

# **Warehouse Data Capture**

(WDC)

## **User Manual**

## Document Information

### DOCUMENT CLASSIFICATION

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## Section 1: An Introduction

The Warehouse Data Capture software (hereafter referred as WDC) is aimed for inventory management of the warehouse and consists of following high level modules/functions :-

- a. Receiving against 'Purchase order'
- b. Issuing against 'Sales order'
- c. Stock Take
- d. Wireless Sync from Motorola HHT app

'Stock take' allows the user to do the stock take inside the warehouse, against the provided stock count sheet (downloaded from Oracle)

All the selected count sheet numbers from PC application will be available for stock take in the HHT. User will select the stock count sheet from the HHT and then will start stock taking.

There could be following types of inventory items

- Items with only quantity
- Items with batch number and quantity
- Items with batch number and serial number
- Items with only serial number

### 1.1 HANDHELD APPLICATION

The handheld application is a windows application for HHT device that allows the user to do receipts, delivery and stock take using the HHT. Various modules of the HHT Data Collection application includes

1. User Login
2. Receipts (against PO)
3. Delivery (against SO)
4. Stock Take
5. Configuration



## Section 2: WDC - Admin

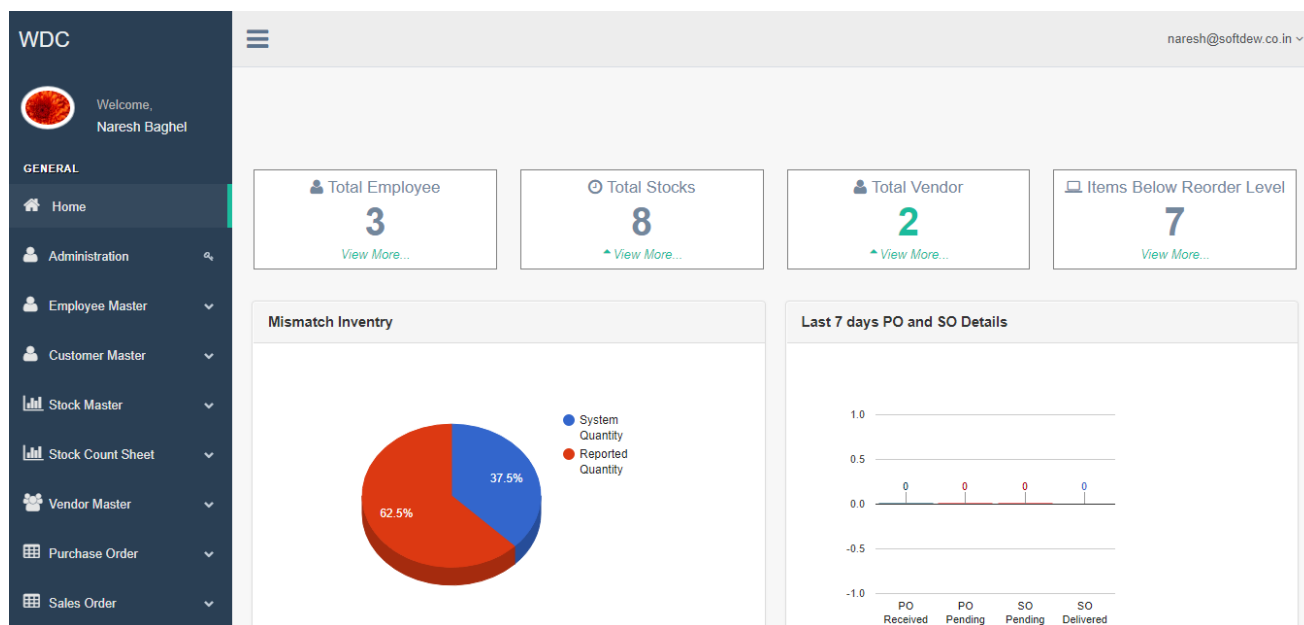


Figure 1 - Dashboard

In the dashboard , the admin will able to see the consolidated data like

- 1) Total Employees, Total Stock , Total vendor , Items below recorder level
- 2) Mismatch Inventory
- 3) Last 7 days PO and SO details



## WDC - Warehouse Data Capture Software

## 2.1 MANAGE LOCATION

WDC

Welcome, Naresh Baghel

GENERAL

Home

Administration

Manage Location

Manage Unit

Employee Master

Customer Master

Stock Master

Stock Count Sheet

naresh@softdew.co.in

Add New Location

Item Area\*

Submit

Reset

Location Details

Show 10 entries

Search:

S.No	Area	Add Sub Location	Action
1	Store Room C	Add Sub Location	<div></div> <div></div>

Showing 1 to 1 of 1 entries

Previous1Next

Figure 2 - Manage location

WDC Admin can create the warehouse location and also add the sub-location as well. With the provision to edit or delete the entries created.

