

Retek[®] Distribution Management 10.1



User Guide



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

Contents

Chapter 1 – Introduction.....	1
What is Retek Distribution Management?	1
Features.....	1
Benefits.....	2
Technology.....	2
Purpose of this guide	2
Prerequisites	2
Related documentation.....	3
Chapter 2 – Navigation and security	5
Security.....	5
Passwords	5
Privilege levels	5
Log on to and exit RDM	6
Navigation	7
Window tools	8
LOV buttons	8
Calendar buttons.....	9
Application toolbars	10
Online help	11
Chapter 3 – ASN entry	13
Overview	13
Business process.....	13
Reports	13
Procedures	14
Chapter 4 – Appointments	27
Overview	27
Business process.....	28
Reports	28
Procedures	29

Chapter 5 – Receiving	55
Overview	55
Business process.....	55
Reports	56
Procedures	57
Chapter 6 – Returns	73
Overview	73
Business process.....	73
Reports	73
Procedures	74
Chapter 7 – Processing	83
Overview	83
Business process.....	83
Reports	84
Procedures	85
Chapter 8 – Inventory management	109
Overview	109
Business process.....	109
Reports	110
Procedures	111
Chapter 9 – Distribution planning	139
Overview	139
Business process.....	140
Reports	140
Procedures	141
Chapter 10 – Shipping	187
Overview	187
Business process.....	187
Reports	187
Procedures	188

Chapter 11 – Trailer management	191
Overview	191
Business process.....	191
Reports	191
Procedures	192
Chapter 12 – Task management	201
Overview	201
Business process.....	201
Reports	201
Procedures	202
Chapter 13 – Activity history log	217
Overview	217
Business process.....	217
Reports	217
System administration	217
Automatic overrides and skips	218
Procedures	219
Chapter 14 – Support functions.....	231
Overview	231
Administration setup	232
Overview	232
Business process	232
Reports.....	232
Procedures	233
DC setup.....	256
Overview	256
Business process	256
Reports.....	256
Cartonization and containers	257
Location hierarchy.....	258
Location types	259
Random active locations.....	260
Unit sorter setup	261
Procedures	262

Item setup	304
Overview	304
Business process	304
Reports	305
Procedures	306
Processing/returns setup	339
Overview	339
Business process	339
Reports	339
Cycle count plans	340
Procedures	341
Transportation setup	356
Overview	356
Business process	356
Reports	356
Procedures	357
Chapter 15 – DBA administration	369
Overview	369
Business process	369
Reports	369
Procedures	370
Index	379

Chapter 1 – Introduction

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

The topics covered in this chapter:

- 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, moving merchandise both to and from the customer faster and at a lower cost.

Features

The features of RDM include:

- Optimizes the flow of merchandise and utilization of resources at warehouses, distribution centers, or fulfillment centers.
- Supports 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.
- Supports customization by users.
- Supports multiple languages.

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 Retek Distribution Management. It provides you with:

- Overviews of each functional area within 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), keyboard, and mouse.
- You are familiar with Microsoft Window 98 operating systems or higher and Internet Explorer 5.0 web browser or higher.
- 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	<ul style="list-style-type: none"> • Hardware, software, and browser requirements • Installation instructions
Operations Guide	<ul style="list-style-type: none"> • Functional overviews of batch programs • Error codes
Data Model	<ul style="list-style-type: none"> • Relational integrity diagrams • Table names and descriptions • Column summaries • Primary and foreign keys • Check constraints
RF User Guide	<ul style="list-style-type: none"> • Procedures for using the radio frequency (RF), hand-held and truck-mounted versions of RDM
Reports	<ul style="list-style-type: none"> • Overview and samples of the reports available in RDM
Online Help	<ul style="list-style-type: none"> • Procedures for using the GUI version of RDM, accessible from within the application

Chapter 2 – Navigation and security

This chapter describes the navigation and security features of Retek Distribution Management (RDM). Passwords and privilege levels are discussed. Information on how to log on to and exit RDM is presented. An introduction to the help features of this application is also provided.

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 at least five alphanumeric characters in length.

The system tracks the age of each user's current password and issues an alert at log on time with a message once the password is 90 days old or more. You must change the password by the 94th day or you will not be able to access RDM.

When it is time to change your password, the Change Password window is displayed when you try to log on.

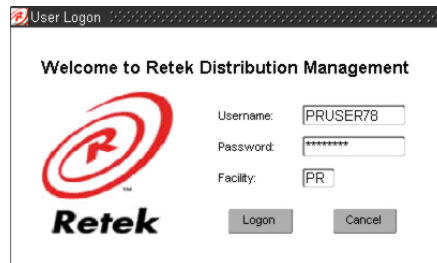
- 1 In the New Password field, enter the new password.
- 2 In the Confirm field, enter the new password again.
- 3 Click **Save**.
- 4 To save your new password, click **Change Password**.

Privilege levels

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

Log on to and exit RDM

How you access RDM depends on how the system is set up at your location. Contact your system administrator for instructions. After you have started RDM, you are prompted to log on to the system. Use the exit procedure when you are done using RDM.



User Logon window

Log on to RDM

- 1 On the User Logon window, enter your user name in the Username field.
- 2 In the Password field, enter your password.
- 3 In the Facility field, enter the ID of your facility.
- 4 Click **Logon**. The Retek Distribution Management Menu is displayed.

Exit RDM

- 1 From the main menu, select Exit. The Message Alert window is displayed.

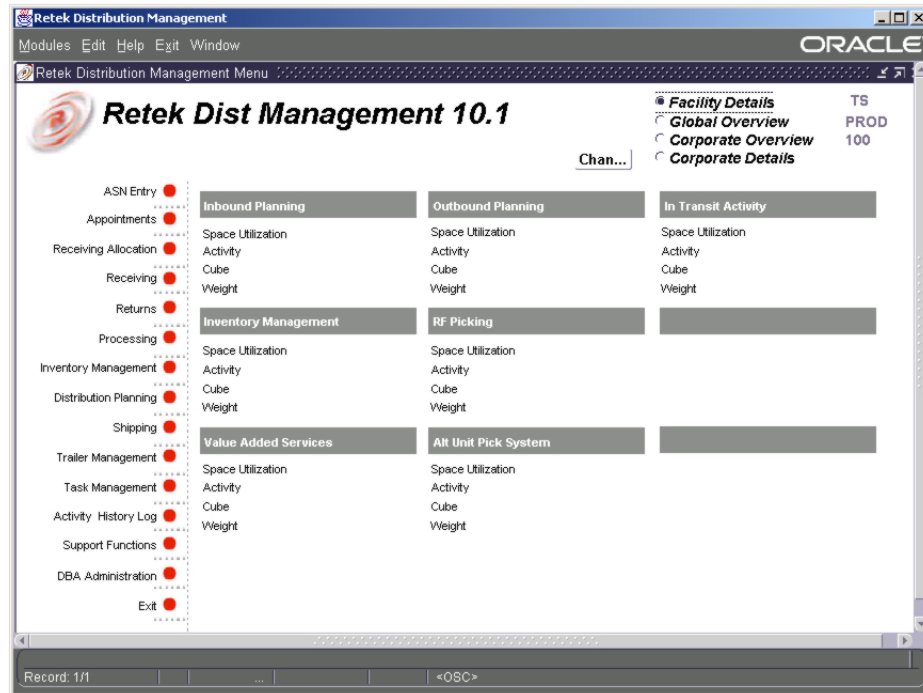


Message Alert window

- 2 When prompted to exit RDM, click **Yes**.

Navigation

After you log on to RDM, the main menu is displayed in the Retek Distribution Management Menu window.



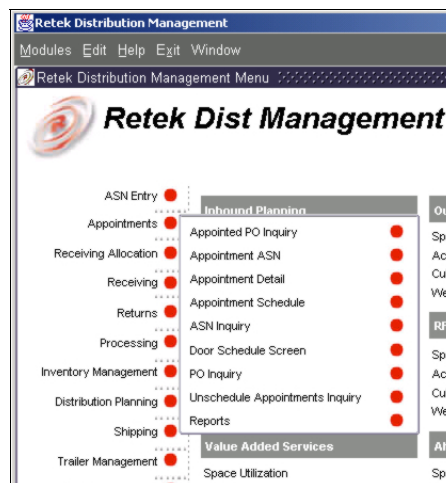
Retek Distribution Management main menu

Navigate the main menu

- 1 Click a menu option on the left side of the window.

Note: The menu options are organized into functional areas within the distribution center. In most cases, submenu options are displayed when you select a menu option.

- 2 Click a submenu option to open a window in order to complete a task.




Appointments submenu

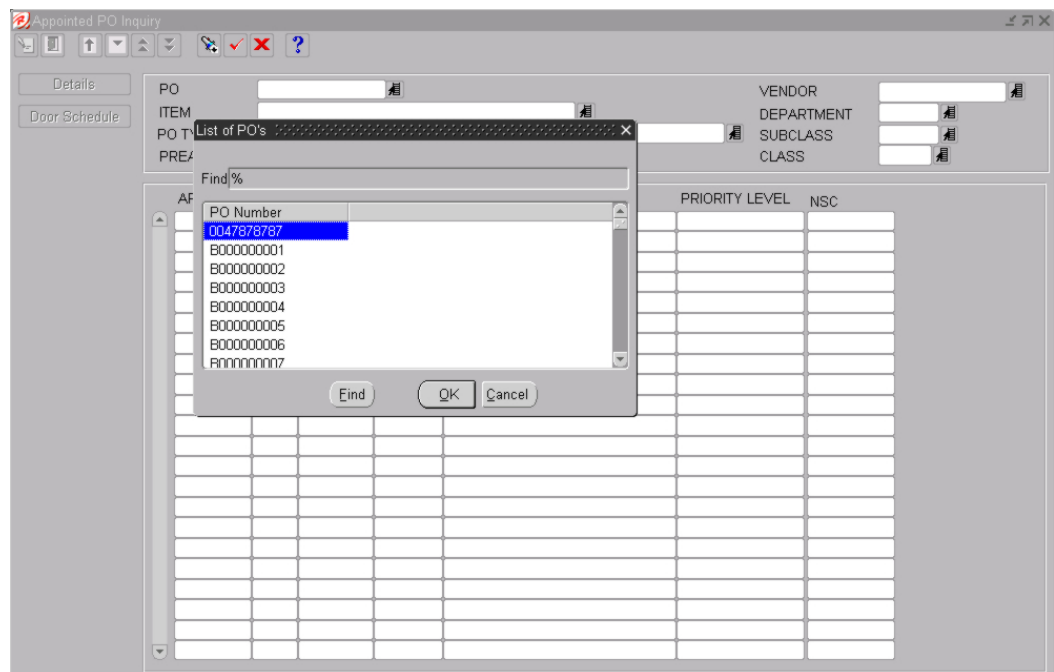
Window tools

There are several tools within a window that you can use to complete your tasks quickly and easily:

- LOV buttons
- Calendar buttons
- Application toolbars


LOV buttons


An list of values (LOV)  button to the right of a field indicates that there is a list of values from which you can choose in order to fill in the field.



List of Values window for the PO field

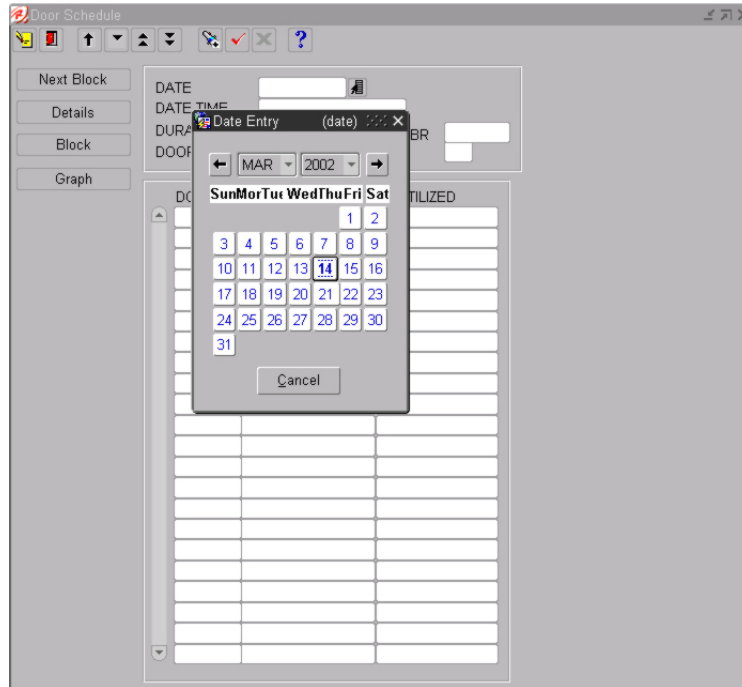
Select a value from a list of values

- 1 Click the LOV  button. The list of values is displayed.
- 2 Select a value from the list and click **OK**. The selected value is entered automatically in the corresponding field.

Note: In many windows throughout RDM, you must first click the enter query  button before you can access the list of values.


Calendar buttons

The calendar button allows you to view a monthly calendar and select a date. The button is found to the right of a date field. When you select a date from the calendar, the date field is automatically filled in with your selection.



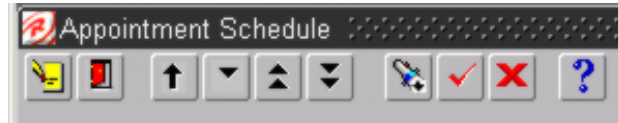
Date Entry window for the Date field

Select a date using the calendar button

- 1 Click the calendar  button. The Date Entry window displays the current date.
- 2 To display a preceding or succeeding month, click the left or right arrow buttons. You can also click the down arrow next to the month field and select the month from the drop-down list.
- 3 To display a different year, click the down arrow next to the year field and select the year from the drop-down list.
- 4 Select a date. The date, month, and year are automatically entered in the date field.











Application toolbars

The application toolbar is displayed on each primary window throughout the application. The toolbar buttons on the application toolbar are always the same and are not dependent on the window that is open.




Application Toolbar

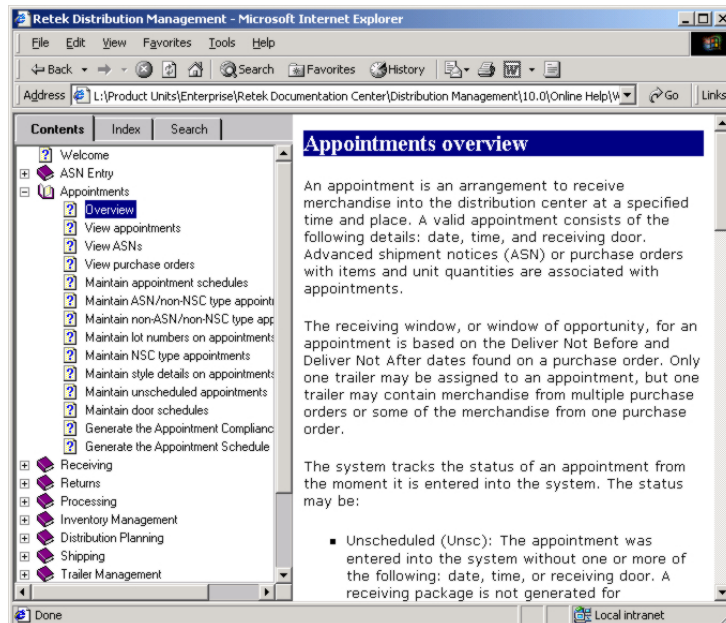
You can perform the following tasks using the toolbar buttons:

- Click the clear  button to clear all the fields on the window. You can then perform another query.
- Click the exit  button to close the window.
- Click the move up  button to select the preceding record on a table.
- Click the move down  button to select the succeeding record on a table.
- Click the scroll up  button to view the preceding group of records on a table.
- Click the scroll down  button to view the succeeding group of records on a table.
- Click the enter query  button to begin a search. The query fields on the window are enabled and LOV buttons are displayed if applicable. You can then enter search criteria.
- Click the execute query  button to perform a search based on the criteria entered in the query fields. If the query fields are blank, all records are displayed.
- Click the cancel query  button to cancel a query and clear the query fields.
- Click the help  button to access online help for RDM.

Online help

The online help can be accessed in one of the following ways:

- From the Help menu on the menu bar, select Distribution Management Help Topics. A general topic from the online help is displayed. You have access to the table of contents, an index, and a search function in order to search for specific topics.
- Click the help  button on the application toolbar. A topic specific to the current window is displayed.



Online help

Chapter 3 – ASN entry

Overview

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

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

The ASN may be one of the following types:

- Container type ASN: Merchandise comes to the distribution center in containers with UCC128 labels. Typically, these labels are provided by the vendor. These are usually cross-docked items.
- Purchase order (PO) type ASN: Merchandise shares the same ASN, PO, and destination ID. Merchandise does not come with UCC128 container labels.

Business process

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

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

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

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

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

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

Reports

There are no reports that pertain to ASN entry.

Procedures

Add a container type ASN

- **Navigate:** From the main menu, select ASN Entry. The ASN Header Entry window is displayed.


[illegible]

ASN Header Entry window


Add an ASN

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

Create/Modify

ASN	<input type="text"/>
TYPE	<input type="text"/>
CARRIER CODE	<input type="text"/> 
BOL NBR	<input type="text"/>
CONT QTY	<input type="text"/>

Create/Modify window

- 2 In the ASN field, enter the ASN number.
- 3 In the Type field, enter C. The choices are C (container) and P (purchase order).
- 4 In the Carrier Code field, enter the code for the carrier, or click the LOV  button and select the carrier.

- 5 In the BOL Nbr field, enter the bill of lading number.
- 6 In the Cont Qty field, enter the number of inbound containers that are expected.
- 7 Click **Save** to save the changes and close the Create/Modify window.

Add a container to the ASN


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


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

ASN Container Entry window

- 3 Click **Create Record**. The Create/Modify window is displayed.

Create/Modify window

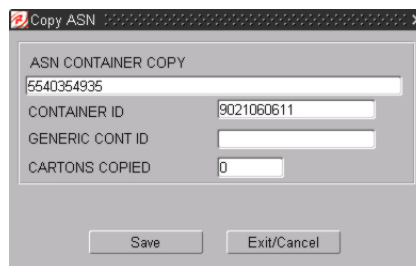
- 4 In the Container ID field, enter the ID of the container.
- 5 In the PO Nbr field, enter the number of the purchase order, or click the LOV  button and select the purchase order.

- 6 In the Dest ID field, enter the ID of the destination, or click the LOV  button and select the destination.
- 7 Enter any additional details as necessary.
- 8 Click **Save** to save the changes and close the Create/Modify window.

Copy a container

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

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



Copy ASN window

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


Add multiple containers

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

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

The screenshot shows a window titled "Replicate" with a sub-header "ASN CONTAINER REPLICATE". Below this, there are several input fields and checkboxes. The fields are: ASN (containing 5540354935), PO NBR, DEST ID, WEIGHT, CUBE, LOT NUMBER, EXPEDITE FLAG, DISTRO NBR (containing NONE), ITEM ID, UOM, UNIT QTY, TICKET TYPE, RETAIL PRICE, ISD, and NUMBER OF CARTONS. There are also checkboxes for PRI LVL and a button for PRINT LABELS. At the bottom, there are buttons for Save, Exit/Cancel, and Print Labels.

Replicate window

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

Add items to a container

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

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

ASN Container Item Entry window

- 3 To add all the unappointed or unreceived items from the current purchase order, click **Add by PO**. The items are displayed on the table.

To add one item from the current purchase order, click **Create Record**. The Create/Modify window is displayed.

Create/Modify window

- a In the Item ID field, enter the ID of the inbound item, or click the LOV button and select the item.
- b In the Unit Qty field, enter the number of inbound units.
- c Enter any additional details as necessary.

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

Exit the ASN Entry windows


- Click the exit  button to close each window.

Edit a container type ASN





- **Navigate:** From the main menu, select ASN Entry. The ASN Header Entry window is displayed.

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

Display header details for all ASNs

- Click the execute query  button.

Display header details for one ASN

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

Edit header details for an ASN

- 1 On the ASN Header Entry window, double-click the container type ASN that you want to edit. The Create/Modify window is displayed.
- 2 Edit the enabled fields as necessary.
- 3 Click **Save** to save the changes and close the Create/Modify window.

Delete an ASN

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

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

Edit containers on an ASN

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

- 1 On the ASN Header Entry window, select the container type ASN that you want to edit.
- 2 Click **Details**. The ASN Container Entry window is displayed.
- 3 Double-click the container that you want to edit. The Create/Modify window is displayed.
- 4 Edit the enabled fields as necessary.
- 5 Click **Save** to save the changes and close the Create/Modify window.

Delete a container from an ASN

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

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

Edit line items on an ASN

- 1 On the ASN Container Entry window, select the container that you want to edit.
- 2 Click **Detail Record**. The ASN Container Item Entry window is displayed.
- 3 Double-click the line item that you want to edit. The Create/Modify window is displayed.
- 4 Edit the enabled fields as necessary.
- 5 Click **Save** to save the changes and close the Create/Modify window.

Delete a line item from an ASN

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

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


Exit the ASN Entry windows

- Click the exit  button to close each window.

Add a purchase order type ASN

- **Navigate:** From the main menu, select ASN Entry. The ASN Header Entry window is displayed.

Add an ASN

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

Add PO/items to the ASN


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

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

ASN PO Entry window




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

Add by PO window

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

- 3 To add a line item from a purchase order:
 - a Click **Create Record**. The Create/Modify window is displayed.

Create/Modify window

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

Exit the ASN Entry windows


- Click the exit  button to close each window.

Edit a purchase order type ASN





- **Navigate:** From the main menu, select ASN Entry. The ASN Header Entry window is displayed.

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

Display header details for all ASNs

- Click the execute query  button.

Display header details for one ASN

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

Edit header details on an ASN

- On the ASN Header Entry window, double-click the PO type ASN that you want to edit. The Create/Modify window is displayed.
- Edit the enabled fields as necessary.
- Click **Save** to save the changes and close the Create/Modify window.

Delete an ASN

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

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

Edit line items on an ASN

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

- 1 On the ASN Header Entry window, select the PO type ASN that you want to edit.
- 2 Click **Details**. The ASN PO Entry window is displayed.
- 3 Double-click the line item that you want to edit. The Create/Modify window is displayed.
- 4 Edit the enabled fields as necessary.
- 5 Click **Save** to save the changes and close the Create/Modify window.

Delete a line item from an ASN

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

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

Exit the ASN Entry windows


- Click the exit  button to close each window.

Generate receiving labels for container type ASNs





- **Navigate:** From the main menu, select ASN Entry. The ASN Header Entry window is displayed.

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

Display header details for all ASNs

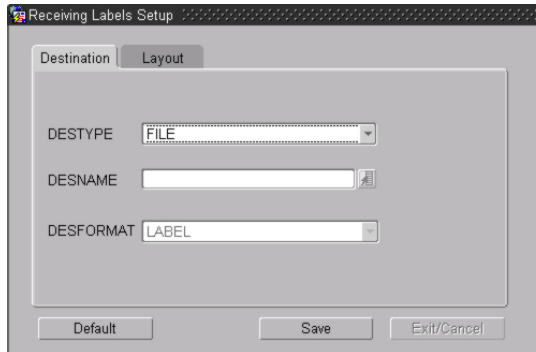
- Click the execute query  button.

Display header details for one ASN

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

Print receiving labels

- 1 On the ASN Header window, select the container type ASN for which you want to print labels.
- 2 Click **Details**. The ASN Container Entry window is displayed.
- 3 Select a container.
- 4 Click **Print Labels**. The Receiving Labels Setup window is displayed.



The image shows a screenshot of the 'Receiving Labels Setup' window. It has two tabs: 'Destination' (selected) and 'Layout'. Under the 'Destination' tab, there are three fields: 'DESTYPE' with a dropdown menu showing 'FILE', 'DESNAME' with a text input field and a list-of-values (LOV) icon, and 'DESFORMAT' with a dropdown menu showing 'LABEL'. At the bottom of the window, there are three buttons: 'Default', 'Save', and 'Exit/Cancel'.

Receiving Labels Setup window

- 5 In the Destype field, select the type of destination.
 - 6 In the Desname field, select the name of the destination.
- Note:** To return to the default settings, click **Default**.
- 7 To view the layout of the report, click on the Layout tab.
 - 8 Click **Save**. The labels are sent to the selected destination.

Chapter 4 – Appointments

Overview

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

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

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

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

Business process

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

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

Several types of appointments may be entered into the system:

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

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

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

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

Reports

There are two versions of the Appointment Schedule report:

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

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

Procedures

View appointments


- **Navigate:** From the main menu, select Appointments > Appointed PO Inquiry. The Appointed PO Inquiry window is displayed.

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




APPT NBR	ASN	STATUS	DOOR	DATE TIME	PRIORITY LEVEL	NSC
895	N	SCHD	RD03	01/08/2002 14:59:24		Y
381	Y	PEND	RD01	10/15/2001 08:20:10	0	N
351	N	PEND	RD01	10/11/2001 09:01:01	0	N
33	N	PEND	RD01	08/17/2001 08:40:08	0	N

Appointed PO Inquiry window

Display all appointments

- Click the execute query  button.

Display a subset of the appointments

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

View the details of an appointment

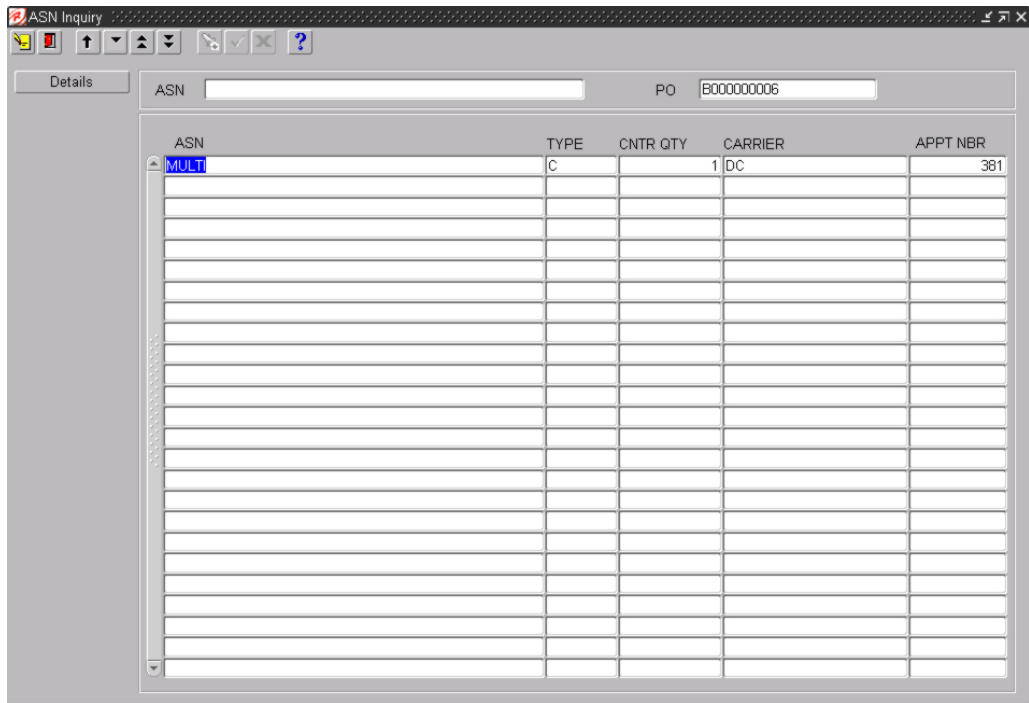
- 

Exit the Appointed PO Inquiry window

- 

View ASNs

- **Navigate:** From the main menu, select Appointments > ASN Inquiry. The ASN Inquiry window is displayed.



ASN Inquiry window

Display ASNs

- 



View the details of an ASN

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


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


[illegible]

ASN Detail Inquiry window

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

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

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

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

Exit the ASN Inquiry window


- Click the exit  button to close the window.

View purchase orders





- ➡ **Navigate:** From the main menu, select Appointments > PO Inquiry. The PO Inquiry window is displayed.

PO Inquiry window

Display all purchase orders

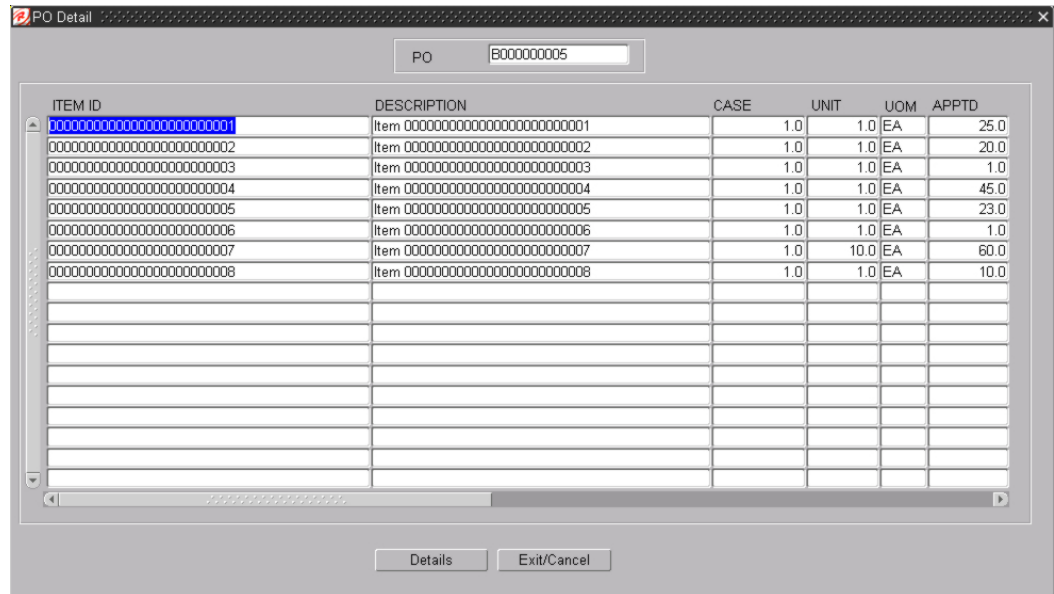
- Click the execute query  button.

Display one purchase order


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

View the details of a purchase order

- 1 On the PO Inquiry window, select the purchase order that you want to view in detail.
- 2 To view the items on the purchase order:
 - a Click **Details**. The items are displayed in the PO Detail window.



PO Detail window

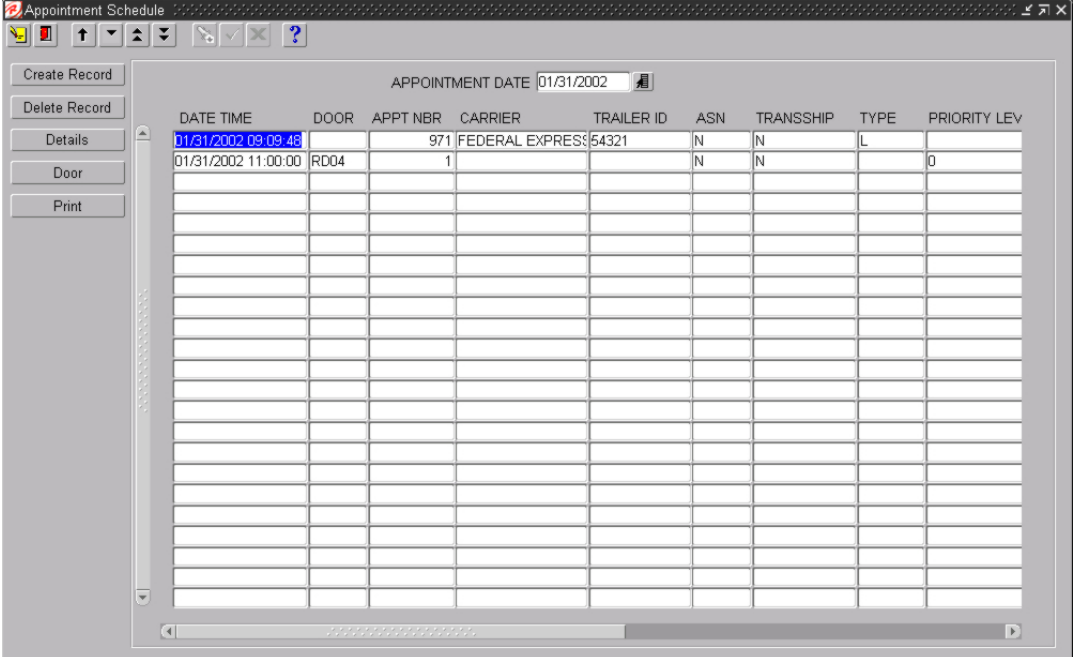
- b Click **Exit/Cancel** to close the PO Detail window.
- 3 To view appointments that are associated with the purchase order:
 - a Click **Appointment**. The appointments are displayed in the Appointed PO Inquiry window.
 - b Click the exit  button to close the Appointed PO Inquiry window.

Exit the PO Inquiry window

- Click the exit  button to close the window.

Maintain appointment schedules

- ➔ **Navigate:** From the main menu, select Appointments > Appointment Schedule. The appointments for the current date are displayed in the Appointment Schedule window.





The Appointment Schedule window displays a table of appointments for the date 01/31/2002. The table has columns for DATE TIME, DOOR, APPT NBR, CARRIER, TRAILER ID, ASN, TRANSSHIP, TYPE, and PRIORITY LEV. The first row shows an appointment at 01/31/2002 09:09:48 for door RD04, appointment number 1, carrier FEDERAL EXPRESS, trailer ID 54321, ASN N, TRANSSHIP N, TYPE L, and PRIORITY LEV 0. The second row shows an appointment at 01/31/2002 11:00:00 for door RD04, appointment number 1, carrier FEDERAL EXPRESS, trailer ID 54321, ASN N, TRANSSHIP N, TYPE L, and PRIORITY LEV 0. The window also includes buttons for Create Record, Delete Record, Details, Door, and Print, and a date query field set to 01/31/2002.

DATE TIME	DOOR	APPT NBR	CARRIER	TRAILER ID	ASN	TRANSSHIP	TYPE	PRIORITY LEV
01/31/2002 09:09:48	RD04	1	FEDERAL EXPRESS	54321	N	N	L	0
01/31/2002 11:00:00	RD04	1	FEDERAL EXPRESS	54321	N	N	L	0

Appointment Schedule window

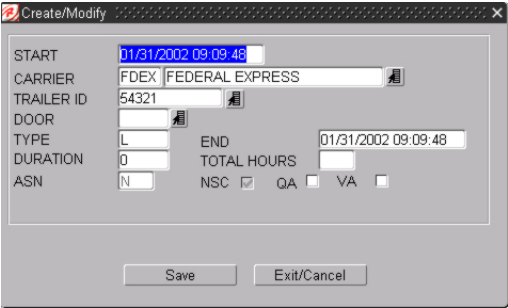
Display appointments by date

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

Edit an appointment

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

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



The Create/Modify window displays fields for editing an appointment. The fields are: START (01/31/2002 09:09:48), CARRIER (FDEX), TRAILER ID (54321), DOOR (RD04), TYPE (L), DURATION (0), END (01/31/2002 09:09:48), TOTAL HOURS (0), ASN (N), NSC (checked), QA (unchecked), and VA (unchecked). The window also includes buttons for Save and Exit/Cancel.

START	01/31/2002 09:09:48	
CARRIER	FDEX	
TRAILER ID	54321	
DOOR	RD04	
TYPE	L	END 01/31/2002 09:09:48
DURATION	0	TOTAL HOURS 0
ASN	N	NSC <input checked="" type="checkbox"/> QA <input type="checkbox"/> VA <input type="checkbox"/>



Create/Modify window

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


Add an appointment

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

Note: If you enter all zeroes in the Start field, the appointment is saved as an unscheduled appointment.

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

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

- 5 In the Door field, enter the ID of the receiving door, or click the LOV  button and select the door.
- 6 In the Type field, enter the delivery mode for the trailer. The type may be Live (L), Dropped off (D), or Unknown (X).
- 7 In the Duration field, enter the number of hours unloading is expected to last.
- 8 If the appointment is based on an ASN, enter Y (Yes) in the ASN field.
- 9 If the appointment is for non-specified casepacks (NSC), select the NSC check box.
- 10 If quality assurance or vendor audit checks are to be performed on the appointment at the style level, select the QA and VA check boxes as necessary.

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

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

Add or edit details on an appointment

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

Delete an appointment

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

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

Exit the Appointment Schedule window

- Click the exit  button to close the window.

Maintain ASN/non-NSC type appointments

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

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

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


[illegible]

Appointment ASN window

Add an ASN to an appointment

Note: Only container type ASNs may be added.

- 1 On the Appointment ASN window, click **Create Record**. The Create window is displayed.



Create window

Edit a PO/line item on an appointment



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

[illegible]

Create/Modify window

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


Add a PO/line item to an appointment

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

Add a purchase order to an appointment

- 1 On the Appointment Detail window, click **Add by PO**. The Add by PO window is displayed.

Add by PO window

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

Delete a PO/line item from an appointment

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

Exit the Appointment Detail window





- Click the exit  button to close the window.

Maintain lot numbers on appointments

- **Navigate:** From the main menu, select Appointments > Appointment Detail. The Appointment Detail window is displayed.

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

Display a non-ASN/non-NSC type appointment

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

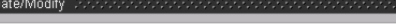
Add lot numbers to an appointment

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


[illegible]

Appointment Detail Lot window

- 3 Click **Create Record**. The Create/Modify window is displayed.




Create/Modify window


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



Edit a lot number on an appointment

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

Delete a lot number from an appointment

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

Exit the Appointment Detail window

- Click the exit  button to close the window.

Maintain NSC type appointments

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

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

Note: You can access the NSC Appointment Detail window from the Appointment Schedule, Appointed PO Inquiry, and Appointment Details windows.

[illegible]

NSC Appointment Detail window

Edit a PO/line item on an appointment

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

Create/Modify

ASN

PO

ITEM ID

UOM

UNIT QTY


Save Exit/Cancel

Create/Modify window

- 2 Edit the unit quantity is necessary.
- 3 Click **Save** to save any change and close the Create/Modify window.

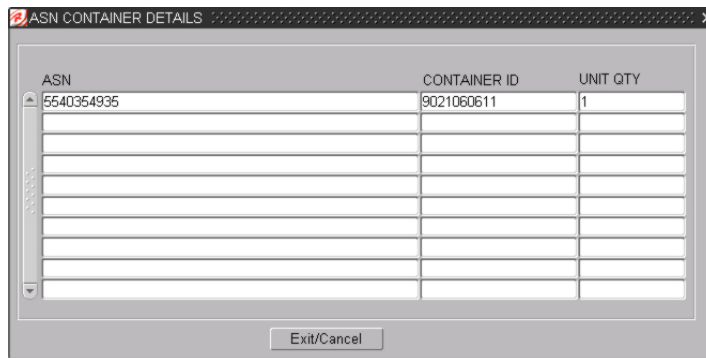
Add an ASN to an appointment

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

- 1 On the NSC Appointment Detail window, click **Create Record**. The Create/Modify window is displayed.
- 2 In the ASN field, enter the ASN number, or click the LOV  button and select the ASN.
- 3 Click **Save** to save the changes and close the Create/Modify window.

View container details on an appointment

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



ASN	CONTAINER ID	UNIT QTY
5540354935	9021060611	1

ASN Container Details window



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

Delete an ASN from an appointment

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

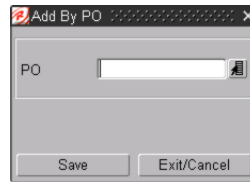
- 1 On the NSC Appointment Detail window, select the ASN that you want to delete.
- 2 Click **Delete Record**.
- 3 When prompted to delete the record, click **Yes**.


Add a PO/line item to an appointment

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

Add a purchase order to an appointment

- 1 On the NSC Appointment Detail window, click **Add by PO**. The Add by PO window is displayed.

*Add by PO window*

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

Edit a PO/line item on an appointment

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

Delete a PO/line item from an appointment

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

Exit the NSC Appointment Detail window

- Click the exit  button to close the window.

Exit the Style Detail window

- Click the exit  button to close the window.


Maintain unscheduled appointments

- **Navigate:** From the main menu, select Appointments > Unschedule Appointments Inquiry. All unscheduled appointments are displayed in the Unscheduled Appointment Inquiry window.


[illegible]

Unscheduled Appointment Inquiry window

Edit the details of an appointment

- 1 On the **Unscheduled Appointment Inquiry** window, select the appointment that you want to edit.
- 2 Click **Details**. If an ASN is associated with the appointment, the **Appointment ASN** window is displayed; otherwise, the **Appointment Detail** window is displayed.
- 3 Edit the details as necessary.
- 4 Click the  button to close the detail window.

Schedule an appointment

- 1 On the Unscheduled Appointment Inquiry window, select the appointment that you want to schedule.
- 2 Click **Door Schedule**. The Door Schedule window is displayed.
- 3 Click **Next Block**, if necessary, to place the cursor in the top part of the window.
- 4 Double-click the Date Time field. The Modify window is displayed.
- 5 Enter the missing details as necessary.
- 6 Click **Save** to save the changes and close the Modify window.
- 7 Click the exit  button to close the Door Schedule window.

Delete an appointment

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

Exit the Unscheduled Appointment Inquiry window

- Click the exit  button to close the window.

Maintain door schedules




➔ **Navigate:** From the main menu, select Appointments > Door Schedule Screen. The Door Schedule window is displayed.

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

[illegible]

Door Schedule window

Display doors by date

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

View the appointments assigned to a door

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

APPT NBR	ASN	START	END	TYPE	CNTR QTY
1	N	11:00	11:00		6

Buttons: Delete Appt, Exit/Cancel

Appointments for Door window

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

View a graph of door utilization

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

Edit a door schedule

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

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

Fields: START (01/31/2002 09:09:48), DOOR, CARRIER (FEDERAL EXPRESS), TRAILER ID (54321), TYPE (L), DURATION (0), END (01/31/2002 09:09:48), ASN (N), TOTAL HOURS.

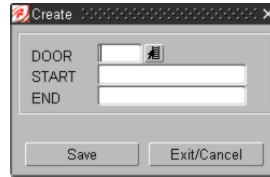
Buttons: Save, Exit/Cancel


Modify window

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

Block a door

- 1 On the Door Schedule window, click **Block**. The Create window is displayed.

*Create window*

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

Remove a block

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

Delete an appointment from the door schedule

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

Exit the Door Schedule window


- Click the exit  button to close the window.

Generate the Appointment Compliance report

- **Navigate:** From the main menu, select Appointments > Reports > Appointment Compliance Report. The Appointment Compliance Report window is displayed.



Appointment Compliance Report window

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




Generate the Appointment Schedule report

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

Or

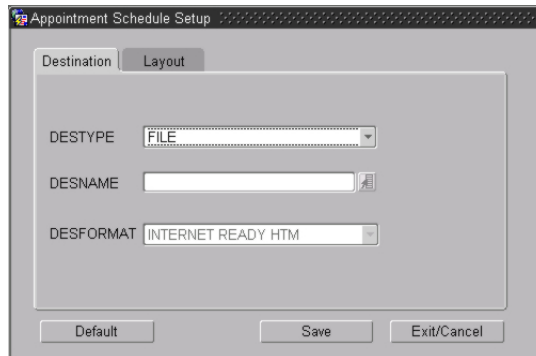
Navigate: From the main menu, select Appointments > Unschedule Appointments Inquiry. The unscheduled appointments are displayed in the Unscheduled Appointment Inquiry window.

Display scheduled appointments for a specified date

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

Generate the report

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

*Appointment Schedule Setup window*

- 2 In the Destype field, select the type of destination.
- 3 In the Desname field, select the name of the destination.
- 4 To view the layout of the report, click on the Layout tab.
- 5 Click **Save**. The report is sent to the selected destination.

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

Exit the Appointment Schedule or Unscheduled Appointment Inquiry window

- Click the exit  button to close the window.

Chapter 5 – Receiving

Overview

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

Business process

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

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

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

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

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

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

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

- Appointed (A): The container is associated with an inbound appointment; it is not yet received.
- Distributed (D): The container contains allocated merchandise.
- Inventory (I): The container is eligible for allocation.
- Manifested (M): The container is associated with a bill of lading.
- Non-saleable (N): The container contains returned merchandise that is marked as not resalable.
- Pick (P): The container is associated with a pick package.

- Return to vendor (R): The container contains merchandise that is marked for return to the vendor.
- Shipped (S): The container is released from the distribution center and in transit to a ship-to destination.
- Troubled (T): The container contains merchandise that is marked with one or more trouble codes that must be resolved.
- Expired (X): The container contains merchandise that has passed the designated pick-not-after date and is no longer valid.

Reports

The following reports are available in the Receiving module:

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

Procedures




Generate receiving packages

➤ **Navigate:** From the main menu, select Receiving Allocation > Receiving Labels. The Receiving Labels window is displayed.

[illegible]

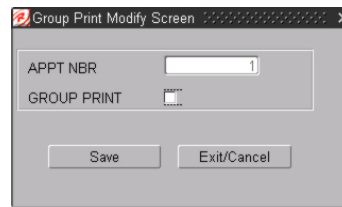
Receiving Labels window

Display appointments by date

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

Edit the group print status of appointments

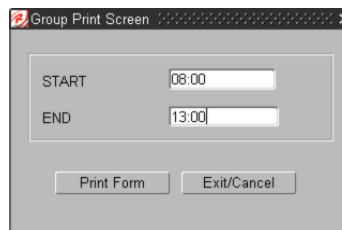
- 1 On the Receiving Labels window, double-click the appointment that you want to edit. The Group Print Modify Screen window is displayed.

***Group Print Modify Screen window***

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

Print receiving packages for multiple appointments

- 1 On the Receiving Labels window, click **Group Print**. The Group Print Screen window is displayed.

***Group Print Screen window***

- 2 In the Start field, enter the start time for the range of appointments.
- 3 In the End field, enter the end time for the range of appointments.
- 4 Click **Print Form**. Depending on the types of appointments included in the group print, one or more of the following report setup windows may appear in consecutive order:
 - Receiving Labels Setup: Used to generate labels for labeled receiving of non-ASN type appointments.
 - Recv Package Audit List Setup: Used to generate the Receiving Package Audit List report for non-ASN type appointments.
 - ASN Receiving Package Audit Setup: Used to generate the ASN Receiving Package Audit report for ASN type appointments.
- 5 In the Destype field, select the type of destination.
- 6 In the Desname field, select the name of the destination.

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

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

Print a receiving package for one appointment

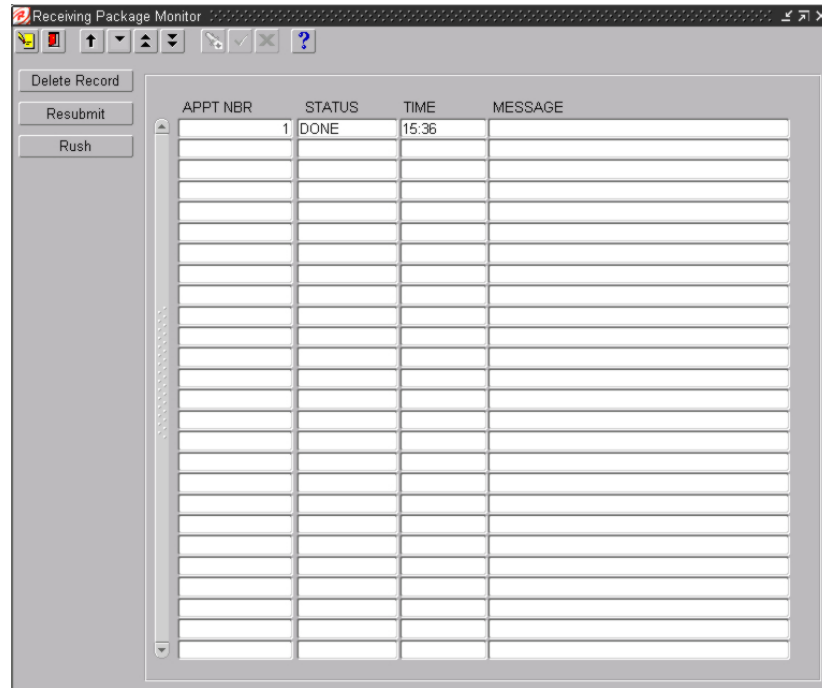
- 1 On the Receiving Labels window, select the appointment for which you want to print labels and a report.
 - 2 Click **Print**.
 - 3 When prompted to confirm your request, click **Yes**. Depending on the type of appointment, one or more of the following report setup windows may appear in consecutive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

Exit the Receiving Labels window

- Click the exit  button to close each window.

Maintain receiving packages

- ➔ **Navigate:** From the main menu, select Receiving Allocation > Receiving Package Monitor. The current receiving packages are displayed in the Receiving Package Monitor window.



Receiving Package Monitor window

Delete a receiving package from the monitor

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

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

Reprint a receiving package

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

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

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

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

Rush a request for a receiving package

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

Exit the Receiving Package Monitor window

- Click the exit  button to close the window.

Print generic labels


- **Navigate:** From the main menu, select Support Functions > Processing>Returns Setup > Reprint/Null Labels. The Reprint/Null Labels window is displayed.

Reprint/Null Labels

- 1 In Generic Label Qty field, enter the number of labels to be printed.
- 2 Click **Reprint**. The Reprints Setup window is displayed.
- 3 In the Destype field, select the type of destination.
- 4 In the Desname field, select the name of the destination.

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

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


- 7 Click the exit  button to close the Reprint/Null Labels window.

Generate the ASN Receiving Package Audit report

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

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

ASN Receiving Package Audit Report window

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


Generate the Receiving Package Audit List report

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

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

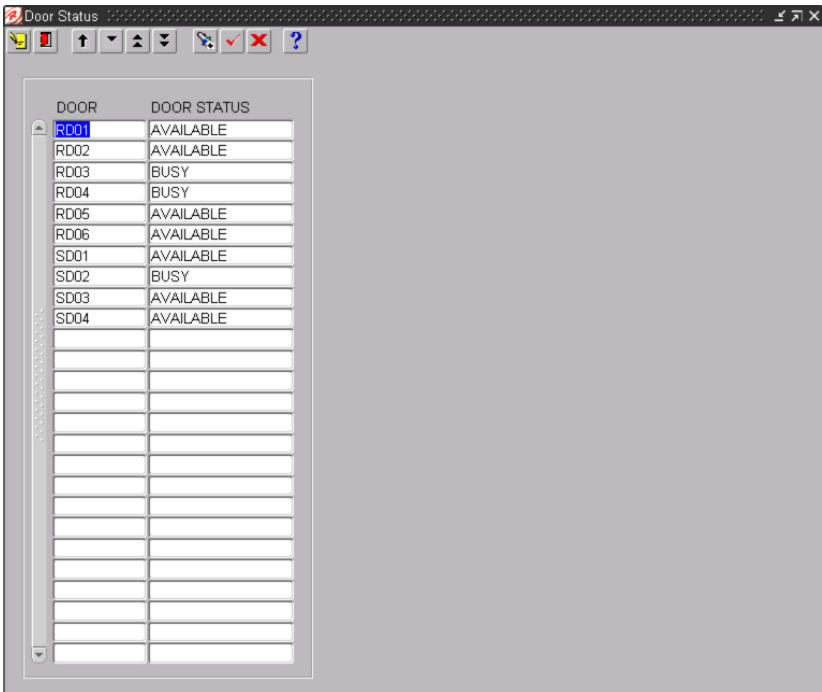


Rcvg Package Audit Report window

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

View door statuses

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



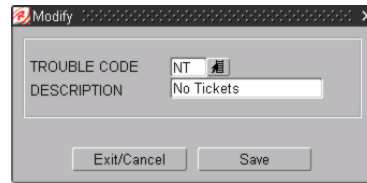
Door Status window

Exit the Door Status window


- Click the exit  button to close the window.

Edit a trouble code assigned to a container

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



Modify window

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

Resolve troubled merchandise

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

Refuse troubled merchandise

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

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

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

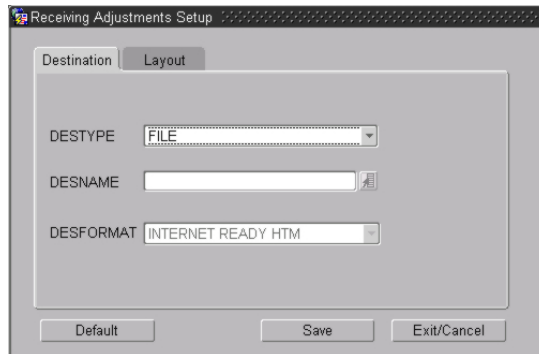
- 4 To view the layout of the report, click on the Layout tab.
- 5 Click **Save**. The Refusal Advice report is sent to the selected destination.

Exit the Resolve Trouble window

- Click the exit  button to close the window.

Generate the Receiving Adjustments report

- 1 On the Receipt Inquiry window, click **Print**. The Receiving Adjustments Setup window is displayed.




Receiving Adjustments Setup window

- 2 In the Destype field, select the type of destination.
 - 3 In the Desname field, select the name of the destination.
- Note:** To return to the default settings, click **Default**.
- 4 To view the layout of the report, click on the Layout tab.
 - 5 Click **Save**. The report is sent to the selected destination.

