

# Retek<sup>®</sup> Distribution Management 10.1



## RF User Guide



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- Exact error message received.
- Screen shots of each step you take.



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# Chapter 1 – Introduction

This user guide provides you with information to effectively use Retek Distribution Management.

The topics covered in this chapter are:

- What is Retek Distribution Management?
- Purpose of this guide
- Prerequisites
- Related documentation

## What is Retek Distribution Management?

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

The RDM Radio Frequency (RF) and Truck-Mounted (TM) devices increase your efficiency in picking, shipping, receiving, and inventory functions. The RF and TM devices allow you to access the system while remaining mobile.

### Features

The features of RDM include:

- Optimizes the flow of merchandise and utilization of resources at warehouses, distribution centers, or fulfillment centers.
- Functionality exclusively designed for the distribution operations across any channel to reach and service customers.
- Supports push, pull, cross-dock, or flow-through distribution environments, in any combination and unit of measure.
- User-configurable design.
- Supports dual user modes.
- Supports multiple languages.
- Modified through user exits, which are external to base source code.

### Benefits

The benefits of RDM include:

- Reduced errors.
- Improved inventory accuracy.
- Increased productivity.
- Reduced paperwork.
- Improved space utilization.
- Elimination of physical inventories.
- Support of value-added customer compliance programs.
- Improved customer service.

### Technology

RDM works on any Unix, Linux, or NT server supporting Oracle RDBMS Database Server or RF platform. RDM also works with Oracle Designer and Oracle Developer. Ad-hoc reports can be done using Oracle reports or any standard ODBC tool.

## Purpose of this guide

This user guide concentrates on how to use the components of the Radio Frequency (RF) hand-held device and the truck-mounted (TM) device with Retek Distribution Management. It provides you with:

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

## Prerequisites

This user guide makes no assumptions about your experience using Retek software applications. However, it does assume the following:

- You are familiar with operating a personal computer (PC) and keyboard.
- All components of the software application have been successfully installed.

## Related documentation

Additional documentation for Retek Distribution Management is available. That documentation includes:

Name of Manual	Description
Installation Guide	Hardware, software, and browser requirements. Installation instructions.
Operations Guide	Functional overviews. Error codes.
Data Model	Relational integrity diagrams. Table names and descriptions. Column summaries. Primary and foreign keys. Check constraints.
Online Help	Online help is available within the GUI application.
GUI User Guide	User guide for the GUI interface of RDM.



## Chapter 2 – Security and access

This chapter describes the security and logon features of Retek Distribution Management (RDM). Passwords and privilege levels are discussed. Information on how to log on to and exit RDM is presented.

### Security

RDM features two security measures: passwords and privilege levels.

### Passwords

A password is required to access RDM. Logon standards require that you change passwords every 94 days; however, this number is an adjustable system parameter. Passwords must be unique and be at least five alphanumeric characters in length. Passwords are also case-sensitive.

The system tracks the age of each user's current password and issues an alert at logon when the password is 90 days old or more. You must change the password by the 94th day, or you will no longer be able to access RDM.

When it is time to change your password, the Change Password screen is displayed at log on.



XX CHANGE PASSWORD

Enter New Password:  
████████

Confirm New Password:

Password Age:

EXIT

CHANGE PASSWORD

*Change Password screen*

#### Change a password

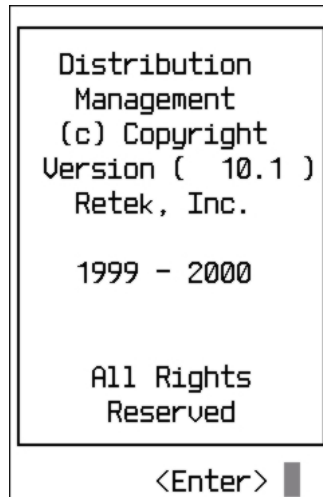
- 1 In the Enter New Password field, enter a new password and press the Enter key.
- 2 In the Confirm New Password field, enter the new password again and press the Enter key.
- 3 Select the Change Password option in order to save the new password.

## Privilege levels

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

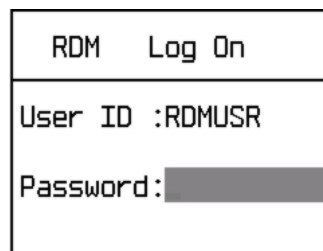
## Log on to RDM

- **Navigate:** Log onto the program, using your user ID and password. This log-on procedure applies to both the RF and TM devices. The Copyright screen is displayed.



*Copyright screen (RF device)*

- 1 Press the Enter key. The RDM Log On screen is displayed.

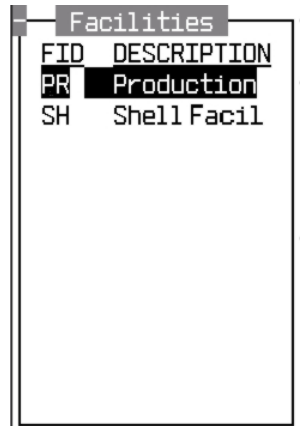


*Log On screen (RF device)*

- 2 If your operating system user ID is not displayed at the User ID prompt, then enter your operating system user ID.

- 3 In the Password field, enter your password and press the Enter key. The Facilities menu is displayed.

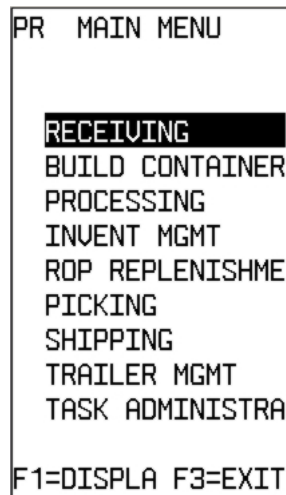
**Note:** If there is only one facility set up, the Main Menu is displayed.



FID	DESCRIPTION
PR	Production
SH	Shell Facil

*Facilities menu (RF device)*

- 4 Select the facility that you want to work in.
- 5 Press the Enter key. The Main Menu screen is displayed.



PR	MAIN MENU
	RECEIVING
	BUILD CONTAINER
	PROCESSING
	INVENT MGMT
	ROP REPLENISHME
	PICKING
	SHIPPING
	TRAILER MGMT
	TASK ADMINISTRA
	F1=DISPLA F3=EXIT

*Main Menu screen (RF device)*

## Exit RDM

You can exit RDM from any screen.

### Exit RDM

- **Navigate:** From any screen, press the F3 (Exit) key. You are prompted to confirm the request.
  - When prompted to confirm the request, enter **Y** (Yes) and press the Enter key.



# Chapter 3 – Receiving

## Overview

The Receiving Module is divided into the following sections:

- Receiving and Return Receiving
- Transshipment
- Blind Receipts
- Checking
- Lot Tracking.

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

## Receiving

You can scan or manually enter the remainder of the information at the appropriate fields. If you manually enter the information, you must press the Enter key after you enter data in each field. Scanning the information from the appropriate labels automatically moves you to the next field.

Merchandise that does not have a PO line item in the receiving package can be shipped with an appointment. If the excess/overage merchandise contains a valid PO, the receiving supervisor can add the merchandise to the current appointment and print labels for that merchandise, make a new appointment, or load the merchandise back onto the trailer.

**Note:** Truck mount terminals do not contain any of the Receiving options.

- **Navigate:** From the Main Menu, select Receiving > Receiving. The Initiate Unload screen is displayed.

```

TS INITIATE UNLOAD

APPT NBR : 691

DOOR      : 0001

TRAILER ID:

SEAL NBR  :

F3=EXIT   F4=OPEN

Count: *0
  
```

*Initiate Unload screen*

- 1 In the Appt Nbr field, scan or enter the appointment number and press Enter to continue to the next field.
- 2 In the Door field, enter the receiving door ID.
- 3 In the Trailer ID field, enter the trailer ID of the incoming appointment. This field is optional.
- 4 In the Seal Nbr field, enter the seal number. This field is optional.
- 5 Press the F4 (Open) key to open the appointment.

### Screen paths

If the appointment you are opening has a **Y** in the ASN field, and all the ASNs on the appointment are marked with UCC labels, the ASN UCC Receiving screen is displayed. Proceed to the *Receive ASN appointments at the container level* section.

If all the ASNs are at a PO level, the PO Receive screen is displayed. Proceed to the *Receive ASN appointments at the PO level* section.

The ASN pop-up screen is displayed if the appointment contains both types of ASNs. In this case, select either the ASN UCC Receiving screen or the PO Receive screen. Refer to the *Receive appointments with both UCC and PO ASNs* section.

If the appointment has an **N** in the ASN field, the Receiving screen is displayed. Refer to the *Receive appointments without ASNs* section.

If the appointment is a generic PO receipt, the appropriate receiving screen is displayed. Proceed to the *Receiving POs with generic labels* section.

### Receive ASN appointments at the container level

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

The ASN UCC Receiving screen is displayed when an appointment with a container level ASN is displayed on the Initiate Unload screen.

➤ **Navigate:** In the Container ID field, scan or enter the UCC label ID. The ASN UCC Receiving screen displays data pertaining to the container ID.

**Note:** RDM automatically marks, at random, the corresponding number of containers in the appointment based on the percent of QA Sampling in the Vendor Table.

```

TS ASN UCC RECEIVING

APPT NBR : 691
CONTAINER ID:
████████████████████
ASN:
DEST :
PO   :
ITE:

F3= EXIT  F4= DONE
F7= CLOSE F8= LOT
          F9= TROUBLE
ENTER CONTAINER ID
Count: *0
  
```

*ASN UCC Receiving screen*

- 1 You are prompted to enter a catch weight and best before date if the item has been set up to require such information. The ASN Weight/Date pop-up screen is displayed.

*ASN Weight/Date pop-up screen*

- a In the Receipt Weight field, enter the actual weight of the incoming container
- b In the Best Before Date field, enter the expiration date for the product.
- c Press the F4 (Done) key.

**Note:** Press the F9 (Trouble) key if there is trouble with the container. Refer to the *Receive troubled containers* section for more information.

- 2 Press the F8 (Lot) key to track the container as part of a lot. Refer to the *Track lots* section for more information.
- 3 Press the F4 (Done) key to confirm receipt of the container. The Trailer Close screen is displayed.

*Trailer Close screen*

**Note:** The flag in the Release Status field is Y if the appointment is cleared to close.

- 4 Press the F7 (Close) key to close the appointment.

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

The Receiving Receipt report is printed automatically. Refer to the *Close trailers with all labels scanned* section for a complete explanation of the screen.

### Receive ASN appointments with both UCC container and PO ASNs

- The ASN pop-up screen is displayed when the appointment opened on the Initiate Unload screen has both ASN-Containers and ASN-Items.

- 1 In the Enter Choice prompt, enter **1** and press the Enter key. The ASN UCC Receiving screen is displayed.

**Note:** Refer to the *Receive ASN appointments at the container level* section for descriptions of screen functionality.

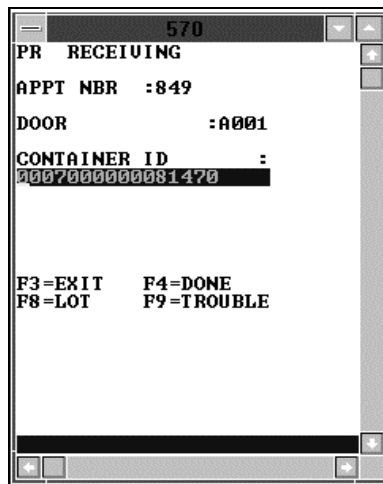
- 2 In the prompt, enter **2** and press the Enter key. The PO Receiving screen is displayed.

**Note:** Refer to the *Receive ASN appointments at the PO Level* section for screen functionality descriptions.

### Receive appointments without ASNs

**Note:** Make sure that the Receiving screen is displayed when a non-ASN appointment is opened from the Initiate Unload screen.

- 1 Scan the first label from the receiving packet.



*Receiving screen*

The Master Bulk Container Pop Up is displayed if the first label you scanned is for a master bulk container. (Refer to the *Master Bulk Container Check* section for instructions.)

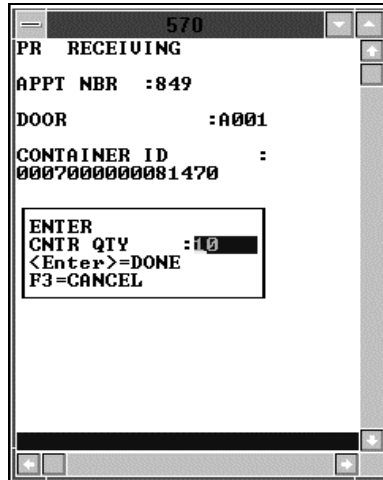
**OR**

The Unload Check screen is displayed if the first label you scanned is from a PO line item. (Refer to the *First Line Item Merchandise Check* section for instructions.)

**Master bulk container check**

**Note:** A master bulk container is usually a flow-loaded pallet with unlabeled boxes on it.

- The Master Bulk Container Pop-Up is displayed on your RF device. The number of expected containers is displayed in the Enter Cntr Qty (Container Quantity) field.



*Bulk Container Pop-Up screen*

- 1 In the Enter Cntr Qty field, adjust the actual container quantity, if necessary. This adjustment is then displayed on the Receiving Receipt Report.
- 2 Press the Enter key to continue receiving merchandise.
- 3 Press the F3 (Cancel) key to cancel adjusting the bulk container quantity.

### Receive POs with generic labels

**Note:** The generic label Receiving screen is displayed when a PO appointment with no printed receiving package is opened through the Initiate Unload screen.

The system parameter Labeled\_Receiving must contain an N value indicating receiving packages will not be printed.

- ➔ The blank generic label Receiving screen is displayed.

```

10.1.1.24
PR RECEIVING
PO      : 
ITEM ID : 
CASEPACK : 
STD UNIT : 

F3=EXIT  F4=DONE

Count: *0
  
```

*Generic Label Receiving screen*

- 1 In the PO field, enter the PO number. The PO number must exist on the system.
- 2 In the Item ID field, enter the ID of the PO line item. The Casepack and Standard Unit Quantity fields display a valid item ID.
- 3 In the Casepack field, edit the casepack quantity, if necessary.

**Note:** You can edit the Std Unit (Standard Unit Quantity) field through the Item Master screen. The Casepack number must exist as part of the Appointment Detail.

- 4 Press the Done key to continue receiving merchandise.

- 5 Press the Cancel key to cancel the receiving process. The Container Receiving screen, with the appointment information, is displayed.

```

TS RECEIVING

APPT NBR   :633

DOOR              :RD01

CONTAINER ID      :
111110000034343
RECEIPT WEIGHT    :

BEST BEFORE DATE  :

F3=EXIT   F4=DONE
F8=LOT    F9=TROUBLE

```

*Receiving screen*

- 6 Scan the generic or preprinted label.  
 7 In the Receipt Weight field, enter the actual weight of the container, if appropriate.

**Note:** You are prompted to enter a receipt weight if the item was set up to require such information.

- 8 In the Best Before Date field, enter the expiration date, if appropriate.

**Note:** You are prompted to enter a best before date if the item was set up to require such information.

- 9 The Master Bulk Container Pop Up screen is displayed if the first label scanned is for a master bulk container. (Refer to the Master Bulk Container Check section for instructions.)

**OR**

The Unload Check screen is displayed if this is the first label scanned from a PO line item.

(Refer to the First Line Item Merchandise Check section for instructions.)



**First PO line item merchandise check**

- The Unload Check screen is displayed.

**Note:** This screen is displayed automatically every time the first label from a PO line item is scanned in order to complete the product verification. The product information must match the description on the PO line downloaded from the Host.

```

TS UNLOAD CHECK
EA
APPT NBR :1493
DOOR    :RD05
PO      :J000000012
UEND NBR :222222222
ITE :3434343434343434
CASEPACK : 24.0
VENDOR STYLE      :
      BR45612
DESC:Small Brown Lio
F3=CANCEL F4=DONE
F9=TROUBLE
  
```

*Unload Check screen*

**Note:** Press the F9 (Trouble) key if there is trouble with the item. Press the F3 (Cancel) key, at any time, to cancel the unloading of the item.

- 1 Press the F4 (Done) key when you finish verifying the merchandise information. The Unload Check Dimensions screen is displayed.

```

TS UNLOAD CHECK
ENTER DIMENSION
LENGTH : 30.0
WIDTH  : 24.0
HEIGHT : 24.0
RECEIPT WEIGHT :
4.8
BEST BEFORE DATE:
F3= CANCEL F4=DONE
F9= TROUBLE
  
```

*Unload Check Dimensions screen*

- 2 Enter the length, width, height, and weight of the container in the appropriate fields. These fields are required.
- 3 In the Receipt Weight field, enter the actual weight of the container.
- 4 In the Best Before Date field, enter the expiration date for the product.

**Note:** If there is trouble with the item dimensions or the dimensions do not meet the requirements downloaded from the Host, press the F9 (Trouble) key.

5 Press the F4 (Done) key after entering all the dimension data. There is an audible response when this process is completed to indicate that the container has been received. The Receiving screen is displayed.

6 Continue to scan the labels and place them on containers until you are finished receiving the appointment.

7 Press the F4 (Done) key.

The Trailer Close screen is displayed if all of the labels in the Receiving Package are scanned during the receiving process.

**OR**

The Scan Unused Labels screen is displayed if not all of the labels in the Receiving Package have been scanned during the receiving process.

**Close a trailer with unscanned labels**

- A trailer can be closed even if not all of the containers and labels on the appointment are scanned as received. This screen allows you to account for (null) any labels that were not used during receiving.

```
TS SCAN UNUSED LABEL
APPT NBR : 633
CONTAINER ID :
F3=EXIT   F4=DONE
```

*Scan Unused Labels screen*

- 1 Scan each of the leftover labels.

**Note:** Press the F3 (Exit) key if you do not want to close the trailer. The Main Menu is displayed.

- 2 Press the F4 (Done) key to close the trailer. The Trailer Close screen is displayed.
- 3 Follow the directions in the Closing the Trailer with All Labels Scanned section.

**Close a trailer with all labels scanned**

- **Navigate:** From the Receiving screen, press the F4 (Done) key. The Trailer Close screen is displayed.

```
TS TRAILER CLOSE
APPT NBR : 633
TRAILER:F6
DOOR      : RD01
RELEASE STATUS : N

F3= EXIT   F4=DONE
Count: *0
```

*Trailer Close screen*

**Note:** An N (No) in the Release Status field indicates that the appointment for the specified door has not been reconciled. You can complete the closing of the trailer so that the door can be cleared; however, the outstanding discrepancies must still be resolved. The Unresolved Appointments Report provides a record of the forced release.

- 1 Press the F4 (Done) key to close the appointment. The status of the door status changes to Available, and the status of the trailer changes to Unloaded.
- 2 The Receiving Receipt Report is printed automatically.

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

## NSC receiving

The NSC Receiving screen performs the receiving allocation processing and receiving, since casepack and container quantity information are not known at the time of scheduling. Also, it is not possible to produce receiving labels for NSC appointments; these shipments must be labeled with generic labels or be pre-labeled by the vendor.

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

Initial detection of a PO/Item or PO/Style combination causes RDM to apply the WIP Code for First Carton Seen, to the container, and displays a message to the user, as defined in the System Parameters. This WIP Code will always be the first to be processed. Additionally, the QA, VA, or First Carton Seen WIP Codes may all be applied to the same container.

### Receive NSC appointments

- **Navigate:** From the Initiate Unload screen, enter an NSC appointment number. The NSC Receiving screen is displayed. When the appointment is opened, its status is updated from scheduled (SCHD) to Open.
- 1 In the Appt Nbr field, enter the appointment number or select it from the drop-down list.

```

WD NSC RECEIVING
APPT NBR: 293
PO NBR:
CONTAINER ID:

ITEM ID:

CASEPACK:
CONTAINER TYPE:
CNTR QTY: 1

F1= NEXT PO  F2= ITEM
F3= EXIT     F4= DONE
F5= LOT      F9= TRBL
F8= FIRST SEE
F10= TRAILER CLOSE
  
```

*NSC Receiving screen*

- 2 In the PO Nbr field, enter the PO you are receiving or select from the drop-down list.
 

**Note:** If you press the F1 (Next PO) key, all fields are cleared except the Appt Nbr field. Press the F1 key again to clear the Appt Nbr field.
- 3 In the Container ID field, scan the generic label to be associated with this container.
- 4 In the Item ID field, enter the Item ID or select from the list of values.

