

RF User Guide

Warehouse Management

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Chapter 1. Introduction

This guide provides the following information:

- Instructions for using an RF device or emulator to log in to Warehouse Management, navigate the available menus, and enter data.
- An overview of the function keys that are available during specific processes.
- Step-by-step procedures, with screen captures, for performing RF functions available from the Undirected Menu.
- An introduction to the Directed Work option that explains how the application determines the types of work that may be presented to you.

IMPORTANT: The configuration of the roles to which your user name is assigned determines which menus and menu options are available for you to select and perform.

Chapter 2. Get started

This chapter describes how get started using your RF device or emulator to navigate RF menus and perform Warehouse Management functions.

Log in to Warehouse Management

You use an RF device to perform directed and undirected work in Warehouse Management.

- The Undirected Menu provides access to the menus and menu options that you are authorized to perform with the current device.
- The Directed Work option displays the next piece of work that you and your warehouse equipment are authorized to perform, based on the priority and proximity of the work.


Note: Not all installations use the same RF login procedure. Contact your system administrator for the exact login procedure to be used on the RF devices at your facility.

1. Turn on your RF device.
2. Enter your user name and password.


Note: For security purposes, asterisks (*) are displayed instead of characters as you type your password.



3. If prompted that your account is expired or soon to expire, then to change your password:
 - a. Click **OK**. The Change Password page is displayed.
 - b. Enter your current password.
 - c. Enter a new password.
 - d. Enter the new password again to verify it.
 - e. Continue to log in with your new password.

4. If required, enter a location to define the starting location for your device. Depending on configuration, a default starting location may be displayed for you to accept.
5. Enter the warehouse equipment type that you are using. 

Note: After you have logged in, if you want to change to a different type of warehouse equipment, then log out and log back in on the equipment type. Alternatively, you can access the Tools Menu, User Options to change the equipment type without logging out. See ["Set warehouse equipment" \(on page 195\)](#).

6. To be directed to work that originates primarily in your home work area, enter a home work area.  If you do not set a home work area, then you are directed to the closest available work based on the last work that you completed.

Note: A home work area is one of the attributes that the application uses to select directed work for you to perform. If you set a home work area, then after you complete directed work that moves you out of your home work area, the application attempts to move you back to the home work area with the next piece of available work (depending on priorities and other configurations). For example, if your home work area is receiving, you may be directed to shipping for higher priority work. After you finish the work in shipping, the application attempts to find directed work that would move you back to receiving (your home work area).

```

Work Information
Warehouse ID: WMD1
Loc: 1SS01_____
Wh Eq Type: FORK_____
Work Area: 1CASEPK_

```

7. Select the menu to view or menu option to perform.

Notes:

- A number in the top left corner of the screen indicates the level of the currently displayed menu. For example, **0** indicates a top-level menu, and **1** indicates a sub-menu.

- Based on permissions and the options available to your user ID or your role, you may not have all available menus and options. For example, if you only have permission for two menus, such as the Inventory Menu and Cycle Count Menu, then those menus would be numbered 1 and 2, respectively (not 2 and 6 as they are when all the menus are displayed).

```

0 Undirected Menu
1 Picking Menu      6 Cycle Count Menu
2 Inventory Menu    7 Yard Menu
3 Receiving Menu    8 Workflow Menu
4 Shipment Menu     9 Directed Work
5 Production Menu   0 Next
Enter Option: █

```

Log out of Warehouse Management

You should log out of Warehouse Management at the end of your shift, or whenever you will not be using the RF device for a period of time. You may be automatically logged out after a sustained period (such as 15 minutes) of inactivity. Typically, unused RF devices are placed into a battery charger so they can be ready for the next operator to use.

- When any menu is displayed, press **F1-Back** until the logout prompt is displayed.

Note: **F1** is a function key. See ["RF function keys" \(on page 9\)](#).

- Confirm whether to log out.

```

OK To Logout? <Y|N>:

```

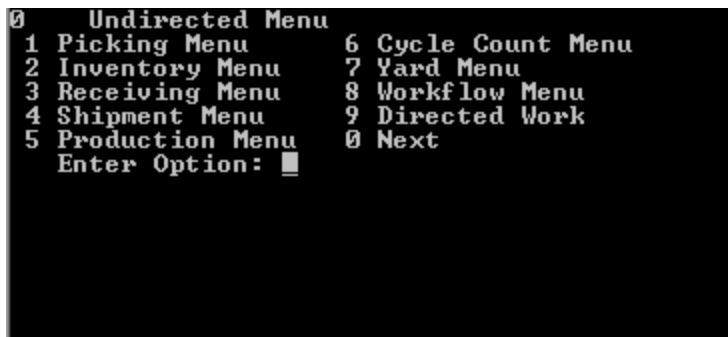
- When processing is complete, press **Enter**.



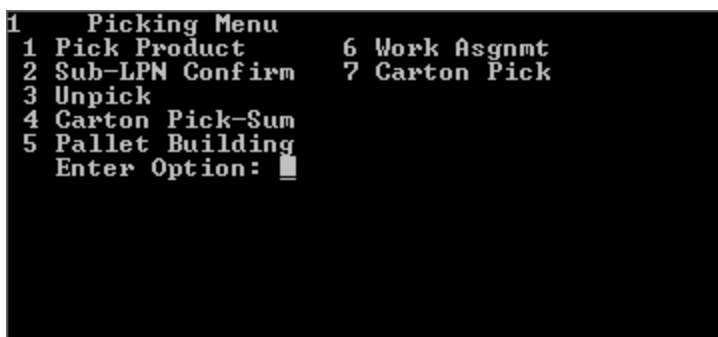
Menu navigation

A menu consists of a related group of RF options. The main menu displays all of the available menus.

When the Undirected Menu is displayed, the upper right corner of the RF screen displays "0" to indicate you are viewing the top-level menu.



When you select a menu, the number "1" indicates that you have moved from the top-level menu to a sub-menu.



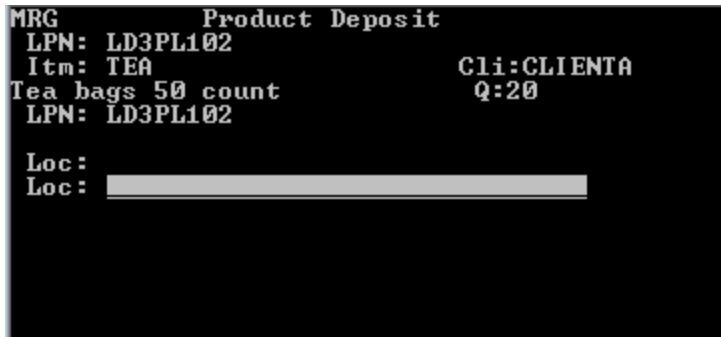
To select an option from a menu, enter the number that is displayed to the left of the option.

To move back to the top-level menu, press **F1-Back**.

Note: **F1** is a function key. See ["RF function keys" \(on page 9\)](#).

Data entry

You can enter data into the currently active field. A field is active when it is highlighted. In the following image, the **Loc** field is active and ready for data entry.



You can enter data in the following ways:

- You can type a value into an active field using the keyboard.
- If a barcode exists for the identifier that you want to enter into an active field, you can use the scanner attached to your RF device to scan the barcode to populate the active field. A barcode may exist, for example, for a location, an item, or a license plate number (LPN).
- If the active field has a limited number of valid values, a Lookup screen may be available for it. If so, you can press **F2**-Lookup to view the list of valid values and, in some cases, select the value to populate the active field. The following image shows a Lookup screen that lists valid staging locations.



RF emulator setup and configuration

RF emulation provides access to an RF session from your local computer (workstation). With RF emulation you can perform RF functions on the workstation for a selected warehouse.

IMPORTANT: To use an RF emulator, your workstation must have the Telnet Client (a Windows feature) turned on.

You must perform the following tasks to set up RF emulation on your workstation.

1. Configure the RF device log configuration file. You use Device Log Configuration Maintenance (available from the Blue Yonder SCE client) to configure the log configuration file that controls the levels of tracing that are enabled for the MTF server and RF device sessions. See the information on device log configurations in the *Supply Chain Execution OnLine Expert*.
2. Define an RF device. When you configure the RF device in the web client, you define the device name, terminal type, and vendor information. See the information on configuring RF devices in the *Supply Chain Execution Web Application OnLine Expert*.

Use a naming scheme that distinguishes the RF device as an emulator so it will not be confused with RF devices that are used on the production floor. For example, if production devices are named RDT001, RDT002, and so on, then for emulators, use EMU001, EMU002, and so on. Alternatively, use a naming scheme that includes an employee's name or initials, such as JANEDOE or BENSMITH, to help avoid the circumstance in which multiple users log in with the same emulator at the same time.

3. Configure the MTF SERVER task. See the information on tasks in the *Supply Chain Execution Applications Console User Guide*. You use the Console (available from the web client) to configure the MTF SERVER tasks with the following attributes:
 - Set **Auto Start** to On.
 - Set **Restart on Termination** to On.
 - Configure the MTF SERVER command. The following table describes the command line arguments that you can configure for the MTF SERVER command.

Command line argument	Description
-v	Required. Name of the RF vendor that you defined for the RF device in the web client; for example, -v DEFAULT .
-W	Required. Name of the warehouse to which you want to connect; for example, -W WMD1 .
-a	Required. Service URL for the Warehouse Management application server instance to which the RF terminal connects; for example, -a http://localhost:4500/service

Command line argument	Description
-P	Required. Port number for the MTF server. The port number for the MTF server is the port number for the server instance that you are configuring, plus 20. For example, if the port number for the server instance is 4500, then the MTF server port number is 4520 (-P 4520). In the command line, place the -P argument after the -a argument.
-G	Displays the RF form name and the active field name at the bottom of RF emulator forms. For example, for a wide screen, use -G 39,7 ; for a narrow screen, use -G 19,15 .
-j	Required. Full path to the log configuration file that was defined in Device Log Configuration Maintenance. This file specifies the logging options that have been enabled. For example, -j \$MTFDIR\data\mtf_logging.xml

4. Test the access to RF emulation.

- a. Restart the Warehouse Management application server instance.

IMPORTANT: The application server instance must be running for the MTF server to connect to it.

- b. Start a command prompt and enter the following command: **telnet <MTF server> <MTF server port number>**. There is a single space between each element in the command.

Example: **telnet serv02 4520**

- c. When prompted for a terminal ID, enter the name that you defined for the RF device in the web client (Configuration > Equipment > Hardware > RF devices).
- d. When prompted, enter your user name and password.

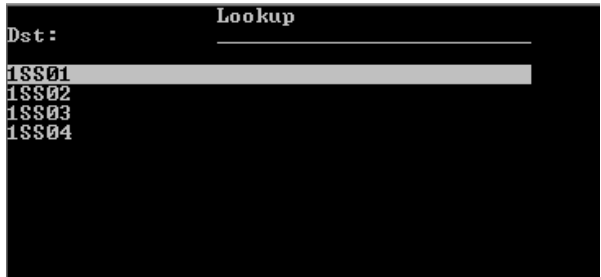
Chapter 3. RF function keys

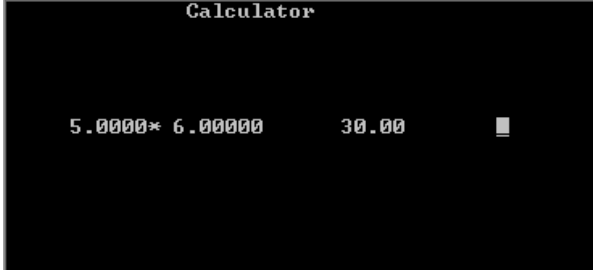
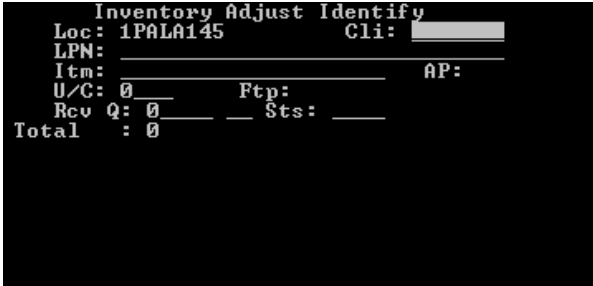
Function keys overview


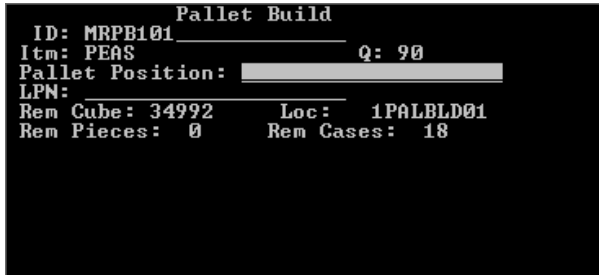
The following table lists the function keys that are available during RF operations.

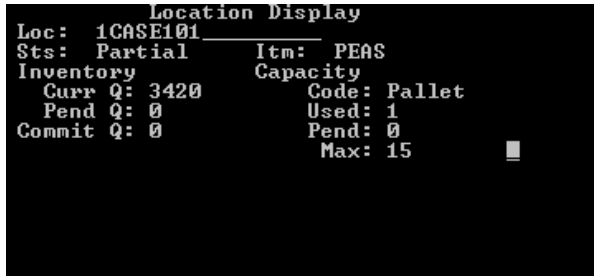

To view the list of function keys that are available from a screen, press **Esc F3**-Show Keys. While the function keys are displayed, press **N**-Next to display the available gold (**Esc**) function keys. See "[Esc function keys overview](#)" (on page 24).

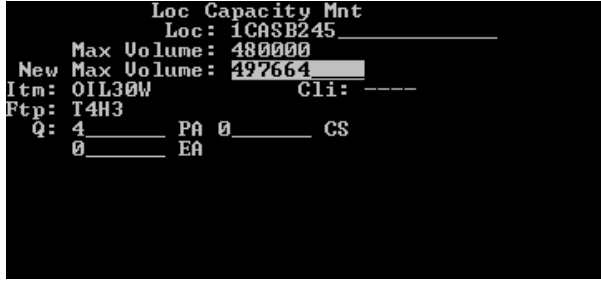

Note: If your RF device does not have an **Esc** key, use a key that is colored gold to perform **Esc** key functions.


Function key	Purpose
F1 -Back	<p>Used to back out of the current screen.</p> <p>Available from menus and menu option screens. Not always available after a process has been started.</p> <p>Displays the previous screen or menu.</p>
F2 -Lookup (field values)	<p>Used to view available values that you can enter for an active field, although it is not available for every field.</p> <p>Available from fields that have a limited number of valid values that can be used.</p> <p>Displays a search field or a list of valid values for the field. In some contexts, you can select a value from the displayed list to populate the active field.</p> 

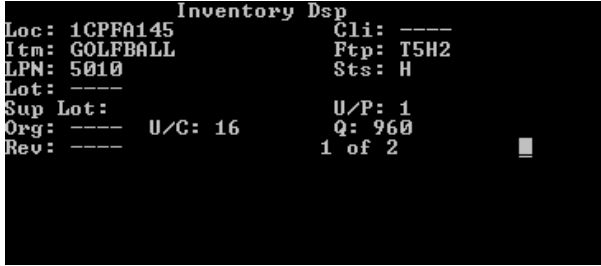
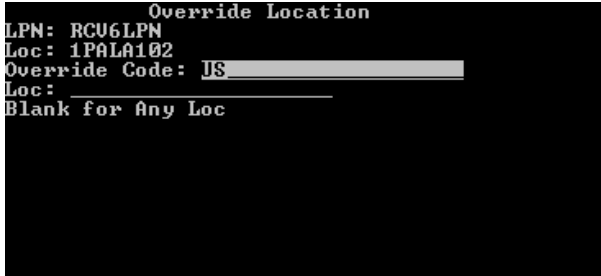
Function key	Purpose
F2-Lookup (calculator)	<p>Used to change the operation in effect for a calculation.</p> <p>Available from the Calculator screen. See "Use the calculator utility" (on page 200).</p> <p>Displays a different operation for adding (+), subtracting (-), multiplying (*), and dividing (/) the displayed values each time you press the key.</p>  <p>The image shows a black screen with white text. At the top, it says 'Calculator'. Below that, it displays '5.0000 * 6.0000' followed by '30.00' and a small cursor block.</p>
F2-Next	<p>Used to advance to the next page or next LPN, when multiple pages or LPNs are available to view.</p> <p>Available when the screen shows that multiple pages are available, such as "1 of 3".</p> <p>Also available during a count to display the next LPN in the location to count.</p>
F3-Add	<p>Used to adjust inventory into the location.</p> <p>Available during a manual count. See "Perform a summary manual count" (on page 114) or "Perform a detail manual count" (on page 116).</p> <p>Displays the Inventory Adjust Identify screen. See "Add unidentified inventory to a location" (on page 93).</p>  <p>The image shows a black screen with white text. At the top, it says 'Inventory Adjust Identify'. Below that, it displays 'Loc: 1PALA145' and 'Cli:'. There are several other fields: 'LPN:', 'Itm:', 'U/C: 0', 'Ftp:', 'AP:', 'Rev Q: 0', and 'Sts:'. At the bottom, it says 'Total : 0'.</p>

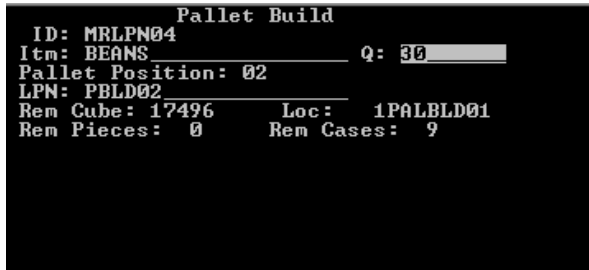
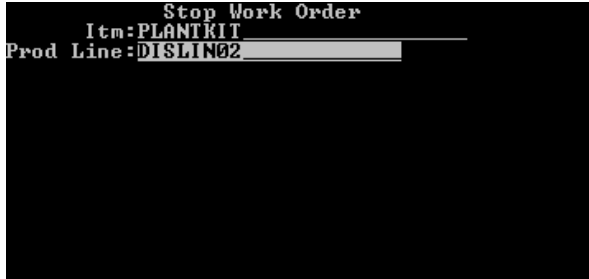
Function key	Purpose
F3-AllLoc	<p>Used to request a directed location in which to deposit the displayed inventory. After you press F3-AllLoc, the Loc field is blank. If you press Enter, the application attempts to find a directed location.</p> <p>Available from the Product Deposit screen when no directed-deposit location has been provided.</p> <p>Displays the LPN to deposit and the Loc field, which is blank.</p> 
F3-ChgPos	<p>Used to override the directed pallet position when moving a case onto a pallet.</p> <p>Available during outbound pallet building. See "Build pallets for shipping" (on page 134).</p> <p>Moves the cursor to the Pallet Position field for you to enter a different pallet position and start a new pallet.</p> 

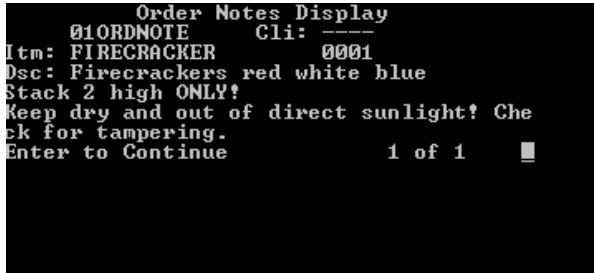
Function key	Purpose
F3-Location Display	<p>Used to display the details of a location, including its status, items, quantities (current, pending, and committed), and capacity (used, pending, and maximum). See "View location contents" (on page 205).</p> <p>Available during picking when a pick location is displayed.</p> <p>Displays the Location Display screen.</p>  <pre> Location Display Loc: 1CASE101 Sts: Partial Itm: PEAS Inventory Capacity Curr Q: 3420 Code: Pallet Pend Q: 0 Used: 1 Commit Q: 0 Pend: 0 Max: 15 </pre>
F3-NextNum	<p>Used to fill a blank field with the next sequential auto-generated number.</p> <p>Available for fields that can be populated with an auto-generated number.</p> <p>For example, when using auto-generated numbers for LPNs, you can use F3-NextNum to generate a new LPN, sub-LPN, or detail LPN (this assumes that labels print to apply to the inventory).</p>
F3-Overrid	<p>Used to change the item footprint when adjusting inventory into a location.</p> <p>Available when identifying an item during an inventory adjustment while the Ftp field is populated with the default footprint for the item. See "Add unidentified inventory to a location" (on page 93).</p> <p>Enables the Ftp field so that you can change the footprint to another existing footprint for the item. </p>

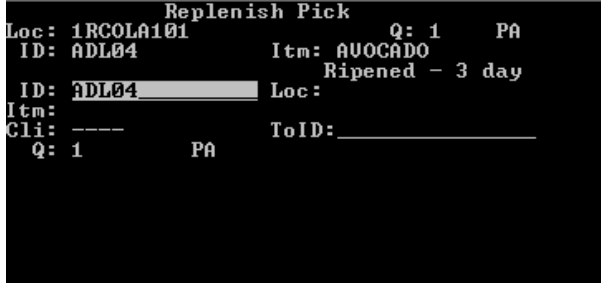
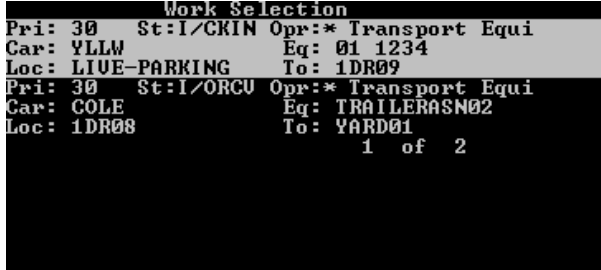
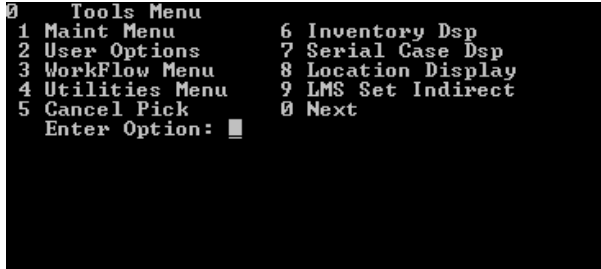
Function key	Purpose
F4-Calc Capacity	<p>Used to enter the maximum capacity for a location based on UOMs.</p> <p>Available from the Loc Capacity Mnt screen when maintaining capacity for a location that has either inventory or an assigned replenishment configuration. See "Maintain location capacity" (on page 181).</p> <p>Displays units of measure (UOM) fields for an item footprint in the location. You can enter UOM quantities for each footprint in the location.</p>  <pre> Loc Capacity Mnt Loc: 1CASH245 Max Volume: 480000 New Max Volume: 497664 Item: OIL30W Cli: ---- Ftp: T4H3 Q: 4 PA 0 CS 0 EA </pre>
F4-CmpDsp	<p>Used to view the attributes of a component item that makes up a top-level item.</p> <p>Available when dekitting a top-level item. See "Dekit a top-level item" (on page 87).</p> <p>Displays the Component Display screen.</p>  <pre> Component Display Item: CEREAL Cli: ---- Lot: Sup Lot: Org: Rev: Sts: A ID: Q: 0 Press Enter For Next Component </pre>
F4-Complete Receiving	<p>Used to complete receiving for the current inbound shipment or transport equipment. See "Complete receiving" (on page 48).</p> <p>Available when the Receive screen is displayed.</p>


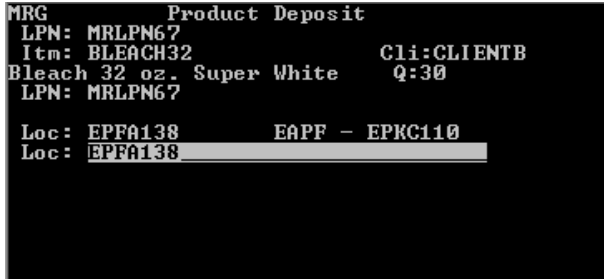
Function key	Purpose
F4-Dekit	<p>Used to reduce a top-level item to its individual components and put away each of the component quantities.</p> <p>Available during directed putaway of top-level items, such as those received from a production line or external supplier. See "RF putaway" (on page 66).</p> <p>Displays the Dekit screen for you to enter the item and quantity to process for dekitting.</p>  <pre> Dekit ID: DIS001 Item: CEREALKIT Q: 80 Lot: ---- Sup Lot: ---- Org: ---- Rev: ---- </pre>
F4-Del (Clear)	<p>Used to clear the value from the ID field when you enter an identifier that you do not want to count.</p> <p>Note: When performing a count or count audit, you must enter all the LPNs that are in the location. If you fail to enter an LPN that exists in the location, that LPN will be removed from inventory when you complete the count. Do not use F4-Del to clear an identifier that should be counted as being the location.</p> <p>Available when performing a count or count audit. See "Perform a summary cycle count of a location" (on page 107) or "Perform a count audit" (on page 111).</p>
F4-Del (Delete)	<p>Used to delete the displayed LPN while maintaining inventory in a location.</p> <p>Available when an LPN is displayed on the Maintain Inventory screen. See "Maintain inventory in a location" (on page 179).</p>


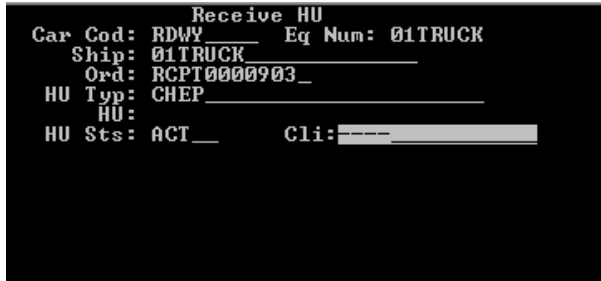
Function key	Purpose
F4-Display Detail	<p>Used to display inventory details for the selected criteria.</p> <p>Available when viewing an Inventory Summary Display. See "View inventory" (on page 203).</p> <p>Displays the Inventory Dsp screen.</p> 
F4-OvrLoc	<p>Used to clear the displayed deposit location so that you can enter a different location or leave the location blank to have the application allocate a different location.</p> <p>Available when the Product Deposit screen is displayed. See "Perform directed putaway" (on page 68).</p> <p>Displays the Override Location screen for you to enter an override code, representing the reason for overriding the location.</p> 
F4-Skip (location)	<p>Used to skip the current distribution or pallet build deposit location.</p> <p>Available when performing distribution deposits (putaway to store locations) and inbound pallet building. See "Putaway to store locations (distribution deposits)" (on page 103) or "Receiving process inline prompts" (on page 30).</p> <p>When the deposit location is displayed, you can skip the location to get the next location for deposit. The skipped location may be displayed for other deposits.</p>

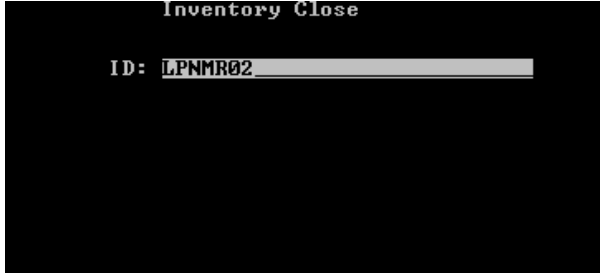

Function key	Purpose
F4-Skip (pick)	<p>Used to skip the currently displayed pick and move the skipped pick to the end of the work assignment. When you skip a pick, the skipped pick and all picks for the same item in the location are moved to the end of the work assignment, and the next pick is displayed. The number of times a pick can be skipped before being cancelled is defined by the pick cancellation configuration.</p> <p>Available when performing carton picking and work assignment picking. See "Pick inventory to cartons" (on page 139) or "Pick inventory for a work assignment" (on page 137).</p> <p>Displays the next carton pick or work assignment pick.</p>
F4-Split	<p>Used to direct the remaining cases on an LPN to a new or existing pallet in another position. Typically done when all the cases on your LPN will not fit on one pallet.</p> <p>Available during outbound pallet building. See "Build pallets for shipping" (on page 134).</p> <p>Displays fields for you enter the each quantity for the total number of cases to deposit. For example, if there are 10 eaches to a case, then enter 30 for 3 cases.</p>  <pre> Pallet Build ID: MRLPN04 Itm: BEANS Pallet Position: 02 LPN: PBLD02 Rem Cube: 17496 Loc: 1PALBLD01 Rem Pieces: 0 Rem Cases: 9 </pre>
F4-Stop Work Order	<p>Used to stop a work order that was started on a production line.</p> <p>Available when the Production screen is displayed. See "Stop a work order" (on page 76).</p> <p>Displays the Stop Work Order screen.</p>  <pre> Stop Work Order Itm: PLANKIT Prod Line: DISLIN02 </pre>

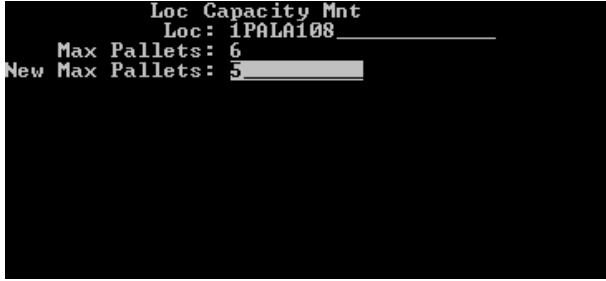
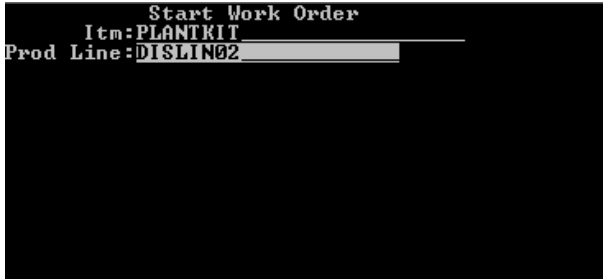
Function key	Purpose
F5-Change To ID	<p>Used to clear the To ID field so that you can enter a different ID on which to place the current pick. For example, when picking sub-LPNs and detail LPNs, you can clear the To ID field and enter a different pick-to LPN.</p> <p>Available during carton picking and work assignment picking, when the Order Pick screen is displayed and the To ID field is populated. See "Pick inventory to cartons" (on page 139) or "Pick inventory for a work assignment" (on page 137).</p>
F5-MovBack	<p>Used to move back in the sequence of displayed order notes or order line notes.</p> <p>Available when the Order Notes Display or Order Line Notes Display screen is displayed. See "Picking process inline prompts " (on page 124).</p> <p>Displays the previous order note or order line note.</p>  <pre> Order Notes Display 01ORDNOTE Cli: ---- Itm: FIRECRACKER 0001 Desc: Firecrackers red white blue Stack 2 high ONLY! Keep dry and out of direct sunlight! Check for tampering. Enter to Continue 1 of 1 </pre>
F6-Done	<p>Used to complete the current process.</p> <p>Available when you are prompted for the next identifier when performing a task, such receiving, counting, or picking.</p> <p>Displays the next screen in the process.</p>
F6-Done (pallet building)	<p>Used to complete a pallet when no more cases can be added to it.</p> <p>Available when performing outbound pallet building. See "Build pallets for shipping" (on page 134).</p>

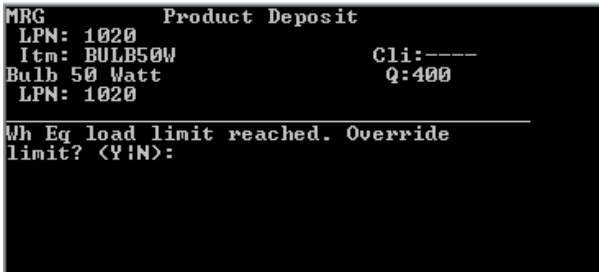
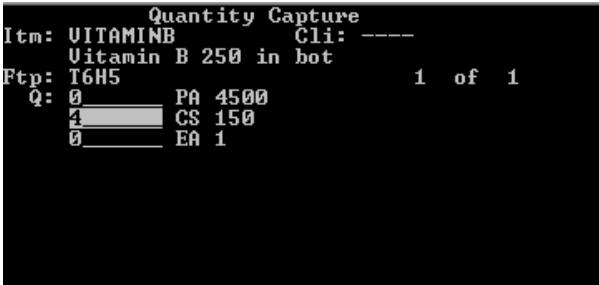
Function key	Purpose
F6-Perf Rpl	<p>Used to perform replenishment picks that are pending to a location.</p> <p>Available when prompted with an inline replenishment or while viewing a Location display. See "Inventory process function keys" (on page 80).</p> <p>Displays the Replenish Pick screen for you to perform the pick.</p> 
F6-Refresh Work	<p>Used to refresh the display of pending transport equipment moves.</p> <p>Available when you select yard work to view the list of pending transport equipment moves. See "Select yard work" (on page 166).</p> <p>Refreshes the Work Selection screen to display the most current list of pending moves and highlights the first move in the list.</p> 
F7-Tools	<p>Used to access the Tools Menu. See "RF tools" (on page 179).</p> <p>Available during most operations and from most menus.</p> <p>Displays the Tools Menu screen.</p> 

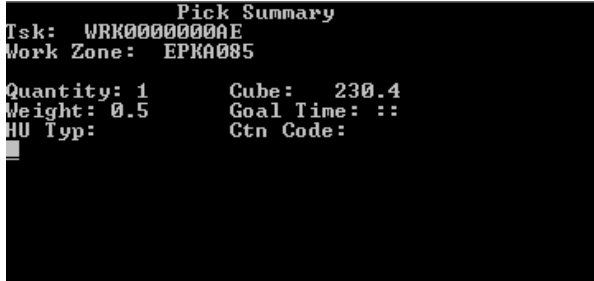
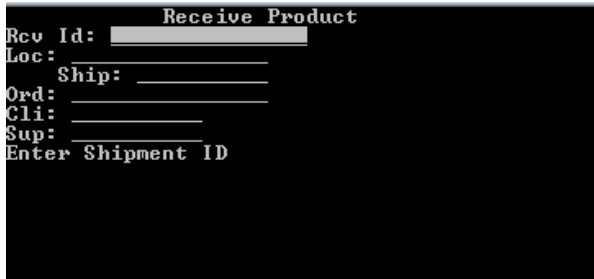
Function key	Purpose
F8-Carton Exception	<p>Used to indicate that a carton is full.</p> <p>Available when picking to a carton. See "Pick inventory to cartons" (on page 139).</p> <p>Displays the Carton Exception screen for selecting an option to re-size the carton, split the carton picks to another carton, and view the remaining picks by item or cubic volume. See "Picking process function keys" (on page 121).</p>  <pre> Carton Exception Ctn: C4 Ctn Number: CTN000000N Ctn Desc: 1 Resize Carton 2 Split Carton Full 3 Rem Pcks By Item 4 Rem Pcks By Cube </pre>
F8-Dep Mode	<p>Used to toggle between the following deposit modes:</p> <ul style="list-style-type: none"> • Merge (MRG): Merges the identifiers so that only the destination identifier remains. • Transfer (XFR): Moves the source to the parent container of the destination identifier. <p>Available during inventory deposit, but only takes effect when depositing inventory to a destination that is the same LPN level as the source; such as moving an LPN to another LPN.</p> <p>Changes the deposit mode on the Product Deposit screen. See "Putaway process function keys" (on page 66).</p>  <pre> MRG Product Deposit LPN: MRLPN67 Itm: BLEACH32 Cli:CLIENTB Bleach 32 oz. Super White Q:30 LPN: MRLPN67 Loc: EPFA138 EAPF - EPKC110 Loc: EPFA138 </pre>

Function key	Purpose
F8-Display	<p>Used to display the packaging levels and quantities for an item footprint.</p> <p>Available when an item is displayed, such as during a count or count audit.</p> <p>Displays the Item Footprint screen.</p>  <pre> Item Footprint Itm: SOFTSOAP Ftp: T5H4 PA 20 CS CS 6 EA EA 1 EA </pre>
F8-Gen Rpl	<p>Used to create a replenishment request for the displayed location. See "Request a manual replenishment" (on page 100).</p> <p>Available when viewing a location on the Location Display screen. See "View location contents" (on page 205).</p>
F8-HUIdentify	<p>Used to receive empty handling units from the currently selected inbound shipment or transport equipment.</p> <p>Available during receiving, specifically during LPN identification.</p> <p>Displays the Receive HU screen. See "Receive empty handling units" (on page 51).</p>  <pre> Receive HU Car Cod: RDWY Eq Num: 01TRUCK Ship: 01TRUCK Ord: RCPT0000903_ HU Typ: CHEP HU: HU Sts: ACT Cli: </pre>

Function key	Purpose
F8-Inventory Close (distro)	<p>Used to close a carton or pallet (LPN) during distribution deposit operations. When an LPN is closed, no more distribution deposits are directed to the LPN.</p> <p>Available from the LPN Distribution Deposit screen.</p> <p>Displays the Inventory Close screen for you to enter the LPN for the carton or pallet to close. See "Close inventory" (on page 86).</p> 
F8-Item Ftp	<p>Used to view or look up the footprint information (packaging levels and quantities) for the selected item.</p> <p>Available when identifying inventory, such as during receiving or inventory adjustments. See "Receive LPNs" (on page 34)</p> <p>Displays the Item Footprint screen, which you use to look up the footprints available for the item being identified.</p> 

Function key	Purpose
F8-Set Loc Capacity	<p>Used to set a location's maximum capacity, which defines the amount of inventory (based on capacity code) that will be directed into the location.</p> <p>Available from the Loc Capacity Mnt screen. See "Maintain location capacity" (on page 181).</p> <p>By default, the screen displays the amount of inventory that is currently stored in the location.</p>  <pre> Loc Capacity Mnt Loc: 1PALA108 Max Pallets: 6 New Max Pallets: 5 </pre>
F8-Start Work Order	<p>Used to start a work order on a production line. See "Start a work order" (on page 75).</p> <p>Available when the Production screen is displayed.</p> <p>Displays the Start Work Order screen.</p>  <pre> Start Work Order Itm: PLANTKIT Prod Line: DISLIN02 </pre>

