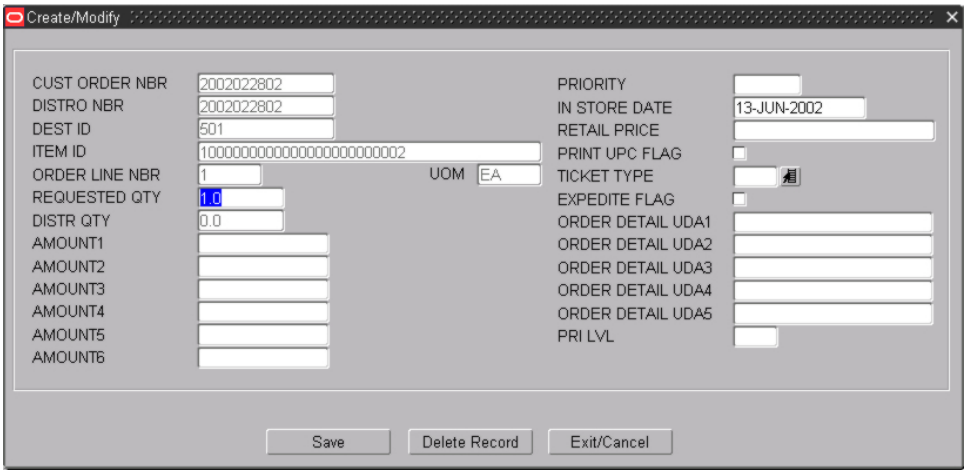
Add a Manual Stock Order

1. On the Stock Order Creation window, click **Create Record**. The Create/Modify window opens. The Customer Order Number and the Stock Order Number fields are automatically filled in.
2. Enter as many details as are known.
3. Click **Save** to save the changes and close the Create/Modify window.
4. To add destination details:
   a. Click **Details**. The Stock Order Detail window opens.



Stock Order Detail Window

   b. Click **Create Record**. The Create/Modify window opens.



Create/Modify Window

c. In the Dest ID field, enter the destination ID, or click the LOV button and select the destination.

d. In the Item ID field, enter the item ID, or click the LOV button and select the item.

e. In the Order Line Nbr, enter a line number that is unique for the current stock order.

f. Enter as many details as are known.

g. Click **Save** to save the changes and close the Create/Modify window.

h. Click the exit button to close the Stock Order Detail window.

5. To create another stock order under the same customer order number, click **Add Stock Order**. The Create/Modify window opens.

Delete Location Details

1. On the Stock Order Creation window, click **Details**. The Stock Order Detail window opens.
2. Select the record that you want to delete.
3. Click **Delete Record**.
4. When prompted to delete the record, click **Yes**.
5. Click the exit button to close the Stock Order Detail window.

Delete a Manual Stock Order

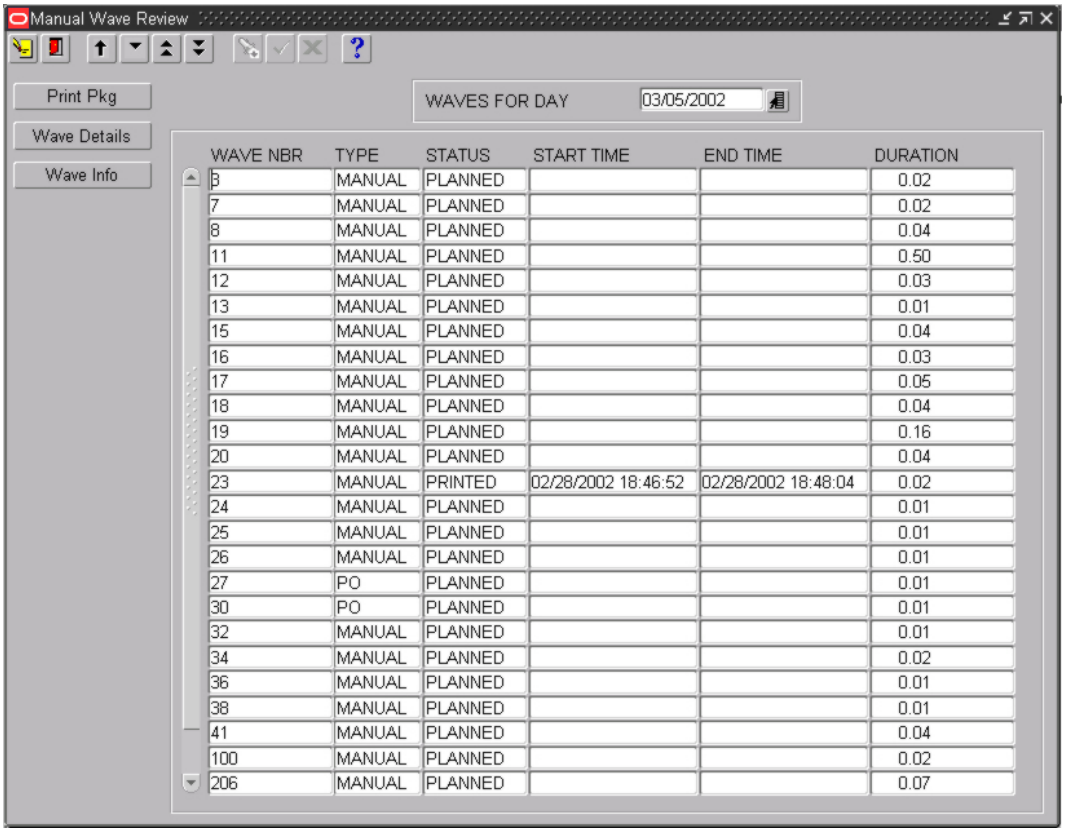
1. On the Stock Order Creation window, click **Delete Record**.
2. When prompted to delete the record, click **Yes**.

Exit the Stock Order Creation Window

- Click the exit button to close the window.

Maintain Manual Waves

Navigate: From the main menu, select Distribution Planning > Manual Wave Review. The manual waves for the current date appear in the Manual Wave Review window.



WAVE NBR	TYPE	STATUS	START TIME	END TIME	DURATION
3	MANUAL	PLANNED			0.02
7	MANUAL	PLANNED			0.02
8	MANUAL	PLANNED			0.04
11	MANUAL	PLANNED			0.50
12	MANUAL	PLANNED			0.03
13	MANUAL	PLANNED			0.01
15	MANUAL	PLANNED			0.04
16	MANUAL	PLANNED			0.03
17	MANUAL	PLANNED			0.05
18	MANUAL	PLANNED			0.04
19	MANUAL	PLANNED			0.16
20	MANUAL	PLANNED			0.04
23	MANUAL	PRINTED	02/28/2002 18:46:52	02/28/2002 18:48:04	0.02
24	MANUAL	PLANNED			0.01
25	MANUAL	PLANNED			0.01
26	MANUAL	PLANNED			0.01
27	PO	PLANNED			0.01
30	PO	PLANNED			0.01
32	MANUAL	PLANNED			0.01
34	MANUAL	PLANNED			0.02
36	MANUAL	PLANNED			0.01
38	MANUAL	PLANNED			0.01
41	MANUAL	PLANNED			0.04
100	MANUAL	PLANNED			0.02
206	MANUAL	PLANNED			0.07

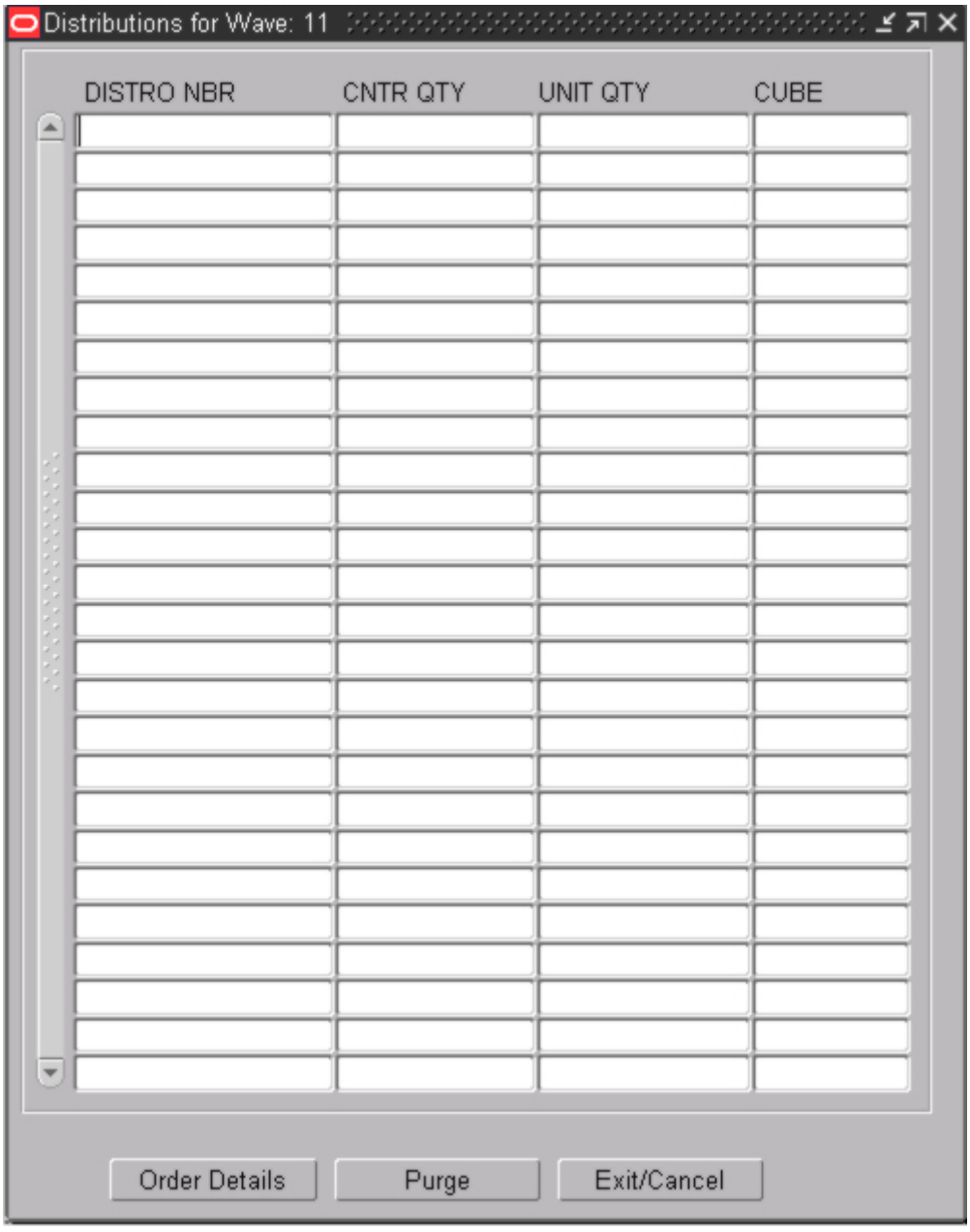
Manual Wave Review Window

Display Manual Waves for Another Date

1. If any manual waves are currently displayed, click the clear button.
2. In the Waves for Day field, enter the date that you want to review, or click the calendar button and select the date. The manual waves for the selected date appear.

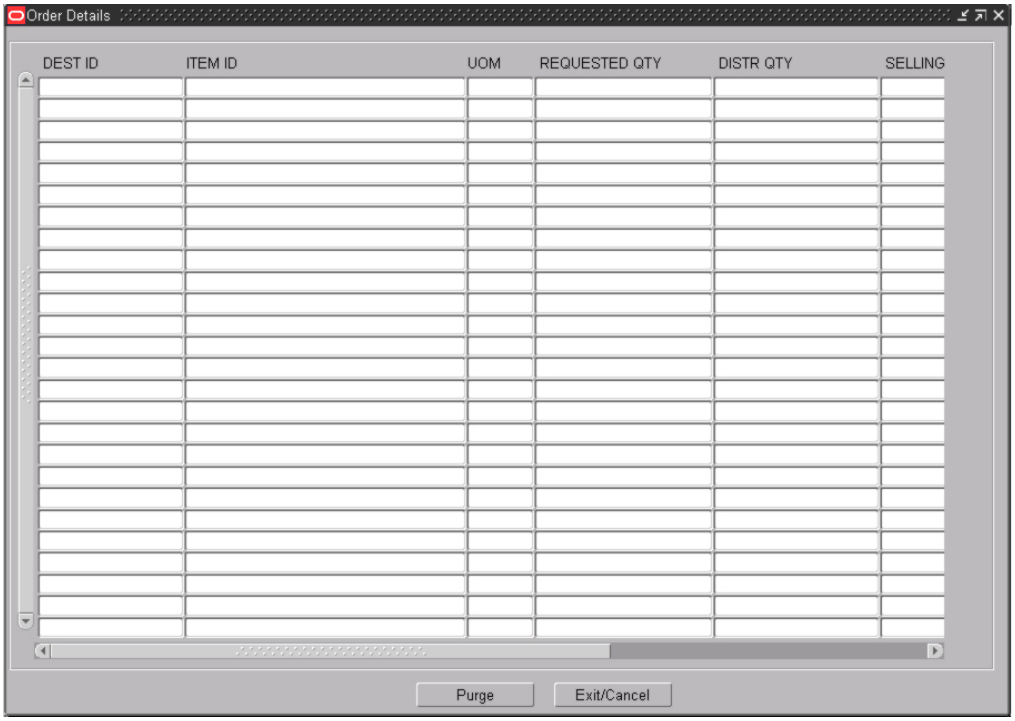
View Details by Distro

1. On the Manual Wave Review window, select the manual wave that you want to view in detail.
2. Click **Wave Details**. The distros appear in the Distributions for Wave window.



Distributions for Wave Window

3. To view details by destination, select the distro that you want to view in detail.
4. Click **Order Details**. The destinations appear in the Order Details windows.



Order Details Windows

5. Click **Exit/Cancel** to close the Order Details window. Then click **Exit/Cancel** to close the Distributions for Wave window.

Purge a Distro from a Manual Wave

> **Note:** When you purge a distro from a manual wave, the picks are deleted from the wave and the allocations are reset.

1. On the Manual Wave Review window, select the manual wave that you want to edit.
2. Click **Wave Details**. The distros appear in the Distributions for Wave window.
3. Select the distro that you want to purge.
4. Click **Purge**.

Purge a Destination/Item from a Distro

> **Note:** When you purge a destination/item from a distro, the picks are deleted from the wave and the allocations are reset.

1. On the Manual Wave Review window, select the manual wave that you want to edit.
2. Click **Wave Details**. The distros appear in the Distributions for Wave window.
3. Select the distro that you want to edit.
4. Click **Order Details**. The Order Details window opens.
5. Select the destination/item that you want to purge.
6. Click **Purge**.

Edit Resources and Hours for a Manual Wave

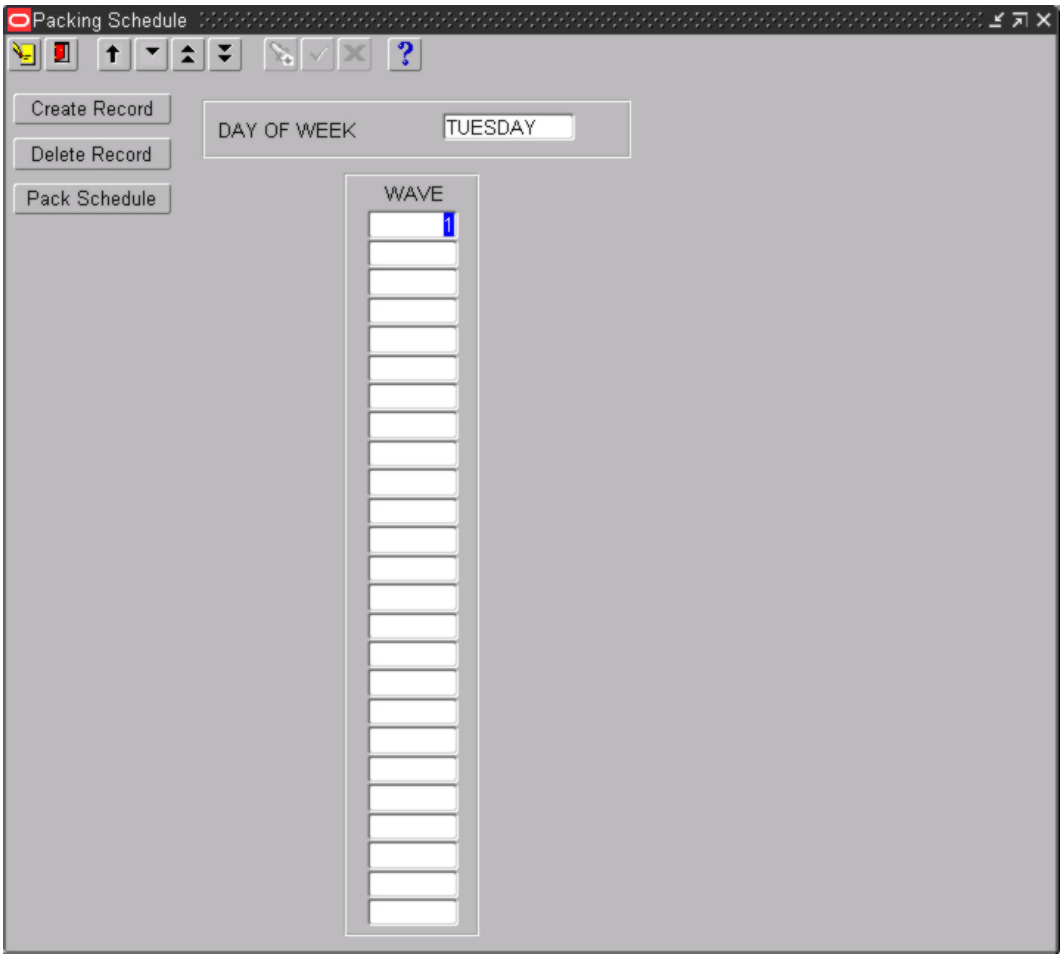
1. On the Manual Wave Review window, select the manual wave that you want to edit.
2. Click **Wave Info**. The projected operations appear in the Wave Information window.
3. Double-click a field. The Modify window opens.
4. Edit the resources and hours as necessary.
5. Click **Save** to save any changes and close the Modify window.
6. Click the exit button to close the Wave Information window.

Exit the Manual Wave Review Window

- Click the exit button to close the window.

Maintain Packing Schedules

Navigate: From the main menu, select Distribution Planning > Packing Schedule Setup. The Packing Schedule window opens.



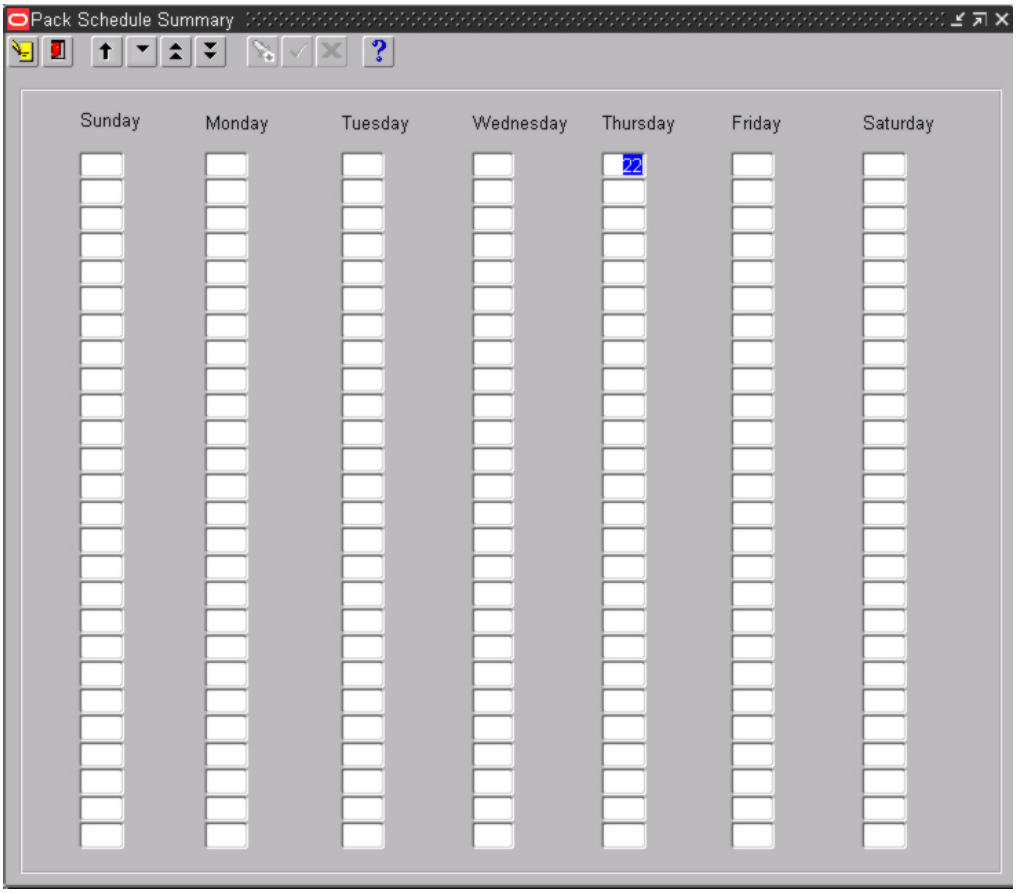
Packing Schedule Window

Display the Packing Schedule for a Day of the Week

1. If a packing schedule is currently displayed, click the clear button.
2. Click the enter query button.
3. In the Day of Week query field, enter the name of the day, or click the LOV button and select the day.
4. Click the execute query button. The waves associated with the selected day appear.

View the Packing Schedules for the Week

1. On the Packing Schedule window, click **Pack Schedule**. The packing schedules for each day of the week appear on the Pack Schedule Summary window.



Pack Schedule Summary Window

2. Click the exit button to close the Pack Schedule Summary window.

Add a Wave to a Packing Schedule

1. On the Packing Schedule window, click **Create Record**. The Create window opens.



Create Window

2. Enter the wave number to be added to the schedule.
3. Click **Save** to save the changes and close the Create window.

Delete a Wave from a Packing Schedule

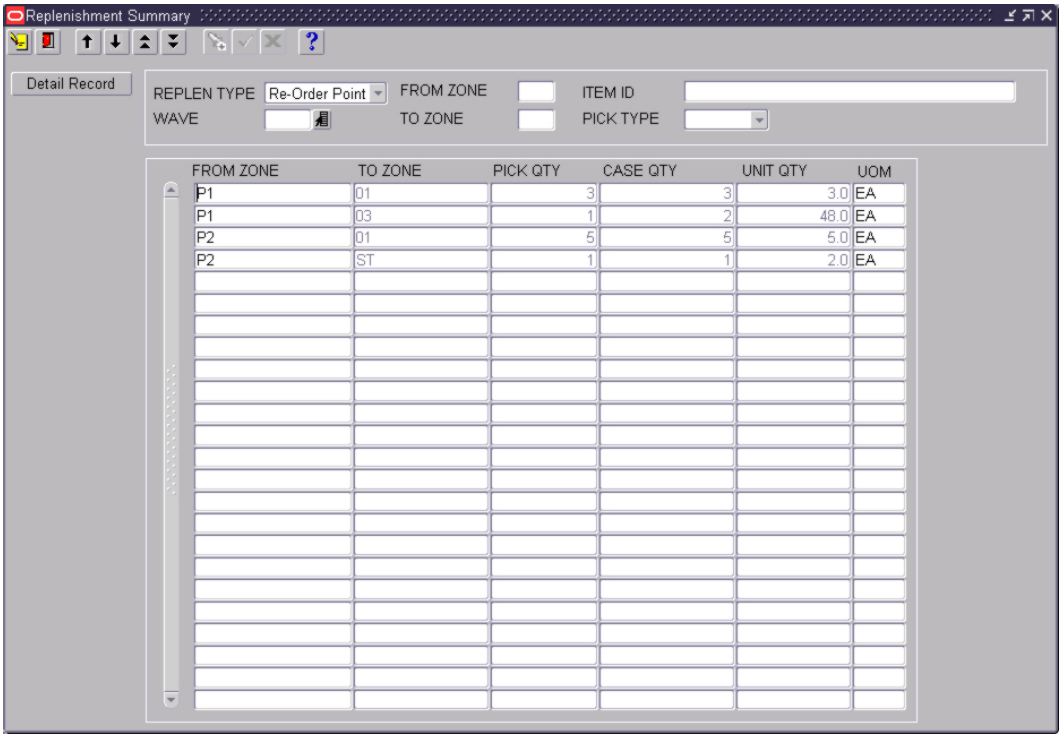
1. On the Packing Schedule window, select the wave that you want to delete.
2. Click **Delete Record**.
3. When prompted to delete the record, click **Yes**.

Exit the Packing Schedule Window

- Click the exit  button to close the window.

Maintain Replenishment Picks

Navigate: From the main menu, select Distribution Planning > Replenishment Summary. The Replenishment Summary window opens.



Replenishment Summary Window

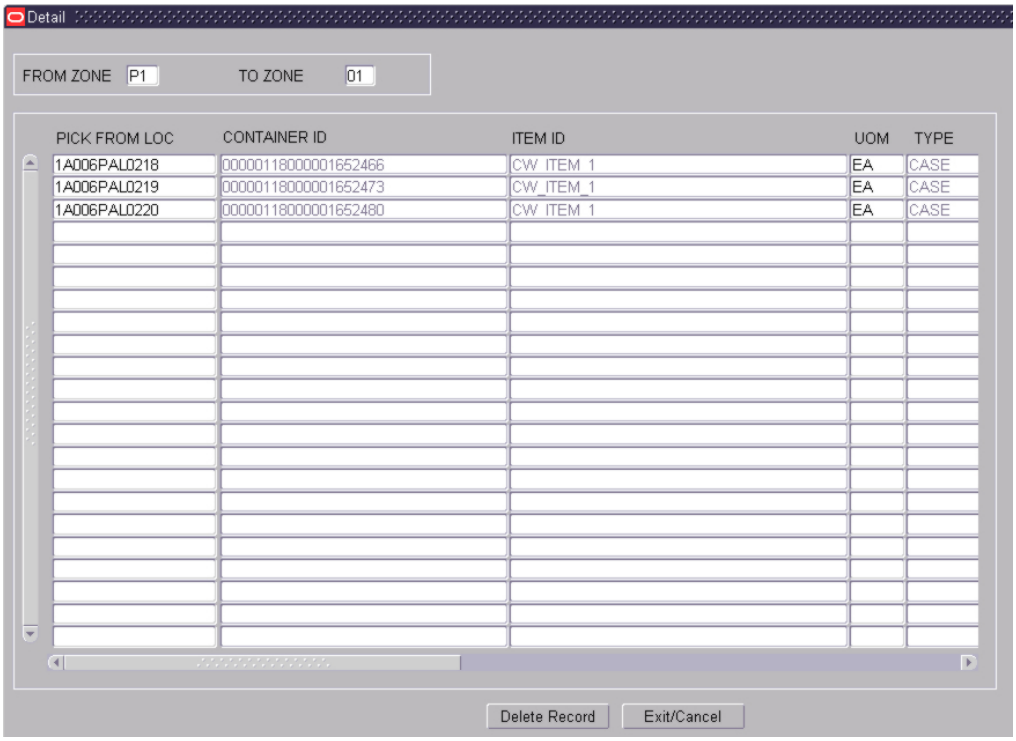
> **Note:** You can access the Replenishment Summary window from the main menu. Select Operational Overview > Replenishment Overview. Select a line type, then click **Replenishment Summary**.

Display the Remaining Picks

1. If any replenishment records are currently displayed, click the clear button.
2. Click the enter query button.
3. In the Replen Type query field, select a replenishment type.
4. To narrow the scope of the query, enter criteria in one or more of the query fields.
5. Click the execute query button. The remaining picks that match the criteria appear.

View the Pick Directives

1. On the Replenishment Summary window, select the record that you want to view in detail.
2. Click **Detail Record**. The pick directives associated with the selected record appear in the Detail window.



Detail Window

3. Click the **Exit/Cancel** button to close the Detail window.

Delete a Dick Directive

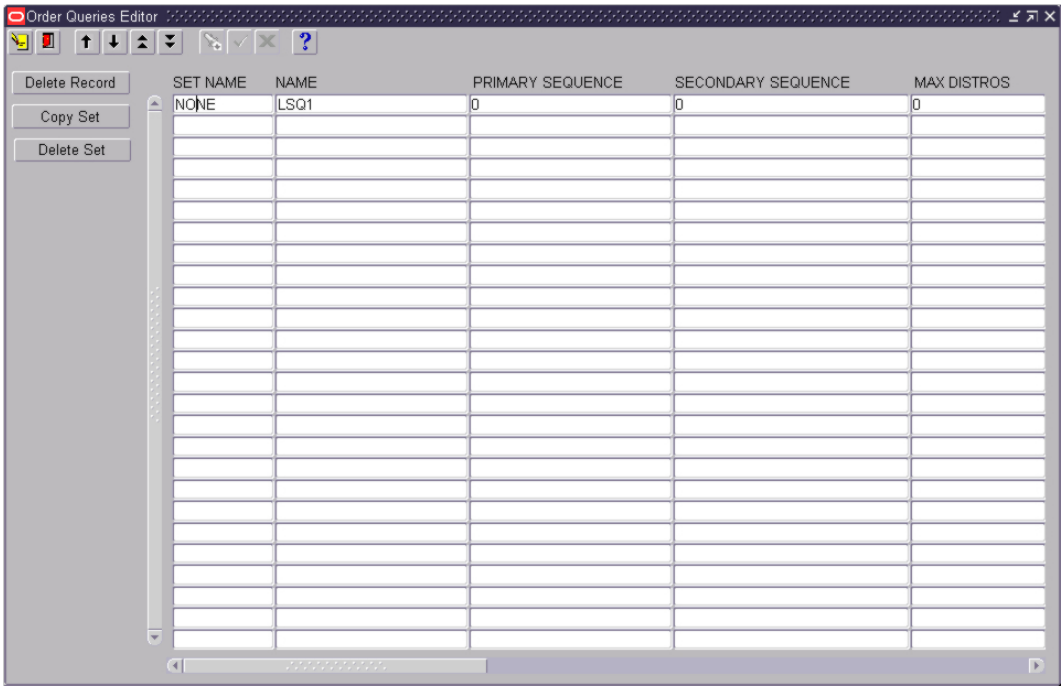
1. On the Replenishment Summary window, select the record that you want to view in detail.
2. Click **Detail Record**. The pick directives associated with the selected record appear in the Detail window.
3. Select the pick directive that you want to delete.
4. Click **Delete Record**.
5. When prompted to delete the record, click **Yes**.
6. Click the **Exit/Cancel** button to close the Detail window.

Exit the Replenishment Summary Window

- Click the exit  button to close the window.

Maintain Stock Order Queries

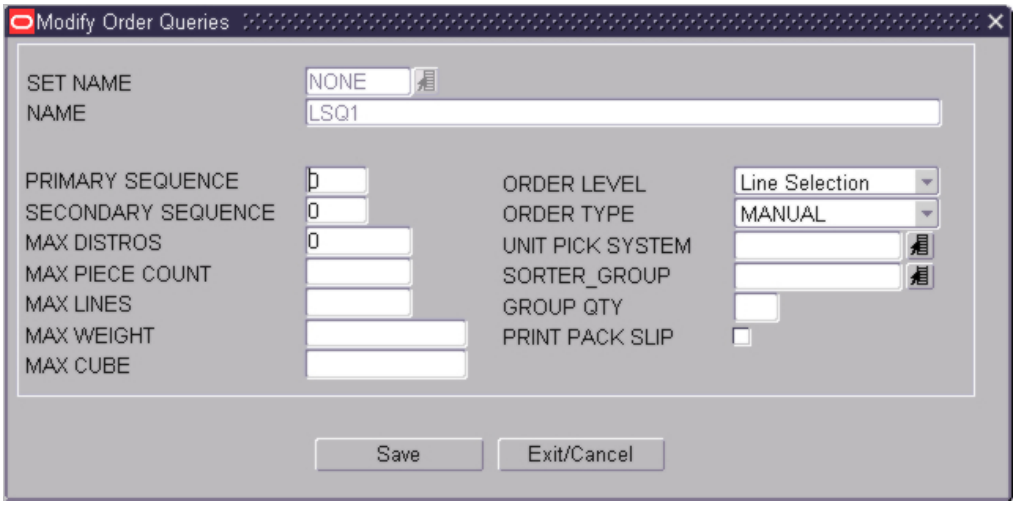
Navigate: From the main menu, select Distribution Planning > Order Query Editor. The current queries appear in the Order Queries Editor window.



Order Queries Editor Window

Edit a Query

1. On the Order Queries Editor window, double-click the query that you want to edit. The Modify Order Queries window opens.

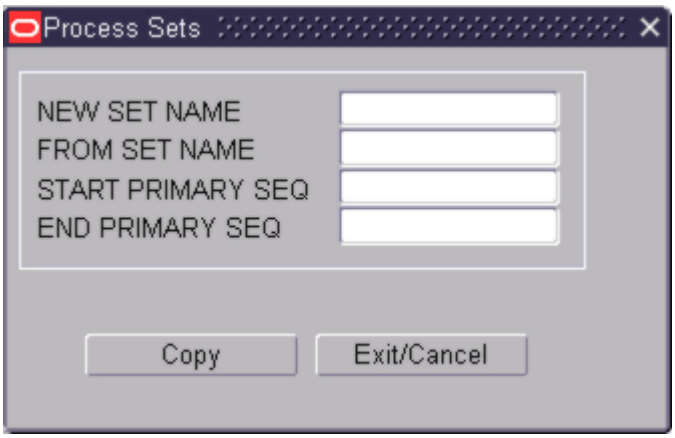


Modify Order Queries Window

2. Edit the enabled fields as necessary.
3. Click **Save** to save any changes and close the Modify Order Queries window.

Copy a Query Set

1. On the Order Queries Editor window, click **Copy Set**. The Process Sets window opens.



Process Sets Window

2. In the New Set Name field, enter the name of the new set.
3. In the From Set Name field, enter the name of the set to be copied.
4. In the Start Primary Seq and End Primary Seq fields, enter the first and last primary sequence numbers that you want to include in the range of queries.
5. Click **Copy** to save the changes and close the window. Any queries from the selected set that have primary sequence numbers within the selected range are copied to the new set.

Delete a Query

1. On the Order Queries Editor window, select the query that you want to delete.
2. Click **Delete Record**.
3. When prompted to delete the record, click **Yes**.

Delete a Query Set

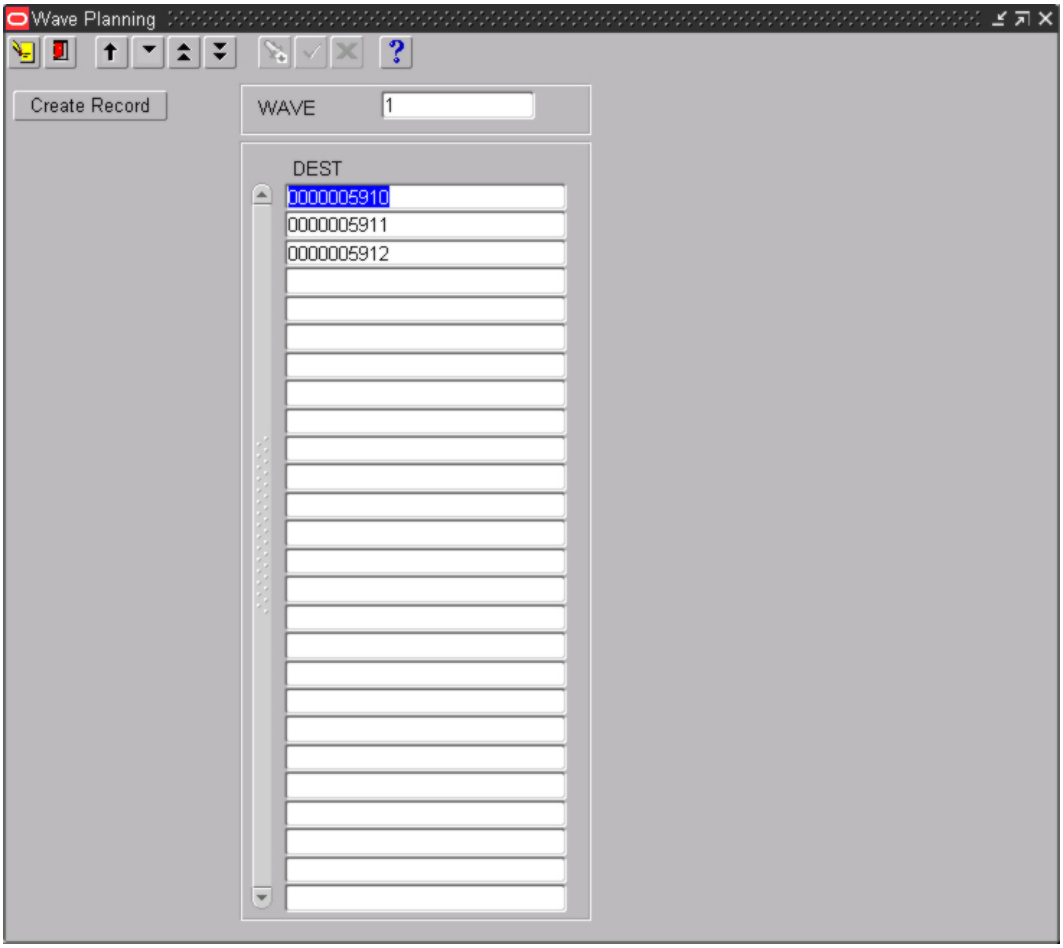
1. On the Order Queries Editor window, click **Delete Set**. The Process Sets window opens.
2. In the Delete Set Name field, enter the name of the set that you want to delete.
3. To delete only a range of queries from the selected set, enter the start and end primary sequence numbers in the appropriate fields.
4. Click **Delete**. The queries within the range of sequence number are deleted. If no sequence numbers were entered, the entire query set is deleted.

Exit the Order Queries Editor Window

- Click the exit  button to close the window.

Maintain Wave Plans

Navigate: From the main menu, select Distribution Planning > Wave Planning. The Wave Planning window opens.



Wave Planning Window

Display a Wave Plan

1. If a wave is currently displayed, click the clear button.
2. Click the enter query button.
3. In the Wave query field, enter the wave number, or click the LOV button and select the wave.
4. Click the execute query button. The destinations for the selected wave are displayed.

Add a Destination to a Wave

1. On the Wave Planning window, click **Create Record**. The Create window opens.



Create Window

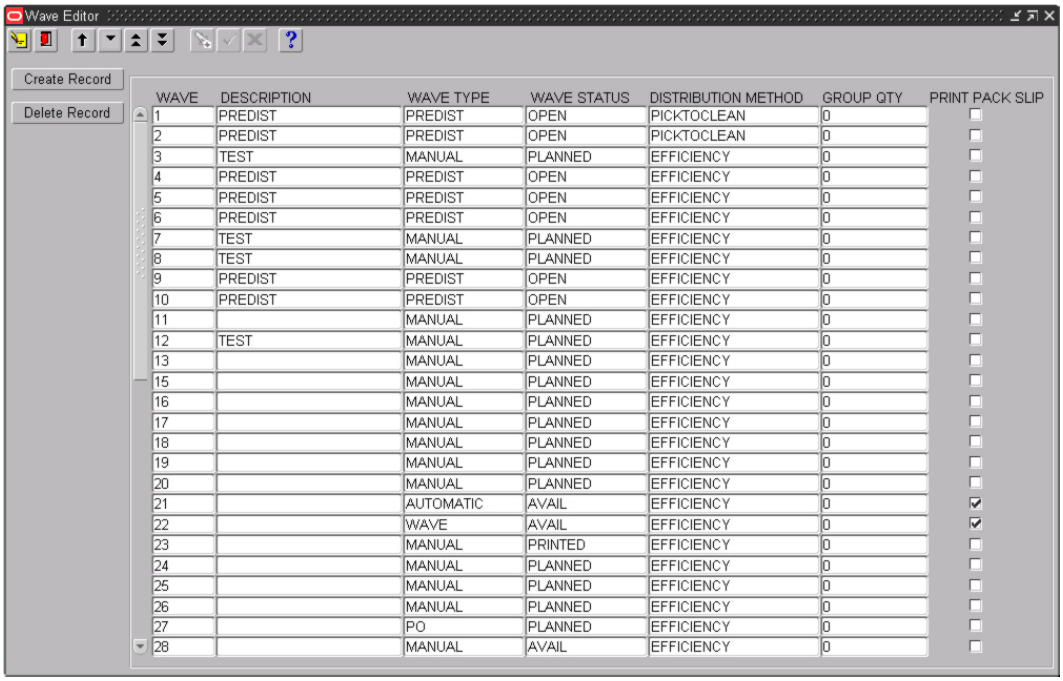
2. In the Dest field, enter the ID of the destination, or click the LOV button and select the destination.
3. Click **Save** to save the changes and close the Create window.

Exit the Wave Planning Window

- Click the exit button to close the window.

Maintain Waves

Navigate: From the main menu, select Distribution Planning > Wave Editor. The current waves appear in the Wave Editor window.



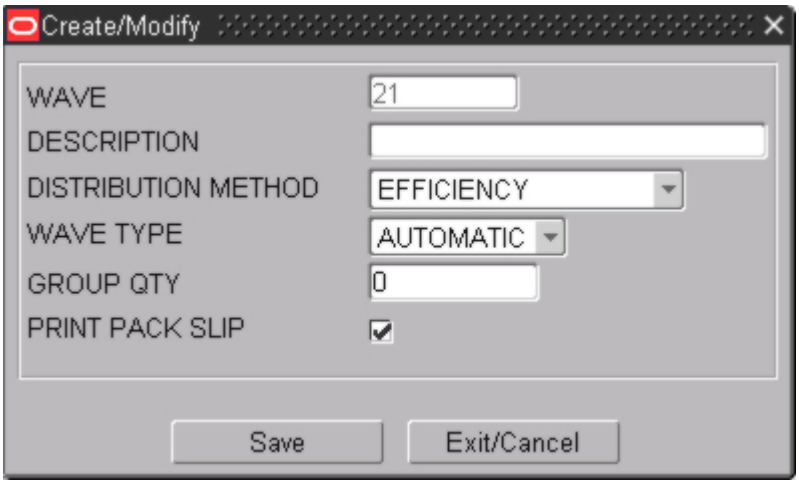
WAVE	DESCRIPTION	WAVE TYPE	WAVE STATUS	DISTRIBUTION METHOD	GROUP QTY	PRINT PACK SLIP
1	PREDIST	PREDIST	OPEN	PICKTOCLEAN	0	☐
2	PREDIST	PREDIST	OPEN	PICKTOCLEAN	0	☐
3	TEST	MANUAL	PLANNED	EFFICIENCY	0	☐
4	PREDIST	PREDIST	OPEN	EFFICIENCY	0	☐
5	PREDIST	PREDIST	OPEN	EFFICIENCY	0	☐
6	PREDIST	PREDIST	OPEN	EFFICIENCY	0	☐
7	TEST	MANUAL	PLANNED	EFFICIENCY	0	☐
8	TEST	MANUAL	PLANNED	EFFICIENCY	0	☐
9	PREDIST	PREDIST	OPEN	EFFICIENCY	0	☐
10	PREDIST	PREDIST	OPEN	EFFICIENCY	0	☐
11		MANUAL	PLANNED	EFFICIENCY	0	☐
12	TEST	MANUAL	PLANNED	EFFICIENCY	0	☐
13		MANUAL	PLANNED	EFFICIENCY	0	☐
15		MANUAL	PLANNED	EFFICIENCY	0	☐
16		MANUAL	PLANNED	EFFICIENCY	0	☐
17		MANUAL	PLANNED	EFFICIENCY	0	☐
18		MANUAL	PLANNED	EFFICIENCY	0	☐
19		MANUAL	PLANNED	EFFICIENCY	0	☐
20		MANUAL	PLANNED	EFFICIENCY	0	☐
21		AUTOMATIC	AVAIL	EFFICIENCY	0	☑
22		WAVE	AVAIL	EFFICIENCY	0	☑
23		MANUAL	PRINTED	EFFICIENCY	0	☐
24		MANUAL	PLANNED	EFFICIENCY	0	☐
25		MANUAL	PLANNED	EFFICIENCY	0	☐
26		MANUAL	PLANNED	EFFICIENCY	0	☐
27		PO	PLANNED	EFFICIENCY	0	☐
28		MANUAL	AVAIL	EFFICIENCY	0	☐

Wave Editor Window

Edit a Wave

Note: Only waves with a status of Available may be edited.

1. On the Wave Editor window, double-click the wave that you want to edit. The Create/Modify window opens.



Create/Modify Window

2. Edit the enabled fields as necessary.
3. Click **Save** to save any changes and close the Create/Modify window.

Add a Wave

1. On the Wave Editor window, click **Create Record**. The Create/Modify window opens.
2. In the Wave field, enter a unique wave number.
3. In the Description field, enter a description for the wave.
4. In the Distribution Method field, select the appropriate method.
5. In the Wave Type field, select the type of wave.
6. In the Group Qty field, enter the number of containers to group in a wave.
7. To indicate that a packing slip should be printed when the wave labels are printed, select the Print Pack Slip check box.
8. Click **Save** to save the changes and close the Create/Modify window.

Delete a Wave

Note: Only waves with a status of Available may be deleted.

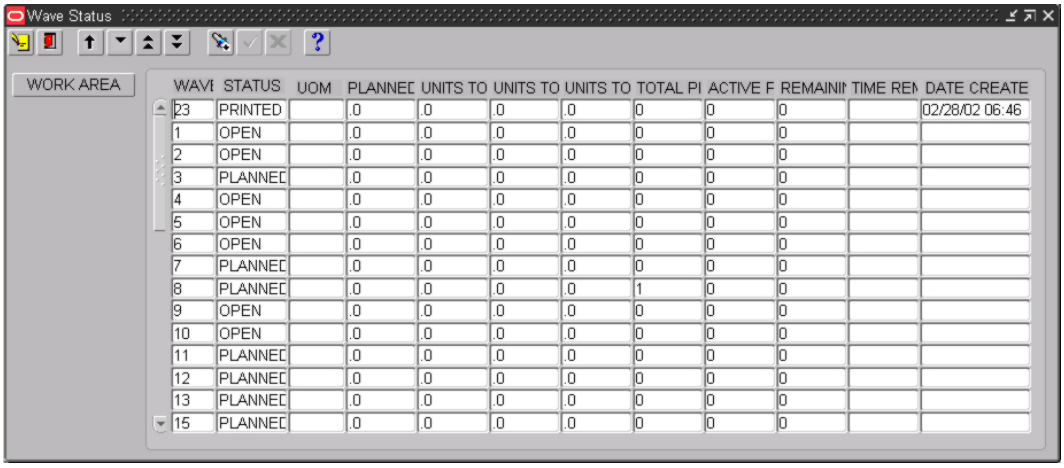
1. On the Wave Editor window, select the wave that you want to delete.
2. Click **Delete Record**.
3. When prompted to delete the record, click **Yes**.

Exit the Wave Editor Window

- Click the exit  button to close the window.

Monitor Waves

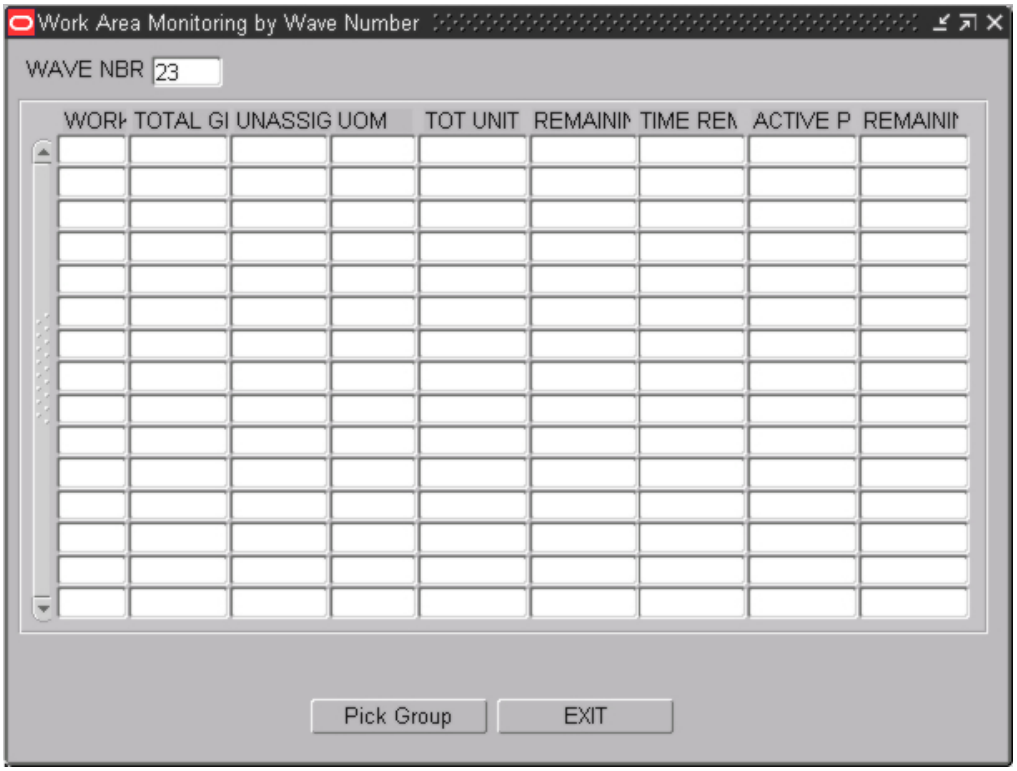
Navigate: From the main menu, select Distribution Planning > Wave Monitoring. The current progress of the waves opens in the Wave Status (Monitoring) window.



Wave Status (Monitoring) Window

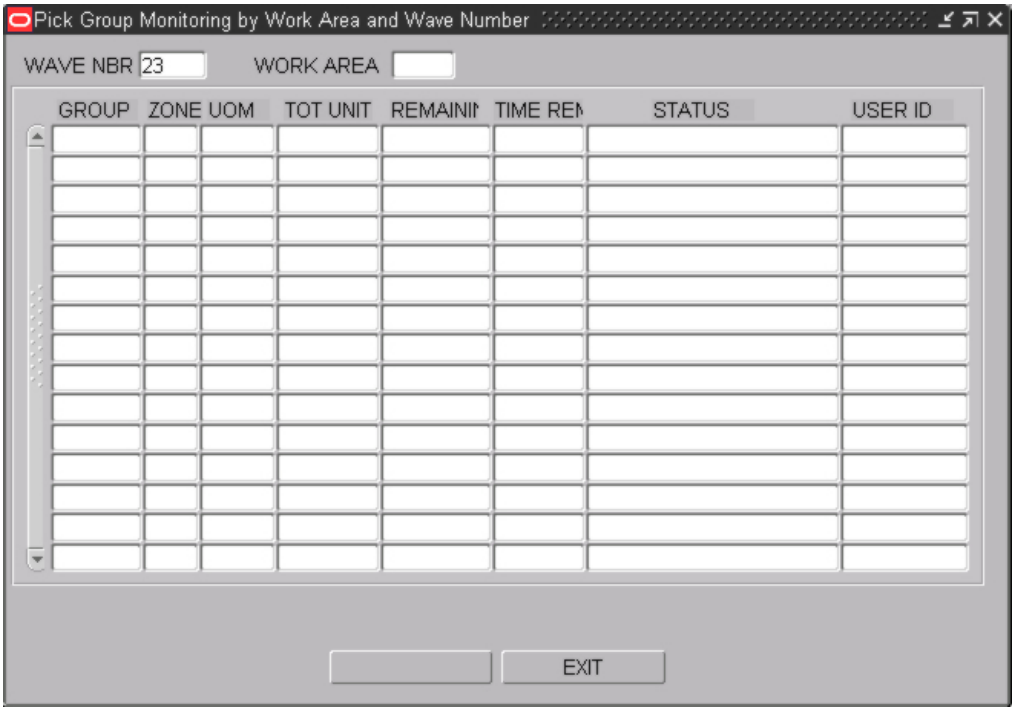
View Work Areas and Pick Groups by Wave

1. On the Wave Status (Monitoring) window, select the wave that you want to view in detail.
2. Click **Work Area**. The current progress in the work areas opens in the Work Area Monitoring by Wave Number window.



Work Area Monitoring by Wave Number Window

3. On the Work Area Monitoring by Wave Number window, select the Pick Group that you want to view in detail.
4. Click **Pick Group**. The current progress by group opens in the Pick Group Monitoring by Work Area and Wave Number window.



Pick Group Monitoring by Work Area and Wave Number Window

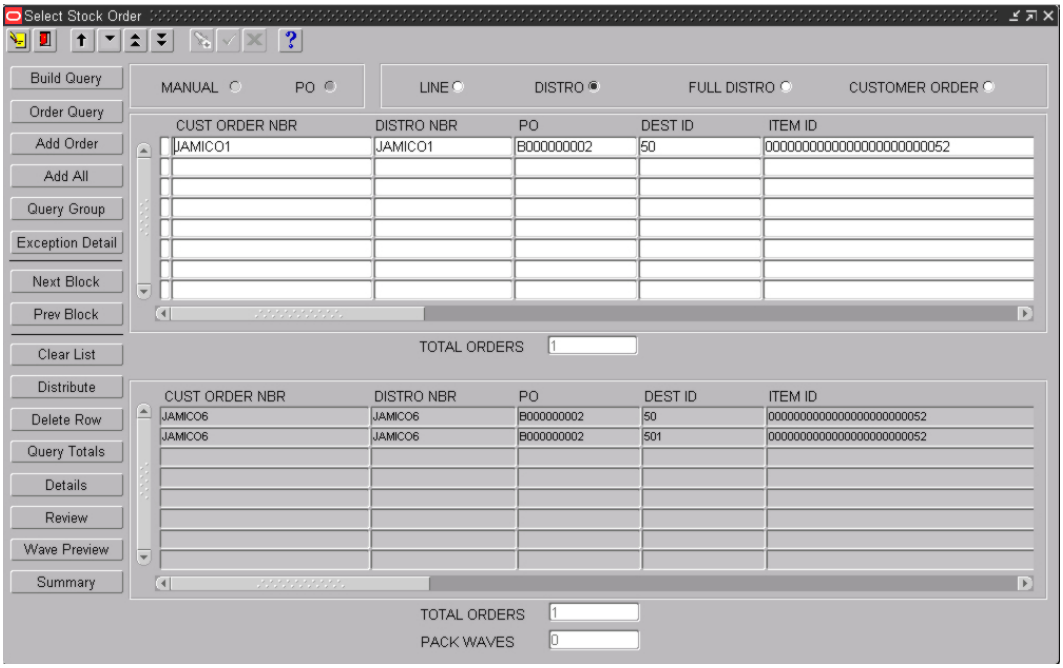
5. Click **Exit** on each window to close the windows.

Exit the Wave Status (Monitoring) Window

- Click the exit  button to close the window.

Query Manual Stock Orders

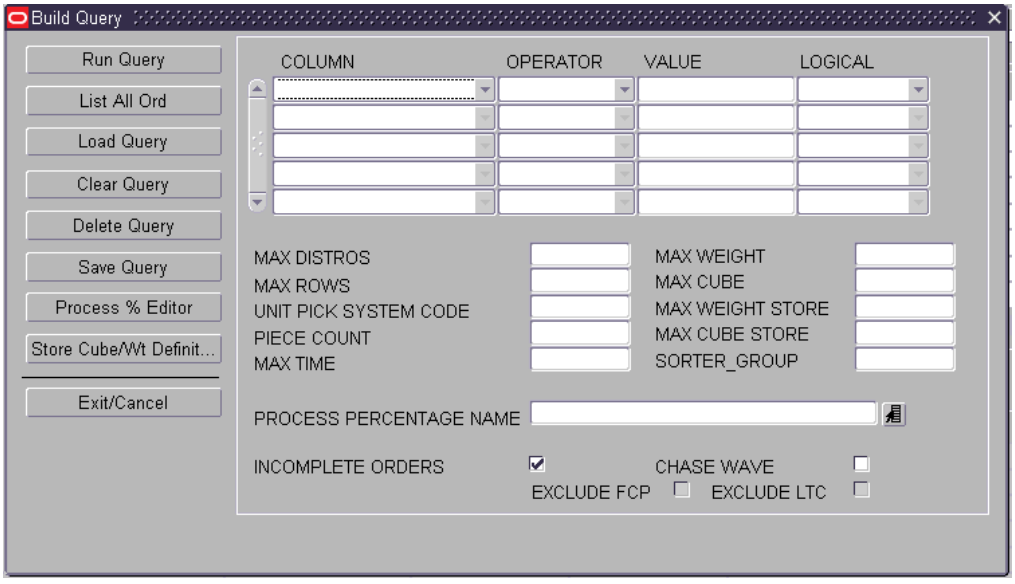
Navigate: From the main menu, select Distribution Planning > Select Stock Order. The Select Stock Order window opens.



Select Stock Order Window

Run a Query

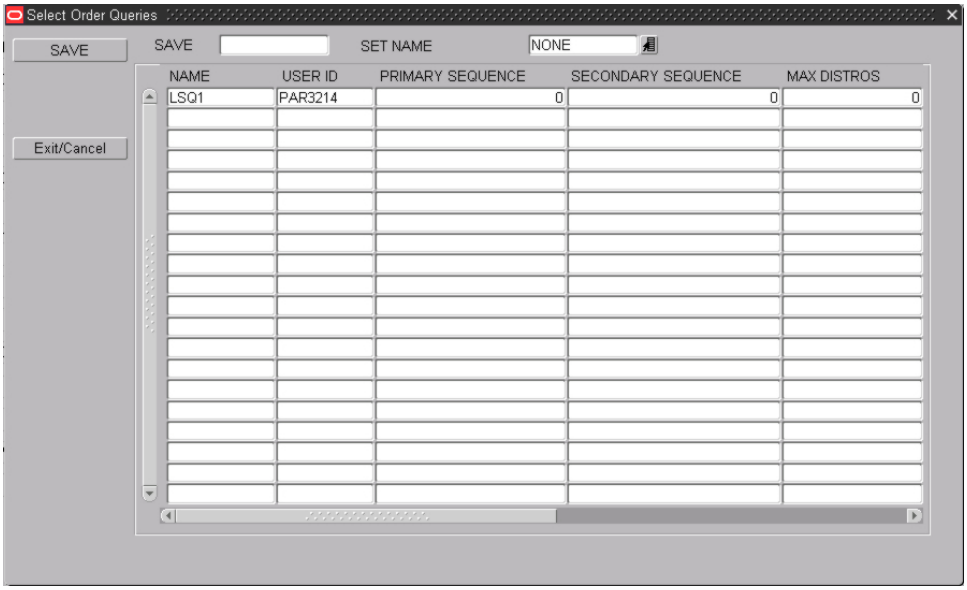
1. On the Select Stock Order window, click **Build Query**. The Build Query window opens.



Build Query window

2. If a query opens, click **Clear Query**.

3. To load a query:
   a. Click **Load Query**. The Select Order Queries window opens.



Select Order Queries Window

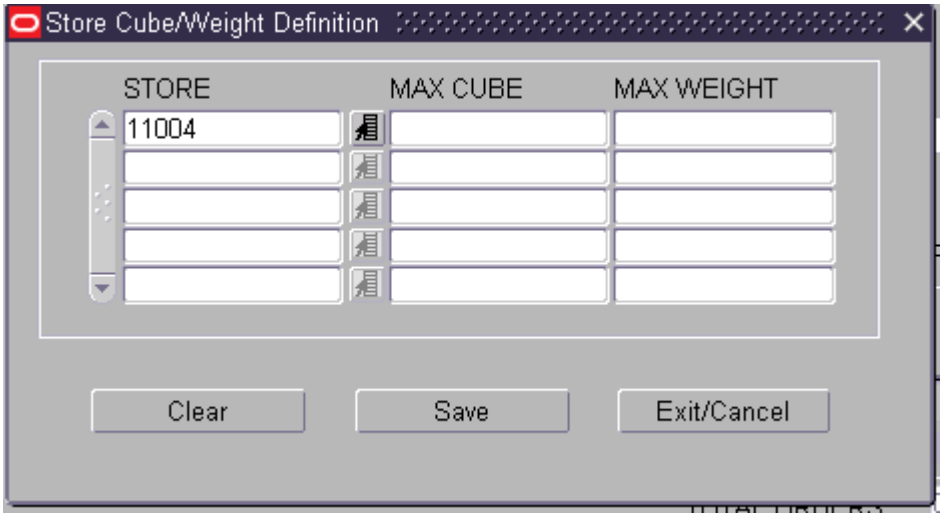
   b. Select the query that you want to use.
   c. Click **Load Query**. The query opens on the Build Query window.
4. Click **Run Query**. The query is run and the results appear on the Query Results block of the Select Stock Order window.

Build a Query

1. On the Select Stock Order window, click **Build Query**. The Build Query window opens.
2. In the Column field, select a limiting element.
3. In the Operator field, select a relational operator.
4. In the Value field, enter the value of the element selected in the Column field.
5. In the Logical field, enter the logical operator used to join two or more conditions.
6. Enter additional conditions as necessary.
7. After entering all the conditional statements, enter any chute criteria in the lower half of the window as necessary.
8. To include incomplete orders in the results, select the Incomplete Orders check box.
9. To save a query:
   a. Click **Save Query**. The Select Order Queries window opens.
   b. In the Save field, enter a name for the query.
   c. If the query is to be saved as part of a query set, select the query set in the Set Name field, or click the LOV button and select the query set.
   d. Click **Save** to save the query and close the Select Order Queries window.
10. On the Build Query window, click **Run Query** to run the query or **Exit/Cancel** to close the Build Query window.

Enter Store Cube/Weight Definition

1. On the Select Stock Order window, click **Build Query**.
2. On the Build Query window, click **Store Cube/Weight Definition**. The Store Cube/Weight Definition window opens.



Store Cube/Weight Definition Window

3. Select a store and enter the weights.
4. Click **Save**.
5. Click **Exit** to close the Store Cube/Weight Definition window.

Delete a Query

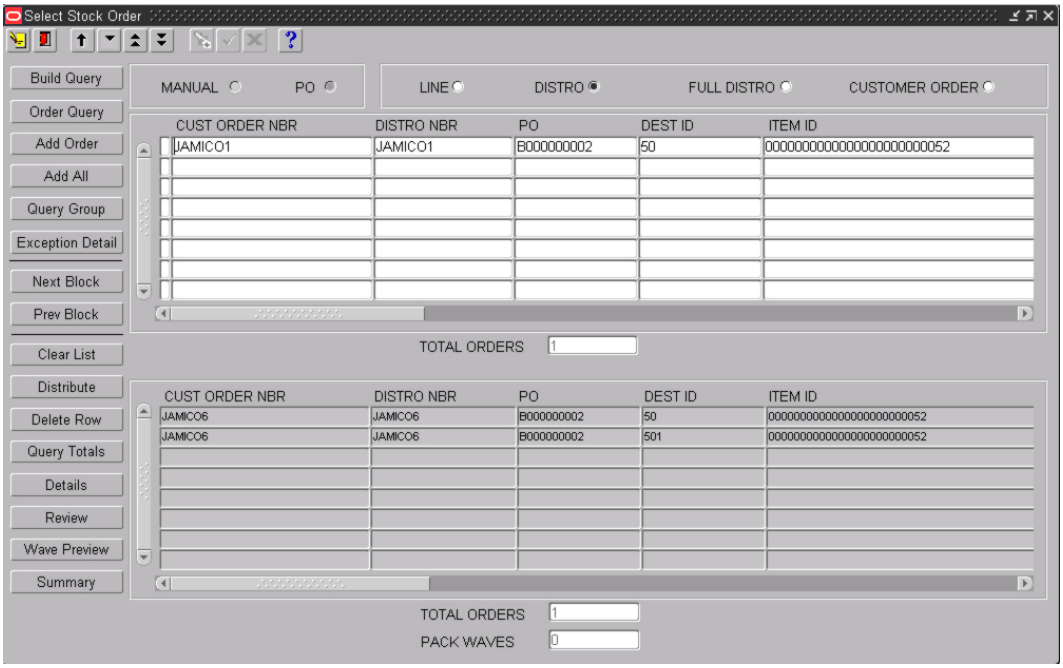
1. On the Select Stock Order window, click **Build Query**. The Build Query window opens.
2. Click **Delete Query**. The Select Order Queries window opens.
3. Select the query that you want to delete.
4. Click **Delete Query**.
5. When prompted to delete the record, click **Yes**. The query is deleted and you are returned to the Build Query window.
6. Click **Exit/Cancel** to close the Build Query window.

Exit the Select Stock Order Window

- Click the exit  button to close the window.

Review Manual Stock Orders

Navigate: From the main menu, select Distribution Planning > Select Stock Order. The Select Stock Order window opens.



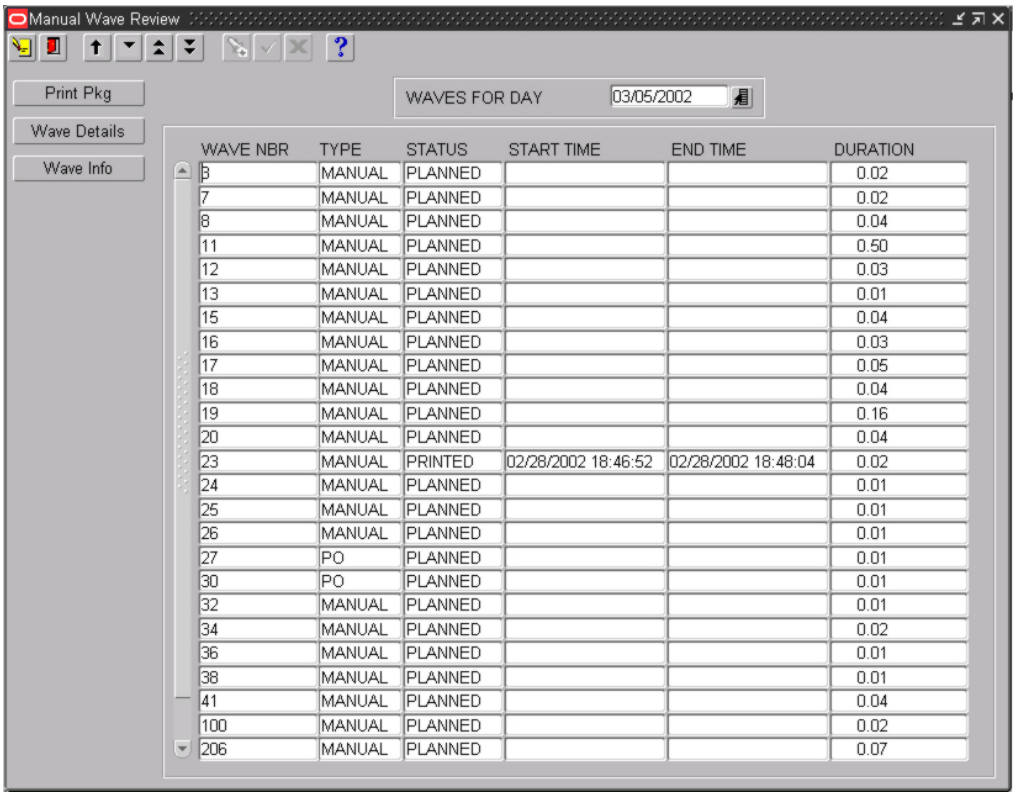
Select Stock Order Window

View Details by Distro

1. On the Select Stock Order window, select the stock order in the Distribute Orders block.
2. Click **Details**. The details appear in the Details for Distro window.
3. Click **Exit/Cancel** to close the Details for Distro window.

View Planned Waves by Day

1. On the Select Stock Order window, click **Review**. The waves for the current date appear in the Manual Wave Review window.

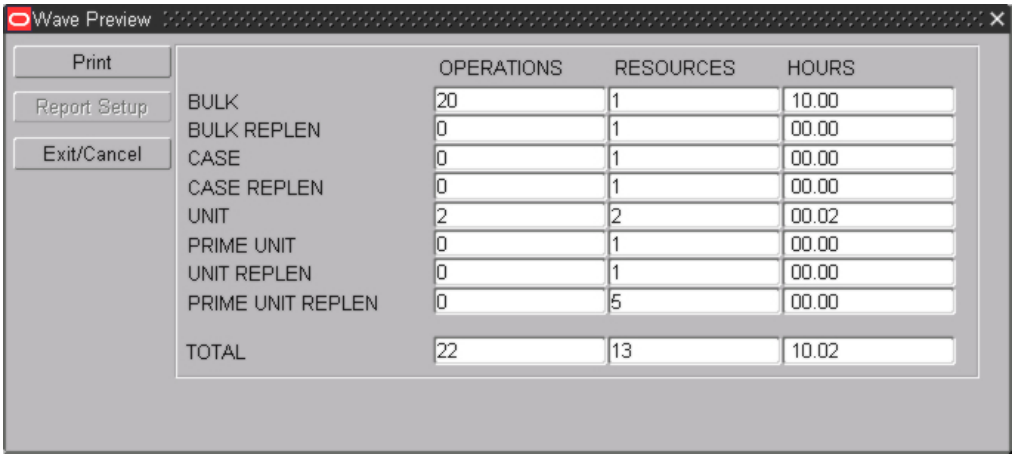


Manual Wave Review Window

2. Click the exit  button to close the Manual Wave Review window.

Generate the Wave Preview Report

1. On the Select Stock Order window, click **Wave Preview**. The wave details appear in the Wave Preview window.

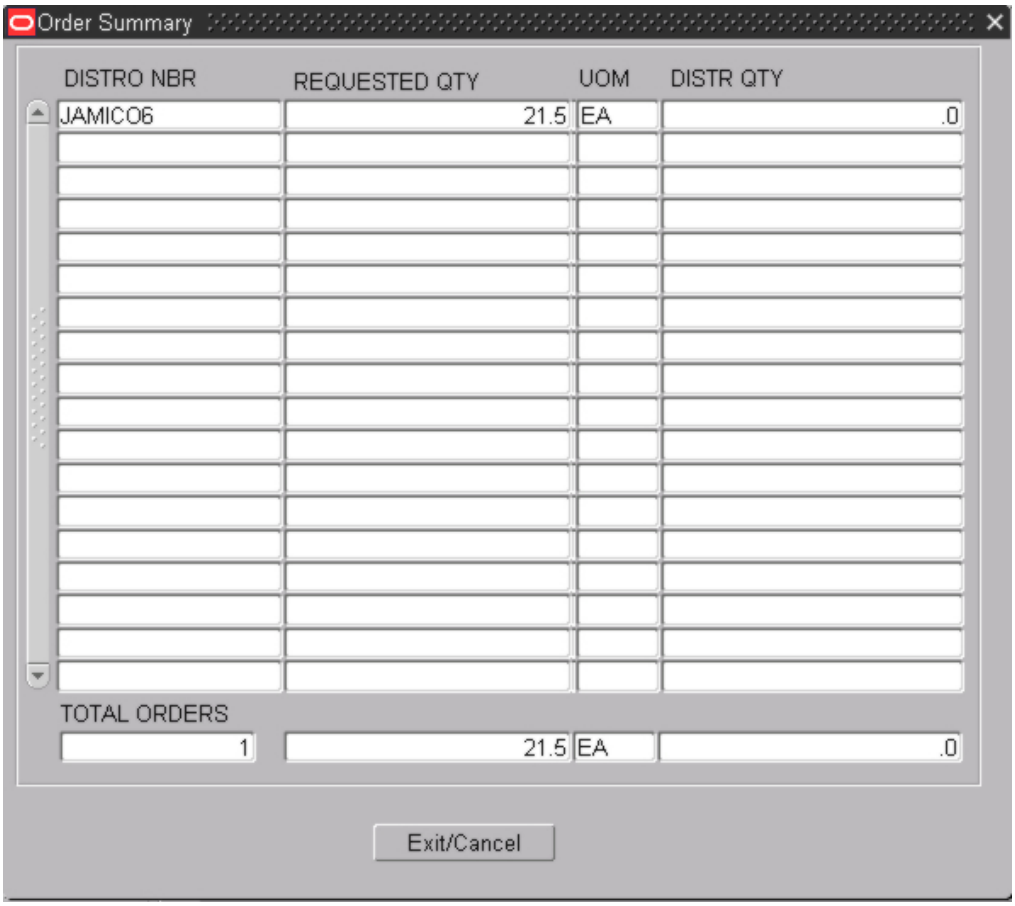


Wave Preview Window

2. Click **Print**. The Wave Preview report is sent to the default destination.

View a Distribution Summary

1. On the Select Stock Order window, click **Summary**. The details appear in the Order Summary window.



Order Summary Window

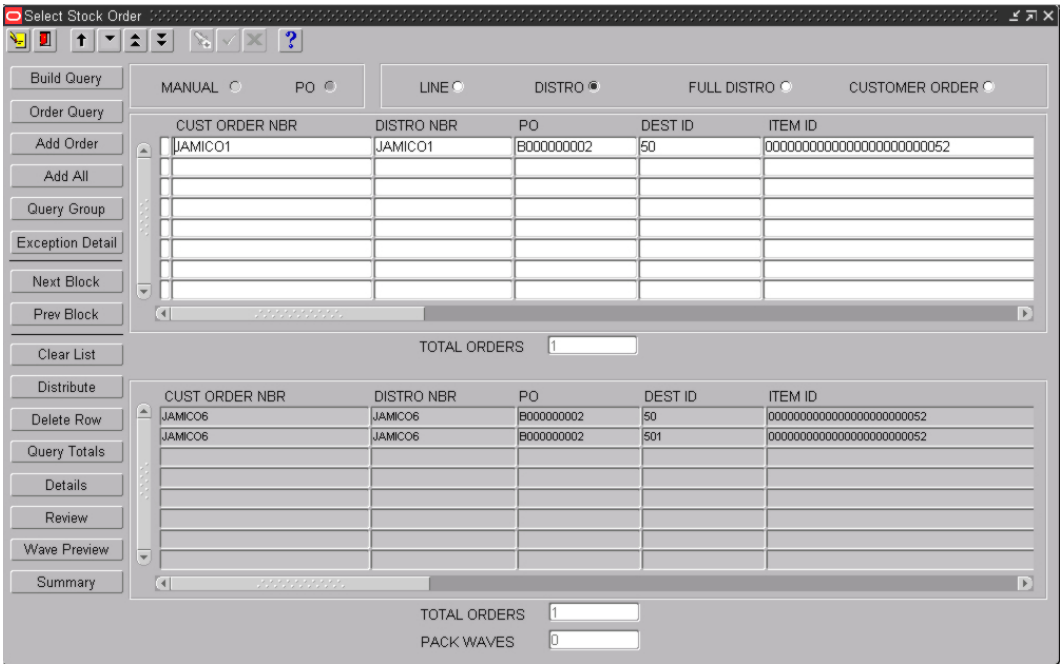
2. Click **Exit/Cancel** to close the Order Summary window.

Exit the Select Stock Order Window

- Click the exit  button to close the window.

Run Query Sets on Manual Stock Orders

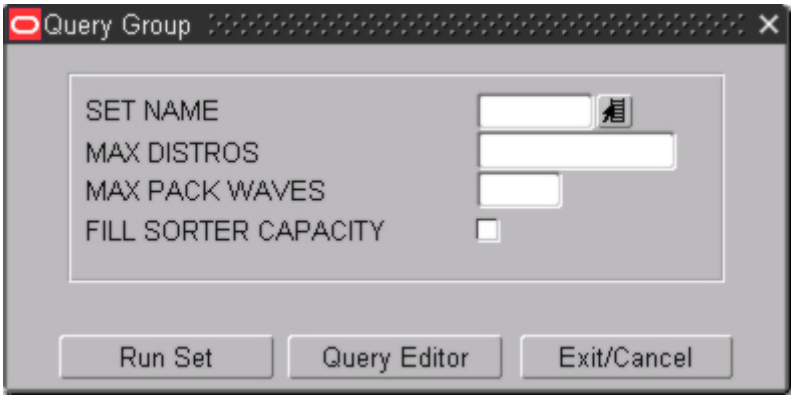
Navigate: From the main menu, select Distribution Planning > Select Stock Order. The Select Stock Order window opens.



Select Stock Order Window

Run a Set of Queries

1. On the Select Stock Order window, click **Query Group**. The Query Group window opens.

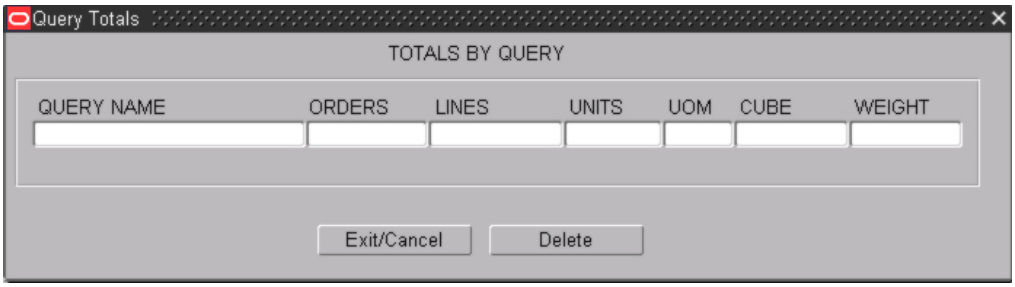


Query Group Window

2. In the Set Name field, enter the name of a query set, or click the LOV button and select the query set.
3. Enter any chute constraints as necessary:
   - Max Distros: Limits the number of distros returned.
   - Max Pack Waves: Limits the number of pack waves generated. It does not exceed the number of pack waves designated for the sorter group.
   - Fill Sorter Capacity: Limits the number of orders to what is needed in order to fill the sorter.
4. Click **Run Set**. The set of queries is run, chute logic is applied, and the results appear on the Query Results block of the Select Stock Order window.

Adjust the Results

1. On the Select Stock Order window, click **Query Totals**. The Query Totals window opens.



Query Totals Window

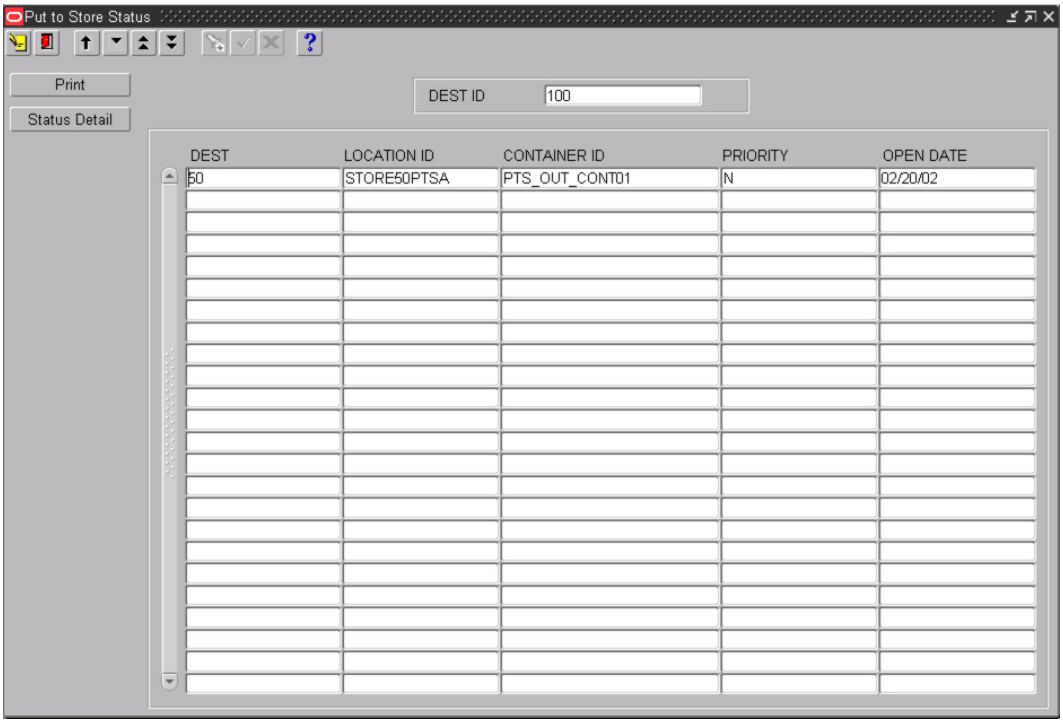
2. To remove the order lines returned by a specific query in the query set, select the query and click **Delete**. The lines are removed from the Distribute Orders block on the Select Stock Order window.

Exit the Select Stock Order Window

- Click the exit button to close the window.

View Open PTS Containers

Navigate: From the main menu, select Distribution Planning > Put to Store Status. The Put to Store Status window opens.



Put to Store Status Window

Display All Destinations

- Click the execute query button.

Display a Destination

1. If any destinations are currently displayed, click the clear button.
2. Click the enter query button.
3. In the Dest ID query field, enter the destination ID, or click the LOV button and select the destination.
4. Click the execute query button. The details for the selected destination are displayed.

View Container Level Details

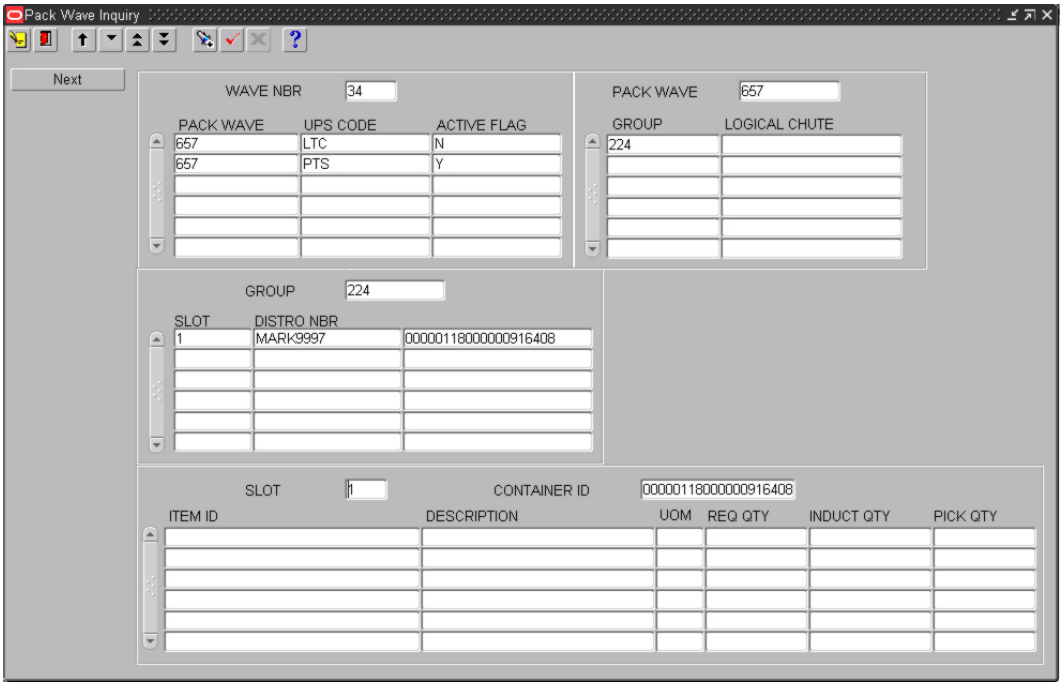
1. On the Put to Store Status window, select the destination that you want to view in detail.
2. Click **Status Detail**. The container level details appear.
3. Click the exit button.

Exit the Put to Store Status Window

- Click the exit button to close the window.

View Pack Waves

Navigate: From the main menu, select Distribution Planning > Pack Wave Inquiry. The Pack Wave Inquiry window opens.



Pack Wave Inquiry Window

Display Pack Waves by Wave

> **Note:** There are four blocks on this window. From top to bottom, they are referred to as the Wave block, Pack Wave block, Group block, and Slot block.

1. If any pack waves are currently displayed, click the clear button.
2. Click the enter query button.
3. In the Wave Nbr query field, enter the wave number, or click the LOV button and select the wave.
4. Click the execute query button. The pack wave details for the selected wave are displayed.

View Additional Pack Wave Details

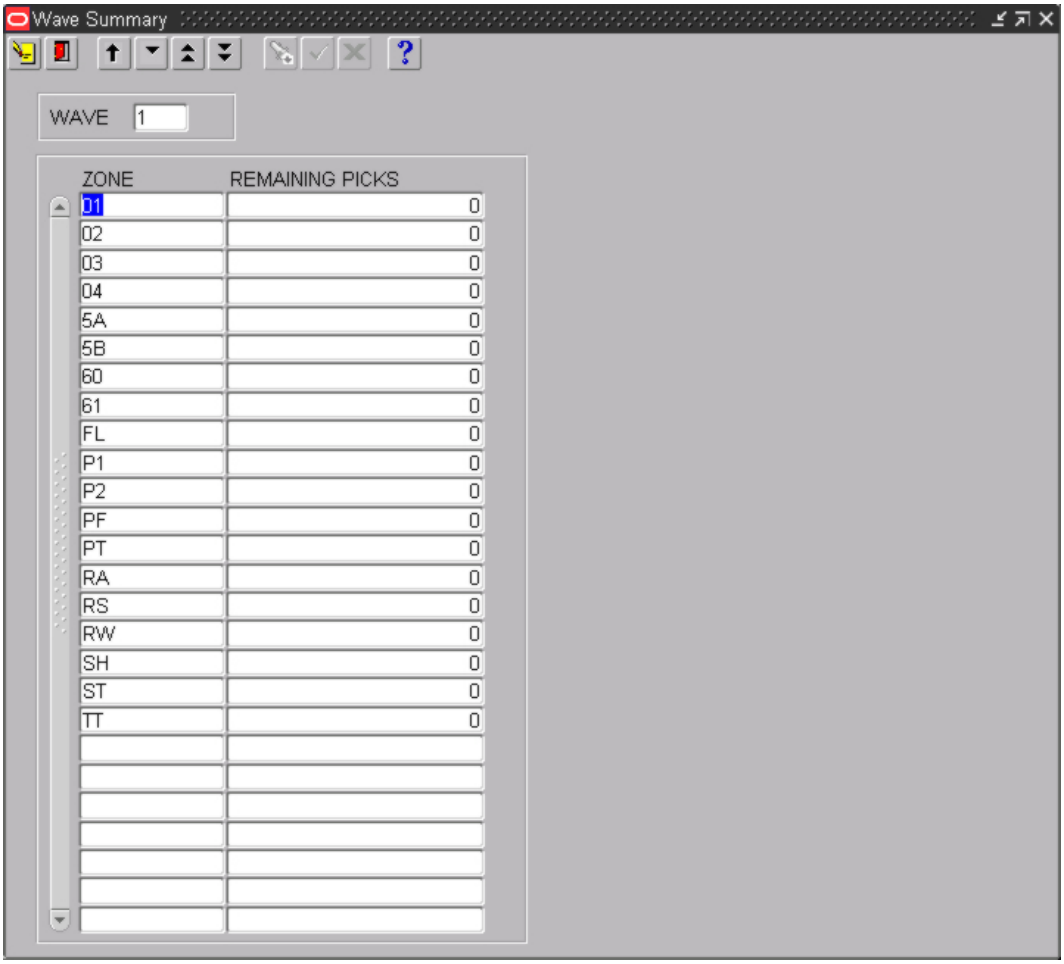
1. On the Pack Wave Inquiry window, select the pack wave that you want to view in detail.
2. Click **Next**. The groups associated with the selected pack wave appear in the Pack Wave block.
3. Select the group that you want to view in detail.
4. Click **Next**. The slots associated with the selected group appear in the Group block.
5. Select the slot that you want to view in detail.
6. Click **Next**. The container and items associated with the selected slot appear in the Slot block.

Exit the Pack Wave Inquiry Window

- Click the exit  button to close the window.

View Remaining Picks by Wave

Navigate: From the main menu, select Distribution Planning > Wave Summary. The Wave Summary window opens.



