

WFP WAREHOUSE WEB-BASED MANAGEMNT SYSTEM

USER GUIDE

INTRODUCTION

WFP Warehouse Management System automates the receipt, dispatch among other WFP warehouse operations. Automation increases warehousing efficiency and reduces the hidden costs associated with traditional handling and stock control. These efficiencies, combined with substantial accuracy gains, result in significant bottom line savings. All typical warehousing operations are supported in a comprehensive, yet easy to install, easy to use Warehouse Management System.

FUNCTIONAL AREAS

A. INPUT/OUTPUT

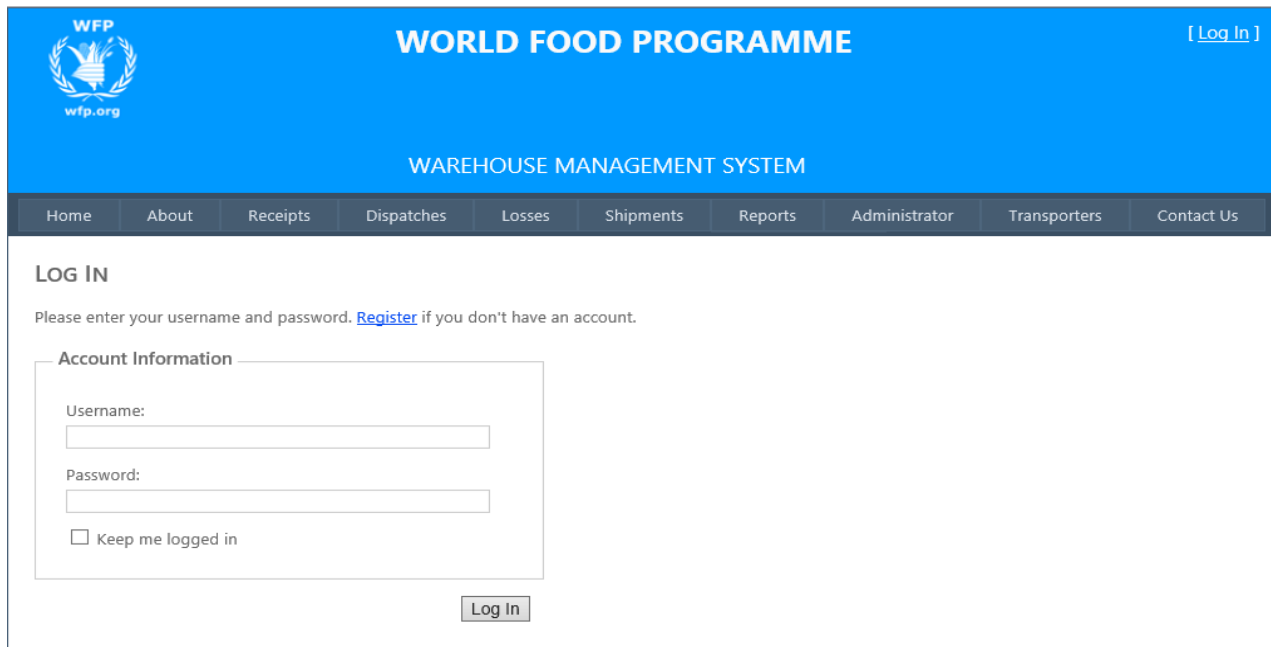
1. The System has a form to manage Food Item details.
2. The System has a form to manage Transporter details.
3. The System has a form to capture warehouse receipts.
4. The System has a form to capture warehouse dispatches.
5. The System has have a form to capture warehouse losses.
7. The System has a reports section that display reports.
8. System provide search functionality on food Items, receipts, dispatches, losses and inventory.

B. PROCESSING

1. System automatically updates inventory levels upon receipt of food items.
1. System automatically updates inventory levels upon dispatch of food items
2. System automatically updates inventory levels upon registering warehouse loss.
3. System automatically updates shipment quantity upon dispatch of items.