## 2.2 MANAGE UNIT

WDC

Welcome, Naresh Baghel

GENERAL

Home

Administration

Manage Location

Manage Unit

Employee Master

Customer Master

Stock Master

Stock Count Sheet

Vendor Master

Purchase Order

naresh@softdew.co.in

Add Unit

Unit\*

Status

Enable

Submit

Reset

Unit Details

Show 10 entries

Search:

S.No	Unit	Status	Action
1	Each	Enabled	<div></div> <div></div>
2	Pkg of 10	Enabled	<div></div> <div></div>
3	5lbs	Enabled	<div></div> <div></div>



Figure 3 - Warehouse Locations

Under manage unit section , admin will able to define the units like weight , bundle size and likewise with the provision of edit and delete.

## 2.3 MANAGE EMPLOYEE

WDC

Welcome, Naresh Baghel

GENERAL

Home

Administration

Employee Master

Create

Edit/View

Customer Master

Stock Master

Stock Count Sheet

Vendor Master

Purchase Order

Create New Employee

Name\*

Email\*

Code\*

Is for Mobile Device User

Yes

Password\*

Confirm Password\*

Is Active

Yes

Create Reset

Figure 4 - Create Employees

Here, admin can create the new employees and specify if its for the mobile device user along with their unique code. The admin needs to fill following information:

- 1) Name
- 2) Email Id
- 3) Code
- 4) Password
- 5) Is user is for Mobile Device

Only if the employee is given access to mobile login, he will be able to login in HHT device



## WDC - Warehouse Data Capture Software

WDC

Welcome, Naresh Baghel

GENERAL

Home

Administration

Employee Master

Create

Edit/View

Customer Master

Stock Master

Stock Count Sheet

Vendor Master

Purchase Order

View Employee

Show 10 entries

Search:

S No.	Name	Code	Email ID	Is for Mobile Device	Is Active	Action
1.	Naresh Baghel	SFT0022	naresh@softdew.co.in	Yes	Yes	
2.	Rakesh Singh	SFT0021	n@h.com	Yes	Yes	
3.	Ravindra	ATS001	baghel3349@gmail.com	No	Yes	

Showing 1 to 3 of 3 entries

Previous 1 Next

Figure 5 - View/Edit Employees

If there are any details which needs to be changed for the employee then admin can do that from here.

## 2.4 MANAGE CUSTOMER

WDC

Welcome, Naresh Baghel

GENERAL

Home

Administration

Employee Master

Customer Master

Stock Master

Stock Count Sheet

Vendor Master

Purchase Order

Create Customer

Name\*

Contact Person\*

Phone Number\*

Email ID\*

Address\*

Is Active\*

Yes

Create Reset

Figure 6 - Create Customer



## WDC - Warehouse Data Capture Software

In this section , the admin can able to create the new customers by filling the above set of information like :