Wave Summary Window

Display the Remaining Picks

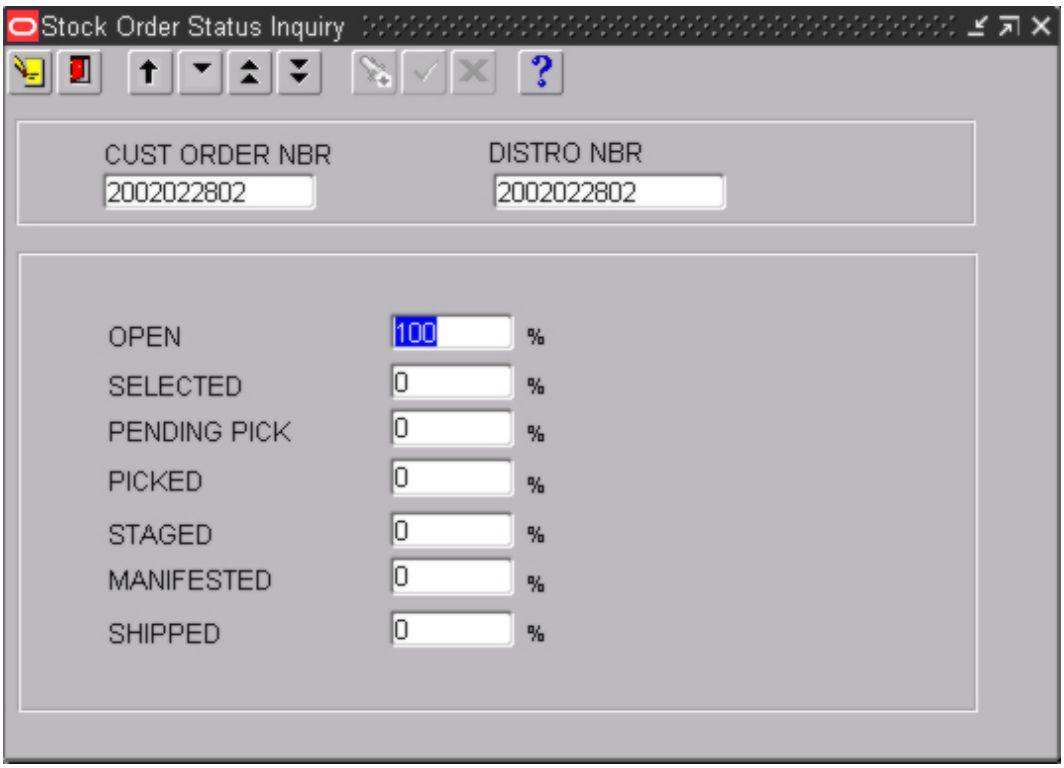
1. If a wave is currently displayed, click the clear button.
2. Click the enter query button.
3. In the Wave query field, enter the name of the wave number, or click the LOV button and select the wave number.
4. Click the execute query button. The remaining picks for the selected wave are displayed by zone.

Exit the Wave Summary Window

- Click the exit button to close the window.

View Stock Order Statuses

Navigate: From the main menu, select Distribution Planning > Stock Order Status Inquiry. The Stock Order Status Inquiry window opens.



Stock Order Status Inquiry Window

Display the Progress of a Stock Order

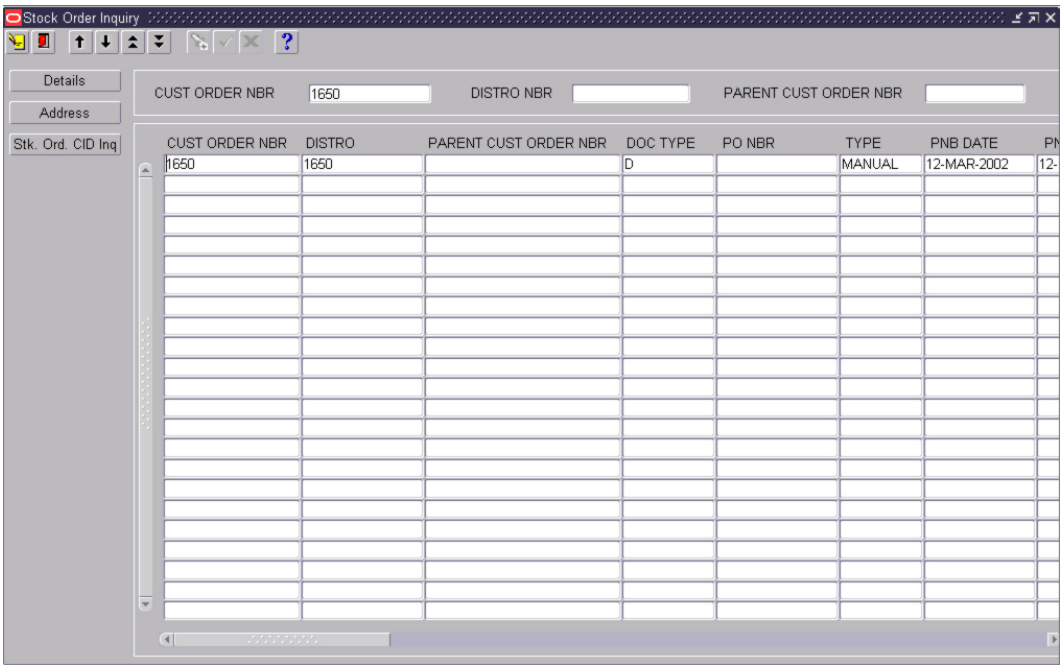
1. If a stock order is currently displayed, click the clear button.
2. Click the enter query button.
3. In the Cust Order Nbr query field, enter the customer order number, or click the LOV button and select the customer order number.
4. In the Distro Nbr query field, enter the distro number, or click the LOV button and select the distro number.
5. Click the execute query button. The progress of the selected stock order opens.

Exit the Stock Order Status Inquiry Window

- Click the exit button to close the window.

View Stock Orders

Navigate: From the main menu, select Distribution Planning > Stock Order Inquiry. The Stock Order Inquiry window opens.



Stock Order Inquiry Window

Display All Stock Orders

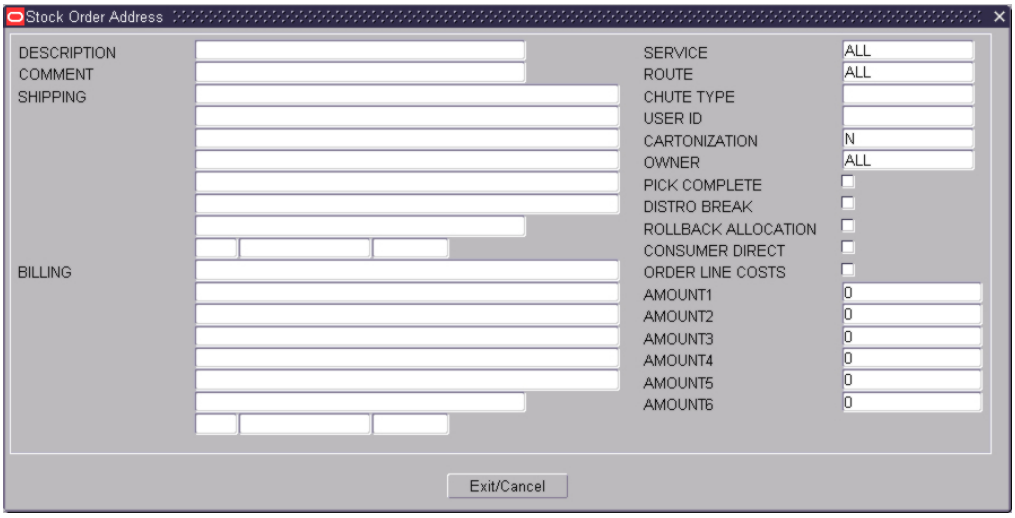
- Click the execute query button.

Display a Subset of the Stock Orders

1. If any stock orders are currently displayed, click the clear button.
2. Click the enter query button.
3. Enter a customer order number, distro number, or parent customer order number in the appropriate query field, or click the LOV button and select the desired number.
4. Click the execute query button. The details of the selected stock orders are displayed.

View Address and Shipping Details

1. On the Stock Order Inquiry window, select the stock order that you want to view in detail.
2. Click **Address**. The details appear on the Stock Order Address window.

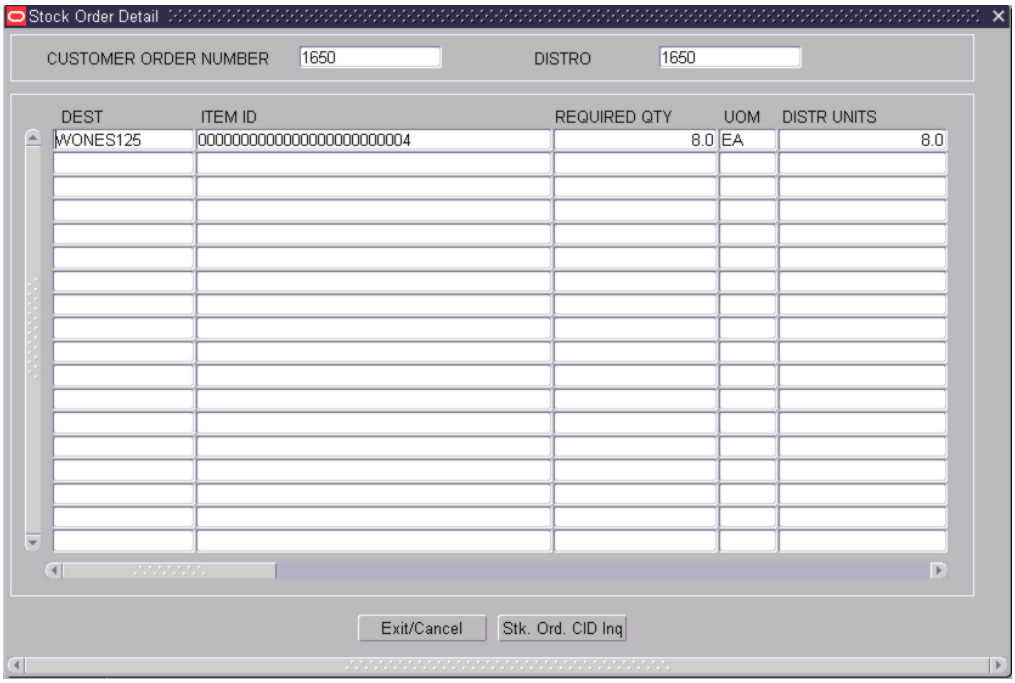


Stock Order Address Window

3. Click **Exit/Cancel** to close the Stock Order Address window.

View Destinations

1. On the Stock Order Inquiry window, select the stock order that you want to view in detail.
2. Click **Details**. The details appear on the Stock Order Detail window.

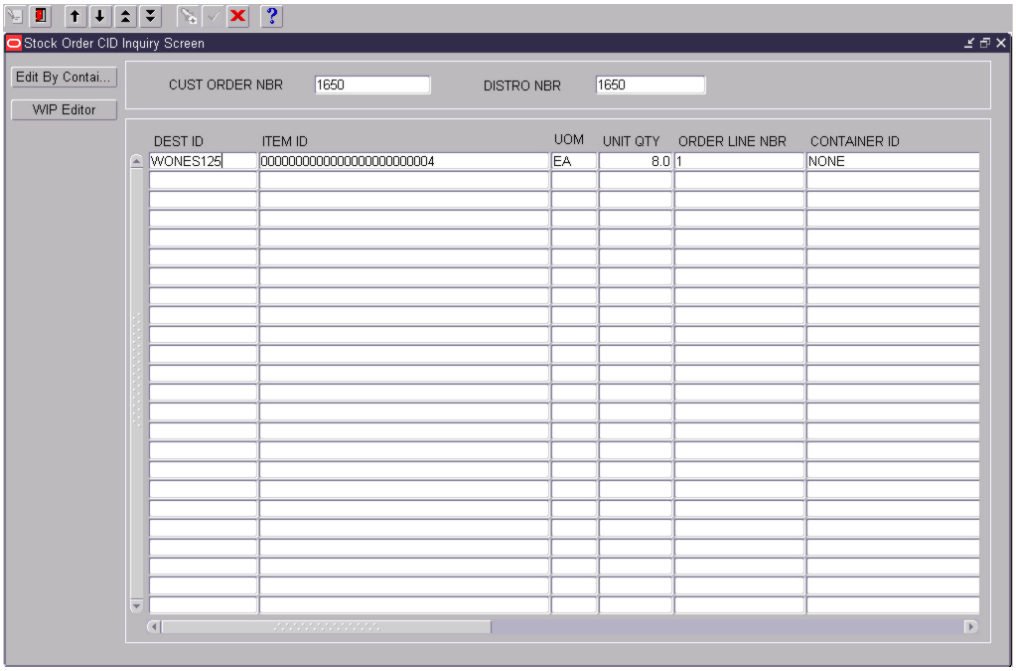


Stock Order Detail Window

3. Click **Exit/Cancel** to close the Stock Order Detail window.

View Containers

1. On the Stock Order Inquiry window, select the stock order that you want to view in detail.
2. Click **Stk Ord CID Inq**. The details appear on the Stock Order CID Inquiry Screen window.



Stock Order CID Inquiry Screen Window

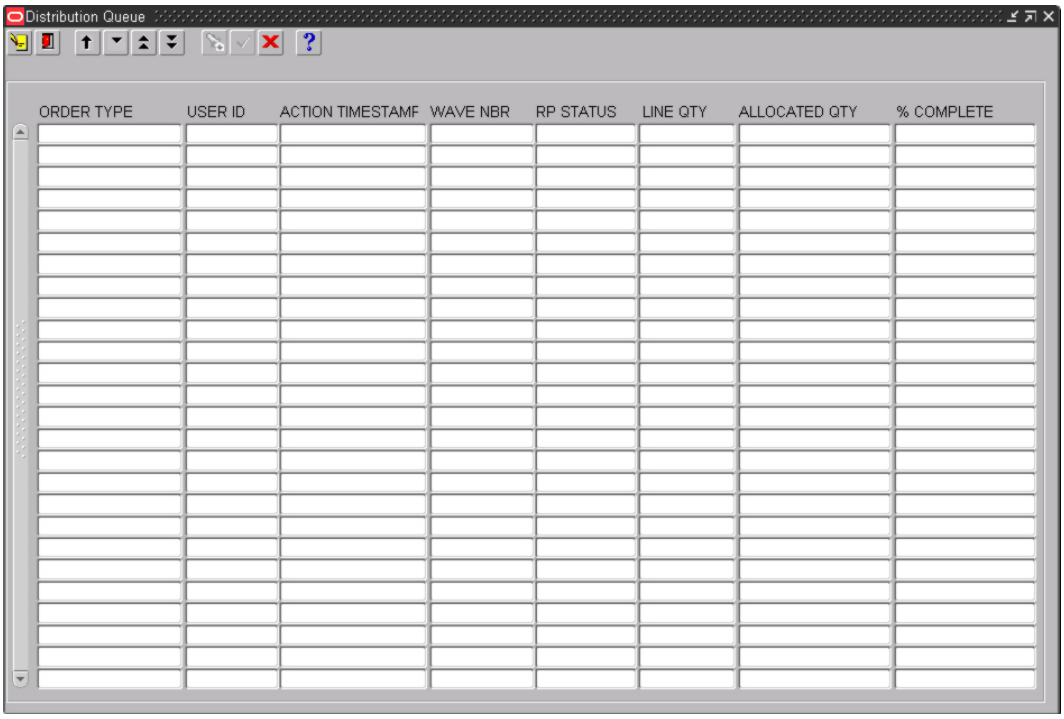
3. Click the exit  button to close the Stock Order CID Inquiry Screen window.

Exit the Stock Order Inquiry Window

- Click the exit  button to close the window.

View the Distribution Queue

Navigate: From the main menu, select Distribution Planning > Distribution Queue Inquiry. The progress of the individual pick waves opens in the Distribution Queue window.



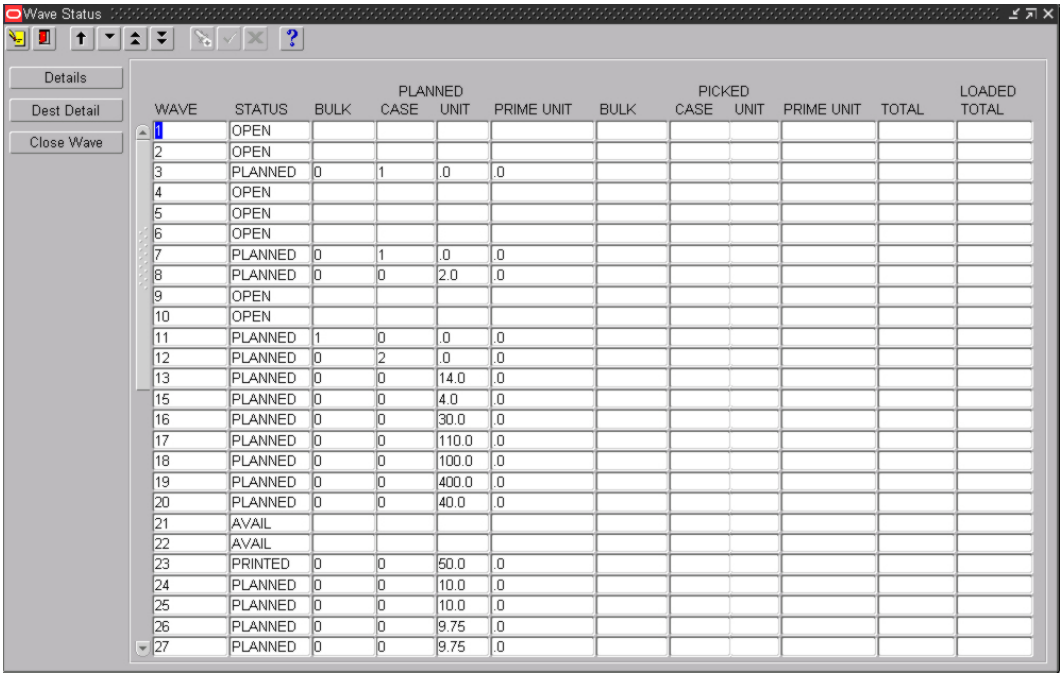
Distribution Queue Window

Exit the Distribution Queue Window

- Click the exit  button to close the window.

View Wave Statuses

Navigate: From the main menu, select Distribution Planning > Wave Status. The current waves appear in the Wave Status window.

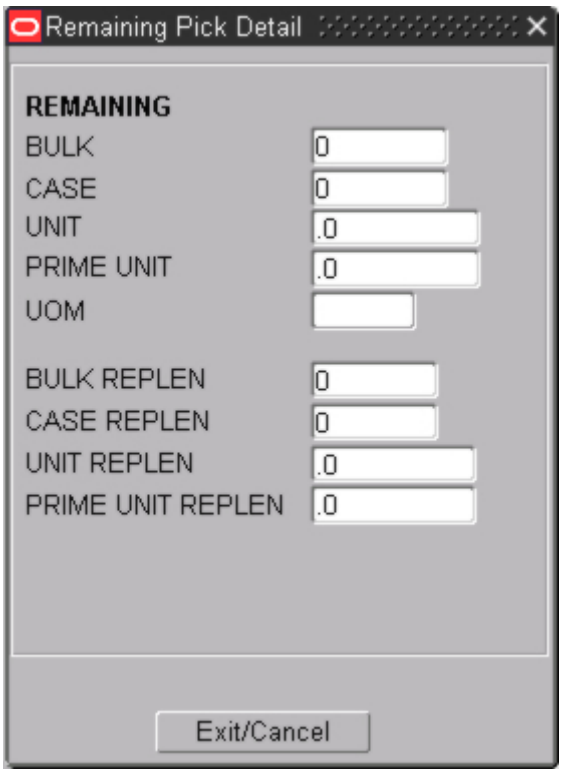


WAVE	STATUS	PLANNED BULK	PLANNED CASE	PLANNED UNIT	PLANNED PRIME UNIT	PICKED BULK	PICKED CASE	PICKED UNIT	PICKED PRIME UNIT	PICKED TOTAL	LOADED TOTAL
1	OPEN										
2	OPEN										
3	PLANNED	0	1	.0	.0						
4	OPEN										
5	OPEN										
6	OPEN										
7	PLANNED	0	1	.0	.0						
8	PLANNED	0	0	2.0	.0						
9	OPEN										
10	OPEN										
11	PLANNED	1	0	.0	.0						
12	PLANNED	0	2	.0	.0						
13	PLANNED	0	0	14.0	.0						
15	PLANNED	0	0	4.0	.0						
16	PLANNED	0	0	30.0	.0						
17	PLANNED	0	0	110.0	.0						
18	PLANNED	0	0	100.0	.0						
19	PLANNED	0	0	400.0	.0						
20	PLANNED	0	0	40.0	.0						
21	AVAIL										
22	AVAIL										
23	PRINTED	0	0	50.0	.0						
24	PLANNED	0	0	10.0	.0						
25	PLANNED	0	0	10.0	.0						
26	PLANNED	0	0	9.75	.0						
27	PLANNED	0	0	9.75	.0						

Wave Status Window

View Remaining Picks for a Wave

1. On the Wave Status window, select the wave that you want to view in detail.
2. Click **Details**. The remaining picks appear for the selected wave appear in the Remaining Pick Detail window.

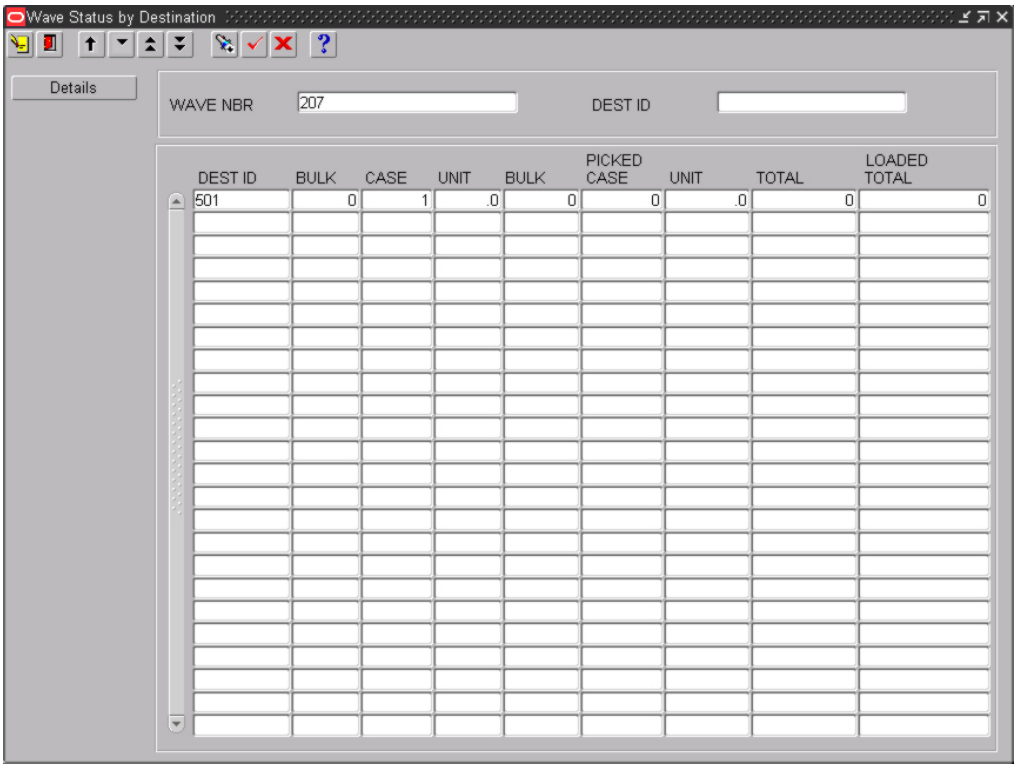


Remaining Pick Detail Window

3. Click **Exit/Cancel** to close the Remaining Pick Detail window.

View Wave Details by Destination

1. On the Wave Status window, select the wave that you want to view in detail.
2. Click **Dest Detail**. The details by destination for the selected wave appear in the Wave Status by Destination window.



Wave Status by Destination Window

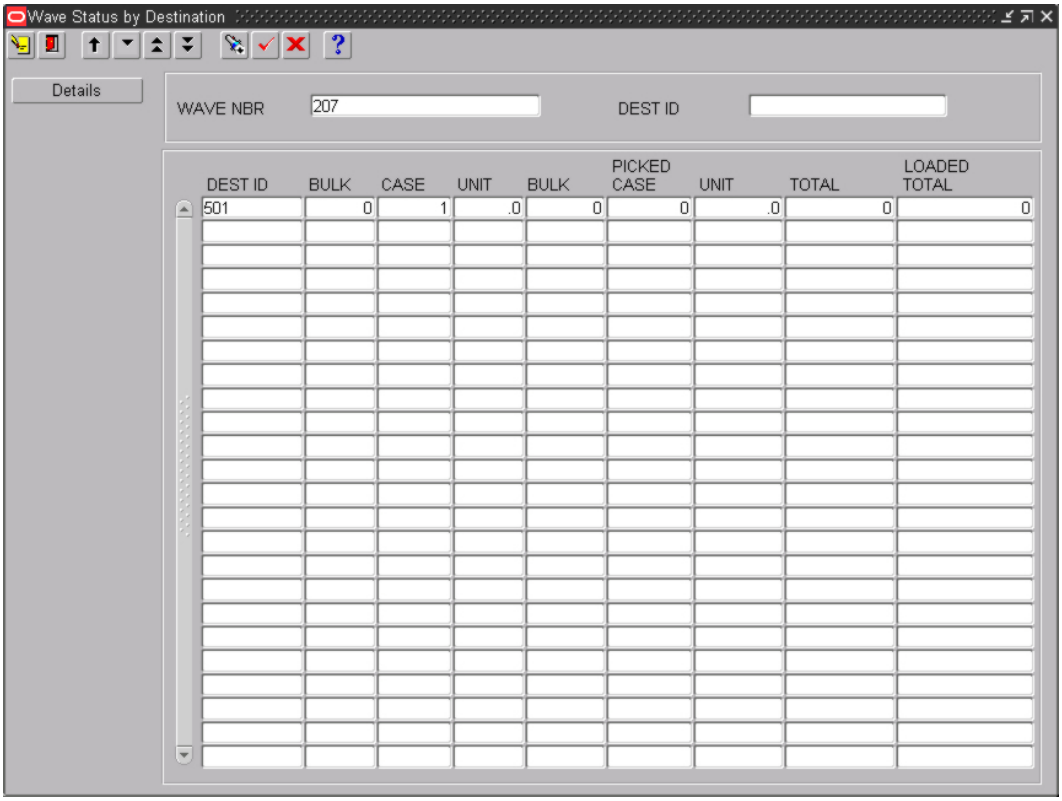
3. Click the exit button to close the Wave Status by Destination window.

Exit the Wave Status Window

- Click the exit button to close the window.

View Wave Statuses by Destination

Navigate: From the main menu, select Distribution Planning > Wave Status by Destination. The Wave Status by Destination window opens.



Wave Status by Destination Window

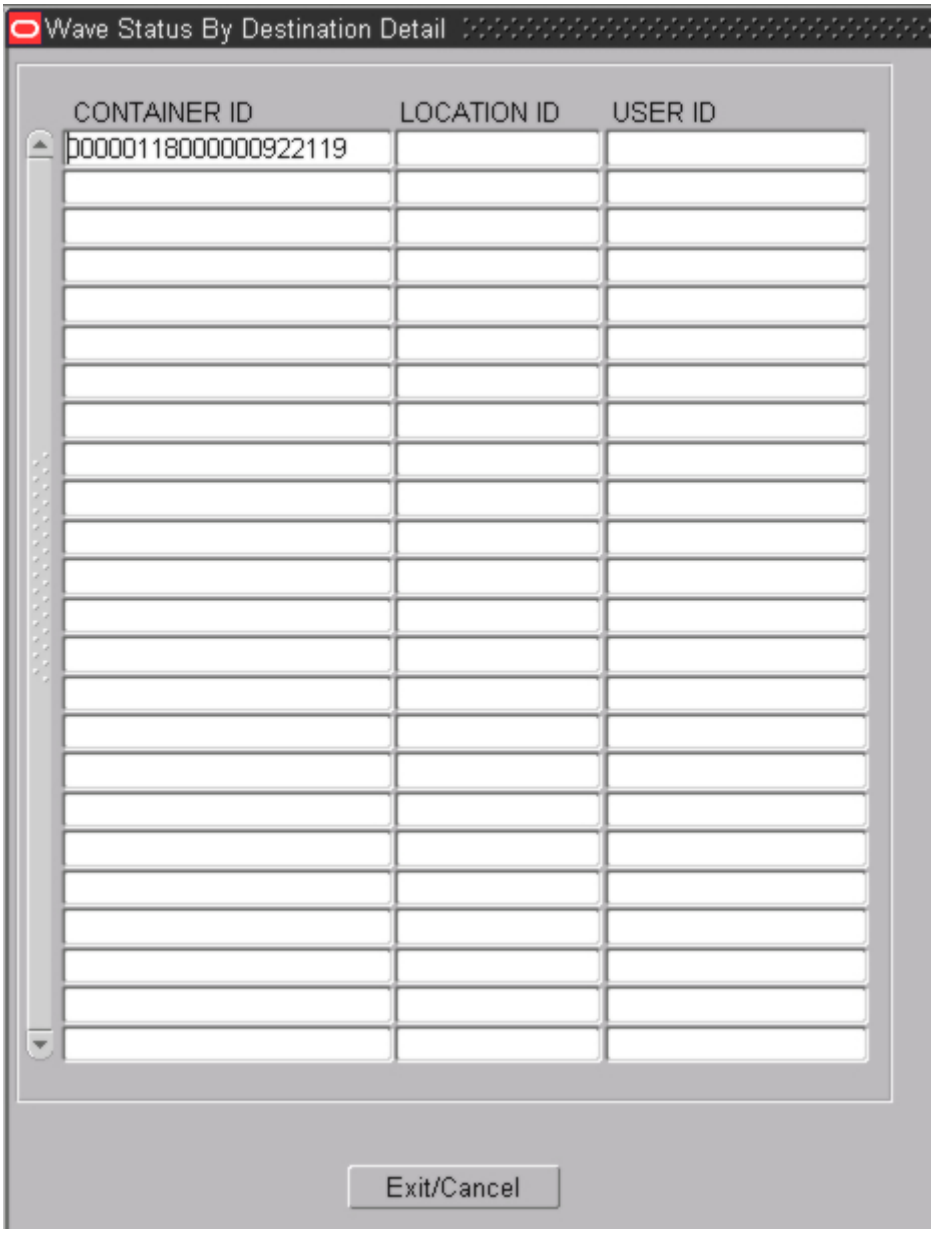
Note: You can also access this window from the Wave Status window.

Display Destination Details by Wave

1. If a wave is currently displayed, click the clear button.
2. Click the enter query button.
3. In the Wave Nbr query field, enter a wave number, or click the LOV button and select the wave.
4. Click the execute query button. The destination details for the selected wave appear.

View Container Details for a Destination

1. On the Wave Status by Destination window, select the destination that you want to view in detail.
2. Click **Details**. The container details appear in the Wave Status by Destination Detail window.



Wave Status by Destination Detail Window

3. Click the **Exit/Cancel** button to close the Wave Status by Destination Detail window.

Exit the Wave Status by Destination Window

- Click the exit button to close the window.

8

Shipping

Generate the Bill of Lading Report

Navigate: From the main menu, select Shipping > Reports > Bill of Lading Advice Report. The Bill of Lading Report window opens.

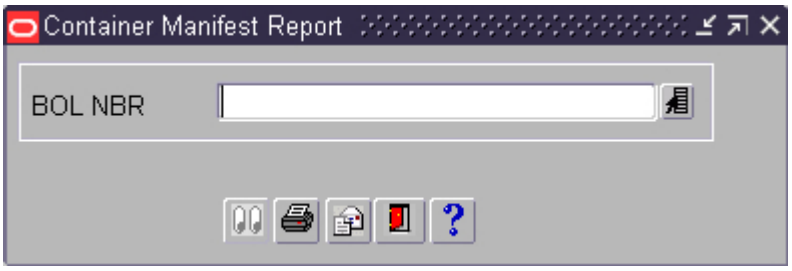


Bill of Lading Report Window

1. In the BOL Nbr field, enter the bill of lading number, or click the LOV button and select the bill of lading.
   - To print the report, click the print button. The report is sent to the default destination.
   - To email the report, click the email button. The report is sent to the default destination.
2. Click the exit button to close the window.

Generate the Container Manifest Report

Navigate: From the main menu, select Shipping > Reports > Container Manifest Audit Report. The Container Manifest Report window opens.

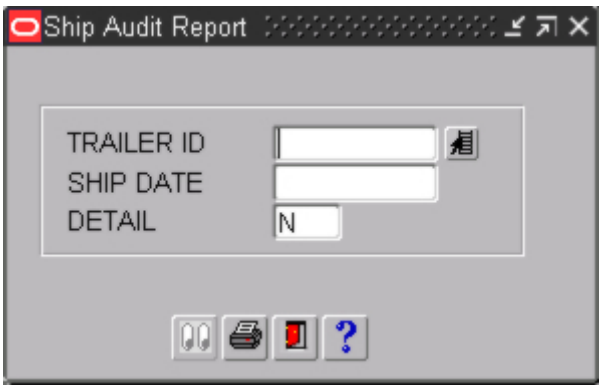


Container Manifest Report Window

1. In the BOL Nbr field, enter the bill of lading number, or click the LOV button and select the bill of lading.
   - To print the report, click the print button. The report is sent to the default destination.
   - To email the report, click the email button. The report is sent to the default destination.
2. Click the exit button to close the window.

Generate the Destination Shipment Audit Report

Navigate: From the main menu, select Shipping > Reports > Ship Audit Report. The Ship Audit Report window opens.

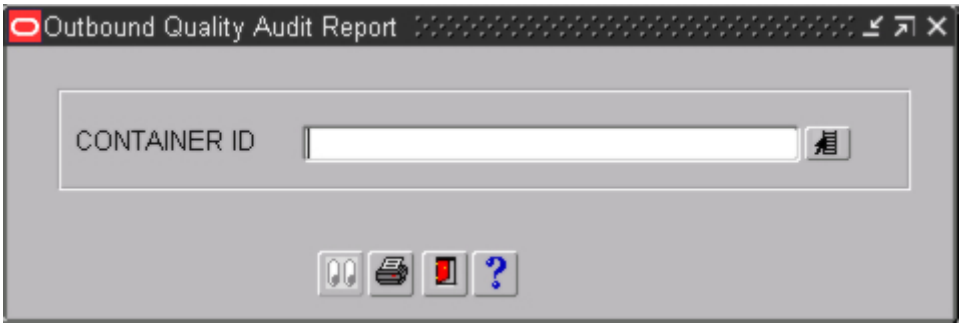


Ship Audit Report Window

1. In the Trailer ID field, select the ID of the trailer, or click the LOV button and select the trailer. The ship date is automatically filled in.
2. In the Detail field, enter Y (Yes) to include or N (No) to exclude details at the container level.
3. Click the print button. The report is sent to the default destination.

Generate the Outbound Quality Audit Report

Navigate: From the main menu, select Shipping > Reports > Outbound Quality Audit Report. The Outbound Quality Audit Report window opens.



Outbound Quality Audit Report Window

1. In the Container ID field, enter the ID of the outbound container, or click the LOV button and select the container.
2. Click the print button. The report is sent to the default destination.

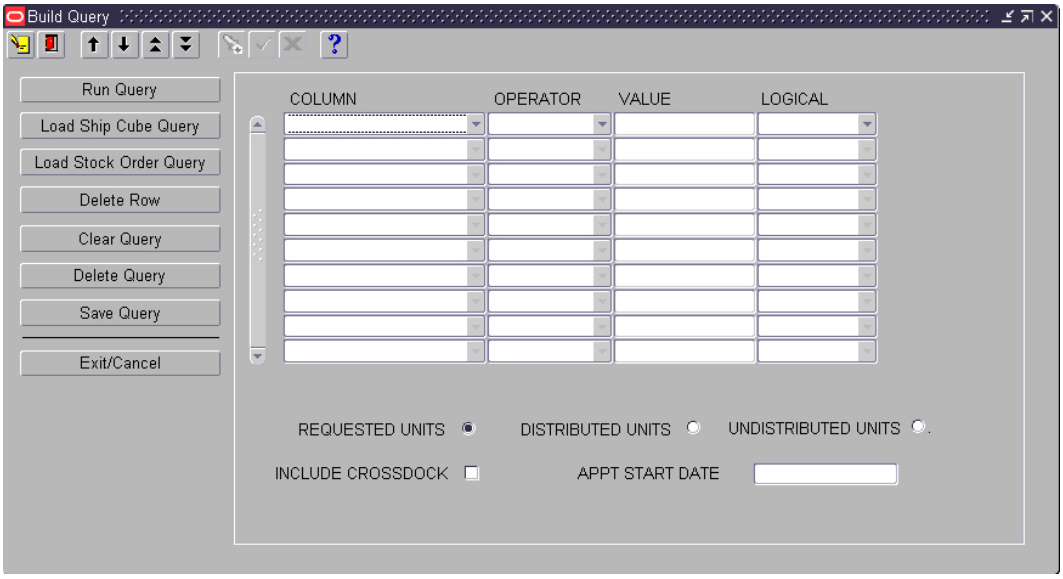
Generate the Unloaded Container Report

Navigate: From the main menu, select Shipping > Reports > Unloaded Container Report. The Unloaded Container Report window opens.

1. In the Carrier field, enter the name of the carrier.
2. In the Service, Route, and Dest field, enter the appropriate information.
3. Click the print button. The report is sent to the default destination.

Query Shipment Volume and Weight

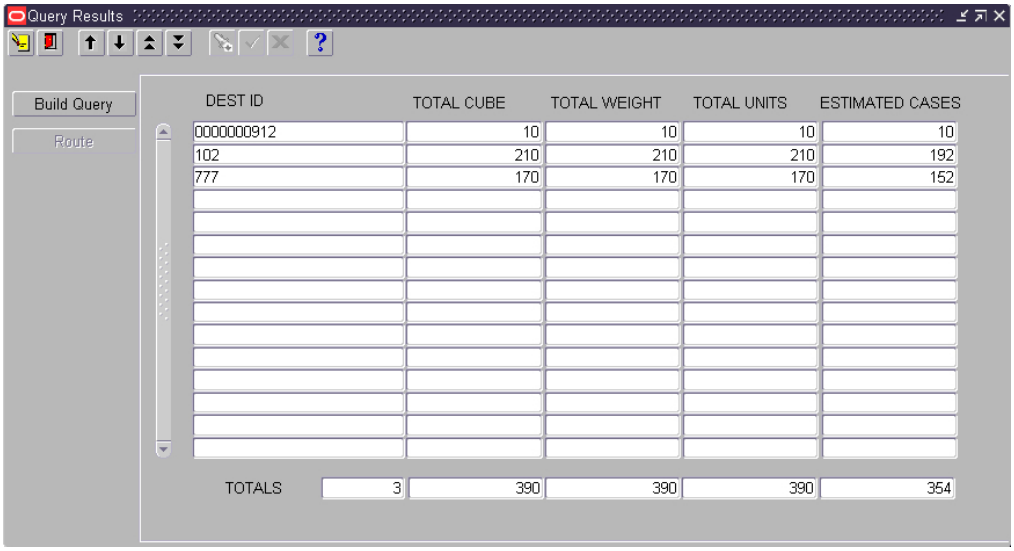
Navigate: From the main menu, select Shipping > Ship Cube Inquiry. The Build Query window opens.



Build Query Window

Run a Query

1. If a query opens, click **Clear Query.**
2. To load a query:
   - To run a ship cube query, click **Load Ship Cube Query**.
   - To run a stock order query, click **Load Stock Order Query**.
3. Select a query and click **Load Query**.
4. On the Build Query window, click **Run Query**.
5. When prompted to continue, click **Yes**. The results appear on the Query Results window.



Query Results Window

Route the Query Results

1. On the Query Results window, click **Route**.
2. The Create Routing File window opens.
3. In the Ship Date field, enter the date the shipment should be sent.
4. Click **Route** to save your changes and close the window.

Build a Query

1. In the Column fields, select a limiting element.
2. In the Operator fields, select a relational operator.
3. In the Value fields, enter the value of the element selected in the Column field.
4. In the Logical field, enter the logical operator used to join two or more conditions.
5. Enter additional conditions as necessary.
6. You can add the following criteria to restrict your query:

Criteria	Restriction
Requested Units	The query includes all requested units ordered, regardless of distributed status.
Distributed Units	The query includes only units that have been distributed
Undistributed Units	The query includes only units that are not yet distributed.
Include Crossdock & Appointment Date	The query includes units on crossdock orders, after the appointment date is specified.

7. To save a query:
   a. Click **Save Query**. The Save Shipping Query window opens.
   b. In the Save field, enter the name of the query.

      Note: You can only save a shipping query. You can maintain stock order queries in the Stock Order windows.

   c. Click **Save Query** to save your changes and close the window.

Delete a Query

1. On the Build Query window, click **Delete Query**. The Delete Query window opens.
2. Select the query that you want to delete.
3. Click **Delete Query**.
4. When prompted to delete the record, click **Yes**. The query is deleted and you are returned to the Build Query window.

Exit the Build Query Windows

- Click the exit  button to close the window.

Shipping Overview

Many of the shipping tasks are performed using a hand-held, truck mounted, or wrist mounted radio frequency (RF) device. The RF device can be used when loading and unloading trailers, and to indicate the status of a trailer. Information from the RF device is transmitted to RWMS, where it can be monitored.

In RWMS, you can estimate the total weight and volume of a stock order or shipment so you can better plan your routes. You can plan the amount of physical space needed in the trailer and the best order to load the trailer for the route. You can send the estimates to a third party system to determine optimal trailer loading. The third party system communicates that information back to RWMS and to the warehouse.

Business Process

You can monitor the loading progress at shipping doors. The status of a door may be:

- Busy: Either a trailer is being loaded or the door is blocked and can not be used.
- Available: The door is not blocked or in use. A trailer may be assigned to the door for loading.

Reports

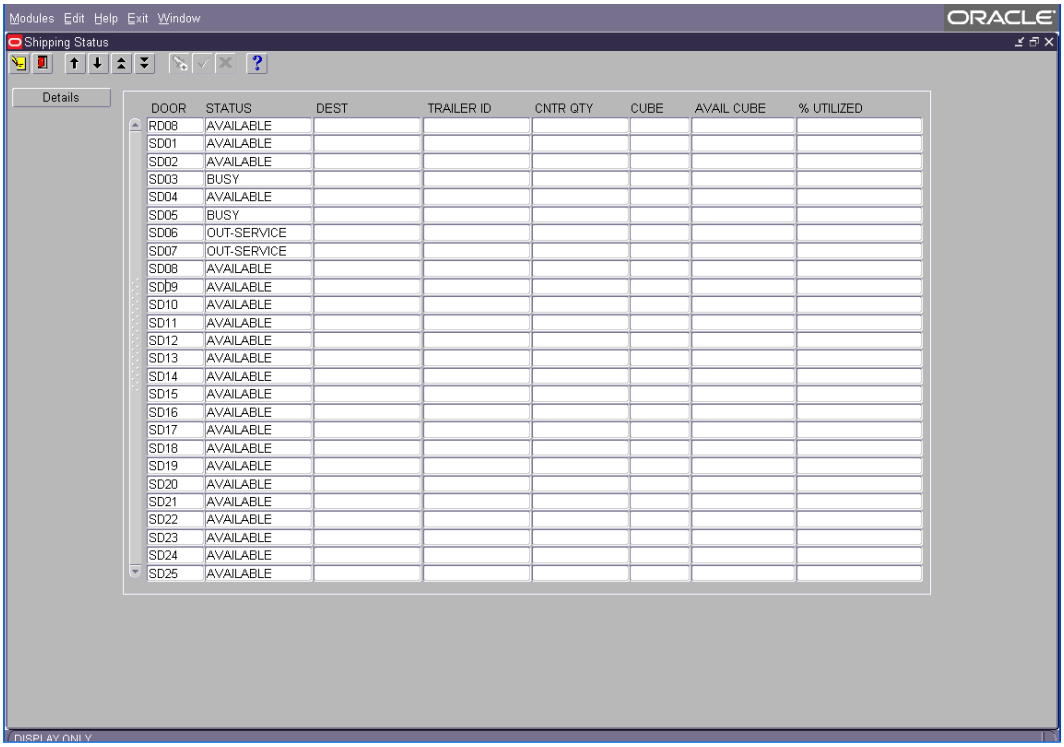
The following reports pertain to shipping:

- Bill of Lading report: Provides a list of the items that are loaded in a trailer for a specified bill of lading.
- Container Manifest report: Provides a list of items in the containers for a specified bill of lading.
- Destination Shipment Audit report: Provides the details of one or more manifests for a specified trailer ID and ship date.
- Outbound Quality Audit report: Provides a comparison between expected item counts and actual item counts for a specified outbound container.

- Unloaded Container report: Provides a list of all locations that contain container that are qualified to be shipped, then displays containers for that location, based on carrier/service/route or destination ID. Warehouse personnel can use the information to pick and load the containers onto trailers.

View Statuses of All Shipping Doors

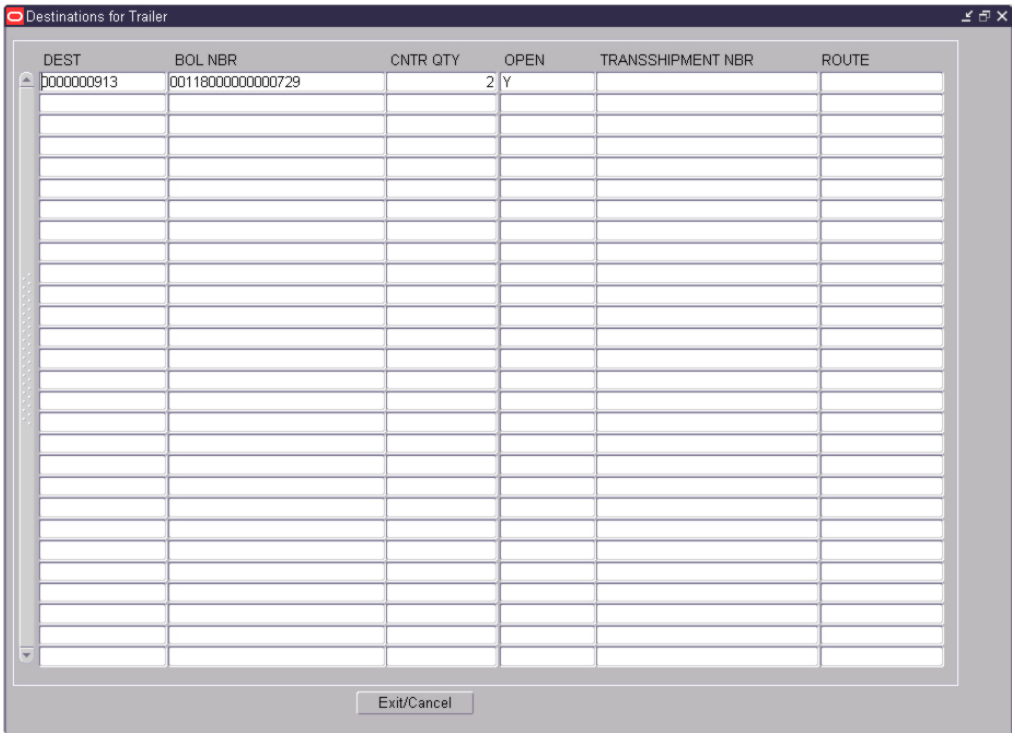
Navigate: From the main menu, select Shipping > Shipping Status. The statuses of all shipping doors appear in the Shipping Status window.



Shipping Status Window

View a Trailer Manifest

1. On the Shipping Status window, select the trailer that you want to view in detail.
2. Click **Details**. The trailer manifest opens in the Destinations for Trailer window.



Destinations for Trailer Window

3. Click **Exit/Cancel** to close the Destinations for Trailer window.

Exit the Shipping Status Window

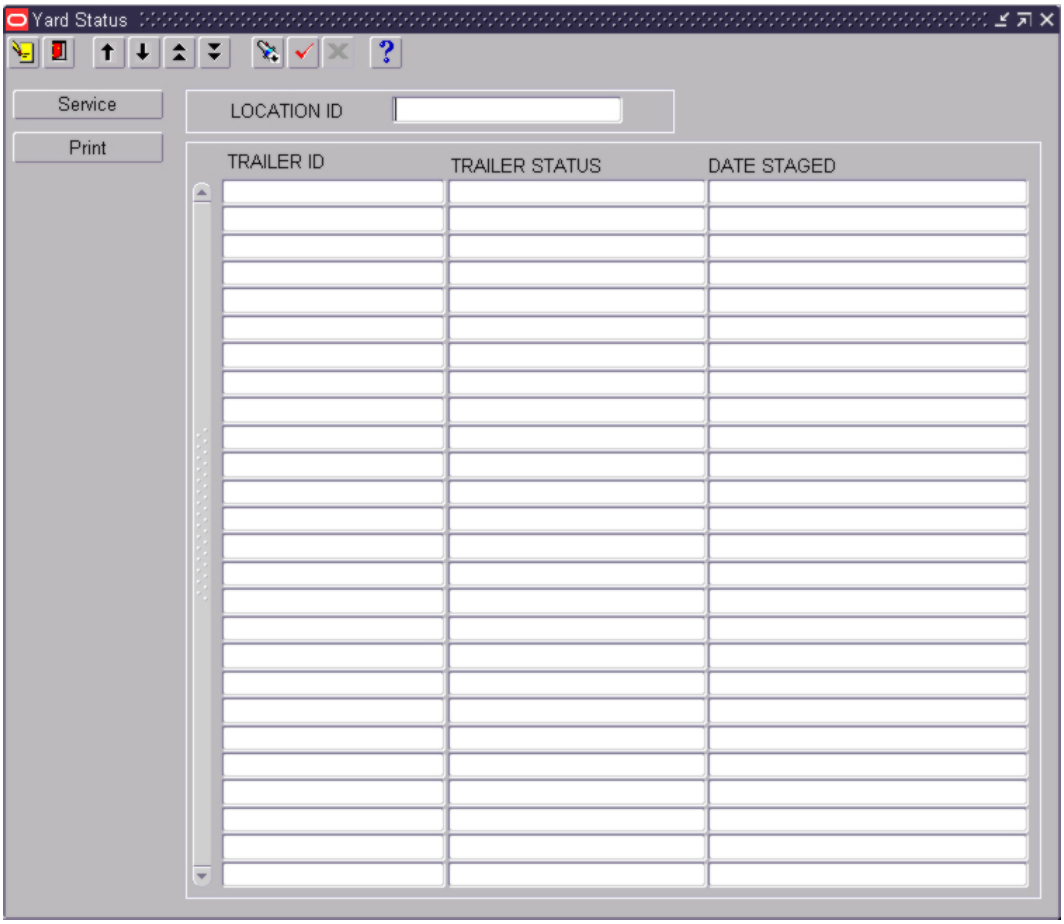
- Click the exit button to close the window.

9

Trailer Management

Generate the Yard Status Report

Navigate: From the main menu, select Trailer Management > Yard Status. The Yard Status window opens.



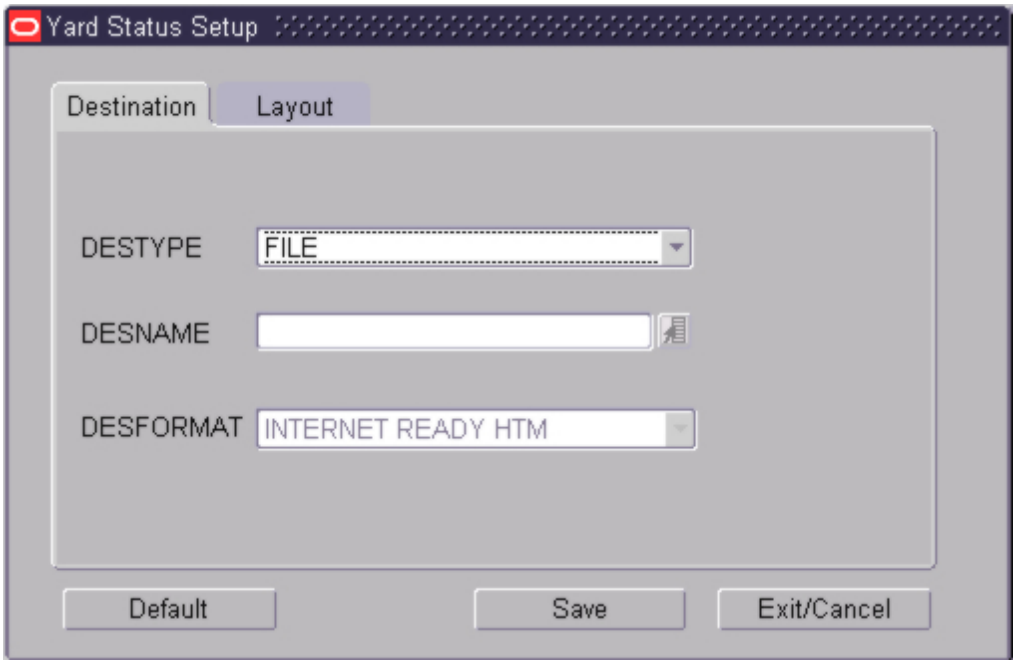
Yard Status Window

Display Trailers at All Yard Locations

- Click the execute query button.

Generate the Yard Status Report

1. On the Yard Status window, click **Print**. The Yard Status Setup window opens.



Yard Status Setup Window

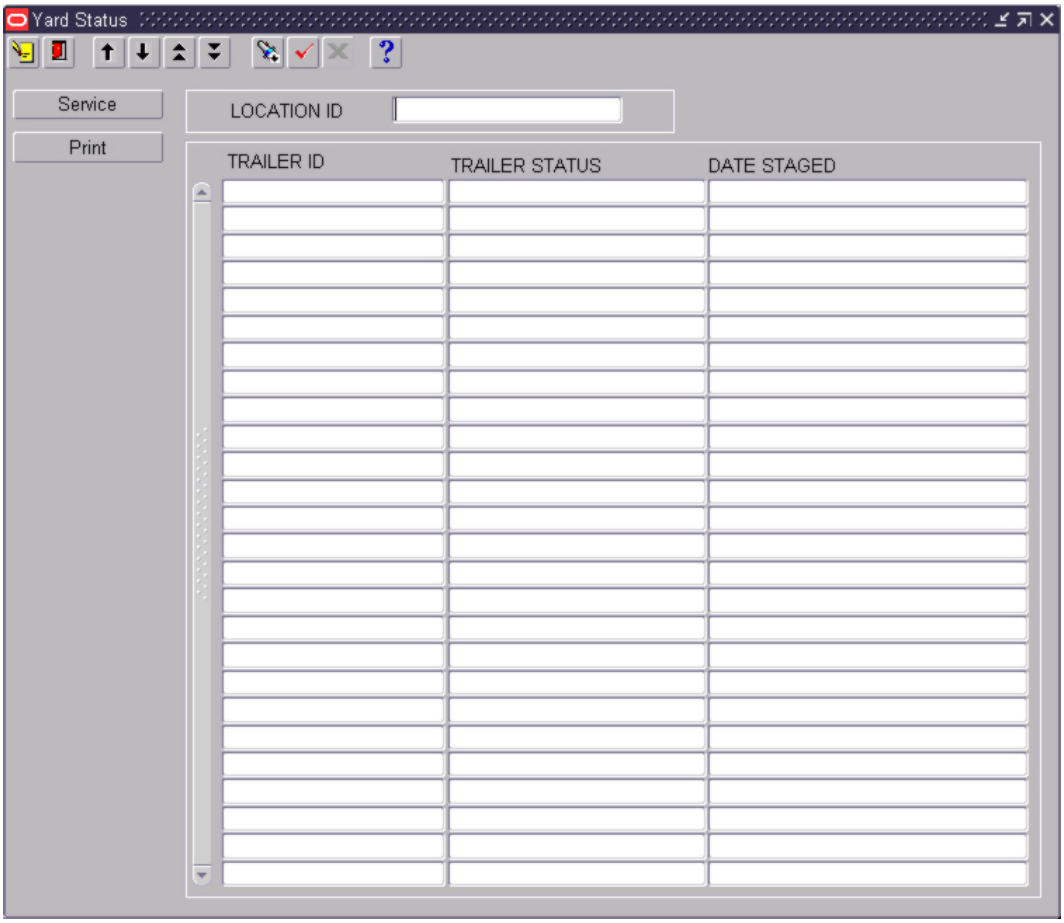
2. In the Destype field, select the type of destination.
3. In the Desname field, select the name of the destination.

> **Note:** To return to the default settings, click **Default**.

4. To view the layout of the report, click on the Layout tab.
5. Click **Save**. The report is sent the selected destination.

Maintain Trailer Statuses in the Yard

Navigate: From the main menu, select Trailer Management > Yard Status. The Yard Status window opens.



Yard Status Window

Display Trailers at All Yard Locations

- Click the execute query button.

Display Trailers by Yard Location

1. If any trailers are currently displayed, click the clear button.
2. Click the enter query button.
3. In the Location ID query field, enter the ID of the yard location, or click the LOV button and select the location.
4. Click the execute query button. The trailers at the selected yard location are displayed.

Edit the Status of a Trailer

1. On the Yard Status window, select the trailer that you want to edit.
2. Click **Service** to toggle the status from Unloaded to Out of Service or from Out of Service to Unloaded.

Exit the Yard Status Window

- Click the exit  button to close the window.

Trailer Management Overview

The Trailer Management module allows you to track and manage the status of inbound and outbound trailers.

The system tracks the status of all trailers in the fleet. The status may be:

- Arrived inbound: The trailer is checked in and is either staged at a receiving door or assigned to a yard location.
- Checked out: The trailer is checked out.
- Loaded: The trailer is loaded for outbound transit.
- Out of service: The trailer is not usable.
- Scheduled: The trailer has a designated appointment time, but has not yet been checked in to the yard.
- Shipped: The trailer is loaded with outbound merchandise and in-transit to its destinations.
- Unloaded: The trailer is unloaded and released, but still in the yard. Outbound arrivals are given this status when they are checked in.
- Unloading: The trailer is being unloaded at the receiving door.
- Unknown: The trailer status is unknown.

Business Process

You can look up the status of all trailers, or specifically trailers in the yard. You can change the status of trailers in the yard from Unloaded to Out of Service or from Out of Service to Unloaded.

You can check in trailers with a status of Scheduled or Checked Out. The status of the checked in trailer changes from Scheduled to Arrived Inbound or from Checked Out to Unloaded.

You can check out trailers with a status of Shipped or Unloaded. The status of the checked out trailers changes to Checked Out.

If a trailer arrives that is not identified in the system you can add it. In addition, you can identify or change the carrier and yard location as necessary.

You can look up the contents of any inbound or outbound trailer. The details can be displayed by item, destination, or container.

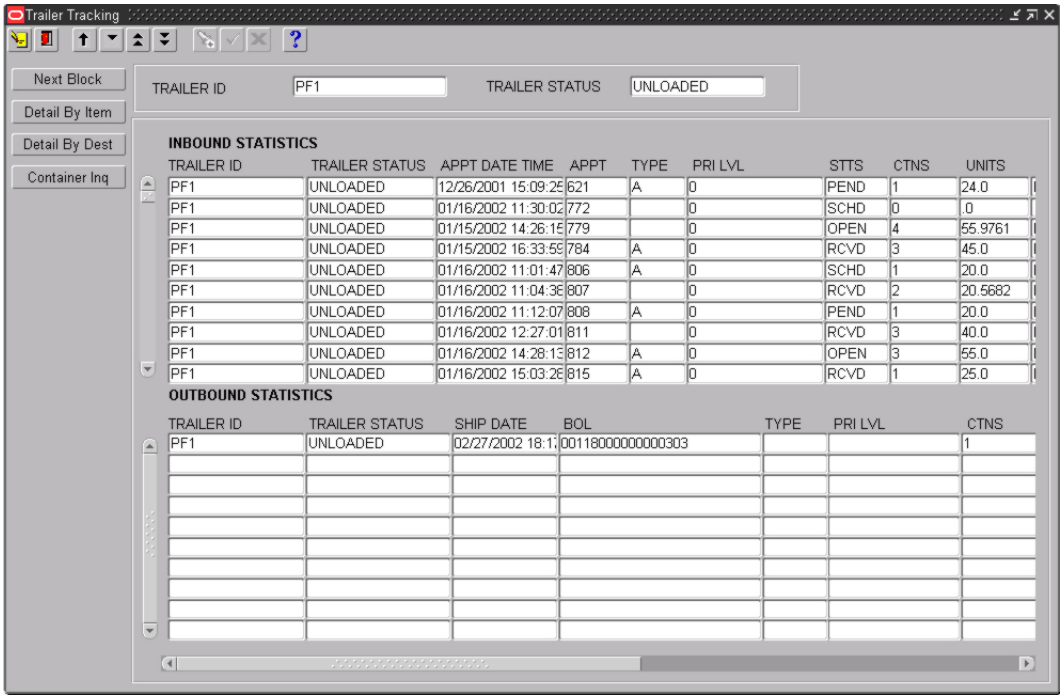
Reports

The following reports are available in the Trailer Management module:

- Trailer Status report: Provides the status of all inbound and outbound trailers.
- Yard Status report: Provides the status of trailers at all yard locations.

View Merchandise in Trailers

Navigate: From the main menu, select Trailer Management > Trailer Tracking. The Trailer Tracking window opens.



Trailer Tracking Window

Display All Trailers

- Click the execute query button.

Display a Subset of Trailers

1. If any trailers are currently displayed, click the clear button.
2. Click the enter query button. The Advanced Search button is enabled.
3. Click **Advanced Search**. The Advanced Search window opens.
4. In the criteria fields, enter a partial ID, or click the LOV button and select the criterion.
5. Click the execute query button. The trailer or trailers that match the selected criteria appear.

Display a Trailer

1. If any inbound and outbound trailers are currently displayed, click the clear  button.
2. Click the enter query  button.
3. In the Trailer ID query field, enter the trailer ID, or click the LOV  button and select the trailer.
4. Click the execute query  button. The details of the selected trailer appear.

View Details by Item

1. On the Trailer Tracking window, click **Next Block** to place the cursor in either the Inbound Statistics or Outbound Statistics table.
2. Select the trailer that you want to view in detail.
3. Click **Detail by Item**. The Details (by Item) window opens. The details are sorted by item ID.
4. Click **Exit/Cancel** to close the window.

View Details by Location

1. On the Trailer Tracking window, click **Next Block** to place the cursor in either the Inbound Statistics or Outbound Statistics table.
2. Select the trailer that you want to view in detail.
3. Click **Detail by Dest**. The items and locations for the selected trailer appear. The details are sorted by location ID.
4. Click **Exit/Cancel** to close the window.

View Details by Container

1. On the Trailer Tracking window, click **Next Block** to place the cursor in either the Inbound Statistics or Outbound Statistics table.
2. Select the trailer that you want to view in detail.
3. Click **Container Inq**. The Container Inquiry window opens.
4. Click **Exit/Cancel** to close the window.

Exit the Trailer Tracking Window

- Click the exit  button to close the window.

Trailer Status

The Trailer Status window allows you to view the status of inbound and outbound trailers. You can add trailers to the system from this window. You can check in and check out trailers and you can generate the Trailer Status report. The report displays the status and additional details for all trailers, both inbound and outbound. Appointment numbers appear for inbound trailers.

9

Activity History Log

Activity History Log Overview

The activity history log allows you to track historical information about activities within a distribution center. You can choose which data should be tracked and specify the sources of that data.

Some basic reports and simple query functionality are provided within RWMS. It is recommended that more extensive manipulation of the data be performed with data warehousing tools.

As containers pass through distribution center, historical records are kept in RWMS. You can use this information to track a container's progress.

Business Process

There are three phases to setting up the activity history log in RWMS:

- A system option must be set to turn on the logging function.
- You must indicate how many days worth of data to retain for each table. Data older than the set number of days are purged from the log.
- You must select the fields against which activity is logged. You can select those fields by screen or by table/field. Some activities, however, are always logged. These activities involve users overriding certain defaults and skipping activities.

Simple queries can be run on the data from within RWMS.

Reports

You can generate activity history log reports for the following elements:

- Container: Shows all activity logged for a selected container and date range.
- Item: Shows all activity logged for a selected item.
- Location: Shows all activity logged for a selected location and date range.
- Stock order: Shows all activity logged for a selected customer order.
- User: Shows all activity logged for a selected user and date range.

System Administration

For activities to be logged, the activity history log functionality must be turned on. The setting for the system parameter, ahl_log, may be:

- 0 (zero): The functionality is turned off.
- 1: The functionality is turned on. Activities are written to the ACTIVITY_LOG table.
- 2: The functionality is turned on. Activities are written to an Oracle database queue. Customization is required to write the data to the ACTIVITY_LOG table.

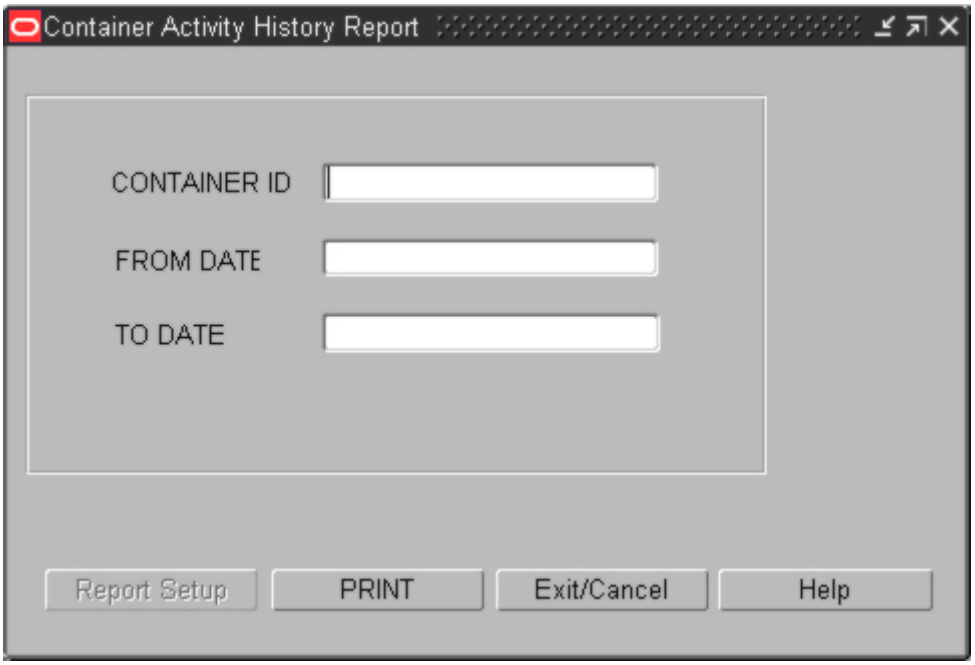
Automatic Overrides and Skips

The following user actions are always recorded in the activity history log:

- During the putaway process, a suggested putaway location is overridden.
- During bulk picking or bulk replenishment picking, a suggested pick from location or quantity is overridden.
- During container picking, a suggested location or quantity is overridden.
- During container replenishment picking, a suggested location is overridden.
- During put-to-store picking, a suggested location is overridden.
- During cycle counting, a location marked for counting is skipped.

Generate the Activity History Log for Container ID Report

Navigate: From the main menu, select Activity History Log > Reports > Container. The Container Activity History Report window opens.

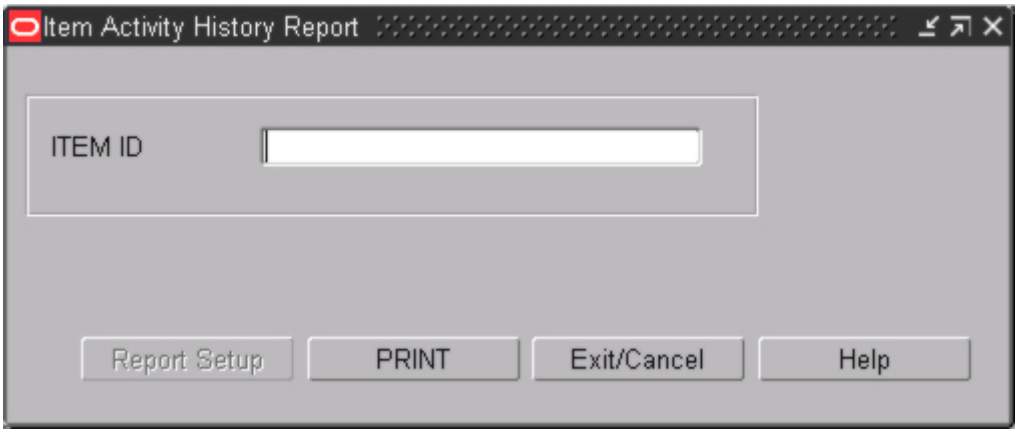


Container Activity History Report Window

1. In the Container ID field, enter the container ID for which you want a report.
2. In the From Date and To Date fields, enter the range of dates to include in the report.
3. Click **Print**. The report is sent to the default destination.

Generate the Activity History Log for Item ID

Navigate: From the main menu, select Activity History Log > Reports > Item. The Item Activity History Report window opens.

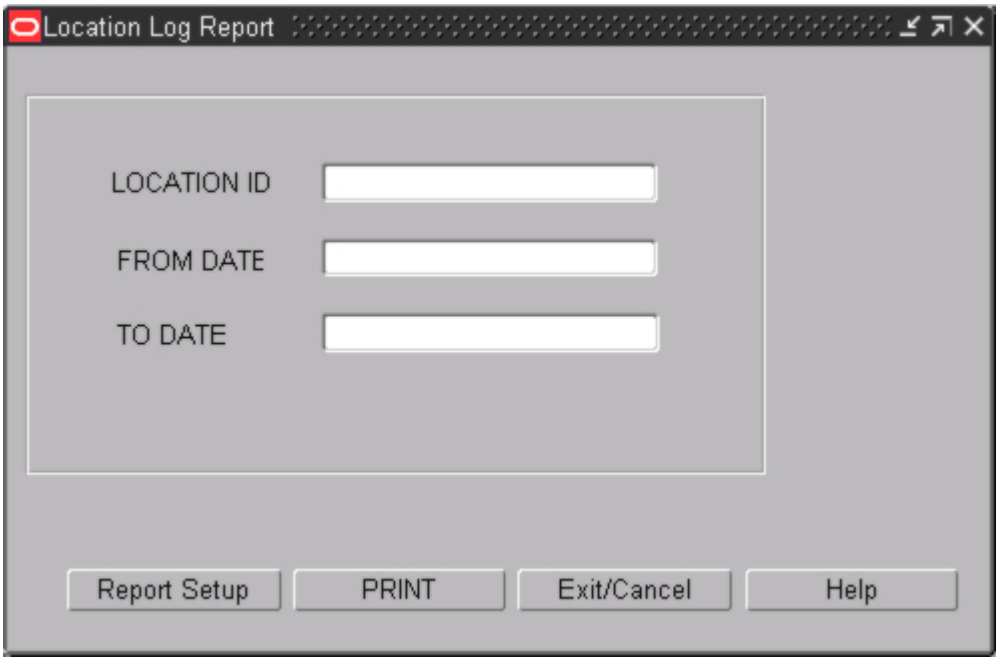


Item Activity History Report Window

1. In the Item ID field, enter the item ID for which you want a report.
2. Click **Print**. The report is sent to the default destination.

Generate the Activity History Log for Location ID Report

Navigate: From the main menu, select Activity History Log > Reports > Location. The Location Log Report window opens.

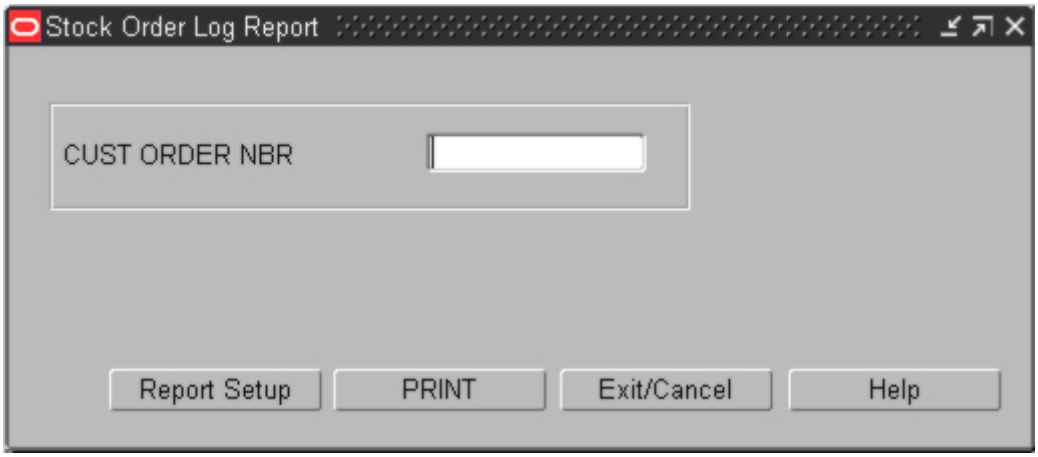


Location Log Report Window

1. In the Location ID field, enter the location ID for which you want a report.
2. In the From Date and To Date fields, enter the range of dates to include in the report.
3. Click **Print**. The report is sent to the default destination.

Generate the Activity History Log for Stock Order Nbr Report

Navigate: From the main menu, select Activity History Log > Reports > Stock Order. The Stock Order Log Report window opens.

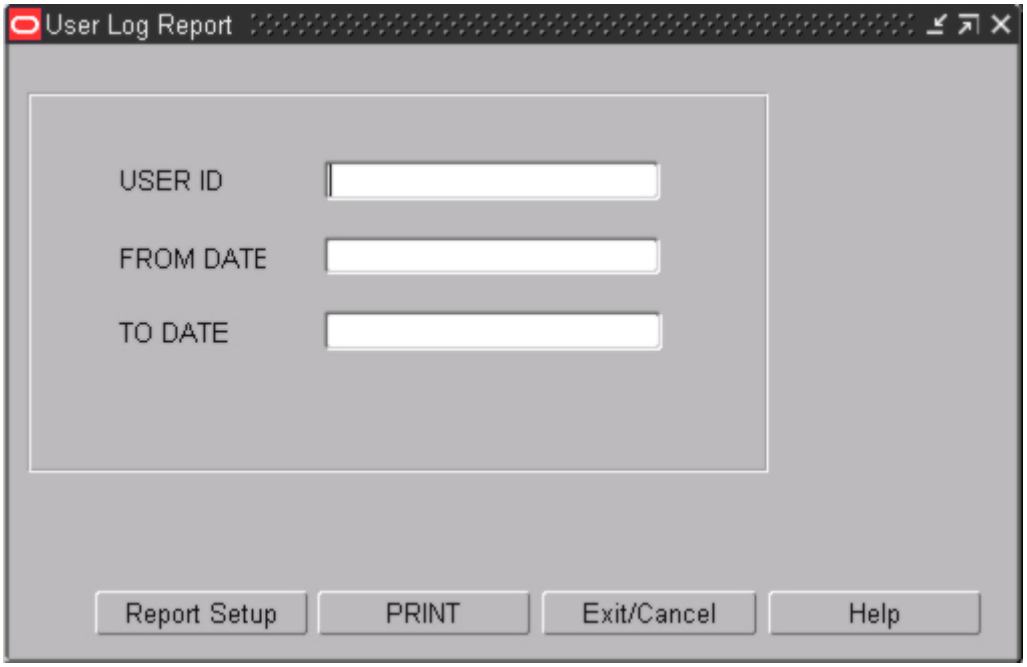


Stock Order Log Report Window

1. In the Cust Order Nbr field, enter the customer order number for which you want a report.
2. Click **Print**. The report is sent to the default destination.

Generate the Activity History Log for User ID Report

Navigate: From the main menu, select Activity History Log > Reports > User. The User Log Report window opens.

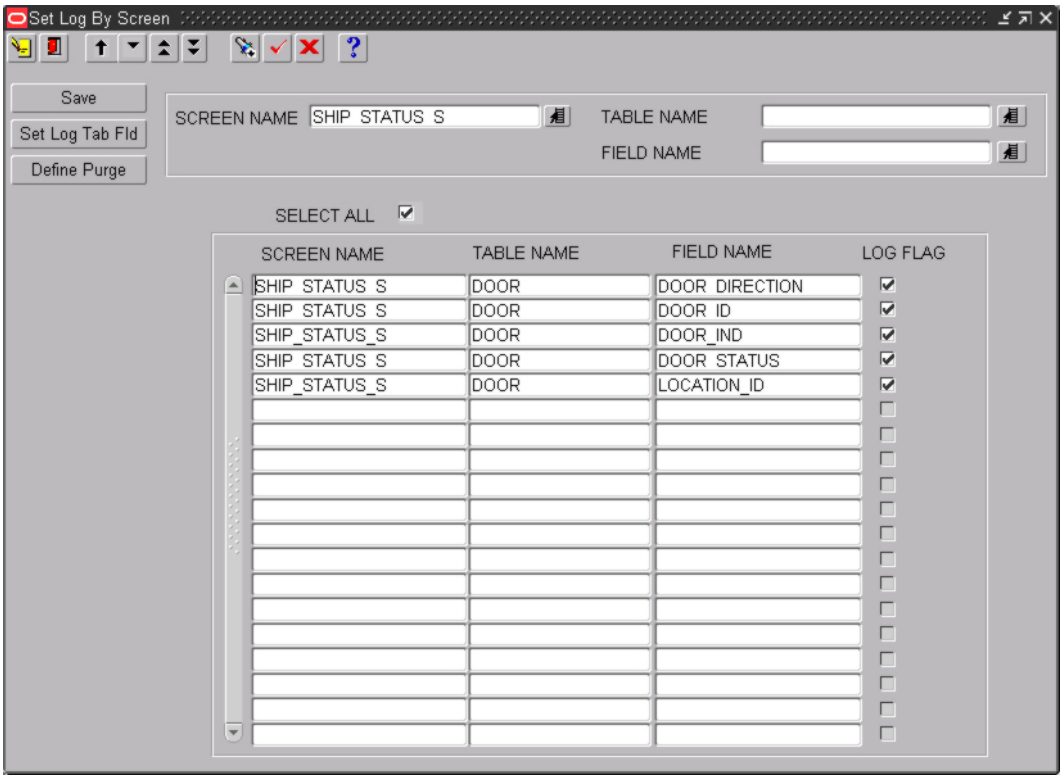


User Log Report Window

1. In the User ID field, enter the user ID for which you want a report.
2. In the From Date and To Date fields, enter the range of dates to include in the report.
3. Click **Print**. The report is sent to the default destination.

Log Activity History by Screen

Navigate: From the main menu, select Activity History Log > Set Log by Screen. The Set Log by Screen window opens.



Set Log by Screen Window

Display Tables and Fields for All Screens

Note: Due to the large volume of fields that would be retrieved, it is recommended that you enter criteria in order to restrict the results.

- Click the execute query button.

Display a Subset of Screens

1. If any screens are currently displayed, click the clear  button.
2. Click the enter query  button.
3. To display tables and fields by screen (or window), enter the screen name in the Screen Name query field, or click the LOV  button and select the Screen.
   To display screens by table or field, enter the table name or field name in the appropriate query fields, or click the LOV  buttons and select the table or field.
4. Click the execute query  button. The screens, tables, and fields that match the criteria appear.

Set Screen Level Activity Logs

1. On the Set Log by Screen window, select the Log Flag check box next to each screen/table/field that you want to include in the activity history log.
2. Clear the Log Flag check box next to each screen/table/field that you do not want to log.

   Note: To select or clear the Log Flag check boxes for all the currently displayed screen/table/field records, select or clear the Select All check box.

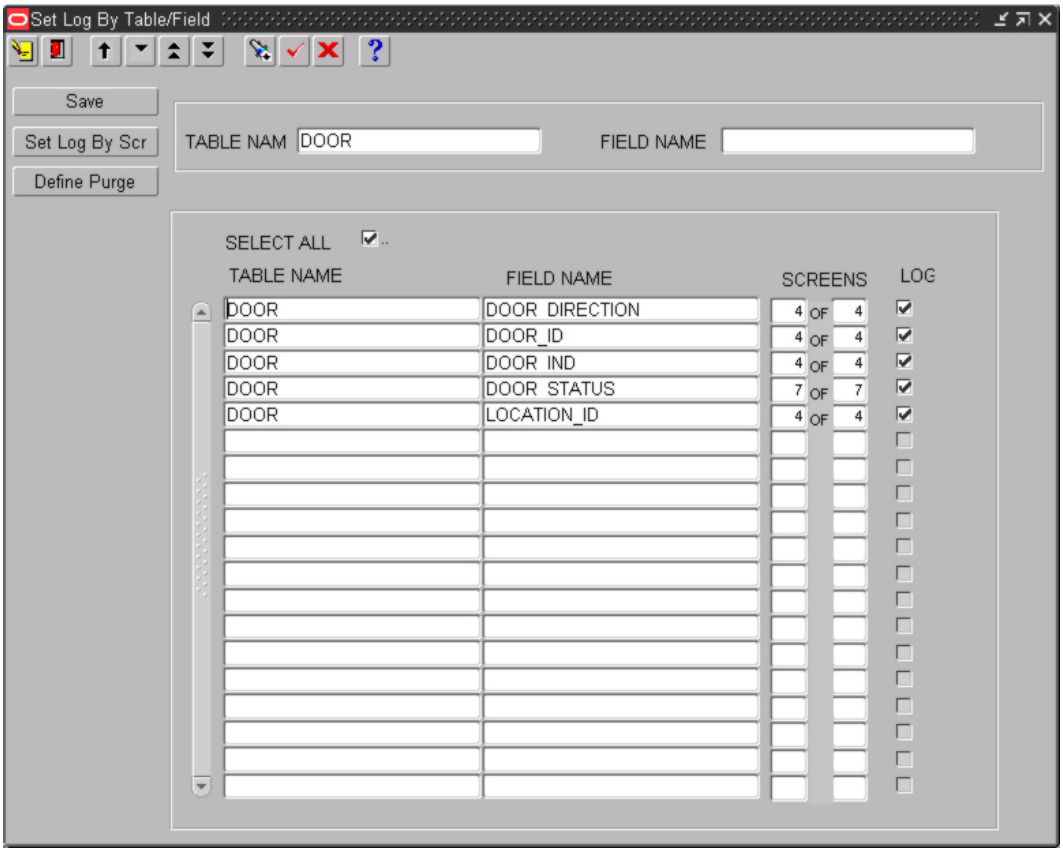
3. Click **Save** to save any changes.

Exit the Set Log by Screen Window

- Click the exit  button to close the window.

Log Activity History by Table/Field

Navigate: From the main menu, select Activity History Log > Set Log by Table/Field. The Set Log by Table/Field window opens.



Set Log by Table/Field Window

Display All Tables and Fields

> **Note:** Due to the large volume of fields that would be retrieved, it is recommended that you enter criteria in order to restrict the results.

- Click the execute query button.

Display a Subset of Tables and Fields

1. If any tables and fields are currently displayed, click the clear button.
2. Click the enter query button.
3. Enter criteria in one or both of the query fields.
4. Click the execute query button. The tables and fields that match the criteria appear.

Set Table/Field Level Activity Logs

1. On the Set Log by Table/Field window, select the Log Flag check box next to each table/field that you want to include in the activity history log.
2. Clear the Log Flag check box next to each screen/table/field that you do not want to log.

   Note: To select or clear the Log Flag check boxes for all the currently displayed table/field records, select or clear the Select All check box.

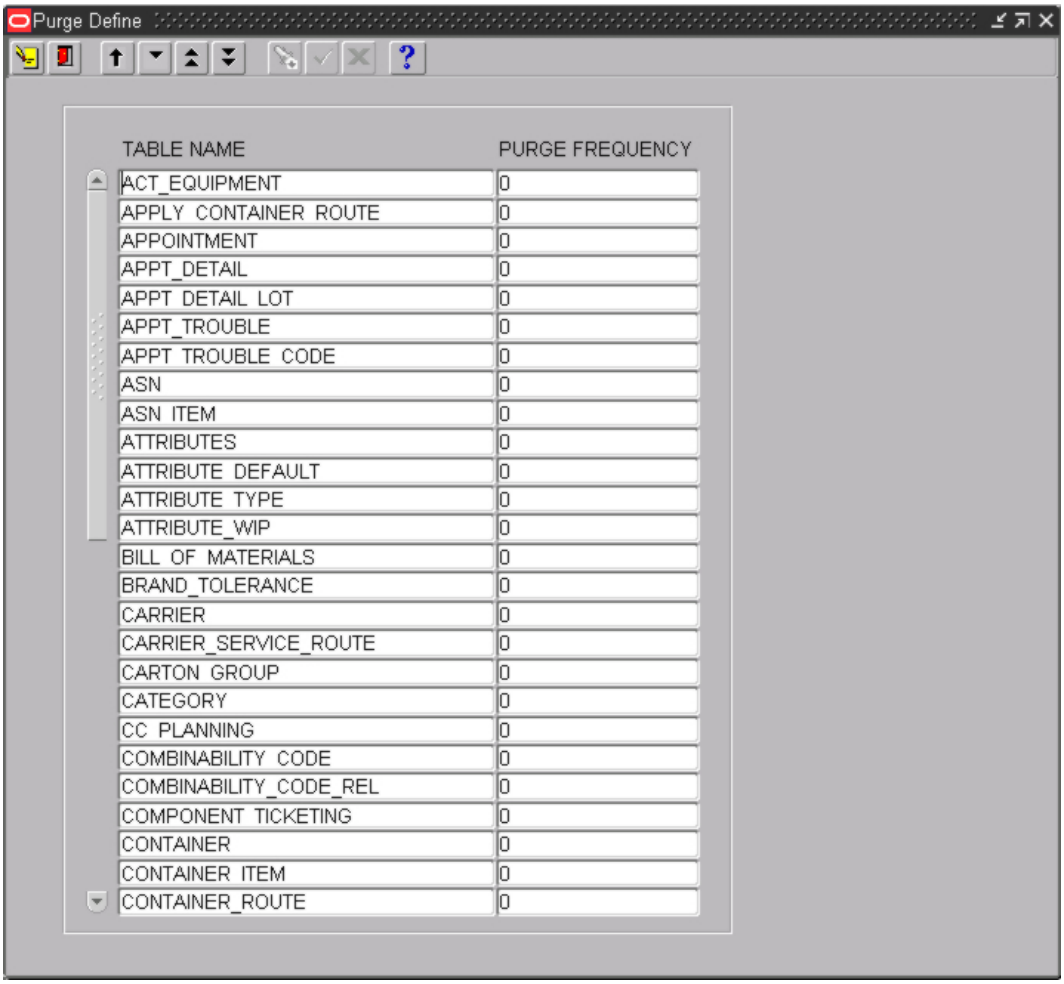
3. Click **Save** to save any changes.

Exit the Set Log by Table/Field Window

- Click the exit  button to close the window.

Maintain Purge Frequencies

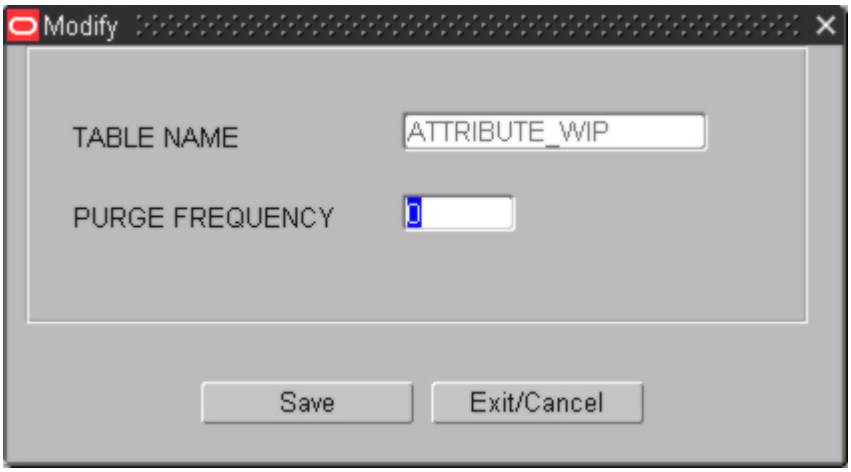
Navigate: From the main menu, select Activity History Log > Define Purge. The current purge settings appear in the Purge Define window.