Exit the Receipt Inquiry window

- Click the exit  button to close the window.

Nullify unused labels

- **Navigate:** From the main menu, select Support Functions > Processing>Returns Setup > Reprint/Null Labels. The Reprint/Null Labels window is displayed.
- 1 Enter the details for the type of label that you want to cancel:
 - Container: In the Container field, enter the ID of the container.
 - Appointment: In the Appointment Nbr field, enter the appointment number.
 - PO/line item: Enter the appointment number, purchase order number, and item number in the appropriate fields.
 - 2 Click **Null**.
 - 3 Click the exit  button to close the Reprint/Null Labels window.


Reprint labels

➤ **Navigate:** From the main menu, select Support Functions > Processing>Returns Setup > Reprint/Null Labels. The Reprint/Null Labels window is displayed.

- 1 In the Container ID field, enter the ID of the container.
- 2 To reprint labels for the child containers of a master container, enter Y in the Print Associated Containers field.
- 3 Click **Reprint**. The Reprints Setup window is displayed.
- 4 In the Destype field, select the type of destination.
- 5 In the Desname field, select the name of the destination.

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

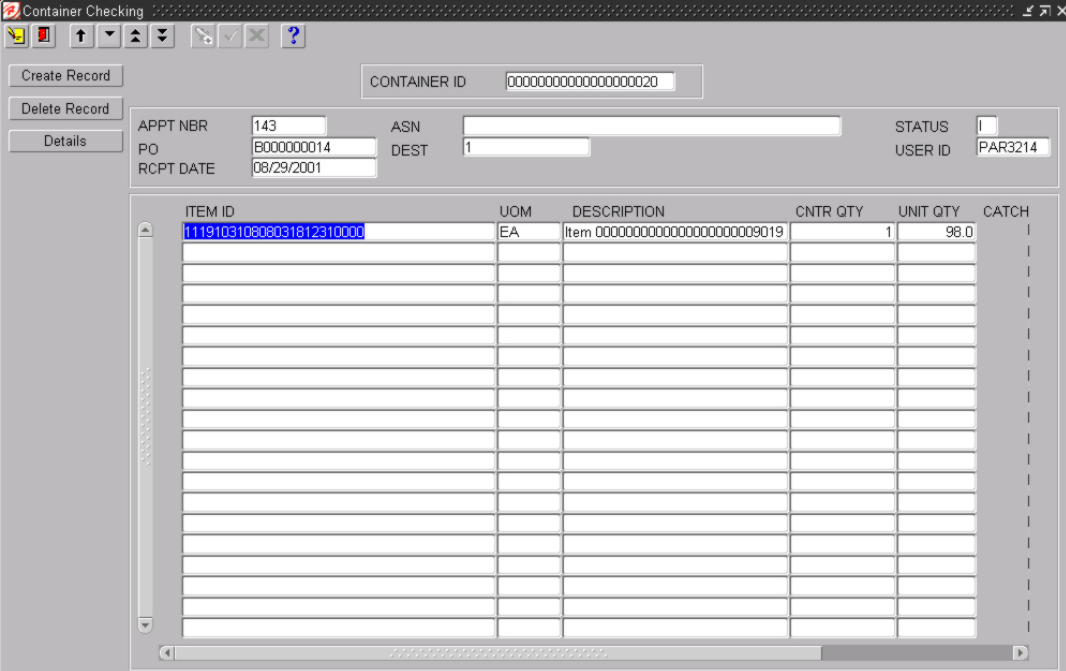
- 6 To view the layout of the report or labels, click on the Layout tab.
- 7 Click **Save**. The labels are sent to selected destination.

- 8 Click the exit  button to close the Reprint/Null Labels window.

Maintain items in containers

➤ **Navigate:** From the main menu, select Receiving > Container Checking. The Container Checking window is displayed.




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



ITEM ID	UOM	DESCRIPTION	CNTR QTY	UNIT QTY	CATCH
111910310303031812310000	EA	Item 000000000000000000009019	1	96.0	

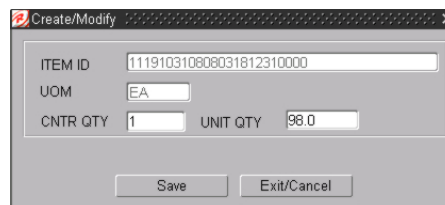
Container Checking window

Display the details of a container

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

Edit an item in a container

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



The screenshot shows a window titled "Create/Modify" with the following fields and values:

ITEM ID	111910310808031812310000		
UOM	EA		
CNTR QTY	1	UNIT QTY	98.0

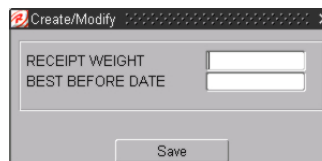
At the bottom of the window are two buttons: "Save" and "Exit/Cancel".

Create/Modify window

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

Add item details

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



The screenshot shows a window titled "Create/Modify" with the following fields and values:

RECEIPT WEIGHT	
BEST BEFORE DATE	

At the bottom of the window is a "Save" button.

Create/Modify window

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

Add an item to a container

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

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

Delete an item from a container

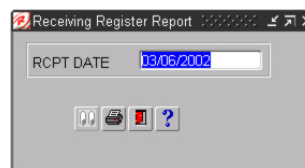
- 1 On the Container Checking window, select the item that you want to delete.
- 2 Click **Delete Record**.
- 3 When prompted to delete the record, click **Yes**.
- 4 When prompted to select a user reason code, select the code and click **OK**.

Exit the Container Checking window


- Click the exit  button to close the window.

Generate the Receiving Register report

- **Navigate:** From the main menu, select Receiving > Reports > Receiving Register. The Receiving Register Report window is displayed.

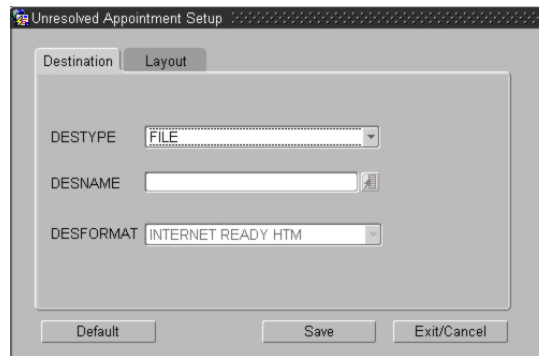


Receiving Register Report window

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

Generate the Unresolved Appointment report

- ➔ **Navigate:** From the main menu, select Receiving > Reports > Unresolved Appointments. The Unresolved Appointment Setup window is displayed.



Unresolved Appointment Setup window


- 1 In the Destype field, select the type of destination.
 - 2 In the Desname field, select the name of the destination.
- Note:** To return to the default settings, click **Default**.
- 3 To view the layout of the report, click on the Layout tab.
 - 4 Click **Save**. The report is sent to the selected destination.

Generate the ASN Receiving Receipt report

- ➔ **Navigate:** From the main menu, select Receiving > Reports > ASN Receiving Receipt. The ASN Rcvg Receipt Report window is displayed.



ASN Rcvg Receipt Report window


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

Generate the Receiving Receipt report

- **Navigate:** From the main menu, select Receiving > Reports > Receiving Receipt. The Receiving Receipt Report window is displayed.

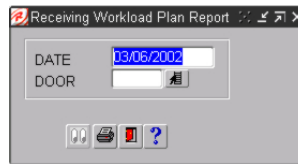


Receiving Receipt Report window



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

Generate the Receive Workload Plan report

- **Navigate:** From the main menu, select Receiving > Reports > Receiving Workload Planning. The Receiving Workload Plan Report window is displayed.



Receiving Workload Plan Report window

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

Chapter 6 – Returns

Overview

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

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

Business process

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

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

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

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

Reports

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

Procedures


Maintain pending returns

- **Navigate:** From the main menu, select Returns > Pending Returns. The Pending Returns window is displayed.




[illegible]

Pending Returns window

Display all pending returns

- Click the execute query  button.

Display a pending return

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

View the items to be returned

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

The screenshot shows a window titled "Details". At the top, there are two rows of input fields: "RMA NBR" with "LSM RMA", "EXPECTED RECEIPT" with "01-NOV-2001", "PRO NBR" with "LSM PRO", and "ACTUAL RECEIPT" with "01-DEC-2001". Below these fields is a table with four columns: "ITEM ID", "DESCRIPTION", "UOM", and "UNIT QTY". The table has 15 empty rows. At the bottom of the window, there are three buttons: "Save", "Add Items", and "Exit/Cancel".



Details window

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

Edit a pending return

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

Add a pending return

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

Delete a pending return

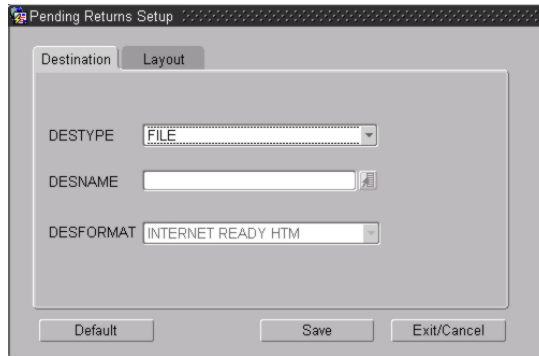
- 1 On the Pending Returns window, select the pending return that you want to delete.
- 2 Click **Delete Record**.
- 3 When prompted to delete the record, click **Yes**.

Exit the Pending Returns window

- Click the exit  button to close the window.

Generate the Pending Returns report

- ➡ **Navigate:** From the main menu, select Returns > Pending Returns. The Pending Returns window is displayed.
- 1 On the Pending Returns window, click **Print**. The Pending Returns Setup window is displayed.



Pending Returns Setup window




- 2 In the Destype field, select the type of destination.
 - 3 In the Desname field, select the name of the destination.
- Note:** To return to the default settings, click **Default**.
- 4 To view the layout of the report, click on the Layout tab.
 - 5 Click **Save**. The report is sent to the selected destination.

View returns

- ➔ **Navigate:** From the main menu, select Returns > Return Information Inquiry. The Return Information Inquiry window is displayed.

Return Information Inquiry window

Display one or multiple returns

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

View the details of a return

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

Exit the Return Information Inquiry window

- Click the exit  button to close the window.






Process returns

➡ **Navigate:** From the main menu, select Returns > Return Processing. The Returns Processing window is displayed.






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

Returns Processing window

Display a return

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

Process the return

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

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

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

Exit the Returns Processing window

- Click the exit  button to close the window.

Chapter 7 – Processing

Overview

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

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

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

Business process

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

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

The status of a WIP code may be:

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

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

Reports

The following reports are available in the Processing module:

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

Procedures


Maintain WIP lists for multiple containers

- **Navigate:** From the main menu, select Processing > Apply WIP Code. The Apply WIP Code window is displayed.


Apply WIP Code window

Add a WIP code to multiple containers


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

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

Popup Editor window


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

Delete a WIP code from multiple containers


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

Add a trouble code to multiple containers

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

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

Delete a trouble code from multiple containers

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

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

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

Exit the Apply WIP Code window

- Click the exit  button to close the window.

View open WIP codes by container status

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

WIP CODE		SHIP UNFINISH		ONSITE PROC		TOTAL		WIP		CONTAINER								
FSTSKU		Y		Y						A	I	D	T	M	S	R	N	X
						1		1		1	0	0	0	0	0	0	0	0
						1		1		1	0	0	0	0	0	0	0	0

Exit/Cancel

WIP Container Count Summary window

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

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

Exit the WIP Detail window

- Click the exit  button to close the window.

Maintain WIP lists by container





- **Navigate:** From the main menu, select Processing > Container WIP Editor. The Container WIP Editor window is displayed.

Note: You can also access this window from the Stock Order Inquiry Screen window.

[illegible]

Container WIP Editor window

Display the WIP list for a container



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

Add a WIP code to the WIP list

Note: If you do not want the new WIP code to be placed last in the list, select the WIP code that should precede the new one before you begin this procedure.

- 1 On the Container WIP Editor window, click **Create Record**. The Create window is displayed.

Create window

- 2 In the WIP code field, enter the WIP code, or click the LOV  button and select the WIP code.
- 3 In the Position field, enter the sequence for the task, or click the LOV  button and select the sequence.
 Select Next to place the WIP code after the selected WIP code.
 Select Last to place the WIP code at the end of the WIP list.
- 4 Click **Save**.

Delete a WIP code from the WIP list

- 1 On the Container WIP Editor window, select the WIP code that you want to delete from the WIP list.
- 2 Click **Delete Record**.
- 3 When prompted to delete the record, click **Yes**.

Exit the Container WIP Editor window

- Click the exit  button to close the window.

View WIP details by container





- **Navigate:** From the main menu, select Processing > Container WIP Details. The WIP Detail window is displayed.

[illegible]

WIP Detail window

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

Display the WIP list for a container

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

Exit the WIP Detail window





- Click the  button to close the window.

Process WIP codes

- ➔ **Navigate:** From the main menu, select Processing > Rework. The Rework Screen window is displayed.

Rework Screen window

Display the WIP list for a container

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

Process a WIP

- 1 On the Rework Screen window, select the WIP that you want to process.
- 2 Click **Details**. Depending on the type of WIP, one of the following windows is displayed.

- Quality Assurance: Process containers for quality assurance.
- Multi SKU: Process multi-SKU containers.
- Carton Process: Process packaged cartons.

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

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

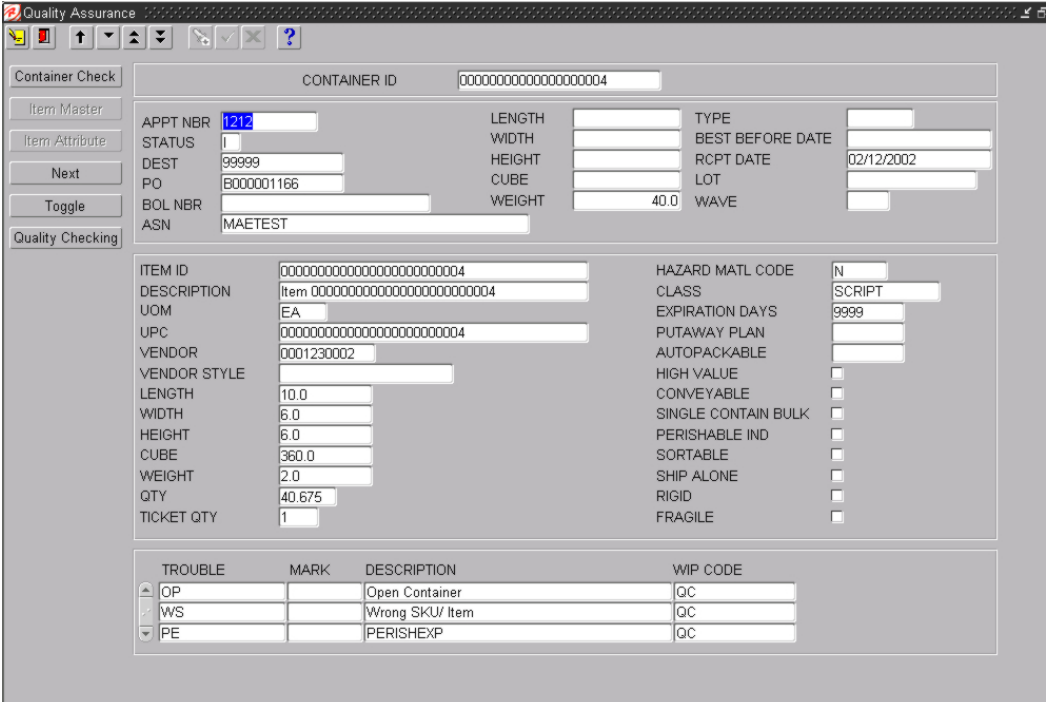
Exit the Rework Screen window

- Click the exit  button to close the window.

Process containers for quality assurance

- Navigate: From the main menu, select Processing > Quality Assurance. The Quality Assurance window is displayed.





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



Container Check	CONTAINER ID		00000000000000000004																	
Item Master	APPT NBR	1212	LENGTH																	
Item Attribute	STATUS	I	WIDTH																	
Next	DEST	99999	HEIGHT																	
Toggle	PO	8000001166	CUBE																	
Quality Checking	BOL NBR		WEIGHT	40.0																
	ASN	MAETEST																		
	ITEM ID	00000000000000000004	HAZARD MATL CODE	N																
	DESCRIPTION	Item 00000000000000000004	CLASS	SCRIPT																
	UOM	EA	EXPIRATION DAYS	9999																
	UPC	00000000000000000004	PUTAWAY PLAN																	
	VENDOR	0001230002	AUTOPACKABLE																	
	VENDOR STYLE		HIGH VALUE	<input type="checkbox"/>																
	LENGTH	10.0	CONVEYABLE	<input type="checkbox"/>																
	WIDTH	6.0	SINGLE CONTAIN BULK	<input type="checkbox"/>																
	HEIGHT	6.0	PERISHABLE IND	<input type="checkbox"/>																
	CUBE	360.0	SORTABLE	<input type="checkbox"/>																
	WEIGHT	2.0	SHIP ALONE	<input type="checkbox"/>																
	QTY	40.675	RIGID	<input type="checkbox"/>																
	TICKET QTY	1	FRAGILE	<input type="checkbox"/>																
	<table border="1"> <thead> <tr> <th>TROUBLE</th> <th>MARK</th> <th>DESCRIPTION</th> <th>WIP CODE</th> </tr> </thead> <tbody> <tr> <td>OP</td> <td></td> <td>Open Container</td> <td>QC</td> </tr> <tr> <td>WS</td> <td></td> <td>Wrong SKU/ Item</td> <td>QC</td> </tr> <tr> <td>PE</td> <td></td> <td>PERISHEXP</td> <td>QC</td> </tr> </tbody> </table>				TROUBLE	MARK	DESCRIPTION	WIP CODE	OP		Open Container	QC	WS		Wrong SKU/ Item	QC	PE		PERISHEXP	QC
TROUBLE	MARK	DESCRIPTION	WIP CODE																	
OP		Open Container	QC																	
WS		Wrong SKU/ Item	QC																	
PE		PERISHEXP	QC																	

Quality Assurance window

Display container details

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

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

Edit container details

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


Modify window

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





Request hot picks

- **Navigate:** From the main menu, select Processing > Order Line Exception. The Order Line Exception window is displayed.

[illegible]

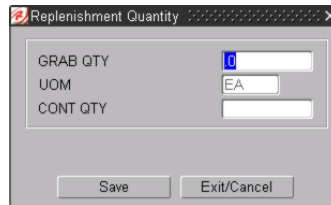
Order Line Exception window

Display the contents of an outbound container

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

Request a hot pick

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

A screenshot of the 'Replenishment Quantity' dialog box. It has a title bar with a close button. Inside, there are three input fields: 'GRAB QTY' with the value '0', 'UOM' with the value 'EA', and 'CONT QTY' which is empty. At the bottom, there are two buttons: 'Save' and 'Exit/Cancel'.***Replenishment Quantity window***

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

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

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

Exit the Order Line Exception window





- Click the exit  button to close the window.

Process outbound containers


- ➔ **Navigate:** From the main menu, select Processing > QC Outbound Audit.
The QC Outbound Audit window is displayed.

QC Outbound Audit window

Display the details of an outbound container

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

Assign a packer to the container

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

Adjust the quantity of an item

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

Process the quality audit

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

Exit the QC Outbound Audit window

- Click the exit  button to close the window.





Process WIP codes for outbound containers

- ➔ **Navigate:** From the main menu, select Processing > WIP Audit Outbound.
The WIP Audit Outbound window is displayed.

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

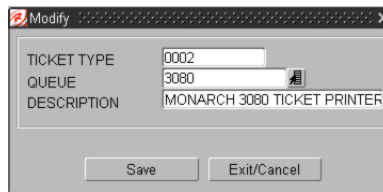
WIP Audit Outbound window

Display the WIP list for an outbound container


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

Edit a print queue

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

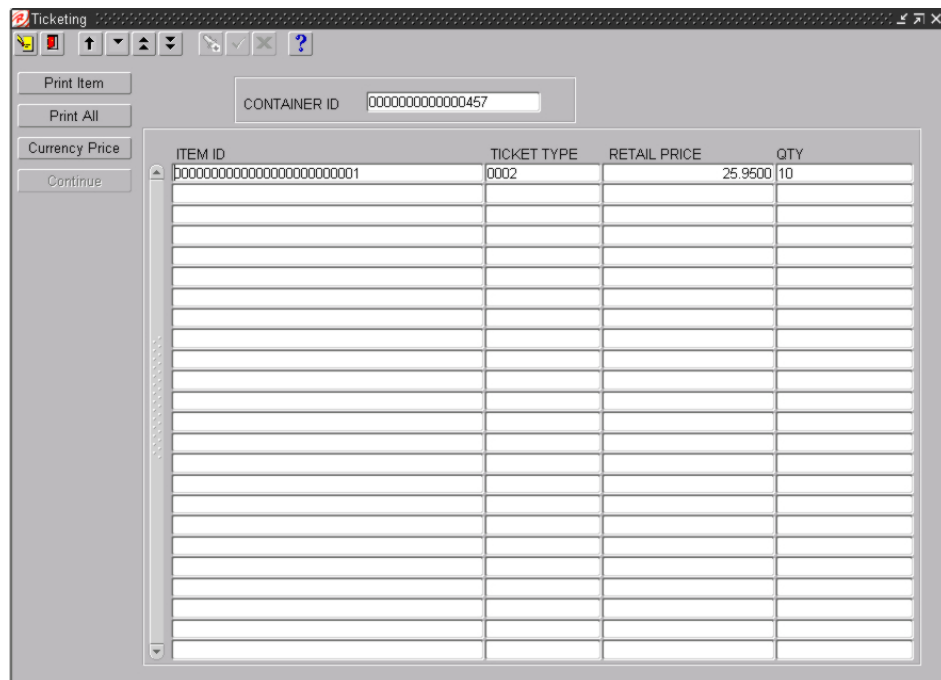


Modify window



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


Display container/items to be ticketed

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



Ticketing (container/item) window

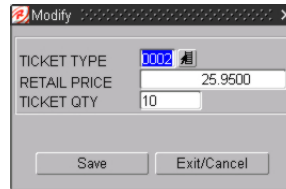
- Click the enter query  button.
- In the Container ID query field, enter the container ID, or click the LOV  button and select the container.

- 4 Click the execute query  button. The items that are associated with the container are displayed.

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

Edit ticketing information for a container/item

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



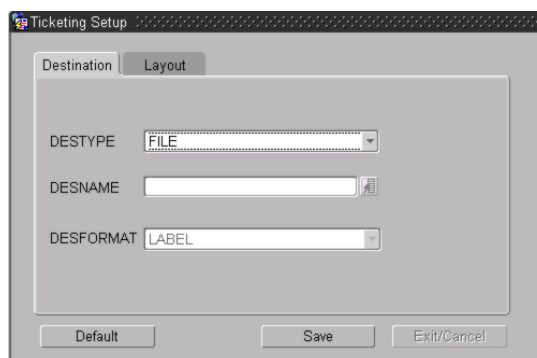
Modify window

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

Print tickets for one or all items in a container

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

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



Ticketing Setup window

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

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

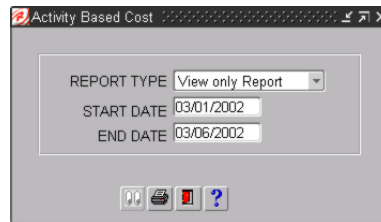
- 5 To view the layout of the report, click on the Layout tab.
- 6 Click **Save**. The tickets are sent to the selected destination.

Exit the Ticketing windows


- Click the exit  button to close the windows.

Generate the Activity Based Cost report

- **Navigate:** From the main menu, select Processing > Reports > Activity Based Cost. The Activity Based Cost window is displayed.



Activity Based Cost window




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

Generate the Gift Card report

- ➡ **Navigate:** From the main menu, select Processing > Reports > Gift Card.
The Gift Card Report window is displayed.

Gift Card Report window

Display items by container

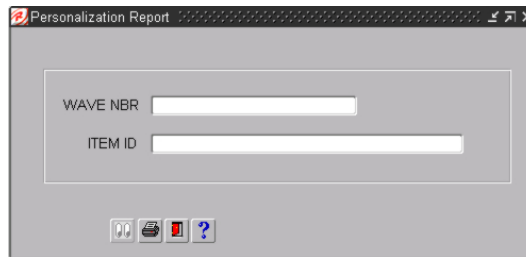
- 1 If items are currently displayed, click the clear  button.
- 2 Click the enter query  button.
- 3 In the Container ID query field, enter the ID of the container.
- 4 Click the execute query  button. The items that need gift cards are displayed.

Generate the Gift Card report


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

Generate the Personalization report

- ➔ **Navigate:** From the main menu, select Processing > Reports > Personalization. The Personalization Report window is displayed.

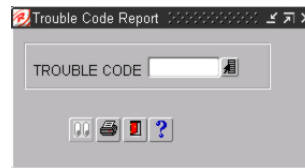


Personalization Report window


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

Generate the Trouble Location report

- ➔ **Navigate:** From the main menu, select Processing > Reports > Trouble Location. The Trouble Code Report window is displayed.





Trouble Code Report window

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

Generate the Vendor Compliance report

- **Navigate:** From the main menu, select Processing > Reports > Vendor Compliance. The Vendor Compliance Report window is displayed.



Vendor Compliance Report window

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

Generate the WIP Tracking Location report

- **Navigate:** From the main menu, select Processing > Reports > WIP Tracking Location. The WIP Tracking Location Report window is displayed.

WIP Tracking Location Report window

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

Chapter 8 – Inventory management

Overview

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

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

Business process

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

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

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

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

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

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

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

Reports

The following reports are available in the Inventory Management module:

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

Procedures





Maintain inventory by container

- **Navigate:** From the main menu, select Inventory Management > Inventory Inquiry/Edit by Container. The Inventory Inquiry/Edit by Container window is displayed.

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

Inventory Inquiry/Edit by Container window

Display inventory by container

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

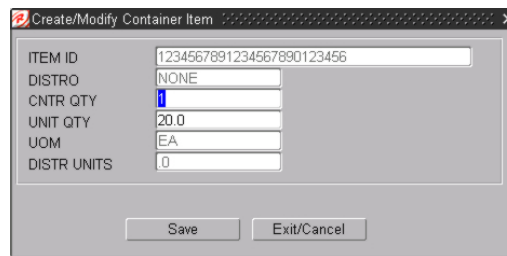
Note: There are three blocks in this window. From top to bottom, they are referred to as the Query block, Container block, and Item block.

Edit a container

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

Edit an item in a container

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



ITEM ID	1234567891234567890123456
DISTR	NONE
CNTR QTY	1
UNIT QTY	20.0
UOM	EA
DISTR UNITS	1.0

Save Exit/Cancel

Create/Modify Container Item window

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

Split an item between containers

- 1 On the Inventory Inquiry/Edit by Container window, click **Next** to place the cursor in the Item block.
- 2 Select the item that you want to split.
- 3 Click **Split**. The Split Container window is displayed.


Split Container window

- 4 In the Container field, enter the ID of a new or existing container.
- 5 In the Unit Qty field, enter the number of items to be placed in the container.
- 6 Click **Save** to save the changes and clear the fields.
- 7 Add any additional splits as necessary.
- 8 When done, click **Exit/Cancel** to close the Split Container window.

Add a container

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

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

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

Add an item to a container

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

Delete a container

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

Delete an item from a container

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

Exit the Inventory Inquiry/Edit by Container window




- Click the exit  button to close the window.

Request FPL top-off replenishment

- **Navigate:** From the main menu, select Inventory Management > Topoff Rules Editor. The Topoff Rules Editor window is displayed.

Topoff Rules Editor window

Create a request

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

Exit the Topoff Rules Editor window


- Click the exit  button to close the window.

Request FPL cleanup or consolidation



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

Forward Pick Location Cleanup Editor window


Display all forward pick locations

- Click the execute query  button.

Displays a subset of forward pick locations

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

- % of Capacity of Fill: Find all locations with less than or equal to the specified percentage of capacity filled.

- 4 Click the execute  query button. The forward pick locations that match the criteria are displayed.

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

Request cleanup for one location

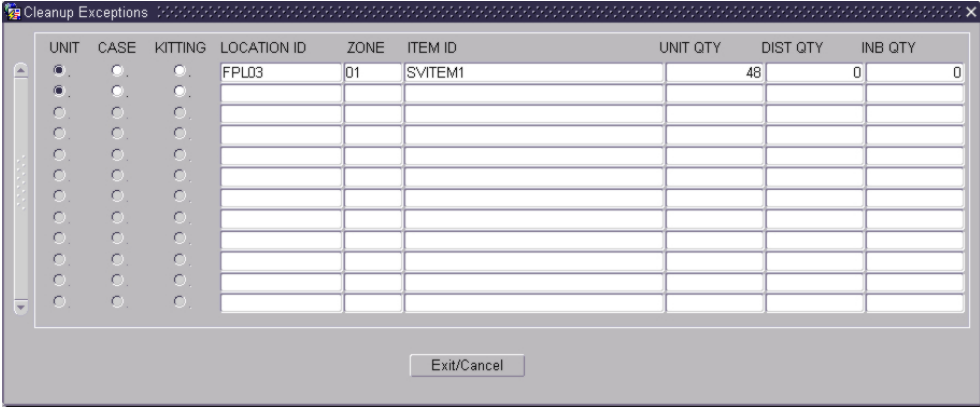
- 1 On the Forward Pick Location Cleanup Editor window, select a location that is eligible for cleanup.

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

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

Request cleanup for multiple locations

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



UNIT	CASE	KITTING	LOCATION ID	ZONE	ITEM ID	UNIT QTY	DIST QTY	INB QTY
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	FPL03	01	SVITEM1	48	0	0
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>						
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>						
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>						
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>						
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>						
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>						
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>						
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>						
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>						
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>						

Exit/Cancel

Cleanup Exceptions window

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

Request consolidation

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

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

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

UNIT	CASE	KITTING	LOCATION ID	ZONE	ITEM ID	UNIT QTY	DIST QTY	INB QTY	CAPACITY
CONSOLIDATE FROM									
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	FPL03	01	SVITEM1	48	0	0	100
CONSOLIDATE TO									
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	FPL04	01	SVITEM1	99	0	0	100
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	FPL01	01	SVITEM1	10	0	0	100
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	FPL02	01	SVITEM1	20	0	0	100
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>							
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>							
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>							
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>							
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>							
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>							

Consolidate to Locations window

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

Exit the Forward Pick Location Cleanup Editor window

- Click the exit  button to close the window.

Process returns to vendor




- **Navigate:** From the main menu, select Inventory Management > Return to Vendor. The Return to Vendor window is displayed.

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

Return To Vendor																																																																																																												
RTV		CONTAINER ID 00000118000000250069																																																																																																										
Print		VENDOR NBR VENDOR01																																																																																																										
Vendor Address		VENDOR NAME																																																																																																										
		ADDRESS1																																																																																																										
		COUNTRY CODE																																																																																																										
		AUTHORIZATION	5540354935																																																																																																									
<table border="1"> <thead> <tr> <th>ITEM ID</th><th>DESCRIPTION</th><th>UNIT QTY</th><th>UOM</th><th>VENDOR STYLE</th><th>RCPT DATE</th></tr> </thead> <tbody> <tr> <td>1234567891234567890123456</td><td>Test Item 2</td><td>20.0</td><td>EA</td><td></td><td>10/07/2001</td></tr> <tr> <td>ABCDEFGHJKLMNOPQRSTUVWXYZ</td><td>LONG ITEM</td><td>10.0</td><td>EA</td><td></td><td>10/07/2001</td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>							ITEM ID	DESCRIPTION	UNIT QTY	UOM	VENDOR STYLE	RCPT DATE	1234567891234567890123456	Test Item 2	20.0	EA		10/07/2001	ABCDEFGHJKLMNOPQRSTUVWXYZ	LONG ITEM	10.0	EA		10/07/2001																																																																																				
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Return to Vendor window

Display a return to vendor

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

Process a return to vendor

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

The screenshot shows a window titled "Vendor Address". It has several text input fields: ADDRESS1, ADDRESS2, ADDRESS3, CITY, STATE, ZIP, and COUNTRY CODE. There are also buttons at the bottom: "Vendor Address", "Save", and "Exit/Cancel".

Vendor Address window

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

The screenshot shows a window titled "Rtv Advice Setup". It has two tabs: "Destination" and "Layout". The "Destination" tab is selected. It contains three fields: DESTYPE (a dropdown menu showing "FILE"), DESNAME (a text input field), and DESFORMAT (a dropdown menu showing "INTERNET READY HTM"). At the bottom are buttons: "Default", "Save", and "Exit/Cancel".

RTV Advice Setup window

- 7 In the Destype field, select the type of destination.
- 8 In the Desname field, select the name of the destination.
- Note:** To return to the default settings, click **Default**.
- 9 To view the layout of the report, click on the Layout tab.
- 10 Click **Save**. The report is sent to the selected destination.

View units of measure


- **Navigate:** From the main menu, select Support Functions > Item Setup > UOM Inquiry. The UOM Inquiry window is displayed.

UOM	CLASS	DESCRIPTION
BX	BOX	BOX





FROM UOM	TO UOM	FACTOR	OPERATOR
BX	EA	12	M

UOM Inquiry window

Display all units of measure

- Click the execute query  button.

Display a of unit of measure

- 1 If any units of measure are currently displayed, click the clear  button.
- 2 Click the enter query  button.
- 3 In either the UOM or Class query fields, enter the abbreviation for the unit of measure (UOM) or the type of UOM, or click the LOV  button and select the UOM or type of UOM.
- 4 Click the execute  query button. The details and conversion factors for the selected UOM or type of UOM are displayed.

Exit the UOM Inquiry window





- Click the exit  button to close the window.

View inventory by container

- **Navigate:** From the main menu, select Inventory Management > Inventory Inquiry/Edit by Container. The Inventory Inquiry/Edit by Container window is displayed.

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

Display inventory by container

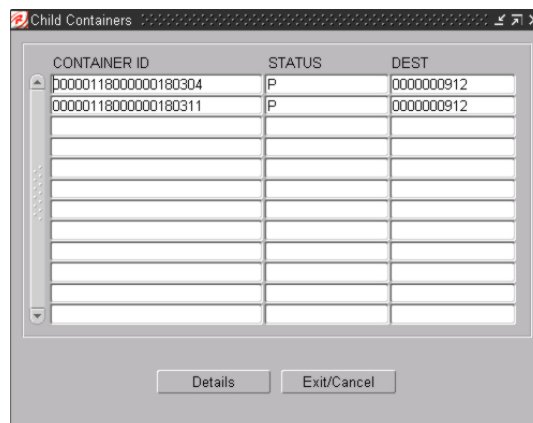
- 1 If inventory for an container is currently displayed, click the clear  button.
- 2 Click the enter query  button.
- 3 In the Container ID query field, enter the container ID, or click the LOV  button and select the container.
- 4 Click the execute  query button. The inventory for the selected container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

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

Display child containers

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

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



Child Containers window

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

Display a parent container

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

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

View returns by container/item

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

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

Exit the Inventory Inquiry/Edit by Container window

- Click the exit  button to close the window.





View inventory by item

- **Navigate:** From the main menu, select Inventory Management > Inventory Inquiry by Item. The Inventory Inquiry by Item window is displayed.

LOT NUMBER	LOCATION ID	CONTAINER ID	TOT UNITS	AVAIL UNITS	DISTR UNITS	STAT
	1A006PALD101	PALLET001	21.81	21.81	0	I
	A99999999999	00000118000000732220	26.0	26	0	X
	A99999999999	PALLET002	20.0	20	0	I
	A99999999999	PALLET003	20.0	20	0	I
	RD01	00000118000000630069	10.0	10	0	I
	RD01	00000118000000630076	5.0	5	0	I
	RD01	00000118000000630083	20.0	20	0	I
	RD01	00000118000000630090	10.0	10	0	I
	RD01	00000118000000721156	10.0	10	0	I
	RD01	00000118000000721163	10.0	10	0	I
	RD01	00000118000000721170	10.0	10	0	I
	RD01	00000118000000721187	10.0	10	0	I
	RD01	MIXRE	10.0	0	10.0	D
	RD01	MIXRE1	20.0	0	20.0	D
	STAGE	00000118000000650340	25.0	25	0	T

Inventory Inquiry by Item window

Display inventory by item

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

Mark a location for cycle count

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

Mark all locations for cycle count

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

Exit the Inventory Inquiry by Item window

- Click the exit  button to close the window.

View inventory by location





- **Navigate:** From the main menu, select Inventory Management > Inventory Inquiry by Location. The Inventory Inquiry by Location window is displayed.

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

[illegible]

Inventory Inquiry by Location window

Display inventory by location

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

View inventory at other locations

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

Mark the location for cycle count

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

Exit the Inventory Inquiry by Location window

- Click the exit  button to close the window.





View inventory by purchase order

- **Navigate:** From the main menu, select Inventory Management > Inventory Inquiry by Order. The Inventory Inquiry by Order window is displayed.

ITEM ID	UOM	DIVISION	INNER PACK QTY	LOCATION ID	CONTAINER ID	STATI
00000000000000000000000000000001	EA	9999	1.0	RD01	00000118000000721064	I
00000000000000000000000000000002	EA	9999	1.0	RD01	00000118000000721071	I
00000000000000000000000000000002	EA	9999	1.0	RD01	00000118000000721088	I
00000000000000000000000000000002	EA	9999	1.0	RD01	00000118000000721095	I
00000000000000000000000000000002	EA	9999	1.0	RD01	00000118000000721101	I
00000000000000000000000000000003	EA	9999	1.0	RD01	00000118000000721118	I
00000000000000000000000000000003	EA	9999	1.0	RD01	00000118000000721125	I
00000000000000000000000000000003	EA	9999	1.0	RD01	00000118000000721132	I
00000000000000000000000000000003	EA	9999	1.0	RD01	00000118000000721149	I
00000000000000000000000000000005	EA	9999	1.0	RD01	00000118000000721156	I
00000000000000000000000000000005	EA	9999	1.0	RD01	00000118000000721163	I
00000000000000000000000000000005	EA	9999	1.0	RD01	00000118000000721170	I
00000000000000000000000000000005	EA	9999	1.0	RD01	00000118000000721187	I
NEWEL03	EA		4.0	RD01	00000118000000721194	I
NEWEL03	EA		4.0	RD01	00000118000000721200	I
NEWEL03	EA		4.0	RD01	00000118000000721217	I
NEWEL03	EA		4.0	RD01	00000118000000721224	I
NEWEL04	EA		4.0	RD01	00000118000000721231	I

Inventory Inquiry by Order window

Display inventory by purchase order

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

Mark a location for cycle count

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

Mark all locations for cycle count

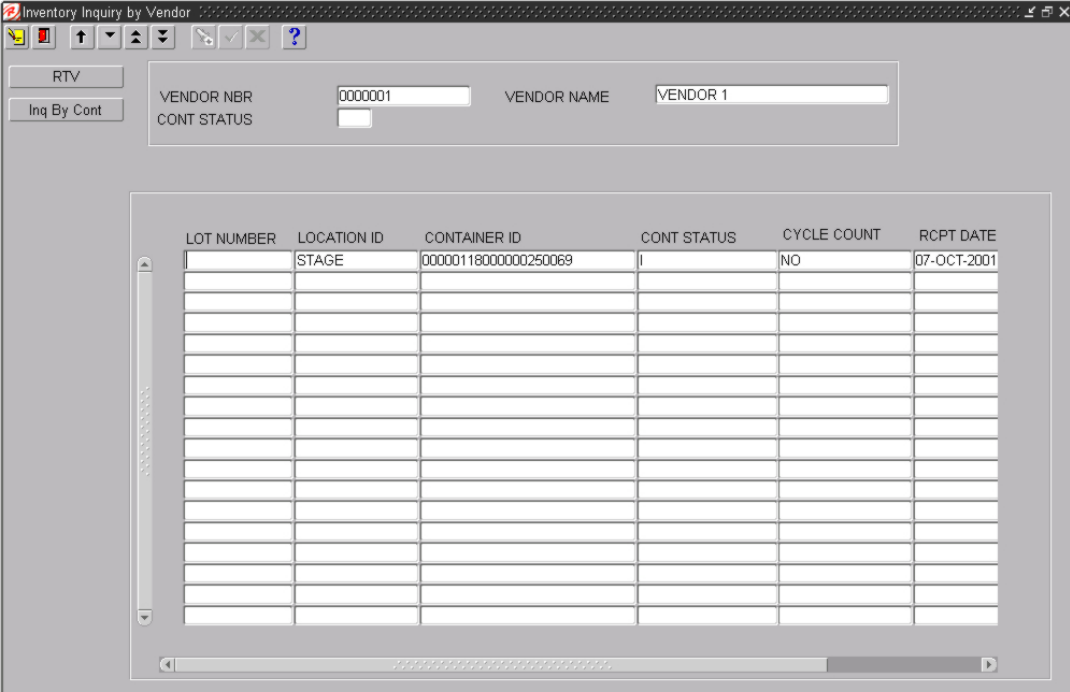
- On the Inventory Inquiry by Order window, click **Mark Grp Rec.** An 'MM' is displayed in the Cycle Count field for each storage location. The 'MM' indicates that the location was manually marked for cycle count.


Exit the Inventory Inquiry by Order window


- Click the exit  button to close the window.


View inventory by vendor or container status

- Navigate:** From the main menu, select Inventory Management > Inventory Inquiry by Vendor. The Inventory Inquiry by Vendor window is displayed.


*Inventory Inquiry by Vendor window***Display inventory by vendor or container status**


- If inventory for a vendor is currently displayed, click the clear  button.

- Click the enter query  button.

- To search for inventory by vendor number, enter the vendor number in the Vendor Nbr field, or click the LOV  button and select the vendor.

To search for inventory by container status, enter the abbreviation for the container status in the Cont Status field.

To search for inventory by vendor number and container status, enter criteria in both query fields.

- Click the execute  query button. The inventory for the selected item is displayed.

Mark a location for cycle count

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

Mark all locations for cycle count

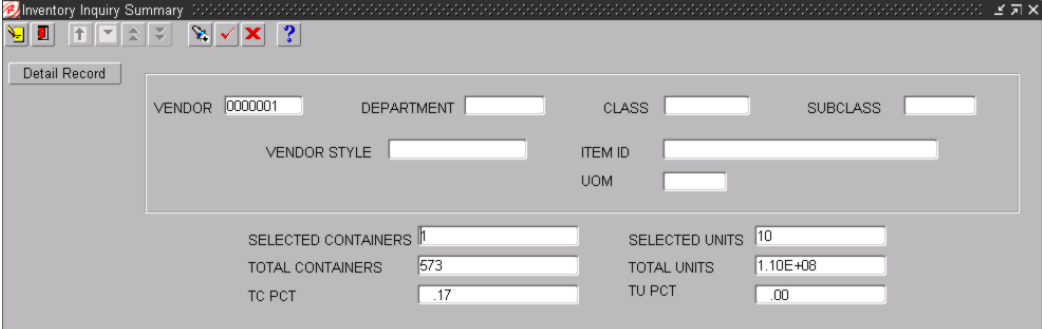
- On the Inventory Inquiry by Vendor window, click **Mark Grp Rec**. An 'MM' is displayed in the Cycle Count field for each storage location. The 'MM' indicates that the location was manually marked for cycle count.

Exit the Inventory Inquiry by Vendor window

- Click the exit  button to close the window.




View inventory summaries

- Navigate:** From the main menu, select Inventory Management > Inventory Inquiry Summary. The Inventory Inquiry Summary window is displayed.



Inventory Inquiry Summary window


Query the inventory

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

View inventory details

- 1 On the Inventory Inquiry Summary window, click **Detail Record**. The Inventory Inquiry Summary Detail window is displayed.

Inventory Inquiry Summary Detail window

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


Exit the Inventory Inquiry Summary windows

- Click the exit  button to close the windows.

Generate the Best Before Date report

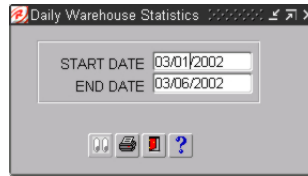
- **Navigate:** From the main menu, select Inventory Management > Reports > Best Before Date Report. The Best Before Date Report window is displayed.

Best Before Date Report window


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

Generate the Daily Warehouse Statistics report

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



Daily Warehouse Statistics window


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

Generate the Inventory Aging report

- **Navigate:** From the main menu, select Inventory Management > Reports > Inventory Aging. The Inventory Aging Report window is displayed.

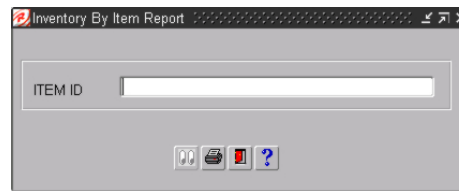


Inventory Aging Report window


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

Generate the Inventory by Item report

- **Navigate:** From the main menu, select Inventory Management > Reports > Inventory by Item. The Inventory by Item Report window is displayed.

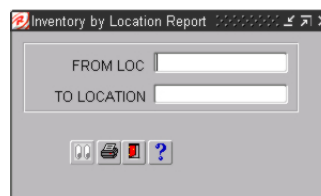


Inventory by Item Report window


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

Generate the Inventory by Location report

- **Navigate:** From the main menu, select Inventory Management > Reports > Inventory by Location. The Inventory by Location Report window is displayed.

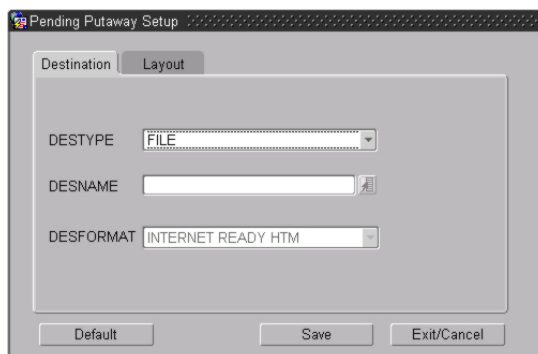


Inventory by Location Report window

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

Generate the Pending Putaway report

- ➔ **Navigate:** From the main menu, select Inventory Management > Reports > Pending Putaways. The Pending Putaway Setup window is displayed.



Pending Putaway Setup window

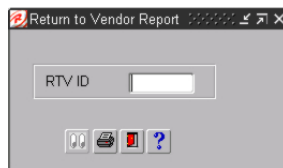
- 1 In the Destype field, select the type of destination.
- 2 In the Desname field, select the name of the destination.
- 3 To view the layout of the report, click on the Layout tab.
- 4 Click **Save**. The report is sent to the selected destination.

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


Generate the Return to Vendor Advice report

- ➔ **Navigate:** From the main menu, select Inventory Management > Reports > Return to Vendor Advice. The Return to Vendor Report window is displayed.

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



Return to Vendor Report window

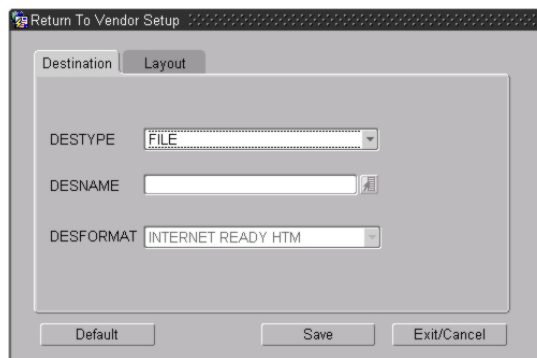
- 1 In the RTV ID field, enter the ID of the Return to Vendor record that you want to include in the report.
- 2 Click the print  button. The report is sent to the default destination.

Generate the Return to Vendor report

➡ **Navigate:** From the main menu, select Inventory Management > Return to Vendor. The Return to Vendor window is displayed.

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

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

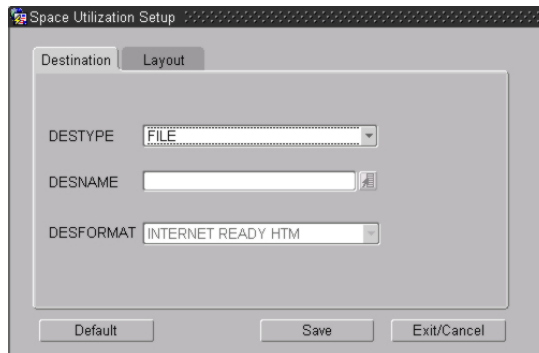


Return to Vendor Setup window

- 4 In the Destype field, select the type of destination.
 - 5 In the Desname field, select the name of the destination.
- Note:** To return to the default settings, click **Default**.
- 6 To view the layout of the report, click on the Layout tab.
 - 7 Click **Save**. The report is sent to the selected destination.

Generate the Space Utilization report

- ➔ **Navigate:** From the main menu, select Inventory Management > Reports > Space Utilization. The Space Utilization Setup window is displayed.



Space Utilization Setup window

- 1 In the Destype field, select the type of destination.
 - 2 In the Desname field, select the name of the destination.
- Note:** To return to the default settings, click **Default**.
- 3 To view the layout of the report, click on the Layout tab.
 - 4 Click **Save**. The report is sent to the selected destination.

Chapter 9 – Distribution planning

Overview

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

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

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

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

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

Each wave may use one of the following distribution methods:

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

Business process

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

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

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

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

Reports

The following distribution reports are available for distribution planning:

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





Procedures

Maintain manual stock orders


- **Navigate:** From the main menu, select Distribution Planning > Stock Order Creation. The Stock Order Creation window is displayed.

Stock Order Creation window


Display a manual stock order

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

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

- 5 Click the execute query  button. The details of the selected stock order are displayed.

- ## Delete location details

- 5 Click the exit 

- ## Delete a manual stock order


- ## Exit the Stock Order Creation window

- ## View stock orders





- [illegible]

Stock Order Inquiry window

Display all stock orders

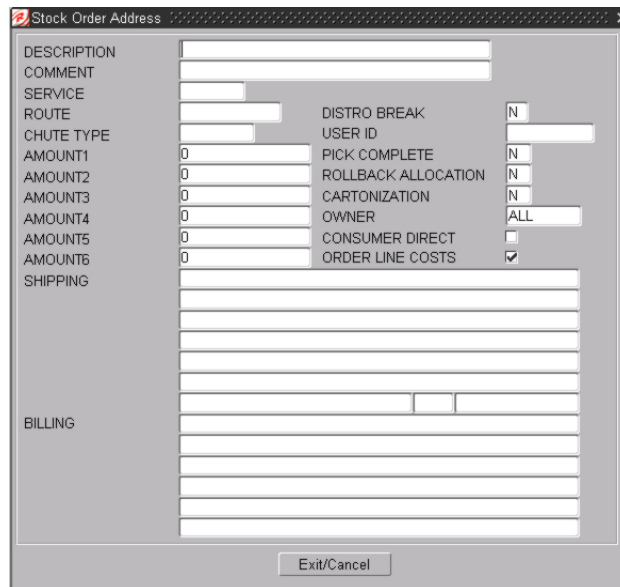
- Click the execute query  button.

Display a subset of the stock orders

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

View address and shipping details

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



Stock Order Address window

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

View containers

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

Stock Order Inquiry Screen window

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

Exit the Stock Order Inquiry window

- Click the exit  button to close the window.






View stock order statuses

- **Navigate:** From the main menu, select Distribution Planning > Stock Order Status Inquiry. The Stock Order Status Inquiry window is displayed.

Status	Percentage
OPEN	100 %
SELECTED	0 %
PENDING PICK	0 %
PICKED	0 %
STAGED	0 %
MANIFESTED	0 %
SHIPPED	0 %

Stock Order Status Inquiry window

Display the progress of a stock order

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

Exit the Stock Order Status Inquiry window

- Click the exit  button to close the window.

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

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

Build Query window

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

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

Select stock orders for distribution

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

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

View stock order selection exceptions

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

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

Review the selected stock orders

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

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

Distribute selected stock orders

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

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

Select Available Wave window

- 2 Select a Manual or PO pick wave with a status of Available.

If there is no available wave, you can add a wave.

- a On the Select Available Wave window, click **Create Record**. The Create/Modify window is displayed.

WAVE NBR:

DESCRIPTION:

DISTRIBUTION METHOD:

WAVE TYPE:

GROUP QTY:

Save Exit/Cancel

Create/Modify window

- b In the Wave Nbr and Description fields, enter a number and description for the wave.
 - c In the Distribution Method field, select the appropriate method.
 - d In the Wave Type field, select the type of wave. The type may be PO or Manual.
 - e In the Group Qty field, enter the number of slots if slotted picking carts are used by the pickers.
 - f Click **Save** to save the changes and close the Create/Modify window. You can then select the new pick wave if desired.
- 3 Click **Process**.
- 4 When prompted to assign the stock orders to the wave, click **Yes**. The stock orders are assigned and you are returned to the Select Stock Order window.

