

Warehouse Management System

Appendix A – User Guide

SEP-2

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1. LOGIN PAGE

As soon as the program is started the login page will appear on the screen.

In the login page you have three options from where to choose the way you want to log in to the system: as an Admin, Picker or Customer. You need to choose one of the above options, fill in the corresponding password and click the Login button or just press the “Enter” button from the keyboard. The passwords are the following:

-user Admin : AdminPass

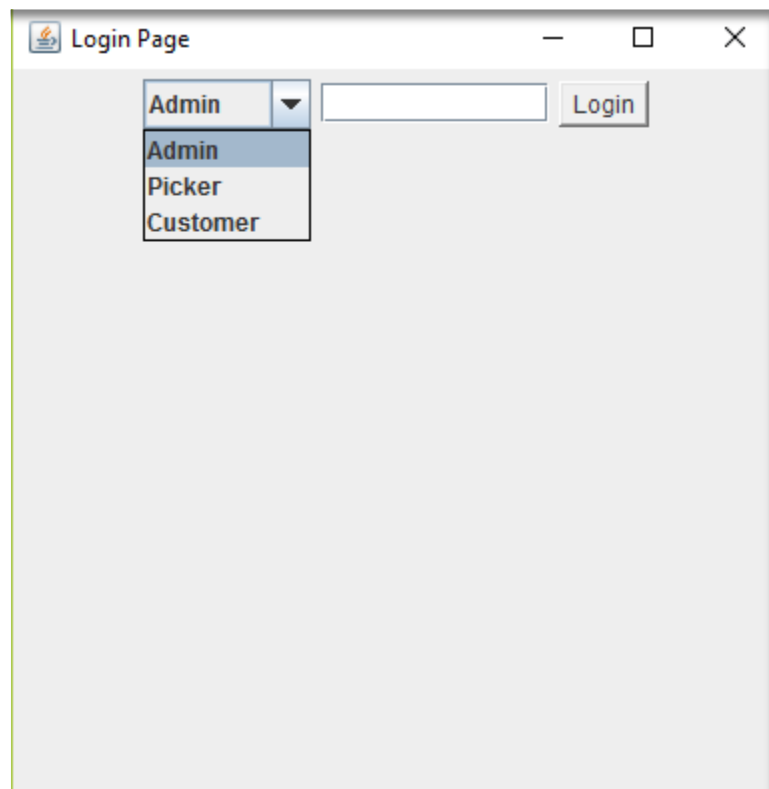
-user Picker: PickerPass

-user Customer CustomerPass

If the password is not filled in correctly the system displays a message saying the the password was incorrect.

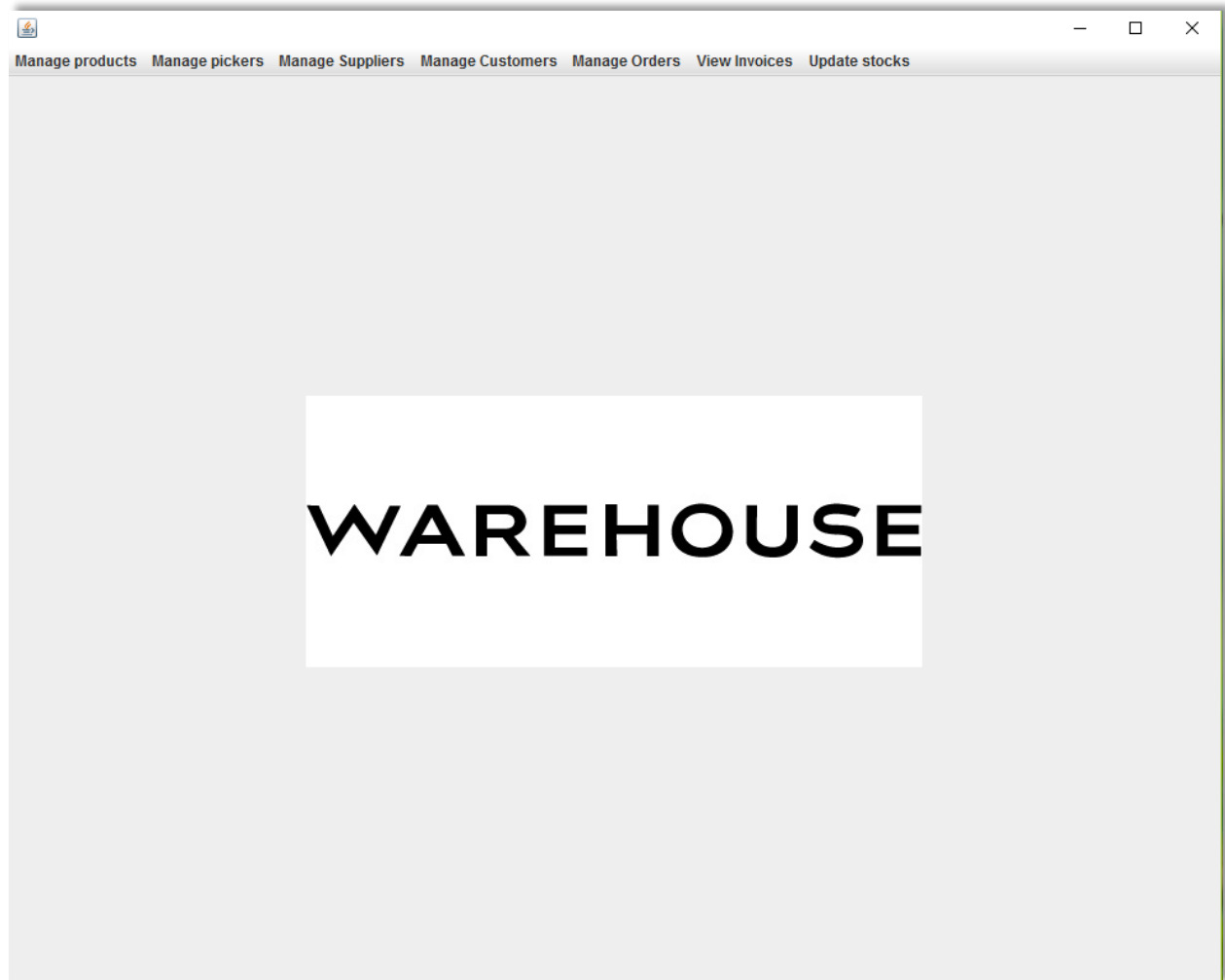
When you first run your program from the administrator side you will have an empty system, so the first thing you need to is to add suppliers, categories of goods, customers, pickers and after start adding products and pallets for those products. You can follow the steps written for each feature by looking them up in the table of contents.

We hope you will find our program a useful one. Contact us for improvements.



2. ADMINISTRATER PAGE

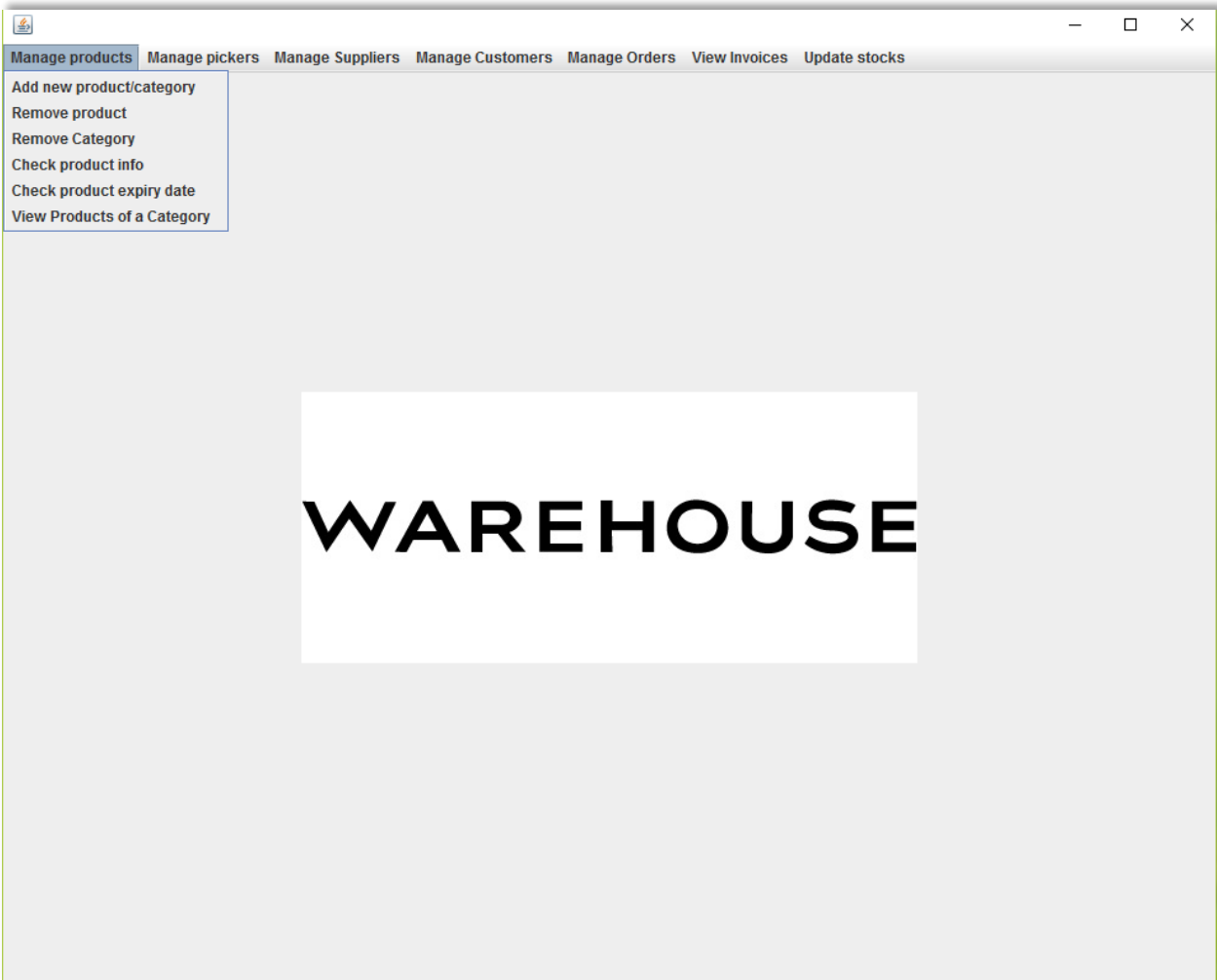
The administrator page is shown on the screen with the logo picture and you have seven menus from where to choose depending on the operations you want to make in the system.



2.1. MANAGE PRODUCTS MENU

The manage products menu gives you the opportunity to choose one from the following features:

- Add a new product and a new category in to your system
- Remove a product
- Remove a category
- Check products information
- Check products expiry date
- View products of a specific category



2.1.1. ADD NEW PRODUCT/CATEGORY

This menu item opens a page that gives you the possibility to register a new product and category into the system.

You must fill in the product id (which is the barcode ID) that is a number, the product name and after choose one of the existing categories, but in case the category is a new one, you need to leave the option to the "Add Category" option and after fill in the name of the new category in the new category text box, choose one of the existing suppliers and press the "Add" button.

After pressing the "Add button" you will receive a confirmation message that the product has been added successfully to your system. In the case of a new category you will receive a second confirmation message saying that the category was created also.

If the product "ID" is not filled in as a number a message will be shown on the screen telling you must insert a number in that field.

If the product id exists already in the system and you try to add it anyway the system will not register the product and a message will be shown that the id already exists.

At any point you have the option to click the "Cancel" button that will take you back to the main window.

The screenshot shows a software application window with a title bar containing standard window controls (minimize, maximize, close). The main menu bar includes: Manage products, Manage pickers, Manage Suppliers, Manage Customers, Manage Orders, View Invoices, and Update stocks. A dropdown menu is open under 'Manage products', listing the following options: Add new product/category, Remove product, Remove Category, Check product info, Check product expiry date, and View Products of a Category. The main content area of the window contains a form with the following fields and controls:

- ID: A text input field.
- Name: A text input field.
- Category: A dropdown menu currently showing 'Add Category'.
- New category: A text input field.
- Supplier name: A dropdown menu currently showing 'Fresh Food'.
- At the bottom of the form are two buttons: 'Add' and 'Cancel'.