- 1) Name
- 2) Contact person
- 3) Phone number
- 4) Email Id
- 5) Address

## 2.5 MANAGE STOCK

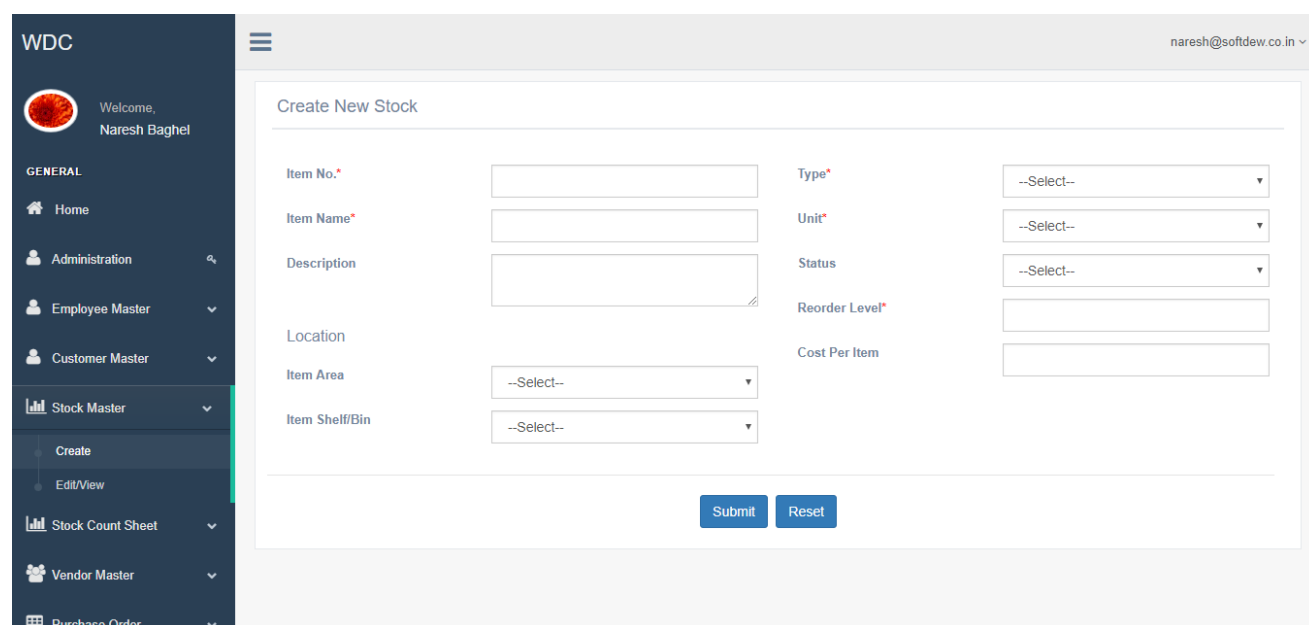


Figure 7 - Create Stock

In this section , the admin can able to create the New Stock and able to assign the Location created earlier. The following information will be required for creating new stock :

- |                     |              |                   |              |
|---------------------|--------------|-------------------|--------------|
| 1) Item No.         | 2) Item Name | 3) Description    | 4) Type      |
| 5) Unit             | 6) Status    | 7) Re-Order Level | 8) Item Area |
| 9) Item Shelf / Bin |              |                   |              |



## WDC - Warehouse Data Capture Software

WDC

Welcome, Naresh Baghel

GENERAL

Home

Administration

Employee Master

Customer Master

Stock Master

Stock Count Sheet

Vendor Master

Purchase Order

View Stock

Stock:

Location:

Status:

Sub location:

Search:

Show 10 entries

S No.	Item No.	Item Name	Item Description	Type	Location	Status	Barcode	Action
1.	E123	ITEM E	ITEM A - great product. Its a magnifying glass	Items with only quantity	Store Room C/BIN 7	OK		
2.	G123	ITEM G	ITEM A - great product. Its a magnifying glass	Items with only quantity	Store Room C/BIN 7	OK		
3.	H123	ITEM H	ITEM A - great product. Its a magnifying glass	Items with only quantity	Store Room C/BIN 7	Reorder		

Figure 8 - View/Edit Stock

Here , admin can able to view the stock created and able to delete or modify the details added.