Exit the Select Stock Order window

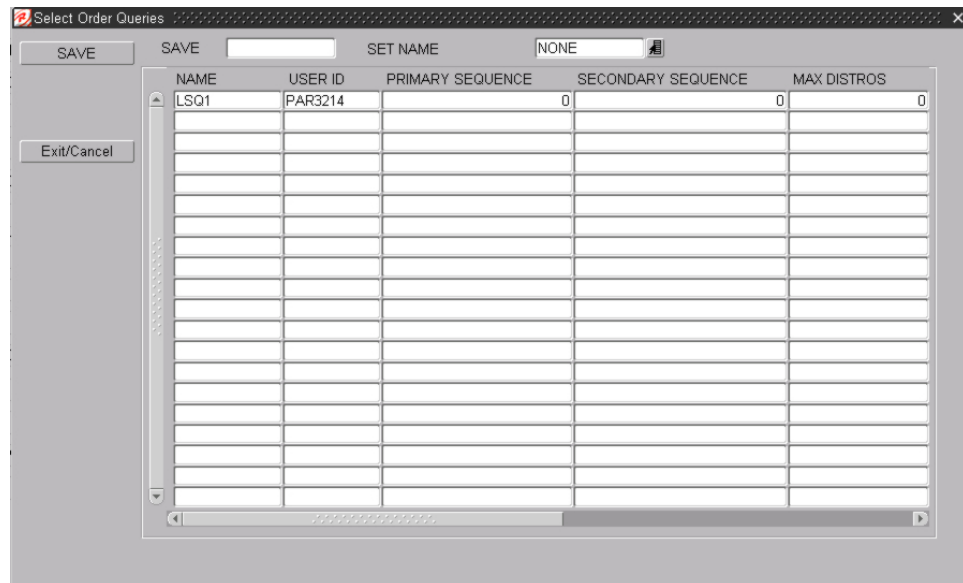
- Click the exit  button to close the window.

Query manual stock orders

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

Run a query

- 1 On the Select Stock Order window, click **Build Query**. The Build Query window is displayed.
- 2 If a query is displayed, click **Clear Query**.
- 3 To load a query:
 - a Click **Load Query**. The Select Order Queries window is displayed.




Select Order Queries window

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

Build a query

- 1 On the Select Stock Order window, click **Build Query**. The Build Query window is displayed.
- 2 In the Column field, select a limiting element.
- 3 In the Operator field, select a relational operator.
- 4 In the Value field, enter the value of the element selected in the Column field.
- 5 In the Logical field, enter the logical operator used to join two or more conditions.
- 6 Enter additional conditions as necessary.

- 7 After entering all the conditional statements, enter any chute criteria in the lower half of the window as necessary.
- 8 To include incomplete orders in the results, select the Incomplete Orders check box.
- 9 To save a query:
 - a Click **Save Query**. The Select Order Queries window is displayed.
 - b In the Save field, enter a name for the query.
 - c If the query is to be saved as part of a query set, select the query set in the Set Name field, or click the LOV  button and select the query set.
 - d Click **Save** to save the query and close the Select Order Queries window.
- 10 On the Build Query window, click **Run Query** to run the query or **Exit/Cancel** to close the Build Query window.

Delete a query

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

Exit the Select Stock Order window

- Click the exit  button to close the window.

Run query sets on manual stock orders

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


Run a set of queries

- 1 On the Select Stock Order window, click **Query Group**. The Query Group window is displayed.



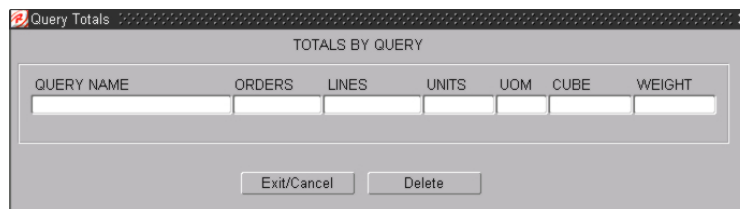
The Query Group window is a dialog box with a title bar that says "Query Group". It contains four input fields: "SET NAME" with a LOV (Look Up Value) button, "MAX DISTROS", "MAX PACK WAVES", and "FILL SORTER CAPACITY" with a checkbox. At the bottom, there are three buttons: "Run Set", "Query Editor", and "Exit/Cancel".

Query Group window

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

Adjust the results

- 1 On the Select Stock Order window, click **Query Totals**. The Query Totals window is displayed.



The Query Totals window is a dialog box with a title bar that says "Query Totals". It has a subtitle "TOTALS BY QUERY". Below this is a table with columns: "QUERY NAME", "ORDERS", "LINES", "UNITS", "UOM", "CUBE", and "WEIGHT". There are empty input fields under each column. At the bottom, there are two buttons: "Exit/Cancel" and "Delete".

Query Totals window

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

Exit the Select Stock Order window

- Click the exit  button to close the window.

Generate the Wave Preview report

- 1 On the Select Stock Order window, click **Wave Preview**. The wave details are displayed in the Wave Preview window.
- 2 Click **Print**. The Wave Preview report is sent to the default destination.

[View a distribution summary](#)

- 1 On the Select Stock Order window, click **Summary**. The details are displayed in the Order Summary window.

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Order Summary window

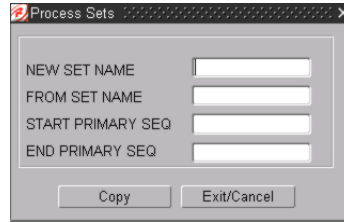
- 2 Click **Exit/Cancel** to close the Order Summary window.

Exit the Select Stock Order window

- Click the exit  button to close the window.

Copy a query set

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

*Process Sets window*

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

Delete a query

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

Delete a query set

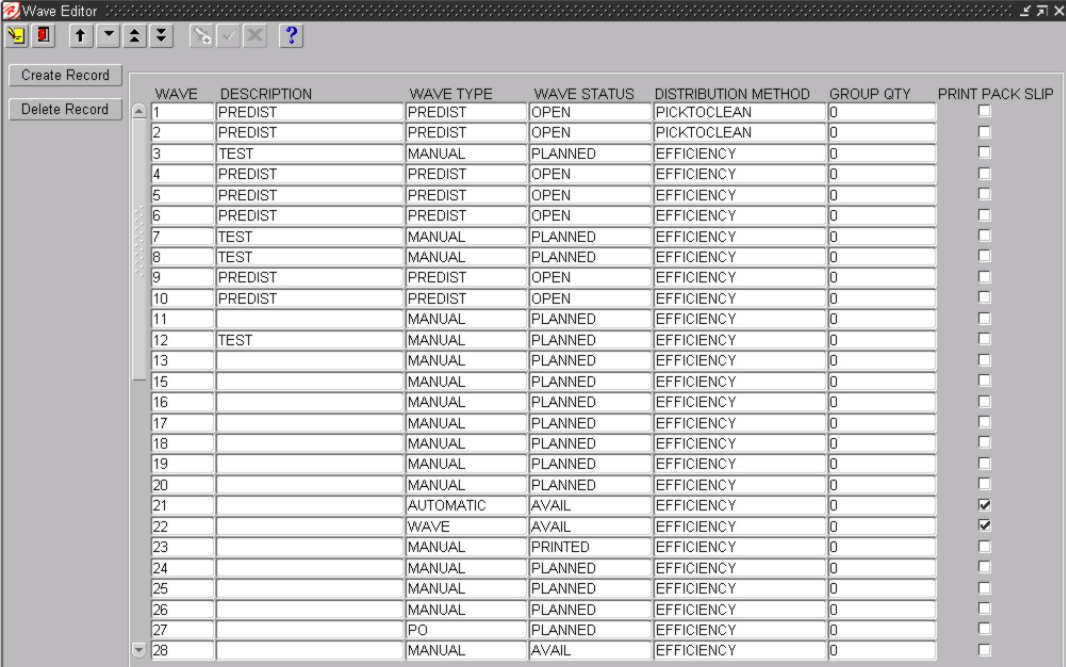
- 1 On the Order Queries Editor window, click **Delete Set**. The Process Sets window is displayed.
- 2 In the Delete Set Name field, enter the name of the set that you want to delete.
- 3 To delete only a range of queries from the selected set, enter the start and end primary sequence numbers in the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

Exit the Order Queries Editor window

- Click the exit  button to close the window.

Maintain waves

- **Navigate:** From the main menu, select Distribution Planning > Wave Editor.
The current waves are displayed in the Wave Editor window.



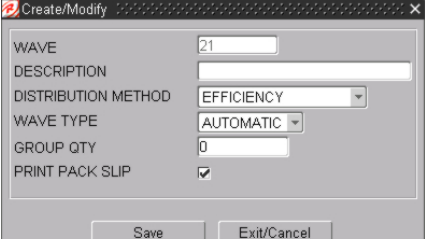
WAVE	DESCRIPTION	WAVE TYPE	WAVE STATUS	DISTRIBUTION METHOD	GROUP QTY	PRINT PACK SLIP
1	PREDIST	PREDIST	OPEN	PICKTOCLEAN	0	<input type="checkbox"/>
2	PREDIST	PREDIST	OPEN	PICKTOCLEAN	0	<input type="checkbox"/>
3	TEST	MANUAL	PLANNED	EFFICIENCY	0	<input type="checkbox"/>
4	PREDIST	PREDIST	OPEN	EFFICIENCY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

Wave Editor window

Edit a wave

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

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



WAVE	21
DESCRIPTION	
DISTRIBUTION METHOD	EFFICIENCY
WAVE TYPE	AUTOMATIC
GROUP QTY	0
PRINT PACK SLIP	<input checked="" type="checkbox"/>

Save Exit/Cancel

Create/Modify window

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

Add a wave

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

Delete a wave

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

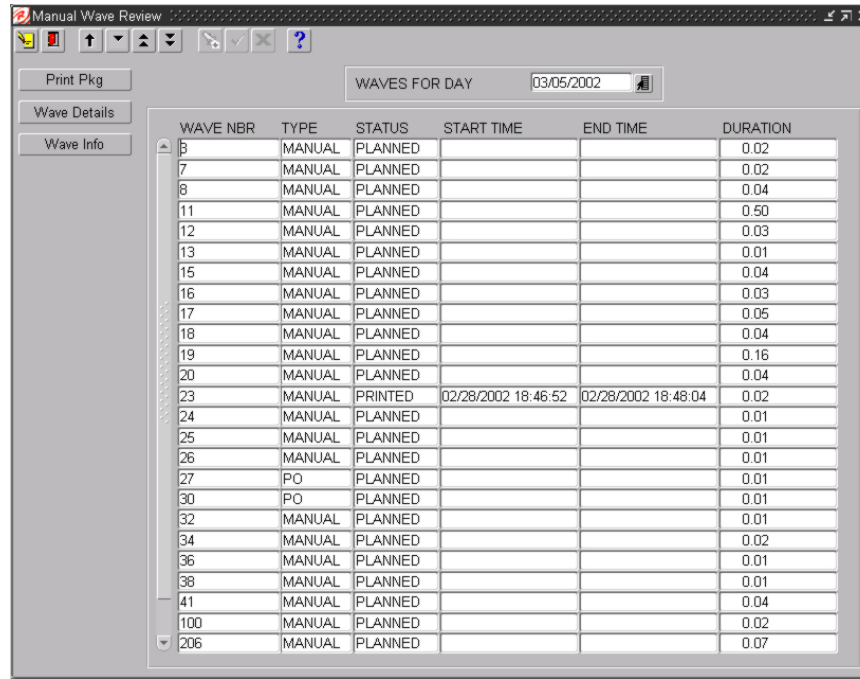
- 1 On the Wave Editor window, select the wave that you want to delete.
- 2 Click **Delete Record**.
- 3 When prompted to delete the record, click **Yes**.

Exit the Wave Editor window

- Click the exit  button to close the window.

Maintain manual waves

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





The screenshot shows the 'Manual Wave Review' window. It has a title bar with standard window controls. Below the title bar is a toolbar with icons for print, save, undo, redo, and help. A 'Print Pkg' button is on the left. A 'Wave Details' button is below it. A 'Wave Info' button is below that. To the right of these buttons is a 'WAVES FOR DAY' field with a date picker set to '03/05/2002'. The main area is a table with columns: WAVE NBR, TYPE, STATUS, START TIME, END TIME, and DURATION. The table contains 20 rows of data, mostly with 'MANUAL' type and 'PLANNED' status. Two rows (23 and 24) have 'PRINTED' status and specific start/end times. The last row (206) is partially visible.

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

Manual Wave Review window

Display manual waves for another date

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

View details by distro

- 1 On the Manual Wave Review window, select the manual wave that you want to view in detail.
- 2 Click **Wave Details**. The distros are displayed in the Distributions for Wave window.
- 3 To view details by destination, select the distro that you want to view in detail.
- 4 Click **Order Details**. The destinations are displayed in the Order Details windows.
- 5 Click **Exit/Cancel** to close the Order Details window. Then click **Exit/Cancel** to close the Distributions for Wave window.

Purge a distro from a manual wave

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

- 1 On the Manual Wave Review window, select the manual wave that you want to edit.
- 2 Click **Wave Details**. The distros are displayed in the Distributions for Wave window.

[illegible]

Distributions for Wave window

- 3 Select the distro that you want to purge.
- 4 Click **Purge**.

Purge a destination/item from a distro

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

- 1 On the Manual Wave Review window, select the manual wave that you want to edit.
- 2 Click **Wave Details**. The distros are displayed in the Distributions for Wave window.
- 3 Select the distro that you want to edit.
- 4 Click **Order Details**. The Order Details window is displayed.

[illegible]

Order Detail

- 5 Select the destination/item that you want to purge.
- 6 Click **Purge**.


Edit resources and hours for a manual wave

- 1 On the Manual Wave Review window, select the manual wave that you want to edit.
- 2 Click **Wave Info**. The projected operations are displayed in the Wave Information window.

The screenshot shows the 'Wave Information' window with the title bar 'Wave Information'. At the top, there is a 'PLANNED MANUAL WAVE' field with the value '11'. Below this, the window is divided into several sections:

- WAVE NBR:** 11
- DESCRIPTION:** Marks
- TYPE:** MANUAL
- STATUS:** PLANNED
- START TIME:** (empty field)
- OPERATIONS:** A table with columns for BULK, BULK REPLEN, CNTR, CASE REPLEN, UNIT, UNIT REPLEN, PRIME UNIT, and PRIME UNIT REPLEN. The values are: BULK (1), BULK REPLEN (0), CNTR (0), CASE REPLEN (0), UNIT (0), UNIT REPLEN (0), PRIME UNIT (0), and PRIME UNIT REPLEN (0).
- RESOURCES:** A table with columns for BULK, BULK REPLEN, CNTR, CASE REPLEN, UNIT, UNIT REPLEN, PRIME UNIT, and PRIME UNIT REPLEN. The values are: BULK (1), BULK REPLEN (1), CNTR (1), CASE REPLEN (1), UNIT (2), UNIT REPLEN (1), PRIME UNIT (1), and PRIME UNIT REPLEN (5).
- HOURS:** A table with columns for BULK, BULK REPLEN, CNTR, CASE REPLEN, UNIT, UNIT REPLEN, PRIME UNIT, and PRIME UNIT REPLEN. The values are: BULK (00.50), BULK REPLEN (00.00), CNTR (00.00), CASE REPLEN (00.00), UNIT (00.00), UNIT REPLEN (00.00), PRIME UNIT (00.00), and PRIME UNIT REPLEN (00.00).
- DURATION:** .5
- CNTR QTY:** 1
- UNIT QTY:** 20.0
- CUBE:** 7200.0

Wave Information window

- 3 Double-click a field. The Modify window is displayed.
- 4 Edit the resources and hours as necessary.
- 5 Click **Save** to save any changes and close the Modify window.
- 6 Click the exit  button to close the Wave Information window.



Exit the Manual Wave Review window

- Click the exit  button to close the window.

Generate pick packages for manual waves

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

Display manual waves for another date

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

Print a pick package

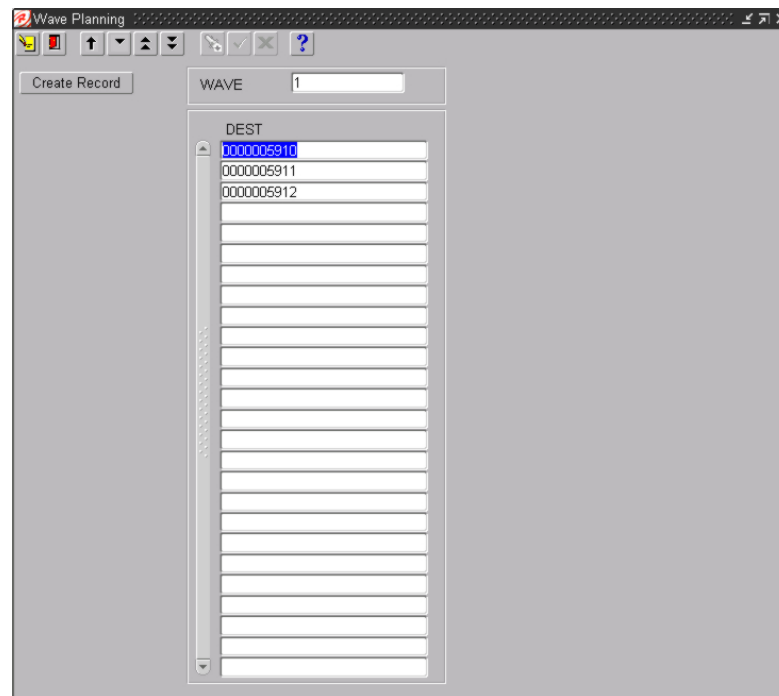
- 1 On the Manual Wave Review window, select the manual wave for which a pick package is needed.
- 2 Click **Print Pkg.**
- 3 When prompted to confirm the request, click **Yes**.





Exit the Manual Wave Review window

- Click the exit  button to close the window.

Maintain wave plans

- **Navigate:** From the main menu, select Distribution Planning > Wave Planning. The Wave Planning window is displayed.

*Wave Planning window***Display a wave plan**


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

Add a destination to a wave

- 1 On the Wave Planning window, click **Create Record**. The Create window is displayed.



Create window

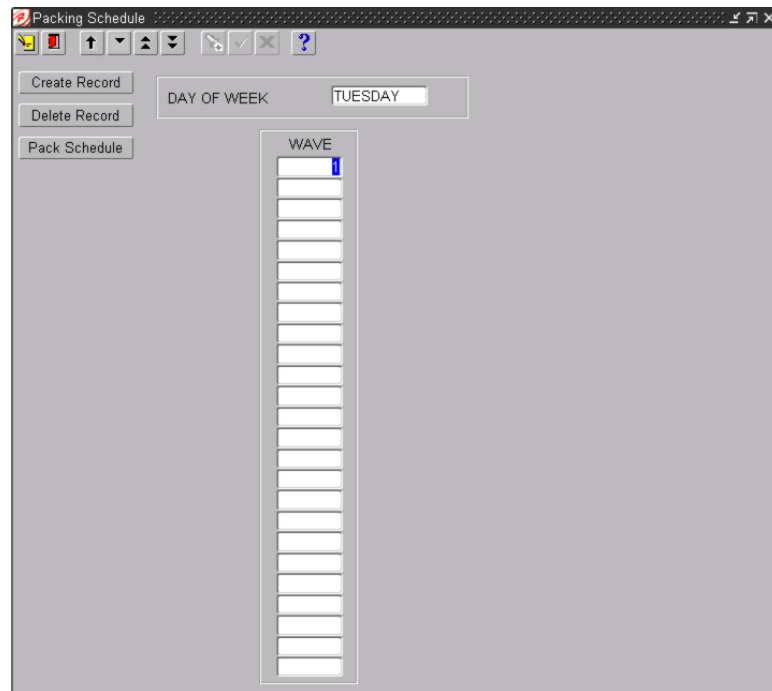
- 2 In the Dest field, enter the ID of the destination, or click the LOV  button and select the destination.
- 3 Click **Save** to save the changes and close the Create window.

Exit the Wave Planning window

- Click the exit  button to close the window.





Maintain packing schedules

- **Navigate:** From the main menu, select Distribution Planning > Packing Schedule Setup. The Packing Schedule window is displayed.




Packing Schedule window

Display the packing schedule for a day of the week

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

View the packing schedules for the week

- 1 On the Packing Schedule window, click **Pack Schedule**. The packing schedules for each day of the week are displayed on the Pack Schedule Summary window.
- 2 Click the exit  button to close the Pack Schedule Summary window.

Add a wave to a packing schedule

- 1 On the Packing Schedule window, click **Create Record**. The Create window is displayed.

*Create window*

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

Delete a wave from a packing schedule

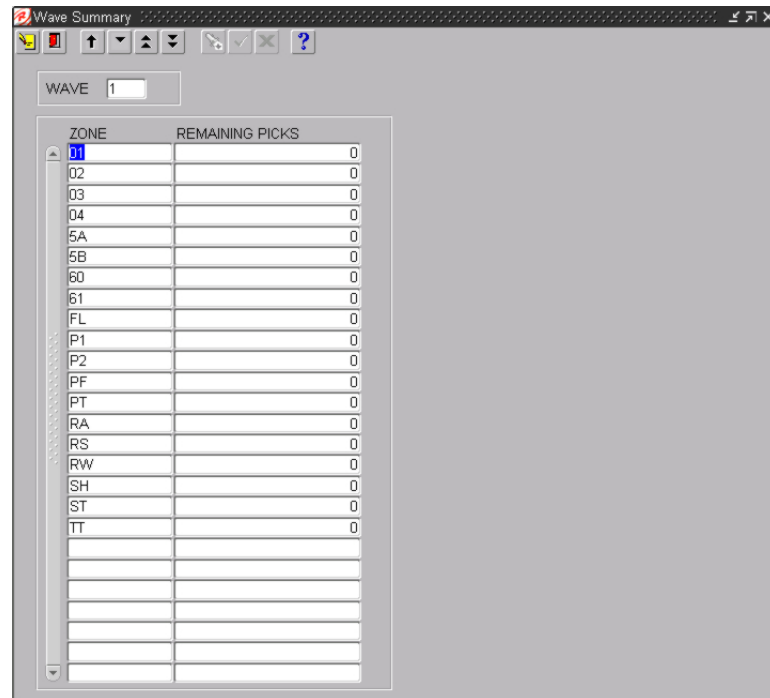
- 1 On the Packing Schedule window, select the wave that you want to delete.
- 2 Click **Delete Record**.
- 3 When prompted to delete the record, click **Yes**.

Exit the Packing Schedule window

- Click the exit  button to close the window.





View remaining picks by wave

- ➔ **Navigate:** From the main menu, select Distribution Planning > Wave Summary. The Wave Summary window is displayed.



Wave Summary window

Display the remaining picks

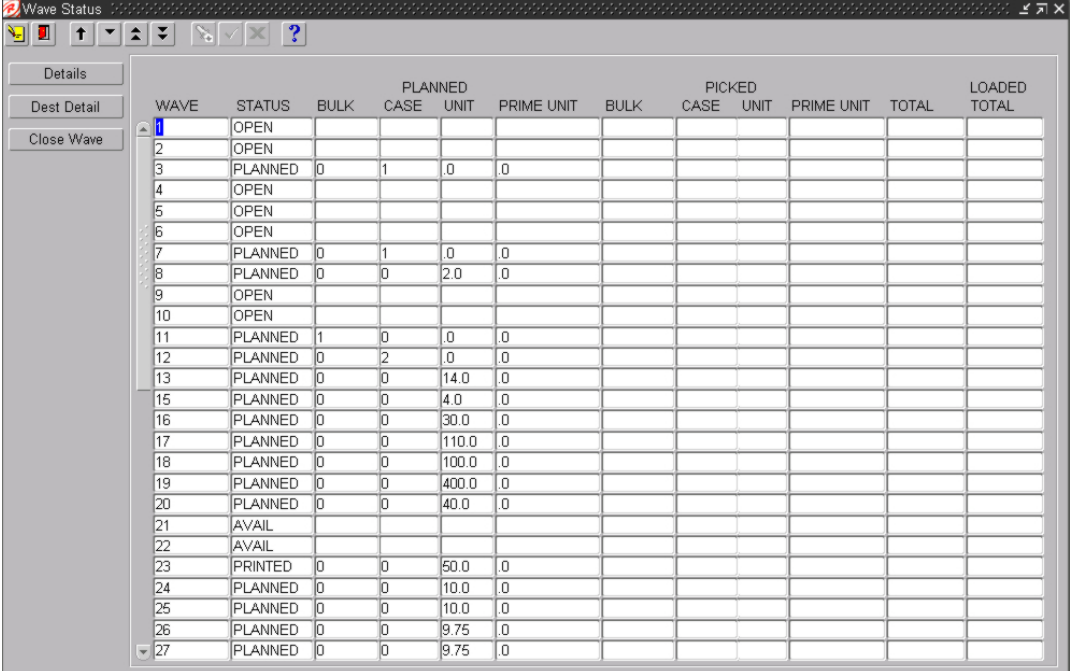
- 1 If a wave is currently displayed, click the clear  button.
- 2 Click the enter query  button.
- 3 In the Wave query field, enter the name of the wave number, or click the LOV  button and select the wave number.
- 4 Click the execute  query button. The remaining picks for the selected wave are displayed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

Exit the Wave Summary window

- Click the exit  button to close the window.

View wave statuses

- **Navigate:** From the main menu, select Distribution Planning > Wave Status.
The current waves are displayed in the Wave Status window.



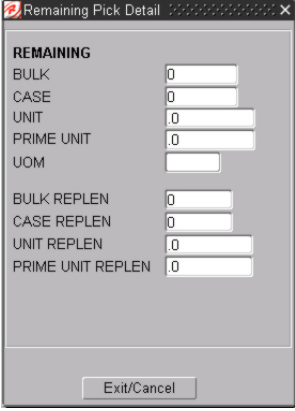
The Wave Status window displays a table with the following columns: WAVE, STATUS, BULK, PLANNED CASE, PLANNED UNIT, PLANNED PRIME UNIT, PICKED CASE, PICKED UNIT, PICKED PRIME UNIT, TOTAL, and LOADED TOTAL. The table lists 27 waves with their respective statuses and planned/picked values.

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

Wave Status window

View remaining picks for a wave

- On the Wave Status window, select the wave that you want to view in detail.
- Click **Details**. The remaining picks are displayed for the selected wave are displayed in the Remaining Pick Detail window.



The Remaining Pick Detail window displays input fields for the following categories:

- REMAINING**
 - BULK: 0
 - CASE: 0
 - UNIT: 0
 - PRIME UNIT: 0
 - UOM:
- REPLENISHMENT**
 - BULK REPLEN: 0
 - CASE REPLEN: 0
 - UNIT REPLEN: 0
 - PRIME UNIT REPLEN: 0

At the bottom, there is an **Exit/Cancel** button.

Remaining Pick Detail window

- Click **Exit/Cancel** to close the Remaining Pick Detail window.

View wave details by destination

- 1 On the Wave Status window, select the wave that you want to view in detail.
- 2 Click **Dest Detail**. The details by destination for the selected wave are displayed in the Wave Status by Destination window.



- 3 Click the exit button to close the Wave Status by Destination window.

Exit the Wave Status window



- Click the exit button to close the window.

View wave statuses by destination

- **Navigate:** From the main menu, select Distribution Planning > Wave Status by Destination. The Wave Status by Destination window is displayed.

Note: You can also access this window from the Wave Status window.

[illegible]

Wave Status by Destination window

Close waves

- **Navigate:** From the main menu, select Distribution Planning > Wave Status. The current waves are displayed in the Wave Status window.

Close a wave

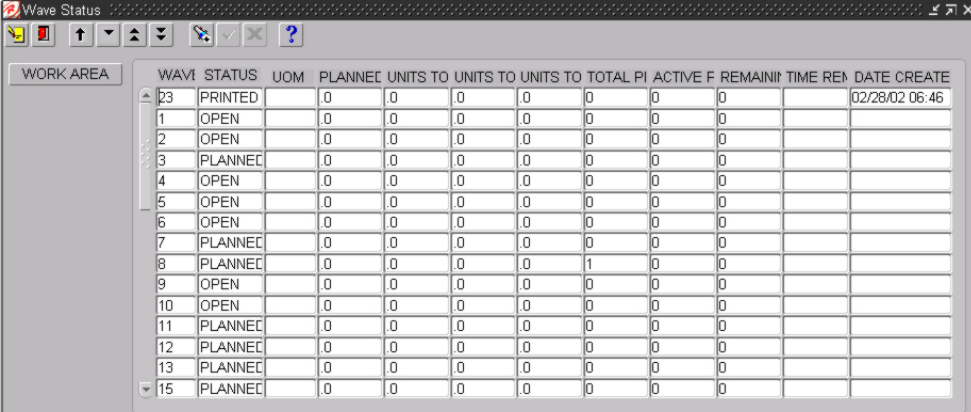
- 1 On the Wave Status window, select the wave that you want to close.
- 2 Click **Close Wave**.
- 3 When prompted to confirm the closure, click **Yes**. The status of the wave changes to Avail (Available).

Exit the Wave Status window

- Click the exit  button to close the window.

Monitor waves

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

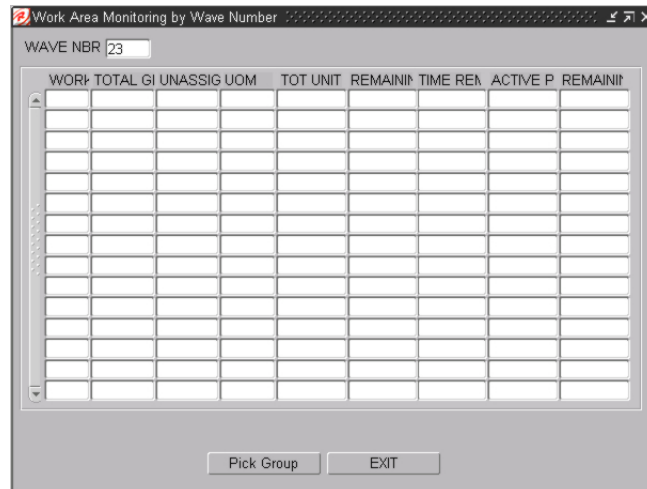


WAVE	STATUS	UOM	PLANNED	UNITS TO	UNITS TO	UNITS TO	TOTAL PI	ACTIVE F	REMAINING	TIME REM	DATE CREATE
13	PRINTED		0	0	0	0	0	0	0		02/28/02 06:46
1	OPEN		0	0	0	0	0	0	0		
2	OPEN		0	0	0	0	0	0	0		
3	PLANNED		0	0	0	0	0	0	0		
4	OPEN		0	0	0	0	0	0	0		
5	OPEN		0	0	0	0	0	0	0		
6	OPEN		0	0	0	0	0	0	0		
7	PLANNED		0	0	0	0	0	0	0		
8	PLANNED		0	0	0	0	1	0	0		
9	OPEN		0	0	0	0	0	0	0		
10	OPEN		0	0	0	0	0	0	0		
11	PLANNED		0	0	0	0	0	0	0		
12	PLANNED		0	0	0	0	0	0	0		
13	PLANNED		0	0	0	0	0	0	0		
15	PLANNED		0	0	0	0	0	0	0		

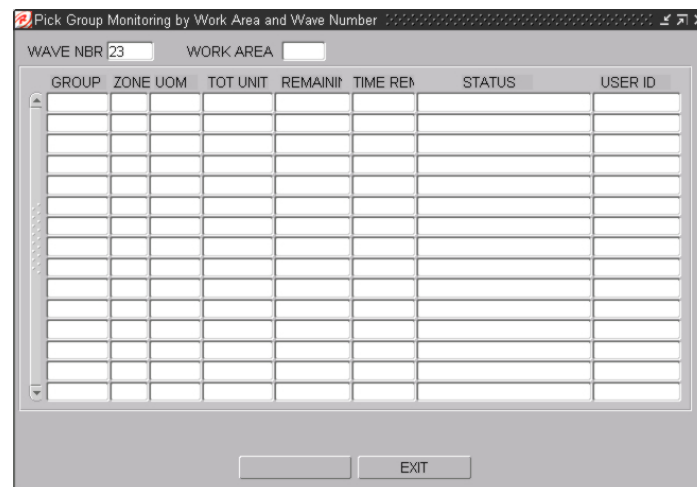
Wave Status (Monitoring) window

View work areas and pick groups by wave

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

*Work Area Monitoring by Wave Number window*

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

*Pick Group Monitoring by Work Area and Wave Number window*

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

Exit the Wave Status (Monitoring) window

- Click the exit  button to close the window.





View pack waves

➡ **Navigate:** From the main menu, select Distribution Planning > Pack Wave Inquiry. The Pack Wave Inquiry window is displayed.

Pack Wave Inquiry window

Display pack waves by wave

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

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

View additional pack wave details

- 1 On the Pack Wave Inquiry window, select the pack wave that you want to view in detail.
- 2 Click **Next**. The groups associated with the selected pack wave are displayed in the Pack Wave block.
- 3 Select the group that you want to view in detail.




Maintain replenishment picks

- **Navigate:** From the main menu, select Distribution Planning > Replenishment Summary. The Replenishment Summary window is displayed.

[illegible]

Replenishment Summary window

Display the remaining picks

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

View the pick directives

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

The screenshot shows a window titled "Detail". At the top, there are two input fields: "FROM ZONE" with the value "P1" and "TO ZONE" with the value "01". Below these fields is a table with five columns: "PICK FROM LOC", "CONTAINER ID", "ITEM ID", "UOM", and "TYPE". The table contains three rows of data:

PICK FROM LOC	CONTAINER ID	ITEM ID	UOM	TYPE
1A006PAL0218	00000118000001652466	CW_ITEM_1	EA	CASE
1A006PAL0219	00000118000001652473	CW_ITEM_1	EA	CASE
1A006PAL0220	00000118000001652480	CW_ITEM_1	EA	CASE

Below the table, there are two buttons: "Delete Record" and "Exit/Cancel".

Detail window

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

Delete a pick directive

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

Exit the Replenishment Summary window

- Click the exit  button to close the window.


View open PTS containers

- **Navigate:** From the main menu, select Distribution Planning > Put to Store Status. The Put to Store Status window is displayed.





[illegible]

Put to Store Status window

Display all destinations

- Click the execute query  button.

Display a destination


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

View container level details

- 1 On the Put to Store Status window, select the destination that you want to view in detail.
- 2 Click **Status Detail**. The container level details are displayed.

[illegible]

Put to Store Status (Detail) window

- 3 Click the exit  button.


Exit the Put to Store Status window

- Click the exit  button to close the window.





Generate the PTS Containers to Close report

- **Navigate:** From the main menu, select Distribution Planning > Put to Store Status. The Put to Store Status window is displayed.

Display all destinations

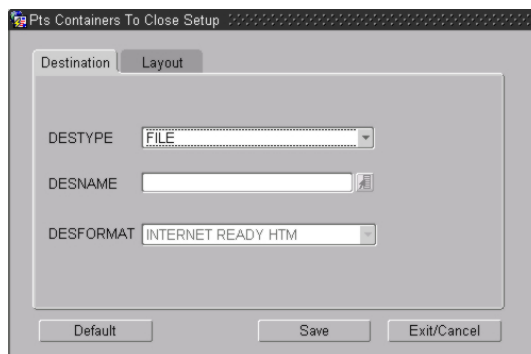
- Click the execute query  button.

Display a destination

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

Generate the PTS Containers to Close report

- Click **Print**. The PTS Containers to Close Setup window is displayed.



PTS Containers to Close Setup window






- In the Destype field, select the type of destination.
 - In the Desname field, select the name of the destination.
- Note:** To return to the default settings, click **Default**.
- To view the layout of the report, click on the Layout tab.
 - Click **Save**. The report is sent to the selected destination.

Confirm paper picks

➡ **Navigate:** From the main menu, select Distribution Planning > Confirm Paper Pick. The Confirm Paper Pick window is displayed.

Confirm Paper Pick window

Display unit pick directives

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

Confirm unit pick directives

- 1 On the Confirm Paper Pick window, select the unit pick directive that you want to confirm.
- 2 Click **Confirm Record**. The amount in the Req Qty field is copied to the Pick Qty field. This indicates that the requested quantity was picked.

Note: To confirm all unit pick directives, click **Confirm All**.

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

Purge unit pick directives

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






Exit the Confirm Paper Pick window

- Click the exit  button to close the window.

Generate the Paper Pick Directives report

- **Navigate:** From the main menu, select Distribution Planning > Confirm Paper Pick. The Confirm Paper Pick window is displayed.

Display unit pick directives

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

Generate the Paper Pick Directives report

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

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

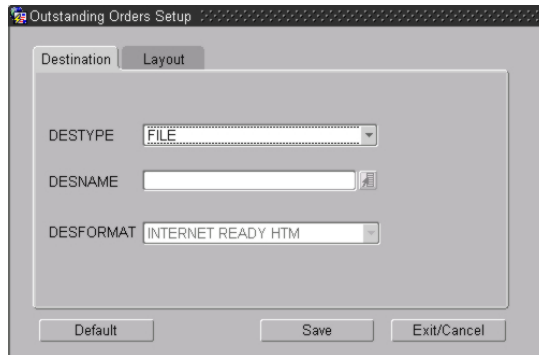
- 4 To view the layout of the report, click on the Layout tab.
- 5 Click **Save**. The report is sent to the selected destination.

Exit the Confirm Paper Pick window

- Click the exit  button to close the window.

Generate the Outstanding Orders report

- **Navigate:** From the main menu, select Distribution Planning > Reports > Outstanding Orders Report. The Outstanding Orders Setup window is displayed.

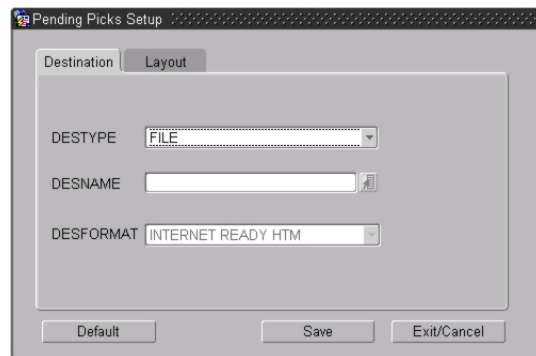


Outstanding Orders Setup window

- 1 In the Destype field, select the type of destination.
 - 2 In the Desname field, select the name of the destination.
- Note:** To return to the default settings, click **Default**.
- 3 To view the layout of the report, click on the Layout tab.
 - 4 Click **Save**. The report is sent to the selected destination.

Generate the Pending Picks report

- **Navigate:** From the main menu, select Distribution Planning > Reports > Pending Picks Report. The Pending Picks Setup window is displayed.



Pending Picks Setup window


- 1 In the Destype field, select the type of destination.
 - 2 In the Desname field, select the name of the destination.
- Note:** To return to the default settings, click **Default**.
- 3 To view the layout of the report, click on the Layout tab.
 - 4 Click **Save**. The report is sent to the selected destination.

Generate the Pick Package Audit report

- ➡ **Navigate:** From the main menu, select Distribution Planning > Reports > Pick Package Audit Report. The Pick Package Audit Report window is displayed.



Pick Package Audit Report window

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

Chapter 10 – Shipping

Overview

Many of the shipping tasks are performed using a hand-held, radio frequency (RF) device. The RF device can be used when loading and unloading trailers, and to indicate the status of a trailer. Information from the RF device is transmitted to RDM, where it can be monitored.

Business process

You can monitor the loading progress at shipping doors. The status of a door may be:

- **Busy:** Either a trailer is being loaded or the door is blocked and can not be used.
- **Available:** The door is not blocked or in use. A trailer may be assigned to the door for loading.

Reports

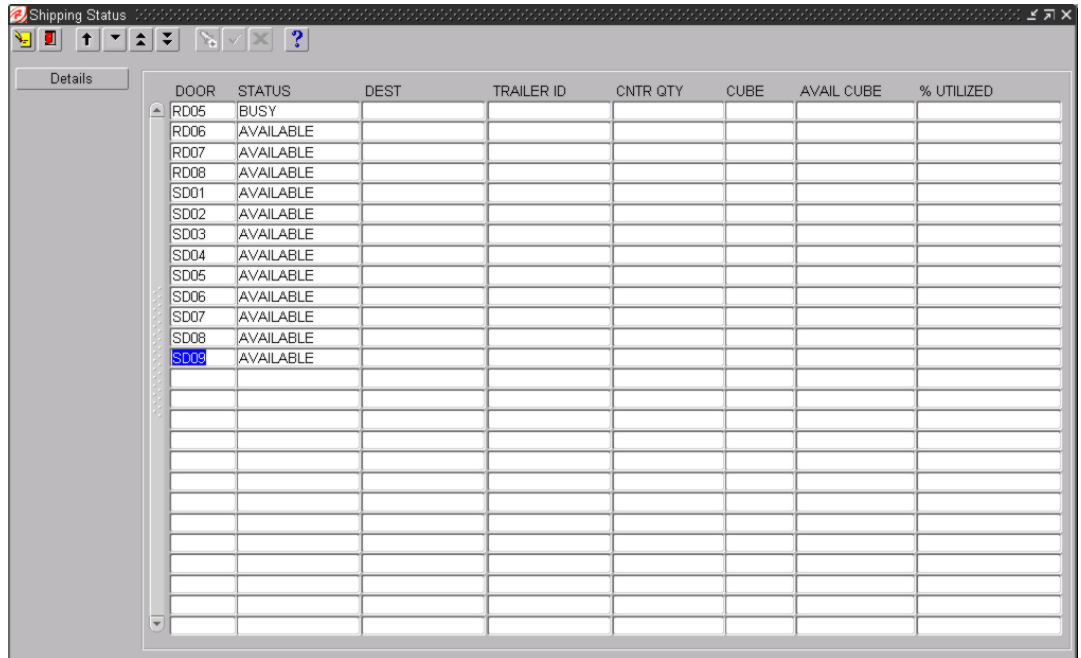
The following reports pertain to shipping:

- **Bill of Lading report:** Provides a list of the items that are loaded in a trailer for a specified bill of lading.
- **Container Manifest report:** Provides a list of items in the containers for a specified bill of lading.
- **Destination Shipment Audit report:** Provides the details of one or more manifests for a specified trailer ID and ship date.
- **Outbound Quality Audit report:** Provides a comparison between expected item counts and actual item counts for a specified outbound container.

Procedures

View statuses of all shipping doors

- **Navigate:** From the main menu, select Shipping > Shipping Status. The statuses of all shipping doors are displayed in the Shipping Status window.



The screenshot shows a window titled "Shipping Status" with a toolbar at the top containing icons for print, save, undo, redo, and help. Below the toolbar is a "Details" button. The main area is a table with the following columns: DOOR, STATUS, DEST, TRAILER ID, CNTR QTY, CUBE, AVAIL CUBE, and % UTILIZED. The table lists 16 rows of data, with the first row (RD05) marked as "BUSY" and the others as "AVAILABLE". The row for SD09 is highlighted in blue.

DOOR	STATUS	DEST	TRAILER ID	CNTR QTY	CUBE	AVAIL CUBE	% UTILIZED
RD05	BUSY						
RD06	AVAILABLE						
RD07	AVAILABLE						
RD08	AVAILABLE						
SD01	AVAILABLE						
SD02	AVAILABLE						
SD03	AVAILABLE						
SD04	AVAILABLE						
SD05	AVAILABLE						
SD06	AVAILABLE						
SD07	AVAILABLE						
SD08	AVAILABLE						
SD09	AVAILABLE						

Shipping Status window

View a trailer manifest

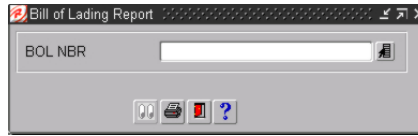
- 1 On the Shipping Status window, select the trailer that you want to view in detail.
- 2 Click **Details**. The trailer manifest is displayed in the Destinations for Trailer window.
- 3 Click **Exit/Cancel** to close the Destinations for Trailer window.

Exit the Shipping Status window



- Click the exit  button to close the window.

Generate the Bill of Lading report

- **Navigate:** From the main menu, select Shipping > Reports > Bill of Lading Advice Report. The Bill of Lading Report window is displayed.

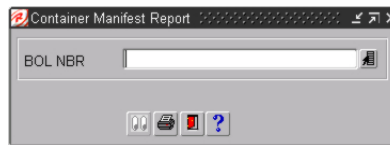


Bill of Lading Report window



- 1 In the BOL Nbr field, enter the bill of lading number, or click the LOV  button and select the bill of lading.
- 2 Click the print  button. The report is sent to the default destination.

Generate the Container Manifest report

- **Navigate:** From the main menu, select Shipping > Reports > Container Manifest Audit Report. The Container Manifest Report window is displayed.



Container Manifest Report window



- 1 In the BOL Nbr field, enter the bill of lading number, or click the LOV  button and select the bill of lading.
- 2 Click the print  button. The report is sent to the default destination.

Generate the Destination Shipment Audit report

- **Navigate:** From the main menu, select Shipping > Reports > Ship Audit Report. The Ship Audit Report window is displayed.

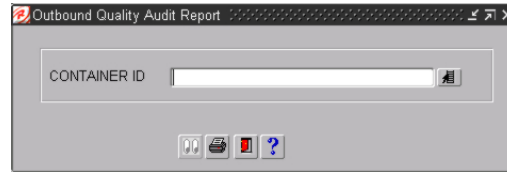


Ship Audit Report window



- 1 In the Trailer ID field, select the ID of the trailer, or click the LOV  button and select the trailer. The ship date is automatically filled in.
- 2 In the Detail field, enter Y (Yes) to include or N (No) to exclude details at the container level.
- 3 Click the print  button. The report is sent to the default destination.

Generate the Outbound Quality Audit report

- ➡ **Navigate:** From the main menu, select Shipping > Reports > Outbound Audit Quality Report. The Outbound Quality Audit Report window is displayed.



Outbound Quality Audit Report window

- 1 In the Container ID field, enter the ID of the outbound container, or click the LOV  button and select the container.
- 2 Click the print  button. The report is sent to the default destination.

Chapter 11 – Trailer management

Overview

The Trailer Management module allows you to track and manage the status of inbound and outbound trailers.

The system tracks the status of all trailers in the fleet. The status may be:

- Arrived inbound: The trailer is checked in and is either staged at a receiving door or assigned to a yard location.
- Checked out: The trailer is checked out.
- Loaded: The trailer is loaded for outbound transit.
- Out of service: The trailer is not usable.
- Scheduled: The trailer has a designated appointment time, but has not yet been checked in to the yard.
- Shipped: The trailer is loaded with outbound merchandise and in-transit to its destinations.
- Unloaded: The trailer is unloaded and released, but still in the yard. Outbound arrivals are given this status when they are checked in.
- Unloading: The trailer is being unloaded at the receiving door.
- Unknown: The trailer status is unknown.

Business process

You can look up the status of all trailers, or specifically trailers in the yard. You can change the status of trailers in the yard from Unloaded to Out of Service or from Out of Service to Unloaded.

You can check in trailers with a status of Scheduled or Checked Out. The status of the checked in trailer changes from Scheduled to Arrived Inbound or from Checked Out to Unloaded.

You can check out trailers with a status of Shipped or Unloaded. The status of the checked out trailers changes to Checked Out.

If a trailer arrives that is not identified in the system you can add it. In addition, you can identify or change the carrier and yard location as necessary.

You can look up the contents of any inbound or outbound trailer. The details can be displayed by item, destination, or container.

Reports

The following reports are available in the Trailer Management module:

- Trailer Status report: Provides the status of all inbound and outbound trailers.
- Yard Status report: Provides the status of trailers at all yard locations.


Procedures

Maintain trailer statuses





- **Navigate:** From the main menu, select Trailer Management > Trailer Status.
The Trailer Status window is displayed.

Trailer Status window

Display all trailers

- Click the execute query  button.

Display a subset of trailers

- 1 If any trailers are currently displayed, click the clear  button.
- 2 Click the enter query  button.
- 3 In the Trailer ID query field, enter a or partial trailer ID, or click the LOV  button and select the trailer.
- 4 Click the execute query  button. The trailer or trailers that match the selected trailer ID are displayed.

Edit a trailer

- 1 On the Trailer Status window, double-click the trailer that you want to edit. The Create/Modify window is displayed.

The screenshot shows a 'Create/Modify' dialog box with the following fields and values:

Field	Value
TRAILER ID	YELL1PF
CARRIER	YELL
LOCATION ID	
APPT NBR	758
MODE	L

Buttons: Save, Exit/Cancel

Create/Modify window

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

Edit the status of a trailer

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

Click **Check Out** to change the status of a trailer from Shipped or Unloaded to Checked Out.

Generate the trailer status report

- 1 On the Trailer Status window, click **Print**. The Trailer Status Setup window is displayed.

The screenshot shows the 'Trailer Status Setup' dialog box with the 'Destination' tab selected. The fields are:



Field	Value
DESTYPE	FILE
DESNAME	
DESFORMAT	INTERNET READY HTM

Buttons: Default, Save, Exit/Cancel

Trailer Status Setup window

- 2 In the Destype field, select the type of destination.
 - 3 In the Desname field, select the name of the destination.
- Note:** To return to the default settings, click **Default**.
- 4 To view the layout of the report, click on the Layout tab.
 - 5 Click **Save**. The report is sent to the selected destination.

Add a trailer

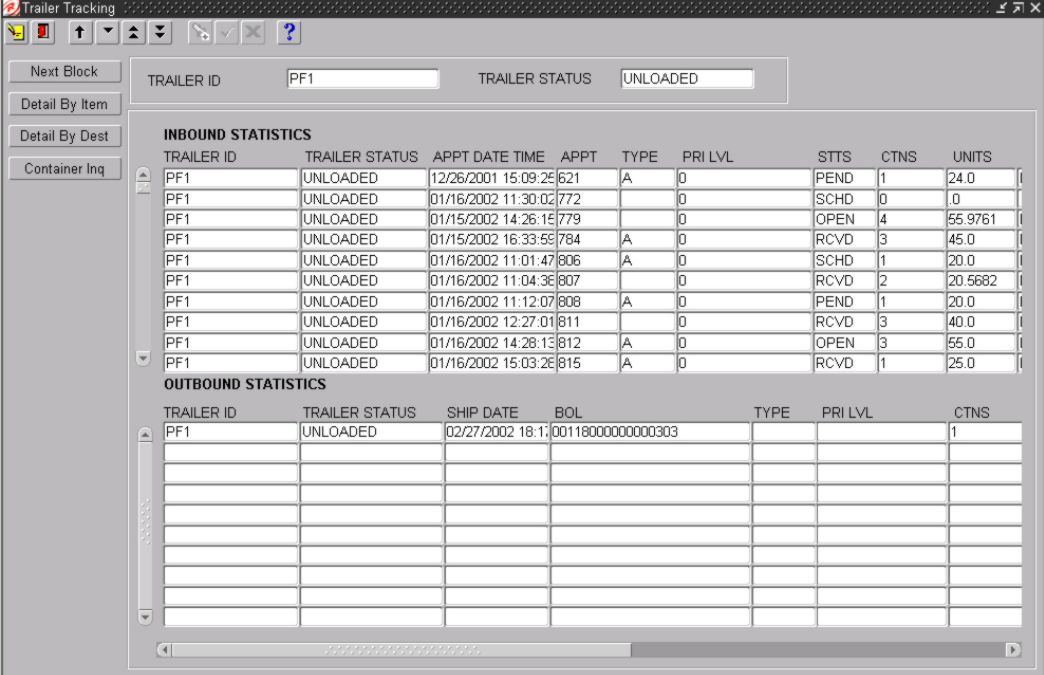
- 1 On the Trailer Status window, click **Create Record**. The Create/Modify window is displayed.
- 2 In the Trailer ID field, enter the ID of the trailer.
- 3 In the Carrier field, enter the code for the carrier, or click the LOV  button and select the carrier.
- 4 In the Location ID field, enter the ID of the yard location, or click the LOV  button and select the location.
- 5 Click **Save** to save the changes and close the Create/Modify window.

Exit the Trailer Status window

- Click the exit  button to close the window.

View merchandise in trailers


- **Navigate:** From the main menu, select Trailer Management > Trailer Tracking. The Trailer Tracking window is displayed.



