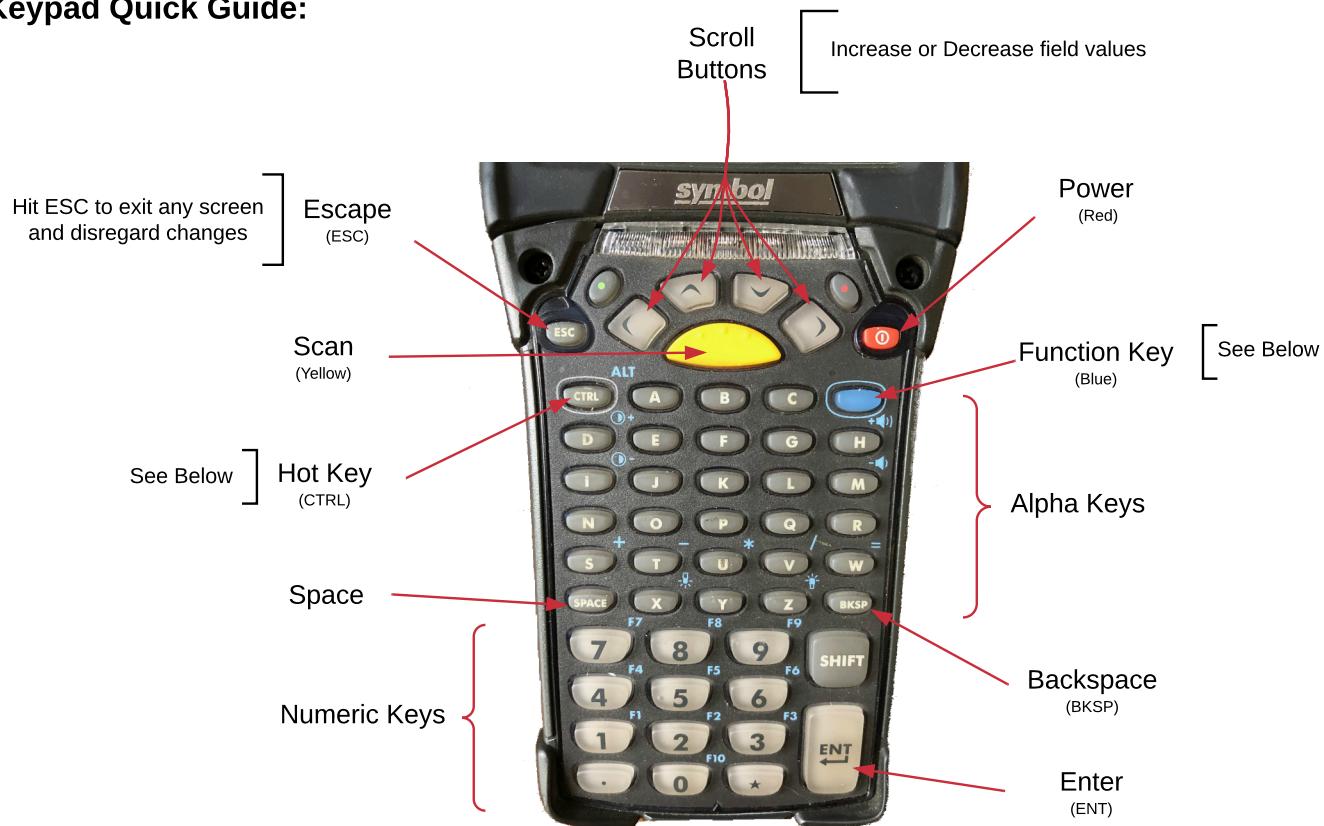




Table of Contents:

	Page
RF Scanner Basics	2-3
Logging into Scanner	4
Label Printer & Barcodes	7-9
Selecting Picks	10
Picking	11-13
Splitting Totes	14
Staging Totes	15
Packing	16
Staging Packages	17-18
Short Pick - Picker	19
Short Pick - Lead/Manager	20-21
Shorts Report	22
Receiving: Pre-Receipt	23-24
Receiving: Verify	25
Receiving: Put Away	26
In Process Queues	27-28

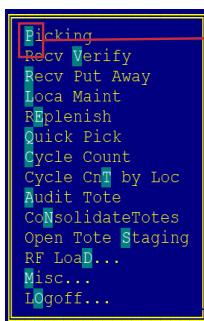
Keypad Quick Guide:



Hot Key (CTRL) :

Press and Release to activate E-term hot keys, then select letter highlight in turquoise

Hot Key (CTRL) + Alpha Letter



Function Key (Blue) :

Press and release the blue button to activate alternate functions (symbols in blue above the keys)

Function Key (Blue) + Blue Symbol

Function + [H or M] = Volume up/down

Function + [D or I] = Screen Brightness up/down
(Battery Saver)

Function + X = Keyboard Light

Function + * = Exit Screen



RF Scanner Spare Battery Charger

Insert the battery into a spare battery charging slot and gently press down on the battery to ensure proper contact. The amber LED will indicate the following status:

LED	Indication
Off	No spare Battery / Check power wires and charger to battery contact
Fast Blinking Amber	Error in Charger, check connection
Slow Blinking Amber	Battery Charging
Solid Amber	Charging is Complete



Removing the Battery

1. Press the two buttons on the left and right side to partially eject the battery

2. Press the secondary release button

3. Remove battery from the scanner

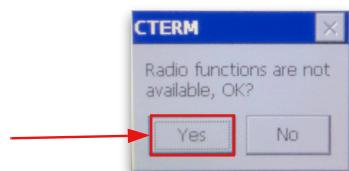


RF Quick User Guide

Logging In

Overview: Use the following guide to log into to E-term on the RF scanner

1. On the home screen, double click the computer icon called **CTERM**
 - a. A pop-up will prompt notifying you that radio funtions are disabled, select **Yes**.



2. Use the key pad on the RF Scanner to enter your login.

Note: Use the same login as Solar/E-term

Tip: Use only lower case in the Username field. **Turn Off** the **Caps Lock** if on by selecting the Function (blue) + Shift keys.

Caps Lock = +



Tip: If you enter a wrong character, hit the back arrow (backspace does not work here)

3. Use the keypad on the RF Scanner to enter you Password

Note: Use the same login as Solar/E-term

Tip: For special characters (@#\$%&) select the **Keyboard** icon in the lower right, and then select **123** or **ABC** key to change keyboard options.





Connecting Label Printer

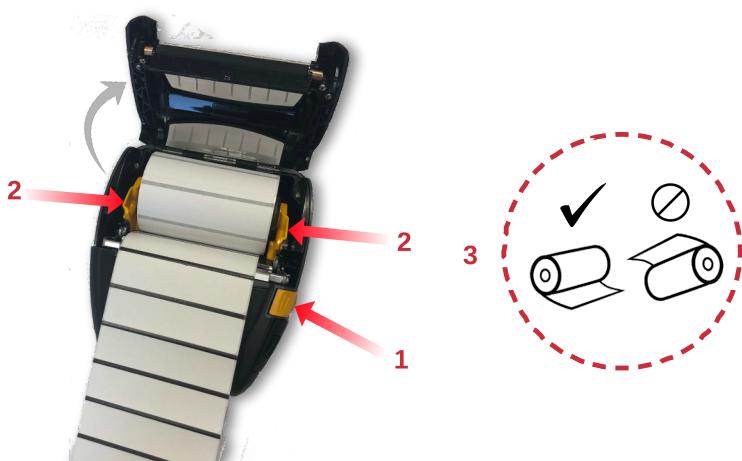
To connect the wireless label printer to an RF Scanner, first power on the printer, then the RF Scanner and log into Cterm.