ACCESSING THE SYSTEM

LOGIN SCREEN




The screenshot shows the login interface of the World Food Programme Warehouse Management System. The header is blue with the WFP logo and name on the left, and a [Log In] link on the right. Below the header is a dark navigation bar with links: Home, About, Receipts, Dispatches, Losses, Shipments, Reports, Administrator, Transporters, and Contact Us. The main content area is white and titled 'LOG IN'. It contains a message: 'Please enter your username and password. [Register](#) if you don't have an account.' Below this is a form box labeled 'Account Information' with fields for 'Username:' and 'Password:', a checkbox for 'Keep me logged in', and a 'Log In' button.

- A user needs to be registered in the system. E.g for warehouse operations, a user should be registered and have warehouse Assistant role to perform goods receipt. Once user is logged in using the above screen, he can perform receipts, dispatches , enter shipments and register losses.
- The same way admin user is able to login and perform system administrative roles. Transporter can also log in and access shipment details.
- In this screen, a user is prompted to enter username and password when attempting to access restricted system areas.

RECEIVING ITEMS TO THE WAREHOUSE

RECEIPT SCREEN

**WORLD FOOD PROGRAMME**[\[Log In \]](#)

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Waybill No:

Origin Location:

Truck Number:

Driver's Name

Employee Name:

Select Employee

Receipt Date:

mm/dd/yyyy

Item Name:

Select Item

Quantity:

Units:

Unit Price:

Condition:

New Waybill

Add Item


WayBillNumber	ReceiptDate	OriginLocation	ItemName	Quantity	UnitPrice	TruckReg	DriversName	Condition	EmployeeName

Post Receipt

- Allows users to enter receipt waybill(delivery document) details as shown on screen shot above.
- On clicking additem, selected item is pushed down to the gridview. A waybill may have many items
- Once all the items on the waybill are in the gridview, the waybill is registered in the system by clicking post receipt button.

DISPATCHING ITEMS FROM THE WAREHOUSE

DISPATCH SCREEN



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WayBillNo:

Transporter Name:

Truck Number:

Driver's Name:

Employee Name:

New Waybill

Dispatch Date:

Item Name:

Quantity in MT:

Units:

Unit Price:

Destination:

Add Item

WayBillNumber	TransporterName	ItemName	Quantity	UnitPrice	TruckReg	DriversName	Destination	EmployeeName

- Allow users to enter dispatch waybill(delivery document) details as shown on screen shot above.
- On clicking additem, selected item is pushed down to the gridview. A waybill may have many items
- Once all the items in waybill are in the gridview, the waybill is registered in the system by clicking post dispatch button.

REGISTERING LOSSES IN THE WAREHOUSE

LOSS SCREEN



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Capture Loss

LossType

--Select--

Loss Date

mm/dd/yyyy

Item Name

Select Item

Quantity in MT


Reason

Save Loss

- Allow users to enter warehouse loss details as shown on screen shot above.
- The loss is registered in the system by clicking save button.

MANAGING SHIPMENTS

SHIPMENTS SCREEN



WORLD FOOD PROGRAMME

WAREHOUSE MANAGEMENT SYSTEM

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[Manage Shipments](#)
[View Shipments](#)


	TranspID	TransporterName	Address	City	Country	PostCode	Phone	Email
Edit Delete	1	Multiple Hauliers	42512	Mombasa	Kenya	80100	25421253	multiplehauliers@gmail.com
Edit Delete	2	Signon freight	4515	Nairobi	Kenya	00200	2542025452	signonfreight@gmail.com

Add New Transporter

- In the shipments screen, warehouse staff are able to add shipments and allocating them transporters.
- The shipments are seen by the transporters once they log in and they can therefore arrange to avail trucks for loading.
- Once the same transporter's truck is dispatched with food, his shipment allocation automatically reduces with quantity of dispatch.