2.1.2. REMOVE PRODUCT

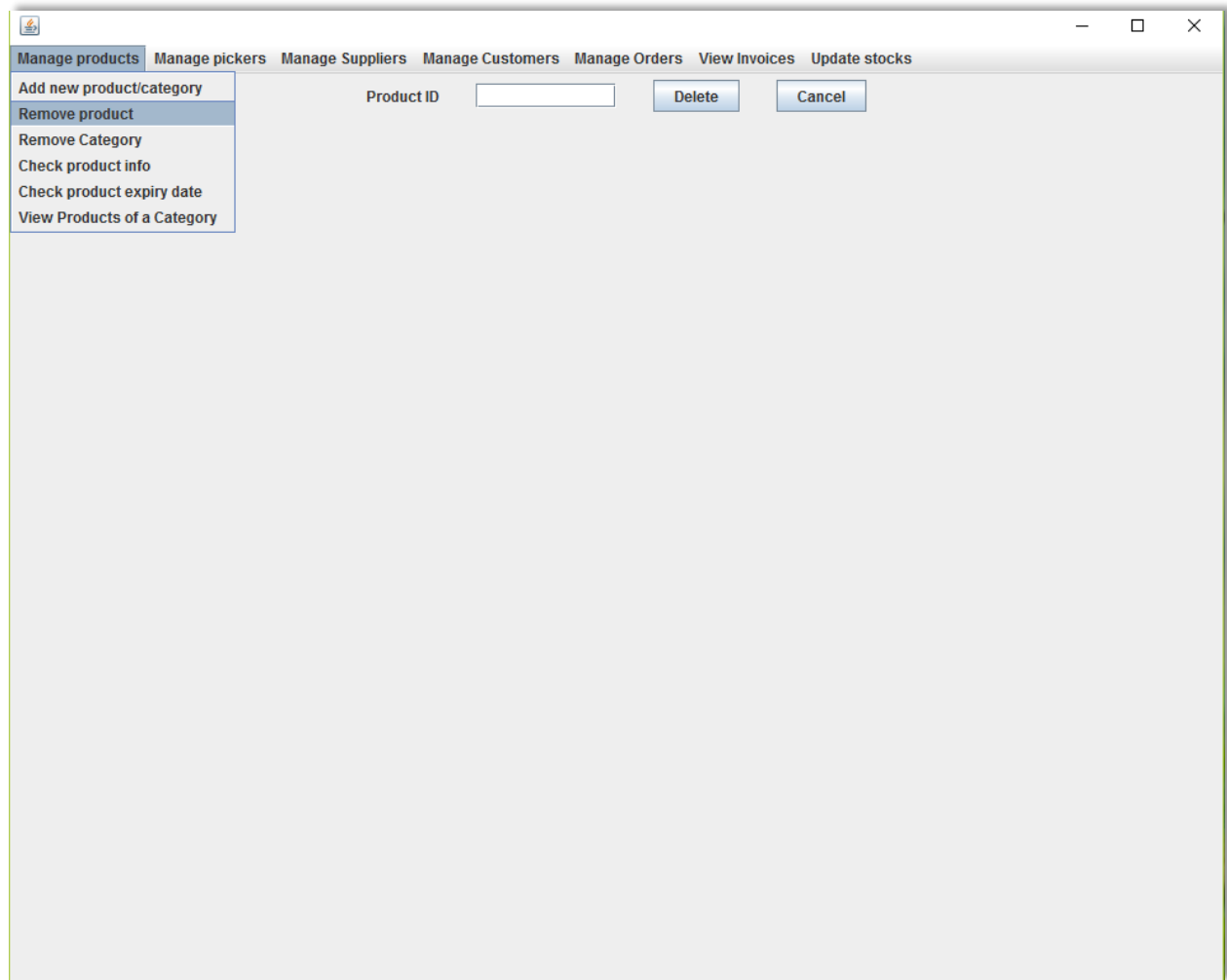
This menu item opens a page that gives you the option to remove a product from the system by filling in the product id and clicking the “Delete” button.

If the product id is not filled as a number than the system will show a warning message that the product id needs to be a number.

If the product id does not exist or the product has stock then the product will not be removed from the system and it will also show a message saying that.

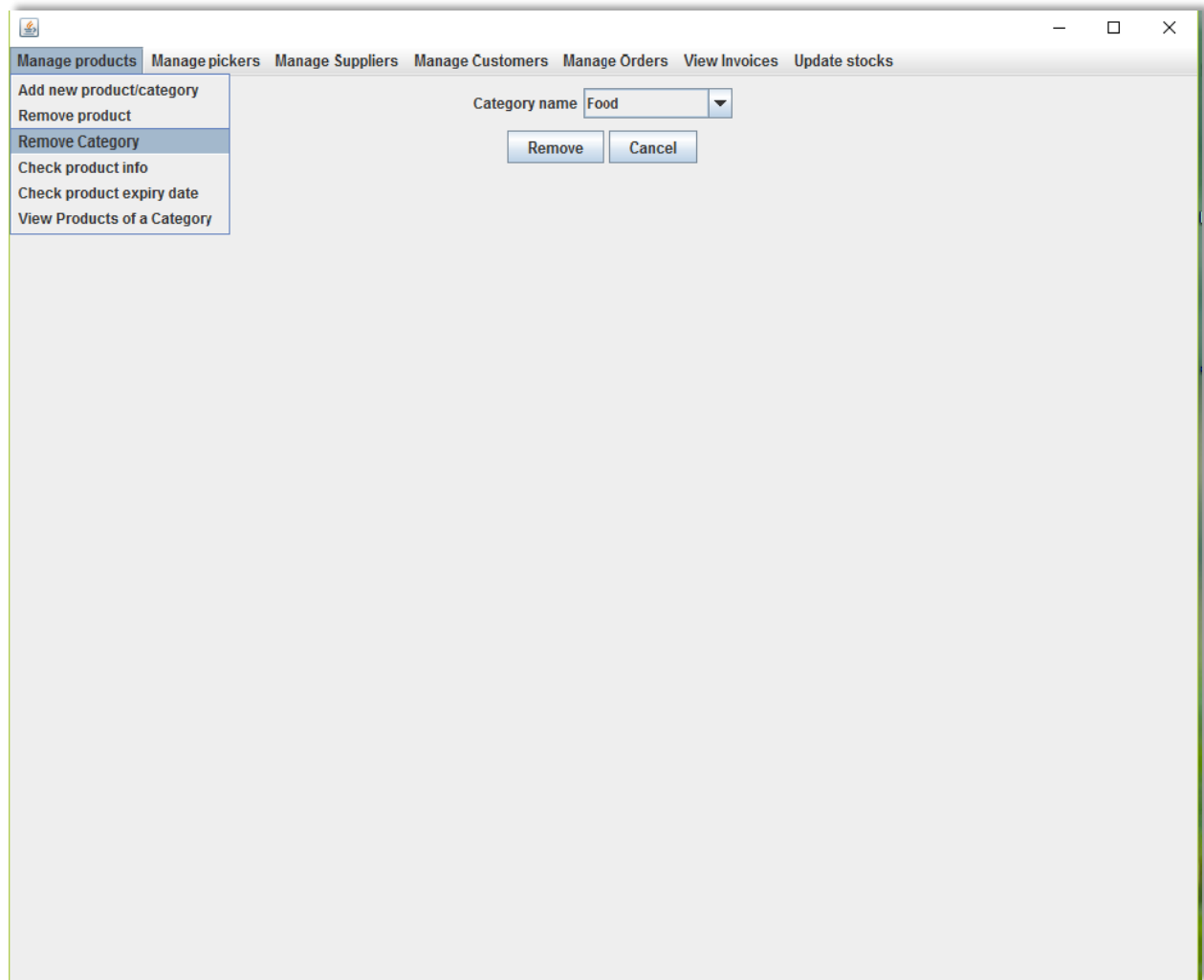
If the product was removed the system will show a message saying that the product was removed successfully.

At any point you have the option to click the “Cancel” button that will take you back to the main window.



2.1.3. REMOVE CATEGORY

This menu item opens a page that gives you the possibility to remove a category from the system. You just need to select the desired category and press the “Remove” button.



If the category has products that are registered under that category, the system will not remove the category and also it will show you a message saying that the category can not be removed.

If there are no products registered to that category the system will remove the category and show a message saying that the category was removed successfully.

At any point you have the option to click the “Cancel” button that will take you back to the main window.

2.1.4. CHECK PRODUCT INFO

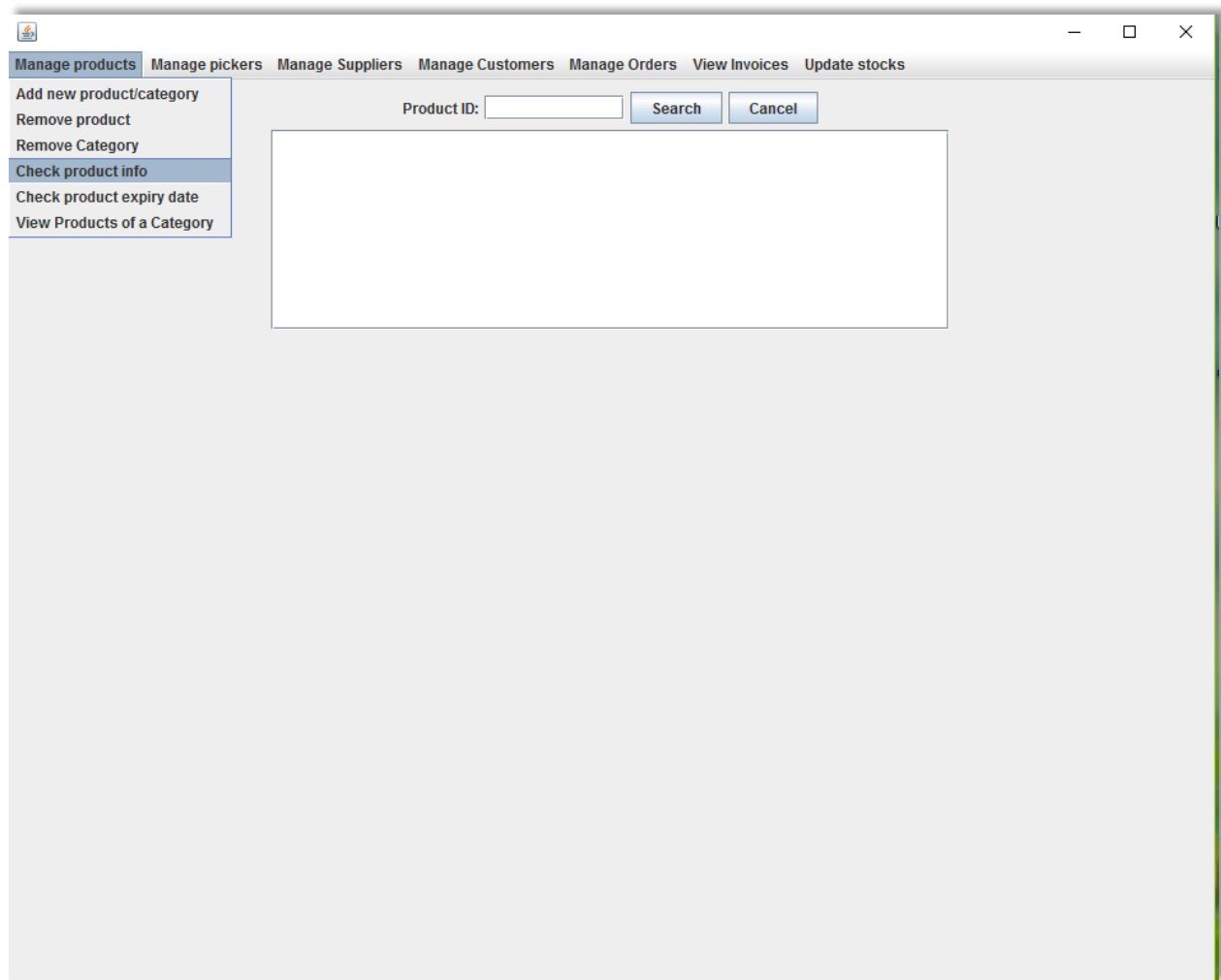
This menu item opens a page that gives you the possibility to view information about a certain product by filling in the product id and clicking the “Search” button.

In case you introduce an invalid product id the system will pop up a message saying that the product does not exist.

In case you introduce letters instead of numbers in the product id box you will get a warning message from the system saying that the id box must contain a number.

If a valid product id was filled than the system will show in the text area the product id and name plus all the existing pallets of the products.

At any point you have the option to click the “Cancel” button that will take you back to the main window.