Upon logging in, a screen will prompt you to either select or scan a Location, scan the Barcode on the side of the printer. If the printer does not have a bar code, scroll down to the printer name and hit enter.



Replacing Labels

1. Press the yellow button on the right side of the printer
2. Pull the label support tabs apart to insert the label roll.
3. Insert the roll with the labels facing downward and out.



Battery & Charger

Remove battery on the back of the device by pressing the clip in and lifting battery out.

Battery Status:

Amber	Green	Battery Status
On	Off	Charging
On	Flashing	80% Charged
Off	On	100% Charged
Flashing	Off	Battery Fault



Recalibrate Label Length

1. On the printer home screen, select the Home button.



2. Use the arrow keys to move to the **TOOLS** Icon, and select **OK**.



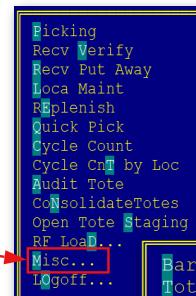
3. Use the right or left arrow keys to scroll to the **LABEL LENGTH CAL** screen, and select the **START** button.



Change Printer Locations

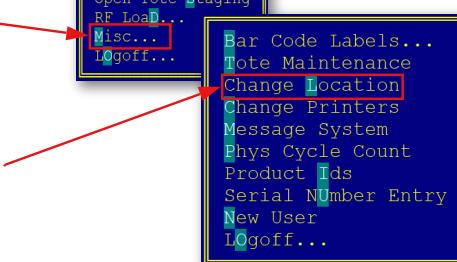
1. Select **Misc...** or key:

Hot Key (Ctrl) + M



2. Select **Change Location** or key:

Hot Key + L



3. Scan the **Barcode** on the side of the printer. If the printer does not have a bar code, scroll down to the printer name and hit enter.

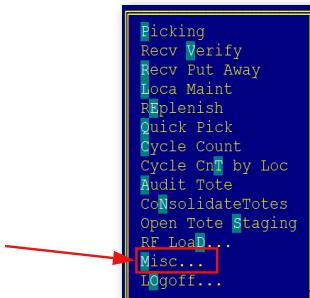


Your Location:	
V-BLN-CTRL01	V-BLN-DFLT
V-BLN-RPT01	V-BLN-WHS01
V-BRD-CTRL01	V-BRD-DFLT
V-BRD-RPT01	V-BRD-WHS01
V-BRV-CTRL01	V-BRV-DFLT
V-BRV-RPT01	V-BRV-WHS01
V-BUJ-CTRL01	V-BUJ-DFLT
V-BUJ-RPT01	V-BUJ-WHS01
V-DUL-WHS02	V-DUL-WHS03
V-EAU-CTRL01	V-EAU-DFLT
V-EAU-RPT01	V-EAU-RPT02
V-EAU-WHS01	V-EAU-WHS02
V-GRB-CTRL01	V-GRB-DFLT
V-GRB-RPT01	V-GRB-WHS01
V-GRB-WHS02	V-GRB-WHS03
V-GRP-CTRL01	V-GRP-DFLT
V-GRP-RPT01	V-GRP-WHS01
VTK-TEST	V-KEN-DFLT

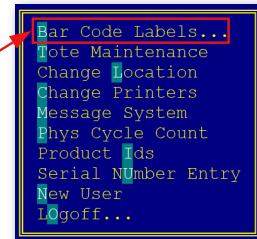
Printing Bar Code Labels:

To access the barcode screen:

1. Select **Misc...** or key Hot Key (Ctrl) + M



2. Select **Bar Code Labels** or key Hot Key + B



Product Bar Code

1. Select **Product Barcode Labels**, or key Hot Key + P



2. Enter the following fields:

Product Label Printing	
Br/Tr/All :	VMPL
Product :	BRI 101-S 1/2" STEEL LOCK
Serial # :	
Prc Line :	
Location :	031-0244
Label Fmt:	Product Label
Label Qty :	1
<input type="button" value="Print"/> <input type="button" value="Prc Lines"/> <input type="button" value="Products"/> <input type="button" value="Status"/> <input type="button" value="F12-Abort"/>	

Br /Tr /All: Enter your Branch

Product: Enter the product using one of the following:

1. Period (".") + Product Id ex: .1119
2. Type a partial part number and hit Enter to search
3. Scan the product barcode

Location: Enter the location to print on the label

Label Format: Defaults to **Product Label**, for additional label options, move your cursor to the Label Format line, and hit Function (Blue) + F10. See below for label format options.

Label Qty: Enter the qty of labels needed.

3. To **Print** a label, select the Hot Key + P

Label Format Options:

Product Label



Warehouse Shelf Label



Product Location Zebra Label



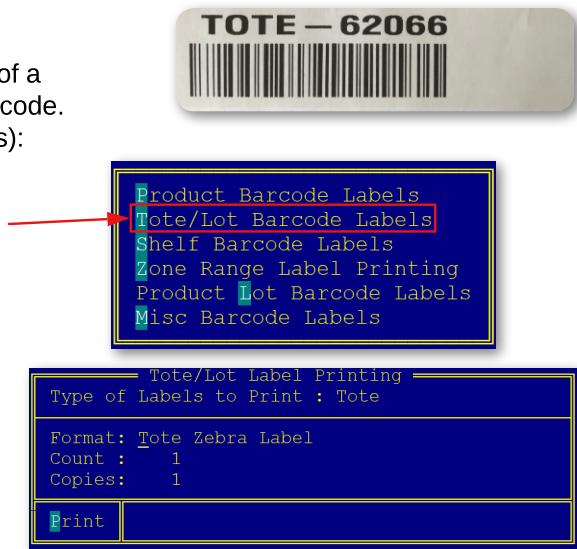
Shelf Location Zebra Label



Printing Misc Tote Barcode

When picking, you may find it helpful to use a bag or box in place of a standard tote. In order to do so, you will need a scanable Tote-Barcode. Use the following steps to print a single or range of Tote-Barcode(s):

1. Select **Tote/Lot Barcode Labels** or key Hot Key + T
2. Scroll down to the **Count** field, and enter the number of unique Tote labels needed.
3. In the **Copies** field, enter the number of copies needed for each Tote.
4. **Print** the labels by selecting the Hot Key + P



Printing Barcodes for Warehouse Locations

The Shelf Barcode Label option allows you to print a single location or a range or locations using the Aisle and Lvl in the example to the right to identify the location/range:

Aisle Lvl/Pos
Location Example : 071 - 0123

1. Select **Shelf Barcode Labels** or key Hot Key + S
2. Enter your branch in the **Branch** field
3. In the **AISLE(s)** field, enter the left three digits of the location:

Ex. AISLE(s) : 071

For a **Range** of Aisles, enter as following:

Ex. AISLE(s) : 070 - 071

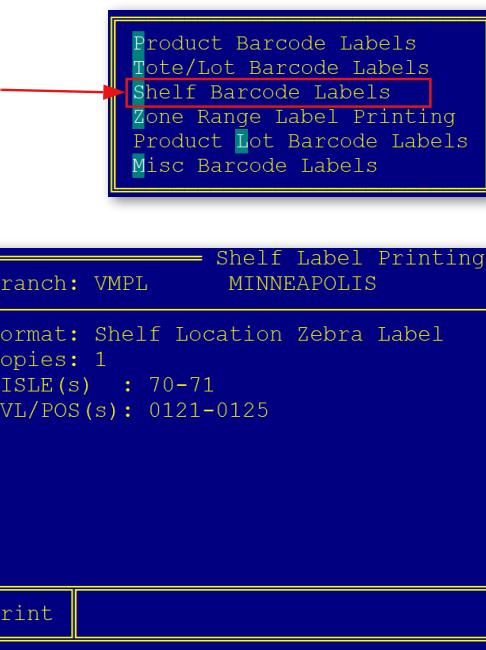
4. In the **LVL/POS(s)** field, enter the right four digits of the location:

Ex. LVL/POS(s) : 0121

For a **Range** of shelves, enter as following:

Ex. LVL/POS(s) : 0121 - 0129

5. **Print** the labels by selecting the Hot Key + P



Printing a Range of Barcodes:

The Zone Range printing option allows you to print a set of **Product or Location** labels for records that exist in the system within the selected range.