Function key	Purpose
F9-OvrWhEqLim	<p>Used to override the limit that was defined for your warehouse equipment, so that you can continue adding inventory to it.</p> <p>Available when the Product Putaway or Product Deposit screen is displayed following the identification or picking of inventory.</p> <p>Once the equipment limit is overridden, the application no longer prompts you with the equipment limit.</p> 
F9-Quantity Capture	<p>Used to display item and footprint information (packaging levels and quantities) for inventory that is being moved or adjusted into a location.</p> <p>Available when performing a partial inventory move, sub-LPN transfer, or inventory adjustment.</p> <p>Displays the Quantity Capture screen for you enter the quantity by footprint UOM.</p> 
F9-Reset Capacity	<p>Used to reset the location's capacity to the location's default maximum capacity (defined in the location configuration).</p> <p>Available from the Loc Capacity Mnt screen. See "Maintain location capacity" (on page 181).</p> <p>Changes the maximum capacity to the maximum capacity that was configured for the location.</p>

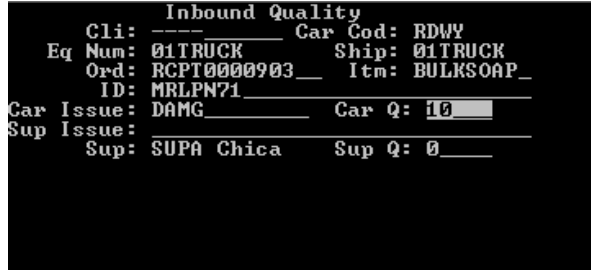
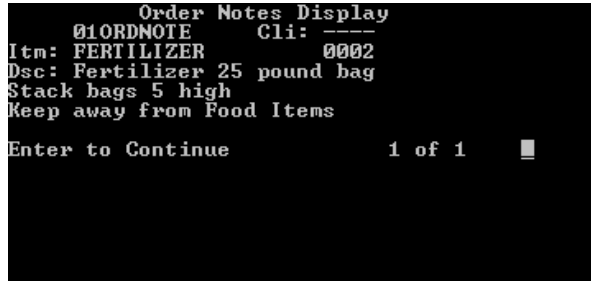
Function key	Purpose
F9-Summary	<p>Used to display the details of the current pick.</p> <p>Available during picking when the Order Pick screen is displayed. See "Pick inventory" (on page 127).</p> <p>Displays the Pick Summary screen that lists the quantity, weight, and cubic volume of the pick, goal time to complete the pick (applicable if integrated with Warehouse Labor Management), handling unit type, and carton code (applicable for carton picks).</p>  <pre> Pick Summary Tsk: WRK0000000AE Work Zone: EPKA085 Quantity: 1 Cube: 230.4 Weight: 0.5 Goal Time: :: HU Typ: Ctn Code: </pre>
F10-About/Assist/Help	<p>Used to display a brief help message that tells how to proceed on the current screen.</p> <p>Available for most screens.</p> <p>Displays text that describes what is required to proceed.</p>  <pre> Receive Product Rev Id: Loc: Ship: Ord: Cli: Sup: Enter Shipment ID </pre>
F12-Translate Code	<p>Used to convert an alternate item number to its base item number.</p> <p>Available when an alternate item number is displayed or entered in an item field on the screen.</p> <p>Updates the alternate item number to the base number after you exit the field.</p>

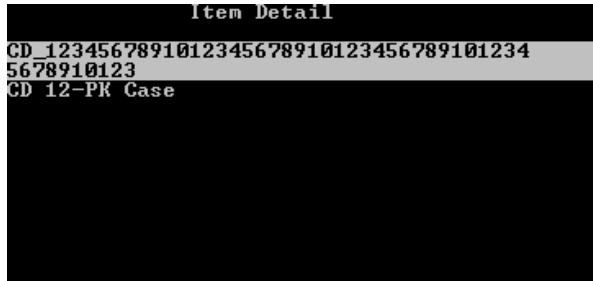
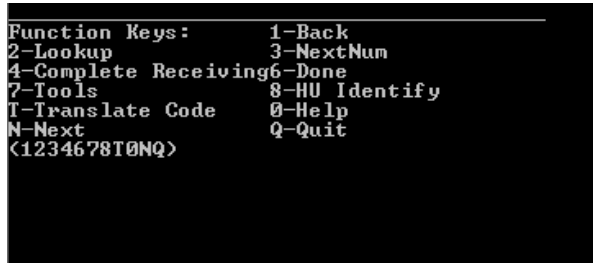
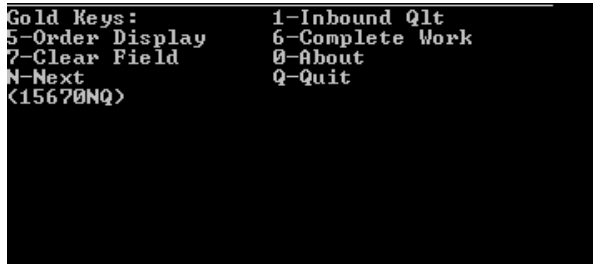
Esc function keys overview

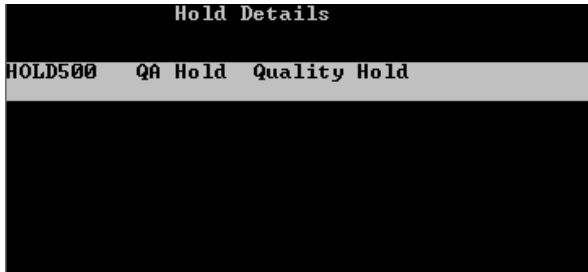
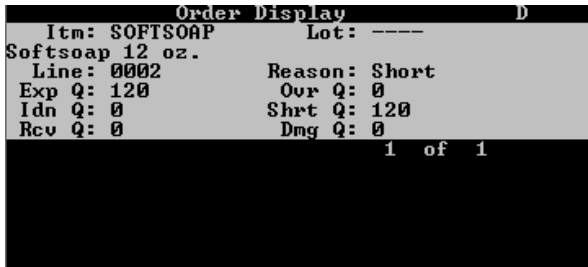
The following table lists the **Esc** (gold) function keys.

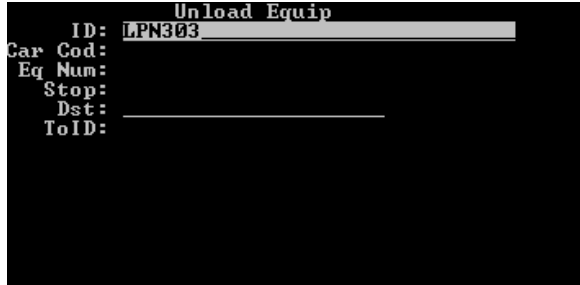
To use a gold key, you press the **Esc** key and the function key at the same time; such as **Esc F5**. If your RF device does not have an **Esc** key, use a key that is colored gold to perform **Esc** key functions.

Note: To view the list of function keys that are available from a screen, press **Esc F3-Show Keys**. While the function keys are displayed, press **N-Next** to display the available gold (**Esc**) function keys.

Esc function key	Purpose
Esc F1-InbQlt	<p>Used to enter a quality issue for a carrier or supplier. See "Record inbound quality" (on page 51).</p> <p>Available during receiving.</p> <p>Displays the Inbound Quality screen.</p>  <pre> Inbound Quality Cli: ----- Car Cod: RDWY Eq Num: 01TRUCK Ship: 01TRUCK Ord: RCPT0000903 Itm: BULKSOAP_ ID: MRLPN71 Car Issue: DAMG Car Q: 10 Sup Issue: Sup: SUPA Chica Sup Q: 0 </pre>
Esc F1-Show Notes	<p>Used to display the notes associated with an order or order line when notes are available to view.</p> <p>Note: Configuration determines whether order and order line notes are displayed automatically. If they are not displayed automatically, then an asterisk (*) is displayed indicating that notes are available to view.</p> <p>Available during picking or shipping, depending on configuration, for orders and order lines that have notes assigned.</p> <p>Displays the Order Notes Display screen or the Order Line Notes Display screen.</p>  <pre> Order Notes Display 01ORDNOTE Cli: ----- Itm: FERTILIZER 0002 Dsc: Fertilizer 25 pound bag Stack bags 5 high Keep away from Food Items Enter to Continue 1 of 1 </pre>

Esc function key	Purpose
Esc F2 -Item Detail	<p>Used to display the full item identifier and description. This is helpful when the item identifier exceeds 20 characters, or you want to view the full description of an item.</p> <p>Available whenever an item is displayed.</p> <p>Displays the Item Detail screen.</p> 
Esc F3 -Show Keys	<p>Used to display a list of available function keys.</p> <p>Available on most screens, except when a prompt for data entry or confirmation is displayed.</p> <p>Displays the function keys by listing the available function key numbers and names. You can enter N-Next to display the available gold (Esc) function keys. Enter Q-Quit to exit the display.</p> <div style="background-color: #e0f0ff; padding: 10px; margin: 10px 0;"> <p>Note: To use a gold key, press the Esc key and the function key at the same time; such as Esc F5-Order Display. If your RF device does not have an Esc key, use a key that is colored gold to perform Esc key functions.</p> </div>  


Esc function key	Purpose
Esc F4-Hold	<p>Used to display the holds that have been applied to a selected LPN.</p> <p>Available when an identifier for inventory on hold is displayed, such as during picking or moving inventory.</p> <p>Displays the Hold Details screen that shows the hold, hold type, and the reason for the hold.</p> 
Esc F5-Order Display	<p>Used to display the order line, quantities, and item attributes for the item being identified.</p> <p>Available during receiving, specifically during LPN identification.</p> <p>Displays the Order Display screen that shows the information for one item per screen.</p> 
Esc F6-Complete Work	<p>Used to exit the receiving process.</p> <p>Available during receiving, specifically during LPN identification.</p> <p>Displays the Receiving Menu.</p>

Esc function key	Purpose
Esc F7 -Clear Field	<p>Used to clear the contents of the active field.</p> <ul style="list-style-type: none"> For fields that have an assigned default value, clearing the field sets the value to the default value. For numeric fields, clearing the field sets the value to 0. For numeric fields with a decimal point, clearing the field sets the value to 0.000000. For Yes/No fields, clearing the field sets the value to No. <p>Available during data entry, such as when entering an LPN, an item, or a value.</p> <p>After clearing the active field, you can enter a new value into it.</p>
Esc F8 -ReqNextListId	<p>Used to request another directed work assignment.</p> <p>Available after you have acknowledged a directed work assignment and the first pick is displayed.</p> <p>Displays the next work assignment, if available, for you to acknowledge.</p>
Esc F9 -OvrWhEqLim	<p>Used to override the limit that was defined for your warehouse equipment.</p> <p>Available when unloading transport equipment and the prompt to unpick the inventory is displayed. See "Unload outbound transport equipment" (on page 151).</p> <p>Displays the Unload Equip screen so that you can continue unloading inventory.</p>  <pre> Unload Equip ID: LPN303 Car Cod: Eq Num: Stop: Dst: ToID: </pre>

Chapter 4. RF receiving

You use RF Receiving Menu options to perform procedures related to receiving inventory and handling units from external suppliers.

You can perform ASN receiving using LPN Receive, Sub-LPN Receive, or Sub Rcv to LPN. When receiving from a non-trusted supplier, you are prompted to validate the ASN information for the LPN prior to putaway. For trusted suppliers, you are directed to putaway without having to validate ASN information.

Note: This image  next to a step indicates that you can press **F2**-Lookup to access a list of valid values for the active field. In most cases, you can select a value from the list to populate the active field.

Receiving process function keys

The following function keys are available during RF receiving processes. For information on commonly used function keys, see ["RF function keys" \(on page 9\)](#).

F4-Complete Receiving

During receiving, you use **F4**-Complete Receiving to complete receiving for the current inbound shipment or transport equipment. This option is available when the Receive screen is displayed. See ["Complete receiving" \(on page 48\)](#).

F4-Dekit

During putaway, you use **F4**-Dekit to reduce a top-level item to its individual components and put away each of the component quantities. See ["Dekit a top-level item" \(on page 87\)](#).

F4-OvrLoc

During a directed deposit (such as a directed putaway or directed deposit of picked inventory), you use **F4**-OvrLoc to override the displayed deposit location. This option is available when the Product Deposit screen is displayed. During the override, you must select an override location code, which determines whether the status of location is changed as a result of the override. You can enter a new location or leave the location field blank to be directed to a location.

```

Override Location
LPN: RCU6LPN
Loc: 1PALA102
Override Code: JS
Loc:
Blank for Any Loc

```

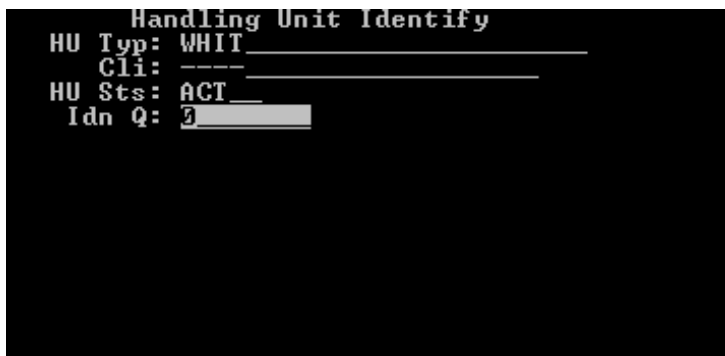
F4-Skip (location)

You use **F4-Skip** to override the current distribution or pallet build deposit location. This function is available when performing distribution deposits (putaway to store locations) and inbound pallet building. See ["Putaway to store locations \(distribution deposits\)" \(on page 103\)](#) or ["Receiving process inline prompts" \(on page 30\)](#).

When the deposit location is displayed, you can skip the location to get the next location for deposit. The skipped location may be displayed for other deposits.

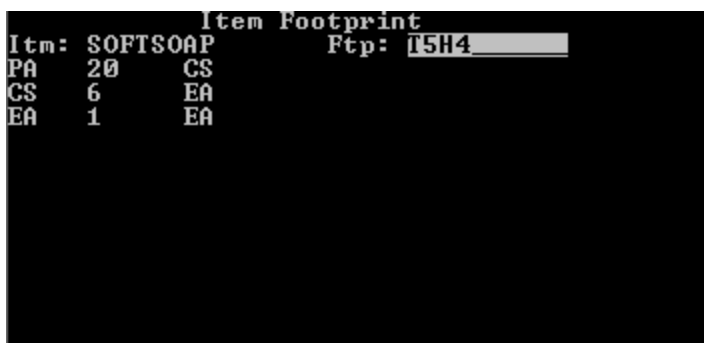
F8-HU Identify

During LPN Identification, you use **F8-HU Identify** to receive empty handling units from the currently selected inbound shipment or transport equipment. See ["Receive empty handling units" \(on page 51\)](#)



F8-Item Footprint

During item identification, you use **F8-Item Ftp** to view or look up the footprint information (packaging levels and quantities) for the selected item. If the **Ftp** field is blank, press **F2-Lookup** to display the footprints configured for the item.



Receiving process inline prompts

During receiving processes, you may be prompted for the following information, depending on what has been configured for your application.

Catch quantity capture

When you are identifying or picking an item that requires a catch quantity, the Catch Quantity screen is displayed. It prompts you to enter the catch quantity for each UOM on the LPN.

You can enter the quantity for the displayed UOM, or use the arrow key to move back to the **Cap UOM** field and then enter a different UOM for the catch quantity.

For example, if an LPN contains two cases of an item that requires a catch quantity, then the screen displays "1 of 2" so that you can enter a catch quantity for each case. The **Tot C Q** (total catch quantity) field displays the total catch quantity for the LPN; it increments as you enter the catch quantity for each UOM.

```

          Catch Quantity
Itm: BEEF CHIC COMBO      Cli: ----
Beef Chicken Combo
  Q: 2          CS      Ftp: 20X20X24
                        Cap UOM: CS
C Q: 0.000000
Tot C Q: 0.000000
1 of 2

```

Check in equipment

Before you can begin receiving from or loading transport equipment, the transport equipment must be checked in to a dock door. When you enter an identifier, such as transport equipment, you may be prompted to check in the equipment. When you check in equipment, you identify the equipment to the application and select a dock door location for the equipment.

```

          Receive Product
Rcv Id: TRAILERASN01
Loc:
  Ship: TRAILERASN
Ord: RCPT0001093
Equip not checked in, Ok to check it in?
(Y|N):

```

Create shipment

When you initiate receiving by entering a transport equipment, inbound shipment, or order that is new (unexpected), you are prompted whether to create a new shipment. This process lets you receive from a purchase order, without a planned inbound order or inbound shipment. After you create a new shipment, you enter the location of the inventory to receive, and then continue with receiving the inventory.

```

      Receive Product
Rcv Id: ORD2004
Loc:
Ship:
Ord:
Cli:
Create a New Shipment? (Y/N):

```

Handling unit identify

When adding inventory to a new LPN, you may be prompted to identify the handling unit type and LPN packaging requirements, if any.

- The prompt for handling unit occurs if Inventory handling unit tracking is enabled for the warehouse.
- The prompt for LPN packaging requirements occurs if LPN attributes are enabled for the warehouse.

```

      Handling Unit Identify
HU Typ: WHIT
Cli: CLIENTA
Wrap: N_   DblWrap: N_
Lbl4Sid: N_   SlpShet: N_

```

Identify sub-LPN or detail LPN

During receiving, if the item you are receiving is tracked at the sub-LPN level or detail LPN level, then you are prompted to enter the appropriate identifier for each LPN at the LPN level that you are receiving.

```

      Receive Product
Ord: RCPT0000906
Sub:
Itm: IPODC      Cli: ----
IPOD Classic - Outbo
      Identify Sub-LPN 1 of 1
      Sub: S0000006088C

```




Inbound pallet build

If the inventory on the received LPN matches criteria configured for inbound pallet build, then based on inbound pallet build rules, the LPN is directed to a pallet position in a pallet build location. You can continue with the pallet build, or bypass the pallet build process by pressing **F4-Skip**.



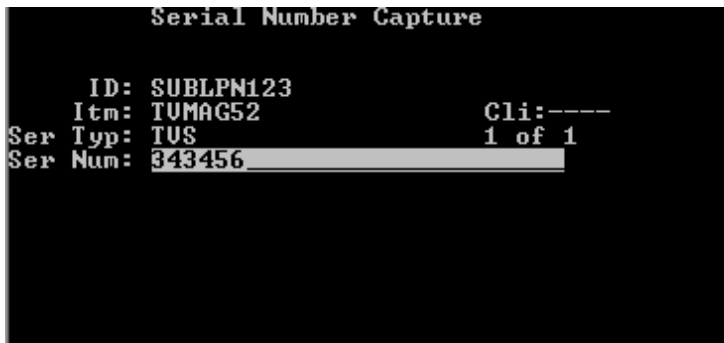
If an LPN does not exist in the pallet position, you must enter an LPN for the pallet.



If a pallet LPN is already started in the position and contains matching inventory, then the item quantity is automatically deposited to the pallet in the selected position.

Serial number capture

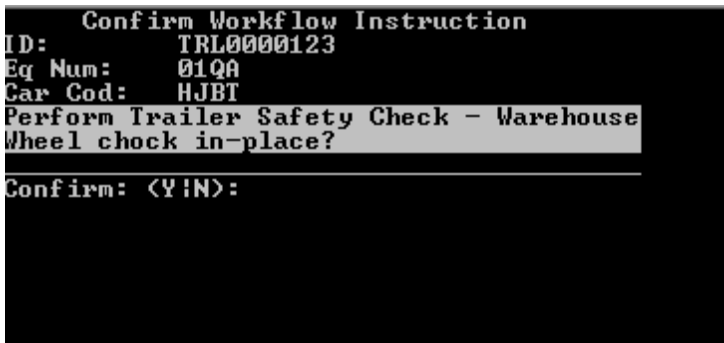
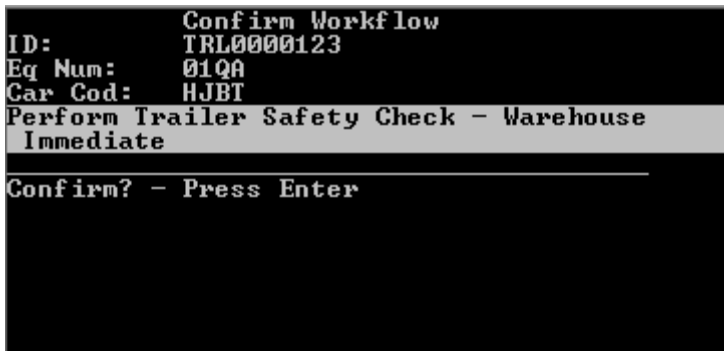
If serial number capture is required for the item, then after you are prompted for the LPN, sub-LPN, or detail LPN, the screen displays the item and serial number type. The serial number type is a configuration that identifies the format and length required for the serial number. The page numbers (such as "1 of 1") indicate the number of serial numbers that must be defined for the LPN level; for example, an item such as a computer may require you to capture the serial number for the computer and the serial number for the hard disk drive.



Workflows

A workflow is a background process (such as label printing) or notification to either confirm or perform one or more instructions (such as a transport equipment safety check).

If a workflow is displayed, follow the prompts to acknowledge that you have viewed and performed the workflow.



Receive LPNs



You use **LPN Receive** to receive inventory tracked at any LPN level. You can receive from transport equipment or from an inbound shipment that was unloaded to a receiving staging location. To use **LPN Receive** for ASN receiving, see ["Receive ASNs" \(on page 36\)](#).

1. From the Receiving Menu, select **LPN Receive**.
2. Enter one of the following identifiers: transport equipment, inbound shipment, dock door, or

receiving staging location. 

```

      Receive Product
Rcv Id: 06TRUCK_____
Loc: 1DR11
      Ship: 06TRUCK
Ord: _____
Cli: _____
Sup: _____
ID: _____
  
```

3. If you are prompted to check in the transport equipment, check it in, and complete any required workflows.
4. Enter the planned inbound order.  This field is populated if there is only one planned inbound order on the inbound shipment.
5. Enter the LPN or sub-LPN on which you want to identify the item.
6. Enter the item and the required item information.  For example, you may be required to enter a lot, country of origin, revision level, and catch quantity.


```

      Receive Product
Rcp: RCPT0000903
LPN: LPN11MR
Itm: BULKSOAP_____ Cli: _____
Bulksoap 24 oz.
      U/C:6___ Ftp:T5H4
Rcv Q: _____ PA  AP:  Sts:A___
  
```

7. Enter the item quantity and inventory status.
8. If the item is tracked at the sub-LPN level or detail LPN level, enter each of the sub-LPNs and detail LPNs as prompted.
9. If you are prompted to capture serial numbers, enter the serial number for the item.
10. If you are prompted to receive another LPN, continue receiving or press **F6-Done** to put away the inventory.



Note: You are prompted to receive until the warehouse equipment LPN limit is reached, at which point you are prompted for putaway.

11. When prompted to put away inventory, select the type of putaway.

12. If you are prompted to select the LPN to deposit, enter the LPN. 
13. When prompted to deposit inventory, go to the location, enter the location, and deposit the LPN.

Receive ASNs

You use **Receive** to perform ASN receiving from a trusted or non-trusted supplier.

- For a trusted supplier, LPN details are not displayed; instead you are taken directly to putaway.
 - For a non-trusted supplier, you are expected to verify the LPN details and update the LPN details if required to match actual identified items.
1. From the Receiving Menu, select **Receive**.
 2. Enter one of the following identifiers: transport equipment, inbound shipment, dock door, or receiving staging location. 
 3. If you are prompted to check in the transport equipment, check it in, and complete any required workflows.
 4. Enter the planned inbound order.  This field is populated if there is only one planned inbound order on the inbound shipment.

```

      Receive
Rcv Id: TRAILERASN01
Loc: _____
      Ship: TRAILERASN
Ord: RCPT0001093
Cli: ----
Sup: SUPA Chica
ID: _____

```

5. Enter the LPN of the inventory. The ASN item details are displayed.

```

      Receive Product
Rcp: RCPT0001093
LPN: MRLPN1100      Sub: S000000608D8
Itm: BULKSOAP      Cli: ----
Bulksoap 24 oz.
      U/C: 6      Ftp: T5H4
Rcv Q: 2      CS  AP:      Sts: A


```

- If the order is from a non-trusted supplier, verify the item details and quantity. Update the item details if required.



- If the item is tracked at the sub-LPN level or detail LPN level, enter each of the sub-LPNs and detail LPNs as prompted.
- If you are prompted to receive another LPN, continue receiving or press **F6**-Done to put away the inventory.

Note: You are prompted to receive until the warehouse equipment LPN limit is reached, at which point you are prompted for putaway.

- When prompted to put away inventory, select the type of putaway.
- If you are prompted to select the LPN to deposit, enter the LPN. 
- When prompted to deposit inventory, go to the location, enter the location, and deposit the LPN.

Auto receive trusted ASNs

Auto receiving is a process that allows you to enter the dock door location of the inbound transport equipment and receive an entire ASN shipment without entering individual LPNs. The auto receive process systematically moves the LPNs to the receiving staging location that you select. You can physically move the LPNs before, during, or after receiving them.


During this procedure, you are prompted to perform auto receiving if the following requirements are met:

- Detail ASN information is available for all the planned inbound orders on a shipment.
- The supplier for each of the inbound orders is trusted.
- Auto receiving is enabled for ASN receiving as well as for each of the suppliers.

If any shipment on the transport equipment does not qualify for auto receiving, you can receive that shipment by confirming each of the LPNs.

1. From the Receiving Menu, select one of the following options:

Note: You can also perform auto receiving using the **Unload Ship** option. See ["Unload and auto receive inbound shipments"](#) (on page 58).

- **LPN Receive:** Allows you to receive inventory at any level.
 - **Sub-LPN Receive:** Allows you to receive cases of inventory.
 - **Receive:** Allows you to receive inventory by entering an item identifier.
2. Enter one of the following identifiers: transport equipment, inbound shipment, dock door, or receiving staging location. 
 3. If the equipment is not checked in, confirm that you want to check it in, and then enter the receiving dock door.

```


Receive Product
Rcv Id: TRAILERASN01
Loc:
Ship: TRAILERASN
Ord: RCPT0001093
Equip not checked in, Ok to check it in?
<Y|N>:

```

```

Receive Product
Rcv Id: TRAILERASN01
Loc: IDR03
Ship: TRAILERASN
Ord: RCPT0001093
Cli:
Sup: SUPA Chica
ID:


```

4. If the transport equipment contains multiple shipments, select the shipment to receive. 
5. Confirm whether to auto receive the shipment.

```

      Receive Product
Rcv Id: TRAILERASN01____
Loc: 1DR03
    Ship: TRAILERASN
Ord: RCPT0001093____
Cli: -----
Do you want to auto receive? (Y|N):

```

6. Enter a receiving staging location for the LPNs.  A message indicates that auto receiving is in progress.

IMPORTANT: Do not perform other RF functions while auto receiving is in progress.

```

      Auto Receiving
    Dck: 1DR03
    Ship: TRAILERASN01
Dst Loc: 1SR01

```

7. When notified that auto receiving is complete, press **Enter**.

```

      Auto Receiving
    Dck: 1DR03
    Ship: TRAILERASN01
Dst Loc: 1SR01
Auto Receiving Complete. 3 LPNs Received
and 0 Failed. - Press Enter

```

8. If prompted, confirm whether to complete receiving.

Note: If errors occurred during auto receiving, you are not prompted to complete receiving or to close the transport equipment.

```

Auto Receiving

Dck: 1DR03
Ship: TRAILERASN01
Dst Loc: 1SR01

Complete Receiving (Y|N):

```

9. View the details of the shipment that was completed. If it is the last shipment on the transport equipment, confirm whether to close the transport equipment.

```

Complete Receiving

Loc: 1DR03
Car Cod: SCNN
Eq Num: TRAILERASN01
Ship: TRAILERASN01

OK to close equip? (Y|N):

```

10. Confirm that the process is complete.

```

Complete Receiving

Loc: 1DR03
Car Cod: SCNN
Eq Num: TRAILERASN01
Ship: TRAILERASN01

Equip successfully closed - Press Enter

```

Receive sub-LPNs

You use **Sub-LPN Receive** to receive cases of inventory from transport equipment, or from an inbound shipment that was unloaded to a receiving staging location. You use this option when you want to receive less than full LPNs; however, you cannot use this procedure to receive inventory that is tracked at the sub-LPN level or detail LPN level.


1. From the Receiving Menu, select **Sub-LPN Receive**.
2. Enter one of the following identifiers: transport equipment, inbound shipment, dock door, or

receiving staging location. 

```

Receive Product
Rcv Id: 06TRUCK_____
Loc: 1DR11
Ship: 06TRUCK
Ord: _____
Cli: -----
Sup:
ID: _____


```

3. If you are prompted to check in the transport equipment, check it in, and complete any required workflows.
4. Enter the planned inbound order.  This field is populated if there is only one planned inbound order on the inbound shipment.
5. Enter the LPN or sub-LPN on which you want to identify the item.

```

Receive Product
Rcv Id: 06TRUCK_____
Loc: 1DR11
Ship: 06TRUCK
Ord: RCPT0000939_____
Cli: -----
Sup: SUPA Chica
ID: S000000608D7_____

```

6. Enter the item information and quantity.  For example, you may be required to enter a lot, country of origin, revision level, and catch quantity.

```

Receive Product
Rcp: RCPT0000939
LPN: _____ Sub: S000000608D7_
Itm: HANDBAR _____ Cli: -----
Handbar 4pack
U/C: 16__ Ftp: T5H4
Rcv Q: 1_____ CS AP: Sts: 1_____

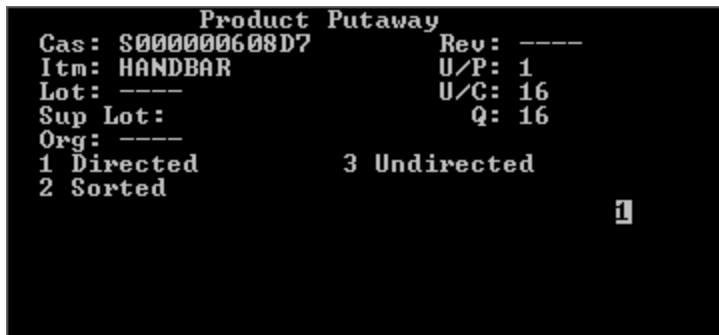
```


7. If you are prompted to receive another sub-LPN, continue receiving or press **F6-Done** to put away

the inventory.

Note: You are prompted to receive until the warehouse equipment LPN limit is reached, at which point you are prompted for putaway.

8. When prompted to put away product, select the type of putaway.




9. If you are prompted to select the LPN to deposit, enter the LPN. 
10. When prompted to deposit inventory, go to the location, enter the location, and deposit the LPN.

Receive sub-LPNs to an LPN

You use **Sub Rcv to LPN** to receive cases of inventory from transport equipment or from an inbound shipment that was unloaded to a receiving staging location. You use this option to receive cases, regardless of whether the item is tracked at the sub-LPN (case) level, and to record a sub-LPN for each case. You can identify cases from one or more planned inbound orders and build pallets of inventory for putaway.


Note: This option does not support receiving items tracked at the detail LPN level.

1. From the Receiving Menu, select **Sub Rcv to LPN**.
2. Enter one of the following identifiers: transport equipment, inbound shipment, dock door, or receiving staging location. 

```

      Receive Product
Rcv Id: 06TRUCK_____
Loc: 1DR11
  Ship: 06TRUCK
Ord: _____
Cli: _____
Sup: _____
ID:  _____

```

3. If you are prompted to check in the transport equipment, check it in, and complete any required workflows.
4. Enter the planned inbound order.  This field is populated if there is only one planned inbound order on the inbound shipment.
5. Enter the LPN on which you want to identify the item.

```

      Receive Product
Rcv Id: 06TRUCK_____
Loc: 1DR11
  Ship: 06TRUCK
Ord: RCPT0000938_____
Cli: -----
Sup: SUPA Chica
ID:  MRLPN401_____

```


6. Enter the sub-LPN for the case to receive.

```

      Receive Product
Rcp: RCPT0000938
LPN: MRLPN401      Sub: S000000608D4_
Itm: _____  Cli: _____

      U/C:0_____ Ftp:
Rcv Q: _____  AP:      Sts:_____

```

7. Enter the item and the required item information, and quantity.  For example, you may be required to enter a lot, country of origin, revision level, and catch quantity.

```

Receive Product
Rcp: RCPT0000938
LPN: MRLPN401 Sub:S000000608D4_
Itm: BULKSOAP Cli: ----
Bulksoap 24 oz.
U/C:6 Ftp:T5H4
Rcv Q: 2 CS AP: Sts:1

```

8. If you are prompted to capture serial numbers, enter the serial numbers for the item.
9. If you are prompted to receive another sub-LPN, continue receiving or press **F6**-Done to put away the inventory.

Note: You are prompted to receive until the warehouse equipment LPN limit is reached, at which point you are prompted for putaway.

10. When prompted to put away product, select the type of putaway.
11. When prompted to deposit inventory, go to the location, enter the location, and deposit the LPN.

Reverse receiving

You use **Reverse Order** to remove an inventory identifier (LPN, sub-LPN, or detail LPN) from inventory that has been completely received. The identifier must be for an LPN that was received; not an LPN that was built while receiving sub-LPNs. Also, the LPN must have been received and deposited, not just identified and residing in the logical expected receipts area.

IMPORTANT: The application does not allow reverse receiving against transport equipment that has been dispatched.

If reverse receiving is enabled for your warehouse, then depending on configuration, it can be performed before or after the inbound shipment is closed. The configuration also determines whether the identifier (LPN or sub-LPN) is deleted, so that it can be used again.

1. From the Receiving Menu, select **Reverse Order**.
2. Enter the LPN or sub-LPN to remove.

3. Confirm whether to reverse the receipt.

```

Reverse Receipt
ID: 1R1LPN305
Ship: 01XD
Eq Num: 01XD
Car Cod: ABFS
Sup: SUPB
OK To Reverse? (Y|N):
  
```

Perform sorted deposit

You use **Sorted Deposit** after using sorted putaway during receiving. Sorted putaway is used to deposit less than full pallet LPNs to a moveable pickup and deposit (P&D) location. A moveable P&D location (container LPN) is typically a trolley or cart. See ["Perform sorted putaway" \(on page 69\)](#).

When a container LPN is ready to be put away, you perform **Sorted Deposit** on the container LPN to move the individual LPNs to their respective storage locations. The trolley or cart is then returned to the receiving area to be used again.

Note: **Sorted Deposit** is not used to put away a mixed pallet of multiple items that were added to the same LPN; it is used to put away multiple LPNs that were added to a single (container) LPN.

1. From the Receiving Menu, select **Sorted Deposit**.
2. Enter the container LPN. This is the LPN to which received LPNs were initially deposited.

Note: The identifier can be a permanent LPN, an LPN that is the only LPN in a location, or a location that contains only one LPN.

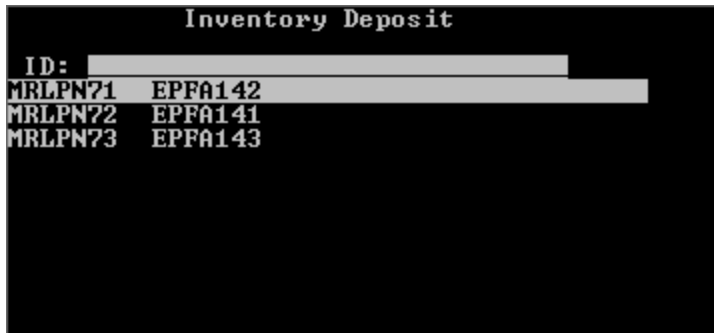
```

Sorted Deposit
ID: CART01
  
```

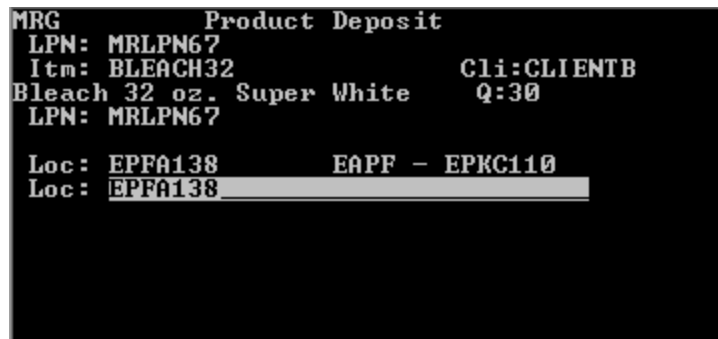
3. Enter another container LPN or press **F6-Done** to work on one container LPN at a time.

4. If the Inventory Deposit screen displays a list of LPNs, select the LPN to deposit.

Note: Depending on configuration, you may not have the option to select from a list of LPNs; instead, the Product Deposit screen displays the LPN to deposit.



5. To deposit an individual LPN:
 - a. Take the displayed LPN to the deposit location, and enter the location.



- b. Continue taking LPNs to the directed deposit locations until the container LPN is empty.
 - c. Return the container LPN to the receiving area to be reused.

6. To deposit the entire container LPN to a P&D location for another operator to put away:
 - a. Take the container LPN to a P&D location, and enter the P&D location.

```

MRG          Product Deposit
LPN: MRLPN71
Itm: BULKSOAP      Cli:----
Bulksoap 24 oz.    Q:24
LPN: MRLPN71

Loc: EPFA142      EAPF - EPKC110
Loc: PDIN

```

- b. Confirm whether to deposit the entire container LPN.

```

MRG          Product Deposit
LPN: MRLPN71
Itm: BULKSOAP      Cli:----
Bulksoap 24 oz.    Q:24
LPN: MRLPN71

Deposit Entire Load? <Y|N>:

```

- c. Leave the container LPN in the P&D location.