Purge Define Window

Edit Purge Frequencies

1. On the Purge Define window, double-click the table that you want to edit. The Modify window opens.



Modify Window

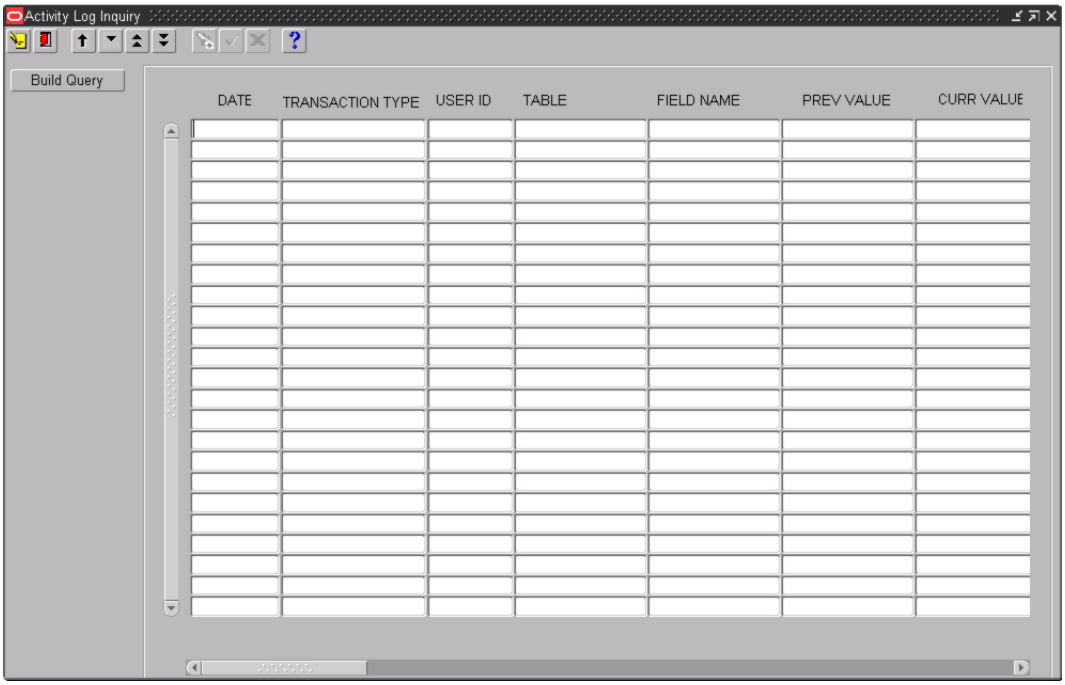
2. In the Purge Frequency field, edit the number of days for which you want to retain data.
3. Click **Save** to save any changes and close the Modify window.

Exit the Purge Define Window

- Click the exit  button to close the window.

View the Activity History Log

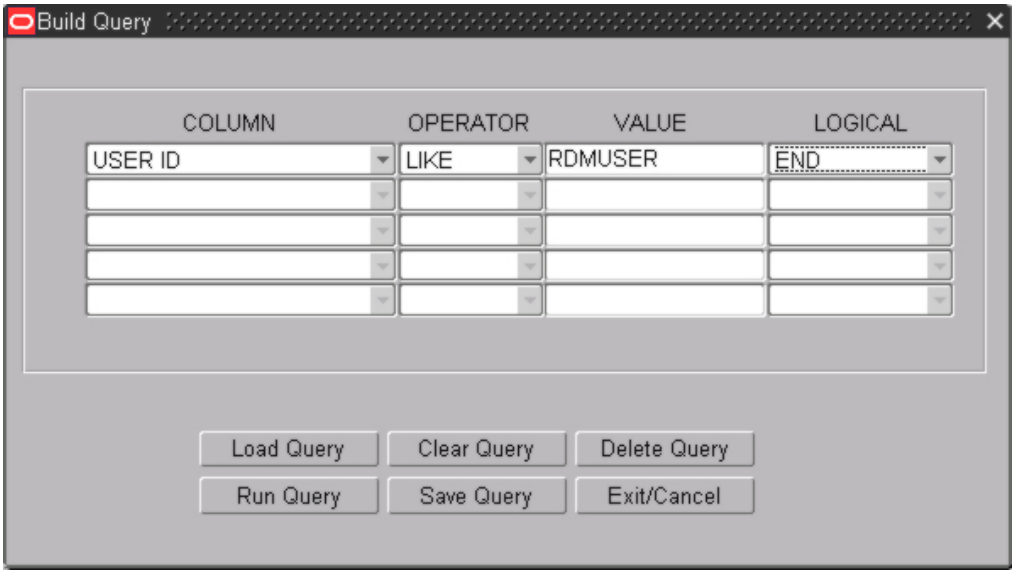
Navigate: From the main menu, select Activity History Log > Activity Log Inquiry. The Activity Log Inquiry window opens.



Activity Log Inquiry Window

Query the Activity History Log

1. On the Activity Log Inquiry window, click **Build Query**. The Build Query window opens.



Build Query Window

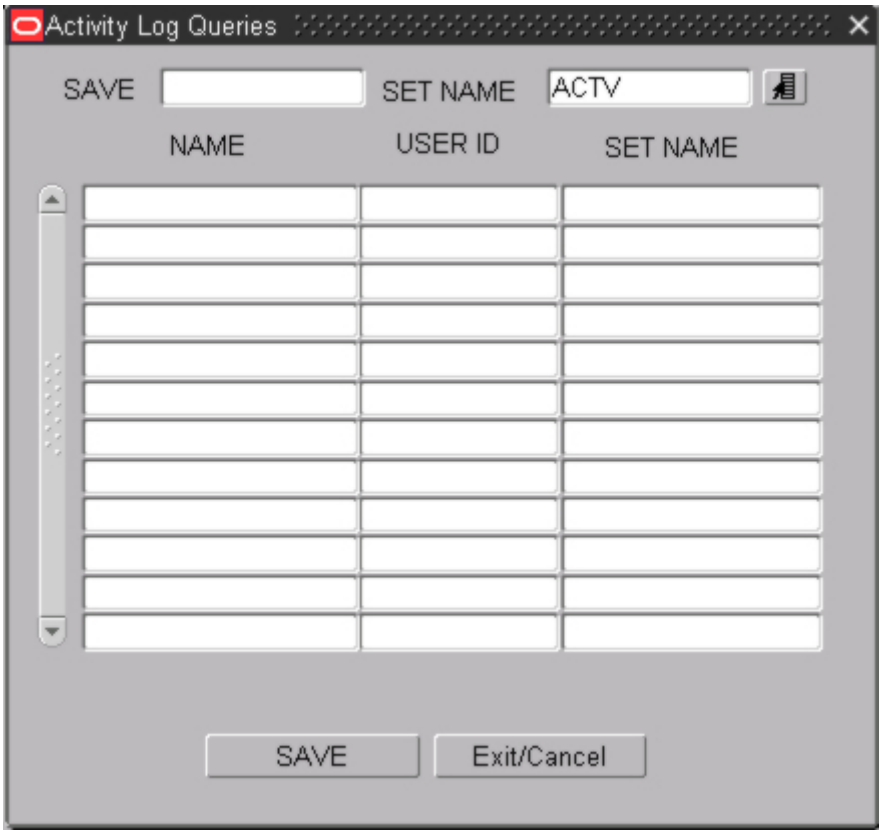
2. If a query opens, click **Clear Query**.
3. To load a query:
   a. Click **Load Query**. The Activity Log Queries window opens.
   b. Select the query that you want to use.
   c. Click **Load Query**. The query opens on the Build Query window.
4. Click **Run Query**. The query is run and the results appear on the Activity Log Inquiry window.

Build a Query

1. On the Activity Log Inquiry window, click **Build Query**. The Build Query window opens.
2. In the Column field, select a limiting element.
3. In the Operator field, select a relational operator.
4. In the Value field, enter the value of the element selected in the Column field.
5. In the Logical field, enter the logical operator used to join two or more conditions.
6. Enter additional conditions as necessary.
7. To save a query:
   a. Click **Save Query**. The Activity Log Queries window opens.
   b. In the Save field, enter a name for the query.
   c. Click **Save** to save the query and close the Activity Log Queries window.
8. On the Build Query window, click **Run Query** to run the query or **Exit/Cancel** to close the Build Query window.

Delete a Query

1. On the Activity Log Inquiry window, click **Build Query**. The Build Query window opens.
2. Click **Delete Query**. The Activity Log Queries window opens.



Activity Log Queries Window

3. Select the query that you want to delete.
4. Click **Delete Query**.
5. When prompted to delete the record, click **Yes**. The query is deleted and you are returned to the Build Query window.
6. Click **Exit/Cancel** to close the Build Query window.

Exit the Activity History Log Window

- Click the exit  button to close the window.

10

Support Functions

Administration Setup

Administration Setup Overview

System administration tasks are performed by system administrators or users with a high privilege level.

Business Process

The administration setup module allows you to set up parameters that affect the entire system. You can set up the following:

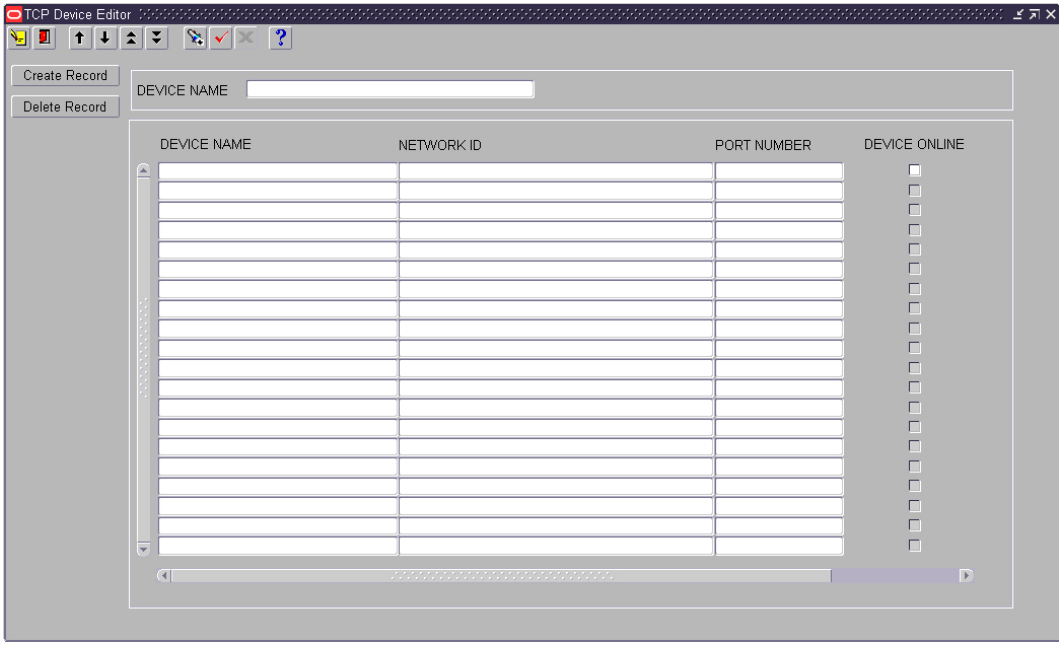
- System parameters: Determine which features should be operational and enter the default settings for various areas of the system.
- Facilities: Create or copy the environments in which users must work.
- Translations: Identify the supported languages. Translate menu options, field labels, and user messages.
- Currencies and tickets: Identify and set up the format for currencies. Identify the ticket types, their printer queues, and default print quantities.
- Codes: Translate inventory disposition codes, stock order upload codes, and transaction codes in order to make them compatible with host systems.
- Printers and reports: Identify the types of output devices that are available to the system. Set default parameters for generating reports.
- Work days: Identify the work days, non-work days, and hours of operation for the distribution center.
- Process configurations: Identify how processes may be presented to users. Set up label configurations which may be assigned to processes presented as Label. Review the function keys found on RF screens.

Reports

There are no reports that pertain to administration setup.

Maintain TCP Parameters

Navigate: From the main menu, select Support Functions > Administration Setup > TCP Device Editor. The TCP Device Editor window opens.



TCP Device Editor Window

Display all TCP Parameters

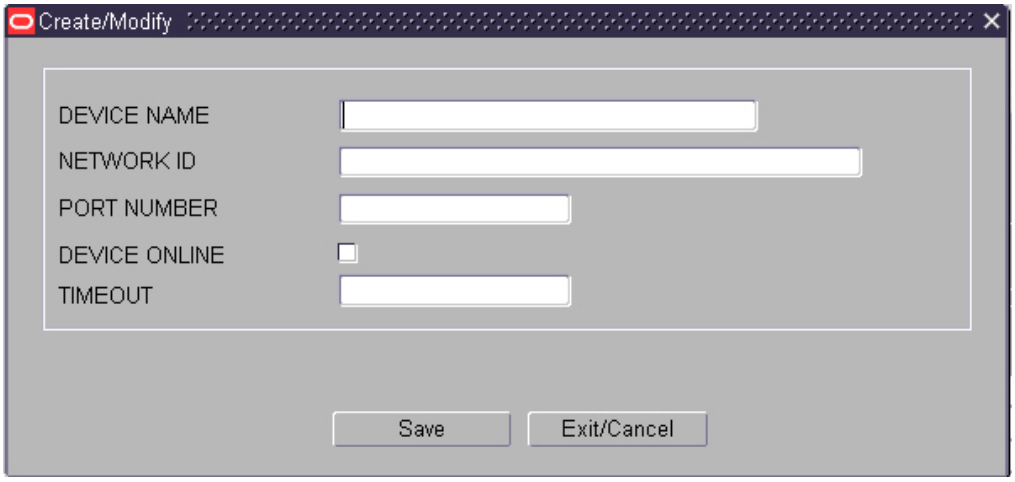
- Click the execute query button.

Display a TCP Parameter

1. If any TCP parameters are currently displayed, click the clear button.
2. Click the enter query button.
3. To search for TCP parameters, enter the name of the Cubiscan device in the Device Name query field, or click the LOV button and select the device.
4. Click the execute query button. The TCP parameter that matches the search criterion appear.

Edit a TCP Parameter

1. On the TCP Device Editor window, double-click the TCP parameter that you want to edit. The Create/Modify window opens.



Create/Modify Window

2. Edit the enabled fields as necessary.
3. Click **Save** to save the changes and close the Create/Modify window.

Add a TCP Parameter

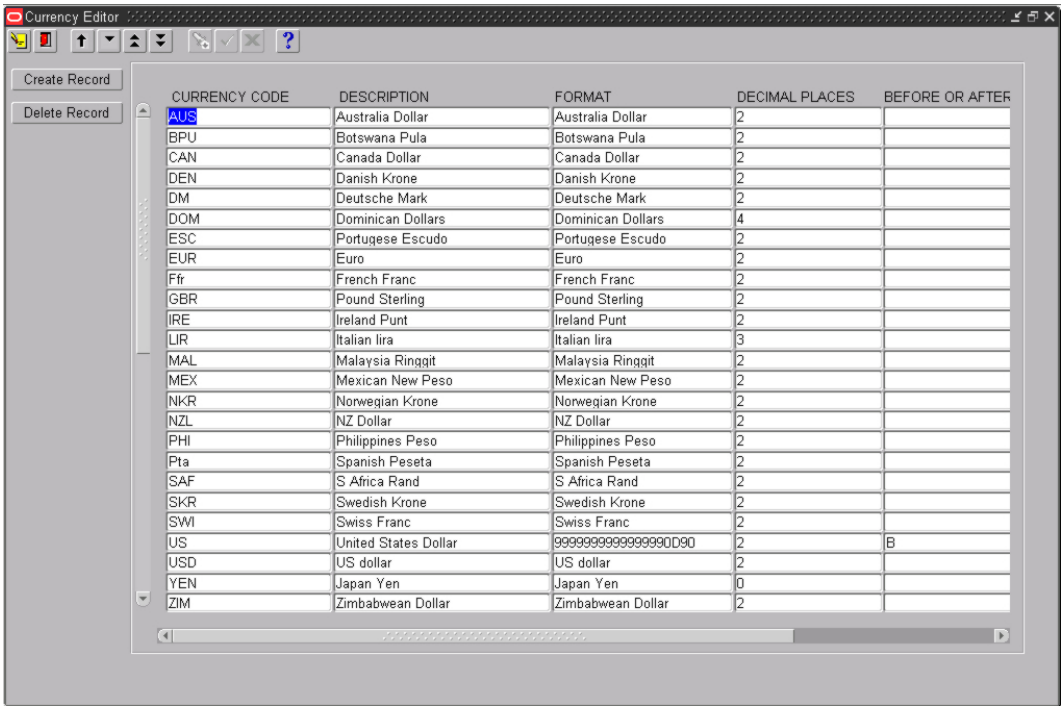
1. Click **Create Record**. The Create/Modify window opens.
2. In the Device Name field, enter the ID of the device you want to interface with.
3. In the Network ID field, enter the network ID the device is using.
4. In the Port Number field, enter the port the device is using.
5. If the device is online, select the Device Online check box.
6. In the Timeout field, enter the amount of time before the connection is lost.
7. Click **Save** to save your changes and close the Create/Modify window.

Exit the TCP Device Editor Window

- Click the exit  button to close the window.

Maintain Currency Codes

Navigate: From the main menu, select Support Functions > Administration Setup > Currency Editor. The current currency codes appear in the Currency Editor window.

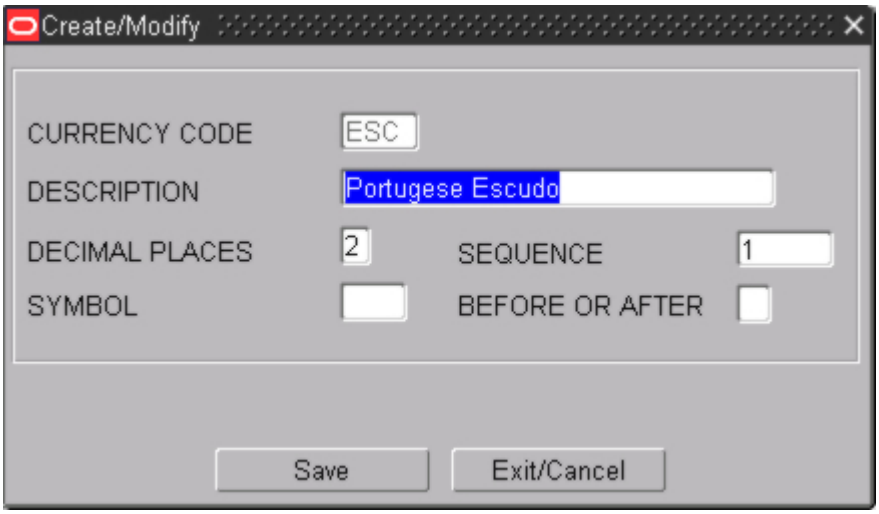


CURRENCY CODE	DESCRIPTION	FORMAT	DECIMAL PLACES	BEFORE OR AFTER
AUS	Australia Dollar	Australia Dollar	2	
BPU	Botswana Pula	Botswana Pula	2	
CAN	Canada Dollar	Canada Dollar	2	
DEN	Danish Krone	Danish Krone	2	
DM	Deutsche Mark	Deutsche Mark	2	
DOM	Dominican Dollars	Dominican Dollars	4	
ESC	Portugese Escudo	Portugese Escudo	2	
EUR	Euro	Euro	2	
Ffr	French Franc	French Franc	2	
GBR	Pound Sterling	Pound Sterling	2	
IRE	Ireland Punt	Ireland Punt	2	
LIR	Italian lira	Italian lira	3	
MAL	Malaysia Ringgit	Malaysia Ringgit	2	
MEX	Mexican New Peso	Mexican New Peso	2	
NKR	Norwegian Krone	Norwegian Krone	2	
NZL	NZ Dollar	NZ Dollar	2	
PHI	Philippines Peso	Philippines Peso	2	
Pta	Spanish Peseta	Spanish Peseta	2	
SAF	S Africa Rand	S Africa Rand	2	
SKR	Swedish Krone	Swedish Krone	2	
SWI	Swiss Franc	Swiss Franc	2	
US	United States Dollar	9999999999999990D90	2	B
USD	US dollar	US dollar	2	
YEN	Japan Yen	Japan Yen	0	
ZIM	Zimbabwean Dollar	Zimbabwean Dollar	2	

Currency Editor Window

Edit a Currency Code

1. On the Currency Editor window, double-click the currency that you want to edit. The Create/Modify window opens.



Create/Modify Window

2. Edit the description and formatting instructions as necessary.
3. Click **Save** to save the changes and close the Create/Modify window.

Add a Currency Code

1. On the Currency Editor window, click **Create Record**. The Create/Modify window opens.
2. In the Currency Code and Description fields, enter the code and description for the currency.
3. In the Decimal Places field, enter the number of decimal places used in the currency. The number may 0, 1, or 2.
4. In the Symbol field, enter the symbol used for the currency. (For example: $ for US dollars.)
5. In the Sequence field, enter a number that represents where the currency code is printed on tickets.
6. In the Before or After field, enter B (before) or A (after) to indicate whether the symbol should appear before or after monetary amounts.
7. Click **Save** to save the changes and close the Create/Modify window.

Delete a Currency Code

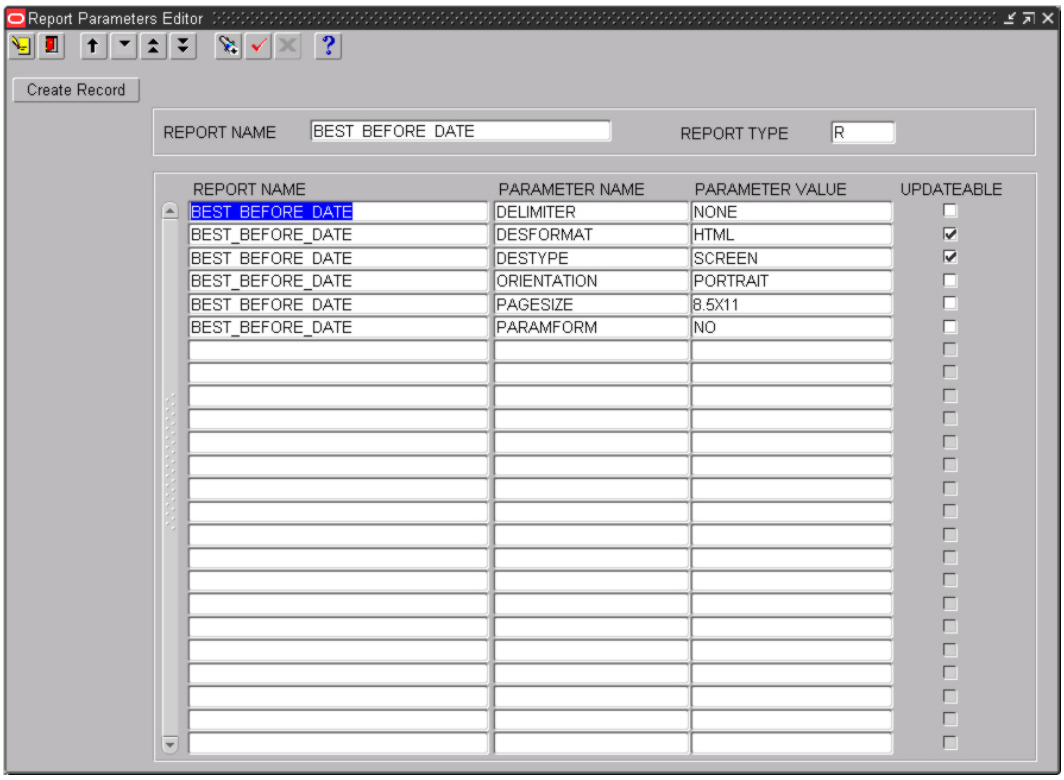
1. On the Currency Editor window, select the currency code that you want to delete.
2. Click **Delete Record**.
3. When prompted to delete the record, click **Yes**.

Exit the Currency Editor Window

- Click the exit  button to close the window.

Maintain Default Parameters for Reports

Navigate: From the main menu, select Support Functions > Administration Setup > Reports Parameter Editor. The Report Parameters Editor window opens.



Report Parameters Editor Window

Display Default Parameters for All Reports

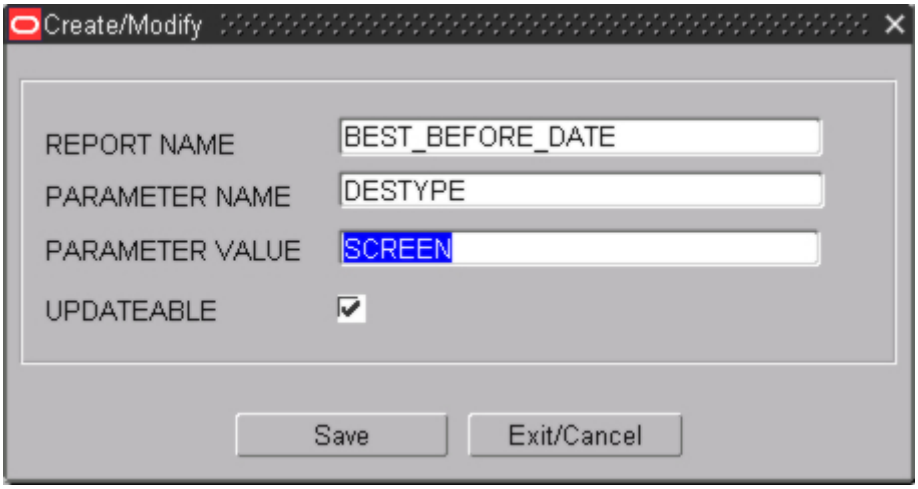
- Click the execute query button.

Display Default Parameters for One Report

1. If any report parameters are currently displayed, click the clear button.
2. Click the enter query button.
3. In the Report Name query field, enter the name of the report, or click the LOV button and select the report.
4. Click the execute query button. The default parameters for the selected report appear.

Edit a Default Parameter

1. On the Report Parameters Editor window, double-click the parameter that you want to edit. The Create/Modify window opens.



Create/Modify Window

> **Note:** Only parameters marked as Updateable may be edited.

2. Edit the Parameter Value field and Updateable check box as necessary.
3. Click **Save** to save any changes and close the Create/Modify window.

Add a Default Parameter

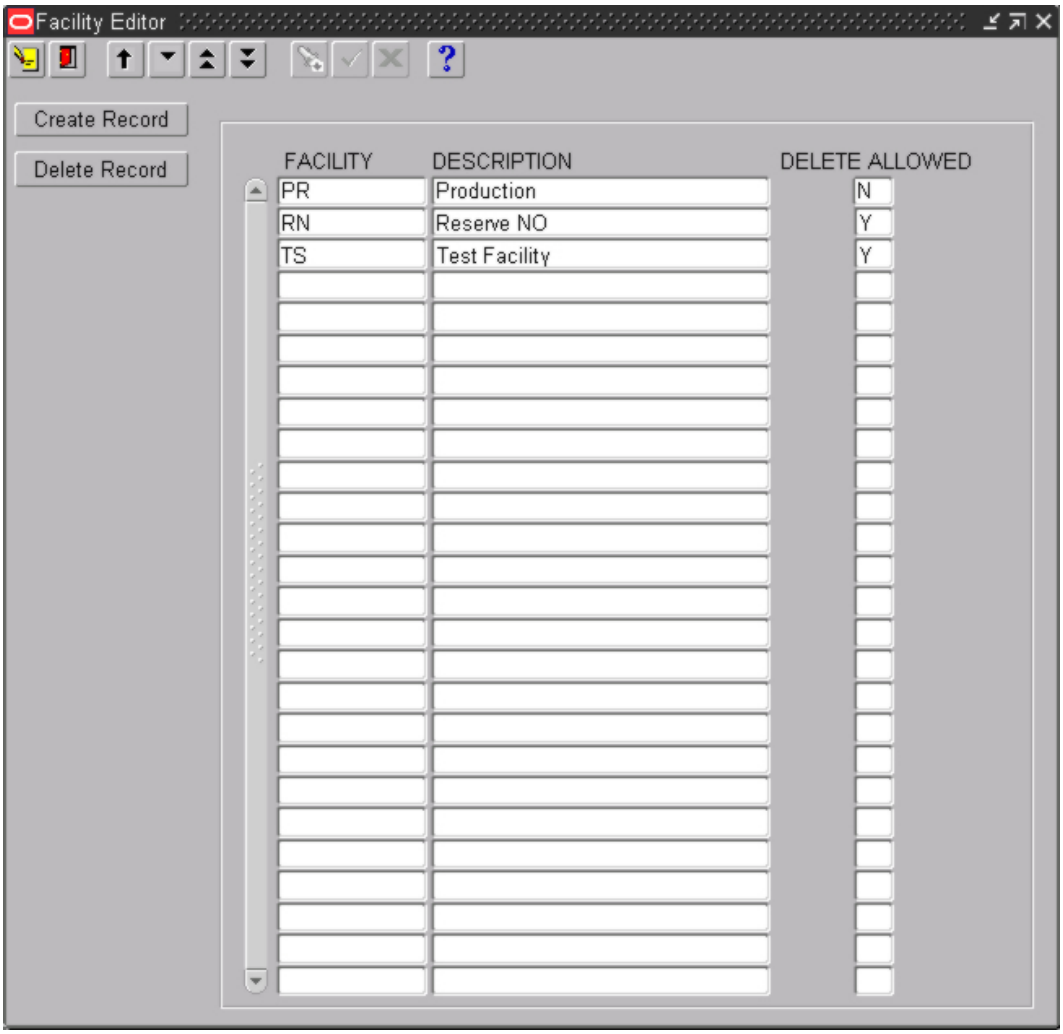
1. On the Report Parameters Editor window, select the report name that you want to edit.
2. Click **Create Record**. The Create/Modify window opens.
3. In the Parameter Name field, enter the name of the parameter, or click the LOV button and select the parameter.
4. In the Parameter Value field, enter the default value for the parameter.
5. Clear the Updateable check box if you do not want users to update the default parameter.
6. Click **Save** to save the changes and close the Create/Modify window.

Exit the Report Parameters Editor Window

- Click the exit button to close the window.

Maintain Facilities

Navigate: From the main menu, select Support Functions > Administration Setup > Facility Copy Editor. The current facilities appear in the Facility Editor window.



Facility Editor Window

Edit a Facility

1. On the Facility Editor window, double-click the facility that you want to edit. The Modify window opens.



Modify Window

2. Edit the description as necessary.
3. Click **Save** to save the change and close the Modify window.

Add a Facility

> **Note:** At least one facility must already be set up in the system, as new facilities are copied from an existing facility.

1. On the Facility Editor window, click **Create Record**. The Create window opens.



Create Window

2. In the From Facility field, enter the ID of the facility to be copied.
3. In the Facility and Description fields, enter the ID and name of the new facility.
4. In the Delete Allowed field, enter Y (Yes) if the facility may be deleted. Otherwise, enter N (No).
5. Select the MLD Enable check box if the facility is to be enabled for multi-level distribution (MLD).

> **Note:** The system parameter that enables multi-level distribution functionality must be set to Y (Yes) in order to use this option.

6. Click **Save** to save the changes and close the Create window.

Delete a Facility

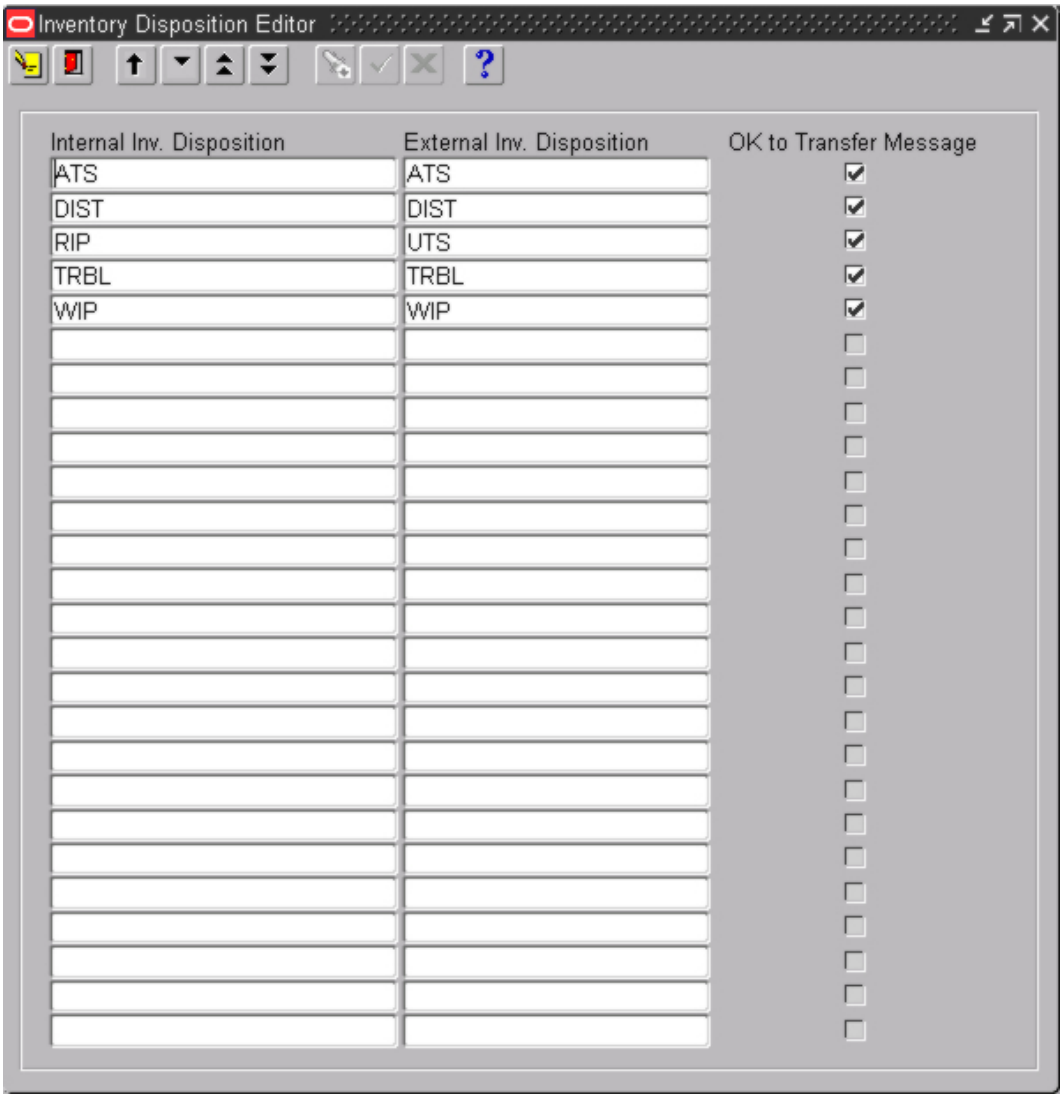
1. On the Facility Editor window, select the facility that you want to delete.
2. Click **Delete Record**.
3. When prompted to delete the record, click **Yes**.

Exit the Facility Editor Window

- Click the exit  button to close the window.

Maintain Inventory Disposition Codes

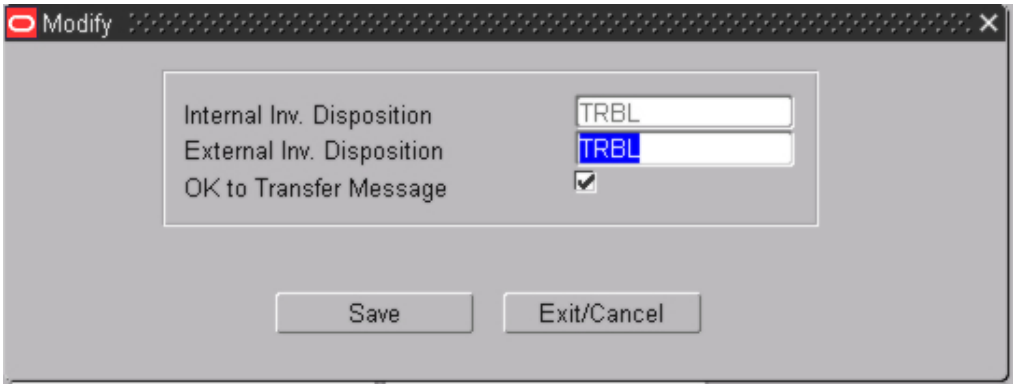
Navigate: From the main menu, select Support Functions > Administration Setup > Inventory Disposition Editor. The current codes appear in the Inventory Disposition Editor window.



Inventory Disposition Editor Window

Edit an Inventory Disposition Code

1. On the Inventory Disposition Editor window, double-click the code that you want to edit. The Modify window opens.



Modify Window

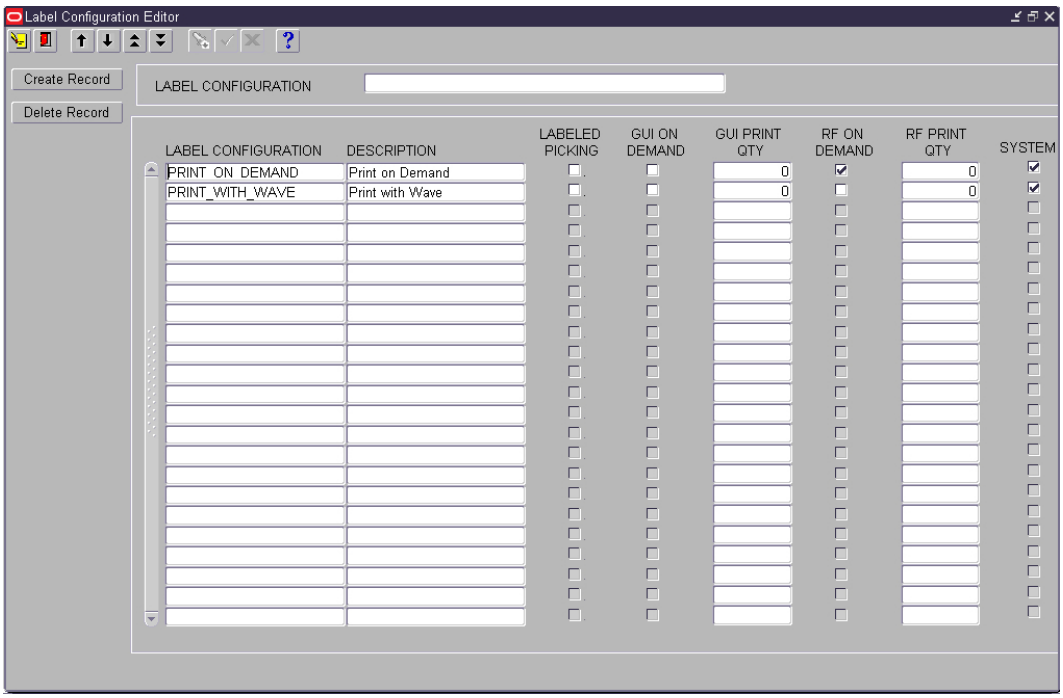
2. Edit the translated code as necessary.
3. To indicate that a message should be sent to the host system, select the OK to Transfer Message check box.
4. Click **Save** to save any changes and close the Modify window.

Exit the Inventory Disposition Editor Window

- Click the exit  button to close the window.

Maintain Label Configurations

Navigate: From the main menu, select Support Functions > Administration Setup > Label Configuration Editor. The Label Configuration Editor window opens.



Label Configuration Editor Window

Display All Label Configurations

- Click the execute query button.

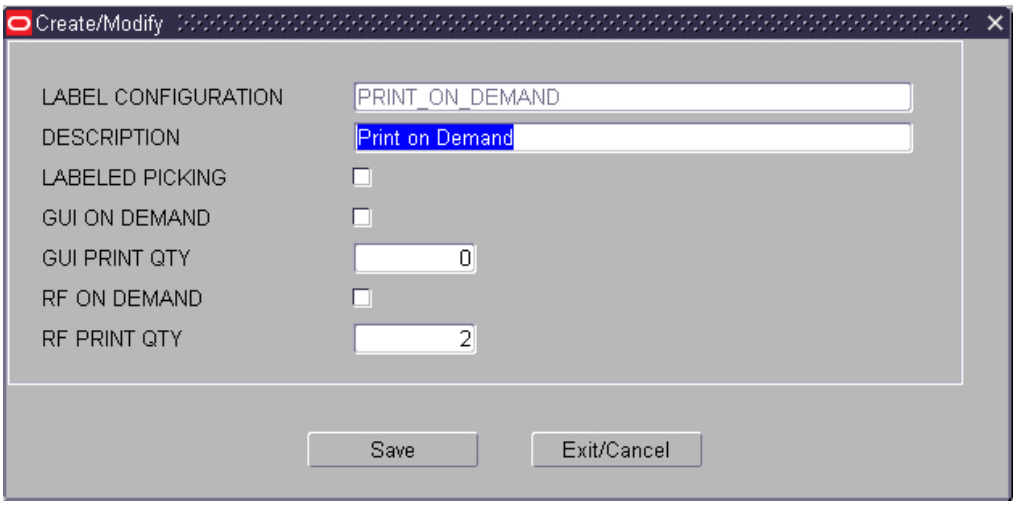
Display a Label Configuration

1. If any label configurations are currently displayed, click the clear button.
2. Click the enter query button.
3. In the Label Configuration query field, enter the name of the label configuration, or click the LOV button and select the label configuration.
4. Click the execute query button. The label configuration that matches the search criterion opens.

> **Note:** If you enter a partial name in the Label Configuration query field, all label configurations that begin with the same characters will be displayed.

Edit a Label Configuration

1. On the Label Configuration Editor window, double-click the label configuration that you want to edit. The Create/Modify window opens.



Create/Modify Window

> **Note:** You cannot edit a label configuration if the system indicator is selected.

2. Edit the enabled fields as necessary.
3. Click **Save** to save the changes and close the Create/Modify window.

Add a Label Configuration

1. On the Label Configuration Editor window, click **Create Record**. The Create/Modify window opens.
2. In the Label Configuration and Description fields, enter a name and description for the label configuration.
3. Select Labeled Picking if necessary for the task.
4. Select GUI on Demand if you prefer that labels be printed for a GUI user only when requested.
5. In the GUI Print Qty field, enter the number to be printed.
6. Select RF on Demand if you prefer that labels be printed for an RF user only when requested.
7. In the RF Print Qty field, enter the number to be printed.
8. Click **Save** to save the changes and close the Create/Modify window.

Delete a Label Configuration

1. On the Label Configuration Editor window, select the label configuration that you want to delete.

   Note: You can not delete a label configuration if the system indicator is selected.

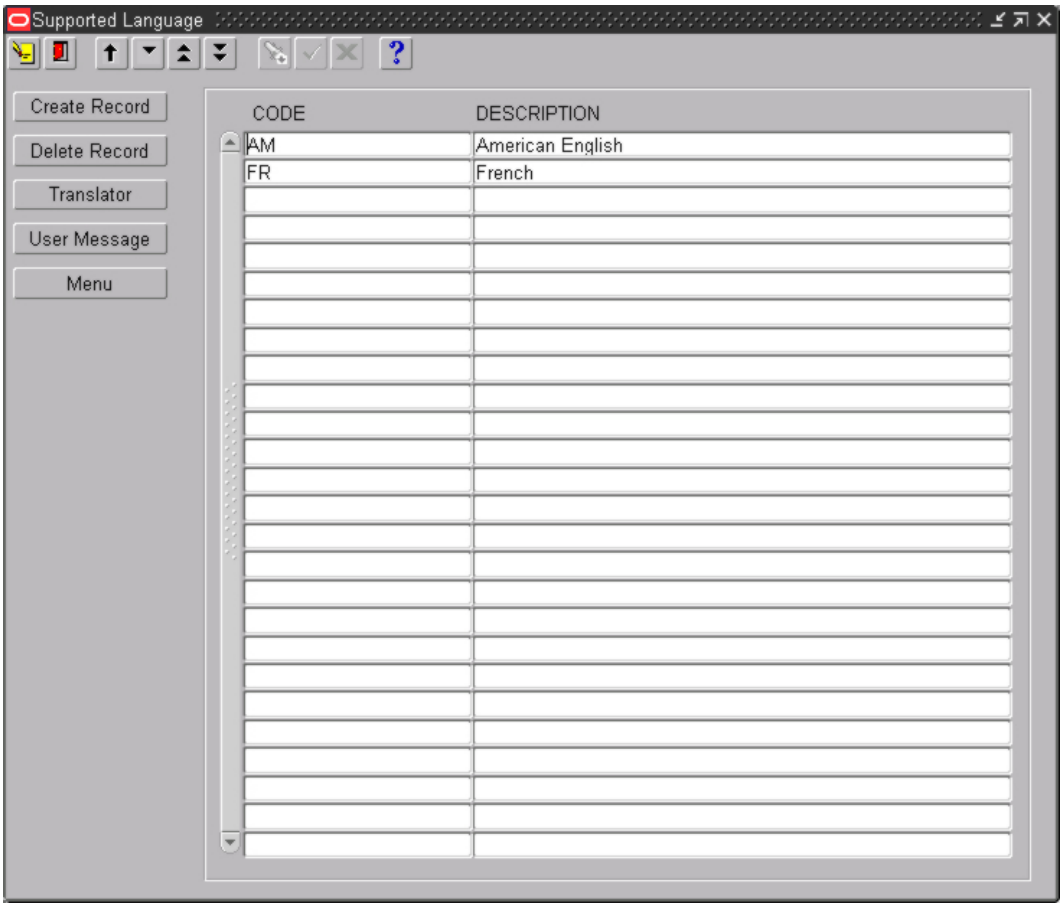
2. Click **Delete Record**.
3. When prompted to delete the record, click **Yes**.

Exit the Label Configuration Editor Window

- Click the exit  button to close the window.

Maintain Language Codes

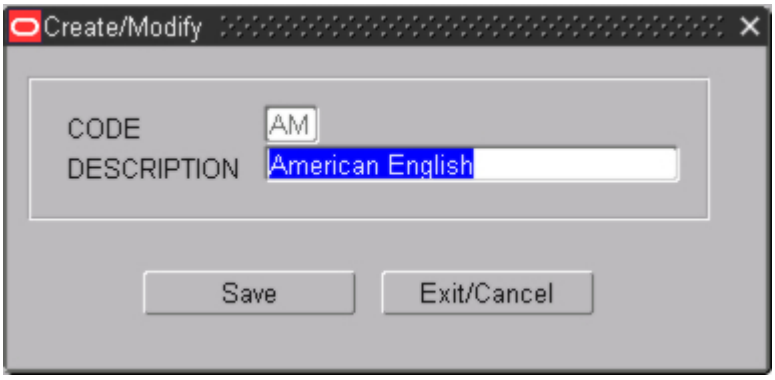
Navigate: From the main menu, select Support Functions > Administration Setup > Supported Language Editor. The current language codes appear in the Supported Language window.



Supported Language Window

Edit a Language Code

1. On the Supported Language window, double-click the language code that you want to edit. The Create/Modify window opens.



Create/Modify Window

2. Edit the description as necessary.
3. Click **Save** to save any changes and close the Create/Modify window.

Add a Language Code

1. On the Supported Language window, click **Create Record**. The Create/Modify window opens.
2. In the Code field, enter the standard code for the language.
3. In the Description field, enter the name of the language.
4. Click **Save** to save the changes and close the Create/Modify window.

Delete a Language Code

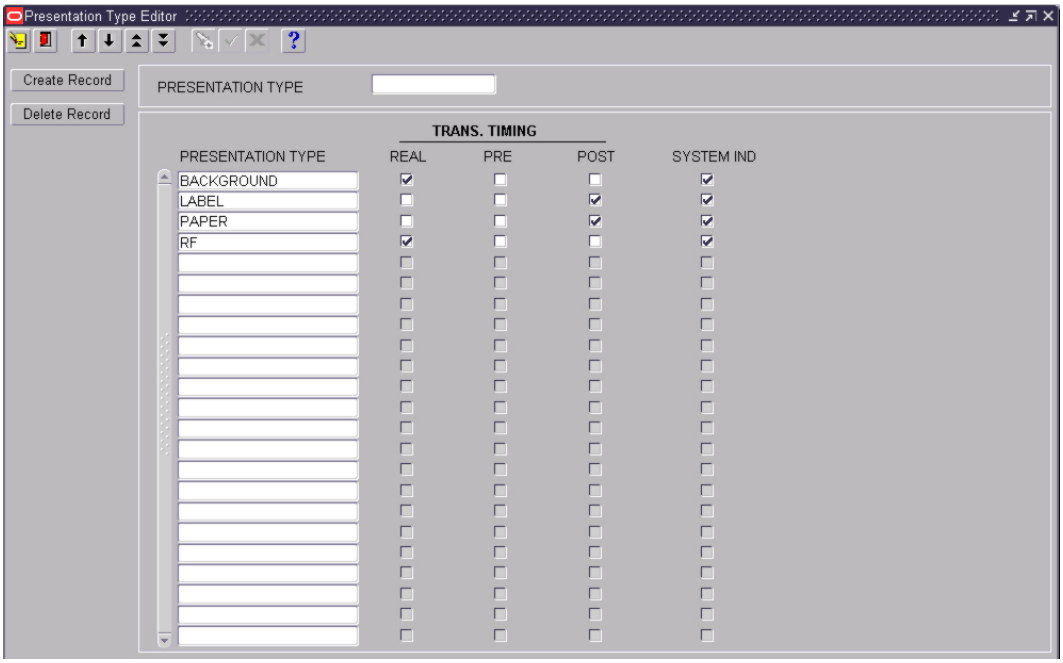
1. On the Supported Language window, select the language code that you want to delete.
2. Click **Delete Record**.
3. When prompted to delete the record, click **Yes**.

Exit the Supported Language Window

- Click the exit  button to close the window.

Maintain Presentation Types

Navigate: From the main menu, select Support Functions > Administration Setup > Presentation Type Editor. The Presentation Type Editor window opens.



Presentation Type Editor Window

Display All Presentation Types

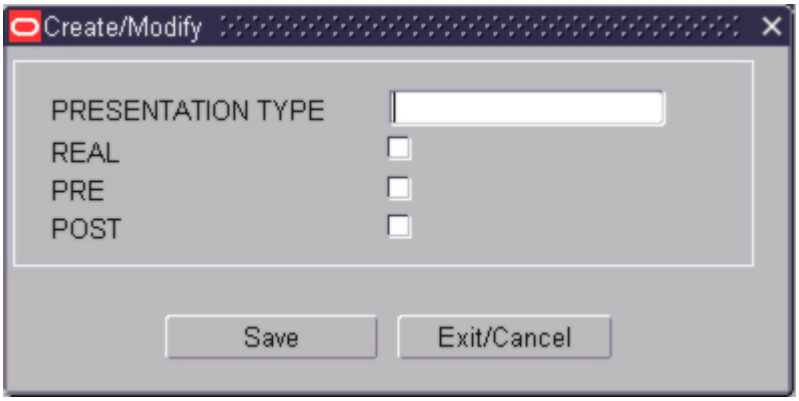
- Click the execute query button.

Display a Presentation Type

1. If any presentation types are currently displayed, click the clear button.
2. Click the enter query button.
3. In the Presentation Type query field, enter the name of the presentation type, or click the LOV button and select the presentation type.
4. Click the execute query button. The presentation type that matches the search criterion opens.

Edit a Presentation Type

1. On the Presentation Type Editor window, double-click the presentation type that you want to edit. The Create/Modify window opens.



Create/Modify Window

> **Note:** You can not edit a presentation type if the system indicator is selected.

2. Edit the transaction timing selections as necessary.
3. Click **Save** to save any changes and close the Create/Modify window.

Add a Presentation Type

1. On the Presentation Type Editor window, click **Create Record**. The Create/Modify window opens.
2. In the Presentation Type field, enter a name for the presentation type.
3. Select one or more of the following transaction timing methods:
   - Real: Inventory is affected during screen usage. Real time is mutually exclusive from pre- and post-transactional timing.
   - Pre: Inventory is affected before the action occurs.
   - Post: Inventory is affected after the action occurs.
4. Click **Save** to save the changes and close the Create/Modify window.

Delete a Presentation Type

1. On the Presentation Type Editor window, select the presentation type that you want to delete.

> **Note:** You can not delete a presentation type if the system indicator is selected.

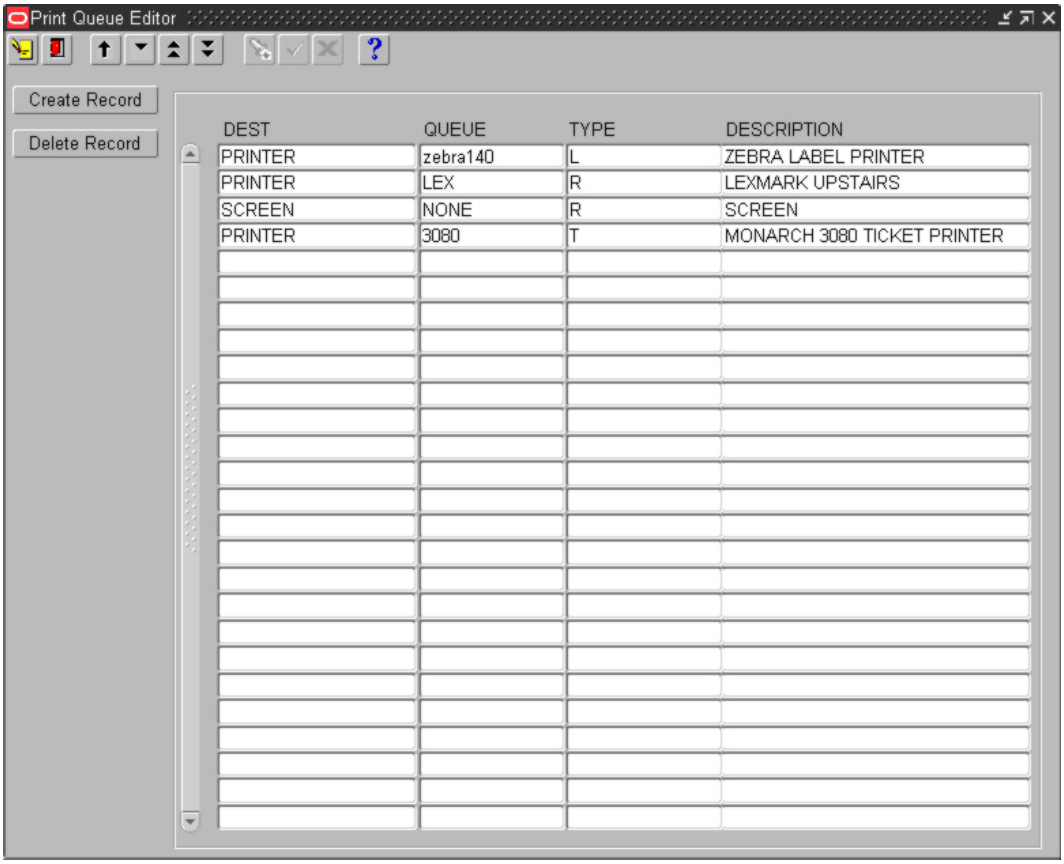
2. Click **Delete Record**.
3. When prompted to delete the record, click **Yes**.

Exit the Presentation Type Editor Window

- Click the exit  button to close the window.

Maintain Print Queues

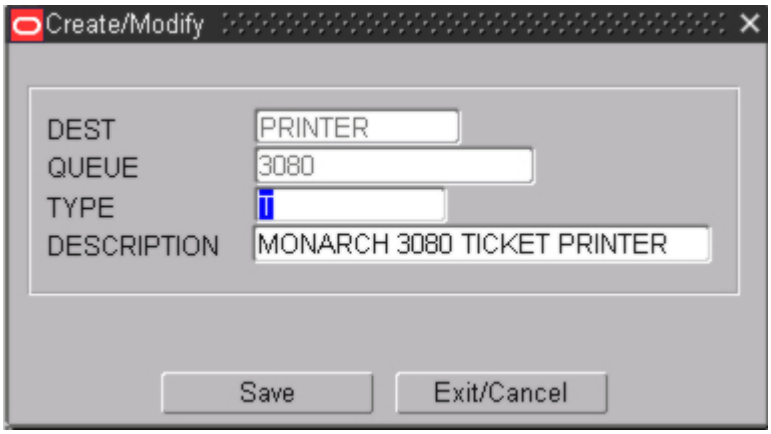
Navigate: From the main menu, select Support Functions > Administration Setup > Print Queue Editor. The current print queues appear in the Print Queue Editor window.



Print Queue Editor Window

Edit a Print Queue

1. On the Print Queue Editor window, double-click the print queue that you want to edit. The Create/Modify window opens.



Create/Modify Window

2. Edit the type and description as necessary.
3. Click **Save** to save any changes and close the Create/Modify window.

Add a Print Queue

1. On the Print Queue Editor window, click **Create Record**. The Create/Modify window opens.
2. In the Dest field, enter the destination. The destination may be Printer, File, or Screen.
3. In the Queue field, enter the name of the print queue. If the Destination is File or Screen, the Queue defaults to None.
4. In the Description field, enter the description of the print queue.
5. Click **Save** to save the changes and close the Create/Modify window.

Delete a Print Queue

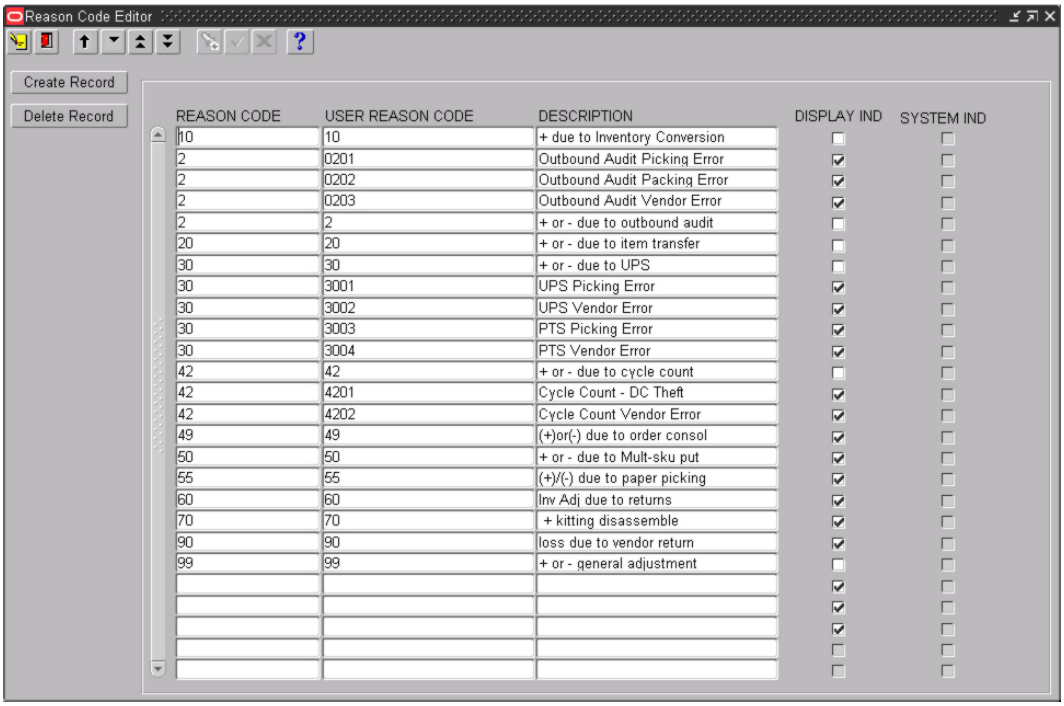
1. On the Print Queue Editor window, select the print queue that you want to edit.
2. Click **Delete Record**.
3. When prompted to delete the record, click **Yes**.

Exit the Print Queue Editor Window

- Click the exit  button to close the window.

Maintain Reason Codes

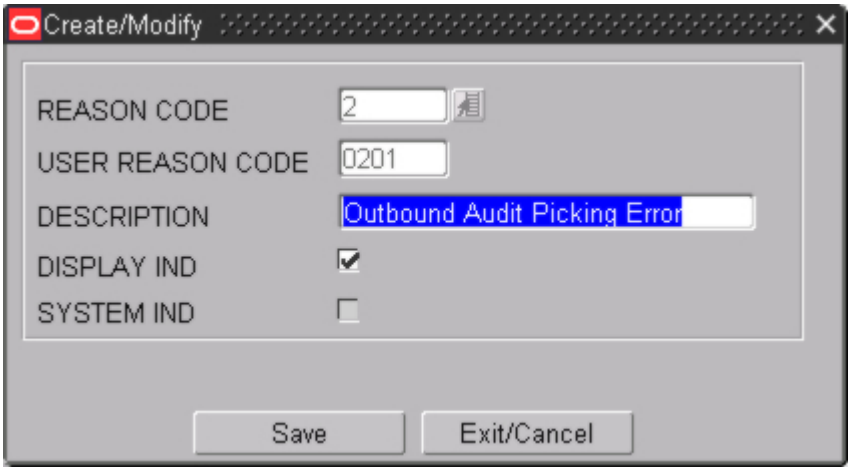
Navigate: From the main menu, select Support Functions > Administration Setup > Inv Adjustment Reason Code Editor. The current reason codes appear in the Inv Adjustment Reason Code Editor window.



Adjustment Reason Code Editor Window

Edit a Reason Code

1. On the Inv Adjustment Reason Code Editor window, double-click the reason code that you want to edit. The Create/Modify window opens.



Create/Modify Window

2. Edit the description and display indicator as necessary.
3. Click **Save** to save any changes and close the Create/Modify window.

Add a Reason Code

1. On the Inv Adjustment Reason Code Editor window, click **Create Record**. The Create/Modify window opens.
2. In the Reason Code field, enter a reason code that you want to translate, or click the LOV button and select the reason code.
3. In the User Reason Code and Description fields, enter a user-defined code and description for the reason.
4. To allow users to view the reason code in List of Values windows, select the Display Ind check box.
5. Click **Save** to save the changes and close the Create/Modify window.

Delete a Reason Code

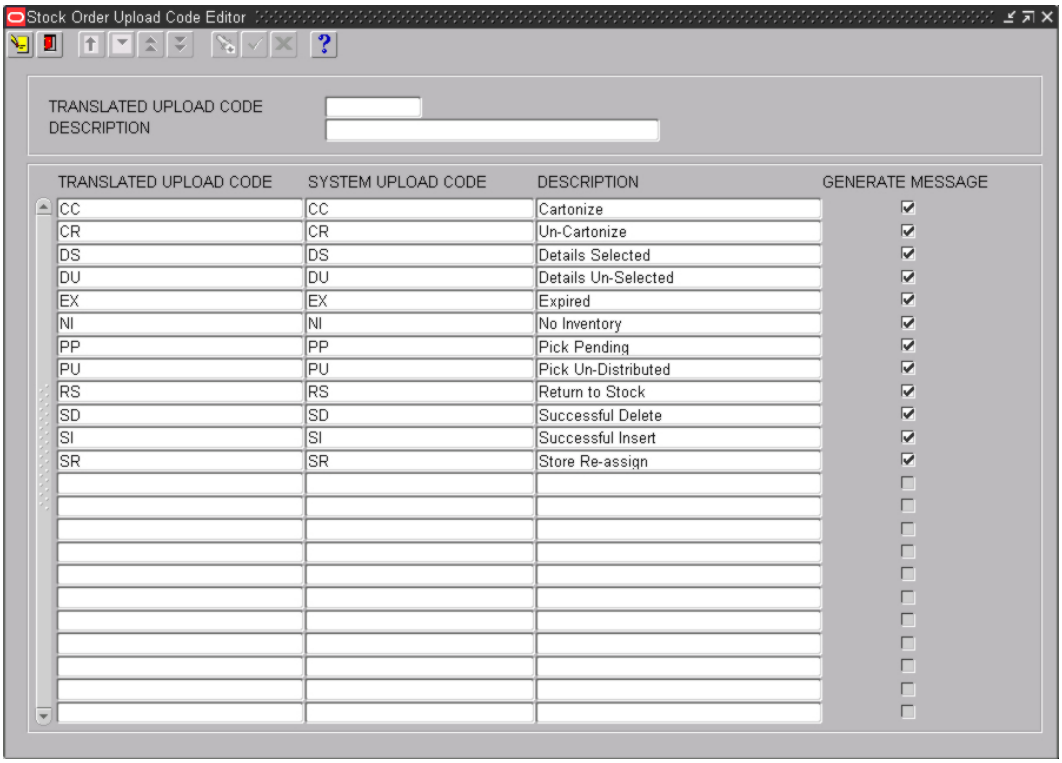
1. On the Inv Adjustment Reason Code Editor window, select the reason code that you want to delete.
2. Click **Delete Record**.
3. When prompted to delete the record, click **Yes**.

Exit the Reason Code Editor Window

- Click the exit button to close the window.

Maintain Stock Order Upload Codes

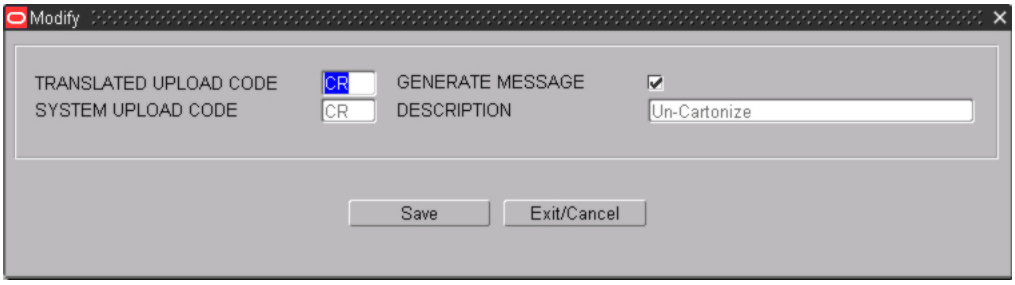
Navigate: From the main menu, select Support Functions > Administration Setup > Stock Order Upload Code Editor. The current codes appear in the Stock Order Upload Code Editor window.



Stock Order Upload Code Editor Window

Edit a Stock Order Upload Code

1. On the Stock Order Upload Code Editor window, double-click the code that you want to edit. The Modify window opens.



Modify Window

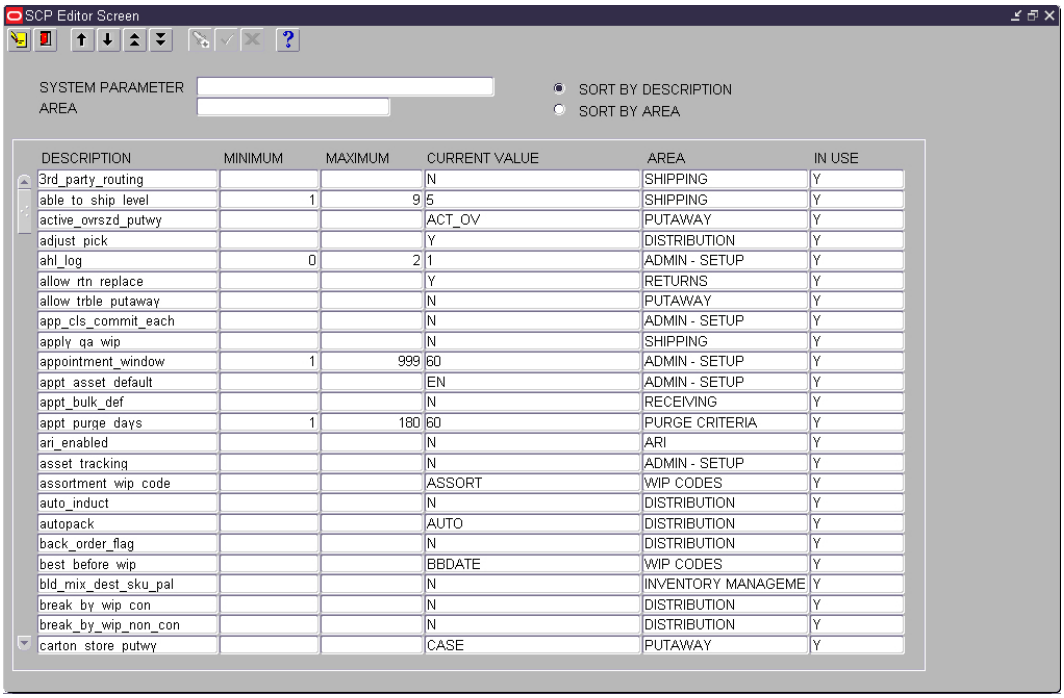
2. Edit the translated upload code as necessary.
3. To indicate that a message should be sent to the host system, select the Generate Message check box.
4. Click **Save** to save any changes and close the Modify window.

Exit the Stock Order Upload Code Editor Window

- Click the exit button to close the window.

Maintain System Parameters

Navigate: From the main menu, select Support Functions > Administration Setup > System Parameters Editor. The SCP Editor Screen window opens.



SCP Editor Screen Window

Display All System Parameters

1. Select the sort order:
   - Sort by Description: Sorts the system parameters in alphabetical order by description.
   - Sort by Area: Sorts the system parameters in alphabetical order by functional area.
2. Click the execute query button. The system parameters appear in the selected sort order.

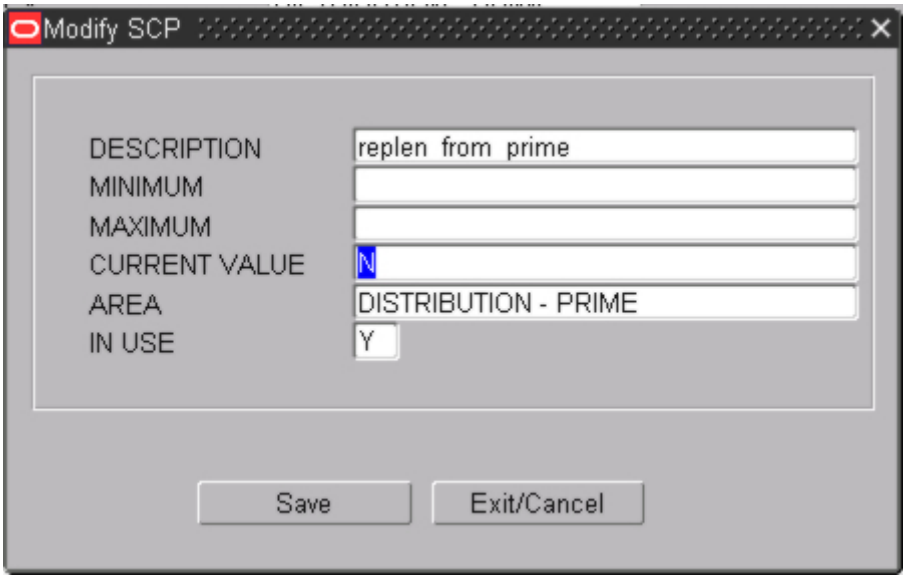
Display System Parameters by Description or Functional Area

1. If any system parameters are currently displayed, click the clear button.
2. Click the enter query button.
3. To search for system parameters by:
   - Description: Enter all or part of the description in the System Parameter query field, or click the LOV button and select the system parameter.
   - Functional area: Enter all or part of the area name in the Area query field, or click the LOV button and select the area.

   Note: You can use the percent (%) symbol as a wildcard character.
4. Click the execute query button. The system parameters that match the search criterion appear.

Edit System Parameters

1. On the SCP Editor Screen window, double-click the system parameter that you want to edit. The Modify SCP window opens.



Modify SCP Window

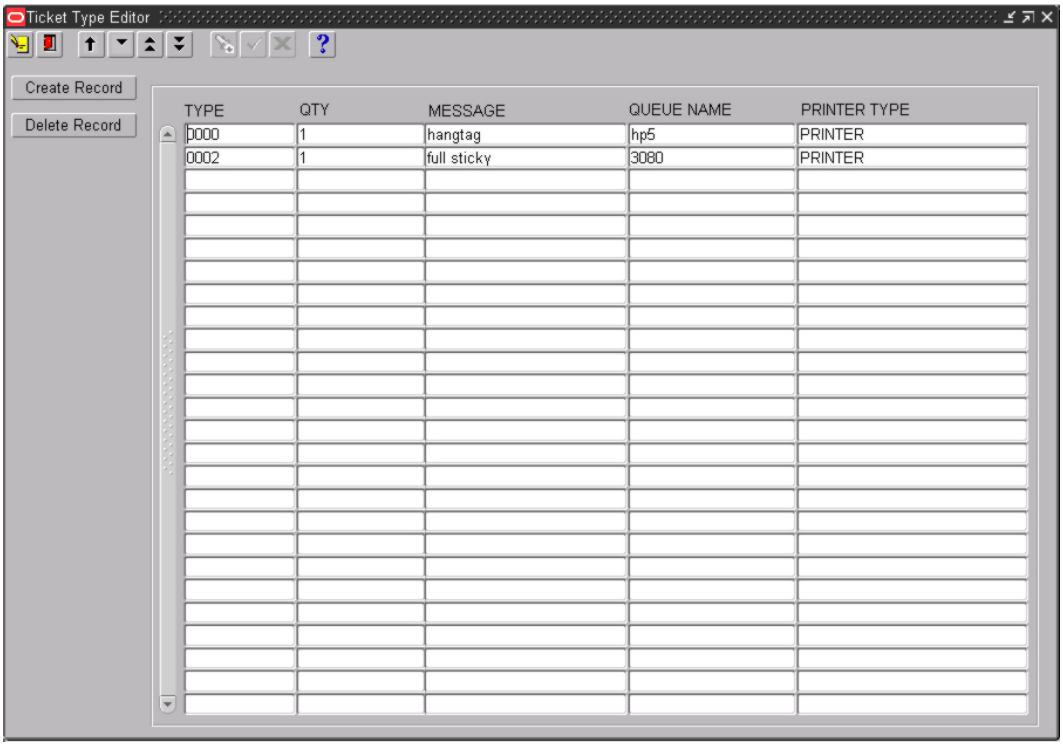
2. Edit the current value and functional area as necessary.
3. In the In Use field, enter Y (Yes) to turn on or N (No) to turn off a system parameter as necessary.
4. Click **Save** to save any changes and close the Modify SCP window.

Exit the SCP Editor Screen Window

- Click the exit button to close the window.

Maintain Ticket Types

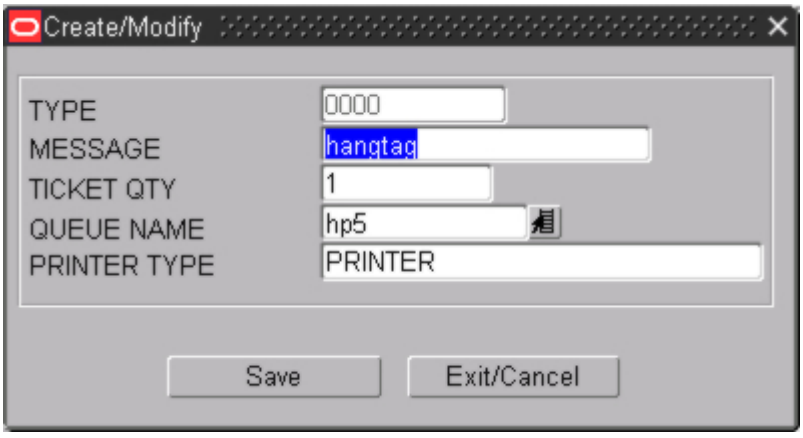
Navigate: From the main menu, select Support Functions > Administration Setup > Ticket Type Editor. The current ticket types appear in the Ticket Type Editor window.



Ticket Type Editor Window

Edit a Ticket Type

1. On the Ticket Type Editor window, double-click the ticket type that you want to edit. The Create/Modify window opens.



Create/Modify Window

2. Edit the enabled fields as necessary.
3. Click **Save** to save any changes and close the Create/Modify window.

Add a Ticket Type

1. On the Ticket Type Editor window, click **Create Record**. The Create/Modify window opens.
2. In the Type field, enter the code for the ticket type.
3. In the Message field, enter the message to be printed with the ticket.
4. In the Ticket Qty field, enter the number of tickets to be printed.
5. In the Queue Name field, enter the name of the print queue, or click the LOV  button and select the print queue.
6. In the Printer Type field, enter the name of the printer.
7. Click **Save** to save the changes and close the Create/Modify window.

Delete a Ticket Type

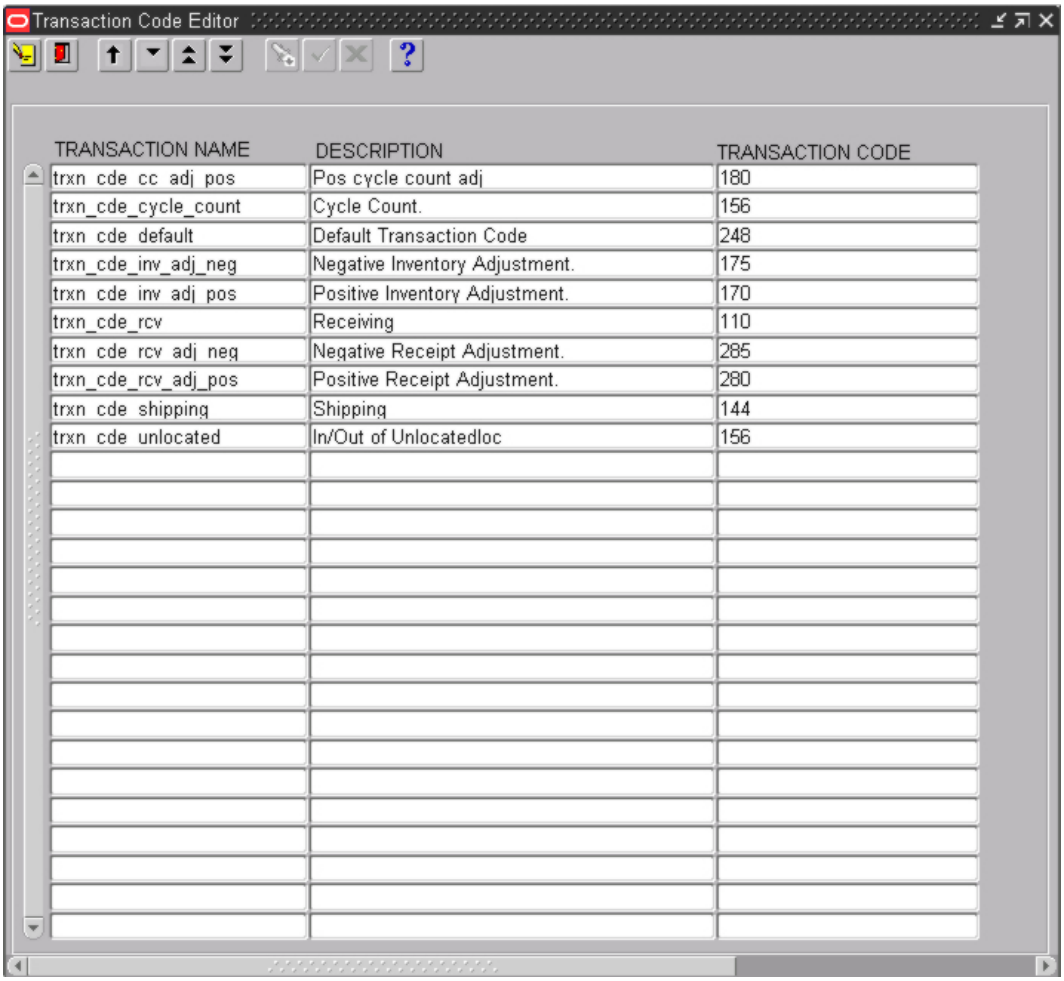
1. On the Ticket Type Editor window, select the ticket type that you want to delete.
2. Click **Delete Record**.
3. When prompted to delete the record, click **Yes**.

Exit the Ticket Type Editor Window

- Click the exit  button to close the window.

Maintain Transaction Codes

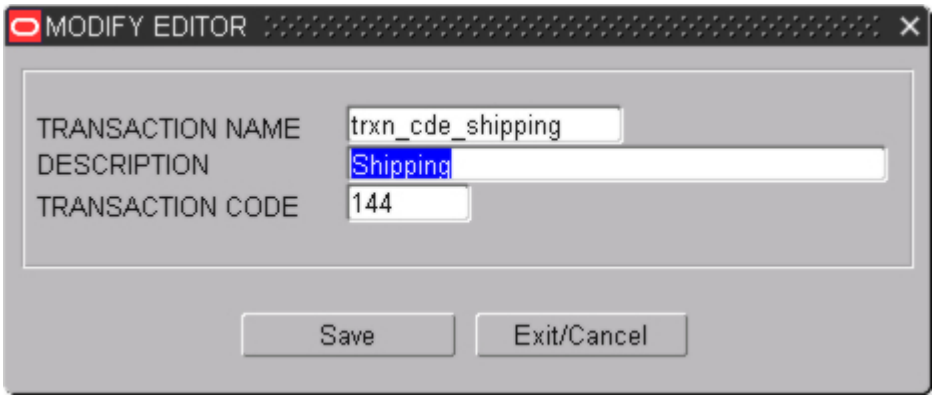
Navigate: From the main menu, select Support Functions > Administration Setup > Transaction Code Editor. The current transaction codes appear in the Transaction Code Editor window.



Transaction Code Editor Window

Edit a Transaction Code

1. On the Transaction Code Editor window, double-click the transaction code that you want to edit. The Modify Editor window opens.



Modify Editor Window

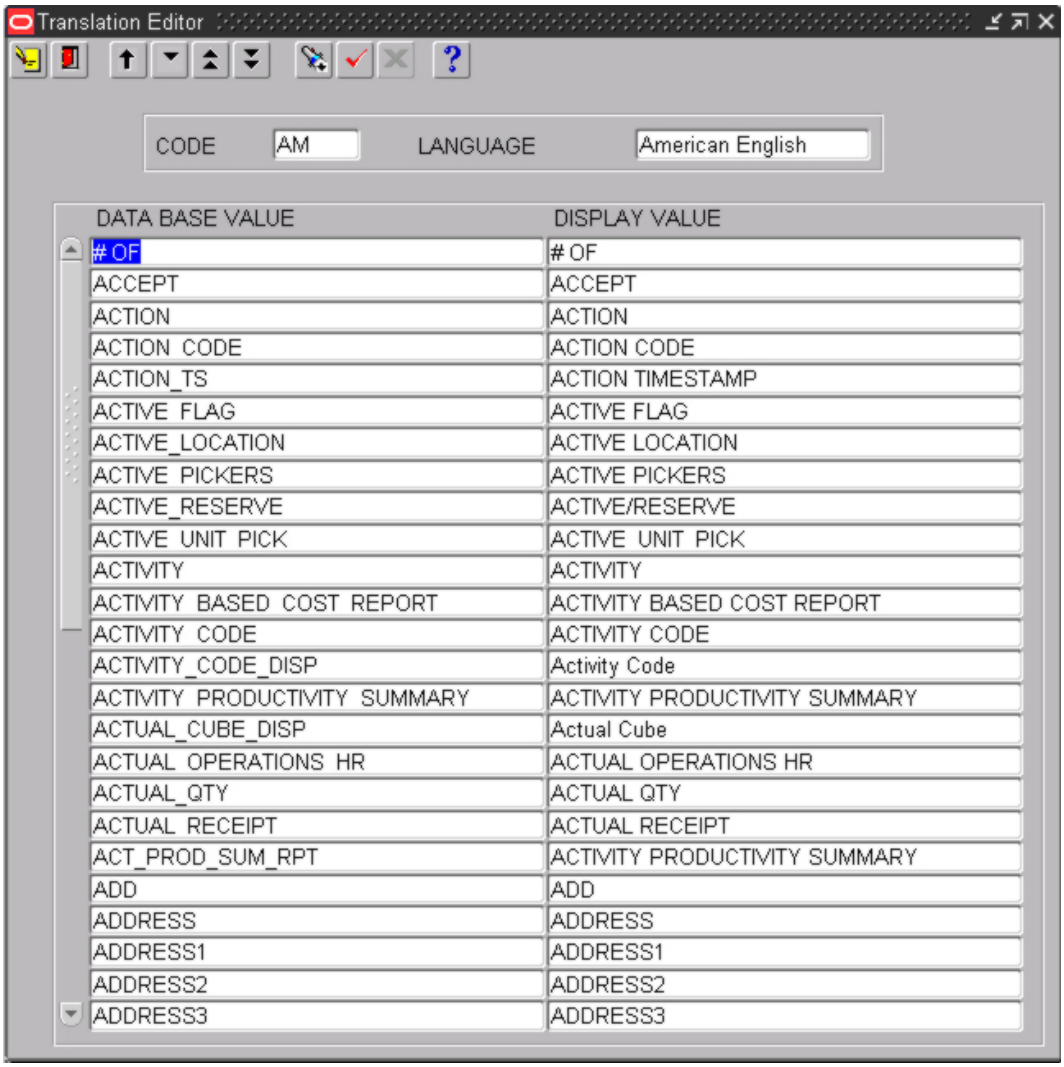
2. Edit the description and transaction code as necessary.
3. Click **Save** to save the change and close the Modify Editor window.

Exit the Transaction Code Editor Window

- Click the exit  button to close the window.

Maintain Translations of Field Labels

Navigate: From the main menu, select Support Functions > Administration Setup > Translation Editor. The Translation Editor window opens.



Translation Editor Window

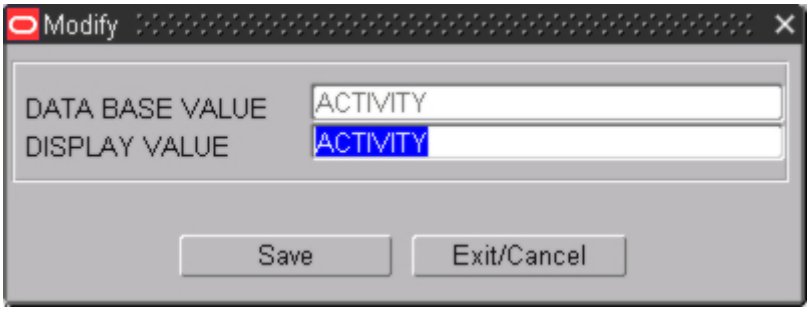
> **Note:** You can also access this window from the Supported Language window.

Display the Field Labels

1. If any values are currently displayed, click the clear button.
2. Click the enter query button.
3. In the Code query field, enter the code for the language, or click the LOV button and select the language.
4. Click the execute query button. The values associated with the selected language appear.

Edit a Translation

1. On the Translation Editor window, double-click the value that you want to edit. The Modify window opens.



Modify Window

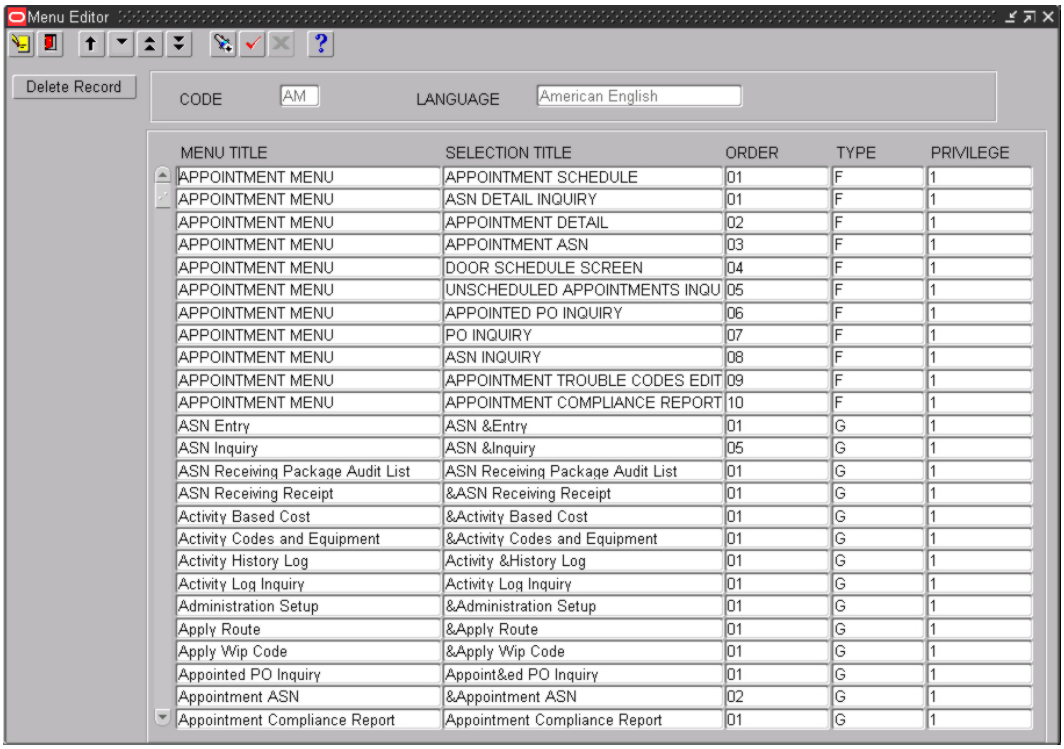
2. Edit the value as necessary.
3. Click **Save** to save any changes and close the Modify window.

Exit the Translation Editor Window

- Click the exit button to close the window.

Maintain Translations of Menu Options

Navigate: From the main menu, select Support Functions > Administration Setup > Menu Editor. The menu options appear in the Menu Editor window.