1. Select **Zone Range Label Printing** or key Hot Key + Z

2. Enter the following fields:

Zone Range Label Printing	
Branch	: VMPL
Beginning Location	: 070-0120
Ending Location	: 070-0128
Location Status	:
Format	: Product Label
Copies	: 1
Print	Opts
F12	

Branch: Enter your Branch

Beginning Location: Enter the starting location for the range

Ending Location: Enter the ending location for the range

Location Status: Defaults to Blank for all statuses or select Function(blue) + F10 for Location Status options

Label Format: Defaults to **Product Label**, for additional label options, move your cursor to the Label Format line, and hit Function (Blue) + F10. See Label Format Options on page 6.

Copies: Enter the number of copies of each label needed

3. To **Print** a label, select the Hot Key + P

Print Miscellaneous Barcodes

The Misc Barcodes allows you to create a misc bar code, such as a Printer ID barcode for users to scan when pairing a printer to a scanner



1. Select **Misc Barcode Labels** or key Hot Key + M

2. Enter the following fields:

Human Readable Text: Text to appear on the label

Barcode Text: Scannable barcode text

Copies: number of labels needed

Miscellaneous Text Label Printing	
Human Readable Text	: PRINTER 21
Barcode Text	: V-MPL-QL420-21
Label Format	: Miscellaneous Text Label
Copies	: 1
Print	F-12 Abort

3. To **Print** a label, select the Hot Key + P

RF Quick User Guide

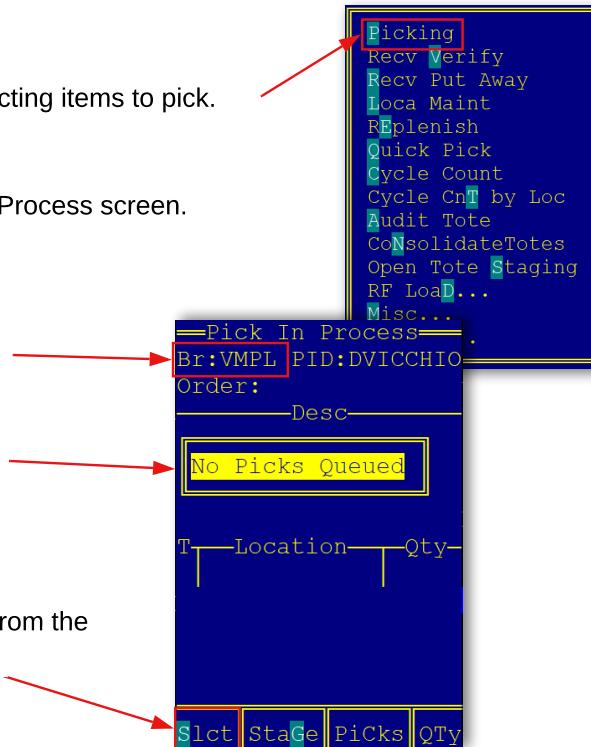
Picking - Selecting Picks

Overview: Use the following steps as a guide for selecting items to pick.

1. Select **Picking**, or Ctrl + P to access the Pick in Process screen.

CTRL + **P**

- a. If prompted, enter your picking Branch and hit enter
- b. If no picks have been assigned, a box will display "No Picks Queued"

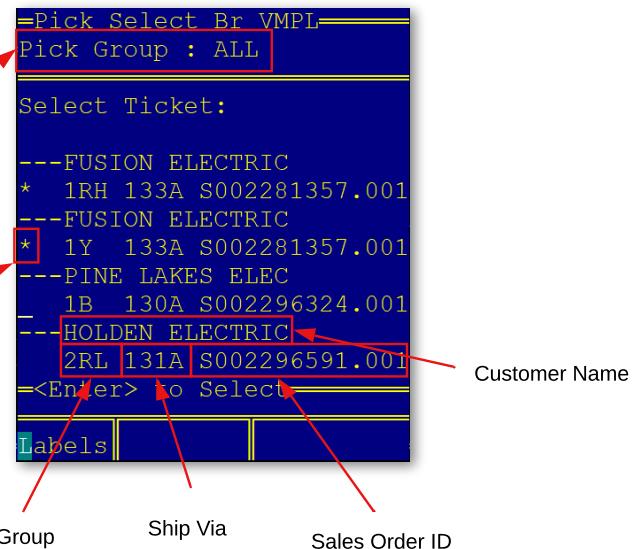


2. Use the **Slect** hot key to choose an order to pick from the Pick Select Screen

3. From the Pick Select screen, in the **Pick Group** field, enter Pick Group to display, or enter All to display all orders needing to be picked.

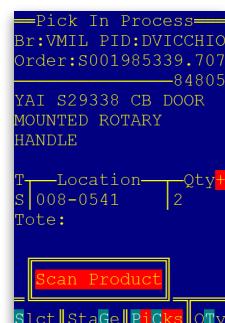
Note: To display Multi-Zone picks only, enter an Asterisk (*) here.

4. Move the cursor to each order you want to pick, and hit Enter to select the order. An Asterisk(*) will appear to your selected orders. To deselect an order, move your cursor over the line and hit enter again.



5. Hit the **Esc** Button to exit to the Pick In Process Screen, and begin picking.

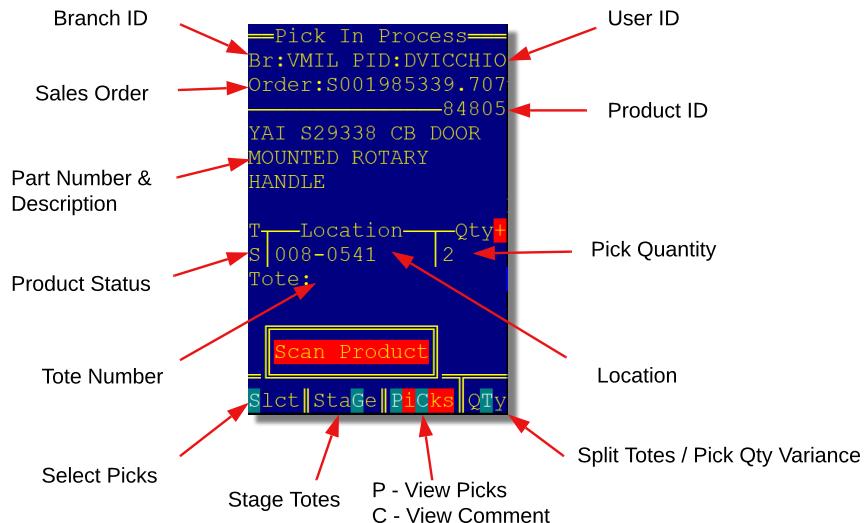
ESC



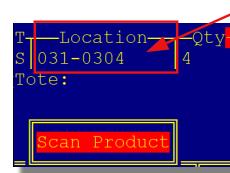
RF Quick User Guide

Picking - Pick in Process

Overview: Once you have items selected to pick, use the following guide to use the Pick In Process screen to pick material, and stage totes to a Staging Lane.