Note: The operator who picks up the container LPN, performs sorted deposit to move individual LPNs to their respective storage locations.

Reopen inbound transport equipment

You use **Reopen Equip** to open receiving for transport equipment or an inbound shipment that has been closed; this allows you to continue receiving from the equipment or inbound shipment.

1. From the Receiving Menu, select **Reopen Equip**.
2. Enter one or more of the following identifiers: carrier, transport equipment, inbound shipment, or location (dock door or location of the unloaded inbound shipment).

```

      Reopen Equip
Car Cod: ABFS
Eq Num: 01XD
Ship:
Dock:

```

3. Confirm whether to reopen the equipment.

```

      Reopen Equip
Car Cod: ABFS
Eq Num: 01XD
Ship: 01XD
Dock: 1DR07
OK To Reopen the Equip? <Y|N>:

```

4. When processing is complete, press **Enter**.

```


      Reopen Equip
Car Cod: ABFS
Eq Num: 01XD
Ship: 01XD
Dock: 1DR07
Equip is Open - Press Enter

```

Complete receiving

You use **Complete Rcv** to complete receiving from transport equipment or an inbound shipment. Transport equipment cannot be completed if inventory exists on the equipment. When you complete receiving, the inbound shipment is closed, and if it is associated with transport equipment, the transport equipment is also closed. The application does not allow receiving against a closed inbound shipment or transport equipment.

1. From the Receiving Menu, select **Complete Rcv**.
2. Enter one or more of the following identifiers: dock door or receiving staging location, carrier,

transport equipment, or inbound shipment. 

```

Complete Receiving
Loc: 1DR01
Car Cod: RDWY
Eq Num: 04QA
Ship: 04QA

```

3. Perform one of the following tasks:

- If discrepancies exist, confirm whether to close the inbound shipment or transport equipment with discrepancies.
- When prompted, confirm whether to close the inbound shipment and transport equipment.

```

Complete Receiving
Loc: 1DR01
Car Cod: RDWY
Eq Num: 04QA
Ship: 04QA
-----
OK to close equip? (Y|N):

```

4. When the process is complete, press **Enter**.

```

Complete Receiving
Loc: 1DR01
Car Cod: RDWY
Eq Num: 04QA
Ship: 04QA
-----
Equip successfully closed - Press Enter

```

Record returned inventory

You use **Return Arrival** to record the arrival of inventory that was returned to the warehouse, typically delivered by a third-party carrier. This option does not process the return. It records an LPN for the inventory, which can later be processed at a returns workstation.


1. From the Receiving Menu, select **Return Arrival**.
2. Enter an LPN for inventory that was returned to the warehouse.

```

Return Arrival
LPN: RETLPN04
Car Cod: 
Ship Ref: 
Loc: 
# of Cartons: 1

```

3. Enter the following information:

- Carrier that delivered the inventory to the warehouse. 
- Reference number (such as a parcel tracking number or bill of lading) for the inbound shipment used to deliver the returned inventory from the customer to the warehouse.
- Warehouse location of the return arrival LPN. This is typically a returns staging location.
- Number of cartons or packages associated with the return arrival LPN. This number is greater than 1 when, for example, a customer returns an order that was shipped in multiple cartons.

```

Return Arrival
LPN: RETLPN04
Car Cod: ABFS
Ship Ref: AB100
Loc: RETSTG01
# of Cartons: 1

```


4. Continue identifying return arrivals or press **F6-Done**.
5. When prompted to deposit the inventory, enter the location, such as a returns processing location, to deposit the LPN.

```
MRG          Product Deposit
LPN: RETLPN04
Stain Oak Quart          Q:4

Loc: 1SS01
```

Record inbound quality

You use **Inbound Quality** to record quality issues on inventory for a carrier or supplier. Users at a workstation can view and modify inbound quality issues that have been recorded.

1. From the Receiving Menu, select **Inbound Quality**.
2. Enter the information that identifies the carrier or supplier: client, carrier, transport equipment, inbound shipment, and planned inbound order.
3. Enter the information that identifies the affected inventory: item and LPN.
4. Enter the quality issue and the quantity of the item affected by the issue. 




```
                Inbound Quality
Cli: ----- Car Cod: RDWY
Eq Num: 01TRUCK Ship: 01TRUCK
Ord: RCPT0000903_ Itm: BULKSOAP_
ID: MRLPN71
Car Issue: DAMG Car Q: 10
Sup Issue:
Sup: SUPA Chica Sup Q: 0
```

Receive empty handling units

You use **Receive HU** to receive empty handling units from transport equipment that is checked in to a dock door location.

For handling units that are associated with inventory, the application prompts for the handling unit information during the identification of inventory; therefore, a separate handling unit receiving process is not required for those.

IMPORTANT: This option is only available if Inventory handling unit tracking has been enabled for the warehouse.

1. From the Receiving Menu, select **Receive HU**.
2. Enter the carrier, transport equipment, or inbound shipment.
3. Enter the planned inbound order.  This field is populated if there is only one planned inbound order on the inbound shipment.
4. Enter the type of handling unit to receive. 
5. For a serialized handling unit, enter the handling unit LPN.
6. For the status, select **INACT** (inactive) because no inventory is associated with the handling unit. 
7. Enter the client.

```

      Receive HU
Car Cod: RDWY_____ Eq Num: 01TRUCK
  Ship: 01TRUCK_____
   Ord: RCPT0000903__
HU Typ: CHEP_____
  HU: _____
HU Sts: ACT___  Cli: _____

```

8. On the Putaway screen, enter the quantity to receive.


```



      HU Putaway
  Ship: 01TRUCK
HU Typ: CHEP
HU Sts: ACT
  HU: _____
           Q: 5 _____

```

Reverse receipt of empty handling units

You use **Reverse HU** to remove a quantity of empty handling units that were received.

1. From the Receiving Menu, select **Reverse HU**.
2. Enter the inbound shipment and planned inbound order against which the handling units were received. 

3. Enter the handling unit type, and if the unit was serialized, enter its unique identifier. 
4. Enter the status and quantity of the empty handling units to remove. 

```

Reverse HU
Ship: 01TRUCK
Ord: RCPT0000903
HU Typ: CHEP
HU:
HU Sts: ACT
Q: 2

```

Dispatch transport equipment

You use **Dispatch Equip** to dispatch closed transport equipment from a dock door or yard location. If the **Tractor** field in the outbound loading configuration is set to Yes, then you must first have a tractor assigned to the transport equipment before the equipment can be dispatched.

1. From the Receiving Menu or Shipment Menu, select **Dispatch Equip**.
2. Enter the location or transport equipment.

```

Dispatch Equip
Loc: 1DR01
Eq Num: 04QA
Car Cod: RDWY
Trac Num: Trac Car:
Trac Ref:
Drvr Lic:
Drvr Nam:
Cnfm Tag:

```

3. If available, enter the equipment details, such as tractor, driver license, and driver name.
4. Confirm whether to dispatch the equipment.



```

Dispatch Equip
Loc: 1DR01
Eq Num: 04QA
Car Cod: RDWY
Trac Num: Trac Car:
Trac Ref:
OK to Dispatch Equip? <Y|N>:
Cnfm Tag:

```

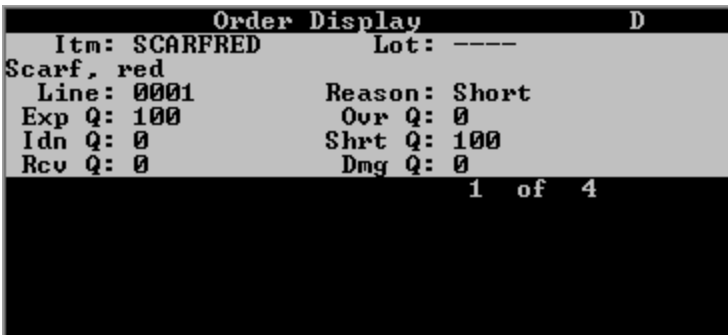
View planned inbound orders

You use **Order Display** to view the order progress while it is being identified and received from the inbound shipment. The Order Display shows the item quantity information: expected, identified, and received quantities as well as discrepancy quantities (over, short, and damaged).

- 1. From the Receiving Menu, select **Order Display**.
- 2. Enter transport equipment or an inbound shipment. 
- 3. To limit the display to a single order, enter the order.  This field is populated if there is only one planned inbound order on the inbound shipment.




- 4. Scroll through the pages to view each item. Page numbers (such as "1 of 4") represent the number of items on the order.



View transport equipment

You use **Equip Display** to view the transport equipment that is parked in a yard or dock door location, and to review the equipment status and carrier prior to moving the equipment to another location.

- 1. From the Receiving Menu or the Shipment Menu, select **Equip Display**.
- 2. Perform one of the following tasks:

- In the **Yrd Loc** field, enter a yard or dock door location.
- In the **Eq Num** field, enter a transport equipment identifier. 

```

Equip Display
Yrd Loc: YARD01
Eq Num:
Car Cod:

```

3. Select the transport equipment to view.

```

Equip Display
Equips In Loc: YARD01
07TRUCK / BIRS
TRAIL01 / ABFS

```

4. View the transport equipment details.

```

Equip Display
Eq Num: 07TRUCK
Car Cod: BIRS      Eq Cod: RCU
Eq Siz: 0          Eq Sts: CI
Yrd Loc: YARD01
BOL:

```


Unload inbound shipments

You use **Unload Ship** to unload one or more inbound shipments (all at the same time) from receiving transport equipment. This is done so that shipments can be identified from a receiving staging location instead of from the transport equipment. After the shipment is unloaded, the transport equipment can be dispatched.

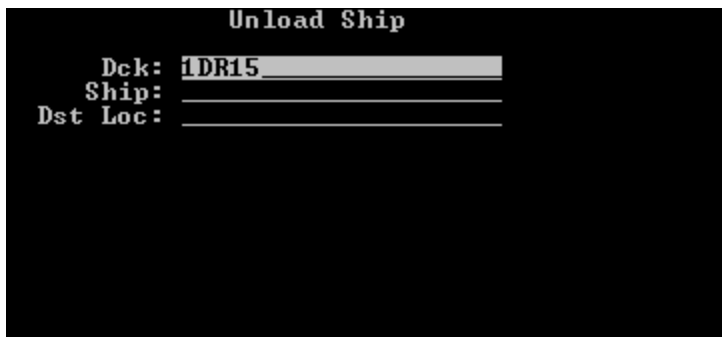
As a prerequisite, the transport equipment must be checked in and parked at a dock door location. You can unload shipments before receiving has begun or while receiving is in progress.

Note: The ability to unload shipments while receiving is in progress is available starting with the 2019.1.1.0 release.

During this procedure, if you are prompted to perform auto receiving, see ["Unload and auto receive inbound shipments" \(on page 58\)](#).



1. From the Receiving menu, select **Unload Ship**.
2. Enter the dock door or an inbound shipment. 

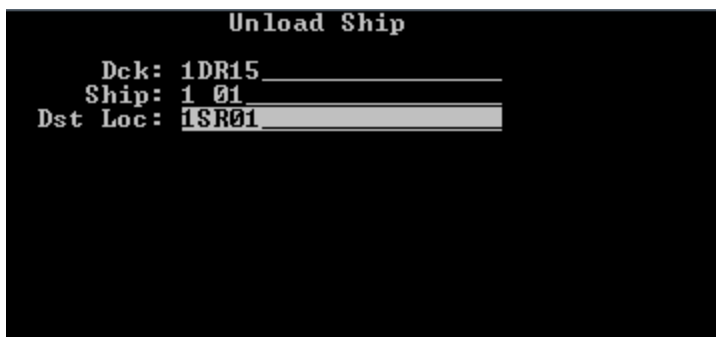
Note: If you enter a dock door and there is only one inbound shipment on the equipment, the **Ship** field displays that shipment. If the equipment contains multiple inbound shipments, the **Ship** field remains blank.



```

Unload Ship
Dck: 1DR15
Ship:
Dst Loc:
  
```

3. If the **Ship** field is blank, perform one of the following tasks:
 - To unload a single shipment, enter the inbound shipment. 
 - To unload all the shipments on the transport equipment, leave the **Ship** field blank.
4. Enter a receiving staging location. 



```

Unload Ship
Dck: 1DR15
Ship: 1 01
Dst Loc: 1SR01
  
```

5. Confirm whether to unload the shipment or, if no shipment is specified, all the shipments on the

transport equipment.

```

      Unload Ship
Dck: 1DR15_____
Ship: 1 01_____
Dst Loc: 1SR01_____
OK To Unload Shipment? <Y|N>:
  
```

6. If prompted, select whether to dispatch the transport equipment.

```

      Unload Ship
Dck: 1DR15_____
Ship: 1 01_____
Dst Loc: 1SR01_____
OK to Dispatch Equip? <Y|N>:
  
```

7. To dispatch the equipment, enter details (such as tractor, driver license, and driver name).

```

      Dispatch Equip
Loc: 1DR15_____
Eq Num: 01 1234
Car Cod: YLLW
Trac Num: _____ Trac Car:
Trac Ref: 100GR899___
Drvr Lic: _____
Drvr Nam: _____
  
```

8. Confirm whether to dispatch the equipment.

```

      Dispatch Equip
    Loc: 1DR15
    Eq Num: 01 1234
    Car Cod: YLLW
    Trac Num:      Trac Car:
    Trac Ref: 100GR899__
    _____
    OK to Dispatch Equip? <Y|N>:

```

Unload and auto receive inbound shipments


You use **Unload Ship** to auto receive qualifying shipments. As a prerequisite, the transport equipment must be checked in and parked at a dock door location

During this procedure, you are prompted to perform auto receiving if the following requirements are met:

- Detail ASN information is available for all the planned inbound orders on a shipment.
- The supplier for each of the inbound orders is trusted.
- Auto receiving is enabled for ASN receiving as well as for each of the suppliers.

IMPORTANT: You are not prompted for auto receiving if a shipment does not qualify for auto receiving, or if receiving has already begun. If you are not prompted to perform auto receiving, you can still unload the shipments. See ["Unload inbound shipments" \(on page 55\)](#).

If any shipment on the transport equipment does not qualify for auto receiving, you can receive that shipment by confirming each of the LPNs.



1. From the Receiving menu, select **Unload Ship**.
2. Enter the dock door or an inbound shipment. 

Note: If you enter a dock door and there is only one inbound shipment on the equipment, the **Ship** field displays that shipment. If the equipment contains multiple inbound shipments, the **Ship** field remains blank.

```

      Unload Ship
Dck: 1DR01
Ship:
Dst Loc:

```

3. If the **Ship** field is blank, perform one of the following tasks:
 - To unload a single shipment, enter the inbound shipment. 
 - To unload all the shipments on the transport equipment, leave the **Ship** field blank.
4. Enter a receiving staging location. 

```

      Unload Ship
Dck: 1DR01
Ship: TRAILERASN01
Dst Loc: 1SR01

```

5. Confirm whether to auto receive the inventory.

```

      Unload Ship
Dck: 1DR01
Ship: TRAILERASN01
Dst Loc: 1SR01

Do you want to auto receive? (Y|N):

```

IMPORTANT: Do not perform other RF functions while auto receiving is in progress.

```

      Unload Ship
Dck: 1DR01
Ship: TRAILERASN01
Dst Loc: 1SR01

Auto Receiving in Progress...

```

- When auto receiving is complete, press **Enter**.

```

      Unload Ship
Dck: 1DR01
Ship: TRAILERASN01
Dst Loc: 1SR01

Auto Receiving Complete. 3 LPNs Received
and 0 Failed. - Press Enter

```

- When prompted, confirm whether to complete receiving.

```


      Unload Ship
Dck: 1DR01
Ship: TRAILERASN01
Dst Loc: 1SR01

Complete Receiving (Y|N):

```

Move an inbound shipment


You use **Move Ship** to move an inbound shipment from one receiving staging location to another. This process is used when an inbound shipment was unloaded from transport equipment (but not received), and you want to move the shipment so that you can begin receiving it from a different receiving staging location.

- From the Receiving Menu, select **Move Ship**.
- Enter the inbound shipment to move. Available inbound shipments are those that are located in a receiving staging location. 

```

Move Ship
Ship: 1 01
Src Loc:
Dst Loc:

```

3. Enter the location in which to deposit the inbound shipment. 

```

Move Ship
Ship: 1 01
Src Loc: 1SR02
Dst Loc: 1SR03

```

4. Confirm whether to move the shipment.


```

Move Ship
Ship: 1 01
Src Loc: 1SR02
Dst Loc: 1SR03
Ok To Move the Shipment? <Y|N>:

```

Receive inventory without an order

You use **Rcv w/o Order** to identify and put away inventory from a non four-wall location, such as a production line or small package receiving area that is not tracked by the application. This type of receiving does not require an inbound order, inbound shipment, or transport equipment.

1. From the Receiving Menu, select **Rcv w/o Order**.
2. Enter the client. 
3. Enter an LPN for the inventory to receive.

```

      Rcv w/o Order
Cli: -----
Loc: -----
LPN: MRLPN202
Itm: _____ AP:
U/C: 0      Ftp:
Rcv Q: 0      Sts:


```

4. Enter the item information and quantity to receive.

```

      Rcv w/o Order
Cli: -----
Loc: -----
LPN: MRLPN202
Itm: HANDBAR      AP:
U/C: 16      Ftp: T5H4
Rcv Q: 1      PA Sts: 1

```

5. Enter reference information that can aid in reconciling the receipt, such as a purchase order, authorization number, or supplier.
6. Enter a reason for receiving the inventory without an order. 

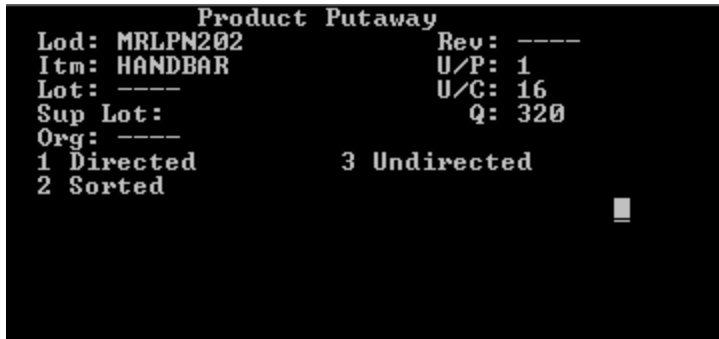
```

      Rcv w/o Ord Ref
ID: MRLPN202
Ref 1: P0123456
Ref 2:
Reason: UNXP_RCPT

```

7. When finished receiving, press **F6**-Done.

8. Select the type of putaway.



9. When prompted to deposit inventory, go to the location, enter the location, and deposit the LPN.

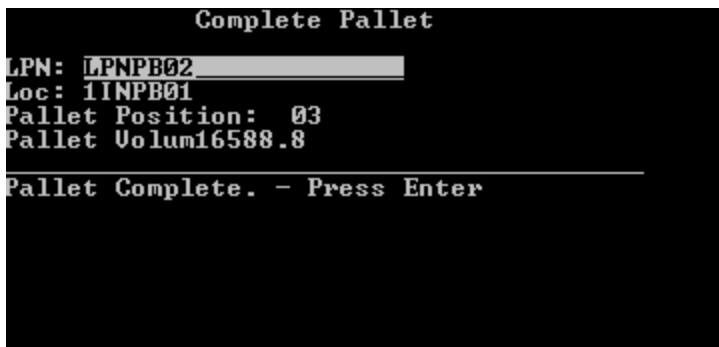
Complete a pallet

You use **Complete Pallet** to indicate that a pallet in a pallet build location is full and no more cases can be added to it. When the pallet is completed, you can select a putaway option for storing the inventory.

1. From the Receiving Menu, select **Complete Pallet**.
2. Enter the LPN to complete. The location and pallet position details are displayed.



3. Confirm that the LPN is complete.





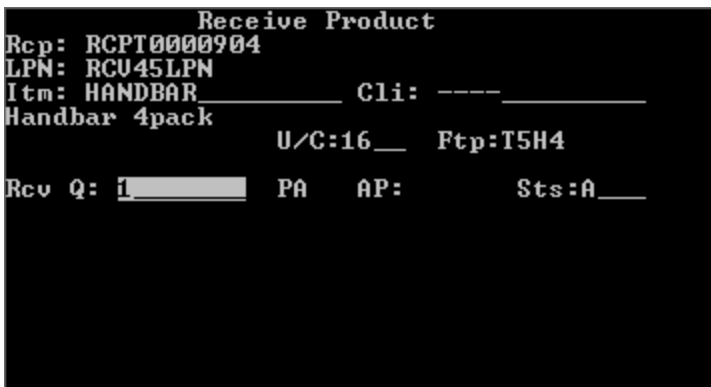
Note: To move a completed pallet out of the pallet build location, use Putaway or Full Inventory Move; both options are available from the Inventory menu.

Receive by item

You use **Receive** to receive inventory by entering an item as the inventory identifier. When you enter an item, the application determines the LPN level at which the item is tracked and prompts you to enter an LPN or sub-LPN accordingly. This option is useful when you cannot determine from the item label whether to perform LPN or sub-LPN receiving.

This option can also be used to receive ASN inventory by entering the LPN or sub-LPN as the inventory identifier.

1. From the Receiving Menu, select **Receive**.
2. Enter one of the following identifiers: transport equipment, inbound shipment, or dock door location.
3. If you are prompted to check in the transport equipment, check it in, and complete any required workflows.
4. Enter the planned inbound order.  This field is populated if there is only one planned inbound order on the inbound shipment.
5. Enter the item, and then enter an LPN or sub-LPN (depending on the LPN level at which the item is tracked).
6. Enter the item and the required item information.  For example, you may be required to enter a lot, country of origin, revision level, and catch quantity.




```

Receive Product
Rcp: RCPT0000904
LPN: RCU45LPN
Itm: HANDBAR      Cli: ----
Handbar 4pack
          U/C:16__ Ptp:T5H4
Rcv Q: 1 PA  AP:   Sts:A__
  
```

7. Enter the item quantity and inventory status.
8. If the item is tracked at the sub-LPN level or detail LPN level, enter each of the sub-LPNs and detail LPNs as prompted.

9. If you are prompted to receive additional inventory, continue receiving or press **F6-Done** to put away the inventory.

Note: You are prompted to receive until the warehouse equipment LPN limit is reached, at which point you are prompted for putaway.

10. When prompted to put away inventory, select the type of putaway.
11. If you are prompted to select the LPN or sub-LPN to deposit, enter the LPN or sub-LPN. 
12. When prompted to deposit inventory, go to the location, enter the location, and deposit the inventory.

Chapter 5. RF putaway

RF putaway is the process of selecting a deposit location for inventory that you have identified or ASN LPNs that are already identified. During these operations, the Product Putaway screen is displayed when your warehouse equipment limit is reached or when you press **F6-Done** (for product putaway).

Note: The Product Putaway screen is not displayed if the inventory has been configured for automatic deposit or inbound pallet building.

From the Product Putaway screen, you can select one of the following options:

Note: The configuration of the roles to which your user name is assigned determines which options are available for you to select and perform.

- **1 Directed:** Used to obtain a directed deposit location that is based on storage rules defined for the warehouse. You can override the directed location, if necessary, but you may not be allowed to enter a deposit location of your choice. Instead, depending on configuration, you may be presented with another directed location. See ["Perform directed putaway" \(on page 68\)](#).
- **2 Sorted:** Used to temporarily place individual LPNs on a permanent LPN (such as a trolley or cart). You use **Sorted Deposit** to direct the trolley or cart to the storage locations for depositing the individual LPNs. See ["Perform sorted putaway" \(on page 69\)](#).
- **3 Undirected:** Used to access a deposit screen with a blank **Loc** (Location) field, so that you can enter the deposit location of your choice. See ["Perform undirected putaway" \(on page 70\)](#).

Putaway process function keys

The following function keys are available during putaway processes. For information on commonly used function keys, see ["RF function keys" \(on page 9\)](#).

F4-Dekit

During putaway, you use **F4-Dekit** to reduce a top-level item to its individual components and put away each of the component quantities. See ["Dekit a top-level item" \(on page 87\)](#).

F4-OvrLoc

During a directed deposit (such as a directed putaway or directed deposit of picked inventory), you use **F4-OvrLoc** to override the displayed deposit location. This option is available when the Product Deposit screen is displayed. During the override, you must select an override location code, which determines whether the status of location is changed as a result of the override. You can enter a new location or leave the location field blank to be directed to a location.

```

Override Location
LPN: RCU6LPN
Loc: 1PALA102
Override Code: JS
Loc:
Blank for Any Loc

```

F8-DepMode

During inventory deposit, you use **F8-DepMode** to change the deposit mode, which is displayed in the upper right corner of the screen. The deposit mode only applies if the source and destination are the same LPN level (LPN, sub-LPN, or detail LPN).

- If **MRG** is displayed, then the source identifier is moved to the destination identifier, if applicable and allowed. For example, if you deposit an LPN to another LPN, they are merged and only the destination LPN remains in the location.

```

MRG      Product Deposit
LPN: L00000000012T
Itm: SOFTSOAP      Cli:----
Softsoap 12 oz.    Q:6
LPN: L00000000012T

Loc: EPFA109      EAPF - EPKC110
Loc:

```

- If **XFR** is displayed, then the source identifier is moved to the parent container of the destination identifier. For example, if you deposit an LPN to another LPN, they are not merged. Instead, both LPNs remain in the location.

```

XFR      Product Deposit
LPN: L00000000012T
Itm: SOFTSOAP      Cli:----
Softsoap 12 oz.    Q:6
LPN: L00000000012T

Loc: EPFA109      EAPF - EPKC110
Loc:

```

F9-Ovr Wh Eq Lim

During putaway, you use **F9-Ovr Wh Eq Lim** to override the LPN limit assigned to your warehouse equipment. For example, if the LPN limit on your equipment is set to 2, and you have room for 3, you can press **F9-Ovr Wh Eq Lim** to continue adding another LPN.

When you override the equipment limit, you are no longer prompted or prevented from adding inventory to the equipment.

```

Product Putaway
Lod: RCU3LPN      Rev: ----
Itm: BROWNRICE    U/P: 1
Lot: 14           U/C: 15
Sup Lot:         Q: 450

Wh Eq load limit reached. Override
limit? (Y/N):
2

```

Perform directed putaway

You use **Directed** putaway to obtain a directed deposit location for the inventory on your RF device. The application provides a directed location based on the configuration of storage rules, movement paths, and the size and quantity of the items compared to the available space in the locations. For example, received inventory may be directed to a pallet or case storage location or to a cross dock location.

Depending on configuration, the following processes take place:

- When you select directed putaway, you may be allowed to select an LPN to deposit from a list of the LPNs on your device.
- When you override a directed location, you may receive another directed location instead of being able to enter a location of your choice.
- If all the inventory on an LPN is going to the same location, you may be allowed to deposit all the sub-LPNs or detail LPNs at once, without having to confirm the deposit of each one.

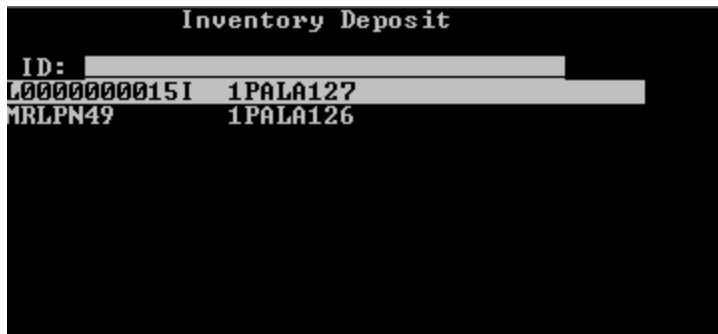
1. From the Product Putaway screen, select **1 Directed**.

```

Product Putaway
Lod: MRLPN49      Rev: ----
Itm: OILOLIVE     U/P: 1
Lot: ----        U/C: 10
Sup Lot:         Q: 100
Org: ----
1 Directed        3 Undirected
2 Sorted
3

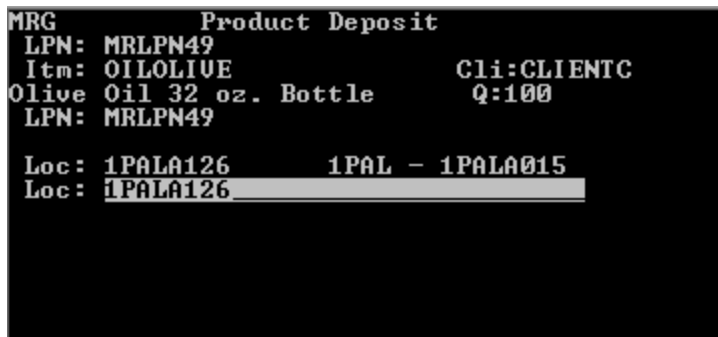
```

- If prompted, select the LPN to deposit.



- Enter the deposit location and deposit the LPN.

Note: To override the deposit location, press **F4-OvrLoc**, enter an override code, and then enter a location or leave the **Loc** field blank to obtain another directed location. If you leave the **Loc** field blank, you may be directed to the same location if there is nothing wrong with the inventory in the location and the location is available.

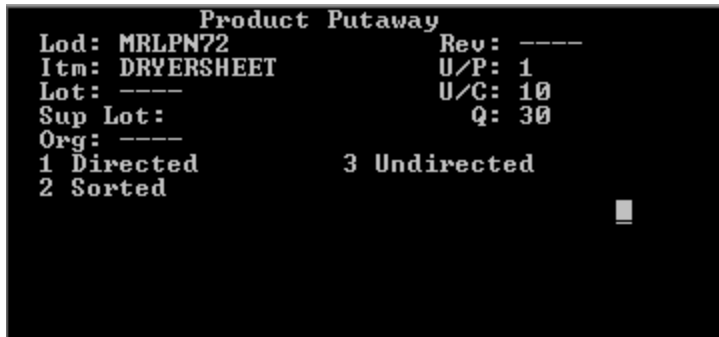


Perform sorted putaway

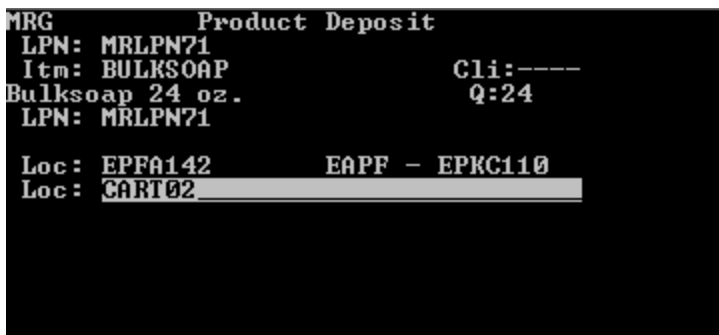
You use **Sorted** putaway during receiving to deposit less than full pallet LPNs to a moveable pickup and deposit (P&D) location. A moveable P&D location (container LPN) is typically a trolley or cart.

When you are ready to put away the individual LPNs, you perform **Sorted Deposit** and use the container LPN to move the individual LPNs to their directed storage locations. The container LPN is then returned to the receiving area to be used again. See ["Perform sorted deposit" \(on page 45\)](#).

1. From the Product Putaway screen, select **2 Sorted**.



2. Deposit the individual LPN to a container LPN, and enter the container LPN.



3. If you received multiple LPNs, continue to deposit the individual LPNs from your device to the same or another container LPN.
4. When you are ready to put away the individual LPNs, perform **Sorted Deposit**. See ["Perform sorted deposit" \(on page 45\)](#).

Perform undirected putaway

You use **Undirected** putaway to select a storage location rather than obtaining a directed location based on the configured storage selection rules.

Depending on configuration, the following processes take place:

- You may be allowed to select an LPN to deposit from a list of the LPNs on your device.
- If all the inventory on an LPN is going to the same location, you may be allowed to deposit all the sub-LPNs or detail LPNs at once, without having to confirm the deposit of each one.

1. From the Product Putaway screen, select **3 Undirected**.

```

Product Putaway
Lod: MRLPN44      Rev: ----
Itm: BLEACH32     U/P: 1
Lot: ----        U/C: 10
Sup Lot:         Q: 100
Org: ----
1 Directed        3 Undirected
2 Sorted
  
```

2. If prompted, select the LPN to deposit.

```

Inventory Deposit
ID: 
MRLPN43
MRLPN44
  
```

3. Enter the deposit location and deposit the inventory.

Note: To obtain a directed location, press **F3-AllLoc** and then press **Enter** while the **Loc** field is blank. If a location is found, it is displayed in the **Loc** field.

```

MRG      Product Deposit
LPN: MRLPN43
Itm: BLEACH128      Cli:CLIENTB
Bleach 128 oz. Super Dupe  Q:100
LPN: MRLPN43

Loc: 
Loc: EPFA138
  
```

Chapter 6. RF production

You use RF Production Menu options to perform procedures related to production line operations in the warehouse.

Production process function keys

The following function keys are available during RF production receiving. For information on commonly used function keys, see ["RF function keys" \(on page 9\)](#).

F4-Stop Work Order

You use **F4-Stop Work Order** to stop a work order on a production line. This function is available when the Production screen is displayed. On the Production screen, if you entered the production line, it is populated in the Stop Work Order screen. After a successful stop, the Production screen is displayed. See ["Stop a work order" \(on page 76\)](#).

F8-Start Work Order

You use **F8-Start Work Order** to start a work order on a production line. This function is available when the Production screen is displayed. On the Production screen, if you entered the production line, it is populated in the Start Work Order screen. After a successful start, the Production screen is displayed. See ["Start a work order" \(on page 75\)](#).

Receive inventory from a production line

You use **Production** to identify inventory from a production line.

Notes:

- If you are identifying top-level items for work orders with component tracking, then after specifying the attributes of the top-level item, you must specify the attributes of the components used to build the top-level item. This can only be done if a work order setup exists that identifies the consumed component inventory for a top-level item.
- Multiple cases or eaches cannot be received at the same time for component-tracked work orders. Instead, if you must receive each case or each individually. For example, to receive 10 cases, you must perform the receiving operation 10 times (once for each case).

1. From the Production Menu, select **Production**.
2. Enter the production line from which to identify items.


```

Production
Prod Line:DISLIN02
Wko Num:
Cli:
Wko Rev:


```

3. If required, enter the work order, client, and work order revision.
4. If required, enter handling unit information.
5. If the work order has not been started, follow the prompts to start the work order.
6. Enter the LPN on which to identify an item.

```

Receive Product
02W0
LPN: PKLPN01
Itm: PLANKIT Cli: ----
Plant Kit for Work 0
U/C:4 Ftp:T5H4
Rcv Q: PA AP: Sts:A

```

7. Enter the item and the required item information.  For example, you may be required to enter a lot, country of origin, revision level, and catch quantity.
8. Enter the item quantity and inventory status.

```

Receive Product
02W0
LPN: PKLPN01
Itm: PLANKIT Cli: ----
Plant Kit for Work 0
U/C:4 Ftp:T5H4
Rcv Q: 1 PA AP: Sts:A

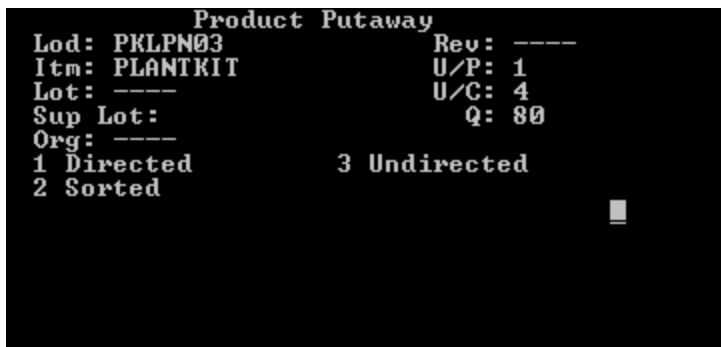
```


9. If the item is tracked at the sub-LPN level or detail LPN level, enter each of the sub-LPNs and detail LPNs as prompted.

10. If you are prompted to capture serial numbers, enter the serial number for the item.
11. If you are prompted to identify another LPN, continue receiving or press **F6**-Done to put away the inventory.

Note: You are prompted to identify until the warehouse equipment LPN limit is reached, at which point you are prompted for putaway.

12. When prompted to put away inventory, select the type of putaway.

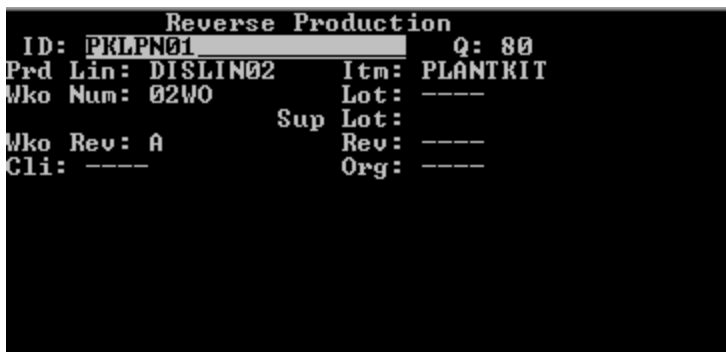


13. If you are prompted to select the LPN to deposit, enter the LPN. 
14. When prompted to deposit inventory, go to the location, enter the location, and deposit the LPN.

Reverse the receipt of inventory from a production line

You use **Reverse Prod** to return inventory produced by a work order back to the production line from which it was identified, and adjust inventory and work order quantities as if it was never identified. This option is not available after a work order has been closed.