TRAILER ID	TRAILER STATUS	APPT DATE TIME	APPT	TYPE	PRI LVL	STTS	CTNS	UNITS
PF1	UNLOADED	12/26/2001 15:09:25	621	A	0	PEND	1	24.0
PF1	UNLOADED	01/16/2002 11:30:02	772		0	SCHD	0	0
PF1	UNLOADED	01/15/2002 14:26:15	779		0	OPEN	4	55.9761
PF1	UNLOADED	01/15/2002 16:33:55	784	A	0	RCVD	3	45.0
PF1	UNLOADED	01/16/2002 11:01:47	806	A	0	SCHD	1	20.0
PF1	UNLOADED	01/16/2002 11:04:35	807		0	RCVD	2	20.5682
PF1	UNLOADED	01/16/2002 11:12:07	808	A	0	PEND	1	20.0
PF1	UNLOADED	01/16/2002 12:27:01	811		0	RCVD	3	40.0
PF1	UNLOADED	01/16/2002 14:28:13	812	A	0	OPEN	3	55.0
PF1	UNLOADED	01/16/2002 15:03:25	815	A	0	RCVD	1	25.0

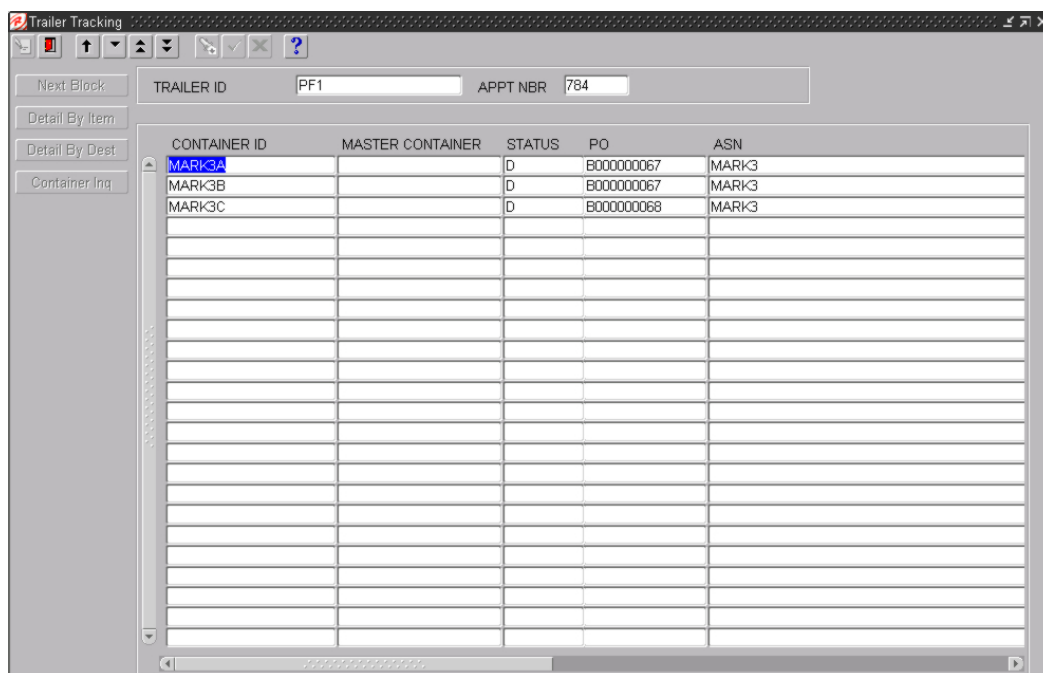
TRAILER ID	TRAILER STATUS	SHIP DATE	BOL	TYPE	PRI LVL	CTNS
PF1	UNLOADED	02/27/2002 18:11	00118000000000303			1

*Trailer Tracking window***Display all trailers**

- Click the execute query  button.

View details by container

- 1 On the Trailer Tracking window, click **Next Block** to place the cursor in either the Inbound Statistics or Outbound Statistics table.
- 2 Select the trailer that you want to view in detail.
- 3 Click **Container Inq.** The containers for the selected trailer are displayed.



Trailer Tracking (by Container) window

- 4 Click the exit  button to close the window.

Exit the Trailer Tracking window

- Click the exit  button to close the window.

Edit the status of a trailer

- 1 On the Yard Status window, select the trailer that you want to edit.
- 2 Click **Service** to toggle the status from Unloaded to Out of Service or from Out of Service to Unloaded.


Exit the Yard Status window

- Click the exit  button to close the window.

Generate the Trailer Status report

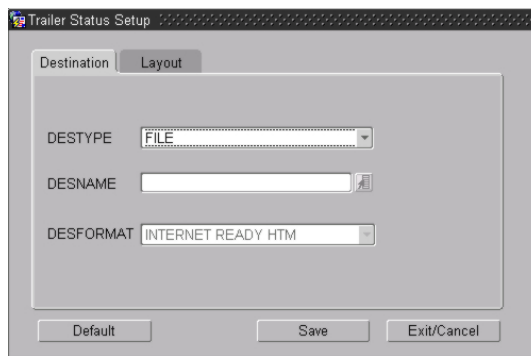
- **Navigate:** From the main menu, select Trailer Management > Trailer Status. The Trailer Status window is displayed.

Display all trailers

- Click the execute query  button.

Generate the Trailer Status report

- 1 On the Trailer Status window, click **Print**. The Trailer Status Setup window is displayed.



Trailer Status Setup window

- 2 In the Destype field, select the type of destination.
- 3 In the Desname field, select the name of the destination.
- Note:** To return to the default settings, click **Default**.
- 4 To view the layout of the report, click on the Layout tab.
- 5 Click **Save**. The report is sent to the selected destination.


Exit the Trailer Status window

- Click the exit  button to close the window.

Generate the Yard Status report

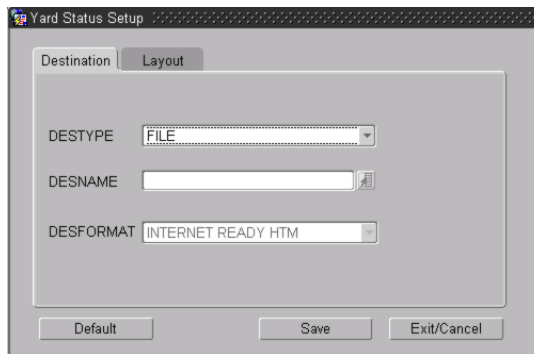
- **Navigate:** From the main menu, select Trailer Management > Yard Status. The Yard Status window is displayed.

Display trailers at all yard locations

- Click the execute query  button.

Generate the yard status report

- 1 On the Yard Status window, click **Print**. The Yard Status Setup window is displayed.



Yard Status Setup window

- 2 In the Destype field, select the type of destination.
 - 3 In the Desname field, select the name of the destination.
- Note:** To return to the default settings, click **Default**.
- 4 To view the layout of the report, click on the Layout tab.
 - 5 Click **Save**. The report is sent the selected destination.

Chapter 12 – Task management

Overview

The task management feature increases labor efficiency by controlling the delegation of work to individuals in a real-time, interactive manner.

Upon starting an RF session, a user chooses task optimization mode. In this mode, the user enters the type of equipment being used, a start and end location, and a task group. After entering a few additional parameters, the appropriate tasks are automatically assigned to the user.

Tasks are assigned based on the rules defined for the distribution center.

Business process

Prior to making task assignments available to operators, you must set up the rules that govern such assignments.

Activities must be defined. When defined, you set the service standards for each activity. In particular, you indicate whether the activity should appear in the task queue. If the activity is included in the task queue, a priority level must be set.

Equipment types must be defined. The equipment types must then be assigned to activities and to zones within the distribution center.

Activities that use the same equipment type must be grouped into task groups. The tasks groups can then be assigned to users. Users may be assigned to regions and zones.

Tasks appear in the task queue depending on which activities were chosen to appear there. You can edit the priority or assigned user for tasks in the queue. You can also delete tasks from the queue.

Statistics pertaining to labor productivity can be viewed by date. The statistics can also be displayed on a graph.

Reports

The following reports provide labor productivity information:

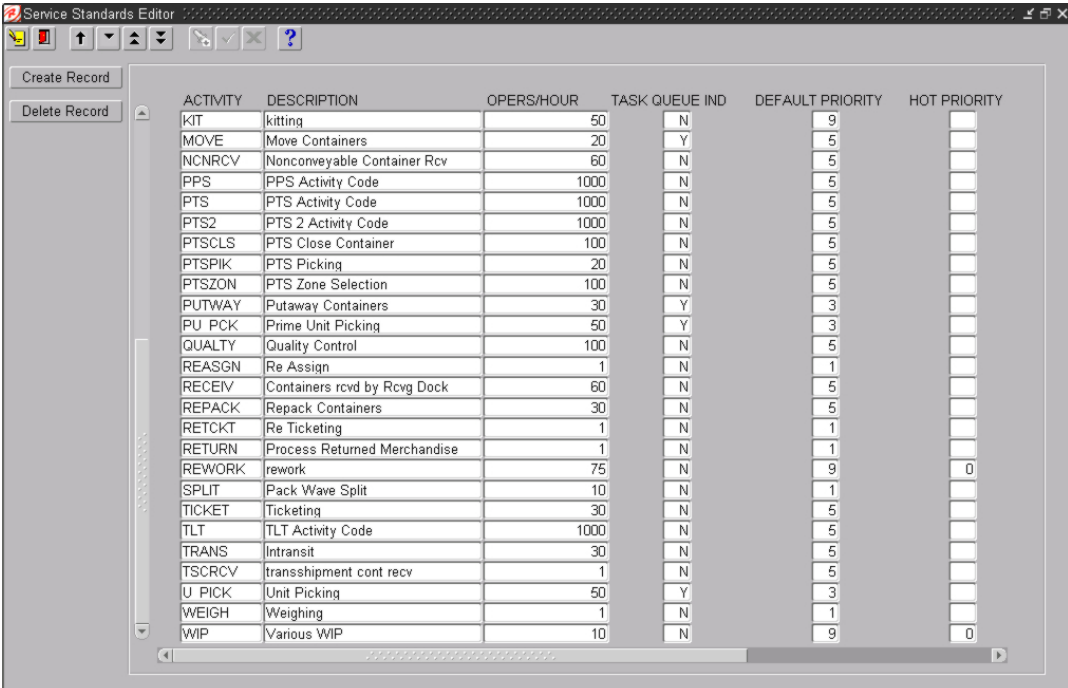
- Activity Productivity Summary report: Summarizes the activities performed for a specified date range.
- User Productivity Summary report: Summarizes the activities performed by user ID for a specified date range.

Both reports show the total hours worked, total number of operations performed, hourly performance rate, hourly performance standard, and comparison between the actual and standard performance rates.

Procedures

Maintain activity codes and service standards

- **Navigate:** From the main menu, select Support Functions > Administration Setup > Service Standards Editor. The current activity codes and their service standards are displayed in the Service Standards Editor window.



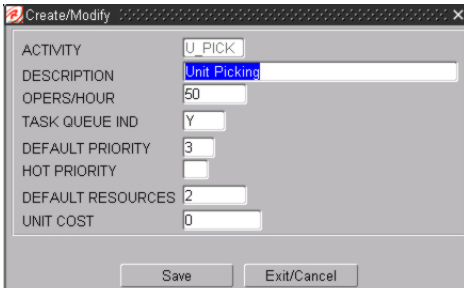
The Service Standards Editor window displays a table with the following columns: ACTIVITY, DESCRIPTION, OPERS/HOUR, TASK QUEUE IND, DEFAULT PRIORITY, and HOT PRIORITY. The table lists various activities such as KIT, MOVE, NCNRCV, PPS, PTS, PTS2, PTSCLS, PTSPK, PTSZON, PUTWAY, PU PCK, QUALITY, REASGN, RECEIV, REPACK, RETCKT, RETURN, REWORK, SPLIT, TICKET, TLT, TRANS, TSCRCV, U PICK, WEIGH, and WIP, each with associated service standards.

ACTIVITY	DESCRIPTION	OPERS/HOUR	TASK QUEUE IND	DEFAULT PRIORITY	HOT PRIORITY
KIT	kitting	50	N	9	
MOVE	Move Containers	20	Y	5	
NCNRCV	Nonconveyable Container Rcv	60	N	5	
PPS	PPS Activity Code	1000	N	5	
PTS	PTS Activity Code	1000	N	5	
PTS2	PTS 2 Activity Code	1000	N	5	
PTSCLS	PTS Close Container	100	N	5	
PTSPK	PTS Picking	20	N	5	
PTSZON	PTS Zone Selection	100	N	5	
PUTWAY	Putaway Containers	30	Y	3	
PU PCK	Prime Unit Picking	50	Y	3	
QUALITY	Quality Control	100	N	5	
REASGN	Re Assign	1	N	1	
RECEIV	Containers rcvd by Rcvg Dock	60	N	5	
REPACK	Repack Containers	30	N	5	
RETCKT	Re Ticketing	1	N	1	
RETURN	Process Returned Merchandise	1	N	1	
REWORK	rework	75	N	9	0
SPLIT	Pack Wave Split	10	N	1	
TICKET	Ticketing	30	N	5	
TLT	TLT Activity Code	1000	N	5	
TRANS	Intransit	30	N	5	
TSCRCV	transshipment cont rcv	1	N	5	
U PICK	Unit Picking	50	Y	3	
WEIGH	Weighing	1	N	1	
WIP	Various WIP	10	N	9	0

Service Standards Editor window

Edit an activity

- 1 On the Service Standards Editor window, double-click the activity that you want to edit. The Create/Modify window is displayed.



The Create/Modify window displays the following fields and values for activity U_PICK:

ACTIVITY	U_PICK
DESCRIPTION	Unit Picking
OPERS/HOUR	50
TASK QUEUE IND	Y
DEFAULT PRIORITY	3
HOT PRIORITY	
DEFAULT RESOURCES	2
UNIT COST	0

Buttons: Save, Exit/Cancel

Create/Modify window

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

Add an activity

- 1 On the Service Standards Editor window, click **Create Record**. The Create/Modify window is displayed.
- 2 In the Activity and Description fields, enter a code and description for the activity.
- 3 In the Opers/Hour field, enter the estimated number of operations per hour. This sets a standard for labor productivity.
- 4 In the Task Queue Ind field, enter Y (Yes) or N (No) to indicate whether the activity should be listed in the task queue.

Note: This is essential if you intend to track tasks using the task management functionality.

- 5 If you enter Y in the Task Queue Ind field, enter the default priority of the activity in the Default Priority field.

Note: The priority ranges from 1 (highest) to 9 (lowest).

- 6 In the Hot Priority field, enter a number to represent the raise in priority when an activity must be expedited.

For example: If the default priority is 6 and the hot priority is 2, then the priority is raised to 4.
- 7 In the Default Resources field, enter the number of resources (personnel) that are available for the activity.
- 8 In the Unit Cost field, enter the cost of processing a unit for the activity.
- 9 Click **Save** to save the changes and close the Create/Modify window.

Delete a service standard

- 1 On the Service Standards Editor window, select the service standard that you want to delete.
- 2 Click **Delete Record**.
- 3 When prompted to delete the record, click **Yes**.

Exit the Service Standards Editor window

- Click the exit  button to close the window.

Add an equipment type

- 1 On the Activity Equipment window, click **Create Record**. The Create/Modify window is displayed.
- 2 In the Equipment Type field, enter the ID of the equipment type.
- 3 In the Description field, enter the description of the equipment type.
- 4 Click **Save** to save the changes and close the Create/Modify window.

Delete an equipment type

- 1 On the Activity Equipment window, select the equipment type that you want to delete.
- 2 Click **Delete Record**.
- 3 When prompted to delete the record, click **Yes**.

Exit the Activity Equipment window

- Click the exit  button to close the window.

Assign equipment types to activities

- **Navigate:** From the main menu, select Task Management > Activity Codes and Equipment. The current assignments are displayed in the Activity Equipment window.

[illegible]

Activity Equipment window




Edit an assignment

- 1 On the Activity Equipment window, double-click the assignment that you want to edit. The Create/Modify window is displayed.

Create/Modify window

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

Add an assignment

- 1 On the Activity Equipment window, click **Create Record**. The Create/Modify window is displayed.
- 2 In the Activity Code field, enter the code for the activity, or click the LOV  button and select the activity.
- 3 In the Primary Equipment Type field, enter the ID of the primary equipment type, or click the LOV  button and select the equipment type.
- 4 In the Secondary Equipment Type field, enter the ID of the secondary equipment type, or click the LOV  button and select the equipment type. This choice is optional.
- 5 Click **Save** to save the changes and close the Create/Modify window.

Delete an assignment

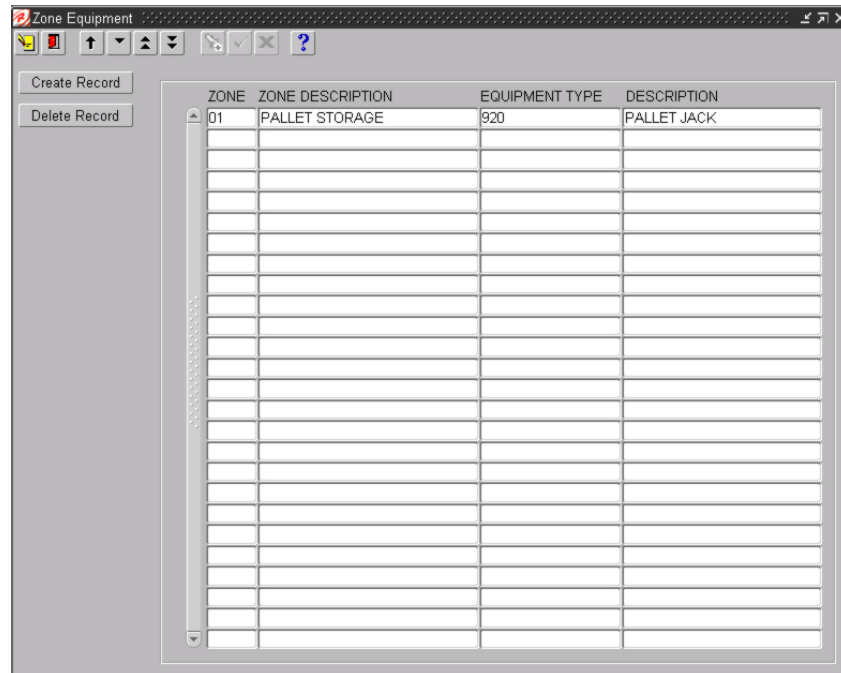
- 1 On the Activity Equipment window, select the assignment that you want to delete.
- 2 Click **Delete Record**.
- 3 When prompted to delete the record, click **Yes**.

Exit the Activity Equipment window

- Click the exit  button to close the window.

Assign equipment types to zones

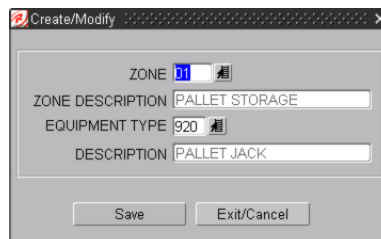
- **Navigate:** From the main menu, select Task Management > Zone Equipment. The current assignments are displayed in the Zone Equipment window.



Zone Equipment window

Edit an assignment



- 1 On the Zone Equipment window, double-click the assignment that you want to edit. The Create/Modify window is displayed.



Create/Modify window

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

Add an assignment

- 1 On the Zone Equipment window, click **Create Record**. The Create/Modify window is displayed.
- 2 In the Zone field, enter the zone ID, or click the LOV  button and select the zone.
- 3 In the Equipment Type field, enter the ID of the equipment type, or click the LOV  button and select the equipment type.
- 4 Click **Save** to save the changes and close the Create/Modify window.

Delete an assignment

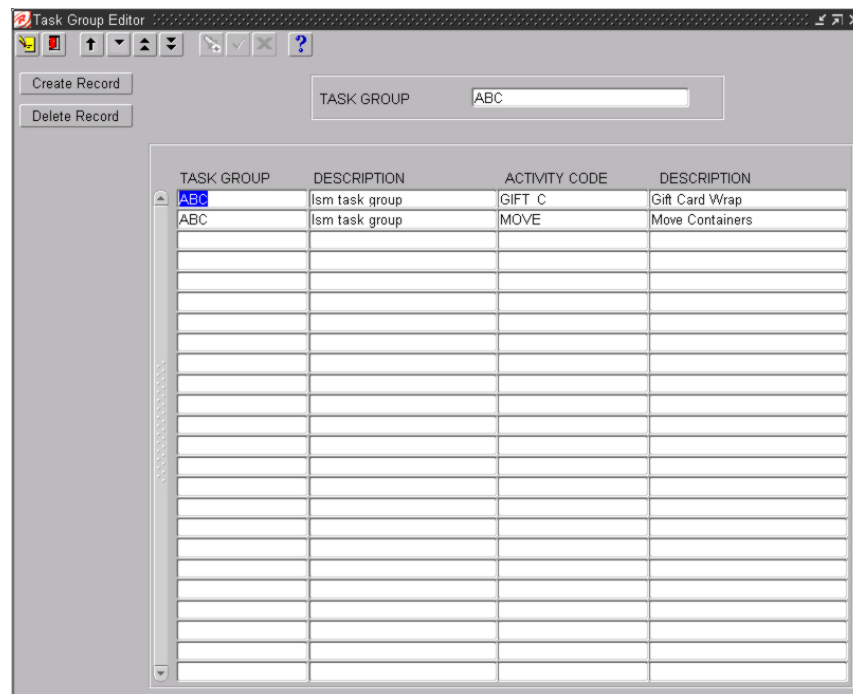
- 1 On the Zone Equipment window, select the assignment that you want to delete.
- 2 Click **Delete Record**.
- 3 When prompted to delete the record, click **Yes**.

Exit the Zone Equipment window

- Click the exit  button to close the window.


Maintain task groups

- **Navigate:** From the main menu, select Task Management > Task Group Editor. The Task Group Editor window is displayed.







Task Group Editor window

Display activities for all task groups

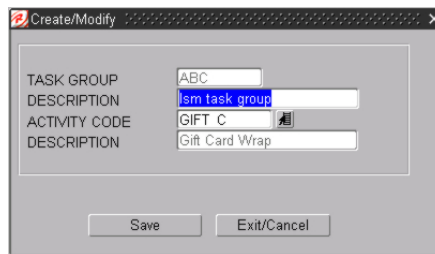
- Click the execute query  button.

Display activities for one task group


- 1 If any task groups are currently displayed, click the clear  button.
- 2 Click the enter query  button.
- 3 In the Task Group query field, enter the code for the task group, or click the LOV  button and select the task group.
- 4 Click the execute query  button. The activities associated with the selected task group are displayed.

Edit a task group

- 1 On the Task Group Editor window, double-click the task group record that you want to edit. The Create/Modify window is displayed.



The screenshot shows a 'Create/Modify' dialog box with the following fields and values:

TASK GROUP	ABC
DESCRIPTION	ism task group
ACTIVITY CODE	GIFT C 
DESCRIPTION	Gift Card Wrap



At the bottom of the window are two buttons: 'Save' and 'Exit/Cancel'.

Create/Modify window

- 2 Edit the task group description and activity as necessary.
- 3 Click **Save** to save any changes and close the Create/Modify window.

Add a task group

Note: You can use this procedure to add another activity to an existing task group or add a new task group.



- 1 On the Task Group Editor window, click **Create Record**. The Create/Modify window is displayed.
- 2 In the Task Group field, enter the code for a new task group, or click the LOV  button and select an existing task group.
- 3 In the Description field, enter or edit the description of the task group.
- 4 In the Activity Code field, enter the code for the activity that you want to add to the task group, or click the LOV  button and select the activity.
- 5 Click **Save** to save the changes and close the Create/Modify window.

Add an assignment

- 1 On the User Task Editor window, click **Create Record**. The Create/Modify window is displayed.

The screenshot shows a 'Create/Modify' dialog box. It has five input fields: 'USER ID', 'TASK GROUP', 'DESCRIPTION', 'REGION', and 'ZONE'. Each field has a small icon to its right, likely for a lookup value (LOV). Below the fields are three radio buttons labeled 'LOCATION', 'PRIORITY', and 'NO ORDER'. At the bottom of the dialog are two buttons: 'Save' and 'Exit/Cancel'.

Create/Modify window

- 2 In the User ID field, enter the ID of the user, or click the LOV  button and select the user.
- 3 In the Task Group field, enter the ID of the task group, or click the LOV  button and select the task group.
- 4 In the Region and Zone fields, enter the ID of each, or click the LOV buttons and select the region or zone.

Note: Restricting the user to a region or zone is optional.

- 5 Select the order in which tasks should be assigned. The order may be by location, priority, or no particular order.
- 6 Click **Save** to save the changes and close the Create/Modify window.

Delete an assignment

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

Exit the User Task Editor window


- Click the exit  button to close the window.

Maintain the task queue




- ➔ **Navigate:** From the main menu, select Task Management > Task Maintenance. The Task Maintenance window is displayed.

Task Maintenance window

Display all tasks

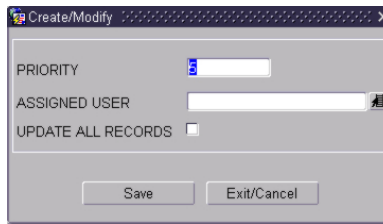
- Click the execute query  button.

Display a subset of tasks

- If any tasks are currently displayed, click the clear  button.
- Click the enter query  button.
- Enter criteria in one or more of the query fields.
- Click the execute query  button. The tasks that match the criteria are displayed.

Edit one or multiple tasks

- 1 On the Task Maintenance window, double-click the task that you want to edit. The Create/Modify window is displayed.



Create/Modify window

- 2 Edit the priority and assigned user as necessary.
- 3 To apply the change to all of the currently displayed tasks rather than just the selected task, select the Update All Records check box.
- 4 Click **Save** to save any changes and close the Create/Modify window.

Delete a task from the queue

- 1 On the Task Maintenance window, select the task that you want to delete.
- 2 Click **Delete Record**.
- 3 When prompted to delete the record, click **Yes**.

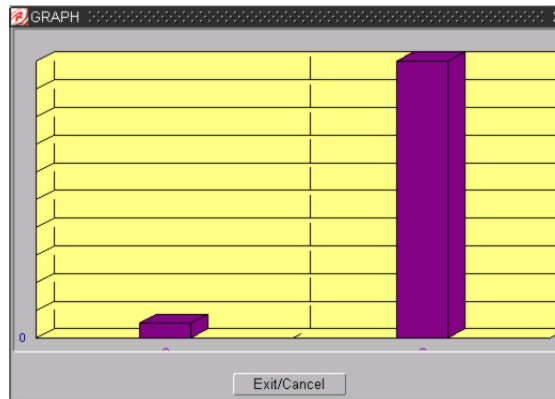
Note: The pick directive is not deleted when a picking task is deleted from the task queue.

Exit the Task Maintenance window

- Click the exit  button to close the window.

Graph labor productivity data

- 1 On the Labor Productivity window, click **Graph**. The data are presented graphically in the Graph window.


*Graph window*

- 2 Click **Exit/Cancel** to close the window.

Generate labor productivity reports

- 1 On the Labor Productivity window, click **Print**. The Report Menu window is displayed.

Report Menu window

- 2 In the Select field, enter the number of the desired report.
 - Enter 1 for the Activity Productivity Summary report.
 - Enter 2 for the User Productivity Summary report.
- 3 Click **Print**. The appropriate Productivity Summary Report window is displayed.
- 4 In the Start Date and End Date fields, enter the range of dates that you want to include in the report.
- 5 Click the print  button. The report is sent to the default destination.

Exit the Labor Productivity window

- Click the exit  button to close the window.

Chapter 13 – Activity history log

Overview

The activity history log allows you to track historical information about activities within a distribution center. You can choose which data should be tracked and specify the sources of that data.

Some basic reports and simple query functionality are provided within RDM. It is recommended that more extensive manipulation of the data be performed with data warehousing tools.

As containers pass through distribution center, historical records are kept in RDM. You can use this information to track a container's progress.

Business process

There are three phases to setting up the activity history log in RDM:

A system option must be set to turn on the logging function.

You must indicate how many days worth of data to retain for each table. Data older than the set number of days are purged from the log.

You must select the fields against which activity is logged. You can select those fields by screen or by table/field. Some activities, however, are always logged. These activities involve users overriding certain defaults and skipping activities.

Simple queries can be run on the data from within RDM.

Reports

You can generate activity history log reports for the following elements:

- Container: Shows all activity logged for a selected container and date range.
- Item: Shows all activity logged for a selected item.
- Location: Shows all activity logged for a selected location and date range.
- Stock order: Shows all activity logged for a selected customer order.
- User: Shows all activity logged for a selected user and date range.

System administration

For activities to be logged, the activity history log functionality must be turned on. The setting for the system parameter, `ahl_log`, may be:

- 0 (zero): The functionality is turned off.
- 1: The functionality is turned on. Activities are written to the `ACTIVITY_LOG` table.
- 2: The functionality is turned on. Activities are written to an Oracle database queue. Customization is required to write the data to the `ACTIVITY_LOG` table.

Automatic overrides and skips

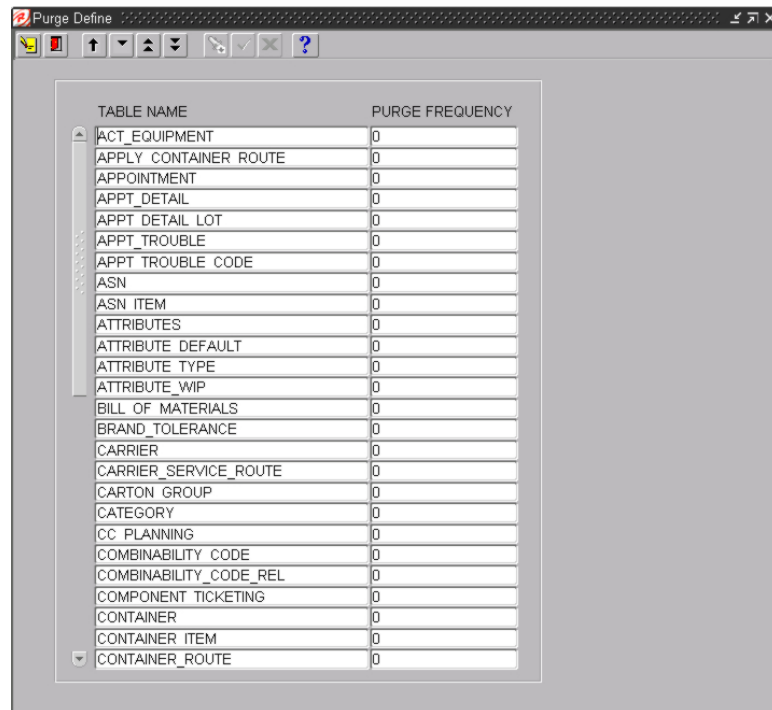
The following user actions are always recorded in the activity history log:

- During the putaway process, a suggested putaway location is overridden.
- During bulk picking or bulk replenishment picking, a suggested pick from location or quantity is overridden.
- During container picking, a suggested location or quantity is overridden.
- During container replenishment picking, a suggested location is overridden.
- During put-to-store picking, a suggested location is overridden.
- During cycle counting, a location marked for counting is skipped.

Procedures

Maintain purge frequencies

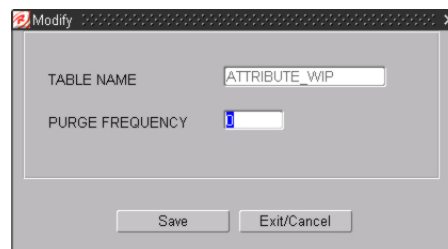
- **Navigate:** From the main menu, select Activity History Log > Define Purge. The current purge settings are displayed in the Purge Define window.



Purge Define window

Edit purge frequencies

- 1 On the Purge Define window, double-click the table that you want to edit. The Modify window is displayed.



Modify window

- 2 In the Purge Frequency field, edit the number of days for which you want to retain data.
- 3 Click **Save** to save any changes and close the Modify window.

Exit the Purge Define window

- Click the exit  button to close the window.

Log activity history by screen


- **Navigate:** From the main menu, select Activity History Log > Set Log by Screen. The Set Log by Screen window is displayed.

SCREEN NAME	TABLE NAME	FIELD NAME	LOG FLAG
SHIP STATUS S	DOOR	DOOR DIRECTION	<input checked="" type="checkbox"/>
SHIP STATUS S	DOOR	DOOR ID	<input checked="" type="checkbox"/>
SHIP STATUS S	DOOR	DOOR_IND	<input checked="" type="checkbox"/>
SHIP STATUS S	DOOR	DOOR STATUS	<input checked="" type="checkbox"/>
SHIP STATUS S	DOOR	LOCATION_ID	<input checked="" type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>




Set Log by Screen window


Display tables and fields for all screens


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

- Click the execute query  button.

Display a subset of screens

- If any screens are currently displayed, click the clear  button.
- Click the enter query  button.
- To display tables and fields by screen (or window), enter the screen name in the Screen Name query field, or click the LOV  button and select the Screen.

To display screens by table or field, enter the table name or field name in the appropriate query fields, or click the LOV  buttons and select the table or field.

- Click the execute query  button. The screens, tables, and fields that match the criteria are displayed.

Set screen level activity logs

- 1 On the Set Log by Screen window, select the Log Flag check box next to each screen/table/field that you want to include in the activity history log.
- 2 Clear the Log Flag check box next to each screen/table/field that you do not want to log.

Note: To select or clear the Log Flag check boxes for all the currently displayed screen/table/field records, select or clear the Select All check box.

- 3 Click **Save** to save any changes.

Exit the Set Log by Screen window

- Click the exit  button to close the window.

Log activity history by table/field


- **Navigate:** From the main menu, select Activity History Log > Set Log by Table/Field. The Set Log by Table/Field window is displayed.

[illegible]




Set Log by Table/Field window

Display all tables and fields

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

- Click the execute query  button.

Display a subset of tables and fields

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

Set table/field level activity logs

- 1 On the Set Log by Table/Field window, select the Log Flag check box next to each table/field that you want to include in the activity history log.
- 2 Clear the Log Flag check box next to each screen/table/field that you do not want to log.

Note: To select or clear the Log Flag check boxes for all the currently displayed table/field records, select or clear the Select All check box.

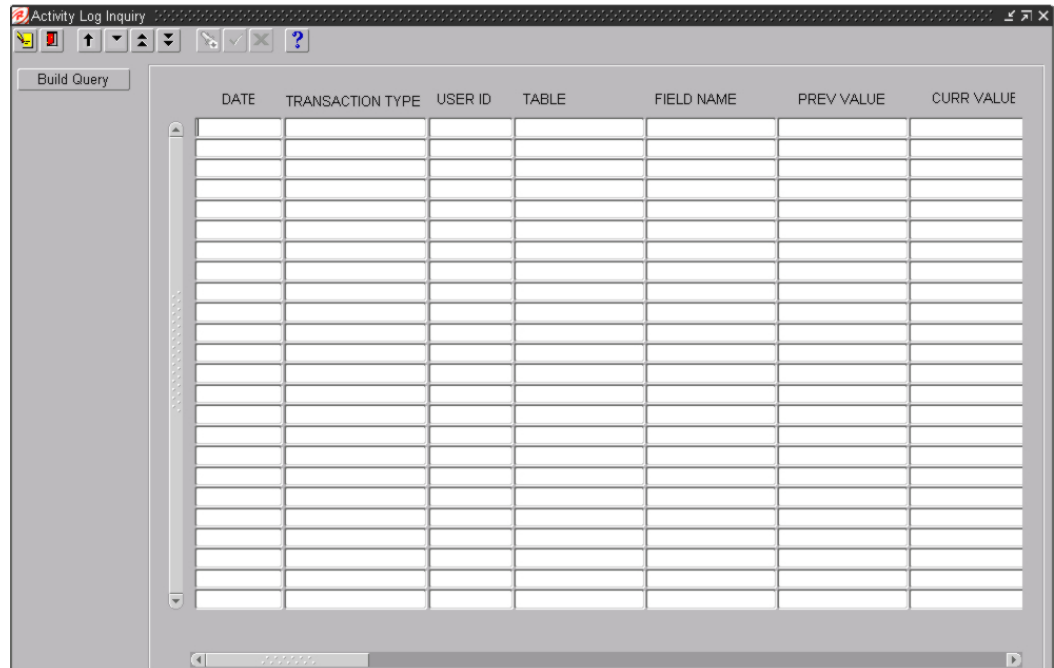
- 3 Click **Save** to save any changes.

Exit the Set Log by Table/Field window

- Click the exit  button to close the window.

View the activity history log

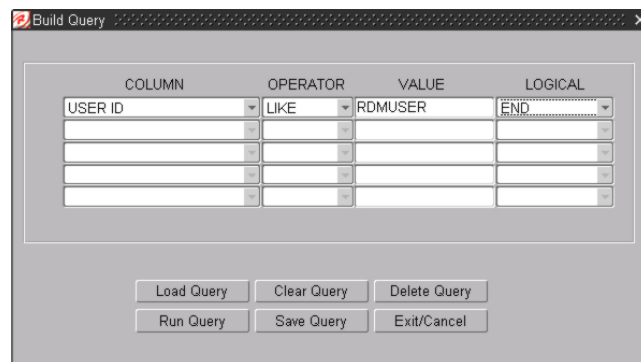
- ➔ Navigate: From the main menu, select Activity History Log > Activity Log Inquiry. The Activity Log Inquiry window displayed.



Activity Log Inquiry window

Query the activity history log

- 1 On the Activity Log Inquiry window, click **Build Query**. The Build Query window is displayed.



Build Query window

- 2 If a query is displayed, click **Clear Query**.

- 3 To load a query:
 - a Click **Load Query**. The Activity Log Queries window is displayed.



Activity Log Queries window

- b Select the query that you want to use.
 - c Click **Load Query**. The query is displayed on the Build Query window.
- 4 Click **Run Query**. The query is run and the results are displayed on the Activity Log Inquiry window.

Build a query

- 1 On the Activity Log Inquiry window, click **Build Query**. The Build Query window is displayed.
- 2 In the Column field, select a limiting element.
- 3 In the Operator field, select a relational operator.
- 4 In the Value field, enter the value of the element selected in the Column field.
- 5 In the Logical field, enter the logical operator used to join two or more conditions.
- 6 Enter additional conditions as necessary.
- 7 To save a query:
 - a Click **Save Query**. The Activity Log Queries window is displayed.
 - b In the Save field, enter a name for the query.
 - c Click **Save** to save the query and close the Activity Log Queries window.
- 8 On the Build Query window, click **Run Query** to run the query or **Exit/Cancel** to close the Build Query window.

Delete a query

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

Exit the Activity History Log window

- Click the exit  button to close the window.

Monitor container history


- **Navigate:** From the main menu, select Inventory Management > Container History. The Container History window is displayed.

[illegible]




Container History window

Display all historical records

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

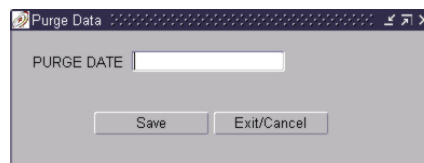
- Click the execute query  button.

Display a subset of historical records

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

Purge historical records

- 1 On the Container History window, click **Purge**. The Purge Data window is displayed.



Purge Data window

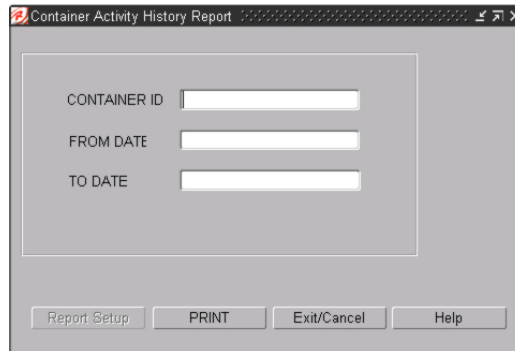
- 2 In the Purge Date field, enter an action date. All records with an action date equal to or less than the selected action date are included in the purge request.
- 3 Click **Save** to enter the purge request and close the Purge Data window.

Exit the Container History window

- Click the exit  button to close the window.

Generate the Activity History Log for Container ID report

- **Navigate:** From the main menu, select Activity History Log > Reports > Container. The Container Activity History Report window is displayed.

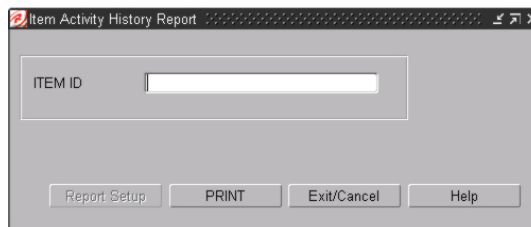


Container Activity History Report window

- 1 In the Container ID field, enter the container ID for which you want a report.
- 2 In the From Date and To Date fields, enter the range of dates to include in the report.
- 3 Click **Print**. The report is sent to the default destination.

Generate the Activity History Log for Item ID

- **Navigate:** From the main menu, select Activity History Log > Reports > Item. The Item Activity History Report window is displayed.

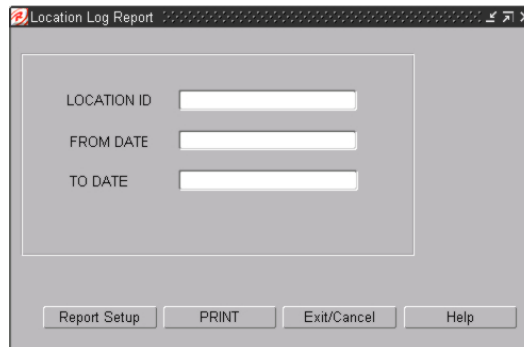


Item Activity History Report window

- 1 In the Item ID field, enter the item ID for which you want a report.
- 2 Click **Print**. The report is sent to the default destination.

Generate the Activity History Log for Location ID report

- **Navigate:** From the main menu, select Activity History Log > Reports > Location. The Location Log Report window is displayed.

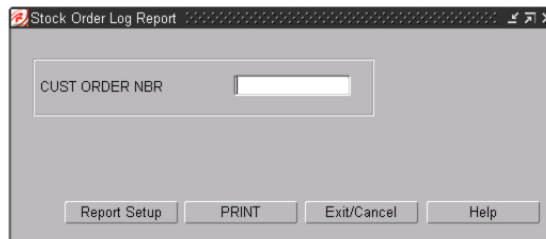


Location Log Report window

- 1 In the Location ID field, enter the location ID for which you want a report.
- 2 In the From Date and To Date fields, enter the range of dates to include in the report.
- 3 Click **Print**. The report is sent to the default destination.

Generate the Activity History Log for Stock Order Nbr report

- **Navigate:** From the main menu, select Activity History Log > Reports > Stock Order. The Stock Order Log Report window is displayed.

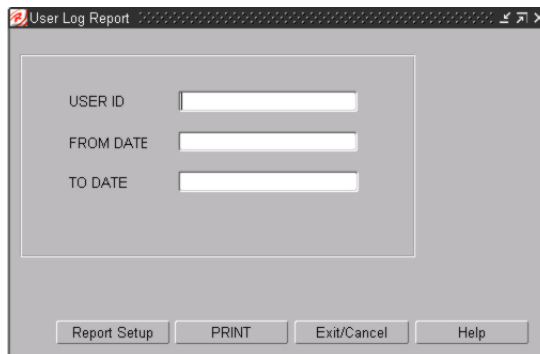


Stock Order Log Report window

- 1 In the Cust Order Nbr field, enter the customer order number for which you want a report.
- 2 Click **Print**. The report is sent to the default destination.

Generate the Activity History Log for User ID report

- ➡ **Navigate:** From the main menu, select Activity History Log > Reports > User. The User Log Report window is displayed.

The image shows a software window titled "User Log Report". Inside the window, there is a light gray rectangular area containing three input fields. The first field is labeled "USER ID", the second "FROM DATE", and the third "TO DATE". Below these fields, there is a row of four buttons: "Report Setup", "PRINT", "Exit/Cancel", and "Help". The window has a standard Windows-style title bar with a close button (X) in the top right corner.

User Log Report window

- 1 In the User ID field, enter the user ID for which you want a report.
- 2 In the From Date and To Date fields, enter the range of dates to include in the report.
- 3 Click **Print**. The report is sent to the default destination.

Chapter 14 – Support functions

Overview

The support functions modules are the heart of the system. They assist system administrators and users with high privilege levels in maintaining specifications for every integral part of the distribution center.

The modules found under the support functions umbrella are:

Administration setup

Used to configure system level functions, such as facilities, menus, print queues, system parameters, translations, user messages, users, and working days.

DC setup

Used to set up various aspects of the distribution center. This includes container types and groups, destinations, doors, location types and locations, putaway plans, put to store locations, regions, sorter groups, ticket types, unit pick systems, UPS locations, UPS chutes, user tasks, and zones.

Item setup

Used to set up attribute types, attributes, attribute WIPs, item attributes, item defaults, items, bills of materials, combinability rules, and currencies. You can also view item differentiators, items, and unit pick systems.

Processing/returns setup

Used to set up codes that are required in order to process returns and value added services. The codes include trouble codes, disposition codes, reason codes for inventory adjustments, return codes, and WIP codes. Cycle count plans, generic labels, and label reprints are maintained in this module.

Transportation setup

Used to identify carriers, trailers, routes, route days, route destinations, and carrier service routes. You can also view a summary of route assignments by day.

Administration setup

Overview

System administration tasks are performed by system administrators or users with a high privilege level.

Business process

The administration setup module allows you to set up parameters that affect the entire system. You can set up the following:

- System parameters: Determine which features should be operational and enter the default settings for various areas of the system.
- Facilities: Create or copy the environments in which users must work.
- Translations: Identify the supported languages. Translate menu options, field labels, and user messages.
- Service standards: Create activity codes and set up service standards for each activity.
- Codes: Translate inventory disposition codes, stock order upload codes, and transaction codes in order to make them compatible with other systems.
- Printers and reports: Identify the types of output devices that are available to the system. Set default parameters for generating reports.
- Work days: Identify the work days, non-work days, and hours of operation for the distribution center.
- Users: Identify the users, provide them with the appropriate level of access, and identify their preferred language.

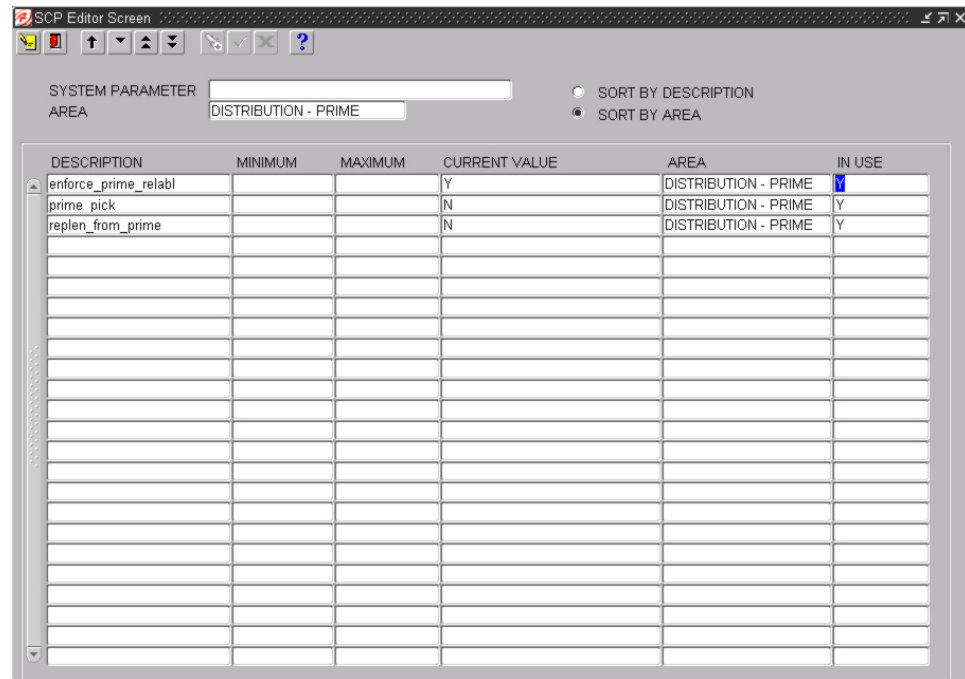
Reports

There are no reports that pertain to administration setup.

Procedures


Maintain system parameters

- **Navigate:** From the main menu, select Support Functions > Administration Setup > System Parameters Editor. The SCP Editor Screen window is displayed.







SCP Editor Screen window


Display all system parameters

- 1 Select the sort order:
 - Sort by Description: Sorts the system parameters in alphabetical order by description.
 - Sort by Area: Sorts the system parameters in alphabetical order by functional area.
- 2 Click the execute query  button. The system parameters are displayed in the selected sort order.

Display system parameters by description or functional area

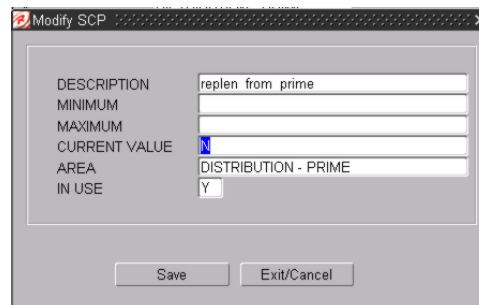
- 1 If any system parameters are currently displayed, click the clear  button.
- 2 Click the enter query  button.
- 3 To search for system parameters by:
 - Description: Enter all or part of the description in the System Parameter query field, or click the LOV  button and select the system parameter.
 - Functional area: Enter all or part of the area name in the Area query field, or click the LOV  button and select the area.

Note: You can use the percent (%) symbol as a wildcard character.

- 4 Click the execute query  button. The system parameters that match the search criterion are displayed.

Edit system parameters

- 1 On the SCP Editor Screen window, double-click the system parameter that you want to edit. The Modify SCP window is displayed.



DESCRIPTION	replen from prime
MINIMUM	
MAXIMUM	
CURRENT VALUE	N
AREA	DISTRIBUTION - PRIME
IN USE	Y

Save Exit/Cancel

Modify SCP window

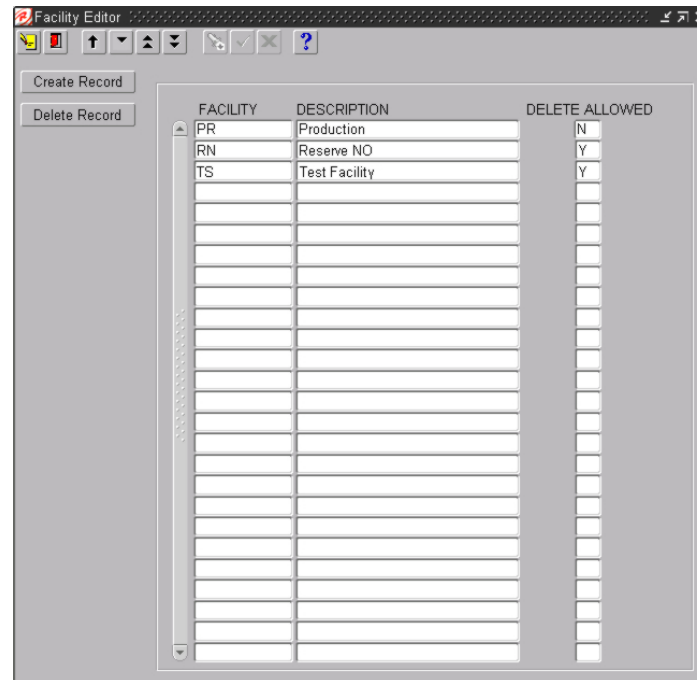
- 2 Edit the current value and functional area as necessary.
- 3 In the In Use field, enter Y (Yes) to turn on or N (No) to turn off a system parameter as necessary.
- 4 Click **Save** to save any changes and close the Modify SCP window.

Exit the SCP Editor Screen window

- Click the exit  button to close the window.

Maintain facilities

- **Navigate:** From the main menu, select Support Functions > Administration Setup > Facility Copy Editor. The current facilities are displayed in the Facility Editor window.



Facility Editor window

Edit a facility

- 1 On the Facility Editor window, double-click the facility that you want to edit. The Modify window is displayed.



Modify window

- 2 Edit the description as necessary.
- 3 Click **Save** to save the change and close the Modify window.

Add a facility

Note: At least one facility must already be set up in the system, as new facilities are copied from an existing facility.

- 1 On the Facility Editor window, click **Create Record**. The Create window is displayed.

Create window

- 2 In the From Facility field, enter the ID of the facility to be copied.
- 3 In the Facility and Description fields, enter the ID and name of the new facility.
- 4 In the Delete Allowed field, enter Y (Yes) if the facility may be deleted. Otherwise, enter N (No).
- 5 Select the MLD Enable check box if the facility is to enabled for multi-level distribution (MLD).

Note: The system parameter that enables multi-level distribution functionality must be set to Y (Yes) in order to use this option.

- 6 Click **Save** to save the changes and close the Create window.

