RecycleSMART Application and User Guide 1.0

Overview

The Application and User guide is intended to provide the basic overview of RecycleSMART (Rsmart) application. This guide can become a reference document for creating and maintaining various transactions with regards to Scrap recycle business by utilizing the power of RecycleSMART application.

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Application overview

Introduction

The RecycleSMART (Rsmart) application is designed to automate, improve and operationalize the Scrap Metal Recycling business functions. Rsmart is currently focused on automating various functions of Scrap Metal recyclers that export to international markets. The release 2.0 will be focused on recyclers that sell in local markets and also have a lower scale of business (peddlers).

Rsmart is designed using latest Microsoft technology to that allows rapid development and enables easy application maintenance.

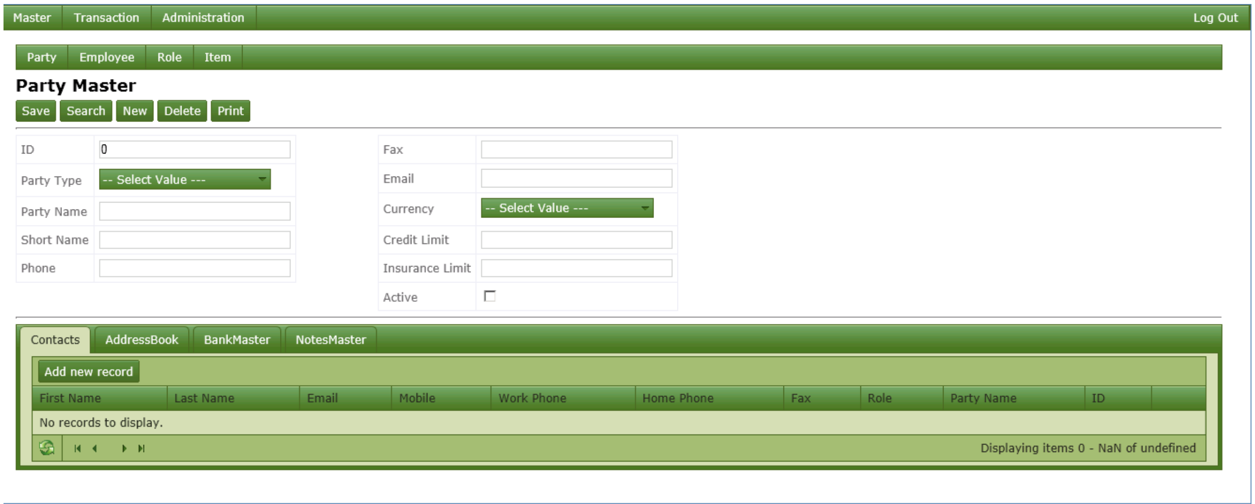
Rsmart is completely web-based application that speeds up time to deploy and operationalize. The organization that plans to buy Rsmart software need not procure expensive desktops and/or servers. The application can be hosted on-premise or off-premise based on various factors like budget, risk and maintenance needs.

Rsmart is designed with a tab menu structure with shorts cuts and go-to functionality that reduces the number of clicks it takes to complete a task. Rsmart software is user friendly and has intuitive User Interface that enables ease of usage. Rsmart has a solid foundation that allows the administrators to control who will see what screen and what data. Each user has a specific field of play within which he/she can operate and contribute to the overall process.