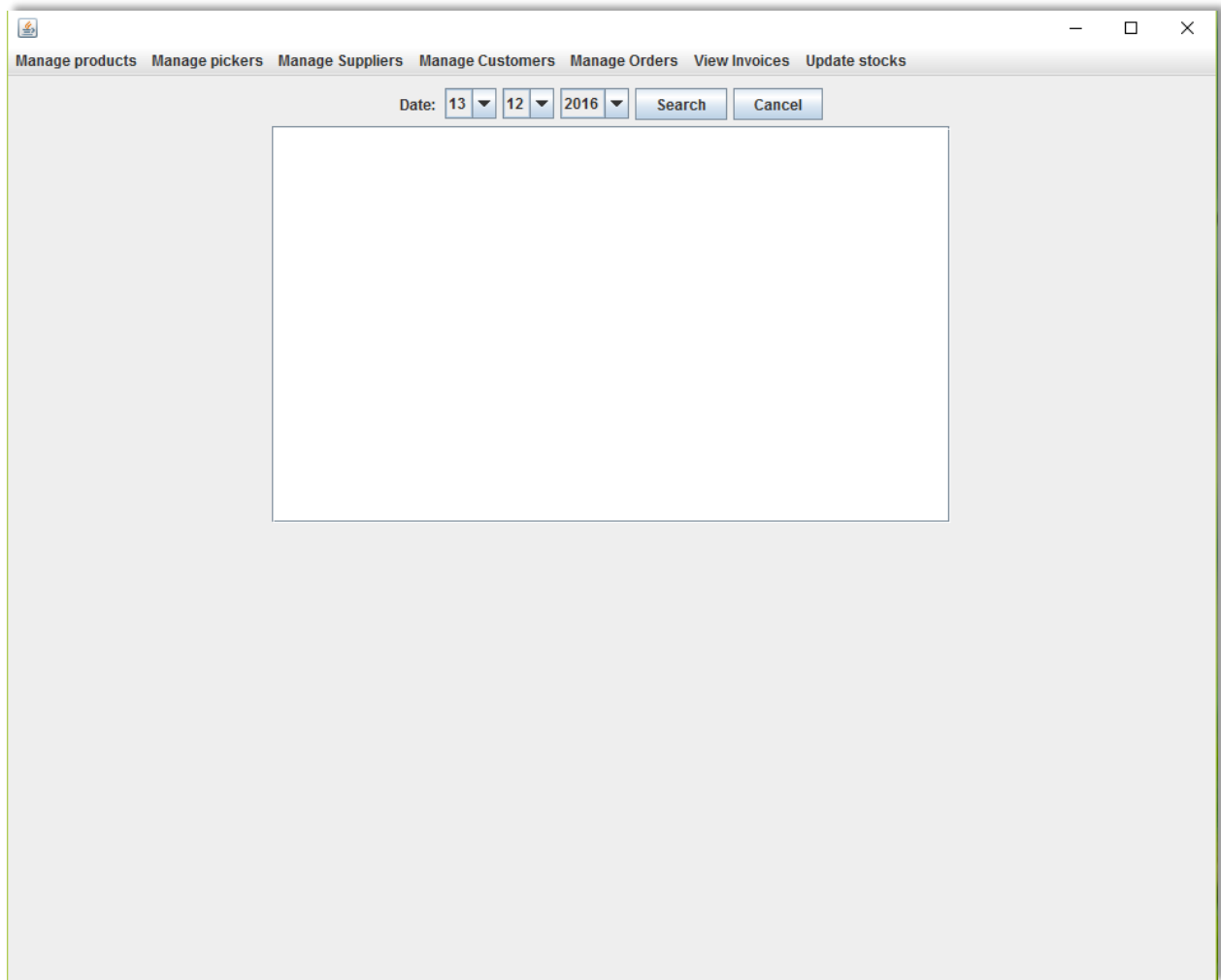


2.1.5. CHECK PRODUCT EXPIRY DATE

This menu item opens a page that gives you the possibility to see all the existing pallets that expire before a certain date.

You choose the day, month, year and press the “Search” button. A list with all the pallets that expire before that day is going to be shown in the text area bellow.

At any point you have the option to click the “Cancel” button that will take you back to the main window.

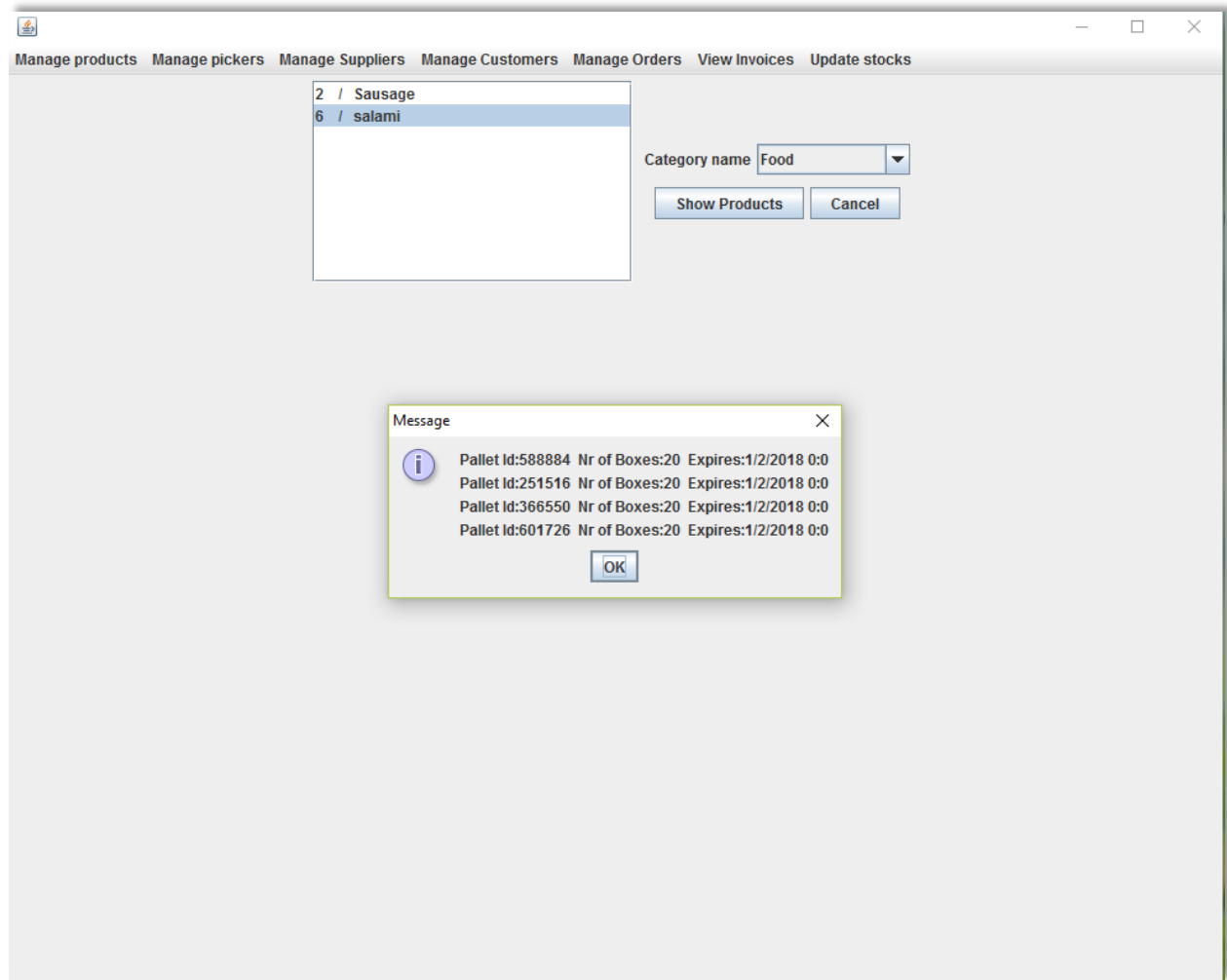


2.1.6. VIEW PRODUCTS OF A CATEGORY

This menu item opens a page that gives you the possibility to see all the products from the chosen category.

You select the category name and after click on the “Show Products” button and the list of products from that category is going to be shown in the text area. You have also the option to click on a product and the system will pop up a message with all the pallets containing that product. If there are no pallets from that product an empty window is going to be popped up on the screen.

At any point you have the option to click the “Cancel” button that will take you back to the main window.



2.2. MANAGE PICKERS

The manage pickers menu gives you access to the following features of the program:

- Add a picker
- Remove a picker
- See two list of pickers: one with all the picker at the company and the second list with the pickers currently at work



2.2.1. ADD PICKER

This menu item opens a page that gives you the possibility to add a new picker in the system.

You fill in the CPR, name, street name and number, postal code, phone number, e-mail and after press the “Add” button.

If the picker is successfully added to the system you get a message saying that and the system will also assign a id number for the picker, otherwise you get a message that the

operation failed.

If you introduce in the CPR field a CPR number that already exists in the system the operation is going to fail and you get a message saying that the operation failed.

If you do not complete all the fields you get a warning message saying to fill in all the fields.

If you write in the CPR, postal code or phone number boxes text and not numbers you get a warning message saying that this boxes must contain numbers.

At any point you have the option to click the “Cancel” button that will take you back to the main window.

The screenshot shows a software window titled "Manage pickers". The window has a menu bar with the following items: "Manage products", "Manage pickers" (which is currently selected), "Manage Suppliers", "Manage Customers", "Manage Orders", "View Invoices", and "Update stocks". A dropdown menu is open under "Manage pickers", showing three options: "Add picker", "Delete picker", and "Show picker lists". The main content area of the window contains a form with the following fields and labels:

- CPR: [text box]
- Name: [text box]
- Street Name & #: [text box]
- Postal Code: [text box]
- Phone Number: [text box]
- E-mail: [text box]

At the bottom of the form, there are two buttons: "Add" and "Cancel".

2.2.2. DELETE PICKER

This menu item opens a page that gives you the possibility to remove a picker from the system.

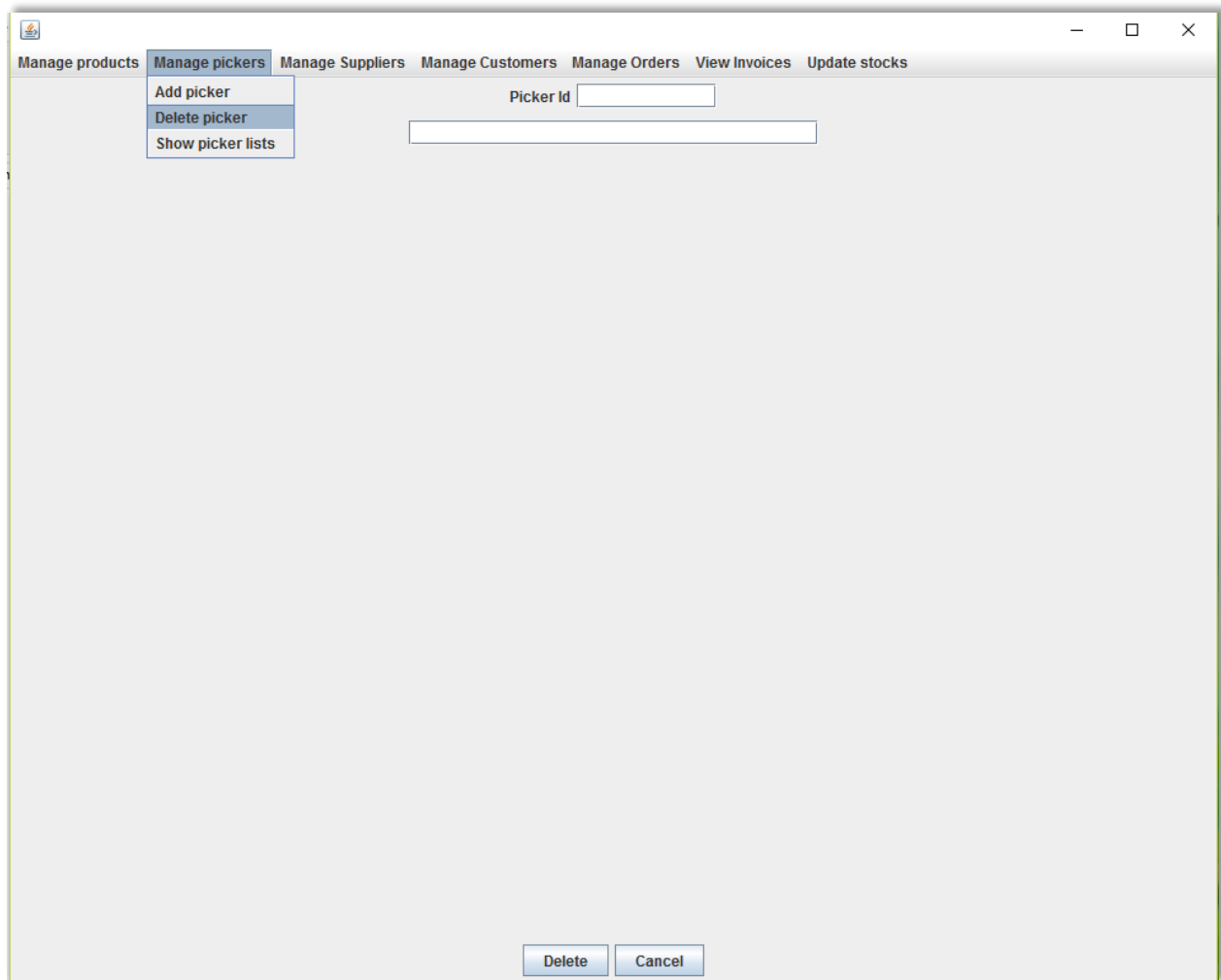
You fill in the picker id and press the “Delete” button.

If the id is a text instead of a number, you get a message from the system saying that the picker id is invalid.

If the id is not found in the system you get a message saying that the id was not found.

If the picker with that id is found, its information is shown in the text field and a pop up message is shown to ask if you are sure you want to delete that picker. If you press yes the

picker will be removed and you get also a confirmation message, but if you press the “Cancel” or “No” button the operation is cancelled.
At any point you have the option to click the “Cancel” button that will take you back to the main



window.