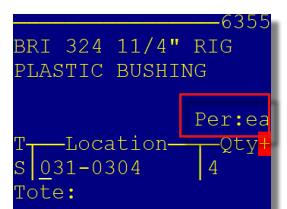


1. Physically go to the picking location displayed in the Location field on the screen.



2. Scan the Product bar code. The screen will display the product's unit of measure in the Per Field.

- a. The scanner will beep a **Positive Tone** if you have scanned the **Correct Product, Location or Tote**.



- b. The scanner will beep a **Negative Tone** if you have scanned the **Wrong Product, Location or Tote**.

Important Note: In the event you cannot fit all of the qty into one Tote, see the How-to guide on **Splitting Totes**.

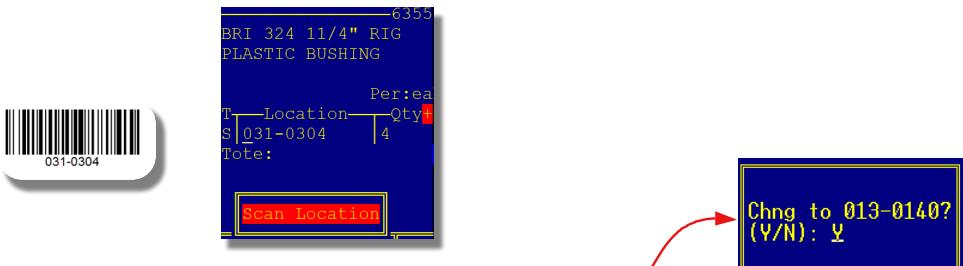
3. If the item being picked does not have its own Bar Code, key **Ctrl + L** to print a **Product Bar Code Label**



RF Quick User Guide

Picking - Pick in Process Cont'd

- Scan the Location barcode.



Important Note: Scanning the wrong location will prompt you to change the location, and will drive the new location qty negative. **Do Not** change the location from the picking screen. Key N and scan the correct location.

Chng to 013-0140?
(Y/N): Y

Picking 100 from
Locn: 013-0140
WILL MAKE LOCATION
QTY NEGATIVE!!!
Pick anyway?
(Y/N): Y

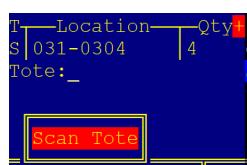
- Verify the Picked Quantity

- If prompted, enter or verify the Qty Picked



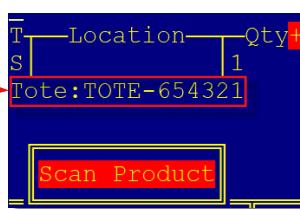
Important Note: If the item being picked has a **Quantity Discrepancy**, see How-to guide on **Short Picks**

- Scan the Tote or Cone in which you are placing the item.



- The screen will automatically display the next item to pick, based on the pick sequence.

Important Note: If you are picking multiple items for the same order, the screen will display the most recent Tote used for that order if the tote has not been stage. You can use the existing Tote if the item fits, or you can scan a new Tote to use.



- Repeat the picking process until all the items have been picked in your zone.

- Once you have picked all the items in your zone, proceed to stage the Totes to a Staging Lane.

RF Quick User Guide

Picking - Pick in Process Cont'd

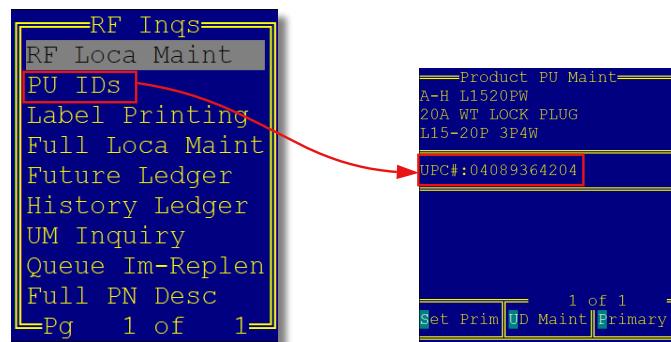
Pick in Process Additional Menus

From the Pick In Process screen, you can access additional menu options not listed as a Hot Key option.

RF Inquires

CTRL + **Q**

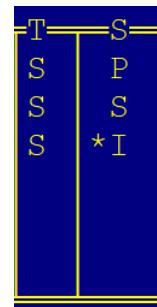
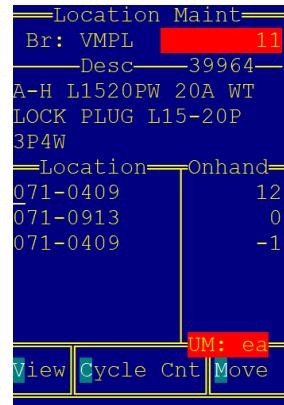
Key **Ctrl + Q** to access additional menu options such as History Ledger, Full Location Maintenance, and to check an item's UPC number.



RF Location Maintenance

Function (blue) + **0**

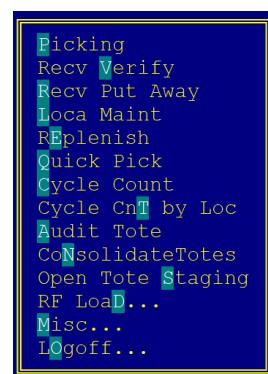
Key **Function (blue) + 0** to access RF Location Maintenance. Scroll over to view the Location's Type and Status.



New Menu Window

Function (blue) + **1**

Key **Function (blue) + 1** to access a new menu window. Hit ESC to return to original window.



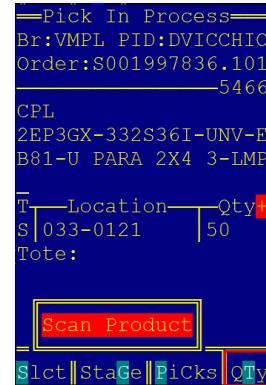
RF Quick User Guide

Picking - Splitting Totes

Overview: In the event that the item you are picking will not fit into a single tote, you will need to split the pick into multiple totes. In this example, the customer ordered 50 fixtures, however there are only 25 on a skid. Use the following process to split the single pick into multiple totes.

1. From the Pick In Process screen, select the Qty hot key by keying Ctrl + T

Split Tote = **CTRL** + **T**



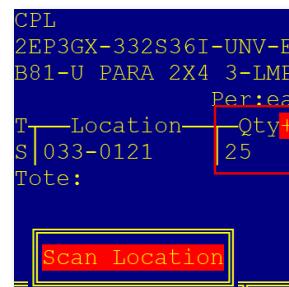
2. In the New Quantity in ea field, enter the qty to split into each tote, and hit Enter.

Example: If the qty to pick is 100, and you enter 25 into this field, you will be splitting 4 totes of qty 25

New Quantity
in ea : **25**

3. In the Reason Field, **Enter 'T' for <T>ote Full**

<S>hortage
<T>ote Full
<O>ther
Reason: **T**



4. The system will split the quantities as individual picks. Continue to pick as normal, and stage the first pick into its own tote.