MENU TITLE	SELECTION TITLE	ORDER	TYPE	PRIVILEGE
APPOINTMENT MENU	APPOINTMENT SCHEDULE	01	F	1
APPOINTMENT MENU	ASN DETAIL INQUIRY	01	F	1
APPOINTMENT MENU	APPOINTMENT DETAIL	02	F	1
APPOINTMENT MENU	APPOINTMENT ASN	03	F	1
APPOINTMENT MENU	DOOR SCHEDULE SCREEN	04	F	1
APPOINTMENT MENU	UNSCHEDULED APPOINTMENTS INQU	05	F	1
APPOINTMENT MENU	APPOINTED PO INQUIRY	06	F	1
APPOINTMENT MENU	PO INQUIRY	07	F	1
APPOINTMENT MENU	ASN INQUIRY	08	F	1
APPOINTMENT MENU	APPOINTMENT TROUBLE CODES EDIT	09	F	1
APPOINTMENT MENU	APPOINTMENT COMPLIANCE REPORT	10	F	1
ASN Entry	ASN &Entry	01	G	1
ASN Inquiry	ASN &Inquiry	05	G	1
ASN Receiving Package Audit List	ASN Receiving Package Audit List	01	G	1
ASN Receiving Receipt	&ASN Receiving Receipt	01	G	1
Activity Based Cost	&Activity Based Cost	01	G	1
Activity Codes and Equipment	&Activity Codes and Equipment	01	G	1
Activity History Log	Activity &History Log	01	G	1
Activity Log Inquiry	Activity Log Inquiry	01	G	1
Administration Setup	&Administration Setup	01	G	1
Apply Route	&Apply Route	01	G	1
Apply Wip Code	&Apply Wip Code	01	G	1
Appointed PO Inquiry	Appoint&ed PO Inquiry	01	G	1
Appointment ASN	&Appointment ASN	02	G	1
Appointment Compliance Report	Appointment Compliance Report	01	G	1

Menu Editor Window

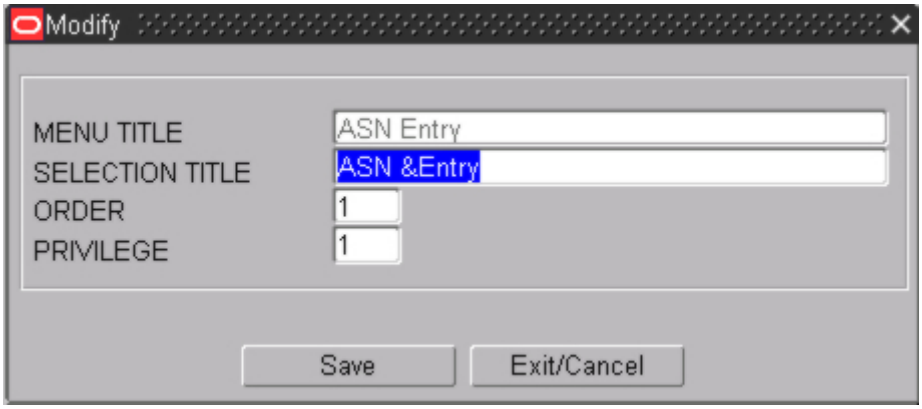
> **Note:** You can also access this window from the Supported Language window.

Display the Menu Options

1. If any menu options are currently displayed, click the clear button.
2. Click the enter query button.
3. In the Code query field, enter the code for the language, or click the LOV button and select the language.
4. Click the execute query button. The menu options associated with the selected language appear.

Edit a Translation

1. On the Menu Editor window, double-click the menu option that you want to edit. The Modify window opens.



Modify Window

2. Edit the title, its order on the menu, and its user privilege level as necessary.
3. Click **Save** to save any changes and close the Modify window.

Delete a Menu Option

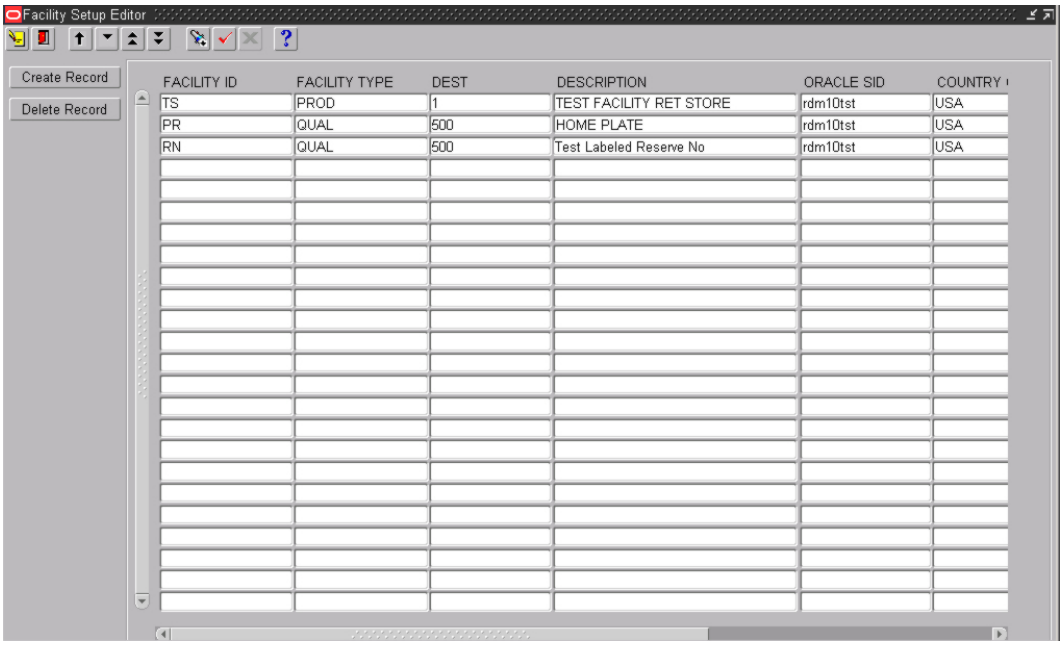
1. On the Menu Editor window, select the menu option that you want to delete.
2. Click **Delete Record**.
3. When prompted to delete the record, click **Yes**.

Exit the Menu Editor Window

- Click the exit  button to close the window.

Maintain Transshipment Facilities

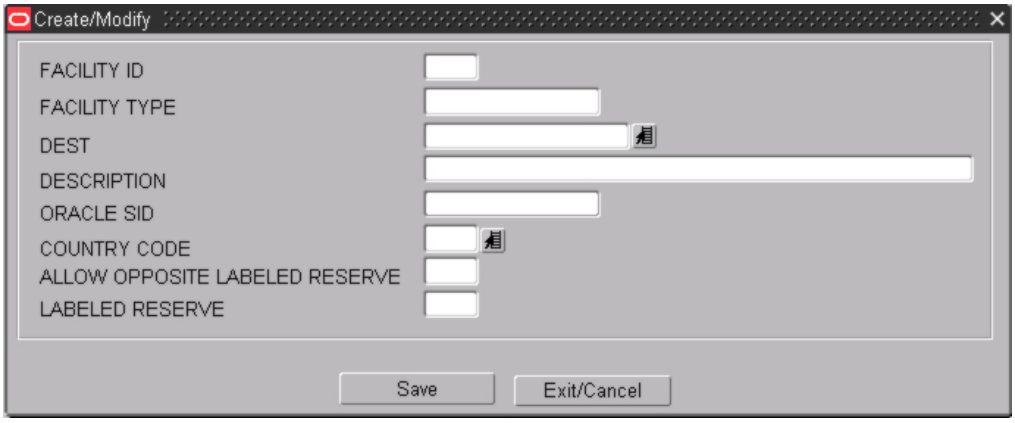
Navigate: From the main menu, select Support Functions > Administration Setup > Facility Setup Editor. The current facilities appear in the Facility Setup Editor window.



Facility Setup Editor Window

Edit a Facility

1. On the Facility Setup Editor window, double-click the facility that you want to edit. The Create/Modify window opens.



Create/Modify Window

2. Edit the enabled fields as necessary.
3. Click **Save** to save any changes and close the Create/Modify window.

Add a Facility

1. On the Facility Setup Editor window, click **Create Record**. The Create/Modify window opens.
2. In the Facility field, enter the ID of the facility.
3. In the Facility Type field, enter the code for the type of facility.
4. In the Dest field, enter the destination ID of the distribution center, or click the LOV  button and select the destination.
5. In the Description field, enter a description of the facility.
6. In the Oracle SID field, enter the Oracle system ID of the facility.
7. In the Country Code field, enter the code for the country in which the facility is located, or click the LOV  button and select the country.
8. In the Allow Opposite Labeled Reserve field, enter Y (Yes) or N (No) to indicate whether the facility accepts shipments from a facility that uses opposite labeled reserve.
9. In the Labeled Reserve field, enter Y (Yes) or N (No) to indicate whether the facility uses labeled reserve functionality.
10. Click **Save** to save the changes and close the Create/Modify window.

Delete a Facility

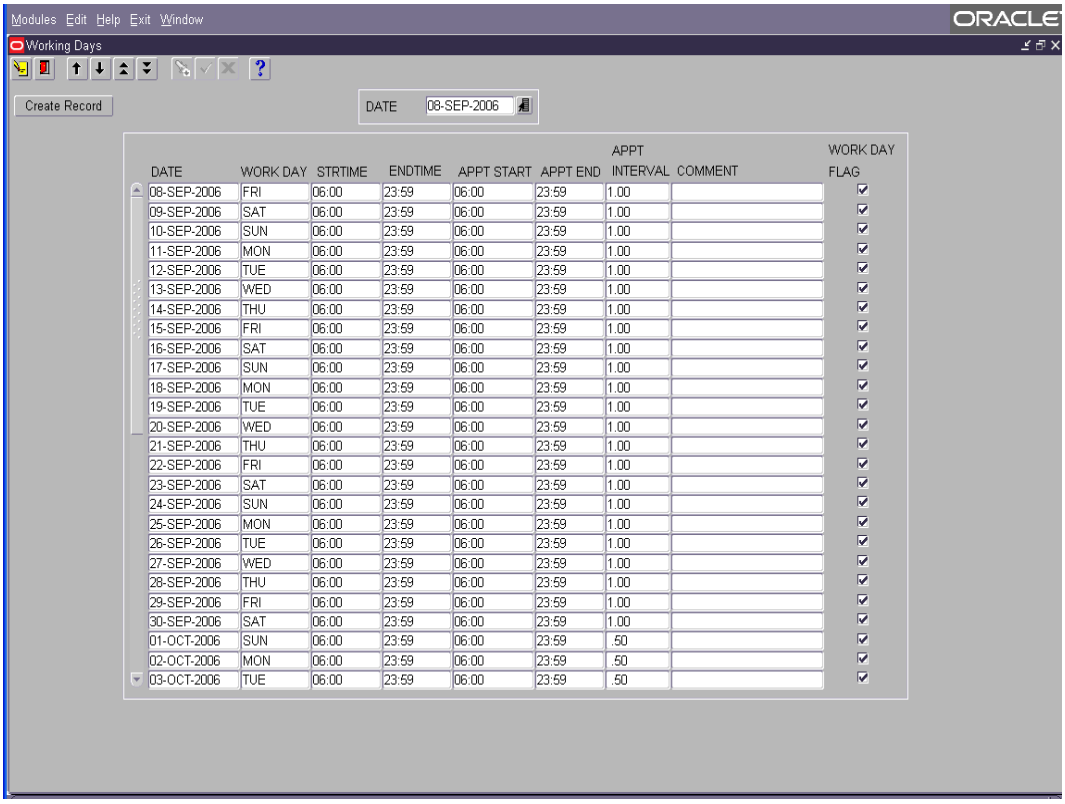
1. On the Facility Editor window, select the facility that you want to delete.
2. Click **Delete Record**.
3. When prompted to delete the record, click **Yes**.

Exit the Facility Editor Window

- Click the exit  button to close the window.

Maintain Work Days

Navigate: From the main menu, select Support Functions > Administration Setup > Working Days Editor. The Working Days window opens. By default, the current date opens in the Date query field.



DATE	WORK DAY	STRTIME	ENDTIME	APPT START	APPT END	APPT INTERVAL	COMMENT	WORK DAY FLAG
08-SEP-2006	FRI	06:00	23:59	06:00	23:59	1.00		☑
09-SEP-2006	SAT	06:00	23:59	06:00	23:59	1.00		☑
10-SEP-2006	SUN	06:00	23:59	06:00	23:59	1.00		☑
11-SEP-2006	MON	06:00	23:59	06:00	23:59	1.00		☑
12-SEP-2006	TUE	06:00	23:59	06:00	23:59	1.00		☑
13-SEP-2006	WED	06:00	23:59	06:00	23:59	1.00		☑
14-SEP-2006	THU	06:00	23:59	06:00	23:59	1.00		☑
15-SEP-2006	FRI	06:00	23:59	06:00	23:59	1.00		☑
16-SEP-2006	SAT	06:00	23:59	06:00	23:59	1.00		☑
17-SEP-2006	SUN	06:00	23:59	06:00	23:59	1.00		☑
18-SEP-2006	MON	06:00	23:59	06:00	23:59	1.00		☑
19-SEP-2006	TUE	06:00	23:59	06:00	23:59	1.00		☑
20-SEP-2006	WED	06:00	23:59	06:00	23:59	1.00		☑
21-SEP-2006	THU	06:00	23:59	06:00	23:59	1.00		☑
22-SEP-2006	FRI	06:00	23:59	06:00	23:59	1.00		☑
23-SEP-2006	SAT	06:00	23:59	06:00	23:59	1.00		☑
24-SEP-2006	SUN	06:00	23:59	06:00	23:59	1.00		☑
25-SEP-2006	MON	06:00	23:59	06:00	23:59	1.00		☑
26-SEP-2006	TUE	06:00	23:59	06:00	23:59	1.00		☑
27-SEP-2006	WED	06:00	23:59	06:00	23:59	1.00		☑
28-SEP-2006	THU	06:00	23:59	06:00	23:59	1.00		☑
29-SEP-2006	FRI	06:00	23:59	06:00	23:59	1.00		☑
30-SEP-2006	SAT	06:00	23:59	06:00	23:59	1.00		☑
01-OCT-2006	SUN	06:00	23:59	06:00	23:59	.50		☑
02-OCT-2006	MON	06:00	23:59	06:00	23:59	.50		☑
03-OCT-2006	TUE	06:00	23:59	06:00	23:59	.50		☑

Working Days Window

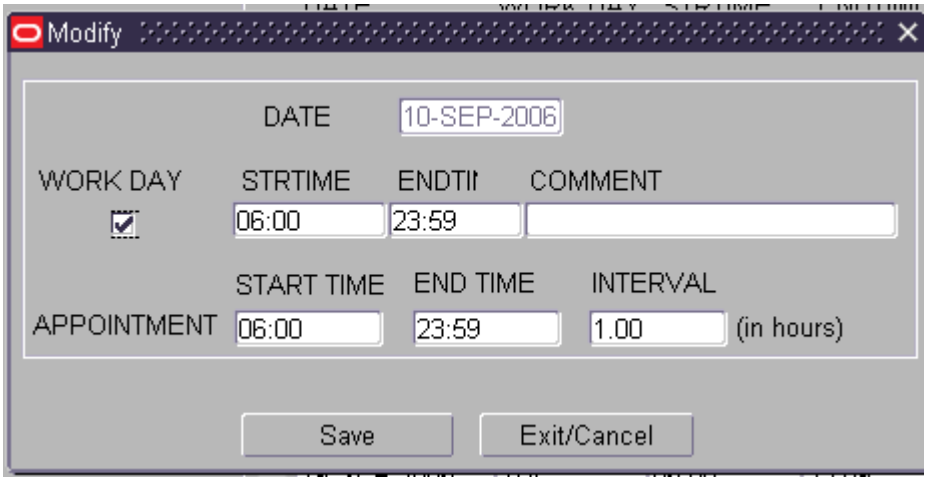
Display a Range of Dates

1. In the Date query field, enter the start date, or click the calendar button and select the date.
2. Click the execute query button. The dates from the selected date forward are displayed.

> **Note:** The work day defaults are determined by system settings: start time, end time, and whether Saturdays and Sundays are work days. You can override the default times when adding a work day. You can override the work day indicator when editing a record.

Edit a Date

1. On the Working Days window, double-click the work date that you want to edit. The Modify window is displayed.

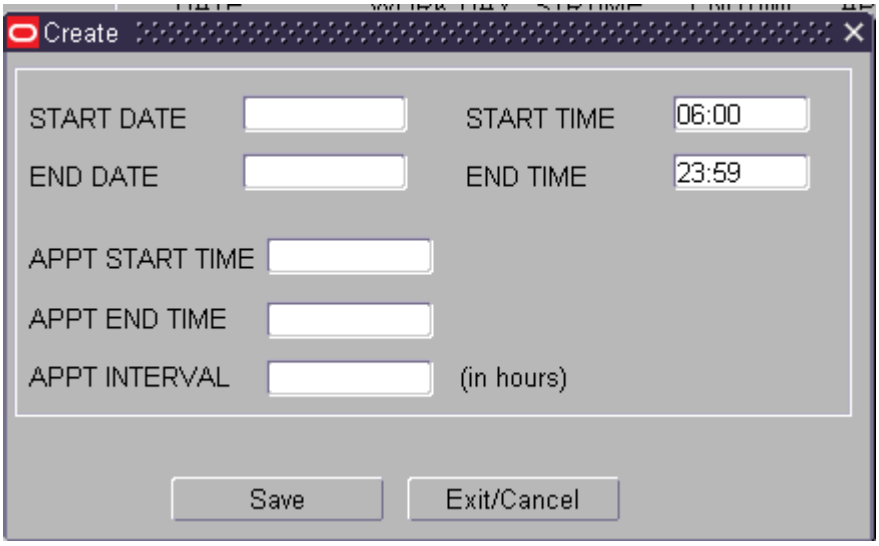


Modify Window

2. Edit the work day indicator and the start and end times as necessary.
3. Enter appointment times as necessary.
4. Enter or edit a comment as necessary.
5. Click **Save** to save any changes and close the Modify window.

Add One or More Days

1. On the Working Days window, click **Create Record**. The Create window opens.



Create Window

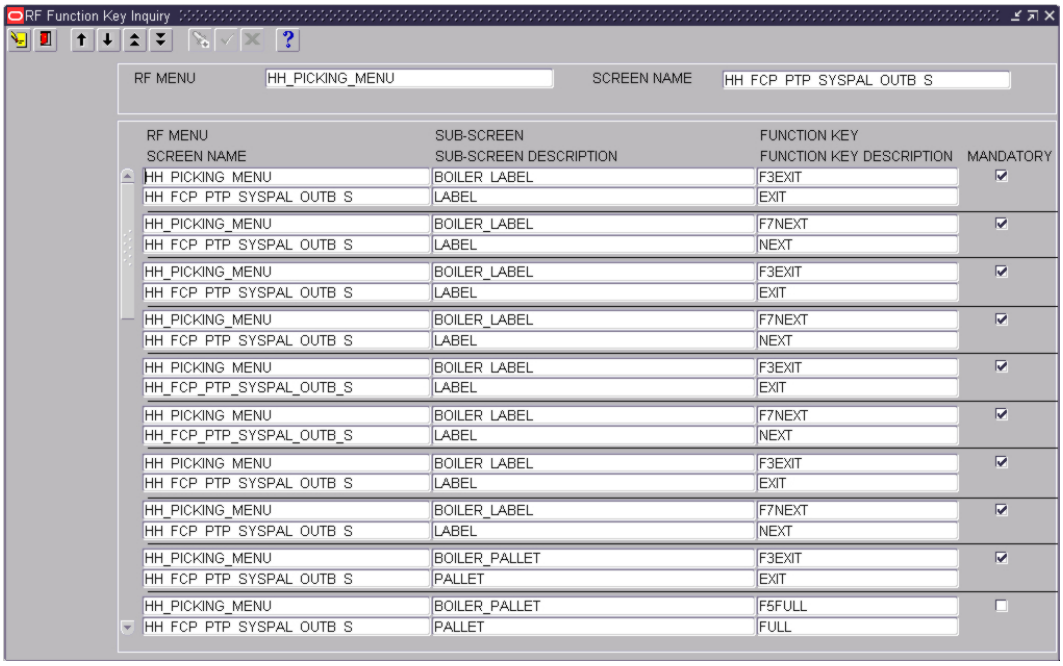
2. To add one date, enter the same date in both the Start Date and End Date fields. To add a range of dates, enter the start date and end date in their respective fields.
3. In the Start Time and End Time fields, enter the times when the work day begins and ends. Use 24 hour international standard notation.
4. Enter appointment times as necessary.
5. Click **Save** to save the changes and close the Create window.

Exit the Working Days Window

- Click the exit button to close the window.

View Active RF Function Keys

Navigate: From the main menu, select Support Functions > Administration Setup > RF Function Key Inquiry. The RF Function Key Inquiry window opens.



RF Function Key Inquiry Window

Display All RF Screens

- Click the execute query button.

Display a Subset of RF Screens

1. If any RF screens are currently displayed, click the clear button.
2. Click the enter query button.
3. To display RF screens associated with a menu, enter the name of the menu in the RF Menu query field, or click the LOV button and select the menu.
   To display a screen and any related sub-screens, enter the name of the RF screen in the Screen Name query field, or click the LOV button and select the RF screen.
4. Click the execute query button. The RF screens that match the search criteria appear.

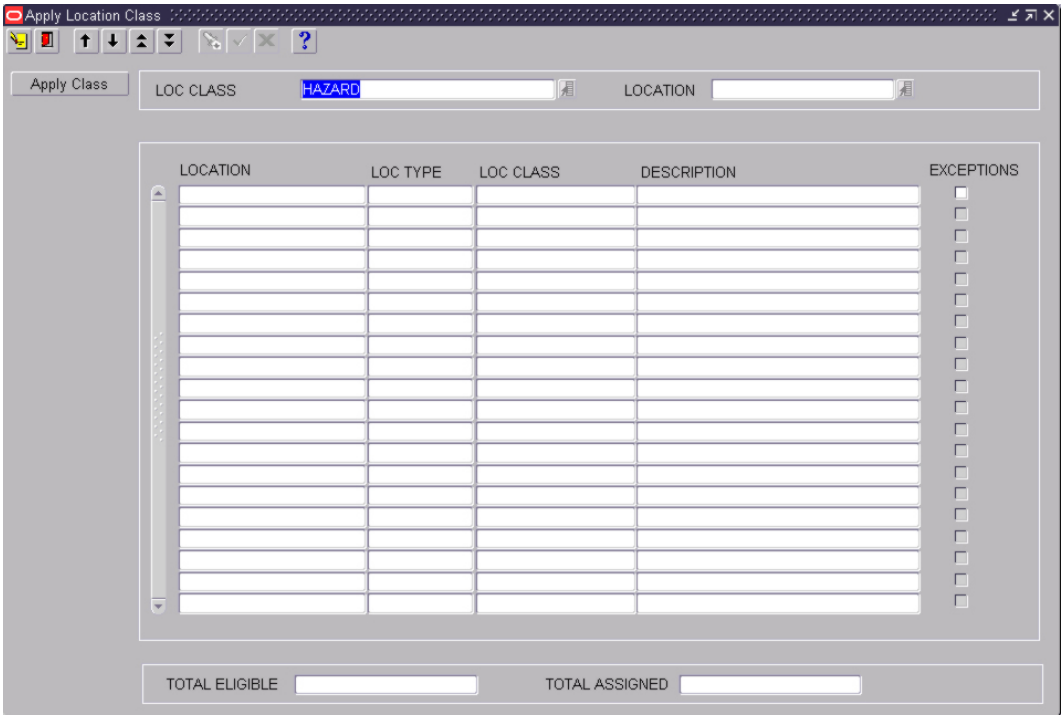
Exit the RF Function Key Inquiry Window

- Click the exit button to close the window.

DC Setup

Apply Location Classes

Navigate: From the main menu, select Support Functions > DC Setup > Location Setup > Apply Location Class. The Apply Location Class window opens.



Apply Location Class Window

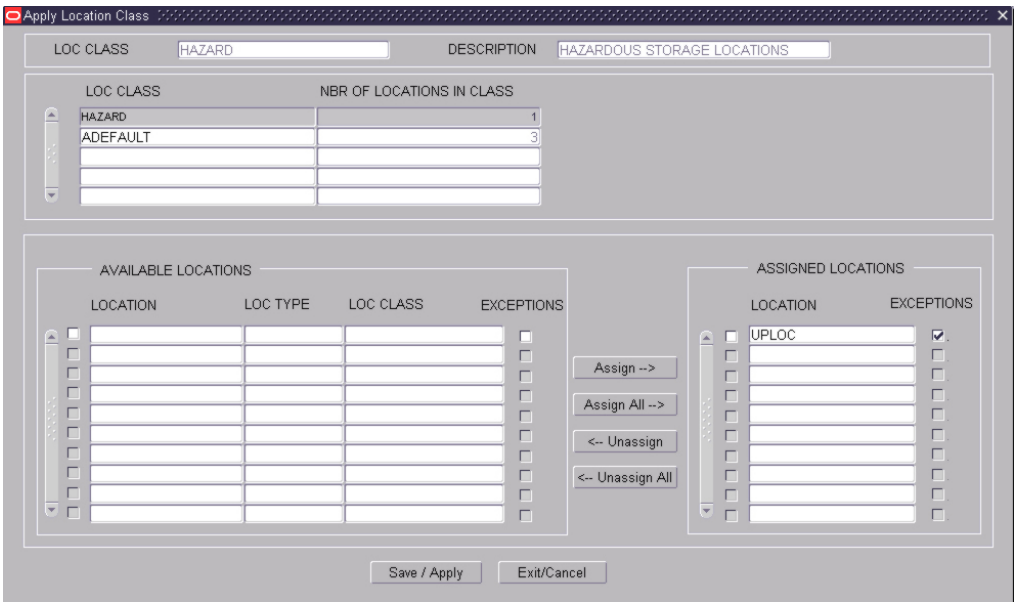
> **Note:** You can also access this window from the Location Class Editor and Location Editor windows.

Display Locations by Location Class

1. If any locations or location classes are currently displayed, click the clear button.
2. Click the enter query button.
3. In the Loc Class query field, enter the name of the location class, or click the LOV button and select the location class.
4. Click the execute query button. The locations that match the build rules of or are assigned to the location class appear.

Assign Locations to a Location Class

1. On the Apply Location Class window, click **Apply Class**. The Apply Location Class (Assign Locations) window opens.



Apply Location Class (Assign Locations) Window

> **Note:** The locations that are currently assigned to the location class appear in the Assigned Locations table. The remaining locations that match the build rules appear in the Available Locations table.

2. To assign locations:
   a. Select the check box next to the desired locations on the Available Locations table.
   b. Click **Assign**. The selected locations are moved to the Assigned Locations table.
3. To remove assigned locations:
   a. Select the check box next to the desired locations on the Assigned Locations table.
   b. Click **Unassign**. The selected locations are moved to the Available Locations table.

4. Click **Save/Apply** to save the changes and close the Apply Location Class (Assign Locations) window.

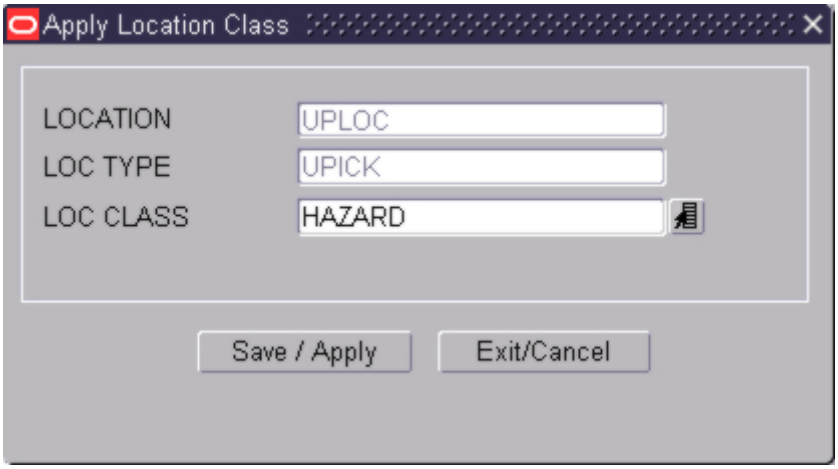
> **Note:** In the Apply Location Class (Assign Locations) window, you can 1) click **Assign All** to move all locations to the Assigned Locations table or 2) click **Unassign All** to move all locations to the Available Locations table. All locations are moved whether or not the check boxes are selected.

Display Location Classes by Location

1. If any locations or location classes are currently displayed, click the clear button.
2. Click the enter query button.
3. In the Location query field, enter the ID of the location, or click the LOV button and select the location.
4. Click the execute query button. The location classes that match the selected location appear. The Current check box is selected next to the location class, if any, that is currently assigned to the location.

Assign a Location Class to a Location

1. On the Apply Location Class window, click **Apply Class**. The Apply Location Class (Assign Location Class) window opens.



Apply Location Class (Assign Location Class) Window

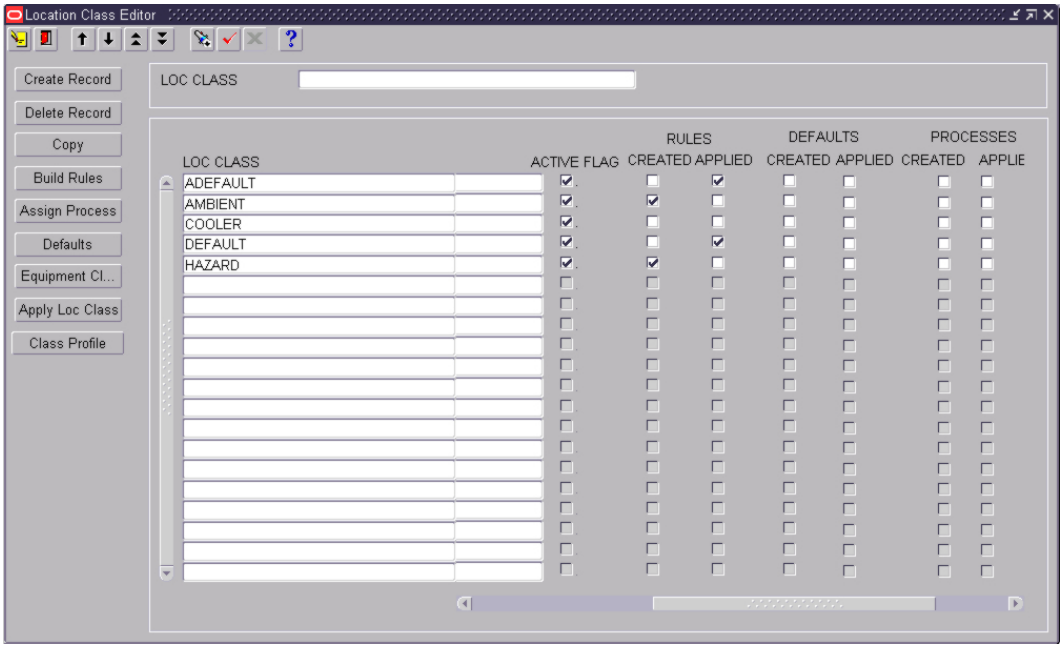
2. In the Loc Class field, enter the name of the location class, or click the LOV button and select the location class.
3. Click **Save/Apply** to save the changes and close the Apply Location Class (Assign Location Class) window.

Exit the Apply Location Class Window

- Click the exit button to close the window.

Assign Location Class Defaults

Navigate: From the main menu, select Support Functions > DC Setup > Location Setup > Location Class Editor. The Location Class Editor window opens.



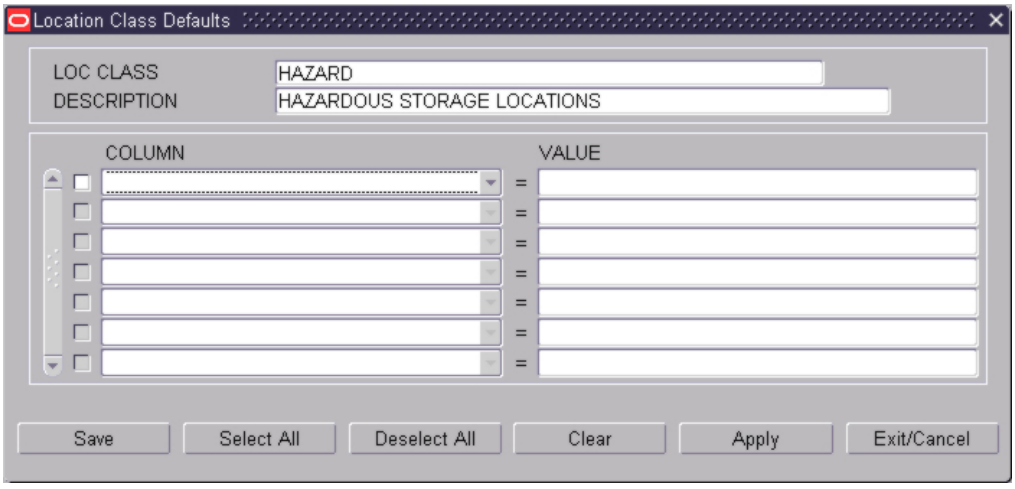
Location Class Editor Window

Display All Location Classes

- Click the execute query  button.

Assign Defaults

1. On the Location Class Editor window, select the location class that you want to edit.
2. Click **Defaults**. The Location Class Defaults window opens.



Location Class Defaults Window

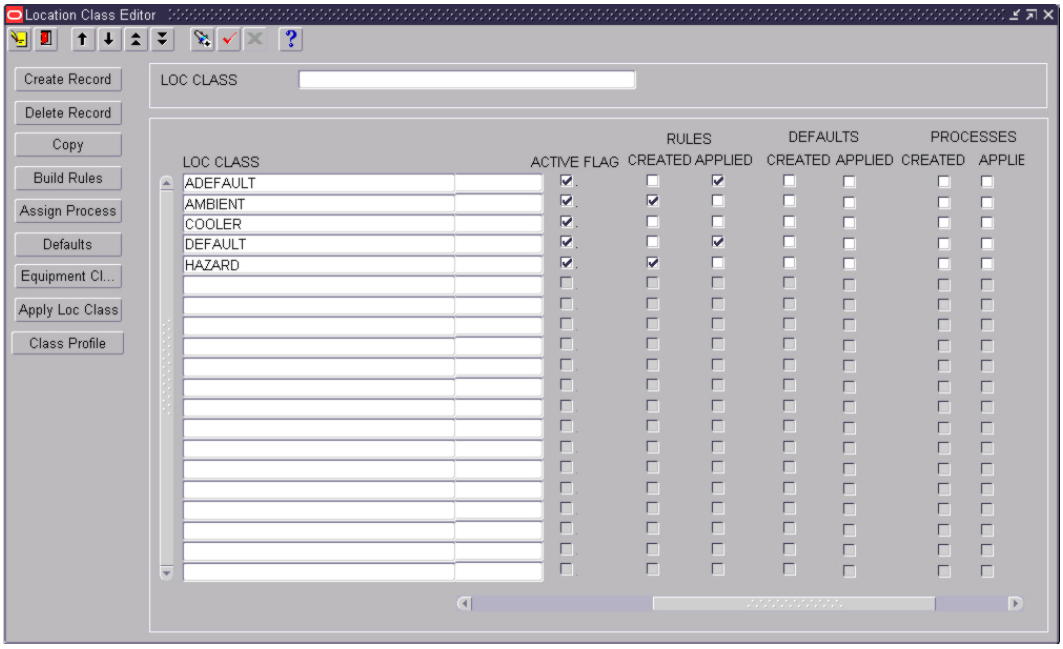
3. To add a default:
   a. In the Column field, select the desired characteristic from the drop-down list.
   b. In the Value field, enter the values of the characteristic.
4. To remove a default:
   a. Select the desired characteristic.
   b. Click **Clear**. The record is removed from the table.
5. [Optional] To apply the defaults to the locations that are currently assigned to the location class, click **Apply**.
6. Click **Save** to save the defaults and close the Location Class Defaults window.

Exit the Location Class Editor Window

- Click the exit  button to close the window.

Assign Location Class Equipment Classes

Navigate: From the main menu, select Support Functions > DC Setup > Location Setup > Location Class Editor. The Location Class Editor window opens.



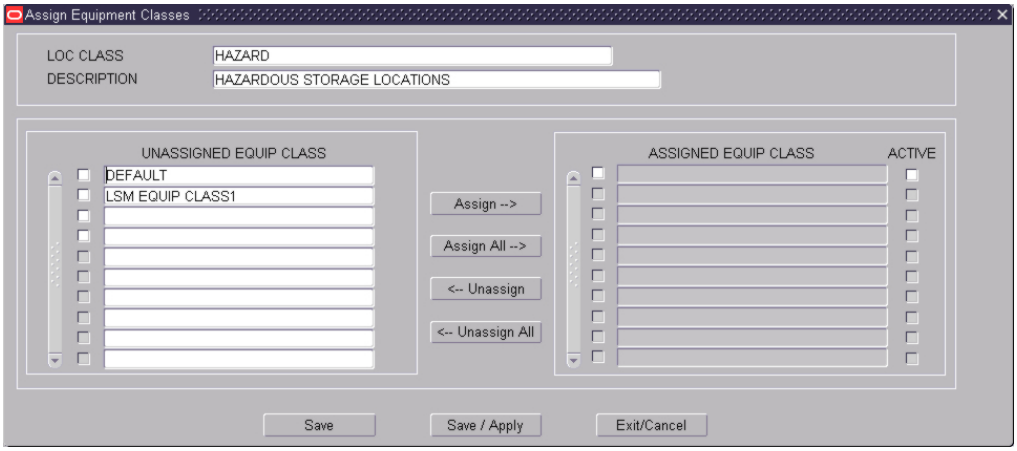
Location Class Editor Window

Display All Location Classes

- Click the execute query  button.

Assign Equipment Classes

1. On the Location Class Editor window, select the location class that you want to edit.
2. Click **Equipment Cl**. The Assign Equipment Classes window opens.



Assign Equipment Classes Window

3. To assign equipment classes:
   a. Select the check box next to the desired equipment classes on the Unassigned Equip Class table.
   b. Click **Assign**. The selected equipment classes are moved to the Assigned Equip Class table.
4. To remove assigned equipment classes:
   a. Select the check box next to the desired equipment classes on the Assigned Equip Class table.
   b. Click **Unassign**. The selected equipment classes are moved to the Unassigned Equip Class table.
5. To make the assigned equipment classes available to users, select the Active check box next to the appropriate equipment classes.
6. [Optional] To apply the equipment classes to all locations that are currently assigned to the location class, click **Save/Apply**.
7. Click **Save** to save any changes and close the Assign Equipment Classes window.

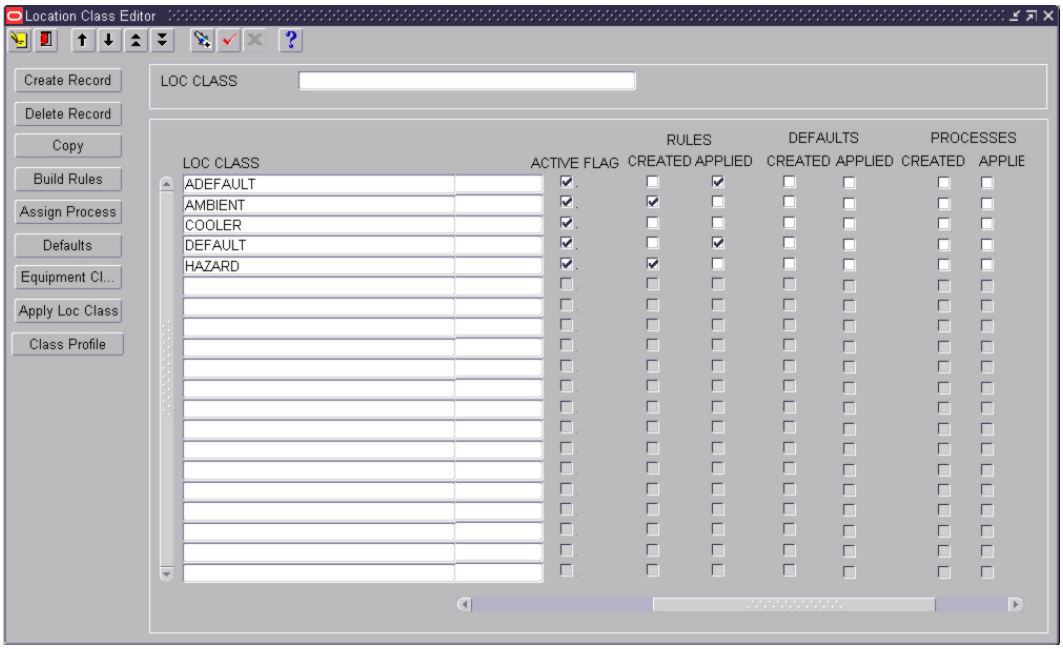
> **Note:** In the Assign Equipment Classes window, you can 1) click **Assign All** to move all equipment classes to the Assigned Equip Class table or 2) click **Unassign All** to move all equipment classes to the Unassigned Equip Class table. All equipment classes are moved whether or not the check boxes are selected.

Exit the Location Class Editor Window

- Click the exit  button to close the window.

Assign Location Class Processes

Navigate: From the main menu, select Support Functions > DC Setup > Location Setup > Location Class Editor. The Location Class Editor window opens.



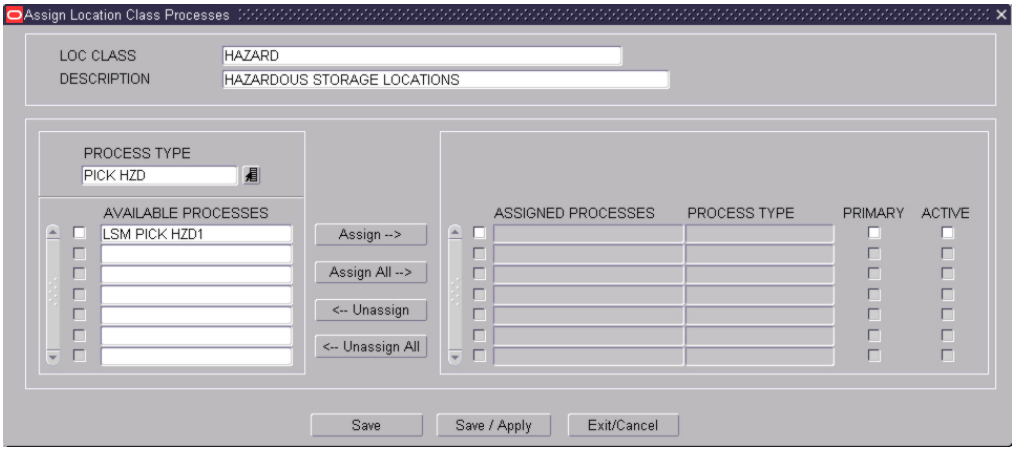
Location Class Editor Window

Display All Location Classes

- Click the execute query  button.

Assign Processes

1. On the Location Class Editor window, select the location class that you want to edit.
2. Click **Assign Process**. The Assign Location Class Processes window opens.



Assign Location Class Processes Window

3. [Optional] To filter the processes listed in the Available Processes table, enter the name of a process type in the Process Type field, or click the LOV  button and select the process type.
4. To assign processes:
   a. Select the check box next to the desired processes on the Available Processes table.
   b. Click **Assign**. The selected processes are moved to the Assigned Processes table.
5. To remove assigned processes:
   a. Select the check box next to the desired processes on the Assigned Processes table.
   b. Click **Unassign**. The selected processes are moved to the Available Processes table.
6. A location class may have multiple processes. Select the Primary check box next to the assigned processes which are considered to be the primary processes.
7. [Optional] To apply the processes to the locations that are currently assigned to the location class, click **Save/Apply**.
8. Click **Save** to save any changes and close the Assign Location Class Processes window.

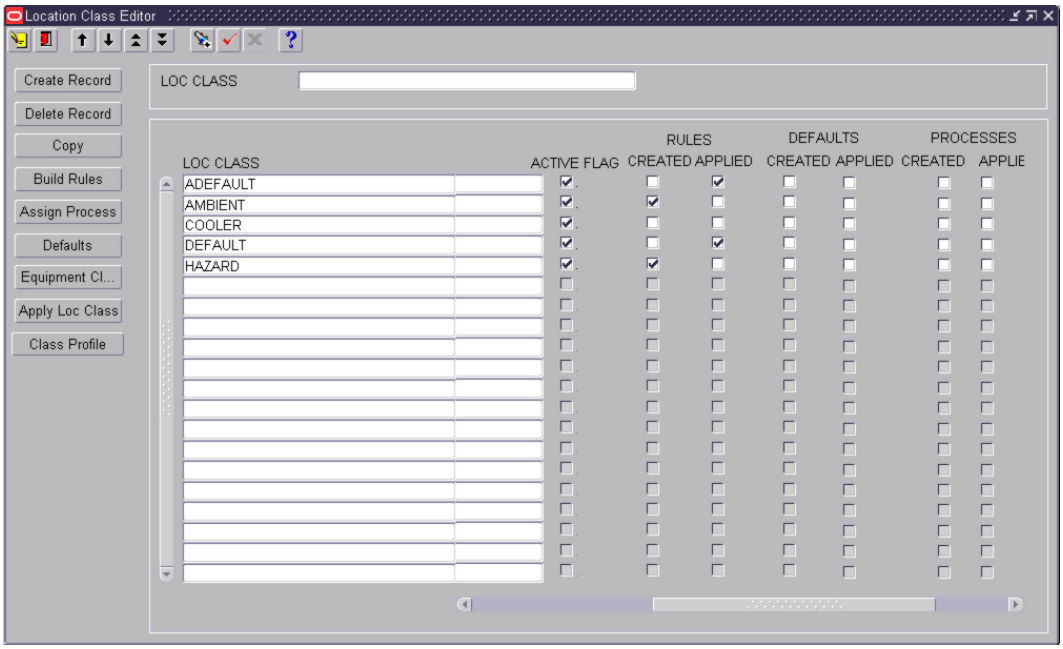
> **Note:** In the Assign Location Class Processes window, you can 1) click **Assign All** to move all processes to the Assigned Processes table or 2) click **Unassign All** to move all processes to the Available Processes table. All processes are moved whether or not the check boxes are selected.

Exit the Location Class Editor Window

- Click the exit  button to close the window.

Build Location Class Rules

Navigate: From the main menu, select Support Functions > DC Setup > Location Setup > Location Class Editor. The Location Class Editor window opens.



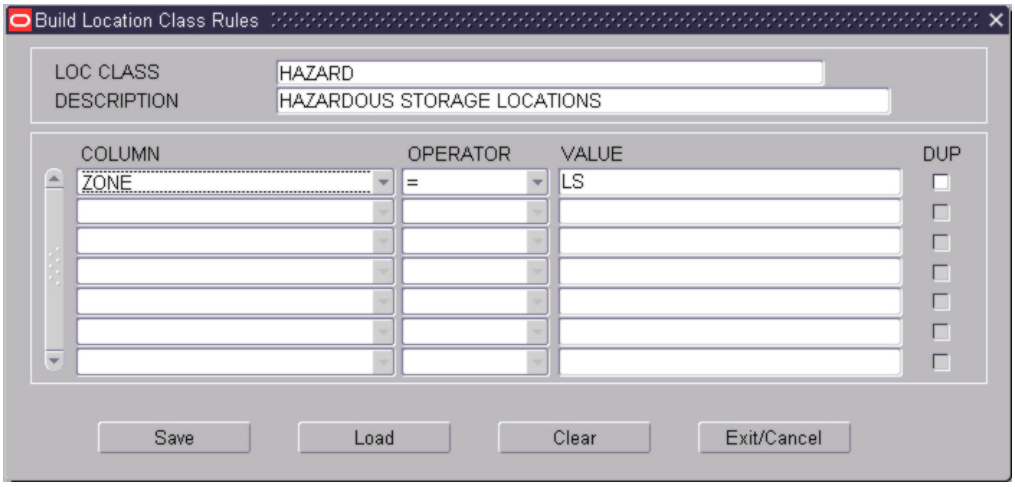
Location Class Editor Window

Display All Location Classes

- Click the execute query  button.

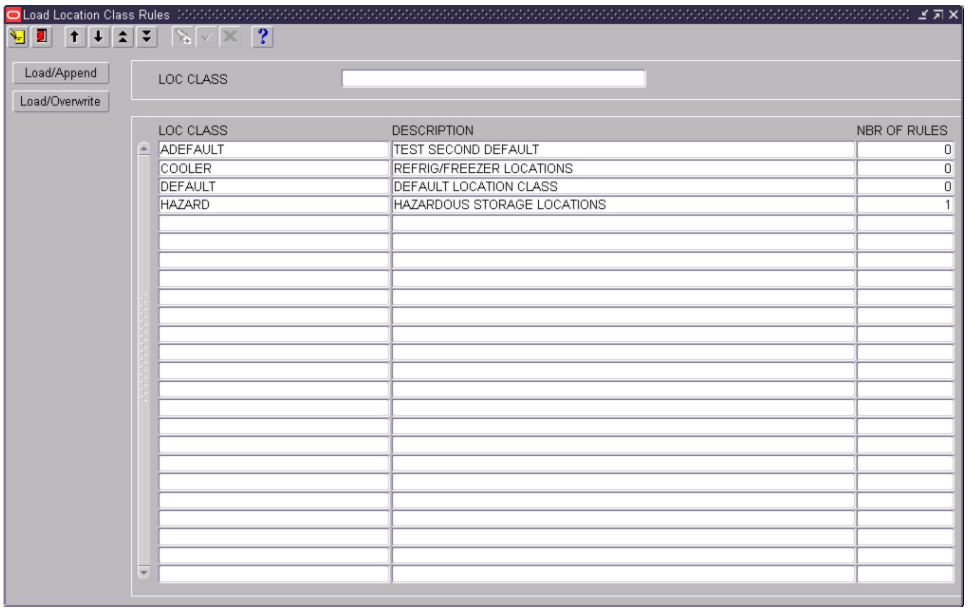
Build the Rules for a Location Class

1. On the Location Class Editor window, select the location class that you want to edit.
2. Click **Build Rules**. The Build Location Class Rules window opens.



Build Location Class Rules Window

3. Define the rules for selecting the members of the location class:
   a. In the Column fields, select the limiting factors.
   b. In the Operator fields, select the relational operators.
   c. In the Value fields, enter the values of the limiting factors.
4. [Optional] To copy the rules from another location class:
   a. On the Build Location Class Rules window, click **Load**. The Load Location Class Rules window opens.



Load Location Class Rules Window

   b. Select the location class whose rules you want to copy.

> **Note:** To view the rules for a location class, double-click the desired location class. The rules appear in the Location Class Rules View Only window.

   c. Click **Load/Append** to add the rules to any existing rules, or click **Load/Overwrite** to replace any existing rules with the selected rules. You are returned to the Build Location Class Rules window.
   d. If by appending the rules any duplicates occur, the Dup check box is selected next to the duplicate. Select the duplicate rule and click **Clear** to remove it.
5. Click **Save** to save the rules and close the Build Location Class Rules window.

Exit the Location Class Editor Window

- Click the exit  button to close the window.

Cartonization and Containers

Cartonization refers to the automated calculations that RWMS performs in order to determine the proper size and type of box in which to pack each customer order for outbound shipment.

The cartonization process relies on the following steps:

1. Set up the container types, including the dimensions and weight.
2. Define additional characteristics for outbound container types. State the collateral weight, dunnage weight, and maximum dunnage.
   - Collateral weight: The weight of extra materials that are included in a carton, such as flyers, coupons, and so on.
   - Dunnage weight: The weight of the packing materials.
   - Minimum dunnage: The least amount of dunnage that a carton is expected to contain.

   Note: The available weight for a carton is calculated as the maximum weight designated for the container type minus the collateral and minimum dunnage weights set up for the outbound container.
3. Group container types into carton groups. Define one or more attribute types for carton groups, define attributes to correspond with each carton group. Assign the attributes to items.
4. The following system parameters must be set for the cartonization process:
   - default_carton_group: Identifies the default carton group assigned to an item when a carton group has not been selected.
   - exception_cont_type: Identifies the default container type assigned to an item if none of the container types in the default carton group fits the item.

DC Setup Overview

The DC setup module allows you to set up various aspects of the distribution center.

Business Process

There are several ways to set up the DC. Some factors to consider are the business process flow, the physical layout of the DC, the types of merchandise received, the types of containers used, and the equipment used to put away and pick merchandise. Once a strategy is developed, you can set up the following:

- Cartonization: Set up container types, including measurements. For outbound containers, state the collateral and dunnage weights. Group container types into carton groups which can be assigned to items.
- Location types and location classes: Location types should be created for each unique material handling and storage configuration. Location classes are used to group locations with similar characteristics, processes, and equipment classes assigned to them. When a location type and a location class are assigned to a location, the location inherits the location type and location class settings. If necessary, you can modify those settings at the location level.

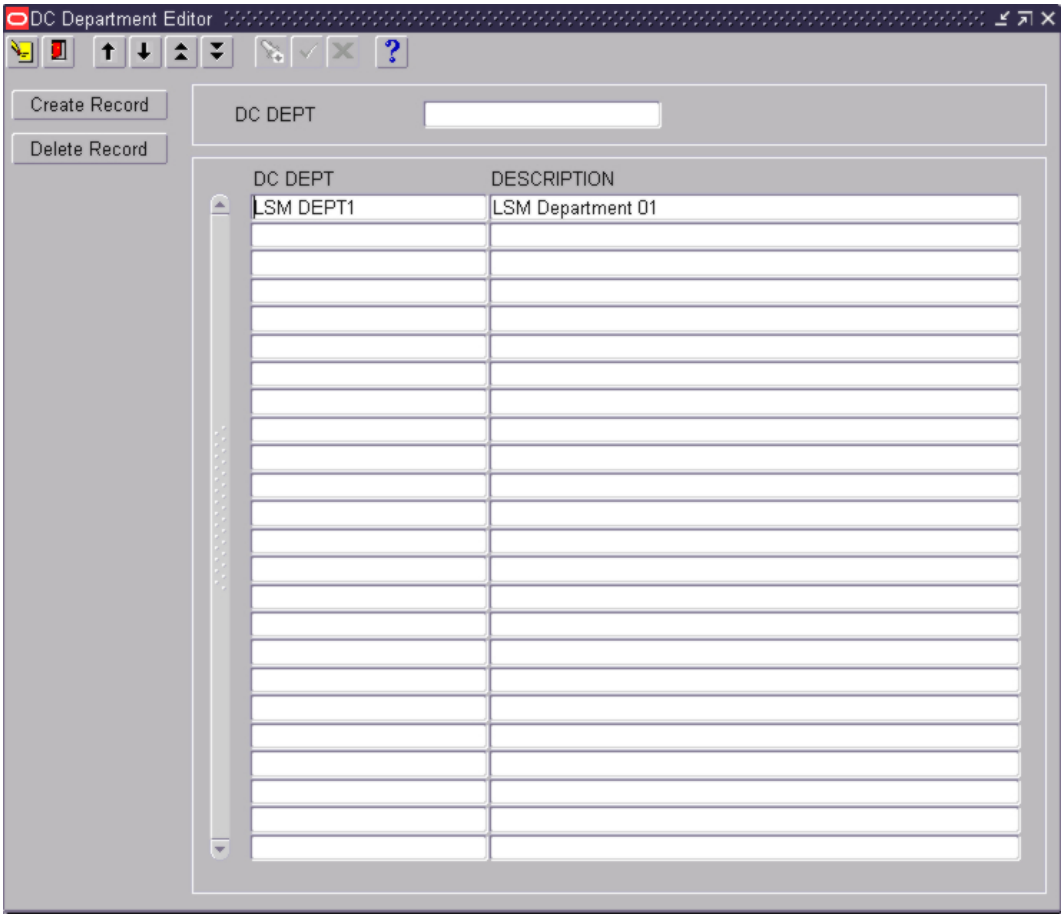
- Location hierarchy: Set up the DC departments, regions, work areas, zones, and locations that exist in the DC. Assign attributes to each location. Identify the shipping and receiving doors and the shipping destinations. Enter the capacity and inventory for each forward pick location. Associate put-to-store (PTS) locations with outbound destinations. Set up random active locations for less than case distribution.
- Unit pick systems: Set up the sorter groups. Then set up the unit pick systems, including the induct zones and destinations. Set up the chutes, including their maximum capacity and fill percentages.
- Putaway plans: Define the putaway plans, including the zones, location types, and putaway methods. The putaway method may be: 1) put into a location that is empty (EMP), 2) put into a location that contains the same item, casepack, and lot (SAM), or 3) put into a location that contains a different item, casepack, and lot (DIF).

Reports

The Location Class Profile report lists all defaults, processes, and equipment classes assigned to a specified location class or location. At the location class level, you can choose to display all locations that are members of the location class or only those members with exceptions.

Maintain DC Departments

Navigate: From the main menu, select Support Functions > DC Setup > DC Department Editor. The DC Department Editor window opens.



DC Department Editor Window

Display All Departments

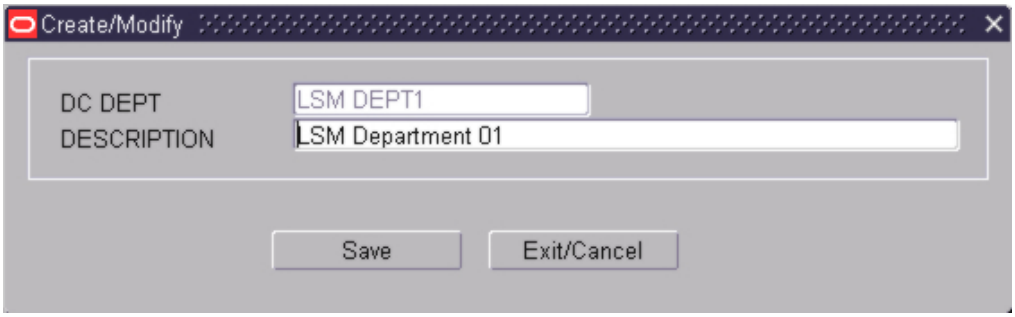
- Click the execute query button.

Display a Department

1. If any departments are currently displayed, click the clear button.
2. Click the enter query button.
3. In the DC Department query field, enter the name of the department, or click the LOV button and select the department.
4. Click the execute query button. The department that matches the search criterion opens.

Edit a Department

1. On the DC Department Editor window, double-click the department that you want to edit. The Create/Modify window opens.



Create/Modify Window

2. Edit the description as necessary.
3. Click **Save** to save any changes and close the Create/Modify window.

Add a Department

1. On the DC Department Editor window, click **Create Record**. The Create/Modify window opens.
2. In the DC Dept and Description fields, enter a name and description for the department.
3. Click **Save** to save the changes and close the Create/Modify window.

Delete a Department

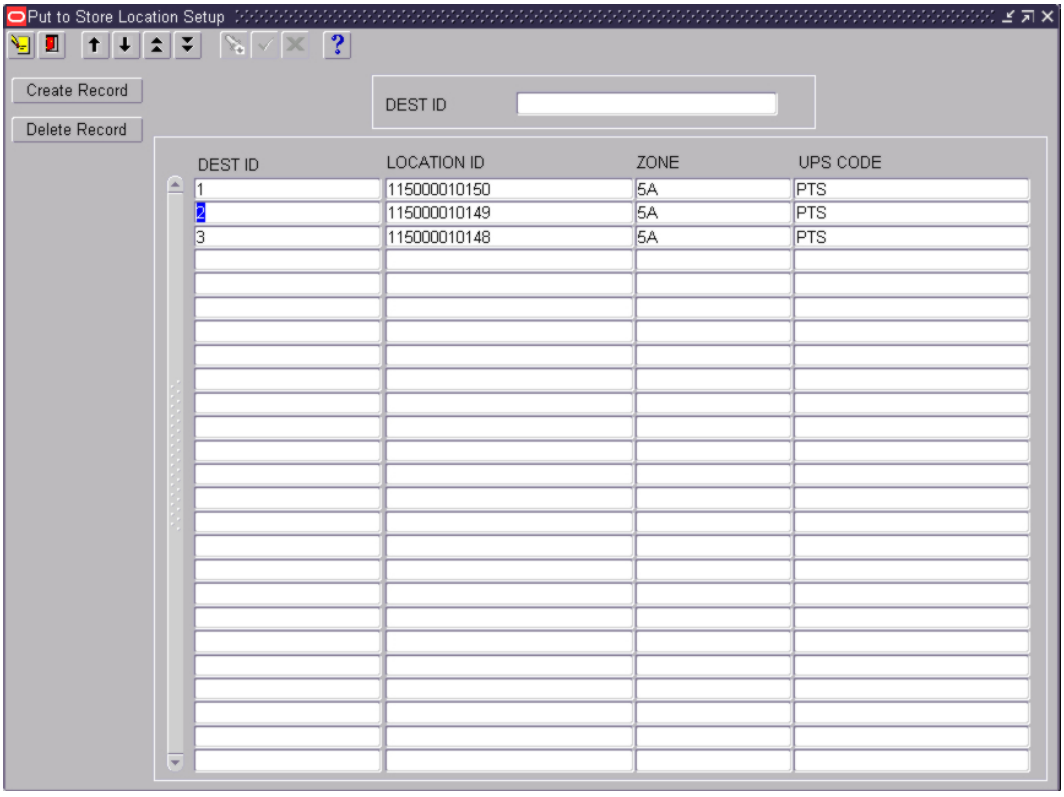
1. On the DC Department Editor window, select the department that you want to delete.
2. Click **Delete Record**.
3. When prompted to delete the record, click **Yes**.

Exit the DC Department Editor Window

- Click the exit button to close the window.

Maintain PTS Locations

Navigate: From the main menu, select Support Functions > DC Setup > Put to Store Setup. The Put to Store Location Setup window opens.



Put to Store Location Setup Window

Display all PTS Locations

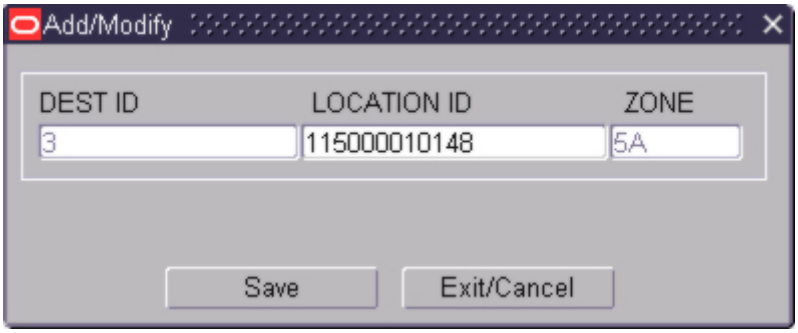
- Click the execute query button.

Display PTS Locations for a Destination

1. If any destinations are currently displayed, click the clear button.
2. Click the enter query button.
3. In the Dest ID query field, enter the destination ID.
4. Click the execute query button. The locations associated with the destination appear.

Edit a PTS Location

1. On the Put to Store Location Setup window, double-click the location that you want to edit. The Add/Modify window opens.



Add/Modify Window

2. Edit the location ID as necessary.
3. Click **Save** to save any changes and close the Add/Modify window.

Add a PTS Location

1. On the Put to Store Location Setup window, click **Create Record**. The Add/Modify window opens.
2. In the Dest ID field, enter the ID of the destination (store).
3. In the Location field, enter the ID of the location.
4. Click **Save** to save the changes and close the Add/Modify window.

Delete a PTS Location

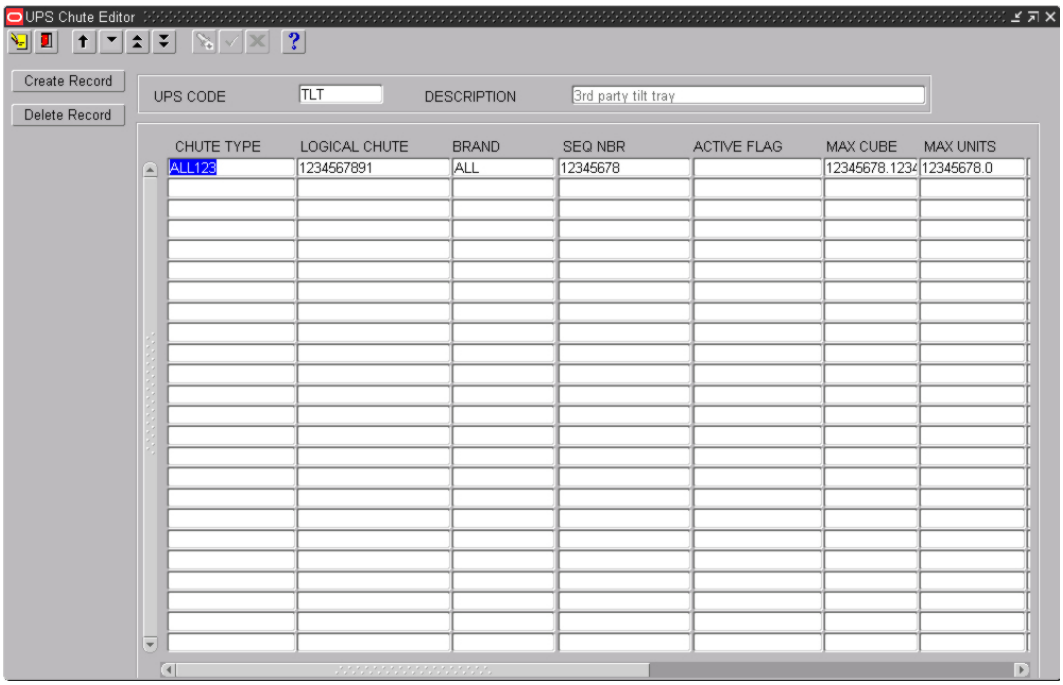
1. On the Put to Store Location Setup window, select the location that you want to delete.
2. Click **Delete Record**.
3. When prompted to delete the record, click **Yes**.

Exit the Put to Store Location Setup Window

- Click the exit  button to close the window.

Maintain UPS Chutes

Navigate: From the main menu, select Support Functions > DC Setup > UPS Chute Editor. The UPS Chute Editor window opens.



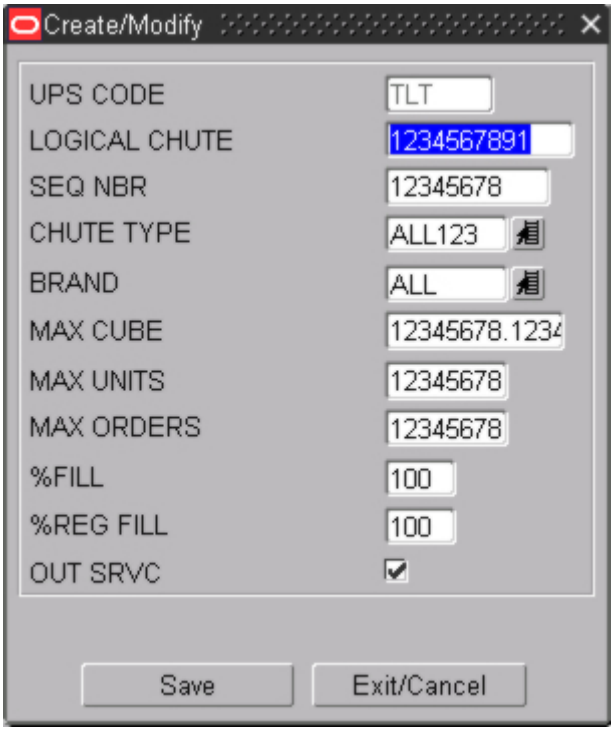
UPS Chute Editor Window

Display Chutes for a Unit Pick System

1. If any chutes are currently displayed, click the clear button.
2. Click the enter query button.
3. In the Unit Pick System query field, enter the code for the UPS, or click the LOV button and select the UPS.
4. Click the execute query button. The chutes for the selected UPS appear.

Edit a UPS Chute

1. On the UPS Chute Editor window, double-click the chute that you want to edit. The Create/Modify window opens.



Create/Modify Window

2. Edit the enabled fields as necessary.
3. Click **Save** to save any changes and close the Create/Modify window.

Edit the Status of a Chute

1. On the UPS Chute Editor window, double-click the chute that you want to edit. The Create/Modify window opens.
2. To place a chute out of service, select the Out Srvc check box.
   To place a chute in service, clear the Out Srvc check box.
3. Click **Save** to save any changes and close the Create/Modify window.

Add a UPS Chute

1. On the UPS Chute Editor window, click **Create Record**. The Create/Modify window opens.
2. In the Logical Chute field, enter the name of the chute.
3. In the Seq Nbr field, enter the sequence in which the chute is to be filled in relation to other chutes in the sorter.
4. If you want to dedicate the chute to a specific brand, enter the brand name in the Brand field.
5. In the Max Cube, Max Units, and Max Orders fields, enter the maximum cubic, unit, and order capacities of the chute for one pack wave.
6. In the % Fill field, enter the percentage at which the chute is considered full for a pack wave.

7. In the % Reg Fill, enter the percentage of regular orders allowed in the chute. If the chute type is Regular, this percentage must equal the percentage in the % Fill field.
8. If you want to place the chute out of service, select the Out Srvc check box.
9. Click **Save** to save the changes and close the Create/Modify window.

Delete a UPS Chute

1. On the UPS Chute Editor window, select the chute that you want to delete.
2. Click **Delete Record**.
3. When prompted to delete the record, click **Yes**.

Exit the UPS Chute Editor Window

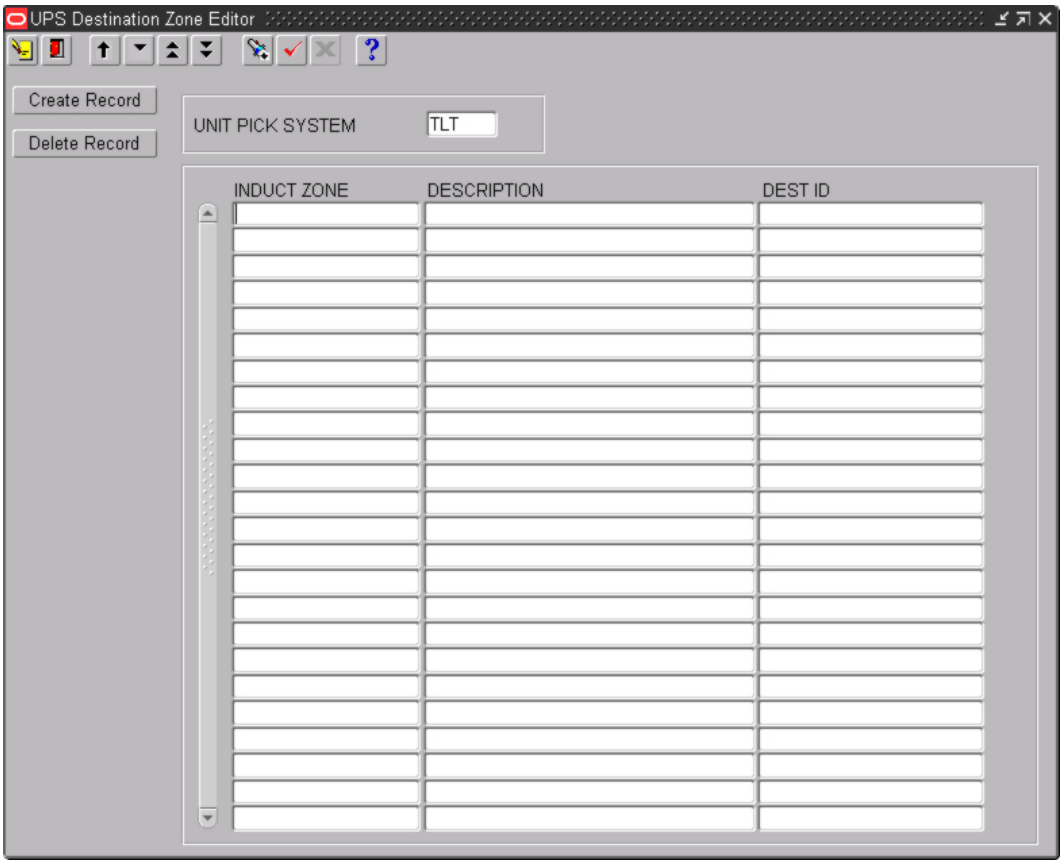
- Click the exit  button to close the window.

Maintain UPS Destinations

Navigate: From the main menu, select Support Functions > DC Setup > Unit Pick System Editor. The Unit Pick System Editor window opens.

Display one or all unit pick systems. Select a UPS and click **Zone**. The induct zones for the selected UPS appear in the Unit Pick Zone Editor window.

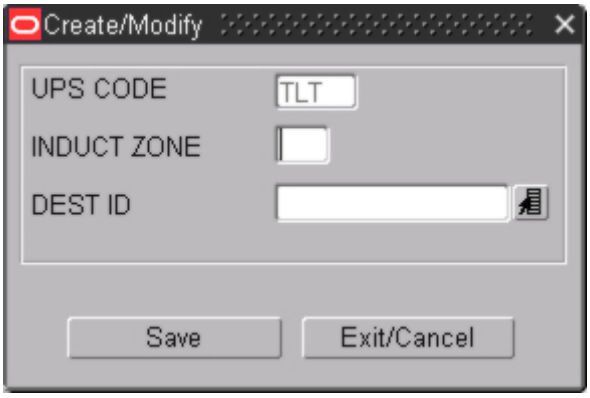
Select an induct zone and click **Zone**. The destinations for the selected induct zone appear in the UPS Destination Zone Editor window.



UPS Destination Zone Editor Window

Edit a Destination

1. On the UPS Destination Zone Editor window, double-click the destination that you want to edit. The Create/Modify window opens.



Create/Modify Window

2. Edit the destination ID as necessary.
3. Click **Save** to save any changes and close the Create/Modify window.

Add a Destination

1. On the UPS Destination Zone Editor window, click **Create Record**. The Create/Modify window opens.
2. In the Induct Zone field, enter the ID of the induct zone.
3. In the Dest ID field, enter the ID of the destination, or click the LOV button and select the destination.
4. Click **Save** to save the changes and close the Create/Modify window.

Delete a Destination

1. On the UPS Destination Zone Editor window, select the destination that you want to delete.
2. Click **Delete Record**.
3. When prompted to delete the record, click **Yes**.

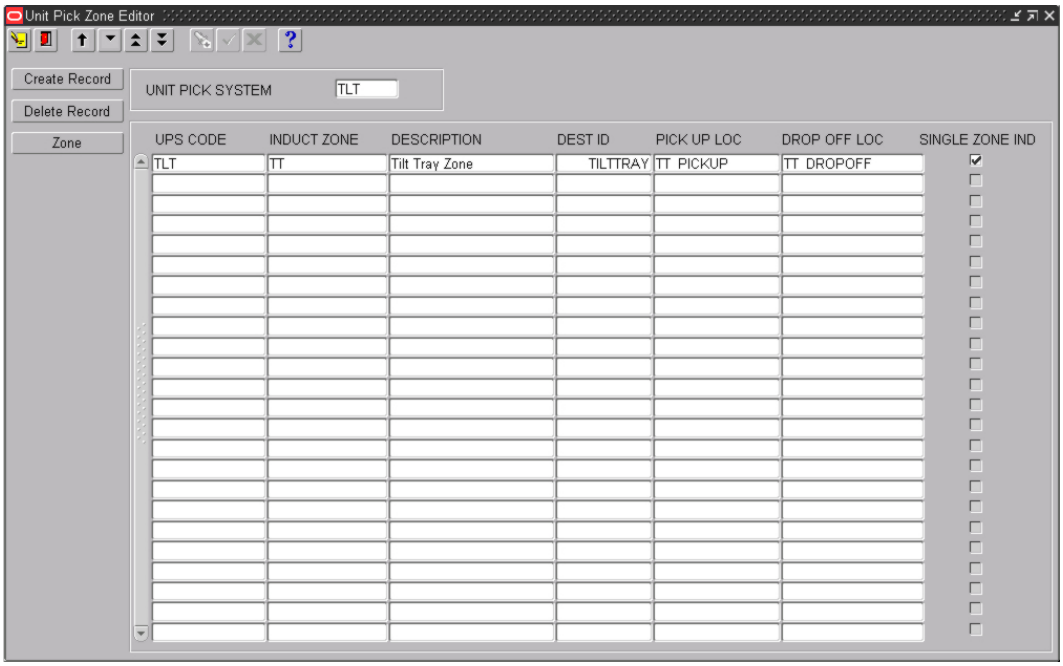
Exit the UPS Destination Zone Editor Window

- Click the exit button to close the window.

Maintain UPS Induct Zones

Navigate: From the main menu, select Support Functions > DC Setup > Unit Pick System Editor. The Unit Pick System Editor window opens.

Display one or all unit pick systems. Select a UPS and click **Zone**. The induct zones for the selected UPS appear in the Unit Pick Zone Editor window.



Unit Pick Zone Editor Window

Edit a UPS Induct Zone

1. On the Unit Pick Zone Editor window, double-click the induct zone that you want to edit. The Create/Modify window opens.



Create/Modify Window

2. Edit the enabled fields as necessary.
3. Click **Save** to save any changes and close the Create/Modify window.

Add a UPS Induct Zone

1. On the Unit Pick Zone Editor window, click **Create Record**. The Create/Modify window opens.
2. In the Induct Zone and Description fields, enter the ID and description of the induct zone.
3. In the Dest ID field, enter the ID of the internal destination of the induct zone, or click the LOV  button and select the destination.
4. In the Pick Up Loc field, enter the ID of the pickup location, or click the LOV  button and select the location. The pickup location is the staging location where merchandise leaves the UPS induct zone.
5. In the Drop Off Loc field, enter the ID of the drop-off location, or click the LOV  button and select the location. The drop-off location is the staging location where merchandise enters the UPS induct zone.
6. If the UPS has a single induct zone, select the Single Zone Ind check box.
7. Click **Save** to save the changes and close the Create/Modify window.

Delete a UPS Induct Zone

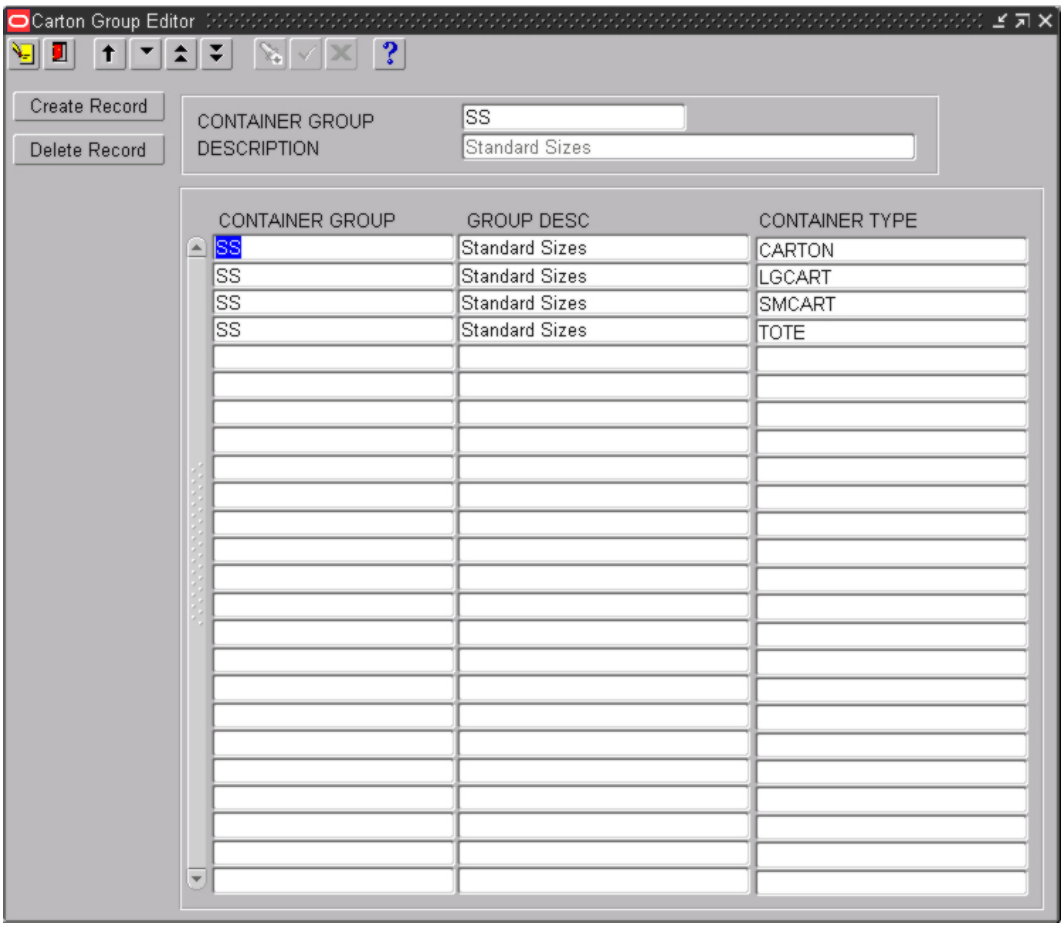
1. On the Unit Pick Zone Editor window, select the UPS induct zone that you want to delete.
2. Click **Delete Record**.
3. When prompted to delete the record, click **Yes**.

Exit the Unit Pick Zone Editor Window

- Click the exit  button to close the window.

Maintain Carton Groups

Navigate: From the main menu, select Support Functions > DC Setup > Carton Group Editor. The Carton Group Editor window opens.



Carton Group Editor Window

Display All Carton Groups

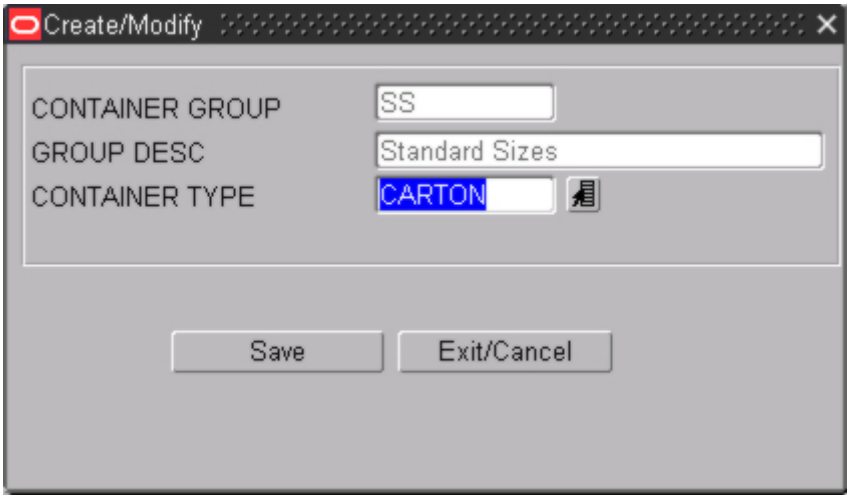
- Click the execute query button.

Display a Carton Group

1. If any carton groups are currently displayed, click the clear button.
2. Click the enter query button.
3. In the Container Group query field, enter the code for the carton group, or click the LOV button and select carton group.
4. Click the execute query button. The container types in the selected carton group appear.

Edit a Carton Group

1. On the Carton Group Editor window, double-click the carton group that you want to edit. The Create/Modify window opens.



Create/Modify Window

2. Edit the container type as necessary.
3. Click **Save** to save any changes and close the Create/Modify window.

Add a Carton Group

You can also use this procedure to add another container type to an existing carton group.

1. On the Carton Group Editor window, click **Create Record**. The Create/Modify window opens.
2. In the Container Group and Group Desc fields, enter a code and description for the carton group.
3. In the Container Type field, enter the code of the container type that you want to associate with the carton group, or click the LOV button and select the container type.
4. Click **Save** to save the changes and close the Create/Modify window.

Delete a Carton Group

You can also use this procedure to delete a container type from a carton group.

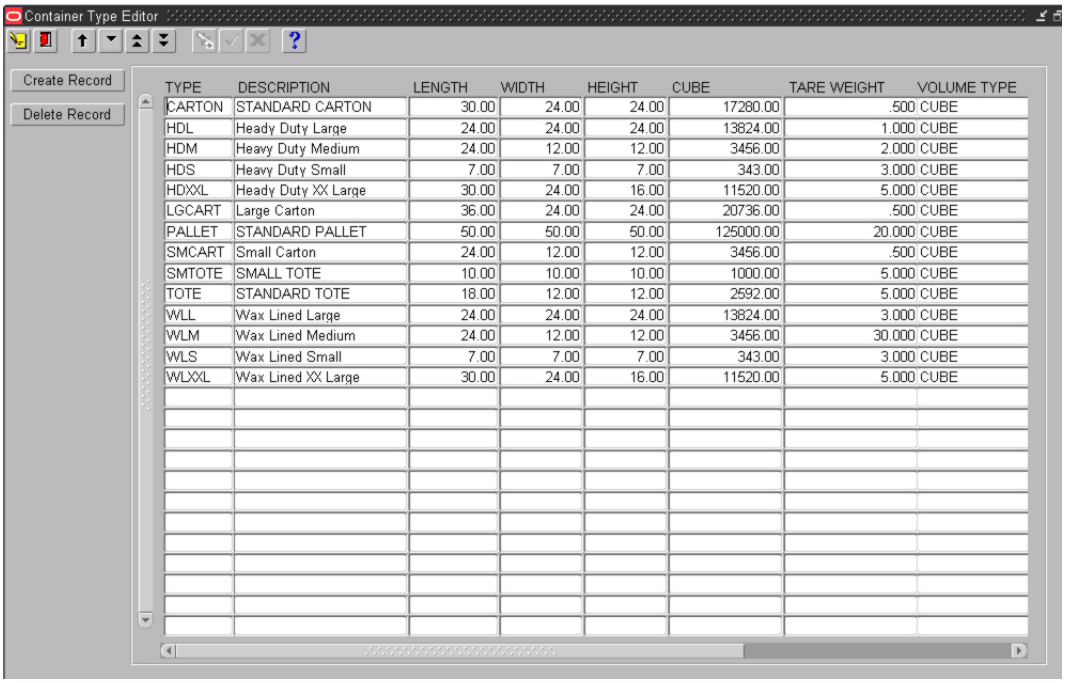
1. On the Carton Group Editor window, select the container group/container type record that you want to delete.
2. Click **Delete Record**.
3. When prompted to delete the record, click **Yes**.

Exit the Carton Group Editor Window

- Click the exit button to close the window.

Maintain Container Types

Navigate: From the main menu, select Support Functions > DC Setup > Container Type Editor. The current container types appear in the Container Type Editor window.

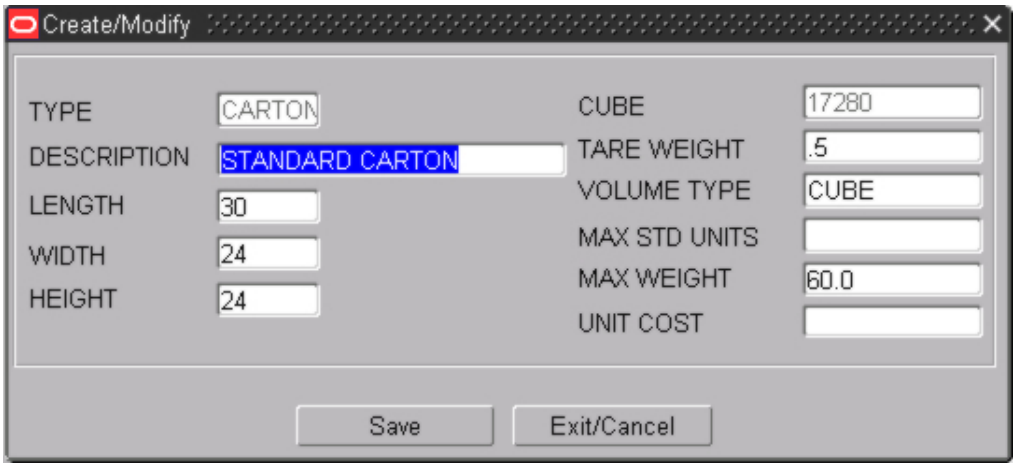


TYPE	DESCRIPTION	LENGTH	WIDTH	HEIGHT	CUBE	TARE WEIGHT	VOLUME TYPE
CARTON	STANDARD CARTON	30.00	24.00	24.00	17280.00	.500	CUBE
HDL	Heady Duty Large	24.00	24.00	24.00	13824.00	1.000	CUBE
HDM	Heavy Duty Medium	24.00	12.00	12.00	3456.00	2.000	CUBE
HDS	Heavy Duty Small	7.00	7.00	7.00	343.00	3.000	CUBE
HDXXL	Heady Duty XX Large	30.00	24.00	16.00	11520.00	5.000	CUBE
LGCART	Large Carton	36.00	24.00	24.00	20736.00	.500	CUBE
PALLET	STANDARD PALLET	50.00	50.00	50.00	125000.00	20.000	CUBE
SMCART	Small Carton	24.00	12.00	12.00	3456.00	.500	CUBE
SMTOTE	SMALL TOTE	10.00	10.00	10.00	1000.00	5.000	CUBE
TOTE	STANDARD TOTE	18.00	12.00	12.00	2592.00	5.000	CUBE
WLL	Wax Lined Large	24.00	24.00	24.00	13824.00	3.000	CUBE
WLM	Wax Lined Medium	24.00	12.00	12.00	3456.00	30.000	CUBE
WLS	Wax Lined Small	7.00	7.00	7.00	343.00	3.000	CUBE
WLXXL	Wax Lined XX Large	30.00	24.00	16.00	11520.00	5.000	CUBE

Container Type Editor Window

Edit a Container Type

1. On the Container Type Editor window, double-click the container type that you want to edit. The Create/Modify window opens.