## 2.6 STOCK COUNT SHEET

WDC

Welcome, Naresh Baghel

GENERAL

Home

Administration

Employee Master

Customer Master

Stock Master

Stock Count Sheet

Vendor Master

Purchase Order

Create Stock Count Sheet

Sheet Name\*

S No.	Item Name	Item No.	Action
	<input type="text"/>	<input type="text"/>	

Submit Reset

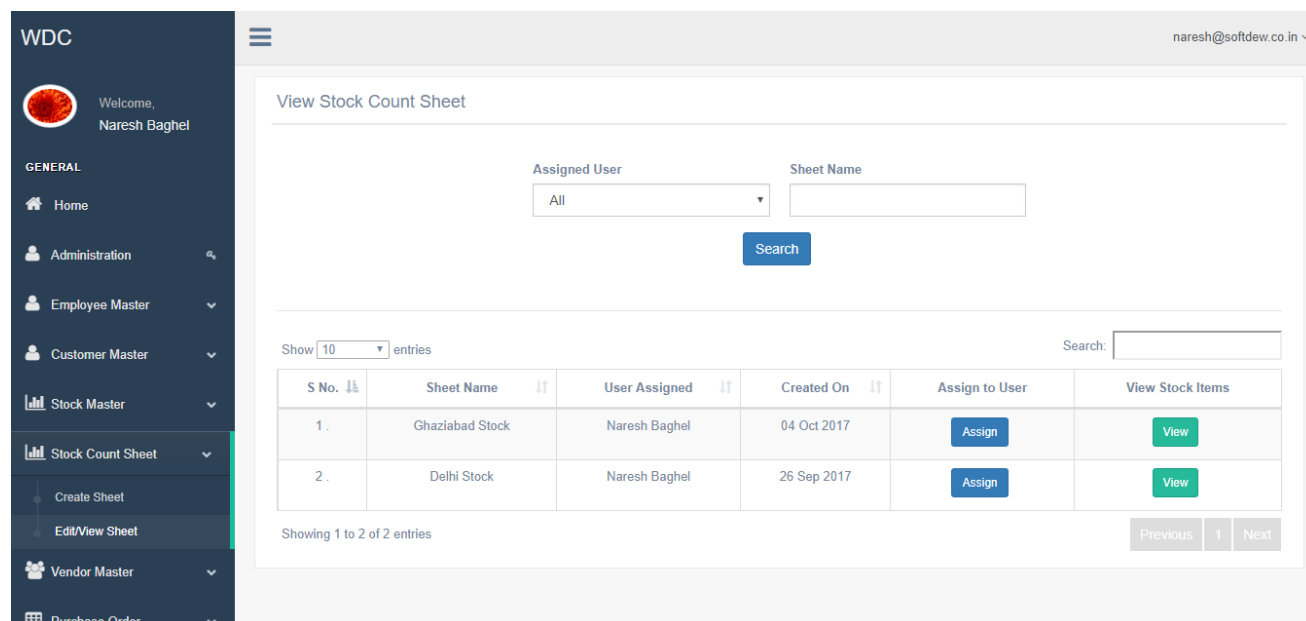
Figure 9 - Create Stock count sheet

## WDC - Warehouse Data Capture Software

In this section , admin will create the stock count sheet. Here admin will specify the Sheet Name and further can able to add the Items to the sheet.

Admin needs to select the Item Name from the list and click on Add symbol to add the next item in the row.

Once all items has been added then admin will click on the Submit button to create the new stock count sheet.



The screenshot shows the 'View Stock Count Sheet' interface. At the top, there's a header with the user's name 'naresh@softdew.co.in'. Below the header, there's a sidebar with navigation options. The main content area has a form to filter stock count sheets by 'Assigned User' (set to 'All') and 'Sheet Name'. Below the form is a table listing two stock count sheets: 'Ghaziabad Stock' and 'Delhi Stock', both assigned to 'Naresh Baghel'. Each row has an 'Assign' button and a 'View' button. The table also includes columns for 'S No.', 'Sheet Name', 'User Assigned', 'Created On', and 'View Stock Items'.

S No.	Sheet Name	User Assigned	Created On	Assign to User	View Stock Items
1.	Ghaziabad Stock	Naresh Baghel	04 Oct 2017	<a href="#">Assign</a>	<a href="#">View</a>
2.	Delhi Stock	Naresh Baghel	26 Sep 2017	<a href="#">Assign</a>	<a href="#">View</a>

Figure 10 - View Stock count sheets

In this section , admin can able to see the stock count sheets created and has the provision to assign the sheet to the user/employee created earlier. In parallel the admin can always able to see the items of each stock count sheet as well.



## WDC - Warehouse Data Capture Software

## 2.7 MANAGE VENDOR

Figure 11 - Create Vendor

In this section , admin can able to add the new vendor. The following are the information required in order to create the new vendor .

- |                 |                    |                 |            |
|-----------------|--------------------|-----------------|------------|
| 1) Vendor Name  | 2) Mailing Address | 3) Website Link | 4) Country |
| 5) Contact Name | 6) State           | 7) Email Id     | 8) City    |
| 9) Phone No     | 10) Zip Code       | 11) FAX No.     |            |



## WDC - Warehouse Data Capture Software

WDC

Welcome, Naresh Baghel

GENERAL

- Home
- Administration
- Employee Master
- Customer Master
- Stock Master
- Stock Count Sheet
- Vendor Master
  - Create
  - View/Edit
- Purchase Order

View Vendor

Search:

Show 10 entries

S No.	Vendor Name	Website Link	Contact Name	Email ID	Phone No.	Fax	Mailing Address	Country	State	City	ZIP
1.	Cole		Ms. Kelly Thomas	kelly@cole.com	321-456-7890	321-456-7891	123 Main Street	USA	OH	Hamilton	44411
2.	bhupendra		Narsh Bhaghel	bhupendra@softdew.co.in	9718891330	2342342242424	bhupendra@softdew.co.in	India	Delhi	Delhi	24422

Showing 1 to 2 of 2 entries

Previous 1 Next

Figure 12 - View/Edit Vendors

In this section, admin can able to delete or modify the vendor details.