1. From the Production Menu, select **Reverse Prod**.
2. Enter the LPN that was identified.



3. Verify that the item and work order information is correct.

4. Confirm whether to reverse the inventory.

```

Reverse Production
ID: PKLPN01 Q: 80
Prd Lin: DISLIN02 Itm: PLANTKIT
Wko Num: 02W0 Lot: ----
Sup Lot:
Wko Rev: A Rev: ----
OK To Reverse? (Y|N):

```

Start a work order

You use **Start Work Ord** to start a work order on a production line so that you can begin receiving inventory for the work order from the production line.

1. From the Production Menu, select **Start Work Ord**.
2. Enter the item to be produced by the work order.
3. Enter the production line to which the work order is assigned.

```

Start Work Order
Itm: PLANTKIT
Prod Line: DISLIN02

```

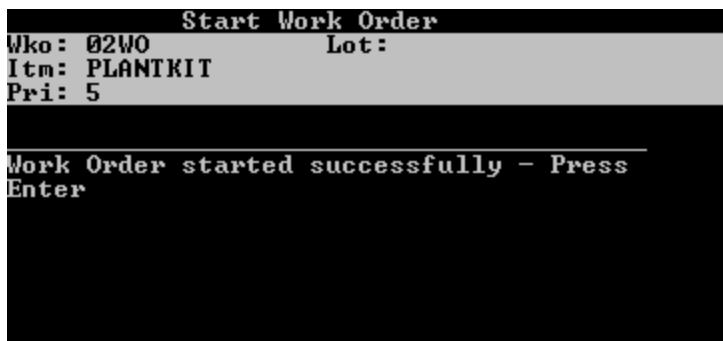
4. Verify the work order information. If multiple work orders have been assigned to the production line, advance to the screen that displays the work order to start.

```

Start Work Order
Wko: 02W0 Lot:
Itm: PLANTKIT
Pri: 5
1 of 1


```

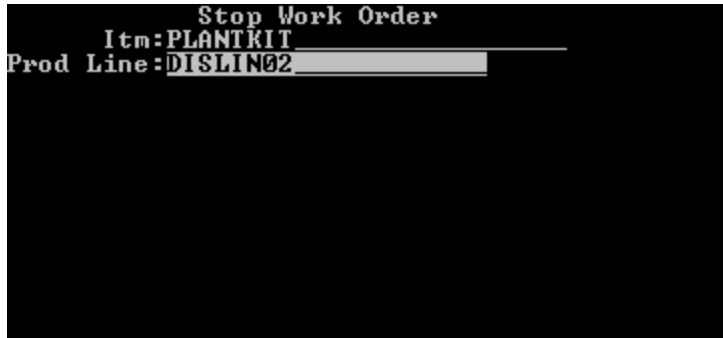
- When the work order is started, press **Enter**. Another message may be displayed indicating all work orders have been started.



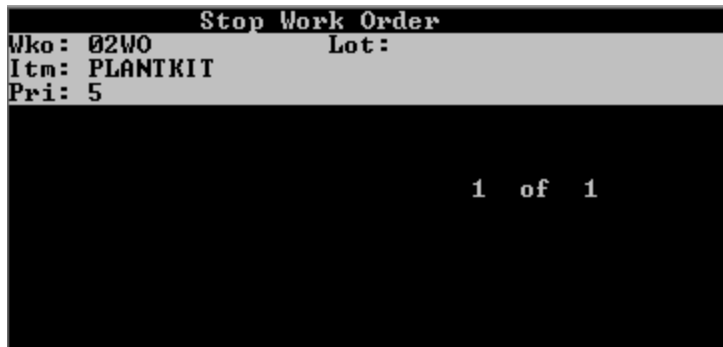
Stop a work order

You use **Stop Work Ord** to stop a work order that has been started on a production line. You are not allowed to identify inventory from a work order that has been stopped.

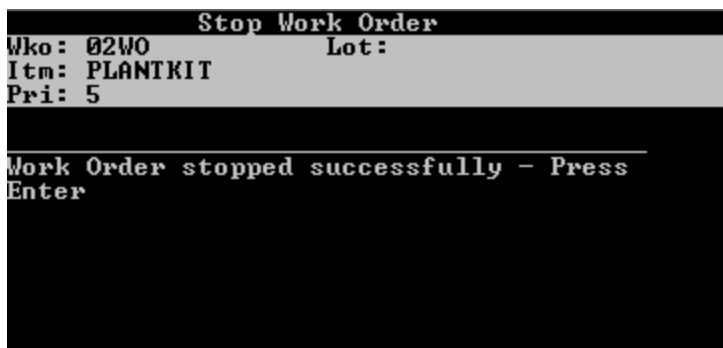
- From the Production Menu, select **Stop Work Ord**.
- Enter the item that is assigned to the production line.
- Enter the production line. 



- Verify the work order information. If multiple work orders have been assigned to the production line, advance to the screen that displays the work order to stop.



5. Press **Enter** to stop the work order.



6. When the work order is stopped, press **Enter**. Another message is displayed if all work orders have been stopped.

Pick work-in-process items

You use **WIP Picking** to reduce the quantity of inventory in a location. This option is typically used to adjust the quantity of work-in-process (WIP) items.

This option is available for locations that contain a single item with uniform attributes, and a single LPN. The quantity entered is for the lowest packaging level (UOM) of the item footprint.

During this process, if the quantity in the location falls below the replenishment threshold, then depending on configuration, a replenishment is generated automatically for the location. Alternatively, you can generate a replenishment manually. See ["Request a manual replenishment" \(on page 100\)](#)

Note: The WIP Picking option reduces the quantity of inventory in the selected location, but it does not generate an adjustment record. If an adjustment record is required, use the **Inventory Adjust** function. See ["Delete inventory from the application" \(on page 95\)](#).

1. From the Production Menu, select **WIP Picking**.
2. Enter the location from which to pick.
3. Enter the quantity to remove.

Note: If the quantity entered is greater than the quantity in the location, the location quantity will be set to zero.




The quantity is deleted from the location.

Return component items to stock

You use **Return To Stock** to identify and return to storage unused component items that were left over from a work order that was produced on a production line. This option is not available after the work order has been closed.

The application calculates leftover item quantities based on the item quantities delivered to the production line minus the item quantities consumed to produce the finished item.

1. From the Production Menu, select **Return To Stock**.
2. Enter the LPN that contains the item to be returned to stock. The item details are displayed.

Note: If necessary, you can enter a new LPN on which to identify the item quantity. If you enter a new LPN, you must confirm the creation of the new LPN, and then enter the production line, production station, or work order information. 



3. Enter the item (if it is not already displayed) and the quantity to identify.

```

      Receive Product
LPN: P200
Itm: PLANTSOIL
    Plant soil 5 pound b
Cli: ----
U/C: 20
Ftp: T4H4
Sts: A      Q: 80__ 131

```

4. If you are prompted to identify another LPN, continue identifying items or press **F6-Done** to put away the inventory.


Note: You are prompted to identify until the warehouse equipment LPN limit is reached, at which point you are prompted for putaway.

5. When prompted to put away inventory, select the type of putaway.

```

      Product Putaway
Lod: P200          Rev: ----
Itm: PLANTSOIL    U/P: 1
Lot: ----        U/C: 20
Sup Lot:          Q: 80
Org: ----
1 Directed        3 Undirected
2 Sorted

```

6. If you are prompted to select the LPN to deposit, enter the LPN. 
7. When prompted to deposit inventory, go to the location, enter the location, and deposit the LPN.

Chapter 7. RF inventory

You use RF Inventory Menu options to perform procedures related to viewing and managing inventory in the warehouse.

Inventory process function keys

The following function keys are available during inventory processes. For information on commonly used function keys, see ["RF function keys" \(on page 9\)](#).

F4-CmpDsp

When dekitting a top-level item, you use **F4-CmpDsp** to view the attributes of each component item that makes up the top-level item. Component items are displayed one at a time; press **Enter** to view the next component.

```

Component Display
Itm: CEREAL
Cli: ----
Lot:
Sup Lot:
Org:
Rev: ID:
Sts: A Q: 0
Press Enter For Next Component
  
```

F4-Display Detail

When viewing an Inventory Summary Display, you use **F4-Display Detail** to view the Inventory Display for the selected criteria.

```

Inventory Dsp
Loc: 1CPFA145 Cli: ----
Itm: GOLFBALL Ftp: T5H2
LPN: 5010 Sts: H
Lot: ----
Sup Lot: U/P: 1
Org: ---- U/C: 16 Q: 960
Rev: ---- 1 of 2
  
```


F6-Perf Rpl

When prompted with an inline replenishment or while viewing a Location Display, you use **F6-Perf Rpl** to perform replenishment picks that are pending to the location.

```

Replenish Pick
Loc: 1RCOLA101      Q: 1    PA
ID: ADL04           Itm: AVOCADO
                        Ripened - 3 day
ID: ADL04           Loc:
Itm:
Cli: ----           ToID:
Q: 1                PA
  
```

F8-Gen Rpl

When viewing a Location Display, you use **F8-Gen Rpl** to create a replenishment for the location. See ["Request a manual replenishment" \(on page 100\)](#).

F9-Quantity Capture

When performing a partial inventory move, sub-LPN transfer, or inventory adjustment, you use **F9-Quantity Capture** to enter the quantity by footprint UOM.

```

Quantity Capture
Itm: VITAMINB      Cli: ----
    Vitamin B 250 in bot
Ftp: T6H5
Q: 0              PA 4500      1 of 1
   1              CS 150
   0              EA 1
  
```

Inventory process inline prompts

During inventory processes, you may be prompted for the following information, depending on what has been configured for your application.

Catch quantity capture

When you are identifying or picking an item that requires a catch quantity, the Catch Quantity screen is displayed. It prompts you to enter the catch quantity for each UOM on the LPN.

You can enter the quantity for the displayed UOM, or use the arrow key to move back to the **Cap UOM** field and then enter a different UOM for the catch quantity.

For example, if an LPN contains two cases of an item that requires a catch quantity, then the screen displays "1 of 2" so that you can enter a catch quantity for each case. The **Tot C Q** (total catch quantity) field displays the total catch quantity for the LPN; it increments as you enter the catch quantity for each UOM.

```

Catch Quantity
Itm: BEEF CHIC COMBO      Cli: -----
Beef Chicken Combo
  Q: 2          CS      Ftp: 20X20X24
                        Cap UOM: CS
C Q: 0.000000
Tot C Q: 0.000000
1 of 2

```

Handling unit identify

When adding inventory to a new LPN, you may be prompted to identify the handling unit type and LPN packaging requirements, if any.

- The prompt for handling unit occurs if Inventory handling unit tracking is enabled for the warehouse.
- The prompt for LPN packaging requirements occurs if LPN attributes are enabled for the warehouse.

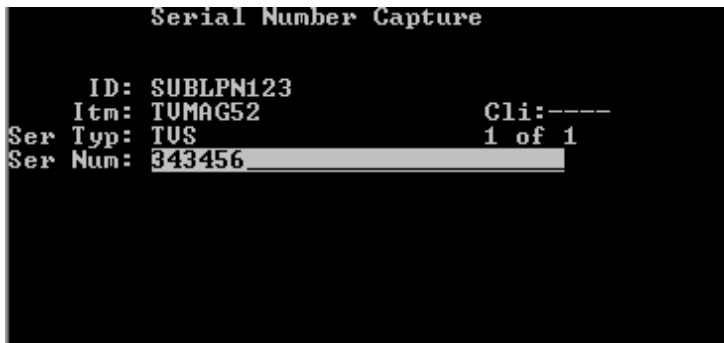
```

Handling Unit Identify
HU Typ: WHIT
Cli: CLIENTA
Wrap: N_      DblWrap: N_
Lbl4Sid: N_    SlpShet: N_

```

Serial number capture

If serial number capture is required for the item, then after you are prompted for the LPN, sub-LPN, or detail LPN, the screen displays the item and serial number type. The serial number type is a configuration that identifies the format and length required for the serial number. The page numbers (such as "1 of 1") indicate the number of serial numbers that must be defined for the LPN level; for example, an item such as a computer may require you to capture the serial number for the computer and the serial number for the hard disk drive.



View inventory

You use **Inventory Dsp** to search for inventory by location, item, or inventory attribute. For example, you can perform the following types of searches:

- Enter a location to view the contents of the location
- Enter an item to view all of the locations that contain the item
- Enter the value for one or more attributes to find matching inventory

1. From the Inventory Menu or Tools Menu, select **Inventory Dsp**.
2. Enter a value in one or more of the displayed fields.

Note: It is not necessary to enter or tab through all of the fields.



3. Press **F6-GoTo**.
4. If available, view the Inventory Summary Display.

Note: An inventory summary may not be displayed, depending on configuration. The inventory summary shows the quantity of inventory in each location summarized by the fields configured for display. For example, if Lot is configured for display, then the screen displays a record that shows the item and the quantity of inventory in the location that has the same

lot. The next record shows the quantity of inventory for the next lot, and so on. Following the summary of the last record, the Inventory Display screen is displayed showing inventory details.

```

Inventory Summary Display
Loc: 1CPFA145      Itm: GOLFBALL
Cli: -----      Q: 1920
Org: -----      Rev: -----
MandT: -----     Exp: -----
Sup: -----      Lot: -----
Ftp: T5H2         SLot: -----
                  1 of 1

```

- To view the LPN details for an inventory summary, press **F4**-Display Detail.

```

Inventory Dsp
Loc: 1CPFA145      Cli: -----
Itm: GOLFBALL      Ftp: T5H2
LPN: 5010          Sts: H
Lot: -----
Sup Lot: -----   U/P: 1
Org: -----      U/C: 16   Q: 960
Rev: -----      1 of 2

```

- To start a new search, press **F6**-GoTo.

Move a full LPN quantity

You use **Full Inv Move** to move a full LPN from a storage location to a different location or to storage transport equipment parked at a dock door.

A full LPN is the LPN level (pallet, case, or each) at which an item is tracked. Therefore, this option can be used to move a full pallet of pallet-tracked inventory, a full case of case-tracked inventory, or an each of each-tracked inventory.

- From the Inventory Menu, select **Full Inv Move**.
- Enter the LPN to move. Alternatively, you can enter the source location if it contains only one LPN.

```

Full Inventory Move
Src ID: 2PALA12
Itm:
Cli: Sts:
Lot: Sup Lot: Org:
Man Date: Exp:
Rev: Q:0

```

3. Enter another LPN to move, or press **F6**-Done to continue.
4. If prompted, select the LPN to deposit.
5. To obtain a directed deposit location, press **F3**-AllLoc.
6. Enter the location and deposit the inventory.

Note: If the deposit is to storage transport equipment, the location is the dock door at which the equipment is parked.

```

MRG      Product Deposit
LPN: LIT102
Itm: IBUPROFIN      Cli:----
Ibuprofin 250 ct in bottl  Q:4500
LPN: LIT102

Loc:
Loc: 2PALB20

```

Move part of an LPN quantity

You use **Part Inv Move** to move a quantity of inventory in a storage location from one LPN to another LPN or location.

1. From the Inventory Menu, select **Part Inv Move**.
2. Enter the LPN, sub-LPN, or detail LPN from which to move inventory. You can also enter a location if the location contains a single LPN.
3. Enter the quantity and UOM to move.

```

MRG      Partial Inventory Move
Src ID: 6021
Itm: PAINTBRUSH
Cli: ---- Sts: A

          Q:200 EA
Dst ID: _____

```

4. Perform one of the following tasks:
 - Enter an LPN that already exists in a location. The quantity is moved to that LPN in its location.
 - Enter a location. The quantity is moved to the location based on the attachment strategy defined for the movement zone; that is, either to an existing LPN or a new LPN.
 - Enter a new LPN that does not exist, and then select the LPN level at which to create it. The LPN is added to your warehouse equipment and you can continue to select inventory to move.
5. When ready to deposit the LPNs on your equipment, press **F6-Done** and enter a deposit location.

Note: To obtain a directed deposit location, press **F3-All Loc**, leave the **Loc** field blank, and press **Enter**.

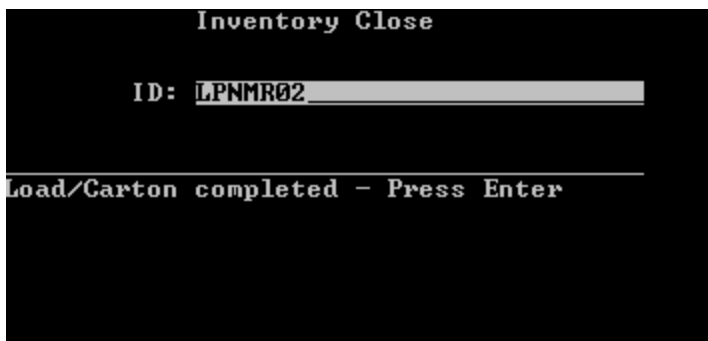
Close inventory

You use **Inventory Close** during distribution processing to close an LPN (pallet or carton). During distribution processing, the application directs operators to distribute quantities of inventory to different store locations. If there are existing partial pallets in the store location, the application can be configured to display the best LPN to which to deposit inventory. Closing an LPN notifies the application that no additional inventory should be placed onto the LPN (or into the carton).

1. From the Inventory Menu, select **Inventory Close**.
2. Enter the LPN of the pallet or carton to close.



3. When processing is complete, press **Enter**.



Dekit a top-level item

You use **Dekit** to reduce a top-level item to its component items and direct each of the component items to storage.

1. From the Inventory Menu, select **Dekit**.
2. Enter the LPN that contains a quantity of the top-level item that you want to dekit.



3. Enter an LPN for one of the component items, confirm the item information, and enter the

quantity of the component item to remove from the top-level item.


```

      Receive Product
LPN: L0000000012Z
Itm: CEREALCHEERIOS  Cli: ----
Cereal Cheerios used
                U/C:100_  Ftp:T5H4
Rcv Q: 80_____ EA   AP:      Sts:1
  
```

4. Continue entering an LPN and quantity for each of the component items to remove from the top-level item.
5. When finished identifying component items from top-level items, press **F6-Done**.
6. Confirm whether to complete the process.

```

      Receive Product
LPN: _____
Itm: _____  Cli: _____
                U/C:0___  Ftp:
Complete the Dedit? <YIN>:
  
```

7. When prompted to put away product, select the type of putaway.
8. If you are prompted to select the LPN to deposit, enter the LPN. 
9. When prompted to deposit inventory, go to the location, enter the location, and deposit the LPN.

Relabel an LPN

You use **Relabel** to change the LPN for an existing LPN, sub-LPN, or detail LPN. This is typically done when a label becomes damaged or unreadable.

1. From the Inventory Menu, select **Relabel**.
2. Enter the LPN that was originally attached to the inventory.

3. Enter the new LPN to attach to the inventory.



4. When processing is complete, press **Enter**.



Split a sub-LPN

You use **Sub-LPN Split** to divide the contents of a case (sub-LPN) into two or more sub-LPNs. During the split, you must apply a sub-LPN to each resulting case. The original sub-LPN identifier is deleted.

Splitting is allowed if the sub-LPN meets the following conditions:

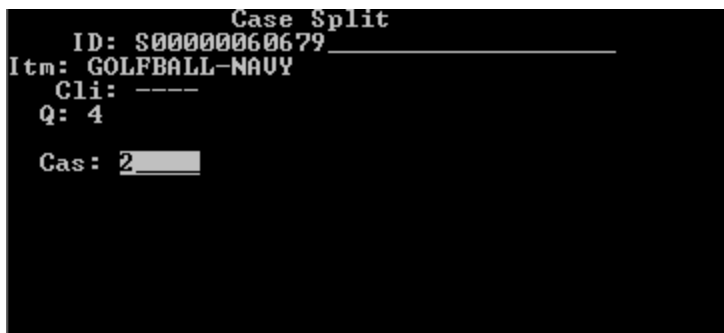
- It is a sub-LPN or sub-UCC identifier.
- It does not contain serialized detail LPNs.
- It does not contain mixed items.
- It allows detail moves from the identifier.

1. From the Inventory Menu, select **Sub-LPN Split**.
2. Enter the sub-LPN of the case that you want to divide.



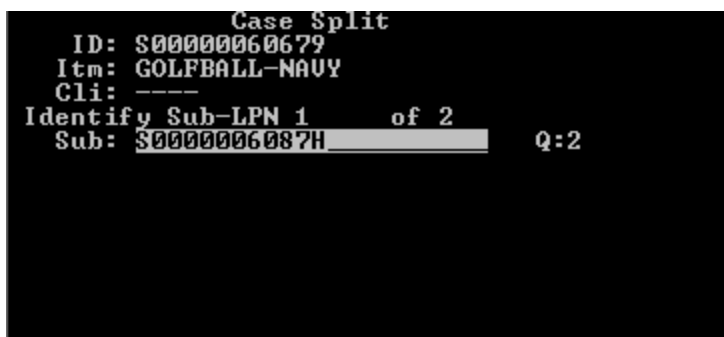
3. Enter the number of cases to which the single case quantity will be split.

Note: The total unit quantity of the original case must divide evenly across the specified number of cases.



4. Enter the sub-LPN for each new case.

Note: The application also prompts for a catch quantity if the item requires it.



Transfer a sub-LPN

You use **Sub-LPN Transfer** to move a sub-LPN or detail LPN of inventory from one location or LPN to another location, or to a new or existing LPN.

1. From the Inventory Menu, select **Sub-LPN Transfer**.
2. Enter the sub-LPN or detail LPN of the inventory to transfer.

```

MRG          Case Transfer
Src ID: S00000006087H
Itm:
Cli:          Rev:          Org:
Lot:          Sup Lot:
Man Date:          Exp:
Q: 0          Sts:
Dst ID:
  
```

3. Enter the quantity to transfer.

Note: Depending on configuration, you may not be allowed to transfer a partial quantity.

```

MRG          Case Transfer
Src ID: S00000006087H
Itm: GOLFBALL-NAVY
Cli: ----
Q: 2          EA Sts: A
Dst ID:
  
```

4. Enter the destination location or LPN to which the inventory is deposited.

Note: If you enter a new LPN, you are prompted to identify the LPN level for it. The new LPN is added with the case quantity to your equipment.


5. When ready to deposit the LPNs on your equipment, press **F6-Done** and enter a deposit location.

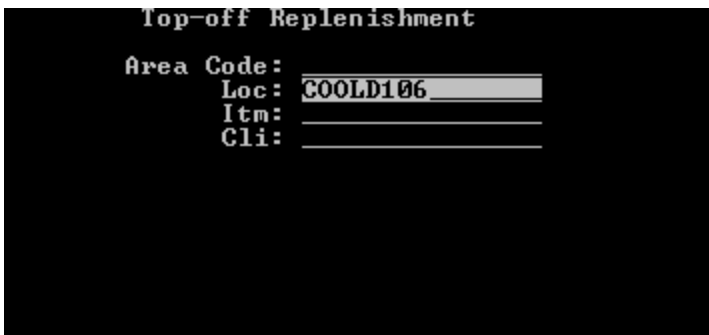
Note: To obtain a directed deposit location, press **F3-All Loc**, leave the **Loc** field blank, and press **Enter**.

Request a top-off replenishment

You use **Top-off Replen** to request a top-off replenishment for an area, location, item, or item client when inventory is below its maximum capacity as defined by its corresponding replenishment configuration. A top-off replenishment is used to fill a location to its maximum capacity.

Note: If there is no configuration that matches the selected entry, the application checks all of the existing configurations for a top-off opportunity.

1. From the Inventory Menu, select **Top-off Replen**.
2. Enter one or more of the following values: area, location, item, or item client. 



```

Top-off Replenishment
Area Code: _____
Loc: COOLD106
Itm: _____
Cli: _____
  
```

3. Confirm whether to create the top-off replenishment.



```

Top-off Replenishment
Area Code: _____
Loc: COOLD106
Itm: _____
Do you want to create a Top-off
replenishment? (Y|N):
  
```

4. When processing is complete, press **Enter**.

Note: If the prompt indicates that the replenishment is complete, it means that

replenishment picks have been allocated and added to the work queue.

```

Top-off Replenishment
Area Code: _____
Loc: COOLD106 _____
Itm: _____
Cli: _____
Replenishment complete... - Press Enter

```

Add unidentified inventory to a location

You use **Inventory Adjust** to add unidentified inventory to the application in a specific location.

Note: To make a negative adjustment, see ["Delete inventory from the application" \(on page 95\)](#).

1. From the Inventory Menu, select **Inventory Adjust**.
2. Enter the location to adjust. Inventory is displayed by LPN, quantity, and item. If an LPN contains multiple items, it will be listed multiple times (once for each item).

```

Inventory Adjustment
Loc: 1PALA145

```

```

Inventory Adjustment
Loc: 1PALA145
1011 100 DEODORANT
1012 100 DEODORANT
1013 100 DEODORANT
1015 100 DEODORANT

```

3. To display sub-LPNs or detail LPNs, highlight an LPN and press **Enter**. If inventory is already displayed at the most detail level, the details of the LPN are displayed.
4. To add inventory to the location, press **F3-Add**.

```

Inventory Adjust Identify
Loc: 1PALA145      Cli: _____
LPN: _____
Itm: _____      AP: _____
U/C: 0            Ftp: _____
Rcv Q: 0          Sts: _____
Total : 0


```

5. Enter the inventory details and quantity to add.

```

Inventory Adjust Identify
Loc: 1PALA145      Cli: ----
LPN: 1014
Itm: DEODORANT      AP: _____
U/C: 10            Ftp: T5H2
Rcv Q: 100          EA Sts: 1
Total PA: 100

```

6. If an adjustment reference is required, enter the host account to which the adjustment should be charged.
7. If required, enter a second adjustment reference.
8. If required, enter a reason for the adjustment.  The inventory is added to the location.

```

Adjustment References
ID: 1014
Ref 1: ACCT002
Ref 2:
Reason: ADJ_FOUND

```

9. To finish making adjustments at the location, press **F6-Done**.

10. Confirm whether the adjustments are complete.

Note: Inventory adjustment configurations determine when adjustments are sent (played) to the host; that is, after each adjustment or after you have exited the inventory adjustment function.

```

Inventory Adjustment
Loc: 1PALA145
1011 100 DEODORANT
1012 100 DEODORANT
1013 100 DEODORANT
Complete Adjustment? <Y|N>:

```

11. When processing is complete, press **Enter**.
12. After exiting the inventory adjustment option, if prompted, confirm whether to send adjustments to the host.

```

Play Adjustments
Session:SES0001713
Play Adjustments? <Y|N>:

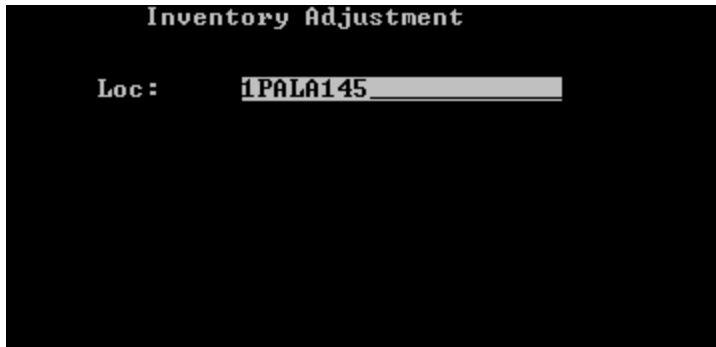
```

Delete inventory from the application

You use **Inventory Adjust** to delete a quantity of identified inventory in a specific location from the application. It is typically performed to correct a discrepancy, such as an LPN identified with 12 cases per pallet that physically has only 10 cases per pallet.

Note: To make a positive adjustment, see ["Add unidentified inventory to a location" \(on page 93\)](#).

1. From the Inventory Menu, select **Inventory Adjust**.
2. Enter the location to adjust. Inventory is displayed by LPN, quantity, and item. If an LPN contains multiple items, it will be listed multiple times (once for each item).




- To display sub-LPNs or detail LPNs, highlight an LPN and press **Enter**. If inventory is already displayed at the most detail level, the details of the LPN are displayed.
- Highlight the LPN, sub-LPN, or detail LPN from which to delete a quantity, and press **Enter**.



- Enter the new quantity and UOM.

Note: If you enter **0**, the identifier (LPN, sub-LPN, or detail LPN) will also be deleted.

- If an adjustment reference is required, enter the host account to which the adjustment should be charged.
- If required, enter a second adjustment reference.

8. If required, enter a reason for the adjustment. 

```

Adjustment References
ID: 1014
Ref 1: ACCT001
Ref 2:
Reason: INU_DAMG

```

9. Confirm the updates made to the location quantity.
10. To finish making adjustments at the location, press **F6-Done**.
11. Confirm whether the adjustments are complete.

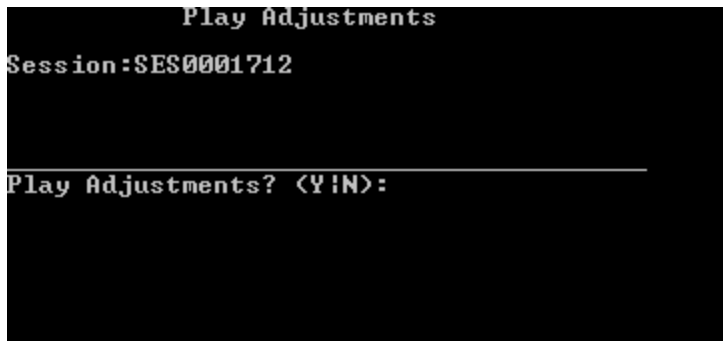
Note: Inventory adjustment configurations determine when adjustments are sent (played) to the host; that is, after each adjustment or after you have exited the inventory adjustment function.

```

Inventory Adjustment
Loc: 1PALA145
1011 100 DEODORANT
1012 100 DEODORANT
1013 100 DEODORANT
Complete Adjustment? (Y|N):

```

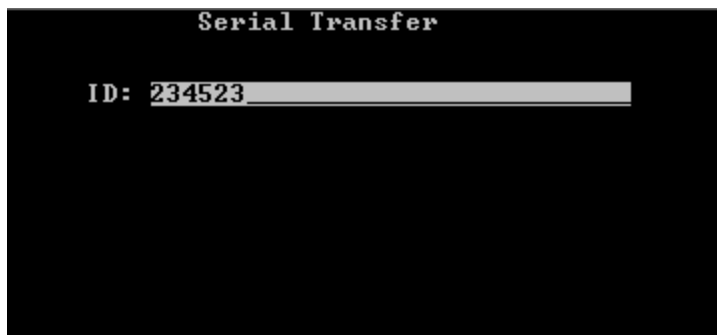
12. When processing is complete, press **Enter**.
13. After exiting the inventory adjustment option, if prompted, confirm whether to send adjustments to the host.



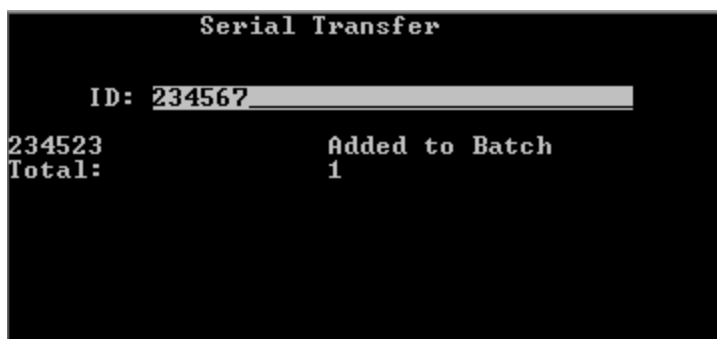
Transfer inventory by serial number

You use **Serial Transfer** to move one or more serialized items to another storage location or to an existing LPN. The move is accomplished by entering the serial numbers that you want to move to the same destination. Serial numbers may be tracked at the LPN, sub-LPN, or detail LPN level.

1. From the Inventory menu, select **Serial Transfer**.
2. Enter the serial number for the inventory to move. The serial number is added to a batch.



3. Continue to enter serial numbers for the inventory that you want to move to the same destination. The **Total** increments with each serial number that you enter.



4. Press **F6-Done**. The Serial Deposit screen is displayed.

5. Enter the identifier (location or existing LPN) in which to deposit the total batch of inventory.



```

Serial Deposit

Dst ID: EPFA127

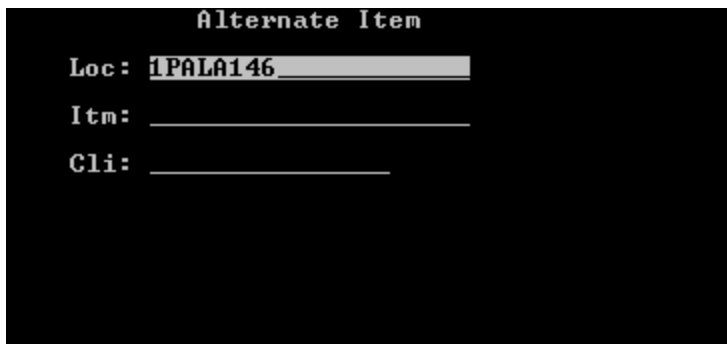
Total:      2

```

Capture an alternate item

You use **Alt Item Capture** to create an alternate identifier for an item. When finished, you will be able to enter the alternate identifier instead of the original identifier whenever the item entry is required.

1. From the Inventory Menu, select **Alt Item Capture**.
2. Enter a location or item.
3. If there are multiple items in the location, select an item.
4. If required, enter the item client.



```


Alternate Item

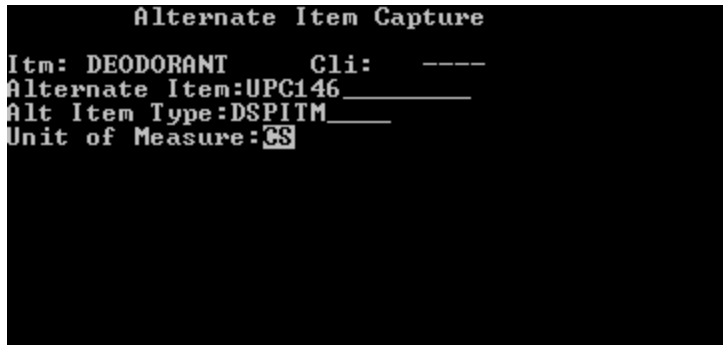
Loc: 1PALA146

Itm:

Cli:

```

5. Enter a new alternate identifier for the item.
6. Enter the type of identifier and the UOM to which the alternate identifier applies. 

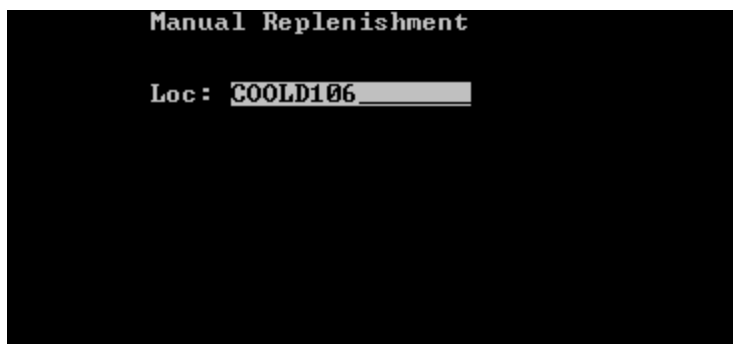


7. If prompted, enter an alternate identifier for a different UOM for the same item, or press **F6-Done**.
8. If prompted, enter an alternate identifier for the next item in the location, or press **F6-Done** to select a different location or item.

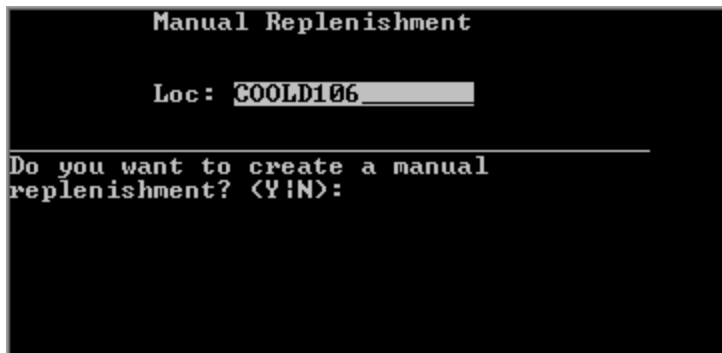
Request a manual replenishment

You use **Manual Replen** when you determine that a location requires a replenishment of an item in the location. In response to the request, the replenishment inventory is allocated and replenishment pick work is added to the work queue. If appropriate based on authorizations, the replenishment pick is displayed for you to perform.

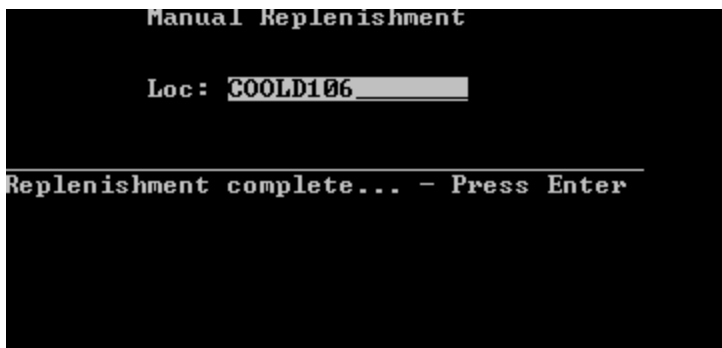
1. From the Inventory Menu, select **Manual Replen**.
2. Enter the location to replenish.




3. Confirm whether to create the manual replenishment.



4. When processing is complete, press **Enter**.



5. If the replenishment pick is displayed, perform the replenishment:

- a. Enter an LPN from the location.  This is required if the location contains multiple LPNs.
- b. If required, enter the item and quantity.

```

Replenish Pick
Loc: 1RCOLA100      Q: 1    PA
ID: ADL02          Itm: AVOCADO
                        Ripened - 3 day
ID: ADL02         Loc:
Itm:
Cli: ----          ToID:
Q: 1              PA
  
```

- c. Enter the deposit location.

```

MRG      Product Deposit
LPN: ADL02
Itm: AVOCADO          Cli:----
Ripened - 3 day expiratio  Q:240
LPN: ADL02

Loc: COOLD106        COOL - COOLC188
Loc: COOLD106
  
```

Putaway to storage

You use **Putaway** to move inventory from a temporary location, such as a pickup and deposit location, to storage.