Create/Modify Window

2. Edit the enabled fields as necessary.
3. Click **Save** to save any changes and close the Create/Modify window.

Add a Container Type

1. On the Container Type Editor window, click **Create Record**. The Create/Modify window opens.
2. In the Type and Description fields, enter the code and description for the container type.
3. In the Length, Width, and Height fields, enter the dimensions of the container.
4. In the Tare Weight field, enter the weight of the empty container.
5. In the Volume Type field, enter Unit or Cube to indicate the method used to determine whether a container is full.
6. If the Volume Type is Unit, enter the number of standard units that would fill a container in the Max Std Units field.
7. In the Max Weight field, enter the maximum weight that the container type can hold.
8. In the Unit Cost field, enter the cost per unit.
9. Click **Save** to save the changes and close the Create/Modify window.

Delete a Container Type

1. On the Container Type Editor window, select the container type that you want to delete.
2. Click **Delete Record**.
3. When prompted to delete the record, click **Yes**.

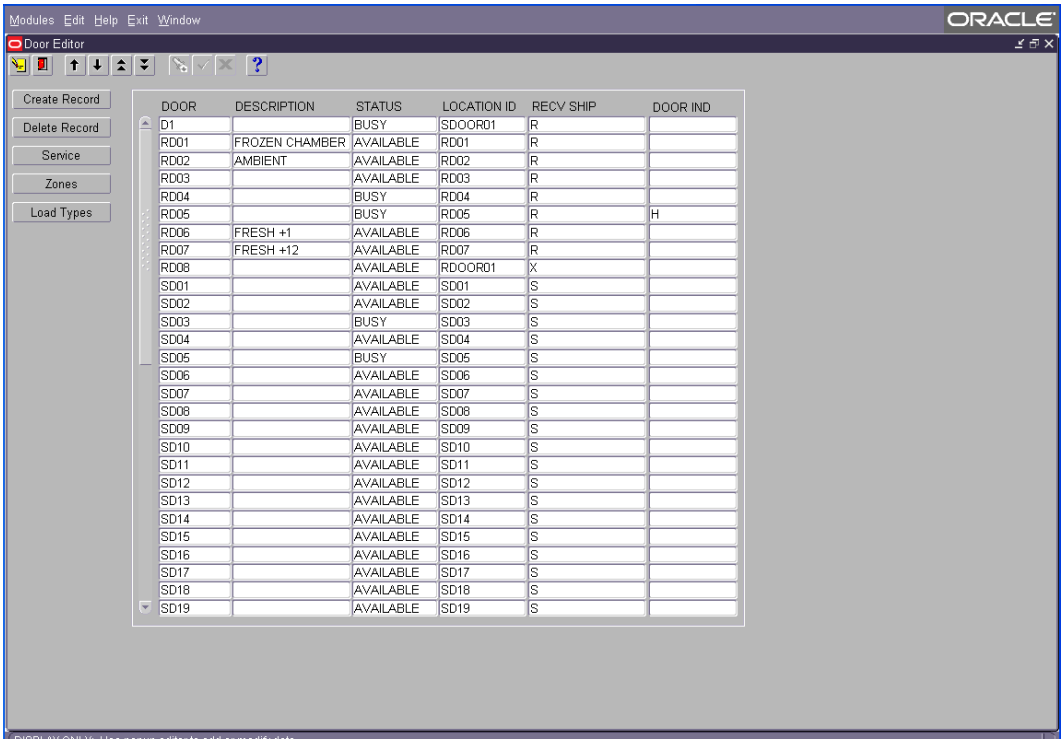
Exit the Container Type Editor Window

- Click the exit  button to close the window.

Maintain Doors

Each receiving door may be associated with one or more "load types". Load types are defined at the item level and can also be at the appointment level. In order for the system to recommend best fit doors for users, load types can be defined for doors.

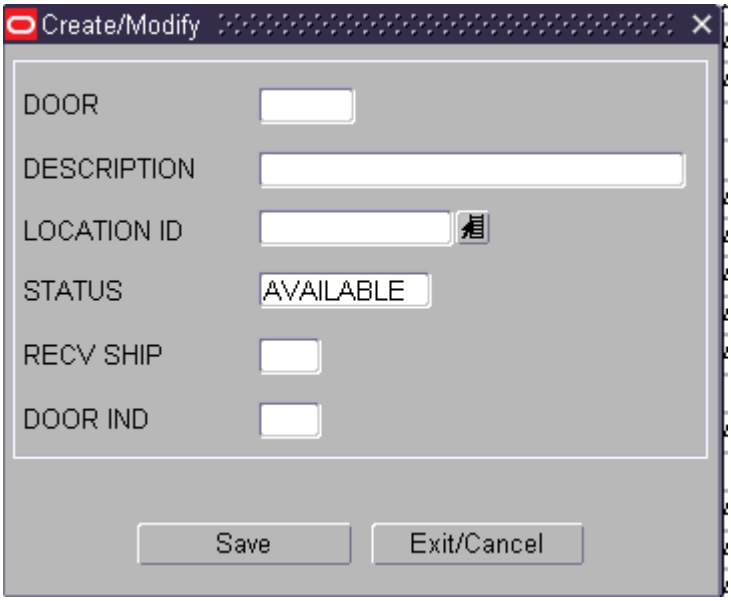
Navigate: From the main menu, select Support Functions > DC Setup > Door Editor. The current doors appear in the Door Editor window.



Door Editor Window

Edit a Door

1. On the Door Editor window, double-click the door that you want to edit. The Create/Modify window opens.



Create/Modify Window

2. Edit the enabled fields as necessary.
3. Click **Save** to save any changes and close the Create/Modify window.

Change the Status of a Door

1. On the Door Editor window, select the door that you want to edit.
2. Click **Service**. If the status was Available, it becomes Out of Service. If it was Out of Service, it becomes Available.

Add a Door

1. On the Door Editor window, click **Create Record**. The Create/Modify window opens.
2. In the Door field, enter the ID for the door.
3. In the Location ID field, enter the ID of the door's location, or click the LOV button and select the location.
4. In the Recv Ship field, enter the code for the door's function. The function may be R (Receiving), S (Shipping), or X (Both).
5. In the Door Ind field, enter the code for the type of merchandise handled at the door. The type may be H (Hanging), F (Flat), S (Shoe), or A (All).
6. Click **Save** to save the changes and close the Create/Modify window.

Delete a Door

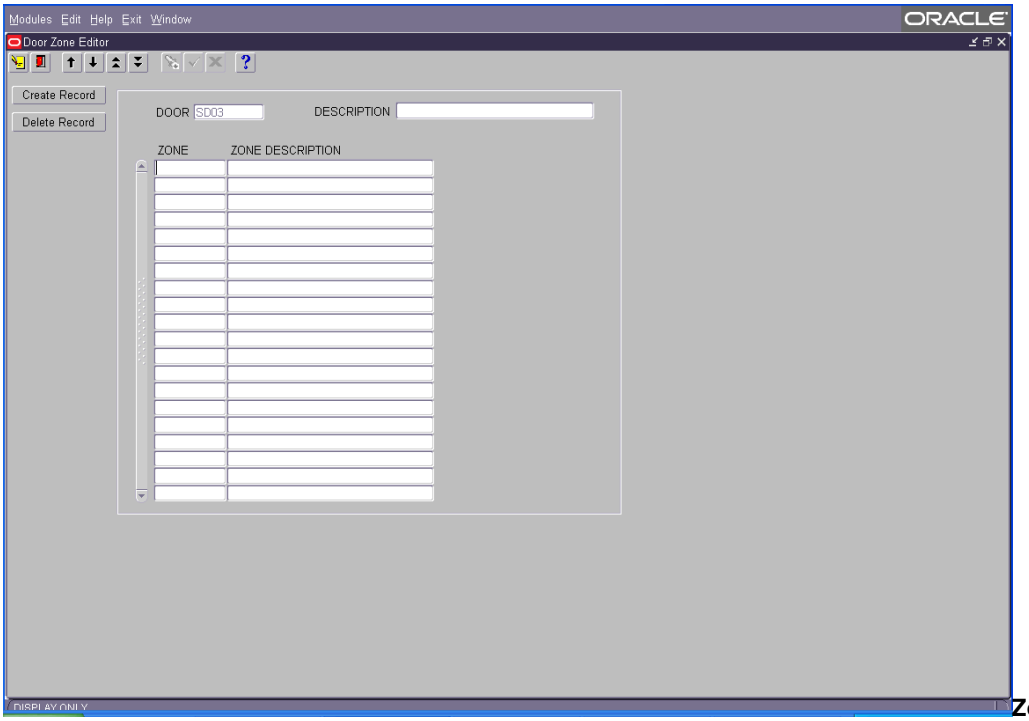
1. On the Door Editor window, select the door that you want to delete.
2. Click **Delete Record**.
3. When prompted to delete the record, click **Yes**.

Service a Door

1. On the Door Editor window, select the door that you want to service.
2. Click **Service**. The Status of the door changes.

Zone a Door

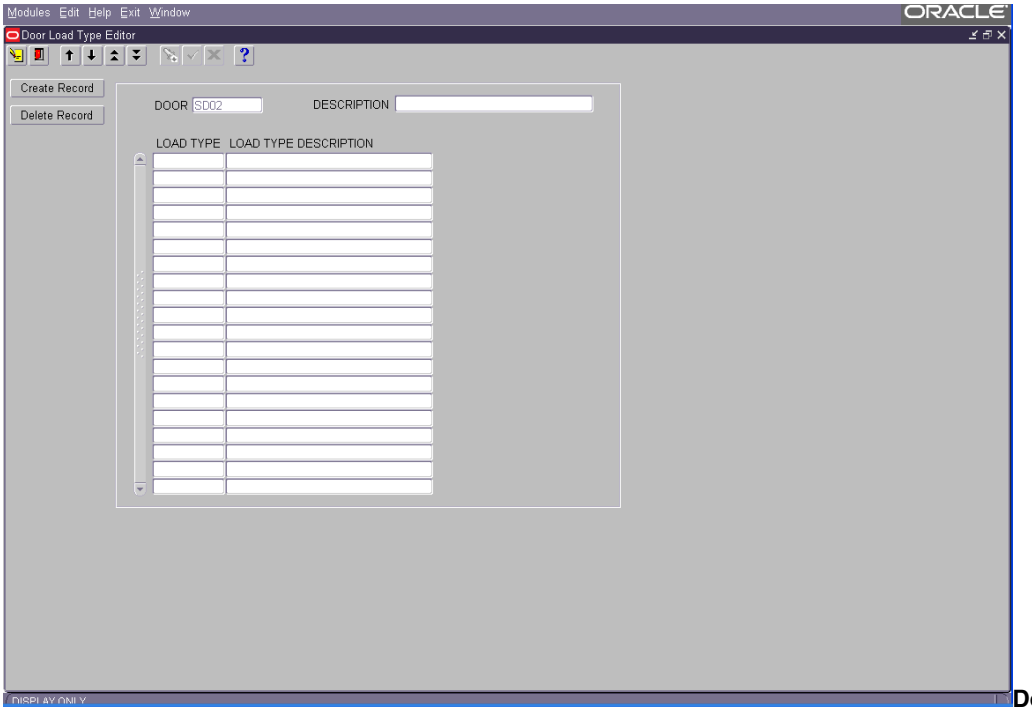
1. On the Door Editor window, select a door.
2. Click **Zones**. The Zone Door Editor window opens.



Zone Door Editor window

Set Load Types for a Door

1. On the Door Editor window, select a door.
2. Click **Load Types**. The Door Load Type Editor window opens.



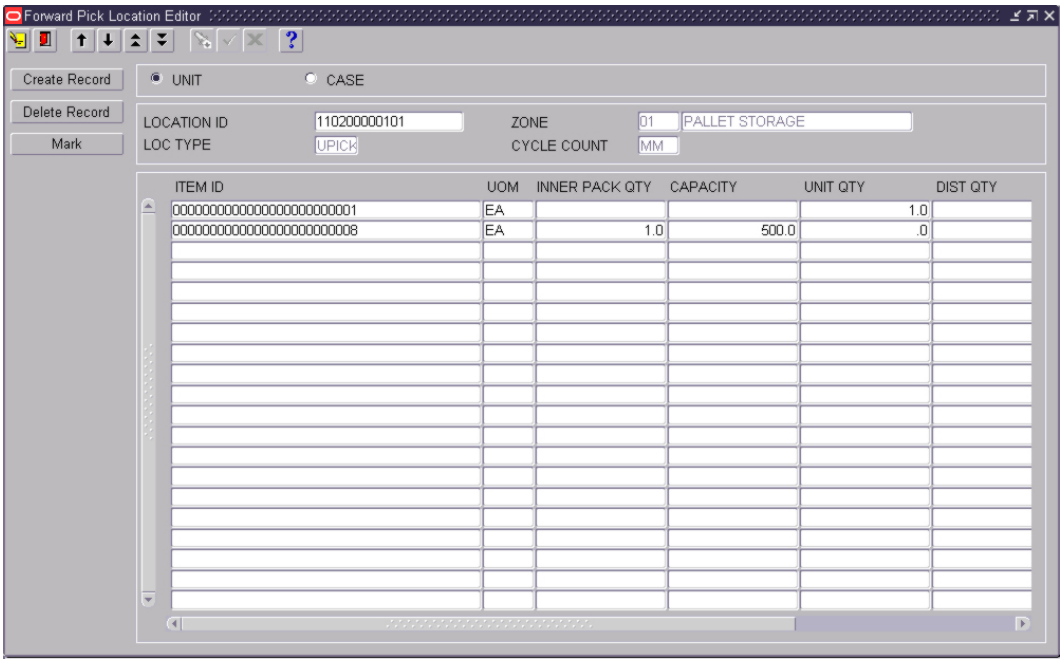
Door Load Type Editor window

Exit the Door Editor Window

- Click the exit  button to close the window.

Maintain Forward Pick Locations

Navigate: From the main menu, select Support Functions > DC Setup > Location Setup > Forward Picking Location Editor. The Forward Pick Location Editor window opens.



Forward Pick Location Editor Window

> **Note:** You can also access this window from the Location Editor window and the Task Maintenance window. On the Location Editor window, the Location Type must pertain to unit picks or forward case picks. On the Task Maintenance window, the Activity must pertain to creating forward pick locations.

Display a Forward Pick Location

1. If the details of a forward pick location are currently displayed, click the clear button.
2. Select either the Unit or the Case option depending on whether you are searching for a forward unit pick or forward case pick location.
3. Click the enter query button.
4. In the Location ID query field, enter the ID of the forward pick location, or click the LOV button and select the location.
5. Click the execute query button. The items associated with the selected location appear.

Edit an Item in a Forward Pick Location

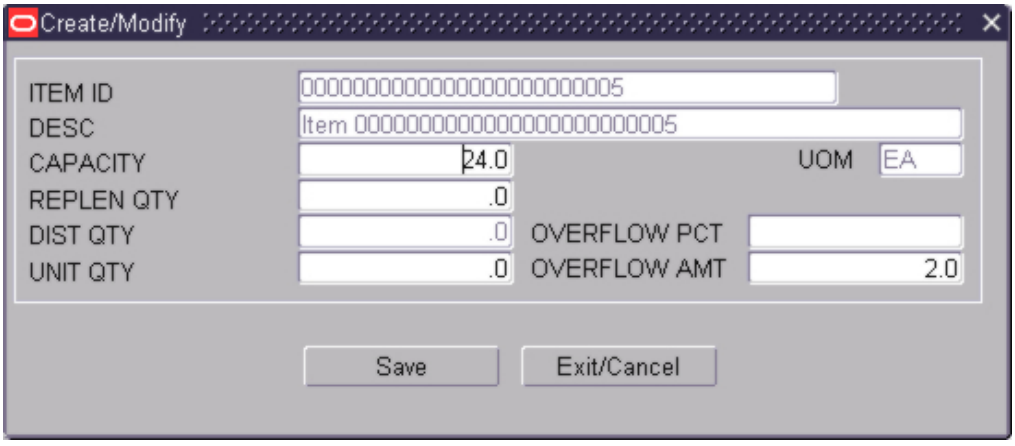
1. On the Forward Pick Location Editor window, double-click the item that you want to edit. The Create/Modify window opens.
2. Edit the enabled fields.
3. Click **Save** to save any changes and close the Create/Modify window.

Mark a Forward Pick Location for Cycle Count

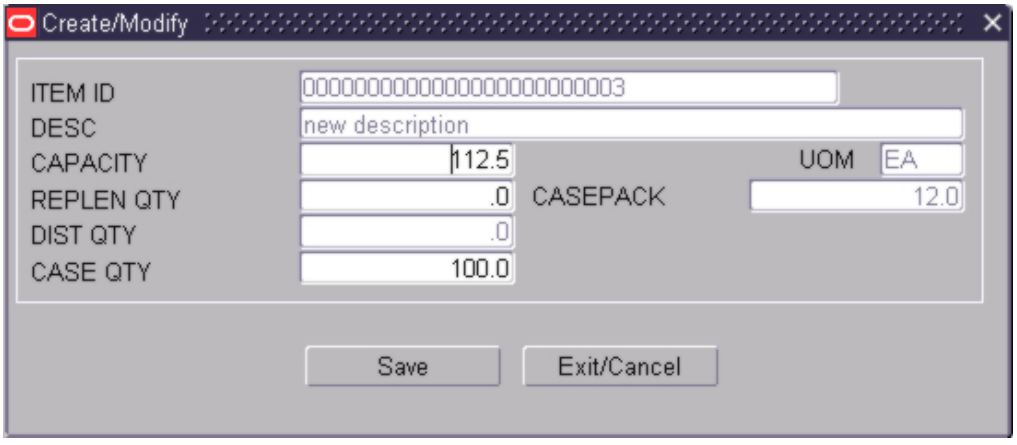
1. On the Forward Pick Location Editor window, click **Mark**.
2. When prompted to confirm the operation, click **Yes**. The status of the Cycle Count changes to MM. This indicates that the location was manually marked for cycle counts.

Add an Item to a Forward Pick Location

1. Display the location you want to add the item to.
2. On the Forward Pick Location Editor window, click **Create Record**. The Create/Modify window opens.



Create/Modify Window (Unit)



Create/Modify Window (Case)

3. In the Item ID field, enter the ID of the item, or click the LOV  button and select the item.
4. In the Capacity field:
   - [Unit option] Enter the capacity of the location measured in max units.
   - [Case option] Enter the capacity of the location measured in max number of cases.
5. In the Replen Qty field,
   - [Unit option] Enter the max units at which replenishment is triggered.
   - [Case option] Enter the max cases at which replenishment is triggered.

   Note: Reorder point replenishment must be enabled.
6. In the Qty field:
   - [Unit option] Enter the number of standard units currently stocked at the location.
   - [Case option] In the Case Qty field, enter the number of cases currently stocked at the location.
7. [Case option] In the Casepack field, enter the number of standard units packed in a case.
8. In the Release Qty field, enter the quantity at which replenishment tasks begin.

   Note: This field is used for Time Release replenishment methods.
9. If the location can be filled beyond capacity:
   - In the Overflow Pct field, enter the percentage over capacity allowed.
   - In the Overflow Amt field, enter the quantity over capacity allowed.

   Note: You can assign either percentage or quantity. The Overflow fields are available if the Overflow attribute has been assigned to the location.
10. Click **Save** to save the changes and close the Create/Modify window.
11. Respond to any prompts that may appear.

Delete an Item from a Forward Pick Location

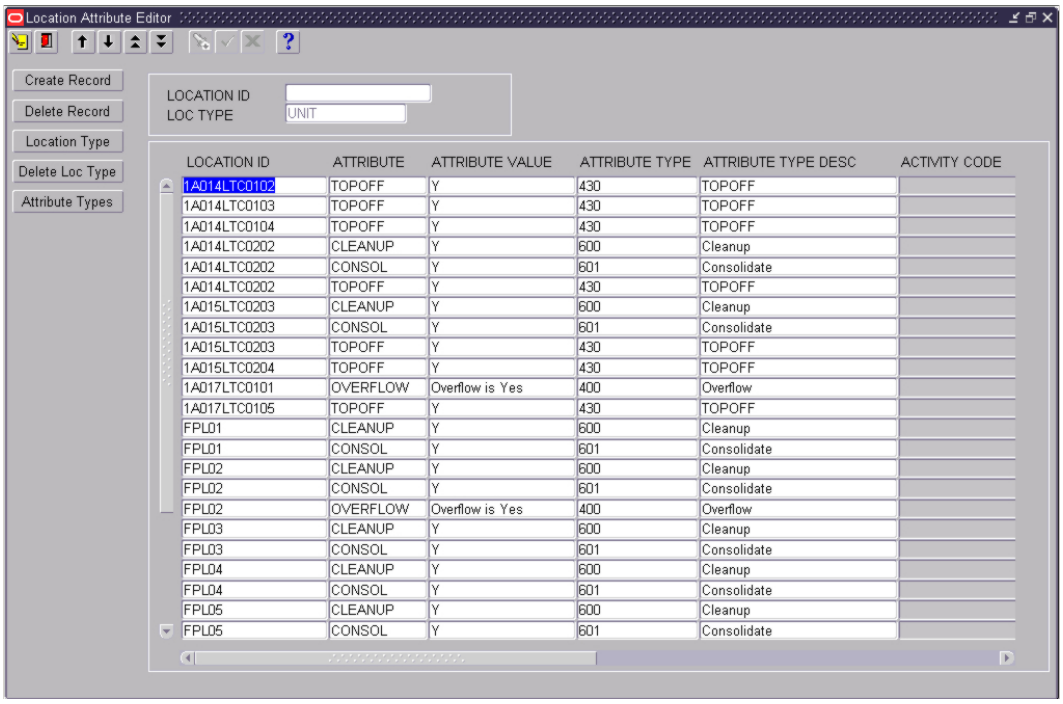
1. On the Forward Pick Location Editor window, select the item that you want to delete from the forward pick location.
2. Click **Delete Record**.
3. When prompted to delete the record, click **Yes**.

Exit the Forward Pick Location Editor Window

- Click the exit  button to close the window.

Maintain Location Attributes

Navigate: From the main menu, select Support Functions > DC Setup > Location Setup > Location Attribute Editor. The Location Attribute Editor window opens.



Location Attribute Editor Window

> **Note:** You can also access this window from the Location Editor window.

Display Location Attributes

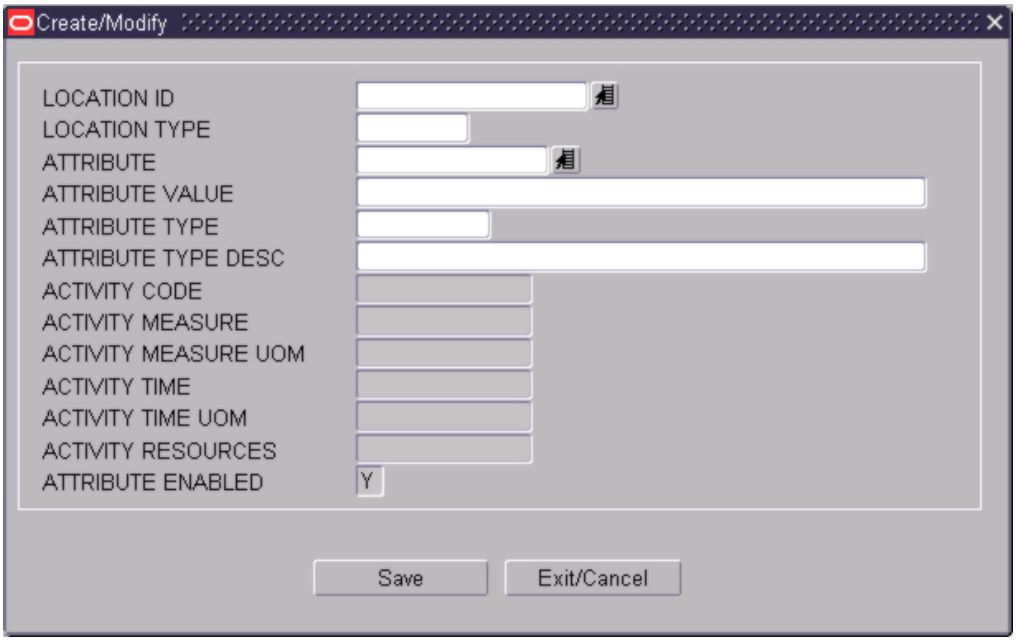
1. If location attributes are currently displayed, click the clear button.
2. Click the enter query button.
3. To search for a specific location, enter the location ID in the Location ID query field, or click the LOV button and select a location.
   To search for all locations of the same type, enter the ID of the location type in the Loc Type query field, or click the LOV button and select a location type.
4. Click the execute query button. The attributes associated with the selected location or locations appear.

Edit a Location Attribute

1. On the Location Attribute Editor window, double-click the location attribute that you want to edit. The Create/Modify window opens.
2. Select or clear the Attribute Enabled check box as necessary.
3. Click **Save** to save any changes and close the Create/Modify window.

Assign an Attribute to a Location

1. On the Location Attribute Editor window, click **Create Record**. The Create/Modify window opens.



Create/Modify Window

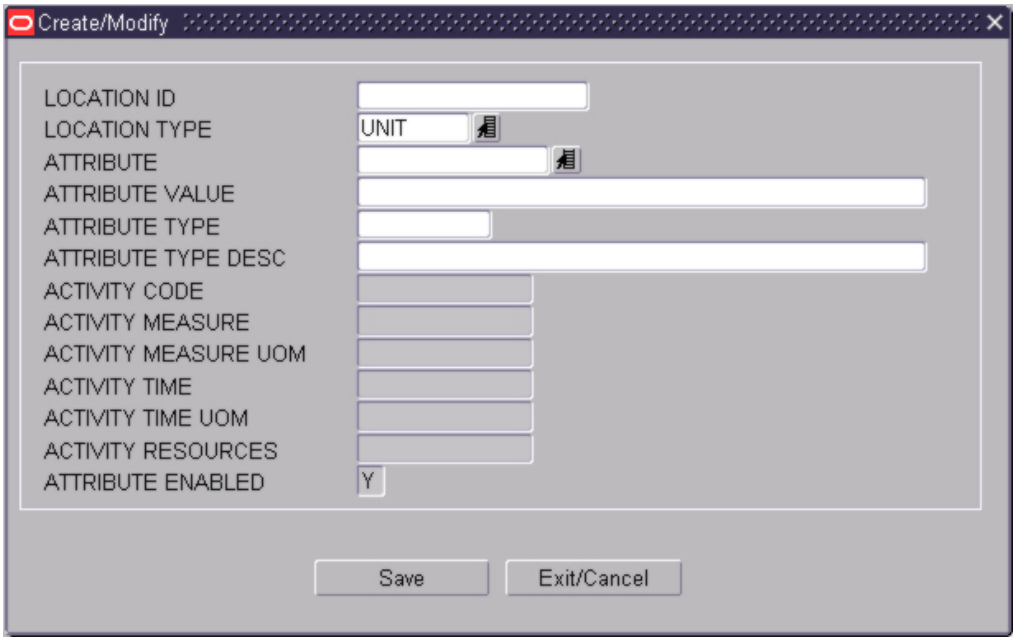
2. In the Attribute field, enter the ID of the attribute that you want to associate with the current location, or click the LOV button and select the attribute.

> **Note:** If no location was identified on the Location Attribute Editor window, enter the ID of the location in the Location ID field on the Create/Modify window.

3. To make the location attribute available to users, select the Attribute Enabled check box.
4. Click **Save** to save the changes and close the Create/Modify window.

Assign an Attribute to Multiple Locations

1. On the Location Attribute Editor window, click **Create Loc Type**. The Create/Modify window opens.



Create/Modify Window

2. In the Attribute field, enter the ID of the attribute that you want to associate with the current location type, or click the LOV button and select the attribute.

> **Note:** If no location type was identified on the Location Attribute Editor window, enter the ID of the location type in the Location Type field on the Create/Modify window.

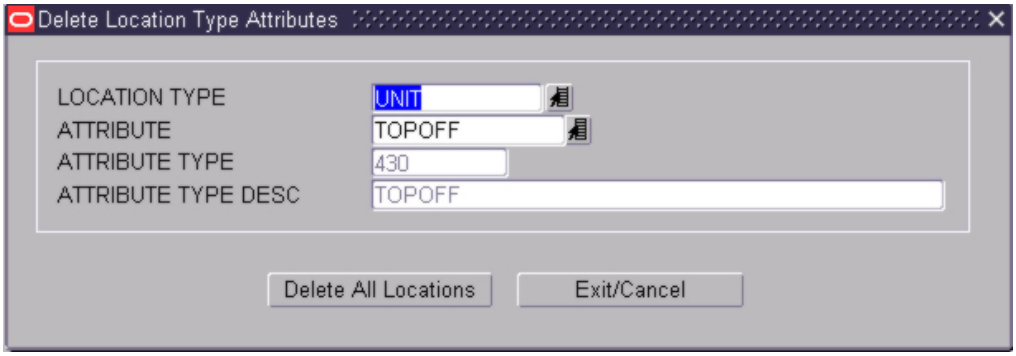
3. To make the location attribute available to users, select the Attribute Enabled check box.
4. Click **Save** to save the changes and close the Create/Modify window.

Delete an Attribute for a Location

1. On the Location Attribute Editor window, select the location attribute that you want to delete.
2. Click **Delete Record**.
3. When prompted to delete the record, click **Yes**.

Delete an Attribute for Multiple Locations

1. On the Location Attribute Editor window, click **Delete Loc Type**. The Delete Location Type Attributes window opens.



Delete Location Type Attributes Window

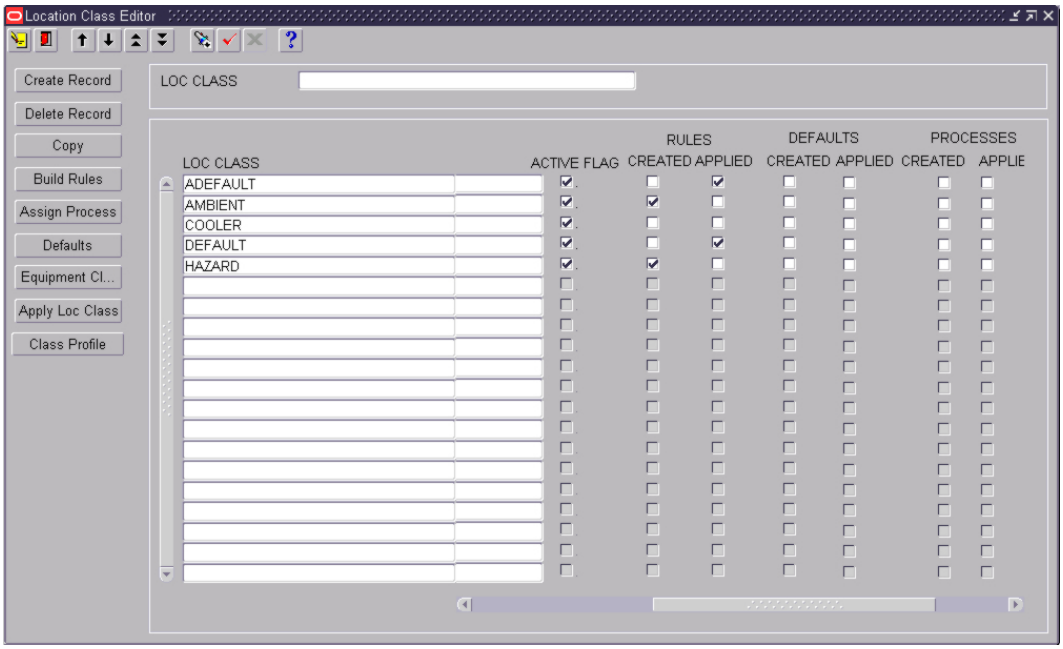
2. In the Location Type field, enter the ID of the location type, or click the LOV button and select the location type.
3. In the Attribute field, enter the code for an attribute, or click the LOV button and select the attribute.
4. Click **Delete All Locations**. The attribute is deleted from all locations of the selected type.

Exit the Location Attribute Editor Window

- Click the exit button to close the window.

Maintain Location Classes

Navigate: From the main menu, select Support Functions > DC Setup > Location Setup > Location Class Editor. The Location Class Editor window opens.



Location Class Editor Window

Display all Location Classes

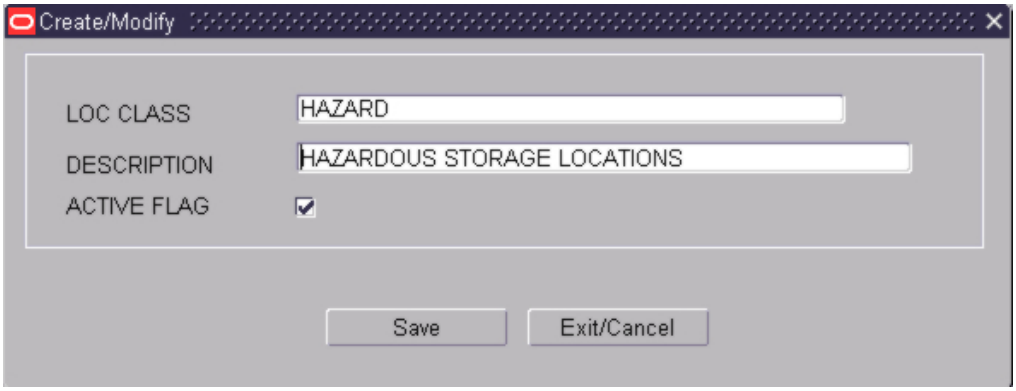
- Click the execute query button.

Display a Location Class

1. If any location classes are currently displayed, click the clear button.
2. Click the enter query button.
3. In the Loc Class query field, enter the name of the location class, or click the LOV button and select the location class.
4. Click the execute query button. The location class that matches the search criterion opens.

Edit a Location Class

1. On the Location Class Editor window, double-click the location class that you want to edit. The Create/Modify window opens.



Create/Modify Window

> **Note:** You can not edit a location class if the system indicator is selected.

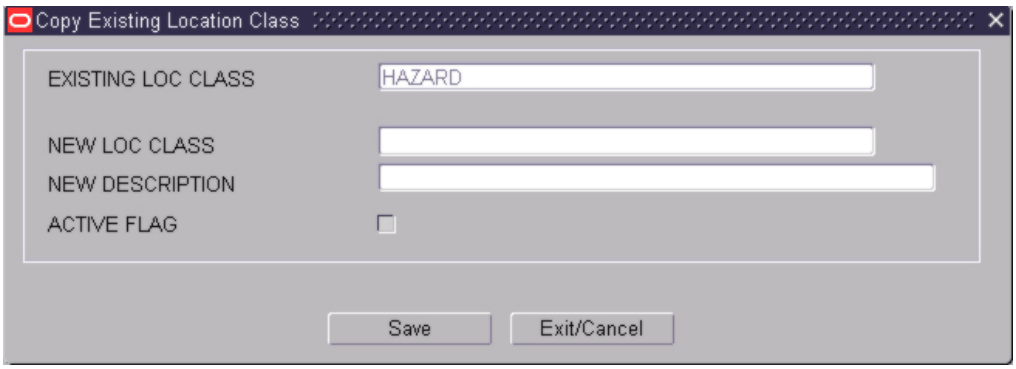
2. Edit the description and active status of the location class as necessary.
3. Click **Save** to save any changes and close the Create/Modify window.
4. Edit the following as necessary:
   - Build rules
   - Default characteristics
   - Processes
   - Equipment classes

Add a Location Class

1. On the Location Class Editor window, click **Create Record**. The Create/Modify window opens.
2. In the Loc Class and Description fields, enter the name and description for the location class.
3. To indicate whether the location class should be made available for use, select or clear the Active Flag check box.
4. Click **Save** to save any changes and close the Create/Modify window.
5. Set up the following as necessary:
   - Build rules
   - Default characteristics
   - Processes
   - Equipment classes

Copy a Location Class

1. On the Location Class Editor window, select the location class that you want to copy.
2. Click **Copy**. The Copy Existing Location Class window opens.



Copy Existing Location Class Window

3. In the New Loc Class and New Description fields, enter a name and description for the location class that you want to create.
4. Click **Save** to copy the selected location class and close the Copy Existing Location Class window.
5. Edit the following as necessary:
   - Build rules
   - Default characteristics
   - Processes
   - Equipment classes

Delete a Location Class

1. On the Location Class Editor window, select the location class that you want to delete.

> **Note:** You can not delete a location class if the system indicator is selected or if any build rules, defaults, processes, or equipment classes have been assigned to the location class.

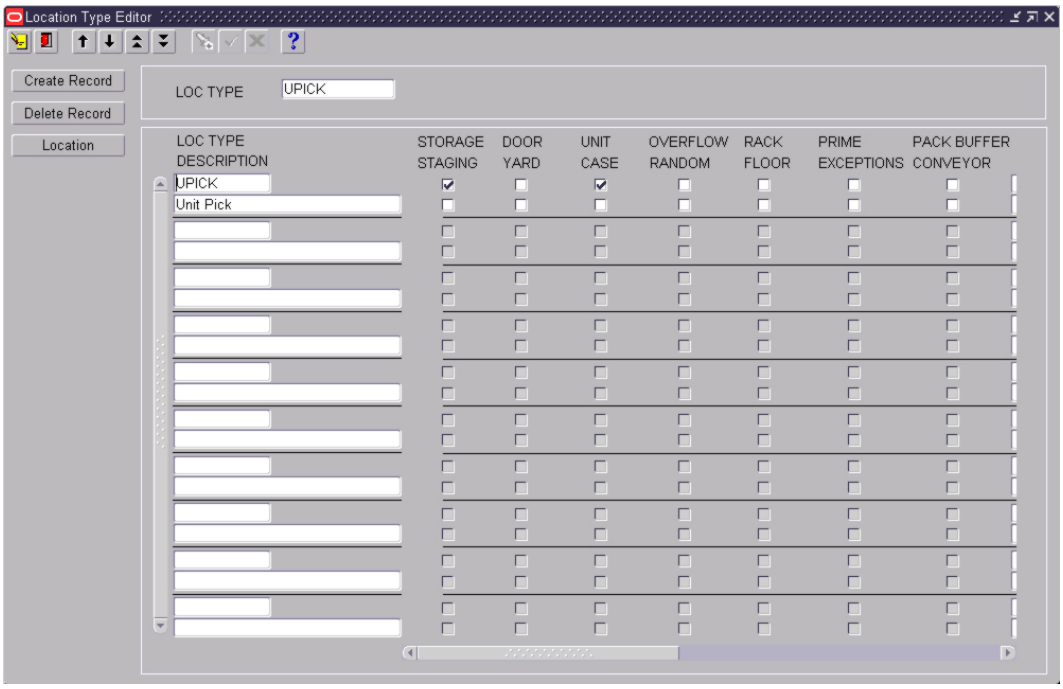
2. Click **Delete Record**.
3. When prompted to delete the record, click **Yes**.

Exit the Location Class Editor Window

- Click the exit  button to close the window.

Maintain Location Types

Navigate: From the main menu, select Support Functions > DC Setup > Location Setup > Location Type Editor. The Location Type Editor window opens.



Location Type Editor Window

> **Note:** You can also access this window from the Location Editor window.

Display all Location Types

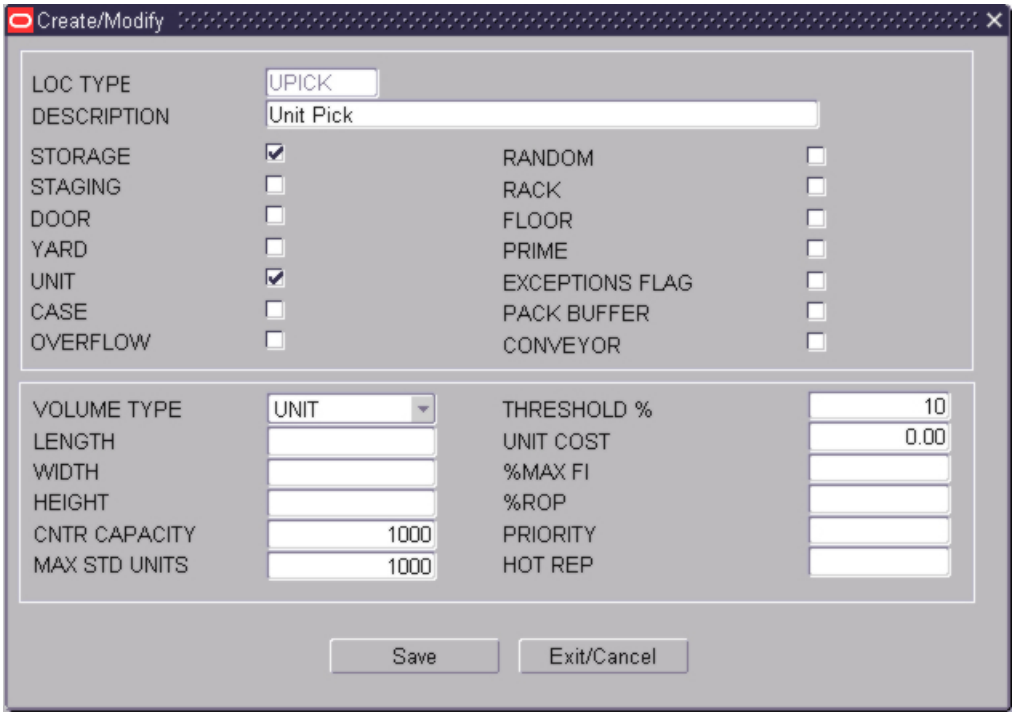
- Click the execute query button.

Display a Location Type

1. If any location types are currently displayed, click the clear button.
2. Click the enter query button.
3. In the Loc Type query field, enter the name of the location type, or click the LOV button and select the location type.
4. Click the execute query button. The location type that matches the search criterion opens.

Edit a Location Type

1. On the Location Type Editor window, double-click the location type that you want to edit. The Create/Modify window opens.



Create/Modify Window

2. Edit the physical characteristics as necessary.
3. Click **Save** to save any changes and close the Create/Modify window.

Add a Location Type

1. On the Location Type Editor window, click **Create Record**. The Create/Modify window opens.
2. In the Loc Type and Description fields, enter a name and description for the location type.
3. Select the check box next to each physical characteristic that applies to the location type.
4. In the Volume Type field, enter either Cube or Unit as the determining factor for space availability.
   - If Unit, enter the maximum number of standard units in the Max Std Units field.
   - If Cube, enter the length, width, and height in the appropriate fields.
5. In the Cntr Capacity field, enter the number of containers that fit at the location type.
6. In the Threshold % field, enter the maximum utilization percentage. When utilization falls below the threshold, the location will appear on the Space Utilization report.
7. In the Unit Cost field, enter the cost of storage per unit.
8. In the % Max Fill and % ROP fields, enter the percentages for 1) filling locations beyond the baseline capacity and 2) triggering reorders. These pertain to unit pick locations that are set up as auto-slottable.

9. In the Priority (% Priority ROP Task) field, enter the percentage of capacity at which replenishment tasks become a higher priority. This pertains to unit pick locations.
10. In the Hot Rep (% Hot Replenishment) field, enter the percentage of capacity at which to trigger hot replenishment requests. This pertains to unit pick locations that are set up as auto-slottable.
11. Click **Save** to save the changes and close the Create/Modify window.

Delete a Location Type

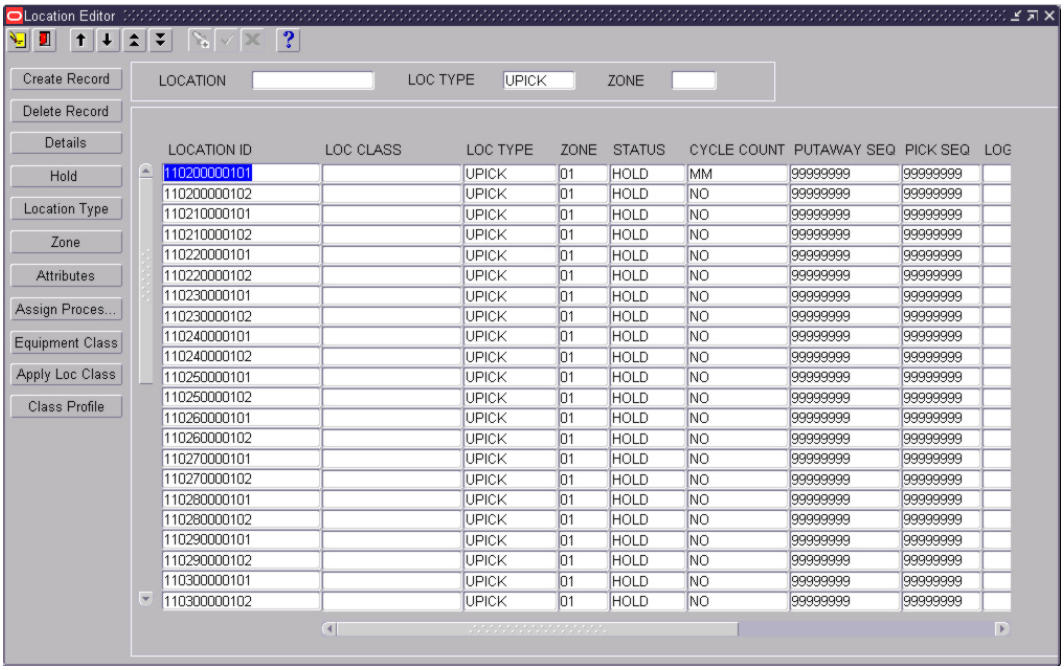
1. On the Location Type Editor window, select the location type that you want to delete.
2. Click **Delete Record**.
3. When prompted to delete the record, click **Yes**.

Exit the Location Type Editor Window

- Click the exit button to close the window.

Maintain Locations

Navigate: From the main menu, select Support Functions > DC Setup > Location Setup > Location Table Editor. The Location Editor window opens.



Location Editor Window

> **Note:** You can also access this window from the Location Type Editor window.

Display All Locations

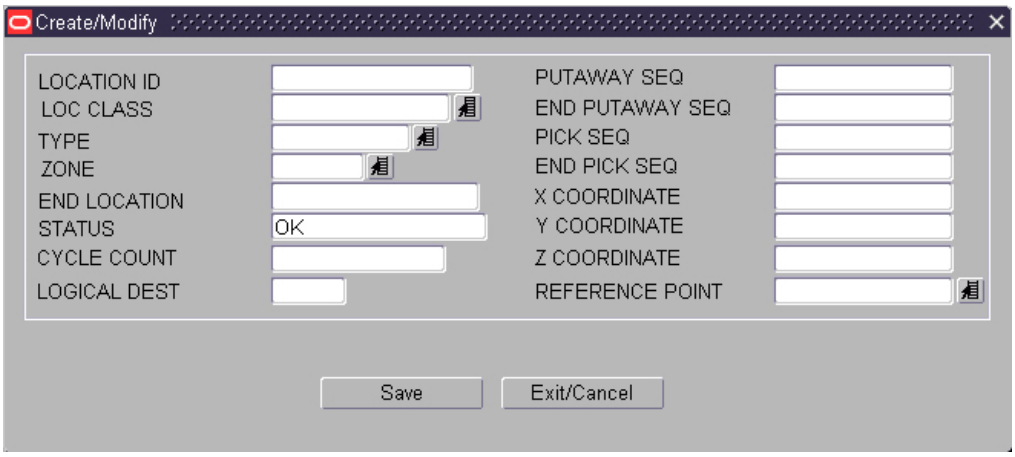
- To display all locations, click the execute query button.

Display a Subset of Locations

1. If any locations are currently displayed, click the clear button.
2. Click the enter query button.
3. Enter criteria in the Location, Loc Type, or Zone query fields.
4. Click the execute query button. The locations that match the criteria appear.

Edit one or Multiple Locations

1. On the Location Editor window, double-click the location that you want to edit. The Create/Modify window opens.



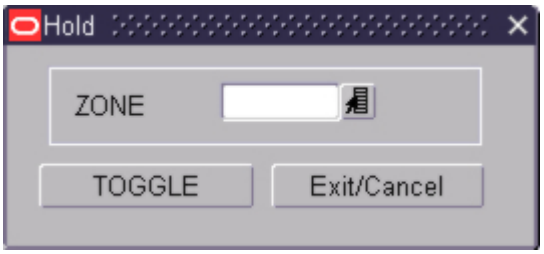
Create/Modify Window

2. To apply the edits to multiple locations, enter the last location ID in a series in the End Location field.
3. Edit the enabled fields as necessary.
4. Click **Save** to save any changes and close the Create/Modify window.

Change the Status of Locations in a Zone

Locations are put on hold to temporarily divert the flow of putaway merchandise to other zones.

1. On the Location Editor window, click **Hold**. The Hold window opens.



Hold Window

2. In the Zone field, enter the ID of the affected zone, or click the LOV button and select the zone.
3. Click **Toggle**. If the status of the locations was OK, it becomes Hold. If the status was Hold, it becomes OK.

Add one or Multiple Locations

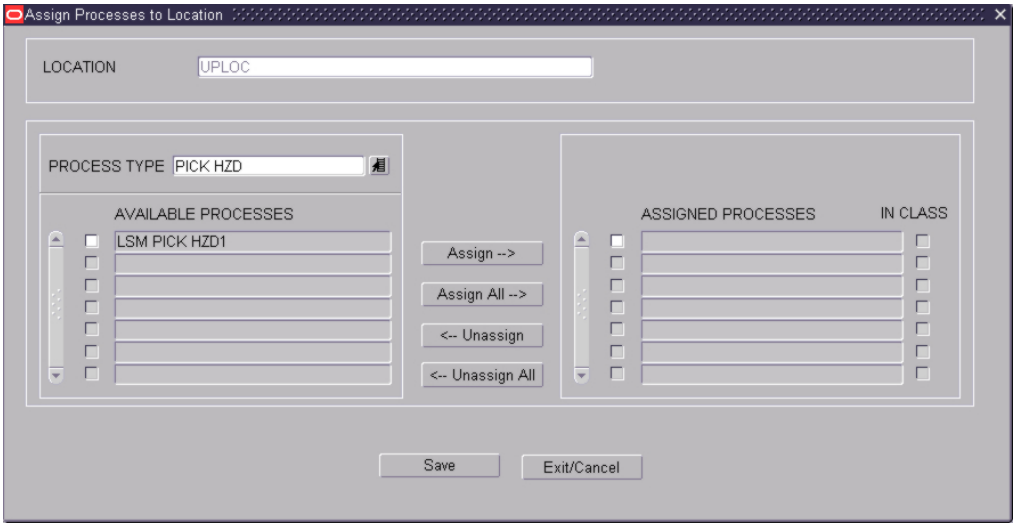
1. On the Location Editor window, click **Create Record**. The Create/Modify window opens.
2. In the Location ID field, enter the ID of the location. (For multiple locations, enter the first ID in a series.)
3. In the Loc Class, Type, and Zone fields, enter the names of the location class, location type, and pick/distribution zone that you want to associate the location with.
4. To add multiple locations, enter the last location ID in a series in the End Location field.
5. In the Status field, edit the status of the location if other than OK.
6. In the Cycle Count field, enter No.
7. In the Putaway Seq and Pick Seq fields, enter the sequence number for putaway and pick purposes. (For multiple locations, enter the first sequence number in a series.)

> **Note:** If the sequence number is not unique, then the priority is by sequence number and location ID.

8. When adding multiple locations, enter the last sequence number in a series in the End Putaway Seq and End Pick Seq fields.
9. In the X, Y, and Z Coordinate fields, enter the coordinates of the location.
10. In the Reference Point field, enter the reference point ID, or click the LOV button and select a reference point.
11. Click **Save** to save the changes and close the Create/Modify window.

Assign Processes

1. On the Location Editor window, select the location that you want to edit.
2. Click **Assign Process**. The Assign Processes to Location window opens.



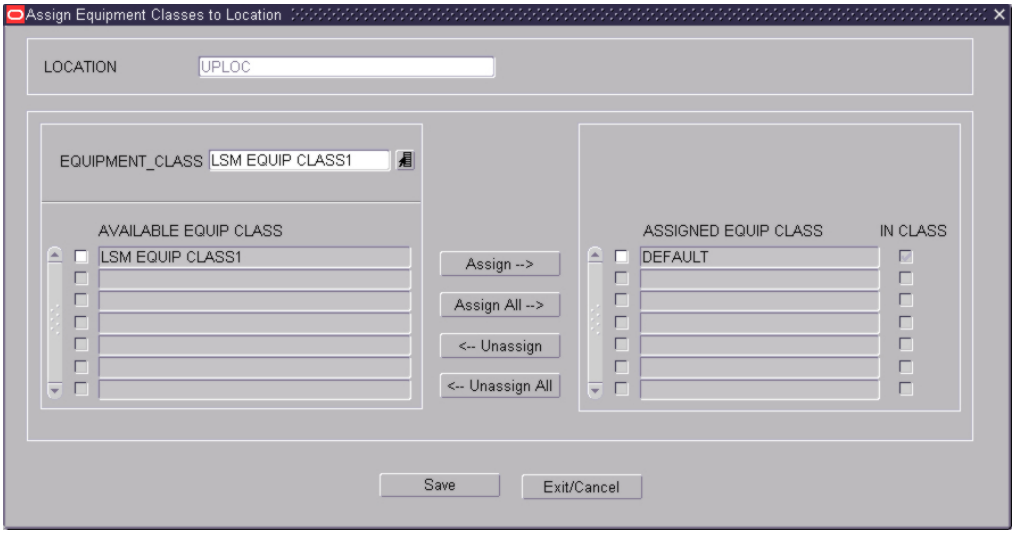
Assign Processes to Location Window

3. [Optional] To filter the processes listed in the Available Processes table, enter the name of a process type in the Process Type field, or click the LOV button and select the process type.
4. To assign processes:
   a. Select the check box next to the desired processes on the Available Processes table.
   b. Click **Assign**. The selected equipment classes are moved to the Assigned Processes table.
5. To remove assigned processes:
   a. Select the check box next to the desired processes on the Assigned Processes table.
   b. Click **Unassign**. The selected processes are moved to the Available Processes table.
6. To make the assigned processes available to users, select the Active check box next the appropriate processes.
7. Click **Save** to save any changes and close the Assign Processes to Location window.

> **Note:** In the Assign Processes to Location window, you can 1) click **Assign All** to move all processes to the Assigned Processes table or 2) click **Unassign All** to move all processes to the Available Processes table. All processes are moved whether or not the check boxes are selected.

Assign Equipment Classes

1. On the Location Editor window, select the location that you want to edit.
2. Click **Equipment Class**. The Assign Equipment Classes to Location window opens.



Assign Equipment Classes to Location Window

3. [Optional] To filter the equipment classes listed in the Available Equip Class table, enter the name of a equipment class in the Equipment Class field, or click the LOV  button and select the equipment class.
4. To assign equipment classes:
   a. Select the check box next to the desired equipment classes on the Available Equip Class table.
   b. Click **Assign**. The selected processes are moved to the Assigned Equip Class table.
5. To remove assigned equipment classes:
   a. Select the check box next to the desired equipment classes on the Assigned Equip Class table.
   b. Click **Unassign**. The selected equipment classes are moved to the Available Equip Class table.
6. Click **Save** to save any changes and close the Assign Equipment Classes to Location window.

> **Note:** In the Assign Equipment Classes to Location window, you can 1) click **Assign All** to move all equipment classes to the Assigned Equip Class table or 2) click **Unassign All** to move all equipment classes to the Available Equip Class table. All equipment classes are moved whether or not the check boxes are selected.

Delete a Location

1. On the Location Editor window, select the location that you want to delete.

> **Note:** You can not delete a location if any processes or equipment classes have been assigned to the location class.

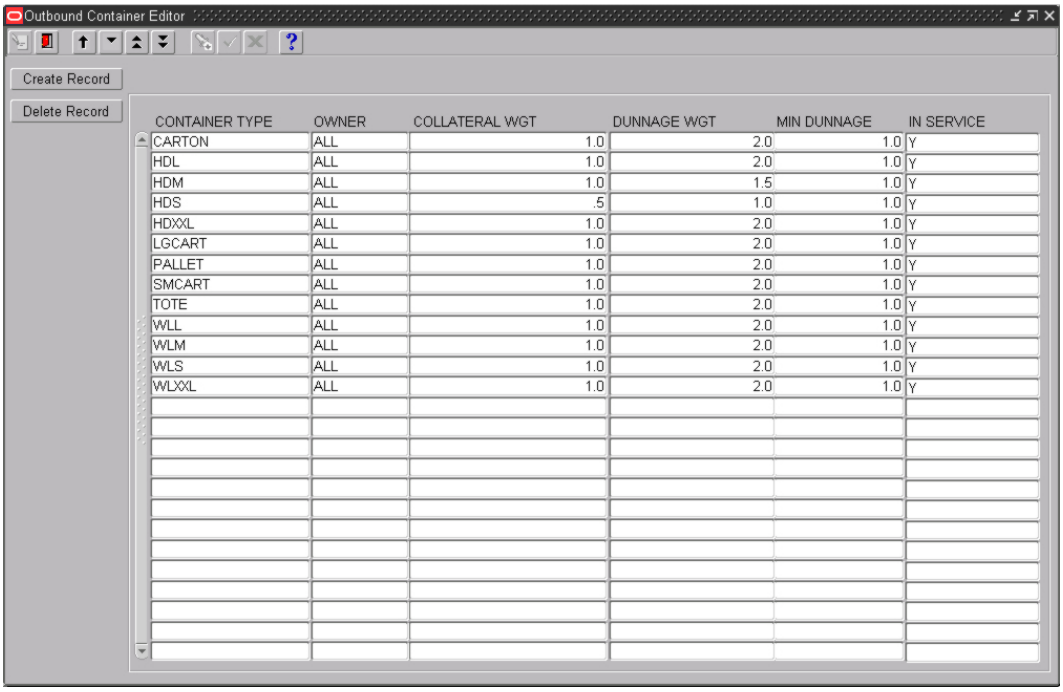
2. Click **Delete Record**.
3. When prompted to delete the record, click **Yes**.

Exit the Location Editor Window

- Click the exit  button to close the window.

Maintain Outbound Containers

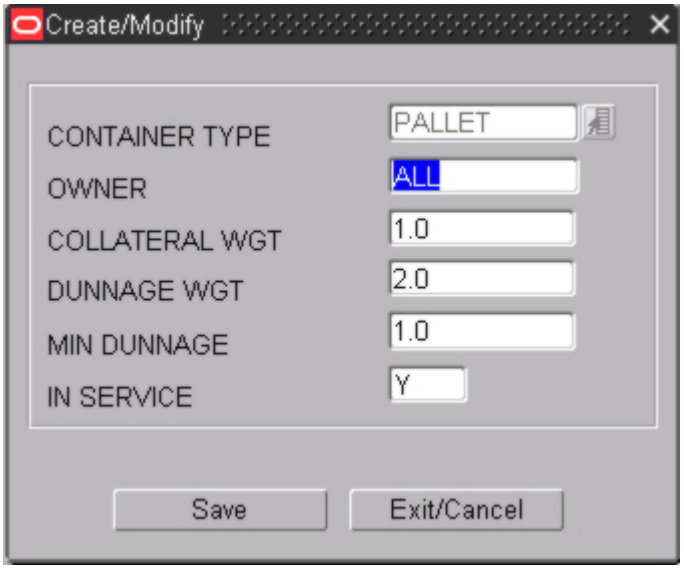
Navigate: From the main menu, select Support Functions > DC Setup > Outbound Container Editor. The current outbound container types appear in the Outbound Container Editor window.



Outbound Container Editor Window

Edit an Outbound Container Type

1. On the Outbound Container Editor window, double-click the container type that you want to edit. The Create/Modify window opens.



Create/Modify Window

2. Edit the enabled fields as necessary.
3. Click **Save** to save any changes and close the Create/Modify window.

Add an Outbound Container Type

1. On the Outbound Container Editor window, click **Create Record**. The Create/Modify window opens.
2. In the Container Type field, enter the ID of a container type, or click the LOV  button and select the container type.
3. In the Owner field, enter the name of an owner if applicable. Otherwise, enter ALL.
4. In the Collateral Wgt field, enter the weight of advertisements, flyers, or other such materials that are expected to be included in the container.
5. In the Dunnage Wgt field, enter the weight of the packing materials.
6. In the Min Dunnage Wgt field, enter the least amount of dunnage expected.
7. In the In Service field, enter Y (Yes) to place the outbound container type in service. Otherwise, enter N (No).
8. Click **Save** to save the changes and close the Create/Modify window.

Delete a Container Type

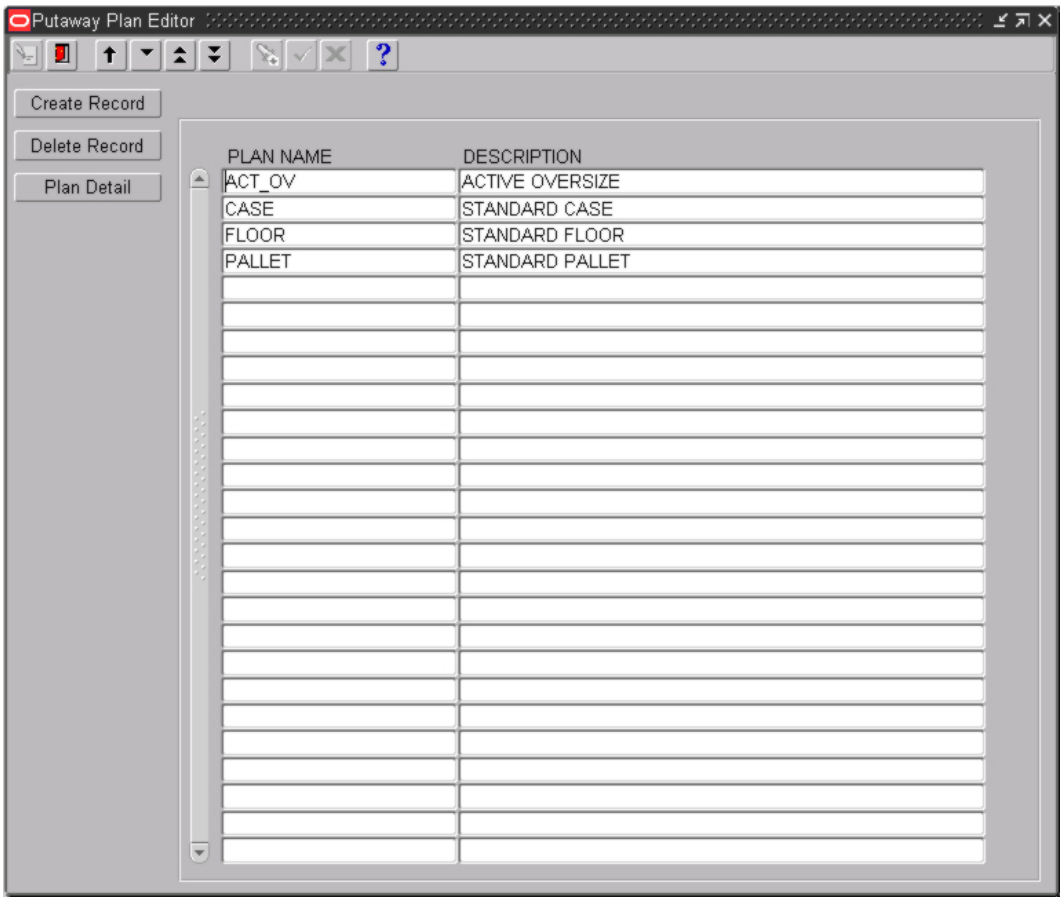
1. On the Outbound Container Editor window, select the outbound container type that you want to delete.
2. Click **Delete Record**.
3. When prompted to delete the record, click **Yes**.

Exit the Outbound Container Editor Window

- Click the exit  button to close the window.

Maintain Putaway Plans

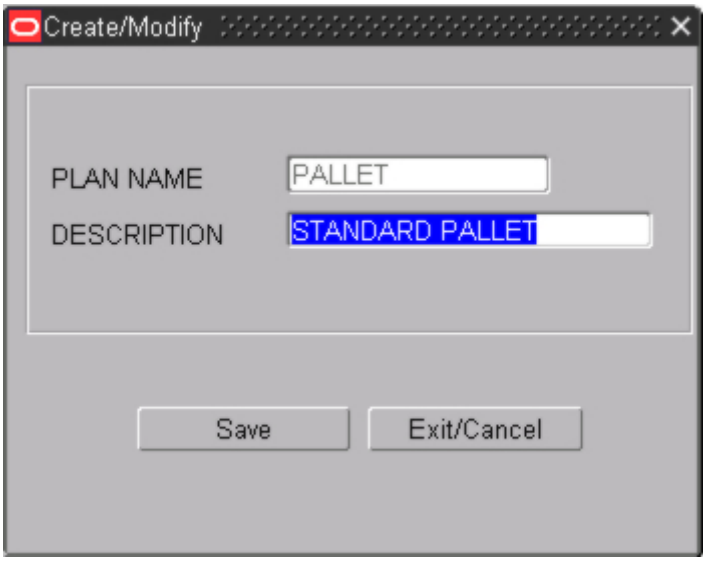
Navigate: From the main menu, select Support Functions > DC Setup > Putaway Plan Editor. The current putaway plans appear in the Putaway Plan Editor window.



Putaway Plan Editor Window

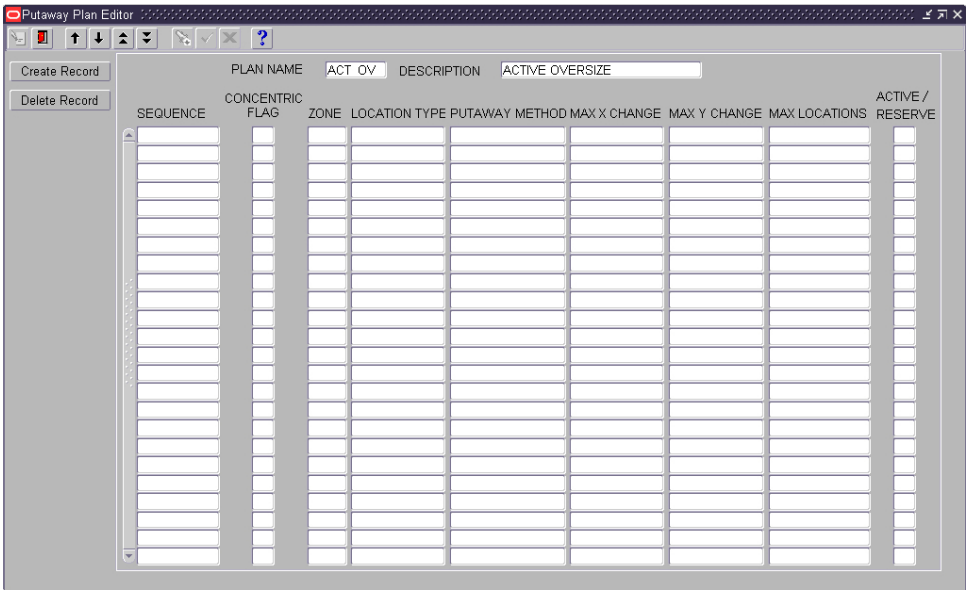
Edit a Plan or Plan Details

1. On the Putaway Plan Editor window, double-click the plan that you want to edit. The Create/Modify window opens.



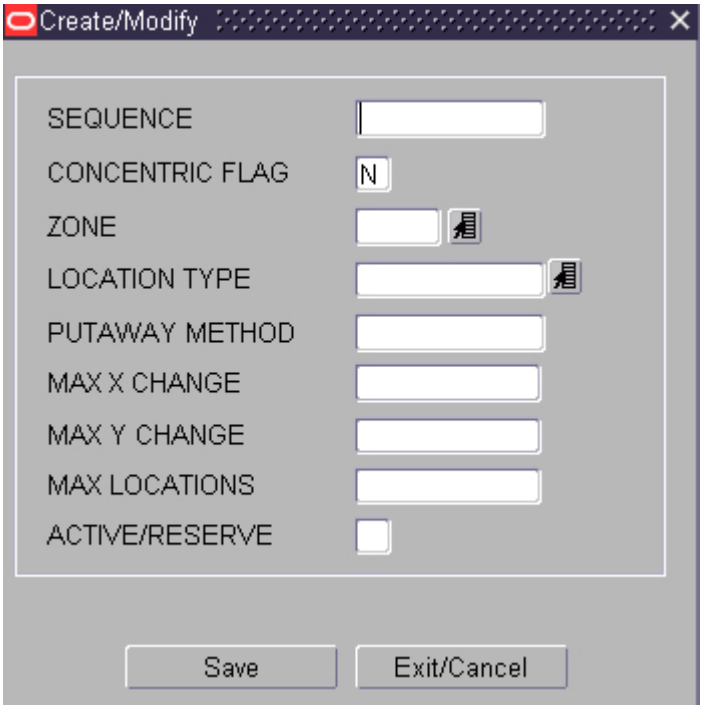
Create/Modify Window

2. Edit the description as necessary.
3. Click **Save** to save any changes and close the Create/Modify window.
4. To edit details of the plan:
   a. Select a plan and click **Plan Detail**. The details appear on the detail window.



Detail Putaway Plan Editor

b. Double-click the detail line that you want to edit. The Create/Modify window opens.



Create/Modify Window

c. Edit the enabled fields as necessary.

d. Click **Save** to save any changes and close the Create/Modify window.

5. Click the exit button to close the detail window.

Add a Plan or Plan Details

1. On the Putaway Plan Editor window, click **Create Record**. The Create/Modify window opens.
2. In the Plan Name field, enter the name of the plan.
3. In the Description field, enter the description of the plan.
4. Click **Save** to save the changes and close the Create/Modify window.
5. To add details to the plan:
   a. Select a plan and click **Plan Detail**. The detail window opens.
   b. Click **Create Record**. The Create/Modify window opens.
   c. In the Sequence field, enter the number of the step.
   d. If the plan step uses concentric logic, enter Y in the Concentric field.
   e. In the Zone field, enter the ID of the zone, or click the LOV button and select the zone.
   f. In the Location Type field, enter the code for the location type, or click the LOV button and select the location type.

g. In the Putaway Method field, enter the name of the appropriate method. The method may be: Putaway to empty location (EMP), Putaway to location with same item/case pack/lot (SAM), or Putaway to location with different item/case pack/lot (DIF).

h. In the Max X Change field, enter the maximum amount that the X coordinate can vary by.

i. In the Max Y Change field, enter the maximum amount that the Y coordinate can vary by.

> **Note:** The Max X Change and the Max Y Change fields are available only when you are using concentric logic.

j. In the Max Locations field, enter the maximum number of locations that will be filled using the detail step.

k. In the Active/Reserve field, indicate whether the plan is for reserve locations (R) or active picking locations (A). Enter A or R as necessary.

l. Click **Save** to save the changes and close the Create/Modify window.

6. Click the exit  button to close the detail window.

Delete a Plan Detail

1. On the Putaway Plan Editor window, select the plan that you want to edit.
2. Click **Plan Detail**. The details appear in the detail window.
3. Select the detail line that you want to delete.
4. Click **Delete Record**.
5. When prompted to delete the record, click **Yes**.
6. Click the exit  button to close the detail window.

Delete a Plan

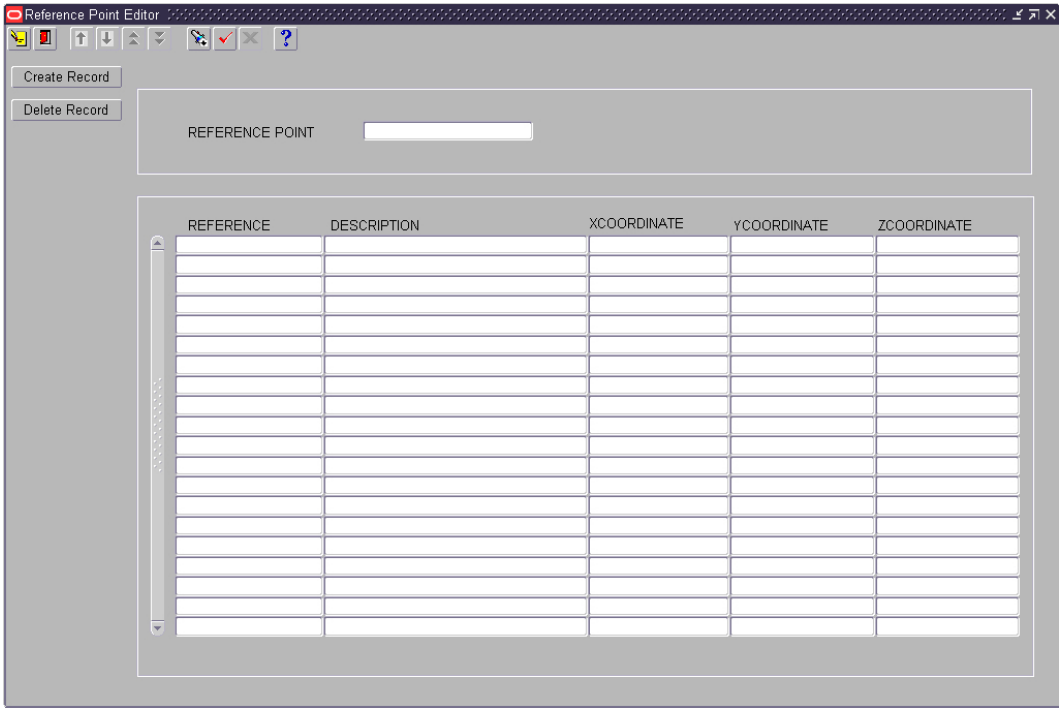
1. On the Putaway Plan Editor window, select the plan that you want to delete.
2. Click **Delete Record**.
3. When prompted to delete the record, click **Yes**.

Exit the Putaway Plan Editor Window

- Click the exit  button to close the window.

Maintain Reference Points

Navigate: From the main menu, select Support Functions > DC Setup > Reference Point Editor. The Reference Point Editor window opens.



Reference Point Editor Window

Display All Reference Points

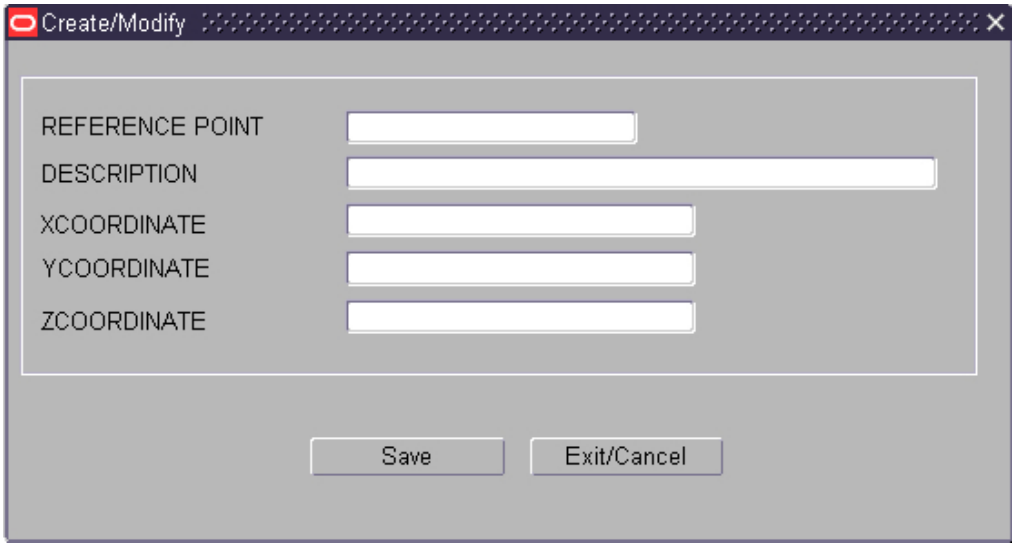
- Click the execute query button.

Display a Reference Point

1. If any reference points are currently displayed, click the clear button.
2. Click the enter query button.
3. In the Reference Point query field, enter the ID of the reference point, or click the LOV button and select the reference point.
4. Click the execute query button. The reference point that matches the search criterion opens.

Edit a Reference Point

1. On the Reference Point Editor window, double-click the reference point that you want to edit. The Create/Modify window opens.



Create/Modify Window

2. Edit the description and XY coordinates as necessary.
3. Click **Save** to save any changes and close the Create/Modify window.

Add a Reference Point

1. On the Reference Point Editor window, click **Create Record**. The Create/Modify window opens.
2. In the Reference Point and Description fields, enter the ID and description for the reference point.
3. In the X Coordinate and Y Coordinate fields, enter the position of the reference point in relation to an anchor point in the building.
4. Click **Save** to save the changes and close the Create/Modify window.

Delete a Reference Point

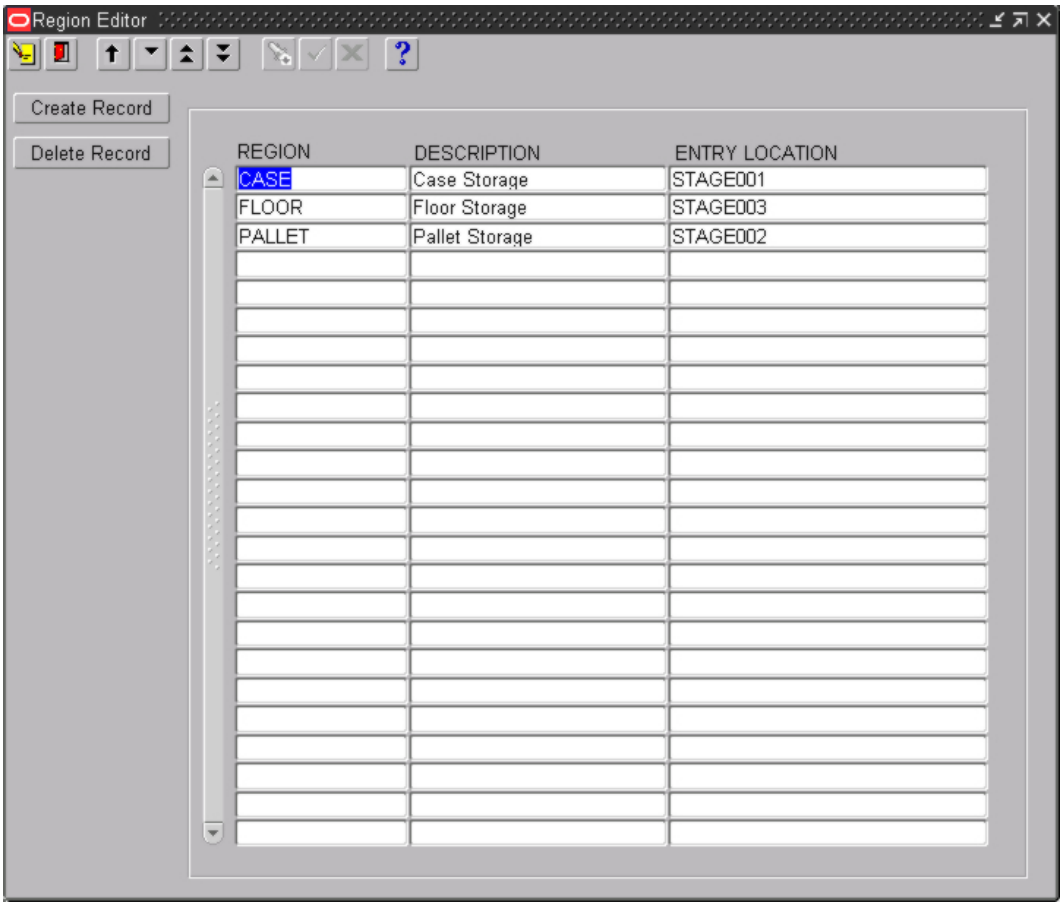
1. On the Reference Point Editor window, select the reference point that you want to delete.
2. Click **Delete Record**.
3. When prompted to delete the record, click **Yes**.

Exit the Reference Point Editor Window

- Click the exit  button to close the window.

Maintain Regions

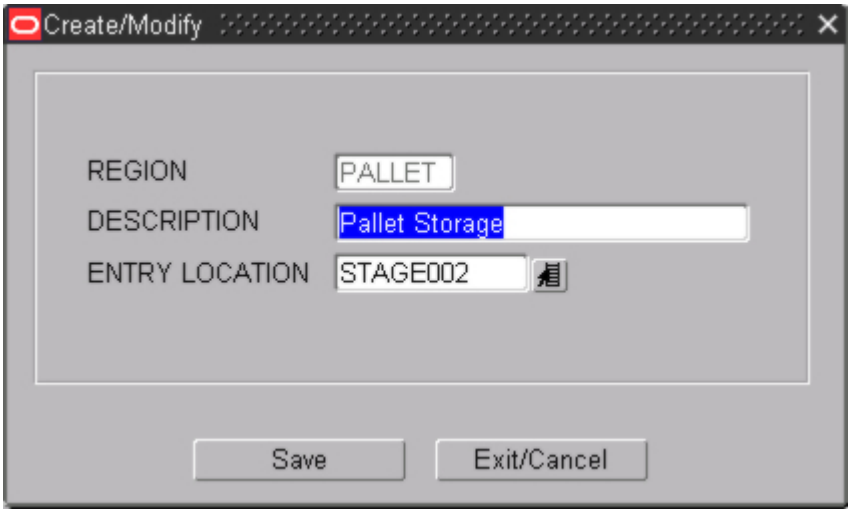
Navigate: From the main menu, select Support Functions > DC Setup > Region Editor. The current regions appear in the Region Editor window.



Region Editor Window

Edit a Region

1. On the Region Editor window, double-click the region that you want to edit. The Create/Modify window opens.



Create/Modify Window

2. Edit the description and entry location as necessary.
3. Click **Save** to save any changes and close the Create/Modify window.

Add a Region

1. On the Region Editor window, click **Create Record**. The Create/Modify window opens.
2. In the Region field, enter a code for the region.
3. In the Description field, enter a description of the region.
4. In the Entry Location field, enter the ID of the location where containers enter the region.
5. Click **Save** to save the changes and close the Create/Modify window.

Delete a Region

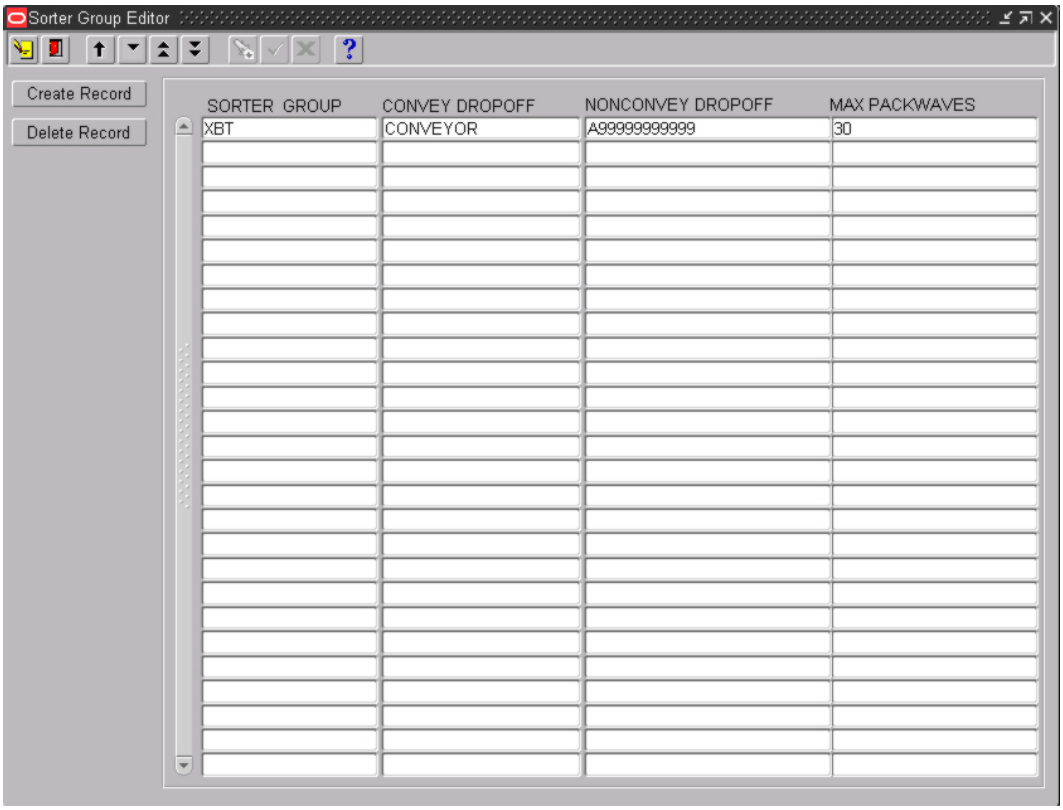
1. On the Region Editor window, select the region that you want to delete.
2. Click **Delete Record**.
3. When prompted to delete the record, click **Yes**.

Exit the Region Editor Window

- Click the exit  button to close the window.

Maintain Sorter Groups

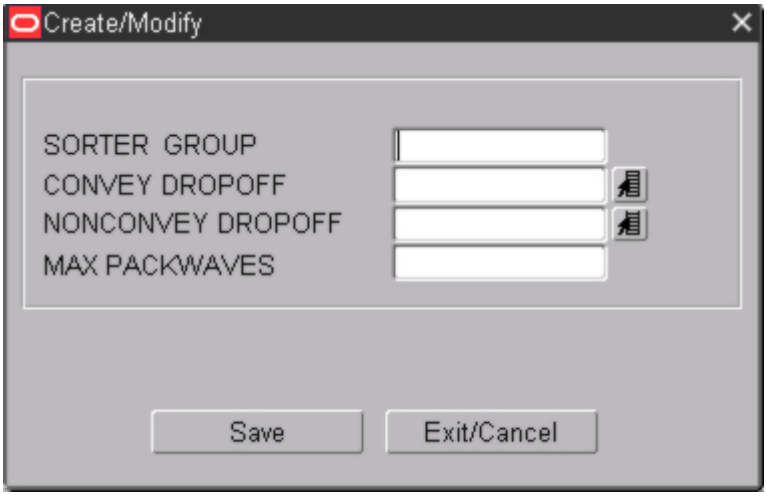
Navigate: From the main menu, select Support Functions > DC Setup > Sorter Group Editor. The current sorter groups appear in the Sorter Group Editor window.



Sorter Group Editor Window

Edit a Sorter Group

1. On the Sorter Group Editor window, double-click the sorter group that you want to edit. The Create/Modify window opens.



Create/Modify Window

2. Edit the drop-off locations and maximum pack waves as necessary.
3. Click **Save** to save any changes and close the Create/Modify window.

Add a Sorter Group

1. On the Sorter Group Editor window, click **Create Record**. The Create/Modify window opens.
2. In the Sorter Group field, enter a name for the group.
3. In the Convey Dropoff field, enter the ID of the location where conveyable merchandise should be dropped off, or click the LOV  button and select the location.
4. In the Nonconvey Dropoff field, enter the ID of the location where non-conveyable merchandise should be dropped off, or click the LOV  and select the location.
5. In the Max Packwaves field, enter the maximum number of pack waves to be distributed for each pick wave.
6. Click **Save** to save the changes and close the Create/Modify window.