5. After finishing the first pick, the next pick will appear with the same Tote id. Scan the product and location, and then **scan a New Tote ID**

6. On the Add New Tote screen, select the **Add** field displaying the new tote you scanned.

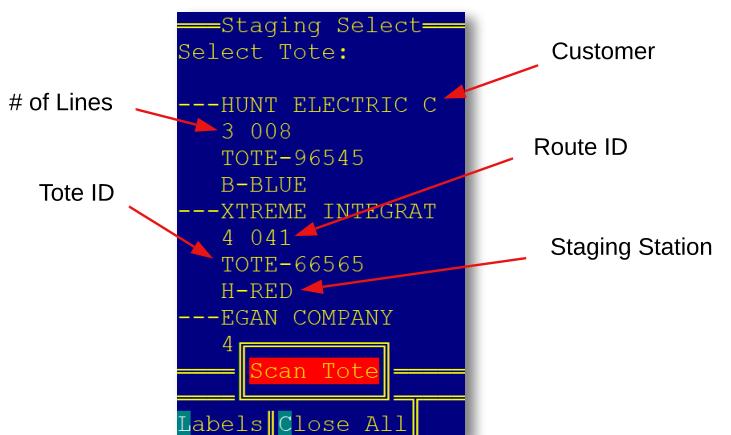


7. Verify your pick qty, and proceed to stage your totes.



Overview: Once all of the items in your Pick In Process have been picked, and assigned a tote, use the following guide to stage and organize your totes prior to packing your orders.

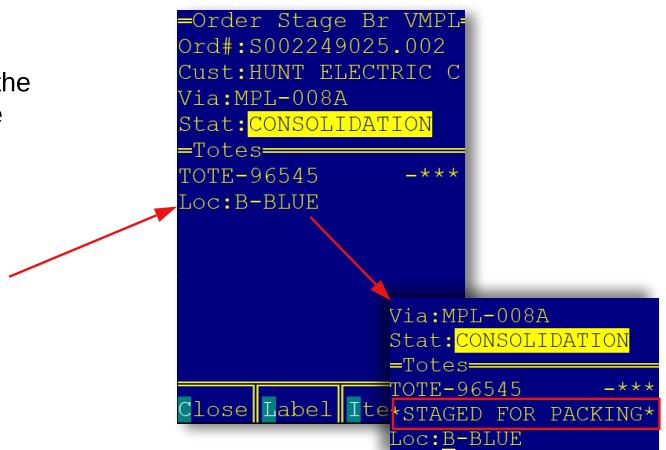
- Once the final pick is complete, the Staging Select screen will display.



- Either **Scan a Tote**, or move your cursor over the order you would like to stage, and hit **Enter** to select order.

- On the Order Stage Screen, hit **Enter** to stage the tote, the note ***Staged For Packing*** will display. Hit **Esc** to move onto the staging the next tote.

Tip: The **Staging Location** listed on this screen can help you organize your totes by staging location prior to Packing.



- Continue staging all your totes until you see the 'No Items Found' display.

No Items Found

- Hit **Esc** from this menu a few times until you are back to the Main Menu. Proceed with the Packing How-to, to finish the packing process.



RF Quick User Guide

Packing & Staging Orders

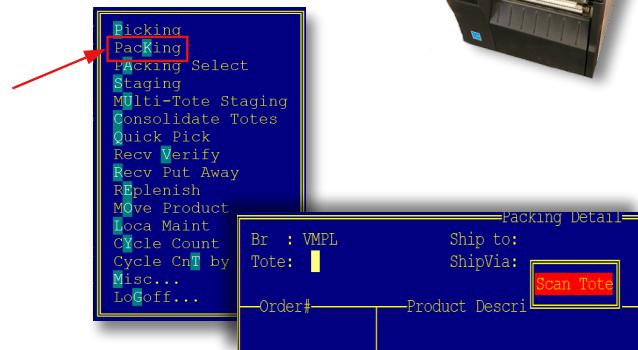
Overview: Once you are ready to begin the packing process for the items and totes you have picked, use the following guide to complete the packing process, and stage to the final staging station.

1. Before beginning the packing process, **Connect the Station's Printer** to your scanner. See How-to guide on Changing printer locations.



2. From the Main Menu, select 'K' - **Packing**.

- a. **Scan** a tote to view the items in that tote



3. **Scan All** the product barcodes from the tote, and place into a box.

4. If all the items in the Tote fit into 1 box, select **Ctrl + 'A'** to **Pack All** the items.

5. If multiple boxes are required to pack 1 tote you can either:

- a. Scan only the items that will fit into one box, and select **Ctrl + 'A'**

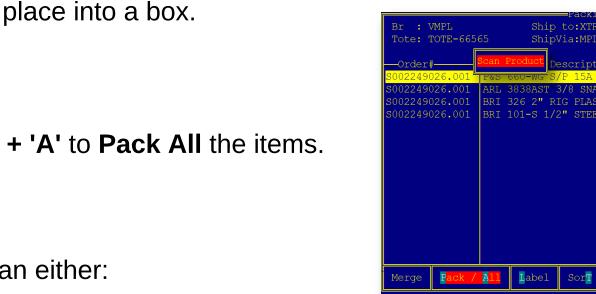
- i. A Pack Selected screen will display, hit **Esc** to finish packing the current box and print labels.

- b. Or, if an item you scanned requires multiple boxes or skids, **Scan** the item's barcode, and select **Ctrl + 'P'** to access the Package Item Screen.

- i. **Pack Item into _ Boxes** : will split the qty evenly between number of boxes entered.

- ii. Enter the qty packed into each box.

- iii. Hit **Esc** to continue to the packing screen



RF Quick User Guide

Packing & Staging Orders

6. A **Shipping Label & Package Content Label** will print once the Pack process has been completed.

Content Label: place
on the inside of the box



Important Note: a content label will not print if there is only 1 item in the box.

Shipping Label : placed on the outside of the box

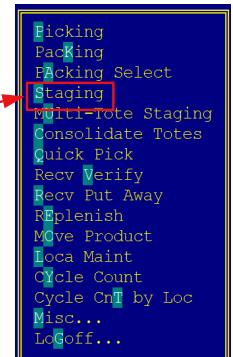


Tip: The Ship Via and Staging Location (above Ship Via) can help you organize your boxes prior to staging them to the final Staging Lane.

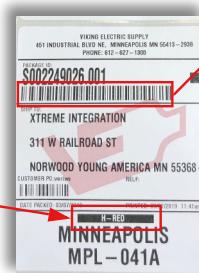
7. Continue the Packing process until all of your totes have been Packed.

8. Once all totes have been Packed, proceed to stage your boxes to a **Staging Lane**.
 9. **Esc** to the **Main Menu**, and select '**S**-Staging.

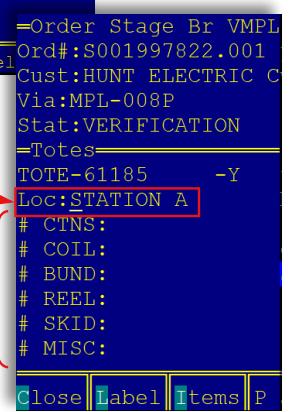
Important Note: If picking multiple orders/ship via, pay close attention to the Route ID and Staging Station.



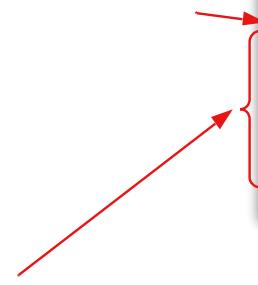
10. From the Staging Screen, scan the Shipping Label Barcode.