1. From the Inventory Menu, select **Putaway**.
2. Enter the LPN to put away.

```

Putaway
ID: LPNPB02
  
```

3. Continue entering LPNs to put away, or press **F6-Done**.

4. Go to the deposit location, enter the location, and deposit the displayed inventory.

Note: If the Distribution Deposit screen is displayed instead of the Product Deposit screen, continue with ["Putaway to store locations \(distribution deposits\)" \(on page 103\)](#).

```
MRG      Product Deposit
LPN: LPNPB02
Itm: SOFTSOAP      Cli:----
Softsoap 12 oz.    Q:18
LPN: LPNPB02

Loc: EPFA127      EAPF - EPKC110
Loc: EPFA127
```

Putaway to store locations (distribution deposits)

Distribution deposit is used to move inventory to a location that is reserved for a specific store (customer). Store locations are used to build pallets for shipping. When you pick up a pallet of inventory for distribution, you may be directed to one or more store-specific locations to deposit a quantity of the inventory.

During distribution, you can deposit inventory to an existing LPN, select a different LPN, or create a new LPN in the location. You can also skip a location (**F4-Skip**) and return to it later in the distribution process.

Depending on the item, you may be required to capture a catch quantity for inventory that is deposited.

If you exit the distribution process without completing the distribution (**F6-Done**), you can set the remaining quantity in a pickup and deposit location designated for that purpose. Later, when the inventory is picked up, the distribution is resumed.

1. From the Inventory Menu, select **Putaway**.
2. Enter the LPN that contains the inventory to be put away.

```
Putaway
ID: L00000000013N
```

- Continue entering LPNs to put away, or press **F6-Done**. The Distribution Deposit screen displays the location of the first deposit.

Note: If the Product Deposit screen is displayed instead of the Distribution Deposit screen, then this is not distribution inventory. Continue with ["Putaway to storage" \(on page 102\)](#).

```

      Distribution Deposit
Src: L00000000013N
Itm: MSHIRTXL          Cli: CLIE
Mens Shirt X-Large
Sto: ASTORE001
Loc: PTG101           Ftp: T16H5
ID:                   Q: 40__ CS
LPN: LPN101

```

- Perform one of the following tasks:
 - Deposit the displayed quantity to the displayed LPN.
 - Enter a different LPN and deposit the displayed quantity of inventory to it. If the LPN does not exist, follow the prompts to create it.
- If prompted, continue to the next location, and deposit the displayed quantity of inventory to an LPN.

```

      Distribution Deposit
Src: L00000000013N
Itm: MSHIRTXL          Cli: CLIE
Mens Shirt X-Large
Sto: ASTORE002
Loc: PTG102           Ftp: T16H5
ID:                   Q: 40__ CS
LPN: LPN102

```

- If prompted for a distribution audit, enter the quantity remaining on your equipment. If there is no remaining quantity, enter **0** (zero).


```

Distribution Audit
LPN: L00000000013N
Itm: MSHIRTXL      Cli: CLIENTA
Mens Shirt X-Large
Ftp:
Q:  2  _

```

7. Continue with directed putaway to deposit remaining inventory, if any.

Note: If the quantity matches what is expected, then any remaining quantity is directed to a storage location. If the quantity does not match what is expected, you may be directed to an exception location where the discrepancy can be resolved.

View location contents

You use **Location Display** to view the details of a location, including its status, items, quantities (current, pending, and committed), and capacity (used, pending, and maximum). Pending quantity is that which is being directed to the location, such as a replenishment or putaway. Committed quantity is that which has been allocated for an order, work order, or replenishment.

When a location is displayed, you can use function keys to generate (**F8**-Gen Rpl) or perform (**F6**-Perf Rpl) a replenishment for the location. See ["Inventory process function keys" \(on page 80\)](#).

1. From the Inventory Menu or Tools Menu, select **Location Display**.
2. Enter a location and then view the contents.

```

Location Display
Loc: COOLD106
Sts: Partial  Itm: AVOCADO
Inventory      Capacity
  Curr Q: 1440  Code: Pallet
  Pend Q: 240   Used: 6
Commit Q: 0     Pend: 1
                  Max: 7

```

Transfer client ownership

You use **Clt Ownshp Tranf** to transfer inventory from one client to another client, from one item to another item, and from one footprint to another footprint. When you transfer inventory, you enter a reason and comment for why the transfer was made. If the transfer is successful, the application records the deletion of the original inventory and the creation of the new inventory.

You cannot perform a transfer on inventory that is allocated, picked, pending a move, associated with a distribution, or in a location with an active cycle count in progress. In addition, a transfer is not allowed if doing so would violate mixing restrictions that are configured for the location.

1. From the Inventory Menu, select **Clt Ownshp Tranf**.
2. Enter the LPN for the inventory to transfer. The item, client, and footprint for the LPN are displayed.

```

Client OwnShp Tranf
ID:CASE1SER01_____ Itm: TUMAG52_____
Cli:----- Ptp:T2H1_____
To Itm:_____ To Cli:_____
To Ptp:_____ Reason:_____

```

3. Enter the new item, client, or footprint.
4. Enter the reason for the change.
5. Confirm whether to complete the changes.

```

Client OwnShp Tranf
ID:CASE1SER01_____ Itm: TUMAG52_____
Cli:----- Ptp:T2H1_____
To Itm:_____ To Cli:CLIENTA_____
To Ptp:T2H1_____ Reason:ERROR_____

Ok to Change Client? <Y/N>:

```

Chapter 8. RF cycle count

You use RF Cycle Count Menu options to perform inventory counting procedures in the warehouse.

Counting process function keys

The following function keys are available during inventory counting processes. For information on commonly used function keys, see ["RF function keys" \(on page 9\)](#).

F2-Next

When the item information is displayed for an identifier, you use **F2-Next** to display the next screen of item information. For example, if an LPN contains multiple items or an item of multiple lots or footprints, the item information is displayed one screen at a time for each item, lot, or footprint.

F3-Add

During a manual count, you use **F3-Add** to display the Inventory Adjust Identify screen. You use this screen to add an item quantity into the location. See ["Add unidentified inventory to a location" \(on page 93\)](#).

F4-Delete

When performing a count or audit, you use **F4-Delete** to clear the entry in the identifier field.

F6-Done

When performing a count or count audit, you use **F6-Done** to indicate that the count or audit is complete. The application processes inventory adjustments, if any, and completes the count or audit.

F8-Display

When performing a count or audit, you use **F8-Display** to display the item footprint.

Perform a summary cycle count of a location

You use **Cycle Count** to perform a scheduled cycle count of inventory in a location or on storage transport equipment. If the quantity that you count does not match the expected quantity, then you may be prompted to re-enter the quantity. If the quantity is still discrepant, a count audit may be generated, depending on the configuration of the Cycle Count count type.

You use the following procedure to perform a cycle count that is configured to be a summary count. A summary count requires you to enter an item quantity for the location. If the count type is configured to be a detail count, see ["Perform a detail cycle count of a location" \(on page 109\)](#).

1. From the Cycle Count Menu, select **Cycle Count**.
2. Enter a count batch or location for the cycle count.

Note: If the count is for storage transport equipment, the location is the dock door at which the equipment is parked.

```

Cycle Count Entry

Count Batch: _____
          Loc: BULK117_____
Count Zone:  _____

```

3. If required, enter the count zone.
4. Enter the location to verify the location to be counted.

```

Cycle Count

Count Location: BULK117
Verify Location: BULK117_____

```

5. Enter the item to count, and if required, the item client.

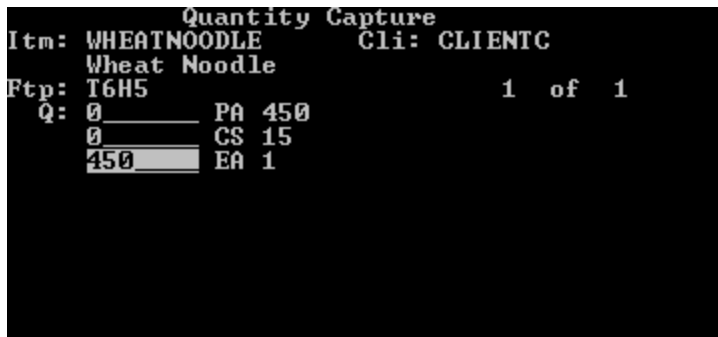
```

Cycle Count
Loc: BULK117
Itm: WHEATNOODLE_____ Cli: CLIENTC

```

6. Enter the quantity of the item in the location.

Note: You can enter the quantity by UOM, based on the item footprint; such as 1 pallet, 2 cases, and 3 eaches.



7. If prompted to re-enter the quantity, press **Enter** and then enter the quantity again. If the re-entered quantity still does not match the expected quantity, then depending on the count configuration, an audit (detailed) count is generated.
8. If prompted to count another item in the location, enter the item information and quantity, or if there are no more items to count, press **F6-Done** to complete the count in the location.
9. If prompted to acknowledge the count, press **Enter**.
10. Confirm whether to complete the count.

Perform a detail cycle count of a location

You use **Cycle Count** to perform a scheduled cycle count of inventory in a location or on storage transport equipment. If the quantity that you count does not match the expected quantity, then typically the discrepancy is logged and a count audit may be generated, depending on the configuration of the Cycle Count count type.

You use the following procedure to perform a cycle count that is configured to be a detail count. A detail count requires you to enter an item quantity for each LPN in the location. If the count type is configured to be a summary count, see ["Perform a summary cycle count of a location" \(on page 107\)](#).

1. From the Cycle Count Menu, select **Cycle Count**.
2. Enter a count batch or location for the cycle count.

Note: If the count is for storage transport equipment, the location is the dock door at which the equipment is parked.

```

Cycle Count Entry

Count Batch: _____
           Loc: 2PALA11 _____
Count Zone: _____

```

3. If required, enter the count zone.
4. Enter the location to verify the location to be counted.

```

Count Audit

Audit Loc: 2PALA11
Count Batch: CNT0000017
           Loc: 2PALA11 _____

```

5. Enter an LPN, and then verify the item information.

```

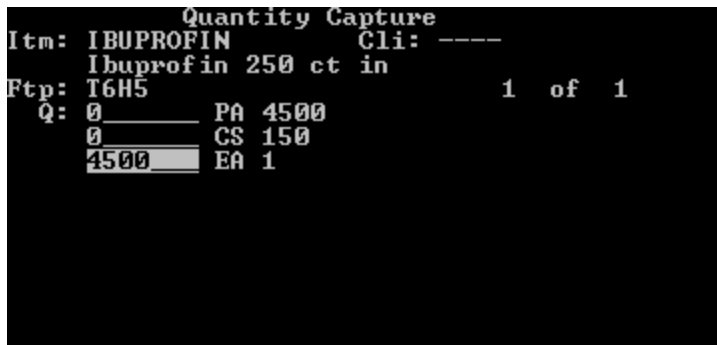
Count Adjustment

ID: LIT101 _____ U/P: 1 U/C: 150
Itm: IBUPROFIN _____ Ibuprofin 250 ct i
Sts: A Cli: _____ Org: ----
Man Date: _____ Exp: _____
Lot: 1 _____ SLot: _____ Sup: _____
Rev: ----

```

6. Enter the item quantity for the LPN.

Note: You can enter the quantity by UOM, based on the item footprint; such as 1 pallet, 2 cases, and 3 eaches.



7. If prompted to re-enter the quantity due to a discrepant count, perform the recount:
 - a. Press **Enter**.
 - b. Re-enter the item and quantity.
8. Enter the next LPN and item quantity, or if there are no more LPNs to count, press **F6-Done** to complete the count.
9. Confirm whether to complete the count.

Perform a count audit

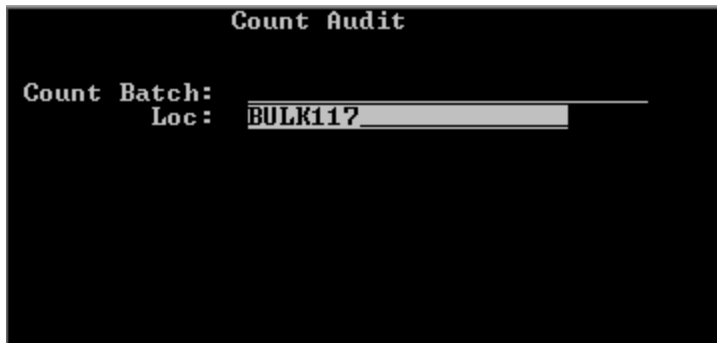
You use **Count Audit** to perform a scheduled count audit, which is typically generated when the result of a cycle count or manual count does not match the expected quantity. Depending on the count configuration, the operator that performed the discrepant cycle (or manual) count may not be allowed to perform the count audit for the same location.

During a count audit, you enter each significant identifier (LPN, sub-LPN, or detail LPN) at a location, and verify or modify the quantity of each identifier. You can add unexpected (unknown) inventory by adding a new LPN or by adding an item quantity to an existing LPN. When the count audit is complete, the application logically moves any inventory that was not identified during the audit to either a Lost location or an adjustment location, depending on configurations.

IMPORTANT: When you perform a count audit, you must count all of the inventory in the location before completing the audit. The application updates the item quantity in the location based on the quantities entered for the location during the count audit.

1. From the Cycle Count Menu, select **Count Audit**.
2. Enter the location that requires a count audit.

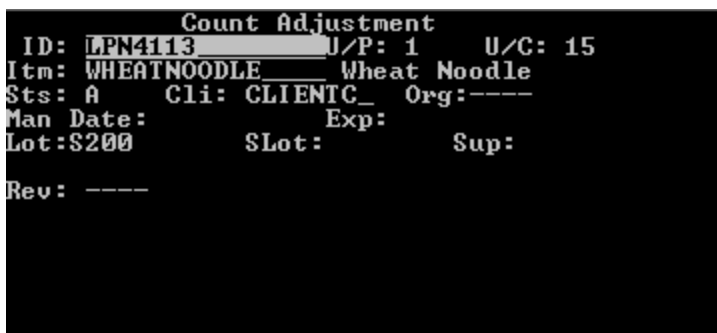
Note: If the count audit is for storage transport equipment, the location is the dock door at which the equipment is parked.



3. Enter the LPN, sub-LPN, or detail LPN depending on the LPN level of the inventory in the location.



Note: You can press **F2-Next** to display the next LPN to count, until there are no more LPNs to count in the location.



4. If the application finds the LPN in another location, press **Enter**, and then enter a different LPN.

Note: If the application finds the LPN is another location, then you would have to move (logically) the LPN to the current location so it can be counted. See ["Move a full LPN quantity" \(on page 84\)](#).


5. If the LPN does not exist and you want to add it:
 - a. When prompted, type **Y** to create the inventory.
 - b. Enter the item client.
 - c. Confirm the LPN and, if required, the handling unit information.
 - d. Enter the item, item attributes, and quantity. The LPN is added to the location.

6. If the LPN exists in the location:
 - a. Verify the item information.
 - b. Enter the item quantity for the LPN.

Note: You can enter the quantity by UOM, based on the item footprint; such as 1 pallet, 2 cases, and 3 eaches.

```

Quantity Capture
Itm: WHEATNOODLE      Cli: CLIENTC
Wheat Noodle
Ftp: T6H5              1 of 1
Q: 1 PA 450
  0 CS 15
  0 EA 1
  
```

- c. If the quantity is less than the expected quantity, then if prompted, enter a reason for the adjustment. 

Note: If the application is configured to move deleted inventory to a Lost location or adjustment location, then the reason fields will not be displayed since the actual adjustment will not take place during the count audit.

7. Enter the next LPN and item quantity to count, or if there are no more LPNs to count, press **F6**-Done.
8. Confirm whether to complete the count audit.

```

Count Adjustment
ID: _____ U/P: 0   U/C: 0
Itm: _____
Sts: A      Cli: _____ Org:-----
Man Date:   Exp:
Lot: S200    SLot:      Sup:
OK To complete this count audit? (Y|N):
  
```

- When the audit is complete, press **Enter**.

```

Count Adjustment
ID: _____ U/P: 0 U/C: 0
Itm: _____
Sts: _____ Cli: _____ Org: _____
Man Date: _____ Exp: _____
Audit Completed Successfully - Press
Enter

```

Perform a summary manual count

You use **Manual Count** to count the inventory on an LPN, in a location, or on storage transport equipment. If the quantity that you count does not match the expected quantity, then typically the discrepancy is logged and a count audit may be generated, depending on the configuration of the Manual Count count type.

You use the following procedure to perform a manual count that is configured to be a summary count. A summary count requires you to enter an item quantity for the LPN or location. If the count type is configured to be a detail count, see ["Perform a detail manual count" \(on page 116\)](#).

Note: During a manual count, in addition to counting the inventory in the location, you can press **F3-Add** to identify inventory that you want to adjust into the location. See ["Counting process function keys" \(on page 107\)](#).

- From the Cycle Count Menu, select **Manual Count**.
- In the **ID** field, enter the location, LPN, sub-LPN, or detail LPN to count.

Note: If the count is for storage transport equipment, the location is the dock door at which the equipment is parked.

IMPORTANT: The identifier in the **ID** field represents the entity that you are going to count. For example, if you enter a location, then the item quantity that you enter should be for the entire location. If you enter an LPN, then the item quantity that you enter should be for the LPN only.

```

Manual Count
ID: 1CASB202

```

3. Enter the item and, if required, item client, to count for the identifier that you selected.

```

Cycle Count
Loc: 1CASB202
Itm: COFFEE      Cli: 

```

4. Enter the quantity of the item for the identifier that you entered earlier in the **ID** field.

```

Quantity Capture
Itm: COFFEE      Cli: ----
Coffee 12 ounce
Ftp: T5H4              1 of 1
Q: 0 PA 2000
  0 CS 100
  30 EA 1

```

5. If the quantity matches the expected quantity, enter the next item to count, or if there are no more items to count, press **F6-Done** to complete the count for the identifier.
6. If a discrepancy is found in the count, press **Enter**, and then perform the detail count:

Note: The detail count must be completed for the entire location, not just the identifier specified in the **ID** field.

- a. Enter an LPN in the location. The item information is displayed.

```

Count Adjustment
ID: CONS003      U/P: 1      U/C: 100
Itm: COFFEE      Coffee 12 ounce
Sts: A      Cli: ----      Org: ----
Man Date:      Exp:
Lot: ----      SLot:      Sup:
Rev: ----

```

- b. Enter the item quantity for the LPN.

```

Quantity Capture
Itm: COFFEE      Cli: ----
Coffee 12 ounce
Ftp: T5H4      1 of 1
Q: 0      PA 2000
0      CS 100
120      EA 1

```

- c. Continue with entering the next LPN and item quantity, until you have counted all of the LPNs in the location.
- d. Press **F6**-Done.
- e. When prompted, complete the count.

Perform a detail manual count

You use **Manual Count** to count the inventory on an LPN, in a location, or on storage transport equipment. If the quantity that you count does not match the expected quantity, then typically the discrepancy is logged and a count audit may be generated, depending on the configuration of the Manual Count count type.

You use the following procedure to perform a manual count that is configured to be a detail count. A detail count requires you to enter an item quantity for each LPN in a location. If the count type is configured to be a summary count, see ["Perform a summary manual count" \(on page 114\)](#).

Note: During a manual count, in addition to counting the inventory in the location, you can press **F3-Add** to identify inventory that you want to adjust into the location. See ["Counting process function keys" \(on page 107\)](#).

1. From the Cycle Count Menu, select **Manual Count**.
2. Enter the location, LPN, sub-LPN, or detail LPN to count.

Note: If the count is for storage transport equipment, the location is the dock door at which the equipment is parked.

```

Manual Count
ID: 1PALA104

```

3. Enter an LPN and then verify the item information.

```

Count Adjustment
ID: 20111 U/P: 1 U/C: 6
Itm: TOYTRUCK Truck with Trailer
Sts: A Cli: Org:
Man Date: Exp:
Lot: SLot: Sup:
Rev:

```

4. Enter the item quantity for the LPN.

```

Quantity Capture
Itm: TOYTRUCK Cli:
Truck with Trailer
Ftp: T5H4 1 of 1
Q: 0 PA 120
10 CS 6
0 EA 1

```

5. If prompted to re-enter the quantity due to a discrepant count, perform the recount:
 - a. Press **Enter**.
 - b. Re-enter the item and quantity.
6. Enter the next LPN and item quantity, or if there are no more LPNs to count, press **F6-Done** to complete the count.
7. When prompted, confirm the completion of the count.

Perform count by LPN

Count by LPN is a counting process that prompts you to enter each of the LPNs in a location, without entering other information such as item, item attributes, and quantity. When you enter an LPN, the application counts the number of items, including mixed items, on the LPN.

IMPORTANT: You are prompted to count by LPN only if the count type and the count zone are configured for count by LPN.

The count by LPN configuration determines the LPN level (LPN, sub-LPN, or detail LPN) that you must enter during the count. The required LPN level may differ by count zone.

Note: A serial number is not a supported LPN to enter during the count.

- If the detail LPN is required, you must enter the detail LPN.
- If the sub-LPN is required, you count a sub-LPN by entering either a detail LPN or sub-LPN, but not the LPN.
- If the LPN is required, you count an LPN by entering either a detail LPN, sub-LPN, or LPN.

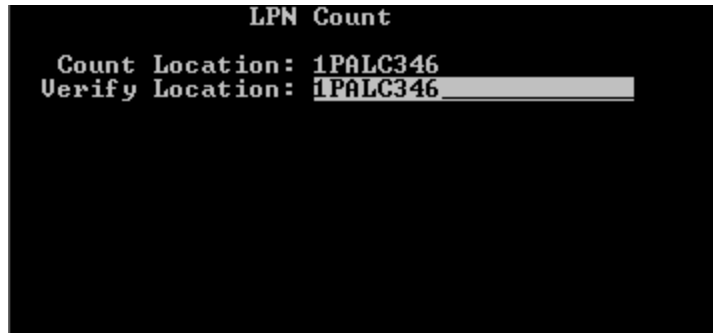
For count by LPN, a discrepancy occurs when you enter an unexpected LPN or fail to enter an expected LPN. If a discrepancy occurs, a count audit is generated for the location.

1. From the Cycle Count Menu, select a count type, such as **Cycle Count** or **Manual Count**.

Note: Count Near Zero and Cancel Pick Counts can also be configured for count by LPN.

2. Perform one of the following tasks:

- For a cycle count, enter the location to count and the count zone if required, and then verify the location.

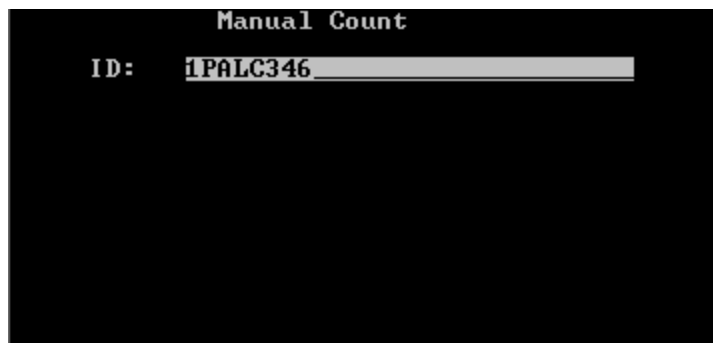


LPN Count

Count Location: 1PALC346

Verify Location: 1PALC346

- For a manual count, enter an identifier.

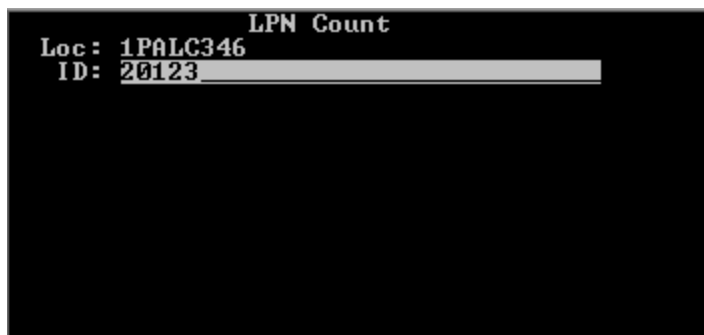


Manual Count

ID: 1PALC346

3. Enter an LPN to count, based on the LPN level required in the count zone.

Note: If you enter an unexpected LPN, a message indicates the entry of an invalid identifier.

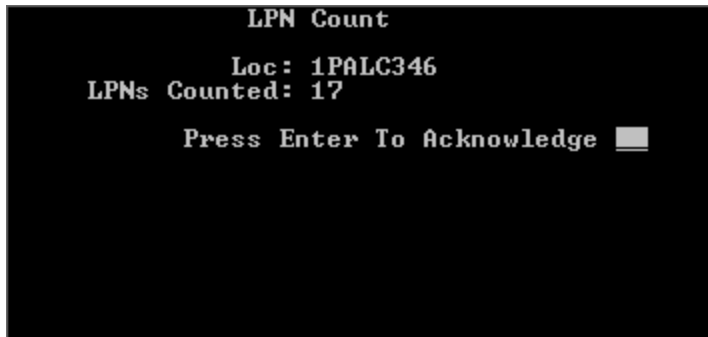


LPN Count

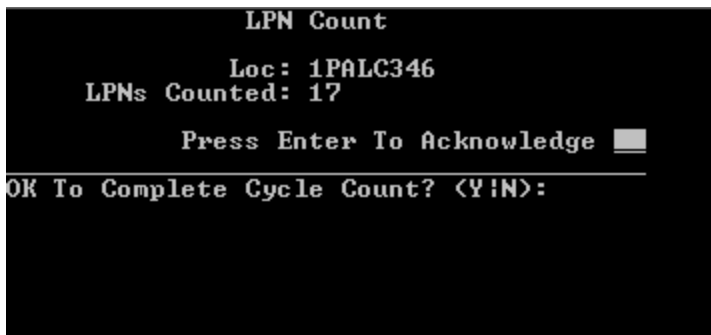
Loc: 1PALC346

ID: 20123

4. Continue to enter each LPN that you find in the location.
5. When finished, press **F6**-Done.
6. Press **Enter** to acknowledge the number of LPNs counted.



7. Confirm whether to complete the count.



Chapter 9. RF picking

You use RF Picking Menu options to perform procedures related to picking inventory for work orders and shippable orders.

Picking process function keys

The following function keys are available during RF picking processes. For information on commonly used function keys, see ["RF function keys" \(on page 9\)](#).

F3-Chg Pos

During outbound pallet building, you use **F3-Chg Pos** to override the directed pallet position when moving a case onto a pallet during pallet build operations. This may be done, for example, if the case is heavy and should not be added to the top layer of the pallet. When you press **F3-Chg Pos**, the cursor moves to the **Pallet Position** field for you to enter a different pallet position and start a new pallet.

F3-Location Display

You use **F3-Location Display** to view the details of a location, including its status, items, quantities (current, pending, and committed), and capacity (used, pending, and maximum). See ["View location contents" \(on page 205\)](#).

This function is available during picking when a pick location is displayed.

```

Location Display
Loc: 1CASE101
Sts: Partial   Itm: PEAS
Inventory      Capacity
  Curr Q: 3420   Code: Pallet
  Pend Q: 0      Used: 1
  Commit Q: 0    Pend: 0
                  Max: 15

```

F4-OvrLoc

During a directed deposit (such as a directed putaway or directed deposit of picked inventory), you use **F4-OvrLoc** to override the displayed deposit location. This option is available when the Product Deposit screen is displayed. During the override, you must select an override location code, which determines whether the status of location is changed as a result of the override. You can enter a new location or leave the location field blank to be directed to a location.

```

Override Location
LPN: RCU6LPN
Loc: 1PALA102
Override Code: JS
Loc:
Blank for Any Loc

```

F4-Skip (pick)

During work assignment picking and carton picking, you use **F4-Skip** to skip the currently displayed pick. When you skip a pick, the skipped pick and all picks for the same item in the location are moved to the end of the work assignment, and the next pick is displayed. The number of times a pick can be skipped before being cancelled is defined by the pick cancellation configuration.

F4-Split

During outbound pallet building, you use **F4-Split** to direct the remaining cases on an LPN to a new or existing pallet in another position. Typically done when all the cases on your LPN will not fit on one pallet. See ["Build pallets for shipping" \(on page 134\)](#).

The function key displays fields for you enter the each quantity (of the number of cases) to deposit.

F5-Change To ID

During work assignment picking and carton picking, you use **F5-Change To ID** prior to advancing to the **ToID** field to clear it, so that you can enter a different ID on which to place the current pick.

F6-Done

During outbound pallet building, you use **F6-Done** to complete a pallet when no more cases can be added to the pallet. During picking (except carton picking), you use **F6-Done** to advance to the next process, such as inventory deposit.

F6-Perf Rpl

When prompted with an inline replenishment or while viewing a Location Display, you use **F6-Perf Rpl** to perform replenishment picks that are pending to the location.

```

Replenish Pick
Loc: 1RCOLA101      Q: 1      PA
ID: ADL04           Itm: AVOCADO
                        Ripened - 3 day
ID: ADL04           Loc:
Itm:
Cli: ----           ToID:
Q: 1               PA

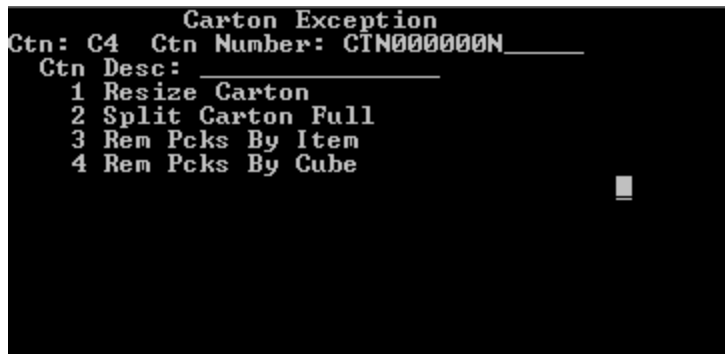
```

F8-Carton Exception

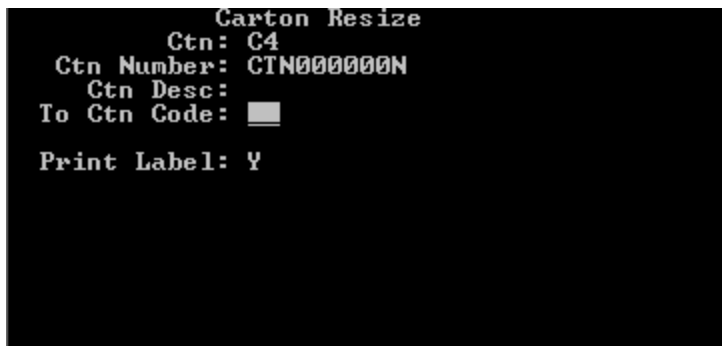
When picking to a carton, you use **F8-Carton Exception** to indicate that a carton is full. You can then select an option to re-size the carton, split the carton picks to another carton, and view the remaining picks by item or cubic volume.

Note: If your role allows only one option, then the Carton Exception screen is not displayed. Instead, the application automatically performs the appropriate action and displays the original screen.

The Carton Exception screen provides the following options:



- **Resize Carton:** Displays the Carton Resize screen where you can select a different carton and print a new carton label, if desired.



- **Split Carton Full:** Completes the carton that is full and splits the remaining picks into a new carton with a new work assignment and carton ID.
- **Rem Pcks By Item:** Displays the remaining picks by quantity, UOM, item, and item description.

```

Rem Pcks By Item
  Ctn: C4
Ctn Desc:
3 EA BATTERIESD
Batteries Size D

```

- **Rem Pcks By Cube:** Displays the remaining picks by cubic volume, including the carton volume, volume of the completed picks, and volume of the remaining picks.

```

Rem Pcks By Cube
  Ctn: C4
  Ctn Desc:
  Ctn Vol: 900.0ft3
Cmp Pick Vol: 3ft3
Rem Pick Vol: 3ft3

```

F9-Summary

You use **F9-Summary** to display the details of the current pick. Pick details include the quantity, weight, and cubic volume of the pick, goal time to complete the pick (applicable if integrated with Warehouse Labor Management), handling unit type, and carton code (applicable for carton picks).

```

Pick Summary
Tsk: WRK0000000AE
Work Zone: EPKA085

Quantity: 1      Cube: 230.4
Weight: 0.5      Goal Time: ::
HU Typ:          Ctn Code:

```

Picking process inline prompts

During picking, you may be prompted for the following information, depending on what has been configured for your application.

Count back

Count back is a process that requires you to count the quantity remaining in a location or on an LPN after a pick is performed. A count back is required for certain items and locations, and must be performed by authorized users. Depending on configuration, you may be prompted to enter the quantity either in a single UOM or for all the item footprint UOMs. In addition, you may be prompted to select another footprint. To complete a count back, press **F6-Done**.

Depending on the pick zone configuration, you may be prompted to count back the entire quantity of the picked item remaining in the location.

```

Count Back
Tsk:WRK000000009N      Lot:
Loc:1CPFC305           Org:
LPN:6026               Rev:
Itm: PAINTMIX          Cli: ----
  Q:18                 Ftp: T4H3
Rem Qty:               EA

```

```

Count Back
Tsk:WRK000000009N      Lot:
Loc:1CPFC305           Org:
LPN:6026               Rev:
Itm: PAINTMIX          Cli: ----
  Q:18                 Ftp: T4H3
Rem Qty:2             EA

```

Handling unit type

If inventory is associated with a handling unit, then when prompted, identify the handling unit type and (if required) its unique identifier. This prompt occurs if Inventory handling unit tracking is enabled for the warehouse.

```

Handling Unit Identify
HU Typ: WHIT
Confirm HU:
To ID: LPN45MR

```

Load preparation

If LPN attributes are enabled, then follow the prompts to prepare the LPN and confirm the required attributes.

```

Load Preparation
LPN: 10211
Pending Requirements:
  Wrap
  Label 4 Sides
Press F6 to continue load preparation █

```

```

Load Preparation
LPN: 10211
Pending Requirements:
  Wrap
  Label 4 Sides
Has the load been fully prepared? <Y/N>:

```

Order and order line notes

If notes have been added to an order or order line, a configuration determines whether the notes are automatically displayed.

During picking, an asterisk (*) on the Product Pickup screen indicates that a note is available to view. If the note is not displayed automatically, you can press **Esc F1**-Show Notes to display the note.

```

Order Pick *
Loc: 1PALB211      Q: 1    PA
ID:                Itm: FIRECRACKER
                   Firecrackers red
ID: LDON01         Loc:
Itm:
Cli: ----         ToID:
Q: 1              PA

```

If a note displays multiple pages (such as "1 of 4"), press **F2**-Next to display the next note; press **F5**-Mov Back to display the previous note.

```

      Order Notes Display
      01ORDNOTE   Cli: ----
Itm: FIRECRACKER   0001
Dsc: Firecrackers red white blue
Stack 2 high ONLY!
Keep dry and out of direct sunlight! Che
ck for tampering.
Enter to Continue           1 of 1

```

When finished viewing a note, press **Enter** to continue with the pick.

Workflows

A workflow is a process that is typically displayed inline with your work, depending on the workflow type (inbound, outbound, equipment, production, background, and RF operator) and exit point (point at which the workflow is displayed).

For most workflows, you are prompted to confirm the workflow, and may be prompted to perform one or more instructions. For background workflows, an action takes place without operator input. For example, a background workflow may be configured to print a label when a carton is complete or a bill of lading when the last outbound shipment has been loaded onto transport equipment.

If a workflow is displayed, follow the prompts to acknowledge the workflow and respond to any instructions.

```

      Confirm Workflow
      ID: 10112
      Itm: SHAMPOO      Cli: ----   Q:120
Insert Spacer
Confirm? (Y/N):

```

```

      Confirm Workflow Instruction
      ID: 10112
      Q: 120
Insert Spacer
Insert a spacer between pallets.
Flow Ins Acknowl... - Press Enter

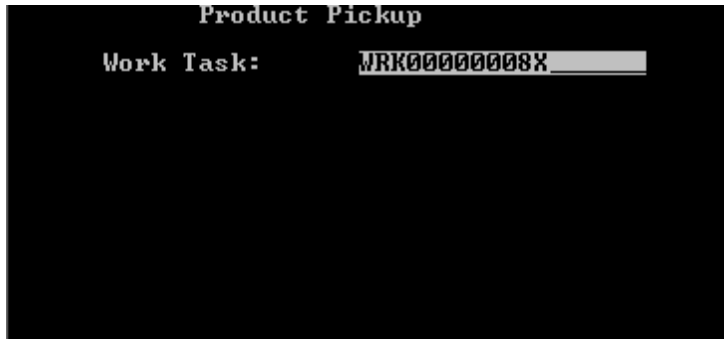
```

Pick inventory

You use **Pick Product** to pick and deposit inventory for an order or work order.

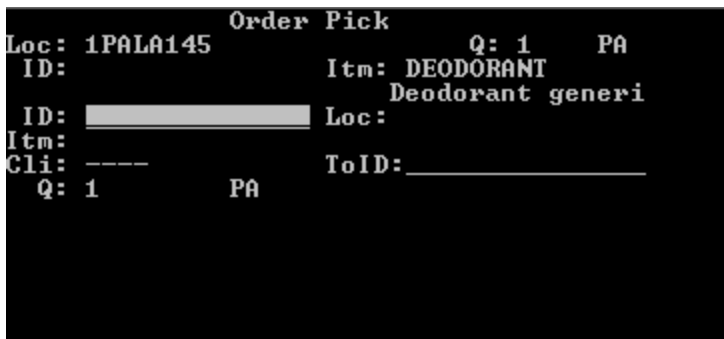
Depending on configuration, if there are multiple LPN-level (pallet) picks from the same location, the Product Pickup screen displays the pallet quantity that you can pick at once.