2.2.3. SHOW PICKER LIST

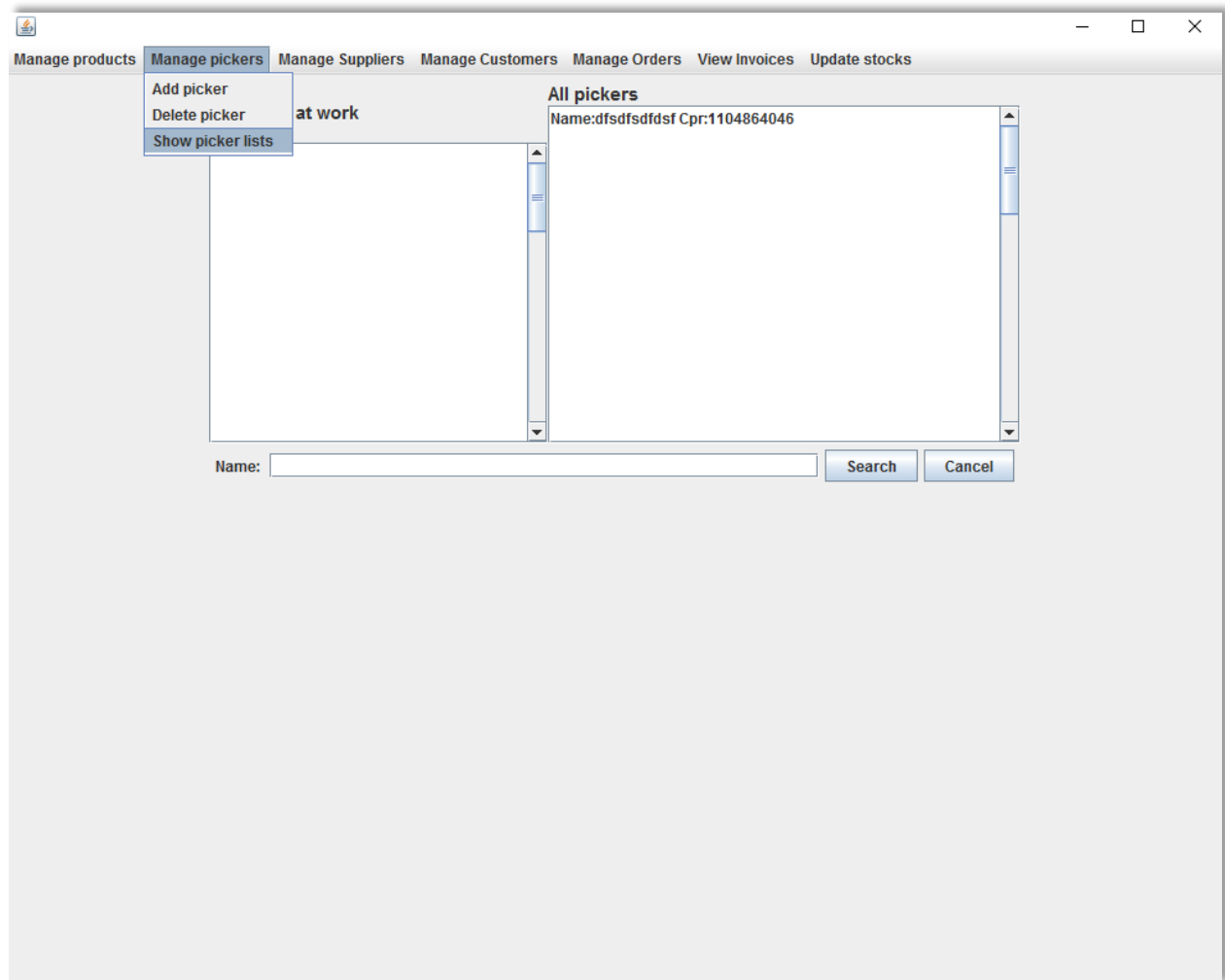
This menu item opens a page that gives you the possibility to view two list: one with the pickers that are logged in the system at that moment and the second one with all the registered pickers, you just need to select the menu item and the two lists will be populated with the corresponding information. You also have the option to search by name a picker. If there are no logged in pickers the system pops up a message saying that there are no pickers at work at that time.

You can click on any of the pickers in both lists and a pop up window appears with all that pickers information.

If you choose to search a picker by his name you fill in the name and press the “Search button”. If the picker is found the system displays a pop up window with all the information

about that picker, otherwise the system gives you a message saying that the picker with that name has not been found.

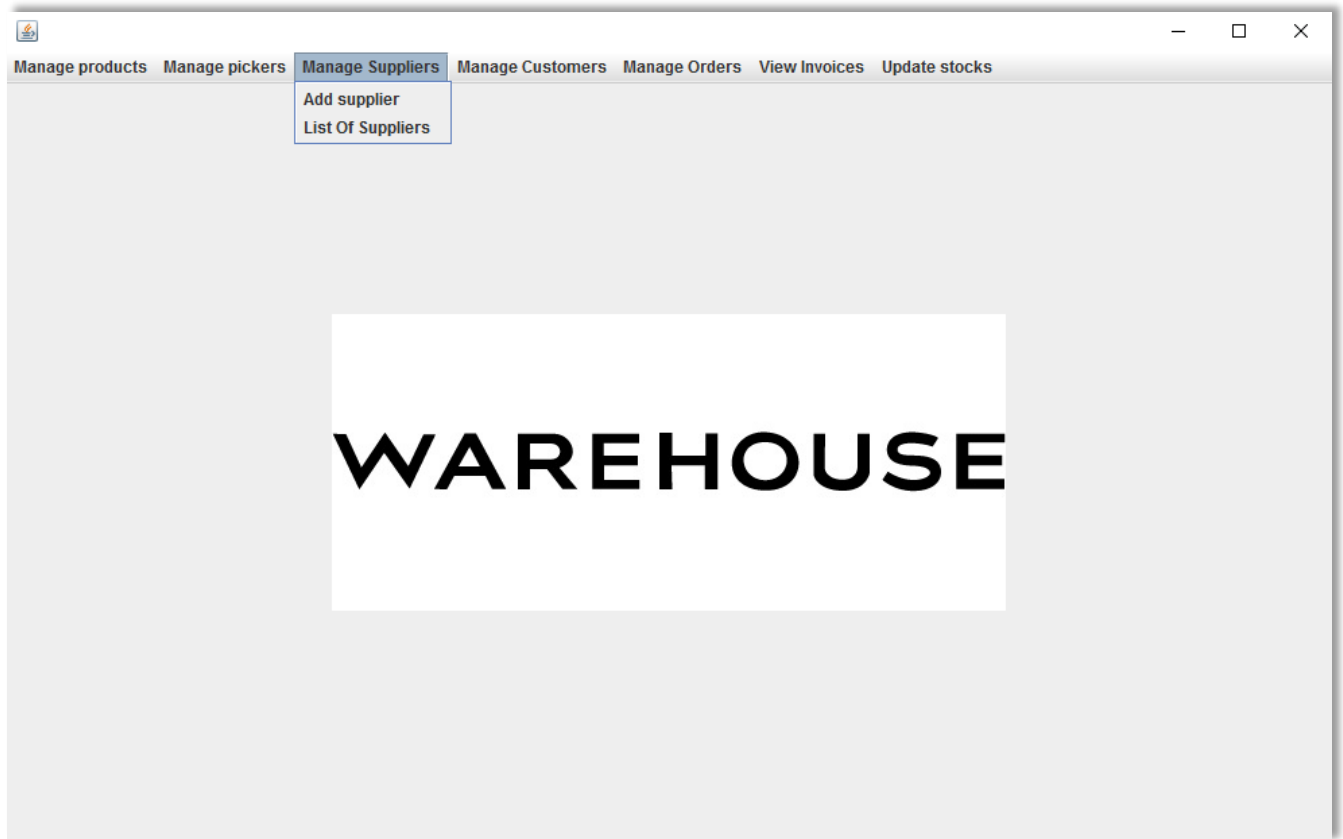
At any point you have the option to click the “Cancel” button that will take you back to the main window.



2.3. MANAGE SUPPLIERS

The manage suppliers menu gives you the possibility to:

- Add a supplier in the system
- View a list of suppliers and the products that they supply



2.3.1. ADD SUPPLIER

This menu item opens a page that gives you the possibility to add a supplier in the system. You fill in the supplier name, street and number, postal code, phone number and e-mail and after press the “Add” button.

If the supplier is added to the system you get a confirmation message saying that the supplier was added successfully.

If all the fields have not been filled a pop up message appears saying that you must fill all the data.

If the postal code or phone number are not filled with a number, the system will warn you that these boxes were filled incorrectly.

If you try to add a supplier with a name that already exists in the system you receive a message where you are informed that the operation of adding a supplier failed.

At any point you have the option to click the “Cancel” button that will take you back to the main window.

The screenshot shows a software window with a title bar containing standard window controls (minimize, maximize, close). Below the title bar is a menu bar with the following items: "Manage products", "Manage pickers", "Manage Suppliers", "Manage Customers", "Manage Orders", "View Invoices", and "Update stocks". The "Manage Suppliers" menu is open, showing two options: "Add supplier" and "List Of Suppliers". The "List Of Suppliers" option is currently selected. Below the menu, there is a form with five text input fields, each preceded by a label: "Supplier Name:", "Street Name & #:", "Postal Code:", "Phone Number:", and "E-mail:". At the bottom of the form, there are two buttons: "Add" and "Cancel".

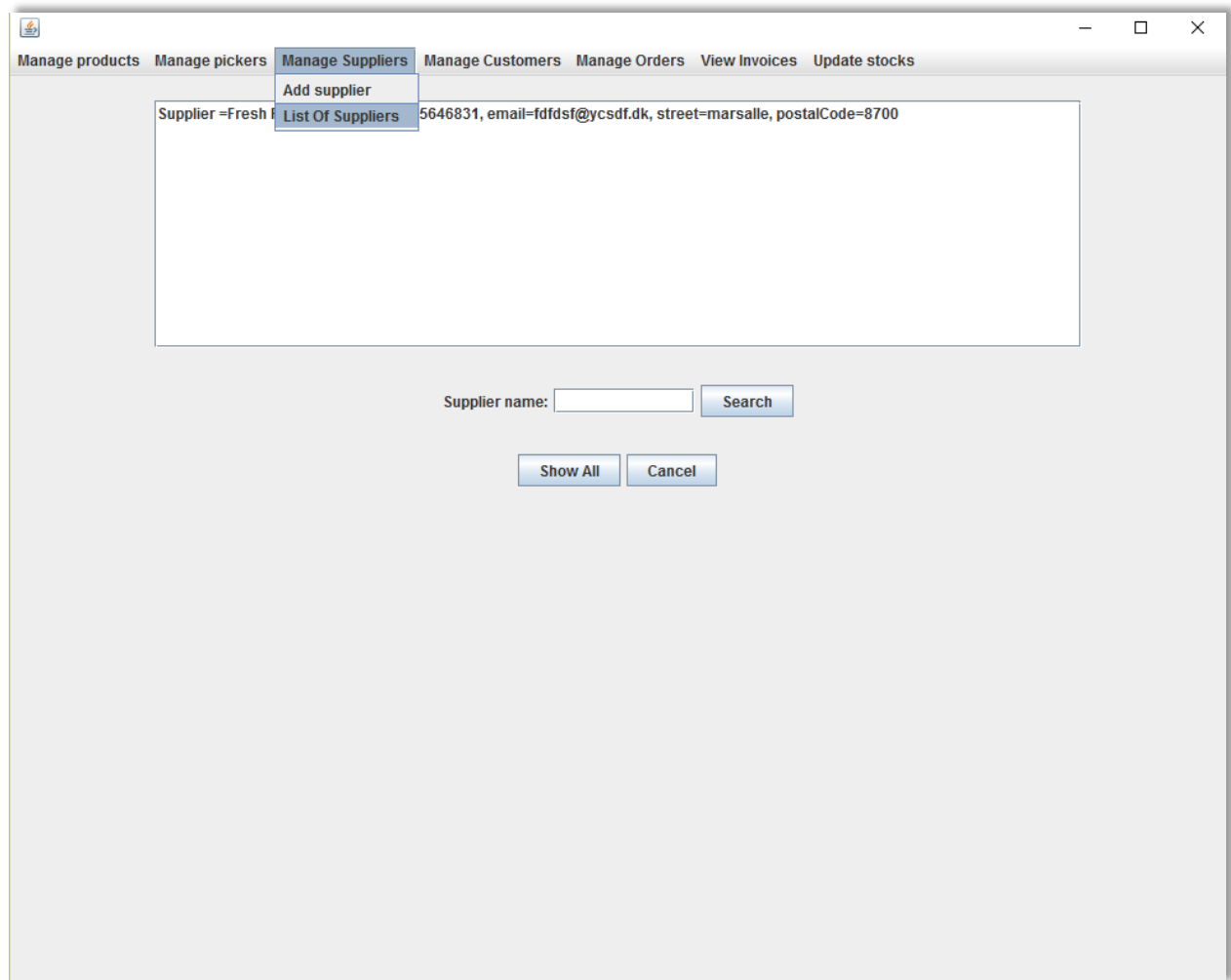
2.3.2. LIST OF SUPPLIERS

This menu item opens a page that gives you the option to view all the suppliers or just search a supplier by its name.

You push the “Show all” button to see all the suppliers and a list of suppliers is shown in the text area above. You can also click on one of the suppliers and the system will pop up a window with all the products that the supplier is supplying to the company.

You can also search a supplier by filling in the name in the text box and after clicking the “Search” button. If the supplier with that name is found in the system, it is shown in the text area and you have the same option as mentioned above to click the supplier and see the products that it supplies. Otherwise a message is shown saying that the supplier with that name has not been found.