- 5 In the Casepack field, enter the casepack quantity for this container. The field defaults to the Standard Casepack entered on the Item Master screen for this item.
- 6 In the Container Type field, enter the type of container you are receiving, or select it from the drop-down list. The field defaults to the Item Master Container Type.
- 7 The Container Qty field defaults to 1.
- 8 You may press the F5 (Lot) key to open the Lot Tracking screen and to enter lot information for this container. See the Lot Tracking section.
- 9 You may press the F9 (Trouble) key to enter trouble information for this container or appointment. See the Receive Trouble section.
- 10 You may press the F3 (Exit) key to leave the NSC Receiving screen without saving container information
- 11 Press the F8 (First See) key to access the Unload Check screen for validation, if this is the first container of this Appointment/PO/Item. See the First PO Line Item Merchandise Check section.
- 12 After all data has been entered, press the F4 (Done) key to process the container.  
**Note:** If RDM detects that the container being received is the first container seen for this Appointment/PO/Item combination, a message will be displayed.
- 13 When the container is successfully received, only the Container ID field is cleared, and you can continue to the next container. However, if the container you just entered is to be a multi-SKU container, press the F2 (Item) key. The Container ID field is repopulated with the previous Container ID and the Item ID field will be cleared. Enter the new Item ID and press the F4 (Done) key to process.  
**Note:** When you receive a mixed-SKU container, the WIP code defined for MIXED\_SKU in the System Parameters will be applied to the container, unless the container is to be cross-docked.
- 14 When you have finished receiving all containers for this appointment, press the F10 (Trailer Close) key to close the appointment. See the Close the Trailer with All Labels Scanned section. If the quantity received does not match the appointed quantity, you receive a warning message.  
**Note:** NSC Receiving is the only type of receiving in RDM in which you may over-receive for an appointment. If an over-receipt is detected, you receive a warning and may continue to receive. If receiving is automated, no message is displayed.

**Receive trouble**

- **Navigate:** From the Receiving, Unload Check, Unload Check Dimensions, ASN UCC Receiving, or PO Receiving screens, press the F9 (Trouble) key to mark a container or appointment, if you did not encounter trouble during the receiving process. The RCV Trouble menu is displayed.

```
TS RCV TROUBLE MENU

1. CONTAINER
2. APPOINTMENT

SELECT      :█

F1=DISPLAY F3=EXIT
```

*Receiving Trouble Menu*

### Container trouble

- **Navigate:** Press the F3 (Exit) key if you want to cancel marking the container for item trouble. Merchandise that was damaged in transit or containing packing problems can be marked for trouble using the Container Trouble screen. Trouble can be marked after a container is already scanned. Movement of troubled merchandise is restricted until the trouble is resolved or the trouble code is removed from the item.
- 1 At the Selection prompt on the RCV Trouble menu, enter 1.
  - 2 Press the F1 (Display) key to enter the Container Trouble screen.

```

TS RCV ITEM TROUBLE

CONTAINER ID      :
NAUTUCC000000000015
ITE:

CASEPACK      :
CNTR QTY      :
TROUBLE CODE   :

ENTER TROUBLE CODE :

F3=EXIT      F4=SAVE
F8=MARK GR   F9=VIEW
  
```

*Container Trouble screen*

- 3 Enter the applicable trouble code, or press the F9 (View) key to access a list of available trouble codes.

```

570
-----TROUBLE CODE-----
Mispack      MI
Not Ordered  NO
Poorly Packed PP
Scratched Merch SS
Wet Boxes    WI
Late Arrival  Z9
Missing Paperwo ZZ

F3=EXIT
  
```

*Trouble Codes Pop-Up Menu*



- 4 Highlight the trouble code that is appropriate for the container's trouble and press the Enter key.
- 5 Press the Save key when you have finished. An Information screen pops up, verifying the successful operation. The Recv Trouble screen is displayed.
- 6 Press the F3 (Exit) key to return to the originating screen.

#### Mark containers of PO/items as troubled

- 1 In the Item ID field, enter the item ID number.
- 2 Press the Mark Grp key. An Information screen pops up, verifying that all containers of that item are marked as troubled.

#### Appointment trouble

Trouble with appointments, but not individual items, can be entered using the appointment trouble selection on the RCV Trouble menu.

➤ **Navigate:** At the Selection prompt on the RCV Trouble menu, enter **2**.

- 1 Press the Select key. The Appt Trouble screen is displayed, with all trouble codes that have been assigned to the appointment.

```

TS APPT TROUBLE
APPT NBR : 691
TROUBLE CODE      :
ENTER TROUBLE CODE :
█
F3= EXIT   F5= ADD
F7= DELETE F9= VIEW
Count: *0

```

*Appointment Trouble Code screen*

**Add additional trouble codes**

- The Appointment Trouble screen, with data, is displayed.
- 1 Press the F9 (View) key to access a list of available trouble codes.

TROUBLE CODE	
Driver Appearan	DR
Late for Appoin	LT
No Paperwork	NP
Seal Broken	SB
Wet Inside Trai	WT
F3=EXIT	
Count: *5	

- 2 Select the desired trouble code and press the Enter key. The selected trouble code is displayed in the Enter Trouble Code field.
- 3 Press the F5 (Add) key. An Information screen pops up, verifying the successful operation.
- 4 Press the Enter key to acknowledge the message.

**Delete trouble codes**

- The Appointment Trouble code screen, with data, is displayed.
- 1 In the Enter Trouble field, enter the trouble code you want to delete.
- 2 Press the F7 (Delete) key. When prompted to confirm the deletion, enter **Y** and press the Enter key. An Information screen pops up, verifying the successful operation.
- 3 Press the Enter key to acknowledge the message.

## Blind receipts

The Blind Receipt screen allows the receipt of unexpected merchandise, while still providing PO and item validation checks.

**Note:** Truck mount terminals do not contain the Blind Receipts option.

### Open the Blind Receipts screen

Both the PO and the Item ID must exist on the system to use the Blind Receipt functionality.

- ➔ **Navigate:** From the Main Menu screen, select Receiving. On the Receiving Menu screen, select Blind Receipt. The Blind Receipt screen is displayed.

```

TS BLIND RECEIPT
PO      : ██████████
ITE:
BEST BEFORE DATE :
CASEPAC:
CONTAINER ID      :
CNTR QTY  :
RECEIPT WEIGHT   :

F3=EXIT  F4=DONE
F8=LOT   F9=TROUBLE
Count: *0
  
```

### *Blind Receipt screen*

- 1 In the PO field, enter the PO number and press the Enter key.
- 2 In the Item field, enter the item ID and press the Enter key.
- 3 In the Casepack field, edit the displayed casepack if necessary.

**Note:** You can edit the casepack quantity to reflect the actual casepack being received.

- 4 In the Container ID field, scan or enter a generic container ID.
- 5 In the Cntr Qty field, edit, if necessary, the displayed container quantity.
- 6 Press the F4 (Done) key. You are returned to the Receiving Menu.

**Note:** Press the F9 (Trouble) key if there is trouble with the container. Refer to the Receiving Trouble section for more information. Press the F8 (Lot) key to track the container as part of a lot. Refer to the Lot Tracking section for more information.

## Checking

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

**Note:** Truck mount terminals do not contain the Checking option.

- ➔ **Navigate:** From the Main Menu screen, select Receiving. On the Receiving Menu screen, select Container Check. The Container Check screen is displayed.

```

TS CONTAINER CHECKI
CONTAINER ID      :
APPT NBR  :
ASN:
PO      :
DEST    :
UPC:
ITEM ID      :
F3=EXIT  F4=DONE
          F9=TROUBLE
Enter Container ID
Count: *0
  
```

*Container Check screen*

- 1 In the Container ID field, scan or enter the container ID.
- 2 Scan or enter in the appropriate field, the item UPC or the item ID for each unit in the container.

**Note:** If you do not scan an item in the container, the system deletes that item from the container.

- 3 Press the F4 (Done) or the F8 (Group) key after all containers are scanned.

**Processing Note:** The exact processing depends upon the receipt type.

Container Level ASN: The count is compared to the system expected count for the individual container. The F8 (Group) key functions the same as the F4 (Done) key for this type of receipt.

PO Level ASN: The group of containers all share the same ASN, PO, and destination. Press the F8 (Group) key after each container is checked.

If the container you are checking contains an item with a catch weight or expiration date, the Receipt Weight/Best Before Date Pop-Up screen is displayed.

```
SUN1
RECEIPT WEIGHT :
██████████
BEST BEFORE DATE :
██████████
F3= CANCEL
F4= DONE
Weight (9999.999)
Count: *0
```

*Receipt Weight/Best Before Date Pop-Up screen*

- a In the Receipt Weight field, enter the receipt weight of the item and press the Enter key.
  - b In the Best Before Date field, enter the expiration date.
  - c Press the F4 (Done) key.
- 4 Press the Trouble key if trouble occurred during the container check process. The RCV Trouble screen is displayed.
  - 5 Press the Exit key to cancel container checking. You return to the Receiving Menu.

## Lot tracking

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

**Note:** Truck mount terminals do not contain the Lot Tracking option.

### Open the Lot Tracking screen

- ➔ **Navigate:** On the Main Menu screen, select Receiving. On the Receiving Menu screen, select Lot Tracking. The Lot Tracking screen is displayed.

```

TS LOT TRACKING
CONTAINER ID      :
                  :
LOT               :
PICK BY DATE :
F3=EXIT  F4=DONE
Enter Container ID
Count: *0
  
```

*Lot Tracking screen*

- 1 In the Container ID field scan or enter the container identification number.
- 2 In the Lot field, scan or enter the lot number provided by the manufacturer.
- 3 In the Pick By Date field, enter the date that the item needs to be picked by. The entered date must be a day in the future. This field is optional.
- 4 Press the F4 (Done) key. An Information screen pops up, verifying the successful operation.
- 5 Press the Enter key to acknowledge the message.

## Return receiving

When processing consumer-direct orders, it is necessary to be able to process any returns that result after delivery of the product. In order to process returns, a Return Merchandise Authorization (RMA) number is needed. The RMA number is generated by the distribution process for any outbound container. The number consists of a system generated sequence number and is unique across each instance. There is also an option in RDM to have the RMA number contain the same value as the container ID. The RMA is then included in the Bill of Lading Container Upload.

### Process a return

- **Navigate:** On the Main Menu screen, select Receiving. On the Receiving Menu screen, select Return Receiving. The Return Receiving screen is displayed.

TS RETURN RECEIVING

CONTAINER ID           :

RMA NBR               :

LOCATION ID            :

F3=EXIT    F4=DONE

#### *Return Receiving*

- 1 In the Container ID field, scan the new container identification number and press the Enter key.
- 2 In the RMA Number field, enter the RMA number. (The RMA number is optional at this time.)

**Note:** The RMA number consists of a system generated sequence number and is unique across each instance. The RMA is included in the Bill of Lading Container Upload.

- 3 In the Location ID field, enter the Location ID number. This step is optional.
- 4 Press the F4 (Done) key. Successful operation of this screen is indicated by the screen clearing and placing the cursor in the Container ID field.





## Chapter 4 – Build containers

### Overview

The Build Container feature allows you to build containers of merchandise and to consolidate mixed products and troubled merchandise.

You can exit the receiving process at any time by pressing the F3 (Exit) key and return later to complete the task. The appointment remains open until all of the merchandise is received or the trailer is released.

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

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

### Container consolidation

Mixed product containers are groups of containers, which do not contain the same item ID/casepack and have individual container labels. These containers are built to consolidate merchandise bound for the same destination. This functionality is also useful for converting flat-pack merchandise to hanging, so that it may be delivered floor ready to the store.

### Troubled merchandise containers

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

### Dye lot numbers

If the system parameter Labeled\_Reserve is set to **N** (indicating that labeled child container IDs will not be tracked in reserve), the Build Container will not allow the combination of multiple Dye Lot Numbers onto a single master inbound container. This action (setting the Labeled\_Reserve to **N**) prevents multiple Dye Lot Numbers from being put away into reserve inventory, on the same master container, and thus being distributed incorrectly.

**Note:** Truck mount terminals do not contain the Build Container option.

**Build a generic container**

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

- **Navigate:** From the Main Menu , select Build Container. The Add to Container screen is displayed.

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

**Note:** Logical Pallet IDs can be used for “Labeled Reserve Yes.” If you scan any children from the Master Pallet ID it will display the Master ID.

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

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

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

```

TS ADD TO CONTAINER

GENERIC CONT ID   :
0000000000000065006

LOCATION ID        :
██████████

CONTAINER ID      :

F3=EXIT   F4=CLEAR
F5=ADD
██████████
Count: *0
  
```

*Add To Container screen*

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

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

### Consolidating merchandise

Some merchandise, put away as flat goods, requires conversion to hanging goods for shipment to the stores, thus maximizing the capacity of the outbound trailers. RDM enables picked merchandise to be moved, in part or in whole, from one container to another for the same destination via hand-held RF terminals.

➤ **Navigate:** On the Main Menu screen, select Receiving. On the Receiving Menu screen, select Build Container. The Add to Container screen is displayed.

- 1 In the Generic Cont ID field, scan or enter the ID of the container, either generic or existing.
- 2 In the Location ID field, scan or enter your current location.

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

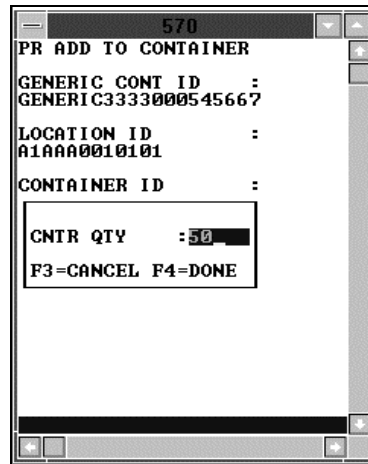
- 3 In the Container ID field, scan or enter the container ID being added to the generic or existing container.

**Note:** This container must be valid on the system. An Information screen pops up, verifying the successful operation.

- 4 Press the F4 (Clear) key.
- 5 Press the F3 (Exit) key to return to the Receiving Menu.

**Add unlabeled containers**

- The Add To Container screen is displayed.
- 1 In the Generic Cont ID field, scan the ID of the generic container.
- 2 Press the F5 (Add) key to add unlabeled containers to the generic container. The Add To Container screen is displayed.



*Add To Container Pop-Up screen*

- 3 Enter the quantity of containers you are adding to the generic container in the Cntr Qty (Container Quantity) field.
- 4 Press the F4 (Done) key. An Information screen pops up, verifying the successful operation.
- 5 Press the Enter key to acknowledge the message.

## Chapter 5 – Processing

### Overview

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

### Process WIP

In the absence of a special processing area screen such as the ticketing or QA screens, the program provides the hand-held Process WIP screen, which gives the minimal functionality necessary to process a container's WIP code.

**Note:** Truck mount terminals do not contain the Process WIP option.

#### Open the Process WIP screen

- **Navigate:** From the Main Menu , select Processing. On the Processing Menu screen, select Process WIP. The Process WIP screen is displayed.
- 1 Scan or enter the container label. The Process WIP screen displays the location where the container should be moved and the WIP Code and description.

```

TS PROCESS WIP

CONTAINER ID  :
XXXXXXXXXX

NEXT LOC      :

NEXT WIP:
DESCRIPTION  :

START        :

                F3=EXIT
F1=START    F4=Finish
F2=INSTR    F8=PRSNL
  
```

*Process WIP screen*

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

- 2 Press the F1 (Start) key to initiate the start time stamp.
- 3 Press the F4 (Finish) key to set the end time stamp. A confirmation screen is displayed, informing you that the WIP is finished.
- 4 Press the Enter key to acknowledge the message.

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

## Process personalization and gift wrap/card orders

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

- **Navigate:** On the Main Menu screen, select Processing. On the Processing Menu screen, select Process WIP. The Process WIP screen is displayed.
- 1 Scan or enter the container label. The Process WIP screen displays the location where the container should be moved and the WIP Code and description.

```

TS PROCESS WIP
CONTAINER ID   :
0000011800000600161
NEXT LOC       :
REWORKSEW
NEXT WIP: MNGRAM
DESCRIPTION :
MONOGRAM
START         :
-
F3=EXIT
F1=START  F4=Finish
F2=INSTR  F8=PRSNL

```

*Process WIP screen*

- 2 Press the F2 (Instr) key. The Instructions screen is displayed with the directions for the item.

INSTRUCTIONS
1. Black Letters with Gold Trim
F3=CANCEL F8=NEXT

*Instruction screen*

- 3 Press the F3 (Cancel) key to return to the Process WIP screen.

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

- 4 Press the F8 (Prsnl) key. The Personalization field is displayed with the personalization for that item. Press the F8 (Next) key to view all personalization for that container, not just the current WIPs personalization.

PERSONALIZATION
1. MAGGIE JONES
F3=CANCEL F8=NEXT

*Personalization screen*

**Note:** In this example, the instructions were to use black letters with gold trim to sew the name Maggie Jones into the item.

**Note:** The actual gift card WIP may not be processed through the Process WIP screen. The Gift Card report screen must be used instead. If the next WIP in the sequence is a gift card WIP, the message below is displayed:

```

PR PROCESS WIP
CONTAINER ID   :
0000011800000010021
NEXT LOC      :
IN-TRANSIT
NEXT WIP: GIFT_C
DESCRIPTION :
Gift Wrapping
START       :

                F3=EXIT
F1=START  F4=FIN
F2=INSTR F8=PRS  Count: *0

MESSAGE ALERT

THE NEXT WIP IS A GIFT CARD WHICH
CANNOT BE PROCESSED HERE.
ERROR
Count: *0

Working...
Count: *0

```

*Process WIP screen*

- 5 Press the Start key to initiate the start time stamp.
- 6 Press the Finish key to set the end time stamp. A confirmation box pops up informing you that the WIP is finished.
- 7 Press the Enter key to acknowledge the message.

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



## Build kits

The Build Kits screen assists you in assembling a Master Item ID from its components. Once the merchandise moves to the assembly location (the location associated with the Master Item ID's Kit WIP Code), you are prompted to start building kits.

**Note:** Truck mount terminals do not contain the Build Kit option.

### Open the Build Kit screen

➤ **Navigate:** On the Main Menu screen, select Processing. On the Processing Menu screen, select Build Kits. The Build Kits screen is displayed.

- 1 In the Wave field, select the wave number.
- 2 In the WIP Code field, select the WIP Code.
- 3 Press the F1 (Display) key. The Build Kit screen displays a list of kits that require assembly at the indicated WIP code.

```

TS  BUILD KITS
WAVE   : █
WIP CODE :
LOC    :

KIT ITEM ID      QTY

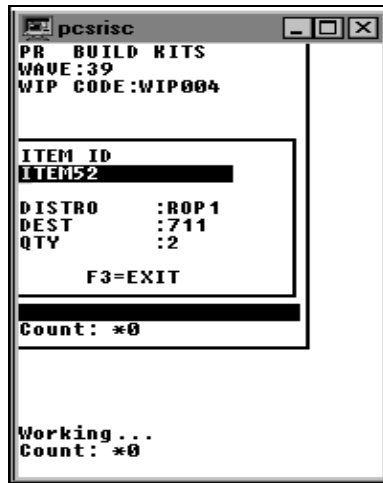
F1=DISPLAY F2=DETAIL
F3= EXIT   F5=BUILD
Count: *0

```

*Build Kits screen*

**View kit details**

- The Build Kits screen, with Kit data, is displayed on your screen.
- 1 Select the Kit Item ID you want to detail on the Build Kits screen.
- 2 Press the F2 (Detail) key. The Item ID Detail box displays the distro number, destination, and unit quantity of the requested Item ID.

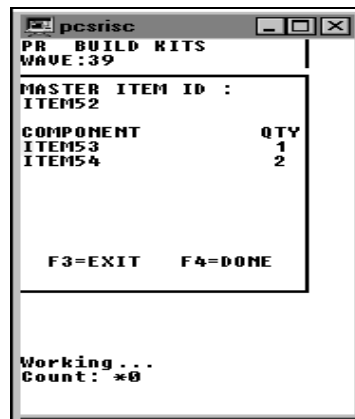


*Item ID Detail screen*

**Assemble a kit**

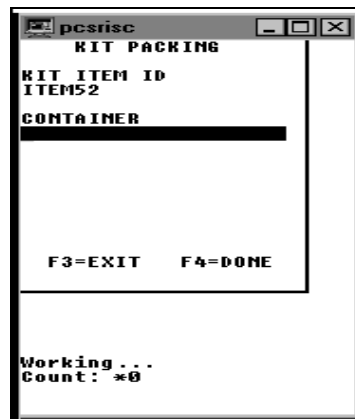
- The Build Kits screen, with Kit data, is displayed on your screen.
- 1 Select the Kit Item ID you want to assemble on the Build Kits screen and press the F5 (Build) key.

**Note:** The program checks the current availability of all of the item components before allowing you to build a kit. If items are in the warehouse but not picked, or if the merchandise is in the process of being replenished by Re-Order Point Distribution, an Error Message may display, warning you there is not enough inventory to build the kit.



*Master Item ID Build screen*

- 2 Press the F4 (Done) key when you finish picking and assembling all components and sub-components of the kit. The Kit Packing screen is displayed.



*Kit Packing screen*

- 3 Scan or enter the ship kit containers. If you want to pack the components into separate cartons, scan each individual ship container.

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

- 4 You return to the Build Kit screen to continue assembling kits.

## Disassemble kit

Use the Disassemble Kit screen to disassemble a Master Item ID into its individual components.

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

- ➔ **Navigate:** From the Processing menu, select the Disassemble Kit option. The Disassemble Kit screen is displayed.

```

TS DISASSEMBLE KIT
CONTAINER :
████████████████████
ITE :
LOC      :
CONFIRM LOC      :

COMPONENT          QTY

F3=EXIT   F4=DONE

Count: *0
  
```

*Disassemble Kit screen*

- 1 Scan or enter the ship containers you want to disassemble. Kit information is displayed.
- 2 Press the F4 (Done) key to complete the Master Item ID breakdown.