11. Take the package to the **Staging Lane Color** according to the shipping label.



- 12. Scan the Colored Staging Lane Cone**, and place box in the appropriate colored Staging Lane



13. Enter **Package Quantities** as need in the Package type fields.

RF Quick User Guide

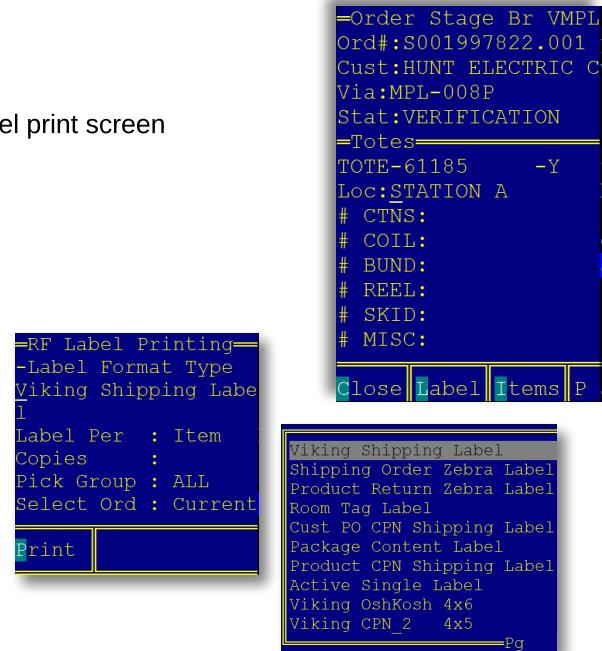
Packing & Staging Orders

14. If Shipping labels are needed, key **Ctrl + L** to access the label print screen

 + 

- From the Print Menu, you can key **Function (blue) + 0** to access the label options.

 + 



15. Hit **ESC** to exit the Order Stage Screen, and return to the Stage Select screen to select the next order/tote to stage.

16. Continue the Staging Process until all of your packed boxes have been staged.

Important Note: Do Not use the 'C'- Close function from this screen.

Overview: During the picking process, in the event you notice the quantity on the shelf location of the item you are picking does not match the qty on the screen, use the following process to perform a Short Pick.

- Upon arriving at a location and noticing an inventory discrepancy, select **Ctrl + T** to enter the quantity found in the location.

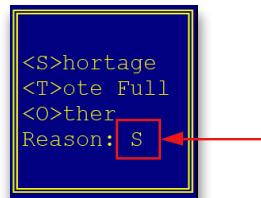
Short Pick =  + 



- In the New Quantity field, enter the actual quantity found on the shelf.



- In the Reason field, enter **S**, for Shortage.



- The screen will update with the new pick quantity, continue with the standard picking process.



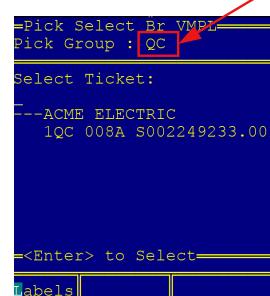
Note: If the item could not be found and you entered zero quantity, the screen will display the next pick, continue picking in sequence.

Overview: During the picking process, in the event a picker has entered a picking quantity discrepancy, the shorted quantity will be moved to a **New Pick Group of 'QC'-Quality Control**. Use the Following Process to verify and search for the shorted quantity.

Two Important things happen once a pick enters the QC:

- i. The In-process records and Pack/Ship tickets will not print for a sales order with a QC, until the discrepancy is resolved.
- ii Once an item enters the QC, a Cycle Count will automatically generate to audit the discrepancy location.

1. From the Pick Select screen, enter **QC** in the Pick Group, and select any picks that appear.



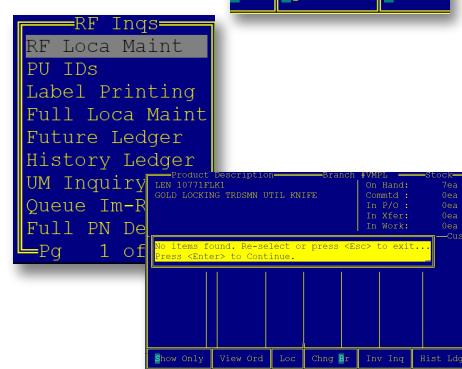
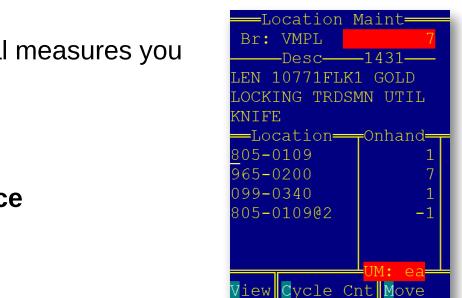
2. The screen will direct you to the original location where the discrepancy occurred. Search for the missing quantity in this location.
 - a. If the missing quantity is found, pick the product as normal, add to a new tote if needed.

3. If the missing quantity still cannot be located, there are a few additional measures you can take in attempt to locate the material:
 - a. Check for additional locations in the **RF Location Maintenance** screen by keying **Function (blue) + 0**

Location Select Screen = +

- b. Check the **Future Ledger** for any other orders that may have been over picked or mixed by keying **Ctrl + Q**

Future Ledger = +



RF Quick User Guide Manager - Short Pick Cont'd

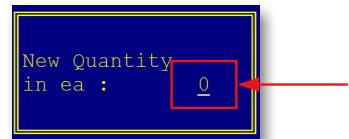
- If the items still cannot be located, proceed to short the remaining quantity, and back ordering the item.

- From the Pick In Process screen, select **Ctrl + T** to short the item.

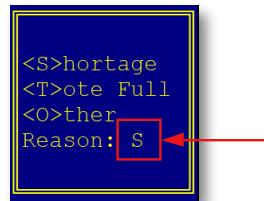
Short Pick =  + 



- In the New Quantity field, enter the actual quantity you were able to find in the current location.

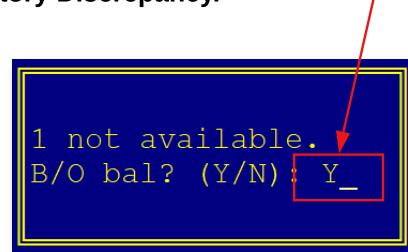


- In the Reason field, enter **S**, for Shortage.



- The Auto UET Code screen will display options, select **C3012-Inventory Discrepancy**.

- A back order screen will prompt you to select yes or no to back order the missing quantity, enter '**Y**'-**Yes** to backorder the item.



- The Backordered Item will be left on a new generation, in a '**L**'-Call When Available Status

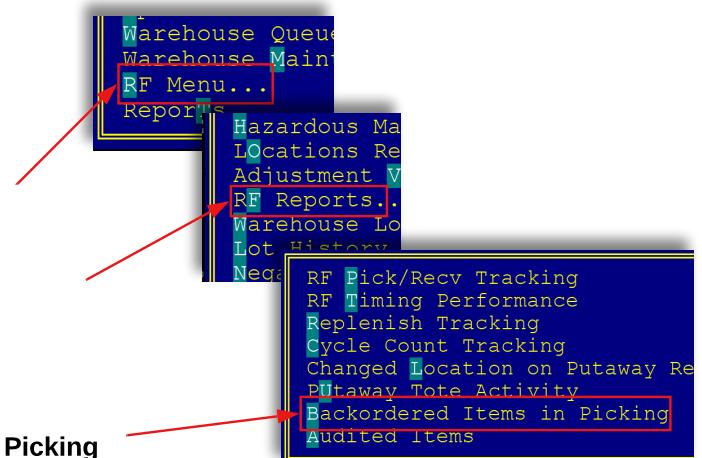
RF Quick User Guide

Manager - RF Short Pick Report

RF Shorts Report

- From the **E-term Warehouse** menu, select:

- a. **RF Menu**
- b. **RF Reports**
- c. **Backordered Items in Picking**



- In the Backordered Items Report fields, enter the:

- a. **Branch ID**
- b. **Start Date** (start of your shift)
- c. **End Date** (end of your shift)
- d. **Sort By** (optional), key **F10** for sort by options

Backordered Items Report					
Br/Tr/All : VMIL	Start Date : 03/20/2019	End Date : 03/20/2019	User ID :	Entity :	Sort By : _
Print	Hold	Opts	Mul	Product Order # User Entity Date/Time Pg 1 of 1	

- Select the **[P]rint** to print the report, or **[H]** to send to Hold File.