## 2.8 MANAGE PURCHASE ORDER

WDC

Welcome, Naresh Baghel

GENERAL

- Home
- Administration
- Employee Master
- Customer Master
- Stock Master
- Stock Count Sheet
- Vendor Master
  - Create
  - View/Edit
- Purchase Order
  - Create
  - View/Edit

Create Purchase Order

Select Vender: --Select--

Date Of Purchase:

Expected Date Of Received:

Purchase Order No.:

Item Details

S No.	Name	Quantity	Cost Per Item	Action
	--Select--	<input type="text"/>	<input type="text"/>	<input style="background-color: #28a745; color: white; border: none; padding: 5px 10px;" type="button" value="+"/>

Figure 13 - Create Purchase order

## WDC - Warehouse Data Capture Software

In this section, admin can able to create the new purchase order. Admin need to select the vendor from the list along with the date of purchase, expected date of receiving the item along with the PO number.

Further, admin will specify the items which will be there in the PO created. Once all items will get added in the PO then admin will click on Add button and final PO will get created.

WDC

Welcome, Naresh Baghel

GENERAL

- Home
- Administration
- Employee Master
- Customer Master
- Stock Master
- Stock Count Sheet
- Vendor Master
- Purchase Order
- Create

View Purchase Order

Select Vender: All | Purchase Order No.: | Assigned User: All | Status: All

Search

Show 10 entries | Search:

Sl. No.	Vendor Name	Purchase Order No.	Purchase Order Date	Expected Received Date	Received Date	Assigned User	Remarks	Status	Assign User	View Details
1.	Cole	PO001	11 Oct 2017	11 Oct 2017		Naresh Baghel	done pass item	Received		<a href="#">View</a>
2.	Cole		01 Nov 2017	15 Nov 2017				Open	<a href="#">Assign</a>	<a href="#">View</a>

Showing 1 to 2 of 2 entries

Previous 1 Next

Figure 14 - View/Edit Purchase order

In this section, admin will able to view the details of the PO created. Along with this, admin can able to assign the PO to the user/employee. The same has been shown in the next slide.

There will be filtering of the records basis the vendor selected from list, PO number , Assigned users and status.



## WDC - Warehouse Data Capture Software

The screenshot shows the WDC software interface. A sidebar on the left contains navigation links: Home, Administration, Employee Master, Customer Master, Stock Master, Stock Count Sheet, Vendor Master, Purchase Order, and Sales Order. The main area displays the 'View Purchase Order' screen with a table of purchase orders. A pop-up dialog titled 'Assigned to User' is open, showing a dropdown menu with options: '--Select--', '--Select--', Naresh Baghel, and Rakesh Singh. The background table has columns: S No., Vendor Name, Purchase Order No., Purchase Order Date, Expected Received Date, Received Date, Assigned User, Remarks, Status, Assign User, and View Details. Two rows are visible: Row 1 (S No. 1, Vendor Name Cole, PO No. PO001, Date 11 Oct 2017, Status Received) and Row 2 (S No. 2, Vendor Name Cole, PO No. 01 Nov 2017, Date 15 Nov 2017, Status Open). The 'Assign User' column for Row 2 has a green 'Assign' button.

Figure 15 - Assign Purchase Order to Employee

When click on the Assign button against each PO, this pop up will get opened. Where admin will select the user from the list and allocate the PO to that particular user.

## 2.9 MANAGE SALES ORDER

The screenshot shows the 'Create Sales Order' form in the WDC software. The form has a sidebar on the left with navigation links: Home, Administration, Employee Master, Customer Master, Stock Master, Stock Count Sheet, Vendor Master, Purchase Order, and Sales Order. The main area contains the 'Create Sales Order' form with fields for: Select Client (dropdown), Date Of Order, Expected Date Of Delivery, and Sales Order No. Below these is the 'Item Details' section with a table. The table has columns: S No., Name, Quantity, Cost Per Item, and Action. The first row has a dropdown for Name with options '--Select--'. The Action column has a green '+' button. At the bottom of the form are 'Add' and 'Reset' buttons.

