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# Datex FootPrint WMS

## Mobile Web User Manual



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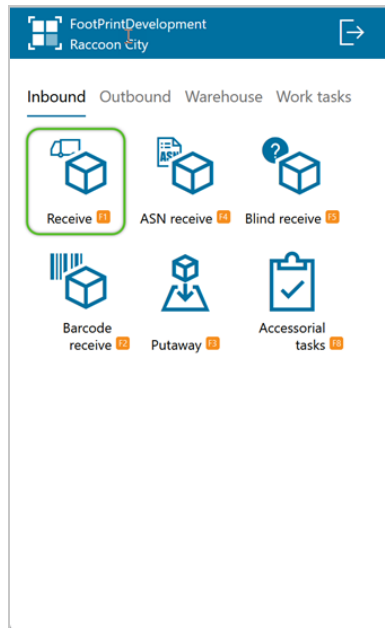
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# Receive Inventory

Receiving on FootPrint Mobile Web allows the user to confirm a Shipment has arrived in the Warehouse, and assign new Inventory to License Plates.

## Step 1. Open the Receive Section

1. Tap the **Inbound** tab.
2. Tap the **Receive** icon, or press **F1**.



## Step 2. Search for the Shipment, Order, or Door

Receive Inventory

1. From the drop-down list, select whether you'd like to search by **Shipment** Number, **Order** Number, or **Door** to Receive from.

Select inbound shipment

Search by

Shipment

Order/Shipment/Door

Dock door

Shipment

Container

Carrier

No Rows To Show

Back

Menu

Next

2. Scan or enter the **Order/Shipment/Door** for the search.

Select inbound shipment

Search by

Shipment

Order/Shipment/Door

Dock door

Shipment

Container

Carrier

No Rows To Show

Back

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Next

## Receive Inventory

3. If the Shipments do not automatically load, tap or press **F5**.

Select inbound shipment

Search by

Shipment

Order/Shipment/Door

Dock door Shipment Container Carrier

No Rows To Show

Back F2 Menu F3 Next F4

If the Shipment has not yet been Processed, a prompt will appear to Process the Shipment, and then it can be Received. If the Order Class for the Shipment has been set to disallow Processing from Mobile Web, the search will return no results.

### Step 3. Receive

## Receive Inventory

1. When only one Shipment matches the **Lookup**, a list of all Materials expected in the Shipment will be displayed. The list can be filtered by entering a Material's Name or Description in the **Material/UPC** field, and pressing or tapping **F5**.

Receive tasks

Material/UPC

Shipment 569735 - Order 108679

Lookup	Description
Chocolate Caramel Turtle	Chocolate Caramel Turtle
Caramel	Caramel

Back F2 Menu F3 Next F1

If more than one Shipment matches the **Lookup** entered, select the Shipment to be completed from the list and then tap **Next** or press **F1**.

2. Select the **Material** being received, then tap **Next** or press **F1**.

Receive tasks

Material/UPC

Shipment 569735 - Order 108679

Lookup	Description
Chocolate Caramel Turtle	Chocolate Caramel Turtle
Caramel	Caramel

Back F2 Menu F3 Next F1

3. Confirm the **Location**.

Confirm receipt

Chocolate Caramel Turtle

Chocolate Caramel Turtle

Expected: 100 Each

Location

RReceiving-1

Receipt number

License plate

LP status

Vendor lot

575170

Back

Menu

Confirm

4. Scan or enter the **License Plate** the Received Materials will be assigned. An existing License Plate can be entered, or a new one can be created.

Confirm receipt

Chocolate Caramel Turtle

Chocolate Caramel Turtle

Expected: 100 Each

Location

RReceiving-1

Receipt number

License plate

dd710153

LP status

Active

Vendor lot

575170

Back

Menu

Confirm

Receive Inventory

5. If the Material is Lot controlled, scan or enter the **Vendor Lot** number, or tap **Select** or press **F8** to choose from a list of existing Vendor Lots.

Confirm receipt

LP status

Active

Vendor lot

575170

Lot

575170

Quantity (Expected: 100 Each)

0

Each

Weight

Net

Tare

Gross

0

0

0

g

Back

Menu

Confirm



## Create a new Lot if necessary

1. Tap the blue **Add** icon to create a new Lot and Vendor Lot. The **New** box is checked by default.

Confirm receipt

LP status

Vendor lot

(Auto populate)

Lot

(Auto populate)

Quantity (Expected: 100 Pounds)

0 Pounds

Weight

Net	Tare	Gross
0	0	0

lb

Back Menu Confirm

2. Enter a new **Vendor Lot ID**, or leave it blank to let the system create one.

Create lot

Vendor lot

(Auto populate)

Manufacturing date

7/10/2023

Expiration date

9/18/2023

VAT

Notes

Lot

(Auto populate)

Back Save

3. Enter the **Manufacturing** and **Expiration Dates**.

The screenshot shows a mobile application interface for creating a lot. The form has a blue header with the title 'Create lot'. Below the header, there are several input fields: 'Vendor lot' with the value '(Auto populate)', 'Manufacturing date' with the value '7/10/2023', 'Expiration date' with the value '9/18/2023', 'VAT' (empty), 'Notes' (empty), and 'Lot' with the value '(Auto populate)'. Each input field has a small icon to its right. The 'Manufacturing date' and 'Expiration date' fields are highlighted with a green rectangular border. At the bottom of the form, there is a blue bar with a back arrow and the text 'Back' on the left, and a save icon and the text 'Save' on the right.