**Note:** Once the disassembly or breakdown is completed, inventory is adjusted to indicate the loss of a master item ID and a gain of the component item IDs with the appropriate quantity.

The component items are automatically added to the Pick From Loc inventory associated with the WIP Code Location.

# WIP picking

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

### Start a bulk WIP pick

➤ **Navigate:** From the Main Menu screen, select Processing. On the Processing Menu screen, select WIP Picking. The WIP Picking screen is displayed.

- 1 In the WIP Code field, enter a WIP code.

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

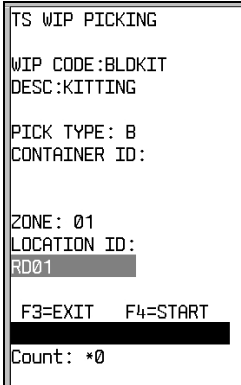
- 2 In the Pick Type field, enter **B** (Bulk) or **C** (Case) to indicate the type of pick, and press the Enter key.

#### Bulk Pick

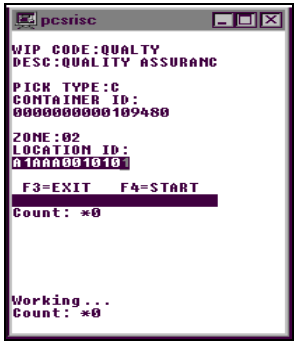
If you select a bulk container pick, the container quantity associated with the container must be greater than one.

#### Case Pick

If you select single case pick, the container quantity associated with the container must equal one.

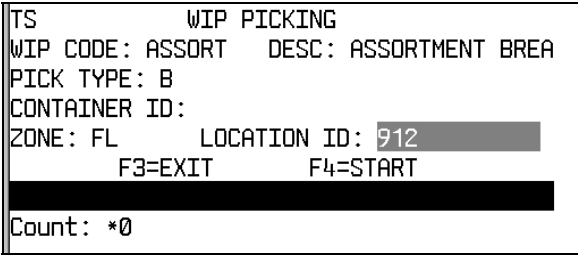


*Start (Bulk) WIP Picking screen*  
Proceed to step #4.



*Start (Case) WIP Picking screen*

- a In the Container ID field, enter the container ID.
- b Press the Enter key.
- c Proceed to step #4.



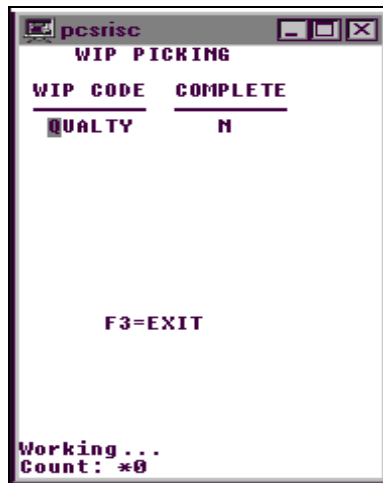
*WIP Picking screen (TM device)*

- 3 In the Zone field, enter the zone number.
  - 4 In the Location ID field, enter the location ID. This is optional.
- Note:** The location ID must be in the specified zone.
- 5 Press the F4 (Start) key. The Confirm WIP Picking Location screen is displayed.
  - 6 The Location, Container ID, Item ID, and Item Description data is displayed.



*Confirm WIP Picking Location screen*

- 7 Press the F2 (Detail) key. The WIP Code Detail screen displays all WIP codes associated with the container being picked. The Complete column displays Y or N based on whether the WIP code is completed.



*WIP Code Detail screen*

- 8 Press the F3 (Exit) key to return to the Confirm WIP Picking screen.
- 9 Scan the location ID to confirm the location.
- 10 Scan the container ID to confirm the pick.

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

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

### Skip picks

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

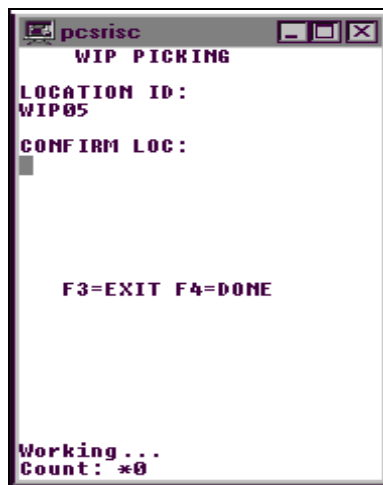
➡ The Confirm WIP Picking Location screen, with data, is displayed.

- 1 Scan or enter the location ID.
- 2 Scan or enter the container ID and press the Skip key. Data for the next pick is displayed.
- 3 Continue with picking process or skip to the next pick.

### Drop a case pick at a staging location

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

- 1 Press the F9 (Full) key. The Complete WIP Pick screen is displayed.



*Complete WIP Pick screen*

- 2 In the Confirm Loc field, enter the suggested staging location, or another staging location,
- 3 Press the F4 (Done) key. The blank WIP Pick New Container ID screen is displayed.
- 4 In the New Container ID field, scan or enter a new pick-to container ID.



*WIP Pick New Container ID screen*

- 5 Press the F4 (Done) key. You return to the Confirm WIP Picking Location screen.

#### **Complete a WIP pick**

**Note:** Once you have completed a Bulk Pick or completed the last Case Pick in the zone, the picking operation is finished.

- 1 Press the F4 (Done) key. The Complete WIP Pick screen is displayed.
- 2 In the Confirm Loc field, enter the suggested staging location, or another staging location.
- 3 Press the F4 (Done) key. The blank Start WIP Picking screen is displayed.



## Ticketing

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

**Note:** Truck mount terminals do not contain the Ticketing option.

### Check ticket queues

- ➔ **Navigate:** From the Main Menu screen, select Processing. On the Processing Menu screen, select Ticketing. The Ticketing screen is displayed.

TS TICKETING	
TYPE	QUEUE NAME
0000	hp5
0002	3080

F1=CONTINUE F3=EXIT  
F6=MODIFY

*Ticketing screen*

**Modify print queues**

**Note:** You cannot modify data in the Ticket Type field from this screen.

- 1 On the Ticketing (Ticket Queue) screen, select the default printer queue you want to modify.
- 2 Press the F6 (Modify) key. The Print Queue Modify Pop-Up screen is displayed.

```
TS  TICKETING

TICKET TYPE : 0000
MESSAGE      :
hangtag

QUEUE NAME   :
hp5

DESCRIPTION  :
HP5

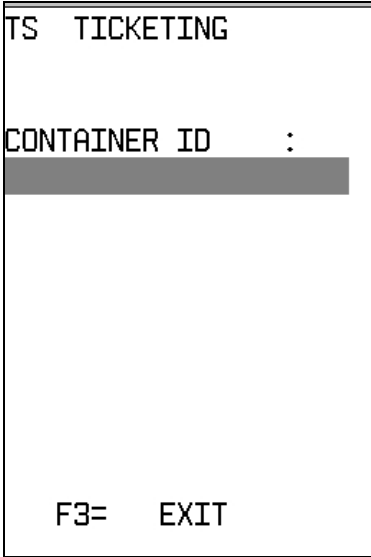
F3= EXIT   F4= DONE
```

*Print Queue Modify Pop-Up screen*

- 3 From the drop-down list at the Queue field, select a label printer queue, or scan or enter the desired print queue.
- 4 Press the F4 (Done) key.

**Continue the ticketing process**

- The Ticketing (Ticket Queue) screen, with data, is displayed.
- 1 Press the F1 (Continue) key. The blank Ticketing screen is displayed.
- 2 Scan the container ID. RDM verifies whether the ticketing WIP code, as defined in the system parameters table, has been assigned to the container



*Ticketing screen*

- 3 Continue scanning containers.

**Note:** If the ticketing WIP code has not been assigned to the container, or if the items in the container have already been ticketed, you receive the following confirmation

<b>Message</b>	WIP has not been assigned to the container. Do you wish to continue? Confirm Y/N.
<b>Action</b>	Enter <b>Y</b> and press the Enter key to confirm assigning the WIP Code.
<b>Alternative Action</b>	Enter <b>N</b> and press the Enter key to cancel assigning the WIP code. The Message Display Line verifies a successful operation. Press the Enter key to acknowledge the message

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

## Weigh container

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

**Note:** Truck mount terminals do not contain the Weigh Container option.

### Check container weight

- ➔ **Navigate:** From the Main Menu screen, select Processing. On the Processing Menu screen, select Weigh Container. The Weigh Container screen is displayed.

```

TS WEIGH CONTAINER
CONTAINER ID      :
██████████████████

ITE:
UNIT QTY  :
WEIGHT    :

F3=EXIT   F4=DONE
F9=VIEW

██████████████████
Count: *0
  
```

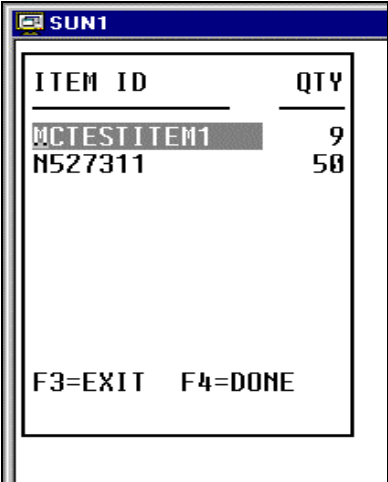
*Weigh Container screen*

- 1 In Container ID field, scan the container that needs to have a weight entered.

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

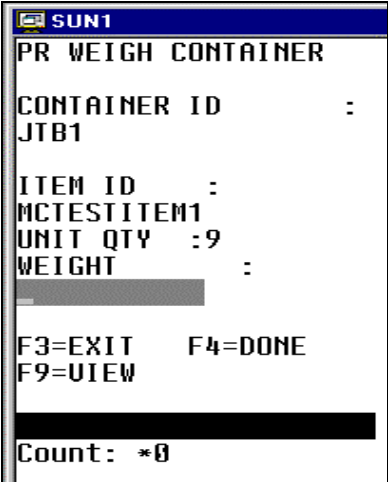
<b>Message</b>	WIP has not been assigned to the container. Do you wish to continue? Confirm Y/N.
<b>Action</b>	Enter <b>Y</b> and press the Enter key to confirm assigning the WIP Code.
<b>Alternative Action</b>	<ul style="list-style-type: none"> <li>• Enter <b>N</b> and press the Enter key to cancel assigning the WIP code. The Message Display Line verifies a successful operation.</li> <li>• Press the Enter key to acknowledge the message.</li> </ul>

- 2 Press the F9 (View) key to check the container item list. All items in the scanned container that are set up to require a catch weight are displayed.



*Weigh Container List Pop-Up screen*

- 3 Select one of the listed items from the display list.
- 4 Press the F4 (Done) key. The Weigh Container screen is displayed with data.



*Weigh Container screen*

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

## Re-order point (ROP) replenishment

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

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

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

### Open the Start Replenishment screen

- **Navigate:** On the Main Menu screen, select ROP Replenishment. The Start Replenishment screen is displayed.

```

TS START REPLENISHME
FROM ZONE : █
TO ZONE   :
ITE:
MASTER CONTAINER ID :

F3= EXIT F8= BULK
F9= CONTAINER
Count: *0
  
```

*Start Replenishment screen (RF device)*

```

TS   START REPLENISHMENT PICK
FROM ZONE : █           TO ZONE   :
ITE :
MASTER CONTAINER ID:
F3= EXIT F8= BULK F9= CONTAINER
Count: *0
  
```

*Start Replenishment screen (TM device)*

### Pick bulk replenishment

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

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

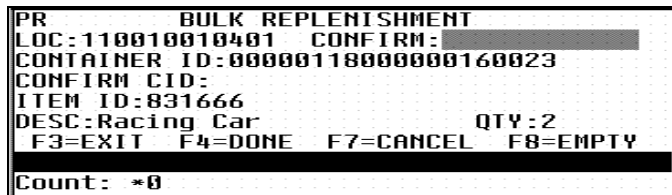
- Reserve Zone (From Zone field) - Zone you want to pick from.
- Unit Pick Zone (To Zone field) - Zone you want to pick to.
- Item ID (Item ID field) - Specific item to replenish.
- Prime\_pick = Y

Prior to the generation of each bulk replenishment pick, RDM determines the volume type of the location picked from. Based on this criteria, RDM determines the cube or number of units associated to the pending bulk replenishment and decides if there is enough available space in the bank of locations. A valid location has the prime\_pick box checked (or Y) and the volume\_type matches the volume\_type associated to the pick\_from location.

- 1 In the From Zone, To Zone, or Item ID fields, enter criteria and press the Enter key after each entry. Any or all of the fields may be blank.
- 2 Press the Bulk key. The system displays the first Bulk Replenishment directive that matches your criteria.



*Bulk Replenishment screen (RF device)*



*Bulk Replenishment screen (TM device)*

- 3 Confirm, the location ID by scanning.
- 4 Confirm, the pick-from container ID by scanning.

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

- 5 In the Qty field, adjust the container quantity, if necessary.
- 6 Press the Empty key if the pick depletes the location. The Message Display Line verifies that the location is now empty.

**OR**

Press the Enter key to acknowledge the message. The Bulk Replenishment to Location screen is displayed.

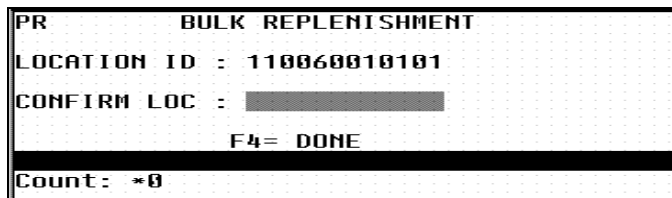
**OR**

Press the Done key to confirm the pick. The Bulk Replenishment to Location screen is displayed.

**Note:** You cannot cancel the move, or back out of these screen.



*Bulk Replenishment To-Location screen (RF device)*



*Bulk Replenishment To-Location screen (TM device)*



- 7 In the Confirm Loc field, enter a staging location or the suggested forward picking location

If the system parameter for prime\_pick = Y, the suggested drop-off location will reflect the prime pick drop-off location ID. This location ID is identified in the system parameters table.

```

SUN1
PR BULK REPLENISHMEN
LOCATION ID :
PRIMEPICKSTG
CONFIRM LOC :
          [REDACTED]

          F4=DONE

          [REDACTED]
Count: *0

```

*Suggested Drop-off screen when Prime\_pick = Y*

- 8 Scan or enter in the actual location where you are placing the merchandise in the prime pick area.

**Note:** Should the prime pick area be too full for you to put the merchandise in the proper location, place it in the PRIMPICKSTG location. When the time comes to put the merchandise in the proper location, use the MOVE screen and move it from the PRIMEPICKSTG location to the prime pick location of your choice.

- 9 Press the F4 (Done) key to complete the pick operation. You return to the Main Menu

### Pick container replenishment

Container replenishment picking does not use a preprinted label. A generic one is used instead or you can scan an existing labeled Container ID. Cases are picked onto an empty pallet and the generic label is used to identify the pallet.

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

- Reserve Zone (From Zone field) – Zone you want zone to pick from.
  - Unit Pick Zone (To Zone field) - Zone you want to pick to.
  - Item ID (Item ID field) - Specific item to replenish.
- 1 Scan the generic label or the existing container ID label. Data is displayed in the Master Container ID field.
  - 2 Press the F9 (Container) key. The Container Replen screen, with the first container pick that matches your criteria, is displayed.

**Note:** If the item you are picking has the perishable indicator set to Y, on the Item Master screen, the date in the Date field is the Best Before Date. If the perishable indicator is set to N, the date in the Date field is the receipt date.

```

SUN1
PR CONTAINER REPLEN
LOC:110990020201
CONFIRM:
CONTAINER ID      :
00000118000000650425
CONFIRM CID      :

ITEM:30-491
QTY :1
CASEPACK :100
DATE :12/15/1999
PICK CONTAINER ID :

F3=EXI F4=DONE F5=FUL
F7=CAN F8=EMP F9=DISP
Count: *0
  
```

*Container Replenishment screen*

- 3 Confirm, the location and from-container ID by scanning.

- 4 Press the F9 (Display) key to view an item description.

```

SUN1
PR CONTAINER REPLEN
LOC: 110990020201
CONFIRM: 110990020201
CONTAINER ID :
00000118000000650425
CONFIRM CID :
00000118000000650425
ITEM: 30-491
QTY : 1

DESC
VICTORIAN LANTERN

<ENTER> = DONE

```

*Container Replenishment Item Description screen*

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

- 5 Scan each of the containers you are putting on your pallet in the Pick Container ID until the number in the Qty field = 0. Quantity decreases after each scan.
6. Press the F4 (Done) key when all container picks from a single inventory container are completed. The Message Display Line verifies that the location is not empty. Press the Enter key to acknowledge the message. The Container Replenishment to Location screen is displayed.

**OR**

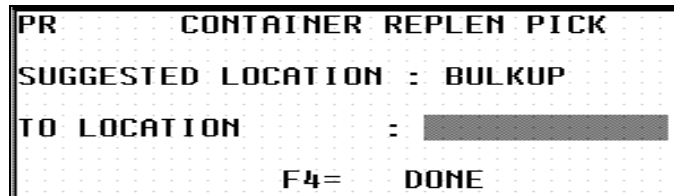
Press the Empty key if the location is empty The Message Display Line verifies that the location is empty. Press the Enter key to acknowledge the message. The Container Replenishment to Location screen is displayed.

**OR**

Press the Full key if the pick-to container is full. The Container Replenishment to Location screen is displayed.



*Container Replenishment To Location screen (RF device)*



*Container Replenishment To Location screen (TM device)*

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

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

**OR**

Scan a forward picking location ID. The Putaway screen is displayed.

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



*Putaway screen (RF device)*

```

PR          PUTAWAY
LOC : 110090010101 CONF1 : ██████████
ITEM ID: 1059
DESC: Holiday Geese      UNIT QTY : 100
CONFIRM QTY :           CNTR QTY : 1
CONTAINER ID :
F3= EXIT  F4  DONE    F8= MARK

```

*Putaway screen (TM device)*

- 8 Scan the container you are putting away. Available data is displayed in the From, Item ID, and Desc (Description) fields.

**Note:** The Multi-SKU Put Away screen is displayed when the Container ID you scan for putaway has more than one item. Refer to the Multi-SKU Putaway section in the Inventory Management module.

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

**Note:** If the interleaved cycle count parameter is turned on, the Cycle Count screen is displayed for locations marked by the system (SS). Refer to the Cycle Count section in the Inventory Management module for more information.

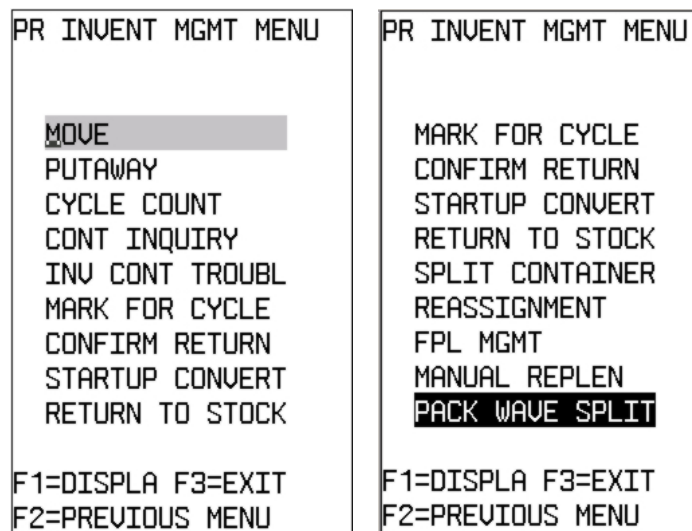


## Chapter 6 – Inventory management

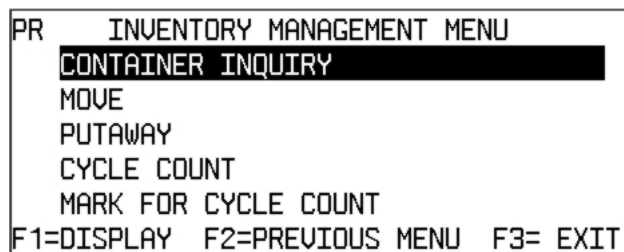
### Overview

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

**Note:** The Inventory Management menu on the RF device displays only nine options. To view additional options, scroll down the menu. The same menu on the TM device displays only five options. Scroll down to view one additional option.



*Inventory Management menu (RF device)*



*Inventory Management menu (TM device)*

## Move

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

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

- **Navigate:** From the Main Menu screen, select Invent Mgmt > Move. The Move screen is displayed.

```

TS      MOVE
CID      :
CA1
FROM    : RD01
ITE     : 12121212121212
DESC    :
Gray BR Tshirt Large
TO      :

F2=DETAIL F3=EXIT
F4=DONE   F8=MARK

```

*Move screen (RF device)*

```

TS      MOVE
CID      : GA2
FROM    : RD01
ITE     : 23232323232323
DESC    : Medium Brown Lion Te
TO      :
F2=DETAIL F3=EXIT F4=DONE F8=MARK

```

*Move screen (TM device)*

- 1 Scan the new storage location for the item.  
**Note:** The displayed location is a suggestion, but it can be overridden.
- 2 Press the F4 (Done) key. The Message Display Line verifies the successful move.
- 3 Press the **Enter** key to acknowledge the message.