Navigation, Controls and Basic operations

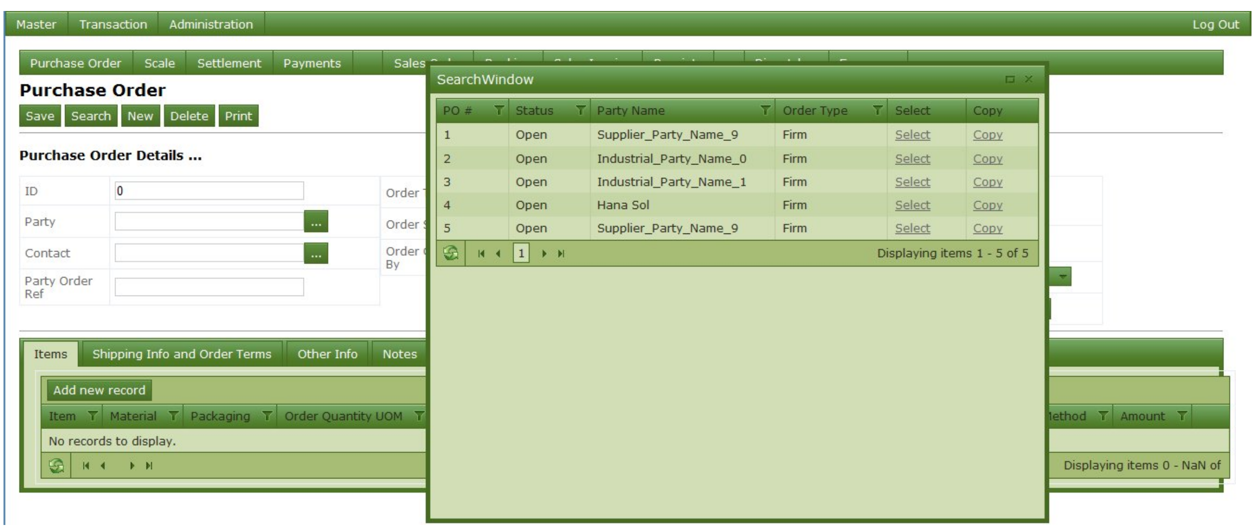
Rsmart application has 3 level tab structure as outlined below(example) –

- Master (Level 1)
    - Party Master (Level 2)
        - Contacts (Level 3)
        - Address (Location)
        - Bank information
    - Item Master
- Transaction
- Administration
- Reports



Each tab at level 2 and level 3 allows the users to execute following functions

- Create a "New" master/transaction record. When a user select "New" button on a screen, the application clears all the previous data values and re-sets itself assuming user will create new master/transaction record or search for one.
- "Search" for an existing master/transaction record. When selected, this button will open an search window that display the master/transaction records that were saved earlier.



- "Delete" an existing master/transaction record. When selected, the application will mark this record as "inactive".
- "Print" a document for that master/transaction. This will initiate a document print.
- "Save" a master/transaction record.

    - When selecting “Save” at level 2, the application will save data at level 2 and level 3 (all sub-tabs)
- “Add new record” adds a record on level 3.

Following are the user controls that allow the user to select / enter data into Rsmart application –

- Drop down list boxes (called List of Values or LOVs)
- Look up to other master/transaction there by associating one transaction/master to another one.
- ID fields – these are application generated unique IDs that user cannot enter but will be generated for that given transaction.
- Data entry text fields.
- Radio buttons (select 1 of many options).
- Check boxes – provides selection of Yes/No
- Date/Time controls that allow user to select Data/Time.

The application usually has 1: Many (One is to Many i.e. 1 transaction at level 2 and many transactions at level 3) relation between level 2 and 3. Example -

- One Party record can have many contacts
- One Booking record you can have many container records.
- One Purchase Order can have many item records.

Basic Setup before you begin

Once the application is installed on the server, following areas should be setup to begin with –

Infrastructure

- Procure, install and setup Application server.
- Procure, install and setup Database Server
- Setup the network.
- Install latest Rsmart code onto Application Server.
- Request Rsmart team to enable the Rsmart web server that allows each desktop on the network to connect to the web server.
- Setup printers

If the application was bought with “Off-premise” option then all of the above steps (except printer setup) will not be required! All you need is internet connection with Internet Explorer browser.