Delete a Sorter Group

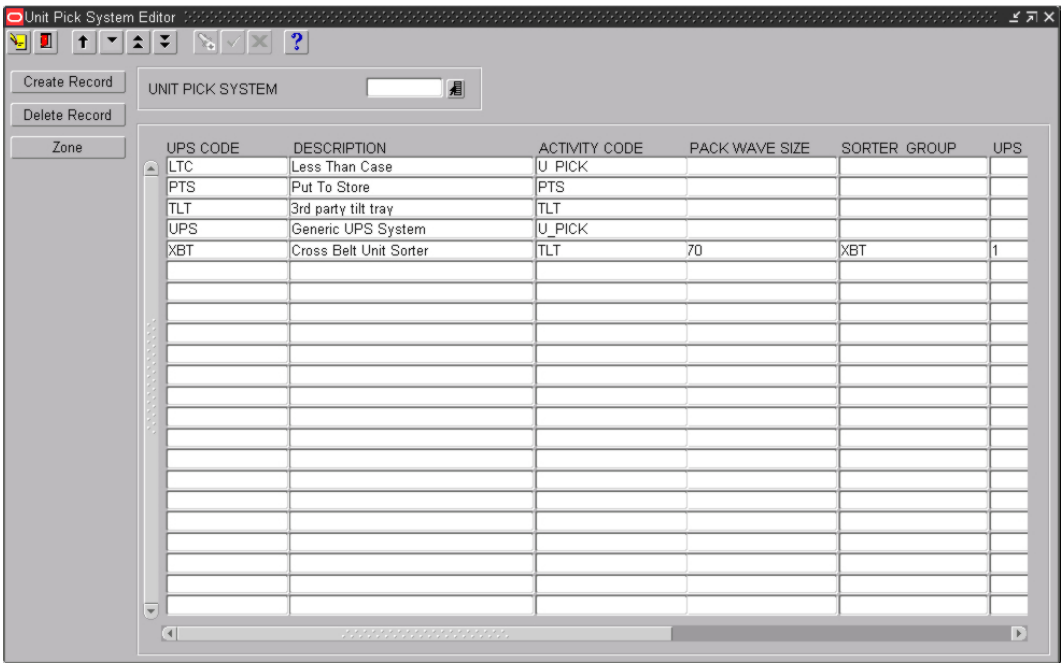
1. On the Sorter Group Editor window, select the sorter group that you want to delete.
2. Click **Delete Record**.
3. When prompted to delete the record, click **Yes**.

Exit the Sorter Group Editor Window

- Click the exit  button to close the window.

Maintain Unit Pick Systems

Navigate: From the main menu, select Support Functions > DC Setup > Unit Pick System Editor. The Unit Pick System Editor window opens.



Unit Pick System Editor Window

Display All Unit Pick Systems

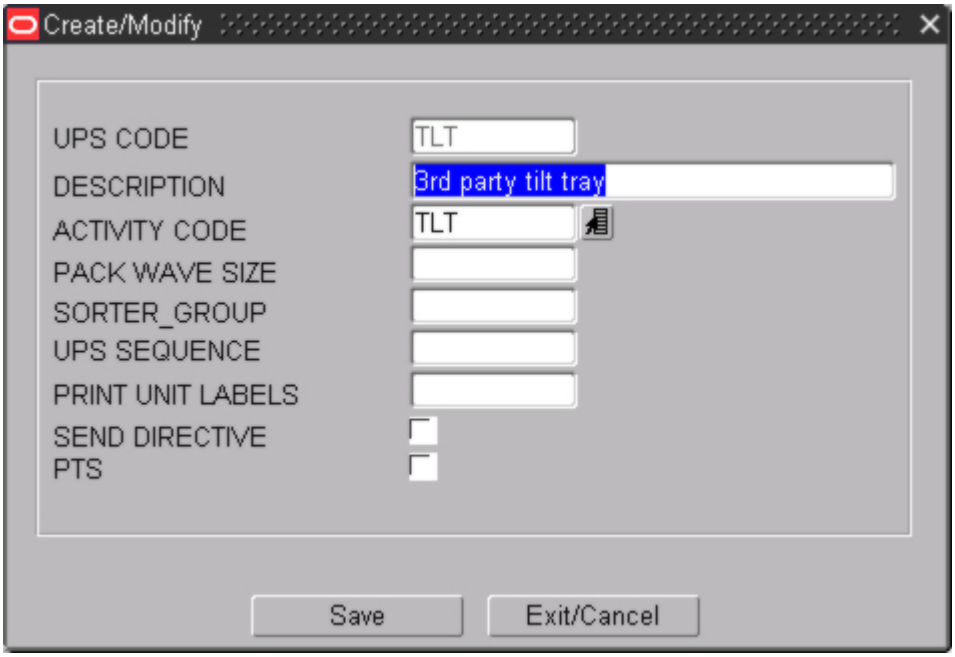
- Click the execute query button.

Display a Unit Pick System

1. If any unit pick systems (UPS) are currently displayed, click the clear button.
2. Click the enter query button.
3. In the Unit Pick System query field, enter the UPS code, or click the LOV button and select the UPS.
4. Click the execute query button. The selected UPS opens.

Edit a Unit Pick System

1. On the Unit Pick System Editor window, double-click the UPS that you want to edit. The Create/Modify window opens.



Create/Modify Window

2. Edit the enabled fields as necessary.
3. Click **Save** to save any changes and close the Create/Modify window.

Add a Unit Pick System

1. On the Unit Pick System Editor window, click **Create Record**. The Create/Modify window opens.
2. In the UPS Code and Description fields, enter a code and description for the UPS.
3. In the Activity Code field, enter the code of the activity performed by the UPS, or click the LOV button and select the activity.
4. In the Pack Wave Size field, enter the number of groups that are permitted in a pack wave.
5. In the Sorter Group field, enter the sorter group if the UPS is a sorter system.
6. In the UPS Sequence field, enter the order in which this UPS should be accessed within its defined sorter group.
7. In the Print Unit Labels field, enter Y (Yes) or N (No) to indicate whether unit labels should be printed for each unit pick group.
8. In the PTS field, select the check box if the UPS is a put to store system.
9. Click **Save** to save the changes and close the Create/Modify window.

Delete a Unit Pick System

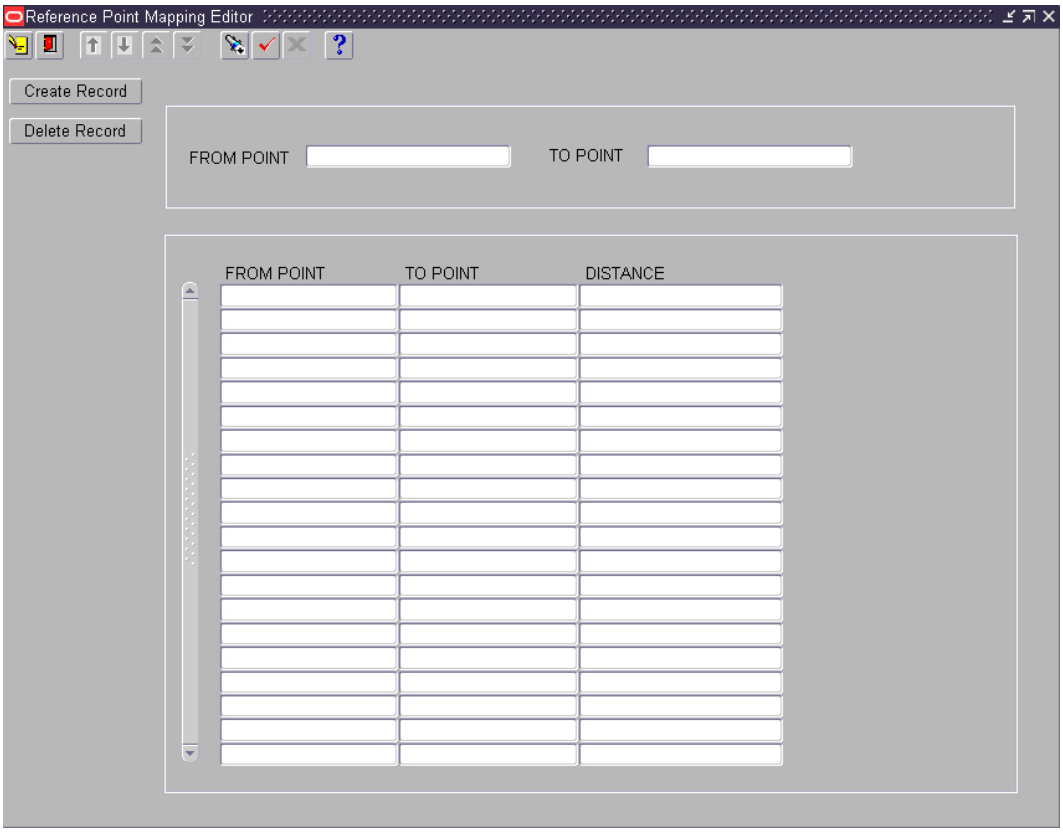
1. On the Unit Pick System Editor window, select the UPS that you want to delete.
2. Click **Delete Record**.
3. When prompted to delete the record, click **Yes**.

Exit the Unit Pick System Editor Window

- Click the exit button to close the window.

Map Reference Points

Navigate: From the main menu, select Support Functions > DC Setup > Reference Point Map Editor. The Reference Point Mapping Editor window opens.



Reference Point Mapping Editor Window

Display All Mapped Reference Points

- Click the execute query button.

Display a Subset of Mapped Reference Points

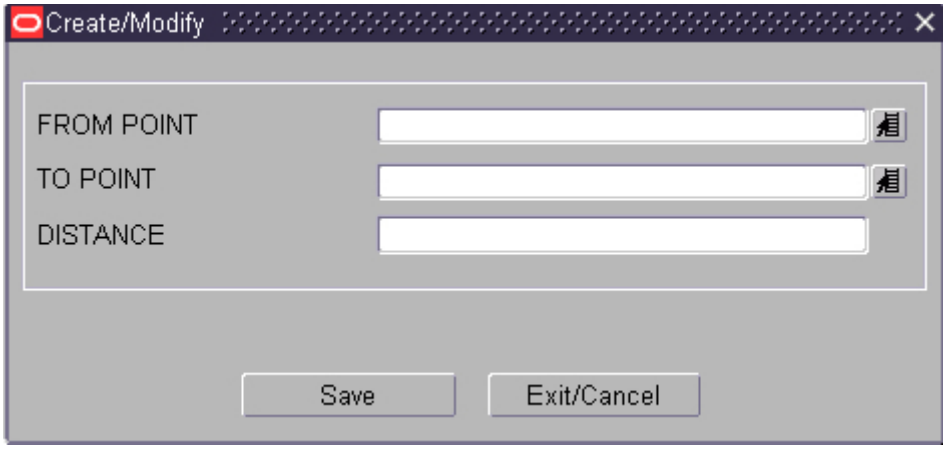
1. If any mapped reference points are currently displayed, click the clear button.
2. Click the enter query button.
3. In the From Point query field, enter the ID of the reference point from which the distance is mapped, or click the LOV button and select the reference point.
4. In the To Point query field, enter the ID of the reference point to which the distance is mapped, or click the LOV button and select the reference point.

> **Note:** You can query by From Point, To Point, or both.

5. Click the execute query button. The mapped reference points that match the search criteria appear.

Edit Mapped Reference Points

1. On the Reference Point Mapping Editor window, double-click the mapped reference points that you want to edit. The Create/Modify window opens.



Create/Modify Window

2. Edit the distance between the two reference points as necessary.
3. Click **Save** to save any changes and close the Create/Modify window.

Map the Distance Between Two Reference Points

1. On the Reference Point Mapping Editor window, click **Create Record**. The Create/Modify window opens.
2. In the From Point and To Point fields, enter the IDs of the reference points to be mapped.
3. In the Distance field, enter the distance between the two points.
4. Click **Save** to save the changes and close the Create/Modify window.

Delete Mapped Reference Points

1. On the Reference Point Mapping Editor window, select the mapped reference points that you want to delete.
2. Click **Delete Record**.
3. When prompted to delete the record, click **Yes**.

Exit the Reference Point Mapping Editor Window

- Click the exit  button to close the window.

Random Active Locations

RWMS can use random active locations to store units for less than case distribution. This is useful if a broken case quantity is ordered for an item which is not assigned to a unit pick location. In this case, the system distributes items from a random location. Depending on how system parameters are set up, locations may be automatically assigned or the user may assign locations during the replenishment process.

The following issues must be considered when using random active locations:

1. An active (type A) putaway plan must be assigned to the item.
2. A region must be set up for random active locations. The entry location for the region serves as the drop-off location for replenishment.
3. The location must be associated with a location type that allows random active locations.
4. The random active locations must be in zones that are included in the putaway plan. The zones must be in regions set up for random active locations.
5. The following system parameters must be set:
   - def_random_putaway: Identifies the default putaway plan assigned to an item for which a putaway plan has not been selected. The plan must be type A.
   - dynamic_random_slot: Enter N (No) to allow the user to select random locations during the replenishment process. Enter Y (Yes) to prevent the user from overriding the putaway location.
   - random_replen_dest_id: Identify an internal destination ID for random active location functionality.
   - random_active_stage: If a staging location is used as a drop-off point for replenishment containers destined for random active locations, identify the staging location.

Unit Sorter Setup

When processing waves, RWMS 1) determines the quantity of merchandise that fits into each chute of a unit sorter, 2) assigns units to the appropriate chute, and 3) properly distributes merchandise from a pick wave into multiple pack waves across multiple sorters in a sorter group.

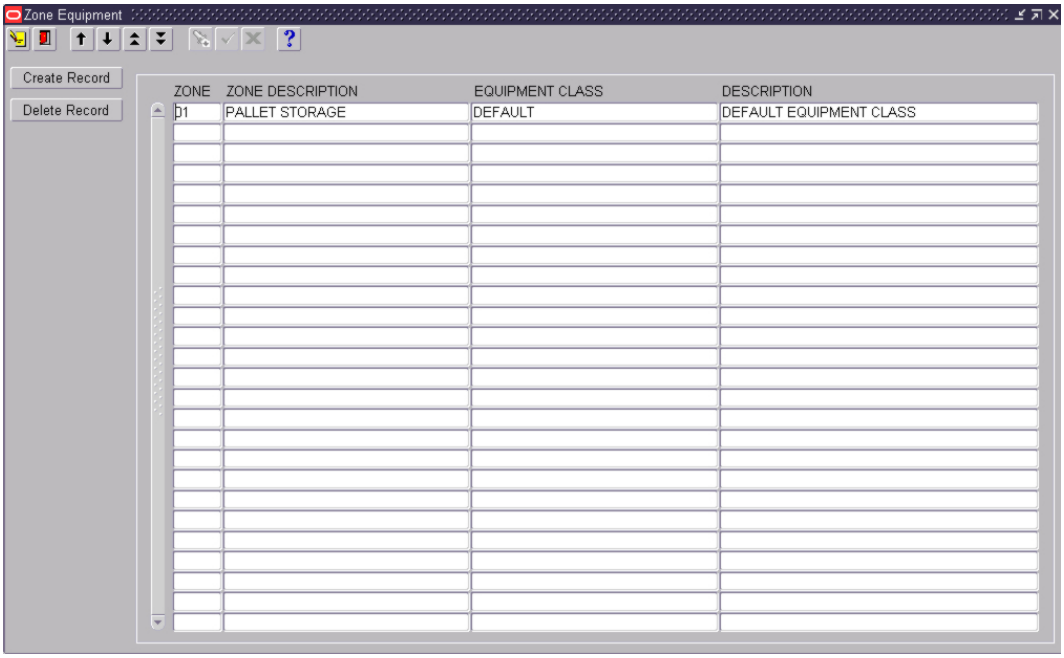
The process for setting up unit sorters is as follows:

1. Identify the sorter groups.
   - Set the maximum number of pack waves allowed for each pick wave.
   - Indicate where merchandise should be dropped-off for both conveyable and non-conveyable merchandise.
2. Assign sorter groups to unit pick systems.
   - Indicate the number of chutes to be used for each pack wave (referred to as pack wave size).
3. Set up the induct zones, the pick-up and drop-off locations, and the internal destinations for unit pick systems.
4. Identify the chute types. Chute types are identified on downloaded or manually created stock orders.
   - Normal orders are routed to a system-defined, regular chute type. Identify the regular chute type for the system parameter reg_pack_chute.
5. Set up the chutes. Associate each chute with a chute type. Limit the chute to particular brand if necessary. Enter the maximum capacity by cube, units, and number of orders. State the fill and regular fill percentages.
6. For each item in the system, indicate whether it is a sortable item.

Equipment Zone Setup

Assign Equipment Classes to Zones

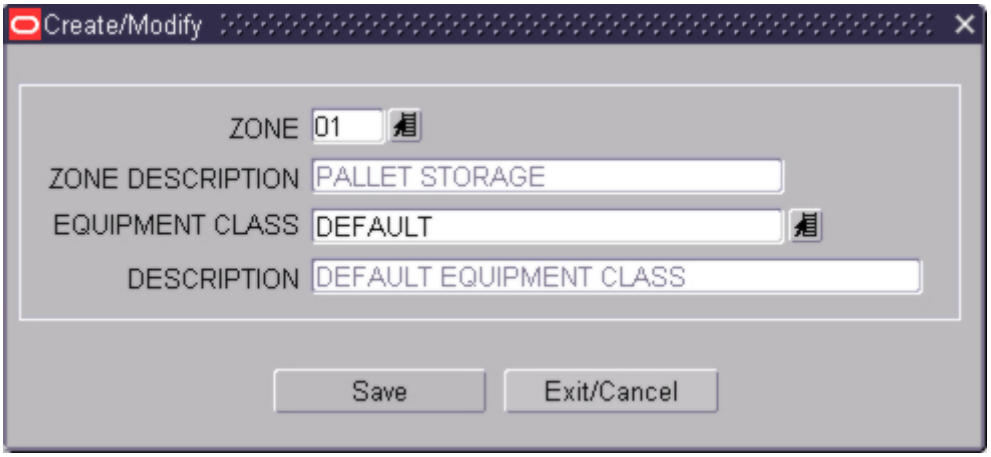
Navigate: From the main menu, select Support Functions > Equipment/Zone Setup > Zone Equipment Editor. The current assignments appear in the Zone Equipment window.



Zone Equipment Window

Edit an Assignment

1. On the Zone Equipment window, double-click the assignment that you want to edit. The Create/Modify window opens.



Create/Modify Window

2. Edit either the zone and equipment class as necessary.
3. Click **Save** to save any changes and close the Create/Modify window.

Add an Assignment

1. On the Zone Equipment window, click **Create Record**. The Create/Modify window opens.
2. In the Zone field, enter the ID of the zone, or click the LOV  button and select the zone.
3. In the Equipment Class field, enter the name of the equipment class, or click the LOV  button and select the equipment class.
4. Click **Save** to save the changes and close the Create/Modify window.

Delete an Assignment

1. On the Zone Equipment window, select the assignment that you want to delete.
2. Click **Delete Record**.
3. When prompted to delete the record, click **Yes**.

Exit the Zone Equipment Window

- Click the exit  button to close the window.

Equipment/Zone Setup Overview

The Equipment/Zone Setup module provides you with options for identifying and grouping the equipment used in the distribution center (DC). You can set up zones within the DC and restrict equipment classes to designated zones.

Once equipment classes are defined, you can assign them to activities, items, locations, processes, and zones. This information is used by RWMS when calculating which tasks should be assigned to operators.

Business Process

Equipment

Setting up equipment classes and equipment is optional in RWMS. Equipment setup is required, however, if you intend to use XYZ functionality in the Labor Management (RLM) product. To set up equipment:

- Define equipment classes. Indicate how many pallets and the maximum weight the equipment can tolerate. Provide the horizontal and vertical clearance, as well as the vertical reach of equipment associated with the equipment class.
- Identify each piece of equipment. Assign the equipment to an equipment class. The equipment inherits the characteristics of the equipment class to which it is assigned. Provide the horizontal and vertical speeds of the equipment. Indicate whether equipment operators must be certified.

Zones

Zones are used to group locations where putaway, distribution, and picking tasks take place. Zones that are used for distribution and picking tasks may be grouped into zone groups. To set up zones:

- Identify the zones. Select the appropriate characteristics for each zone.
- Define zone groups. Assign zones to each zone group in order of priority.

Equipment and zones

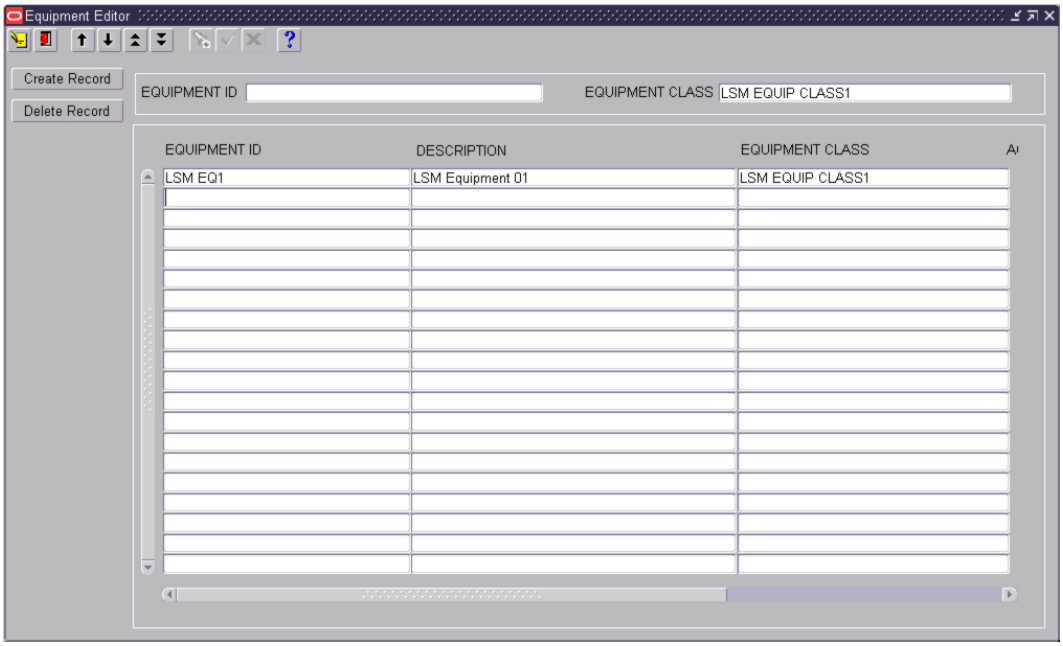
You can assign equipment classes to zones in order to restrict the use of equipment to specific zones.

Reports

There are no reports pertaining to equipment and zone setup.

Maintain Equipment

Navigate: From the main menu, select Support Functions > Equipment/Zone Setup > Equipment Editor. The Equipment Editor window opens.



Equipment Editor Window

> **Note:** You can also access this window from the Equipment Class window.

Display all Equipment

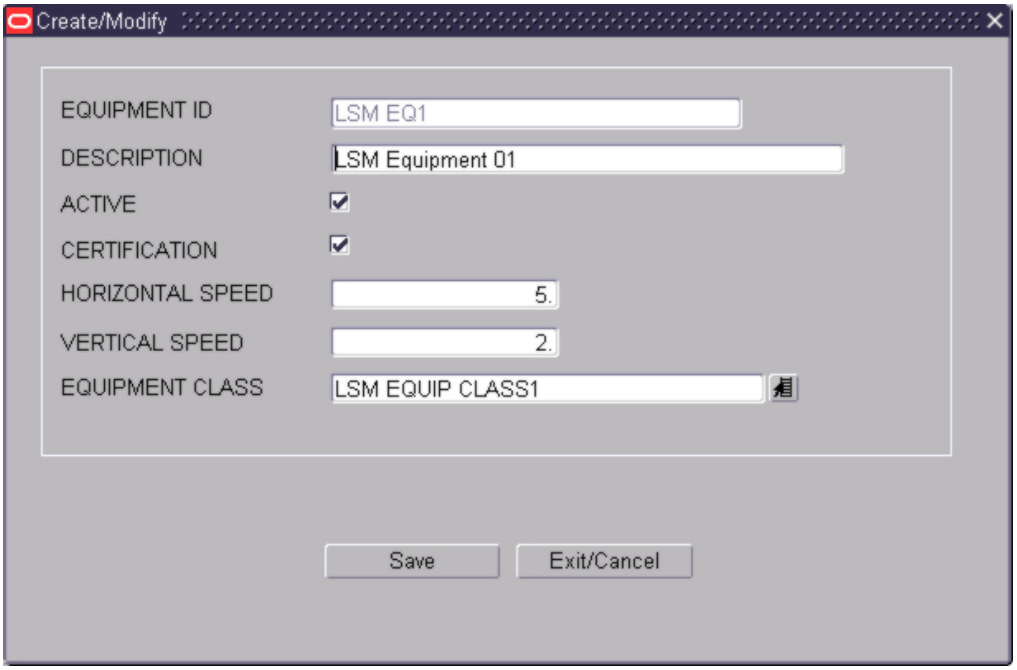
- Click the execute query button.

Display a Subset of the Equipment

1. If any equipment IDs are currently displayed, click the clear button.
2. Click the enter query button.
3. To search for equipment by ID, enter the ID in the Equipment ID query field, or click the LOV button and select the equipment ID.
   To search for equipment IDs by equipment class, enter the name of the equipment class in the Equipment Class query field, or click the LOV button and select the equipment class.
4. Click the execute query button. The equipment IDs that match the search criterion appear.

Edit Equipment

1. On the Equipment Editor window, double-click the piece of equipment that you want to edit. The Create/Modify window opens.



Create/Modify Window

2. Edit the enabled fields as necessary.
3. Click **Save** to save any changes and close the Create/Modify window.

Add Equipment

1. On the Equipment Editor window, click **Create Record**. The Create/Modify window opens.
2. In the Equipment ID and Description fields, enter an ID and description for the piece of equipment.
3. To make the equipment ID available to users, select the Active check box.
4. To indicate that an employee must be certified to use the equipment, select the Certification check box.
5. In the Horizontal Speed and Vertical Speed fields, enter the speed of the equipment when moving horizontally and vertically.
6. In the Equipment Class field, enter the name of the equipment class to which you want to assign the piece of equipment, or click the LOV button and select the equipment class.
7. Click **Save** to save the changes and close the Create/Modify window.

Delete Equipment

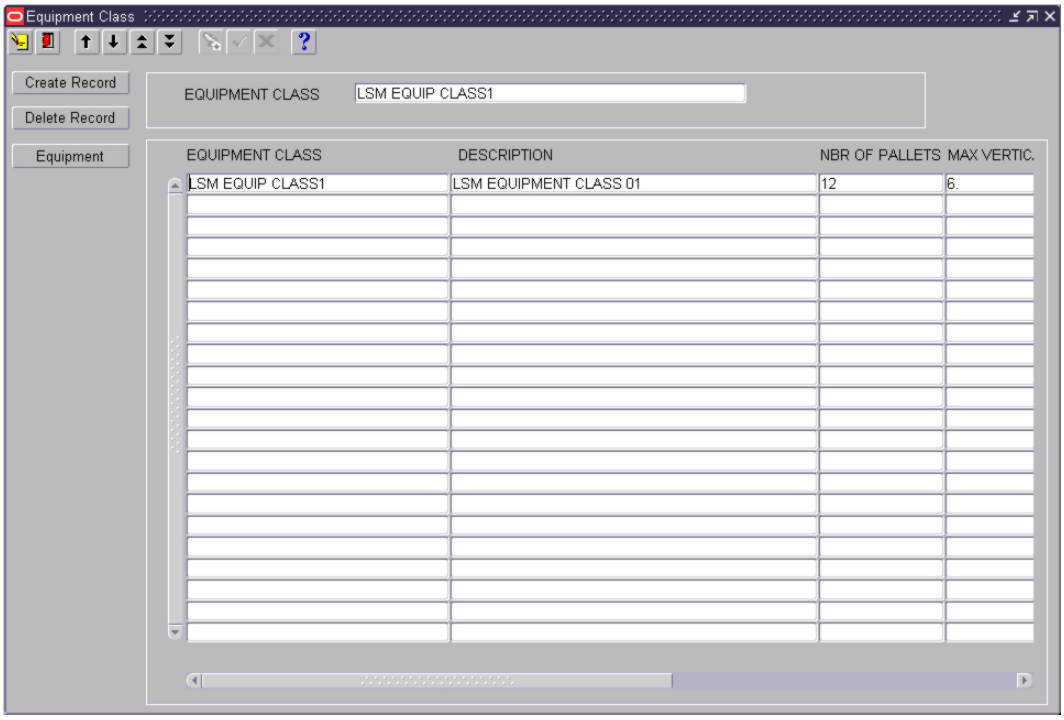
1. On the Equipment Editor window, select the piece of equipment that you want to delete.
2. Click **Delete Record**.
3. When prompted to delete the record, click **Yes**.

Exit the Equipment Editor Window

- Click the exit button to close the window.

Maintain Equipment Classes

Navigate: From the main menu, select Support Functions > Equipment Class Editor. The Equipment Class window opens.



Equipment Class Window

Display All Equipment Classes

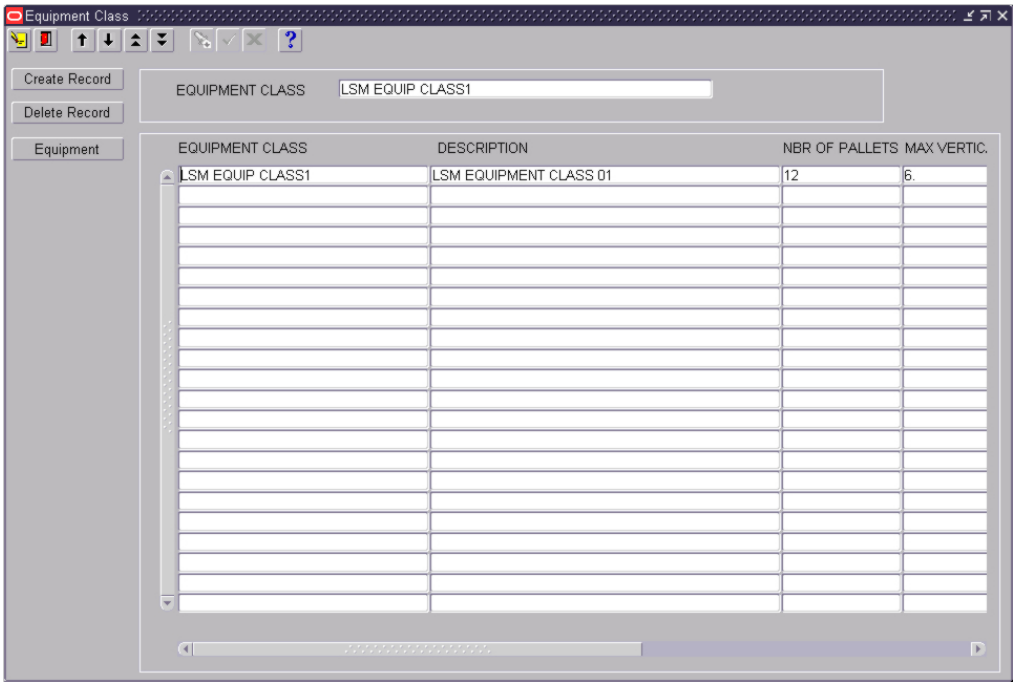
- Click the execute query button.

Display an Equipment Class

1. If any equipment classes are currently displayed, click the clear button.
2. Click the enter query button.
3. In the Equipment Class query field, enter the name of the equipment class, or click the LOV button and select the equipment class.
4. Click the execute query button. The equipment class that matches the search criterion opens.

Edit an Equipment Class

1. On the Equipment Class window, double-click the equipment class that you want to edit. The Create/Modify window opens.



Create/Modify Window

2. Edit the description and measurements as necessary.
3. Click **Save** to save any changes and close the Create/Modify window.

Add an Equipment Class

1. On the Equipment Class window, click **Create Record**. The Create/Modify window opens.
2. In the Equipment Class and Description fields, enter a name and description for the equipment class.
3. In the Nbr of Pallets field, enter the maximum number of pallets that the equipment is designed to handle.
4. In the Max Vertical Reach field, enter the maximum height the equipment can reach to.
5. In the Max Weight field, enter the maximum weight that the equipment is designed to carry.
6. In the Horizontal Overhead and Vertical Overhead fields, enter the horizontal and vertical clearance required by the equipment.
7. Click **Save** to save the changes and close the Add/Modify window.

Delete an Equipment Class

> **Note:** You must delete any equipment assigned to an equipment class before you can delete the equipment class.

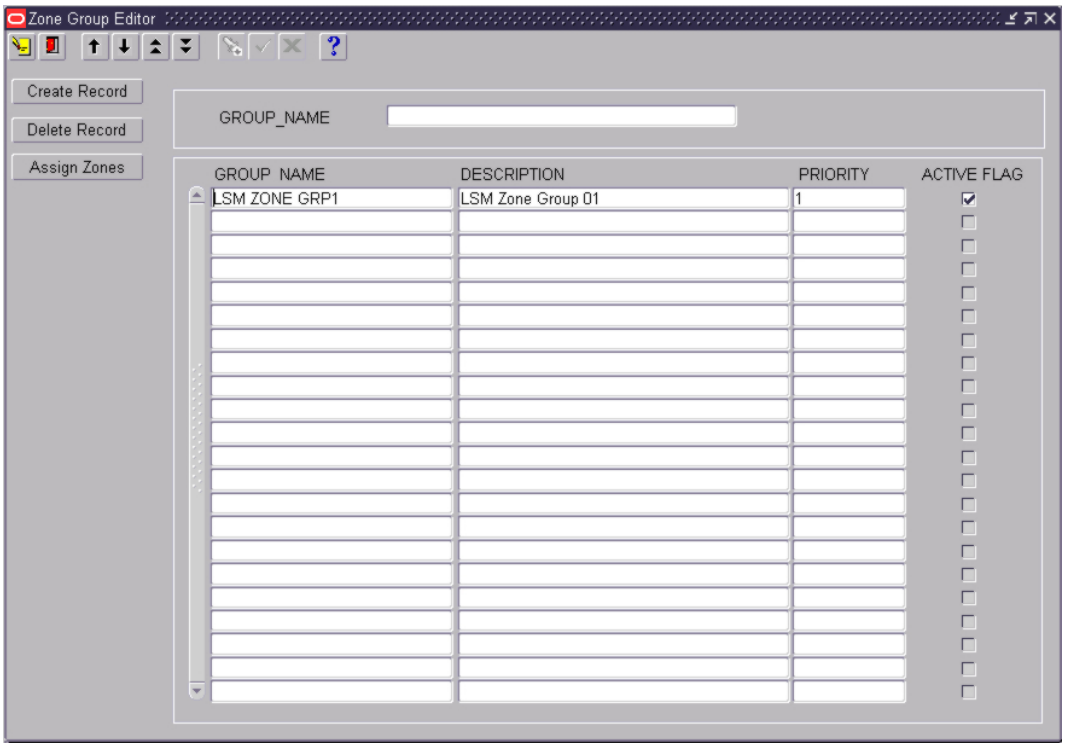
1. On the Equipment Class window, select the equipment class that you want to delete.
2. Click **Delete Record**.
3. When prompted to delete the record, click **Yes**.

Exit the Equipment Class Window

- Click the exit  button to close the window.

Maintain Zone Groups

Navigate: From the main menu, select Support Functions > Equipment/Zone Setup > Zone Group Editor. The Zone Group Editor window opens.



Zone Group Editor Window

Display All Zone Groups

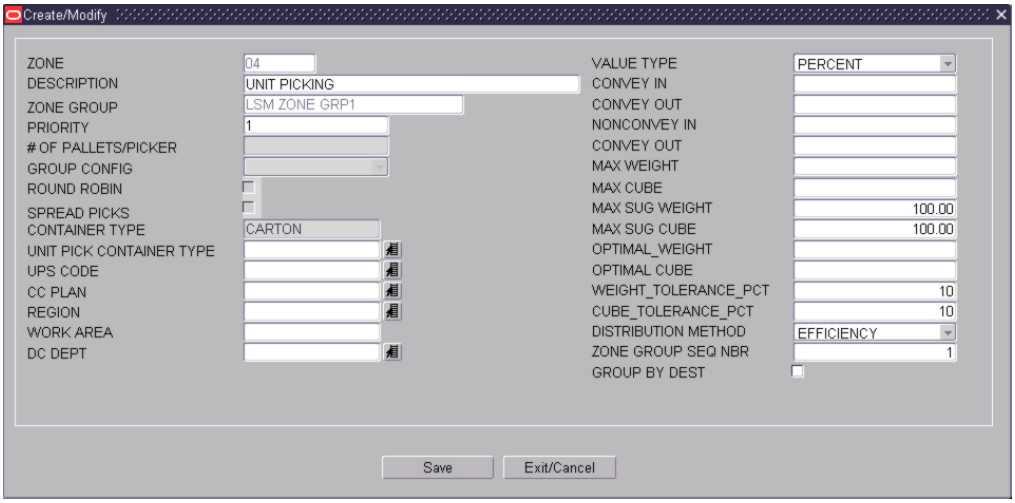
- Click the execute query  button.

Display a Zone Group

1. If any zone groups are currently displayed, click the clear button.
2. Click the enter query button.
3. In the Group Name query field, enter the name of the zone group, or click the LOV button and select the zone group.
4. Click the execute query button. The zone group that matches the search criterion opens.

Edit a Zone Group

1. On the Zone Group Editor window, double-click the zone group that you want to edit. The Add/Modify window opens.



Add/Modify Window

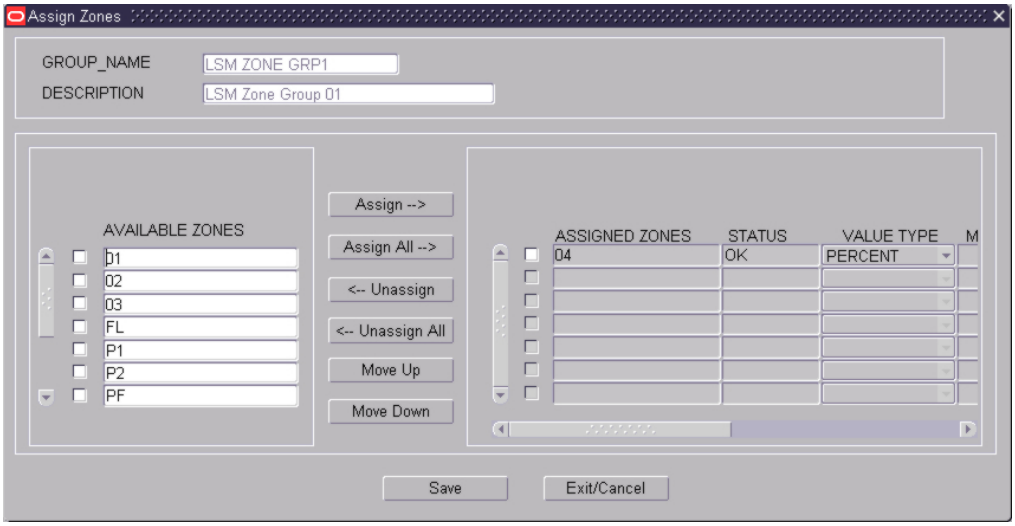
2. Edit the description, priority level for picking, and active option as necessary.
3. Click **Save** to save any changes and close the Add/Modify window.

Add a Zone Group

1. On the Zone Group Editor window, click **Create Record**. The Add/Modify window opens.
2. In the Group Name and Description fields, enter a name and description for the zone group.
3. In the Priority field, enter the priority level of the zone group for picking activities.
4. To make the zone group available to users, select the Active Flag check box.
5. Click **Save** to save the changes and close the Add/Modify window.

Assign Zones to a Zone Group

1. On the Zone Group Editor window, select the zone group that you want to edit.
2. Click **Assign Zones**. The Assign Zones window opens.



Assign Zones Window

3. To assign zones:
   a. Select the check box next to the desired zones on the Available Zones table.
   b. Click **Assign**. The selected zones are moved to the Assigned Zones table.
4. To remove assigned zones:
   a. Select the check box next to the desired zones on the Assigned Zones table.
   b. Click **Unassign**. The selected zones are moved to the Available Zones table.
5. Click **Save** to save any changes and close the Assign Zones window.

> **Note:** In the Assign Zones window, you can 1) click **Assign All** to move all zones to the Assigned Zones table or 2) click **Unassign All** to move all zones to the Available Zones table. All zones are moved whether or not the check boxes are selected.

Resequence the Zones in a Zone Group

1. On the Zone Group Editor window, select the zone group that you want to edit.
2. Click **Assign Zones**. The available and assigned zones for the zone group are displayed in the Assign Zones window.
3. To resequence the assigned zones:
   a. Select the zone to be moved.
   b. To move the zone closer to the top of the list, click **Move Up**.
   c. To move the zone closer to the bottom of the list, click **Move Down**.
4. Click **Save** to save any changes and close the Assign Zones window.

Delete a Zone Group

1. On the Zone Group Editor window, select the zone group that you want to delete.

> **Note:** You can not delete a zone group if any zones have been assigned to the zone group.

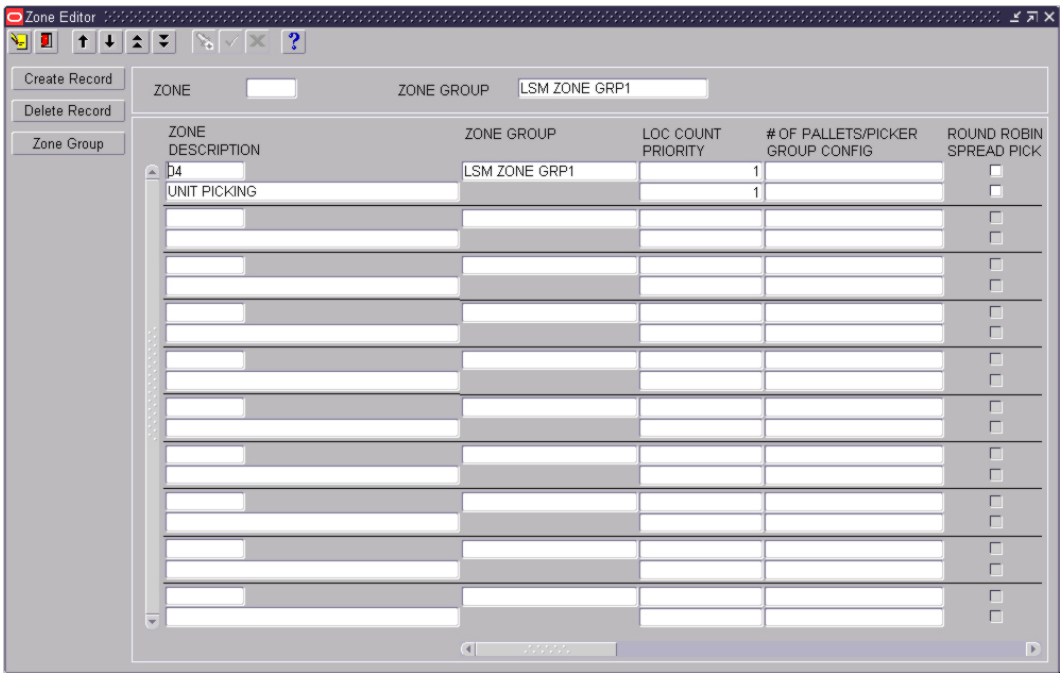
2. Click **Delete Record**.
3. When prompted to delete the record, click **Yes**.

Exit the Zone Group Editor Window

- Click the exit button to close the window.

Maintain Zones

Navigate: From the main menu, select Support Functions > Equipment/Zone Setup > Zone Editor. The Zone Editor window opens.



Zone Editor Window

> **Note:** You can also access this window from the Location Editor window.

Display All Zones

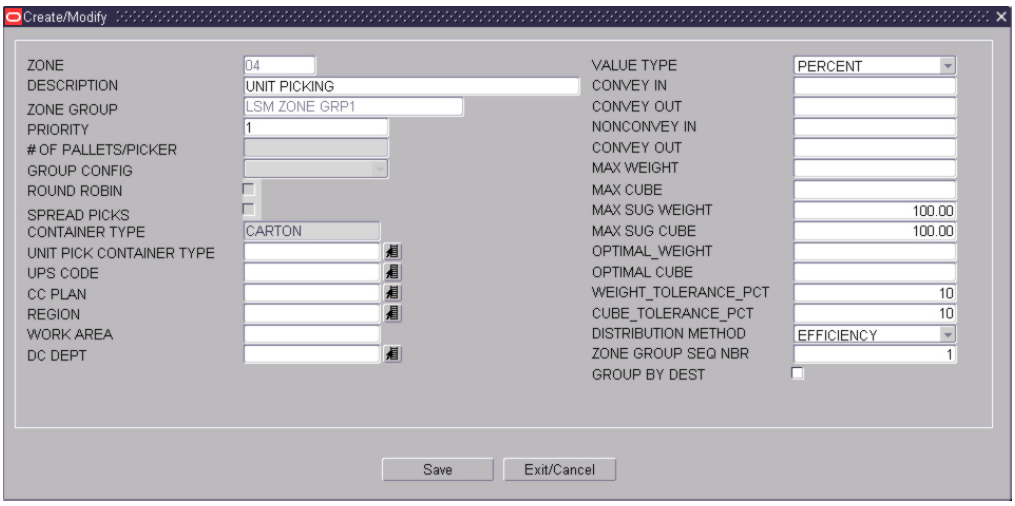
- Click the execute query button.

Display a Subset of Zones

1. If any zones are currently displayed, click the clear button.
2. Click the enter query button.
3. To search for a single zone, enter the ID of the zone in the Zone query field, or click the LOV button and select the zone.
   To search for zones by zone group, enter the name of the zone group in the Zone Group query field, or click the LOV button and select the zone group.
4. Click the execute query button. The zones that match the search criterion are displayed.

Edit a Zone

1. On the Zone Editor window, double-click the zone that you want to edit. The Create/Modify window opens.



Create/Modify Window

2. Edit the enabled fields as necessary.
3. Click **Save** to save any changes and close the Create/Modify window.

Add a Zone

1. On the Zone Editor window, click **Create Record**. The Create/Modify window opens.
2. In the Zone and Description fields, enter an ID and description for the zone.
3. Enter the desired characteristics of the zone.
4. Click **Save** to save the changes and close the Create/Modify window.

Delete a Zone

1. On the Zone Editor window, select the zone that you want to delete.
2. Click **Delete Record**.
3. When prompted to delete the record, click **Yes**.

Exit the Zone Editor Window

- Click the exit button to close the window.

Item Setup

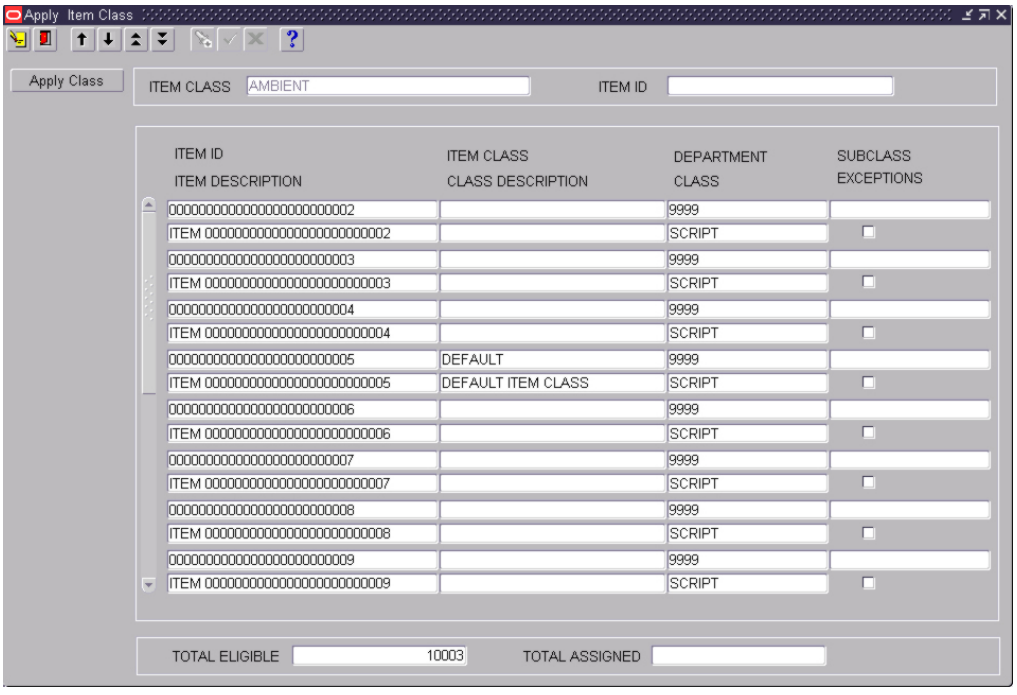
Apply Item Classes

Navigate: From the main menu, select Support Functions > Item Setup > Apply Item Class. The Apply Item Class window opens.

> **Note:** You can also access this window from the New Item Inquiry window and the Item Class Editor window.

Display Items by Item Class

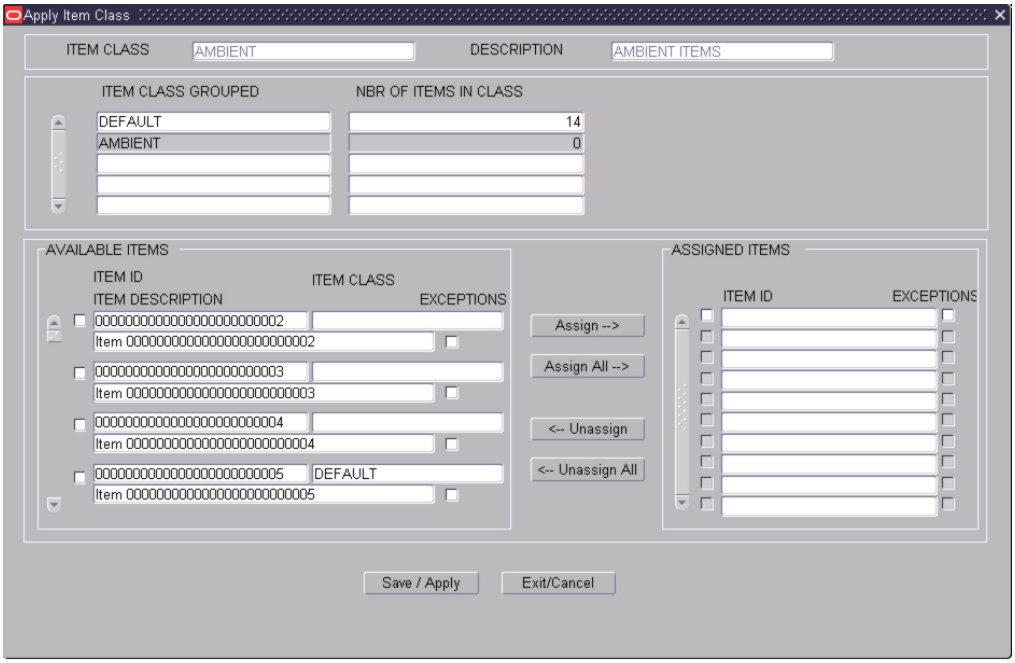
1. If any items or item classes are currently displayed, click the clear button.
2. Click the enter query button.
3. In the Item Class query field, enter the name of the item class, or click the LOV button and select the item class.
4. Click the execute query button. The items that match the build rules of or are assigned to the item class appear on the Apply Item Class (by Item Class) window.



Apply Item Class (by Item Class) Window

Assign Items to an Item Class

1. On the Apply Item Class window, click **Apply Class**. The Apply Item Class (Assign Items) window opens.



Apply Item Class (Assign Items) Window

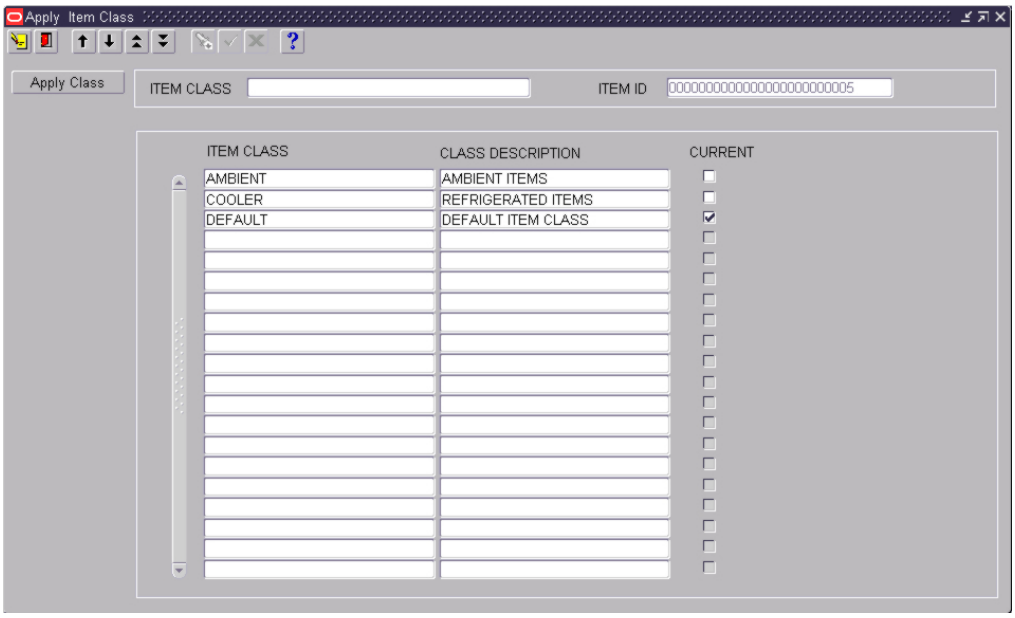
> **Note:** The items that are currently assigned to the location class appear in the Assigned Items table. The remaining items that match the build rules appear in the Available Items table.

2. To assign items:
   a. Select the check box next to the desired items on the Available Items table.
   b. Click **Assign**. The selected items are moved to the Assigned Items table.
3. To remove assigned items:
   a. Select the check box next to the desired items on the Assigned Items table.
   b. Click **Unassign**. The selected items are moved to the Available Items table.
4. Click **Save/Apply** to save the changes and close the Apply Item Class (Assign Items) window.

> **Note:** In the Apply Item Class (Assign Items) window, you can 1) click **Assign All** to move all items to the Assigned Items table or 2) click **Unassign All** to move all items to the Available Items table. All items are moved whether or not the check boxes are selected.

Display Item Classes by Item

1. If any items or item classes are currently displayed, click the clear button.
2. Click the enter query button.
3. In the Item ID query field, enter the ID of the item, or click the LOV button and select the item.
4. Click the execute query button. The item classes that match the selected item appear. The Current check box is selected next to the item class, if any, that is currently assigned to the item on the Apply Item Class (by Item) window.

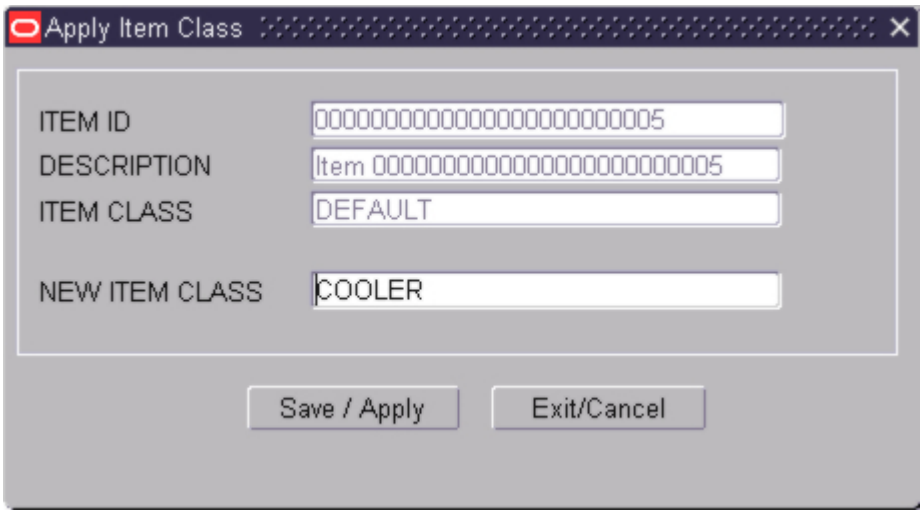


Apply Item Class (by Item) Window

Assign an Item Class to an Item

> **Note:** This procedure is applicable if the item matches more than one item class.

1. On the Apply Item Class window, select the item class that you want to assign to an item.
2. Click **Apply Class**. The Apply Item Class (Assign Item Class) window opens.



Apply Item Class (Assign Item Class) Window

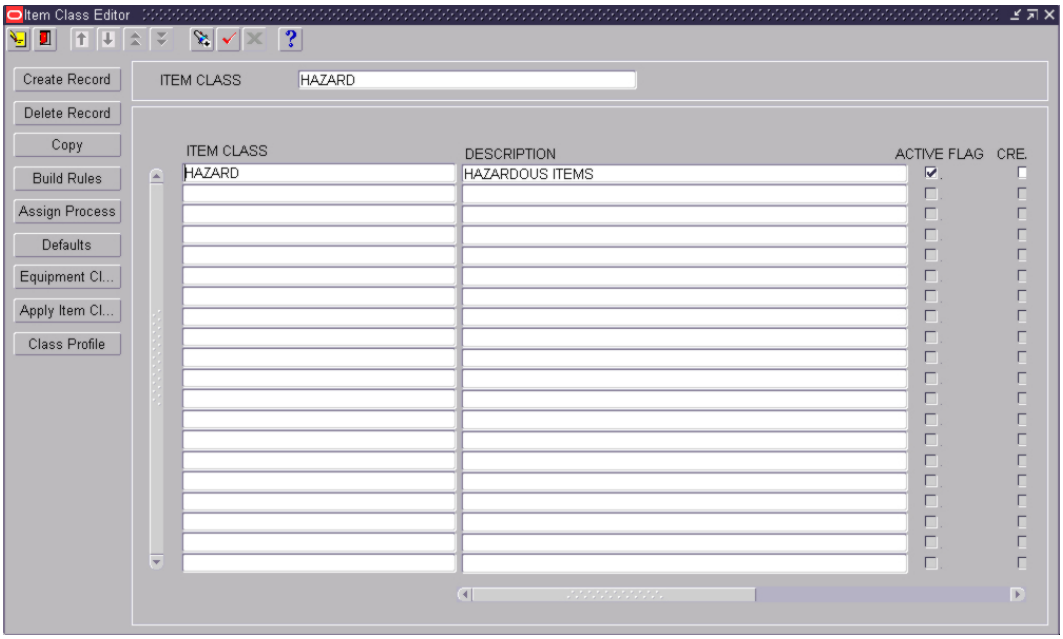
3. If the item class named in the New Item Class field is correct, click **Save/Apply**. The Apply Item Class (Assign Item Class) window is closed and the item class is assigned to the selected item.

Exit the Apply Item Class Window

- Click the exit  button to close the window.

Assign Item Class Defaults

Navigate: From the main menu, select Support Functions > Item Setup > Item Class Editor. The Item Class Editor window opens.



Item Class Editor Window

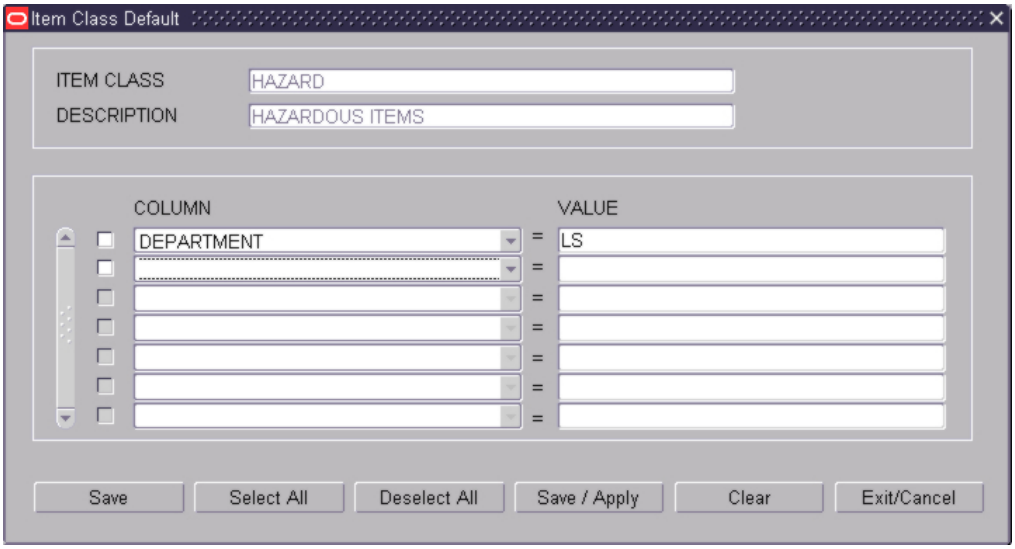
> **Note:** This window is also accessible from the New Item Inquiry window.

Display All Item Classes

- Click the execute query  button.

Assign Defaults

1. On the Item Class Editor window, select the item class that you want to edit.
2. Click **Defaults**. The Item Class Default window opens.



Item Class Default Window

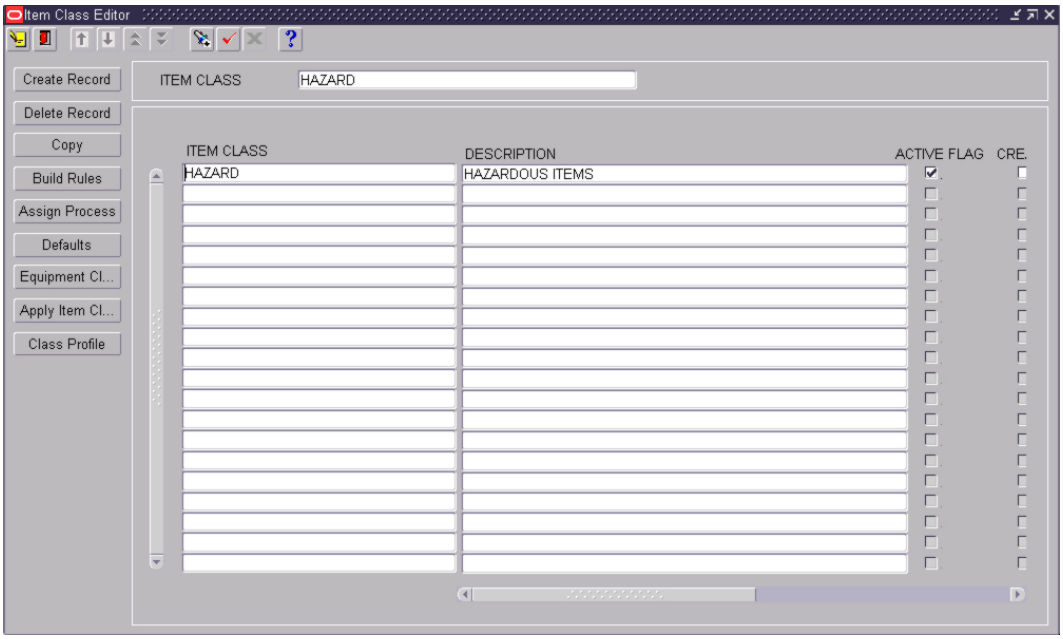
3. To add a default:
   a. In the Column field, select the desired characteristic from the drop-down list.
   b. In the Value field, enter the values of the characteristic.
4. To remove a default:
   a. Select the desired characteristic.
   b. Click **Clear**. The record is removed from the table.
5. [Optional] To apply the defaults to the items that are currently assigned to the item class, click **Save/Apply**.
6. Click **Save** to save the defaults and close the Item Class Default window.

Exit the Item Class Editor Window

- Click the exit  button to close the window.

Assign Item Class Equipment Classes

Navigate: From the main menu, select Support Functions > Item Setup > Item Class Editor. The Item Class Editor window opens.



Item Class Editor Window

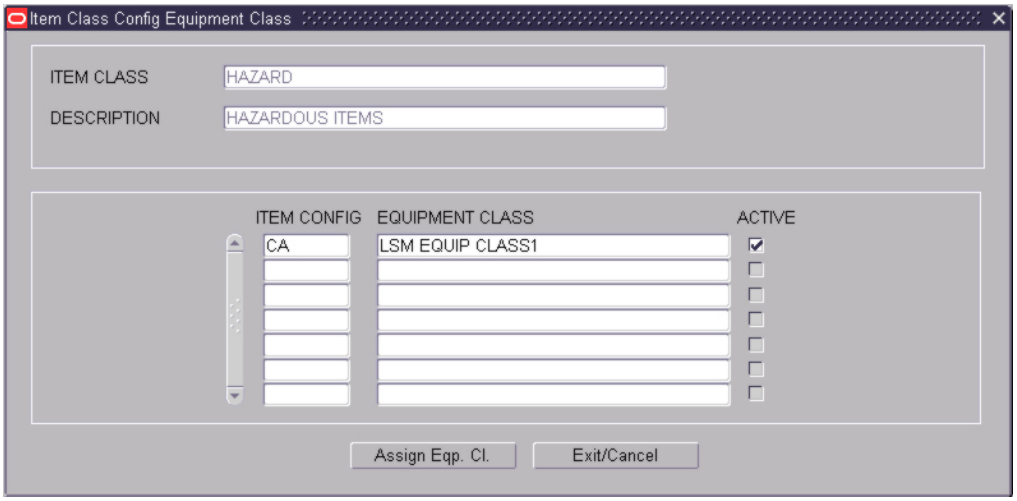
> **Note:** This window is also accessible from the New Item Inquiry window.

Display All Item Classes

- Click the execute query  button.

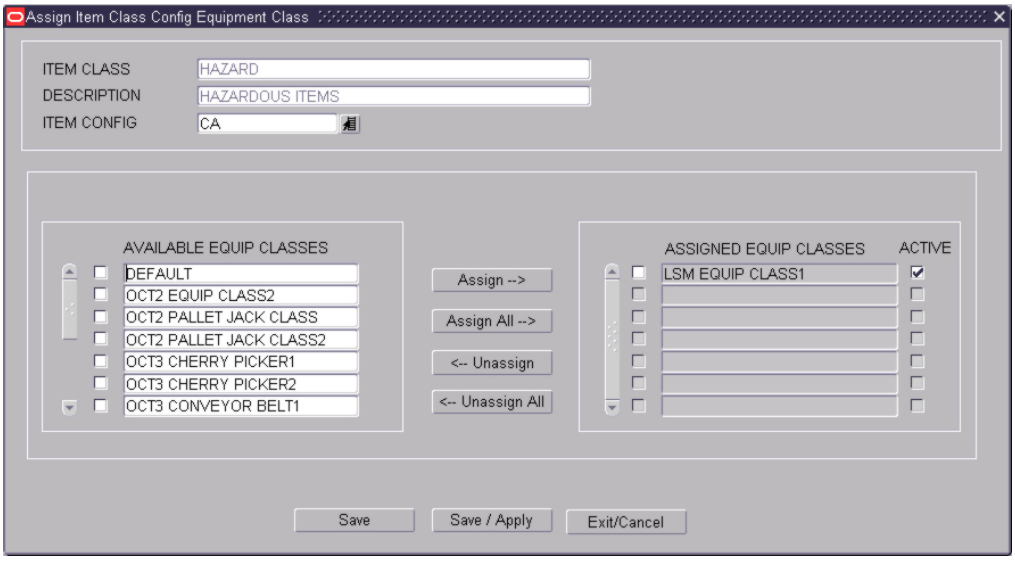
Assign Equipment Classes

1. On the Item Class Editor window, select the item class that you want to edit.
2. Click **Equipment Cl**. The current assignments appear on the Item Class Config Equipment Class window.



Item Class Config Equipment Class Window

3. Click **Assign Eqp Cl**. The Assign Item Class Config Equipment Class window opens.



Assign Item Class Config Equipment Class Window

4. In the Item Config field, enter the ID of the item configuration that you want to edit, or click the LOV button and select the item configuration. The available equipment classes appear.
5. To assign equipment classes:
   a. Select the check box next to the desired equipment classes on the Available Equip Classes table.
   b. Click **Assign**. The selected equipment classes are moved to the Assigned Equip Classes table.

6. To remove assigned equipment classes:
   a. Select the check box next to the desired equipment classes on the Assigned Equip Classes table.
   b. Click **Unassign**. The selected equipment classes are moved to the Available Equip Class table.
7. To make the assigned equipment classes available to users, select the Active check box next to the appropriate equipment classes.
8. [Optional] To apply the equipment classes to all items that are currently assigned to the item class, click **Save/Apply**.
9. Click **Save** to save any changes and close the Assign Item Class Config Equipment Class window.
10. Click **Exit/Cancel** to close the Item Class Config Equipment Class window.

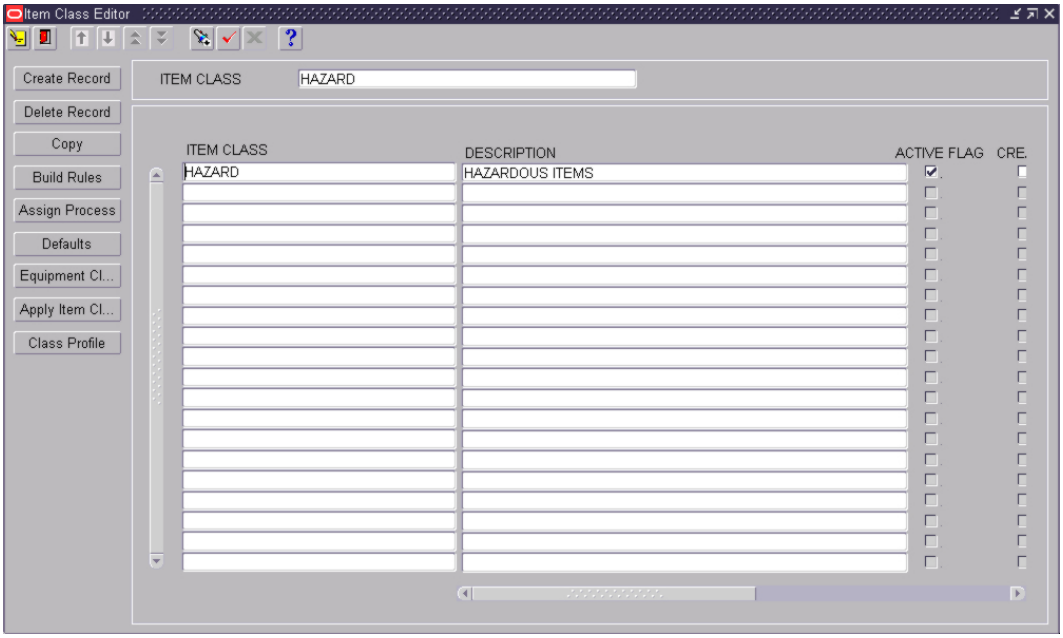
> **Note:** In the Assign Item Class Config Equipment Class window, you can 1) click **Assign All** to move all equipment classes to the Assigned Equip Classes table or 2) click **Unassign All** to move all equipment classes to the Available Equip Classes table. All equipment classes are moved whether or not the check boxes are selected.

Exit the Item Class Editor Window

- Click the exit  button to close the window.

Assign Item Class Processes

Navigate: From the main menu, select Support Functions > Item Setup > Item Class Editor. The Item Class Editor window opens.



Item Class Editor Window

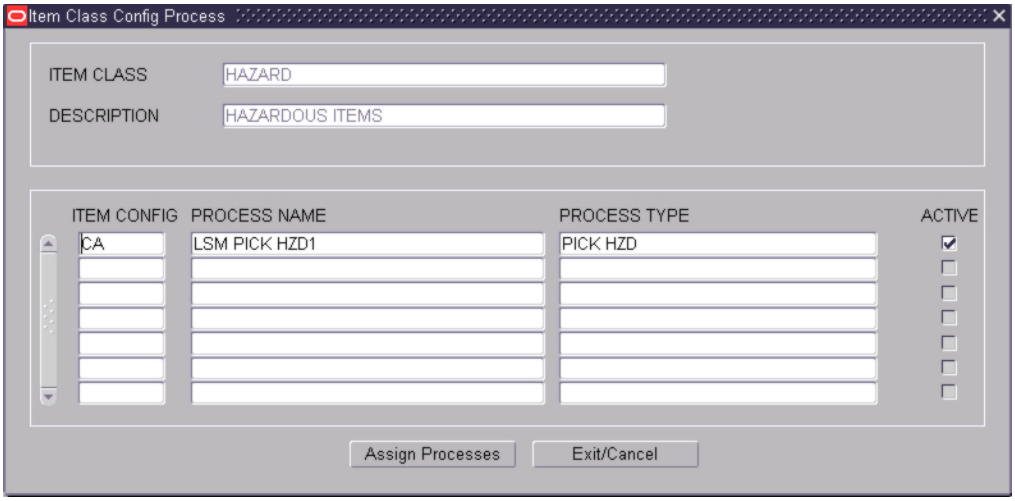
> **Note:** This window is also accessible from the New Item Inquiry window.

Display All Item Classes

- Click the execute query button.

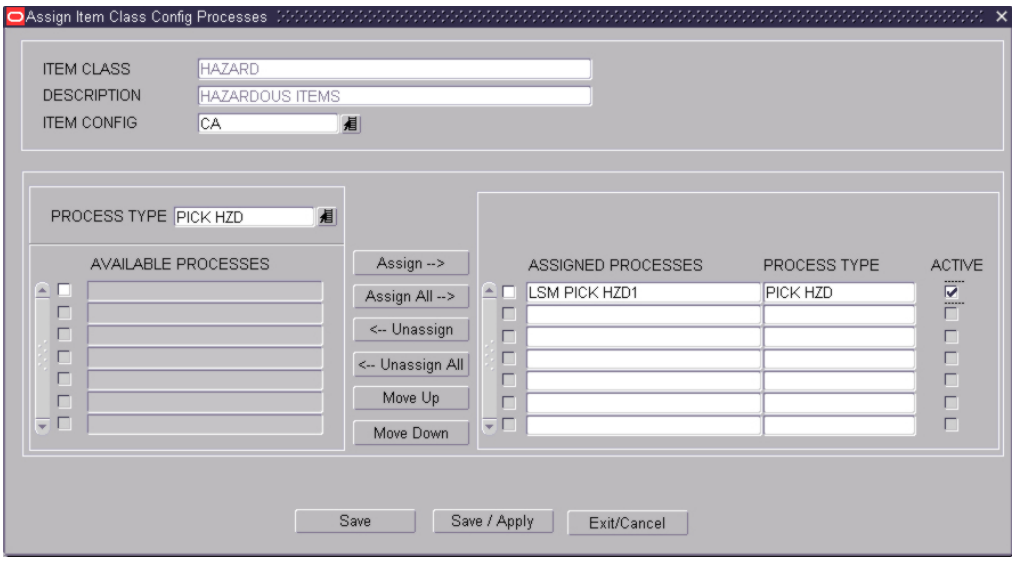
Assign Processes

1. On the Item Class Editor window, select the item class that you want to edit.
2. Click **Assign Process**. The current assignments appear on the Item Class Config Process window.



Item Class Config Process Window

3. Click **Assign Processes**. The Assign Item Class Config Processes window opens.



Assign Item Class Config Processes Window

4. In the Item Config field, enter the ID of the item configuration that you want to edit, or click the LOV button and select the item configuration. The available processes appear.
5. [Optional] To filter the processes listed in the Available Processes table, enter the name of a process type in the Process Type field, or click the LOV button and select the process type.

6. To assign processes:
   a. Select the check box next to the desired processes on the Available Processes table.
   b. Click **Assign**. The selected processes are moved to the Assigned Processes table.
7. To remove assigned processes:
   a. Select the check box next to the desired processes on the Assigned Processes table.
   b. Click **Unassign**. The selected processes are moved to the Available Processes table.
8. To make the assigned processes available to users, select the Active check box next to the appropriate processes.
9. [Optional] To apply the processes to all items that are currently assigned to the item class, click **Save/Apply**.
10. Click **Save** to save any changes and close the Assign Item Class Config Processes window.
11. Click **Exit/Cancel** to close the Item Class Config Process window.

> **Note:** In the Assign Item Class Config Processes window, you can 1) click **Assign All** to move all processes to the Assigned Processes table or 2) click **Unassign All** to move all processes to the Available Processes table. All processes are moved whether or not the check boxes are selected.

Resequence the Processes

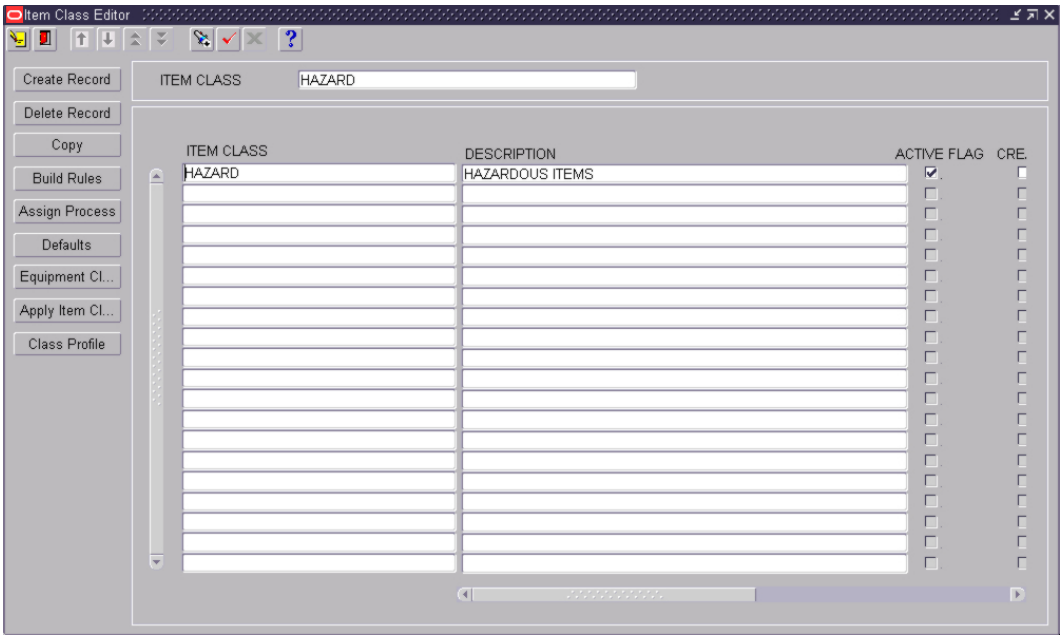
1. On the Item Class Editor window, select the item class that you want to edit.
2. Click **Assign Process**. The current assignments appear on the Item Class Config Process window.
3. Click **Assign Processes**. The Assign Item Class Config Processes window opens.
4. In the Item Config field, enter the ID of the item configuration that you want to edit, or click the LOV  button and select the item configuration. The available and assigned processes appear.
5. To resequence the assigned processes:
   a. Select the process to be moved.
   b. To move the process closer to the top of the list, click **Move Up**.
   c. To move the process closer to the bottom of the list, click **Move Down**.
6. Click **Save** to save any changes and close the Assign Item Class Config Processes window.
7. Click **Exit/Cancel** to close the Item Class Config Process window.

Exit the Item Class Editor Window

- Click the exit  button to close the window.

Build Item Class Rules

Navigate: From the main menu, select Support Functions > Item Setup > Item Class Editor. The Item Class Editor window opens.



Item Class Editor Window

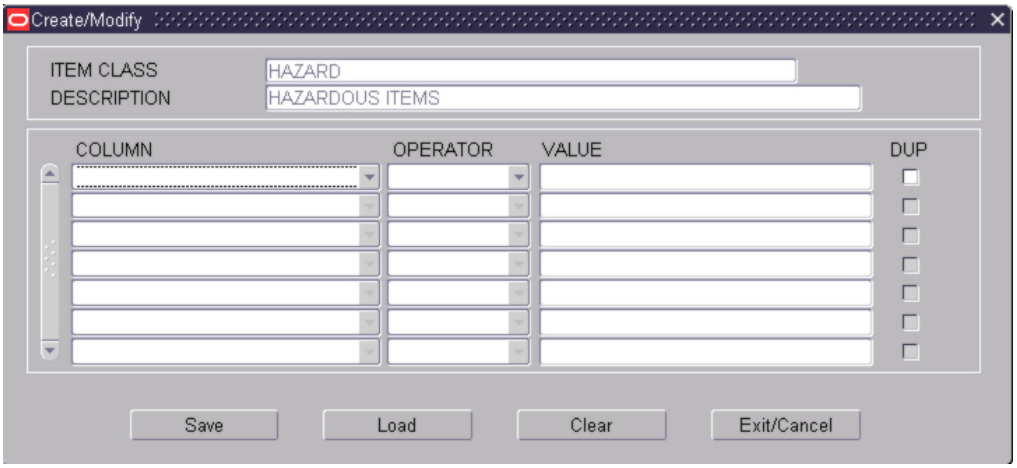
> **Note:** This window is also accessible from the New Item Inquiry window.

Display All Item Classes

- Click the execute query  button.

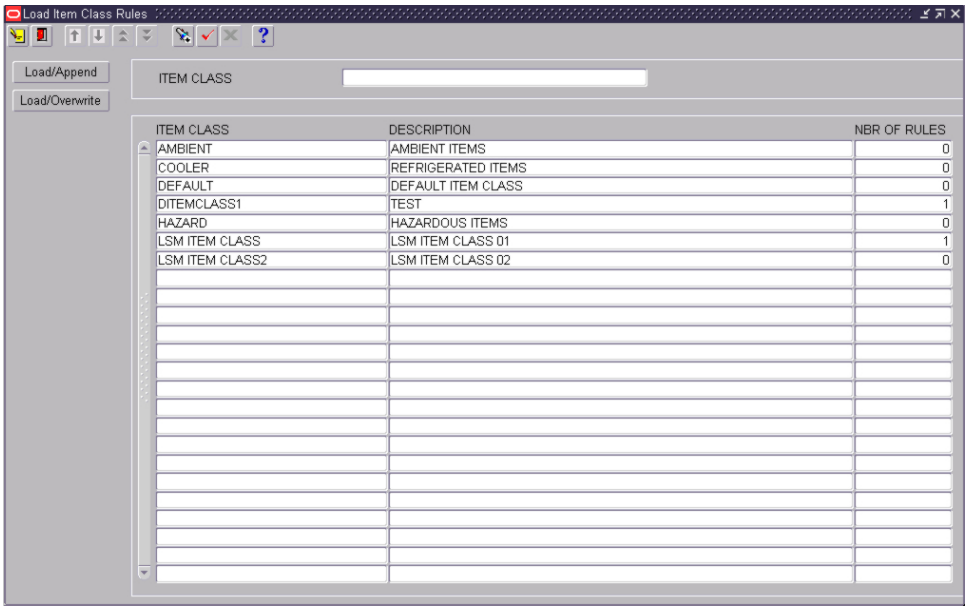
Build Rules for an Item Class

1. On the Item Class Editor window, select the item class that you want to edit.
2. Click **Build Rules**. The Create/Modify window opens.



Create/Modify Window

3. Define the rules for selecting the members of the item class:
   a. In the Column fields, select the limiting factors.
   b. In the Operator fields, select the relational operators.
   c. In the Value fields, enter the values of the limiting factors.
4. [Optional] To copy the rules from another item class:
   a. On the Create/Modify window, click **Load**. The Load Item Class Rules window opens.



Load Item Class Rules Window

   b. Select the item class whose rules you want to copy.

> **Note:** To view the rules for an item class, double-click the desired item class. The rules appear in the Item Class Rules View Only window.

   c. Click **Load/Append** to add the rules to any existing rules, or click **Load/Overwrite** to replace any existing rules with the selected rules. You are returned to the Create/Modify window.
   d. If by appending the rules any duplicates occur, the Dup check box is selected next to the duplicate. Select the duplicate rule and click **Clear** to remove it.
5. Click **Save** to save the rules and close the Create/Modify window.

Exit the Item Class Editor Window

- Click the exit  button to close the window.

Item Setup Overview

Items and many of the details pertaining to items are downloaded from the host system. At the DC, however, additional attributes and details may be required.

In the Item Setup module, you can maintain the details and attributes specific to material handling in the DC. You also have visibility to additional item details which cannot be edited in RWMS.

If you have access to a warehouse optimization application, you can transmit SKU profiles to the application on demand. In return, the application recommends tasks for optimizing the SKU profiles.

Business Process

The following types of tasks may be performed in the Item Setup module:

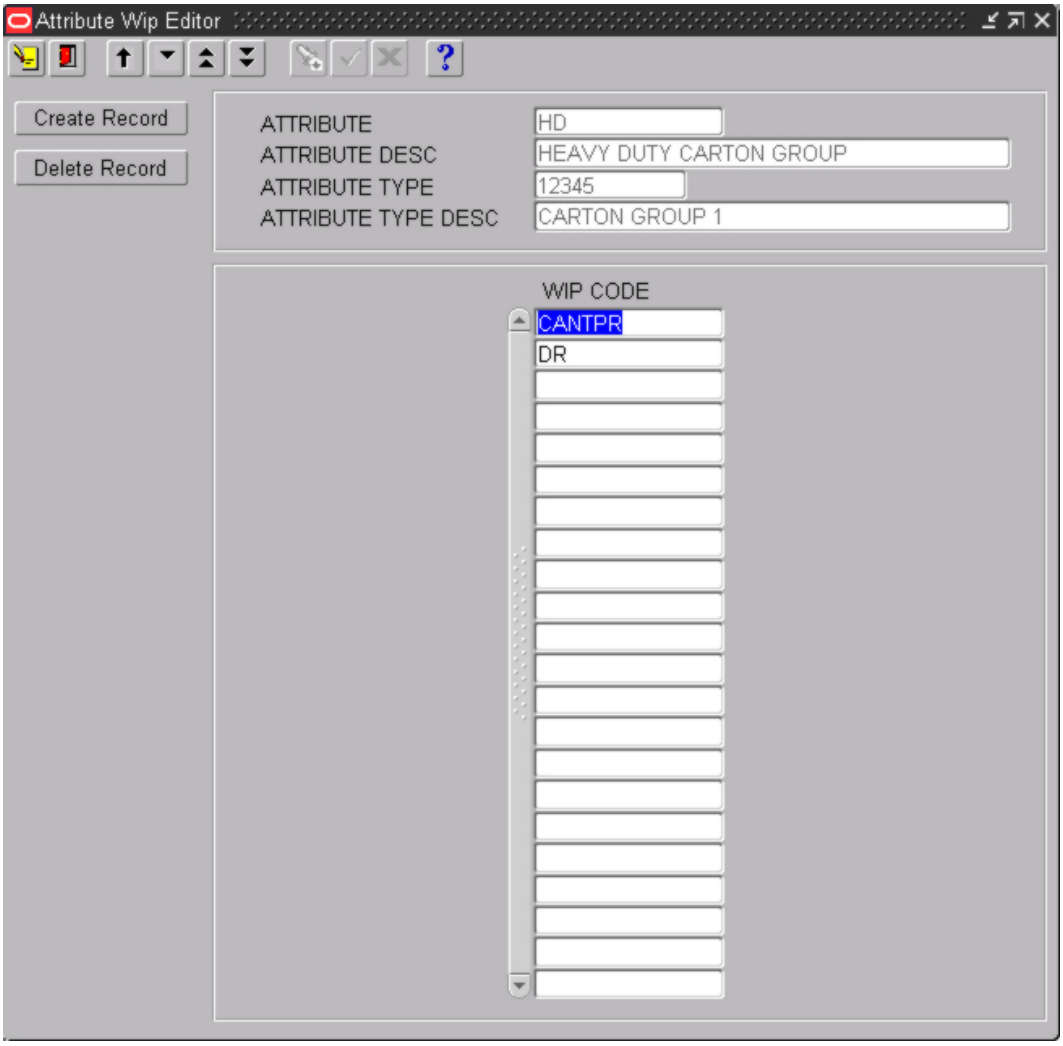
1. Define combinability codes and attributes:
   - Combinability codes: Combinability codes prevent the packaging of incompatible merchandise in the same carton. Create the combinability codes, identify the incompatible codes for each, define one or more attribute types for combinability codes, define attributes to correspond with each combinability code. Assign the attributes to items.
   - Attributes: Define attribute types. Select the combinability or carton group options, if applicable. Define attributes and associate them with attribute types. When applicable, assign WIP codes to attributes. Assign the attributes to items.
2. Indicate which item fields are owned by the host system and which are owned by the DC. Item fields owned by the DC are protected from updates sent by the host system. Conversely, item fields owned by the host system are protected from updates in RWMS.
3. Set up default characteristics and attributes for items by department, class, subclass, or vendor style. When items are received from the host system or manually entered, they inherit the appropriate defaults.
4. Set up item classes. Item classes are used to group items with similar defaults, processes, and equipment classes. When an item class is assigned to an item, the item inherits the settings of the item class. If necessary, you can a) edit the defaults at the item level and b) edit the processes and equipment classes at the item configuration level.
5. Add or edit items. Although items are received from the host system, it is possible to manually add items. Details may be edited for items received from the host and for manually-created items. Edit the item configurations and the component items of kits as necessary.
6. Set up the vendor audit and quality audit percentages by vendor. The appropriate WIP codes are automatically assigned to inbound containers from the vendors. For each audit type, you can assign the following:
   - Frequency: Percentage of shipments to be audited.
   - Sampling: Percentage of each shipment to be audited.
7. View item and vendor details. You can view but not edit the following:
   - Diff groups, diffs, and item diffs.
   - Universal product codes (UPC) by item.
   - Multi-price ticketing by item.
   - Vendor addresses.