**Display container details**

- **Navigate:** From the Move screen, press the F2 (Detail) key to display details about the container to be moved. The items and quantities are displayed on the Item ID screen.
  - Press the F3 (Exit) key to return to the Move screen.

ITEM ID	INNER PA	QTY
1212121212121212	6	24
F3=EXIT		
Count: *0		

*Item ID screen (RF device)*

ITEM ID	QTY
2323232323232323	24
F3=EXIT	

*Item ID screen (TM device)*

**Mark locations for cycle count**

- ➔ From the Move screen, press the F8 (Mark). The Mark/Cycle Count screen is displayed.

```
TS MARK/CYCLE COUNT
LOCATION ID      :
F3=EXIT      F8=MARK
Count: *0
```

*Mark/Cycle Count screen (RF device)*

```
TS          MARK/CYCLE COUNT
LOCATION ID   : RD01
F3=EXIT     F8=MARK
Count: *0
```

*Mark/Cycle Count screen (TM device)*

- 1 Scan the location to be marked.
- 2 Press the F8 (Mark) key to mark the location.
- 3 When the verification message pops up, press the Enter key.

## Putaway

The Putaway function assists you in placing received single item, multi-item, or hot replenishment items into the appropriate storage or forward pick location.

If you put away a master container with child containers that have the same item, the Message Display Line states “Child container labels deleted. Remove or mark out.” The child containers are deleted from the system. Press the Enter key to acknowledge the message and return to the screen.

### Put away single SKU containers

- **Navigate:** From the Main Menu, select Invent Mgmt > Putaway. The Zone Putaway screen is displayed.

```

TS ZONE PUTAWAY
CONTAINER ID      :
CA1
REGION: PALLET
ZONE: P1
ACTIVE LOCATION   :
1A014LTC0102
CNTR QTY         :
SUGGESTED LOCATION :

CONFIRM QTY      :

F3= EXIT  F4= DONE
F9= CASE
Count: *0
  
```

*Zone Putaway screen (RF device)*

```

TS ZONE PUTAWAY
CID : CA1
REGION: PALLET          ZONE: P1
ACTIVE LOCATION : 1A014LTC0104
CNTR QTY :          SUGG:
CONFIRM QTY :
F3= EXIT  F4= DONE    F9= CASE
  
```

*Zone Putaway screen (TM device)*

- 1 Scan a single SKU container to be put away.

**Note:** If you scan a multi-SKU container, the Multi-SKU Putaway screen is displayed

- 2 Scan the location where the item is to be put away.

**Note:** You can accept the suggested location or enter another reserve storage location.

**Put away hot replenishment containers**

If the merchandise is needed by a forward pick location and the hot replenishment system parameter is set, the following message is displayed:

Message:

- Hot replenishment needed. Please put container into suggested location.

Actions:

- Press the Enter key to acknowledge the message. The Suggested Location screen is displayed with a suggested forward pick location.
- Confirm the location.
- Press the F4 (Done) key. If the entire contents of the container are not needed for replenishment, another putaway directive is displayed.
- Press the F4 (Done) key.

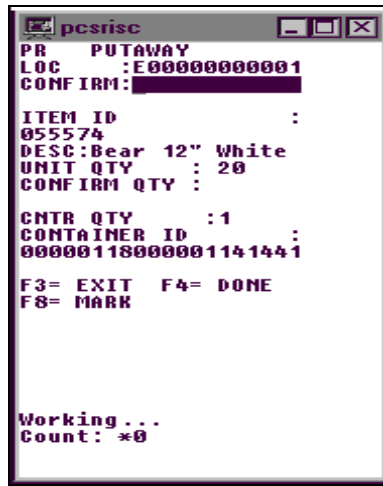
**Note:** If the interleaved cycle count parameter is turned on, the Cycle Count screen is displayed for locations that are marked by the system (SS).

The Cycle Count screen is called after the putaway is confirmed.

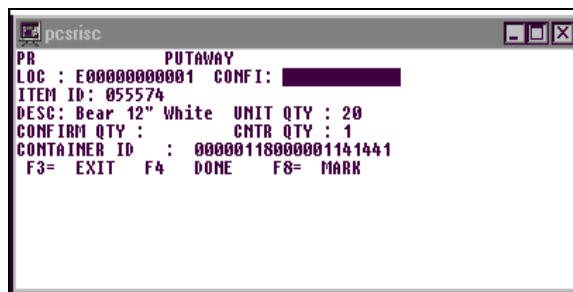
### Put away multi-SKU containers

The Putaway function is used to place multi-SKU merchandise in forward pick locations. You are directed to forward pick locations until all containers on the pallet have been put away. After all the items have been put away, the Putaway screen is again displayed. If the container is empty, it is deleted from the system.

- ➔ **Navigate:** From the Main Menu, select Invent Mgmt > Putaway. The Zone Putaway screen is displayed.
- 1 Scan a multi-SKU container to be put away. The Multi-SKU Putaway screen is displayed.



*Multi-SKU Putaway screen (RF device)*



*Multi-SKU Putaway screen (TM device)*

- 2 In the Confirm field, scan the unit pick location. The correct location is displayed in the Loc field if a unit pick location exists for the item. The field is blank if there is no assigned location.

**Note:** If no assigned unit pick location exists for the item, you are alerted of the situation and a suggested location is displayed for assignment. Confirm the location in order to continue the putaway process.

- 3 In the Unit Qty field, enter the unit capacity and press the Enter key.
- 4 In the Confirm Qty field, enter the unit quantity number. The correct unit quantity number is displayed in the Unit Qty field.
- 5 Press the F4 (Done) key. You are returned to the Putaway screen.

**Mark locations for cycle count**

- From the Multi-SKU Putaway screen, press the F8 (Mark) key. The Mark/Cycle Count screen is displayed.

```
TS MARK/CYCLE COUNT
LOCATION ID      :
RD01
F3=EXIT  F8=MARK
Count: *0
```

*Mark/Cycle Count screen (RF device)*

```
TS          MARK/CYCLE COUNT
LOCATION ID   : RD01
F3=EXIT     F8=MARK
Count: *0
```

*Truck Mount Mark screen (TM device)*

- 1 Scan the location to be marked.
- 2 Press the F8 (Mark) key to manually mark the location.
- 3 When the verification message pops up, press the Enter key.

## Cycle count

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

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

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

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

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

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

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

### Cycle count unit pick locations

- **Navigate:** From the Main Menu, select Invent Mgmt > Cycle Count. The Cycle Count screen displays data pertaining to the first location that is marked for cycle count.

```

TS CYCLE COUNT
LOC : 1A014LTC0101
CONFIRM          :
DESC:UNIT PICKING
CID :
ITE :
CNTR QTY      :
              :
F3=  EXIT    F4= DONE
F8= ACCEPT  F9= SKIP
Count: *0

```

*Cycle Count screen (RF device)*

```

TS          CYCLE COUNT
LOC: 1A014LTC0101 CONFIRM: ██████████
DESC:UNIT PICKING
CONTAINER :
ITE:
CNTR QTY :           :
F3= EXIT F4= DONE F8= ACCEPT F9= SKIP
██████████
Count: *0

```

*Cycle Count screen (TM device)*

- 1 In the Confirm field, confirm or scan the location to be cycle counted.

**OR**

Press the F9 (Skip) key to skip to the next location.

**Note:** The skipped location remains marked for cycle count. You can only use the F9 (Skip) key at the Confirm field.

- 2 In the Confirm field, confirm/scan the new location to be cycle counted. The Cycle Count Unit Pick Location screen is displayed.

```

TS CYCLE COUNT

LOC : 1A014LTC0101
CONFIRM          :
██████████
DESC:UNIT PICKING
CID :

ITE:

CNTR QTY  :
          :
F3=  EXIT  F4= DONE
F8= ACCEPT F9= SKIP
██████████
Count: *0

```

*Cycle Count Unit Pick Location screen (RF device)*

```

PR          CYCLE COUNT
LOC: BULKUP CONFIRM:BULKUP
DESC:Unit Pick
ITEM ID      : ██████████
INNER PACK QTY :
GRAB QTY
          F3=EXIT          F4=DONE
██████████
Count: *0

```

*Cycle Count Unit Pick Location screen (TM device)*



- 3 In the Item ID field, confirm the item ID by scanning it. The Inner Pack Qty field displays the inner pack number associated with the item.
- 4 In the Grab Qty field, enter the number of grabs available.
- 5 In the Grab Qty field, override the warning by entering the same quantity twice. The system accepts the new quantity after the second entry.
- 6 Press the F8 (Accept) key to give the count information to the system.
- 7 Press the F4 (Done) key when you have finished counting all merchandise in the specified location. The next location marked for cycle count is displayed and the cursor is in the Confirm (Confirm Location) field.

### Cycle count reserve locations

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

If no additional marked locations remain, the Message Display Line verifies no marked locations were found. You can either begin the cycle count where the system suggests or cycle count a different location. The location must already be marked for cycle count.

- 1 In the Confirm field, confirm or scan the location to be cycle counted.

#### OR

Press the F9 (Skip) key to skip to the next location.

**Note:** The skipped location remains marked for cycle count. You can only use the F9 (Skip) key at the Confirm field.

- 2 In the Confirm field, confirm or scan the new location to be cycle counted.
- 3 In the CID (Container ID) field, scan the container.
- 4 In the Item ID field, scan the item.

```

TS CYCLE COUNT
LOC : 1A014LTC0101
CONFIRM      :
DESC:UNIT PICKING
CID :
ITE:
CNTR QTY    :
            :
F3= EXIT   F4= DONE
F8= ACCEPT F9= SKIP
Count: *0
  
```

*Cycle Count Reserve Location screen (RF device)*

```

TS          CYCLE COUNT
LOC: 1A014LTC0101 CONFIRM:
DESC:UNIT PICKING
CONTAINER  :
ITE:
CNTR QTY  :          :
F3= EXIT  F4= DONE  F8= ACCEPT F9= SKIP
Count: *0
  
```

*Cycle Count Reserve Location screen (TM device)*

- 5 In the Cntr Qty field, enter the container quantity.
- 6 Press the F8 (Accept) key to save the data.

- 7 Press the F4 (Done) key when you have finished counting all merchandise in the specified location. The next location marked for cycle count is displayed and the cursor returns to the Confirm (Confirm Location) field.

#### Adjust inventory in a reserve location with retained child IDs

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

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

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

- The Cycle Count screen is displayed.

- 1 In the Confirm field, confirm/scan the location to be cycle counted.

#### OR

Press the F9 (Skip) key to skip to the next location.

**Note:** The skipped location remains marked for cycle count. You can only use the Skip key at the Confirm field.

- 2 In the Confirm field, confirm/scan the new location to be cycle counted.
- 3 In the CID (Container ID) field, scan the container.
- 4 In the Item ID field, scan the item.
- 5 In the Cntr Qty field, enter the container quantity.
- 6 Press the Enter key to save the data. The Cycle Count Child ID Confirm screen is displayed.



*Cycle Count Child ID Confirm screen*

- 7 Scan each of the child containers for the current master container.
- 8 Press the F4 (Done) key. You are returned to the Cycle Count screen.

## Container inquiry

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

### Open the Container Inquiry screen

- ➔ **Navigate:** From the Main Menu screen, select Invent Mgmt > Cont Inquiry. The Cont Inquiry screen is displayed.
- 1 Scan the container ID. Available data is displayed on the Cont Inquiry screen.

```

TS CONT INQUIRY
CONTAINER ID   :
AP1
LOC :
STATUS   :A
DEST    :100
CNTR QTY :    1
USER ID  :
TO LOC  : STOCK
LOT    :
F2= ITEMS F3= EXIT
F4= ROUTE
F8= RECV  F9= SHIP
Count: *0

```

*Cont Inquiry screen (RF device)*

```

TS          CONT INQUIRY
CONTAINER ID :
LOC :          DEST :
STATUS:
CNTR QTY:          LOT :
TO LOC :          USER ID:
F2=ITEM F3=EXIT F4=ROUT F8=RECV F9=SHIP
Count: *0

```

*Cont Inquiry screen (TM device)*

**View the items in the container**

- From the Cont Inquiry screen, press the F2 (Item) key. The Item ID screen displays the item IDs, inner pack quantities, and unit quantities of all items in the container.

ITEM ID	INNER PA	QTY
12121212121212	6	24
F3=EXIT		
Count: *0		

*Item ID screen (RF device)*

ITEM ID	INNER PA	QTY	UOM
F3= EXIT			

*Item ID screen (TM device)*

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

**Check shipping details**

- ➔ From the Cont Inquiry screen, press the F9 (Ship) key. The Cont Inquiry screen displays shipping information for the container.

```

TS CONT INQUIRY
CARRIER : -
SERVICE :
ROUTE :
EXPEDITE : N
BOL NBR :

OTRANS
DIVERT :

FINAL LOCATION :
STOCK
TRACKING ID :

Count: *0

```

*Cont Inquiry (Shipping details) screen (RF device)*

```

TS          CONT INQUIRY
CARRIER:   SERVICE:   EXP:
ROUTE:
BOL NBR :
FINAL LOCATION :
DIVERT :
          F3= EXIT

```

*Cont Inquiry (Shipping details) screen (TM device)*

**Viewing receiving details**

- From the Cont Inquiry screen, press the F8 (Recv) key. The Cont Inquiry screen displays receiving information for the container.

```

TS CONT INQUIRY
APPT      :945
PO        :1100110011
ASN :ASN0129

RECEIVED      :
01/29/2002 18:16:47
ITRANSSHIPMENT NBR:

PUTAWAY      :

F3= EXIT
Count: *0

```

*Cont Inquiry (Receiving details) screen (RF device)*

```

TS          CONT INQUIRY
APPT :          PO :
ASN      :
RECEIVED :
ITRANSSHIPMENT NBR:
PUTAWAY  :
F3= EXIT

```

*Cont Inquiry (Receiving details) screen (TM device)*

## Inventory container trouble

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

### Open the Inventory Container Trouble screen

- **Navigate:** From the Main Menu screen, select Invent Mgmt > Inv Cont Troubl. The Inv Item Trouble screen is displayed.

```

TS INV ITEM TROUBLE

CONTAINER ID      :
111110000011111

TROUBLE CODE      :

ENTER TROUBLE CODE :

F3=EXIT   F4=SAVE
F9=VIEW

Count: *0
  
```

### *Inventory Item (Container) Trouble screen*

- 1 Scan the container ID of the troubled container.
- 2 In the Trouble Code field, enter the trouble code applicable for the container.
  - Note:** Press the F9 (View) key to display a list of available trouble codes.
- 3 Highlight the trouble code appropriate for the container and press the F4 (Save) key.
- 4 Press the F4 (Save) key when you finish. The Message Display Line verifies the successful operation.
- 5 Press the Enter key to acknowledge the message.



## Mark for cycle

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

### Open the Mark/Cycle Count screen

- ➔ **Navigate:** From the Main Menu screen, select Invent Mgmt > Mark for Cycle. The Mark/Cycle Count screen is displayed.

```

TS MARK/CYCLE COUNT

LOCATION ID      :
RD01

F3=EXIT  F8=MARK

Count: *0
  
```

*Mark/Cycle Count screen (RF device)*

```

570
PR MARK/CYCLE COUNT
LOCATION ID      : 01AAA0010102

F3=EXIT  F8=MARK
  
```

*Mark/Cycle Count screen (TM device)*

- 1 Scan the location to mark.
- 2 Press the F8 (Mark) key to denote the location that needs counting. An Information screen pops up, verifying the successful operation.
- 3 Press the Enter key to acknowledge the message.
- 4 Press the F3 (Exit) key to cancel marking the location for cycle count or to return to the Invent Mgmt menu.

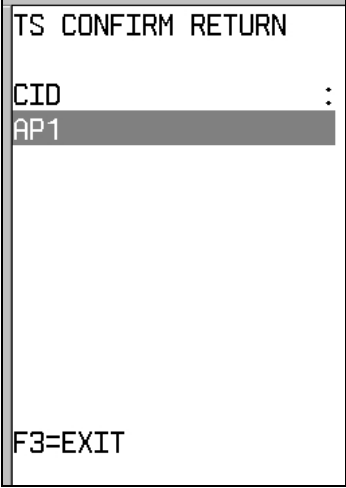
## Confirm return

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

**Note:** Truck mount terminals do not contain the Confirm Return option.

### Open the Confirm Return screen

- **Navigate:** From the Main Menu screen, select Invent Mgmt > Confirm Return. The Confirm Return screen is displayed.



```
TS CONFIRM RETURN
CID :
AP1
F3=EXIT
```

*Confirm Return screen*

- 1 In the CID field, scan the container ID. If the container is past its pick date or marked for return or refusal, the system deletes it. An Information screen pops up, verifying the successful operation.
- 2 Press the Enter key to acknowledge the message.
- 3 Press the F3 (Exit) key when you are finished. You are returned to the Invent Mgmt menu.

## Startup convert

The Startup Convert I screen allows customers to easily convert existing inventory into RDM inventory before the initial startup of the system. This screen allows operators to identify merchandise in reserve storage and forward pick locations, as well as to convert to unlabeled child items to labeled child items.

**Note:** Truck mount terminals do not contain the Startup Convert Inventory option.

### Open the Startup Convert Inventory screen

- ➔ **Navigate:** From the Main Menu screen, select Invert Mgmt > Startup Convert. The Startup Convert I screen is displayed.

```

TS STARTUP CONVERT I

1. STORAGE
2. UNIT PICKING
3. UNLABELED
   TO LABELED

CHOICE      : █

F1=DISPLAY  F3=EXIT

Count: *0
  
```

### *Startup Convert Inventory menu*

A system parameter, Labeled\_Reserve, governs which Startup Convert I screen is displayed. If Labeled\_Reserve = **N**, you can view Item details through the use of the Detail key. If Labeled\_Reserve = **Y**, then you can add child containers to a master container by using the Child key.

**Convert merchandise in a storage location with unlabeled children  
(Labeled\_Reserve = N)**

- **Navigate:** From the Startup Convert I menu, enter **1** (Storage) and press the F1 (Display) key. The Startup Convert I (Storage) screen is displayed.
  - 1 In the Location ID field, enter or scan a valid location ID.
  - 2 In the Container ID field, enter or scan a 16- or 20-digit container ID. (The 20-digit ID must meet the modulus ten-check digit requirement.)
  - 3 In the Item ID/UPC field, enter the item ID or UPC. (The item ID/UPC must be defined on the Item Master.)
  - 4 In the Case Qty field, enter the number of cases associated with the container ID.
  - 5 In the Casepack field, enter the number of units that make up a casepack.
  - 6 If applicable: Press the F8 (Mark) key to mark the location for cycle count.
  - 7 Press the F4 (Done) key to complete the convert operation. An information screen pops-up verifying the successful operation.
  - 8 Press the Enter key to acknowledge the message.

**Check storage item ID/UPC details**

- **Navigate:** From the Startup Convert I (Storage), press the F2 (Detail) key. The Item ID/UPC Detail screen is displayed.
  - Press the F3 (Exit) key to return to the previous screen.

**Convert merchandise in a storage location with labeled children  
(Labeled\_Reserve = Y)**

- **Navigate:** From the Startup Convert I menu, enter **1** (Storage) and press the F1 (Display) key. The Startup Convert I (Storage) screen is displayed.

```

PR STARTUP CONVERT I

LOCATION ID      █
110010010101  █
CONTAINER ID   █

ITE █
DESC █
CASE QTY       █
CASEPACK      █

F2=CHILD      F3=EXIT
F4=DONE       F8=MARK
Count: *0
  
```

*Startup Convert I (Storage) screen*

- 1 In the Location ID field, enter or scan a valid location ID.
- 2 In the Container ID field, enter/scan a 16- or 20-digit container ID. (The 20-digit ID must meet the modulus ten-check digit requirement.)
- 3 In the Item ID/UPC field, enter the item ID or UPC. (The item ID/UPC must be defined on the Item Master screen.)
- 4 In the Case Qty field, enter the number of cases holding the specified item and associated with the container ID. Press the Enter key.
- 5 In the Casepack field, enter the number of units that make up a casepack.

<b>Message Alert</b>	Operation Incomplete. No Children Have Been Added. Do You Want To Continue? Confirm Y/N?
<b>Cause</b>	The F4 (Done) key was pressed.
<b>Action</b>	<ul style="list-style-type: none"> <li>• Enter <b>Y</b> if you wish to cancel the conversion. No records are added to the location.</li> <li>• Enter <b>N</b> if you wish to continue converting. Press the Child key when you return to the screen.</li> </ul>

- 6 Press the F2 (Child) key. The Start Convert I (Add Child) screen is displayed.

```

PR STARTUP CONVERT I

CONTAINER ID      :
██████████████████

F4=DONE
  
```

*Start Convert I (Add Child)*

<b>Message Alert</b>	Total Container Qty is More Than Cartons Scanned. Do You Want To Exit? Confirm Y/N
<b>Cause</b>	The number of containers you entered in the Case Qty field does not equal the number of container ID you have added.
<b>Action</b>	<ul style="list-style-type: none"> <li>• Enter <b>Y</b> to end the conversion. You are returned to the previous screen. Enter <b>0</b> (zero) in the Case Qty and Casepack fields and press the F4 (Done) key to exit.</li> <li>• Enter <b>N</b> to continue the conversion. Scan the next Container ID when you are returned to the screen.</li> </ul>

- 7 In the Container ID field, enter or scan the child container ID and press the Enter key after each container entry if you are not using an RF scanning device.
- 8 Press the F4 (Done) key after all containers are added.