Non-Infrastructure

- Setup List of Values (LOV) according to your needs.
- Create Party record with Type “Organization”. Create Contacts for your organization and assign roles by selecting “Role” LOV on contact (level 3) screen.
- Create Roles and create Employee records and attach them to Roles. This is for application login and access control.
- Create Items in Item Master and Setup Opening Balance for each item in Item Master.
- Create various Party records in Party Master
- Setup Unit of Measurement and Setup Price List if applicable.

You are now ready to create Transactions in Rsmart.

User Administration

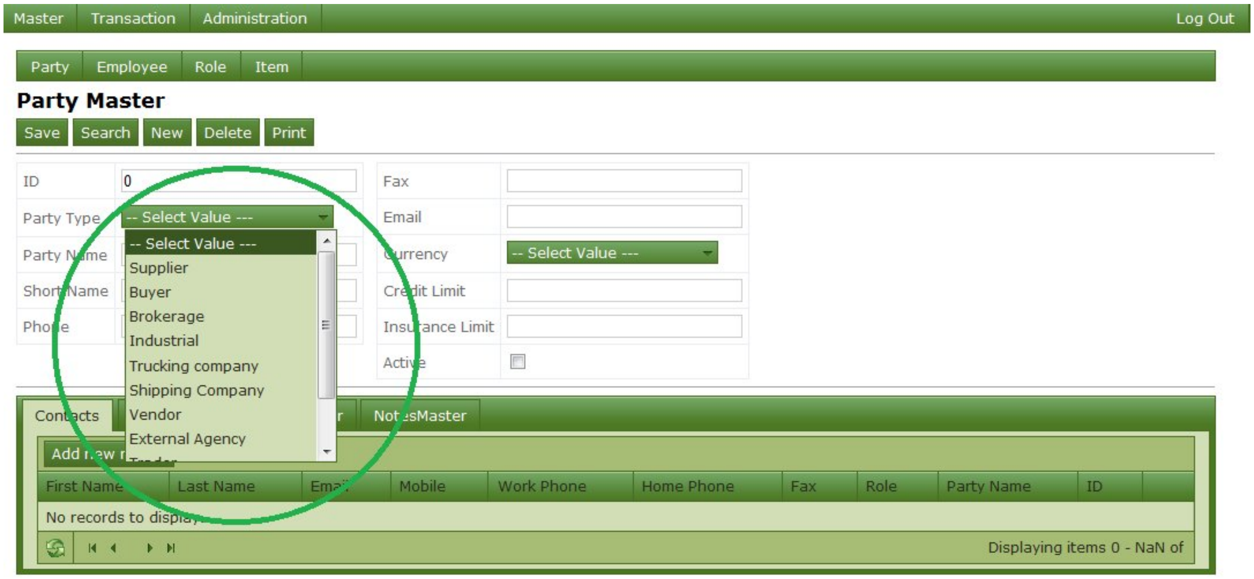
Creating role and assigning rights to a role

Creating employee records

Associate employee to a role

General Administration

LOV (List of Value)



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how to add/modify/hide LOV types/values