4. Enter a new **Lot ID**, or leave it blank to let the system create one.

This screenshot is identical to the one above, showing the 'Create lot' form. However, in this version, the 'Lot' field, which contains the value '(Auto populate)', is highlighted with a green rectangular border. All other elements, including the header, other input fields, and the bottom navigation bar, remain the same.

5. Tap **Save** or press **F1**.

**Create lot**

Vendor lot  
(Auto populate)

Manufacturing date  
7/10/2023

Expiration date  
9/18/2023

VAT

Notes

Lot  
(Auto populate)

Back F2 Save F1

6. Enter the actual **Quantity** Received, and ensure the appropriate **Packaging** is selected from the drop-down list.

When a Material has been set up for Dynamic Packaging, a field labeled **Dynamic** will be displayed to enter the number of items per package.

**Confirm receipt**

LP status  
Active

Vendor lot  
575170

Lot  
575170

Quantity (Expected: 100 Each)  
100 Each

Weight  
Net: 200, Tare: 30, Gross: 229.999999 ...  
g

Back F2 Menu F3 Confirm F1

Receive Inventory

7. Tap **Confirm** or press **F1**.

Confirm receipt

LP status  
Active

Vendor lot  
575170

Lot  
575170

Quantity (Expected: 100 Each)  
100 Each

Weight  
Net: 200, Tare: 30, Gross: 229.999999 ...  
g

Back F2, Menu F3, Confirm F1

8. When a Material is Serial Controlled, a screen with auto-generated Serial Numbers will be displayed. If needed, the Serial Numbers can be edited before being created for the Shipment. Once Serial Numbers are created, tap **Submit** or press **F1**.

Create serial numbers

Weight UOM: Pound, Dimension UOM: Foot, Volume UOM: Cubic Feet

Serial number

Running count 0/10

Serial	Net weight	Gross weight	Net volu
6857340SI	1.00000000	1.00000000	1.000000
6857341SI	1.00000000	1.00000000	1.000000
6857342SI	1.00000000	1.00000000	1.000000
6857343SI	1.00000000	1.00000000	1.000000
6857344SI	1.00000000	1.00000000	1.000000

Back F2, Menu F3, Submit F1

Mobile Web will automatically return to the Receive Tasks screen, where any remaining Quantities will be listed. Continue Receiving until all Tasks are complete.

# Receive ASN Shipment

Receiving an ASN Order is a far simpler process than normal Receiving, as the majority of the information is already in the system from the ASN Order.

## Step 1. Open the ASN Receive Section

1. Tap the **Inbound** tab.
2. Tap the **ASN Receive** icon or press **F4**.



## Step 2. Search for the Shipment, Order, or Door

# Receive ASN Shipment

1. From the drop-down list, select whether you'd like to search by **Shipment** Number, **Order** Number, or **Door** to Receive from.

Select ASN shipment

Search by

Shipment

Order/Shipment/Door

Dock door

Shipment

Container

Carrier

No Rows To Show

Back

Menu

Next

2. Scan or enter the **LookUp Code** for the search.

Select ASN shipment

Search by

Shipment

Order/Shipment/Door

Dock door

Shipment

Container

Carrier

No Rows To Show

Back

Menu

Next

# Receive ASN Shipment

3. If the Shipments do not automatically load, tap or press **F5**.

Select ASN shipment

Search by

Shipment

Order/Shipment/Door

Dock door

Shipment

Container

Carrier

No Rows To Show

Back

Menu

Next

If the Shipment has not yet been Processed, a prompt will appear to Process the Shipment, and then it can be Received. If the Order Class for the Shipment has been set to disallow Processing from Mobile Web, the search will return no results.

## Step 3. Receive

1. Scan or enter the first **License Plate**.

Confirm ASN Receipt

Location

License plate

Barcode

Items

Barcodes

Material

Lot

Quantity

Pa

No Rows To Show

Receipt number

Back

Menu

Confirm

Receive ASN Shipment

2. Select the **Material**.

Confirm ASN Receipt

Location

License plate

818479

Items Barcodes

Material	Lot
Chocolate Caramel Turtle	575170

Receipt number

Quantity

100

LP status

Active

Back Menu Confirm

3. The expected **Quantity** will populate in the bottom of the screen, where users can update the number to reflect the actual amount received.

Confirm ASN Receipt

Location

License plate

818479

Items Barcodes

Material	Lot
Chocolate Caramel Turtle	575170

Receipt number

Quantity

100

LP status

Active

Back Menu Confirm



## Receive ASN Shipment

4. Tap **Confirm** or press **F1**.

**Confirm ASN Receipt**

Location

License plate  
818479

Items Barcodes

Material	Lot
Chocolate Caramel Turtle	575170

Receipt number

Quantity LP status  
100 Active

Back Menu **Confirm**

Mobile Web will automatically return to the Confirm ASN Receipt screen where any remaining License Plates can be scanned. Continue scanning License Plates until the ASN Shipment has been received.

Alternatively, you can press **F4** to Confirm and Putaway, which will confirm as above, then take the user directly to Step 3 of the Putaway process.