FOOD ITEM MANAGEMENT

MANAGE ITEMS SCREEN



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FoodItems

ItemID	ItemName	Category	Units	UnitPrice	
15	Maize 50Kgs	Cereals	Bag	2600.00	Edit Delete
16	Yellow split Peas-50Kgs	Pulses	Bag	8000.00	Edit Delete
18	Beans-50Kgs	Pulses	Bag	6500.00	Edit Delete
21	Corn Soya Blend-25Kgs	Fortified Food	Bag	24.00	Edit Delete
31	Wheat Flour	Flour	Dozen	6500.00	Edit Delete
32	Maize Flour	Flour	Dozen	5500.00	Edit Delete
33	Soya Beans 50Kgs	Cereals	Bag	6500.00	Edit Delete

[Add New Food Item](#)



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New Food Item


ItemID	15
ItemName	Maize 50Kgs
Category	Cereals
Units	Bag
UnitPrice	2600.00
New	
1 2 3 4 5 6 7	

[Back to Food Items](#)

- In the manage food items screen, an administrator is able to add new food items, update and delete items from the system as shown above and below.
- The administrator is also able to perform the same functions on transporters and employees

SEARCH FUNCTIONALITY

EMPLOYEE SEARCH SCREEN




The screenshot shows the 'EMPLOYEE SEARCH SCREEN' within the 'WAREHOUSE MANAGEMENT SYSTEM' of the 'WORLD FOOD PROGRAMME'. The header is blue with the WFP logo and 'wfp.org' on the left, and 'WORLD FOOD PROGRAMME' and '[Log In]' on the right. Below the header is a dark blue navigation bar with links: Home, About, Receipts, Dispatches, Losses, Shipments, Reports, Administrator, Transporters, and Contact Us. The main content area is white and titled 'Employees'. It contains a search form with the label 'Select employee name to search', a text input field, a 'Search' button, and a 'Back to employees' button.

- This screen is used to search and locate employee data for purposes such as editing. A user enters name of employee in the textbox and on clicking search, the results are displayed as below.

REPORTS

REPORTS SCREEN

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Warehouse Management System

Inventory Level

Inventory Date	Inv ID	Item ID	Item Name	Quantity
03/28/2016	3	21	Corn Soya Blend-25Kg	5
03/31/2016	5	31	Wheat Flour	5
03/31/2016	6	32	Maize Flour	0
03/31/2016	7	33	Soya Beans 50Kgs	0

- Authorized users of the system can view reports such as the one above and have the option of saving in pdf or xls format or downloading.

ERROR HANDLING

INPUT VALIDATION

The system will allow only valid data types and will not accept null values. The screen shots below display error messages when invalid/ no data is entered.

The screenshot shows the WFP website's 'New Waybill' form. The form fields are: Waybill No: HGFD54, Origin Location: FS322, Truck Number: (empty), Driver's Name: 6514, Employee Name: Select Employee (dropdown), Condition: (empty). Below the form is a table with columns: WayBillNumber, ReceiptDate, OriginLocation, ItemName, Quantity, UnitPrice, TruckReg, DriversName, Condition, EmployeeName. The 'Post Receipt' button is at the bottom left. A validation error message is displayed in a white box with a blue border:

This site says...

Please correct the following errors to proceed:

- WayBillNo must be an integer between 1000 and 9999
- Please select date
- Origin location must be characters less than 100
- Please select Item
- Enter Truck No
- driver name should characters less than 50
- Please select employee
- Please enter condition of Items

OK

The screenshot shows the WFP website's 'Capture Loss' form. The form fields are: LossType: -Select- (dropdown), Loss Date: mm/dd/yyyy (text), Item Name: Select Item (dropdown), Quantity in MT: (empty), Reason: (empty). Below the form is a 'Save Loss' button. A validation error message is displayed in a white box with a blue border:

This site says...

- Please Select Loss Type
- You must select Loss Date
- Please select item
- Please enter quantity in MT
- Reason is Required

OK