Price List

Impact of deleting a transaction / master record

Significance of Search and select

Lookup and difference between Lookup and LOV

Master Data

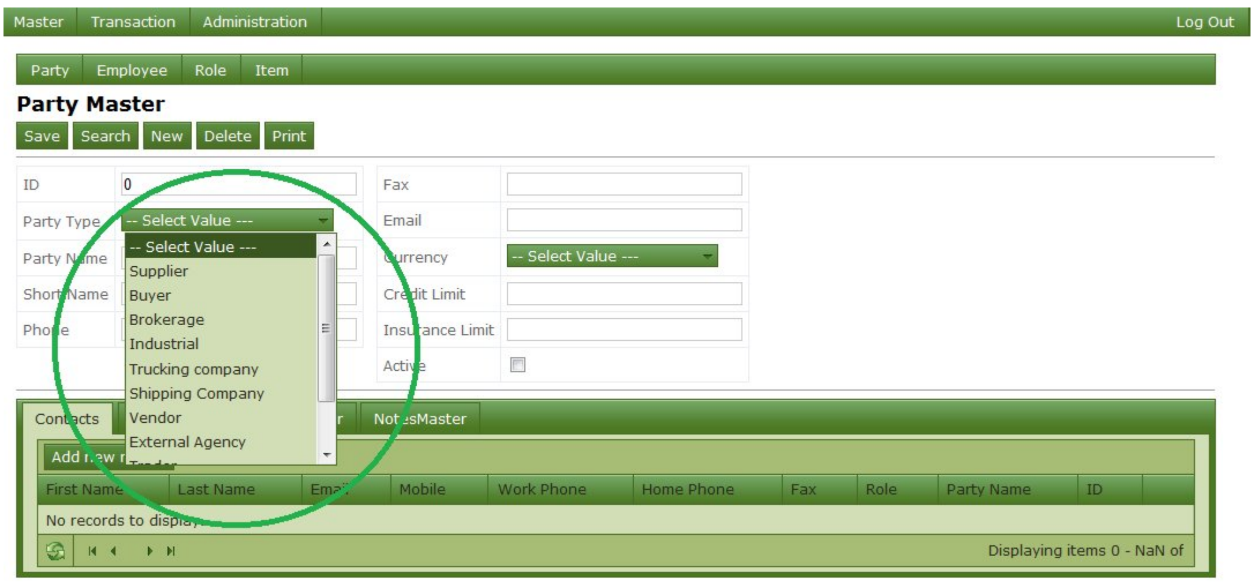
Create Item records

Opening balance

Create Party Records

Understanding Party Master

Understanding various Party Types



Supplier/Buyer/Trader/Forwarder

Organization type and why? Impact….

Understanding Party Type Organization, Address (location), bank, Contacts, Contact role etc.

Creating employee records

Associate employee to a role

Transactions

Purchase Transaction

Purchase with Purchase Order

High level business process flow for purchase function is outlined below. This process flow is applicable when we buy in a "Planned" manner i.e. have pre-defined agreement with supplier for the item.

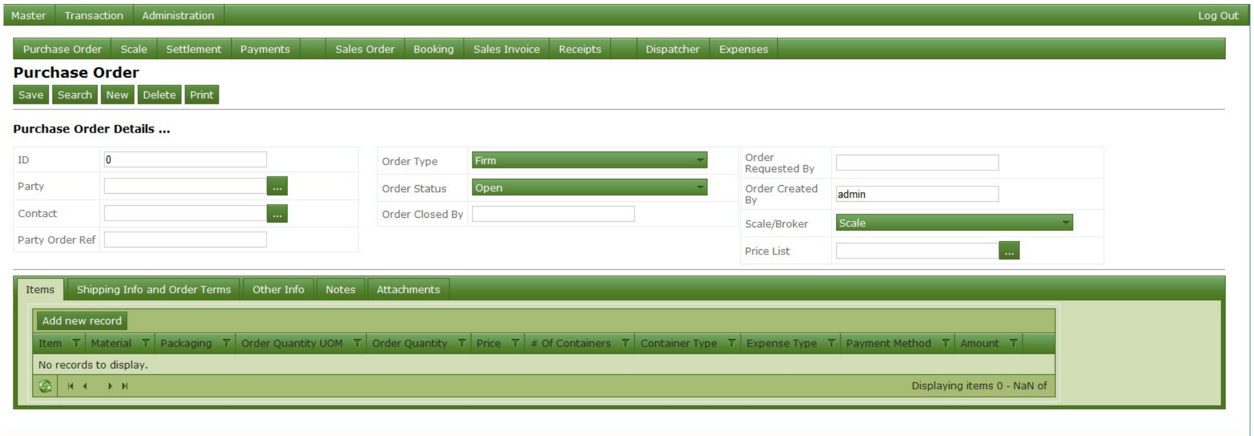
- ➔ *Establish agreement with Supplier Party to buy an Item*
- ➔ *Establish agreement on Price and Quantity*
- ➔ *Create Purchase Order, Add item, update price/quantity/UOM*
- ➔ *Save Purchase Order*
- ➔ *Create Dispatch Request to pick up Bins (if required)*
- ➔ Start receiving material.
- ➔ Create Scale ticket – capture Gross weight, *attach Purchase Order*, select driver, capture pictures, update notes if required, attach item (this will be automated in the future), status=Open
- ➔ Save Scale ticket and it is now waiting in Queue.
- ➔ Once the material is downloaded, select "Open Tickets", search for the ticket and select.
- ➔ Capture Tare weight, update contamination is applicable, status=Closed and Save.
- ➔ Go to Settlement screen
- ➔ Search for Party and relevant Scale ticket. *Edit rate and/or weight if necessary.*
- ➔ *Application will automatically convert the Quantity to Purchase Order UOM.*
- ➔ Select "Ready for Payment" check box. Save.
- ➔ Go to Payment Screen
- ➔ Select Party
- ➔ Enter Bank/Cash and the amount to pay.
- ➔ Apply amount towards the settled tickets.
- ➔ Status=Close, Print check, Save.
- ➔ Export to Quick books.