Delete a facility

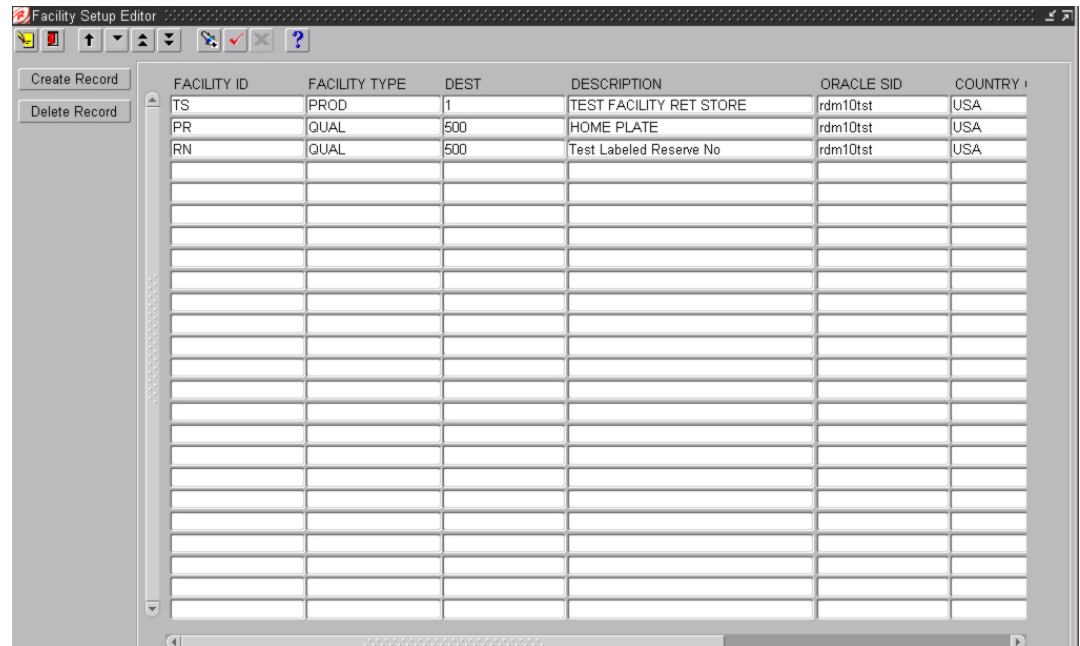
- 1 On the Facility Editor window, select the facility that you want to delete.
- 2 Click **Delete Record**.
- 3 When prompted to delete the record, click **Yes**.

Exit the Facility Editor window

- Click the exit  button to close the window.

Maintain transshipment facilities

- **Navigate:** From the main menu, select Support Functions > Administration Setup > Facility Setup Editor. The current facilities are displayed in the Facility Setup Editor window.



Facility Setup Editor window



Edit a facility

- 1 On the Facility Setup Editor window, double-click the facility that you want to edit. The Create/Modify window is displayed.
- 2 Edit the enabled fields as necessary.
- 3 Click **Save** to save any changes and close the Create/Modify window.

Add a facility

- 1 On the Facility Setup Editor window, click **Create Record**. The Create/Modify window is displayed.

Create/Modify window

- 2 In the Facility field, enter the ID of the facility.
- 3 In the Facility Type field, enter the code for the type of facility.
- 4 In the Dest field, enter the destination ID of the distribution center, or click the LOV  button and select the destination.
- 5 In the Description field, enter a description of the facility.
- 6 In the Oracle SID field, enter the Oracle system ID of the facility.
- 7 In the Country Code field, enter the code for the country in which the facility is located, or click the LOV  button and select the country.
- 8 In the Allow Opposite Labeled Reserve field, enter Y (Yes) or N (No) to indicate whether the facility accepts shipments from a facility that uses opposite labeled reserve.
- 9 In the Labeled Reserve field, enter Y (Yes) or N (No) to indicate whether the facility uses labeled reserve functionality.
- 10 Click **Save** to save the changes and close the Create/Modify window.

Delete a facility

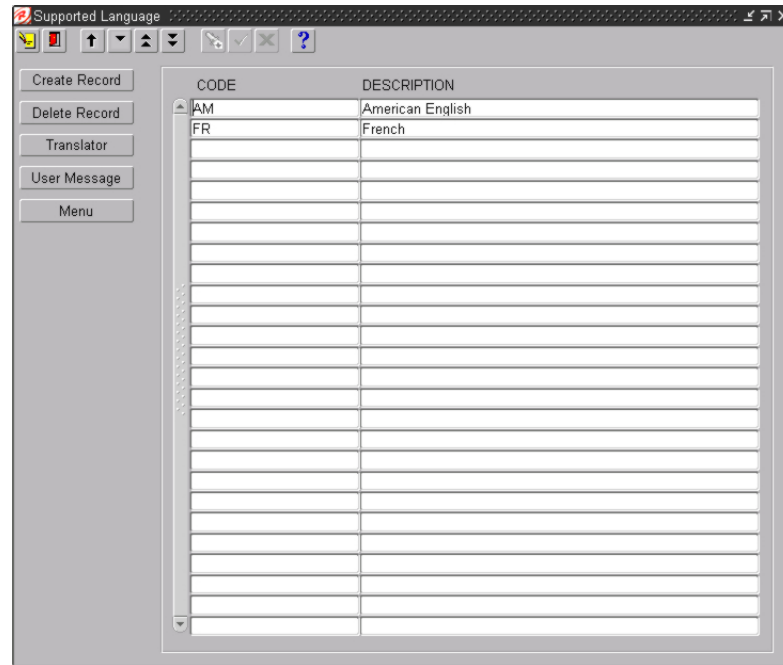
- 1 On the Facility Editor window, select the facility that you want to delete.
- 2 Click **Delete Record**.
- 3 When prompted to delete the record, click **Yes**.

Exit the Facility Editor window

- Click the exit  button to close the window.

Maintain language codes

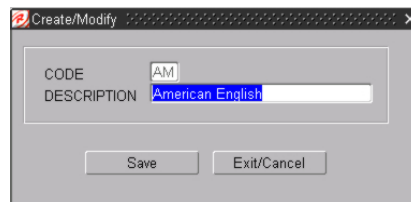
- **Navigate:** From the main menu, select Support Functions > Administration Setup > Supported Language Editor. The current language codes are displayed in the Supported Language window.



Supported Language window

Edit a language code

- 1 On the Supported Language window, double-click the language code that you want to edit. The Create/Modify window is displayed.



Create/Modify window

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

Add a language code

- 1 On the Supported Language window, click **Create Record**. The Create/Modify window is displayed.
- 2 In the Code field, enter the standard code for the language.
- 3 In the Description field, enter the name of the language.
- 4 Click **Save** to save the changes and close the Create/Modify window.

Delete a language code

- 1 On the Supported Language window, select the language code that you want to delete.
- 2 Click **Delete Record**.
- 3 When prompted to delete the record, click **Yes**.

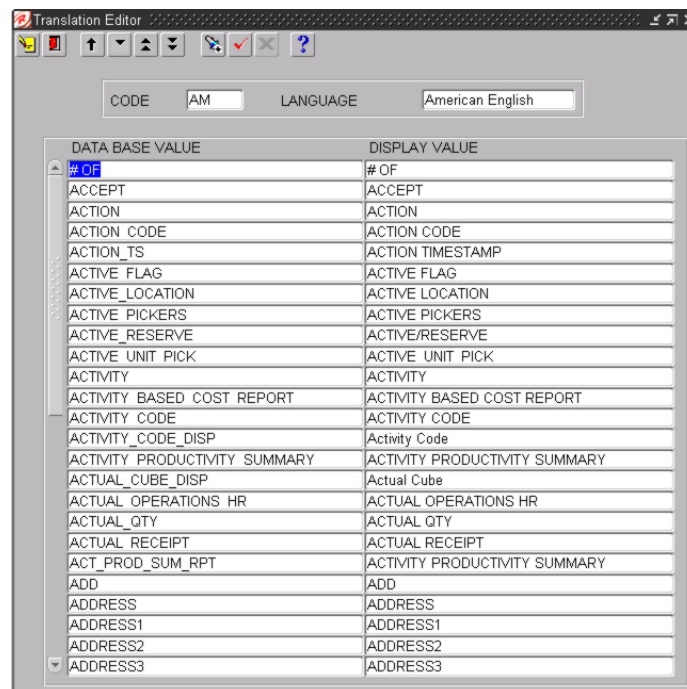
Exit the Supported Language window

- Click the exit  button to close the window.

Maintain translations of field labels





- **Navigate:** From the main menu, select Support Functions > Administration Setup > Translation Editor. The Translation Editor window is displayed.

Note: You can also access this window from the Supported Language window.



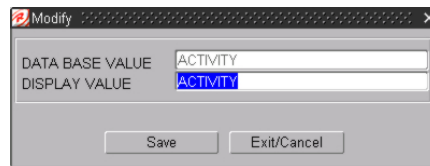
Translation Editor window

Display the field labels

- 1 If any values are currently displayed, click the clear  button.
- 2 Click the enter query  button.
- 3 In the Code query field, enter the code for the language, or click the LOV  button and select the language.
- 4 Click the execute query  button. The values associated with the selected language are displayed.

Edit a translation

- 1 On the Translation Editor window, double-click the value that you want to edit. The Modify window is displayed.

*Modify window*

- 2 Edit the value as necessary.
- 3 Click **Save** to save any changes and close the Modify window.

Exit the Translation Editor window

- Click the exit  button to close the window.

Maintain translations of menu options

- **Navigate:** From the main menu, select Support Functions > Administration Setup > Menu Editor. The menu options are displayed in the Menu Editor window.





Note: You can also access this window from the Supported Language window.

The screenshot shows the 'Menu Editor' window. At the top, there is a 'Delete Record' button and two input fields: 'CODE' with the value 'AM' and 'LANGUAGE' with the value 'American English'. Below these fields is a table with the following columns: MENU TITLE, SELECTION TITLE, ORDER, TYPE, and PRIVILEGE. The table contains 25 rows of menu options, including 'APPOINTMENT MENU', 'ASN Entry', 'ASN Inquiry', 'ASN Receiving Package Audit List', 'ASN Receiving Receipt', 'Activity Based Cost', 'Activity Codes and Equipment', 'Activity History Log', 'Activity Log Inquiry', 'Administration Setup', 'Apply Route', 'Apply Wip Code', 'Appointed PO Inquiry', 'Appointment ASN', and 'Appointment Compliance Report'.

MENU TITLE	SELECTION TITLE	ORDER	TYPE	PRIVILEGE
APPOINTMENT MENU	APPOINTMENT SCHEDULE	01	F	1
APPOINTMENT MENU	ASN DETAIL INQUIRY	01	F	1
APPOINTMENT MENU	APPOINTMENT DETAIL	02	F	1
APPOINTMENT MENU	APPOINTMENT ASN	03	F	1
APPOINTMENT MENU	DOOR SCHEDULE SCREEN	04	F	1
APPOINTMENT MENU	UNSCHEDULED APPOINTMENTS INQU	05	F	1
APPOINTMENT MENU	APPOINTED PO INQUIRY	06	F	1
APPOINTMENT MENU	PO INQUIRY	07	F	1
APPOINTMENT MENU	ASN INQUIRY	08	F	1
APPOINTMENT MENU	APPOINTMENT TROUBLE CODES EDIT	09	F	1
APPOINTMENT MENU	APPOINTMENT COMPLIANCE REPORT	10	F	1
ASN Entry	ASN &Entry	01	G	1
ASN Inquiry	ASN &Inquiry	05	G	1
ASN Receiving Package Audit List	ASN Receiving Package Audit List	01	G	1
ASN Receiving Receipt	&ASN Receiving Receipt	01	G	1
Activity Based Cost	&Activity Based Cost	01	G	1
Activity Codes and Equipment	&Activity Codes and Equipment	01	G	1
Activity History Log	Activity &History Log	01	G	1
Activity Log Inquiry	Activity Log Inquiry	01	G	1
Administration Setup	&Administration Setup	01	G	1
Apply Route	&Apply Route	01	G	1
Apply Wip Code	&Apply Wip Code	01	G	1
Appointed PO Inquiry	Appoint&ed PO Inquiry	01	G	1
Appointment ASN	&Appointment ASN	02	G	1
Appointment Compliance Report	Appointment Compliance Report	01	G	1

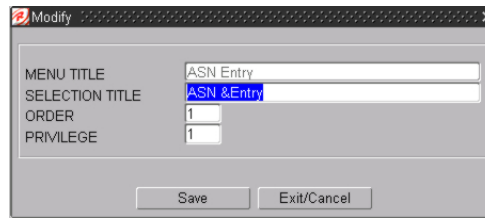
Menu Editor window

Display the menu options

- 1 If any menu options are currently displayed, click the clear  button.
- 2 Click the enter query  button.
- 3 In the Code query field, enter the code for the language, or click the LOV  button and select the language.
- 4 Click the execute query  button. The menu options associated with the selected language are displayed.

Edit a translation

- 1 On the Menu Editor window, double-click the menu option that you want to edit. The Modify window is displayed.



Modify window

- 2 Edit the title, its order on the menu, and its user privilege level as necessary.
- 3 Click **Save** to save any changes and close the Modify window.

Delete a menu option

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

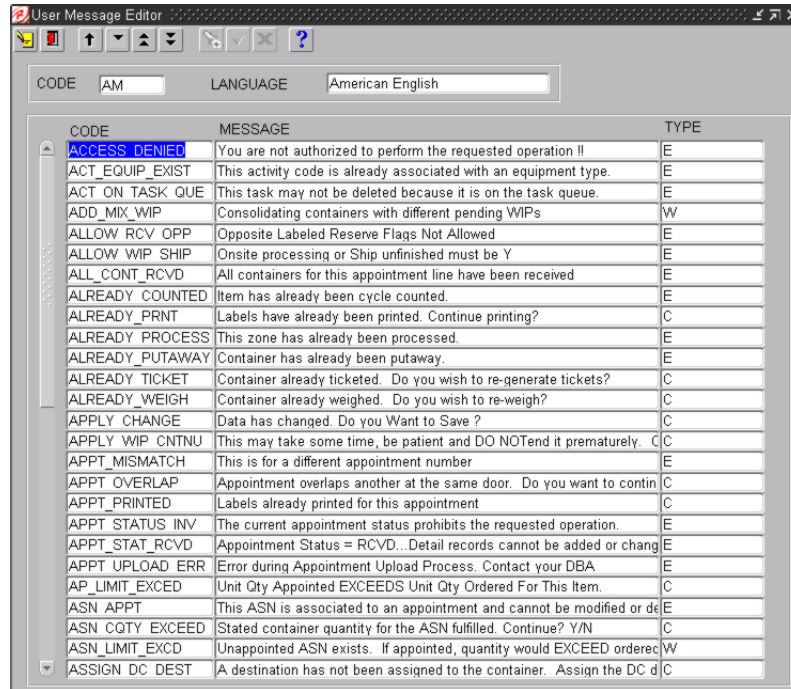
Exit the Menu Editor window

- Click the exit  button to close the window.

Maintain translations of user messages





- **Navigate:** From the main menu, select Support Functions > Administration Setup > User Message Editor. The User Message Editor window is displayed.

Note: You can also access this window from the Supported Language window.



User Message Editor window

Display the messages

- 1 If any messages are currently displayed, click the clear  button.
- 2 Click the enter query  button.
- 3 In the Code query field, enter the code for the language, or click the LOV  button and select the language.
- 4 Click the execute query  button. The messages associated with the selected language are displayed.

Edit a translation

- 1 On the User Message Editor window, double-click the message that you want to edit. The Modify window is displayed.

*Modify window*

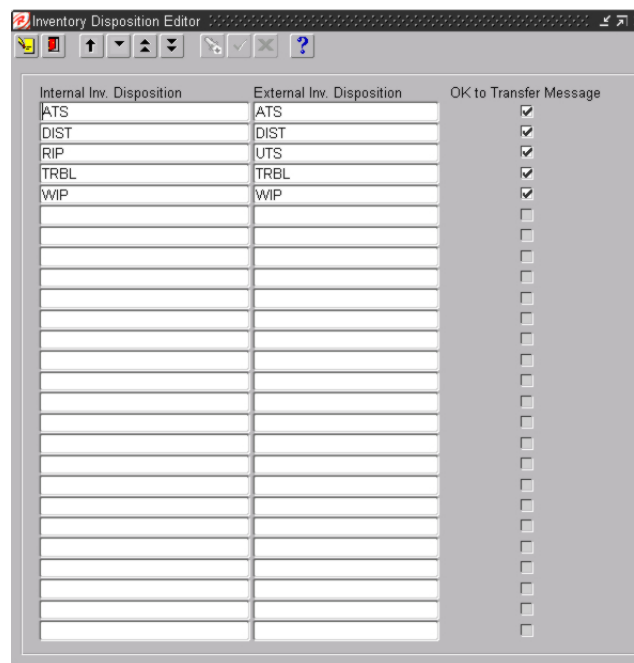
- 2 Edit the message and type as necessary.
- 3 Click **Save** to save any changes and close the Modify window.

Exit the User Message Editor window

- Click the exit  button to close the window.

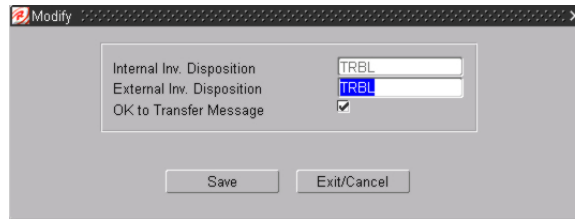
Maintain inventory disposition codes

- **Navigate:** From the main menu, select Support Functions > Administration Setup > Inventory Disposition Editor. The current codes are displayed in the Inventory Disposition Editor window.

*Inventory Disposition Editor window*

Edit an inventory disposition code

- 1 On the Inventory Disposition Editor window, double-click the code that you want to edit. The Modify window is displayed.



Modify window

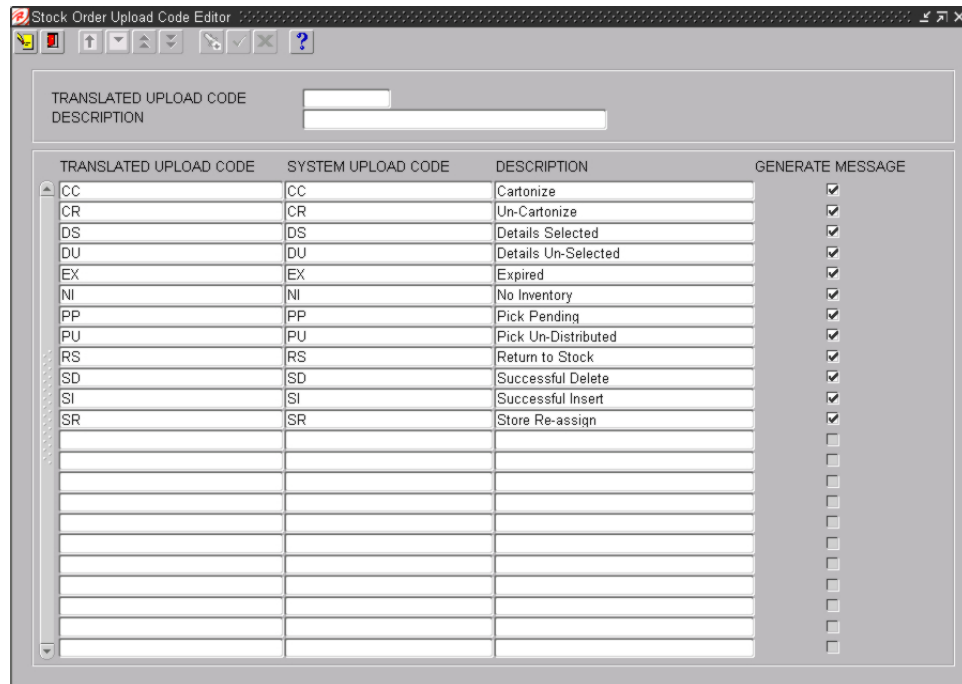
- 2 Edit the translated code as necessary.
- 3 To indicate that a message should be sent to the host system, select the OK to Transfer Message check box.
- 4 Click **Save** to save any changes and close the Modify window.

Exit the Inventory Disposition Editor window

- Click the exit  button to close the window.

Maintain stock order upload codes

- **Navigate:** From the main menu, select Support Functions > Administration Setup > Stock Order Upload Code Editor. The current codes are displayed in the Stock Order Upload Code Editor window.



Stock Order Upload Code Editor window

Edit a stock order upload code

- 1 On the Stock Order Upload Code Editor window, double-click the code that you want to edit. The Modify window is displayed.

Modify

TRANSLATED UPLOAD CODE CR GENERATE MESSAGE ☒

SYSTEM UPLOAD CODE CR DESCRIPTION

Save Exit/Cancel

Modify window

- 2 Edit the translated upload code as necessary.
- 3 To indicate that a message should be sent to the host system, select the Generate Message check box.
- 4 Click **Save** to save any changes and close the Modify window.

Exit the Stock Order Upload Code Editor window

- Click the exit  button to close the window.

Maintain transaction codes

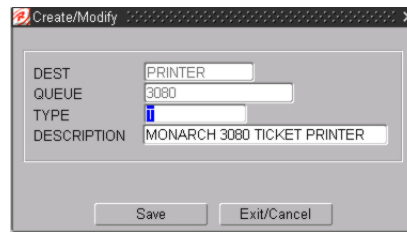
- **Navigate:** From the main menu, select Support Functions > Administration Setup > Transaction Code Editor. The current transaction codes are displayed in the Transaction Code Editor window.

[illegible]

Transaction Code Editor window

Edit a print queue

- 1 On the Print Queue Editor window, double-click the print queue that you want to edit. The Create/Modify window is displayed.

*Create/Modify window*

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

Add a print queue

- 1 On the Print Queue Editor window, click **Create Record**. The Create/Modify window is displayed.
- 2 In the Dest field, enter the destination. The destination may be Printer, File, or Screen.
- 3 In the Queue field, enter the name of the print queue. If the Destination is File or Screen, the Queue defaults to None.
- 4 In the Description field, enter the description of the print queue.
- 5 Click **Save** to save the changes and close the Create/Modify window.

Delete a print queue

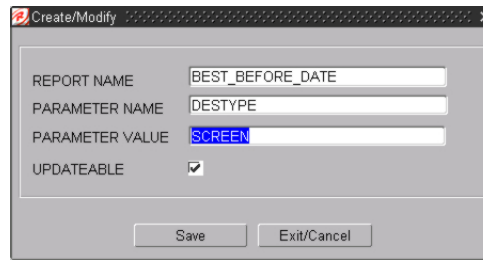
- 1 On the Print Queue Editor window, select the print queue that you want to edit.
- 2 Click **Delete Record**.
- 3 When prompted to delete the record, click **Yes**.

Exit the Print Queue Editor window

- Click the exit  button to close the window.

Edit a default parameter


- 1 On the Report Parameters Editor window, double-click the parameter that you want to edit. The Create/Modify window is displayed.

*Create/Modify window*

Note: Only parameters marked as Updateable may be edited.

- 2 Edit the Parameter Value field and Updateable check box as necessary.
- 3 Click **Save** to save any changes and close the Create/Modify window.

Add a default parameter

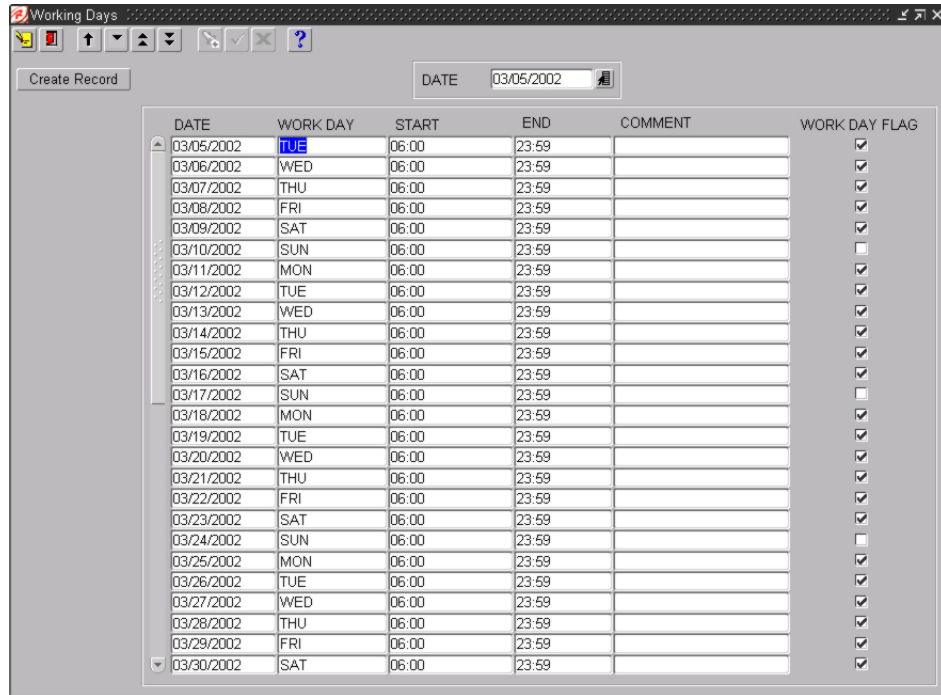
- 1 On the Report Parameters Editor window, select the report name that you want to edit.
- 2 Click **Create Record**. The Create/Modify window is displayed.
- 3 In the Parameter Name field, enter the name of the parameter, or click the LOV  button and select the parameter.
- 4 In the Parameter Value field, enter the default value for the parameter.
- 5 Clear the Updateable check box if you do not want users to update the default parameter.
- 6 Click **Save** to save the changes and close the Create/Modify window.

Exit the Report Parameters Editor window

- Click the exit  button to close the window.

Maintain work days

- **Navigate:** From the main menu, select Support Functions > Administration Setup > Working Days Editor. The Working Days window is displayed. By default, the current date is displayed in the Date query field.





The screenshot shows the 'Working Days' window with a 'DATE' field set to '03/05/2002'. Below the field is a table with the following columns: DATE, WORK DAY, START, END, COMMENT, and WORK DAY FLAG. The table lists dates from 03/05/2002 to 03/30/2002, with corresponding work days (TUE, WED, THU, FRI, SAT, SUN, MON) and start/end times (06:00 to 23:59). The 'WORK DAY FLAG' column contains checkboxes, some of which are checked.

DATE	WORK DAY	START	END	COMMENT	WORK DAY FLAG
03/05/2002	TUE	06:00	23:59		<input checked="" type="checkbox"/>
03/06/2002	WED	06:00	23:59		<input checked="" type="checkbox"/>
03/07/2002	THU	06:00	23:59		<input checked="" type="checkbox"/>
03/08/2002	FRI	06:00	23:59		<input checked="" type="checkbox"/>
03/09/2002	SAT	06:00	23:59		<input checked="" type="checkbox"/>
03/10/2002	SUN	06:00	23:59		<input type="checkbox"/>
03/11/2002	MON	06:00	23:59		<input checked="" type="checkbox"/>
03/12/2002	TUE	06:00	23:59		<input checked="" type="checkbox"/>
03/13/2002	WED	06:00	23:59		<input checked="" type="checkbox"/>
03/14/2002	THU	06:00	23:59		<input checked="" type="checkbox"/>
03/15/2002	FRI	06:00	23:59		<input checked="" type="checkbox"/>
03/16/2002	SAT	06:00	23:59		<input checked="" type="checkbox"/>
03/17/2002	SUN	06:00	23:59		<input type="checkbox"/>
03/18/2002	MON	06:00	23:59		<input checked="" type="checkbox"/>
03/19/2002	TUE	06:00	23:59		<input checked="" type="checkbox"/>
03/20/2002	WED	06:00	23:59		<input checked="" type="checkbox"/>
03/21/2002	THU	06:00	23:59		<input checked="" type="checkbox"/>
03/22/2002	FRI	06:00	23:59		<input checked="" type="checkbox"/>
03/23/2002	SAT	06:00	23:59		<input checked="" type="checkbox"/>
03/24/2002	SUN	06:00	23:59		<input type="checkbox"/>
03/25/2002	MON	06:00	23:59		<input checked="" type="checkbox"/>
03/26/2002	TUE	06:00	23:59		<input checked="" type="checkbox"/>
03/27/2002	WED	06:00	23:59		<input checked="" type="checkbox"/>
03/28/2002	THU	06:00	23:59		<input checked="" type="checkbox"/>
03/29/2002	FRI	06:00	23:59		<input checked="" type="checkbox"/>
03/30/2002	SAT	06:00	23:59		<input checked="" type="checkbox"/>

Working Days window

Display a range of dates

- 1 In the Date query field, enter the start date, or click the calendar  button and select the date.
- 2 Click the execute  query button. The dates from the selected date forward are displayed.

The work day defaults are determined by system settings: start time, end time, and whether Saturdays and Sundays are work days. You can override the default times when adding a work day. You can override the work day indicator when editing a record.

Edit a date

- 1 On the Working Days window, double-click the work date that you want to edit. The Modify window is displayed.

Modify window

- 2 Edit the work day indicator and the start and end times as necessary.
- 3 Enter or edit a comment as necessary.
- 4 Click **Save** to save any changes and close the Modify window.

Add one or more days

- 1 On the Working Days window, click **Create Record**. The Create window is displayed.
- 2 To add one date, enter the same date in both the Start Date and End Date fields.

To add a range of dates, enter the start date and end date in their respective fields.
- 3 In the Start Time and End Time fields, enter the times when the work day begins and ends. Use 24 hour international standard notation.
- 4 Click **Save** to save the changes and close the Create window.

Exit the Working Days window

- Click the exit  button to close the window.

- **Navigate:** From the main menu, select Support Functions > Administration Setup > User Table Editor. The current users are displayed in the User Table Editor window.






- 1 On the User Table Editor window, double-click the user that you want to edit. The Create/Modify window is displayed.



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

Add a user

- 1 On the User Table Editor window, click **Create Record**. The Create/Modify window is displayed.
- 2 In the Facility field, enter the ID of the facility, or click the LOV  button and select the facility.
- 3 In the Name field, enter the name of the user.
- 4 In the Privilege field, enter the privilege level for the user.
- 5 In the Language field, enter the code for the user's language preference, or click the LOV  button and select the language.
- 6 In the Picking and Packing % QA fields, enter the user's experience levels, or click the LOV  button and select the experience levels.
- 7 In the User ID and Password fields, enter the user ID and password that the user must use in order to log on to RDM.
- 8 Click **Save** to save the changes and close the Create/Modify window.

Delete a user

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

Exit the User Table Editor window

- Click the exit  button to close the window.

DC setup

Overview

The DC setup module allows you to set up various aspects of the distribution center.

Business process

There are several ways to set up the DC. Some factors to consider are the business process flow, the physical layout of the DC, the types of merchandise received, the types of containers used, and the equipment used to put away and pick merchandise. Once a strategy is developed, you can set up the following:

- **Cartonization:** Set up container types, including measurements. For outbound containers, state the collateral and dunnage weights. Group container types into carton groups which can be assigned to items.
- **Location hierarchy:** Set up the regions, work areas, zones, location types, and locations that exist in the DC. Assign attributes to each location. Identify the shipping and receiving doors and the shipping destinations. Enter the capacity and inventory for each forward pick location. Associate put-to-store (PTS) locations with stores. Set up random active locations for less than case distribution.
- **Unit pick systems:** Set up the sorter groups. Then set up the unit pick systems, including the induct zones and destinations. Set up the chutes, including their maximum capacity and fill percentages.
- **Putaway plans:** Define the putaway plans, including the zones, location types, and putaway methods. The putaway method may be: 1) put into a location that is empty (EMP), 2) put into a location that contains the same item, casepack, and lot (SAM), or 3) put into a location that contains a different item, casepack, and lot (DIF).
- **Currencies and tickets:** Identify and set up the format for currencies. Identify the ticket types, their printer queues, and default print quantities.

Reports

There are no reports that pertain to distribution center setup.

Cartonization and containers

Cartonization refers to the automated calculations that RDM performs in order to determine the proper size and type of box in which to pack each customer order for outbound shipment.

The cartonization process relies on the following steps:

- 1 Set up the container types, including the dimensions and weight.
- 2 Define additional characteristics for outbound container types. State the collateral weight, dunnage weight, and maximum dunnage.
 - Collateral weight: The weight of extra materials that are included in a carton, such as flyers, coupons, and so on.
 - Dunnage weight: The weight of the packing materials.
 - Minimum dunnage: The least amount of dunnage that a carton is expected to contain.

The available weight for a carton is calculated as the maximum weight designated for the container type minus the collateral and minimum dunnage weights set up for the outbound container.

- 3 Group container types into carton groups. Define one or more attribute types for carton groups, define attributes to correspond with each carton group. Assign the attributes to items.
- 4 The following system parameters must be set for the cartonization process:
 - `default_carton_group`: Identifies the default carton group assigned to an item when a carton group has not been selected.
 - `exception_cont_type`: Identifies the default container type assigned to an item if none of the container types in the default carton group fits the item.

Location hierarchy

RDM offers a great deal of flexibility in setting up locations within a distribution center. The location hierarchy, in order of highest to lowest level of detail, consists of regions, work areas, zones, and locations.

- **Region:** A grouping of one or more zones, which may be further grouped by work area. An entry location must be defined for each region. For active unit pick areas, the entry location is the staging area to which replenishments are directed. It is important to design unit pick regions according to logical replenishment drop-off locations.
- **Work area:** A work area is an optional attribute for a zone. Zones must be assigned to regions, but they also can be in a work area. Work area designations are flexible and do not necessarily need to conform to regions. A work area may span one or multiple regions. Work areas may be used for tasks performed in task management processes.
- **Zone:** A grouping of one or more locations. Each zone is assigned to a region. Zones have conveyable and non-conveyable drop-off and pick-up locations. When setting up a zone for a reserve area (case or pallet reserve), be sure not to mix locations that require different types of equipment since equipment types are associated with zones in the task management module.
- **Location:** The lowest level of detail in the location hierarchy. Inventory containers reside in locations. Each location are grouped by location type. Types include staging and storage locations, receiving and shipping doors, rework areas, and so on.

Location types

Before adding locations to the system, it is necessary to set up location types. A location type should be created for each unique material handling and storage configuration that is used in a facility. It is very important that the dimensions provided for each location type are accurate because that information is used in the putaway process.

Some examples of location types include:

- Pallet storage
- Case storage
- Unit picking
- Receiving and shipping doors
- Staging locations
- Rework and value added areas

There are three methods for utilizing the space in storage locations:

- Capacity: Space availability is based on the capacity of the location at the container or full pallet level.
- Cube: Space availability is based on the cube of the location (that is, its length, width, and height).
- Unit: Space availability is based on the number of standard units that fit in a location.

Random active locations

RDM can use random active locations to store units for less than case distribution. This is useful if a broken case quantity is ordered for an item which is not assigned to a unit pick location. In this case, the system distributes items from a random location. Depending on how system parameters are set up, locations may be automatically assigned or the user may assign locations during the replenishment process.

The following issues must be considered when using random active locations:

- 1 An active (type A) putaway plan must be assigned to the item.
- 2 A region must be set up for random active locations. The entry location for the region serves as the drop-off location for replenishment.
- 3 The location must be associated with a location type that allows random active locations.
- 4 The random active locations must be in zones that are included in the putaway plan. The zones must be in regions set up for random active locations.
- 5 The following system parameters must be set:
 - `def_random_putaway`: Identifies the default putaway plan assigned to an item for which a putaway plan has not been selected. The plan must be type A.
 - `dynamic_random_slot`: Enter N (No) to allow the user to select random locations during the replenishment process. Enter Y (Yes) to prevent the user from overriding the putaway location.
 - `random_replen_dest_id`: Identify an internal destination ID for random active location functionality.
 - `random_active_stage`: If a staging location is used as a drop-off point for replenishment containers destined for random active locations, identify the staging location.

Unit sorter setup

When processing waves, RDM 1) determines the quantity of merchandise that fits into each chute of a unit sorter, 2) assigns units to the appropriate chute, and 3) properly distributes merchandise from a pick wave into multiple pack waves across multiple sorters in a sorter group.

The process for setting up unit sorters is as follows:

- 1 Identify the sorter groups.
 - Set the maximum number of pack waves allowed for each pick wave.
 - Indicate where merchandise should be dropped-off for both conveyable and non-conveyable merchandise.
- 2 Assign sorter groups to unit pick systems.
 - Indicate the number of chutes to be used for each pack wave (referred to as pack wave size).
- 3 Set up the induct zones, the pick-up and drop-off locations, and the internal destinations for unit pick systems.
- 4 Identify the chute types. Chute types are identified on downloaded or manually created stock orders.
 - Normal orders are routed to a system-defined, regular chute type. Identify the regular chute type for the system parameter `reg_pack_chute`.
- 5 Set up the chutes. Associate each chute with a chute type. Limit the chute to particular brand if necessary. Enter the maximum capacity by cube, units, and number of orders. State the fill and regular fill percentages.
- 6 For each item in the system, indicate whether it is a sortable item.

Add a container type

- 1 On the Container Type Editor window, click **Create Record**. The Create/Modify window is displayed.
- 2 In the Type and Description fields, enter the code and description for the container type.
- 3 In the Length, Width, and Height fields, enter the dimensions of the container.
- 4 In the Tare Weight field, enter the weight of the empty container.
- 5 In the Volume Type field, enter Unit or Cube to indicate the method used to determine whether a container is full.
- 6 If the Volume Type is Unit, enter the number of standard units that would fill a container in the Max Std Units field.
- 7 In the Max Weight field, enter the maximum weight that the container type can hold.
- 8 In the Unit Cost field, enter the cost per unit.
- 9 Click **Save** to save the changes and close the Create/Modify window.


Delete a container type

- 1 On the Container Type Editor window, select the container type that you want to delete.
- 2 Click **Delete Record**.
- 3 When prompted to delete the record, click **Yes**.

Exit the Container Type Editor window

- Click the exit  button to close the window.

Add an outbound container type

- 1 On the Outbound Container Editor window, click **Create Record**. The Create/Modify window is displayed.
- 2 In the Container Type field, enter the ID of a container type, or click the LOV  button and select the container type.
- 3 In the Owner field, enter the name of an owner if applicable. Otherwise, enter ALL.
- 4 In the Collateral Wgt field, enter the weight of advertisements, flyers, or other such materials that are expected to be included in the container.
- 5 In the Dunnage Wgt field, enter the weight of the packing materials.
- 6 In the Min Dunnage Wgt field, enter the least amount of dunnage expected.
- 7 In the In Service field, enter Y (Yes) to place the outbound container type in service. Otherwise, enter N (No).
- 8 Click **Save** to save the changes and close the Create/Modify window.

Delete a container type

- 1 On the Outbound Container Editor window, select the outbound container type that you want to delete.
- 2 Click **Delete Record**.
- 3 When prompted to delete the record, click **Yes**.

Exit the Outbound Container Editor window

- Click the exit  button to close the window.

Edit a carton group

- 1 On the Carton Group Editor window, double-click the carton group that you want to edit. The Create/Modify window is displayed.




Create/Modify window

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

Add a carton group

You can also use this procedure to add another container type to an existing carton group.

- 1 On the Carton Group Editor window, click **Create Record**. The Create/Modify window is displayed.
- 2 In the Container Group and Group Desc fields, enter a code and description for the carton group.
- 3 In the Container Type field, enter the code of the container type that you want to associate with the carton group, or click the LOV  button and select the container type.
- 4 Click **Save** to save the changes and close the Create/Modify window.

Delete a carton group

You can also use this procedure to delete a container type from an carton group.

- 1 On the Carton Group Editor window, select the container group/container type record that you want to delete.
- 2 Click **Delete Record**.
- 3 When prompted to delete the record, click **Yes**.

Exit the Carton Group Editor window

- Click the exit  button to close the window.

Add a region


- 1 On the Region Editor window, click **Create Record**. The Create/Modify window is displayed.
- 2 In the Region field, enter a code for the region.
- 3 In the Description field, enter a description of the region.
- 4 In the Entry Location field, enter the ID of the location where containers enter the region.
- 5 Click **Save** to save the changes and close the Create/Modify window.

Delete a region

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

Exit the Region Editor window



- Click the exit  button to close the window.

Maintain zones

- **Navigate:** From the main menu, select Support Functions > DC Setup > Zone Editor. The current zones are displayed in the Zone Editor window.

Note: You can also access this window from the Location Editor window.

[illegible]

Zone Editor window





Edit a zone

- 1 On the Zone Editor window, double-click the zone that you want to edit. The Create/Modify window is displayed.

Create/Modify window

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

Add a zone

- 1 On the Zone Editor window, click **Create Record**. The Create/Modify window is displayed.
- 2 In the Zone and Description fields, enter the ID and description of the zone.
- 3 In the Work Area field, enter the code for the work area as necessary.
- 4 In the Region field, enter the code for the region in which the zone is located, or click the LOV  button and select the region.
- 5 In the Container Type field, enter the code for the type of pick-to container used in the zone, or click the LOV  button and select the container type.
- 6 In the CC Plan field, enter the name of the cycle count plan, or click the LOV  button and select the plan.
- 7 In the UPS Code field, enter the code for the unit pick system, or click the LOV  button and select the unit pick system, if applicable.
- 8 In the Priority field, enter the pick priority for the zone.
- 9 Click **Save** to save the changes and close the Create/Modify window.

Delete a zone

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

Exit the Zone Editor window

- Click the exit  button to close the window.

Maintain location types

- **Navigate:** From the main menu, select Support Functions > DC Setup > Location Type Editor. The current location types are displayed in the Location Type Editor window.

Note: You can also access this window from the Location Editor window.

TYPE	DESCRIPTION	STR	STG	DOOR	YARD	RACK	FLOOR	UNIT	CASE
A1	andy test	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A2	andy test	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CRSTOR	CASE STORAGE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DEST	Destination Staging	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EXCEPT	Exceptions Location	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FLOOR	Floor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IN-TRA	Used for move/putaway	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MISC	Miscellaneous	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OVFLOW	Unit OVERFLOW	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PALLET	Pallet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PLFLOW	PALLET FLOW RACK	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PLSTOR	PALLET STORAGE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PRIME	Prime Picking Loc type	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PTS	PTS Picking Locations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PWSTG	pack wave stage	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RANDOM	UNIT RANDOM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
RDR	Receiving Door	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RK1	Reserve Storage, Rack Level 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RSTG	Random Staging	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SDR	Shipping Door	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
STAGE	Staging	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
STORE	Storage Location	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TLMSTR	Tracy Test Location	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
UNIT	UNIT PICKING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
UPRIME	Unit Picking Prime Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
YARD	Yard location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Location Type Editor window

Edit a location type

- 1 On the Location Type Editor window, double-click the location type that you want to edit. The Create/Modify window is displayed.

TYPE	PRIME	VOLUME TYPE	CUBE
DESCRIPTION	Prime Picking Loc type	CNTR CAPACITY	1000
STR	<input checked="" type="checkbox"/>	LENGTH	50.00
STG	<input type="checkbox"/>	WIDTH	50.00
DOOR	<input type="checkbox"/>	HEIGHT	50.00
YARD	<input type="checkbox"/>	MAX STD UNITS	
RACK	<input type="checkbox"/>	THRESHOLD %	30
FLOOR	<input type="checkbox"/>	UNIT COST	0.00
UNIT	<input type="checkbox"/>	%MAX FI	
CASE	<input type="checkbox"/>	%ROP	
OVERFLOW	<input type="checkbox"/>	PRIORITY	
PRIME	<input checked="" type="checkbox"/>	HOT REP	
PACK BUFFER	<input type="checkbox"/>		
RANDOM	<input type="checkbox"/>		
CONVEYOR	<input type="checkbox"/>		
EXCEPTIONS FLAG	<input type="checkbox"/>		

Save Exit/Cancel

Create/Modify window

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

Add a location type

- 1 On the Location Type Editor window, click **Create Record**. The Create/Modify window is displayed.
- 2 In the Type and Description fields, enter a code and name for the location type.
- 3 Select the check box next to each applicable attribute of the location type. The attribute may be Storage (Str), Staging (Stg), Door, Yard, Rack, Floor, Unit, Case, Overflow, Prime, Pack Buffer, Random (Random active pick), Conveyor, and Exceptions (Customer order consolidation).
- 4 In the Volume Type field, enter either Cube or Unit as the determining factor for space availability.
 - If Unit, enter the maximum number of standard units in the Max Std Units field.
 - If Cube, enter the length, width, and height in the appropriate fields.
- 5 In the Cntr Capacity field, enter the number of containers that fit at the location type.
- 6 In the Threshold % field, enter the maximum utilization percentage. When utilization falls below the threshold, the location will appear on the Space Utilization report.
- 7 In the Unit Cost field, enter the cost of storage per unit.
- 8 In the % Max Fill and % ROP fields, enter the percentages for 1) filling locations beyond the baseline capacity and 2) triggering reorders. These pertain to unit pick locations that are set up as auto-slottable.
- 9 In the Priority (% Priority ROP Task) field, enter the percentage of capacity at which replenishment tasks become a higher priority. This pertains to unit pick locations.
- 10 In the Hot Rep (% Hot Replenishment) field, enter the percentage of capacity at which to trigger hot replenishment requests. This pertains to unit pick locations that are set up as auto-slottable.
- 11 Click **Save** to save the changes and close the Create/Modify window.

Delete a location type

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

Exit the Location Type Editor window

- Click the exit  button to close the window.

Maintain locations

➡ **Navigate:** From the main menu, select Support Functions > DC Setup > Location Table Editor. The Location Editor window is displayed.


Note: You can also access this window from the Location Type Editor window.

The screenshot shows the 'Location Editor' window. On the left is a sidebar with buttons: 'Create Record', 'Delete Record', 'Details', 'Hold', 'Location Type', 'Zone', and 'Logical Dest'. The main area contains a table with columns: LOCATION ID, LOC TYPE, ZONE, STATUS, CYCLE COUNT, PUTAWAY SEQ, PICK SEQ, LOGICAL DEST, X, and CC. The table lists various location IDs (e.g., 1A014LTC0101, 1A014LTC0102, etc.) with their corresponding details. The first row is highlighted in blue.




LOCATION ID	LOC TYPE	ZONE	STATUS	CYCLE COUNT	PUTAWAY SEQ	PICK SEQ	LOGICAL DEST	X	CC
1A014LTC0101	UNIT	03	OK	NO	1	2			
1A014LTC0102	UNIT	03	OK	OK	3	3			
1A014LTC0103	UNIT	03	OK	NO	5	5			
1A014LTC0104	UNIT	04	OK	OK	7	7			
1A014LTC0201	UNIT	03	OK	NO	2	1			
1A014LTC0202	UNIT	03	OK	NO	4	4			
1A014LTC0203	UNIT	03	OK	OK	6	6			
1A014LTC0204	UNIT	03	OK	OK	8	8			
1A015LTC0101	UNIT	03	OK	NO	9	9			
1A015LTC0102	UNIT	03	OK	NO	11	11			
1A015LTC0103	UNIT	03	OK	NO	13	13			
1A015LTC0104	UNIT	03	OK	NO	15	15			
1A015LTC0201	UNIT	03	OK	NO	10	10			
1A015LTC0202	UNIT	03	OK	NO	12	12			
1A015LTC0203	UNIT	03	OK	NO	14	14			
1A015LTC0204	UNIT	03	OK	NO	16	16			
1A016LTC0101	UNIT	04	OK	NO	17	17			
1A016LTC0102	UNIT	04	OK	NO	19	19			
1A016LTC0103	UNIT	04	OK	NO	21	21			
1A016LTC0104	UNIT	04	OK	OK	23	23			
1A016LTC0201	UNIT	04	OK	NO	18	18			
1A016LTC0202	UNIT	04	OK	NO	20	20			

Location Editor window

Display all locations

- To display all locations, click the execute query  button.

Display one or multiple locations

- If any locations are currently displayed, click the clear  button.
- Click the enter query  button.
- Enter criteria in the Location, Loc Type, or Zone query fields.
- Click the execute query  button. The locations that match the criteria are displayed.

Edit one or multiple locations


- 1 On the Location Editor window, double-click the location that you want to edit. The Create/Modify window is displayed.

Create/Modify window

- 2 To apply the edits to multiple locations, enter the last location ID in a series in the End Location field.
- 3 Edit the enabled fields as necessary.
- 4 Click **Save** to save any changes and close the Create/Modify window.

Change the status of locations in a zone

Locations are put on hold to temporarily divert the flow of putaway merchandise to other zones.



- 1 On the Location Editor window, click **Hold**. The Hold window is displayed.
- 2 In the Zone field, enter the ID of the affected zone, or click the LOV  button and select the zone.
- 3 Click **Toggle**. If the status of the locations was OK, it becomes Hold. If the status was Hold, it becomes OK.

Add one or multiple locations

- 1 On the Location Editor window, click **Create Record**. The Create/Modify window is displayed.
- 2 In the Location ID field, enter the ID of the location. (For multiple locations, enter the first ID in a series.)

The format of a location ID is:

Field	Nbr of chars
Building	1
Floor	1
Row	3
Section	3
Level	2
Position	2

- 3 In the Type field, enter the code for the type of location, or click the LOV  button and select the location type.
 - 4 To add multiple locations, enter the last location ID in a series in the End Location field.
 - 5 In the Putaway Seq and Pick Seq fields, enter the sequence number for putaway and pick purposes. (For multiple locations, enter the first sequence number in a series.)
- Note:** If the sequence number is not unique, then the priority is by sequence number and location ID.
- 6 In the Zone field, enter the ID of the zone in which the location resides, or click the LOV  button and select the zone.
 - 7 In the Status field, edit the status of the location if other than OK.
 - 8 In the Cycle Count field, enter No or Yes to indicate whether the location or locations should be marked for cycle counts.
 - 9 When adding multiple locations, enter the last sequence number in a series in the End Putaway Seq and End Pick Seq fields.
 - 10 In the X, Y, and Z Coordinate fields, enter the coordinates of the location.
 - 11 Click **Save** to save the changes and close the Create/Modify window.

Delete a location

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

Exit the Location Editor window

- Click the exit  button to close the window.






Maintain location attributes

- **Navigate:** From the main menu, select Support Functions > DC Setup > Location Attribute Editor. The Location Attribute Editor window is displayed.

LOCATION ID	ATTRIBUTE	ATTRIBUTE VALUE	ATTRIBUTE TYPE	ATTRIBUTE TYPE DESC	ACTIVITY CODE
1A014LTC0102	TOPOFF	Y	430	TOPOFF	
1A014LTC0103	TOPOFF	Y	430	TOPOFF	
1A014LTC0104	TOPOFF	Y	430	TOPOFF	
1A014LTC0202	CLEANUP	Y	600	Cleanup	
1A014LTC0202	CONSOL	Y	601	Consolidate	
1A014LTC0202	TOPOFF	Y	430	TOPOFF	
1A015LTC0203	CLEANUP	Y	600	Cleanup	
1A015LTC0203	CONSOL	Y	601	Consolidate	
1A015LTC0203	TOPOFF	Y	430	TOPOFF	
1A015LTC0204	TOPOFF	Y	430	TOPOFF	
1A017LTC0101	OVERFLOW	Overflow is Yes	400	Overflow	
1A017LTC0105	TOPOFF	Y	430	TOPOFF	
FPL01	CLEANUP	Y	600	Cleanup	
FPL01	CONSOL	Y	601	Consolidate	
FPL02	CLEANUP	Y	600	Cleanup	
FPL02	CONSOL	Y	601	Consolidate	
FPL02	OVERFLOW	Overflow is Yes	400	Overflow	
FPL03	CLEANUP	Y	600	Cleanup	
FPL03	CONSOL	Y	601	Consolidate	
FPL04	CLEANUP	Y	600	Cleanup	
FPL04	CONSOL	Y	601	Consolidate	
FPL05	CLEANUP	Y	600	Cleanup	
FPL05	CONSOL	Y	601	Consolidate	

Location Attribute Editor window



Display attributes for a location

- 1 If attributes for a location are currently displayed, click the clear  button.
- 2 Click the enter query  button.
- 3 To search for:
 - A specific location: In the Location ID query field, enter the location ID, or click the LOV  button and select a location.
 - All locations of the same type: In the Loc Type field, enter the ID of the location type, or click the LOV  button and select a location type.
- 4 Click the execute query  button. The attributes associated with the selected location or locations are displayed.

Add an attribute to a location

- 1 On the Location Attribute Editor window, click **Create Record**. The Create/Modify window is displayed.


Create/Modify window


- 2 In the Location ID field, enter the ID of the location, or click the LOV  button and select the location.
- 3 In the Attribute field, enter the code for an attribute, or click the LOV  button and select the attribute.
- 4 Click **Save** to save the changes and close the Create/Modify window.

Add an attribute to multiple locations

- 1 On the Location Attribute Editor window, click **Location Type**. The Create/Modify window is displayed.

Create/Modify window

- 2 In the Location Type field, enter the ID of the location type, or click the LOV  button and select the location type.

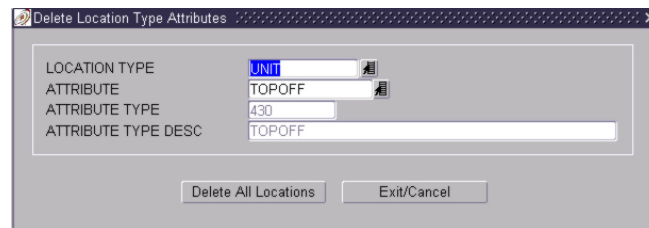
- 3 In the Attribute field, enter the code for an attribute, or click the LOV  button and select the attribute.
- 4 Click **Save** to save the changes and close the Create/Modify window. The attribute is applied to all locations of the selected type.

Delete an attribute from a location



- 1 On the Location Attribute Editor window, select the location/attribute that you want to delete.
- 2 Click **Delete Record**.
- 3 When prompted to delete the record, click **Yes**.

Delete an attribute from multiple locations

- 1 On the Location Attribute Editor window, click **Delete Loc Type**. The Delete Location Type Attributes window is displayed.