**Convert merchandise in a unit pick location**

- **Navigate:** From the Startup Convert I menu, enter **2** (Unit Picking) and press the F1 (Display) key. The Startup Convert I (Unit picking) screen is displayed.

```

PR STARTUP CONVERT I

LOCATION ID      :
██████████
ITE :
DESC  :
STATIC LOC  :
UNIT QTY   .0
CAPACITY   .0
REPLEN QTY .0

F2=DETAIL  F3=EXIT
F4=DONE    F8=MARK

```

***Startup Convert I (Unit picking) screen***

- 1 In the Location ID field, enter or scan a valid location ID.
- 2 In the Item field, enter the item ID or UPC. The item ID/UPC must be defined on the Item Master screen.
- 3 In the Unit Qty field, enter the number of units to be moved into the location. Press the Enter key to move to the next field.
- 4 In the Capacity field, enter the maximum number of units the location can hold and press the Enter key to move to the next field.
- 5 In the Replen Qty field, enter the re-order point number, which triggers a replenishment.
- 6 If applicable:
  - Press the F8 (Mark) key to mark the location for cycle count.
  - Press the F4 (Done) key to complete the conversion. An information screen pops-up verifying the successful operation. Press the Enter key to acknowledge the message.

**Check unit item ID/UPC details**

- From the Startup Convert I (Unit picking) screen, press the F2 (Detail) key. The Item ID/UPC Detail screen is displayed.
  - Press the F3 (Exit) key to return to the previous screen.

**Convert merchandise from unlabeled to labeled**

- **Navigate:** From the Startup Convert I menu, enter **3** (Unlabeled to labeled) and press the F1 (Display) key. The Startup Convert I (Unlabeled to labeled) screen is displayed.

**Note:** If the system parameter, Labeled\_Reserve, is set to **N**, you cannot access this screen.

```

PR STARTUP CONVERT I

LOCATION ID      :
██████████
CONTAINER ID   :

ITE :
DESC  :
CASE QTY :
CASEPACK :

F2=CHILD  F3=EXIT
F4=DONE   F8=MARK

```

***Startup Convert I (Unlabeled to labeled) screen***

- 1 In the Location ID field, enter or scan a valid location ID.
- 2 In the Container ID field, enter or scan the container ID you are converting. The Container ID must be valid on the system. Information pertaining to the Item ID automatically populates the screen.

<b>Message Alert</b>	Operation Incomplete. No Children Have Been Added. Do You Want To Continue? Confirm Y/N?
<b>Cause</b>	The F4 (Done) key was pressed.
<b>Action</b>	<ul style="list-style-type: none"> <li>• Enter <b>Y</b> to cancel the conversion. No records are added to the location</li> <li>• Enter <b>N</b> to continue the conversion. Press the F2 (Child) key when you are returned to the screen.</li> </ul>



- 3 Press the F2 (Child) key. The Start Convert I (Add Child) screen is displayed.

```

PR STARTUP CONVERT I

CONTAINER ID      :
██████████████████

F4=DONE
  
```

*Startup Convert I (Add Child) screen*

- 4 In the Container ID field, enter or scan the child container ID and press the Enter key.

**Note:** Press the Enter key after each container entry if you are not using an RF scanning device.

<b>Message Alert</b>	Total Container Qty is More Than Cartons Scanned. Do You Want To Exit? Confirm Y/N
<b>Cause</b>	The number of containers you entered in the Case Qty field does not equal the number of container ID you have added.
<b>Action</b>	<ul style="list-style-type: none"> <li>• Enter <b>Y</b> to end the conversion. You are returned to the previous screen. Enter <b>0</b> (zero) in the Case Qty and Casepack fields and press the F4 (Done) key to exit.</li> <li>• Enter <b>N</b> to continue the conversion. Scan the next Container ID when you are returned to the screen.</li> </ul>

- 5 Press the F4 (Done) key after all containers are added.

## Return to stock

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

**Note:** Truck mount terminals do not contain the Return To Stock option.

### Return single SKU containers to inventory

- ➔ **Navigate:** From the Main Menu screen, select Inven Mgmt > Return to Stock. The Return to Stock screen is displayed.

```

TS RETURN TO STOCK

CID :
██████████████████

ITE :

F3 =EXIT  F4 =DONE
  
```

*Return to Stock screen*

- 1 Enter the ID of the container to return to stock.
  - Note:** Master Containers with children are not eligible for stock return.
- 2 Press the F4 (Done) key. The container is returned to the DC inventory in its entirety and the container status is reset to Inventory (I).
- 3 Use the Putaway screen to physically move the merchandise back to a reserve area.



```

PR SPLIT CONTAINER
FROM CONTAINER :
REASON CODE:
R1
RETURN GROUP:
1
UNIT QTY :
1
MAINTAIN :Y
      F4= DONE
NE
F8= CLEAR F9= LOT
'Y'es / 'N'o
Count: *0

```

*Reason Code screen*

- 7 In the Reason Code field, enter the reason code, or press the Shift + F4 keys and select the reason from the list of values.
- 8 In the Return Group field, enter the return group number.
- 9 In the Unit Qty field, enter the quantity.
- 10 In the Maintain field, enter **Y** (Yes), or **N** (No).

**Note:** Yes indicates that you want to maintain the same reason code from the existing container to the new container. No indicates that the reason code is to be assigned to the new container only.

- 11 Press the F4 (Done) key. The Message Display Line verifies a successful operation.
- 12 If you processed a return, you will need to confirm the completed assignment of reason codes. The Split Container screen is displayed the new information.
- 13 Press the F8 (Clear) key to refresh the screen and start a new split container operation, or press the F3 (Exit) key to leave the Split Container screen.

**Note:** The F9 (Lot) key is used to associate a container with a particular dye lot. When you press the F9 (Lot) key, another screen is displayed, in which you specify the dye lot.

**Associate a dye lot with a new container**

- **Navigate:** From the Split Container screen, press the F9 (Lot) key. The Lot Tracking screen is displayed.

```

TS LOT TRACKING

CONTAINER ID      :
FREE2

LOT              :
██████████

PICK BY DATE:

F3=EXIT  F4=DONE
Lot or Batch Number
Count: *0

```

*Lot Tracking screen*

- 1 In the Container ID field, scan or enter the ID of the new container you created on the Split Container screen.
- 2 In the Lot field, scan or enter the lot number provided by the manufacturer.
- 3 In the Pick By Date field, enter the date that the item needs to be picked by. This field is optional.
- 4 Press the F4 (Done) key. An Information screen pops up, verifying the successful operation.
- 5 Press the Enter key to acknowledge the message.

## Reassignment

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

**Note:** Truck mount terminals do not contain the Reassignment option.

### Reassign a single container to a new destination

- ➔ **Navigate:** From the Main Menu screen, select Invent Mgmt > Reassignment. The Reassignment screen is displayed.

```

TS REASSIGNMENT
CONTAINER ID   :
CURRENT DEST ID :
NEW DEST ID    :
QUEUE NAME     :

F2= REASSIGN F3= EXIT
F8= REASSIGN ALL
  
```

#### *Reassignment screen*

- 1 In the Container ID field, enter or scan the container ID to be reassigned and press the Enter key. Current destination information is displayed.
- 2 In the New Dest ID field, enter the new destination ID that the container is assigned to.
- 3 Press the F2 (Reassign) key. The Reassignment screen is refreshed and you can reassign another container.
- 4 Press the F3 (Exit) key to leave the Reassignment screen.

**Reassign a group of containers to a new destination**

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

- **Navigate:** From the Main Menu screen, select Invent Mgmt > Reassignment. The Reassignment screen is displayed.
- 1 Skip to the Current Dest ID field and enter the current destination for the group of containers.
- 2 In the New Dest ID field, enter the new destination ID to which the containers must be reassigned.
- 3 Press the F8 (Reassign All) key. The Reassignment screen is refreshed and you can reassign another container or group of containers.
- 4 Press the F3 (Exit) key to leave the Reassignment screen.

## Forward pick location management

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

The following restrictions apply:

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

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

### Move inventory between forward pick locations

- **Navigate:** From the Main Menu screen, select Invent Mgmt > FPL Mgmt. The Move FPL Inv screen is displayed.

TS MOVE FPL INU	
ITE :	<input type="text"/>
FROM LOC :	<input type="text"/>
TO LOCATION :	<input type="text"/>
TO CONTAINER :	<input type="text"/>
UNIT QTY :	<input type="text"/>
DELETE FPL :	Y
F3= EXIT F4= DONE	

*Move FPL Inv screen*

- 1 In the Item ID field, enter the item ID number and press the Enter key.  
**Note:** The Item UPC may also be scanned here.
- 2 In the From Loc field, enter the current location ID for the item.
- 3 In the To Location field, enter the new location ID number. (The new location must be a staging location, another FPL, or create a new FPL here.)
- 4 If a staging location is specified in the To Location field, then a new container ID number must be specified in the To Container field.
- 5 In the Unit Qty field, enter the quantity of the item.



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

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

## Manual replenishment

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

- **Navigate:** From the Main Menu screen, select Invent Mgmt > Manual Replen. The Manual Replen screen is displayed.

```

PR MANUAL REPLEN
CONTAINER ID  :
FROM LOC     :
ITE:
DESCRIPTION  :
TO ZONE     :
TO LOCATION :
CONT QTY    :
F3= EXIT F4= DONE
  
```

### *Manual Replen screen*

- 1 In the Container ID field, enter or scan the container ID and press the Enter key. The From Loc, Item ID, and Description fields are populated based on the container ID
- 2 In the To Zone field, enter the zone ID of the desired zone to pick to. The To Location field will be populated with the forward pick location in the specified zone for that item ID.
- 3 In the Cont Qty field, enter the number of containers to be moved to the designated area.
- 4 Press the F4 (Done) key to complete the move.

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

## Pack wave split

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

- **Navigate:** From the Main Menu screen, select Invent Mgmt > Pack Wave Split. The Pack Wave Split screen is displayed.

```

PR PACK WAVE SPLIT

WAVE NBR : ██████████
UPS CODE :
PACK WAVE:

F1=DISPLAY F3=EXIT

Form Version: %I%
Count: *0
  
```

*Pack Wave Split screen*

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

```

ITEM ID :
N06783
Chantreyland Viola
FROM : PTSDROPOFF
MASTER CID:
NONE
CID :
00000118000000083100
CONFIRM CID:
██████████
GRAB:1
SPLIT CONTAINER :

TO : PTSDROPOFF
F3=EXIT F4= DONE
  
```

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

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

# Chapter 7 – Picking

## Overview

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

## Bulk picking

Bulk Picking includes picking an entire container of a single item for shipment to a single ship destination or Unit Pick system based on a wave. Bulk picks can be used for either conveyable or non-conveyable merchandise. Bulk picking also allows you to mark locations as empty and to short the pick.

Bulk from Case Picking helps RDM to distribute individual cases in Case Storage as Bulk picks.

Pick Type	Definition
B	Bulk pick from a reserve area to shipping.
BP	Preplan bulk pick from a reserve location to an alternate unit pick system.
BM	Bulk pick from a reserve location to a prime picking location.
BR	Bulk pick replenishment from a reserve location to an (Less Than Case)LTC location (stationary SKU).
BD	Re-order point replenishment pick from a reserve location to an LTC location (stationary SKU).
Case Picking	Involves picking one or more full cases from a bulk container in a reserve location for shipment or to a Unit Pick system based on a wave. The system directs you to pick cases onto a bulk pallet. A case pick can be canceled if the container cannot be found or reached. Locations can also be marked for cycle count.
Break Label Packet	Allows you to subdivide large picking packages, thus keeping locations from being visited more than once to fulfill an order.
C	Case pick from a reserve area to Shipping, or a case pick from a prime picking location to Shipping.
CP	Preplan case replenishment pick from a reserve location to an alternate unit pick system, or a case replenishment pick from a prime picking location to an alternate pick system.
CR	Case replenishment pick from a reserve location to an LTC location (stationary SKU), or from a prime pick location to an LTC location.
CD	Re-order point case replenishment pick from a reserve location to an LTC location (stationary SKU).
Prime Unit Picking	Allows case and unit picking from a bank of prime locations that are user accessible, that is at a pedestrian level.
Unit Picking	Involves pulling individual units out of forward picking locations. If a pick cannot be made, you can skip that pick and advance to the next one. Pick quantities can be adjusted downward and problem locations marked.
U	Unit pick from a LTC area.
UP	Preplan unit pick from an LTC location to an alternate unit pick system.
UM	Unit pick from a prime picking location.
UR	Unit pick replenishment from a prime pick location to an alternate unit pick system.

## Put to store

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

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

## No pick package

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

## Picking direction

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

### **First identified for order (FIFO)**

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

### **Pick to clean**

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

### **Efficiency**

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

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

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

### **Bulk picking**

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



**Start the pick**

- **Navigate:** From the Main Menu screen, select Picking. From the Picking Menu screen, select Bulk Picking. The Bulk Pick screen is displayed.

```

TS  BULK PICK
CID      :
111110000011111
LOC      :
CONFIRM:
CONTAINER ID      :

CONFIRM          :

ITE:

DESC:
REQUIRED QTY:
F3=EXIT  F4=DONE
7= CANCEL F8=EMPTY
Count: *0

```

***Bulk Picking screen***

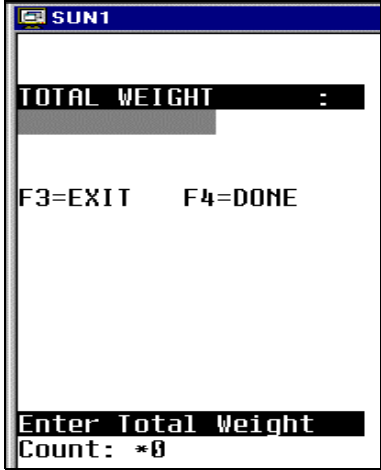
- 1 Scan the first picking package label for master label confirmation and location direction. Data is displayed in the CID and Loc fields.
- 2 Confirm the pick-from location by scanning the location ID.
- 3 Confirm the pick-from inventory container ID label by scanning.

- In the Required Qty field, press the Enter key to confirm the displayed container quantity. You can decrease the quantity if necessary, but you cannot increase it.

**Note:** Press the F8 (Empty) key if you deplete the location of merchandise.

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

You are prompted to enter a catch weight if the item was set up to require such information.

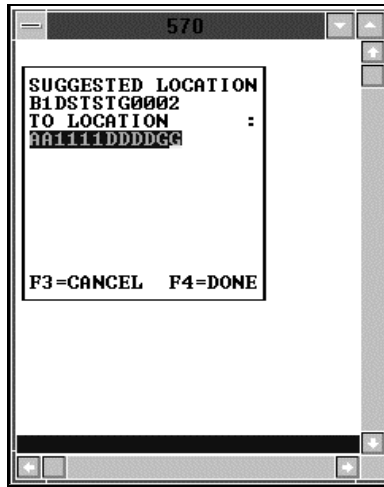


```
SUN1
TOTAL WEIGHT :
F3=EXIT F4=DONE
Enter Total Weight
Count: *0
```

*Catch Weight screen*

- In the Total Weight field, enter the total catch weight for the pick. That weight is then equally divided among all containers associated to the pick. If you enter a zero, the container weight is update to zero.
- Press the F4 (Done) key.

- 7 If, at the completion of a pick, but prior to drop-off, RDM detects any containers with catch weight items and a container weight of 0, you will be prompted to enter the total weight for each zero weight item. This total weight is then evenly divided between all containers with the item. The drop-off process continues after all items have been weighed. The Suggested Location screen displays the door associated with the destination ID.



*Suggested Location screen*

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

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

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

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

**Case picking**

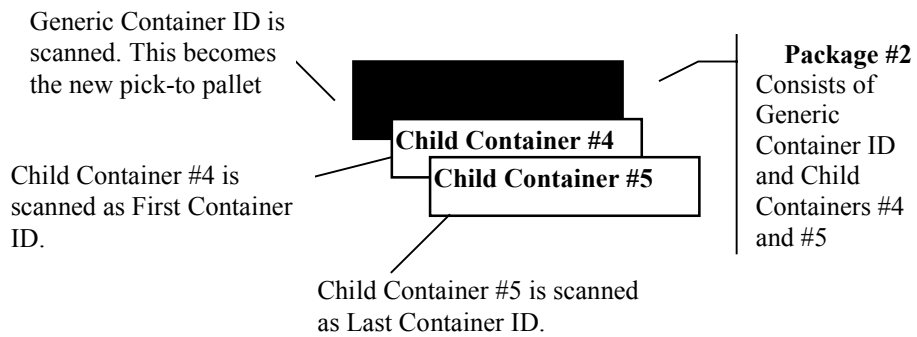
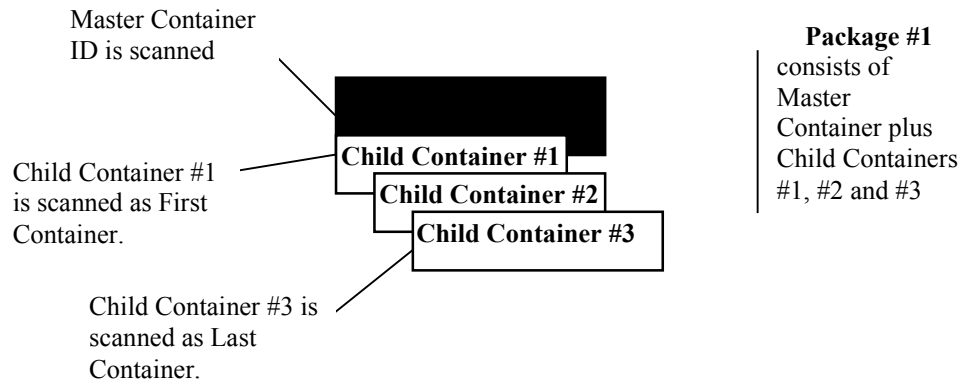
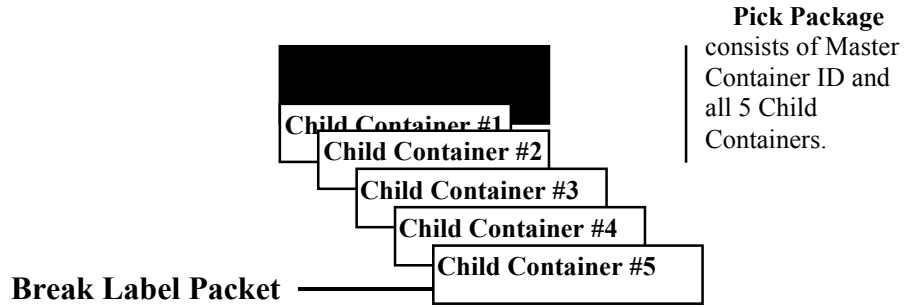
Case picking or container picking, involves pulling one or more full containers from a bulk container in a reserve location or a prime location.

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

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

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

Divide a pick package using the break label package function



*Standard pick package*

**Container pick**

- **Navigate:** From the Main Menu screen, select Picking. From the Picking Menu screen, select Case Picking. The Container Pick screen is displayed.

```

RN CONTAINER PICK

MASTER CONTAINER:
████████████████████

FIRST CONTAINER :

LAST CONTAINER  :

F1=DISPLAY F3=EXIT

Count: *0

```

*Container Pick screen*

- 1 Scan the master container ID and press the F1 (Display) key. The Container Pick screen is displayed.

```

SUN1
PR CONTAINER PICK
CONTAINER ID   :
00000118000000760032
LOCATIO:ERICSTORE

FROM CONTAINER :
00000118000000740478
CONFIRM CID    :

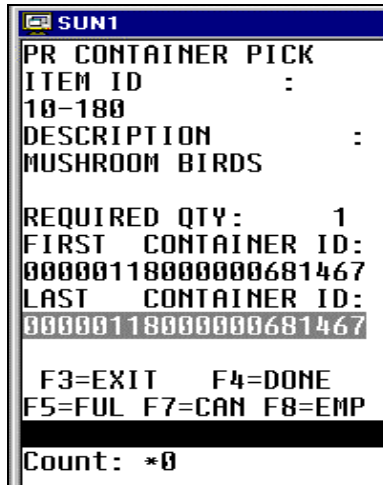
ITE:MCBTITEM
LOT:NONE
CASE :10
DATE :01/05/2000
F3=EXI F5=FULLF6=DES

Count: *0

```

*Container Pick screen*

- 2 In the Confirm CID (Confirm-From Container ID) field, scan the bulk container ID label. This must match data in the Container ID field. The ITEM ID screen is displayed.