Purchase without Purchase Order

High level business process flow for purchase function is outlined below. This process flow is applicable when we buy in an “un-Planned” manner i.e. we do not have pre-defined agreement (PO) with supplier for the item.

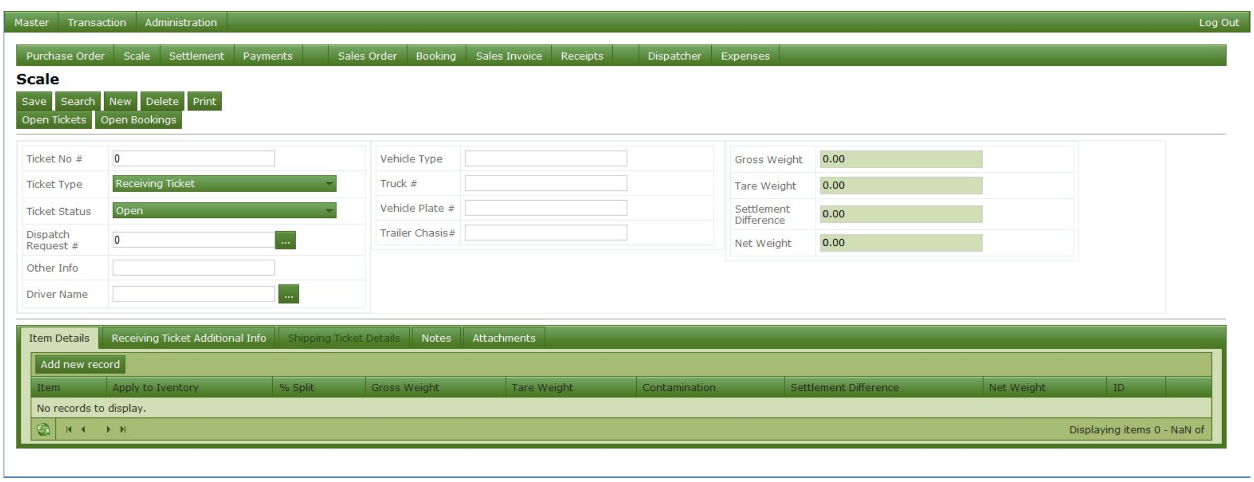
- ➔ Start receiving material.
- ➔ Create Scale ticket – capture Gross weight, select driver, capture pictures, update notes if required, attach item, select Party, status=Open
- ➔ Save Scale ticket and it is now waiting in Queue.
- ➔ Once the material is downloaded, select “Open Tickets”, search for the ticket and select.
- ➔ Capture Tare weight, update contamination is applicable, status=Closed and Save.
- ➔ Go to Settlement screen
- ➔ Search for Party and relevant Scale ticket. *Edit rate and/or weight if necessary.*
- ➔ Select “Ready for Payment” check box. Save.
- ➔ Go to Payment Screen
- ➔ Select Party
- ➔ Enter Bank/Cash and the amount to pay.
- ➔ Apply amount towards the settled tickets.
- ➔ Status=Close, Print check, Save.
- ➔ Export to Quick books.