Delete Location Type Attributes window

- 2 In the Location Type field, enter the ID of the location type, or click the LOV  button and select the location type.
- 3 In the Attribute field, enter the code for an attribute, or click the LOV  button and select the attribute.
- 4 Click **Delete All Locations**. The attribute is deleted from all locations of the selected type.

Exit the Location Attribute Editor window

- Click the exit  button to close the window.

Maintain forward pick locations





- **Navigate:** From the main menu, select Support Functions > DC Setup > Forward Picking Location Editor. The Forward Pick Location Editor window is displayed.

Note: You can also access this window from the Location Editor window and the Task Maintenance window. On the Location Editor window, the Location Type must pertain to unit picks or forward case picks. On the Task Maintenance window, the Activity must pertain to creating forward pick locations.

[illegible]

Forward Pick Location Editor window

Display a forward pick location

- 1 If the details of a forward pick location are currently displayed, click the clear  button.
- 2 Click the enter query  button.
- 3 In the Location ID query field, enter the ID of the forward pick location, or click the LOV  button and select the location.
- 4 Click the execute query  button. The items associated with the selected location are displayed.

Edit an item in a forward pick location

- 1 On the Forward Pick Location Editor window, double-click the item that you want to edit. The Create/Modify window is displayed.


Create/Modify window

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

Mark a forward pick location for cycle count

- 1 On the Forward Pick Location Editor window, click **Mark**.
- 2 When prompted to confirm the operation, click **Yes**. The status of the Cycle Count changes to MM. This indicates that the location was manually marked for cycle counts.

Add an item to a forward pick location

- 1 On the Forward Pick Location Editor window, click **Create Record**. The Create/Modify window is displayed.
- 2 In the Item ID field, enter the ID of the item, or click the LOV  button and select the item.
- 3 In the Capacity field, enter the capacity of the location measured in standard units.
- 4 In the Replen Qty field, enter the quantity at which replenishment is triggered.

Note: Reorder point replenishment must be enabled.

- 5 In the Unit Qty field, enter the number of standard units currently stocked at the location.
- 6 If the location can be filled beyond capacity:

- In the Overflow Pct field, enter the percentage over capacity allowed.
- In the Overflow Amt field, enter the quantity over capacity allowed.

Note: The Overflow fields are available if the Overflow attribute has been assigned to the location.

- 7 Click **Save** to save the changes and close the Create/Modify window.
- 8 When prompted to confirm the type of location, click **Yes** for a unit pick location or **No** for a kit assembly location.
- 9 When prompted to provide a reason for the adjustment, select the adjustment and click **OK**.

Delete an item from a forward pick location

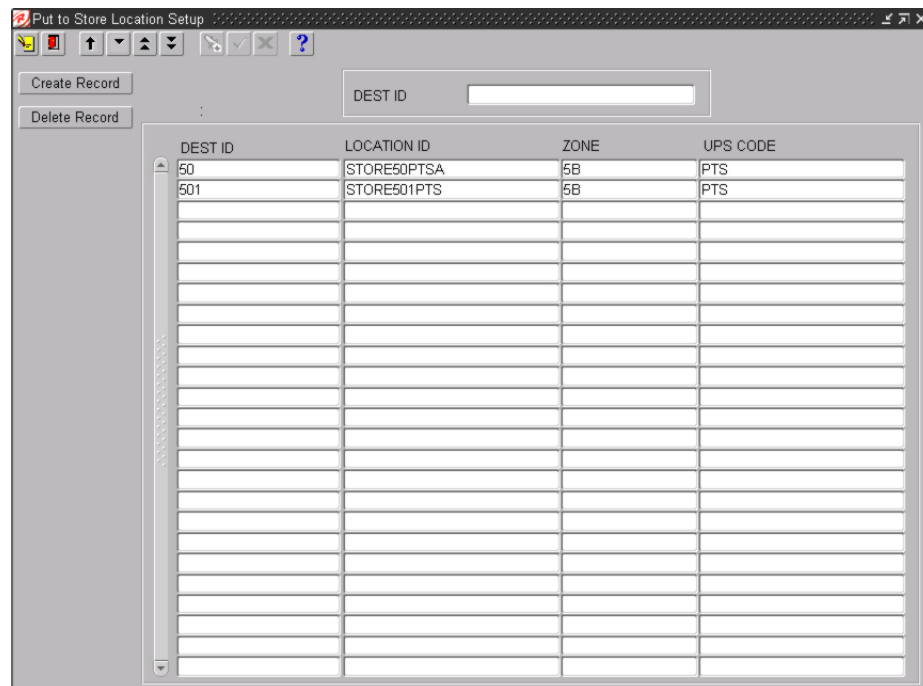
- 1 On the Forward Pick Location Editor window, select the item that you want to delete from the forward pick location.
- 2 Click **Delete Record**.
- 3 When prompted to delete the record, click **Yes**.

Exit the Forward Pick Location Editor window

- Click the exit  button to close the window.


Maintain PTS locations

- **Navigate:** From the main menu, select Support Functions > DC Setup > Put to Store Setup. The Put to Store Location Setup window is displayed.






Put to Store Location Setup window

Display all PTS locations

- Click the execute query  button.

Display PTS locations for a destination

- 1 If any destinations are currently displayed, click the clear  button.
- 2 Click the enter query  button.
- 3 In the Dest ID query field, enter the destination ID.
- 4 Click the execute query  button. The locations associated with the destination are displayed.

Edit a PTS location

- 1 On the Put to Store Location Setup window, double-click the location that you want to edit. The Add/Modify window is displayed.


Add/Modify window

- 2 Edit the location ID as necessary.
- 3 Click **Save** to save any changes and close the Add/Modify window.

Add a PTS location

- 1 On the Put to Store Location Setup window, click **Create Record**. The Add/Modify window is displayed.
- 2 In the Dest ID field, enter the ID of the destination (store).
- 3 In the Location field, enter the ID of the location.
- 4 Click **Save** to save the changes and close the Add/Modify window.

Delete a PTS location

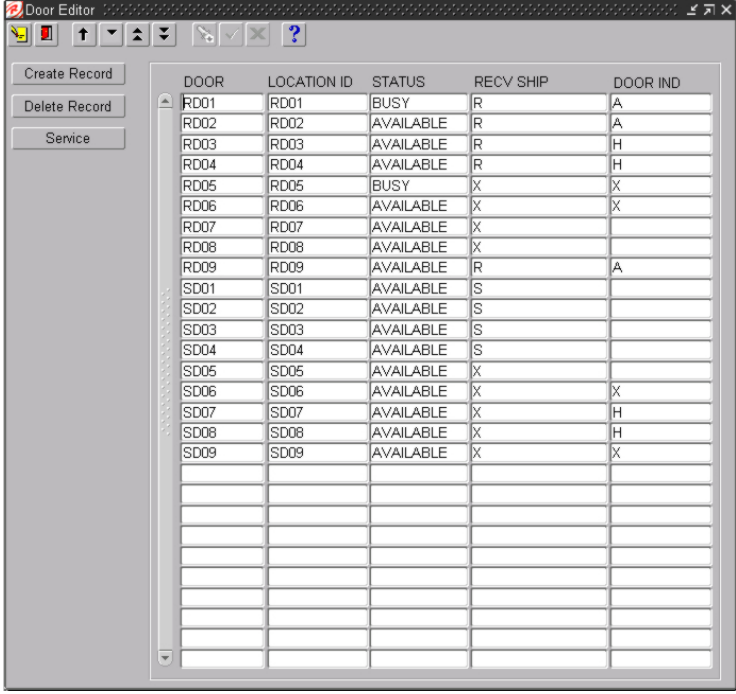
- 1 On the Put to Store Location Setup window, select the location that you want to delete.
- 2 Click **Delete Record**.
- 3 When prompted to delete the record, click **Yes**.

Exit the Put to Store Location Setup window

- Click the exit  button to close the window.

Maintain doors

- **Navigate:** From the main menu, select Support Functions > DC Setup > Door Editor. The current doors are displayed in the Door Editor window.



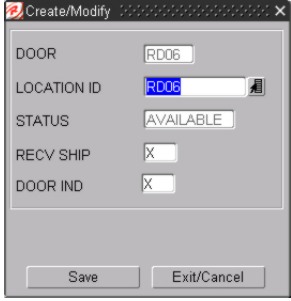
The Door Editor window displays a table with the following columns: DOOR, LOCATION ID, STATUS, RECV SHIP, and DOOR IND. The table contains 18 rows of data, including doors RD01 through RD09 and SD01 through SD09.

DOOR	LOCATION ID	STATUS	RECV SHIP	DOOR IND
RD01	RD01	BUSY	R	A
RD02	RD02	AVAILABLE	R	A
RD03	RD03	AVAILABLE	R	H
RD04	RD04	AVAILABLE	R	H
RD05	RD05	BUSY	X	X
RD06	RD06	AVAILABLE	X	X
RD07	RD07	AVAILABLE	X	
RD08	RD08	AVAILABLE	X	
RD09	RD09	AVAILABLE	R	A
SD01	SD01	AVAILABLE	S	
SD02	SD02	AVAILABLE	S	
SD03	SD03	AVAILABLE	S	
SD04	SD04	AVAILABLE	S	
SD05	SD05	AVAILABLE	X	
SD06	SD06	AVAILABLE	X	X
SD07	SD07	AVAILABLE	X	H
SD08	SD08	AVAILABLE	X	H
SD09	SD09	AVAILABLE	X	X

Door Editor window

Edit a door

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



The Create/Modify window shows the following fields and values:

DOOR	RD06
LOCATION ID	RD06
STATUS	AVAILABLE
RECV SHIP	X
DOOR IND	X

Buttons: Save, Exit/Cancel


Create/Modify window

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

Change the status of a door

- 1 On the Door Editor window, select the door that you want to edit.
- 2 Click **Service**. If the status was Available, it becomes Out of Service. If it was Out of Service, it becomes Available.

Add a door

- 1 On the Door Editor window, click **Create Record**. The Create/Modify window is displayed.
- 2 In the Door field, enter the ID for the door.
- 3 In the Location ID field, enter the ID of the door's location, or click the LOV  button and select the location.
- 4 In the Recv Ship field, enter the code for the door's function. The function may be R (Receiving), S (Shipping), or X (Both).
- 5 In the Door Ind field, enter the code for the type of merchandise handled at the door. The type may be H (Hanging), F (Flat), S (Shoe), or A (All).
- 6 Click **Save** to save the changes and close the Create/Modify window.

Delete a door

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

Exit the Door Editor window




- Click the exit  button to close the window.

Maintain shipping destinations

- ➔ **Navigate:** From the main menu, select Support Functions > DC Setup > Destination Editor. The Ship Destination Editor window is displayed.

Ship Destination Editor window

Display a destination

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


Edit a destination

- 1 On the Ship Destination Editor window, double-click any field except the query fields. The Create/Modify window is displayed.

Create/Modify window

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

Add a destination

- 1 On the Ship Destination Editor window, click **Create Record**. The Create/Modify window is displayed.
- 2 In the Dest field, enter an ID for the destination.
- 3 In the Dest Type field, enter the type of destination, or click the LOV  button and select the destination type.
- 4 In the Name and Address block, enter the name, address, telephone, and fax in the appropriate fields.
- 5 In the Detail block, enter or select the appropriate details for the destination.
- 6 Click **Save** to save the changes and close the Create/Modify window.

Delete a destination

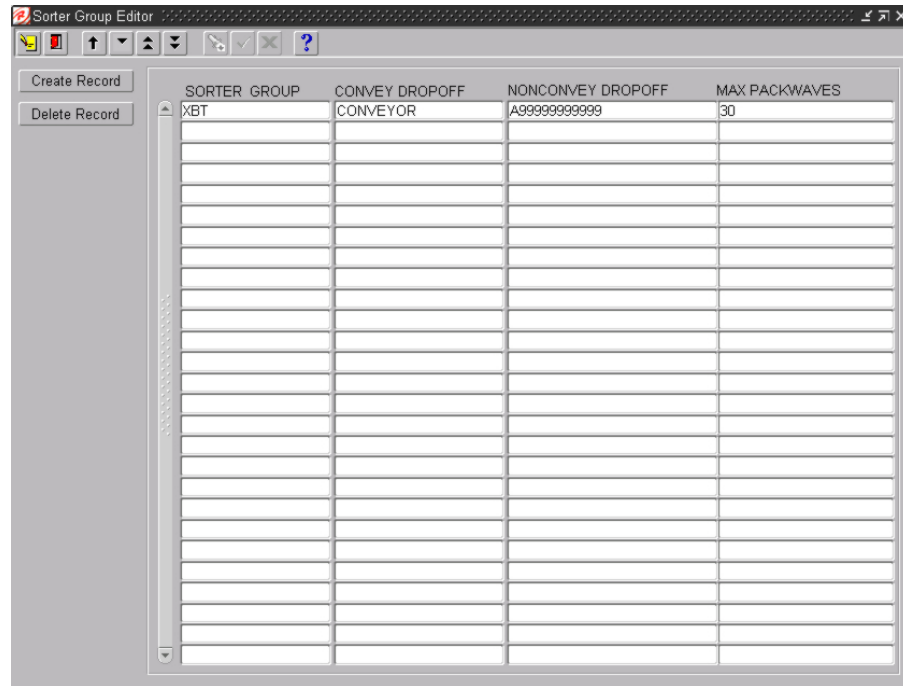
- 1 On the Ship Destination Editor window, click **Delete Record**.
- 2 When prompted to delete the record, click **Yes**.

Exit the Ship Destination Editor window

- Click the exit  button to close the window.

Maintain sorter groups

- **Navigate:** From the main menu, select Support Functions > DC Setup > Sorter Group Editor. The current sorter groups are displayed in the Sorter Group Editor window.



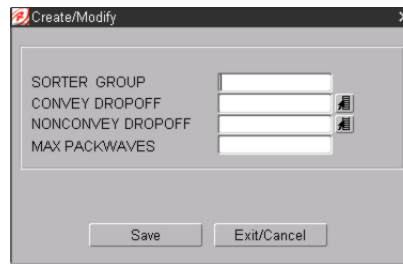
Sorter Group Editor window



Edit a sorter group

- 1 On the Sorter Group Editor window, double-click the sorter group that you want to edit. The Create/Modify window is displayed.
- 2 Edit the drop-off locations and maximum pack waves as necessary.
- 3 Click **Save** to save any changes and close the Create/Modify window.

Add a sorter group

- 1 On the Sorter Group Editor window, click **Create Record**. The Create/Modify window is displayed.

*Create/Modify window*

- 2 In the Sorter Group field, enter a name for the group.
- 3 In the Convey Dropoff, enter the ID of the location where conveyable merchandise should be dropped off, or click the LOV  button and select the location.
- 4 In the Nonconvey Dropoff, enter the ID of the location where non-conveyable merchandise should be dropped off, or click the LOV  and select the location.
- 5 In the Max Packwaves field, enter the maximum number of pack waves to be distributed for each pick wave.
- 6 Click **Save** to save the changes and close the Create/Modify window.

Delete a sorter group

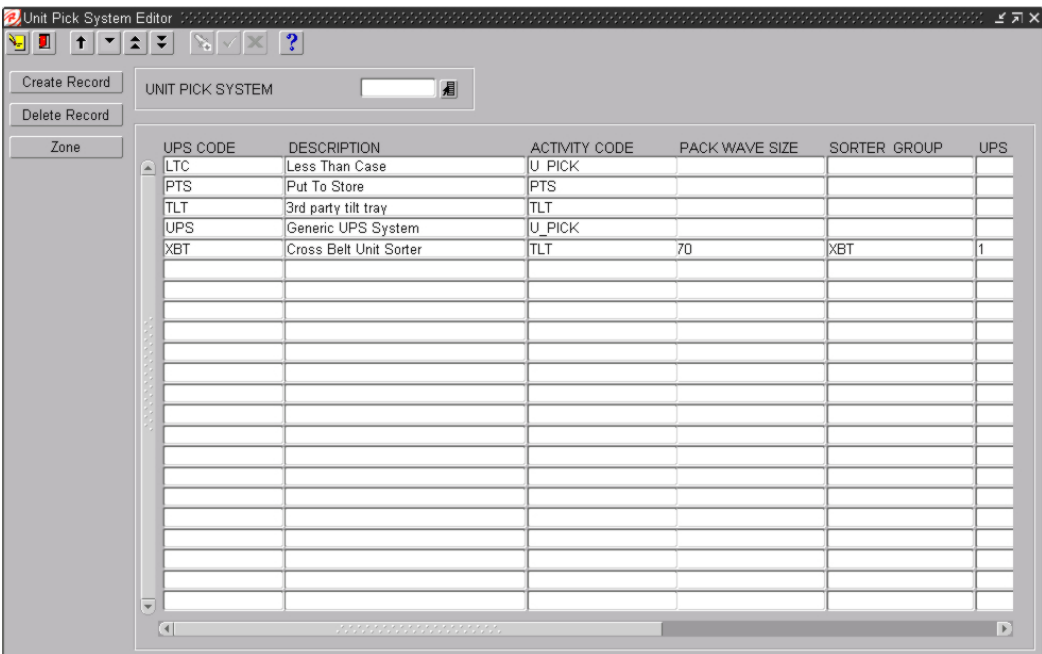
- 1 On the Sorter Group Editor window, select the sorter group that you want to delete.
- 2 Click **Delete Record**.
- 3 When prompted to delete the record, click **Yes**.

Exit the Sorter Group Editor window

- Click the exit  button to close the window.


Maintain unit pick systems

➤ **Navigate:** From the main menu, select Support Functions > DC Setup > Unit Pick System Editor. The Unit Pick System Editor window is displayed.







Unit Pick System Editor window

Display all unit pick systems

- Click the execute query  button.

Display a unit pick system

- 1 If any unit pick systems (UPS) are currently displayed, click the clear  button.
- 2 Click the enter query  button.
- 3 In the Unit Pick System query field, enter the UPS code, or click the LOV  button and select the UPS.
- 4 Click the execute query  button. The selected UPS is displayed.


Edit a unit pick system

- 1 On the Unit Pick System Editor window, double-click the UPS that you want to edit. The Create/Modify window is displayed.

Create/Modify window

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

Add a unit pick system

- 1 On the Unit Pick System Editor window, click **Create Record**. The Create/Modify window is displayed.
- 2 In the UPS Code and Description fields, enter a code and description for the UPS.
- 3 In the Activity Code field, enter the code of the activity performed by the UPS, or click the LOV  button and select the activity.
- 4 In the Pack Wave Size field, enter the number of groups that are permitted in a pack wave.
- 5 In the Sorter Group field, enter the sorter group if the UPS is a sorter system.
- 6 In the UPS Sequence field, enter the order in which this UPS should be accessed within its defined sorter group.
- 7 In the Print Unit Labels field, enter Y (Yes) or N (No) to indicate whether unit labels should be printed for each unit pick group.
- 8 In the PTS field, select the check box if the UPS is a put to store system.
- 9 Click **Save** to save the changes and close the Create/Modify window.

Delete a unit pick system

- 1 On the Unit Pick System Editor window, select the UPS that you want to delete.
- 2 Click **Delete Record**.
- 3 When prompted to delete the record, click **Yes**.

Exit the Unit Pick System Editor window

- Click the exit  button to close the window.

Maintain UPS induct zones

- **Navigate:** From the main menu, select Support Functions > DC Setup > Unit Pick System Editor. The Unit Pick System Editor window is displayed.

Display one or all unit pick systems. Select a UPS and click **Zone**. The induct zones for the selected UPS are displayed in the Unit Pick Zone Editor window.

[illegible]

Unit Pick Zone Editor window

Edit a UPS induct zone

- 1 On the Unit Pick Zone Editor window, double-click the induct zone that you want to edit. The Create/Modify window is displayed.

Create/Modify

UPS CODE: TLT

INDUCT ZONE: TT

DESCRIPTION: Tilt Tray Zone

DEST ID: TILTTRAY

PICK UP LOC: TT PICKUP

DROP OFF LOC: TT DROPOFF

SINGLE ZONE IND: ☒

TILTTRAY: ☐




TT DROPOFF: ☐

Save Exit/Cancel

Create/Modify window

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

Add a UPS induct zone

- 1 On the Unit Pick Zone Editor window, click **Create Record**. The Create/Modify window is displayed.
- 2 In the Induct Zone and Description fields, enter the ID and description of the induct zone.
- 3 In the Dest ID field, enter the ID of the internal destination of the induct zone, or click the LOV  button and select the destination.
- 4 In the Pick Up Loc field, enter the ID of the pickup location, or click the LOV  button and select the location. The pickup location is the staging location where merchandise leaves the UPS induct zone.
- 5 In the Drop Off Loc field, enter the ID of the drop-off location, or click the LOV  button and select the location. The drop-off location is the staging location where merchandise enters the UPS induct zone.
- 6 If the UPS has a single induct zone, select the Single Zone Ind check box.
- 7 Click **Save** to save the changes and close the Create/Modify window.

Delete a UPS induct zone

- 1 On the Unit Pick Zone Editor window, select the UPS induct zone that you want to delete.
- 2 Click **Delete Record**.
- 3 When prompted to delete the record, click **Yes**.

Exit the Unit Pick Zone Editor window

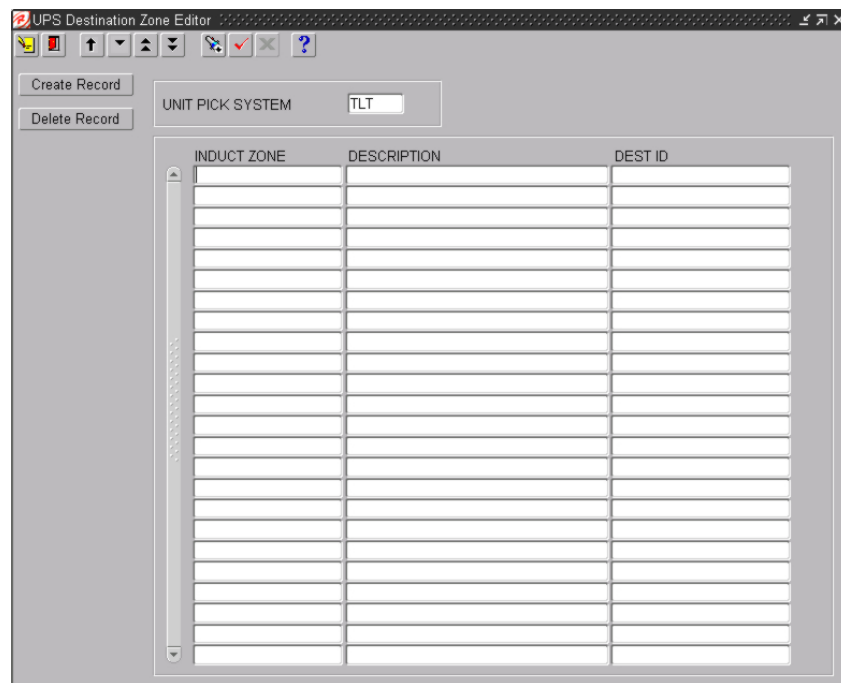
- Click the exit  button to close the window.

Maintain UPS destinations

- ➔ **Navigate:** From the main menu, select Support Functions > DC Setup > Unit Pick System Editor. The Unit Pick System Editor window is displayed.

Display one or all unit pick systems. Select a UPS and click **Zone**. The induct zones for the selected UPS are displayed in the Unit Pick Zone Editor window.

Select an induct zone and click **Zone**. The destinations for the selected induct zone are displayed in the UPS Destination Zone Editor window.



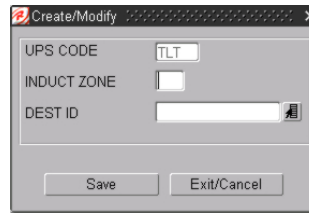
UPS Destination Zone Editor window


Edit a destination

- 1 On the UPS Destination Zone Editor window, double-click the destination that you want to edit. The Create/Modify window is displayed.
- 2 Edit the destination ID as necessary.
- 3 Click **Save** to save any changes and close the Create/Modify window.

Add a destination

- 1 On the UPS Destination Zone Editor window, click **Create Record**. The Create/Modify window is displayed.


Create/Modify window

- 2 In the Induct Zone field, enter the ID of the induct zone.
- 3 In the Dest ID field, enter the ID of the destination, or click the LOV  button and select the destination.
- 4 Click **Save** to save the changes and close the Create/Modify window.

Delete a destination

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

Exit the UPS Destination Zone Editor window

- Click the exit  button to close the window.





Maintain UPS chutes

- ➔ **Navigate:** From the main menu, select Support Functions > DC Setup > UPS Chute Editor. The UPS Chute Editor window is displayed.

CHUTE TYPE	LOGICAL CHUTE	BRAND	SEQ NBR	ACTIVE FLAG	MAX CUBE	MAX UNITS
ALL123	1234567891	ALL	12345678		12345678.1234	12345678.0

UPS Chute Editor window

Display chutes for a unit pick system

- 1 If any chutes are currently displayed, click the clear  button.
- 2 Click the enter query  button.
- 3 In the Unit Pick System query field, enter the code for the UPS, or click the LOV  button and select the UPS.
- 4 Click the execute query  button. The chutes for the selected UPS are displayed.

Edit a UPS chute

- 1 On the UPS Chute Editor window, double-click the chute that you want to edit. The Create/Modify window is displayed.

UPS CODE	TLT
LOGICAL CHUTE	1234567891
SEQ NBR	12345678
CHUTE TYPE	ALL123
BRAND	ALL
MAX CUBE	12345678.1234
MAX UNITS	12345678
MAX ORDERS	12345678
%FILL	100
%REG FILL	100
OUT SRVC	<input checked="" type="checkbox"/>

Save Exit/Cancel

Create/Modify window

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

Edit the status of a chute

- 1 On the UPS Chute Editor window, double-click the chute that you want to edit. The Create/Modify window is displayed.
- 2 To place a chute out of service, select the Out Srvc check box.
To place a chute in service, clear the Out Srvc check box.
- 3 Click **Save** to save any changes and close the Create/Modify window.

Add a UPS chute

- 1 On the UPS Chute Editor window, click **Create Record**. The Create/Modify window is displayed.
- 2 In the Logical Chute field, enter the name of the chute.
- 3 In the Seq Nbr field, enter the sequence in which the chute is to be filled in relation to other chutes in the sorter.
- 4 If you want to dedicate the chute to a specific brand, enter the brand name in the Brand field.
- 5 In the Max Cube, Max Units, and Max Orders fields, enter the maximum cubic, unit, and order capacities of the chute for one pack wave.
- 6 In the % Fill field, enter the percentage at which the chute is considered full for a pack wave.
- 7 In the % Reg Fill, enter the percentage of regular orders allowed in the chute. If the chute type is Regular, this percentage must equal the percentage in the % Fill field.
- 8 If you want to place the chute out of service, select the Out Srvc check box.
- 9 Click **Save** to save the changes and close the Create/Modify window.

Delete a UPS chute

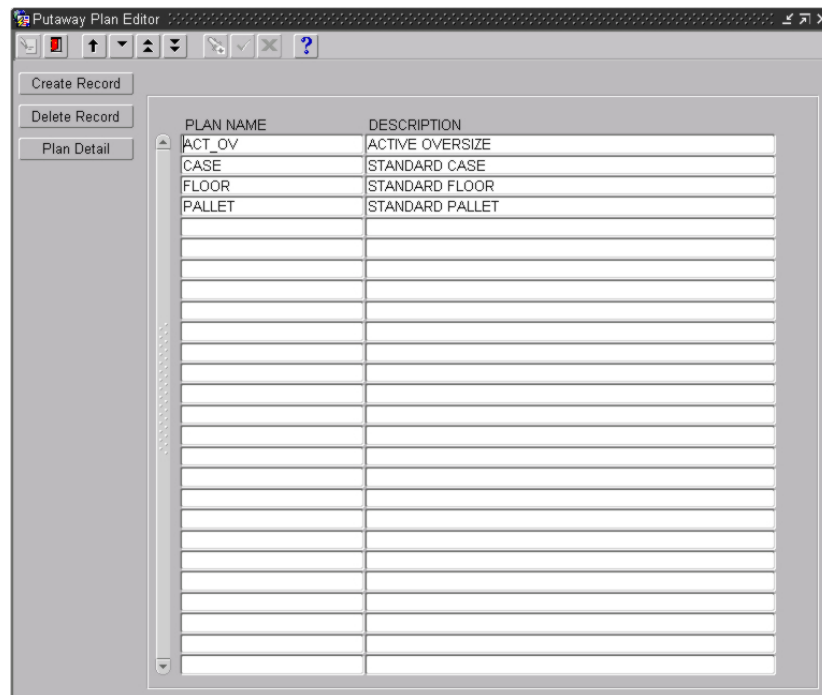
- 1 On the UPS Chute Editor window, select the chute that you want to delete.
- 2 Click **Delete Record**.
- 3 When prompted to delete the record, click **Yes**.

Exit the UPS Chute Editor window

- Click the exit  button to close the window.

Maintain putaway plans

- **Navigate:** From the main menu, select Support Functions > DC Setup > Putaway Plan Editor. The current putaway plans are displayed in the Putaway Plan Editor window.



Putaway Plan Editor window

Edit a plan or plan details

- 1 On the Putaway Plan Editor window, double-click the plan that you want to edit. The Create/Modify window is displayed.

The image shows a 'Create/Modify' dialog box. It has two text input fields: 'PLAN NAME' with the value 'PALLET' and 'DESCRIPTION' with the value 'STANDARD PALLET'. Below the fields are two buttons: 'Save' and 'Exit/Cancel'.

Create/Modify window

- 2 Edit the description as necessary.
- 3 Click **Save** to save any changes and close the Create/Modify window.
- 4 To edit details of the plan:
 - a Select a plan and click **Plan Detail**. The details are displayed on the detail window.


The image shows the 'Putaway Plan Editor' window. It has a toolbar at the top with icons for file operations and a help icon. Below the toolbar are two buttons: 'Create Record' and 'Delete Record'. The main area contains a table with the following columns: SEQUENCE, ZONE, LOCATION TYPE, PUTAWAY METHOD, and ACTIVE/RESERVE. The table has three rows of data.

SEQUENCE	ZONE	LOCATION TYPE	PUTAWAY METHOD	ACTIVE/RESERVE
1	P1	PLSTOR	EMP	R
2	P2	PLSTOR	EMP	R
3	01	CRSTOR	EMP	R




Putaway Plan Editor (Detail) window

- b Double-click the detail line that you want to edit. The Create/Modify window is displayed.


Create/Modify window

- c Edit the enabled fields as necessary.
- d Click **Save** to save any changes and close the Create/Modify window.
- e Click the exit  button to close the detail window.

Add a plan or plan details

- 1 On the Putaway Plan Editor window, click **Create Record**. The Create/Modify window is displayed.
- 2 In the Plan Name field, enter the name of the plan.
- 3 In the Description field, enter the description of the plan.
- 4 Click **Save** to save the changes and close the Create/Modify window.
- 5 To add details to the plan:
 - a Select a plan and click **Plan Detail**. The detail window is displayed.
 - b Click **Create Record**. The Create/Modify window is displayed.
 - c In the Zone field, enter the ID of the zone, or click the LOV  button and select the zone.
 - d In the Location Type field, enter the code for the location type, or click the LOV  button and select the location type.
 - e In the Putaway Method field, enter the name of the appropriate method. The method may be: Putaway to empty location (EMP), Putaway to location with same item/case pack/lot (SAM), or Putaway to location with different item/case pack/lot (DIF).
 - f In the Active/Reserve field, indicate whether the plan is for reserve locations (R) or active picking locations (A). Enter A or R as necessary.
 - g Click **Save** to save the changes and close the Create/Modify window.
 - h Click the exit  button to close the detail window.

Delete a plan detail

- 1 On the Putaway Plan Editor window, select the plan that you want to edit.
- 2 Click **Plan Detail**. The details are displayed in the detail window.
- 3 Select the detail line that you want to delete.
- 4 Click **Delete Record**.
- 5 When prompted to delete the record, click **Yes**.
- 6 Click the exit  button to close the detail window.

Delete a plan

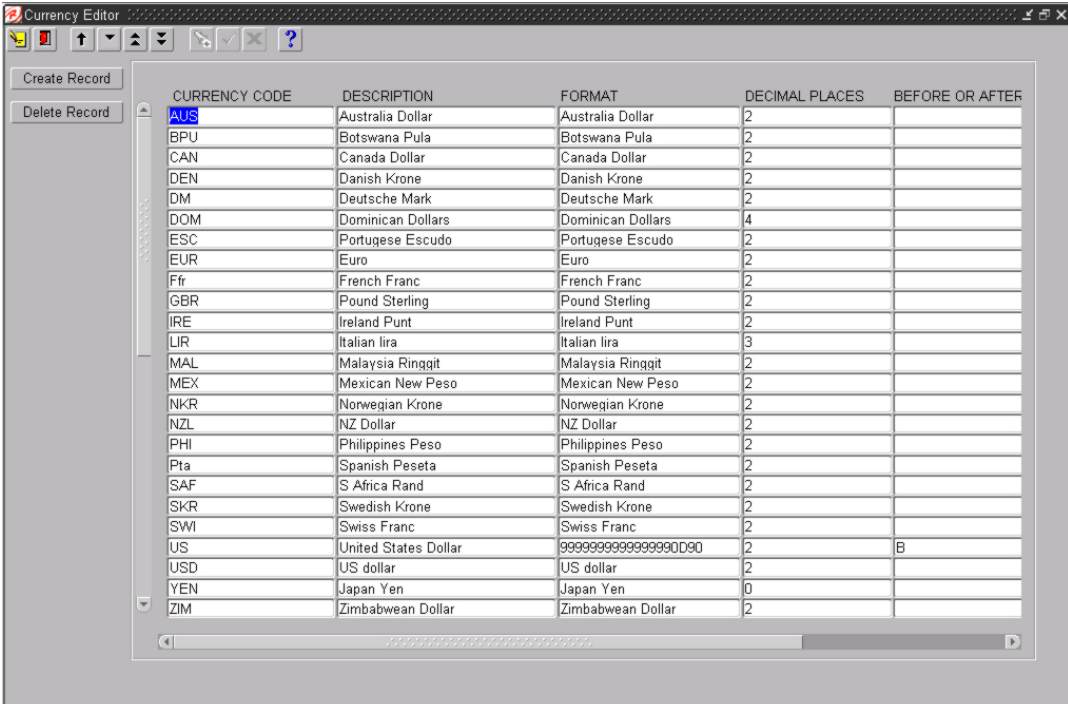
- 1 On the Putaway Plan Editor window, select the plan that you want to delete.
- 2 Click **Delete Record**.
- 3 When prompted to delete the record, click **Yes**.

Exit the Putaway Plan Editor window

- Click the exit  button to close the window.

Maintain currency codes

- **Navigate:** From the main menu, select Support Functions > Item Setup > Currency Editor. The current currency codes are displayed in the Currency Editor window.



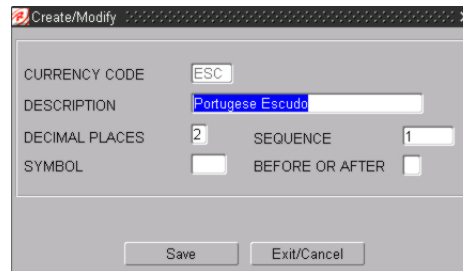
The screenshot shows the 'Currency Editor' window with a table of currency codes. The table has five columns: CURRENCY CODE, DESCRIPTION, FORMAT, DECIMAL PLACES, and BEFORE OR AFTER. The 'AUS' row is selected.

CURRENCY CODE	DESCRIPTION	FORMAT	DECIMAL PLACES	BEFORE OR AFTER
AUS	Australia Dollar	Australia Dollar	2	
BPU	Botswana Pula	Botswana Pula	2	
CAN	Canada Dollar	Canada Dollar	2	
DEN	Danish Krone	Danish Krone	2	
DM	Deutsche Mark	Deutsche Mark	2	
DOM	Dominican Dollars	Dominican Dollars	4	
ESC	Portugese Escudo	Portugese Escudo	2	
EUR	Euro	Euro	2	
Ffr	French Franc	French Franc	2	
GBR	Pound Sterling	Pound Sterling	2	
IRE	Ireland Punt	Ireland Punt	2	
LIR	Italian lira	Italian lira	3	
MAL	Malaysia Ringgit	Malaysia Ringgit	2	
MEX	Mexican New Peso	Mexican New Peso	2	
NKR	Norwegian Krone	Norwegian Krone	2	
NZL	NZ Dollar	NZ Dollar	2	
PHI	Philippines Peso	Philippines Peso	2	
Pta	Spanish Peseta	Spanish Peseta	2	
SAF	S Africa Rand	S Africa Rand	2	
SKR	Swedish Krone	Swedish Krone	2	
SWI	Swiss Franc	Swiss Franc	2	
US	United States Dollar	99999999999999990D90	2	B
USD	US dollar	US dollar	2	
YEN	Japan Yen	Japan Yen	0	
ZIM	Zimbabwean Dollar	Zimbabwean Dollar	2	

Currency Editor window

Edit a currency code

- 1 On the Currency Editor window, double-click the currency that you want to edit. The Create/Modify window is displayed.

*Create/Modify window*

- 2 Edit the description and formatting instructions as necessary.
- 3 Click **Save** to save the changes and close the Create/Modify window.

Add a currency code

- 1 On the Currency Editor window, click **Create Record**. The Create/Modify window is displayed.
- 2 In the Currency Code and Description fields, enter the code and description for the currency.
- 3 In the Decimal Places field, enter the number of decimal places used in the currency. The number may 0, 1, or 2.
- 4 In the Symbol field, enter the symbol used for the currency. (For example: \$ for US dollars.)
- 5 In the Sequence field, enter a number that represents where the currency code is printed on tickets.
- 6 In the Before or After field, enter B (before) or A (after) to indicate whether the symbol should appear before or after monetary amounts.
- 7 Click **Save** to save the changes and close the Create/Modify window.

Delete a currency code

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

Exit the Currency Editor window

- Click the exit  button to close the window.

Maintain ticket types

- ➔ **Navigate:** From the main menu, select Support Functions > DC Setup > Ticket Type Editor. The current ticket types are displayed in the Ticket Type Editor window.

The Ticket Type Editor window displays a table with the following columns: TYPE, QTY, MESSAGE, QUEUE NAME, and PRINTER TYPE. The table contains two rows of data:

TYPE	QTY	MESSAGE	QUEUE NAME	PRINTER TYPE
0000	1	hangtag	hp5	PRINTER
0002	1	full sticky	3080	PRINTER

The window also includes buttons for 'Create Record' and 'Delete Record' on the left side.

Ticket Type Editor window

Edit a ticket type

- 1 On the Ticket Type Editor window, double-click the ticket type that you want to edit. The Create/Modify window is displayed.

The Create/Modify window displays the following fields for editing a ticket type:


TYPE	0000
MESSAGE	hangtag
TICKET QTY	1
QUEUE NAME	hp5
PRINTER TYPE	PRINTER

At the bottom of the window are buttons for 'Save' and 'Exit/Cancel'.

Create/Modify window

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

Add a ticket type

- 1 On the Ticket Type Editor window, click **Create Record**. The Create/Modify window is displayed.
- 2 In the Type field, enter the code for the ticket type.
- 3 In the Message field, enter the message to be printed with the ticket.
- 4 In the Ticket Qty field, enter the number of tickets to be printed.
- 5 In the Queue Name field, enter the name of the print queue, or click the LOV  button and select the print queue.
- 6 In the Printer Type field, enter the name of the printer.
- 7 Click **Save** to save the changes and close the Create/Modify window.

Delete a ticket type

- 1 On the Ticket Type Editor window, select the ticket type that you want to delete.
- 2 Click **Delete Record**.
- 3 When prompted to delete the record, click **Yes**.

Exit the Ticket Type Editor window

- Click the exit  button to close the window.

Item setup

Overview

Items and many of the details pertaining to items are downloaded from the host system. At the DC, however, additional attributes and details may be required.

In the Item Setup module, you can maintain the details and attributes specific to material handling in the DC. You also have visibility to additional item details which cannot be edited in RDM.

If you have access to a warehouse optimization application, you can transmit SKU profiles to the application on demand. In return, the application recommends tasks for optimizing the SKU profiles.

Business process

The following types of tasks may be performed in the item setup module:

- 1 Define combinability codes and attributes:
 - **Combinability codes:** Combinability codes prevent the packaging of incompatible merchandise in the same carton. Create the combinability codes, identify the incompatible codes for each, define one or more attribute types for combinability codes, define attributes to correspond with each combinability code. Assign the attributes to items.
 - **Attributes:** Define attribute types. Select the combinability or carton group options, if applicable. Define attributes and associate them with attribute types. When applicable, assign WIP codes to attributes. Assign the attributes to items.
- 2 Set up processing defaults and attribute defaults for items by department, class, subclass, or vendor style. When items are received from the host system or manually entered, they inherit the appropriate processing defaults and attribute defaults.
- 3 Add or edit items. Although items are received from the host system, it is possible to manually add items. Details may be edited for items received from the host and for manually-created items. Edit the component items of kits as necessary.
- 4 Set up the vendor audit and quality audit percentages by vendor. The appropriate WIP codes are automatically assigned to inbound containers from the vendors. For each audit type, you can assign the following:
 - **Frequency:** Percentage of shipments to be audited.
 - **Sampling:** Percentage of each shipment to be audited.

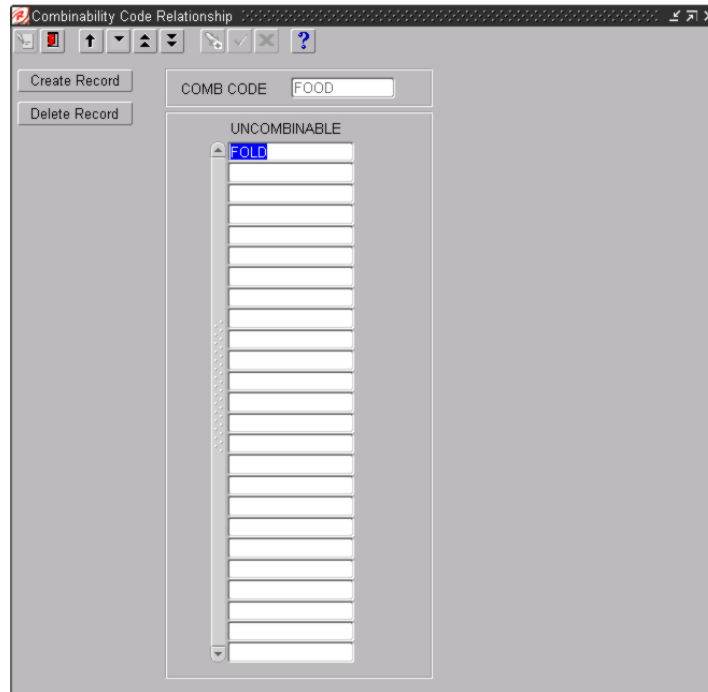
- 5 View item and vendor details. You can view but not edit the following:
 - Differentiator groups, differentiators, and item differentiators.
 - Universal product codes (UPC) by item.
 - Multi-price ticketing by item.
 - Item/vendor/origin country/dimension details. Note that you can edit the DC TI (tier) and DC HI (height) measurements by item/vendor/origin country, as well as dimensions, weight, and velocity.
 - Vendor addresses.

Reports

There are no reports that pertain to item setup.


Maintain uncombinable codes


- 1 On the Combinability Code Editor window, select the combinability code that you want to edit.
- 2 Click **Comb Code Rel.** The Combinability Code Relationship window is displayed.

*Combinability Code Relationship window*

- 3 To add an uncombinable code:
 - a Click **Create Record**. The Create window is displayed.

*Create window*

- b In the Uncombinable field, enter the appropriate code, or click the LOV  button and select the code.
 - c Click **Save** to save the changes and close the Create window.
- 4 To delete an uncombinable code:
 - a Select the uncombinable code that you want to delete.
 - b Click **Delete Record**.
 - c When prompted to delete the record, click **Yes**.

- 5 Click the exit  button to close the Combinability Code Relationship window.

Add a combinability code

- 1 On the Combinability Code Editor window, click **Create Record**. The Create/Modify window is displayed.
- 2 In the Comb Code field, enter a combinability code.
- 3 In the Description field, enter a description for the combinability code.
- 4 Click **Save** to save the changes and close the Create/Modify window.

Delete a combinability code

- 1 On the Combinability Code Editor window, select the combinability code that you want to delete.
- 2 Click **Delete Record**.
- 3 When prompted to delete the record, click **Yes**.

Exit the Combinability Code Editor window

- Click the exit  button to close the window.

Maintain attribute types


- **Navigate:** From the main menu, select Support Functions > Item Setup > Attribute Type Editor. The Attribute Type Editor window is displayed.

Note: You can also access this window from the following windows: Attribute Editor, Item Attribute Editor, and Attribute Default Editor.




[illegible]

Attribute Type Editor window

Display all attribute types

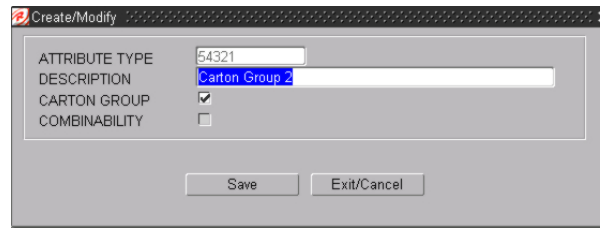
- Click the execute query  button.

Display an attribute type

- 1 If any attribute types are currently displayed, click the clear  button.
- 2 Click the enter query  button.
- 3 In the Attribute Type query field, enter all or part of attribute type ID.
- 4 Click the execute query  button. The attribute types that match or begin with the ID entered in the Attribute Type query field are displayed.

Edit an attribute type

- 1 On the Attribute Type Editor window, double-click the attribute type that you want to edit. The Create/Modify window is displayed.

*Create/Modify window*

- 2 Edit the description, carton group indicator, and combinability indicator as necessary.
- 3 Click **Save** to save any changes and close the Create/Modify window.

Add an attribute type

- 1 On the Attribute Type Editor window, click **Create Record**. The Create/Modify window is displayed.
- 2 In the Attribute Type and Description fields, enter an ID and description for the attribute type.
- 3 Select the Carton Group check box if the attribute type pertains to cartonization.
- 4 Select the Combinability check box if the attribute type pertains to combinability restrictions.
- 5 Click **Save** to save the changes and close the Create/Modify window.

Delete an attribute type

- 1 On the Attribute Type Editor window, select the attribute type that you want to delete.
- 2 Click **Delete Record**.
- 3 When prompted to delete the record, click **Yes**.

Exit the Attribute Type Editor window

- Click the exit  button to close the window.

Maintain attributes

- **Navigate:** From the main menu, select Support Functions > Item Setup > Attribute Editor. The current attributes are displayed in the Attribute Editor window.

Note: You can also access this window from the Attribute Type Editor window.

[illegible]

Attribute Editor window

Edit an attribute

- 1 On the Attribute Editor window, double-click the attribute that you want to edit. The Create/Modify window is displayed.


Create/Modify

ATTRIBUTE	<input type="text" value="HD"/>
ATTRIBUTE DESC	<input type="text" value="Heavy Duty Carton Group"/>
ATTRIBUTE TYPE	<input type="text" value="12345"/>

Create/Modify window

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

Add an attribute

- 1 On the Attribute Editor window, click **Create Record**. The Create/Modify window is displayed.
- 2 In the Attribute field, enter a code for the attribute.
- 3 In the Description field, enter a description for the attribute.
- 4 In the Attribute Type field, enter the code for the type of attribute, or click the LOV  button and select the attribute type.
- 5 Click **Save** to save the changes and close the Create/Modify window.

Delete an attribute

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

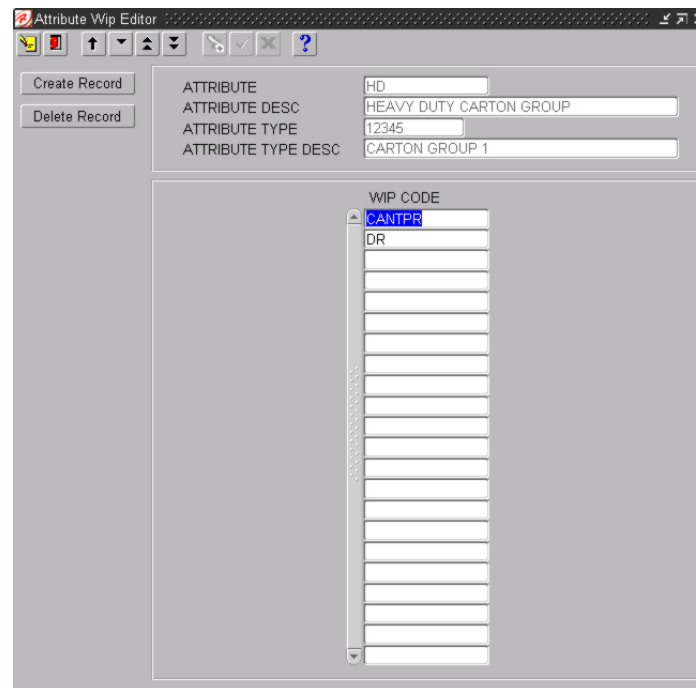
Exit the Attribute Editor window

- Click the exit  button to close the window.

Maintain attribute WIP codes





- ➔ **Navigate:** From the main menu, select Support Functions > Item Setup > Attribute WIP Editor. The Attribute WIP Editor window is displayed.

Note: You can also access this window from the Attribute Editor window and the Item Attribute Editor window.



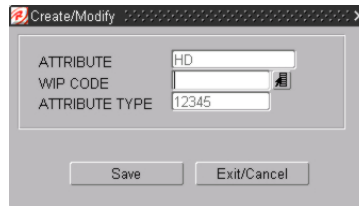
Attribute WIP Editor window

Display attribute WIP codes

- 1 If an attribute is currently displayed, click the clear  button.
- 2 Click the enter query  button.
- 3 In the Attribute query field, enter the code for an attribute, or click the LOV  button and select an attribute.
- 4 Click the execute query  button. The WIP codes associated with the selected attribute are displayed.

Add a WIP code

- 1 On the Attribute WIP Editor window, click **Create Record**. The Create/Modify window is displayed.



The screenshot shows a 'Create/Modify' dialog box with the following fields and values:

Field	Value
ATTRIBUTE	HD
WIP CODE	
ATTRIBUTE TYPE	12345

At the bottom of the window are two buttons: 'Save' and 'Exit/Cancel'.

Create/Modify window

- 2 In the WIP Code field, enter the desired WIP code, or click the LOV button and select the WIP code.
- 3 Click **Save** to save the changes and close the Create/Modify window.

Delete a WIP code

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

Exit the Attribute WIP Editor window


- Click the exit  button to close the window.

Maintain item defaults


- ➡ **Navigate:** From the main menu, select Support Functions > Item Setup > Item Default Editor. The Item Default Editor window is displayed.

Item Default Editor window

Display item defaults

- 1 Click the enter  query button.
- 2 Enter search criteria in the Department, Class, Subclass, and Vendor Style query fields as necessary.

Note: You can choose to edit defaults at any one of the merchandise levels.

- 3 Click the execute  query button. The defaults for the selected merchandise level are displayed.


Edit item defaults

- 1 On the Item Default Editor window, double-click any detail field. The Create/Modify window is displayed.

Create/Modify window

- 2 Edit the enabled fields as necessary.
- 3 Click **Save** to save any changes and close the Create/Modify window.
- 4 If changes are made to defaults for a vendor style, click **Update Style**. The changes are applied to the items associated with the vendor style.

Add item defaults

- 1 On the Item Default Editor window, click **Create Record**. The Create/Modify window is displayed.
- 2 In the Department, Class, Subclass, and Vendor Style fields, enter the IDs for the merchandise levels that you want to set up.
- 3 Enter details in the required fields:
 - a Single Container Bulk: Enter Y (Yes) or N (No) to indicate whether the item is a single container bulk item.
 - b In the Unit Pick System Code field, enter the code for the unit pick system or click the LOV  button and select the unit pick system.
 - c In the Roundable field, enter Y (Yes) or N (No) to indicate that the quantity may be rounded to the nearest case when replenished.
 - d In the Catch Weight field, enter Y (Yes) or N (No) to indicate whether the item must be weighed upon receipt.
 - e In the Perishable Ind field, enter Y (Yes) or N (No) to indicate whether the item is perishable.

- f In the Preticket Flag field, enter Y (Yes) or N (No) to indicate whether the item must ticketed upon receipt.
 - g In the Single Price Flag field, enter Y (Yes) or N (No) to indicate whether the item has a single currency ticket.
 - h In the Planned Residual field, enter Y (Yes) or N (No) to indicate whether the residuals are to be returned to stock.
- 4 Enter any additional details as necessary.
 - 5 Click **Save** to save the changes and close the Create/Modify window. The changes are applied to all items within the selected merchandise hierarchy.
 - 6 If changes are made to defaults for a vendor style, click **Update Style**. The changes are applied to the items associated with the vendor style.

Delete item defaults

- 1 On the Item Default Editor window, click **Delete Record**.
- 2 When prompted to delete the record, click **Yes**. The changes are applied to all items within the selected merchandise hierarchy.