*Item ID screen*

- 3 In the Last Container ID field, scan the last label in the pick package. (If a single case is to be placed on the container, data in the First Container ID and Last Container ID fields are identical.)

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

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

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

- 6 Press the F4 (Done) key.

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

```

SUNT
ITE:22-020
CNTR QTY : 1
TOTAL WEIGHT :
F3=EXIT  F4=DONE
F5=FUL  F7=CAN  F8=EMP
Count: *0
  
```

*Catch Weight screen*

- 7 In the Total Weight field, enter the total catch weight for the pick. That weight is then equally divided among all containers associated to the pick. If the user enters a zero, the container weight is updated to zero.
- 8 Press the F4 (Done) key.

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

The Container Pick screen is displayed, ready for the next pick. The Suggested Location screen is displayed automatically after the last pick. The Message Display Line verifies there are no remaining picks.

```

570
SUGGESTED LOCATION
B1DSTIG0002
TO LOCATION :
F3=CANCEL  F4=DONE
  
```

*Suggested Location screen*



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

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

#### Break the label packet

- **Navigate:** From the Main Menu screen, select Picking. From the Picking Menu screen, select Case Picking. The Container Pick screen is displayed.
- 1 Scan a generic container ID. The data is displayed in the Master Container field.
  - 2 Scan the container label of the first container in a pick directive. The data is displayed in the First Container field.
  - 3 Scan the container label of the last container in a pick directive. The data is displayed in the Last Container field.

```

RN CONTAINER PICK
MASTER CONTAINER:
██████████████████
FIRST CONTAINER :
LAST CONTAINER  :

F1=DISPLAY  F3=EXIT
Count: *0
  
```

#### *Container Pick*

- 4 Press the F1 (Display) key. The Container Pick screen is displayed.

```

SUN1
PR CONTAINER PICK
CONTAINER ID      :
00000118000000760032
LOCATIO:ERICSTORE

FROM CONTAINER    :
00000118000000740478
CONFIRM CID       :

ITE:MCBTITEM
LOT:NONE
CASE :10
DATE :01/05/2000
F3=EXI F5=FULLF6=DES
Count: *0

```

*Container Pick screen*

- 5 In the Confirm ID (Confirm-From Container ID) field, scan the container ID label. This must match data in the Container ID field.
- 6 Press the F1 (Display) key The Item ID screen is displayed.

```

SUN1
PR CONTAINER PICK
ITEM ID           :
10-180
DESCRIPTION       :
MUSHROOM BIRDS

REQUIRED QTY:     1
FIRST CONTAINER ID:
00000118000000681467
LAST CONTAINER ID:
00000118000000681467

F3=EXIT F4=DONE
F5=FUL F7=CAN F8=EMP
Count: *0

```

*Item ID screen*

- 7 In the Last Container ID field, scan the last label applied. (If a single case is to be placed on the container, the First and Last data fields are the same.) The Message Display Line verifies that the location is marked empty.

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

- 8 Press the F5 (Full) key if you cannot fit any more cartons onto the pick-to pallet.
- 9 Press the F4 (Done) key. As products are being picked, the receipt weight and the container weight will be maintained at the lowest level of labeling.
- 10 You are prompted to enter a catch weight if the item was set up to require such information.

```

SUN1
ITE:22-020
CNTR QTY : 1
TOTAL WEIGHT :
          [ ]
F3=EXIT  F4=DONE
F5=FUL  F7=CAN  F8=EMP
Count: *0

```

*Catch Weight screen*

- 11 In the Total Weight field, enter the total catch weight for the pick. That weight is then equally divided among all containers associated to the pick. If the user enter a zero, the container weight is update to zero.
- 12 Press the F4 (Done) key. The Container Pick is displayed, ready for the next pick. The Suggested Location screen is displayed if the case picks are complete.

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

```

570
SUGGESTED LOCATION
B1D$TIG0002
TO LOCATION :
          [ ]
F3=CANCEL  F4=DONE

```

*Suggested Location screen*

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

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

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

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

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

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

**Perform a container pick with labeled children (child container IDs are maintained in reserve)**

**Notes:** This section pertains to container picking with system parameters set as Labeled\_reserve = Y and Labeled\_picking = Y.

- **Navigate:** From the Main Menu screen, select Picking. From the Picking Menu screen, select Case Picking. The Container Pick screen is displayed.
- 1 In the Container ID field, scan the master container ID and press the DISPLAY key. The Container Pick screen is displayed with available data.
- 2 In the Confirm ID (Confirm-From Container ID) field. Confirm, by scanning, the container ID label. The Container Pick Item ID screen is displayed.

```

SUN1
PR CONTAINER PICK
CONTAINER ID      :
00000118000000760032
LOCATIO:ERICSTORE

FROM CONTAINER    :
00000118000000740478
CONFIRM CID       :

ITE:MCBTITEM
LOT:NONE
CASE :10
DATE :01/05/2000
F3=EXI F5=FULL F6=DES
Count: *0
  
```

*Container Pick screen*

```

SUN1
PR CONTAINER PICK
ITEM ID           :
10-180
DESCRIPTION       :
MUSHROOM BIRDS

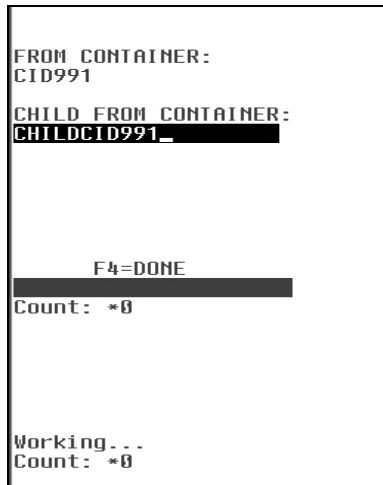
REQUIRED QTY:     1
FIRST CONTAINER ID:
00000118000000681467
LAST CONTAINER ID:
00000118000000681467

F3=EXIT F4=DONE
F5=FUL F7=CAN F8=EMP
Count: *0
  
```

*Container Pick Item ID screen*

- 3 In the Last Container ID field, scan the last label in the pick package

- 4 Press the F4 (Done) key. The Child From Container screen is displayed.

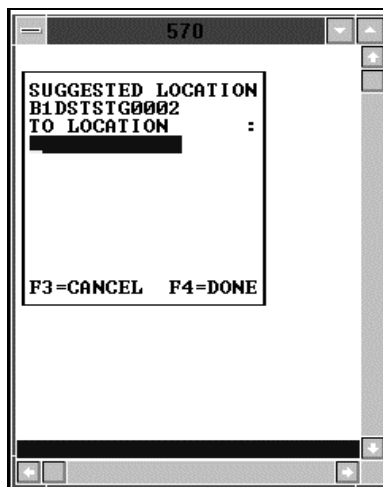


*Child From Container screen*

- 5 Scan the existing labels of all child containers to pick.

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

- 6 Press the F4 (Done) key. The Suggested Location screen is displayed.



*Suggested Location screen*

- 7 In the To-Location field, confirm, by scanning the location where the merchandise is to be dropped off.

- 8 You are prompted to enter a catch weight if the item was set up to require such information.

```

SUN1
ITE:22-020
CNTR QTY : 1
TOTAL WEIGHT :
F3=EXIT  F4=DONE
F5=FUL  F7=CAN  F8=EMP
Count: *0
  
```

*Catch Weight screen*

- 9 Enter the total catch weight for the pick in the Total Weight field. That weight is then equally divided among all containers associated to the pick. If the user enter a zero, the container weight is update to zero.
- 10 Press the F4 (Done) key.

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

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

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

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

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

## Prime unit picking

Individual units are picked from reserve locations, deemed as prime picking locations during Prime Unit picking.

### Open the Prime Unit Picking screen

- **Navigate:** From the Main Menu screen, select Picking. From the Picking Menu screen, select Prime Unit Picking. The Prime Unit Pick screen is displayed.

```

RN PRIME UNIT PICK
MASTER CONTAINER:
[REDACTED]

F1=DISPLAY F3=EXIT
Count: *0
  
```

#### *Prime Unit Picking*

- 1 In the Master Container field, scan the container you are to pick to.
- 2 Press the F1 (Display) key to start the unit picking process. The Prime Unit Pick screen displays the first location you should proceed to.

```

SUN1
PR PRIME UNIT PICK
CONTAINER ID :
00000118000000681634
LOCATIO:110010020501
CONF LO:110010020501
FROM CONTAINER :
00000118000000660103
CONFIRM CID :
[REDACTED]
ITE:31-778
LOT:NONE
CASE :10
DATE :12/21/1999
F3=EXI F5=FULLF6=DES
Count: *0
  
```

#### *Prime Unit Pick screen*

- 3 Confirm/scan the container you are picking the item from. The Confirm CID (Confirm Master Container ID) field must match. The Prime Unit Pick Item ID screen is displayed.



```

SUN1
PR PRIME UNIT PICK
ITEM ID      :
31-778
DESCRIPTION  :
SNOWMAN LIGHTS

INNER PACK QTY :
1
GRAB QTY    : 10

F3=EXIT     F4=DONE
F5=FULL     F7=CANCEL

Count: *0

```

*Prime Unit Pick Item ID screen*

- 4 In the Grab Qty field, confirm the quantity you are picking.

**Note:** You may short the pick by entering a quantity less than the displayed value. You may not increase the pick amount by entering a quantity greater than the displayed value.

#### Drop off full pallets

If the container becomes full during the case picking process, press the F5 (Full) key to display the Full screen to close the present container and to continue picking into another container. Press the F7 (Cancel) key to cancel closing the full container. You return to the Case Pick screen.

- 1 Press the F5 (Full) key. The Full screen is displayed.

```

570
SUGGESTED LOCATION
A1RCU000001
TO LOCATION      :
A1RCU000001
NEW CONTAINER ID :
CONTA0011

F3=CANCEL F4=DONE

```

*Full screen*

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

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

For single-item or replenishment picks, the suggested location is the location that needs replenishment. For multiple-item replenishment picks, the Suggested Location is a putaway location. From this location, the items are putaway to the appropriate forward picking locations using the Putaway screen. The Suggested Location cannot be overridden for single item or Paperless Picking replenishment picks.

- 2 In the To Location field, scan the location where the merchandise is to be moved. You return to the Suggested Location screen.
- 3 If you enter the Location ID manually, press the Enter key to return to the Suggested Location screen.

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

You are prompted to enter a catch weight if the item is set up to require such information.

```

SUN1
ITE:22-020
CNTR QTY : 1
TOTAL WEIGHT :
F3=EXIT F4=DONE
F5=FUL F7=CAN F8=EMP
Count: *0
  
```

*Catch Weight screen*

- 4 Enter the total catch weight for the pick in the Total Weight field. That weight is then equally divided among all containers associated to the pick. If the user enters a zero, the container weight is update to zero.
- 5 Press the F4 (Done) key.

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

- 6 In the New Container ID field, scan the container ID of the new generic pick-to container
- 7 Press the F4 (Done) key when you are finished entering information. An information screen pops up and verifies that the operation is successful, if the picks are complete.

- 8 Press the Enter key to acknowledge the message. The Container Pick screen is displayed with the new pick-to container in the CID field.

**Perform a prime case pick with labeled children (child container IDs are maintained in reserve)**

**Note:** This section pertains to container picking with system parameters set as Labeled\_reserve = Y and Labeled\_picking = Y.

- **Navigate:** From the Main Menu screen, select Picking. From the Picking Menu screen, select Prime Unit Picking. The Prime Unit Pick screen is displayed.
- 1 In the Container ID field, scan the container you are to pick to and press the F1 (Display) key to start the picking process. The Prime Unit Pick screen displays the first location you should proceed to.

```

SUN1
PR PRIME UNIT PICK
CONTAINER ID      :
00000118000000681634
LOCATIO:110010020501
CONF LO:110010020501
FROM CONTAINER   :
00000118000000660103
CONFIRM CID      :
ITE:31-778
LOT:NONE
CASE :10
DATE :12/21/1999
F3=EXI F5=FULLF6=DES
Count: *0
  
```

*Prime Unit Pick screen*

- 2 Confirm or scan the container you are picking the item from. The Confirm CID (Confirm Master Container ID) field must match. The Prime Unit Pick Item ID screen is displayed.

```

SUN1
PR PRIME UNIT PICK
ITEM ID          :
31-778
DESCRIPTION      :
SNOWMAN LIGHTS
INNER PACK QTY   :
1
GRAB QTY         :10
F3=EXIT F4=DONE
F5=FULL F7=CANCEL
Count: *0
  
```

*Prime Unit Pick Item ID screen*

- 3 In the Grab Qty field, confirm the quantity you are picking.

**Note:** You may short the pick by entering a quantity less than the displayed value. You may not increase the pick amount by entering a quantity greater than the displayed value.

- 4 Press the F4 (Done) key. The Child From Container screen is displayed.

```

FROM CONTAINER:
CID991

CHILD FROM CONTAINER:
CHILDCID991_

F4=DONE

Count: *0

Working...
Count: *0

```

*Child From Container screen*

- 5 Scan the existing label of the child container where the grabs are to be picked from.

**Note:** If the From Loc (From Location) field is blank, and the pick empties out the location, press the Emp (Empty) key. The Message Display Line verifies that the location is marked as empty.

If you cannot fit any more grabs onto the pick-to pallet, press the Ful (Full) key.

- 6 Press the F4 (Done) key. You are prompted to enter a catch weight if the item is set up to require such information.

```

SUN1

ITE:22-020
CNTR QTY : 1

TOTAL WEIGHT :

F3=EXIT   F4=DONE

F5=FUL F7=CAN F8=EMP

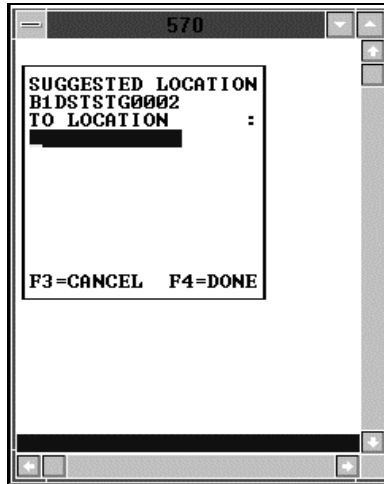
Count: *0

```

*Catch Weight screen*

- 7 In the Total Weight field, enter the total catch weight for the pick. That weight is then equally divided among all containers associated to the pick. If you enter a zero, the container weight is update to zero.
- 8 Press the F4 (Done) key. The Suggested Location screen is displayed.

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



*Suggested Location screen*

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

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

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

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

## Unit picking

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

### Open the Unit Picking screen

- **Navigate:** On the Main Menu screen, select Picking. On the Picking Menu screen, select Unit Picking. The Container Unit/Group Unit Pick options are displayed.
- 1 Select the Container Unit option and press the F4 (Begin) key. The Begin Unit Pick screen is displayed.

```

RN BEGIN UNIT PICK
CONTAINER ID
_____
F3=EXIT  F4=BEGIN
  
```

*Begin Unit Pick screen*

- 2 In the Container ID field, scan the container you are to pick to. You can scan up to eight different container labels.
- 3 Press the F4 (Begin) key to start the unit picking process. The Confirm Location screen displays the first location that is the closest to you. The Loc (Location) data is the first pick-from location with an open pick.

```

PR UNIT PICKING
LOC  : MC_UPICK1
ITEM ID      :
MCUPITEM
DESCRIPTION  :
unit pick catch weig
UPC:
INNER PACK Q :1
CONF LOC    :
_____
F3=EXIT  F8=MARK
Count: *0
  
```

*Confirm Location screen (RF device)*

```

PR          UNIT PICKING
LOC  :SUPICK06      UPC:
ITEM :24-500
DESC :UT Syrup Sampler
CONF LOC  :
      F3=EXIT      F8=MARK
Count: *0

```

*Confirm Location screen (TM device)*

- 4 Scan the location ID where the item is located. The Loc (Location) and Confirm Loc (Confirm Location) fields must match.
- 5 Press the F8 (Mark) key to mark the location for cycle count if there is a problem with the location. An Information screen pops up, stating that the operation is successful.
- 6 Press the Enter key to acknowledge the message.
- 7 Press the F3 (Exit) key to exit the Confirm Location screen.
- 8 Confirm/scan the container you are picking the item from. The Unit Picking screen is displayed.

```

PR UNIT PICKING
CONTAINER ID   GRAB
118000000820259  1
F3=EXIT F4=OK F5=SKI
F6=FULL  F7=ADJUST
F8=MARK  F9=WEIGH
Count: *0

```

*Unit Picking screen*

```

PR          UNIT PICKING
CONTAINER ID  QTY CONTAINER ID  QTY
118000000650364 10
F3=EX F4=OK F5=SK F6=FU F7=AD F8=M F9=W
Count: *0

```

*Unit Picking screen*

### Capture the container weight

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

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

- 1 Press the F9 (Weigh) key. The Weigh Container screen is displayed with data in the Item ID field.

```

SUN1
WEIGH CONTAINER
ITEM ID      :
BULKITEM    :
CONTAINER ID :
TOTAL WEIGHT :

F3= EXIT    F4= DONE
Count: *0
  
```

*Weigh Container screen*

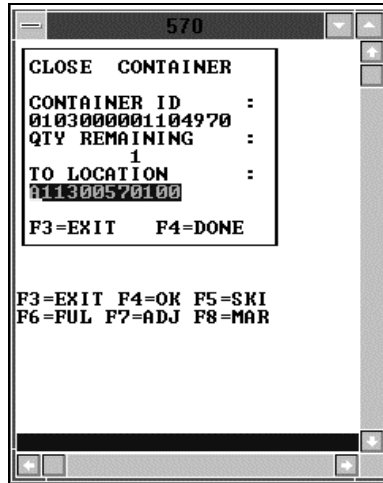
- 2 Scan in the container ID that holds the item with a catch weight.
- 3 In the Total Weight field, enter the weight for the container. The container weight will be an accumulation of the items placed into the pick\_to container.
- 4 Press the F4 (Done) key. You are returned to the Unit Picking screen.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



### Close full containers

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

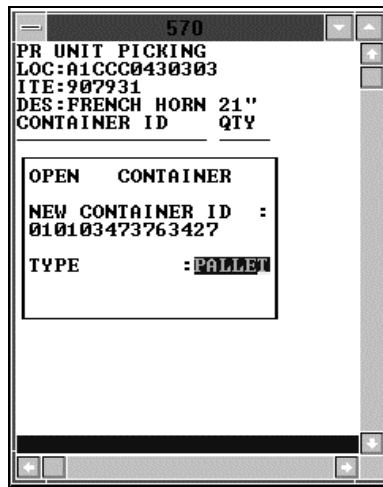
- The Unit Picking screen is displayed on your monitor.
- 1 Press the F6 (Full) key if one of the containers is full. The Close Container screen is displayed.



*Close Container screen*

- 2 In the Container ID field, scan the label of the container you want to close
- 3 In the Qty Remaining field, enter the quantity of items that could not be placed in the full container
- 4 In the To Location field, scan the location where the merchandise is being dropped off

- 5 Press the F4 (OK) key. The Open Container pop-up screen is displayed.



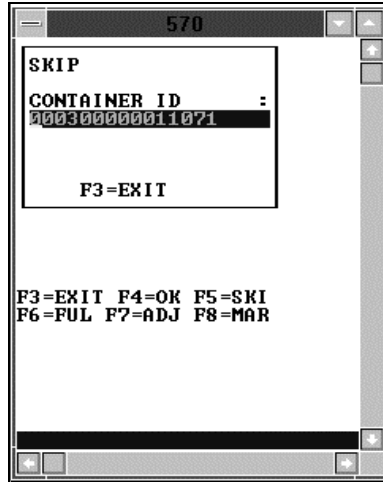
*Open Container screen*

- 6 In the New Container ID field, enter a generic container ID and press the Enter key.
- 7 In the Type field, enter the type of container.
- 8 Press the Enter key. You return to the Unit Picking screen.

### Skip picks

The Unit Picking screen is displayed.

- 1 Press the F5 (Skip) key if you must skip a pick, but want to return to it later. The Skip Pick screen pops up.



*Skip Pick screen*

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

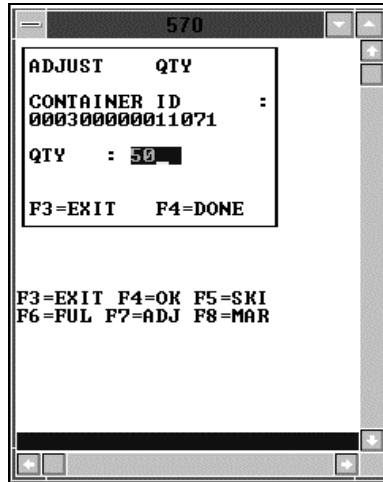
**Note:** Skipped pick\_to containers do not need to have an assigned weight because items with the catch\_weight = Y were not placed in the container.

### Adjust pick quantities

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

➤ **Navigate:** The Unit Pick screen is displayed.

- 1 Press the F7 (Adjust) key on the Unit Picking screen. The Adjust Quantity screen is displayed.