Purchase Order



Transaction Type	Actions	Pre-requisites
	New	
	Save	
	Search	
	Delete	
	Print	

Scale

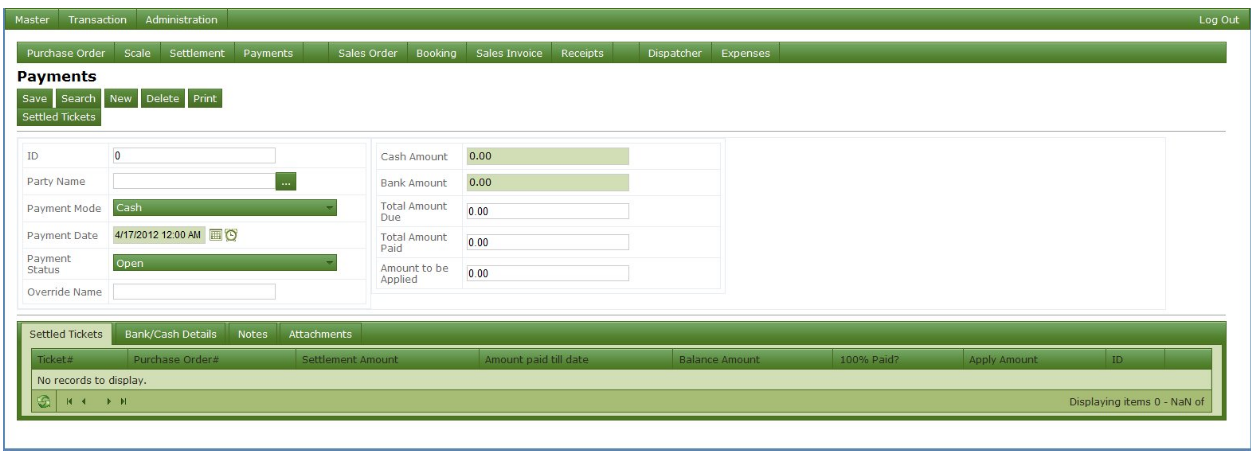


Transaction Type	Actions	Pre-requisites
	New	
	Save	
	Search	
	Delete	
	Print	

Settlement

Transaction Type	Actions	Pre-requisites
	New	
	Save	
	Search	
	Delete	
	Print	

Payments



Transaction Type	Actions	Pre-requisites
	New	
	Save	
	Search	
	Delete	
	Print	

Sales Transactions

High level business process flow for Sales function is outlined below. All sales transactions are “Planned” i.e. to initiate a sale, user has to create a Sales Order in Rsmart.

- ➔ Establish agreement with Buyer Party to sell an Item
- ➔ Establish agreement on Price and Quantity
- ➔ Establish agreement on when the Scrap will be exported in what quantity and how many containers.
- ➔ Create Sales Order, Add item, update price/quantity/UOM
- ➔ *Save Sales Order*
- ➔ *Initiate discussion with Shipping company, negotiate the rates and receive Booking Reference#*
- ➔ *Create Booking in Rsmart*
- ➔ *Determine source, destination, container type etc.*
- ➔ *Save Booking*
- ➔ *Create Dispatch Request to pick up containers*
- ➔ Start receiving containers. Update container information in Dispatch request, close and save.
- ➔ Create Scale ticket – capture Tare weight, *attach Booking Reference with Container*, select driver, capture pictures, update notes if required, attach item (this will be automated in the future), status=Open
- ➔ Save Scale ticket and it is now waiting in Queue.
- ➔ Once the material is loaded, select “Open Tickets”, search for the ticket and select.
- ➔ Capture Gross weight, status=Closed and Save.
- ➔ Booking Closed??
- ➔ Go to Invoice screen
- ➔ Print Invoice
- ➔ Print Bill of lading, courier Bill of lading and update Booking with courier information.
- ➔ Receive money towards the invoice.
- ➔ Go to Receipt screen
- ➔ Select Party
- ➔ Enter Bank/Cash and the amount to receive.
- ➔ Apply amount towards the invoices.
- ➔ Status=Close and Save
- ➔ Export to Quick books.