Exit the Item Default Editor window

- Click the exit  button to close the window.

Maintain item attribute defaults

- **Navigate:** From the main menu, select Support Functions > Item Setup > Item Default Editor. The Item Default Editor window is displayed.

Display item defaults for the desired merchandise level. Click **Attribute Default**. The current default attributes are displayed on the Attribute Default Editor window.

[illegible]

Attribute Default Editor window

Edit item attribute defaults

- 1 On the Attribute Default Editor window, double-click the attribute that you want to edit. The Create/Modify window is displayed.

DEPARTMENT	4563
CLASS	NONE
SUBCLASS	NONE
VENDOR STYLE	NONE
ATTRIBUTE	CLEANUP
DESCRIPTION	Y
ATTRIBUTE TYPE	600
ATTRIBUTE VALUE	
ACTIVITY CODE	
ACTIVITY MEASURE	
ACTIVITY MEASURE UOM	
ACTIVITY TIME	
ACTIVITY TIME UOM	
ACTIVITY RESOURCES	
ATTRIBUTE ENABLED	Y
WIP SEQ NBR	1.000


Save

Exit/Cancel

Create/Modify window

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

Add item attribute defaults






- 1 On the Attribute Default Editor window, click **Create Record**. The Create/Modify window is displayed.
- 2 In the Attribute field, enter the code for the attribute, or click the LOV  button and select the attribute.
- 3 In the Attribute Value field, enter the value of the attribute if applicable.
- 4 In the WIP Seq Nbr field, enter the sequence number that indicates in what order the attribute should be processed.
- 5 Click **Save** to save the changes and close the Create/Modify window.

Delete item attribute defaults

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

Exit the Attribute Default Editor window

- Click the exit  button to close the window.

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




Edit an item

- 1 On the Item Master Editor window, double-click any of the detail fields. The Create/Modify window is displayed.

Create/Modify window

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

Add an item

- 1 On the Item Master Editor window, click **Create Record**. The Create/Modify window is displayed.
- 2 In the Item ID field, enter the ID of the item.
- 3 Enter the following required information:
 - a In the Vendor Nbr field, enter the vendor number, or click the LOV  button and select the vendor.
 - b In the Description field, enter a description of the item.
 - c In the High Value field, enter Y (Yes) or N (No) to indicate whether the item is considered to be of high value.
 - d In the Standard UOM field, enter the standard unit of measure, or click the LOV  button and select the standard UOM.
 - e In the Unit Pick System field, enter the code for the unit pick system or click the LOV  button and select the unit pick system.

- 4 Enter any additional details as necessary.
- 5 Click **Save** to save the changes and close the Create/Modify window.

Delete an item

- 1 On the Item Master Editor window, click **Delete Record**.
- 2 When prompted to delete the record, click **Yes**.

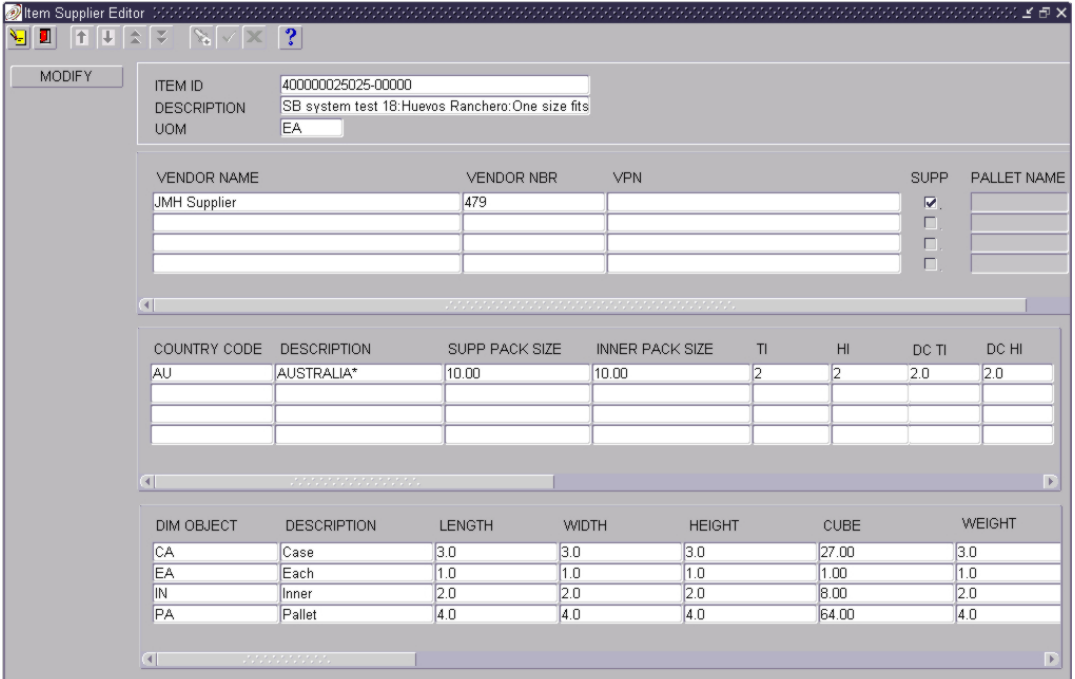
Exit the Item Master Editor window

- Click the exit  button to close the window.

Maintain item supplier details

- **Navigate:** From the main menu, select Support Functions > Item Setup > Item Supplier Editor. The Item Supplier Editor window is displayed.

Note: You can also access this window from the Item Master Editor window and the Item Master Inquiry window.



Item Supplier Editor

MODIFY

ITEM ID: 400000025025-00000
 DESCRIPTION: SB system test 18: Huevos Ranchero: One size fits
 UOM: EA





VENDOR NAME	VENDOR NBR	VPN	SUPP	PALLET NAME
JMH Supplier	479		<input checked="" type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	

COUNTRY CODE	DESCRIPTION	SUPP PACK SIZE	INNER PACK SIZE	TI	HI	DC TI	DC HI
AU	AUSTRALIA*	10.00	10.00	2	2	2.0	2.0

DIM OBJECT	DESCRIPTION	LENGTH	WIDTH	HEIGHT	CUBE	WEIGHT
CA	Case	3.0	3.0	3.0	27.00	3.0
EA	Each	1.0	1.0	1.0	1.00	1.0
IN	Inner	2.0	2.0	2.0	8.00	2.0
PA	Pallet	4.0	4.0	4.0	64.00	4.0

Item Supplier Editor window

Display suppliers for an item

- 1 If suppliers for an item are currently displayed, click the clear  button.
- 2 Click the enter query  button.
- 3 In the Item ID query field, enter the item ID, or click the LOV  button and select an item.
- 4 Click the execute query  button. The suppliers associated with the selected item are displayed.

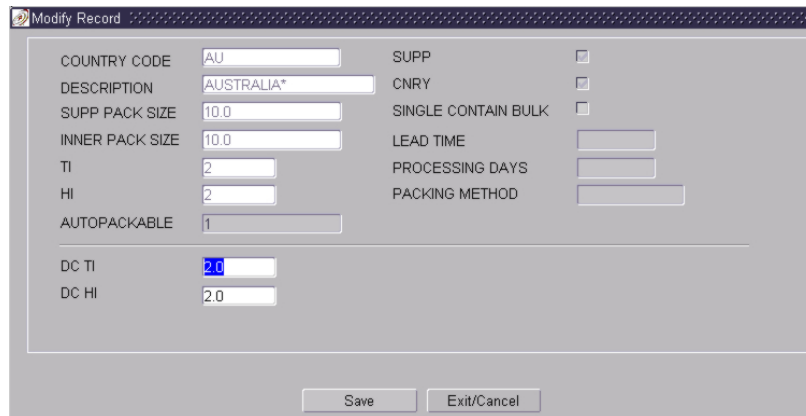
View origin countries and dimensions

Note: There are three tables on this window. They are referred to as the Vendor table, Origin Country table, and the Dimension table.

- 1 On the Item Supplier Editor window, select a vendor. The origin countries for the item and vendor are displayed in the Origin Country table.
- 2 Select an origin country. The dimensions for the item, vendor, origin country are displayed in the Dimension table.

Edit the DC TI (tier) and HI (height)

- 1 On the Item Supplier Editor window, select a vendor. The origin countries for the item/vendor are displayed in the Origin Country table.
- 2 Double-click the origin country that you want to edit. The Modify Record window is displayed.


Modify Record window

- 3 Edit the DC TI and DC HI fields as necessary.
- 4 Click **Save** to save the changes and close the Modify Record window.

Edit the dimensions

- 1 On the Item Supplier Editor window, select a vendor. The origin countries for the item/vendor are displayed in the Origin Country table.
- 2 Select an origin country. The dimensions for the item/vendor/origin country are displayed in the Dimension table.
- 3 Double-click the dimension record that you want to edit. The Modify Record window is displayed.

The screenshot shows the 'Modify Record' window with the following fields and values:

DIM OBJECT	CA	CC STATUS	SS
DESCRIPTION	Case	CC DATE	
CONVEYABLE FLAG	<input type="checkbox"/>	LWH UOM	
ROUNDABLE	<input type="checkbox"/>	NEW WEIGHT	
PLANNED RESIDUAL	<input type="checkbox"/>	WEIGHT UOM	
PUTAWAY PLAN	PALLET	LIQUID VOLUME	
SORTABLE	<input type="checkbox"/>	LIQUID VOLUME UOM	
SORTER_GROUP		TARE WEIGHT	
SHIP ALONE	<input type="checkbox"/>	TARE TYPE	
NEW ITEM	<input type="checkbox"/>		
CC PLAN	SEMI		
<hr/>			
LENGTH	3.0	WEIGHT	3.0
WIDTH	3.0	CUBE	27.00
HEIGHT	3.0	VELOCITY	

At the bottom of the window are two buttons: 'Save' and 'Exit/Cancel'.

Modify Record window

- 4 Edit the dimensions, weight, and velocity as necessary.
- 5 Click **Save** to save the changes and close the Modify Record window.

Exit the Item Supplier Editor window

- Click the exit  button to close the window.

Add an item attribute


- 1 On the Item Attribute Editor window, click **Create Record**. The Create/Modify window is displayed.

Create/Modify

ITEM ID	0000000000000000000000000101
ATTRIBUTE	CLEANUP
ATTRIBUTE VALUE	Y
ATTRIBUTE TYPE	600
ATTRIBUTE TYPE DESC	Cleanup
ACTIVITY CODE	
ACTIVITY MEASURE	
ACTIVITY MEASURE UOM	
ACTIVITY TIME	
ACTIVITY TIME UOM	
ACTIVITY RESOURCES	
ATTRIBUTE ENABLED	Y

Save Exit/Cancel

Create/Modify window

- 2 In the Attribute field, enter the code for an attribute, or click the LOV  button and select the attribute.
- 3 Click **Save** to save the changes and close the Create/Modify window.

Delete an item attribute

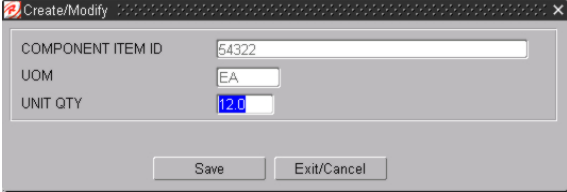
- 1 On the Item Attribute Editor window, select the attribute that you want to delete.
- 2 Click **Delete Record**.
- 3 When prompted to delete the record, click **Yes**.

Exit the Item Attribute Editor window

- Click the exit  button to close the window.

Edit a component item

- 1 On the Bill of Materials Editor window, double-click the component item that you want to edit. The Create/Modify window is displayed.



The screenshot shows the 'Create/Modify' window with the following fields and values:

Field	Value
COMPONENT ITEM ID	54322
UOM	EA
UNIT QTY	120

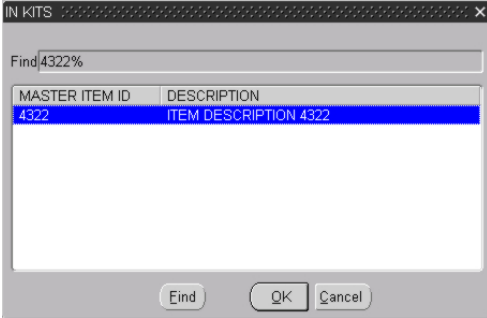
At the bottom, there are two buttons: 'Save' and 'Exit/Cancel'.

Create/Modify window

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

Check kit members

- 1 On the Bill of Materials Editor window, select the component item that you want to check.
- 2 Click **Used in Kits**. The kits of which the component item is a member are displayed in the In Kits window.



The screenshot shows the 'IN KITS' window with a search bar containing 'Find/4322%'. Below the search bar is a table with the following data:


MASTER ITEM ID	DESCRIPTION
4322	ITEM DESCRIPTION 4322

At the bottom, there are three buttons: 'Find', 'OK', and 'Cancel'.

In Kits window

- 3 Click **OK** to close the In Kits window.

Add a component item

- 1 On the Bill of Materials Editor window, click **Create Record**. The Create/Modify window is displayed.
- 2 In the Item ID field, enter the ID of the component item, or click the LOV  button and select the component item.
- 3 In the Unit Qty field, enter the required number of units.
- 4 Click **Save** to save the changes and close the Create/Modify window.

Delete a component item

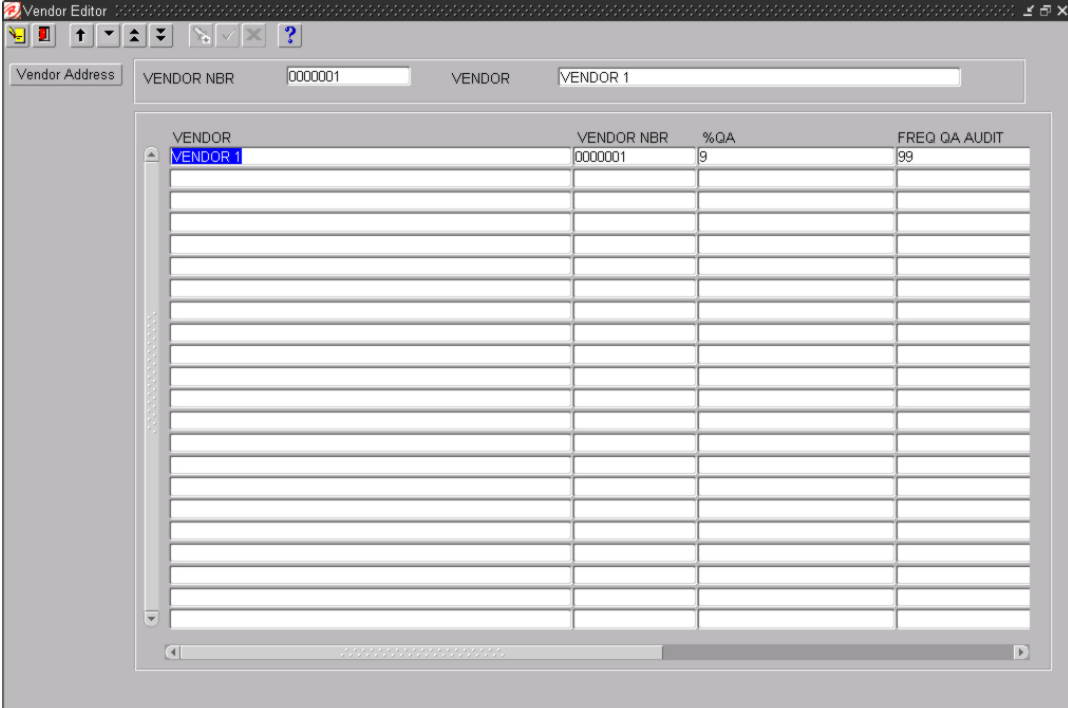
- 1 On the Bill of Materials Editor window, select the component item that you want to delete.
- 2 Click **Delete Record**.
- 3 When prompted to delete the record, click **Yes**.

Exit the Bill of Materials Editor window

- Click the exit  button to close the window.


Maintain vendor audits

- ➔ **Navigate:** From the main menu, select Support Functions > Item Setup > Vendor Editor. The Vendor Editor window is displayed.







VENDOR	VENDOR NBR	%QA	FREQ QA AUDIT
VENDOR 1	0000001	9	99

*Vendor Editor window***Display all vendors**

- Click the execute query  button.

Display one or multiple vendors

- If any vendors are currently displayed, click the clear  button.
- Click the enter query  button.
- In the Vendor Nbr field, enter a full or partial vendor number, or click the LOV  button and select the vendor.
- Click the execute query  button. The vendors that match the full or partial vendor number are displayed.

Edit vendor audits

- 1 On the Vendor Editor window, double-click the vendor that you want to edit. The Modify window is displayed.

Modify window

- 2 Enter sampling and frequency percentages in the appropriate fields.

Note: Frequency indicates the percentage of shipments to be audited. Sampling indicates the percentage of each shipment to be audited.

- 3 To bypass weighing containers from the vendor, select the Bypass Check Weigh check box as necessary.
- 4 Click **Save** to save the changes and close the Modify window.


Exit the Vendor Editor window

- Click the exit  button to close the window.





View vendor addresses

- **Navigate:** From the main menu, select Support Functions > Item Setup > Vendor Editor. The Vendor Editor window is displayed.

Display all vendors

- Click the execute query  button.

Display one or multiple vendors

- 1 If any vendors are currently displayed, click the clear  button.
- 2 Click the enter query  button.
- 3 In the Vendor Nbr field, enter a full or partial vendor number, or click the LOV  button and select the vendor.
- 4 Click the execute query  button. The vendors that match the full or partial vendor number are displayed.

- 1 On the Vendor Editor window, select the vendor that you want to view in detail.
- 2 Click **Vendor Address**. The vendor's addresses are displayed in the Vendor Address window.

Vendor Address window

- ## Exit the Vendor Editor window

- Click the exit  button to close the window.






View items

- **Navigate:** From the main menu, select Support Functions > Item Setup > Item Master Inquiry. The Item Master Inquiry window is displayed.

The screenshot shows the 'Item Master Inquiry' window. On the left is a sidebar with buttons: 'Item Supp Editor', 'Item UPC Inquiry', 'Item Attributes', 'Item Diff Inquiry', and 'Currency Price'. The main area displays item details for Item ID '400000025025-00000'. The details are organized into two columns. The left column includes fields like VENDOR NBR (479), VENDOR (JMH Supplier), DESCRIPTION (SB SYSTEM TEST 18:HUEVOS RANCHERO:ON), UOM (EA), DIVISION, DEPARTMENT (2345), CLASS (1000), SUBCLASS (1000), HIGH VALUE (N), VELOCITY, HAZARD CODE, KIT WIP CODE, CONVEYABLE, COLOR, SIZE, SHADE, FIT, LENGTH (1.0), WIDTH (1.0), HEIGHT (1.0), CUBE (1.0), WEIGHT (1.0), SINGLE CONTAIN BULK, STD CONTAINER TYPE, and UNIT PICK SYSTEM (LTC). The right column includes fields like ROUNDABLE, INNER PACK QTY (10), STD CASE PACK (10.0), STD UNIT VALUE, RETAIL PRICE (1.9400), CATCH WEIGHT, TICKET TYPE, TICKET QTY (1), PERISHABLE IND, EXPIRATION DAYS, PUTAWAY BY VOLUME, STD UNIT FACTOR, SINGLE PRICE FLAG (checked), PRETICKET FLAG, PLANNED RESIDUAL, PUTAWAY PLAN (PALLET), AUTOPACKABLE (1), ITEM TYPE (FLAT), SORTABLE, SHIP ALONE, NON SALEABLE, SLOTTABLE, NEW ITEM (checked), RIGID, and FRAGILE.

Item Master Inquiry window

Display an item

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

View additional details

- To view the vendors, origin countries, and dimensions for the item, click **Item Supp Editor**. The Item Supplier Editor window is displayed.
- To view the universal product codes (UPC) for the item, click **Item UPC Inquiry**. The Item UPC Inquiry window is displayed.
- To view the attributes and attribute types for the item, click **Item Attributes**. The Item Attribute Editor window is displayed.
- To view the differentiator groups and differentiators for the item, click **Item Diff Inquiry**. The Item Differentiator Inquiry window is displayed.
- To view retail prices in multiple currencies for the item, click **Currency Price**. The Multi Price Ticketing window is displayed.

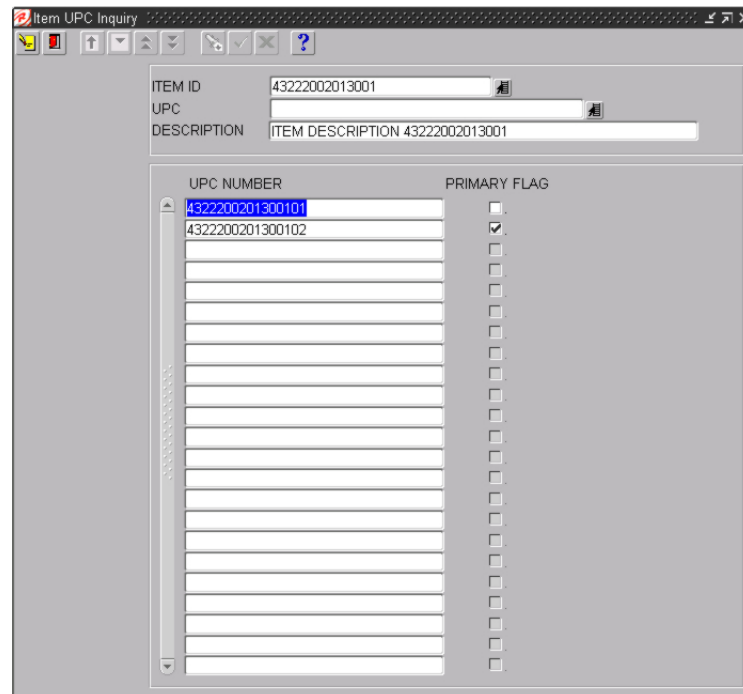
Exit the Item Master Inquiry window

- Click the exit  button to close the window.

View item UPCs

- **Navigate:** From the main menu, select Support Functions > Item Setup > UPC Inquiry. The Item UPC Inquiry window is displayed.





Note: You can also access this window from the Item Master Editor window and the Item Master Inquiry window.



UPC NUMBER	PRIMARY FLAG
4322200201300101	<input type="checkbox"/>
4322200201300102	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

Item UPC Inquiry window

Display item UPCs

- 1 If an item is currently displayed, click the clear  button.
- 2 Click the enter query  button.
- 3 Enter an item ID or UPC in the appropriate query field, or click either LOV  button and select the item.
- 4 Click the execute query  button. The UPCs for the selected item are displayed.

Exit the Item UPC Inquiry window

- Click the exit  button to close the window.

View item differentiators

- **Navigate:** From the main menu, select Support Functions > Item Setup > Item Differentiator Inquiry. The Item Differentiator Inquiry window is displayed.

Note: You can also access this window from the Item Master Editor window and the Item Master Inquiry window.

Item Differentiator Inquiry





ITEM ID	0000000000000000000000000005
UPC	0000000000000000000000000005
DESCRIPTION	Item 0000000000000000000000000005

DIFF / GROUP ID	DIFF / GROUP DESC	DIFF / GROUP TYPE	GROUP FLAG
8000000100	RED	COLOR	N
8000000201	FLAVOR 1	FLAVOR	Y

DIFF ID	DIFF DESCRIPTION
8000000200	GREEN
8000000201	PURPLE

Item Differentiator Inquiry window

Display item differentiators

- 1 If an item is currently displayed, click the clear  button.
- 2 Click the enter query  button.
- 3 Enter an item ID or UPC in the appropriate query field, or click either LOV  button and select the item.
- 4 Click the execute query  button. The differentiator groups and differentiators that match the criterion are displayed.

Note: Both differentiators and differentiator groups may be listed in the Diff/Group table. If the Group Flag is Y, the ID refers to a differentiator group. If the Group Flag is N, the ID refers to a differentiator.

View differentiators

- Select a differentiator group in the Diff/Group table. The differentiators associated with the differentiator group are displayed in the Diff table.

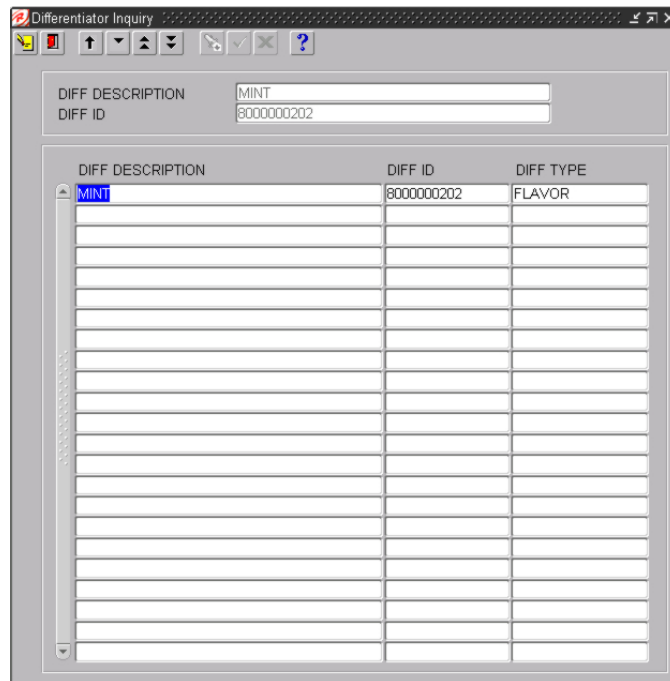
Exit the Item Differentiator Inquiry window

- Click the exit  button to close the window.

View differentiators

➔ **Navigate:** From the main menu, select Support Functions > Item Setup > Differentiator Inquiry. The Differentiator Inquiry window is displayed.


Note: You can also access this window from the Item Differentiator Inquiry window.







DIFF DESCRIPTION	DIFF ID	DIFF TYPE
MINT	8000000202	FLAVOR

Differentiator Inquiry window

Display all differentiators

- Click the execute query  button.

Display a differentiator

- If any differentiators are currently displayed, click the clear  button.
- Click the enter query  button.
- In either the Diff Description or Diff ID query fields, enter a full or partial description or ID, or click either LOV  button and select a differentiator.
- Click the execute query  button. The differentiators that match the criterion are displayed.

Exit the Differentiator Inquiry window

- Click the exit  button to close the window.

View differentiator groups

- ➡ **Navigate:** From the main menu, select Support Functions > Item Setup > Differentiator Group Inquiry. The Differentiator Group Inquiry window is displayed.


Note: You can also access this window from the Item Differentiator Inquiry window.

DIFF GROUP DESCRIPTION	DIFF GROUP ID	DIFF GROUP TYPE
COLOR 1	9000000101	COLOR





DIFF DESCRIPTION	DIFF ID	DIFF TYPE
BLUE	8000000102	COLOR
GREEN	8000000103	COLOR

Differentiator Group Inquiry window

Display all differentiator groups

- Click the execute query  button.

Display a differentiator group

- If any differentiator groups are currently displayed, click the clear  button.
- Click the enter query  button.
- In either the Diff Group Description or Diff Group ID query fields, enter a full or partial description or ID, or click either LOV  button and select a differentiator group.
- Click the execute query  button. The differentiator groups that match the criterion are displayed.

View differentiators

- Select a differentiator group in the Diff Group table. The differentiators associated with the differentiator group are displayed in the Diff table.

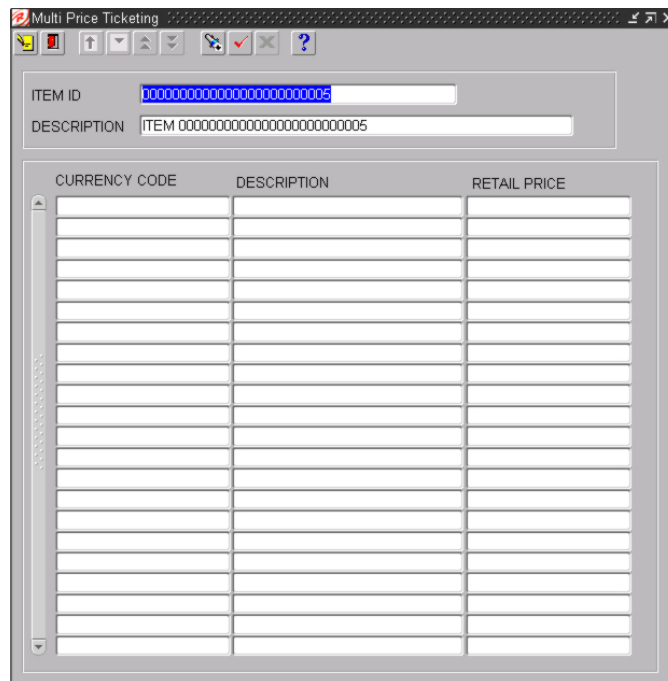
Exit the Differentiator Group Inquiry window

- Click the exit  button to close the window.

View multi-price ticketing details

- **Navigate:** There are multiple ways to access the Multi Price Ticketing window:

- From the main menu, select Support Functions > Item Setup > Item Master Editor. On the Item Master Editor window, click **Currency Price**.
- From the main menu, select Support Functions > Item Setup > Item Master Inquiry. On the Item Master Inquiry window, click **Currency Price**.
- From the main menu, select Processing > Ticketing. On the Ticketing window, select a print queue. Click **Continue**. On the Ticketing (container/item) window, query for a container. Select an item. Click **Currency Price**.



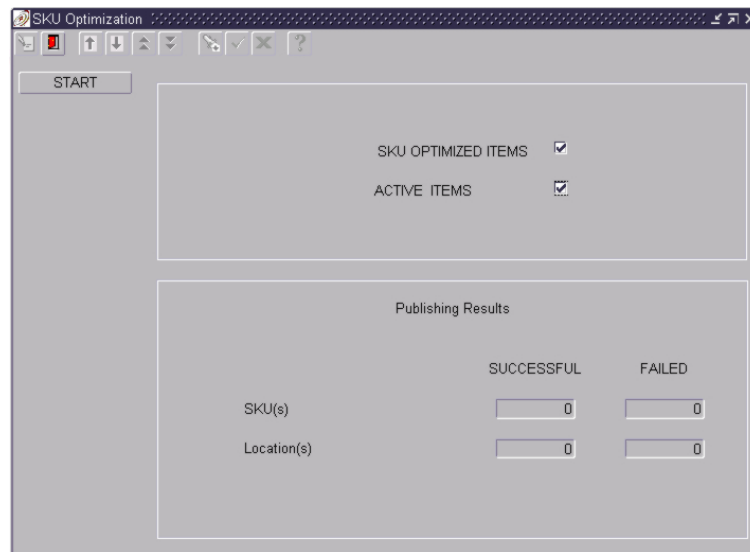
CURRENCY CODE	DESCRIPTION	RETAIL PRICE

*Multi Price Ticketing window***Exit the Multi Price Ticketing window**

- Click the exit  button to close the window.

Transmit SKU profiles

- ➡ **Navigate:** From the main menu, select Support Functions > SKU Profiling > DC Profiling. The SKU Optimization window is displayed.



SKU Optimization window

Transmit SKU profiles

- 1 Select the SKU profiles to be sent to a warehouse optimization application:
 - To send items marked for SKU optimization, select the SKU Optimized Items check box.
 - To send items located in forward pick locations, select the Active Items check box.
- 2 Click **Start**. The results are displayed in the Publishing Results block.

Exit the SKU Optimization window

- Click the exit  button to close the window.

Processing/returns setup

Overview

Processing returns and merchandise in inventory relies heavily on several types of codes. Those codes are defined in the Processing/Returns Setup module.

Business process

You can set up the following types of codes:

- **Trouble codes:** Appointment trouble codes provide a way to track vendor performance. Container trouble codes are used to document problems occurring with containers/items that must be resolved.
- **Inventory adjustment codes:** Disposition codes indicate what is to be done with merchandise that is returned by the customer. Reason codes indicate whether an adjustment to inventory is positive or negative. Return codes indicate 1) why merchandise was returned or 2) what action to take with returned merchandise.
- **WIP codes:** Work in process (WIP) codes are applied to containers, automatically or manually, in order to direct merchandise to locations where value added services can be performed. WIP codes must be defined and sequentially ordered, if necessary. You can also indicate which windows a user must access in order to process the WIP codes.

You can create cycle count plans in this module. Basically, the plan states the frequency for a cycle count. You might create a plan for daily counts, weekly counts, and so on. Depending on system settings, cycle count plans may be assigned to zones or items.

You can generate generic labels, nullify unused labels, and reprint labels for receiving and picking packages, as well as for stock or distributed merchandise.

Reports

There are no reports that pertain to processing and returns setup.

Cycle count plans

Cycle counting is the process of taking inventory at locations within a DC. Locations may be manually marked for cycle counts. Another option is to allow the system to automatically mark locations for cycle counts. The system marks locations depending on the method that you choose in the system settings. The methods you can choose from are by location, zone, and item.

Cycle counts by location

Specify how often, in days, the entire distribution center should be counted. Each day, a number of locations are automatically marked for counting. For example, if there are 1000 locations and the frequency is 100 days, RDM marks 10 locations every day for counting.

To set up cycle counts by location, the system parameter, `cycle_count_type`, must be set to location. The parameter, `cycle_count_period`, must be set to the desired number of days.

Cycle counts by zone

Specify how often, in days, the locations within each zone are counted. The system automatically marks the locations for cycle counting. Different zones can have different cycle count frequencies.

To set up cycle counts by zone, the system parameter, `cycle_count_type`, must be set to zone. Cycle count plans must be defined in the Cycle Count Planning window. On the Zone Editor window, select the appropriate cycle count plan for the zone.

Cycle counts by item

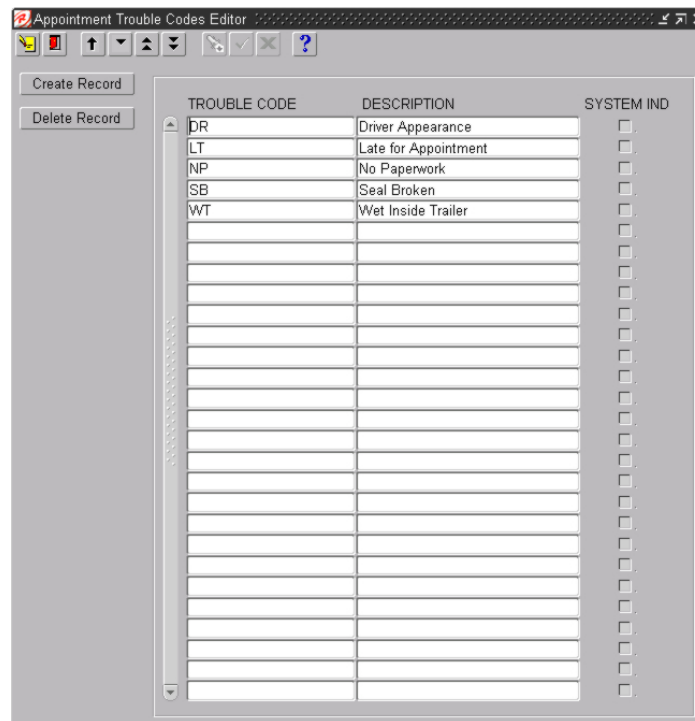
Specify how often, in days, the locations containing the specified item are counted. The system automatically marks the location for cycle counting. If the location contains an assortment of items, all items within the location must be counted. Different items can have different cycle count frequencies. Note that if a location contains an assortment of items, the location may be marked for counting more frequently than desired, since cycle counts may overlap each other.

To set up cycle counts by item, the system parameter, `cycle_count_type`, must be set to item. On the Cycle Count Planning window, define the cycle count plans. On the Item Master Editor window, select the appropriate cycle count plan for the item.

Procedures

Maintain trouble codes for appointments

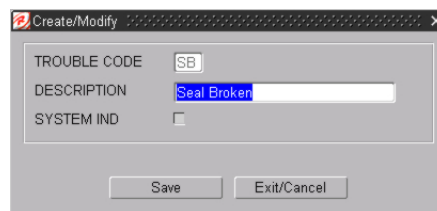
- **Navigate:** From the main menu, select Support Functions > Processing>Returns Setup > Appointment Trouble Codes Editor. The current trouble codes are displayed in the Appointment Trouble Codes Editor window.



Appointment Trouble Codes Editor window

Edit a trouble code

- 1 On the Appointment Trouble Codes Editor window, double-click the trouble code that you want to edit. The Create/Modify window is displayed.



Create/Modify window

- 2 Edit the description as necessary.
- 3 Click **Save** to save any change and close the Create/Modify window.

Add a trouble code

- 1 On the Appointment Trouble Codes Editor window, click **Create Record**. The Create/Modify window is displayed.
- 2 In the Trouble Code field, enter a code for the trouble.
- 3 In the Description field, enter a description for the trouble.
- 4 Click **Save** to save the change and close the Create/Modify window.

Delete a trouble code

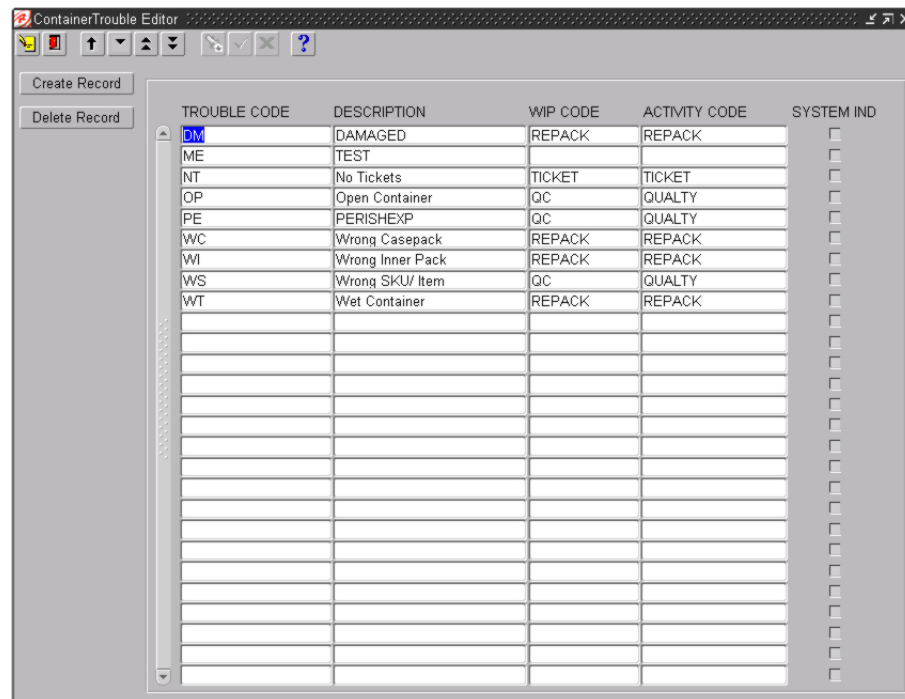
- 1 On the Appointment Trouble Codes Editor window, select the trouble code that you want to delete.
- 2 Click **Delete Record**.
- 3 When prompted to delete the record, click **Yes**.

Exit the Appointment Trouble Codes Editor window

- Click the exit button to close the window.

Maintain trouble codes for containers

- **Navigate:** From the main menu, select Support Functions > Processing/Returns Setup > Container Trouble Editor. The current trouble codes are displayed in the Container Trouble Editor window.



Container Trouble Editor window



Edit a trouble code

- 1 On the Container Trouble Editor window, double-click the trouble code that you want to edit. The Create/Modify window is displayed.

Create/Modify window

- 2 Edit the description, WIP code, and activity code as necessary.
- 3 Click **Save** to save any changes and close the Create/Modify window.

Add a trouble code

- 1 On the Container Trouble Editor window, click **Create Record**. The Create/Modify window is displayed.
- 2 In the Trouble Code field, enter a code for the trouble.
- 3 In the Description field, enter a description for the trouble.
- 4 In the WIP Code field, enter the WIP code that you want to associate with the trouble code, or click the LOV  button and select the WIP code.
- 5 In the Activity Code field, enter the activity code that you want to associated with the trouble code, or click the LOV  button and select the activity code.

Note: WIP codes and activity codes are optional.

- 6 Click **Save** to save the change and close the Create/Modify window.

Delete a trouble code

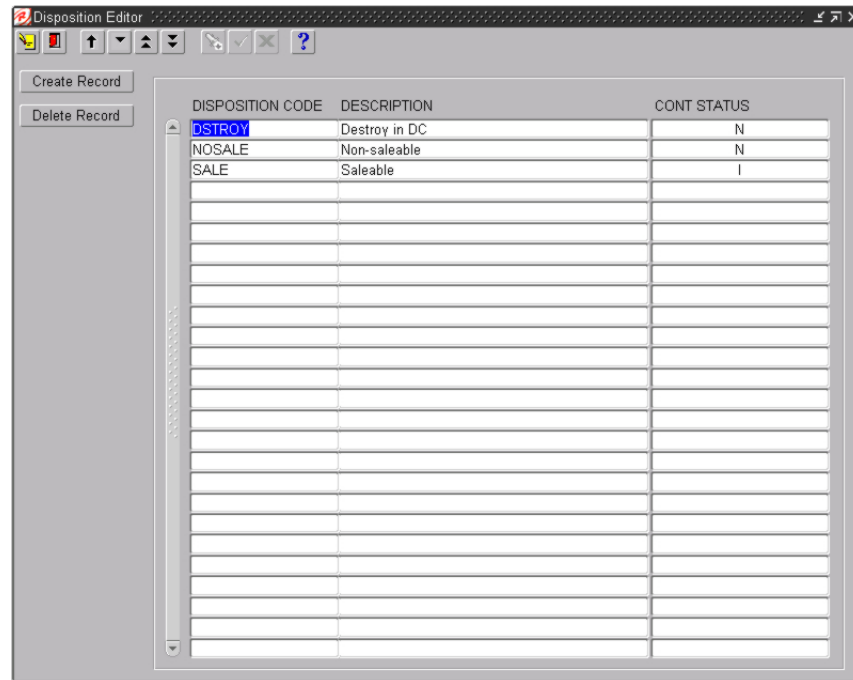
- 1 On the Container Trouble Editor window, select the trouble code that you want to delete.
- 2 Click **Delete Record**.
- 3 When prompted to delete the record, click **Yes**.

Exit the Container Trouble Editor window

- Click the exit  button to close the window.

Maintain disposition codes

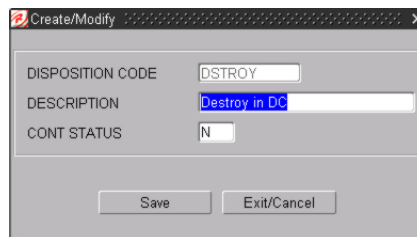
- **Navigate:** From the main menu, select Support Functions > Processing>Returns Setup > Disposition Code Editor. The current disposition codes are displayed in the Disposition Editor window.



Disposition Editor window

Edit a disposition code

- 1 On the Disposition Editor window, double-click the disposition code that you want to edit. The Create/Modify window is displayed.



Create/Modify window

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

Add a disposition code

- 1 On the Disposition Editor window, click **Create Record**. The Create/Modify window is displayed.
- 2 In the Disposition Code and Description fields, enter a code and description for the disposition.
- 3 In the Cont Status field, enter the status of containers associated with the disposition code. The status may be I (Inventory) or N (Nonsaleable)
- 4 Click **Save** to save the changes and close the Create/Modify window.

Delete a disposition code

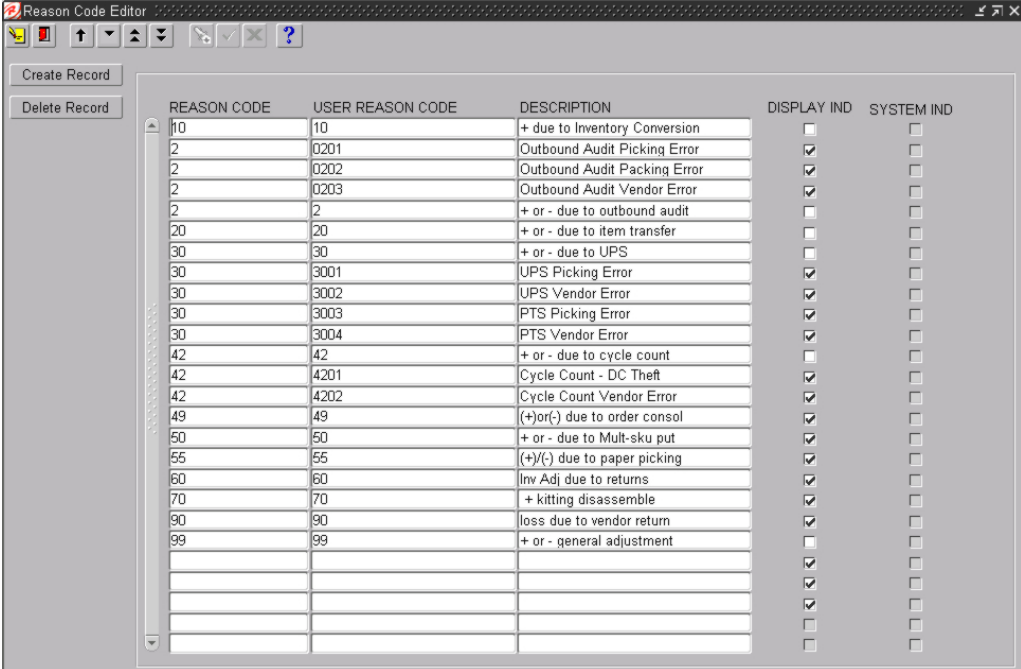
- 1 On the Disposition Editor window, select the disposition code that you want to delete.
- 2 Click **Delete Record**.
- 3 When prompted to delete the record, click **Yes**.

Exit the Disposition Editor window

- Click the exit  button to close the window.

Maintain reason codes

- ➔ **Navigate:** From the main menu, select Support Functions > Administration Setup > Inv Adjustment Reason Code Editor. The current reason codes are displayed in the Reason Code Editor window.



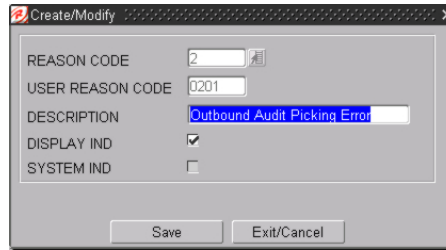
The Reason Code Editor window displays a table of reason codes with columns for Reason Code, User Reason Code, Description, Display Ind, and System Ind. The table contains 20 rows of data, including codes for inventory conversion, outbound audit, UPS picking error, cycle count, and general adjustment.

REASON CODE	USER REASON CODE	DESCRIPTION	DISPLAY IND	SYSTEM IND
10	10	+ due to Inventory Conversion	<input type="checkbox"/>	<input type="checkbox"/>
2	0201	Outbound Audit Picking Error	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	0202	Outbound Audit Packing Error	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	0203	Outbound Audit Vendor Error	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	2	+ or - due to outbound audit	<input type="checkbox"/>	<input type="checkbox"/>
20	20	+ or - due to item transfer	<input type="checkbox"/>	<input type="checkbox"/>
30	30	+ or - due to UPS	<input type="checkbox"/>	<input type="checkbox"/>
30	3001	UPS Picking Error	<input checked="" type="checkbox"/>	<input type="checkbox"/>
30	3002	UPS Vendor Error	<input checked="" type="checkbox"/>	<input type="checkbox"/>
30	3003	PTS Picking Error	<input checked="" type="checkbox"/>	<input type="checkbox"/>
30	3004	PTS Vendor Error	<input checked="" type="checkbox"/>	<input type="checkbox"/>
42	42	+ or - due to cycle count	<input type="checkbox"/>	<input type="checkbox"/>
42	4201	Cycle Count - DC Theft	<input checked="" type="checkbox"/>	<input type="checkbox"/>
42	4202	Cycle Count Vendor Error	<input checked="" type="checkbox"/>	<input type="checkbox"/>
49	49	(+)or(-) due to order consol	<input checked="" type="checkbox"/>	<input type="checkbox"/>
50	50	+ or - due to Mult-sku put	<input checked="" type="checkbox"/>	<input type="checkbox"/>
55	55	(+)(-) due to paper picking	<input checked="" type="checkbox"/>	<input type="checkbox"/>
60	60	Inv Adj due to returns	<input checked="" type="checkbox"/>	<input type="checkbox"/>
70	70	+ kitting disassemble	<input checked="" type="checkbox"/>	<input type="checkbox"/>
90	90	loss due to vendor return	<input checked="" type="checkbox"/>	<input type="checkbox"/>
99	99	+ or - general adjustment	<input type="checkbox"/>	<input type="checkbox"/>
			<input checked="" type="checkbox"/>	<input type="checkbox"/>
			<input checked="" type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

Reason Code Editor window


Edit a reason code

- 1 On the Reason Code Editor window, double-click the reason code that you want to edit. The Create/Modify window is displayed.

*Create/Modify window*

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

Add a reason code

- 1 On the Reason Code Editor window, click **Create Record**. The Create/Modify window is displayed.
- 2 In the Reason Code field, enter a reason code that you want to translate, or click the LOV  button and select the reason code.
- 3 In the User Reason Code and Description fields, enter a user-defined code and description for the reason.
- 4 To allow users to view the reason code in List of Values windows, select the Display Ind check box.
- 5 Click **Save** to save the changes and close the Create/Modify window.

Delete a reason code

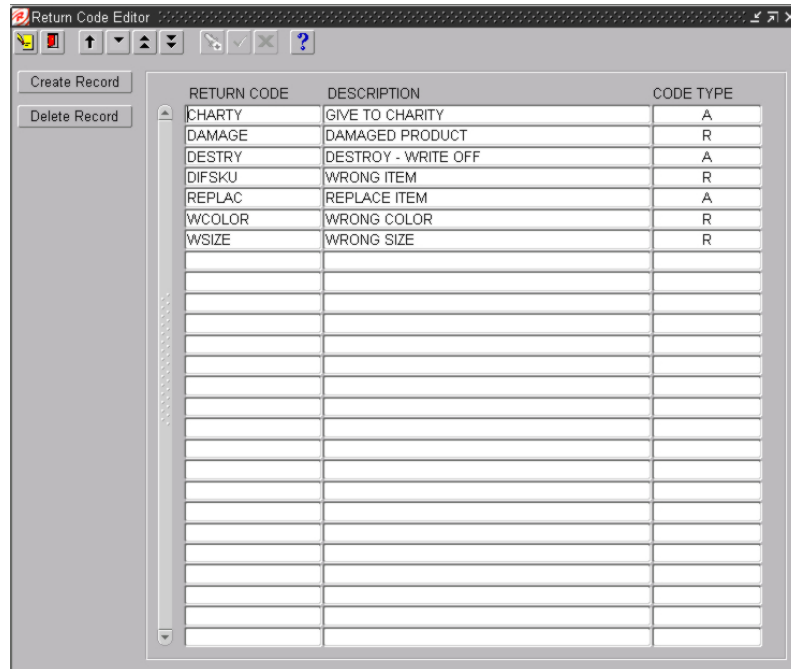
- 1 On the Reason Code Editor window, select the reason code that you want to delete.
- 2 Click **Delete Record**.
- 3 When prompted to delete the record, click **Yes**.

Exit the Reason Code Editor window

- Click the exit  button to close the window.

Maintain return codes

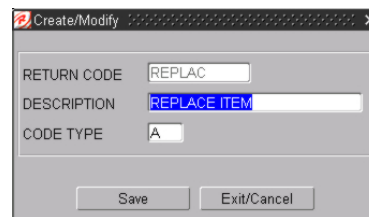
- **Navigate:** From the main menu, select Support Functions > Processing>Returns Setup > Return Code Editor. The current return codes are displayed in the Return Code Editor window.



Return Code Editor window

Edit a return code

- 1 On the Return Code Editor window, double-click the return code that you want to edit. The Create/Modify window is displayed.



Create/Modify window

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

Add a return code

- 1 On the Return Code Editor window, click **Create Record**. The Create/Modify window is displayed.
- 2 In the Return Code field, enter a code for the return.
- 3 In the Description field, enter a description for the return.
The description states either the reason for the return or the action to be taken with the returned merchandise.
- 4 In the Code Type field, enter A for an action code or R for a reason code.
- 5 Click **Save** to save the change and close the Create/Modify window.