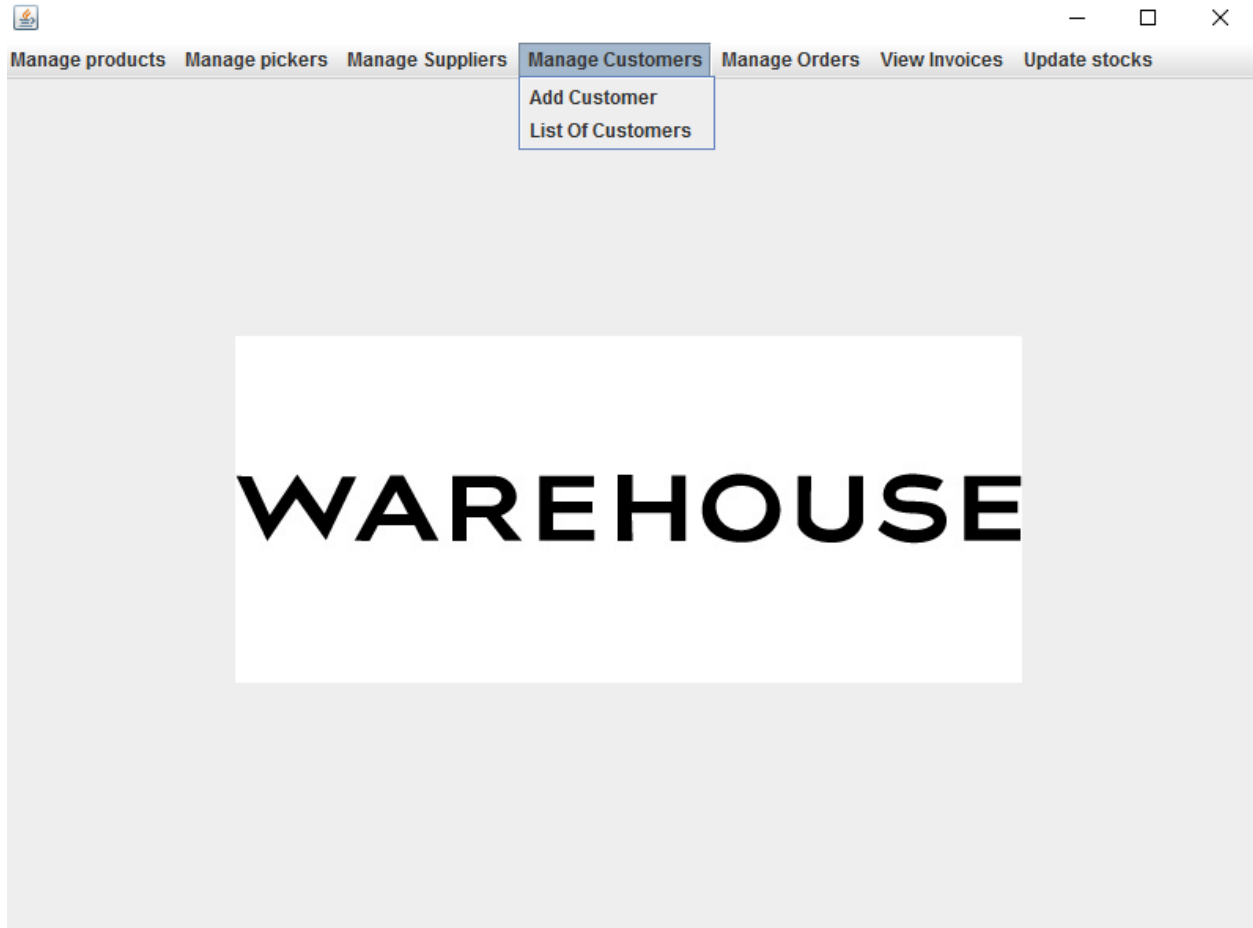
At any point you have the option to click the “Cancel” button that will take you back to the main window.



2.4. MANAGE CUSTOMERS

The manage customers menu allows you to choose from the two option regarding the customers:

- Add a customer
- View a list of customers



2.4.1. ADD CUSTOMER

This menu item opens a page that gives you the option to add a customer in the system by filling in all the necessary data as the customer id (CVR number of company), name, street and number, postal code, e-mail and after pressing the “Add” button.

If any of the fields are left empty, the system will pop up a warning message saying that you must fill in all the fields.

If the id, post code or phone number are not filled with numbers the system will pop up a warning message saying that these fields must be filled in with numbers not letters.

If you introduce an id number that is associated with another customer an error message will be shown.

The system is going to show a message saying that the customer was added successfully if the customer is added in the system.

At any point you have the option to click the “Cancel” button that will take you back to the main window.

The screenshot shows a software window with a menu bar at the top containing the following items: Manage products, Manage pickers, Manage Suppliers, Manage Customers (highlighted), Manage Orders, View Invoices, and Update stocks. A dropdown menu is open under 'Manage Customers', showing 'Add Customer' (highlighted) and 'List Of Customers'. Below the menu, there is a form with the following fields and labels: Name:, Street Name & #:, Post Code:, Phone number:, and Email:. Each label is followed by a text input field. At the bottom of the form, there are two buttons: 'Add' and 'Cancel'.

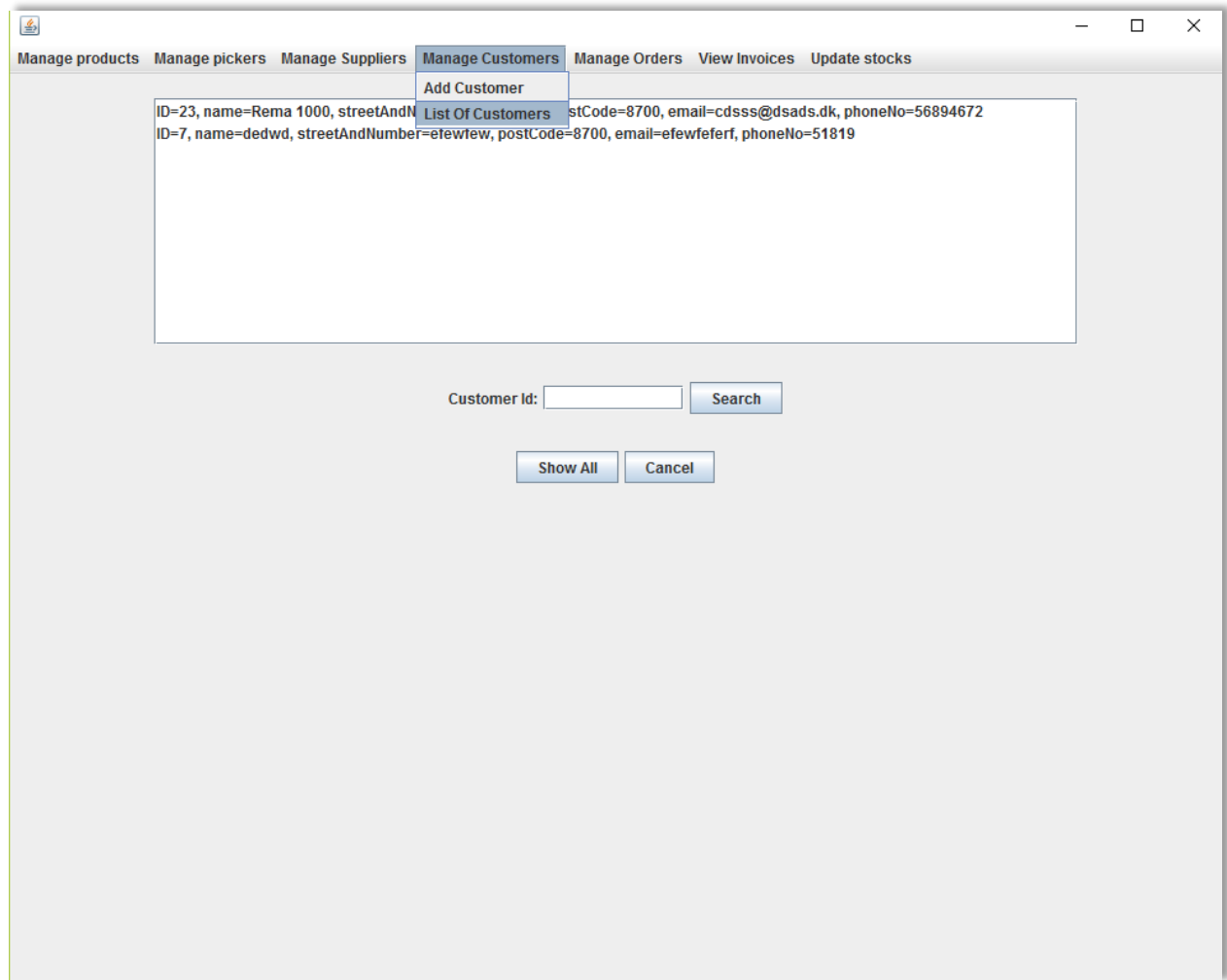
2.4.2. LIST OF CUSTOMERS

This menu item opens a page that gives you the option to see all the customers or just search for a customer by its customer id.

By pressing the “Show all” button the list of customers with all the information about them will appear in the text area above.

If you want to search for a customer you must fill in its id in the customer id text field and press the “Search” button and the customer information will appear in the text area above, but if the id is not found in the system a message is shown saying that the customer with that is has not been found.

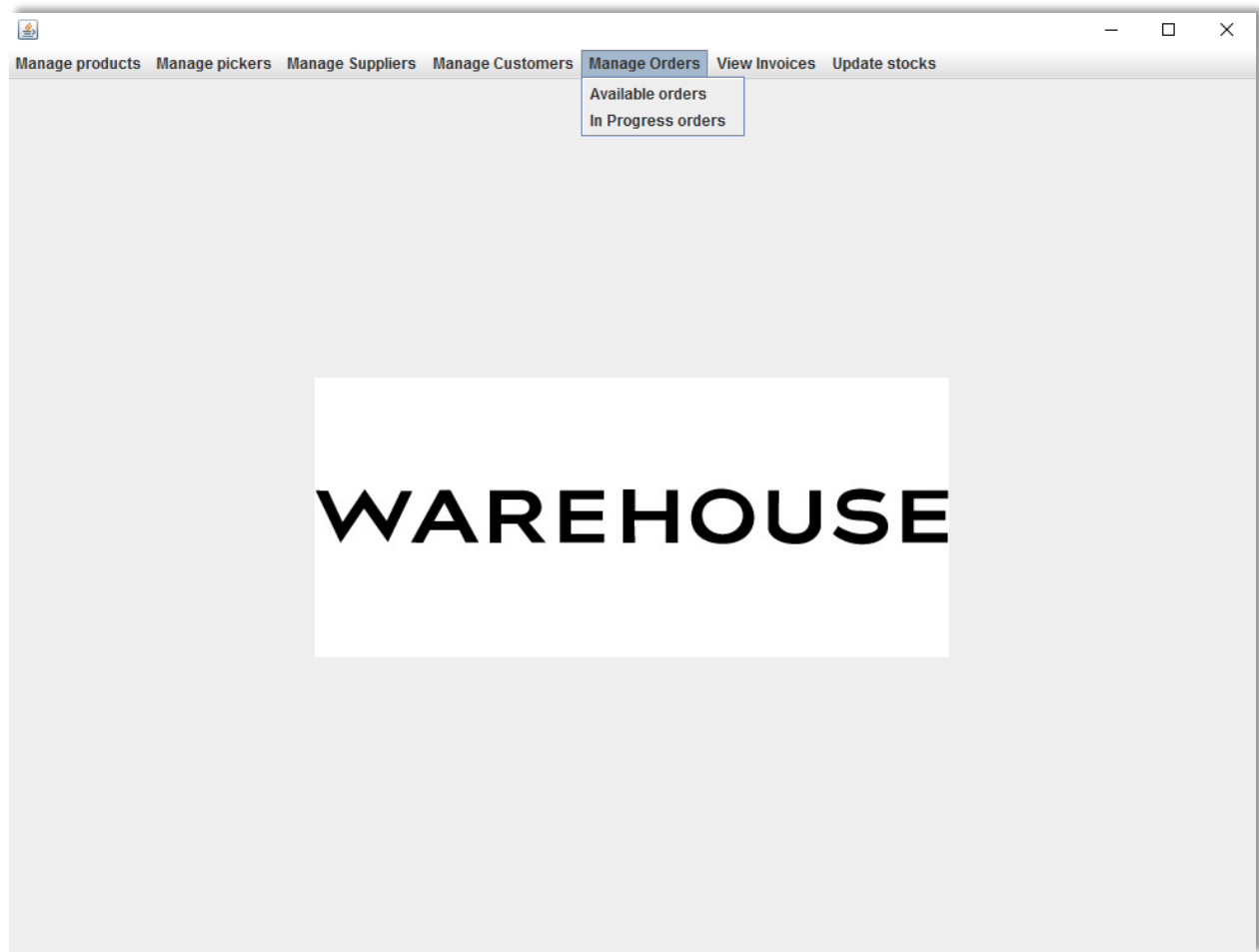
At any point you have the option to click the “Cancel” button that will take you back to the main window.