Sales Order

Booking

Containers

Scale

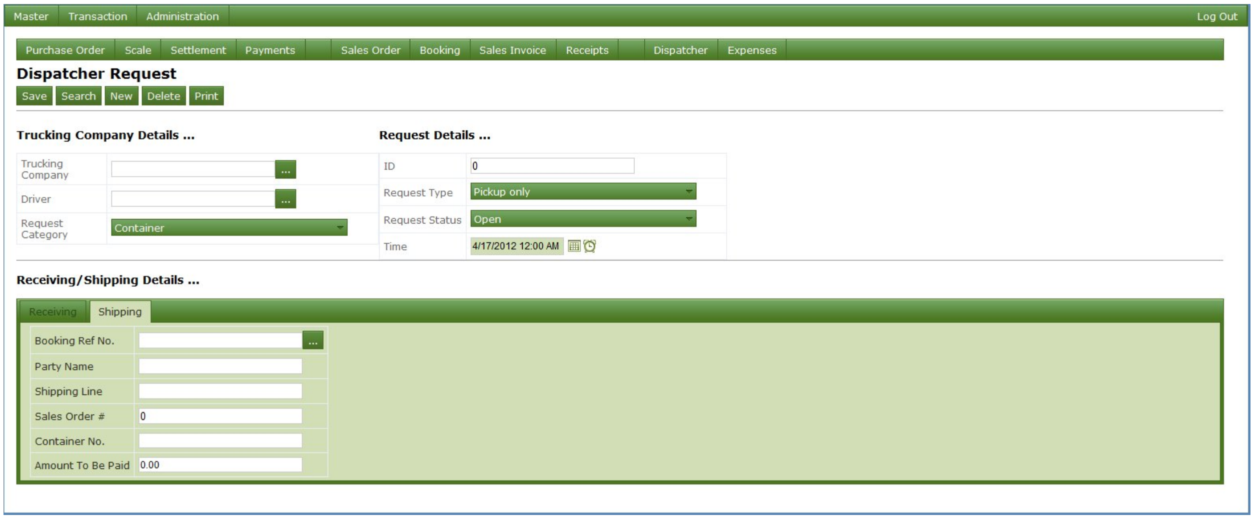
Sales Invoice

Receipts

General

Dispatcher

Dispatcher module allows the user to schedule an appointment with the Trucking Co. to either pick up or drop off a bin or a container. The schedule allows the user to plan out activities in advance and update the transaction that allows us to track Bins/Containers.