1. From the Picking Menu, select **Pick Product**.
2. Enter the work task identifier; this is typically a barcode and identifier found on the pick label or paper pick list.



3. When the location of the pick is displayed, go to the location.

Note: If the inventory is on storage transport equipment, the location is the dock door at which the equipment is parked



4. If required, enter an LPN, sub-LPN, or detail LPN from the location.  This is required if the location contains multiple LPNs.
5. Enter the item information and quantity.
6. If required, enter the LPN on which the pick is placed. This is required when picking sub-LPNs and detail LPNs. For the first pick, this is a new LPN; subsequent picks can be added to it.
7. If prompted to enter another work task, then do so and continue picking or press **F6**-Done to deposit the inventory.

Note: If you do not pick the total quantity required, the work reference for the initial pick is displayed until you confirm or cancel the pick for the remaining inventory.

8. If directed to a deposit location, go to the location, enter the location, and deposit the LPN. If you have multiple LPNs, continue to deposit each LPN as directed.

Note: Depending on configuration, if all the inventory on an LPN is going to the same location, you can deposit all the sub-LPNs or detail LPNs at once. If any of the sub-LPNs or detail LPNs are destined for a different location, then you must confirm each sub-LPN or detail LPN to deposit it.

```
MRG      Product Deposit
LPN: 10111
Itm: SHAMPOO      Cli:----
Shampoo 24oz      Q:120
LPN: 10111

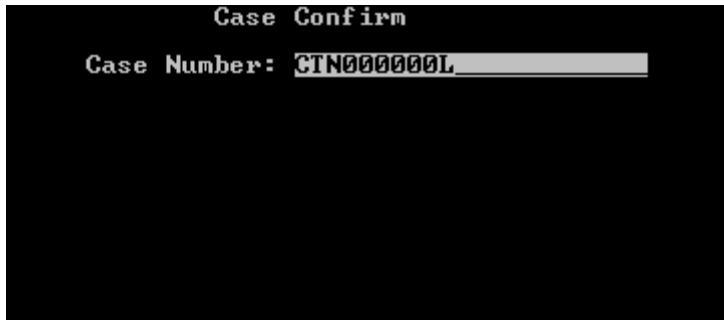
Loc: 1SS01      1SSTG - 1RCUSHP065
Loc: 1SS01
```

9. If directed to transport equipment at a dock door (fluid loading), perform one of the following tasks:
 - Select a ship staging location and deposit the inventory.
 - Load the inventory on the transport equipment:
 - a. Enter the dock door location.
 - b. Enter the document numbers.
 - c. Enter the stop.
 - d. If prompted, confirm whether the stop is complete.

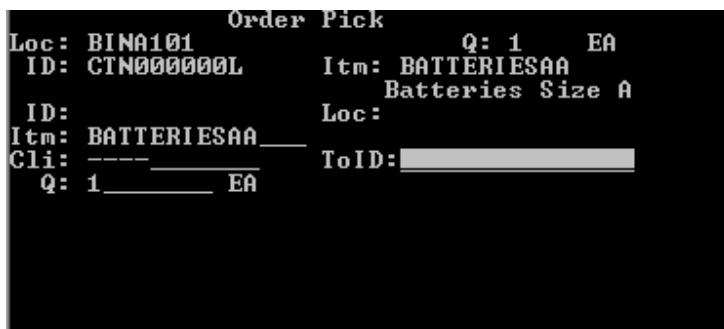
Confirm picks to a carton

You use **Sub-LPN Confirm** to confirm all of the picks that were pre-assigned to a specific carton.

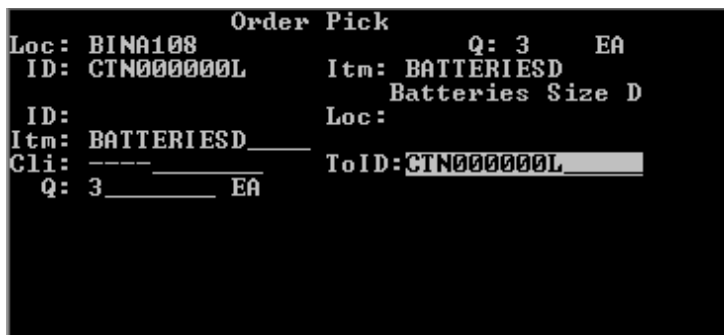
1. From the Picking Menu, select **Sub-LPN Confirm**.
2. Enter the carton identifier to confirm.



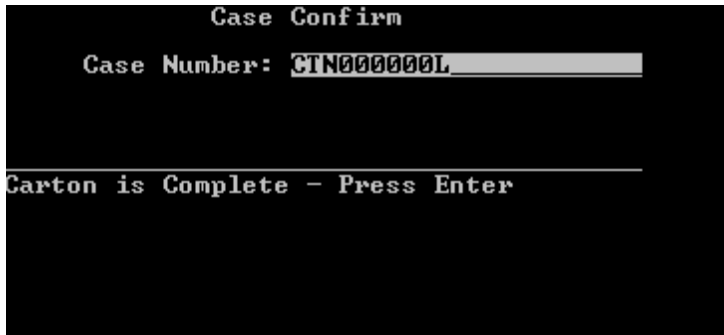
3. When prompted to pick inventory, go to the displayed location.
4. Pick the required quantity.
5. Enter the required information. Required information may include the item, location, quantity, and item attributes for the inventory that is picked.



6. Enter the carton in which you placed the pick.
7. If the next pick is displayed, continue picking to the carton.



8. When prompted to confirm the carton (case), press **Enter**.



9. If you are directed to a deposit location, go to the location, enter the location, and deposit the carton.

Note: You are not directed to a deposit location if the application has been configured to auto-deposit completed cartons. Auto-deposit is used to bypass the deposit screen, which may be useful, for example, when the deposit location is always a conveyor or the next movement zone in the path.


Unpick inventory

You use **Unpick** to unpick a full or partial LPN of picked inventory. After inventory is unpicked, you must take it to an appropriate deposit location, which will vary depending on configuration and the reason for unpicking the inventory.

1. From the Picking Menu, select **Unpick**.
2. Enter the LPN to unpick.
3. Select whether to unpick a partial quantity.



4. To unpick a partial quantity:
 - a. Confirm the item information.
 - b. Enter the quantity to unpick.
 - c. Enter the LPN to which you will deposit the unpicked inventory.

5. Enter the pick cancellation code. 

```

Unpick
ID: 1010          Cli: ----
Itm: DEODORANT    Lot: ----
Org: ----        Rev: ----  Sup: ----
Q: 100           EA       C Q: 0.000000
Destination Load
Cancel Code: C-RA

```

6. Confirm that the inventory has been unpicked.
7. If prompted to unpick another LPN, continue unpicking or press **F6-Done** to deposit the unpicked inventory.
8. When prompted to put away inventory, select the type of putaway.
9. Go to the location, enter the location, and deposit the LPN.

Pick inventory to cartons (summary)

You use **Carton Pick-Sum** to pick inventory into one or more cartons. With this option, picks for the same item in one location are summarized into one pick, and you are directed to deposit the pick into separate cartons.

Note: If you require a separate pick for each carton and quantity, use **Carton Pick** instead of **Carton Pick-Sum**. See ["Pick inventory to cartons" \(on page 139\)](#).

1. From the Picking Menu, select **Carton Pick-Sum**.
2. Enter the carton identifier.

```

Build Batch


Carton Number: CTN000000H
Ctn Code:

CTN000000G      Added to Batch

```

3. Continue to enter the rest of the cartons in the batch. A batch consists of all the cartons that you want to pick to as you move from one pick location to the next.
4. When you are finished adding cartons to the batch, press **F6-Done**.
5. When prompted to pick inventory, go to the displayed location.

6. Pick the required quantity.

7. Enter the item and quantity information. 

```

Order Pick
Loc: BINB210      Q: 2  EA
ID:              Itm: PHONECHARGER
                  QCP2035C
ID:              Loc:
Itm: PHONECHARGER
Cli:             ToID:
Q: 2 EA
  
```

8. Perform one of the following tasks:

- If the entire pick quantity is for a single carton, on the Order Pick screen, enter the carton in the **ToID** field.
- If picking to multiple cartons, on the Deposit screen, enter the carton in the **Sub** field.

```

Deposit
Sub:              CTN000000F
Pick Quantity: 1
Tsk:              WRK000000097
Sub:              CTN000000F
  
```

9. Continue to deposit the next displayed quantity to the next displayed carton.

10. When prompted, complete the carton.

```

Build Batch

Carton Number: CTN000000G
Ctn Code:      C4

Carton Is Complete - Press Enter
  
```

11. Continue picking and depositing a quantity to each carton that requires it.

```

Order Pick
Loc: BINB230      Q: 1      EA
ID: CTN0000000H  Itm: CDPLAYER
                  CDPlayer Portabl
ID:              Loc:
Itm: CDPLAYER
Cli: ----        ToID: CTN0000000H
Q: 1            EA

```

12. When all cartons are complete, complete the batch.

```

Build Batch

Carton Number: CTN0000000H
Ctn Code:      C4

Batch is Complete - Press Enter

```

13. If prompted, select the carton to deposit.

Note: You are not directed to a deposit location if the application has been configured to auto-deposit completed cartons. Auto-deposit is used to bypass the deposit screen, which may be useful, for example, when cartons are always deposited to a conveyor.

14. If you are directed to a deposit location, go to the location, enter the location, and deposit the carton.

Build pallets for shipping

You use **Pallet Building** to build pallets of picked inventory so that the pallet is ready to ship. This option is typically performed in a pallet build staging lane or a shipping lane that is configured for pallet building.

Notes:

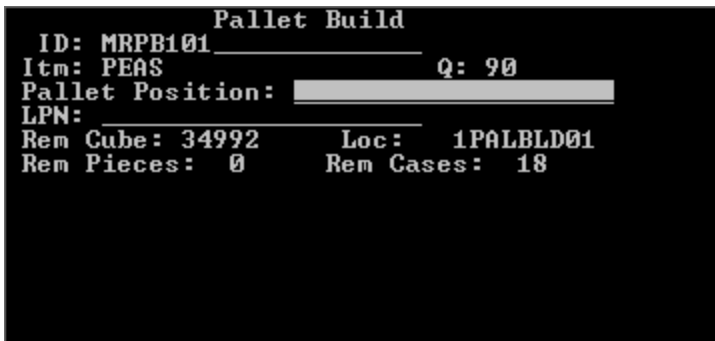
- Only one uncompleted LPN is allowed in each pallet position.
- Pallet build consolidation rules determine which inventory can be combined on a pallet, such as by order, shipment, or transport mode. The application does not allow inventory to be deposited to a pallet if doing so would violate a consolidation rule.

1. From the Picking Menu, select **Pallet Building**.
2. Enter the pallet build staging location that contains the picked inventory.



The screenshot shows a terminal window titled "Pallet Build". Below the title, the text "Loc: 1PALBLDSTG01" is displayed, with the location code underlined.

3. Enter the LPN or sub-LPN of picked inventory to add to a pallet. The item and quantity information, and pallet build location are displayed. If inventory can be added to an existing pallet, the pallet position is also displayed.



The screenshot shows a terminal window titled "Pallet Build" with the following information displayed:

```

ID: MRPB101
Itm: PEAS                      Q: 90
Pallet Position: 
LPN: 
Rem Cube: 34992      Loc: 1PALBLD01
Rem Pieces: 0        Rem Cases: 18
  
```

4. If a pallet position is not displayed, enter a pallet position.

Notes:

- Pallet positions are defined in the application, and typically correspond to the places that you have marked on the floor of your warehouse where you build pallets. A pallet build location can have many pallet positions, each holding one pallet at a time. For example, if a location contains 10 pallet positions, you could have 10 pallets being built at the same time within that one location.
- A pallet position is displayed if the inventory can be placed on an existing pallet in the location.

5. Enter the LPN and handling unit (if prompted) of the pallet in the pallet position. If this is an empty pallet position, then enter a new LPN or if the deposit already has an LPN, that LPN can be reused in the empty pallet position.

Note: The displayed cube represents the size of the order. The displayed quantity of remaining pieces and cases represent the quantity remaining to complete the order. These values do not include the number of pieces and cases that have already been built onto a pallet.

```

Pallet Build
ID: MRPB101
Itm: PEAS                      Q: 90
Pallet Position: 01
LPN: MRPB01
Rem Cube: 34992                Loc: 1PALBLD01
Rem Pieces: 0                  Rem Cases: 18

```

6. Continue entering and moving picked inventory onto pallets.
7. When the pallet is complete, press **Enter**.

Note: Configuration rules determine what can be added to a pallet. For example, if consolidation is by order, then when all the picks for the order have been deposited, the pallet is complete.

```

Pallet Build
ID: MRPB104
Itm: BEANS                      Q: 270
Pallet Position: 01
LPN: MRPB01
Complete by Consolidation Rule
Configuration - Press Enter

```

8. If the next LPN or sub-LPN is for another pallet, go to the pallet position as directed, and add the inventory to a new or existing LPN.
9. If the completed pallet is directed to a deposit location, follow the prompts to move and deposit the pallet.


```

MRG          Product Deposit
LPN: MRPB01
Itm: Mixed Items      Cli:
Mixed Items          Q:540
LPN: MRPB01

Loc: 1SS05          1SSTG - 1RCUSHP065
Loc: _____

```

Pick inventory for a work assignment

You use **Work Asgmt** to pick inventory for one or more work assignments. A work assignment is a list of picks.

Multiple work assignments

If you have time and room on your equipment, you can select more than one work assignment to pick. If you select multiple work assignments, the application re-sequences the picks based on the location, item, order, and shipment to direct you in the most efficient manner through the completion of the work assignments. However, if the work assignment requires multiple handling units, then you are not allowed to select more than one work assignment at a time.

Multiple handling units

If a single work assignment is sized to consist of two or more handling units, then the application prompts you to pick up the required number and type of handling unit. The handling units must be the same type or belong to the same handling unit type group. At the prompt, you pick up the handling units and start picking. The application directs you to pick to one handling unit at a time until it is full, and then to the next handling unit. All the handling units that you pick up together must be set down together and subsequently picked up together so that the work assignment stays together. For example, if you pick up 2 handling units, start picking, and set them down in a pickup and deposit location, then if the second handling unit is not complete, a picker must pick up both handling units to finish picking to the second one.

Alternatively, you can pick up and complete picking to one handling unit at a time, before getting and picking to the next handling unit to complete the work assignment.

Pick to LPN level

Depending on the configuration of the Pick to LPN Level on the work assignment rule, the LPN to which picks are deposited (defined in the **To ID** field) may be tracked as an LPN or a sub-LPN.

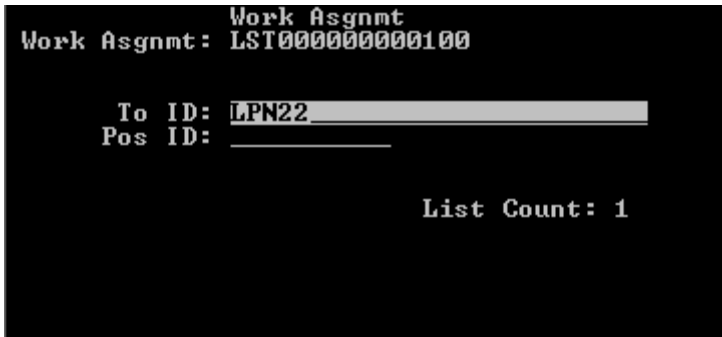
If the pick-to LPN is tracked as a sub-LPN, then when sub-LPN tracked items are picked to it, the application no longer tracks the physical case IDs of each pick. For example, if you pick 3 cases (labelled CASE01, CASE02, and CASE03) of ITEMA to a new sub-LPN (LPN01), the inventory is thereafter tracked by LPN01 with the details ITEMA, 3. The case IDs (CASE01, CASE02, and CASE03) are cleared from the application.

Procedure

1. From the Picking Menu, select **Work Asgmt.**
2. Enter the identifier for the work assignment; this is typically a barcode found on the pick label or paper pick list. The identifier can be the work identifier, shipment, order (and client, if required), or label batch number. For work orders, it can be the work order or work order revision (and client, if required).
3. If the Pick List At screen displays a quantity for a handling unit type, then pick up one or more of the specified number of the handling unit type.

Note: Different handling unit types can be used if they belong to the same handling unit type group.

4. Enter the identifier (such as an LPN, carton, or tote) to which picks are deposited.



The screenshot shows a terminal-style interface with a black background and white text. At the top, it says 'Work Asgmt' followed by 'LST000000000100'. Below this, there are two lines: 'To ID: LPN22' and 'Pos ID:'. To the right of 'Pos ID:' is a horizontal line. At the bottom right, it says 'List Count: 1'.

5. If required, enter the position of the place on the cart or trolley where you will place the picks for this work assignment.
6. If required, enter the handling unit and LPN attribute information.
7. If prompted for another work assignment, enter the information or press **F6-Done** to begin picking.
8. When the location of the pick is displayed, go to the displayed location.

Note: If the inventory is on storage transport equipment, the location is the dock door at which the equipment is parked

9. For full LPN picks, enter the LPN to pick.
10. For less than full LPN picks, if required, enter the LPN from which you pick.

Note: An LPN is required if the location contains multiple LPNs of the same item.

11. Enter the item and quantity information of the pick.

Note: The "L" in the upper right corner of the screen indicates "list" (work assignment) picking.

```

Order Pick      L
Loc: FREZC301   Q: 5   CS
ID: LPK2001     Itm: ICECREAMCHOC
Lot:           Chocolate Ice Cr
ID: LPK2001     Loc:
Itm: ICECREAMCHOC Lot: 26
Cli: -----   ToID: LPN22
Q: 5           CS
  
```

12. If required, in the **ToID** field, enter the LPN on which you placed the pick.
13. If prompted to deposit another item quantity (occurs when picking for multiple work assignments), enter the LPN and deposit the quantity.
14. Continue picking as directed.
15. When the work assignment is complete, press **Enter** to display the deposit location.
16. Go to the deposit location, enter the location and deposit the specified LPN.
17. For multiple work assignments, continue as directed to the next locations to deposit the remaining LPNs.
18. For multiple handling units, continue picking as directed to the next handling unit.

Pick inventory to cartons

You use **Carton Pick** to pick inventory into one or more cartons. With this option, picks for the same item in one location are not summarized; instead, you are directed to pick and deposit the quantity for each carton individually.

Note: If you require picks for the same item in one location to be summarized into one pick, and the operator directed to deposit the pick into separate cartons, then use **Carton Pick-Sum**. See ["Pick inventory to cartons \(summary\)" \(on page 132\)](#).

1. From the Picking Menu, select **Carton Pick**.
2. Enter the carton identifier.

```

Build Batch

Carton Number: CTN000000K
Ctn Code:
CTN000000J      Added to Batch

```

3. Continue to enter the rest of the cartons in the batch. A batch consists of all the cartons that you want to pick to as you move from one pick location to the next.
4. When you are finished adding cartons to the batch, press **F6**-Done.
5. When prompted to pick inventory, go to the displayed location.
6. Pick the required quantity.
7. Enter the item and quantity information.

```

Order Pick
Loc: BINB200      Q: 1      EA
ID: CTN000000J   Itm: CELLPHONE
                  QCP2035
ID:              Loc:
Itm: CELLPHONE___
Cli: -----     ToID:
Q: 1_____ EA

```

8. Enter the carton and deposit the entire quantity to the carton.
9. Continue picking, entering the item and quantity, and depositing the quantity to the carton.

Note: There may be multiple picks at the same location if multiple cartons require the same item.

10. When prompted, complete the carton.

```
Build Batch

Carton Number: 
Ctn Code:      C4

-----
Carton Is Complete - Press Enter
```

11. When all cartons are complete, complete the batch.

```
Build Batch

Carton Number: 
Ctn Code:      C4

-----
Batch is Complete - Press Enter
```

12. If prompted, select the carton to deposit.

Note: You are not directed to a deposit location if the application has been configured to auto-deposit completed cartons. Auto-deposit is used to bypass the deposit screen, which may be useful, for example, when cartons are always deposited to a conveyor.

13. If prompted, go to the location, enter the location, and deposit the carton.

Chapter 10. RF shipment

You use RF Shipment Menu options to perform procedures related to shipping inventory and handling units.

Shipment process function keys

The following function keys are available during RF shipping processes. For information on commonly used function keys, see ["RF function keys" \(on page 9\)](#).

F4-OvrLoc

During a directed deposit (such as a directed putaway or directed deposit of picked inventory), you use **F4-OvrLoc** to override the displayed deposit location. This option is available when the Product Deposit screen is displayed. During the override, you must select an override location code, which determines whether the status of location is changed as a result of the override. You can enter a new location or leave the location field blank to be directed to a location.

```

Override Location
LPN: RCU6LPN
Loc: 1PALA102
Override Code: JS
Loc:
Blank for Any Loc

```

F9-Ovr Wh Eq Lim

During putaway, you use **F9-Ovr Wh Eq Lim** to override the LPN limit assigned to your warehouse equipment. For example, if the LPN limit on your equipment is set to 2, and you have room for 3, you can press **F9-Ovr Wh Eq Lim** to continue adding another LPN.

When you override the equipment limit, you are no longer prompted or prevented from adding inventory to the equipment.

```

Product Putaway
Lod: RCU3LPN      Rev: ----
Itm: BROWNRICE    U/P: 1
Lot: 14           U/C: 15
Sup Lot:          Q: 450
-----
Wh Eq load limit reached. Override
limit? (Y|N):

```

F9-Quantity Capture

When performing a partial inventory move, sub-LPN transfer, or inventory adjustment, you use **F9-Quantity Capture** to enter the quantity by footprint UOM.

```

Quantity Capture
Itm: VITAMINB      Cli: ----
Vitamin B 250 in bot
Ftp: T6H5              1 of 1
Q: 0      PA 4500
  4      CS 150
  0      EA 1
  
```

Shipment process inline prompts

During shipment processes, you may be prompted for the following information, depending on what has been configured for your application.

Catch quantity capture

When you are identifying or picking an item that requires a catch quantity, the Catch Quantity screen is displayed. It prompts you to enter the catch quantity for each UOM on the LPN.

You can enter the quantity for the displayed UOM, or use the arrow key to move back to the **Cap UOM** field and then enter a different UOM for the catch quantity.

For example, if an LPN contains two cases of an item that requires a catch quantity, then the screen displays "1 of 2" so that you can enter a catch quantity for each case. The **Tot C Q** (total catch quantity) field displays the total catch quantity for the LPN; it increments as you enter the catch quantity for each UOM.

```

Catch Quantity
Itm: BEEF CHIC COMBO  Cli: ----
Beef Chicken Combo
Q: 2      CS      Ftp: 20X20X24
          Cap UOM: CS
C Q: 0.000000
Tot C Q: 0.000000
1 of 2
  
```

Handling unit identify

When adding inventory to a new LPN, you may be prompted to identify the handling unit type and LPN packaging requirements, if any.

- The prompt for handling unit occurs if Inventory handling unit tracking is enabled for the warehouse.
- The prompt for LPN packaging requirements occurs if LPN attributes are enabled for the warehouse.

```

Handling Unit Identify
HU Typ: WHIT
Cli: CLIENTA
Wrap: N_      DblWrap: N_
Lbl4Sid: N_    SlpShet: N_

```

Serial number capture

If serial number capture is required for the item, then after you are prompted for the LPN, sub-LPN, or detail LPN, the screen displays the item and serial number type. The serial number type is a configuration that identifies the format and length required for the serial number. The page numbers (such as "1 of 1") indicate the number of serial numbers that must be defined for the LPN level; for example, an item such as a computer may require you to capture the serial number for the computer and the serial number for the hard disk drive.

```

Serial Number Capture

ID: SUBLPN123
Itm: TUMAG52      Cli:----
Ser Typ: TUS      1 of 1
Ser Num: 343456

```

Workflows

A workflow is a background process (such as label printing) or notification to either confirm or perform one or more instructions (such as a transport equipment safety check).

If a workflow is displayed, follow the prompts to acknowledge that you have viewed and performed the workflow.


```

Confirm Workflow
ID:      TRL0000123
Eq Num:  01QA
Car Cod:  HJBT
Perform Trailer Safety Check - Warehouse
Immediate
Confirm? - Press Enter

```

```

Confirm Workflow Instruction
ID:      TRL0000123
Eq Num:  01QA
Car Cod:  HJBT
Perform Trailer Safety Check - Warehouse
Wheel chock in-place?
Confirm: <Y|N>:

```

Load transport equipment


You use **Load Equip** to load picked, staged inventory onto transport equipment for shipping. This option is available for transport equipment that is parked at a dock door location. In addition, before you can load staged shipments onto transport equipment, they must be assigned to a stop that is part of an outbound load.

1. From the Shipment Menu, select **Load Equip**.
2. Enter the dock door or load identifier. The transport equipment details are displayed.

```

Load Equip
Dock: 1DS21
Load: SHPLD03
Car Cod: RDWY
Stop: 03STOP01
      03STOP01
Eq Num: SHPCLK003

```

3. Go to the displayed staging lane and enter the LPN to load. 

```

Loading Pickup
Dock: 1DS21      Stp Seq: 1
Pick From Lanes:
FSTG01          FSTG03
FSTG02          FSTG04

LPN: LPN301

```

4. Continue entering LPNs until your warehouse equipment is full.
5. When prompted to deposit an LPN, enter the dock door at which the transport equipment is parked.

```


Loading Deposit
Load: SHPLD03
Eq Num: SHPCLK003      Car: RDWY
Stp Seq: 1
LPN: LPN301
Dck: 1DS21      Stg: FSTG01
Dck: 1DS21

```

6. Continue to deposit each LPN as prompted.

View transport equipment

You use **Equip Display** to view the transport equipment that is parked in a yard or dock door location, and to review the equipment status and carrier prior to moving the equipment to another location.

1. From the Receiving Menu or the Shipment Menu, select **Equip Display**.
2. Perform one of the following tasks:
 - In the **Yrd Loc** field, enter a yard or dock door location.
 - In the **Eq Num** field, enter a transport equipment identifier. 

```

Equip Display
Yrd Loc: YARD01
Eq Num:
Car Cod:

```

3. Select the transport equipment to view.

```

Equip Display
Equips In Loc: YARD01
07TRUCK / BIRS
TRAIL01 / ABFS

```

4. View the transport equipment details.


```

Equip Display
Eq Num: 07TRUCK
Car Cod: BIRS      Eq Cod: RCU
Eq Siz: 0          Eq Sts: CI
Yrd Loc: YARD01
BOL:

```

Move transport equipment

You use **Pickup Equip** to move transport equipment from a dock door or yard location to another dock door or yard location.

1. From the Shipment Menu, select **Pickup Equip**.
2. Enter the transport equipment identifier. 

```

Equip Pickup
Eq Num: TRAILER31
Car Cod:
Src Loc:
Eq Siz: 0           Eq Sts:
Eq Typ:
Src Loc:

```

3. Enter the source location.

```

Equip Pickup
Eq Num: TRAILER31
Car Cod: ABFS
Src Loc: YARD31
Eq Siz: 0           Eq Sts: I/CKIN
Eq Typ: 48FT
Src Loc: YARD31

```

4. Confirm whether to move the displayed transport equipment.

```

Equip Pickup
Eq Num: TRAILER31
Car Cod: ABFS
Src Loc: YARD31
Eq Siz: 0           Eq Sts: CI
Eq Typ: 48FT
Ok to move transport equipment? (Y|N):

```

5. Enter the deposit location.

```

Equip Deposit
Eq Num: TRAILER31
Car Cod: ABFS
Src Loc: YARD31
Front Axle Pos: 0
Rear Axle Min: 0      Rear Axle Max: 0
Dep Loc:
Deposit To: IDS10

```

6. Confirm whether the activity (move) has been completed.

```

Equip Deposit
Eq Num: TRAILER31
Car Cod: ABFS
Src Loc: YARD31
Front Axle Pos: 0
Rear Axle Min: 0      Rear Axle Max: 0
-----
Is the activity completed? (Y|N):

```

7. When the process is complete, press **Enter**.

```

Equip Deposit
Eq Num: TRAILER31
Car Cod: ABFS
Src Loc: YARD31
Front Axle Pos: 0
Rear Axle Min: 0      Rear Axle Max: 0
-----
Equip Deposited - Press Enter

```

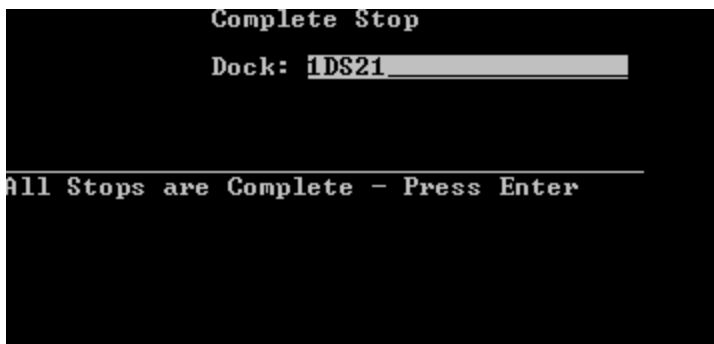
Complete a stop

You use **Complete Stop** to indicate that inventory for a stop that has been completely loaded on outbound transport equipment. Depending on configuration, you may be prompted to enter a seal for the stop.

1. From the Shipment Menu, select **Complete Stop**.
2. Enter the dock door location of the transport equipment.



3. If prompted, enter the seal number for the stop.
4. When the process is complete, press **Enter**.



Close outbound transport equipment

You use **Close Equip** to close outbound transport equipment. Inventory cannot be loaded on transport equipment that has been closed.

Depending on configurations, the following actions may occur:

- Transport equipment is closed automatically after it has been loaded.
- You may be prompted for seal numbers when closing transport equipment.
- Transport equipment is dispatched automatically after it is closed.

1. From the Shipment Menu, select **Close Equip**.
2. Enter the dock door location of the transport equipment.



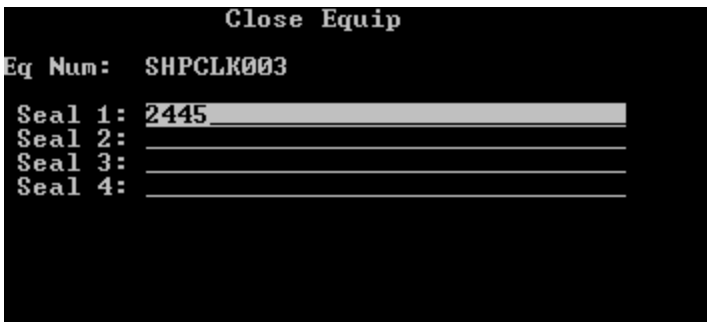
```
Close Equip
Dock: 1DS21
Load:
Car Cod:
```

3. Confirm the load and carrier information.



```
Close Equip
Dock: 1DS21
Load: SHPLD03
Car Cod: RDWY
```

4. If prompted, enter the seal numbers.



```
Close Equip
Eq Num: SHPCLK003
Seal 1: 2445
Seal 2:
Seal 3:
Seal 4:
```

Unload outbound transport equipment

You use **Unload Equip** to unload picked inventory from outbound transport equipment. This option is available for transport equipment that is parked at a dock door. If the transport equipment is closed, you must reopen the transport equipment before proceeding to unload it. See ["Reopen outbound transport equipment" \(on page 156\)](#).


Depending on configuration, you may be prompted to unpick the inventory. If you decide to unpick the inventory, the inventory is moved to your warehouse equipment and you can take it to a suitable storage location.

1. From the Shipment Menu, select **Unload Equip**.
2. Enter the LPN, sub-LPN, or detail LPN to unload.

```

      Unload Equip
ID: LPN303
Car Cod:
Eq Num:
Stop:
Dst:
ToID:

```

3. Enter a ship staging location. 

```

      Unload Equip
ID: LPN303
Car Cod: RDWY
Eq Num: SHPCLK003
Stop: 03STOP01
Dst: FSTG02
ToID:

```

4. For sub-LPN and detail LPN tracked items, enter an LPN on which to deposit the inventory.
5. Confirm whether to unload the inventory.

```

      Unload Equip
ID: LPN303
Car Cod: RDWY
Eq Num: SHPCLK003
Stop: 03STOP01
Dst: FSTG02
OK To Unload Equip? <Y|N>:

```

6. Continue unloading LPNs or press **F6**-Done.

Notes:

- A message is displayed if the number of LPNs exceeds your warehouse equipment limit.
- Depending on your user authorization, you may be prompted to unpick the inventory that was unloaded. If not, the inventory is deposited to the selected destination and you can continue unloading the transport equipment.
- If the prompt to unpick inventory is displayed, you can use **Esc F9-OvrWhEqLim** to override the warehouse equipment limit.

7. To unpick the inventory:

- a. Enter **Y** to unpick the inventory.

Note: If you enter **N**, the inventory remains picked and is deposited to the selected destination.

```

      Unload Equip
ID: LPN302
Car Cod: RDWY
Eq Num: SHPCLK003
Stop: 03STOP01
Dst: ESTG02
OK To Unpick? <Y|N>:_

```

- b. If required, enter the LPN to unpick.
- c. Confirm whether to unpick a partial quantity.

```

      Unpick
ID: LPN303  Cli:
Itm:         Lot:
Org:         Rev:  Sup:
Q: 0         C Q: 0.000000
Do you want to unpick partial inventory?
<Y|N>:


```

- d. To unpick a partial quantity, enter the quantity to unpick and a destination LPN.

```

Unpick
ID: LPN303          Cli: CLIENTA__
Itm: LEDBULB        Lot: -----
Org: ----- Rev: ----- Sup: -----
Q: 200 EA          C Q: 0.000000
Destination Load  LPNMR300
Cancel Code:

```

- e. When prompted, enter the pick cancellation code. 

```

Unpick
ID: LPN303          Cli: CLIENTA__
Itm: LEDBULB        Lot: -----
Org: ----- Rev: ----- Sup: -----
Q: 200 EA          C Q: 0.000000
Destination Load  LPNMR300
Cancel Code: C-RA

```

- f. Continue entering the LPNs to unpick, or press **F6**-Done.
- g. When prompted, select the putaway mode and enter the deposit location for the unpicked inventory.

```

Product Putaway
Lod: LPNMR300      Rev: -----
Itm: LEDBULB       U/P: 1
Lot: -----       U/C: 50
Sup Lot:           Q: 200
Org: -----
1 Directed         3 Undirected
2 Sorted

```

```

MRG          Product Deposit
LPN: LPNMR300
Itm: LEDBULB          Cli:CLIENTA
LED lightbulb          Q:200
LPN: LPNMR300

Loc: EPFA131          EAPF - EPKC110
Loc: EPFA131

```

Load less than truckload transport equipment

You use **LTL Loading** to load transport equipment that is configured with the less than truckload transport mode. LTL loading allows you to load inventory without having any stops or loads defined, and without being prompted to complete a stop. It also allows you to enter a dock door other than the one specified; for example, to load a portion of the shipment to another piece of transport equipment.

1. From the Shipment Menu, select **LTL Loading**.
2. Enter the carrier and dock door.

```

          LTL Loading
Car Cod: BIRS_____
Dock: 1DS09

```

3. Enter an LPN to load.

```

          Loading Pickup
Dck: 1DS09          Car Cod: BIRS
Pick From Lanes:
1SS03

LPN: SHLPTOTE

```

4. Enter the dock and LPN to confirm the deposit.

```

Loading Deposit
Car Cod: BIRS
Eq Num: 080801
LPN: SHLPTOTE
Dck: 1DS09
Dck: 1DS09
LPN: SHLPTOTE

```

Reopen outbound transport equipment

You use **Reopen Equip** to open outbound transport equipment that has been closed; this allows you to continue loading the transport equipment, or to unload it if necessary.

1. From the Shipment Menu, select **Reopen Equip**.
2. Enter the transport equipment or dock door location.

```

Reopen Equip
Eq Num: SHPCLK003
Dock:

```

3. Confirm whether to reopen the equipment.

```

Reopen Equip
Eq Num: SHPCLK003
Dock: 1DS21
OK To Reopen the Equip? (Y|N):

```

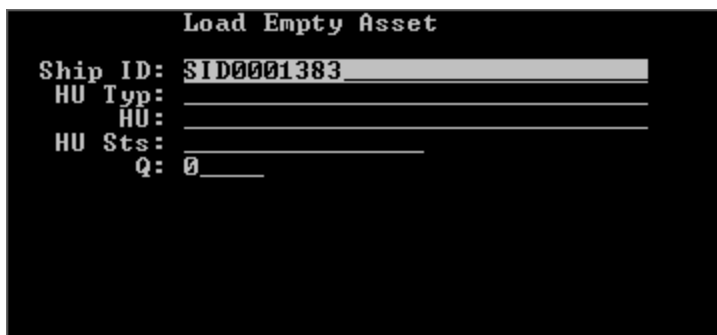
4. When processing is complete, press **Enter**.

Load empty handling units

You use **Load Emp HU** to load empty handling units onto transport equipment that is parked at a dock door. The empty handling units must be associated with a shipment that is either staged, loading, or loaded.

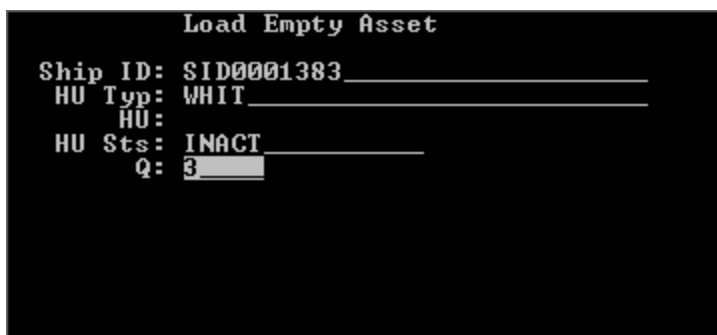
IMPORTANT: This option is only available if Inventory handling unit tracking has been enabled for the warehouse.