2.5. MANAGE ORDERS

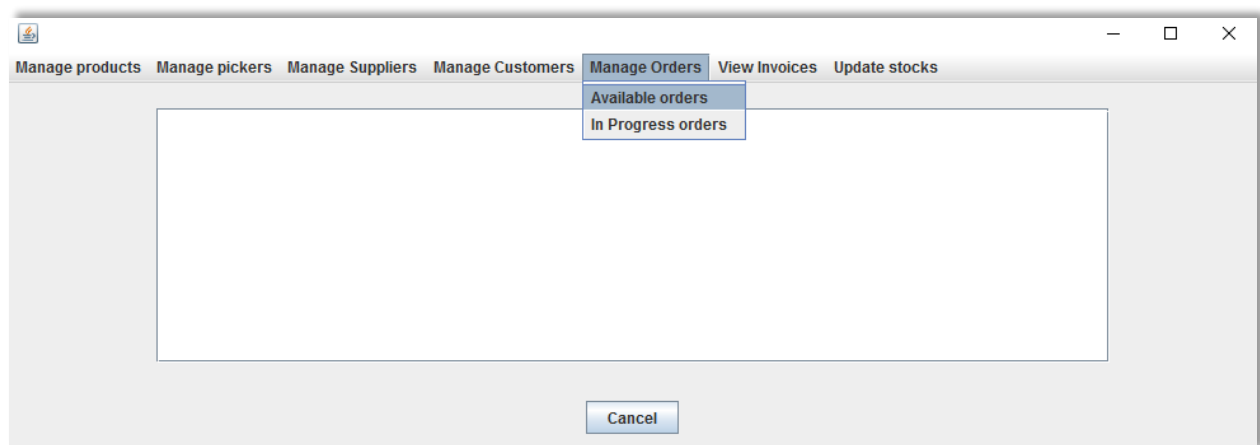
The manage orders menu allows you to choose one from the two features:

- Available orders
- In progress orders



2.5.1. AVAILABLE ORDERS

This menu item opens a page that gives you the possibility to view all the available orders that are stored in the system and the orders appear as soon as you selected the menu item. Furthermore, you can select one of the orders and a window will pop of that will contain all the items that are on that order.



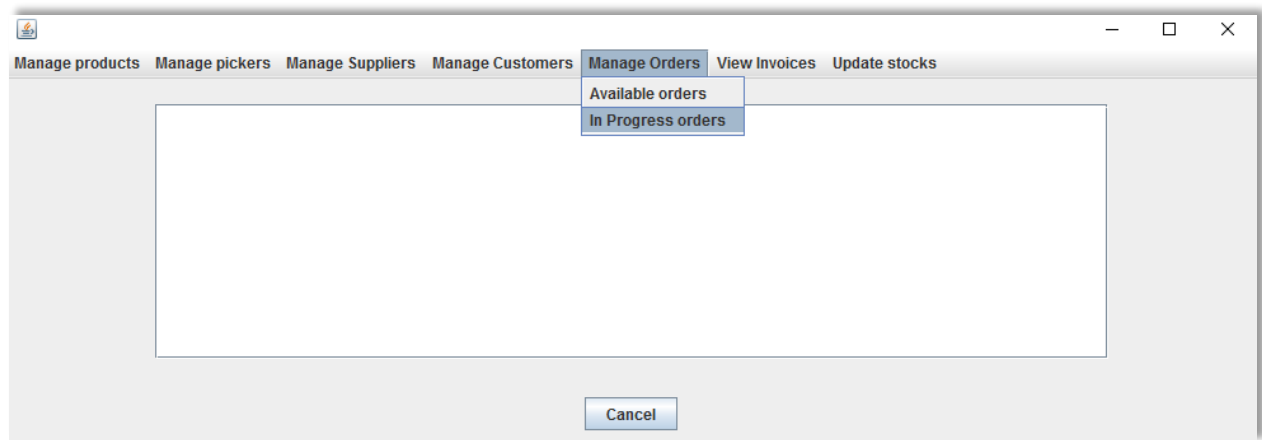
At any point you have the option to click the “Cancel” button that will take you back to the main

window.

2.5.2. IN PROGRESS ORDERS

This menu item opens a page that gives you the possibility to view all the orders in progress that are stored in the system and the orders appear as soon as you selected the menu item. Furthermore, you can select one of the orders and a window will pop of that will contain all the items that are on that order plus the number of the order and the picker or pickers that are picking it or have picked it if the order has been divided.

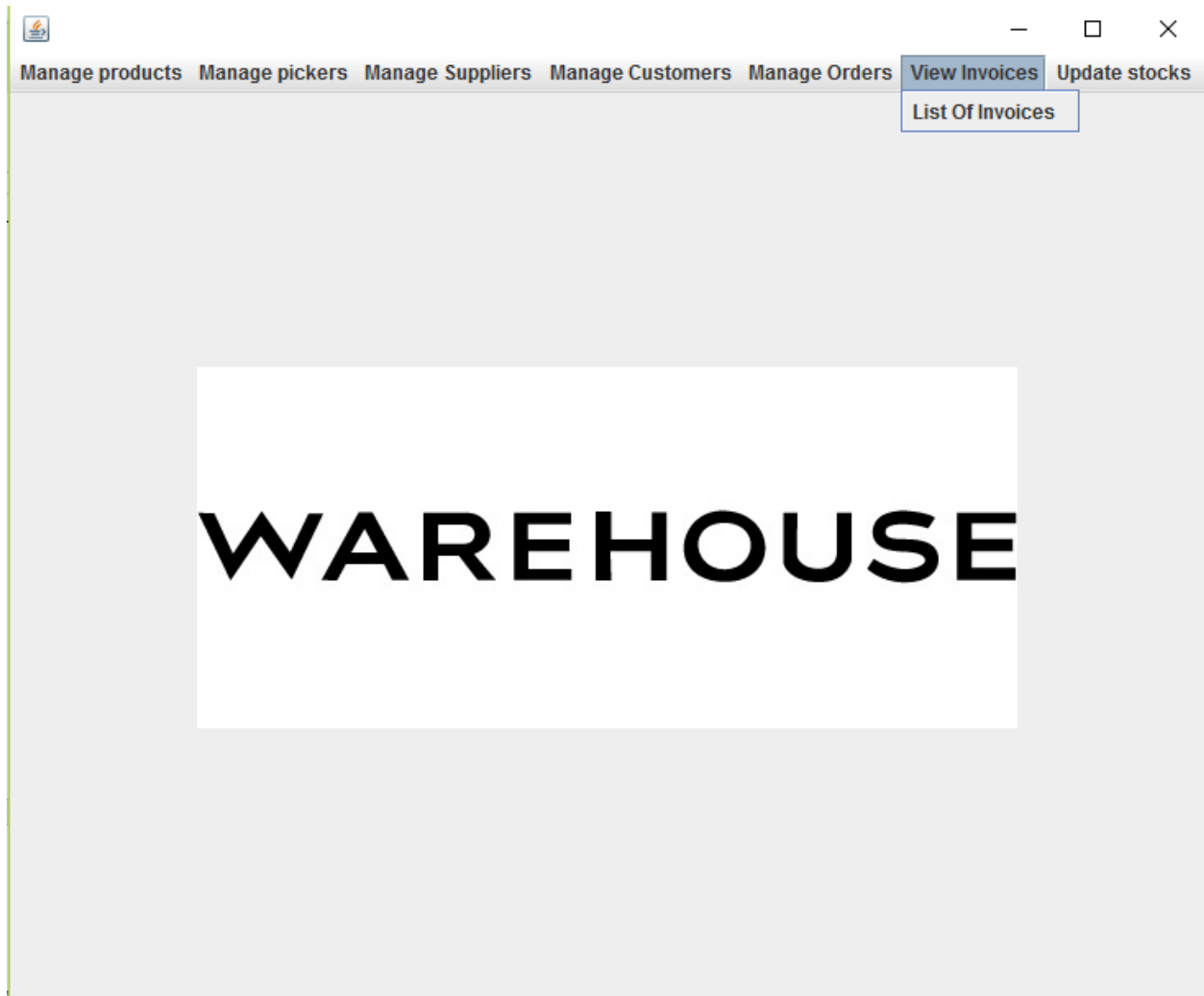
At any point you have the option to click the “Cancel” button that will take you back to the main window.



2.6. VIEW INVOICES

The view invoices menu has just one menu item and that is:

- List of invoices



2.6.1. LIST OF INVOICES

This menu item gives you the possibility to view all the invoices by pressing the “Show all” button or just the invoices of a specified customer by filling in its id in the text field and after pressing the “Search” button, in both cases the invoice list with all their details is shown in the text area above the buttons.

You can also select one invoice at a time from the list and that will make a window appear with all the items that it has plus the id of the picker or pickers that picked that order.

At any point you have the option to click the “Cancel” button that will take you back to the main window.

The screenshot shows a window titled 'Update stocks' with a menu bar containing 'Manage products', 'Manage pickers', 'Manage Suppliers', 'Manage Customers', 'Manage Orders', 'View Invoices', and 'Update stocks'. The main area displays two invoice entries in a table-like format:

Invoice=2320161213153122, customerId=23, dateOfShipment=14/12/2016 0:0, totalExVAT=679.0, VAT=169.75, totalInclVAT=848.75
Invoice=232016121417747, customerId=23, dateOfShipment=15/12/2016 0:0, totalExVAT=600.0, VAT=150.0, totalInclVAT=750.0

Below the table, there is a 'Customer id' input field with the value '23' and a 'Search' button. At the bottom, there are 'Show All' and 'Cancel' buttons.

The screenshot shows a window titled 'Order List for order 2320161213153122'. The main area displays a list of products and their amounts:

Picker id is:3 / 2 /

Product id:10 Amount:5
Product id:1 Amount:10
Product id:3 Amount:40
Product id:2 Amount:4
Product id:6 Amount:10

The last row, 'Product id:6 Amount:10', is highlighted with a blue background.

2.7. UPDATE STOCKS

The update stocks menu gives you access to two important features of the program as follows:

- To receive goods in the system
- To review stocks of the products



2.7.1. RECEIVE GOODS

The receive goods menu item is opening a page that allows you access to add pallets of goods in the system.

Fill in the product id, the number of pallets received, the number of boxes per pallet, number of items per box, select the day, month and year of the expiry date, the buying price, the selling price and after click the “Register” button.

If any of the above mention fields are left not filled, you receive a message from the system saying that all fields must be filled out.

If you fill in a product id number that is not registered in the system you get a message saying that the product was not found in the system.

If you insert in one of the above mention fields letters instead of a number, you receive a message from the system saying that one of the fields is not a number.

If the product id is found in the system and all the fields are filled in correctly, the pallets with the goods are registered in the system and they are shown in the text area beneath the button along with the generated pallet id and the storage place in the warehouse were they need to be placed.

At any point you have the option to click the “Cancel” button that will take you back to the main window.

Manage products Manage pickers Manage Suppliers Manage Customers Manage Orders View Invoices Update stocks

Product id: Number of pallets: Boxes per pallet:

Number of items per box: Expiry date Day Month Year

Buying price: Selling price:

Pallets Locations

Pallet Id:101952	Product id:2	Expires:15/12/2016	0.0	Boxes per pallet:23	Items per box:5	Selling price:43.0	E
Pallet Id:421148	Product id:2	Expires:15/12/2016	0.0	Boxes per pallet:23	Items per box:5	Selling price:43.0	E
Pallet Id:582747	Product id:2	Expires:15/12/2016	0.0	Boxes per pallet:23	Items per box:5	Selling price:43.0	E
Pallet Id:233024	Product id:2	Expires:15/12/2016	0.0	Boxes per pallet:23	Items per box:5	Selling price:43.0	E
Pallet Id:731237	Product id:2	Expires:15/12/2016	0.0	Boxes per pallet:23	Items per box:5	Selling price:43.0	E
Pallet Id:234946	Product id:2	Expires:15/12/2016	0.0	Boxes per pallet:23	Items per box:5	Selling price:43.0	E
Pallet Id:878665	Product id:2	Expires:15/12/2016	0.0	Boxes per pallet:23	Items per box:5	Selling price:43.0	E
Pallet Id:685806	Product id:2	Expires:15/12/2016	0.0	Boxes per pallet:23	Items per box:5	Selling price:43.0	E
Pallet Id:489843	Product id:2	Expires:15/12/2016	0.0	Boxes per pallet:23	Items per box:5	Selling price:43.0	E
Pallet Id:848880	Product id:2	Expires:15/12/2016	0.0	Boxes per pallet:23	Items per box:5	Selling price:43.0	E
Pallet Id:116272	Product id:2	Expires:15/12/2016	0.0	Boxes per pallet:23	Items per box:5	Selling price:43.0	E
Pallet Id:716982	Product id:2	Expires:15/12/2016	0.0	Boxes per pallet:23	Items per box:5	Selling price:43.0	E
Pallet Id:904334	Product id:2	Expires:15/12/2016	0.0	Boxes per pallet:23	Items per box:5	Selling price:43.0	E
Pallet Id:144402	Product id:2	Expires:15/12/2016	0.0	Boxes per pallet:23	Items per box:5	Selling price:43.0	E
Pallet Id:475555	Product id:2	Expires:15/12/2016	0.0	Boxes per pallet:23	Items per box:5	Selling price:43.0	E
Pallet Id:148558	Product id:2	Expires:15/12/2016	0.0	Boxes per pallet:23	Items per box:5	Selling price:43.0	E
Pallet Id:193855	Product id:2	Expires:15/12/2016	0.0	Boxes per pallet:23	Items per box:5	Selling price:43.0	E
Pallet Id:619277	Product id:2	Expires:15/12/2016	0.0	Boxes per pallet:23	Items per box:5	Selling price:43.0	E

2.7.2. REVIEW STOCKS

The review stocks menu item opens a page that gives you the possibility to view all products that have the stock under certain amount of boxes by filling in the stock under text field and press the “Show all” button or you can search for a specific product id to see if the stock for that product is under the amount you filled in and press the “Search” button.