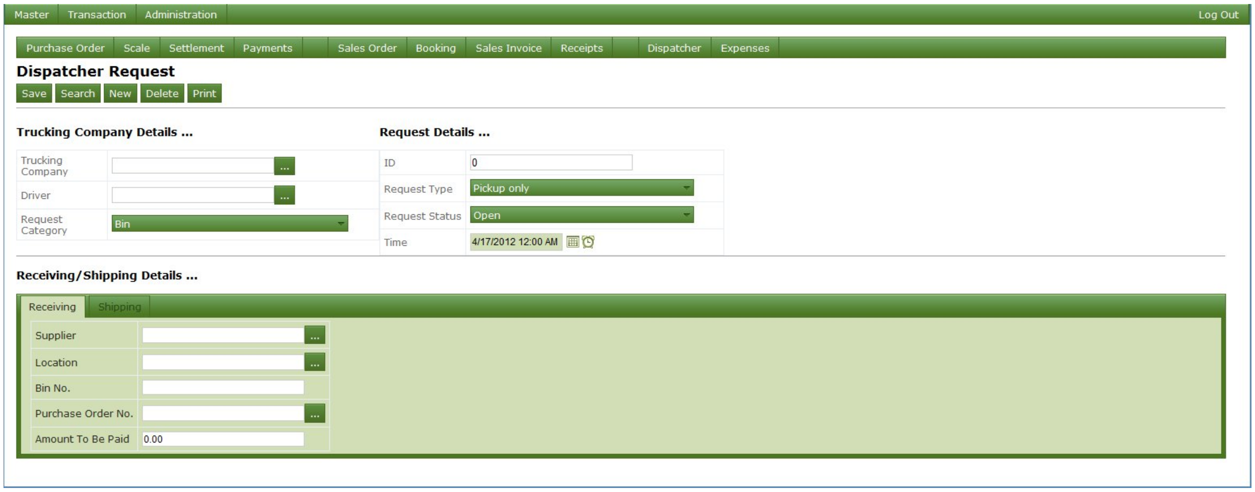


Containers

Transaction Type	Actions	Pre-requisites
Dispatch Request - Category=Container - Type=Pickup only - Status=Open	New - With this request you schedule a Trucking co./Driver to pick up a container from Shipping company - Request remains open until the Driver brings back the Container.	- Party Type with “Trucking Company” exists. - Trucking Company has contact with “Driver” Role - Booking is created with status “Open” - Booking should be associated with a Sales Order with status=”Open”. - Sales Order should have Buying Party attached to it that is “active”.
Dispatch Request - Category=Container - Type=Pickup only - Status=Closed	Search and Update - We receive the container in our premise. - search the Open dispatch request - Update the container information. - update the Amount to be Paid information - update the status=Closed - save	- Driver brings back the container - Dispatch request was created earlier and was set to status=Open
Dispatch Request	New	- Party Type with “Trucking

- Category=Container - Type=Drop Off only - Status=Open (and then close)	- Container is loaded with item. - Instructions from the management has been received that we are ready to Ship this container. - Go to Dispatch screen - create new request - select type=Drop off - select container from the lookup. - update the Amount to be Paid - update the status = Closed - save	Company" exists. - Trucking Company has contact with "Driver" Role

Bins



Transaction Type	Actions	Pre-requisites
Dispatch Request - Category=Bin - Type=Pickup only - Status=Open	New - With this request you schedule a Trucking co./Driver to pick up a Bin from Supplier/Industrial type Party - Request remains open until the Driver brings back the Bin.	- Party Type with "Trucking Company" exists. - Trucking Company has contact with "Driver" Role - Purchase Order created with status "Open"
Dispatch Request - Category=Bin - Type=Pickup only - Status=Closed	Search and Update - We receive the Bin in our premise. - search the Open dispatch request - Update the Bin# information. - update the Amount to be Paid information - update the status=Closed - save	- Driver brings back the Bin - Dispatch request was created earlier and was set to status=Open
Dispatch Request - Category=Bin - Type=Drop Off only - Status=Open (and then close)	New - Bin is available in our premise - Instructions from the management that we have to drop off the Bin to Supplier/Industrial type Party - Go to Dispatch screen - create new request - select type=Drop off - enter Bin# - update the Amount to be Paid - update the status = Closed	- Party Type with "Trucking Company" exists. - Trucking Company has contact with "Driver" Role

	- save	

Expenses

Under Construction.

Scale Management

Reports

Document Type Reports

Ad-hoc reports

Weekly/Monthly/Qtrly/Yearly reports

Integration with Quick Books

Application Support

Installation and Setup

Printers

Operating System on desktops

Operating System on Server

Database software

Backup and maintenance