1. From the Shipment Menu, select **Load Emp HU**.
2. Enter a shipment that is in one of the following statuses: Staged, Loading, or Loaded.




The screenshot shows a terminal window titled "Load Empty Asset". The first line is "Ship ID: SID0001383" with a grey highlight bar. The second line is "HU Typ:" followed by a blank line. The third line is "HU:" followed by a blank line. The fourth line is "HU Sts:" followed by a blank line. The fifth line is "Q: 0" followed by a blank line.

3. To load non-serialized handling units, enter the handling unit type, status, and quantity.



The screenshot shows the same terminal window titled "Load Empty Asset". The first line is "Ship ID: SID0001383" with a grey highlight bar. The second line is "HU Typ: WHIT" with a grey highlight bar. The third line is "HU:" followed by a blank line. The fourth line is "HU Sts: INACT" with a grey highlight bar. The fifth line is "Q: 3" with a grey highlight bar.

4. To load a serialized handling unit:
 - a. Enter the handling unit identifier. The status and quantity are filled in automatically.

Note: If desired, you can change the handling unit status. 

```

Load Empty Asset
Ship ID: SID0001383
HU Typ: STR400
HU: HU889
HU Sts: INACT
Q: 1
  
```

- b. Press **Enter**.

Unload empty handling units

You use **Unload Emp HU** to unload empty handling units from transport equipment that is parked at a dock door. The transport equipment must contain empty handling units for a shipment. If the transport equipment is closed, you must reopen the transport equipment before proceeding to unload empty handling units. See ["Reopen outbound transport equipment" \(on page 156\)](#).

IMPORTANT: This option is only available if Inventory handling unit tracking has been enabled for the warehouse.

1. From the Shipment Menu, select **Unload Emp HU**.
2. Enter the shipment identifier.

```

Unload Empty Asset
Ship ID: SID0001383
HU Typ:
HU:
HU Sts:
Q: 0
  
```

3. To unload non-serialized handling units, enter the handling unit type, status, and quantity.

```

      Unload Empty Asset
Ship ID: SID0001383_____
HU Typ: WHIT_____
      HU: _____
HU Sts: INACT_____
      Q: 3_____

```

4. To unload a serialized handling unit, enter the handling unit identifier and status.

```

      Unload Empty Asset
Ship ID: SID0001383_____
HU Typ: STR400_____
      HU: HU888_____
HU Sts: ACT_____
      Q: 1_____

```

Dispatch transport equipment

You use **Dispatch Equip** to dispatch closed transport equipment from a dock door or yard location. If the **Tractor** field in the outbound loading configuration is set to Yes, then you must first have a tractor assigned to the transport equipment before the equipment can be dispatched.

1. From the Receiving Menu or Shipment Menu, select **Dispatch Equip**.
2. Enter the location or transport equipment.

```

      Dispatch Equip
Loc: 1DR01_____
Eq Num: 04QA_____
Car Cod: RDWY_____
Trac Num: _____ Trac Car:
Trac Ref: _____
Drvr Lic: _____
Drvr Nam: _____
Cnfm Tag: _____

```

3. If available, enter the equipment details, such as tractor, driver license, and driver name.

4. Confirm whether to dispatch the equipment.

```

      Dispatch Equip
Loc: 1DR01_____
Eq Num: 04QA_____
Car Cod: RDWY_____
Trac Num:           Trac Car:
Trac Ref: _____

OK to Dispatch Equip? (Y/N):
Cnfm Tag:

```

Manual outbound audit

You use **Man Out Audit** to validate that the inventory picked for a shipment matches the expected inventory. Audits are performed on LPNs, and require you to confirm the item details (depending on configuration) and quantity. If inventory is picked to a handling unit, carton, or tote, the audit may require additional identifying information.

An outbound audit consists of an audit count and, if discrepancies occur, a secondary count. If the audit count is successful the hold is removed. If the audit count is discrepant but the secondary count is correct, the hold is removed. However, if the audit count and the secondary count are discrepant, the hold remains applied to the inventory.

1. From the Shipment Menu, select **Man Out Audit**.
2. Enter a location or an identifier for an LPN, order, work order, completed work assignment, or shipment. An identifier can only be audited if all of the inventory associated with the identifier has been picked and deposited, but not loaded. For example, to audit a work assignment, the entire work assignment must be picked and deposited; to audit a shipment, the entire shipment must be picked and deposited.

Note: An outbound audit hold is placed on all the LPNs associated with identifier you choose to audit. The hold remains on the picked inventory until the audit is completed successfully or an authorized user (such as a supervisor) removes the hold.

```

RF Outbound Audit
Loc: 1SS01_____
ID: SID0001411_____

```


3. Enter an LPN to audit, and any additional LPN details as prompted (such as handling unit, carton, position, slot, or sequence number).

```
RF Outbound Audit
ID: POS1002
```

4. Enter the item details and quantity information for an item on the LPN. Item details may include lot, country of origin, revision level, supplier lot, sub-LPN, detail LPN, and other attributes, depending on configurations.

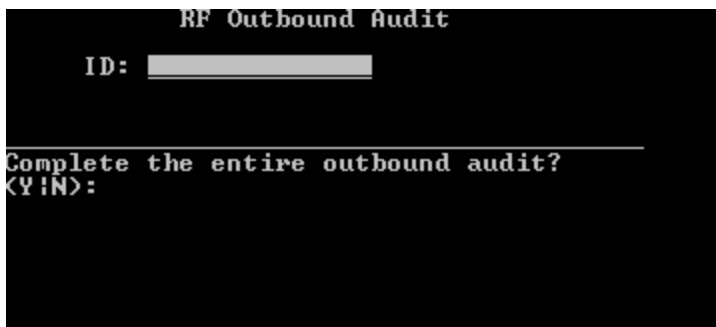
```
RF Outbound Audit
Itm: PEACH      Cli: ----
Qty: 3000_  UOM: EA
```

5. Continue entering item details and quantity information for other items on the LPN, or press **F6-Done**.
6. Enter the next LPN to audit, along with its item details and quantity information.

```
RF Outbound Audit
ID: POS3003
```



7. When finished entering item information, press **F6-Done**.
8. When finished entering LPNs, press **F6-Done**.
9. Confirm whether to complete the audit.



10. When a message displays the result of the audit, press **Enter**.
11. If discrepancies occur, follow the prompts to repeat the audit or press **F6-Done** to skip the secondary count. If the secondary audit does not resolve the discrepancies, or if you do not complete the secondary count, then the inventory remains on hold. Only authorized users can remove the hold from the inventory.

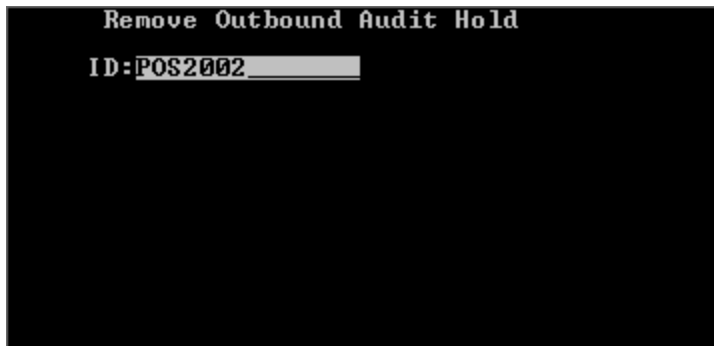
Remove audit hold

You use **Remove Aud Hold** to remove the hold that was placed on picked inventory as a result of an RF outbound audit. See ["Manual outbound audit" \(on page 160\)](#).

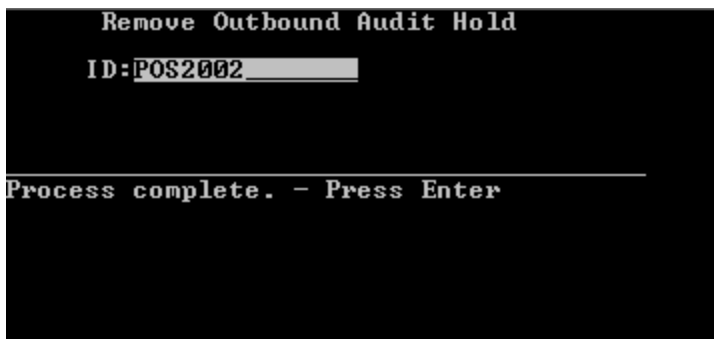
During an outbound audit, a hold is automatically placed on inventory until the outbound audit is successful. If the outbound audit is completed with discrepancies, the hold remains applied to the inventory until an audit is completed without discrepancies or until an authorized operator removes the hold.

Note: The **Remove Aud Hold** option is only available for operators that are authorized to perform it.

1. From the Shipment Menu, select **Remove Aud Hold**.
2. Enter the identifier associated with the picked inventory that is on hold.



3. When the process is complete, press **Enter**.



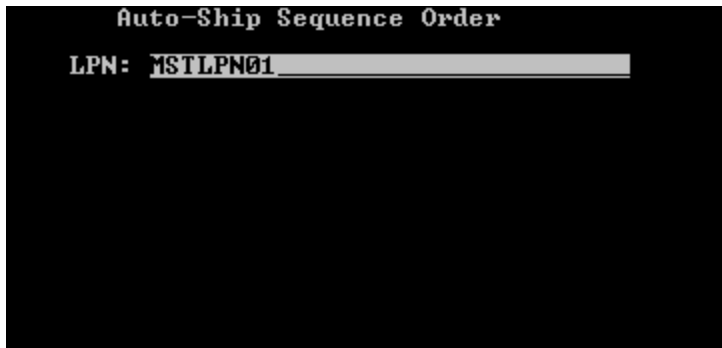
Auto-ship a sequenced order

You use **Auto-Ship Seq** to systematically load, close, ship, and check out a shipment (represented by a master handling unit) that has been staged.

Automatic shipping can be performed if the following criteria is met:

- The carrier associated with the shipment has been configured to allow automatic shipping.
- All of the inventory for the shipment has been staged, is related to the same work assignment, and is on the same LPN or master LPN (master handling unit).
- There are no in-process item family set sequences for the same item family set that are not on this shipment and that should be shipped first. This is important to ensure that shipments are dispatched in sequential order.
- The shipment has not been closed.

1. From the Shipment Menu, select **Auto-Ship Seq.**
2. Enter the LPN for the handling unit to ship.




3. When the process is complete, press **Enter**.

Catch quantity capture

You use **Catch Qty Cap** to record the catch quantity by UOM for picked inventory that requires catch quantity capture during shipping. This option is available if your Inventory settings are configured to delay capture until after inventory has been picked.

1. From the Shipment Menu, select **Catch Qty Cap**.
2. Enter the location of the picked inventory that requires a catch quantity to be recorded.
3. Enter the identifier of the inventory to capture. The item details are displayed.



4. To change the UOM, move back to the **Cap UOM** field and select a different UOM. 
5. Enter the catch quantity for the displayed UOM.

Note: If an LPN contains a quantity of the displayed UOM (such as 2 cases), then the screen displays a value, such as "1 of 2", so that you can enter a catch quantity for each UOM quantity. The **Tot C Q** (total catch quantity) field displays a value that increments as you enter the catch quantity for each UOM quantity.

```

          Catch Quantity
Itm: FROZPORK20LB      Cli: ----
Frozen Pork 20 pound
  Q: 0          EA      Ftp: T4H3
                          Cap UOM: EA
C Q: 19          pound
Tot C Q: 0.000000      pound
1 of 96

```

6. Continue entering the catch quantity for each UOM quantity.
7. When the process is complete, press **Enter**.

```

          Catch Qty Capture
          Loc:1SS01_____
          ID:L00000000014H_____
Catch quantity capture complete. - Press
Enter

```

Chapter 11. RF yard

You use the RF Yard Menu option to view pending transport equipment moves and perform them.

Select yard work

You use **Select Yard Work** to display a list of pending transport equipment moves that you are eligible to perform. You can select the move that you want to complete.

The Work Selection screen displays the following information for each pending move:

- **Pri:** Priority, with 1 being the highest priority. The list of moves is displayed in descending priority.
- **St:** Type and status of the transport equipment.
 - Types:
 - **I** = Receiving
 - **O** = Shipping
 - **S** = Storage
 - Statuses:
 - **CKIN** = Checked In
 - **CLSD** = Closed
 - **DCMP** = Delivery Complete
 - **DISP** = Dispatched
 - **EXPD** = Expected
 - **LING** = Loading
 - **ODEL** = On Delivery
 - **OLDG** = Open for Loading
 - **ORCV** = Open for Receiving
 - **OSHP** = Open for Shipping
 - **PDIS** = Pending Dispatch
 - **RCVG** = Receiving
 - **RDEL** = Returned from Delivery
 - **SUSP** = Suspended
 - **ULDG** = Unloading

- **Opr:** Work operation, such as "Transport Equip" (transport equipment move).
 - **Car:** Carrier.
 - **Loc:** Current yard or dock door location of the transport equipment.
 - **Eq:** Identifier for the transport equipment.
 - **To:** Location to which the equipment should be moved.
1. From the Yard Menu, select **Select Yard Work**. The first move is highlighted. The number (such as "1 of 2") identifies the number of the highlighted move and the total number of pending moves that you are authorized to perform.

Note: Work is listed in priority sequence. You can use **F6-Refresh Work** to refresh the display and return to the first move in the list.

```

Work Selection
Pri: 30 St:I/CKIN Opr:* Transport Equi
Car: YLLW                      Eq: 01 1234
Loc: LIVE-PARKING              To: 1DR09
Pri: 30 St:I/ORCU Opr:* Transport Equi
Car: COLE                      Eq: TRAILERASN02
Loc: 1DR08                    To: YARD01
                               1 of 2

```

2. Select the move to perform and press **Enter**. The Equip Pickup screen displays the transport equipment information.
3. Enter the source location.

```

Equip Pickup
Eq Num: 01 1234
Car Cod: YLLW
Src Loc: LIVE-PARKING
Eq Siz: 0                      Eq Sts: I/CKIN
Eq Typ: FRIG
Src Loc: LIVE-PARKING

```

4. Confirm whether to move the transport equipment.

```

Equip Pickup
Eq Num: 01 1234
Car Cod: YLLW
Src Loc: LIVE-PARKING
Eq Siz: 0           Eq Sts: CI
Eq Typ: FRIG
-----
Ok to move transport equipment? <Y!N>:

```

5. Enter the location to which the transport equipment has been moved.

```

Equip Deposit
Eq Num: 01 1234
Car Cod: YLLW
Src Loc: LIVE-PARKING
Front Axle Pos: 0
Rear Axle Min: 0    Rear Axle Max: 0
Dep Loc: 1DR09
Deposit To: 1DR09

```

6. Confirm whether the move is complete.

```

Equip Deposit
Eq Num: 01 1234
Car Cod: YLLW
Src Loc: LIVE-PARKING
Front Axle Pos: 0
Rear Axle Min: 0    Rear Axle Max: 0
-----
Is the activity completed? <Y!N>:

```

7. When the process is complete, press **Enter**.

```

Equip Deposit
Eq Num: 01 1234
Car Cod: YLLW
Src Loc: LIVE-PARKING
Front Axle Pos: 0
Rear Axle Min: 0    Rear Axle Max: 0
-----
Equip Deposited - Press Enter

```


8. Select another piece of work to complete, or press **F1-Back** to return to the Yard Menu.

Chapter 12. RF labor statistics

You use the **Labor Statistics** menu option to view your performance. This option is only available when Warehouse Labor Management is integrated with Warehouse Management.

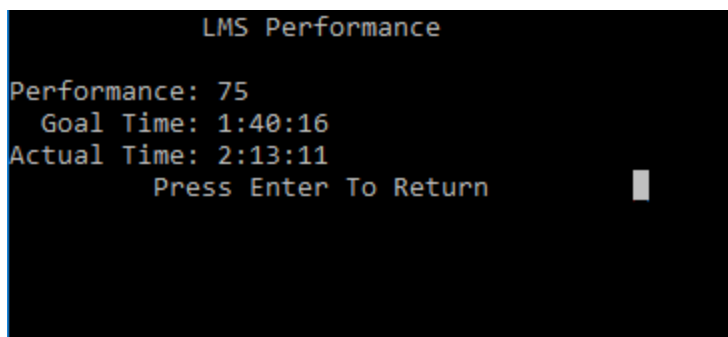
View labor statistics

You use **Labor Statistics** to display your performance for the current day. This option is only functional when Warehouse Labor Management is integrated with Warehouse Management.

From the Undirected Menu, select **Labor Statistics**. The labor statistics are displayed in following fields:

- **Performance:** Indicates whether the goal time for the day is being met. A value of 100 or greater indicates the goal time is being met or exceeded. A value less than 100 indicates that actual time is greater than the estimated goal time.
- **Goal Time:** Estimated time to complete the work.
- **Actual Time:** Actual time it took for work to be completed.

1. From the Undirected Menu, select **Labor Statistics**.
2. View your performance statistics.



3. When finished, press **Enter**.

Chapter 13. RF directed work

You use the **Directed Work** menu option to view the next work request that you can perform.

Directed work is a function that automatically selects and displays a work request for you to perform. After you acknowledge a work request, a series of screens directs you to a location and prompts you for the actions required to perform the work. When the work is complete, the next work request (if available) is displayed for you to perform.

Directed work can include receiving, picking, inventory, counting, and shipping tasks, as well as others, depending on configurations.

Note: The operations that can be performed through directed work are defined in the web client. In addition, the Work Queue page, available from the web client, displays the list of tasks that are waiting to be performed. The list of tasks on the Work Queue page includes undirected work (such as picks released by printing a pick sheet or pick label), which is not issued through the Directed Work option. See the information on work operations and the Work Queue page in the *Supply Chain Execution Web Application OnLine Expert*.

The application issues work based on the priority of the work in the work queue and the proximity of the work to your current location (including the consideration of your home work area). In addition, the configuration of the work operation determines which users and which warehouse equipment is authorized to perform the work, and which locations (based on location access group) are compatible with your equipment.

For information on how to determine why a particular work request is not being issued, see ["Ineligible work" \(on page 176\)](#).

Directed work process function keys

The function keys that are available during RF directed work processes vary depending on the directed work being performed. For details, see ["Function keys overview" \(on page 9\)](#), ["Esc function keys overview" \(on page 24\)](#), or the function keys for the type of directed work that you will perform; for example, if performing receiving work, see ["Receiving process function keys" \(on page 29\)](#).

In addition to the ["Picking process function keys" \(on page 121\)](#), the following function key is available for work assignments acknowledged through directed work.

Esc F8-ReqNextListId

When you have acknowledged a work assignment through directed work and the first pick is displayed, you can use **Esc F8-ReqNextListId** to search for the next eligible work assignment. If there is room on your device (based on its LPN equipment limit) and another work assignment is available, the Pick List At screen displays the next work assignment for you to start.

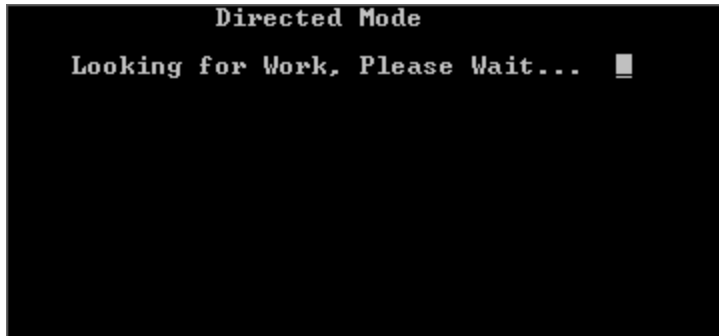
For multiple work assignments, the application merges picks for matching items if possible. For example, if work assignment LIST1 requires 3 cases of an item, and work assignment LIST2 requires 5 cases of the same item, then you are directed to pick 8 cases of the item; and deposit 3 cases to the LIST1 LPN, and 5 cases to the LIST2 LPN.


Perform directed work

You use **Directed Work** to acknowledge and perform a directed work request.

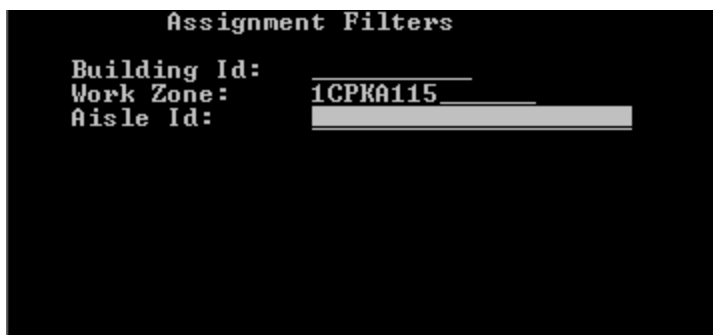
Depending on configuration, you may be prompted to enter criteria for filtering the directed work that is issued to you. You can limit work requests to a specific building, aisle, or work zone; the application locates directed work based on the filter value that you select.

1. From the Undirected Menu, select **Directed Work**.

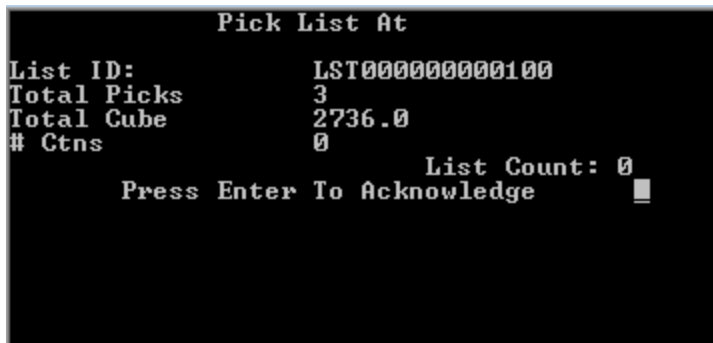


2. If prompted for a filter, enter the building, work zone, or aisle in which you want to receive directed work. 

Note: Depending on configuration, you are prompted whether to limit the directed work that is offered to you. If you enter a value for one or more filters, the application only offers directed work that can be performed in the selected building, work zone, or aisle.



3. When a work request is displayed, press **Enter** to acknowledge that you will perform it.



4. Follow the screens and prompts to complete the work.

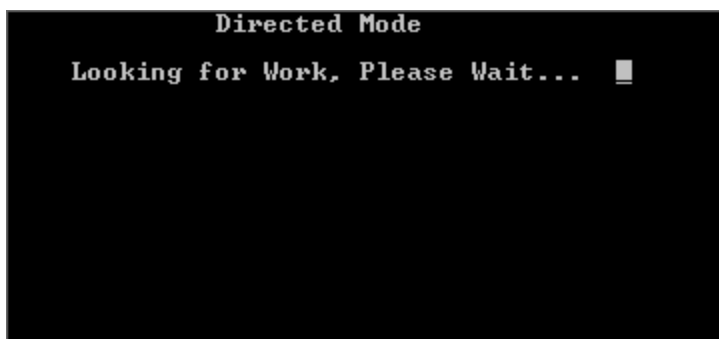
Note: For information on how to perform the work, find the procedure in this document. For example, to perform a work assignment, see ["Pick inventory for a work assignment" \(on page 137\)](#).


Perform directed pallet picks

When you perform directed pallet picks, the Pickup Product At screen displays the pallet quantity (such as 2 PA) that you can pick from a storage location.

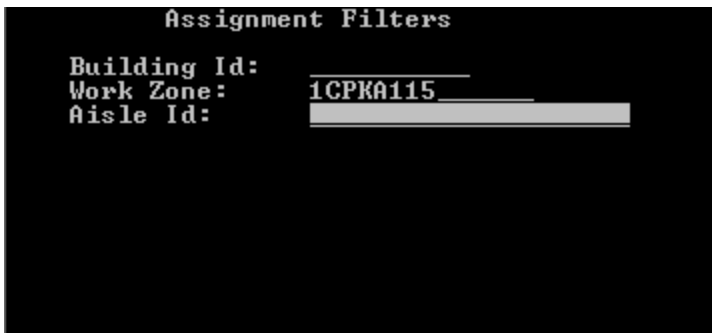
- If the pallet quantity is 1, then after you enter the first LPN to pick, you are either directed to a deposit location or, if your equipment limit allows, offered another piece of directed work.
- If the pallet quantity is more than 1, then after you enter the first LPN to pick, the Order Pick (or Replenishment Pick) screen displays the next LPN to pick. This process allows you to pick multiple pallets from the same location before being directed to a deposit location or offered another piece of directed work.

1. From the Undirected Menu, select **Directed Work**.



2. If prompted for a filter, select the building, aisle, or work zone in which you want to receive directed work. 

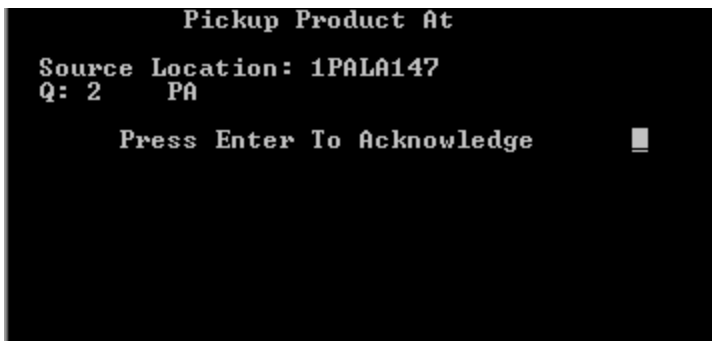
Note: Depending on configuration, you are prompted whether to limit the directed work that is offered to you. If you enter a value for one or more filters, the application only offers directed work that can be performed in the selected building, work zone, or aisle.



```
Assignment Filters
Building Id:
Work Zone: 1CPKA115
Aisle Id:
```

3. When the source location and quantity is displayed, press **Enter**.

Note: If a pallet pick is not displayed, then find the procedure in this document for the type of work that is displayed. For example, to perform a work assignment, see ["Pick inventory for a work assignment" \(on page 137\)](#)



```
Pickup Product At
Source Location: 1PALA147
Q: 2 PA
Press Enter To Acknowledge
```

4. Go to the location and enter the LPN for the displayed pick.

```

Order Pick
Loc: 1PALA147      Q: 1    PA
ID:                Itm: CONDITIONER
                  Conditioner 24oz
ID: 10123          Loc:
Itm:
Cli: ----         ToID:
Q: 1              PA

```

5. If the next pick is displayed, enter the LPN to pick.

```

Order Pick
Loc: 1PALA147      Q: 1    PA
ID:                Itm: CONDITIONER
                  Conditioner 24oz
ID: 10124          Loc:
Itm:
Cli: ----         ToID:
Q: 1              PA

```

6. When the Product Deposit screen is displayed, enter the deposit location, and deposit the pallet. Do this for each pallet that you picked.

```

MRG      Product Deposit
LPN: 10124
Itm: CONDITIONER      Cli:----
Conditioner 24oz      Q:120
LPN: 10124

Loc: 1SRS03          1RSSTG - 1RCVSHPO55
Loc: 1SRS03

```

```

MRG      Product Deposit
LPN: 10123
Itm: CONDITIONER      Cli:----
Conditioner 24oz      Q:120
LPN: 10123

Loc: 1SRS04          1RSSTG - 1RCVSHPO55
Loc: 1SRS04

```

Ineligible work

You can view the Ineligible Work page, available in the web client, to determine the reasons why a work request is not offered to an operator that is logged into the application. All of the reasons for ineligibility must be resolved before the work request is issued to the operator through directed work.

The following table explains the reasons why a particular work request may not be issued to a particular operator (user).

Note: See the information on viewing ineligible work in the *Supply Chain Execution Web Application OnLine Expert*.

Reason	Description
Assigned to Other Role	The work request is assigned to a role to which the user is not assigned. See the information on authorization and users in the <i>Supply Chain Execution Web Application OnLine Expert</i> .
Assigned to Other User	The work request is assigned to a different user. A user can be assigned to a specific load, a piece of transport equipment, or a specific work request. See the information on managing the work queue in the <i>Supply Chain Execution Web Application OnLine Expert</i> .
Assigned User Locked	The user is currently working on and locked to an outbound load. After the outbound load has been completed, the user can perform other directed work. See the information on adding or modifying loads in the <i>Supply Chain Execution Web Application OnLine Expert</i> .
Device/Work Area	The device is not authorized for the work area. See the information on adding or modifying an RF device in the <i>Supply Chain Execution Web Application OnLine Expert</i> .
Ineligible Work Status	The status of the work request is Locked or Suspended. You use the work queue to unlock a locked work request and reset a suspended work request. See the information on managing the work queue in the <i>Supply Chain Execution Web Application OnLine Expert</i> .
Out of Service	The work zone has been placed out of service. See the information on adding or modifying a work zone in the <i>Supply Chain Execution Web Application OnLine Expert</i> .

Reason	Description
Same Cycle Count user	The user has performed a count for which the application requires a different user to perform a subsequent count. For example, if one user performed a cycle count that resulted in an count audit, and the audit count type requires a different user, then another user must perform the count audit. See the information on adding or modifying a count type in the <i>Supply Chain Execution Web Application OnLine Expert</i> .
Unauthorized for Client	The user is not authorized for the client associated with the work. See the information on authorization and users in the <i>Supply Chain Execution Web Application OnLine Expert</i> .
User/Operation	The user is not authorized to perform the operation. See the information on work operations in the <i>Supply Chain Execution Web Application OnLine Expert</i> .
Warehouse Equipment Not Valid for Location	The warehouse equipment is not allowed to perform directed work in the location. The location access group of the equipment must match the location access group of the location. See the information on location access groups in the <i>Supply Chain Execution Web Application OnLine Expert</i> .
Warehouse Equipment Type/Operation	The warehouse equipment is not authorized to perform the work operation. See the information on work operations in the <i>Supply Chain Execution Web Application OnLine Expert</i> .
Wrong Aisle	The aisle in which the work is located is different from the aisle that the user selected as an assignment filter. If directed work filters are enabled, assignment filters are displayed when the user signs on to directed work. The user can filter work requests so that only requests for a particular aisle, building, or work zone are issued.
Wrong Building	The building in which the work is located is different from the building that the user selected as an assignment filter. If directed work filters are enabled, assignment filters are displayed on the device when the user signs on to directed work. The user can filter work requests so that only requests for a particular aisle, building, or work zone are issued.
Wrong Work Zone	The work zone in which the work is located is different from the work zone that the user selected as an assignment filter. If directed work filters are enabled, assignment filters are displayed on the device when the user signs on to directed work. The user can filter work requests so that only requests for a particular aisle, building, or work zone are issued.

Reason	Description
Zone Equipment Limits	The number of pieces of equipment currently performing directed work in the work zone has reached the limit defined for the work zone. See the information on work zones and equipment limits in the <i>Supply Chain Execution Web Application OnLine Expert</i> .

Chapter 14. RF tools

You use the RF Tools Menu to access options and utilities that can be performed while you are in the process of performing other functions. You can access the Tools Menu by pressing **F7-Tools**.

Maintenance Menu

The Maintenance Menu is used to group menu options for maintaining location inventory and capacity, certain item attributes, inventory status and handling unit assignments, and LPN attributes. You can also perform a move inline while performing another function, such as a count.

Maintain inventory in a location

You use **Inventory Mnt** to view the inventory that currently resides in a location, and to maintain the inventory quantity in the location by adding or deleting LPNs.

IMPORTANT: Operators assigned to roles that can access the **Inventory Mnt** option are allowed to add and delete (adjust) inventory.

The Maintain Inventory screen displays the following information for an LPN:

- Item on the LPN
 - LPN level at which the item is tracked (**L** = LPN, **S** = sub-LPN, **D** = detail LPN)
 - Item footprint default receive quantity
 - Item default receive inventory status
 - Item footprint UOM (packaging level) quantities
1. From the Tools Menu, select **Maint Menu**, and then select **Inventory Mnt**.
 2. Enter a location to view or maintain. An LPN is displayed.

```

      Maintain Inventory
    Loc: 1C4SB245
    LPN: X101
    Itm: OIL30W
    Rcv Q: 120 EA Sts: A Lv: L
    EA Per EA: 1 CS Per PA: 12 Ftp: T4H
    EA Per CS: 10 Total EA: 120
  
```

Note: To display the next LPN in the location, press **F2-Next**.

3. To add an LPN:

- a. Press **F3**-Add.
- b. Enter an LPN, item information, and quantity.

```

      Receive Product
LPN: X120
Itm: OIL30W      Cli: ----
Oil 30 Weight      U/C:10   Ftp:T4H3
Rcv Q: 1         PA   AP:      Sts:A
  
```

- c. Continue to add LPNs or press **F1**-Back to return to the Maintain Inventory screen.

4. To delete an LPN:

- a. Display the LPN to delete.

Note: If there are multiple LPNs in the location, press **F2**-Next to advance through the list of LPNs until the one you want to delete is displayed.

```

      Maintain Inventory
Loc: 1CASB245
LPN: X122      Cli ----
Itm: OIL30W      Lv: L
Rcv Q: 120      EA Sts: A   Ftp: T4H
EA Per EA: 1      CS Per   : 12
EA Per CS: 10      Total EA: 120
  
```

- b. Press **F4**-Del.

```

Maintain Inventory
Loc: 1CASH245
LPN: X122          Cli ----
Itm: OIL30W        Lv: L
Rcv Q: 120         EA Sts: A   Ftp: T4H
EA Per EA: 1       CS Per   : 12
OK To Delete Inventory? (Y|N):

```

- c. Confirm whether to delete the LPN.

Maintain location capacity

You use **Loc Cap Mnt** to change or reset the maximum capacity defined for a location. You can use this option, for example, to adjust the maximum capacity of a location to the quantity that is currently stored in the location.

IMPORTANT: Operators assigned to roles that can access the **Loc Cap Mnt** option are allowed to change the location maximum capacity from the RF.

Maximum capacity is based on the location configuration, which uses one of the following capacity codes:

- **Pallet:** Expresses capacity in the number of pallets or LPNs that the location can hold. For example, if the maximum capacity specified for a location is 2 pallets, then the application allows 2 pallets or LPNs into the location before changing its status to full.

```

Loc Capacity Mnt
Loc: TUNA100
Max Pallets: 4
New Max Pallets: 3

```

- **Length:** Expresses capacity by the length of the location using the measurement unit defined in the location configuration. Capacity by length is typically used for case flow rack locations. The application determines the number of cases (placed end to end) that can fit in the location based on case length (defined in the item footprint). For example, if the case length is 10 inches and the flow rack is 100 inches, 10 cases will fit. If case length is 30 inches and the flow rack is 100 inches, 3 cases will fit.

```

      Loc Capacity Mnt
      Loc: CFLW08
Max Length: 200
New Max Length: 2

```

- **Volume:** Expresses capacity by the volume (length x width x height) of space available in the location. To determine capacity by volume, the application multiplies the maximum height that inventory can be stacked in the location by the width and length of the location.

```

      Loc Capacity Mnt
      Loc: 1CASE501
Max Volume: 480000
New Max Volume: 2

```

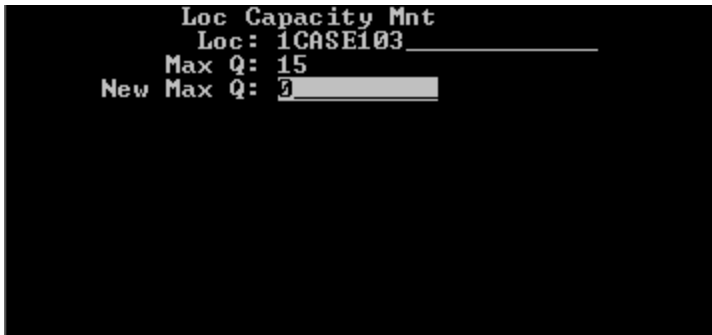
- **Each:** Expresses capacity in the number of pieces (stocking units of measure) that the location can hold.

```

      Loc Capacity Mnt
      Loc: CLDA100
Max Eaches: 240
New Max Eaches: 2

```

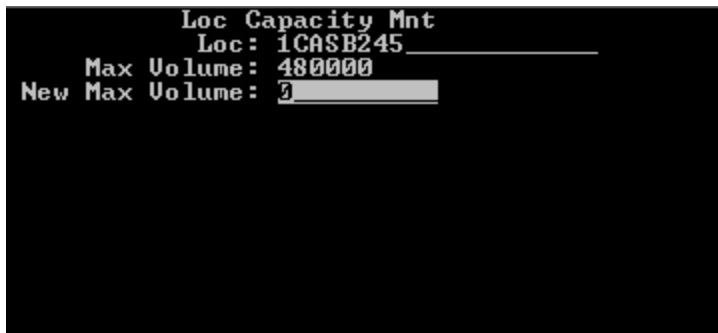
- **Case Dimension:** Expresses capacity by the dimension of a case of inventory and a maximum number of cases. The location can support a case of any size that fits within the location dimensions.



The following function keys are available from the Loc Capacity Mnt screen:

- **F4**-Calc Capacity: Displays UOM fields for an item footprint in the location. You use this function to enter the location maximum capacity based on UOMs. The UOMs are displayed for an item and footprint combination. If there are multiple footprints in the location, you can enter UOMs for each footprint. This function is available for locations that have either inventory or an assigned replenishment configuration. For example, if you enter 1 pallet and 5 cases as the maximum capacity of a volume-tracked location, the application calculates the maximum volume equivalent to that UOM quantity.
- **F8**-Set Loc Capacity: Allows you to change the maximum capacity, which defines the amount of inventory (based on capacity code) allowed to go into the location.
- **F9**-Reset Capacity: Resets the location's capacity to the location's default maximum capacity (defined in the location configuration).