Tip: If sent to your Hold File, you can access this report from either E-term or Solar

Hold Entry Pre-View						
Back Ordered Items Report for 03/18/2019 to 03/19/2019						
Branch: VMIL Sorted By : Product						
Product.....	Order Number	Picking Location	Onhand Qty	B/O QTY		
B-LINE B822W	S002390365	011-0362		1	-1	
CPL 4SLSTP4040DD-UNV	S002419774	029-0740		7	-3	
GNP 012800	S002417543	012-0651		2	-2	
HUBW HBL9450A	S002349879	008-0249		-1	-1	
IDEAL 30-026	S002376072	960-3206		2	-1	
IDEAL 30-026	S002376072	960-3206		2	-7	
SQD MG17468	S002364095	007-0428		1	-1	

RF Quick User Guide

Receiving: Pre-Receipt

Overview: The RF receiving process consists of three steps, **Pre-Receipt**, **Recv Verify**, and **Recv Put Away**. After the initial inspection of material, and signing of the bill of lading, use the following process to complete the standard receiving process of a PO.

Important Note: In the event of a discrepancy during the receiving process, contact your manager to proceed with the appropriate Receiving Discrepancy

Pre-Receipt - Solar Only

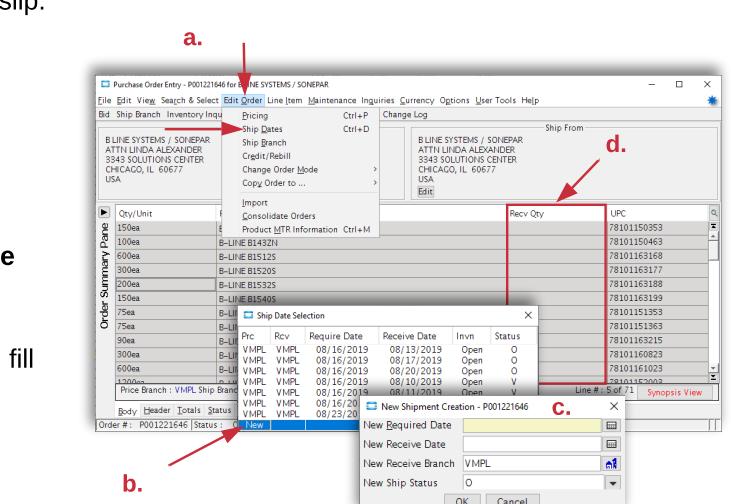
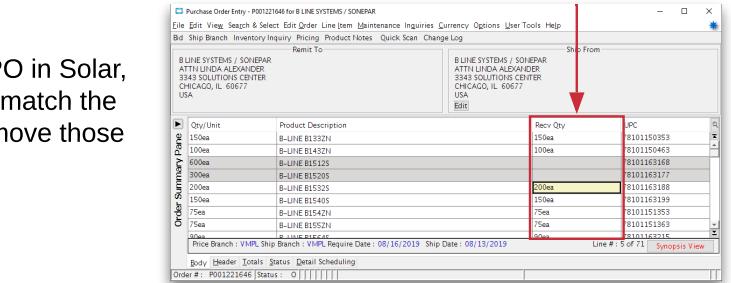
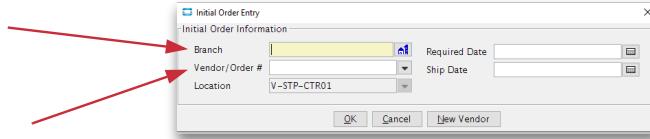
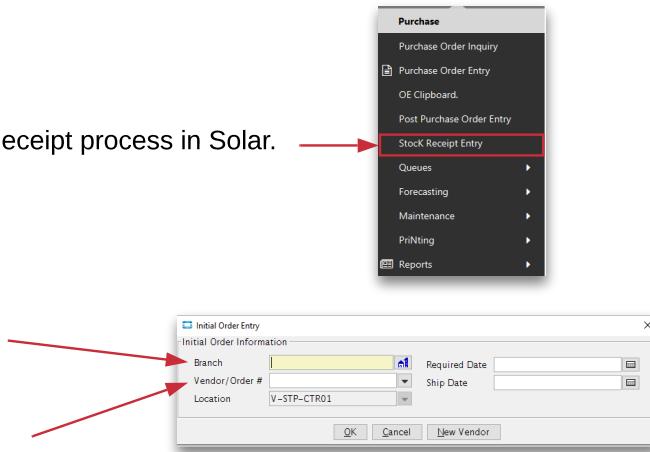
Use the following process to complete the Pre-Receipt process in Solar.

1. Locate the packing slip.
2. In Solar, open the **Stock Receipt Entry** screen.
3. Select the **Branch**, and Scan or Enter the Purchase Order.
4. From the Body of the purchase order, update the quantities in the **Recv Qty** column to match the quantities on the packing slip. You have 2 options to complete this step:

Option 1: Match each line on the packing slip to the PO in Solar, updating any necessary **Recv Qty** fields to match the packing slip. Updating any Recv Qty's will move those items to a new gen.

Option 2: Move all the items to a new gen, and only update the **Recv Qty** to match the packing slip.

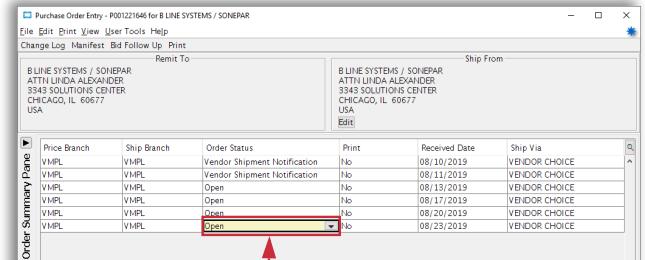
- a. Select **Edit Order, Ship Dates**
- b. Select **New Ship Date**.
- c. Enter a new **Required Date & Received Date** (both must be future date), and select **OK**.
- d. All the items will now appear on the new gen, fill in the **Recv Qty** to match the items on the packing slip.



RF Quick User Guide

Receiving: Pre-Receipt

5. Once finished updating the received quantities, select the **Status** tab to view the gen's order statuses.

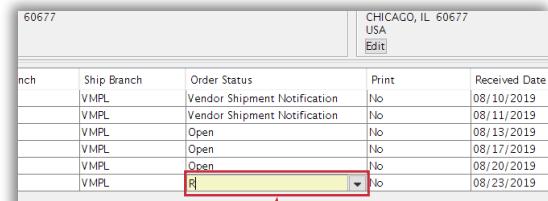


6. Select the **Order Status** of the gen you are going to receive.

Order Line	Product Description	Item #	Rec'd Qty	Extended Cost
100aa	B-LINE BL1332H 4 HOLE TEE PLATE	100aa		524.87
100aa	B-LINE BL432H 4 HOLE FLAT CORNER PLATE	100aa		459.52

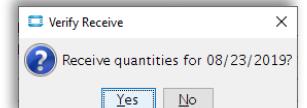
- a. Verify the correct gen is selected by keying **Ctrl + i** to view the items on the selected gen.

7. Once you've confirmed your gen selection to receive, change the Order Status from **Open** to **Received**.

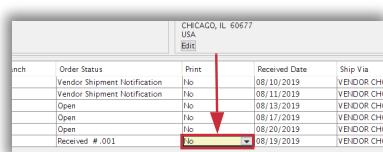


Quick Tip: If you've clicked on the order status, you can just type 'R' and hit Enter here.

8. Eclipse will ask you to confirm the receipt for the date specified; the date displayed here simply identifies the correct generation. The actual Received Date will be updated upon confirmation. If the correct gen is confirmed, select **Yes**.