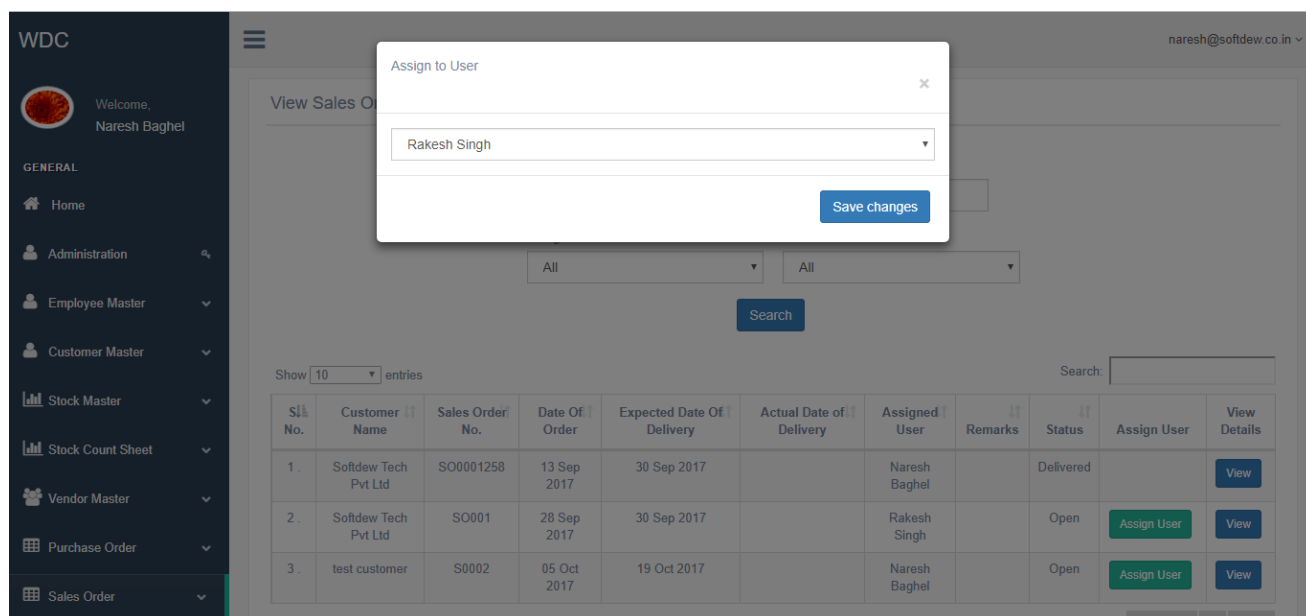
Figure 16 - Create Sale Order

## WDC - Warehouse Data Capture Software

In this section, admin will create the new sales order. For creating new order admin will select the client from the dropdown and specify the following:

- 1) Date of order
- 2) Expected date of delivery
- 3) Sale Order No.

Admin will also need to add the items to the orders by selecting the Order name, quantity and cost per item. In the same manner admin will add all items in the list and further click on Add button to create the new sales order.



The screenshot displays the WDC software interface. On the left is a dark sidebar with navigation options: Home, Administration, Employee Master, Customer Master, Stock Master, Stock Count Sheet, Vendor Master, Purchase Order, and Sales Order. The main area shows the 'View Sales Order' screen. A modal dialog titled 'Assign to User' is open, featuring a dropdown menu with 'Rakesh Singh' selected and a 'Save changes' button. Below the dialog, a table lists sales orders with columns for S.O. No., Customer Name, Sales Order No., Date Of Order, Expected Date Of Delivery, Actual Date of Delivery, Assigned User, Remarks, Status, Assign User, and View Details. The table contains three rows of data.

S.O. No.	Customer Name	Sales Order No.	Date Of Order	Expected Date Of Delivery	Actual Date of Delivery	Assigned User	Remarks	Status	Assign User	View Details
1.	Softdew Tech Pvt Ltd	SO0001258	13 Sep 2017	30 Sep 2017		Naresh Baghel		Delivered		<a href="#">View</a>
2.	Softdew Tech Pvt Ltd	SO001	28 Sep 2017	30 Sep 2017		Rakesh Singh		Open	<a href="#">Assign User</a>	<a href="#">View</a>
3.	test customer	S0002	05 Oct 2017	19 Oct 2017		Naresh Baghel		Open	<a href="#">Assign User</a>	<a href="#">View</a>

Figure 17 - Assign Sale order to employee

On clicking the Assign User, the pop up will open where admin will select the user from the list and allocate the sales order to that particular user.