Reports

The Item Class Profile report lists all defaults, processes, and equipment classes assigned to a specified item class or item. At the item class level, you can choose to display all items that are members of the item class or only those members with exceptions.

Maintain Attribute WIP Codes

Navigate: From the main menu, select Support Functions > Item Setup > Attribute WIP Editor. The Attribute WIP Editor window opens.



Attribute WIP Editor Window

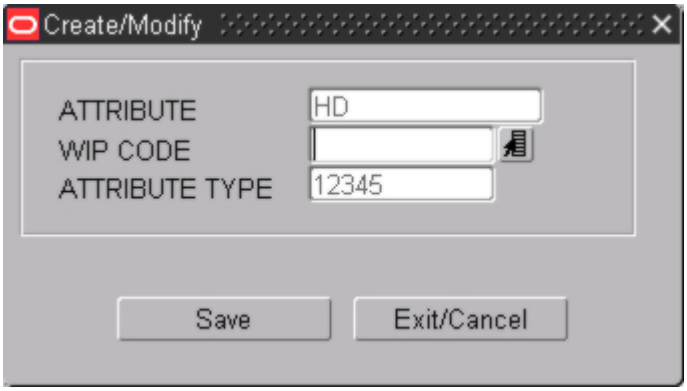
> **Note:** You can also access this window from the Attribute Editor window and the Item Attribute Editor window.

Display Attribute WIP Codes

1. If an attribute is currently displayed, click the clear button.
2. Click the enter query button.
3. In the Attribute query field, enter the code for an attribute, or click the LOV button and select an attribute.
4. Click the execute query button. The WIP codes associated with the selected attribute appear.

Add a WIP Code

1. On the Attribute WIP Editor window, click **Create Record**. The Create/Modify window opens.



Create/Modify Window

2. In the WIP Code field, enter the desired WIP code, or click the LOV button and select the WIP code.
3. Click **Save** to save the changes and close the Create/Modify window.

Delete a WIP Code

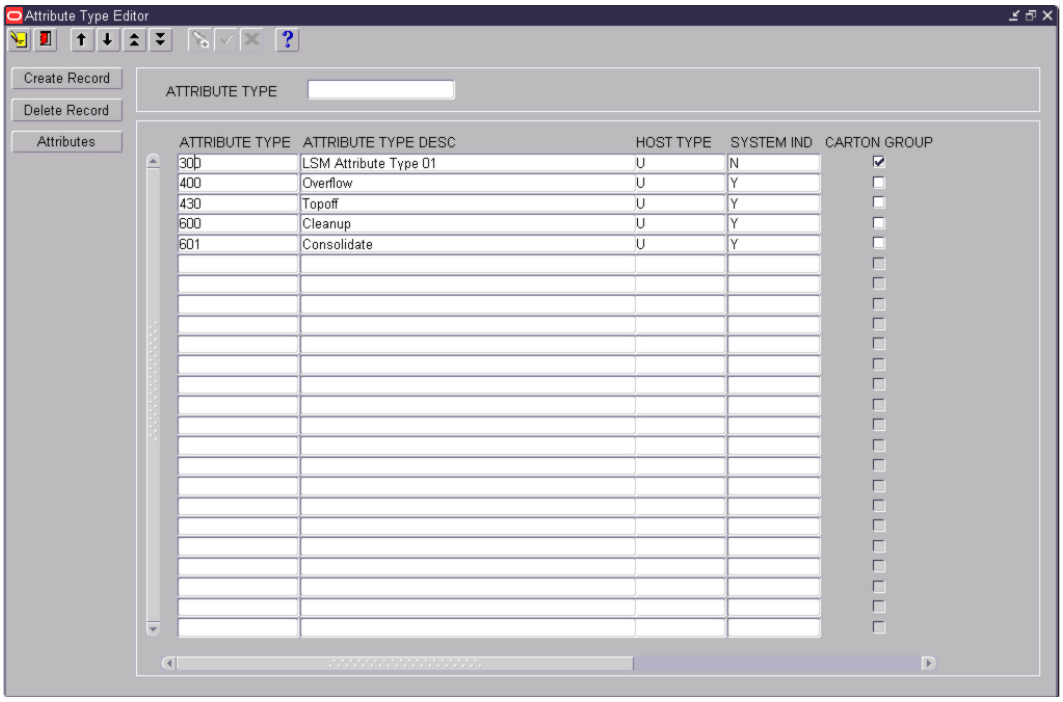
1. On the Attribute WIP Editor window, select the WIP code that you want to delete.
2. Click **Delete Record**.
3. When prompted to delete the record, click **Yes**.

Exit the Attribute WIP Editor Window

- Click the exit button to close the window.

Maintain Attribute Types

Navigate: From the main menu, select Support Functions > Item Setup > Attribute Type Editor. The Attribute Type Editor window opens.



Attribute Type Editor Window

> **Note:** You can also access this window from the following windows: Attribute Editor, Item Attribute Editor, Attribute Default Editor, and Location Attribute Editor.

Display All Attribute Types

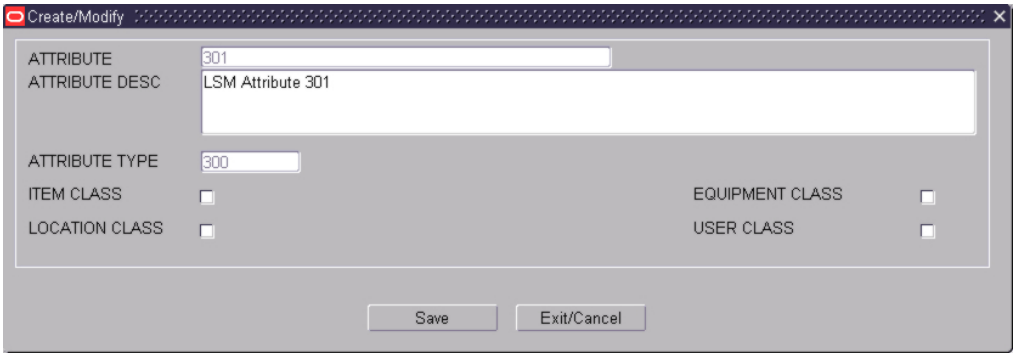
- Click the execute query button.

Display an Attribute Type

1. If any attribute types are currently displayed, click the clear button.
2. Click the enter query button.
3. In the Attribute Type query field, enter the ID of an attribute type, or click the LOV button and select the attribute type.
4. Click the execute query button. The attribute type that matches the search criterion opens.

Edit an Attribute Type

1. On the Attribute Type Editor window, double-click the attribute type that you want to edit. The Create/Modify window opens.



Create/Modify Window

> **Note:** You can not edit an attribute type if the system indicator equals Y (Yes).

2. Edit the description as necessary.
3. To associate the appropriate characteristics with the attribute type, select or clear the check boxes next to each characteristic.
4. Click **Save** to save any changes and close the Create/Modify window.

Add an Attribute Type

1. On the Attribute Type Editor window, click **Create Record**. The Create/Modify window opens.
2. In the Attribute Type and Description fields, enter an ID and description for the attribute type.
3. Select the Carton Group check box if the attribute type pertains to cartonization.
4. Select the Combinability check box if the attribute type pertains to combinability restrictions.
5. Select the check box next to the operations that you want to associate with the attribute type.
6. Click **Save** to save the changes and close the Create/Modify window.

Delete an Attribute Type

1. On the Attribute Type Editor window, select the attribute type that you want to delete.

> **Note:** You can not delete an attribute type if the system indicator equals Y (Yes).

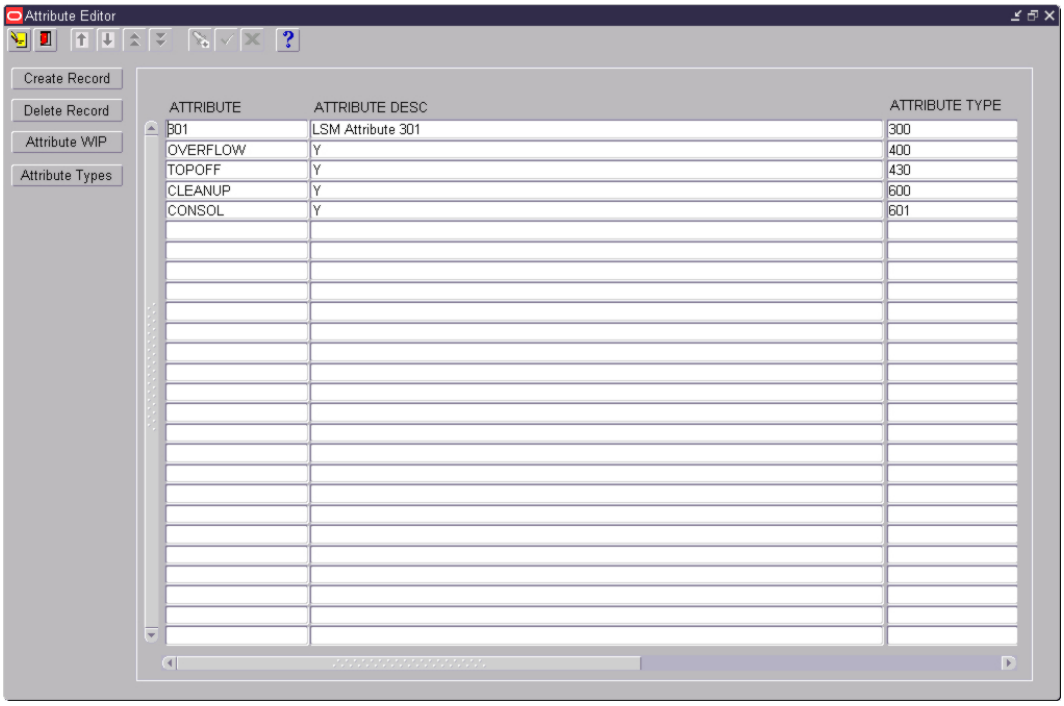
2. Click **Delete Record**.
3. When prompted to delete the record, click **Yes**.

Exit the Attribute Type Editor Window

- Click the exit  button to close the window.

Maintain Attributes

Navigate: From the main menu, select Support Functions > Item Setup > Attribute Editor. The current attributes appear in the Attribute Editor window.

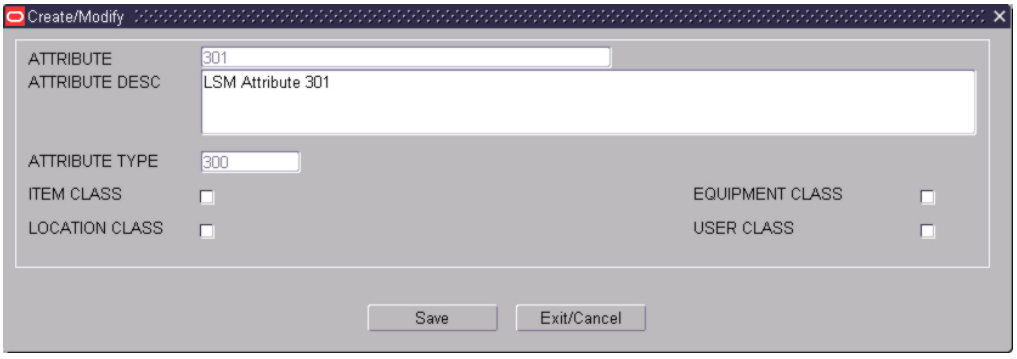


Attribute Editor Window

> **Note:** You can also access this window from the Attribute Type Editor window.

Edit an Attribute

1. On the Attribute Editor window, double-click the attribute that you want to edit. The Create/Modify window opens.



Create/Modify Window

> **Note:** You can not edit an attribute type if the system indicator is selected.

2. Edit the description as necessary.
3. To make an attribute available for a class, select the check box next to each desired class.
4. Click **Save** to save any changes and close the Create/Modify window.

Add an Attribute

1. On the Attribute Editor window, click **Create Record**. The Create/Modify window opens.
2. In the Attribute and Attribute Desc fields, enter an ID and description for the attribute.
3. In the Attribute Type field, enter the ID for the attribute type that you want to associate with the attribute, or click the LOV  button and select the attribute type.
4. Select the check box next to each class that want to make the attribute available for.
5. Click **Save** to save the changes and close the Create/Modify window.

Delete an Attribute

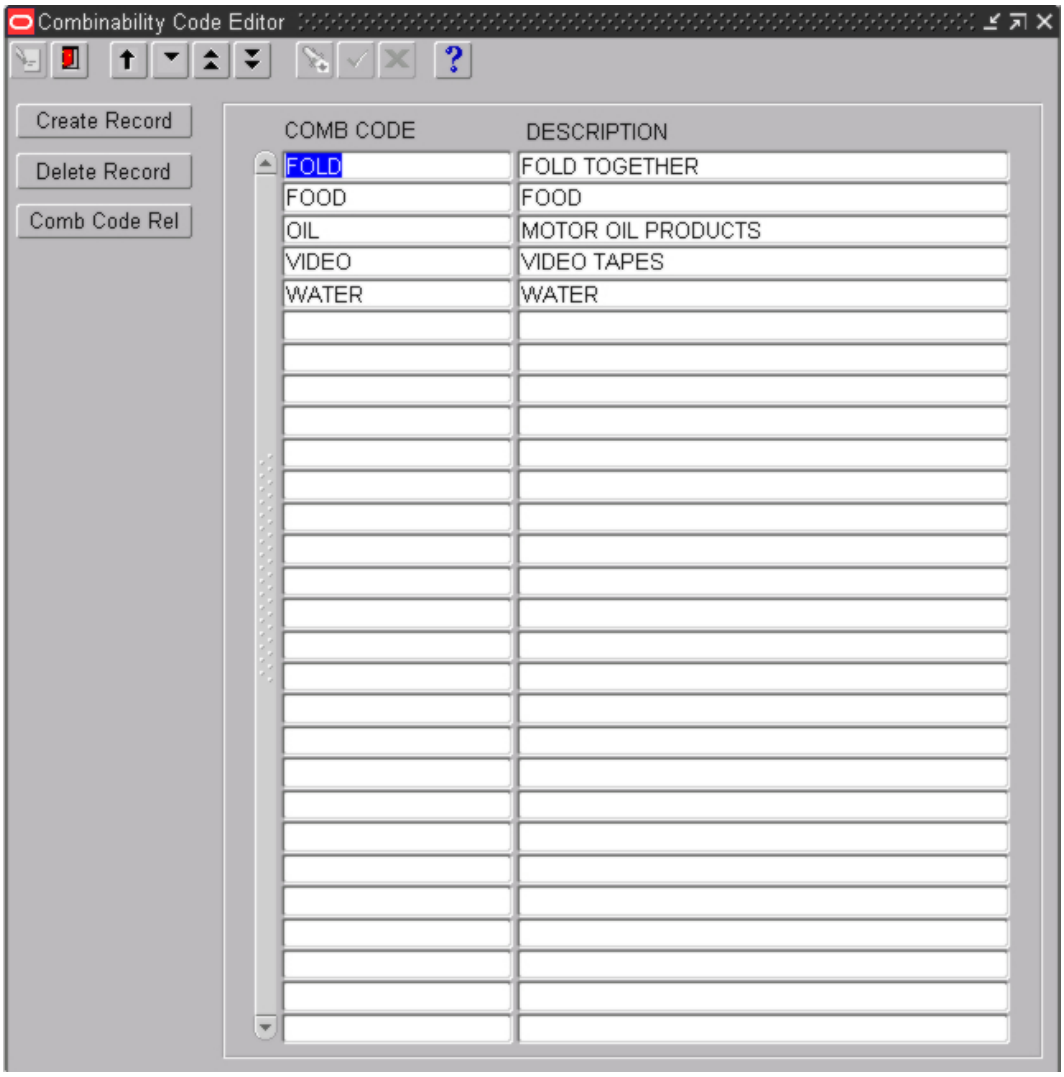
1. On the Attribute Editor window, select the attribute that you want to delete.
2. Click **Delete Record**.
3. When prompted to delete the record, click **Yes**.

Exit the Attribute Editor Window

- Click the exit  button to close the window.

Maintain Combinability Codes

Navigate: From the main menu, select Support Functions > Item Setup > Combinability Code Editor. The current combinability codes appear in the Combinability Code Editor window.



Combinability Code Editor Window

Edit a Combinability Code

1. On the Combinability Code Editor window, double-click the combinability code that you want to edit. The Create/Modify window opens.

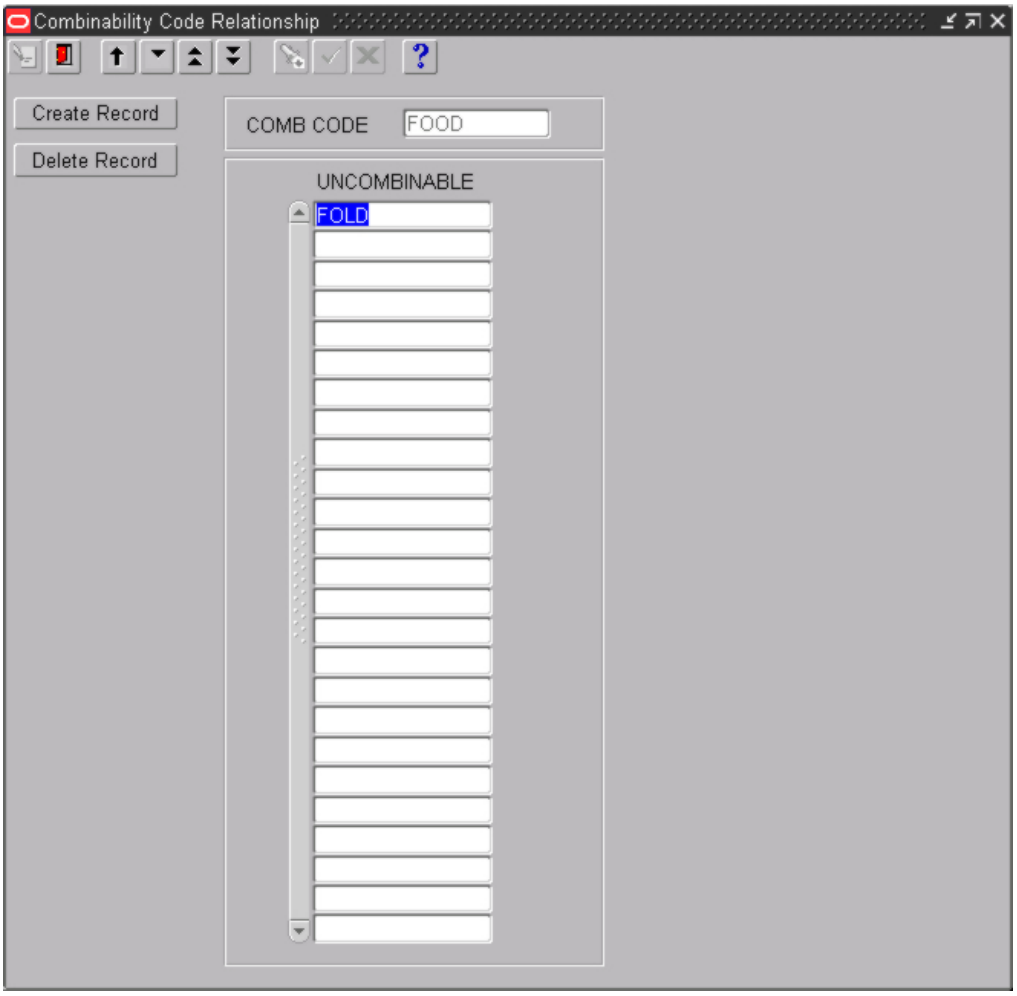


Create/Modify Window

2. Edit the description as necessary.
3. Click **Save** to save any changes and close the Create/Modify window.

Maintain Uncombinable Codes

1. On the Combinability Code Editor window, select the combinability code that you want to edit.
2. Click **Comb Code Rel**. The Combinability Code Relationship window opens.



Combinability Code Relationship Window

3. To add an uncombinable code:
   a. Click **Create Record**. The Create window opens.



Create Window

   b. In the Uncombinable field, enter the appropriate code, or click the LOV button and select the code.
   c. Click **Save** to save the changes and close the Create window.

4. To delete an uncombinable code:
   a. Select the uncombinable code that you want to delete.
   b. Click **Delete Record**.
   c. When prompted to delete the record, click **Yes**.
5. Click the exit  button to close the Combinability Code Relationship window.

Add a Combinability Code

1. On the Combinability Code Editor window, click **Create Record**. The Create/Modify window opens.
2. In the Comb Code field, enter a combinability code.
3. In the Description field, enter a description for the combinability code.
4. Click **Save** to save the changes and close the Create/Modify window.

Delete a Combinability Code

1. On the Combinability Code Editor window, select the combinability code that you want to delete.
2. Click **Delete Record**.
3. When prompted to delete the record, click **Yes**.

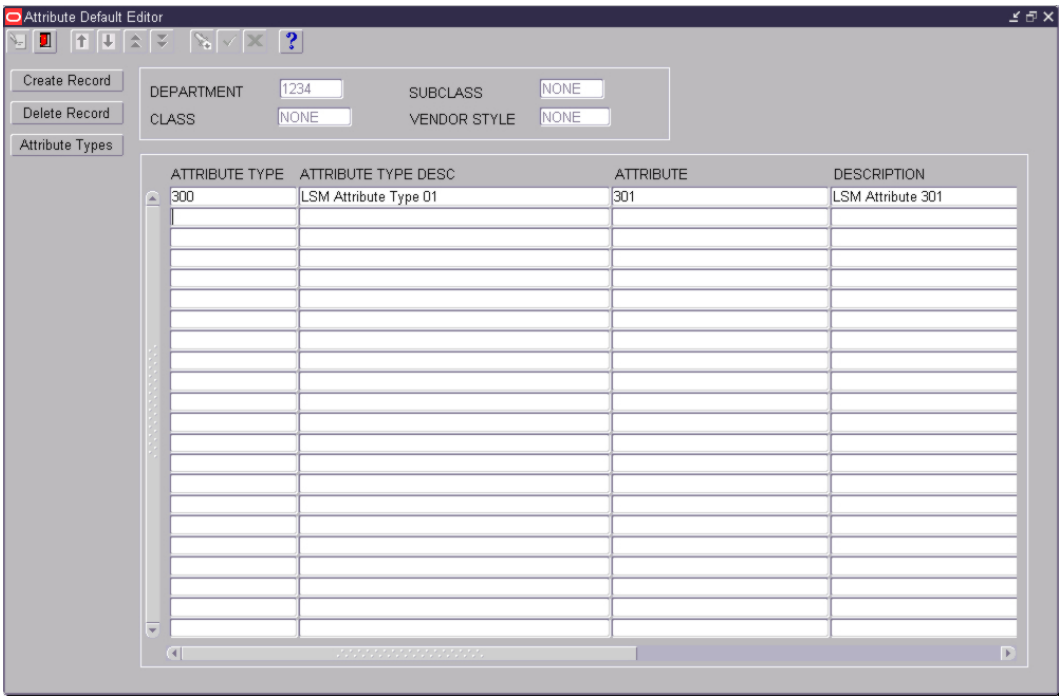
Exit the Combinability Code Editor Window

- Click the exit  button to close the window.

Maintain Item Attribute Defaults

Navigate: From the main menu, select Support Functions > Item Setup > Item Default Editor. The Item Default Editor window opens.

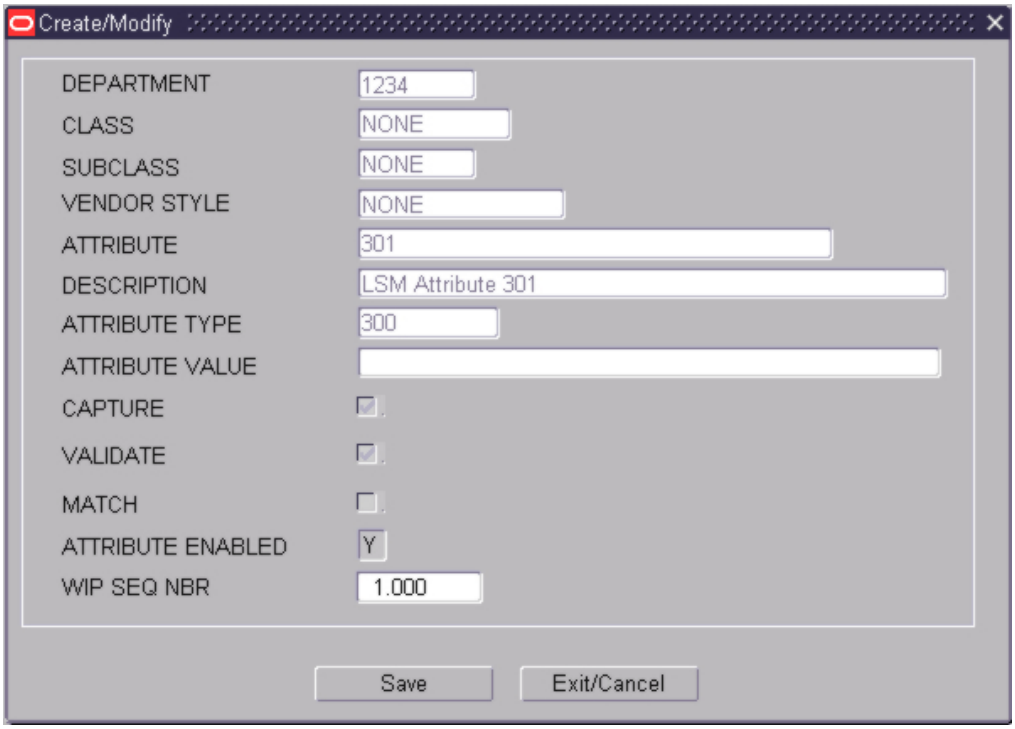
Display item defaults for the desired merchandise level. Click **Attribute Default**. The current item attribute defaults appear on the Attribute Default Editor window.



Attribute Default Editor Window

Edit Item Attribute Defaults

1. On the Attribute Default Editor window, double-click the item attribute that you want to edit. The Create/Modify window opens.



Create/Modify Window

2. Edit the WIP sequence as necessary.
3. Click **Save** to save any changes and close the Create/Modify window.

Assign Item Attribute Defaults

1. On the Attribute Default Editor window, click **Create Record**. The Create/Modify window opens.
2. In the Attribute field, enter the ID of the item attribute that you want to associate with the current merchandise level, or click the LOV button and select the attribute.
3. In the WIP Seq Nbr field, enter the sequence number that indicates in what order the item attribute should be processed.
4. Click **Save** to save the changes and close the Create/Modify window.

Delete Item Attribute Defaults

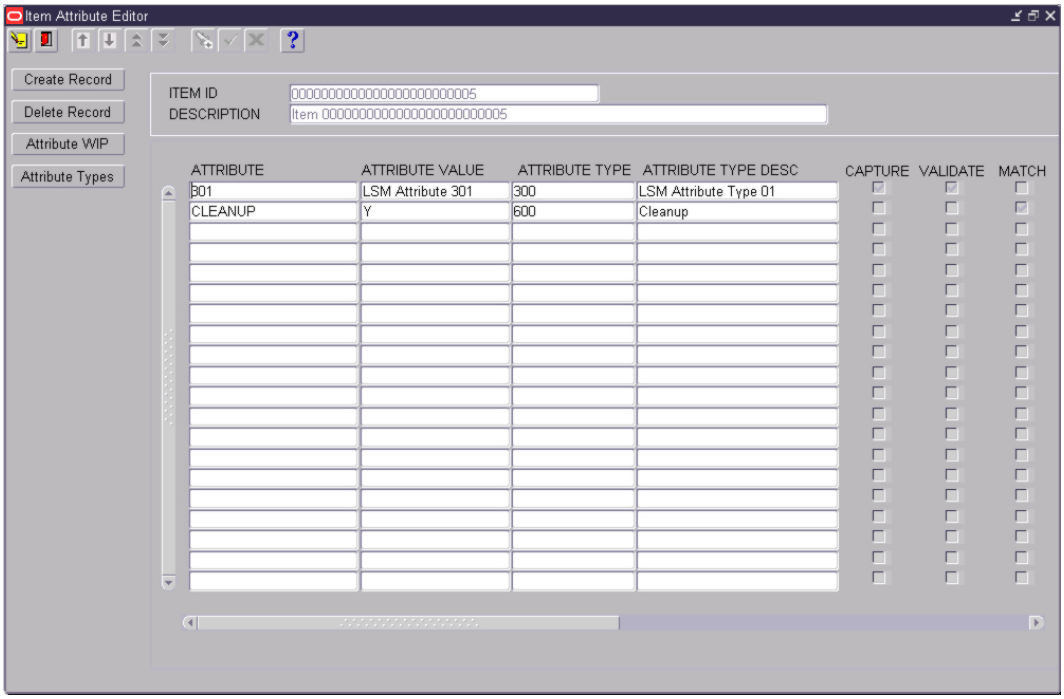
1. On the Attribute Default Editor window, select the item attribute that you want to delete.
2. Click **Delete Record**.
3. When prompted to delete the record, click **Yes**.

Exit the Attribute Default Editor Window

- Click the exit button to close the window.

Maintain Item Attributes

Navigate: From the main menu, select Support Functions > Item Setup > Item Attributes Editor. The Item Attribute Editor window opens.



Item Attribute Editor Window

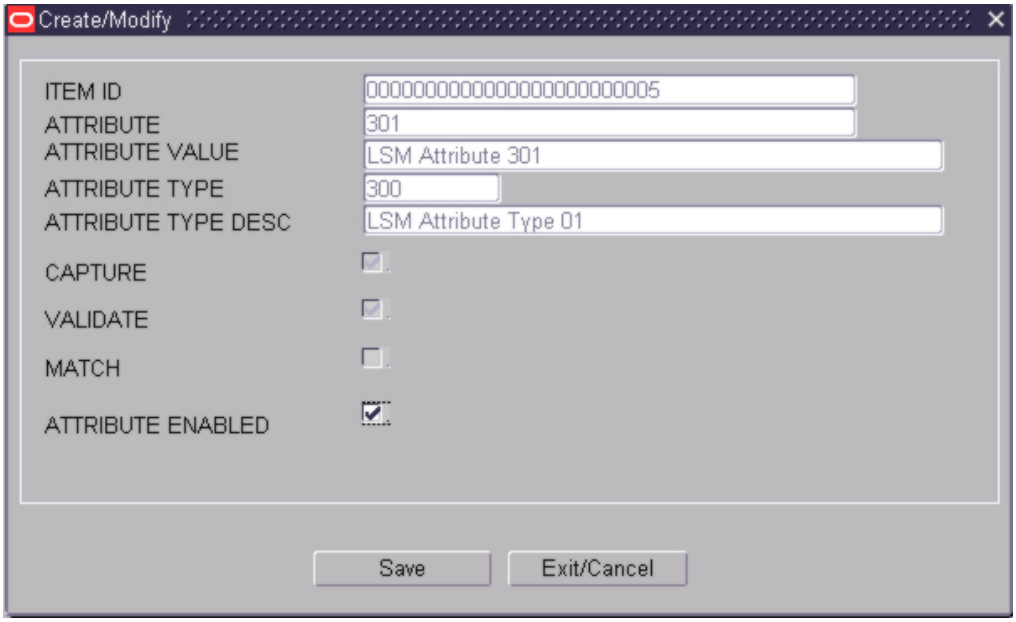
Note: You can also access this window from the following windows: Item Master Editor, Item Master Inquiry, and Quality Assurance.

Display Item Attributes

1. If attributes for an item are currently displayed, click the clear button.
2. Click the enter query button.
3. In the Item ID query field, enter the item ID, or click the LOV button and select an item.
4. Click the execute query button. The attributes assigned to the selected item appear.

Edit an Item Attribute

1. On the Item Attribute Editor window, double-click the item attribute that you want to edit. The Create/Modify window opens.



Create/Modify Window

2. Select or clear the Attribute Enabled check box as necessary.
3. Click **Save** to save any changes and close the Create/Modify window.

Assign an Attribute to an Item

1. On the Item Attribute Editor window, click **Create Record**. The Create/Modify window opens.
2. In the Attribute field, enter the ID of the attribute that you want to associate with the current item, or click the LOV button and select the attribute.

> **Note:** If no item was identified on the Item Attribute Editor window, enter the ID of the item in the Item ID field on the Create/Modify window.

3. To make the item attribute available to users, select the Attribute Enabled check box.
4. Click **Save** to save the changes and close the Create/Modify window.

Delete an Item Attribute

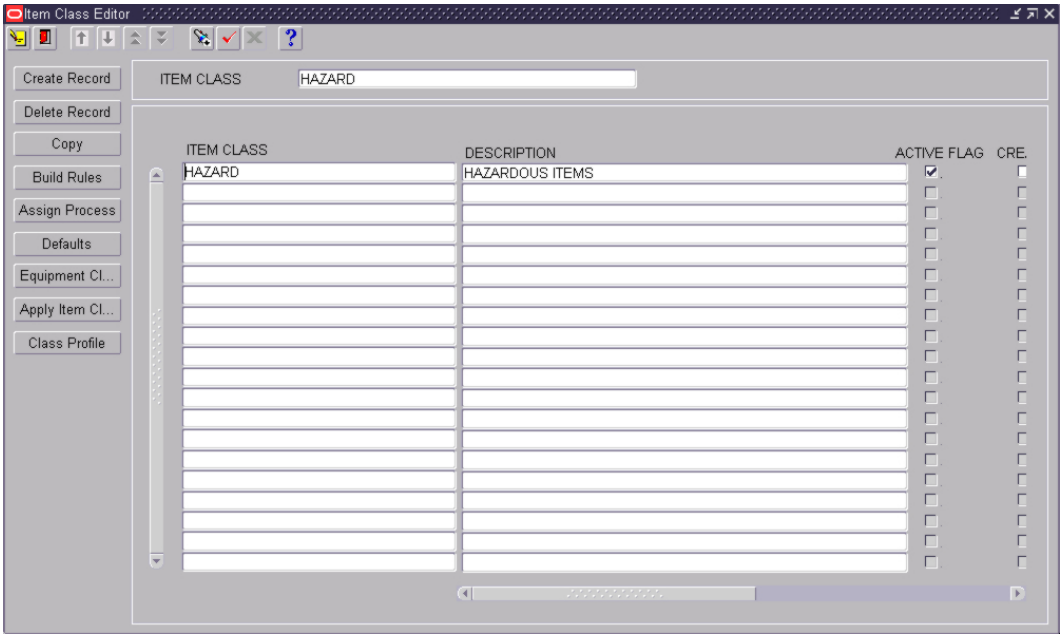
1. On the Item Attribute Editor window, select the attribute that you want to delete.
2. Click **Delete Record**.
3. When prompted to delete the record, click **Yes**.

Exit the Item Attribute Editor Window

- Click the exit button to close the window.

Maintain Item Classes

Navigate: From the main menu, select Support Functions > Item Setup > Item Class Editor. The Item Class Editor window opens.



Item Class Editor Window

> **Note:** This window is also accessible from the New Item Inquiry window.

Display all Item Classes

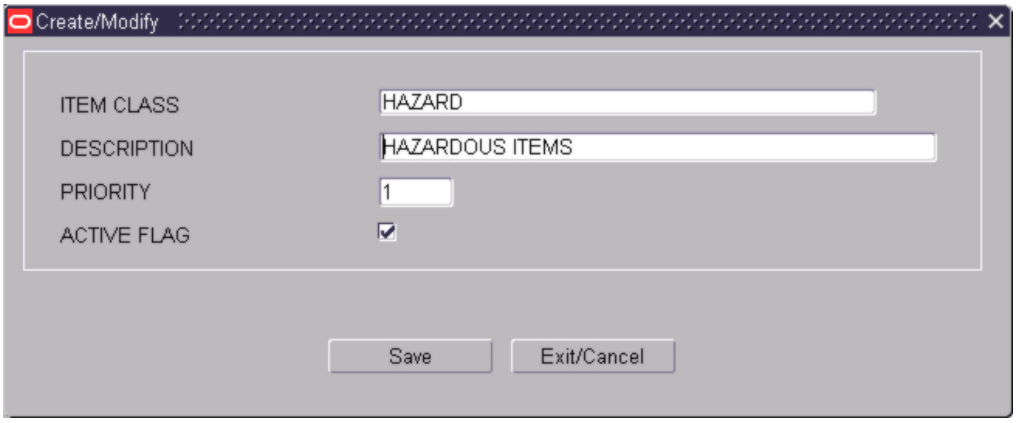
- Click the execute query button.

Display an Item Class

1. If any item classes are currently displayed, click the clear button.
2. Click the enter query button.
3. In the Item Class query field, enter the name of the item class, or click the LOV button and select the item class.
4. Click the execute query button. The item class that matches the search criterion opens.

Edit an Item Class

1. On the Item Class Editor window, double-click the item class that you want to edit. The Create/Modify window opens.



Create/Modify Window

> **Note:** You can not edit an item class if the system indicator is selected.

2. Edit the description, priority, and active status of the item class as necessary.
3. Click **Save** to save any changes and close the Create/Modify window.
4. Edit the following as necessary:
   - Build rules
   - Default characteristics and attributes
   - Processes
   - Equipment classes

Add an Item Class

1. On the Item Class Editor window, click **Create Record**. The Create/Modify window opens.
2. In the Item Class and Description fields, enter a name and description for the item class.
3. In the Priority field, enter the order in which the item class should be applied to an item when more than one item class may be applied.
4. To indicate whether the item class should be made available for use, select or clear the Active Flag check box.
5. Click **Save** to save any changes and close the Create/Modify window.
6. Set up the following as necessary:
   - Build rules
   - Default characteristics and attributes
   - Processes
   - Equipment classes

Copy an Item Class

1. On the Item Class Editor window, select the item class that you want to copy.
2. Click **Copy**. The Copy Existing Item Class window opens.
3. In the New Item Class and New Description fields, enter an ID and description for the item class that you want to create.
4. Click **Save** to copy the selected item class and close the Copy Existing Item Class window.
5. Edit the following as necessary:
   - Build rules
   - Default characteristics and attributes
   - Processes
   - Equipment classes

Delete an Item Class

1. On the Item Class Editor window, select the item class that you want to delete.

   Note: You can not delete an item class if the system indicator is selected or if any build rules, defaults, processes, or equipment classes have been assigned to the item class.

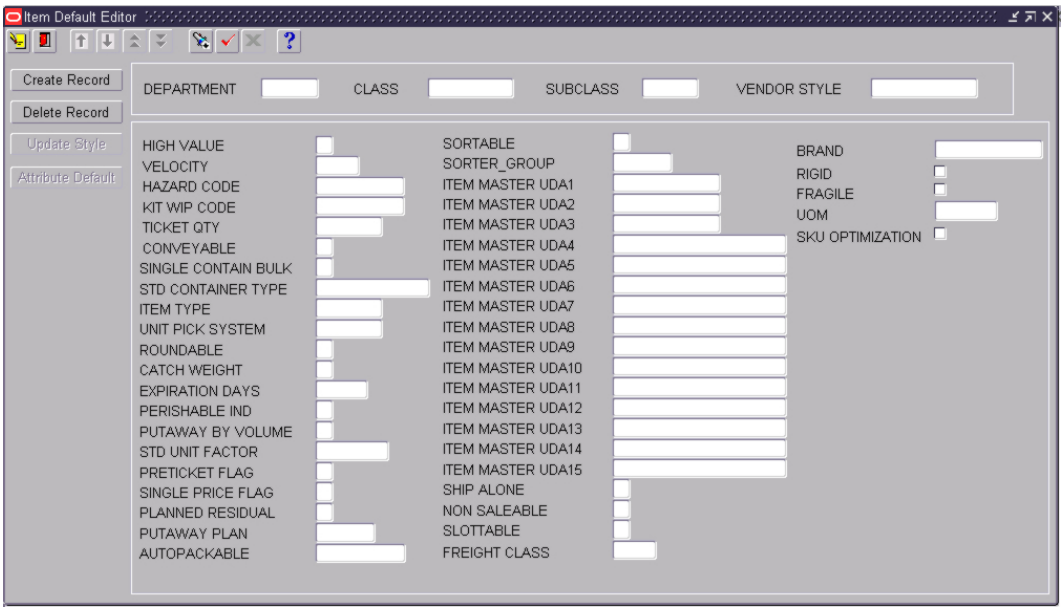
2. Click **Delete Record**.
3. When prompted to delete the record, click **Yes**.

Exit the Item Class Editor Window

- Click the exit  button to close the window.

Maintain Item Defaults

Navigate: From the main menu, select Support Functions > Item Setup > Item Default Editor. The Item Default Editor window opens.



Item Default Editor Window

Display Item Defaults

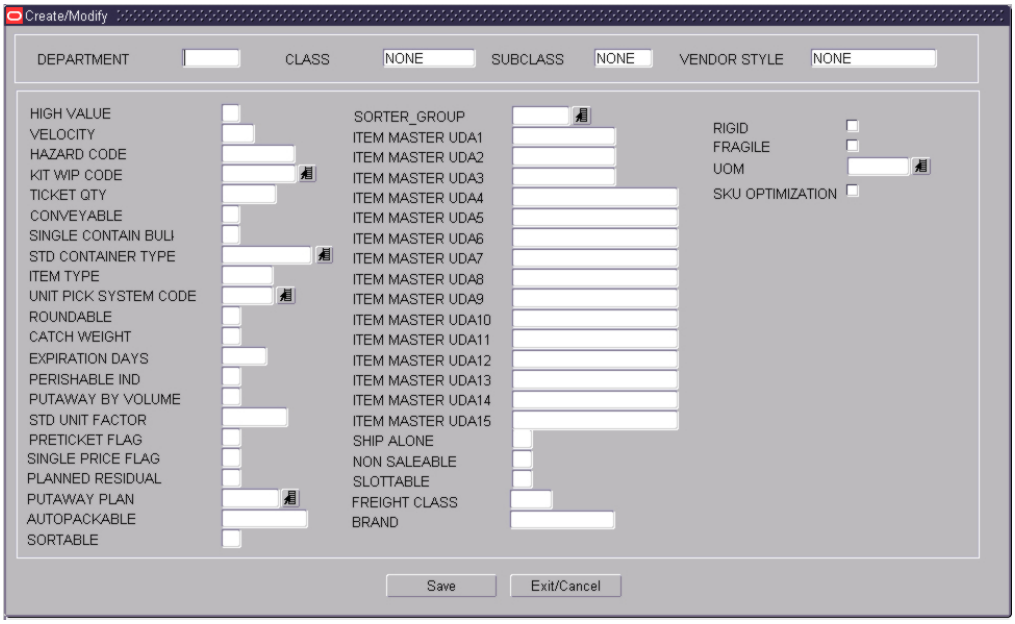
1. Click the enter  query button.
2. Enter search criteria in the Department, Class, Subclass, and Vendor Style query fields as necessary.

   Note: You can choose to edit defaults at any one of the merchandise levels.

3. Click the execute  query button. The defaults for the selected merchandise level appear.

Edit Item Defaults

1. On the Item Default Editor window, double-click any detail field. The Create/Modify window opens.



Create/Modify Window

2. Edit the enabled fields as necessary.
3. Click **Save** to save any changes and close the Create/Modify window.
4. If changes are made to defaults for a vendor style, click **Update Style**. The changes are applied to the items associated with the vendor style.

Add Item Defaults

1. On the Item Default Editor window, click **Create Record**. The Create/Modify window opens.
2. In the Department, Class, Subclass, and Vendor Style fields, enter the IDs for the merchandise levels that you want to set up.
3. Enter details in the required fields:
   a. Single Container Bulk: Enter Y (Yes) or N (No) to indicate whether the item is a single container bulk item.
   b. In the Unit Pick System Code field, enter the code for the unit pick system or click the LOV button and select the unit pick system.
   c. In the Roundable field, enter Y (Yes) or N (No) to indicate that the quantity may be rounded to the nearest case when replenished.
   d. In the Catch Weight field, enter Y (Yes) or N (No) to indicate whether the item must be weighed upon receipt.
   e. In the Perishable Ind field, enter Y (Yes) or N (No) to indicate whether the item is perishable.
   f. In the Preticket Flag field, enter Y (Yes) or N (No) to indicate whether the item must ticketed upon receipt.
   g. In the Single Price Flag field, enter Y (Yes) or N (No) to indicate whether the item has a single currency ticket.

h. In the Planned Residual field, enter Y (Yes) or N (No) to indicate whether the residuals are to be returned to stock.

4. Enter any additional details as necessary.
5. Click **Save** to save the changes and close the Create/Modify window. The changes are applied to all items within the selected merchandise hierarchy.
6. If changes are made to defaults for a vendor style, click **Update Style**. The changes are applied to the items associated with the vendor style.

Delete Item Defaults

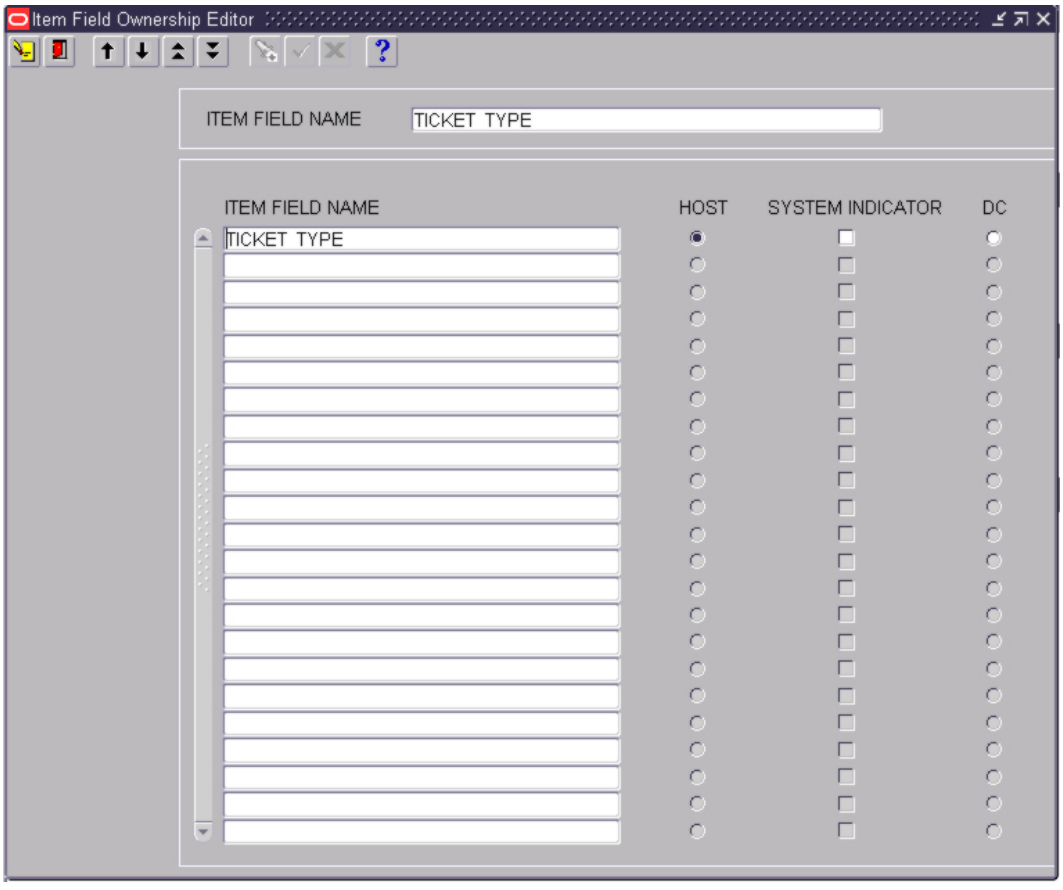
1. On the Item Default Editor window, click **Delete Record**.
2. When prompted to delete the record, click **Yes**. The changes are applied to all items within the selected merchandise hierarchy.

Exit the Item Default Editor Window

- Click the exit  button to close the window.

Maintain Item Field Ownership Settings

Navigate: From the main menu, select Support Functions > Item Setup > Item Field Ownership. The Item Field Ownership Editor window opens.



Item Field Ownership Editor Window

Display All Item Fields

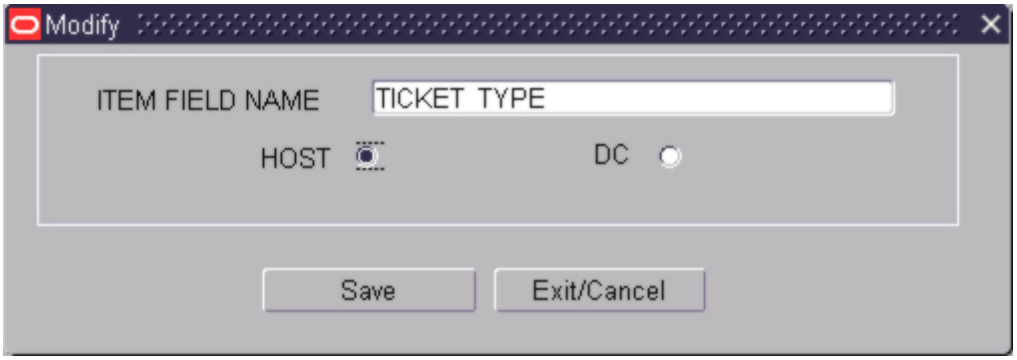
- Click the execute query button.

Display an Item Field

1. If any item fields are currently displayed, click the clear button.
2. Click the enter query button.
3. In the Item Field Name query field, enter the field name, or click the LOV button and select the field.
4. Click the execute query button. The item field that matches the search criterion opens.

Edit Ownership of an Item Field

1. On the Item Field Ownership Editor window, double-click the item field that you want to edit. The Modify window opens.



Modify Window

> **Note:** You can not edit ownership of an item field if the system indicator is selected.

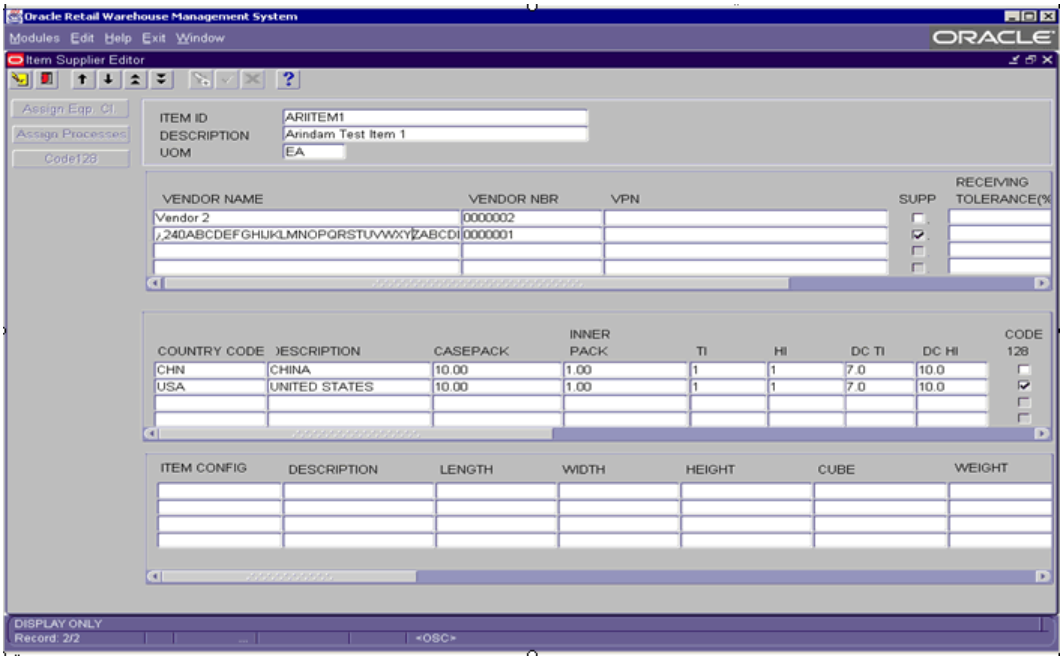
2. Indicate whether the item field should be owned by the host system or the distribution center (DC).
3. Click **Save** to save any changes and close the Modify window.

Exit the Item Field Ownership Editor Window

- Click the exit button to close the window.

Maintain Item Supplier Details

Navigate: From the main menu, select Support Functions > Item Setup > Item Supplier Editor. The Item Supplier Editor window opens.



Item Supplier Editor Window

> **Note:** You can also access this window from the Item Master Editor window and the Item Master Inquiry window.

Display the Suppliers of an Item

1. If the suppliers of an item are currently displayed, click the clear button.
2. Click the enter query button.
3. In the Item ID query field, enter the item ID, or click the LOV button and select an item.
4. Click the execute query button. The suppliers of the selected item appear.

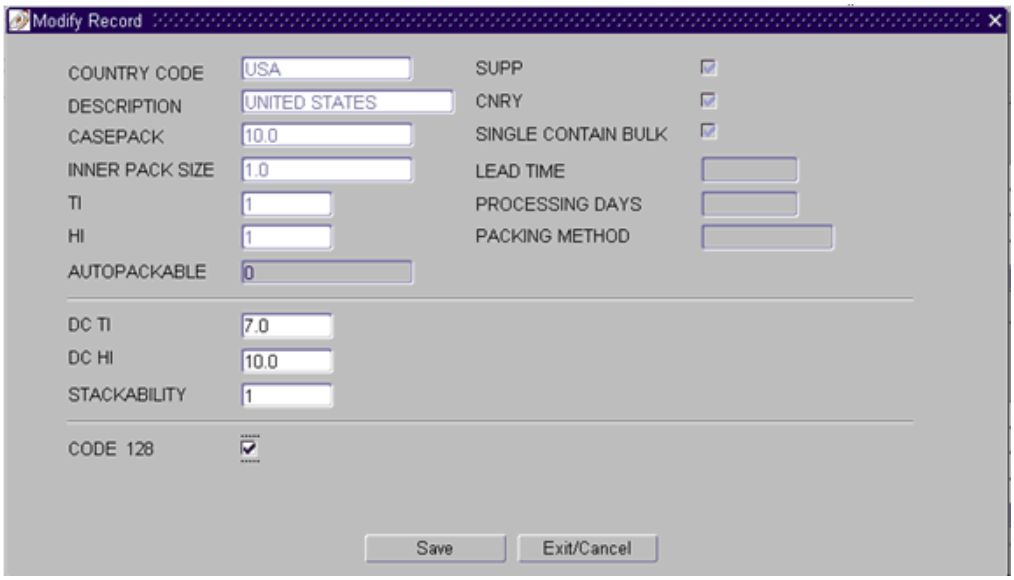
View Origin Countries and Item Configurations

> **Note:** There are three tables on this window. They are referred to as the Vendor table, Origin Country table, and Item Configuration table.

1. On the Item Supplier Editor window, select a vendor. The origin countries for the item/vendor appear in the Origin Country table.
2. Select an origin country. The item configurations for the item/vendor/origin country appear in the Item Configuration table.

Edit Tier and Height Measurements

1. On the Item Supplier Editor window, double-click the origin country that you want to edit. The Modify Record window opens.

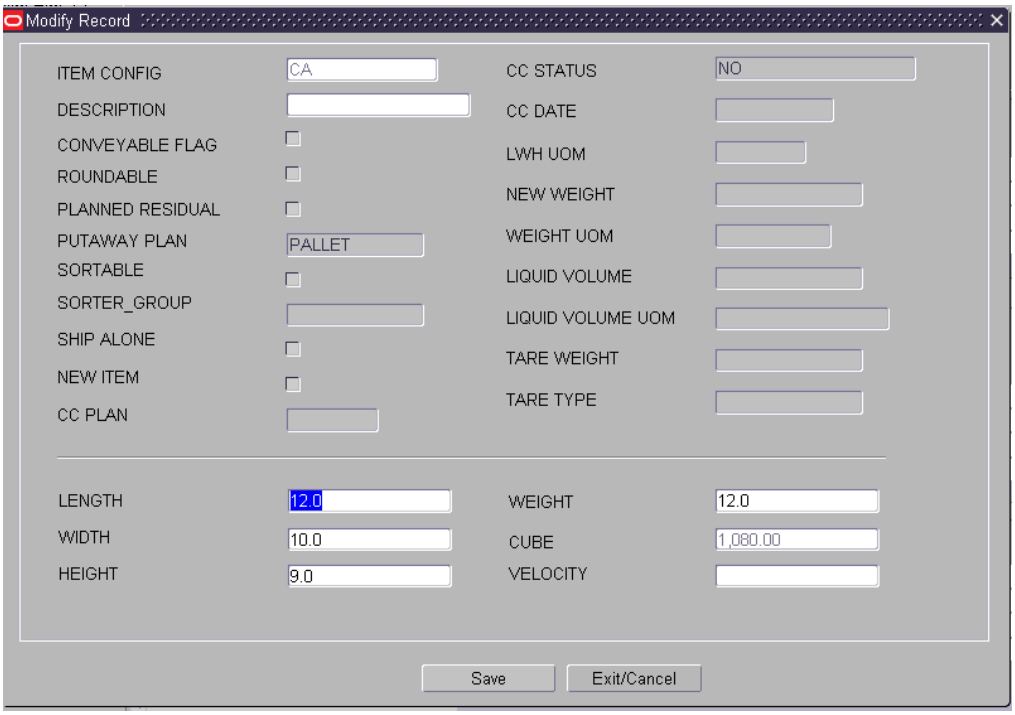


Modify Record Window

2. Edit the DC TI and DC HI fields as necessary.
3. Click **Save** to save the changes and close the Modify Record window.

Edit an Item Configuration

1. On the Item Supplier Editor window, double-click the item configuration that you want to edit. The Modify Record window opens.

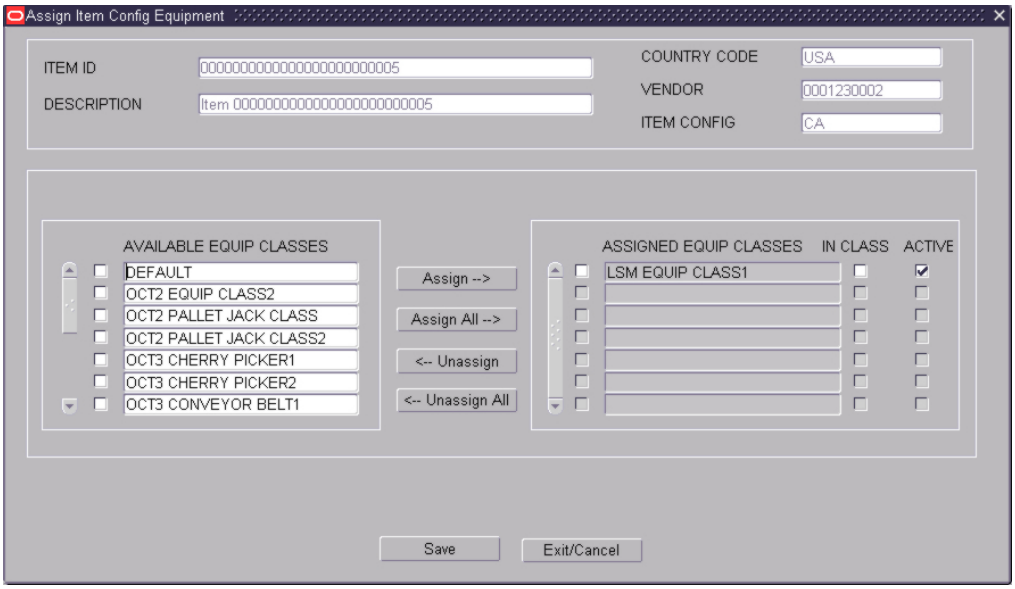


Modify Record Window

2. Edit the dimensions, weight, and velocity as necessary.
3. Click **Save** to save the changes and close the Modify Record window.

Assign Equipment Classes

1. On the Item Supplier Editor window, select the item configuration that you want to edit.
2. Click **Assign Eqp Cl**. The Assign Item Config Equipment window opens.



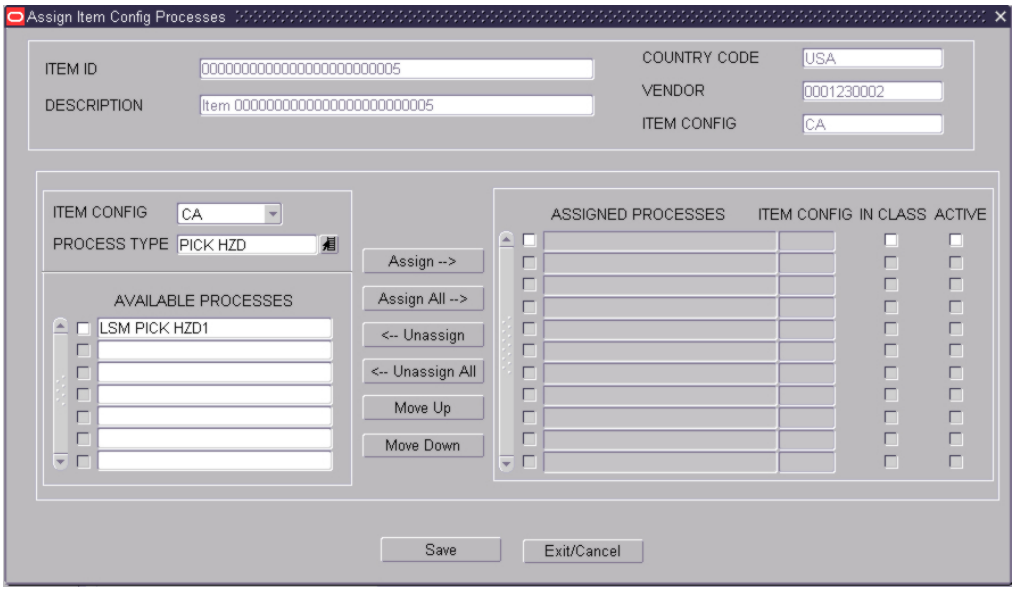
Assign Item Config Equipment Window

3. To assign equipment classes:
   a. Select the check box next to the desired equipment classes on the Available Equip Classes table.
   b. Click **Assign**. The selected equipment classes are moved to the Assigned Equip Classes table.
4. To remove assigned equipment classes:
   a. Select the check box next to the desired equipment classes on the Assigned Equip Classes table.
   b. Click **Unassign**. The selected equipment classes are moved to the Available Equip Class table.
5. To make the assigned equipment classes available to users, select the Active check box next to the appropriate equipment classes.
6. Click **Save** to save any changes and close the Assign Item Config Equipment window.

> **Note:** In the Assign Item Config Equipment window, you can 1) click **Assign All** to move all equipment classes to the Assigned Equip Classes table or 2) click **Unassign All** to move all equipment classes to the Available Equip Classes table. All equipment classes are moved whether or not the check boxes are selected.

Assign Processes

1. On the Item Supplier Editor window, select the item configuration that you want to edit.
2. Click **Assign Processes**. The Assign Item Config Processes window opens.



Assign Item Config Processes Window

3. [Optional] To filter the processes listed in the Available Processes table, enter the name of a process type in the Process Type field, or click the LOV button and select the process type.
4. To assign processes:
   a. Select the check box next to the desired processes on the Available Processes table.
   b. Click **Assign**. The selected processes are moved to the Assigned Processes table.
5. To remove assigned processes:
   a. Select the check box next to the desired processes on the Assigned Processes table.
   b. Click **Unassign**. The selected processes are moved to the Available Processes table.
6. To make the assigned processes available to users, select the Active check box next to the appropriate processes.
7. To assign processes for another item configuration, select the desired item configuration from the Item Config drop-down list. Repeat the previous steps.
8. Click **Save** to save any changes and close the Assign Item Config Processes window.

> **Note:** In the Assign Item Config Processes window, you can 1) click **Assign All** to move all processes to the Assigned Processes table or 2) click **Unassign All** to move all processes to the Available Processes table. All processes are moved whether or not the check boxes are selected.

Resequence the Processes

1. On the Item Supplier Editor window, select the item configuration that you want to edit.
2. Click **Assign Processes**. The Assign Item Config Processes window opens.
3. To resequence the assigned processes:
   a. Select the process to be moved.
   b. To move the process closer to the top of the list, click **Move Up**.
   c. To move the process closer to the bottom of the list, click **Move Down**.
4. Click **Save** to save any changes and close the Assign Item Config Processes window.

Assign Code 128

5. On the Item Supplier Editor window, select the item configuration that you want to edit.
6. Click **Code 128**. The Assign Code128 Identifier window opens.
7. To assign processes:
   a. Select the check box next to the desired AI on the Available table.
   b. Click **Assign**. The selected processes are moved to the Assigned AI table.
8. To remove assigned processes:
   a. Select the check box next to the desired AI on the Assigned AI table.
   b. Click **Unassign**. The selected processes are moved to the Available AI table.
9. Click **Save** to save any changes and close the Assign Item Config Processes window.

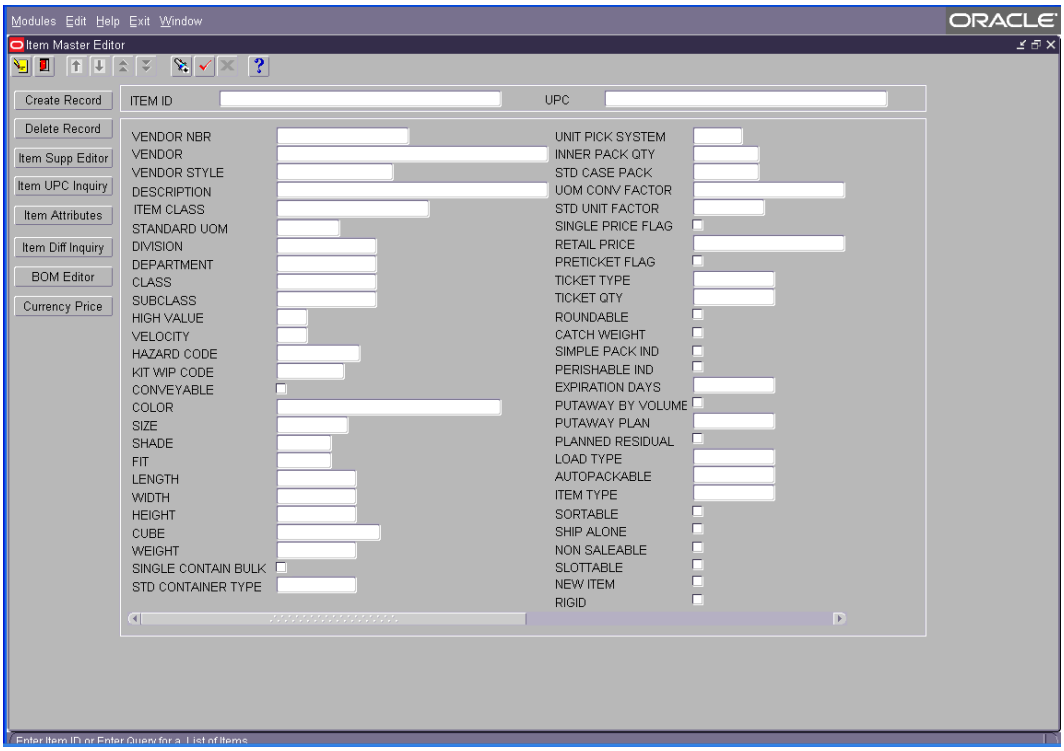
> **Note:** In the Assign Code128 Identifier window, you can 1) click **Assign All** to move all processes to the Assigned AI table or 2) click **Unassign All** to move all processes to the Available AI table. All identifiers are moved whether or not the check boxes are selected.

Exit the Item Supplier Editor Window

- Click the exit  button to close the window.

Maintain Items

Navigate: From the main menu, select Support Functions > Item Setup > Item Master Editor. The Item Master Editor window opens.



Item Master Editor Window

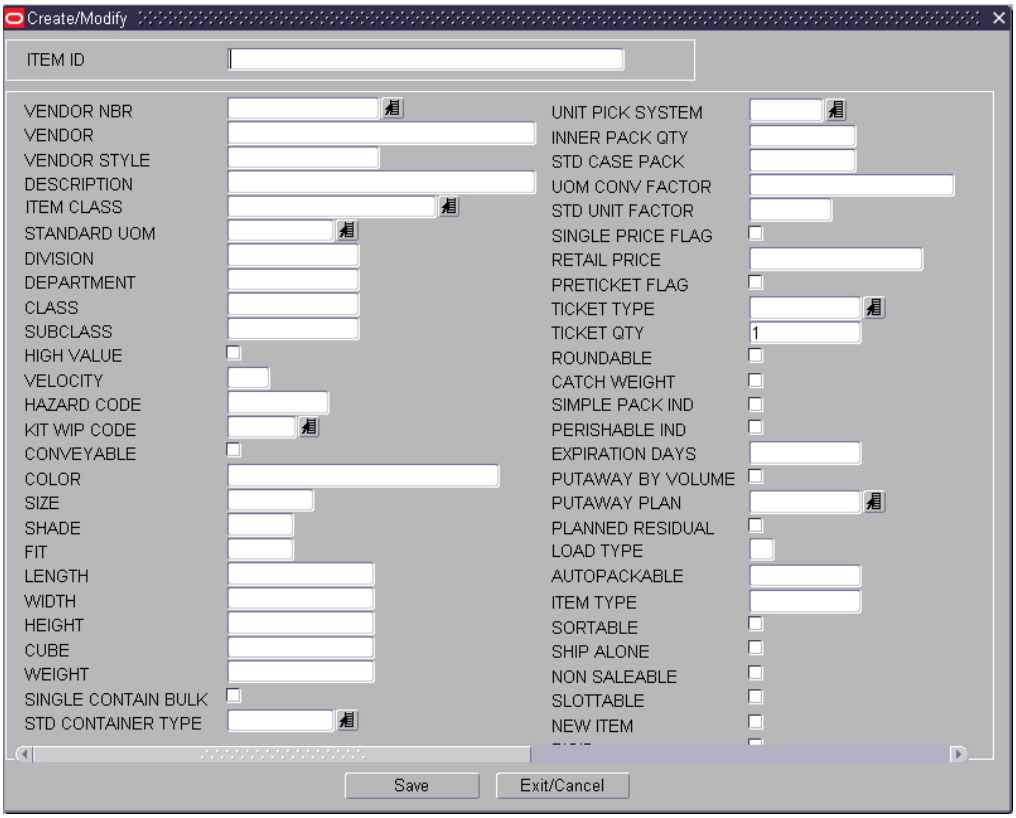
> **Note:** You can also access this window from the Quality Assurance window.

Display an Item

1. If an item is currently displayed, click the clear button.
2. Click the enter query button.
3. To search for an item by:
   - Item ID: In the Item ID query field, enter the ID of the item, or click the LOV button and select the item.
   - UPC: In the UPC query field, enter the item's UPC, the LOV button and select the item.
4. Click the execute query button. The details for the selected item appear.

Edit an Item

1. On the Item Master Editor window, double-click any of the detail fields. The Create/Modify window opens.



Create/Modify Window

2. Edit the enabled fields as necessary.
3. Click **Save** to save any changes and close the Create/Modify window.

Add an Item

1. On the Item Master Editor window, click **Create Record**. The Create/Modify window opens.
2. In the Item ID field, enter the ID of the item.
3. Enter the following required information:
   a. In the Vendor Nbr field, enter the vendor number, of click the LOV button and select the vendor.
   b. In the Description field, enter a description of the item.
   c. In the Standard UOM field, enter the standard unit of measure, or click the LOV button and select the standard UOM.
   d. In the Unit Pick System field, enter the code for the unit pick system or click the LOV button and select the unit pick system.
   e. In the Distribution Method field, indicate how merchandise is to be handled for distribution.
   f. In the Replen Dist Method field, indicate how merchandise is to be replenished.

4. Enter any additional details as necessary.
5. Click **Save** to save the changes and close the Create/Modify window.

Delete an Item

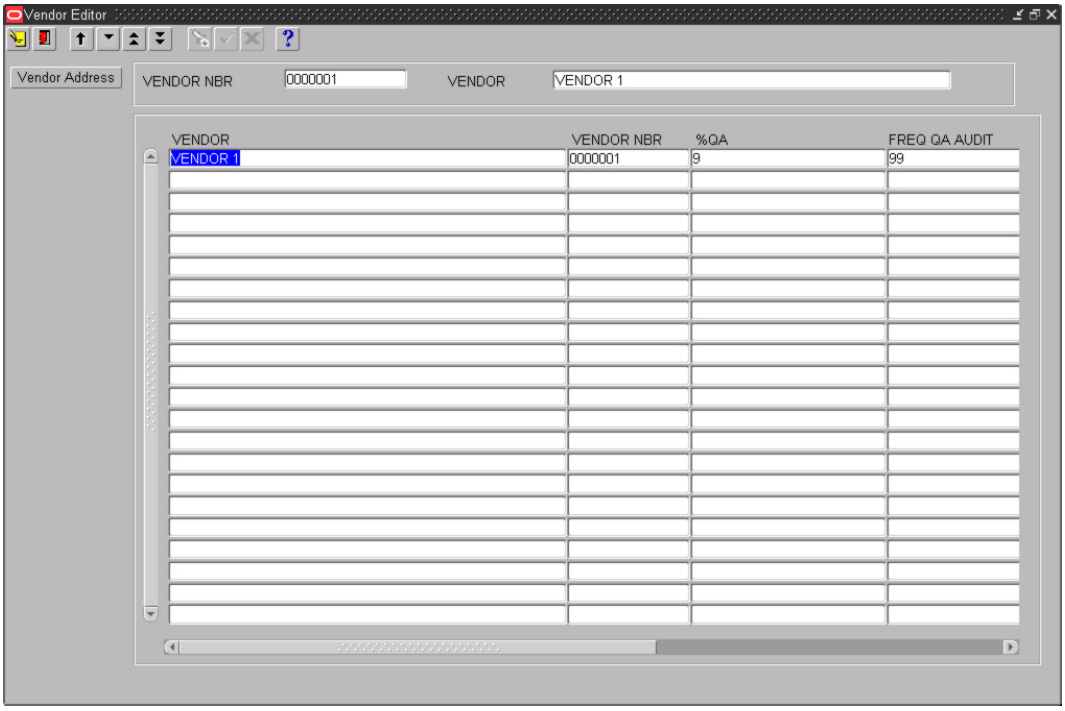
1. On the Item Master Editor window, click **Delete Record**.
2. When prompted to delete the record, click **Yes**.

Exit the Item Master Editor Window

- Click the exit  button to close the window.

Maintain Vendor Audits

Navigate: From the main menu, select Support Functions > Item Setup > Vendor Editor. The Vendor Editor window opens.



Vendor Editor Window

Display All Vendors

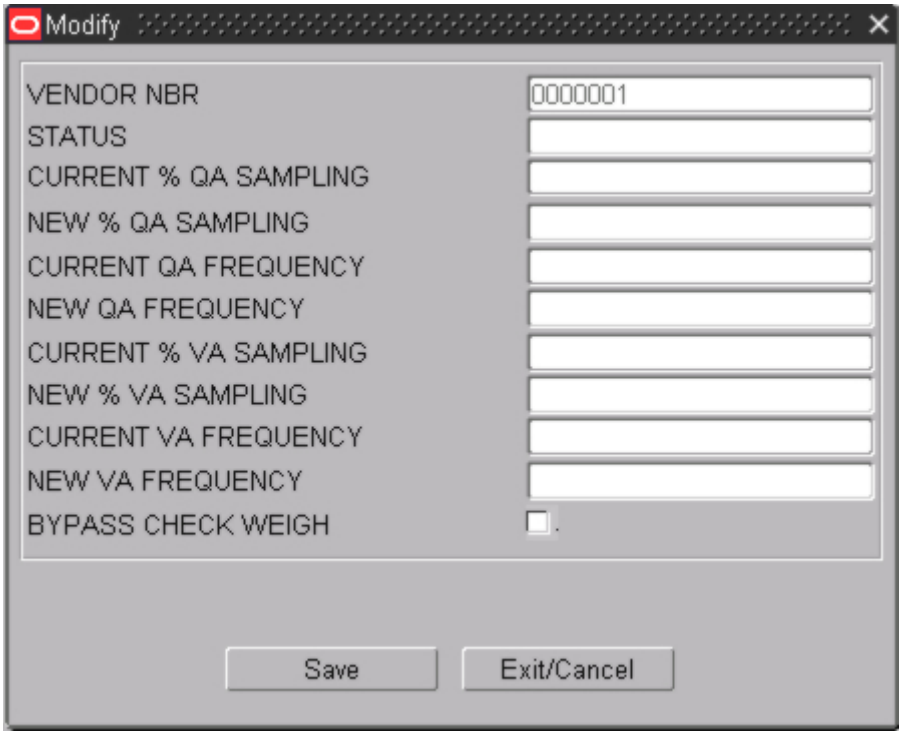
- Click the execute query  button.

Display One or Multiple Vendors

1. If any vendors are currently displayed, click the clear button.
2. Click the enter query button.
3. In the Vendor Nbr field, enter a full or partial vendor number, or click the LOV button and select the vendor.
4. Click the execute query button. The vendors that match the full or partial vendor number appear.

Edit Vendor Audits

1. On the Vendor Editor window, double-click the vendor that you want to edit. The Modify window opens.



Modify Window

2. Enter sampling and frequency percentages in the appropriate fields.

> **Note:** Frequency indicates the percentage of shipments to be audited. Sampling indicates the percentage of each shipment to be audited.

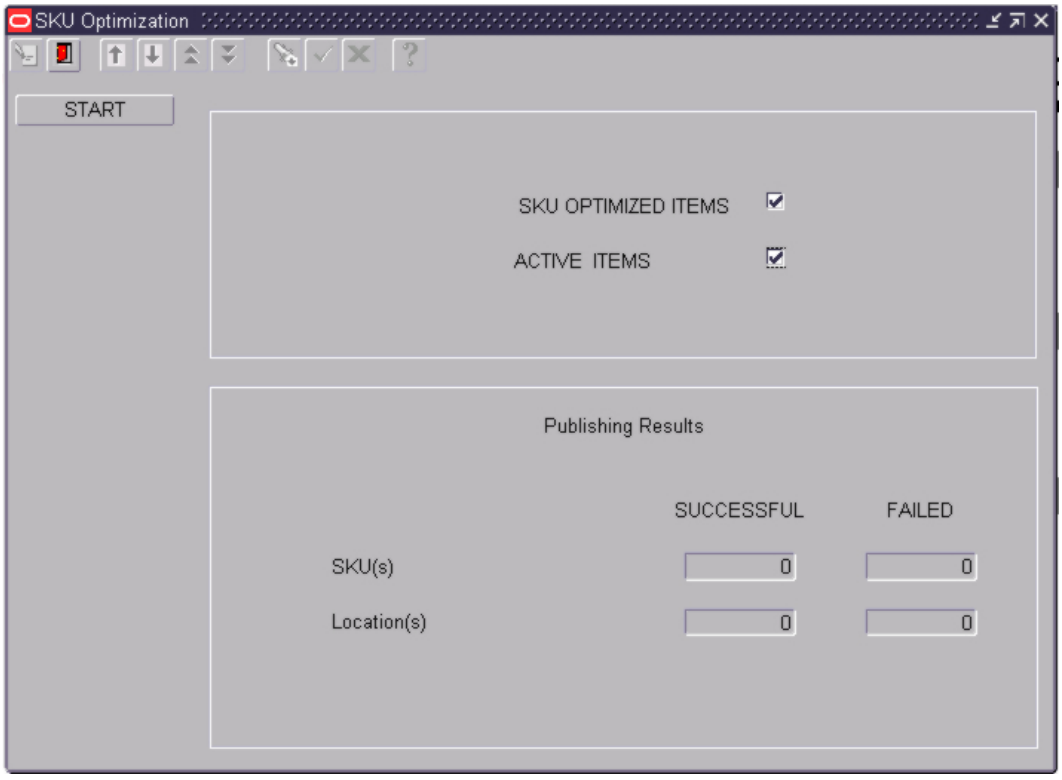
3. To bypass weighing containers from the vendor, select the Bypass Check Weigh check box as necessary.
4. Click **Save** to save the changes and close the Modify window.

Exit the Vendor Editor Window

- Click the exit button to close the window.

Transmit SKU Profiles

Navigate: From the main menu, select Support Functions > SKU Profiling. The SKU Optimization window opens.



SKU Optimization Window

Transmit SKU Profiles

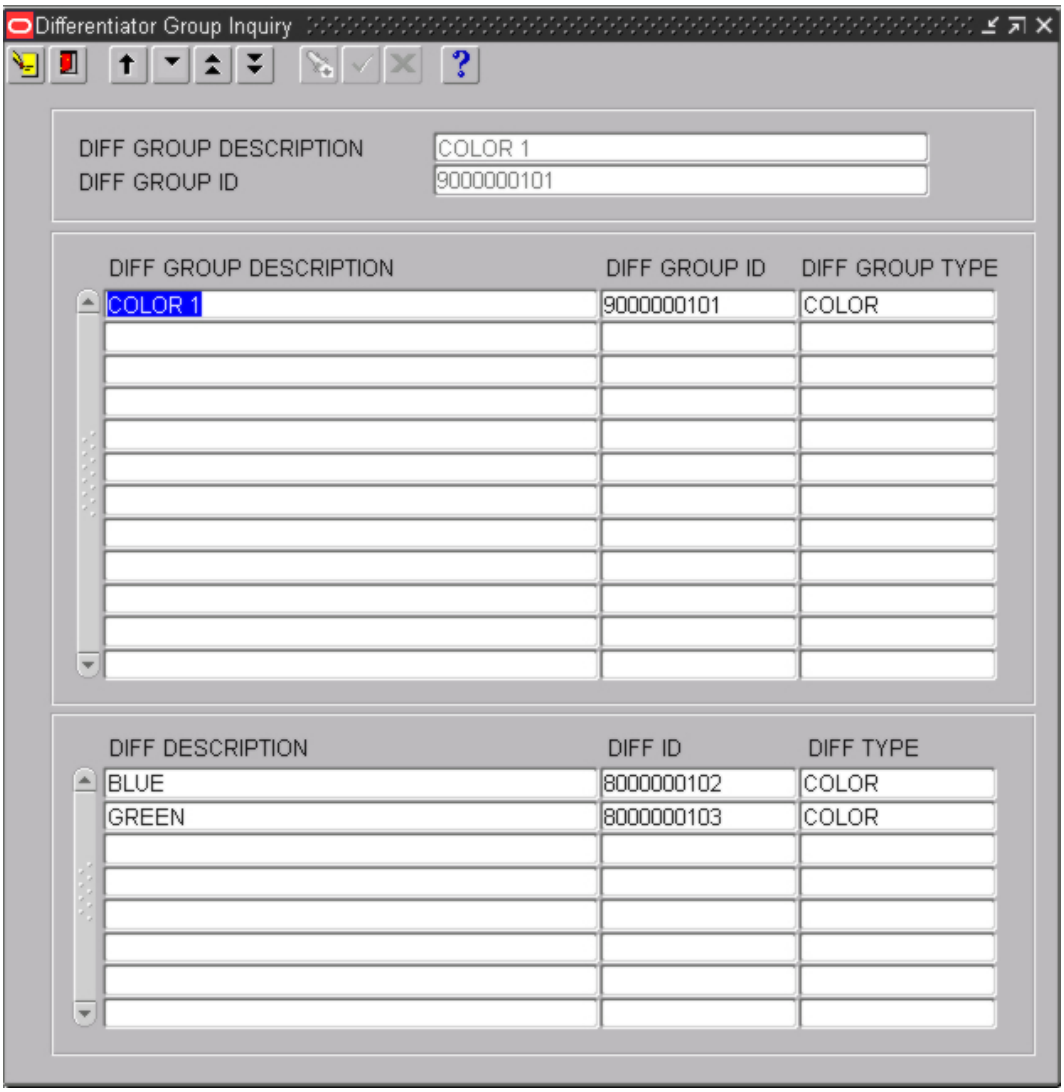
1. Select the SKU profiles to be sent to a warehouse optimization application:
   - To send items marked for SKU optimization, select the SKU Optimized Items check box.
   - To send items located in forward pick locations, select the Active Items check box.
2. Click **Start**. The results appear in the Publishing Results block.

Exit the SKU Optimization Window

- Click the exit  button to close the window.

View Diff Groups

Navigate: From the main menu, select Support Functions > Item Setup > Differentiator Group Inquiry. The Differentiator Group Inquiry window opens.



Differentiator Group Inquiry Window

> **Note:** You can also access this window from the Item Differentiator Inquiry window.

Display All Diff Groups

- Click the execute query button.

Display a Diff Group

1. If any diff groups are currently displayed, click the clear  button.
2. Click the enter query  button.
3. In either the Diff Group Description or Diff Group ID query fields, enter a full or partial description or ID, or click either LOV  button and select a diff group.
4. Click the execute query  button. The diff groups that match the criterion are displayed.

View Diffs

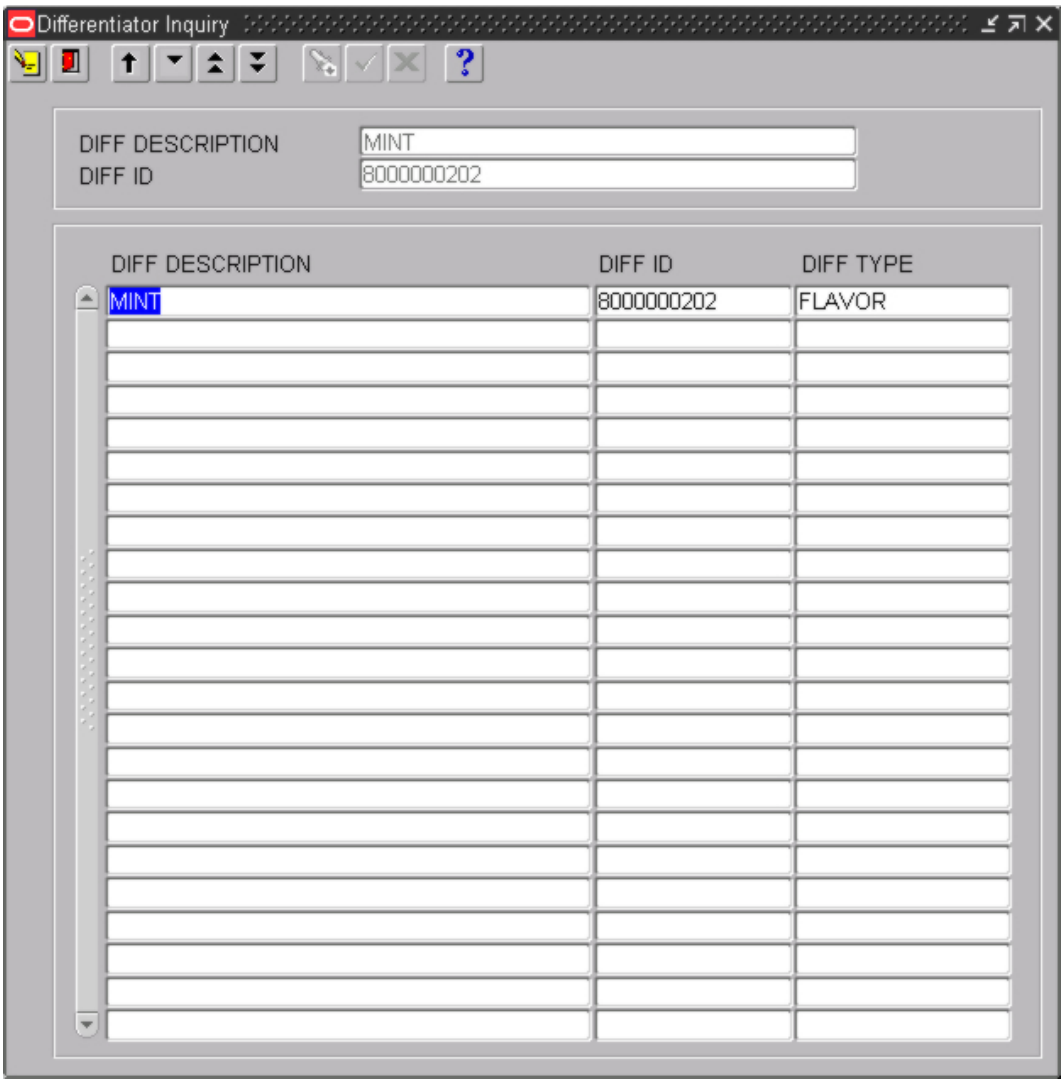
- Select a diff group in the Diff Group table. The diffs associated with the diff group appear in the Diff table.