*Adjust Quantity screen*

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

**Mark locations for cycle count**

- 1 Press the F8 (Mark) key during the unit processing to mark the location for cycle count. The Message Display Line states that the operation is successful.

**Complete the unit pick**

- 1 You return to the Begin Unit Picking screen when all picks are complete.
- 2 Use the Move screen to transport merchandise to its next destination. Refer to the Move section in the Inventory Management module section for more information.

## Group unit picking

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

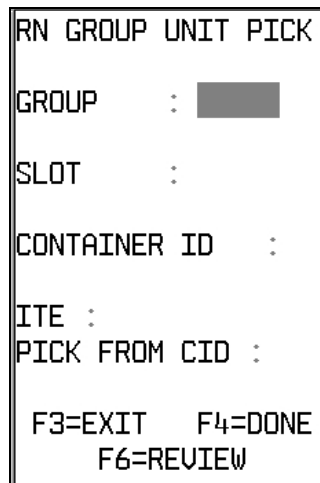
### Open the Group Unit Pick screen

- ➔ **Navigate:** On the Main Menu screen, select **Picking**. On the Picking Menu screen, select **Prime Unit Picking**. The Unit Picking screen is displayed.



*Unit Picking screen*

- Select Group Unit Pick and press the F4 (Begin) key. The Group Unit Pick screen is displayed.



*Group Unit Pick screen*

**Perform a group unit pick**

➤ The Group Unit Pick screen is displayed on your monitor.

- 1 In the Group field, enter the group number.

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

```

PR UNIT PICKING||
LOCATION:||
XXXXXXXXXXXXX||
CONFIRM LOCATION:|
XXXXXXXXXXXXX||
||
ITEM ID:|
XXXXXXXXXXXXX||
UPC: NNNNNNNNNNNNNNNNN||
DESCRIPTION:|
XXXXXXXXXXXXX||
CONFIRM ITEM:|
XXXXXXXXXXXXX||
||
F3=EXIT..F4=DONE||

```

***Unit Picking screen***

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

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

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

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

```
PR: UNIT PICKING:¶
¶
SLOT: xxx¶
PUT: xxx¶
CLOSE CONTAINER ID:¶
xxxxxxxxxxxxxxxxxxxx¶
NEW CONTAINER ID:¶
xxxxxxxxxxxxxxxxxxxx¶
¶
¶
F3=EXIT F4=DONE¶
```

*Unit Picking screen*

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

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

```
PR: UNIT PICKING:¶
¶
SLOT: xxx¶
PUT: xxx¶
¶
¶
F3=EXIT F4=DONE¶
```

*Unit Picking screen*

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



**Complete the group unit pick**

- **Navigate:** You return to the Begin Group Unit Picking screen when all picks are completed for a group.

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

- 1 Enter the appropriate container ID for each sequential occupied slot number. After all slots have been processed, the screen will exit.
- 2 Use the Move screen to transport merchandise to its next destination. Refer to the Move section in the Inventory Management module section for more information.

## PTS zone selection

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

**Note:** Truck mount terminals do not contain the PTS ZONE SELECTION option.

### Determine the PTS zone

➔ **Navigate:** On the Main Menu screen, select Picking. On the Picking Menu screen, select Prime PTS Picking Options. On the PTS Menu screen, select PTS Zone Selection. The Zone Selection screen is displayed.

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

- 1 Scan the label (CID) of the first container. Available data is displayed on the screen, including the suggested zone site.

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

```

PTS ZONE SELECTION
CID :
██████████████████
ITE:
DESCRIPTION:
ZONE :
F3= EXIT F4= DONE
██████████████████
Count: *0
  
```

*PTS Zone Select screen*

- 2 Press the Done key to confirm that the container is sent to the indicated zone.

### OR

In the Zone field, enter an alternate zone indicating which zone the container is sent to.

- 3 Press the F4 (Done) key.
- 4 Proceed to the next container.

## Put to store picking

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

**Note:** Truck mount terminals do not contain the PUT TO STORE PICKING option.

### Start the Pick

- **Navigate:** On the Main Menu screen, select Picking. On the Picking Menu screen, select Prime PTS Picking Options. On the PTS Menu screen, select PTS Picking. The PTS Picking screen is displayed.

```

TS PTS PICKING
ZONE : █
CID :

ITE:

INNER PAC:
DEST ID :
GRABS   :
PRIORITY:
DEST CID:

CONFIRM GRABS :
F1=DISPLAY  F3=EXIT
F4=CLOSE

Count: *0
  
```

### *PTS Picking screen*

- 1 In the Zone field, enter the zone to pick and press the Enter key.
- 2 Scan the inbound replenishment container ID. Data is displayed on the screen, which provides the item ID, inner pack count, destination ID, grabs required, and priority that are required in order to complete the pick.
- 3 In the Dest CID field, enter the destination container ID for validation and press the Enter key.

**What If...****An open container exists for the specified store and priority**

- Scan that open container.
- Continue to Step #5.

**An open container does NOT exist for the specified store and priority**

- Scan a generic CID.
- The system validates that no other carton exists for the current store and priority.

**The system checks to see if an open container exists for the destination with the specified priority and displays the container, if found.**

- User enters the location ID of the carton at the provided prompt.
- This location must be associated with a PTS location type. The carton is created as a priority or non-priority carton and marked as Open.
- Continue to Step #5.

**The entered Destination Container ID is an existing open carton**

- The system validates the destination ID and priority status.
- Continue to Step #5.

**The entered Container ID is closed or associated with a different store**

- An Error Message is displayed to the user.
- Scan in a different destination CID.
- Continue to Step #4.

**The carton is non-priority, but the pick is priority**

- An Error Message is displayed to the user. Priority picks cannot be placed in non-priority containers.
- Scan in a different destination CID.
- Continue to Step #4.

**The carton is priority and the pick is non-priority**

- A warning is displayed, but the user is not prevented from placing a non-priority pick in a priority container.
- Continue to Step #5.

**If you realize that the pick cannot fit into the container, press the Close key before entering the unit quantity.**

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

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

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

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

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

## Put to store close container

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

**Note:** Truck mount terminals do not contain the Put to Store Close Container option.

- **Navigate:** From the PTS Menu, select the PTS Close Container screen and press the Enter key. The blank PTS Close Container screen is displayed.

OR

Press the Close key. The blank PTS Close Container screen is displayed.

```

PTS CLOSE CONTAINER
CID:
LOC :
DEST ID:

F3=EXIT  F4= CLOSE

Count: *0
  
```

*PTS Close Container screen*

- 1 Scan the container destination ID (CID) for the carton you want to close. The location and destination ID are displayed on the PTS Close Container screen.
- 2 Press the Close key.

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

## Pick without a pick package

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

### Initiate the pick

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

```

TS NO PICK PACKAGE

WAVE NBR : █

START LOCATION      :

PICK TYPE :

F3= EXIT  F4= OPEN
Enter Wave Nbr
Count: *0
  
```

*No Pick Package screen*

- 1 In the Wave field, enter the wave number.
- 2 Press the Tab key to move to the next field.
- 3 In the Start Location field, enter the location where the pick will be starting.
- 4 Press the Tab key to move to the next field.
- 5 In the Pick Type field, enter the pick type
- 6 Press the Open key. The appropriate screen, based on the entered pick type data, is displayed upon system validation.

**Perform a bulk pick**

Press the Exit key from the Bulk Pick screen to return to the No Pick Package screen. The pick remains open and can be completed at a later time.

Press the Cancel key from the Bulk Pick screen to cancel the pick. This function deletes the pick and rolls it back into the pool of orders. You can cancel a pick if the container is not found or if the pick cannot be completed.

➔ **Navigate:** The Bulk Pick screen, with the first pick directive data, is displayed.

```

TS  BULK PICK
CID      :
111110000011111
LOC      :
CONFIRM:
CONTAINER ID      :

CONFIRM      :

ITE:

DESC:
REQUIRED QTY:
F3=EXIT  F4=DONE
7= CANCEL F8=EMPTY
Count: *0

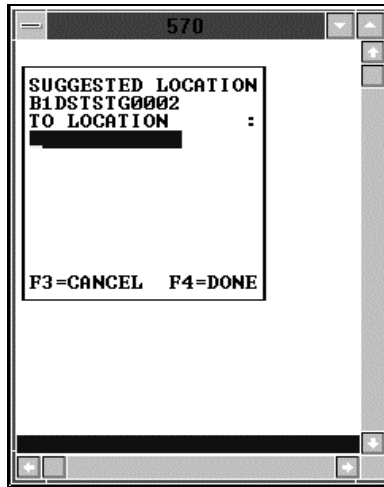
```

*Bulk Pick screen*

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



- 5 Press the Enter key to acknowledge the message. The Suggested Location screen is displayed.



*Suggested Location screen*

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

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

**Perform a container pick with unlabeled children (child container IDs are not maintained in reserve)**

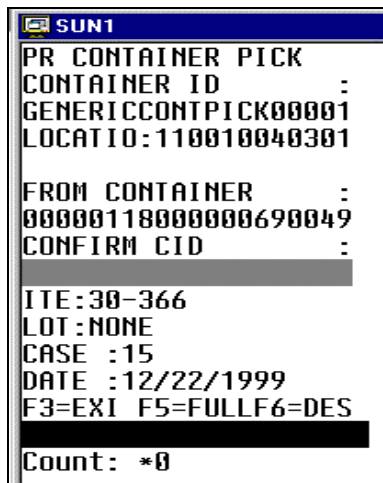
This section pertains to container picking with system parameters set as Labeled\_reserve = N and Labeled\_picking = N.

Press the F3 (Exit) key from the Container ID screen to return to the No Pick Package screen. The pick remains open and can be completed at a later time.

Press the F7 (Cancel) key from the Container ID screen to cancel the pick. This function deletes the pick and rolls it back into the pool of orders. You can cancel a pick if the container is not found or if the pick cannot be completed.

➤ **Navigate:** The blank Container ID screen is displayed.

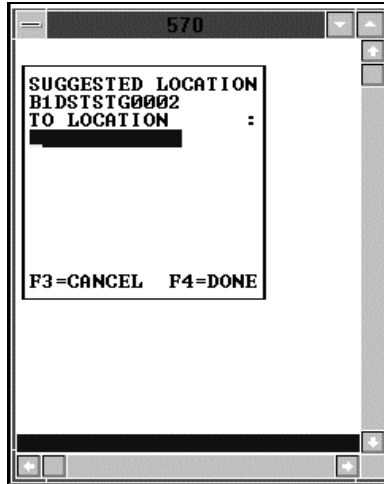
- 1 In the Container ID field, scan the generic container ID. Data is displayed on the screen, showing you what the first location of the pick directive is and the container you are to pick from.
- 2 In the Confirm CID (Confirm- CID) field, confirm, by scanning, the container ID label



*Container Pick screen*

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

- 3 Press the F4 (Done) key. The Suggested Location screen is displayed.



*Suggested Location screen*

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

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

**Perform a container pick with labeled children (child container IDs are maintained in reserve)**

This section pertains to container picking with system parameters set as Labeled\_reserve = Y and Labeled\_picking = N.

Press the F3 (Exit) key from the Container ID screen to return to the No Pick Package screen. The pick remains open and can be completed at a later time.

Press the F7 (Cancel) key from the Container ID screen to cancel the pick. This function deletes the pick and rolls it back into the pool of orders. You can cancel a pick if the container is not found or if the pick cannot be completed.

Refer to the Initiating the Pick section to learn how to access the Container Pick screen.

- **Navigate:** The blank Container ID screen is displayed.
- 1 In the Container ID field, scan the generic container ID. Data is displayed on the screen, showing you what the first location of the pick directive is and the container you are to pick from.
  - 2 In the Confirm CID (Confirm- CID) field, confirm, by scanning the container ID label. The Child Container screen is displayed.

```

SUN1
PR CONTAINER PICK
CONTAINER ID      :
GENERICCONTPICK00001
LOCATIO:110010040301

FROM CONTAINER    :
00000118000000690049
CONFIRM CID       :

ITE:30-366
LOT:NONE
CASE :15
DATE :12/22/1999
F3=EXI F5=FULLF6=DES

Count: *0
  
```

*Container Pick screen*

```

SUN1

TO CONTAINER :
GENERICCONTPICK00001

CHILD TO CONTAINER :

REQUIRED QTY :
1

F3=EXIT F4=DONE
F5=FUL F7=CAN F8=EMP

Count: *0
  
```

*Child Container Confirm screen*

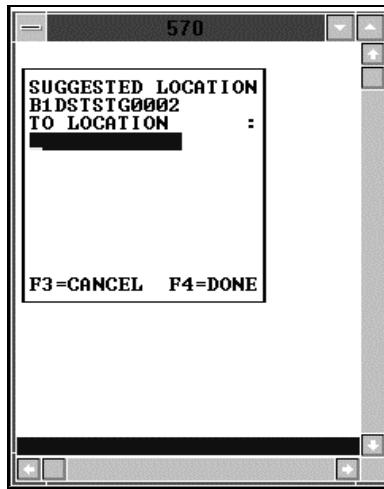
- 3 Scan the existing label of the child container to pick. The number of containers to pick is displayed in the Required Qty field.

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

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

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

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



*Suggested Location screen*

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

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

**Perform a prime unit pick**

This section pertains to prime unit picking with system parameters set as Labeled\_reserve = Y and Labeled\_picking = N.

Press the F3 (Exit) key from the Prime Unit Pick screen to return to the No Pick Package screen. The pick remains open and can be completed at a later time.

- 1 Scan the container you are to pick to at the Container ID field and press the F1 (Display) key to start the picking process. The Prime Unit Pick screen displays the first location you should proceed to.

```

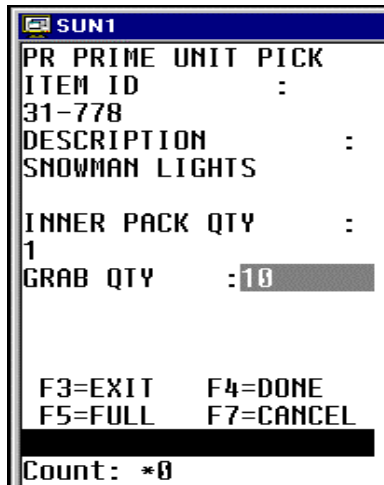
SUN1
PR PRIME UNIT PICK
CONTAINER ID      :
00000118000000681634
LOCATIO:110010020501
CONF LO:110010020501
FROM CONTAINER   :
00000118000000660103
CONFIRM CID      :
ITE:31-778
LOT:NONE
CASE :10
DATE :12/21/1999
F3=EXI F5=FULLF6=DES
Count: *0

```

*Prime Unit Pick screen*

- 2 Confirm/scan the container you are picking the item from. The Confirm CID (Confirm Master Container ID) field must match.

- 3 Press the Enter key. The Prime Unit Pick Item ID screen is displayed.



```

SUN1
PR PRIME UNIT PICK
ITEM ID      :
31-778
DESCRIPTION  :
SNOWMAN LIGHTS

INNER PACK QTY :
1
GRAB QTY    : 10

F3=EXIT     F4=DONE
F5=FULL     F7=CANCEL

Count: *0

```

*Prime Unit Pick Item ID screen*

- 4 In the Grab Qty field, confirm the quantity you are picking.

**Note:** You may short the pick by entering a quantity less than the displayed value. You may not increase the pick amount by entering a quantity greater than the displayed value.

- 5 Press the F4 (Done) key. The Child From Container screen is displayed.



```

FROM CONTAINER:
CID991

CHILD FROM CONTAINER:
CHILDCID991_

F4=DONE

Count: *0

Working...
Count: *0

```

*Child From Container screen*

- 6 Scan the existing labels of all child containers to pick.
- 7 Press the F8 (Empty) key if the From-Loc (From Location) field is blank and the pick empties out the location. The Message Display Line verifies that the location is marked empty.
- 8 Press the F5 (Full) key if you cannot fit any more cartons onto the pick-to pallet.
- Note:** Refer to the Full/Close Containers section for further information.
- 9 Press the F4 (Done) key. If the item you are picking has a Y in the Catch Weight field on the Item Master, the Catch Weight screen is displayed.

```

SUN1
ITE:22-020
CNTR QTY : 1
TOTAL WEIGHT :
F3=EXIT F4=DONE
F5=FUL F7=CAN F8=EMP
Count: *0

```

*Catch Weight screen*

- 10 In the Total Weight field, enter the total catch weight for the pick. That weight is then equally divided among all containers associated to the pick. If the user enter a zero, the container weight is update to zero.
- 11 Press the F4 (Done) key. The Suggested Location screen is displayed.

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

```

570
SUGGESTED LOCATION
B1DSTIG0002
TO LOCATION
F3=CANCEL F4=DONE

```

*Suggested Location screen*

- 12 In the To-Location field, confirm by scanning the location where the merchandise is to be dropped off.
- 13 Press the F4 (Done) key to select the location ID number. An Information screen pops up, stating that the operation is successful if the drop-off is complete.
- 14 Press the Enter key to acknowledge the message.



- 15 If additional case picks exist, the CONTAINER PICK screen is displayed again.

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

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

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

**Perform a unit pick**

Press the F3 (Exit) key from the Unit Pick screen to return to the No Pick Package screen. The pick remains open and can be completed at a later time.

Press the Cancel key on the Unit Pick screen to cancel the pick. This function deletes the pick and rolls it back into the pool of orders. You can cancel a pick if the container is not found or if the pick cannot be completed.

- ➔ **Navigate:** Refer to the Initiating the Pick section to learn how to access the Unit Pick screen.

```

RN BEGIN UNIT PICK
CONTAINER ID
-----
F3=EXIT  F4=BEGIN

```

*Begin Unit Pick screen*

- 1 In the Container ID field, scan the generic container labels you are picking to. You can scan up to eight different generic container labels.
- 2 Press the F4 (Begin) key to start the unit picking process. The Confirm Location screen displays the first location that is the closest to you. The Loc (Location) data is the first location with an open pick.

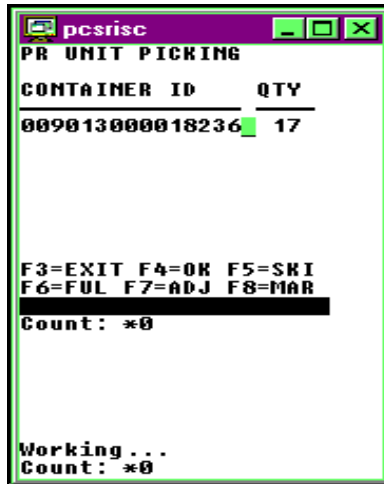
```

SUN1
PR UNIT PICKING
LOC  : SUPICK06
ITEM ID      :
24-500
DESCRIPTION  :
UT Syrup Sampler
UPC:
INNER PACK Q :1
CONF LOC    :
F3=EXIT  F8=MARK
Count: *0

```

*Confirm Location screen*

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



*Unit Picking screen*

### Capture the container weight

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

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

- **Navigate:** Press the Weigh key. The Weigh Container screen is displayed with data in the Item ID field.

```

SUN1
WEIGH CONTAINER
ITEM ID      :
BULKITEM    :
CONTAINER ID :
TOTAL WEIGHT :

F3= EXIT    F4= DONE
Count: *0
  
```

*Weigh Container screen*

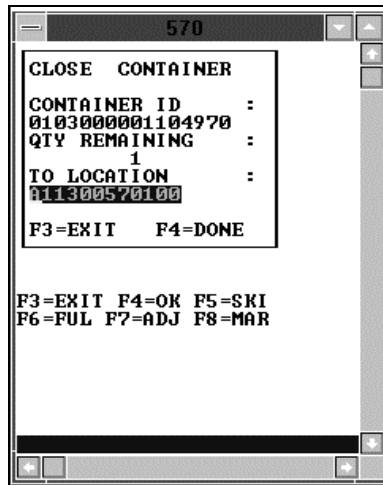
- 1 Scan in the container ID that holds the item with a catch weight.
- 2 In the Total Weight field, enter the weight for the container. The container weight will be an accumulation of the items placed into the pick\_to container.
- 3 Press the F4 (Done) key. You return to the Unit Picking screen.
- 4 Press the OK key when all picks for this item are complete.
- 5 Move to the new location and continue the picking process.
- 6 Repeat Steps 2-5 until picking is complete. If additional picks exist, the Begin Unit Pick screen is displayed.

### Close full containers

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

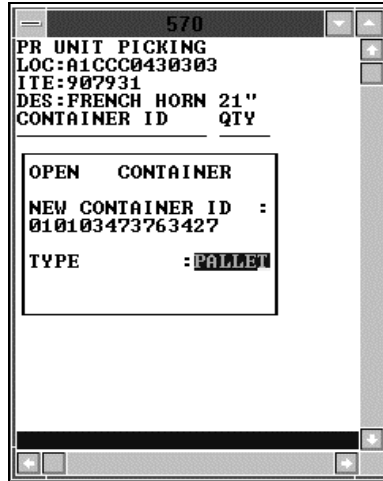
➤ **Navigate:** The Unit Picking screen is displayed on your monitor.

- 1 Press the F6 (Full) key if one of the containers is full. The Close Container screen is displayed.