Delete a return code

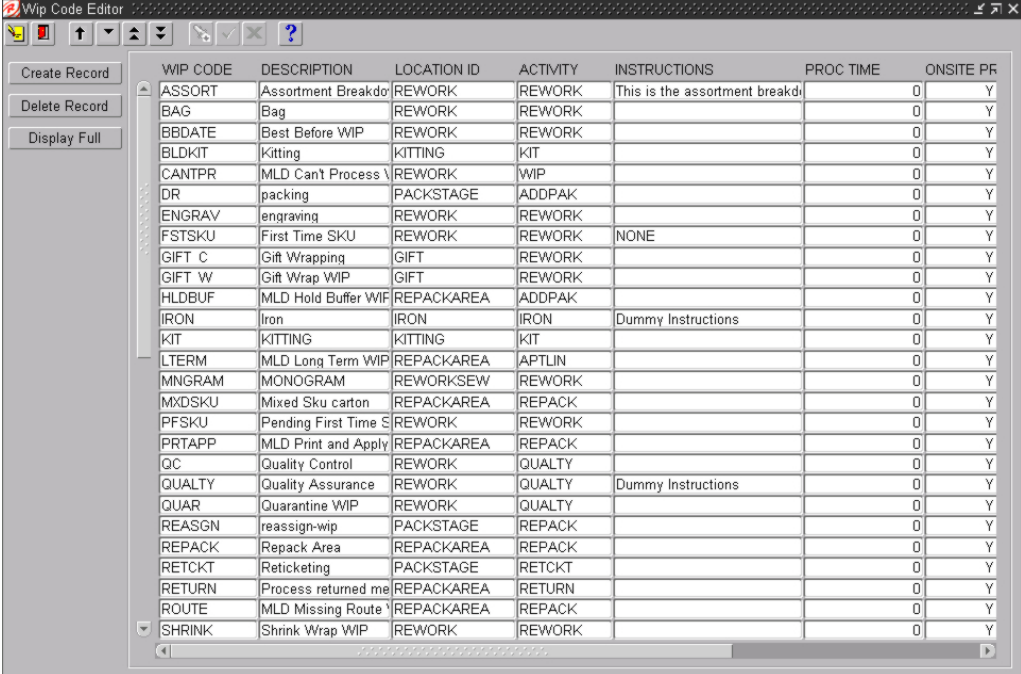
- 1 On the Return Code Editor window, select the return code that you want to delete.
- 2 Click **Delete Record**.
- 3 When prompted to delete the record, click **Yes**.

Exit the Return Code Editor window

- Click the exit  button to close the window.

Maintain WIP codes

- **Navigate:** From the main menu, select Support Functions > Processing>Returns Setup > WIP Code Editor. The current WIP codes are displayed in the WIP Code Editor window.



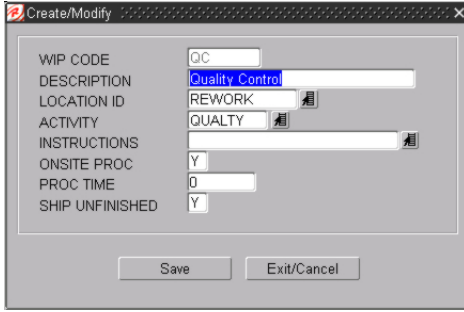
WIP CODE	DESCRIPTION	LOCATION ID	ACTIVITY	INSTRUCTIONS	PROC TIME	ONSITE PR
ASSORT	Assortment Breakdown	REWORK	REWORK	This is the assortment breakdown	0	Y
BAG	Bag	REWORK	REWORK		0	Y
BBDAT	Best Before WIP	REWORK	REWORK		0	Y
BLDKIT	Kitting	KITTING	KIT		0	Y
CANTPR	MLD Can't Process	REWORK	WIP		0	Y
DR	packing	PACKSTAGE	ADDDPAK		0	Y
ENGRAV	engraving	REWORK	REWORK		0	Y
FSTSKU	First Time SKU	REWORK	REWORK	NONE	0	Y
GIFT C	Gift Wrapping	GIFT	REWORK		0	Y
GIFT W	Gift Wrap WIP	GIFT	REWORK		0	Y
HLDBUF	MLD Hold Buffer WIP	REPACKAREA	ADDDPAK		0	Y
IRON	Iron	IRON	IRON	Dummy Instructions	0	Y
KIT	KITTING	KITTING	KIT		0	Y
LTERM	MLD Long Term WIP	REPACKAREA	APTLIN		0	Y
MNGRAM	MONOGRAM	REWORKSEW	REWORK		0	Y
MXDSKU	Mixed Sku carton	REPACKAREA	REPACK		0	Y
PFSKU	Pending First Time S	REWORK	REWORK		0	Y
PRTAPP	MLD Print and Apply	REPACKAREA	REPACK		0	Y
QC	Quality Control	REWORK	QUALITY		0	Y
QUALTY	Quality Assurance	REWORK	QUALITY	Dummy Instructions	0	Y
QUAR	Quarantine WIP	REWORK	QUALITY		0	Y
REASGN	reassign-wip	PACKSTAGE	REPACK		0	Y
REPACK	Repack Area	REPACKAREA	REPACK		0	Y
RETCKT	Reticketing	PACKSTAGE	RETCKT		0	Y
RETURN	Process returned material	REPACKAREA	RETURN		0	Y
ROUTE	MLD Missing Route	REPACKAREA	REPACK		0	Y
SHRINK	Shrink Wrap WIP	REWORK	REWORK		0	Y

WIP Code Editor window

Note: To view the instructions for a WIP code in a separate window, select the WIP code and click **Display Full**.

Edit a WIP code

- 1 On the WIP Code Editor window, double-click the WIP code that you want to edit. The Create/Modify window is displayed.





WIP CODE	QC
DESCRIPTION	Quality Control
LOCATION ID	REWORK
ACTIVITY	QUALITY
INSTRUCTIONS	
ONSITE PROC	Y
PROC TIME	0
SHIP UNFINISHED	Y

Save Exit/Cancel

Create/Modify window

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

Add a WIP code

- 1 On the WIP Code Editor window, click **Create Record**. The Create/Modify window is displayed.
- 2 In the WIP Code and Description fields, enter a code and description for the WIP.
- 3 In the Location ID field, enter the ID of the location where the activity takes place, or click the LOV  button and select the location.
- 4 In the Activity field, enter the code for the activity associated with the WIP, or click the LOV  button and select the activity.
- 5 In the Instructions field, enter instructions for the activity if it pertains to gift wrapping or personalization.
- 6 In the Onsite Proc field, enter Y (Yes) if the WIP is handled at the distribution center or N (No) if it is handled off-site.
- 7 In the Proc Time field, enter the standard processing time in minutes.
- 8 In the Ship Unfinished field, enter Y (Yes) if merchandise may be shipped even if the WIP is not processed or N (No) if the WIP must be processed.
- 9 Click **Save** to save the changes and close the Create/Modify window.

Delete a WIP code

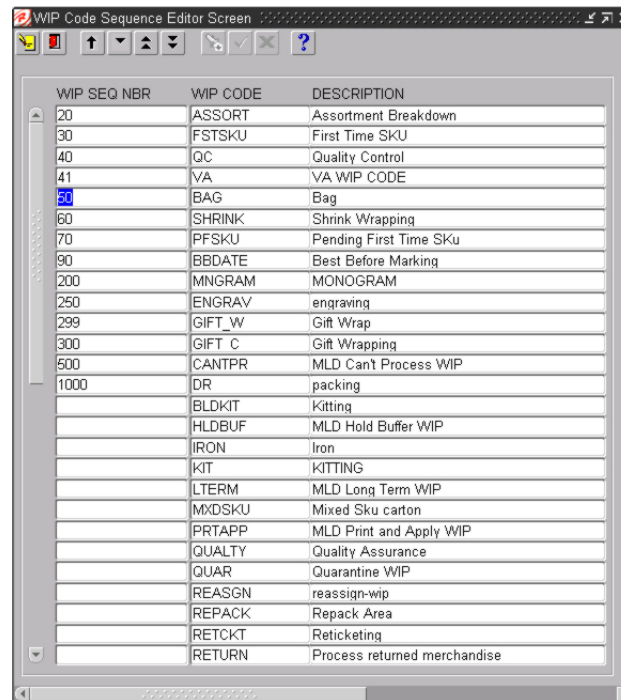
- 1 On the WIP Code Editor window, select the WIP code that you want to delete.
- 2 Click **Delete Record**.
- 3 When prompted to delete the record, click **Yes**.

Exit the WIP Code Editor window

- Click the exit  button to close the window.

Maintain WIP code sequences

- **Navigate:** From the main menu, select Support Functions > Processing>Returns Setup > WIP Code Sequence Editor. The current WIP code sequences are displayed in the WIP Code Sequence Editor Screen window.

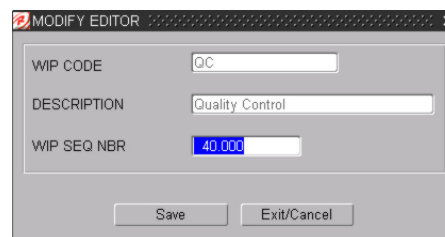


WIP SEQ NBR	WIP CODE	DESCRIPTION
20	ASSORT	Assortment Breakdown
30	FSTSKU	First Time SKU
40	QC	Quality Control
41	VA	VA WIP CODE
50	BAG	Bag
60	SHRINK	Shrink Wrapping
70	PFSKU	Pending First Time SKU
90	BBDAT	Best Before Marking
200	MNGRAM	MONOGRAM
250	ENGRAV	engraving
299	GIFT_W	Gift Wrap
300	GIFT_C	Gift Wrapping
500	CANTPR	MLD Can't Process WIP
1000	DR	packing
	BLDKIT	Kitting
	HLDBUF	MLD Hold Buffer WIP
	IRON	Iron
	KIT	KITTING
	LTERM	MLD Long Term WIP
	MXDSKU	Mixed Sku carton
	PRTAPP	MLD Print and Apply WIP
	QUALTY	Quality Assurance
	QUAR	Quarantine WIP
	REASGN	reassign-wip
	REPACK	Repack Area
	RETCKT	Reticketing
	RETURN	Process returned merchandise

WIP Code Sequence Editor Screen window

Edit a WIP code sequence

- 1 On the WIP Code Sequence Editor Screen window, double-click the WIP code that you want to edit. The Modify Editor window is displayed.



WIP CODE	QC
DESCRIPTION	Quality Control
WIP SEQ NBR	40,000

Save Exit/Cancel


Modify Editor window

- 2 Edit the sequence number as necessary.
- 3 Click **Save** to save any changes and close the Modify Editor window.

Exit the WIP Code Sequence Editor Screen window

- Click the exit  button to close the window.

Add an assignment

- 1 On the WIP Process window, click **Create Record**. The Create/Modify window is displayed.
- 2 In the WIP Code field, enter the WIP code, or click the LOV  button and select the WIP code.
- 3 Select the appropriate option. To clear all the options, enter N (No) in the boxes to the far right of each option.

Note: When you select an option, you indicate on which window DC personnel will process the WIP code.

- 4 Select or clear the Rework check box.

Note: Select the Rework check box if you want DC personnel to process the WIP code through the Rework Screen window. The Rework Screen window provides access to each of the WIP processing windows from which you chose in the previous step.

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

Delete an assignment

- 1 On the WIP Process window, select the assignment that you want to delete.
- 2 Click **Delete Record**.
- 3 When prompted to delete the record, click **Yes**.

Exit the WIP Process window

- Click the exit  button to close the window.


Maintain cycle count plans

- **Navigate:** From the main menu, select Support Functions > Processing/Returns Setup > Cycle Count Planning. The Cycle Count Planning window is displayed.





[illegible]

Cycle Count Planning window

Display all plans

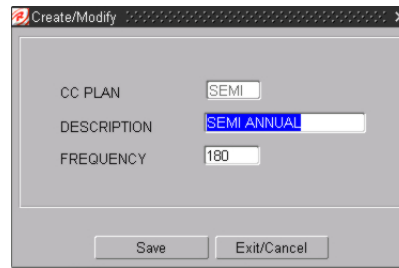
- Click the execute query  button.

Display a plan

- 1 If any plans are currently displayed, click the clear  button.
- 2 Click the enter query  button.
- 3 In the CC Plan query field, enter all or part of the plan's name, or click the LOV  button and select the plan.
- 4 Click the execute query  button. The plans that match the name or partial name are displayed.

Edit a plan

- 1 On the Cycle Count Planning window, double-click the plan that you want to edit. The Create/Modify window is displayed.

*Create/Modify window*

- 2 Edit the description and frequency (in days) as necessary.
- 3 Click **Save** to save any changes and close the Create/Modify window.

Add a plan

- 1 On the Cycle Count Planning window, click **Create Record**. The Create/Modify window is displayed.
- 2 In the CC Plan and Description fields, enter the name and description of the plan.
- 3 In the Frequency field, enter how often, in days, that the cycle count must be performed.
- 4 Click **Save** to save the changes and close the Create/Modify window.

Delete a plan

- 1 On the Cycle Count Planning window, select the plan that you want to delete.
- 2 Click **Delete Record**.
- 3 When prompted to delete the record, click **Yes**.

Exit the Cycle Count Planning window

- Click the exit  button to close the window.

Transportation setup

Overview

The Transportation Setup module allows you to set up routes, carriers, and trailers. This information is used by the system to schedule appointments and shipments, load merchandise on trailers in a logical sequence, sequence the routes for each day, and track trailer status.

Business process

There is a logical progression to follow when setting up routes, carriers, and trailers.

Routes

- Identify the routes and indicate whether they are active or inactive.
- Assign routes to a day of the week. Indicate the route sequence for each day.
- Assign destinations to a route. Indicate the load sequence for each route.

You can look up route details by route number. The details include days on which the route is run, destinations, and load sequences.

Carriers

- Identify the carriers and enter contact information.
- Identify services and associate routes and staging locations with each carrier.

Trailers

- Identify the trailers. Associate carriers with the trailers. State the cubic capacity of each trailer.

Reports

There are no reports that pertain to transportation setup.

Procedures

Maintain routes

- **Navigate:** From the main menu, select Support Functions > Transportation Setup > Route Editor. The current routes are displayed in the Route Editor window.

[illegible]

Route Editor window

Edit a route

- 1 On the Route Editor window, double-click the route that you want to edit. The Create/Modify window is displayed.

ROUTE R2

ROUTE STATUS ACTIVE

DESCRIPTION Roadway

Save Exit/Cancel

Create/Modify window

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

Add a route

- 1 On the Route Editor window, click **Create Record**. The Create/Modify window is displayed.
- 2 In the Route field, enter the name of the route.
- 3 In the Route Status field, select the status of the route. The status may be:
 - Active: Places the route in service.
 - Inactive: Takes the route out of service.
- 4 In the Description field, enter the description of the route.
- 5 Click **Save** to save the changes and close the Create/Modify window.

Delete a route

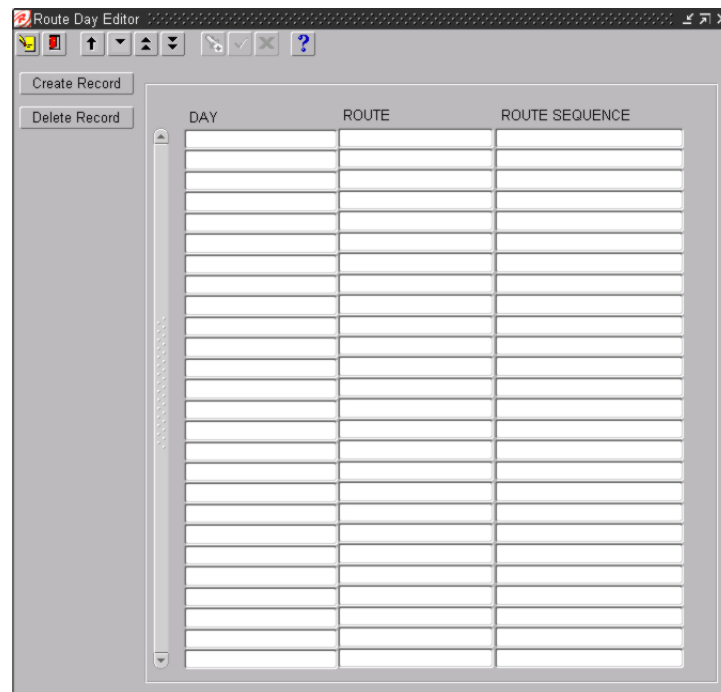
- 1 On the Route Editor window, select the route that you want to delete.
- 2 Click **Delete Record**.
- 3 When prompted to delete the record, click **Yes**.

Exit the Route Editor window

- Click the exit  button to close the window.

Maintain routes by day

- **Navigate:** From the main menu, select Support Functions > Transportation Setup > Route Day Editor. The current routes are displayed by day in the Route Day Editor window.

*Route Day Editor window*



Edit a route

- 1 On the Route Day Editor window, double-click the route that you want to edit. The Create/Modify window is displayed.
- 2 Edit the route sequence as necessary.
- 3 Click **Save** to save any changes and close the Create/Modify window.

Add a route

- 1 On the Route Day Editor window, click **Create Record**. The Create/Modify window is displayed.

Create/Modify window

- 2 In the Day field, enter the day of the week, or click the LOV  button and select the day.
- 3 In the Route field, enter the route, or click the LOV  button and select the route.
- 4 In the Route Sequence field, enter a number to indicate the order in which the route will be run on the selected day.
- 5 Click **Save** to save the changes and close the Create/Modify window.

Delete a route

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

Exit the Route Day Editor window

- Click the exit  button to close the window.

Maintain route destinations

- **Navigate:** From the main menu, select Support Functions > Transportation Setup > Route Dest Editor. The current route destinations are displayed in the Route Dest Editor window.

ROUTE	DEST ID	LOAD SEQUENCE

Route Dest Editor window



Edit a route destination

- 1 On the Route Dest Editor window, double-click the route destination that you want to edit. The Create/Modify window is displayed.
- 2 Edit the load sequence as necessary.
- 3 Click **Save** to save any changes and close the Create/Modify window.

Add a route destination

- 1 On the Route Dest Editor window, click **Create Record**. The Create/Modify window is displayed.

Create/Modify

- 2 In the Route field, enter the route, or click the LOV  button and select the route.
- 3 In the Dest ID field, enter the ID of the destination, or click the LOV  button and select the destination.
- 4 In the Load Sequence field, enter the sequence in which merchandise for the specified destination should be loaded.
- 5 Click **Save** to save the changes and close the Create/Modify window.

Delete a route destination

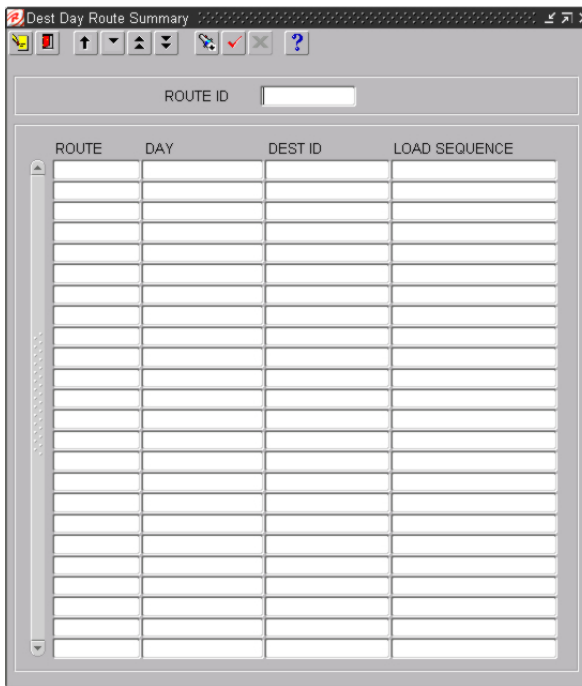
- 1 On the Route Dest Editor window, select the route destination that you want to delete.
- 2 Click **Delete Record**.
- 3 When prompted to delete the record, click **Yes**.

Exit the Route Dest Editor window

- Click the exit  button to close the window.

View route assignments


- **Navigate:** From the main menu, select Support Functions > Transportation Setup > Dest Day Route Summary. The Dest Day Route Summary window is displayed.







ROUTE	DAY	DEST ID	LOAD SEQUENCE

Dest Day Route Summary window

Display assignments for all routes

- Click the execute query  button.

Display assignments for one route

- 1 If any assignments are currently displayed, click the clear  button.
- 2 Click the enter query  button.
- 3 In the Route ID query field, enter the route, or click the LOV  button and select the route.
- 4 Click the execute query  button. The assignments for the selected route are displayed.

Exit the Dest Day Route Summary window

- Click the exit  button to close the window.

Maintain carriers

- **Navigate:** From the main menu, select Support Functions > Transportation Setup > Carrier Editor. The current carriers are displayed in the Carrier Editor window.

[illegible]

Carrier Editor window

Edit a carrier

- 1 On the Carrier Editor window, double-click the carrier that you want to edit. The Create/Modify window is displayed.


Create/Modify window

- 2 Edit the carrier name and contact information as necessary.
- 3 Click **Save** to save any changes and close the Create/Modify window.

Add a carrier

- 1 On the Carrier Editor window, click **Create Record**. The Create/Modify window is displayed.
- 2 In the Code and Name fields, enter the code and name for the carrier.
- 3 In the Phone field, enter the telephone number of the carrier.
- 4 In the Contact field, enter the name of the contact person.
- 5 Click **Save** to save the changes and close the Create/Modify window.

Delete a carrier

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

Exit the Carrier Editor window

- Click the exit  button to close the window.

Maintain carrier service routes





- ➔ **Navigate:** From the main menu, select Support Functions > Transportation Setup > Carrier Service Route Editor. The Carrier Service Route Editor window is displayed.

Note: You can also access this window from the Carrier Editor window.

SERVICE	ROUTE	LOCATION ID	DOOR	DEFAULT ROUTE
GROUND	R4	SD04	SD04	

Carrier Service Route Editor window

Display service routes for a carrier

- 1 If any service routes are currently displayed, click the clear  button.
- 2 Click the enter query  button.
- 3 In the Carrier query field, enter the code for the carrier, or click the LOV  button and select the carrier.
- 4 Click the execute query  button. The service routes for the selected carrier are displayed.



Edit a service route

- 1 On the Carrier Service Route Editor window, double-click the service route that you want to edit. The Create/Modify window is displayed.

Create/Modify window

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

Add a service route

- 1 On the Carrier Service Route Editor window, click **Create Record**. The Create/Modify window is displayed.
- 2 In the Service field, enter a code for the service.
- 3 In the Route field, enter the route, or click the LOV  button and select the route.
- 4 In the Location ID field, enter the ID of the staging or door location, or click the LOV  button and select the location.
- 5 In the Default field, enter D for a default route or E for a default expedite route as necessary.

Note: You may be prompted to overwrite an existing default or default expedite route. Click **Yes** or **No** as necessary. Only one default route and one expedite route is permitted per facility.

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


Delete a service route

- 1 On the Carrier Service Route Editor window, select the service route that you want to delete.
- 2 Click **Delete Record**.
- 3 When prompted to delete the record, click **Yes**.

Exit the Carrier Service Route Editor window

- Click the exit  button to close the window.

Add a trailer

- 1 On the Trailer Editor window, click **Create Record**. The Create/Modify window is displayed.
- 2 In the Trailer ID field, enter the ID of the trailer.
- 3 In the Carrier field, enter the code for the carrier, or click the LOV  button and select the carrier.
- 4 In the Cube field, enter the cubic capacity of the trailer.
- 5 If the trailer record should be saved after the trailer is checked out of the DC, select the Permanent check box.
- 6 Click **Save** to save the changes and close the Create/Modify window.

Delete a trailer

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

Exit the Trailer Editor window

- Click the exit  button to close the window.

Chapter 15 – DBA administration

Overview

Database administrators can use the options available on the DBA Administration menu to monitor a variety of database activities. Database administrators can view information regarding indexes, tables, table locks, rollbacks, sequences, and the error log.

Business process

There is no business process pertaining to database administration.

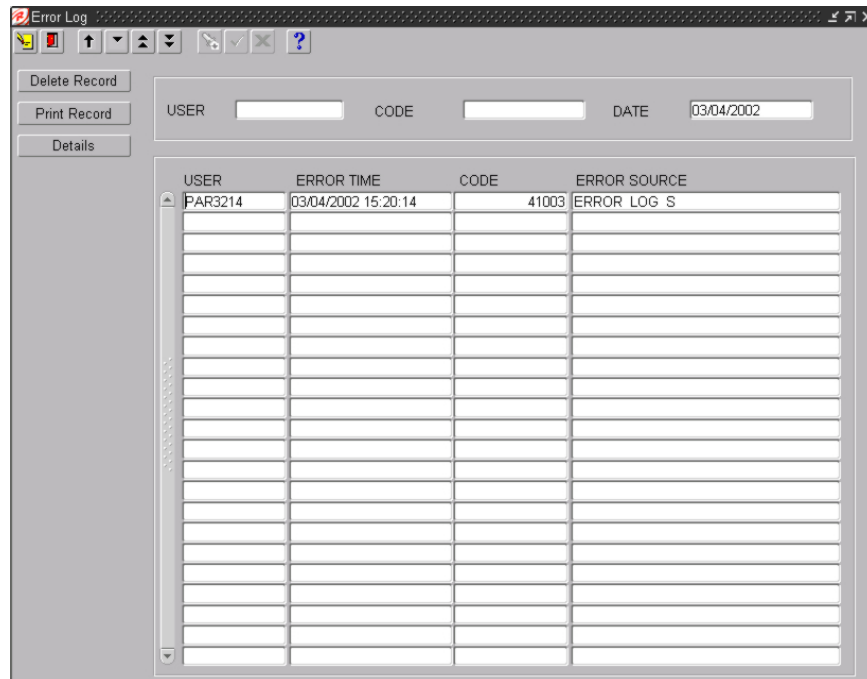
Reports

The Error Log report provides a list of errors. For each error, it includes the user ID, time, code, source, location, and message.

Procedures


Maintain the error log

- **Navigate:** From the main menu, select DBA Administration > Display Error Log. The Error Log window is displayed.






Error Log window

Display all errors

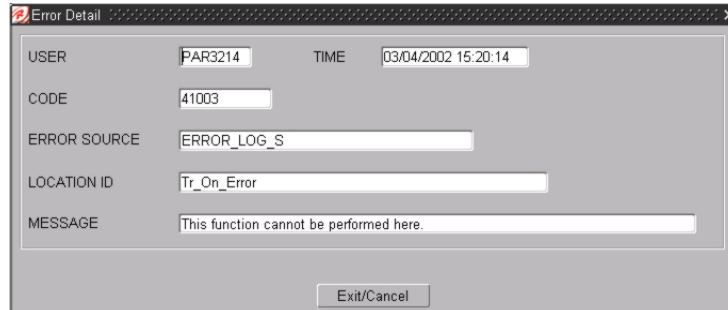
- Click the execute query  button.

Display errors by user, error code, or date

- 1 If any errors are currently displayed, click the clear  button.
- 2 Click the enter query  button.
- 3 To restrict the list of errors to a specific user, error code, or date, enter the criteria in the appropriate query fields.
- 4 Click the execute query  button. The errors that match the criteria are displayed.

View additional details of an error

- 1 On the Error Log window, select the error that you want to view.
- 2 Click **Details**. The details of the selected error are displayed in the Error Detail window.



The screenshot shows a window titled "Error Detail" with a close button (X) in the top right corner. The window contains several text input fields and a button. The fields are labeled as follows:

Field Label	Value
USER	PAR3214
TIME	03/04/2002 15:20:14
CODE	41003
ERROR SOURCE	ERROR_LOG_S
LOCATION ID	Tr_On_Error
MESSAGE	This function cannot be performed here.

At the bottom right of the window is a button labeled "Exit/Cancel".

Error Detail window

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

Delete an error record

- 1 On the Error Log window, select the error that you want to delete.
- 2 Click **Delete Record**.
- 3 When prompted to delete the record, click **Yes**.


Exit the Error Log window

- Click the exit  button to close the window.

Generate the Error Log report

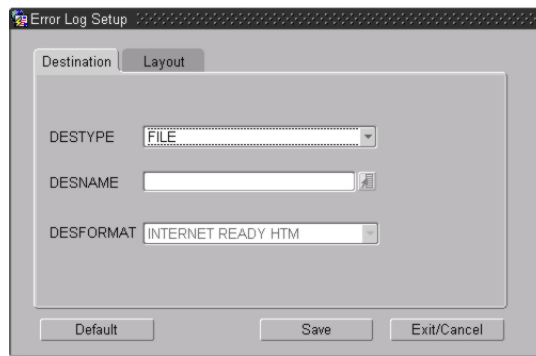
- **Navigate:** From the main menu, select DBA Administration > Display Error Log. The Error Log window is displayed.

Display all errors

- Click the execute query  button.

Generate the Error Log report

- 1 On the Error Log window, click **Print Record**. The Error Log Setup window is displayed.

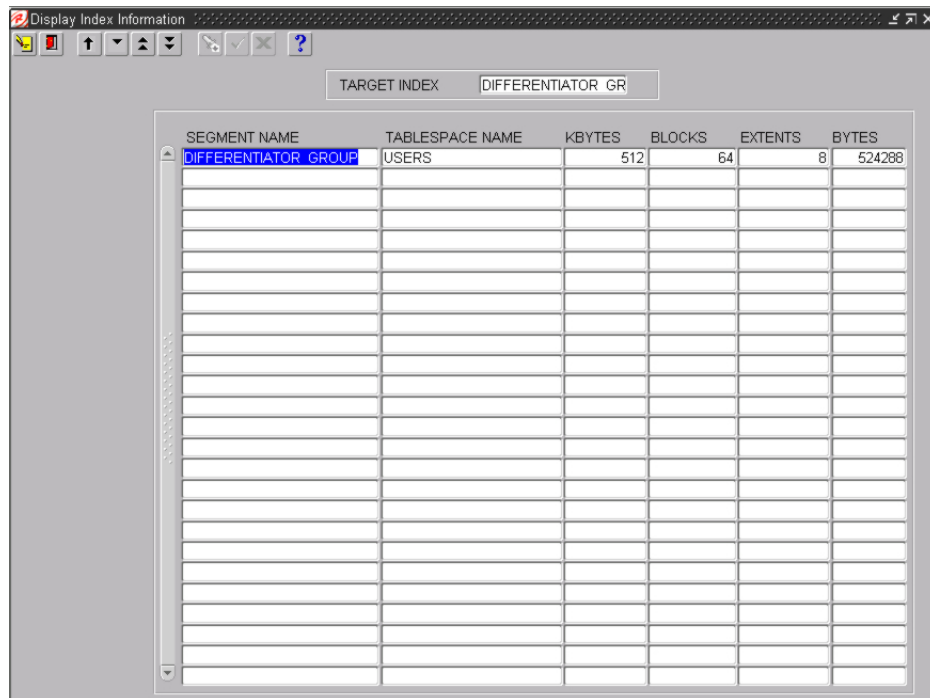


Error Log Setup window

- 2 In the Destype field, select the type of destination.
 - 3 In the Desname field, select the name of the destination.
- Note:** To return to the default settings, click **Default**.
- 4 To view the layout of the report, click on the Layout tab.
 - 5 Click **Save**. The report is sent to the selected destination.

View index details


- **Navigate:** From the main menu, select DBA Administration > Display Index Information. The Display Index Information window is displayed.







SEGMENT NAME	TABLESPACE NAME	KBYTES	BLOCKS	EXTENTS	BYTES
DIFFERENTIATOR GROUP	USERS	512	64	8	524288

Display Index Information window

Display details for all indexes

- Click the execute query  button.

Display details for one index

- If any index details are currently displayed, click the clear  button.
- Click the enter query  button.
- In the Target Index query field, enter the name of an index, or click the LOV  button and select the index.
- Click the execute query  button. The details for the selected index are displayed.

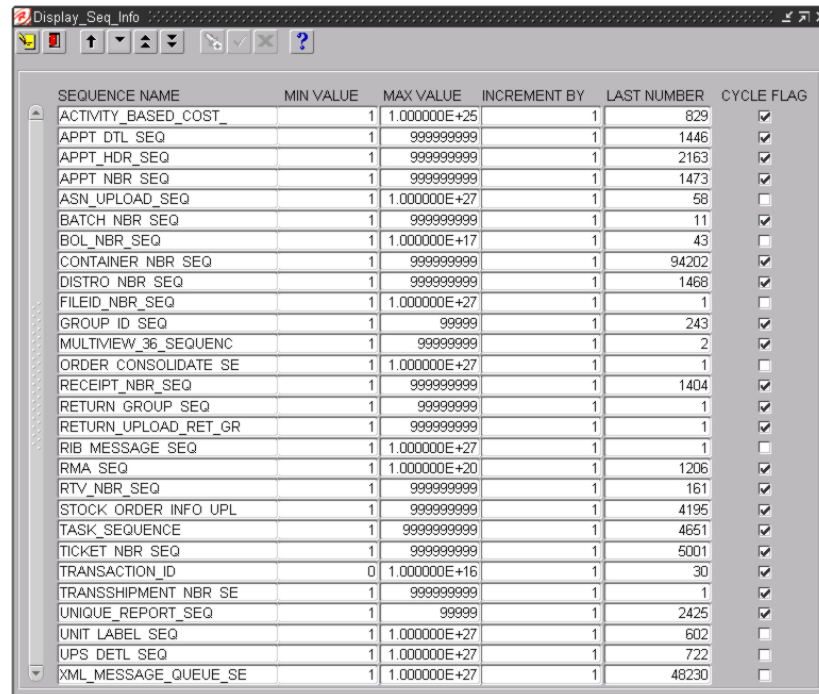
Exit the Display Index Information window

- Click the exit  button to close the window.

- Click the exit  button to close the window.

View sequence details

- **Navigate:** From the main menu, select DBA Administration > Display Sequences Information. The current sequence details are displayed in the Display Seq Info window.



SEQUENCE NAME	MIN VALUE	MAX VALUE	INCREMENT BY	LAST NUMBER	CYCLE FLAG
ACTIVITY_BASED_COST_	1	1.000000E+25	1	829	<input checked="" type="checkbox"/>
APPT DTL SEQ	1	999999999	1	1446	<input checked="" type="checkbox"/>
APPT_HDR_SEQ	1	999999999	1	2163	<input checked="" type="checkbox"/>
APPT_NBR_SEQ	1	999999999	1	1473	<input checked="" type="checkbox"/>
ASN_UPLOAD_SEQ	1	1.000000E+27	1	58	<input type="checkbox"/>
BATCH_NBR_SEQ	1	999999999	1	11	<input checked="" type="checkbox"/>
BOL_NBR_SEQ	1	1.000000E+17	1	43	<input type="checkbox"/>
CONTAINER_NBR_SEQ	1	999999999	1	94202	<input checked="" type="checkbox"/>
DISTRO_NBR_SEQ	1	999999999	1	1468	<input checked="" type="checkbox"/>
FILEID_NBR_SEQ	1	1.000000E+27	1	1	<input type="checkbox"/>
GROUP_ID_SEQ	1	99999	1	243	<input checked="" type="checkbox"/>
MULTIVIEW_36_SEQUENC	1	999999999	1	2	<input checked="" type="checkbox"/>
ORDER_CONSOLIDATE SE	1	1.000000E+27	1	1	<input type="checkbox"/>
RECEIPT_NBR_SEQ	1	999999999	1	1404	<input checked="" type="checkbox"/>
RETURN_GROUP_SEQ	1	999999999	1	1	<input checked="" type="checkbox"/>
RETURN_UPLOAD_RET_GR	1	999999999	1	1	<input checked="" type="checkbox"/>
RIB_MESSAGE_SEQ	1	1.000000E+27	1	1	<input type="checkbox"/>
RMA_SEQ	1	1.000000E+20	1	1206	<input checked="" type="checkbox"/>
RTV_NBR_SEQ	1	999999999	1	161	<input checked="" type="checkbox"/>
STOCK_ORDER_INFO UPL	1	999999999	1	4195	<input checked="" type="checkbox"/>
TASK_SEQUENCE	1	999999999	1	4651	<input checked="" type="checkbox"/>
TICKET_NBR_SEQ	1	999999999	1	5001	<input checked="" type="checkbox"/>
TRANSACTION_ID	0	1.000000E+16	1	30	<input checked="" type="checkbox"/>
TRANSHIPMENT_NBR SE	1	999999999	1	1	<input checked="" type="checkbox"/>
UNIQUE_REPORT_SEQ	1	99999	1	2425	<input checked="" type="checkbox"/>
UNIT_LABEL_SEQ	1	1.000000E+27	1	602	<input type="checkbox"/>
UPS DETL_SEQ	1	1.000000E+27	1	722	<input type="checkbox"/>
XML_MESSAGE_QUEUE_SE	1	1.000000E+27	1	48230	<input type="checkbox"/>

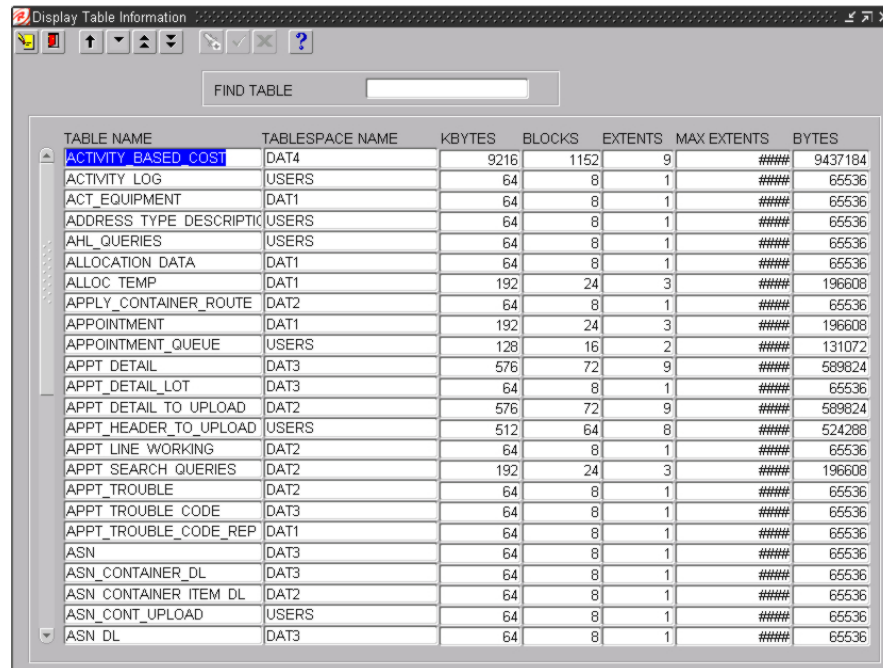
Display Seq Info window

Exit the Display Seq Info window

- Click the exit  button to close the window.

View table details

- **Navigate:** From the main menu, select DBA Administration > Display Table Information. The current tables are displayed in the Display Table Information window.







The screenshot shows the 'Display Table Information' window. It has a 'FIND TABLE' search bar at the top. Below it is a table with the following columns: TABLE NAME, TABLESPACE NAME, KBYTES, BLOCKS, EXTENTS, MAX EXTENTS, and BYTES. The table lists various system and user tables, with 'ACTIVITY_BASED_COST' selected at the top.

TABLE NAME	TABLESPACE NAME	KBYTES	BLOCKS	EXTENTS	MAX EXTENTS	BYTES
ACTIVITY_BASED_COST	DAT4	9216	1152	9	#####	9437184
ACTIVITY_LOG	USERS	64	8	1	#####	65536
ACT_EQUIPMENT	DAT1	64	8	1	#####	65536
ADDRESS_TYPE_DESCRIPTOR	USERS	64	8	1	#####	65536
AHL_QUERIES	USERS	64	8	1	#####	65536
ALLOCATION_DATA	DAT1	64	8	1	#####	65536
ALLOC_TEMP	DAT1	192	24	3	#####	196608
APPLY_CONTAINER_ROUTE	DAT2	64	8	1	#####	65536
APPOINTMENT	DAT1	192	24	3	#####	196608
APPOINTMENT_QUEUE	USERS	128	16	2	#####	131072
APPT_DETAIL	DAT3	576	72	9	#####	589824
APPT_DETAIL_LOT	DAT3	64	8	1	#####	65536
APPT_DETAIL_TO_UPLOAD	DAT2	576	72	9	#####	589824
APPT_HEADER_TO_UPLOAD	USERS	512	64	8	#####	524288
APPT_LINE_WORKING	DAT2	64	8	1	#####	65536
APPT_SEARCH_QUERIES	DAT2	192	24	3	#####	196608
APPT_TROUBLE	DAT2	64	8	1	#####	65536
APPT_TROUBLE_CODE	DAT3	64	8	1	#####	65536
APPT_TROUBLE_CODE_REP	DAT1	64	8	1	#####	65536
ASN	DAT3	64	8	1	#####	65536
ASN_CONTAINER_DL	DAT3	64	8	1	#####	65536
ASN_CONTAINER_ITEM_DL	DAT2	64	8	1	#####	65536
ASN_CONT_UPLOAD	USERS	64	8	1	#####	65536
ASN_DL	DAT3	64	8	1	#####	65536

Display Table Information window

Display details for one table

- 1 If any table details are currently displayed, click the clear  button.
- 2 Click the enter query  button.
- 3 In the Find Table query field, enter the name of a table, or click the LOV  button and select the table.
- 4 Click the execute query  button. The details for the selected table are displayed.

Exit the Display Table Information window

- Click the exit  button to close the window.

Index

- Activities202, 232, 289, 342, 349
 - Attributes276, 317, 324
 - Inventory.....109, 133
 - Processing.....83, 105
 - Tasks.....201, 205, 208, 214
- Activity history log.217, 218, 219, 220, 221, 223, 225
 - Reports.....227, 228, 229
- Administration.....202, 232, 233, 252, 254
 - Codes245, 246, 247
 - Facilities235, 237
 - Printers and reports.....248, 250
 - Translations239, 240, 242, 244
- Appointments27, 29, 30, 32, 55
 - ASN type37
 - Non NSC type.....37, 38, 40, 46
 - Non-ASN type38, 40, 46
 - NSC type43, 46
 - Receiving packages25, 57, 60
 - Schedules34, 47, 49, 52
 - Troubled52, 341
- ASNs13, 27, 30, 55, 71, 139
 - Container type.....14, 19, 25, 37
 - Purchase order type.....21, 24
 - Receiving packages57, 60, 62
- Attributes.....304, 309, 311, 312
 - Item.....317, 324, 331
 - Location276
- Audits27, 55, 139, 187, 304
 - Pick package139, 185
 - Quality34, 46, 99, 190
 - Receiving package.....55, 57, 60, 62, 63, 189
 - Shipping.....187, 189
 - Vendor27, 34, 46, 304, 328
 - WIP.....101
- Best before dates ...55, 68, 93, 109, 111, 132
- Bills of lading55, 187, 189
- Carriers191, 192, 356, 362, 364, 366
 - Appointments.....34
 - ASNs.....14, 21
- Cartonization ...139, 256, 257, 266, 304, 309
- Cartons.....92, 96, 266, 309
- Chutes.....149, 153, 155, 256, 261, 295
- Codes.....202, 232, 239, 246, 247, 300, 304, 306, 345, 347
 - Disposition.....245, 344
 - Trouble341, 342
 - WIP.....312, 349
- Combinability codes.....304, 306, 309
- Containers.....262, 266, 269
 - Activity history log217, 218, 225, 227
 - Appointments.....37, 43, 46
 - ASNs.....13, 14, 19, 25
 - Cartonization.....256, 257
 - Distribution.....144, 171, 175, 179
 - Inventory.....109, 111, 124, 130, 131
 - Manifests.....187, 189, 194
 - Outbound97, 99, 101, 187, 264
 - Process79, 83, 92, 93, 96, 119
 - Receiving68
 - Returns.....73
 - Status55, 87, 130
 - Troubled.....64, 342
 - WIP codes.....85, 87, 89, 91
- Currencies256, 300, 314, 331, 337
- Cycle counts ..109, 122, 126, 127, 129, 130, 269, 273, 279
 - Activity history log218
 - Plans.....339, 340, 354
- DBA administration369, 370, 373, 374, 375, 376, 377
 - Reports.....372
- DC setup256, 285, 297, 302
 - Containers257, 262, 264, 266
 - Locations..258, 259, 260, 268, 269, 271, 273, 279, 281, 283
 - Unit pick systems.....261, 279, 287, 289, 291, 293, 295
- Destinations256, 293
 - Put to stores.....179, 281
 - Routes356, 360
 - Shipping.....285
 - Stock orders141, 144
 - Waves166, 171
- Differentiators.....304, 331, 333, 335, 336
- Disposition codes.....73, 79, 339, 344
- Distribution methods139
- Distribution planning139
 - Pick directives...165, 177, 182, 183, 184, 185
 - Put to store containers.....179, 181
 - Queries.....153, 155, 158
 - Stock orders141, 144, 148, 149, 156, 184
 - Waves160, 162, 165, 166, 167, 169, 173, 175, 176
- Doors256, 258, 259, 271, 283
 - Schedules27, 34, 47, 49, 72
 - Status55, 63, 187, 188, 191
- Equipment.....201, 204
- Equipment types201, 204, 205, 207, 258
- Error log.....369, 370, 372

- Facilities232, 235, 237, 254
- Field labels232, 240
- Forward pick locations115, 116, 279
- Gift cards83, 106
- Indexes.....369, 373
- Inventory aging.....109, 133
- Inventory disposition codes.....232, 245
- Inventory management...109, 111, 119, 121, 122, 123, 124, 126, 127, 129, 130, 131
- Item setup300, 304, 306, 314, 319, 321, 326, 331, 332, 337
 - Activities.....317, 324
 - Attributes309, 311, 312, 317
 - Differentiators.....333, 335, 336
 - Vendors.....328, 329
- Items304, 314, 317, 319, 321, 324, 326, 331, 332, 333
 - Activity history log.....217, 227
 - Appointments.....27, 32, 38, 43
 - ASNs.....13, 14, 19, 21, 24, 30
 - Distribution.....141, 149, 162, 175
 - Distribution center256, 257, 260, 261, 279, 297
 - Inventory...109, 111, 121, 124, 126, 131, 133, 134, 340
 - Processing.....67, 83, 93, 96, 97, 99, 102, 106, 107, 133, 337, 339
 - Receiving.....55, 68
 - Returns.....73, 74, 78, 79, 339
 - Shipping.....187
 - Trailers.....194
- Kits304, 326
- Labels289
 - ASNs.....13, 25, 62, 67, 68
 - Receiving.....55, 62, 67, 68
 - Receiving packages57, 60, 62, 63
- Labor productivity201, 202, 214
- Language codes232, 239
- Location hierarchy256, 258
- Locations 256, 258, 260, 268, 269, 273, 281, 283, 297
 - Activities.....276
 - Activity history log.....217, 218, 228
 - Attributes276
 - Cycle counts126, 127, 129, 130, 340
 - Distribution.....139
 - Forward pick.....115, 116, 279
 - Inventory.....109, 111, 127, 134
 - Processing.....83, 92, 107, 108, 339, 349
 - Tasks.....201, 210
 - Trailers.....192, 194, 198, 200, 364
 - Types259, 271
 - Unit pick systems.....261, 287, 291
- Lot numbers.....27, 40, 93, 256, 297
- Manifests55, 187, 188, 189
- Menu options232, 242
- Outstanding stock orders139, 184
- Overviews 13, 27, 55, 73, 83, 109, 139, 187, 191, 201, 217, 231, 232, 256, 304, 356, 369
- Pending cycle counts109, 122
- Pending picks.....139, 184
- Pending putaways.....109, 135
- Pending returns73, 74, 77
- Personalization.....83, 107, 349
- Pick directives. 139, 177, 182, 183, 212, 289
- Pick packages139, 165, 185, 339
- Plans166, 297, 354
 - Cycle counts.....269, 339, 340, 354
 - Putaways.....256, 260, 297
 - Receiving workloads.....55, 72
 - Waves156, 166
- Print queues102, 248, 256, 302
- Processing.....83
 - Containers.....85, 87, 89, 91, 92, 93, 96
 - Outbound containers97, 99, 101
 - Reports.....105, 106, 107, 108
- Processing/returns setup339
 - Codes 341, 342, 344, 345, 347, 349, 351, 352
 - Cycle counts.....340, 354
 - Labels.....62, 67, 68
- Purchase orders.....32
 - Appointments.....27, 32, 38, 40, 43
 - ASNs.....13, 14, 21, 24
 - Distribution.....139, 149
 - Inventory.....109, 129
 - Receiving.....55
- Put to stores139, 179, 181, 256, 281, 289
 - Activity history log.....218
- Putaways.....256, 259, 260, 273, 297
 - Activity history log.....218
 - Inventory.....109, 135
- Quality control.....304
 - Appointments.....27, 34, 46
 - Processing.....83, 92, 93, 99
 - Shipping.....187, 190
- Queries.....139, 217
 - Activity history log.....217, 223
 - Stock orders149, 153, 155, 158
- Queues176, 212, 248
 - Distribution.....176
 - Print102, 248, 256, 302
 - Task201, 202, 212
- Reason codes339, 345, 347
 - Inventory.....111, 124
 - Processing.....99
 - Receiving.....68

- Returns.....73, 79
- Returns to vendors119
- Receiving.....55, 66, 70, 72, 73
 - Appointments.....27, 71, 72
 - Containers.....64, 68
 - Doors ...27, 34, 55, 63, 72, 256, 258, 259, 283
 - Labels25
 - Receiving packages57, 60, 62, 63
- Receiving labels ..25, 55, 60, 62, 67, 68, 339
- Receiving packages27, 55, 57, 60, 62, 63
- Regions.....256, 258, 260, 268, 269
 - Tasks.....201, 210
- Replenishment .109, 115, 258, 260, 271, 279
 - Activity history log.....218
 - Distribution.....139, 177
 - Processing.....97
- Reports.....248, 250
 - Activity history log.....227, 228, 229
 - Appointments.....52
 - DBA administration.....372
 - Distribution planning.....181, 183, 184, 185
 - Inventory management132, 133, 134, 135, 136, 137
 - Processing.....105, 106, 107, 108
 - Receiving.....62, 63, 70, 71, 72
 - Returns.....77
 - Shipping.....189, 190
 - Trailer management.....199, 200
- Return codes339, 347
- Returns.....73, 74, 77, 78, 79, 124, 339
- Returns to vendors.....55, 109, 119, 135, 136
- Rollbacks.....369, 375
- Routes.....356, 357, 358, 360, 361, 364
- Schedules.....27, 55, 191
 - Appointments.....34, 47, 52
 - Doors49
 - Packing167
- Sequences139
 - Database369, 376
 - Putaways and picks.....273
 - Routes.....356, 358, 360
 - Stock order queries158
 - Tickets300
 - Unit pick systems.....289, 295
 - WIP codes.....85, 89, 317, 351
- Service standards201, 202, 232
- Shipping.....187, 256
 - Destinations285
 - Doors63, 188, 258, 259, 283
 - Reports.....189, 190
- SKU profiles.....338
- Space utilization ..27, 49, 109, 137, 259, 271
- Statuses.....27, 55, 83, 187, 191
 - Chutes295
- Containers.....55, 87, 130
- Doors55, 63, 187, 188, 283
- Locations.....273
- Print requests55
- Routes357
- Stock orders148
- Trailers.....191, 192, 198, 199, 200
- Waves170, 171, 173
- WIP codes.....83
- Stock order upload codes.....232, 246
- Stock orders139, 141, 144, 148, 149, 156
 - Activity history log217, 228
 - Queries.....153, 155, 158
- Styles27, 30, 34, 46, 304, 314, 317
- System parameters .217, 232, 233, 250, 257, 260, 340
- Tables369, 374, 377
 - Activity history log217, 219, 220, 221
- Task management201, 214
 - Activities.....202, 205
 - Equipment types204, 205, 207
 - Tasks.....85, 89, 208, 210, 212
 - Users210
 - Work areas258
 - Zones207
- Tickets ...102, 256, 300, 302, 304, 314, 331, 337
- Top-off replenishment115
- Trailer management.....191, 192, 194, 198
 - Reports.....189, 199, 200
- Trailers.....27, 34, 187, 188, 356, 366
- Transaction codes232, 247
- Translations232, 240, 242, 244
 - Codes245, 246, 345
- Transportation setup356, 357, 358, 360, 361, 362, 364, 366
- Trouble codes339, 341, 342
 - Appointments.....27
 - Processing.....83, 85, 89, 93, 107
 - Receiving.....55, 64
- Types13, 27, 309
 - Containers.....256, 262, 264
 - Equipment.....201, 204
 - Locations.....256, 259, 271
 - Tickets256, 302
 - Waves139
- Unit pick systems...256, 261, 269, 279, 287, 289, 291, 293, 295, 314, 319
- Units of measure.....109, 123, 319
- Universal product codes304, 332
- User messages.....232, 244
- Users242, 254
 - Activity history log217, 229

Tasks	201, 210, 212, 214	Status	170, 171, 173
Vendors	321, 329, 331	WIP codes	339, 342, 349, 351, 352
ASNs	13	Containers	85, 87, 89, 91
Audits	27, 34, 46, 304, 328	Items	304, 312, 317
Compliance	83, 108	Processing	79, 83, 92, 96, 101, 108
Inventory	109, 130	WIP lists	85, 89
Returns to	55, 119, 135, 136	Work areas	173, 256, 258, 269
Warehouse optimization	338	Work days	232, 252
Warehouse statistics	109, 133	Zones	258, 260, 269, 273
Waves	139, 156, 160, 162, 166, 173	Cycle counts	339, 340
Pack waves	155, 167, 175, 261, 271, 287, 289, 295	Putaways	256, 297
Pick waves	149, 165, 169, 176, 182, 183, 184, 185	Tasks	201, 207, 210
		Unit pick systems	261, 291, 293