Exit the Differentiator Group Inquiry Window

- Click the exit  button to close the window.

View Diffs

Navigate: From the main menu, select Support Functions > Item Setup > Differentiator Inquiry. The Differentiator Inquiry window opens.



Differentiator Inquiry Window

> **Note:** You can also access this window from the Item Differentiator Inquiry window.

Display All Diffs

- Click the execute query button.

Display a Diff

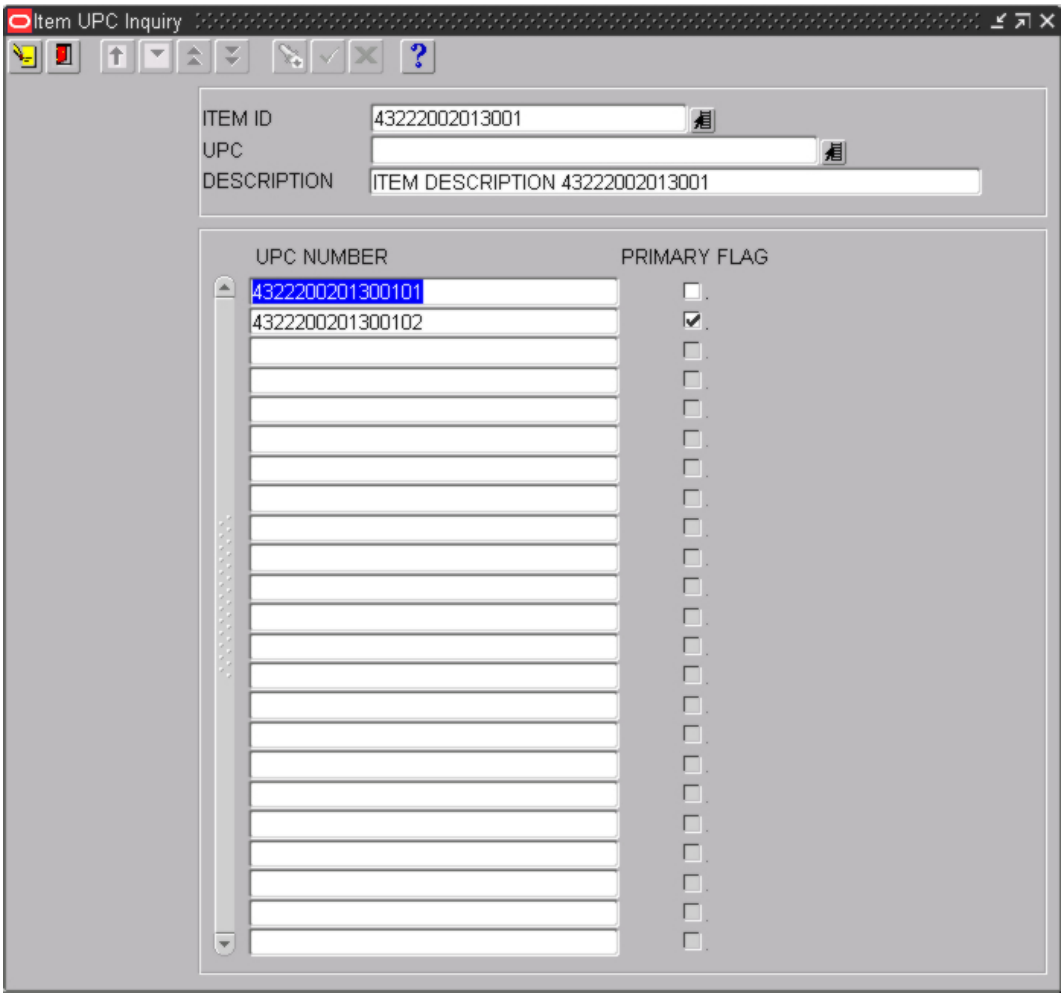
1. If any diffs are currently displayed, click the clear button.
2. Click the enter query button.
3. In either the Diff Description or Diff ID query fields, enter a full or partial description or ID, or click either LOV button and select a diff.
4. Click the execute query button. The diffs that match the criterion appear.

Exit the Differentiator Inquiry Window

- Click the exit button to close the window.

View Item UPCs

Navigate: From the main menu, select Support Functions > Item Setup > UPC Inquiry. The Item UPC Inquiry window opens.



Item UPC Inquiry Window

Note: You can also access this window from the Item Master Editor window and the Item Master Inquiry window.

Display Item UPCs

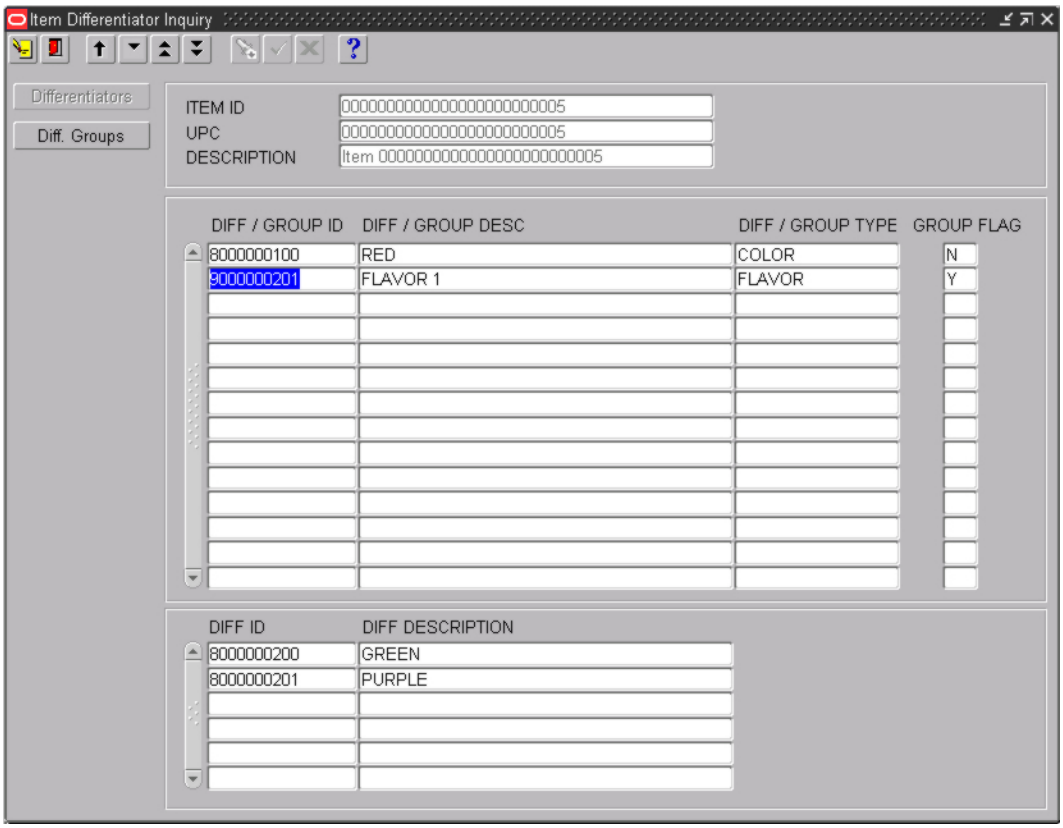
1. If an item is currently displayed, click the clear button.
2. Click the enter query button.
3. Enter an item ID or UPC in the appropriate query field, or click either LOV button and select the item.
4. Click the execute query button. The UPCs for the selected item appear.

Exit the Item UPC Inquiry Window

- Click the exit button to close the window.

View Item Diffs

Navigate: From the main menu, select Support Functions > Item Setup > Item Differentiator Inquiry. The Item Differentiator Inquiry window opens.



Item Differentiator Inquiry Window

Note: You can also access this window from the Item Master Editor window and the Item Master Inquiry window.

Display Item Diffs

1. If an item is currently displayed, click the clear button.
2. Click the enter query button.
3. Enter an item ID or UPC in the appropriate query field, or click either LOV button and select the item.
4. Click the execute query button. The diff groups and diffs that match the criterion appear.

> **Note:** Both diffs and diff groups may be listed in the Diff/Group table. If the Group Flag is Y, the ID refers to a diff group. If the Group Flag is N, the ID refers to a diff.

View Diffs

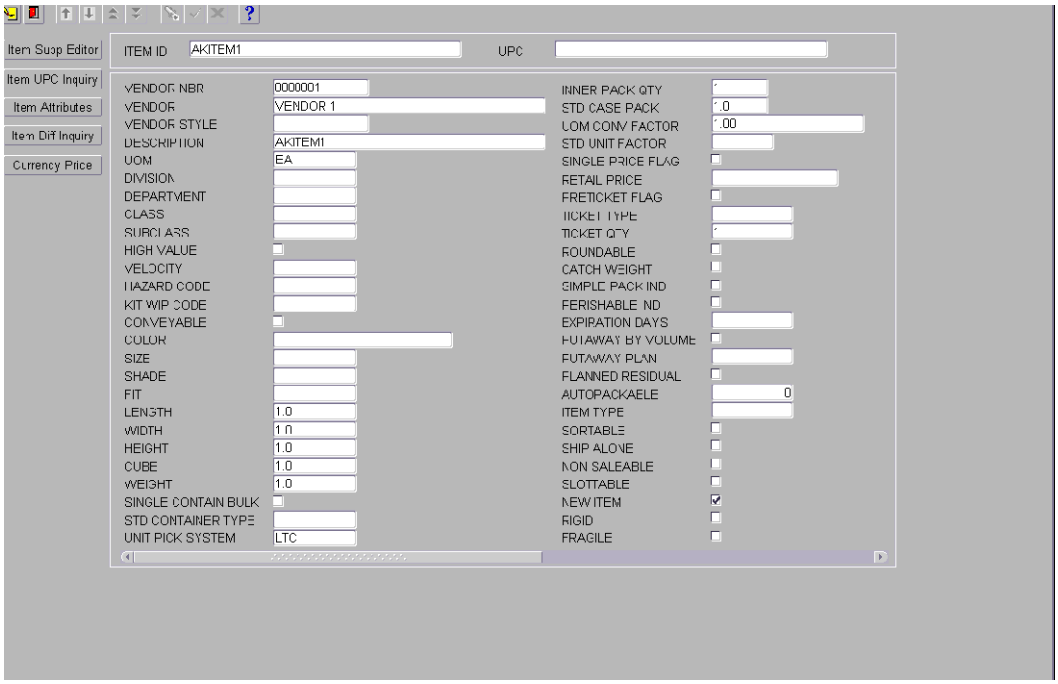
- Select a diff group in the Diff/Group table. The diffs associated with the diff group appear in the Diff table.

Exit the Item Differentiator Inquiry Window

- Click the exit button to close the window.

View Items

Navigate: From the main menu, select Support Functions > Item Setup > Item Master Inquiry. The Item Master Inquiry window opens.



Item Master Inquiry Window

Display an Item

5. If an item is currently displayed, click the clear  button.
6. Click the enter query  button.
7. To search for an item by:
   - Item ID: In the Item ID field, enter the ID of the item, or click the LOV  button and select the item.
   - UPC: In the UPC field, enter the item's UPC, the LOV  button and select the item.
8. Click the execute query  button. The details for the selected item appear.

View Additional Details

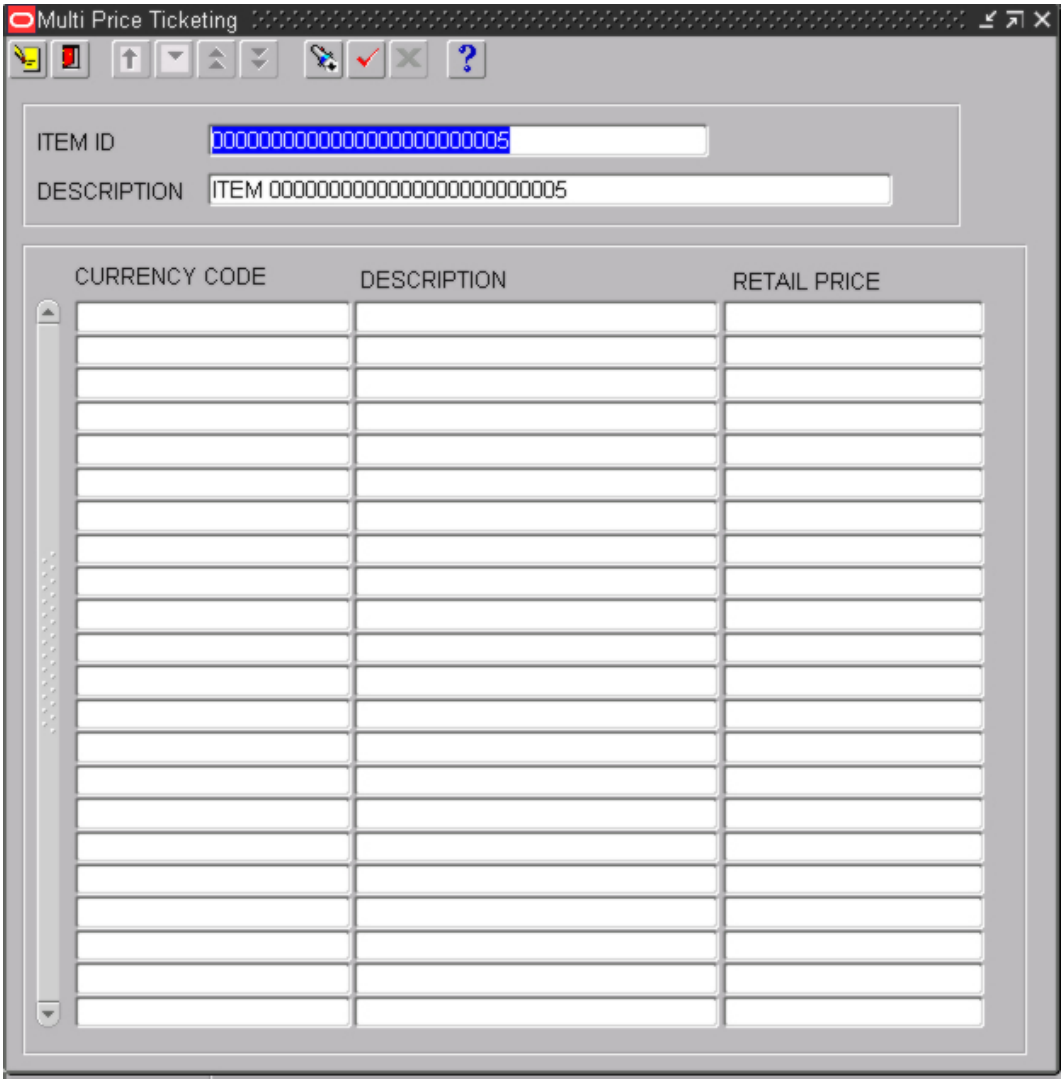
- To view the vendors, origin countries, configurations for the item, click **Item Supp Editor**. The Item Supplier Editor window opens. You can also view the equipment classes and processes that are assigned at the item configuration level.
- To view the universal product codes (UPC) for the item, click **Item UPC Inquiry**. The Item UPC Inquiry window opens.
- To view the attributes and attribute types for the item, click **Item Attributes**. The Item Attribute Editor window opens.
- To view the diff groups and diffs for the item, click **Item Diff Inquiry**. The Item Differentiator Inquiry window opens.
- To view retail prices in multiple currencies for the item, click **Currency Price**. The Multi Price Ticketing window opens.

Exit the Item Master Inquiry Window

- Click the exit  button to close the window.

View Multi-Price Ticketing Details

Navigate: There are multiple ways to access the Multi Price Ticketing window:



Multi Price Ticketing Window

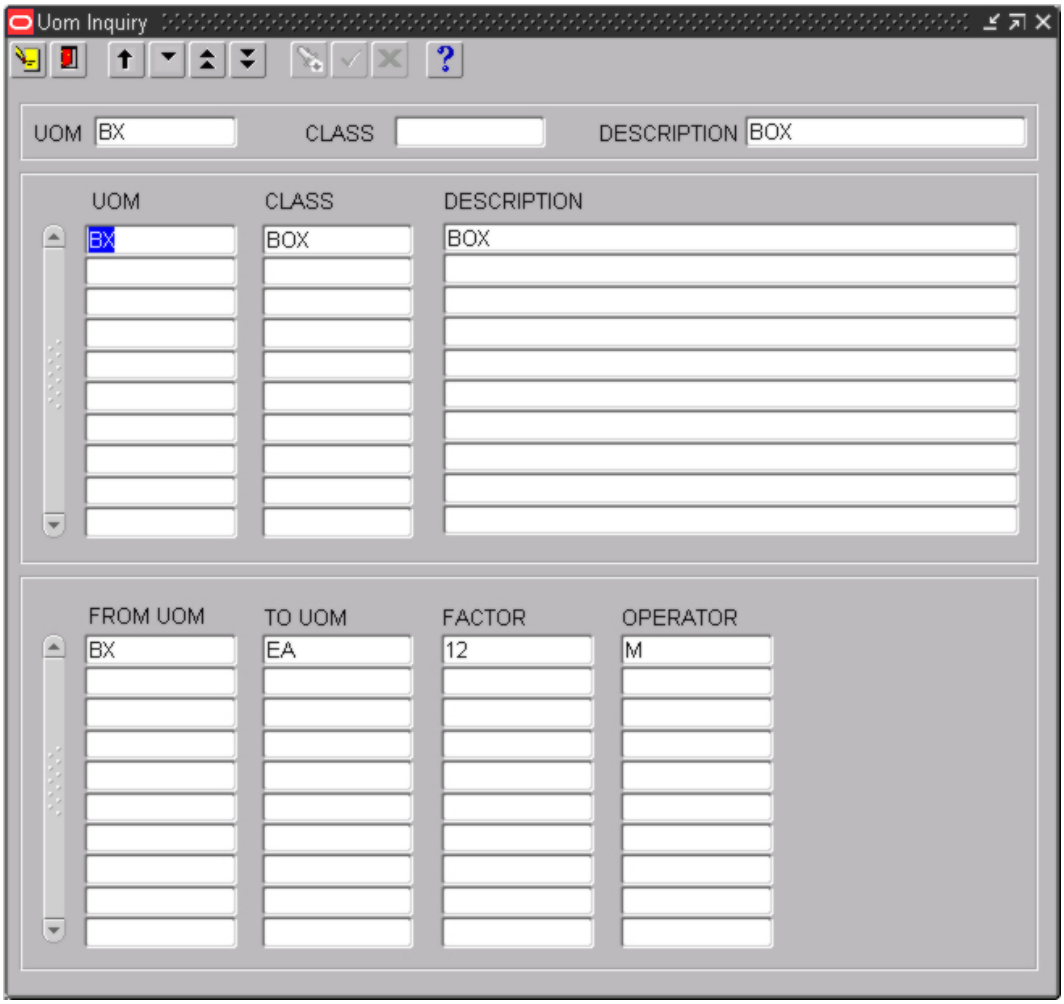
- From the main menu, select Support Functions > Item Setup > Item Master Editor. On the Item Master Editor window, click **Currency Price**.
- From the main menu, select Support Functions > Item Setup > Item Master Inquiry. On the Item Master Inquiry window, click **Currency Price**.
- From the main menu, select Processing > Ticketing. On the Ticketing window, select a print queue. Click **Continue**. On the Ticketing (container/item) window, query for a container. Select an item. Click **Currency Price**.

Exit the Multi Price Ticketing Window

- Click the exit button to close the window.

View Units of Measure

Navigate: From the main menu, select Support Functions > Item Setup > UOM Inquiry. The UOM Inquiry window opens.



UOM Inquiry Window

Display All Units of Measure

- Click the execute query button.

Display a of Unit of Measure

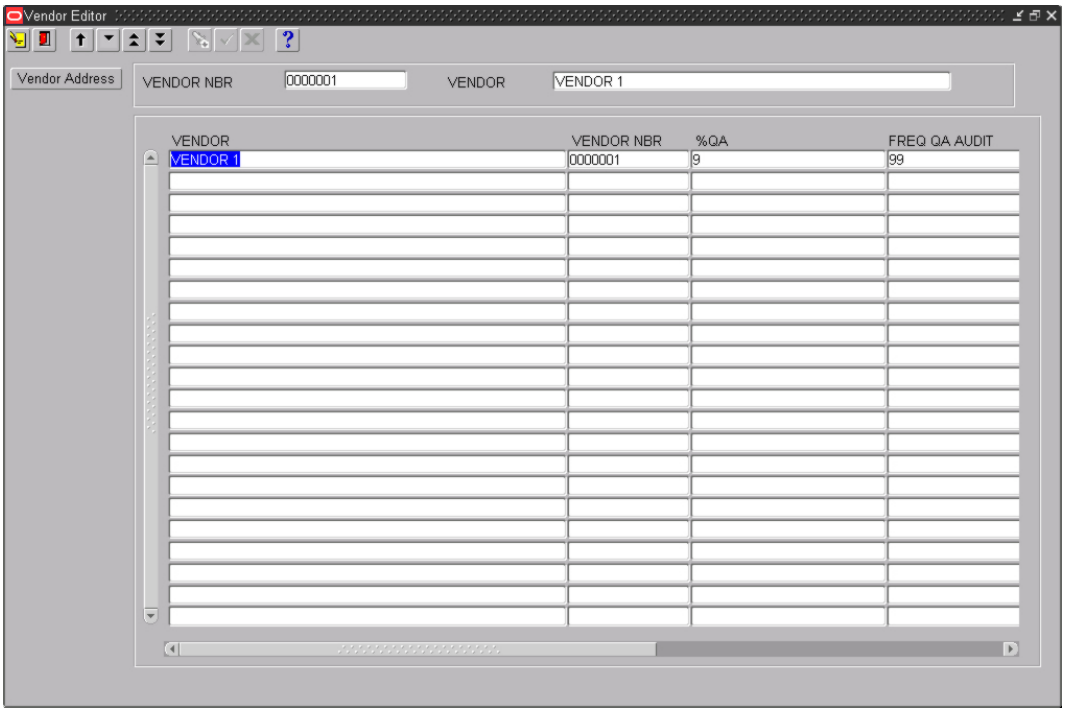
1. If any units of measure are currently displayed, click the clear button.
2. Click the enter query button.
3. In either the UOM or Class query fields, enter the abbreviation for the unit of measure (UOM) or the type of UOM, or click the LOV button and select the UOM or type of UOM.
4. Click the execute query button. The details and conversion factors for the selected UOM or type of UOM appear.

Exit the UOM Inquiry Window

- Click the exit button to close the window.

View Vendor Addresses

Navigate: From the main menu, select Support Functions > Item Setup > Vendor Editor. The Vendor Editor window opens.



Vendor Editor Window

Display All Vendors

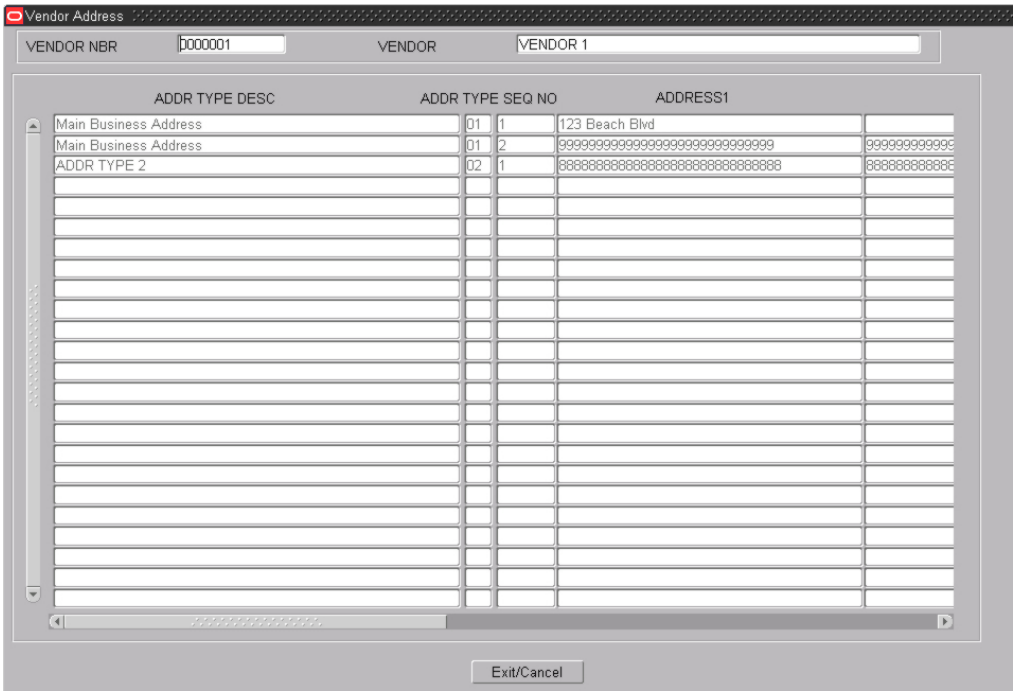
- Click the execute query button.

Display One or Multiple Vendors

1. If any vendors are currently displayed, click the clear button.
2. Click the enter query button.
3. In the Vendor Nbr field, enter a full or partial vendor number, or click the LOV button and select the vendor.
4. Click the execute query button. The vendors that match the full or partial vendor number appear.

View Addresses

1. On the Vendor Editor window, select the vendor that you want to view in detail.
2. Click **Vendor Address**. The vendor's addresses appear in the Vendor Address window.



Vendor Address Window

3. Click **Exit/Cancel** to close the Vendor Address window.

Exit the Vendor Editor Window

- Click the exit  button to close the window.

Processing Returns Setup

Cycle Count Plans

Cycle counting is the process of taking inventory at locations within a DC. Locations may be manually marked for cycle counts. Another option is to allow the system to automatically mark locations for cycle counts. The system marks locations depending on the method that you choose in the system settings. The methods you can choose from are by location, zone, and item.

Cycle Counts By Location

Specify how often, in days, the entire distribution center should be counted. Each day, a number of locations are automatically marked for counting. For example, if there are 1000 locations and the frequency is 100 days, RWMS marks 10 locations every day for counting.

To set up cycle counts by location, the system parameter, cycle_count_type, must be set to location. The parameter, cycle_count_period, must be set to the desired number of days.

Cycle Counts by Zone

Specify how often, in days, the locations within each zone are counted. The system automatically marks the locations for cycle counting. Different zones can have different cycle count frequencies.

To set up cycle counts by zone, the system parameter, cycle_count_type, must be set to zone. Cycle count plans must be defined in the Cycle Count Planning window. On the Zone Editor window, select the appropriate cycle count plan for the zone.

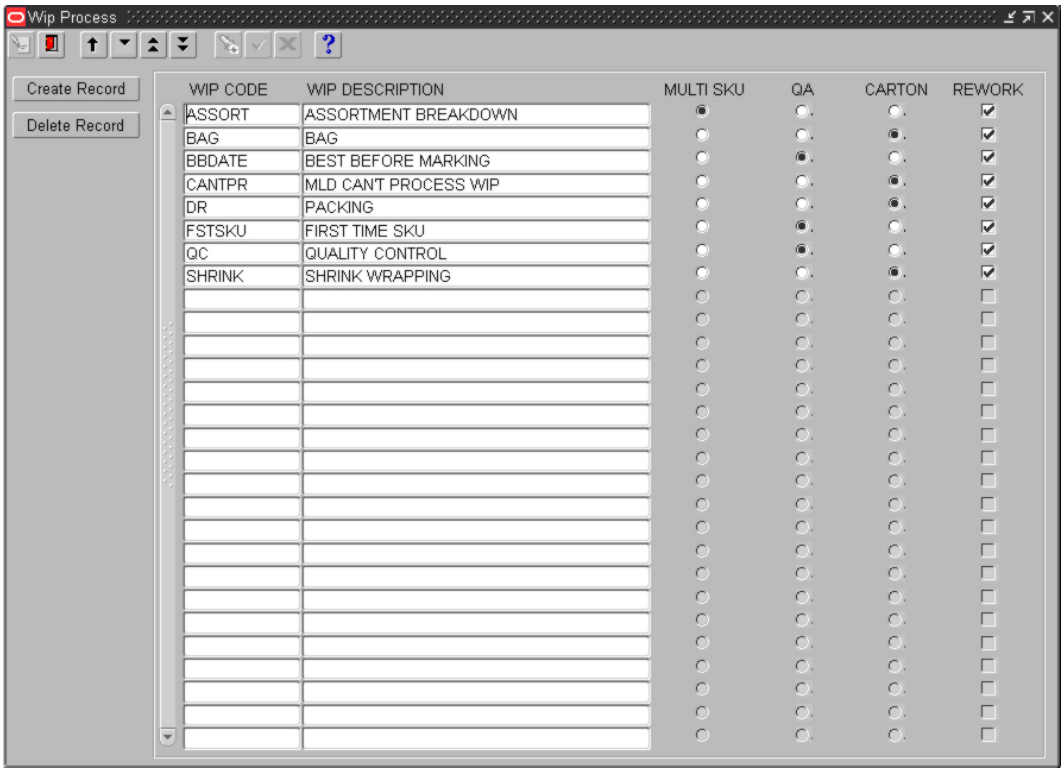
Cycle Counts by Item

Specify how often, in days, the locations containing the specified item are counted. The system automatically marks the location for cycle counting. If the location contains an assortment of items, all items within the location must be counted. Different items can have different cycle count frequencies. Note that if a location contains an assortment of items, the location may be marked for counting more frequently than desired, since cycle counts may overlap each other.

To set up cycle counts by item, the system parameter, cycle_count_type, must be set to item. On the Cycle Count Planning window, define the cycle count plans. On the Item Master Editor window, select the appropriate cycle count plan for the item.

Maintain WIP Code Processing Assignments

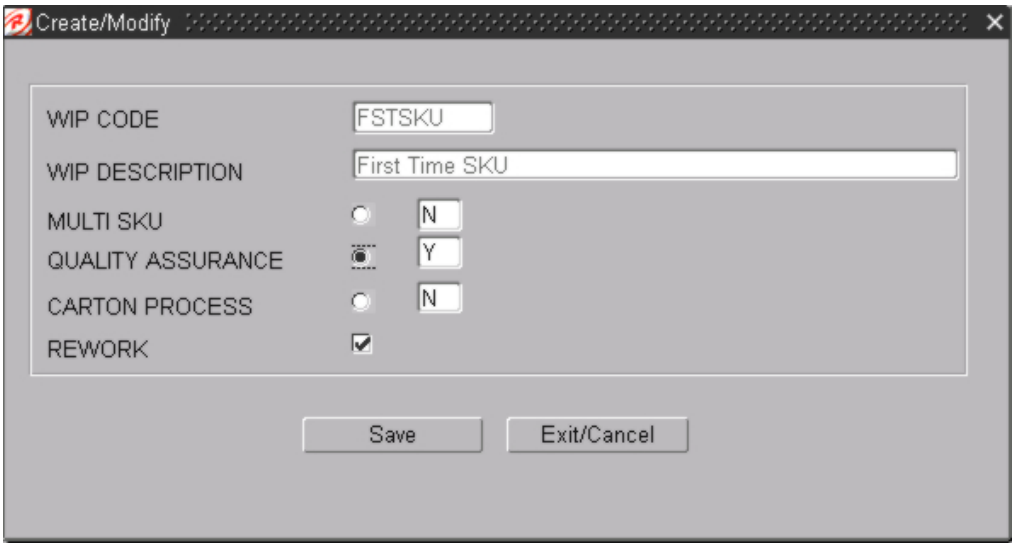
Navigate: From the main menu, select Support Functions > Processing/Returns Setup > WIP Process Editor. The current WIP code processing assignments are displayed in the WIP Process window.



WIP Process Window

Edit an Assignment

1. On the WIP Process window, double-click the assignment that you want to edit. The Create/Modify window opens.



Create/Modify Window

2. Select the appropriate option or enter N in each box in order to clear the selections.
3. Select or clear the Rework check box as necessary.
4. Click **Save** to save any changes and close the Create/Modify window.

Add an Assignment

1. On the WIP Process window, click **Create Record**. The Create/Modify window opens.
2. In the WIP Code field, enter the WIP code, or click the LOV  button and select the WIP code.
3. Select the appropriate option. To clear all the options, enter N (No) in the boxes to the far right of each option.

   Note: When you select an option, you indicate on which window DC personnel will process the WIP code.

4. Select or clear the Rework check box.

   Note: Select the Rework check box if you want DC personnel to process the WIP code through the Rework Screen window. The Rework Screen window provides access to each of the WIP processing windows from which you chose in the previous step.

5. Click **Save** to save the changes and close the Create/Modify window.

Delete an Assignment

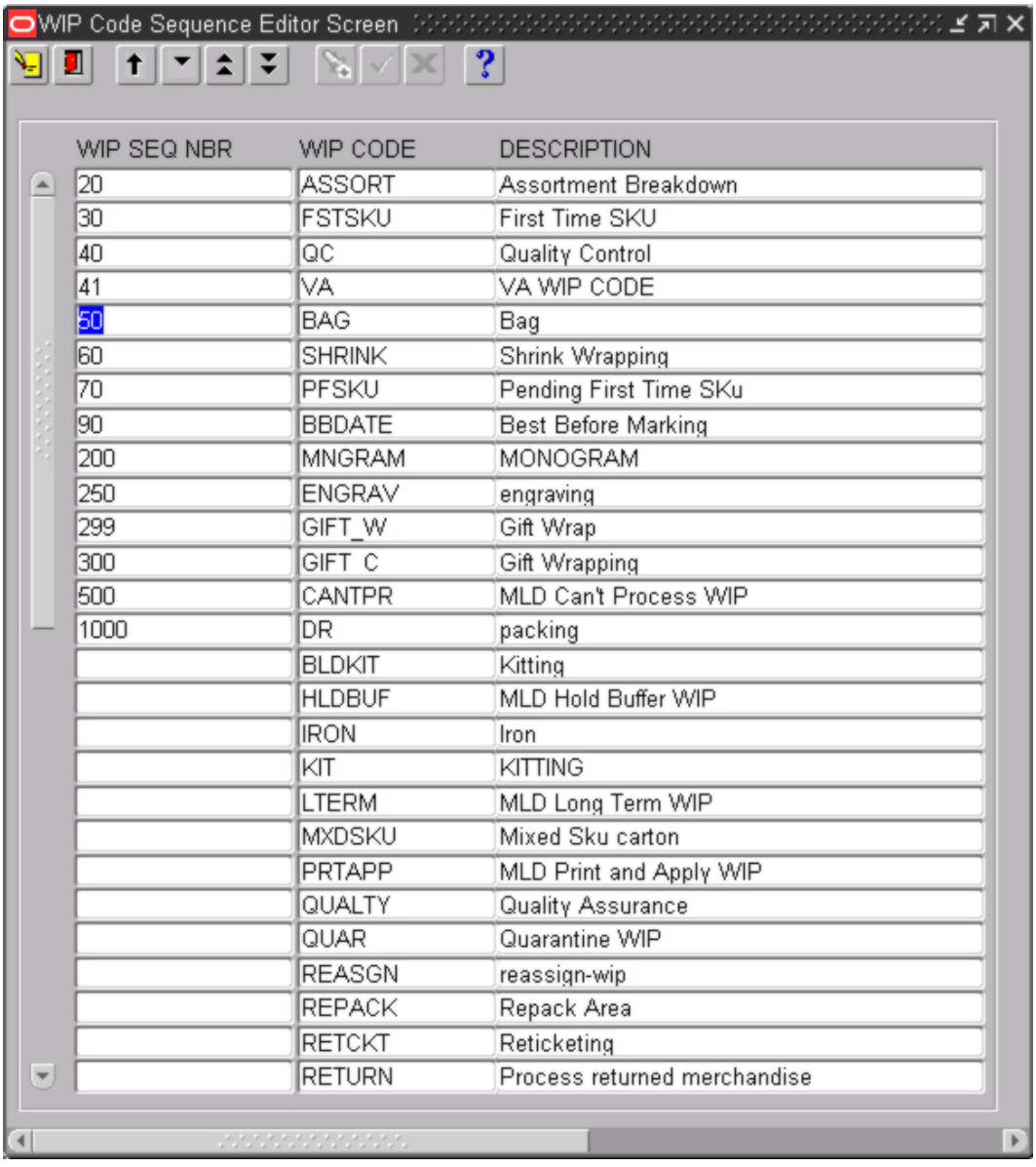
1. On the WIP Process window, select the assignment that you want to delete.
2. Click **Delete Record**.
3. When prompted to delete the record, click **Yes**.

Exit the WIP Process Window

- Click the exit  button to close the window.

Maintain WIP Code Sequences

Navigate: From the main menu, select Support Functions > Processing/Returns Setup > WIP Code Sequence Editor. The current WIP code sequences appear in the WIP Code Sequence Editor Screen window.

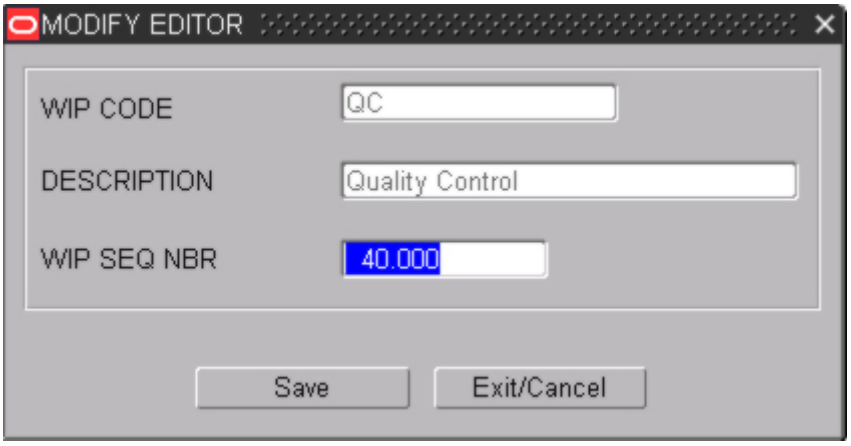


WIP SEQ NBR	WIP CODE	DESCRIPTION
20	ASSORT	Assortment Breakdown
30	FSTSKU	First Time SKU
40	QC	Quality Control
41	VA	VA WIP CODE
50	BAG	Bag
60	SHRINK	Shrink Wrapping
70	PFSKU	Pending First Time SKu
90	BBDATE	Best Before Marking
200	MNGRAM	MONOGRAM
250	ENGRAV	engraving
299	GIFT_W	Gift Wrap
300	GIFT_C	Gift Wrapping
500	CANTPR	MLD Can't Process WIP
1000	DR	packing
	BLDKIT	Kitting
	HLDBUF	MLD Hold Buffer WIP
	IRON	Iron
	KIT	KITTING
	LTERM	MLD Long Term WIP
	MXDSKU	Mixed Sku carton
	PRTAPP	MLD Print and Apply WIP
	QUALTY	Quality Assurance
	QUAR	Quarantine WIP
	REASGN	reassign-wip
	REPACK	Repack Area
	RETCKT	Reticketing
	RETURN	Process returned merchandise

WIP Code Sequence Editor Screen Window

Edit a WIP Code Sequence

1. On the WIP Code Sequence Editor Screen window, double-click the WIP code that you want to edit. The Modify Editor window opens.



Modify Editor Window

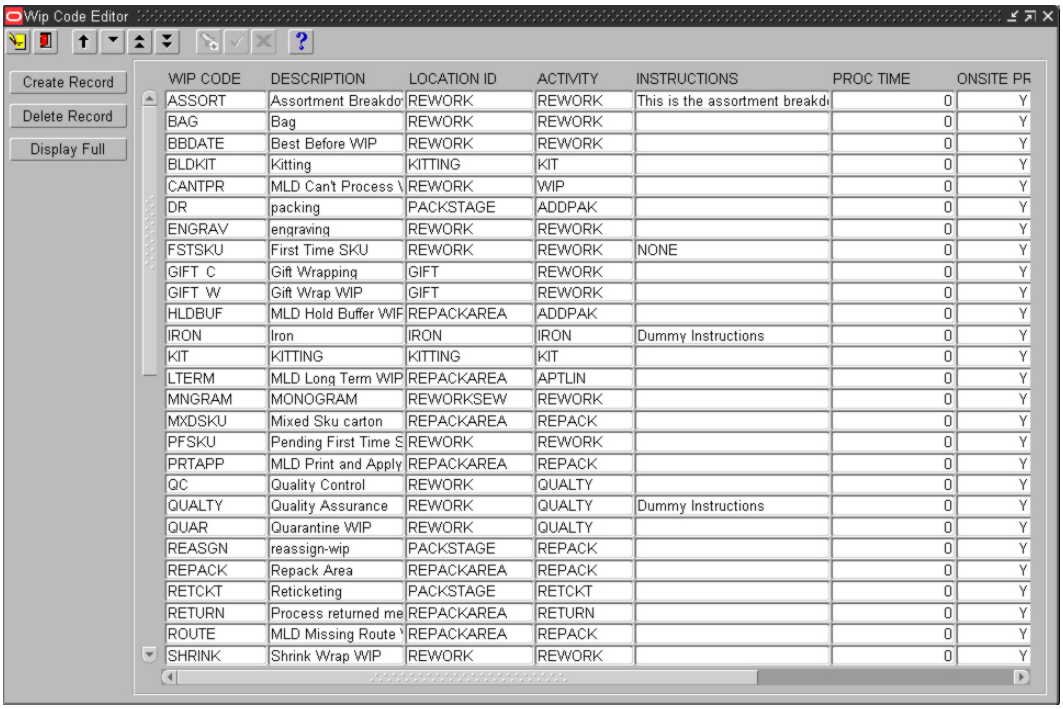
2. Edit the sequence number as necessary.
3. Click **Save** to save any changes and close the Modify Editor window.

Exit the WIP Code Sequence Editor Screen Window

- Click the exit  button to close the window.

Maintain WIP Codes

Navigate: From the main menu, select Support Functions > Processing/Returns Setup > WIP Code Editor. The current WIP codes appear in the WIP Code Editor window.



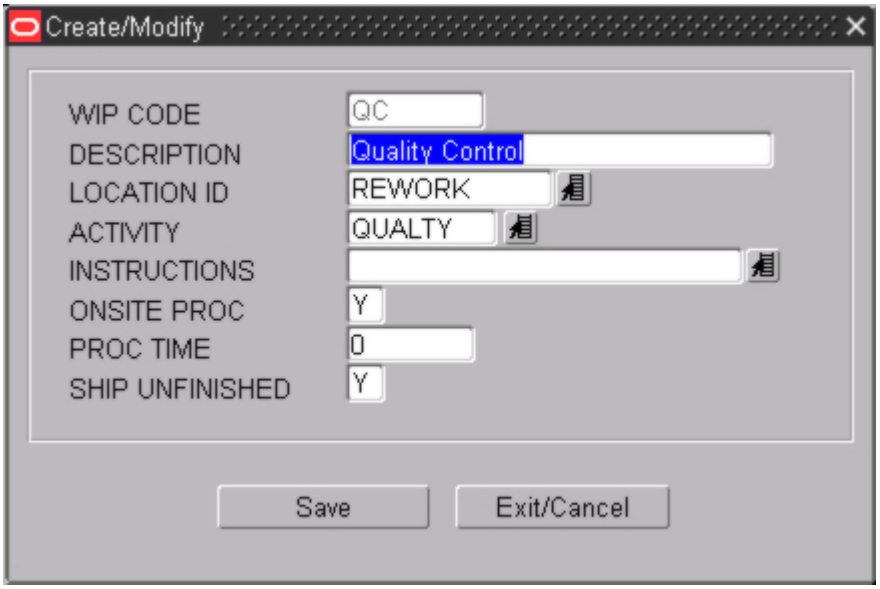
WIP CODE	DESCRIPTION	LOCATION ID	ACTIVITY	INSTRUCTIONS	PROC TIME	ONSITE PR
ASSORT	Assortment Breakdo	REWORK	REWORK	This is the assortment breakd	0	Y
BAG	Bag	REWORK	REWORK		0	Y
BBDATE	Best Before WIP	REWORK	REWORK		0	Y
BLDKIT	Kitting	KITTING	KIT		0	Y
CANTPR	MLD Can't Process \	REWORK	WIP		0	Y
DR	packing	PACKSTAGE	ADDPAK		0	Y
ENGRAV	engraving	REWORK	REWORK		0	Y
FSTSKU	First Time SKU	REWORK	REWORK	NONE	0	Y
GIFT_C	Gift Wrapping	GIFT	REWORK		0	Y
GIFT_W	Gift Wrap WIP	GIFT	REWORK		0	Y
HLDBUF	MLD Hold Buffer WIF	REPACKAREA	ADDPAK		0	Y
IRON	Iron	IRON	IRON	Dummy Instructions	0	Y
KIT	KITTING	KITTING	KIT		0	Y
LTERM	MLD Long Term WIP	REPACKAREA	APTLIN		0	Y
MNGRAM	MONOGRAM	REWORKSEW	REWORK		0	Y
MXDSKU	Mixed Sku carton	REPACKAREA	REPACK		0	Y
PFSKU	Pending First Time S	REWORK	REWORK		0	Y
PRTAPP	MLD Print and Apply	REPACKAREA	REPACK		0	Y
QC	Quality Control	REWORK	QUALTY		0	Y
QUALTY	Quality Assurance	REWORK	QUALTY	Dummy Instructions	0	Y
QUAR	Quarantine WIP	REWORK	QUALTY		0	Y
REASGN	reassign-wip	PACKSTAGE	REPACK		0	Y
REPACK	Repack Area	REPACKAREA	REPACK		0	Y
RETCKT	Reticketing	PACKSTAGE	RETCKT		0	Y
RETURN	Process returned me	REPACKAREA	RETURN		0	Y
ROUTE	MLD Missing Route \	REPACKAREA	REPACK		0	Y
SHRINK	Shrink Wrap WIP	REWORK	REWORK		0	Y

WIP Code Editor Window

> **Note:** To view the instructions for a WIP code in a separate window, select the WIP code and click **Display Full**.

Edit a WIP Code

1. On the WIP Code Editor window, double-click the WIP code that you want to edit. The Create/Modify window opens.



Create/Modify Window

2. Edit the enabled fields as necessary.
3. Click **Save** to save any changes and close the Create/Modify window.

Add a WIP Code

1. On the WIP Code Editor window, click **Create Record**. The Create/Modify window opens.
2. In the WIP Code and Description fields, enter a code and description for the WIP.
3. In the Location ID field, enter the ID of the location where the activity takes place, or click the LOV button and select the location.
4. In the Activity field, enter the code for the activity associated with the WIP, or click the LOV button and select the activity.
5. In the Instructions field, enter instructions for the activity if it pertains to gift wrapping or personalization.
6. In the Onsite Proc field, enter Y (Yes) if the WIP is handled at the distribution center or N (No) if it is handled off-site.
7. In the Proc Time field, enter the standard processing time in minutes.
8. In the Ship Unfinished field, enter Y (Yes) if merchandise may be shipped even if the WIP is not processed or N (No) if the WIP must be processed.
9. Click **Save** to save the changes and close the Create/Modify window.

Delete a WIP Code

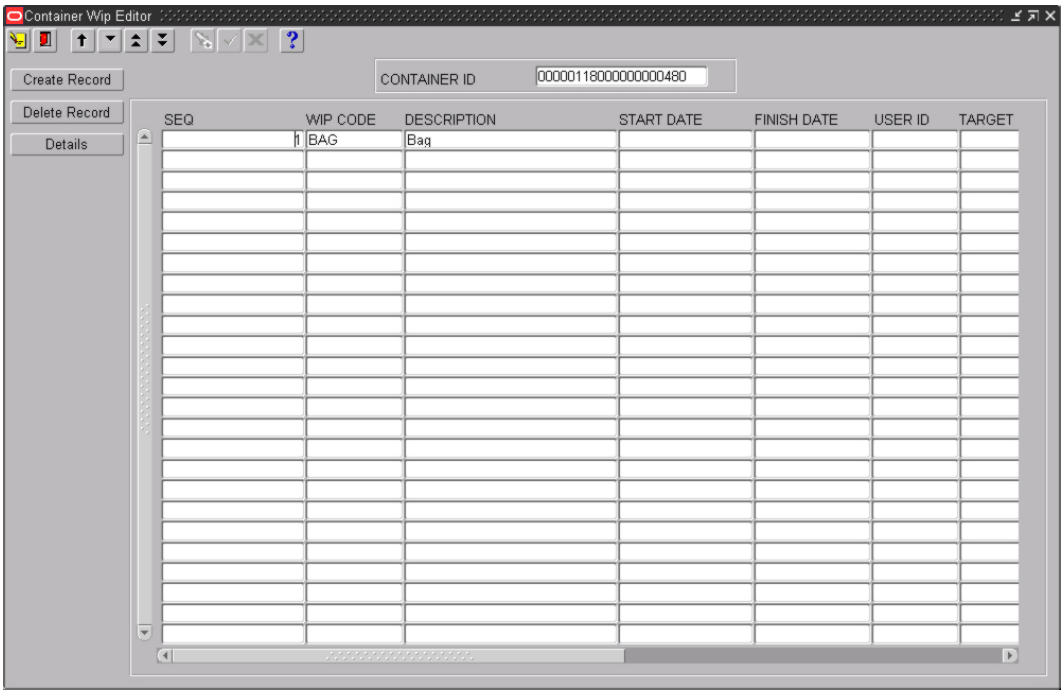
1. On the WIP Code Editor window, select the WIP code that you want to delete.
2. Click **Delete Record**.
3. When prompted to delete the record, click **Yes**.

Exit the WIP Code Editor Window

- Click the exit button to close the window.

Maintain WIP Lists by Container

Navigate: From the main menu, select Support Functions > Processing/Returns Setup > Container WIP Editor. The Container WIP Editor window opens.



Container WIP Editor Window

> **Note:** You can also access this window from the Stock Order Inquiry Screen window.

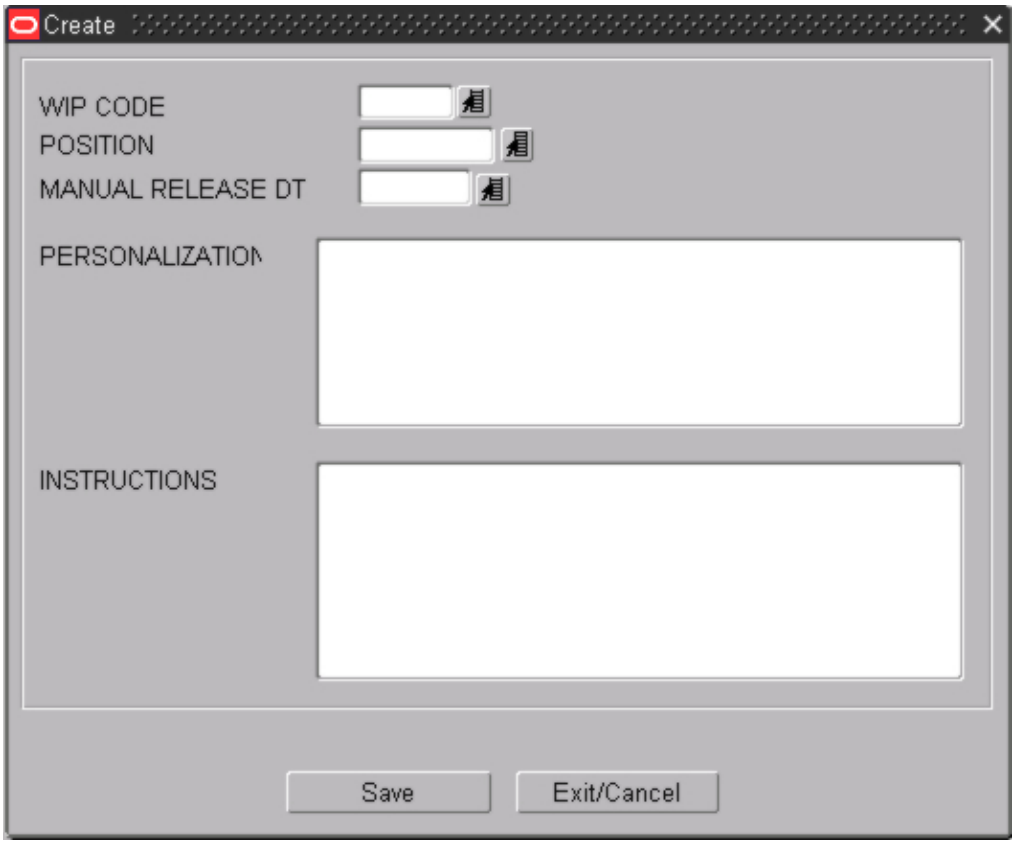
Display the WIP List for a Container

1. If the WIP list for a container is currently displayed, click the clear button.
2. Click the enter query button.
3. In the Container ID query field, enter a container ID, or click the LOV button and select the container.
4. Click the execute query button. The WIP list for the specified container is displayed.

Add a WIP Code to the WIP List

> **Note:** If you do not want the new WIP code to be placed last in the list, select the WIP code that should precede the new one before you begin this procedure.

1. On the Container WIP Editor window, click **Create Record**. The Create window opens.



Create Window

2. In the WIP code field, enter the WIP code, or click the LOV button and select the WIP code.
3. In the Position field, enter the sequence for the task, or click the LOV button and select the sequence.
   - Select Next to place the WIP code after the selected WIP code.
   - Select Last to place the WIP code at the end of the WIP list.
4. Click **Save**.

Delete a WIP Code from the WIP List

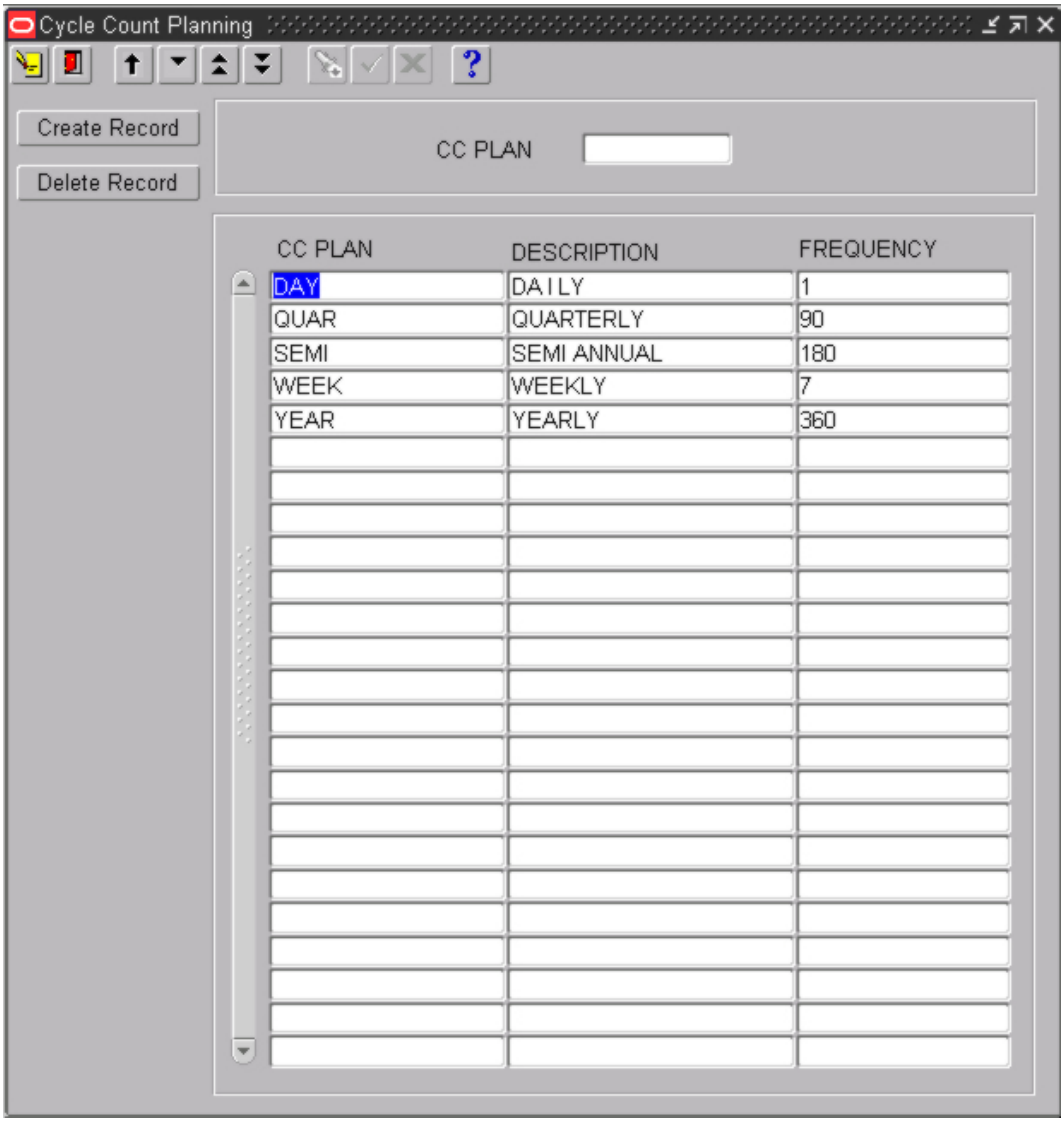
1. On the Container WIP Editor window, select the WIP code that you want to delete from the WIP list.
2. Click **Delete Record**.
3. When prompted to delete the record, click **Yes**.

Exit the Container WIP Editor Window

- Click the exit button to close the window.

Maintain Cycle Count Plans

Navigate: From the main menu, select Support Functions > Processing/Returns Setup > Cycle Count Planning. The Cycle Count Planning window opens.



Cycle Count Planning Window

Display All Plans

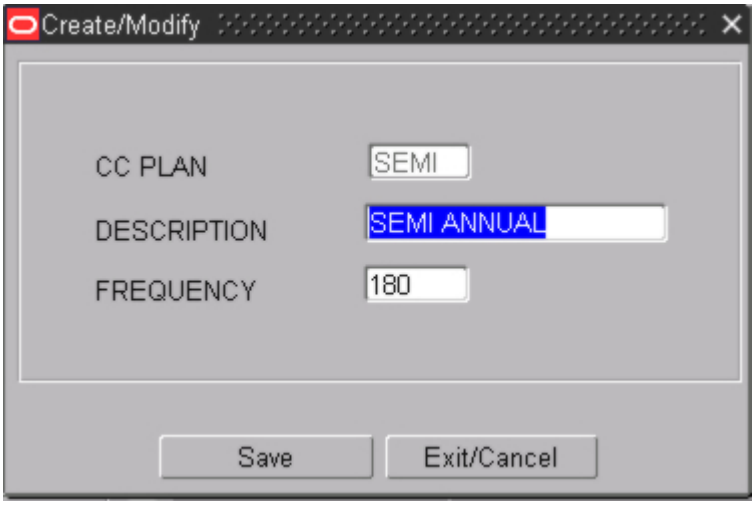
- Click the execute query button.

Display a Plan

1. If any plans are currently displayed, click the clear button.
2. Click the enter query button.
3. In the CC Plan query field, enter all or part of the plan's name, or click the LOV button and select the plan.
4. Click the execute query button. The plans that match the name or partial name appear.

Edit a Plan

1. On the Cycle Count Planning window, double-click the plan that you want to edit. The Create/Modify window opens.



Create/Modify Window

2. Edit the description and frequency (in days) as necessary.
3. Click **Save** to save any changes and close the Create/Modify window.

Add a Plan

1. On the Cycle Count Planning window, click **Create Record**. The Create/Modify window opens.
2. In the CC Plan and Description fields, enter the name and description of the plan.
3. In the Frequency field, enter how often, in days, that the cycle count must be performed.
4. Click **Save** to save the changes and close the Create/Modify window.

Delete a Plan

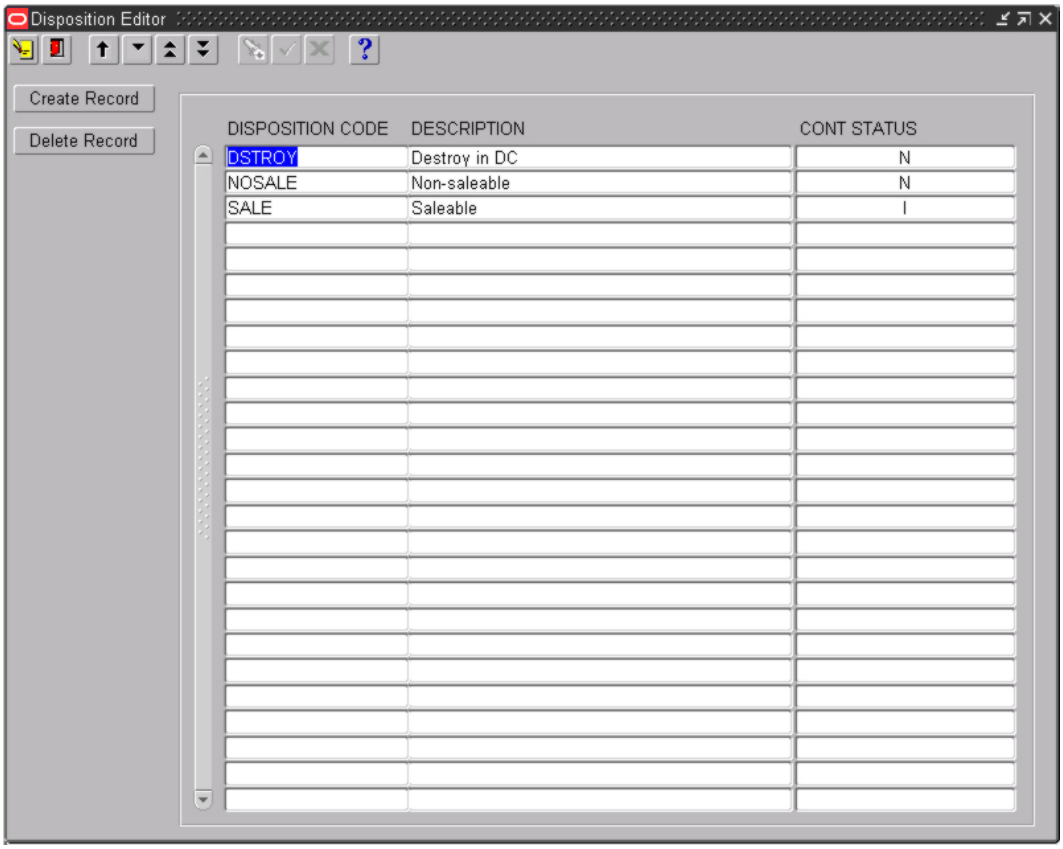
1. On the Cycle Count Planning window, select the plan that you want to delete.
2. Click **Delete Record**.
3. When prompted to delete the record, click **Yes**.

Exit the Cycle Count Planning Window

- Click the exit  button to close the window.

Maintain Disposition Codes

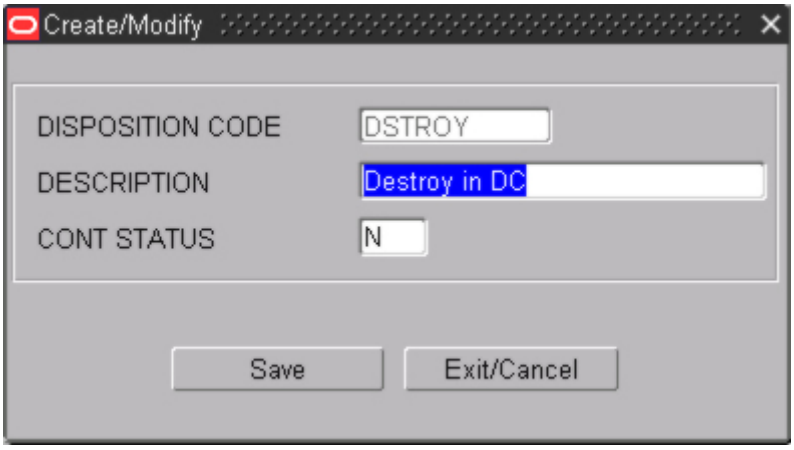
Navigate: From the main menu, select Support Functions > Processing/Returns Setup > Disposition Code Editor. The current disposition codes appear in the Disposition Editor window.



Disposition Editor Window

Edit a Disposition Code

1. On the Disposition Editor window, double-click the disposition code that you want to edit. The Create/Modify window opens.



Create/Modify Window

2. Edit the description and container status as necessary.
3. Click **Save** to save any changes and close the Create/Modify window.

Add a Disposition Code

1. On the Disposition Editor window, click **Create Record**. The Create/Modify window opens.
2. In the Disposition Code and Description fields, enter a code and description for the disposition.
3. In the Cont Status field, enter the status of containers associated with the disposition code. The status may be I (Inventory) or N (Nonsaleable)
4. Click **Save** to save the changes and close the Create/Modify window.

Delete a Disposition Code

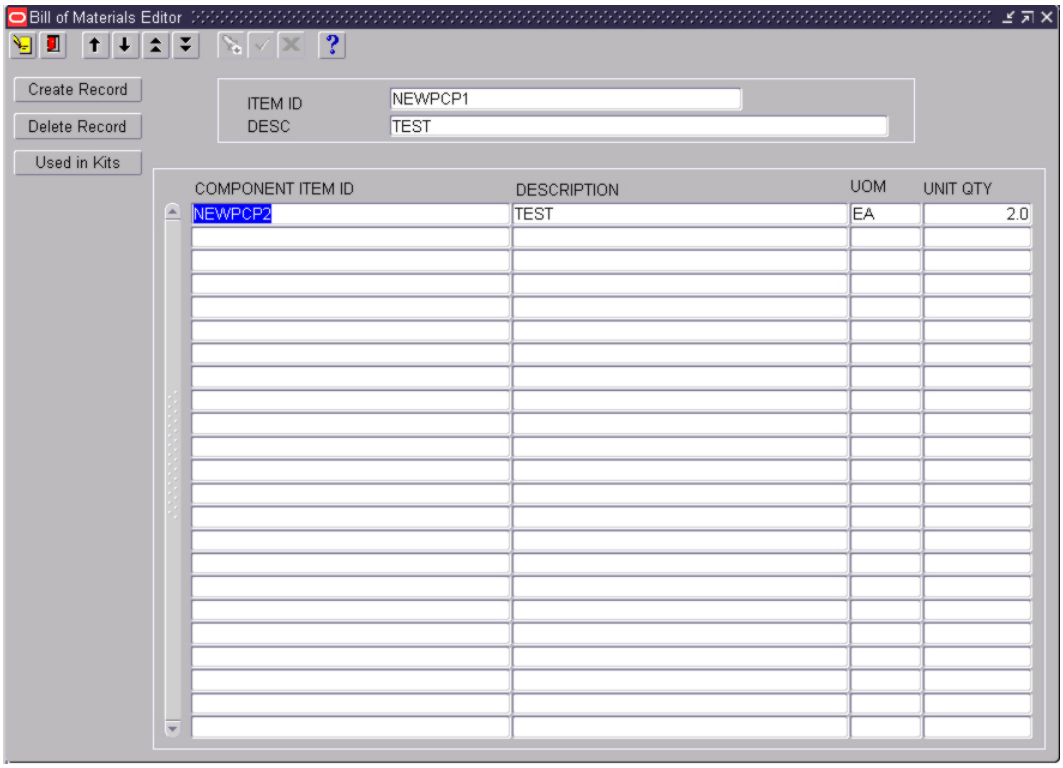
1. On the Disposition Editor window, select the disposition code that you want to delete.
2. Click **Delete Record**.
3. When prompted to delete the record, click **Yes**.

Exit the Disposition Editor Window

- Click the exit  button to close the window.

Maintain Kits

Navigate: From the main menu, select Support Functions > Processing/Returns Setup > Bill of Materials Editor. The Bill of Materials Editor window opens.



Bill of Materials Editor Window

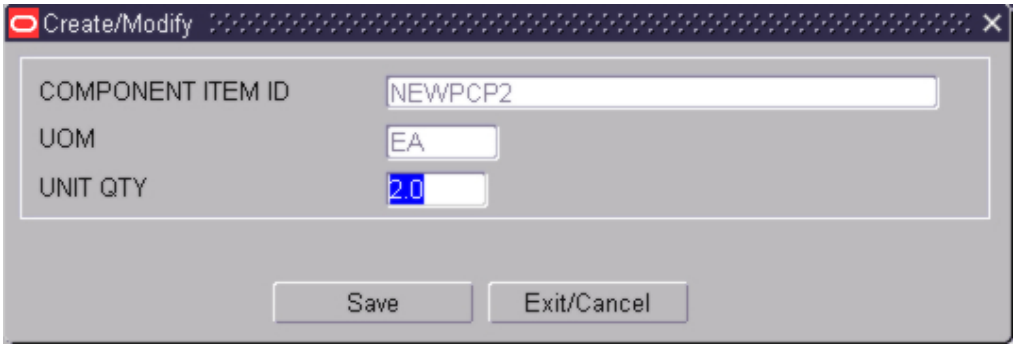
> **Note:** You can also access this window from the Item Master Editor window.

Display Component Items

1. If an item is currently displayed, click the clear button.
2. Click the enter query button.
3. In the Item ID query field, enter the ID of the item, or click the LOV button and select the item.
4. Click the execute query button. The component items for the selected item are displayed.

Edit a Component Item

1. On the Bill of Materials Editor window, double-click the component item that you want to edit. The Create/Modify window opens.

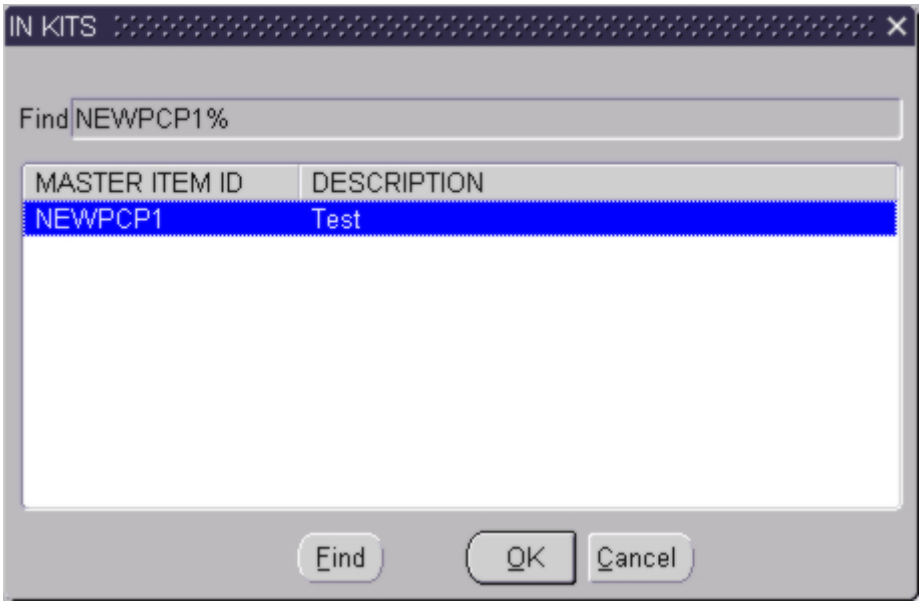


Create/Modify Window

2. Edit the unit quantity as necessary.
3. Click **Save** to save any changes and close the Create/Modify window.

Check Kit Members

1. On the Bill of Materials Editor window, select the component item that you want to check.
2. Click **Used in Kits**. The kits of which the component item is a member appear in the In Kits window.



In Kits Window

3. Click OK to close the In Kits window.

Add a Component Item

1. On the Bill of Materials Editor window, click **Create Record**. The Create/Modify window opens.
2. In the Component Item ID field, enter the ID of the component item, or click the LOV button and select the component item.
3. In the Unit Qty field, enter the required number of units.
4. Click **Save** to save the changes and close the Create/Modify window.

Delete a Component Item

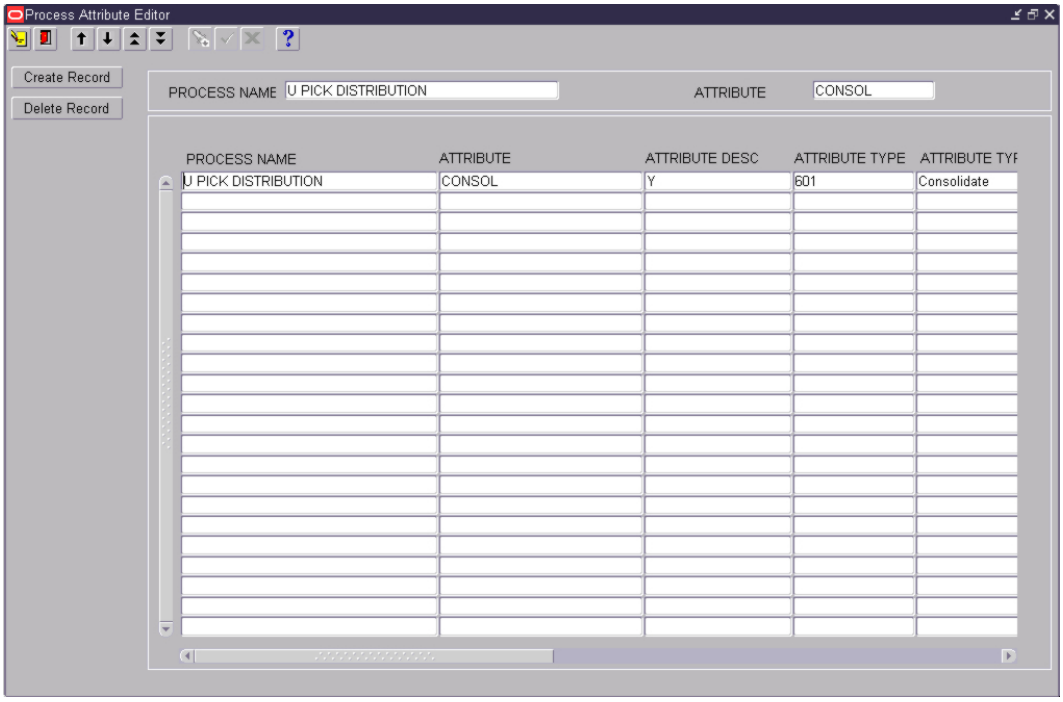
1. On the Bill of Materials Editor window, select the component item that you want to delete.
2. Click **Delete Record**.
3. When prompted to delete the record, click **Yes**.

Exit the Bill of Materials Editor Window

- Click the exit button to close the window.

Maintain Process Attributes

Navigate: From the main menu, select Support Functions > Processing/Returns Setup > Process Attribute Editor. The Process Attribute Editor window opens.



Process Attribute Editor Window

> **Note:** You can also access this window from the Process Editor window.

Display All Process Attributes

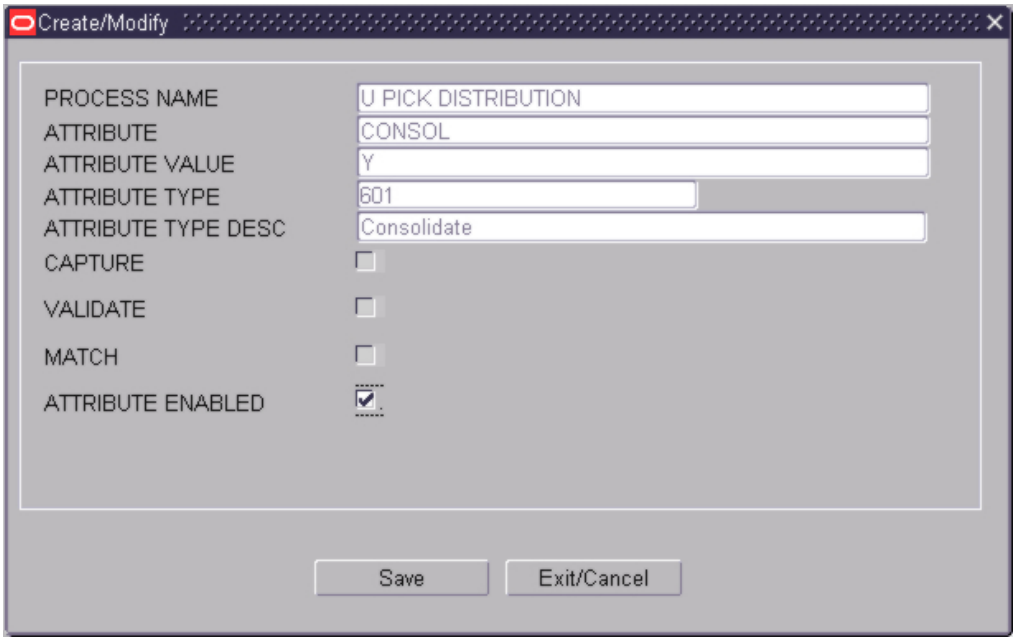
- Click the execute query button.

Display a Subset of Process Attributes

1. If any process attributes are currently displayed, click the clear button.
2. Click the enter query button.
3. To search for a single process attribute, enter the ID of the process attribute in the Attribute query field, or click the LOV button and select the process attribute. To search for process attributes by process, enter the name of the process in the Process Name query field, or click the LOV button and select the process.
4. Click the execute query button. The process attributes that match the search criterion appear.

Edit a Process Attribute

1. On the Process Attribute Editor window, double-click the process attribute that you want to edit. The Create/Modify window opens.



Create/Modify Window

2. Select or clear the Attribute Enabled check box as necessary.
3. Click **Save** to save any changes and close the Create/Modify window.

Assign an Attribute to a Process

1. On the Process Attribute Editor window, click **Create Record**. The Create/Modify window opens.
2. In the Attribute field, enter the ID of the attribute you want to associate with the current process, or click the LOV button and select the attribute.

   Note: If no process was identified on the Process Attribute Editor window, enter the name of the process in the Process Name field on the Create/Modify window.

3. To make the process attribute available to users, select the Attribute Enabled check box.
4. Click **Save** to save the changes and close the Create/Modify window.

Delete a Process Attribute

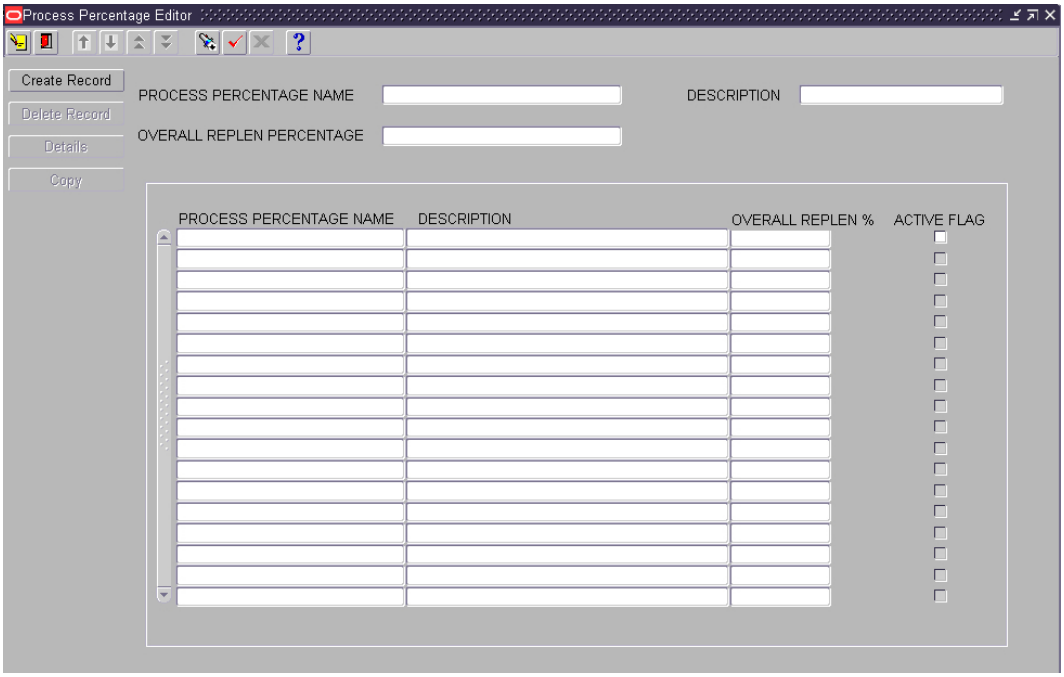
1. On the Process Attribute Editor window, select the attribute that you want to delete.
2. Click **Delete Record**.
3. When prompted to delete the record, click **Yes**.

Exit the Process Attribute Editor Window

- Click the exit button to close the window.

Maintain Process Percentages

Navigate: From the main menu, select Support Functions > Processing/Returns Setup > Process Percentage Editor. The Process Percentage Editor window opens.



Process Percentage Editor Window

Note: You can also access this window from the Distribution Planning > Select Stock Order menu. The Select Stock Order window opens. Click **Wave Preview**. The Wave Preview window opens. Click **Process Percentage Editor**. The Process Percentage Editor window opens.

Display All Processes Percentages

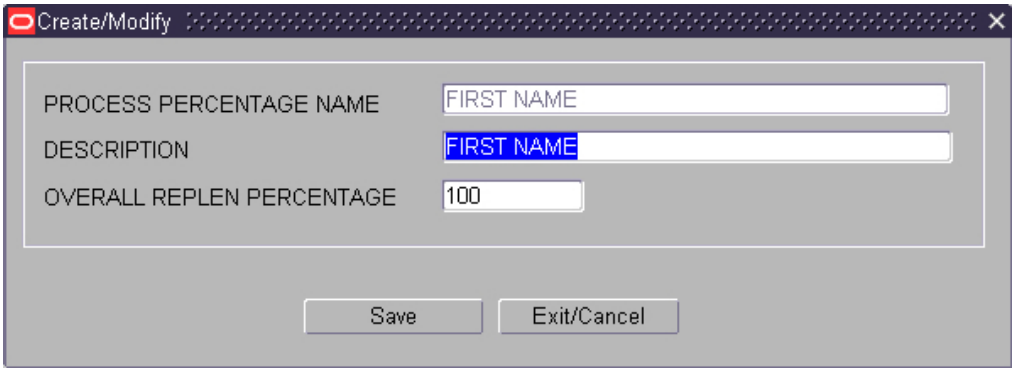
- Click the execute query button.

Display a Subset of Processes Percentages

1. If any processes percentages are currently displayed, click the clear button.
2. Click the enter query button.
3. To search for a single process percentage, enter the name of the process percentage in the Process Percentage Name query field, or click the LOV button and select the process percentage.
   To search for processes by replenishment percentage, enter the name of the percentage amount in Overall Replen Percentage query field, or click the LOV button and select replenishment percentage.
4. Click the execute query button. The process percentages that match the search criterion appear.

Edit a Process Percentage

1. On the Process Percentage Editor window, double-click the process percentage that you want to edit. The Create/Modify window opens.

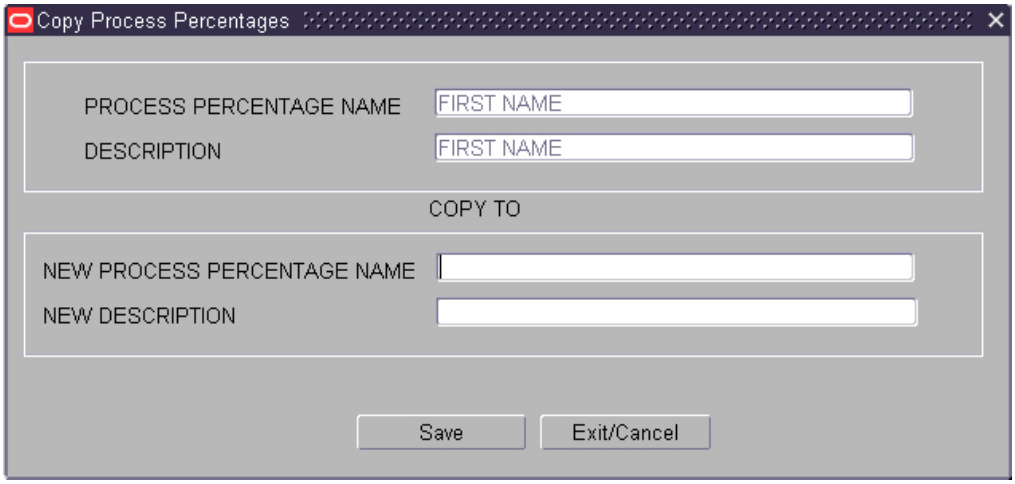


Create/Modify Window

2. Edit the enabled fields as necessary.
3. Click **Save** to save any changes and close the Create/Modify window.

Copy a Process Percentage

1. On the Process Percentage Editor window, click **Copy**. The Copy Process Percentages window opens.



Copy Process Percentages Window

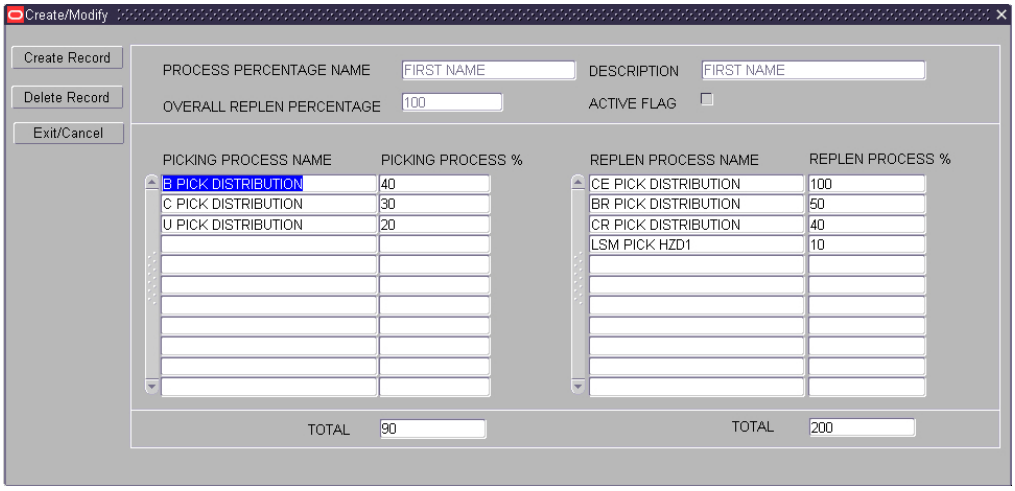
2. In the New Process Percentage Name field, enter the new process percentage name.
3. In the New Description field, enter the new description.
4. Click **Save** to save any changes and close the Copy Process Percentages window.

Add a Process Percentage

1. On the Process Percentage Editor window, click **Create Record**. The Create/Modify window opens.
2. In the Process Percentage Name and Description fields, enter a name and description for the process percentage.
3. In the Overall Replen Percentage field, enter the percentage that should be replenished in the wave.
4. Click **Save** to save any changes and close the Create/Modify window.

Add Details to a Process Percentage

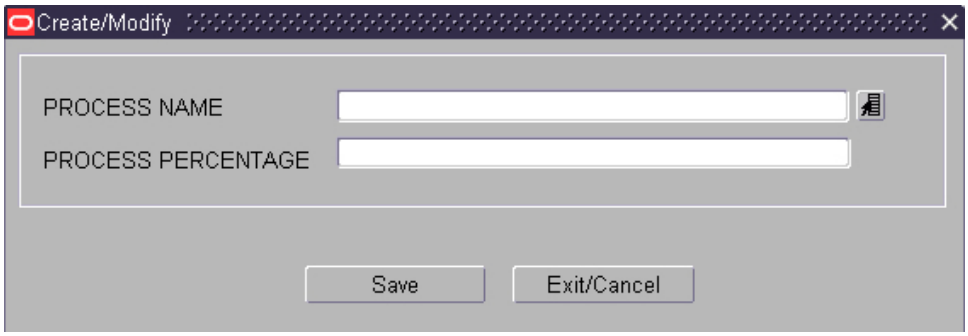
1. On the Process Percentage Editor window, select the process percentage you want to add details to.
2. Click **Details**. The Create/Modify window opens.



Create/Modify Window

To add a process to the process percentages:

1. Click **Create Record**. The Create/Modify window opens.



Create/Modify Window

2. In the Process Name field, enter a process name, or click the LOV button and select a process.
3. In the Process Percent field, enter the percentage that is assigned to that process.
4. Click **Save** to save any changes and close the Create/Modify window.
5. To delete a process from the process percentages:
6. Place the cursor in the line you want to delete.
7. Click **Delete Record**.
8. When prompted to delete the record, click **Yes**.
9. Click **Exit/Cancel** to close the Create/Modify window.

Delete a Process Percentage

1. On the Process Percentage Editor window, select the process that you want to delete.
2. Click **Delete Record**.
3. When prompted to delete the record, click **Yes**.

Exit the Process Percentage Editor Window

- Click the exit  button to close the window.

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