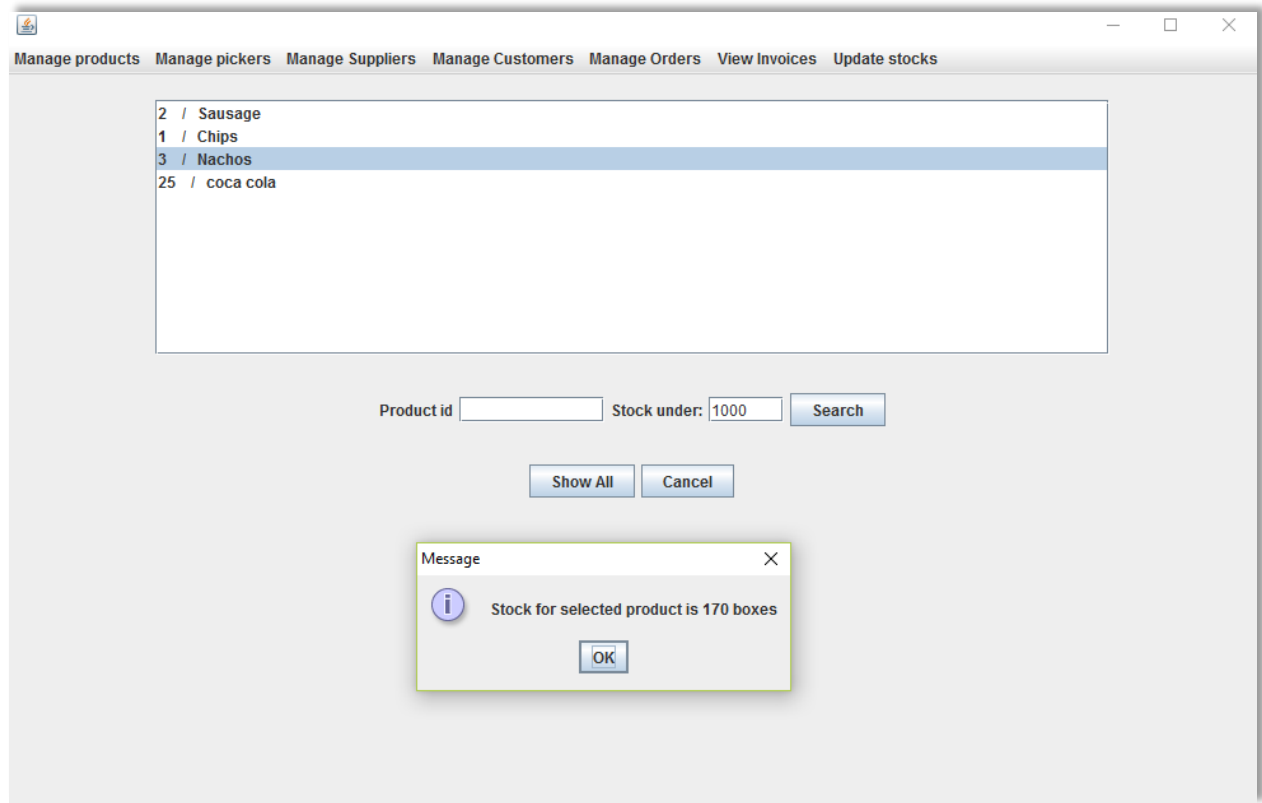
If there are no products with the stock under the specified amount than the text area remains empty, but if the system finds products that have the stock under that limit they are displayed in the text area in the form of a list with the product id and name.

If the product with the id that was field in does not have the stock under the specified amount a message is shown saying that the product does not exist or the stock is not under that limit.

If the two fields are not filled in with numbers, the system pops up a message saying that these fields must contain numbers.

Furthermore, you have the option to press on any of the products that are in the list and the system displays a window with the exact stock for that product.

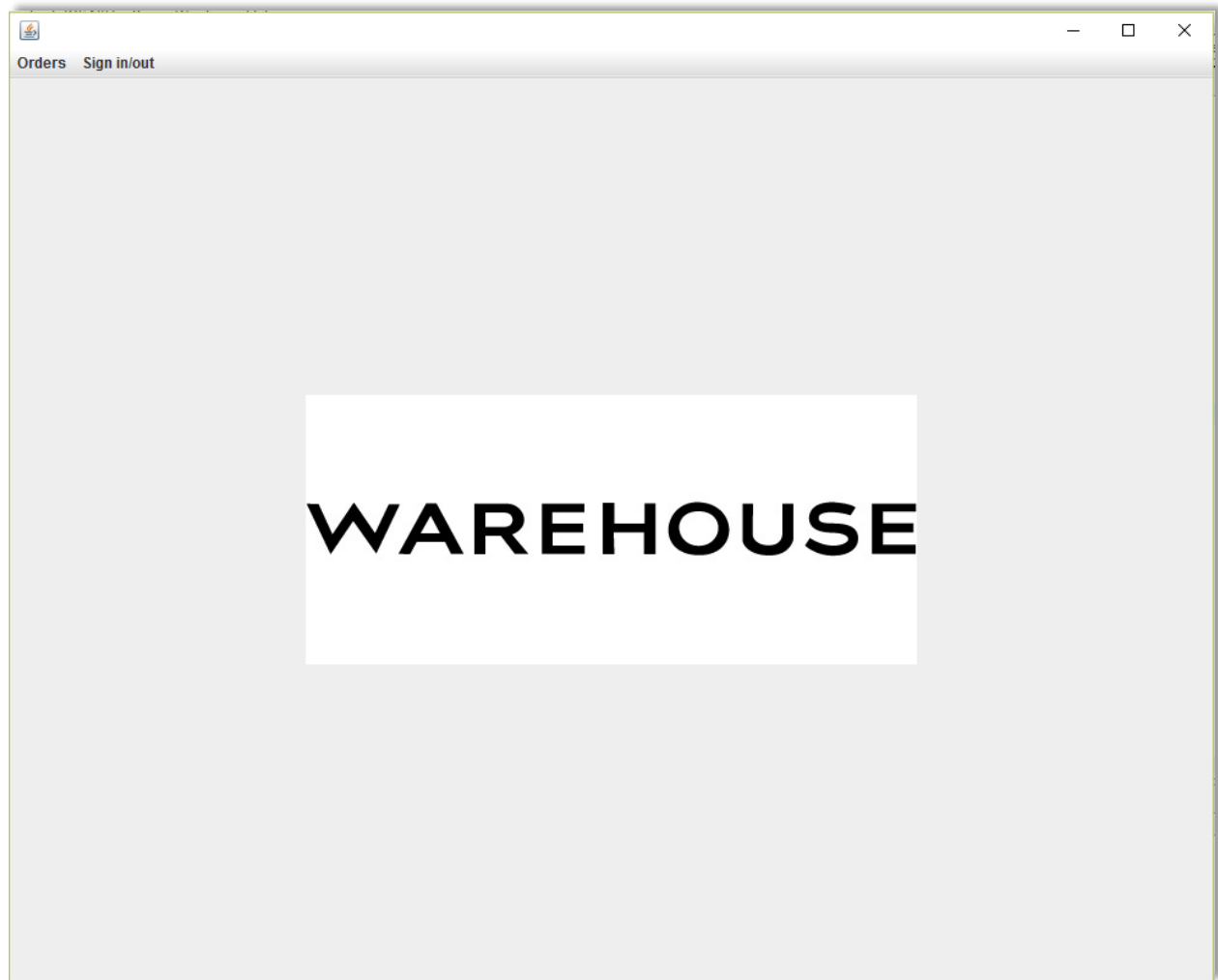
At any point you have the option to click the “Cancel” button that will take you back to the main window.



3. PICKER PAGE

The picker page opens after logging in as a picker and 2 menus are displayed:

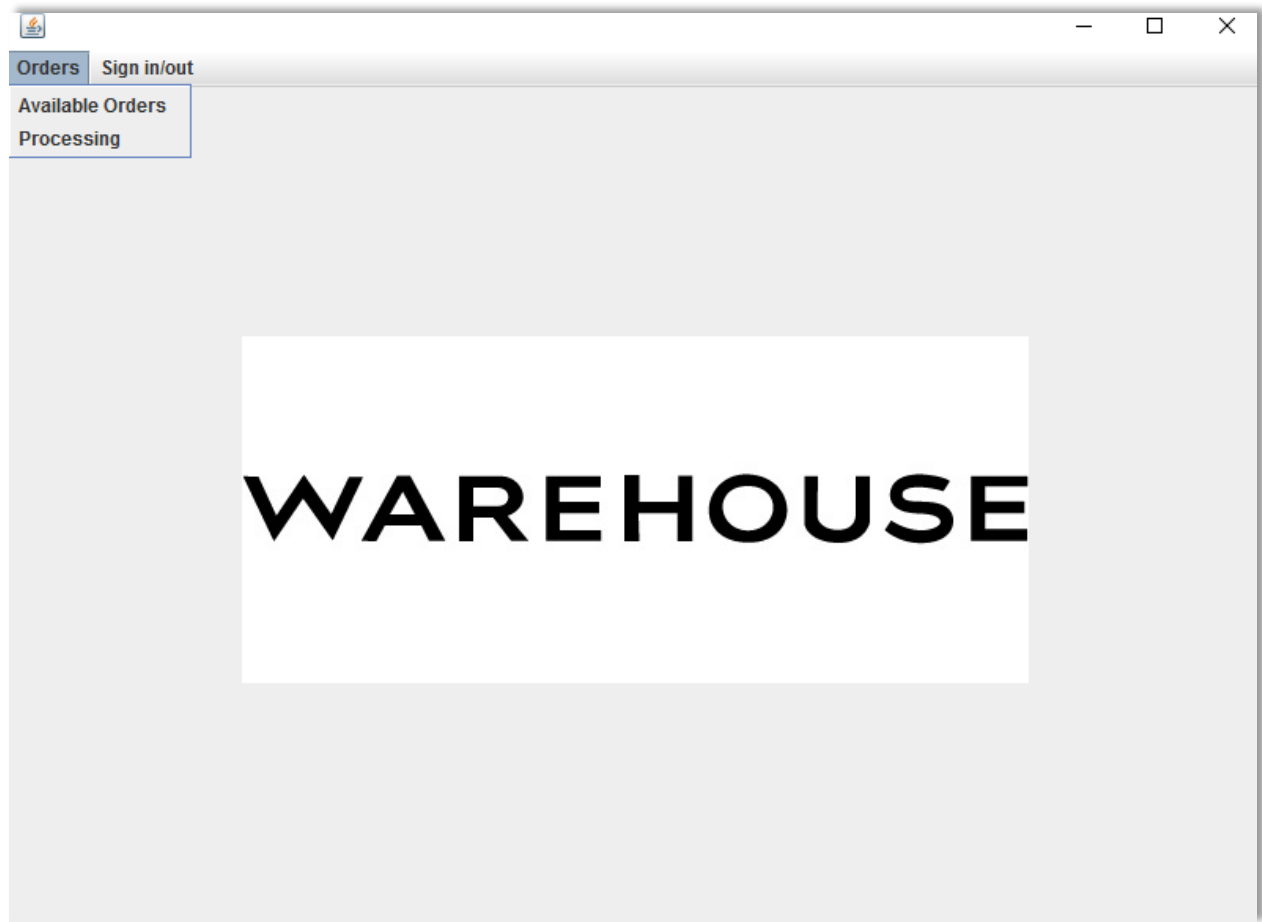
- Orders
- Sign in/out



3.1. ORDERS MENU

In the orders menu you can choose one of the following options:

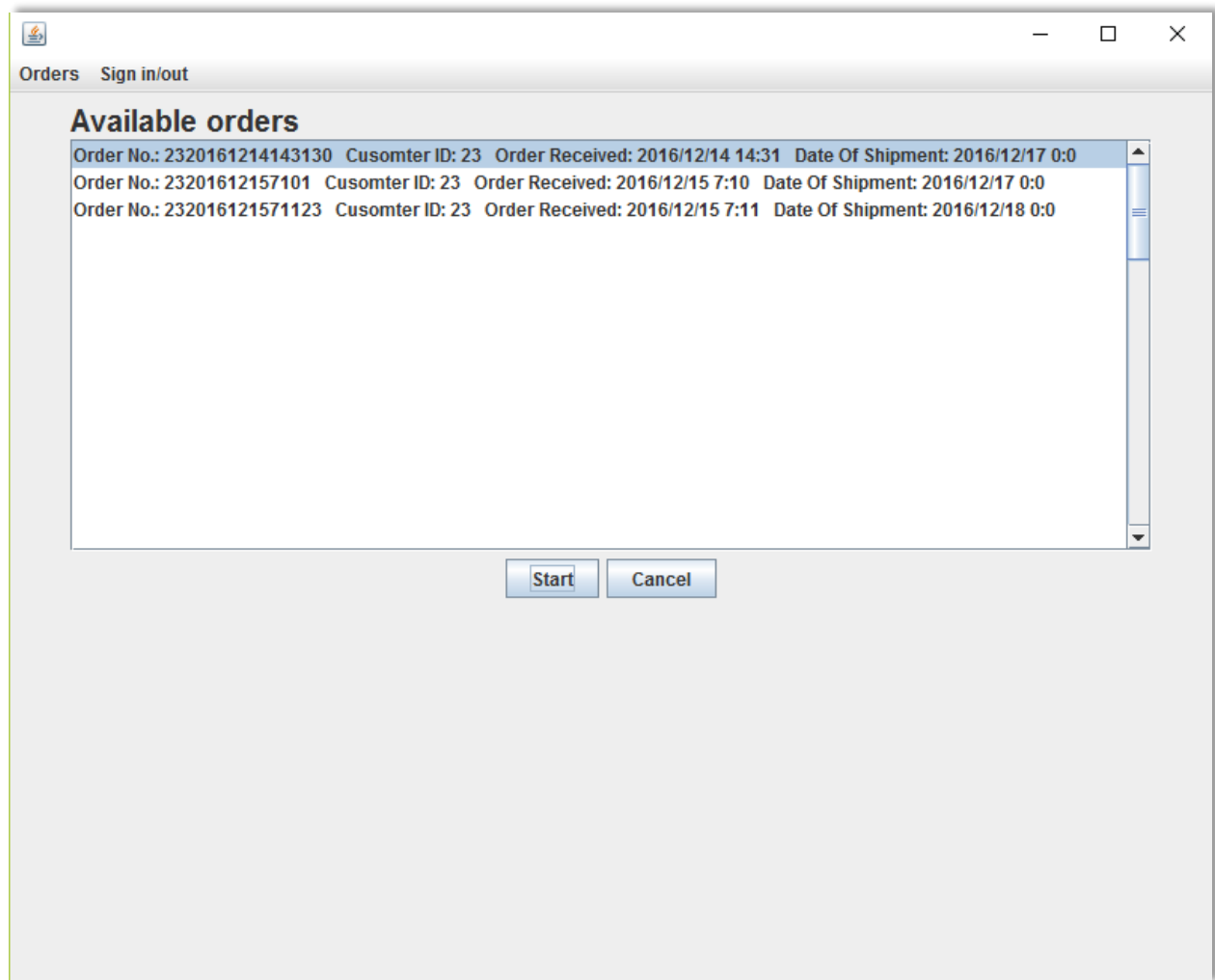
- Available orders
- Processing



3.1.1. AVAILABLE ORDERS

The available orders menu item will show the list of all available orders, the orders are loaded in order of the delivery date to the list after you select the menu item. As a picker you have the option to start an order by selecting one order and press the “Start” button, but regardless of the selection you make the system you start the first order from the list. After pressing the start button a window is displayed by the system containing a list of all the product ids and the amount for each product from that order and you must fill in your picker id and press the “OK” button. If you are not logged into the system the system will pop up a message saying that you are not logged in, otherwise the order is started.

At any point you have the option to click the “Cancel” button that will take you back to the main window.



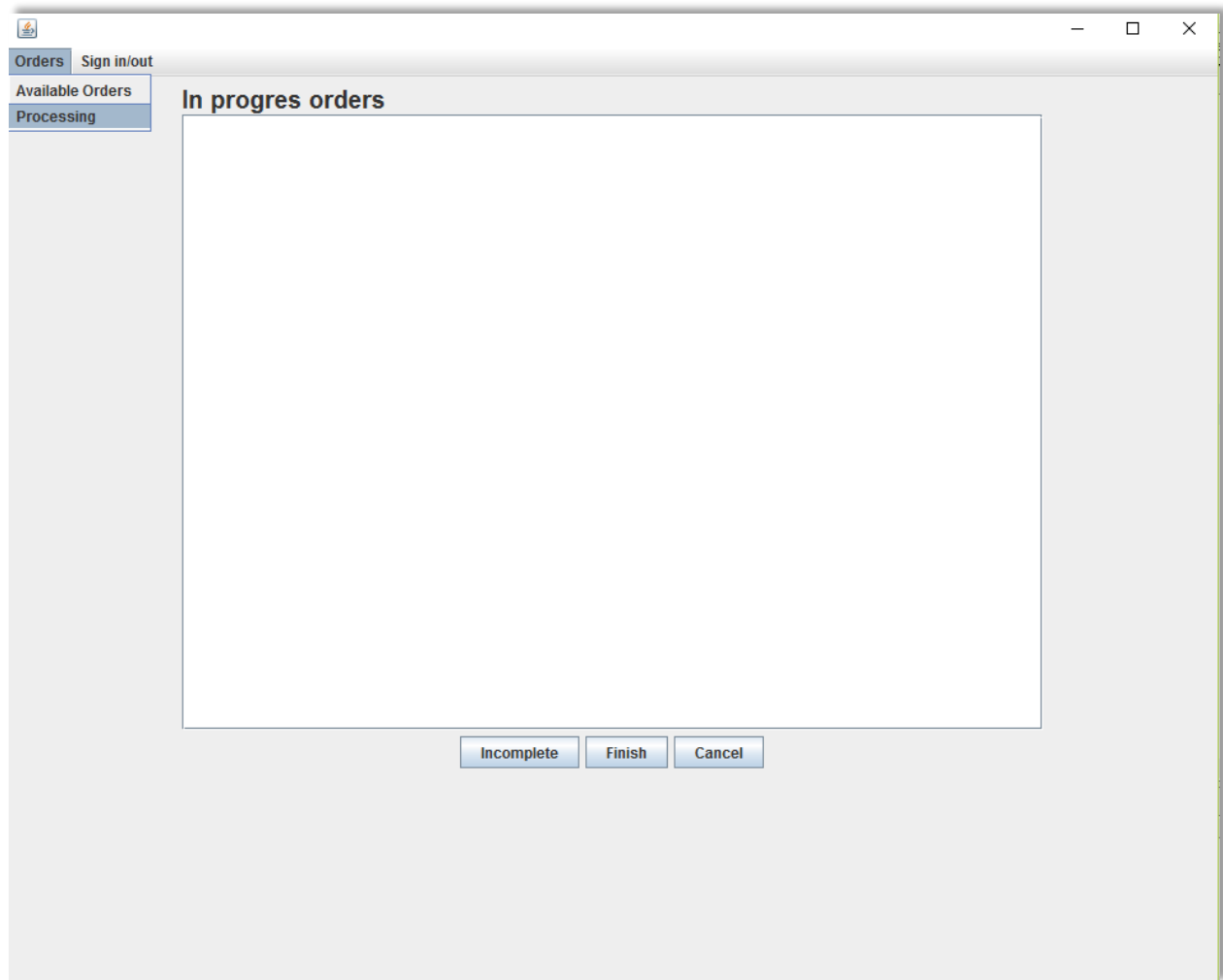
3.1.2. PROCESSING

By selecting the in progress menu item the system opens a page that will show you the orders in process and you can choose to finish an order or to split the order.

If you choose to finish an order by clicking the “Finish” button a window is going to be displayed containing all the items and their amounts. You must fill in your picker id and click the “OK” button in order to finish the order. If the picker id does not match the picker id that started that order a message will be displayed by the system saying that the picker id is not accepted, otherwise you receive a confirmation message that the order has been finished successfully.

By choosing to click the “Incomplete” button the system pops up a window containing all the items and their amounts, you must select the items that you picked, fill in your picker id and press the “OK” button. The system will display a message that the request was approved, the selected items will be removed from the order and the order will be put again in the available orders list so it can be picked.

At any point you have the option to click the “Cancel” button that will take you back to the main window.



3.2. SIGN IN/OUT

This menu has just 2 options and those are to:

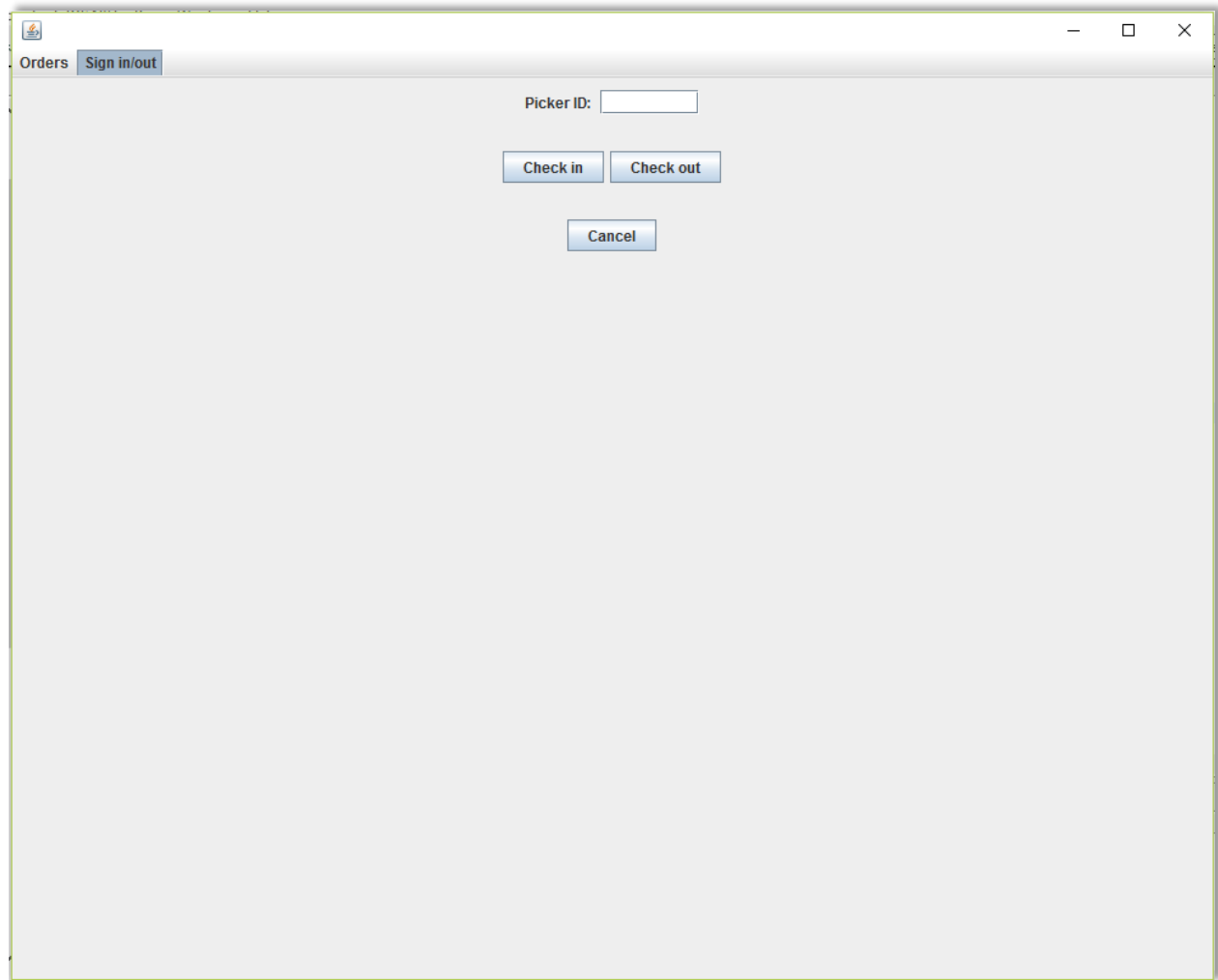
- Check in
- Check out

For checking fill in your picker id and press the “Check in” button. If you are already checked in the system will show a message saying that you are already logged in, else it will show a message that you are successfully logged in.

For checking out fill in your picker id and click the “Check out” button. If you are not checked in the system displays a message saying that you can not log out because you are not logged in, otherwise it will display a message that you were logged out successfully.

In both cases if you fill in the picker id text field text instead of numbers the system shows a warning message saying that the picker id is a number.

At any point you have the option to click the “Cancel” button that will take you back to the main window.



4. CUSTOMER PAGE

The customer page has just the option to place orders and that is done by selecting the category of items that you want, checking the box for each product, fill the number of boxes field with the amount and press the “Add to basket” button and the item will be placed in the list displayed to the right side of the page. You can continue like described above until you finish with all the categories. If you want to remove an item from the basket you need to select it and press the “Remove” button and the item is removed. If you want to remove all the items from the basket you just press the “Remove all” button.

After you finish selecting the products, you need to press the “Send” button, that will make a window appear where you need to fill in the customer id (CVR number of company), select the desired date of shipment and press the ”OK” button. If the id is not a number, then a message is shown by the system saying that the customer id must be a number. If the customer id is not found in the system, then you get a message that informs you that the id is incorrect. Otherwise the system shows a message that the order has been successfully placed.

Make order

Food

Food

Snacks

Fruit&vegetables

Name	ID	Items pers box	Price per box	Number of boxes	Total price
Sausage	2	10	6.0	4	24.0 dkk

Select

Name	ID	Items pers box	Price per box	Number of boxes	Total price
<input type="checkbox"/> salami	6	12	25.0	10	250.0 dkk

Add to basketSend

Basket

Product id:10 Amount:5
Product id:1 Amount:10
Product id:3 Amount:40
Product id:2 Amount:4
Product id:6 Amount:10

RemoveRemove All