1. From the Tools Menu, select **Maint Menu**, and then select **Loc Cap Mnt**.
2. To change the maximum capacity:
 - a. Enter the location.



```
Loc Capacity Mnt
Loc: 1CASB245
Max Volume: 480000
New Max Volume: 0
```

- b. Perform one of the following tasks:
 - Enter the new maximum capacity value, and then press **Enter**.
 - Calculate the new maximum capacity by UOM:
 - i. Press **F4**-Calc Capacity.
 - ii. Enter the quantity by UOM. The location's new maximum capacity is displayed.


```

Loc Capacity Mnt
Loc: 1CASB245_____
Max Volume: 480000
New Max Volume: 497664
Itm: OIL30W          Cli: ----
Ftp: T4H3
Q: 4_____ PA 0_____ CS
  0_____ EA

```

- iii. When the process is complete, press **Enter**.

```

Loc Capacity Mnt
Loc: 1CASB245_____
Max Volume: 480000
New Max Volume: 497664
Itm: OIL30W          Cli: ----
Location Capacity calculated
successfully - Press Enter

```

3. To set the location's capacity to the quantity currently stored in the location:
- Enter the location.

```

Loc Capacity Mnt
Loc: 1PALA108_____
Max Pallets: 6
New Max Pallets: 3

```

- Press **F8**-Set Loc Capacity. The new maximum capacity is updated to match the quantity that is currently stored in the location.

```

Loc Capacity Mnt
Loc: 1PALA108_____
Max Pallets: 6
New Max Pallets: 5_____

```

- c. When the process is complete, press **Enter**.

```

Loc Capacity Mnt
Loc: 1PALA108_____
Max Pallets: 6
New Max Pallets: 5_____

Maximum Capacity has been changed -
Press Enter

```

4. To reset the capacity to the original maximum capacity configured for the location code:
- a. Enter a location.

```

Loc Capacity Mnt
Loc: 1RLPA101_____
Max Pallets: 150000
New Max Pallets: 2_____

```

- b. Press **F9-Reset Capacity**. The new maximum capacity is set to the original maximum capacity configured for the location.

```

Loc Capacity Mnt
Loc: 1RLPA101
Max Pallets: 150000
New Max Pallets: 160000

```

- c. When the process is complete, press **Enter**.

```

Loc Capacity Mnt
Loc: 1RLPA101
Max Pallets: 150000
New Max Pallets: 160000

Location 1RLPA101 has been reset - Press
Enter

```

Maintain an item

You use **Item Mnt** to change the attributes of an item.

IMPORTANT: Operators assigned to roles that can access the **Item Mnt** option are allowed to make limited changes to an item configuration.

You can change following attributes for an item:

- **Item family:** An item family is a named group of similar items (such as Apparel or Electronics), typically with the same material handling characteristics. You can use item families to configure the application to process storage and allocation, such as to direct the same item family to specific zones or locations in the facility.
- **Footprint:** A configuration that describes the packaging dimensions and units of measure for the item with which it is associated. You can change the footprint to another existing footprint.
- **Stocking unit of measure:** Smallest unit of measure (UOM) in which the item is stored.
- **Velocity:** Identifies the speed at which inventory stored in a location moves in and out of the warehouse. Velocity is used to optimize warehouse space and inventory handling by placing fast moving items in the best locations for quick picking, and slower moving items in less accessible storage locations. The application accomplishes this by attempting to match the velocity of an

item with the velocity of a location when finding a location to store the item. For example, seasonal items may be set to Fast Moving during the appropriate season; and then to Slow Moving for the rest of the year.

- **Receive status:** Default status that identifies the quality level of inventory that is received into the warehouse. The receive status (if one is defined for the item, supplier, or order line) is displayed when you identify the item during receiving. During identification, depending on configuration, you may be allowed to change the receive status; however, if no receive status is displayed, you must select one.
- **Receivable flag (1 = Receivable; 0 = Not receivable):** Indicates whether operators can receive inventory for this item. If set to "not receivable", the item cannot be identified or adjusted into the warehouse. Typically, new items sent down from the host are sent as "not receivable", which prompts a user to check the item's configuration and footprint before identifying the item for the first time.

1. From the Tools Menu, select **Maint Menu**, and then select **Item Mnt**.
2. Enter an item and item client. The item information is displayed.

```

                Maintain Item
      Itm: OIL30W_____
      Cli: -----
      Desc: Oil 30 Weight_____
Item Family: _____
      Ftp: T4H3_____
Stocking Unit EA
      Vel: A   Rcv Sts: A___ Rcv Flg: 1
  
```

3. Move the cursor to the field that you want to change.
4. Enter a new value.

```

                Maintain Item
      Itm: OIL30W_____
      Cli: -----
      Desc: Oil 30 Weight_____
Item Family: _____
      Ftp: T4H3_____
Stocking Unit EA
      Vel: A   Rcv Sts: A___ Rcv Flg: 2
  
```

5. Confirm whether to update the item.

```

                Maintain Item
          Itm: OIL30W_____
          Cli: -----
          Desc: Oil 30 Weight_____
    Item Family: _____
          Ftp: T4H3_____
OK To Update? <YIN>:

```

- When the process is complete, press **Enter**.

```

                Maintain Item
          Itm: OIL30W_____
          Cli: -----
          Desc: Oil 30 Weight_____
    Item Family: _____
          Ftp: T4H3_____
Item Updated - Press Enter

```

Change the status of inventory

You use **Status Change** to change the status of an LPN, sub-LPN, or detail LPN.

Note: Depending on configurations, you may not be allowed to change the status of inventory to or from some or all inventory statuses.

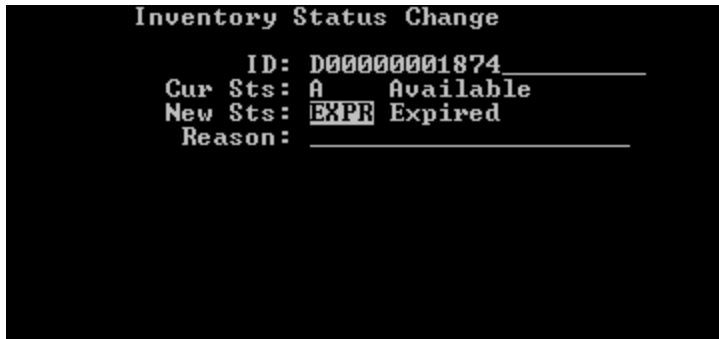
- From the Tools Menu, select **Maint Menu**, and then select **Status Change**.
- Enter an LPN, sub-LPN, or detail LPN. The current status of the inventory is displayed.


```

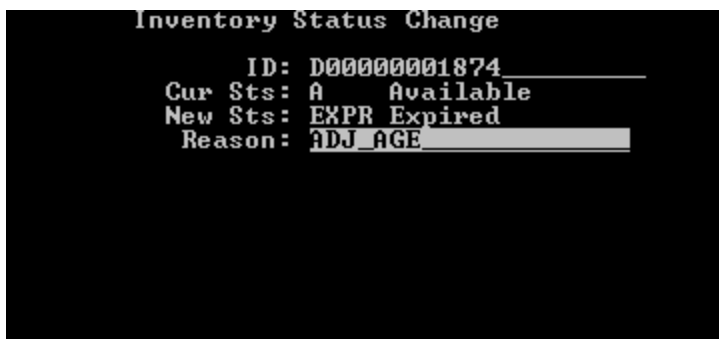
                Inventory Status Change
          ID: D00000001874_____
    Cur Sts: A      Available
    New Sts: _____
    Reason:  _____

```

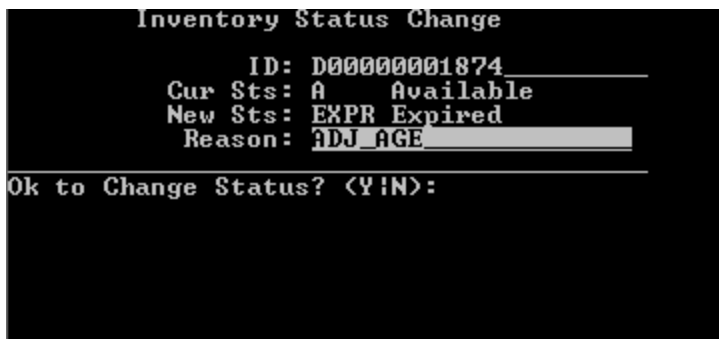
- Enter a new status. 



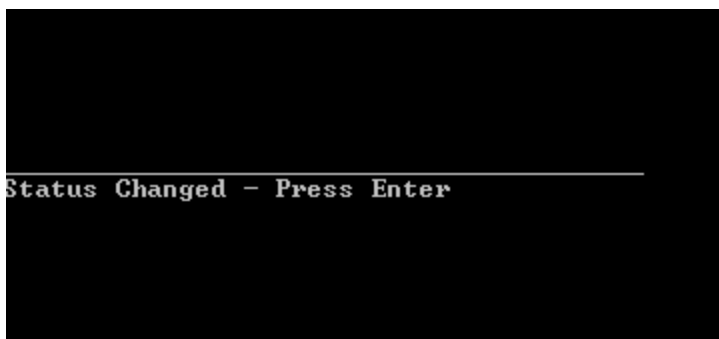
4. Enter a reason for changing the inventory status. 



5. Confirm whether to change the status.



6. When the process is complete, press **Enter**.



Change the handling unit assigned to inventory

You use **Inv HU Change** to add a non-serialized handling unit type to an LPN, sub-LPN, or detail LPN; or change the handling unit type that is currently assigned.

1. From the Tools Menu, select **Maint Menu**, and then select **Inv HU Change**.
2. Enter an LPN, sub-LPN, or detail LPN. If a handling unit type is currently assigned to the LPN, it is displayed.

```

      Inv HU Change
      ID:LD3PL101_____
Cur HU Typ:CHEP
      HU Typ:_____
  
```

3. Enter a handling unit type.

```

      Inv HU Change
      ID:LD3PL101_____
Cur HU Typ:CHEP
      HU Typ:MHIT_____
  
```

4. When the process is complete, press **Enter**.

```

      Inv HU Change
      ID:LD3PL101_____
Cur HU Typ:CHEP
      HU Typ:MHIT_____
Item Updated - Press Enter
  
```

Change the LPN attributes

You use **LPN Attr Change** to change the LPN attributes associated with inventory. An LPN attribute is a user-defined, LPN-level packaging requirement that is assigned to support the preferences of a customer, customer type, or supplier. For example, if a customer requires that pallets of inventory be wrapped and labeled on all four sides, LPN attributes for wrapping and labeling can be specified on the customer's order lines. During order processing, the application prompts operators to perform or verify the attributes prior to shipping.

Note: Configuration determines the number (up to five) and names of the LPN attributes that are displayed on the LPN Attribute Change screen.

1. From the Tools Menu, select **Maint Menu**, and then select **LPN Attr Change**.
2. Enter an LPN. The configured attributes are displayed.

```

LPN Attribute Change
LPN:AS001_____
Wrap:Y
DblWrap:N
Lb14Sid:Y
SlpShet:N

```

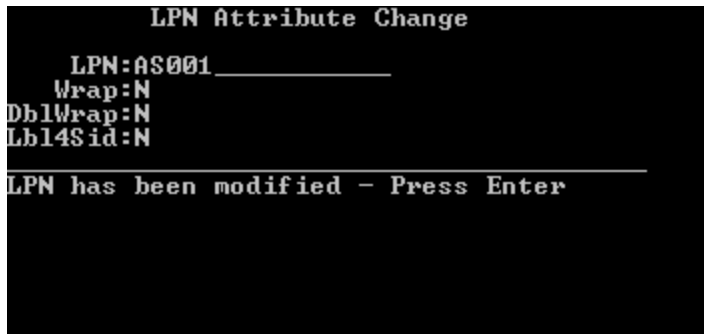
3. For each attribute that you want to apply to the LPN, type **Y**.
4. For each attribute that does not apply, type **N**.

```

LPN Attribute Change
LPN:AS001_____
Wrap:N
DblWrap:N
Lb14Sid:N
SlpShet:Y

```


- When the process is complete, press **Enter**.



Perform an inline move

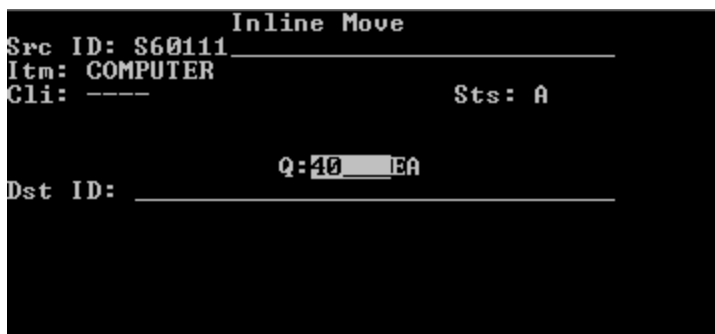
You use **Inline Move** to transfer inventory from one location or LPN to another. This procedure can be performed in line with another operation (such as picking), for example, to transfer damaged inventory out of a pick location.

Note: When Warehouse Management is integrated with Warehouse Labor Management, and depending on configurations, the operator is credited with the additional effort required to perform the inventory move.

- From the Tools Menu, select **Inline Move**.
- Enter a location or LPN.

Note: If you enter a sub-LPN or detail LPN, the display shows the entire (parent) LPN quantity; not the quantity of the sub-LPN or detail LPN. For example, if the LPN contains 4 cases (sub-LPNs), and you enter the sub-LPN for one of the cases, the display shows 4 cases.

- For a multi-item location or LPN, enter the item information. The quantity of the item in the location or on the LPN is displayed.

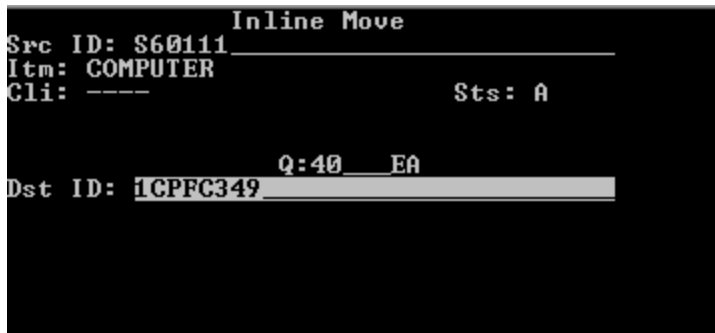


- To move a partial LPN quantity, enter the quantity and UOM to move.

Note: Depending on configurations, you may not be allowed to transfer a partial quantity.

5. Enter the destination location or LPN.

Note: If you entered a new LPN, you are prompted to enter an LPN level for the LPN. Depending on configuration, you may also be prompted to enter handling unit and LPN attribute information for the LPN.



6. If you entered a new LPN or left the location blank, press **F6-Done** to access the deposit screen.
7. Enter the deposit location.

User Options

The User Options menu provides options for resetting your home work area and warehouse equipment.

Note: The Override Loc option, which may appear on the User Options menu, is only available from a deposit screen, where it also available as a function key (**F4-OvrLoc**). See ["Function keys overview" \(on page 9\)](#).

Set home work area


You use **Set Home Work Area** to specify a home work area, or change the home work area that was selected when you logged in on the RF device. See ["Log in to Warehouse Management" \(on page 2\)](#).

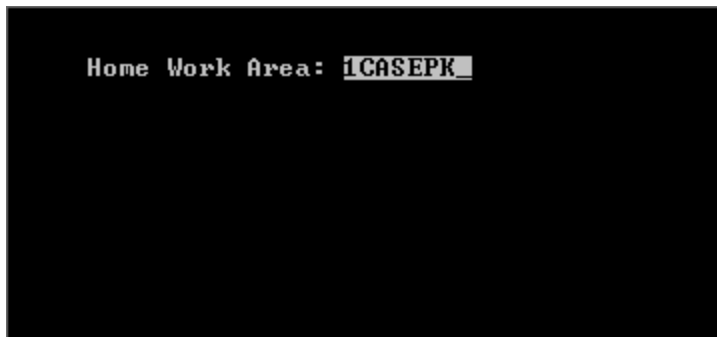
Specifying a home work area is optional. It is one of the attributes that the application uses to select directed work for you to perform.

- If you set a home work area, then after you complete directed work that moves you out of your home work area, the application attempts to move you back to the home work area with the next piece of available work (depending on priorities and other configurations).

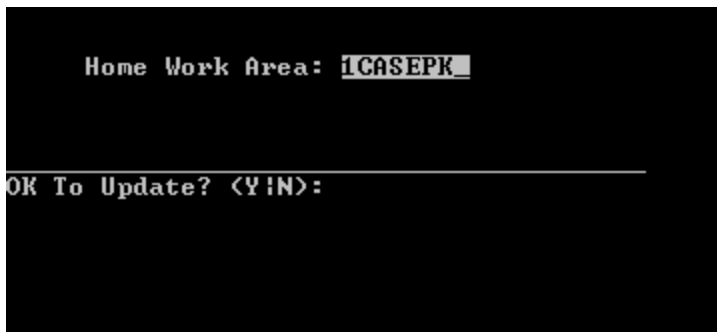
For example, if your home work area is receiving, you may be directed to shipping for higher priority work. After you finish the work in shipping, the application attempts to find directed work that would move you back to receiving (your home work area).

- If you do not set a home work area, then you are directed to the closest available work based on the last work that you completed.

1. From the Tools Menu, select **User Options**, and then select **Set Home Work Area**.
2. Enter your home work area. 




3. Confirm whether to update the home work area.



Set warehouse equipment

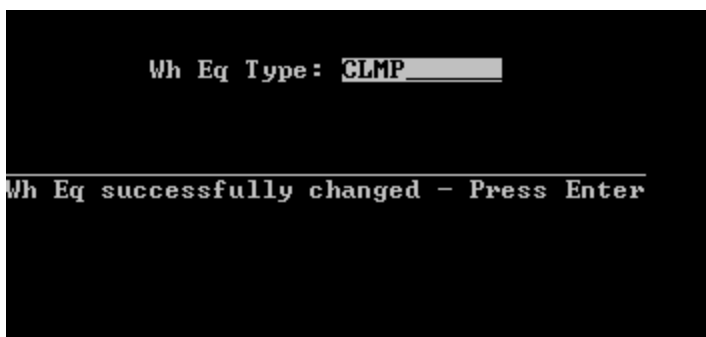
You use **Set Warehouse Equi** to change the warehouse equipment type that was selected when you logged in on the RF. See ["Log in to Warehouse Management" \(on page 2\)](#)

You may need to set the warehouse equipment type if you start using a different type of equipment and want to ensure that you obtain the directed work appropriate to the new type.

1. From the Tools Menu, select **User Options**, and then select **Set Warehouse Equi**.
2. Enter the warehouse equipment type. 



3. When processing is complete, press **Enter**.



Utilities Menu

The Utilities Menu is used to group options used to generate a trace file of the RF device or server processes for the purpose of troubleshooting. The Utilities Menu also provides a calculator and notepad utility.

Start and stop server tracing

You use **Server Tracing** to start and stop tracing on the mobile terminal framework (MTF) server. Tracing captures log messages created by the server and also the ones created by all client sessions connected to the server instance. The trace is stored by default in the *<Trace File Name>.log* file on the application server in the *<Drive>:JDA\<Instance Name>\LES\log* directory.

You use server tracing, for example, when an RF operator receives an error message. If you can repeat the action that caused the error, you can start server tracing prior to the message and then stop server tracing after the error. You can then download the file from the server and send it to [Blue Yonder Services](#) for troubleshooting.

IMPORTANT:

- When a trace is required, Blue Yonder recommends that you start both server and device tracing, so that both trace files can be analyzed to troubleshoot the error.
- When the process that you want to capture is complete, be sure to stop server and device tracing so that tracing stops capturing RF activity. If tracing is not stopped, the resulting file continues to grow and occupy available space on the server.

You can configure the trace level using the following options:

Note: By default, all of the trace levels are enabled. Typically, you should use all the default trace levels unless instructed otherwise by [Blue Yonder Services](#). For more information on trace levels, see the *Supply Chain Execution OnLine Expert*.

- **W:** Application Flow Messages
- **S:** SWLLib Calls
- **M:** Connection Manager Flow
- **X:** Server Flow Messages
- **A:** Server Arguments
- **R:** Performance Statistics
- **C:** Command Profiling
- **P:** Process ID in all Messages

1. To start server tracing:

- a. From the Tools Menu, select **Utilities Menu**, and then select **Server Tracing**.
- b. Accept the default trace level or enter the letter for each trace level to enable.

Note: In general, Blue Yonder recommends that you accept the default trace levels.

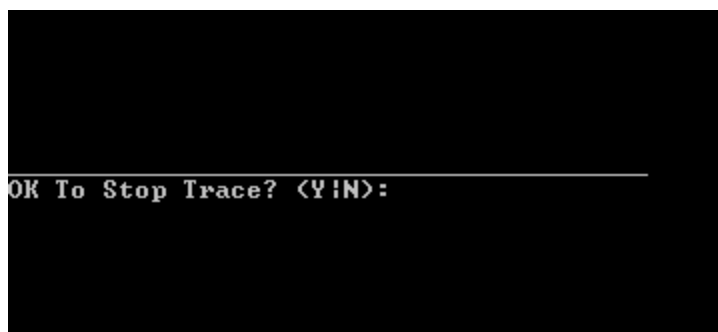
- c. Enter a trace file name or accept the default value. You must use **.LOG** as the file name extension.



- d. Confirm whether to start tracing.



2. To stop server tracing:
 - a. From the Tools Menu, select **Utilities Menu**, and then select **Server Tracing**.
 - b. Confirm whether to stop tracing.



Start and stop device tracing

You use **Device Tracing** to start and stop tracing that captures log messages created by the client session associated with your RF device. The trace is stored by default in the *<Trace File Name>.out* file on the application server in the *<Drive>:JDA\<Instance Name>\LES\log* directory.

You use device tracing, for example, when an RF operator receives an error message. If you can repeat the action that caused the error, you can start device tracing prior to the message and then stop tracing after the error. You can then download the file from the server and send it to [Blue Yonder Services](#) for troubleshooting.

IMPORTANT:

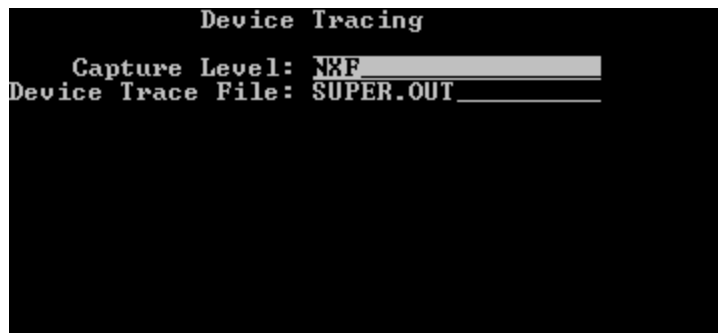
- When a trace is required, Blue Yonder recommends that you start both server and device tracing, so that both trace files can be analyzed to troubleshoot the error.
- When the process that you want to capture is complete, be sure to stop server and device tracing so that tracing stops capturing RF activity. If tracing is not stopped, the resulting file continues to grow and occupy available space on the server.

The trace file can include screen images of RF forms at specific points in the process. You use the **Capture Level** field to configure when screen images are written to the trace file using the following options:

- **N**: Writes the image when you enter a form.
- **X**: Writes the image when you exit a form.
- **F**: Writes the image whenever you tab out of a field.

1. To start device tracing:

- a. From the Tools Menu, select **Utilities Menu**, and then select **Device Tracing**.



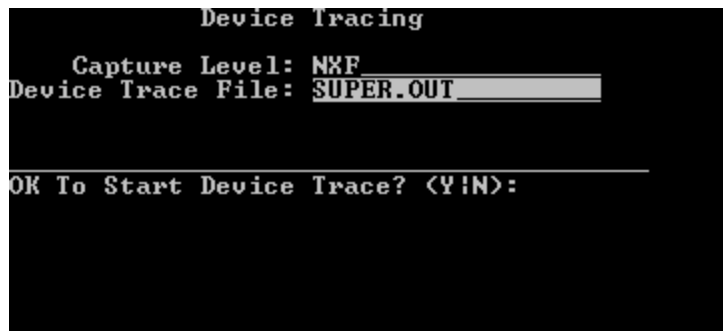
- b. Enter the letter for each capture level to enable or accept the default value.

Note: By default, all the capture levels are enabled. Typically, you should use all the capture levels unless instructed otherwise by [Blue Yonder Services](#).

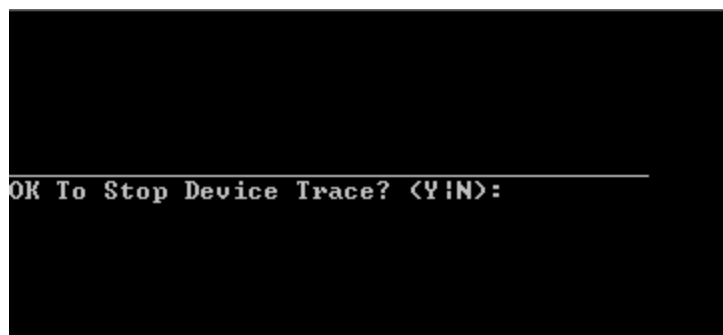
- c. Enter the trace file name or accept the default value. You must use **.OUT** for the file name

extension.

- d. Confirm whether to start tracing.



2. To stop device tracing:
 - a. From the Tools Menu, select **Utilities Menu**, and then select **Device Tracing**.
 - b. Confirm whether to stop tracing.

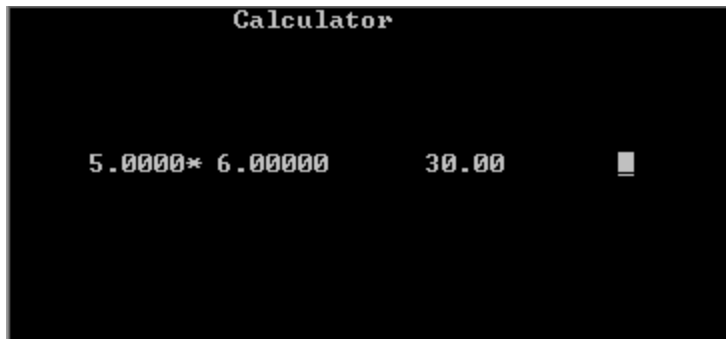


Use the calculator utility

You use **Calculator** to perform basic math operations. In the calculator, you can enter two values and then select an operation to add (+) the two numbers, subtract (-) the second number from the first number, multiply (*) the two numbers, or divide (/) the first number by the second number.

1. From the Tools Menu, select **Utilities Menu**, and then select **Calculator**.
2. Enter two values to calculate. For example, to multiply 5 by 6, enter **5** and **6**.
3. Press **F2-Lookup** to select the operation to use. The value resulting from the calculation is

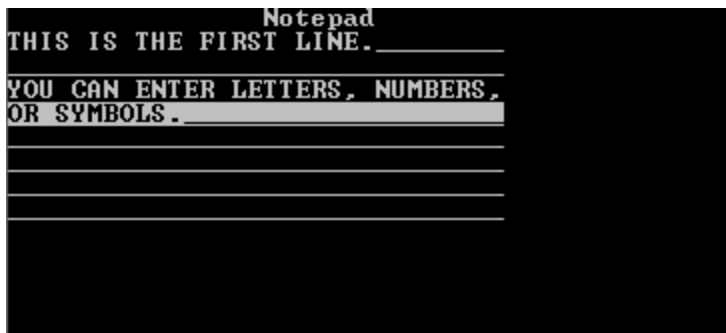
displayed.



Use the notepad utility

You use **Notepad** to write and store up to 12 lines of a message. Each line can contain up to 31 alphanumeric characters. The message from row 1 through row 4 is saved to your user name; so it remains available when log out of one RF device and log back in on another device.

1. From the Tools Menu, select **Utilities Menu**, and then select **Notepad**.
2. Select a line and enter your message.



3. To clear a line of text, press **Esc F7**-Clear Field.
4. To save your message (lines 1 through 4), press **F6**-Done.

Cancel a pick

You use **Cancel Pick** to cancel a displayed pick. This option is available when performing directed or undirected pick work.


Note: Only the current pick can be cancelled.

1. During picking, when the Order Pick screen is displayed, press **F7**-Tools.
2. Select **Cancel Pick**.

```

Cancel Pick
Tsk: WRK00000000CJ
Src Loc: XD01
Cancel Code: _____
Error Location: Y_

```

3. Select a cancel code. 
4. Select whether to set the location to an error status.

Note: An error status places a hold on inventory activity in a location. The location is no longer available for storage or for reserving inventory in the location for orders. Any inventory activity for the location that was defined prior to setting the location to error can be completed, but no new activity is created. When the error status is removed (reset), activities can resume.

```

Cancel Pick
Tsk: WRK00000000CJ
Src Loc: XD01
Cancel Code: C-RA _____
Error Location: Y_

```

5. Confirm whether to cancel the pick.

```

Cancel Pick
Tsk: WRK00000000CJ
Src Loc: XD01
Cancel Code: C-RA _____
Error Location: Y_
_____
OK To Cancel Pick? (Y|N):

```

6. When processing is complete, press **Enter**.

View inventory

You use **Inventory Dsp** to search for inventory by location, item, or inventory attribute. For example, you can perform the following types of searches:

- Enter a location to view the contents of the location
- Enter an item to view all of the locations that contain the item
- Enter the value for one or more attributes to find matching inventory

1. From the Inventory Menu or Tools Menu, select **Inventory Dsp**.
2. Enter a value in one or more of the displayed fields.

Note: It is not necessary to enter or tab through all of the fields.

```

Inventory Dsp
ID: 1CPFA145
Itm: GOLFBALL
Cli: 
Lot:          SLot:
Org:          Rev:
Sts:          Ftp:
  
```

3. Press **F6-GoTo**.
4. If available, view the Inventory Summary Display.

Note: An inventory summary may not be displayed, depending on configuration. The inventory summary shows the quantity of inventory in each location summarized by the fields configured for display. For example, if Lot is configured for display, then the screen displays a record that shows the item and the quantity of inventory in the location that has the same lot. The next record shows the quantity of inventory for the next lot, and so on. Following the summary of the last record, the Inventory Display screen is displayed showing inventory details.

```

Inventory Summary Display
Loc: 1CPFA145      Itm: GOLFBALL
Cli: ----          Q: 1920
Org: ----          Rev: ----
MandDt:           Exp: ----
Sup:              Lot: ----
Ftp: T5H2          SLot:
                  1 of 1

```

- To view the LPN details for an inventory summary, press **F4**-Display Detail.

```

Inventory Dsp
Loc: 1CPFA145      Cli: ----
Itm: GOLFBALL      Ftp: T5H2
LPN: 5010          Sts: H
Lot: ----
Sup Lot:           U/P: 1
Org: ----          Q: 960
Rev: ----          1 of 2
U/C: 16

```

- To start a new search, press **F6**-GoTo.

View the details of serialized cases

You use **Serial Case Dsp** to view the list of cases on an LPN. If there are serialized cases on the LPN, you can access detailed information for each serialized case; but not for non-serialized cases. Also, the detail information does not display the serial number.

This option is specific to cases serialized at the sub-LPN level, and does not provide details for inventory that is serialized at the detail LPN level.

- From the Tools Menu, select **Serial Case Dsp**.

```

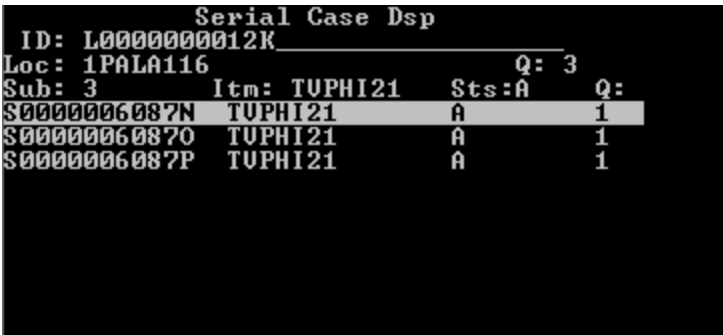
Serial Case Dsp
ID: 100000000012K
Loc:              Q: 0
Sub: 0           Itm:      Sts:  Q:

```

- Enter one of the following identifiers: LPN, sub-LPN, detail LPN, or serial number. The screen

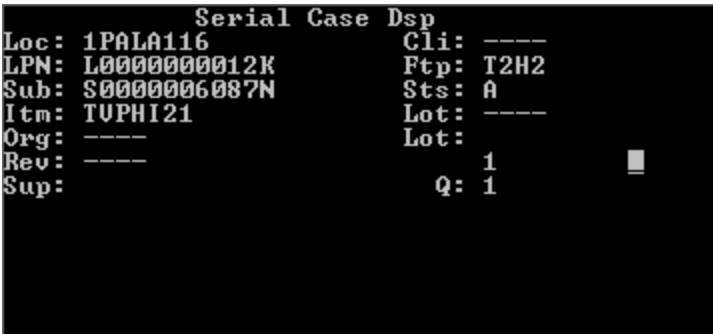
displays the LPN and lists the cases residing on the LPN.

Note: After you enter an identifier, the **ID** field is populated with the LPN on which the sub-LPN resides, and all the cases on the LPN are displayed.



- 3. Select a serialized case and press **Enter**. Inventory details are displayed.

Note: Details are not displayed for non-serialized cases.



- 4. To view another case:
 - a. Press **F1-Back** to display the LPN.
 - b. Select a case in the list, and press **Enter**.

View location contents

You use **Location Display** to view the details of a location, including its status, items, quantities (current, pending, and committed), and capacity (used, pending, and maximum). Pending quantity is that which is being directed to the location, such as a replenishment or putaway. Committed quantity is that which has been allocated for an order, work order, or replenishment.

When a location is displayed, you can use function keys to generate (**F8-Gen Rpl**) or perform (**F6-Perf Rpl**) a replenishment for the location. See ["Inventory process function keys" \(on page 80\)](#).

1. From the Inventory Menu or Tools Menu, select **Location Display**.
2. Enter a location and then view the contents.

```

Location Display
Loc: COOLD106
Sts: Partial   Itm: AVOCADO
Inventory      Capacity
  Curr Q: 1440   Code: Pallet
  Pend Q: 240    Used: 6
Commit Q: 0      Pend: 1
                  Max: 7

```


Log the start of indirect activity

You use **LMS Set Indirect** to notify the integrated Warehouse Labor Management application that you are going to start an indirect activity.

IMPORTANT: To ensure that the start time is appropriately tracked, you must log the indirect activity before you start working on it.

Notes:

- This option is only functional when Warehouse Labor Management is integrated with Warehouse Management.
- The end time for the indirect work is applied automatically when you start direct work in the application, such as picking inventory.

1. From the Tools Menu, select **LMS Set Indirect**.
2. Enter the indirect activity that you are going to start. 

```

LMS Set Indirect

Activity: Battery Change


OK To Begin Activity? (Y|N):

```

3. Confirm whether you are going to start the activity.
4. When processing is complete, press **Enter**.

Send a message to another operator, device, or role

You use **Send Message** to send a message to another operator, device, role, or to all devices. The message can consist of up to 200 alphanumeric characters or symbols.


1. From the Tools Menu, select **Send Message**.
2. Enter a user, device, or role; or leave the fields blank to send a message to all devices. 

Note: You can enter a value in multiple fields. For example, if you enter a user and a device, the message will be sent to the devices that match that user or that device.



```
Send Message
User ID: _____
Device:  EMUPATW_____
Role:    _____
Message: _____
```

3. Enter your message.



```
Send Message
User ID: _____
Device:  EMUPATW_____
Role:    _____
Message: TEAM MEETING AT 2PM_____
```

4. Confirm whether to send the message.

```

Send Message
User ID: _____
Device: EMUPATW_____
Role: _____
Are you sure you want to send the
message? (Y|N):

```

- When processing is complete, press **Enter**.

```

Send Message
User ID: _____
Device: EMUPATW_____
Role: _____
Message: TEAM MEETING AT 2PM
Message sent successfully - Press Enter

```

The recipient receives the message immediately or when logged in.

Note: The recipient can press **Enter** to clear the message.

```

0 Undirected Menu
1 Picking Menu      6 Cycle Count Menu
2 Inventory Menu    7 Yard Menu
3 Receiving Menu    8 Workflow Menu
4 Shipment Menu     9 Directed Work
5 Production Menu   0 Next
TEAM MEETING AT 2PM - Press Enter

```

Adjust LPN handling units

You use **Load Asset Adjust** to record the receipt of empty non-serialized handling units that arrived on receiving transport equipment. For example, you identify and receive a pallet of inventory on a WHIT handling unit, and then also receive 3 empty WHIT handling units from the transport equipment. In that case, you would use **Load Asset Adjust** to record the receipt of the 3 empty WHIT handling units.

IMPORTANT: This option is only available if Inventory handling unit tracking has been enabled for the warehouse.

1. From the Tools Menu, select **Load Asset Adjust**.
2. Enter the transport equipment that contains the empty handling units. The LPNs in the location are displayed, along with the handling unit type and quantity associated with each LPN.

```

Load Asset Display
Loc: 01TRUCK
WHIT L0000000014C 1

```

3. Select an LPN and press **Enter**. The LPN along with its handling unit type is displayed.
4. Enter the handling unit attributes (such as type and quantity) to record the additional empty handling units that you removed from the transport equipment.

```

Load Asset Adjust
Loc: 01TRUCK
ID: L0000000014C
HU Typ: WHIT
Cli: ----
Qty: 4

```

5. When the changes are displayed, press **Enter** to complete the update.

```

Load Asset Display
Loc: 01TRUCK
WHIT L0000000014C 4

```