*Close Container screen*

- 2 In the Container ID field, scan the label of the container you want to close.
- 3 In the Qty Remaining field, enter the quantity of items that could not be placed in the full container
- 4 In the To Location field, scan the location where the merchandise is being dropped off
- 5 Press the F4 (OK) key. The Open Container pop-up screen is displayed.

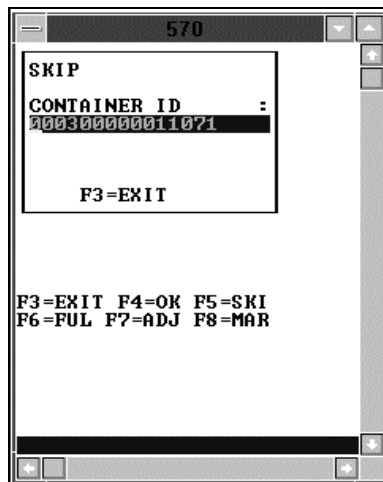


*Open Container screen*

- 6 In the New Container ID field, enter a generic container ID and press the Enter key.
- 7 In the Type field, enter the type of container and press the Enter key. You return to the Unit Picking screen.

#### Skip picks

- **Navigate:** The Unit Picking screen is displayed.
- 1 Press the F5 (Skip) key if you must skip a pick, but want to return to it later. The Ship Pick screen is displayed.



*Skip Pick screen*

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

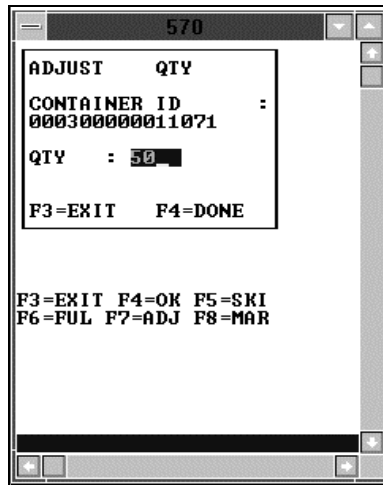
**Note:** Skipped pick\_to containers do not need to have an assigned weight because items with the catch\_weight = Y were not placed in the container.

### Adjust pick quantities

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

➔ **Navigate:** The Unit Pick screen is displayed.

- 1 Press the F7 (Adjust) key on the Unit Picking screen. The Adjust Quantity screen pops up.



*Adjust Quantity screen*

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

### Mark locations for cycle count

- Press the F8 (Mark) key during the UNIT to mark the location for cycle count. The Message Display Line states that the operation is successful.

## Active unit picking

This section pertains to Active Unit Picking. This function is mainly used for active picking in a direct to consumer environment, as it applies customer specific labels to every item that gets picked. The rules for this procedure are as follows:

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

**Note:** Truck mount terminals do not contain the Active Unit Pick option.

### Perform an active unit pick

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

```

RN ACTIVE_UNIT_PICK
WORK AREA : ████████
WAVE NBR  :
GROUP ID  :

F3=EXIT
Count: *0
  
```

*Active Unit Pick screen*

- 1 In the Work Area field, enter the work area number.
- 2 In the Wave NBR field enter the wave number.
- 3 In the Group ID field, enter the group ID number.
- 4 Press the Enter key. A confirmation message is displayed.
- 5 Press the F3 (Exit) key to exit back to the Picking menu.



## Order consolidation

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

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

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

- ➔ **Navigation:** On the Main Menu, select Picking. On the Picking Menu, select Order Consolidation. The Order Consolidation screen is displayed.

```

ORDER CONSOLIDATION

CONTAINER ID:
AP1

F3=EXIT

Count: *0
  
```

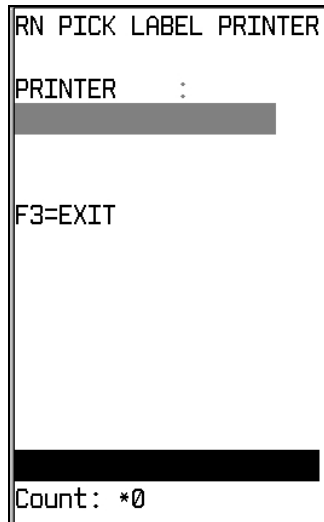
*Order Consolidation screen*

- 1 In the Container ID field scan an outbound Container ID or a tote ID containing non-chuteable/high value merchandise, or hot pick merchandise.
- 2 Press the F3 (Exit) key to return to the Picking Menu without updating RDM.

## Pick label printer

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

- **Navigate:** On the Main Menu, select Picking. On the Picking Menu, select Pick Label Repro. The Pick Label Printer screen is displayed.



```
RN PICK LABEL PRINTER
PRINTER :
F3=EXIT
Count: *0
```

*Pick Label Printer screen*

- 1 In the Printer field, enter the printer number.
- 2 Press the Enter key. A confirmation message is displayed.
- 3 Press the Enter key to confirm.
- 4 Press the F3 (Exit) key to return to the Picking menu.

## Pack wave release picking

RDM now supports Put To Order Slotting with respect to alternate unit pick systems. If a wave has the unit picks divided into groups, any picking via an alternative Unit Pick System is done as put to order. Any wave that does not have its unit picks divided into groups will default to put to destination as the method used by the alternate Unit Pick Systems. If put to order is enabled, the system will only activate a pack wave at a time within the Unit Pick System.

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

The MAIN MENU is displayed screen.

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

TS PACK WAVE RELEASE

WAVE NBR : 50

UPS CODE : LTC

F1=RELEASE F3=EXIT

*Pack Wave Release screen*

- 1 In the Wave Nbr field, enter the wave number and press the Enter key.
- 2 In the UPS Code field, enter the UPS code.
- 3 Press the F1 (Release) key. The screen clears.



## Chapter 8 – Shipping

### Overview

The Shipping Module allows you to load and unload trailers and close, open, and ship trailers, using RF terminals.

Screens that are displayed on truck mount units, if they are different than RF screens, are shown directly below the RF terminal screens in this documentation.

The LIST key option is displayed at the bottom of the screen when it is available. It displays a pop-up list of data entry choices for particular fields.

### Load containers

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

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

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

#### Open the Load Container screen

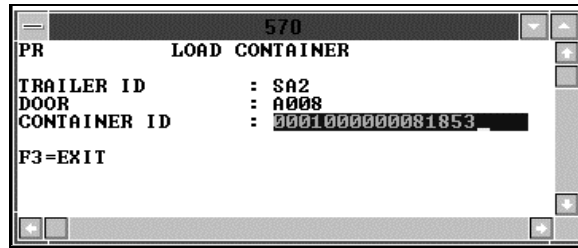
- **Navigate:** On the Main Menu screen, select Shipping.  
On the Shipping screen, select Load Container. The Load Container screen is displayed.

```

RN LOAD CONTAINER
TRAILER : ██████████
DOOR   :
CONTAINER ID :
LOAD_TS :

F3= EXIT
  
```

*Load Container screen (RF device)*



*Load Container screen (TM device)*

- 1 In the Trailer field, scan/enter the ID of the trailer.
- 2 In the Door field, scan/enter the door ID.
- 3 From the container picking label, scan the container ID. An Information screen pops up, verifying the successful operation.
- 4 Press the Enter key to acknowledge the message.
- 5 Continue scanning and loading containers onto the trailer until you are finished, or until the trailer is full.

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

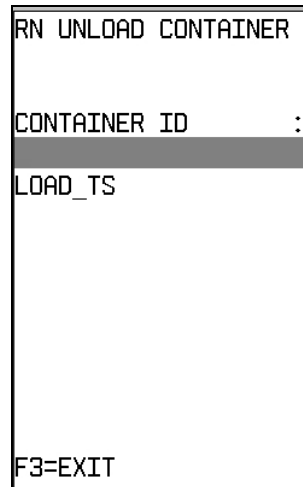
- 6 Press the F3 (Exit) key when you are finished. You return to the Shipping Menu.

## Unload container

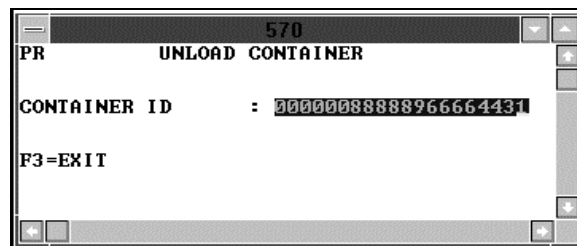
You can only unload containers from an open manifest. Because the master container is deleted during the loading process, each child container must be scanned individually.

### Open the Unload Container screen

- **Navigate:** On the Main Menu screen, select Shipping.  
On the Shipping screen, select Unload Container. The Unload Container screen is displayed.
- 1 In the Container ID field, scan the container ID you are unloading. An Information screen pops up, verifying the successful operation.



*Unload Container screen (RF device)*



*Unload Container screen (TM device)*

- 2 Press the Enter key to acknowledge the message.
- 3 Press the F3 (Exit) key when you are finished unloading containers. You return to the Shipping Menu.

## Conveyor cutoff

**Note:** Truck mount terminals do not contain the Convey Cutoff option.

### Open the Conveyor Cutoff screen

- **Navigate:** On the Main Menu screen, select Shipping.  
On the Shipping screen, select Convey Cutoff. The Conveyor Cutoff screen is displayed.
- Scan the container ID of the next container on the spur (this is the first container that will not fit on the trailer).

**Note:** If the container ID is valid, the LOAD\_TS field is populated with the current date.

```
RN CONVEYOR CUTOFF

CONTAINER ID      :
AP1
LOAD_TS

F1=DISPLAY F3=EXIT
```

*Conveyor Cutoff screen*



## Ship trailer

Trailers can be opened by specific destination or carrier/service/route combination. A trailer must have a status of Loaded or Unloaded before it can be opened. A trailer cannot be opened if its status is Shipped.

You cannot ship, open, or close trailers from a truck mount terminal. You must open a trailer to begin loading containers or to continue loading merchandise that does not fit on the original trailer. After a successful load, the LOAD\_TS field is populated with the current date.

**Note:** A trailer cannot be reopened if it is Shipped.

### Open the Ship Trailer screen

- **Navigate:** On the Main Menu screen, select Shipping.  
On the Shipping screen, select Ship Trailer. The Ship Trailer screen is displayed.

```

RN SHIP TRAILER
TRAILER ID      :
CARRIER       :
SERVICE       :
ROUTE          :
DEST           :
DOOR           :
SEAL NBR       :
LOAD_TS        :
F3=EXIT       F5= OPEN
F8=CLOSE      F9= SHIP
Count: *0
  
```

*Ship Trailer screen*

### Open trailers by single ship destination

- **Navigate:** The Ship Trailer screen is displayed.
- 1 Enter the ID of the trailer you want to open in the Trailer field and press the Enter key to move to the appropriate field.

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

- 2 In the Destination field, enter the specific destination ID.
- 3 In the Door field, enter the door ID.
- 4 Press the F5 (Open) key. An Information screen pops up, verifying the successful operation.
- 5 Press the Enter key to acknowledge the message.

**Open trailers by carrier/service/route**

- **Navigate:** The Ship Trailer screen is displayed on your monitor.
- 1 In the Trailer field, enter the ID of the trailer you want to open.
  - 2 In the Carrier Code field, enter the carrier. The Carrier must exist on the system.
  - 3 In the Service Code field, enter the service code. The Carrier/Service/Route must exist on the system.
  - 4 In the Route field, enter the route. Skip the Dest field.
  - 5 In the Door field, enter the door ID.
  - 6 Press the F5 (Open) key. An Information screen pops up, verifying the successful operation.
  - 7 Press the Enter key to acknowledge the message.

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

**Close trailers by single ship destination**

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

Closing a trailer also closes the associated manifest. A trailer must have a LOADING status before it can be closed. You cannot ship, open, or close trailers from a truck mount terminal.

- **Navigate:** The Ship Trailer screen is displayed.
- 1 In the Trailer field, enter the trailer ID of the trailer you want to close.
  - 2 In the Dest field, enter the specific destination ID.
  - 3 In the Door field, enter the door ID.
  - 4 Press the F8 (Close) key. An Information screen pops up, verifying the successful operation.
  - 5 Press the Enter key to acknowledge the message.

**Close all destinations**

- **Navigate:** The Ship Trailer screen is displayed.

```

RN SHIP TRAILER
TRAILER ID      :
CARRIER       :
SERVICE       :
ROUTE          :
DEST           :
DOOR           :
SEAL NBR       :
LOAD_TS        :
F3=EXIT       F5= OPEN
F8=CLOSE      F9= SHIP
Count: *0

```

*Ship Trailer screen*

- 1 In the Trailer field, enter the trailer ID of the trailer you want to ship.
- 2 Leave the Destination field blank to close all destinations.
- 3 Press the Enter key to move to the next field.
- 4 In the Door field, enter the door ID.
- 5 Press the F8 (Close) key. An Information screen pops up, verifying the successful operation.
- 6 Press the Enter key to acknowledge the message.

**Ship trailers**

**Note:** You cannot ship, open, or close trailers from a truck mount terminal. You cannot reopen a shipped trailer, or alter its contents in any way.

- 1 In the Trailer field, enter the trailer ID of the trailer you want to ship.
- 2 In the Destination field, enter the destination ID.
- 3 In the Door field, enter the door ID.
- 4 In the Seal field, enter the seal number for the shipment. The field is required.
- 5 Press the F9 (Ship) key. An Information screen pops up, verifying the successful operation.
- 6 Press the Enter key to acknowledge the message.

## Container Manifest Audit report

The Container Manifest Audit report is printed automatically if the BOL Print Type field in the Shipping Destination Editor, is set to Cont or Both. A report is printed for each container on the manifest serving as a packing list.

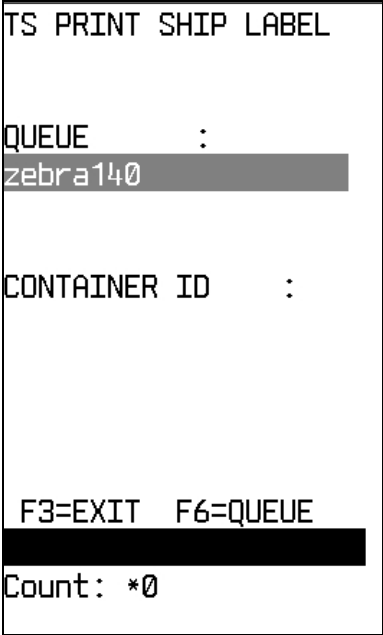
You can obtain additional copies of the reports through the Bill of Lading Advice Report and Container Manifest Audit Report options on the Shipping Menu.

## Print shipping labels

The Print Ship Label triggers the printing of a UCC-128-compliant shipping label for each valid container ID as it is scanned.

Containers must be valid and have a status of D(Distributed), M(Manifested), or T(Troubled). Stock containers are not eligible for the print ship label function. When a master container ID is scanned, only labels for the children are printed, unless the master contains merchandise.

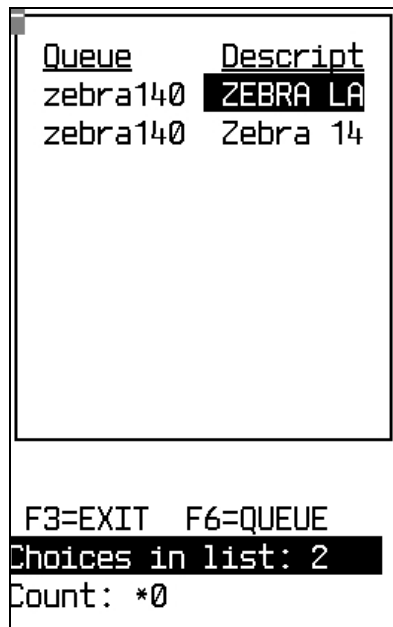
- **Navigate:** On the Main Menu screen, select Shipping. On the Shipping screen, select Print Ship Label. The Print Ship Label screen is displayed.



*Print Ship Label screen*

**Change the print queue**

- 1 Press the Queue key to access the Queue List pop-up, if a change is required.

*Queue List pop-up*

- 2 Choose the new print queue and press the Enter key to accept the selection.
- 3 Scan the container label. The shipping label is created and is printed. An audible double beep sound verifies a successful container scan and print.

## QC outbound audit

The QC Outbound Audit screen allows the DC to verify the accuracy of pickers prior to shipment of the merchandise. User ID Units audited, Units over and Units short will be maintained for each audit performed. The Outbound Quality Audit Report generates automatically upon completion of the container audit.

### Open the QC Audit screen

Containers must be valid and have a status of D(Distributed) and have items directly associated to it. A master with labeled children is not eligible for audit.

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

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

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

```

TS QC OUTBOUND AUDIT
CONTAINER ID      :
ITE:
F3= EXIT F4= DONE
  
```

*QC Outbound Audit screen*

- 1 Scan or enter the container label.
- 2 Scan or enter each item that resides in the container.
- 3 Press the F4 (Done) key when all items in the container are scanned. The Outbound Quality Audit Report prints automatically.

**Note:** You can obtain additional copies of the reports through the Outbound Quality Audit Report option on the system Shipping Menu.





## Chapter 9 – Trailer management

### Overview

The Trailer Management Module provides you with the capability to view and update information about specific trailers by yard location. The hand-held monitor enables you to move freely within the Distribution Center, yet have current trailer statistics at your fingertips.

**Note:** The Trailer Management option is not available on the Truck Mount menu.

### Location inquiry

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

#### Open the Location Inquiry screen

- **Navigate:** On the Main Menu screen, select Trailer Mgmt. On the Trailer Menu screen, select Location Inquiry. The Location Inquiry screen is displayed.
- 1 In the Location field, enter the valid yard location.
- 2 Press the Enter key. Available data is displayed on the Location Inquiry screen.

TS LOCATION INQUIRY	
LOCATION ID	:
[REDACTED]	
TRAILER ID	:
STATUS :	
DATE STAGED	:
F3=EXIT	

*Location Inquiry screen*

## Move trailers

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

### Open the Move Trailer screen

- **Navigate:** From the Trailer Menu, select the Move Trailer screen and press the Enter key. The blank Move Trailer screen is displayed.
- 1 In the Trailer ID field, enter the valid trailer ID.
  - 2 Press the Enter key. Available data is displayed on the Move Trailer screen.

```

TS MOVE TRAILER
TRAILER ID      :
TRAILER99
LOCATION ID      :

TO LOCATION     :

STATUS: SCHEDULED
DATE ST: 01/16/2002
APPT DATE TIME  :
01/14/2002 16:24:13
DOOR           : RD03
F1=DISPLAY
F3=EXIT   F4=SAVE
Count: *0

```

*Move Trailer screen*

- 3 Press the Tab key to continue to the appropriate field.
- 4 In the To Location field, enter or scan the new location ID.
- 5 Press the F4 (Save) key to save the new trailer move information. An Information screen pops up, verifying the successful operation.
- 6 Press the Enter key to acknowledge the message. You return to the Trailer Menu.

## Chapter 10 – Task administration

### Overview

The Task Admin screen allows you to dramatically increase labor efficiency by controlling the delegation of work to individuals in a real-time, interactive manner.

Upon the start of a session, you enter the type of equipment being used and a starting location, if desired. Tasks are assigned based on the rules defined by the DC.

#### Enter the Task Optimization mode

- **Navigate:** From the Main Menu screen, select Task Administra. The Task Admin screen is displayed.

```

PR TASK ADMIN
EQUIPMENT : ██████████
START LOCATION:

END LOCATION:

TASK GROUP :

CROSS_ZONE :N
CONVEYABLE :ALL
CROSS_PICK_WAVE:
Y
MULTI USER/ZONE:
Y

F3=EXIT F4= DONE
  
```

*Task Admin screen (RF device)*

```

PR          TASK ADMIN
EQUIPMENT  : : ██████████
START LOCATION
END LOCATION :
TASK GROUP
CROSS_ZONE :N          CROSS_PICK_WAVE: Y
CONVEYABLE :ALL        MULTI USER/ZONE : Y
          F3 EXIT F4=DONE
  
```

*Task Admin screen (TM device)*

- 1 In the Equipment field, enter the ID of equipment type you are using.
- 2 In the Start Location field, enter your present location.
- 3 In the End Location field, enter the desired end location.
- 4 In the Task Group field, enter the task group number.

- 5 Edit the default information that is displayed in the Cross Zone, Conveyable, Cross Pick Wave, and Multi User Zone fields and change if needed.
- 6 Press the F4 (Done) key.

## Appendix A – Abbreviations and acronyms

Abbreviation/Acronym	Description
ASN	Advance Shipping Notice
BOL	Bill of lading
CID	Container Identification number
DC	Distribution Center
Dup LPN	Duplicate License Plate Number
FPL	Forward Pick Location
GUI	Graphic User Interface
MLD	Multi-Level Distribution
NSC	Non-Specified Casepack Receiving
PTS	Put to Store
PO	Purchase Order
PRO number	Pending Returns tracking number for shipments sent back from a customer to a retailer.
QA	Quality Assurance
RDM	Retek Distribution Management
RF	Radio Frequency
RMA	Return Merchandise Authorization
ROP	Re-Order Point replenishment
SKU	Stock Keeping Unit
STD Unit	Standard Unit
UCC	Uniform Code Council
UPC	Universal Product Code
WIP	Work in progress