9. Change the **Print** field option to **No**.



10. Key **F12** to **Save & Exit**.

11. This completes the Pre-Receipt process. **In-Process** records have been created for the received material, and will now show in the In Process Queues until the records are closed through the Verification and Put Away process.

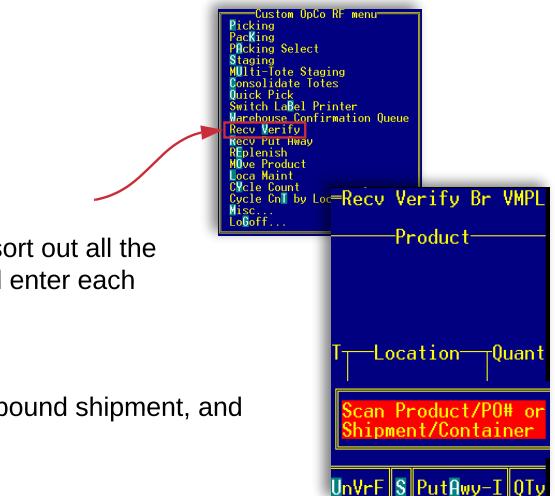
Recv Verify - RF Scanner

As you are breaking down the inbound shipment, you can either sort out all the product first, and then scan to verify. Or option two is to scan and enter each product/box as you go (generally used for larger PO receipts).

- Access the **Recv Verify** screen, and select a product from the inbound shipment, and **Scan the UPC Barcode**.

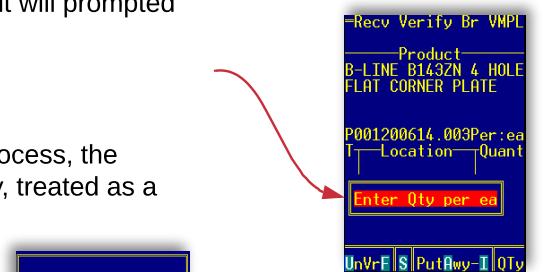
a. If the product is actually on the PO in the received status, it will prompt you to **enter the quantity** you are verifying.

b. If a quantity discrepancy is found during the verification process, the discrepancy quantity will be verified as a separate quantity, treated as a separate line and will appear in the Unverified Queue.



- Scan the Tote** of the put away pallet or cart or cone.

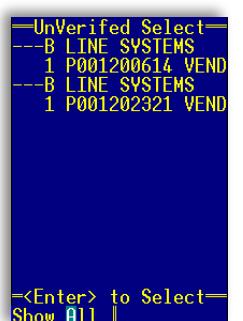
a. Repeat these steps until everything from the inbound pallet has been verified.



- Once all material is verified, on the gun, key **Ctrl + U** to check the **Unverified Queue** to display any remaining unverified material.

a. If all material has been verified, and items remain in the Unverified Queue, proceed with the appropriate Receiving Discrepancy process.

b. **Label Printing** - from the Unverified Queue, you can also print barcode labels, if an item does not have a barcode. Select an item and hit Enter, and select **Prt All**.

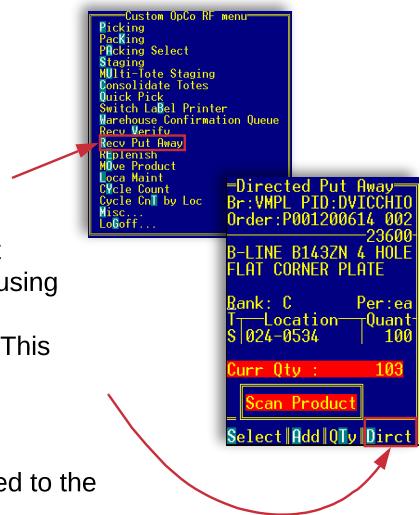


RF Quick User Guide

Receiving: Put Away

Recv Put Away - RF Scanner

There are two methods to the put away process, **Directed & Undirected** put away. **Directed** put away automatically generates the next item to put away using the warehouses pick path. **Undirected** put away allows the user to scan a product to put away. Switch between these two methods by keying **Ctrl + D**. This standard how-to guide will address Directed putaway.



- Access the **Recv Put Away** screen. In Directed Put Away, you will be directed to the put away location. Once at the location, **Scan** the product's **UPC Barcode**.

- Scan** the shelf **Location Barcode**.

- Verify** the put away quantity.

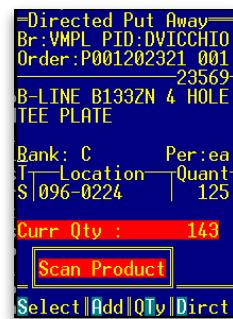
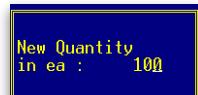


- Repeat this process until all items have been put away. As each item is completed, the Warehouse In-Process record for the item will close and removed from the queue.

Splitting Quantities & Locations

- To split quantities between locations, key **Ctrl + T** to split.

- Enter the **Quantity** to split.



- Enter '**S**' - **<S>plit**



- The quantities will be split, and treated as separate put aways.

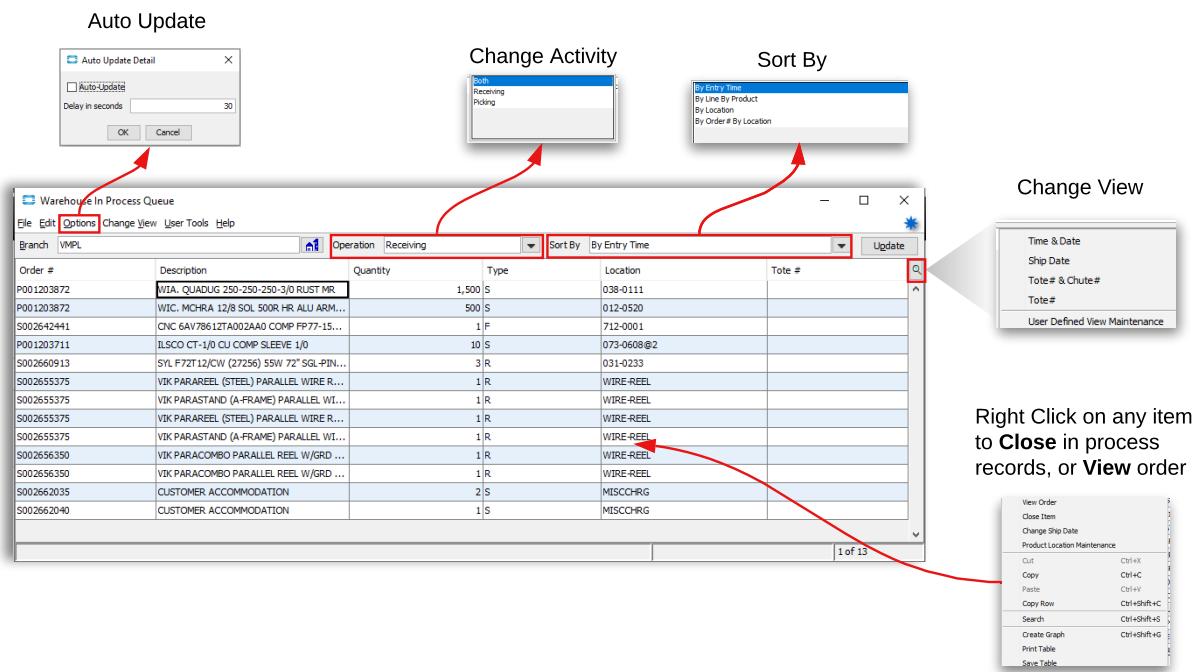


RF Quick User Guide

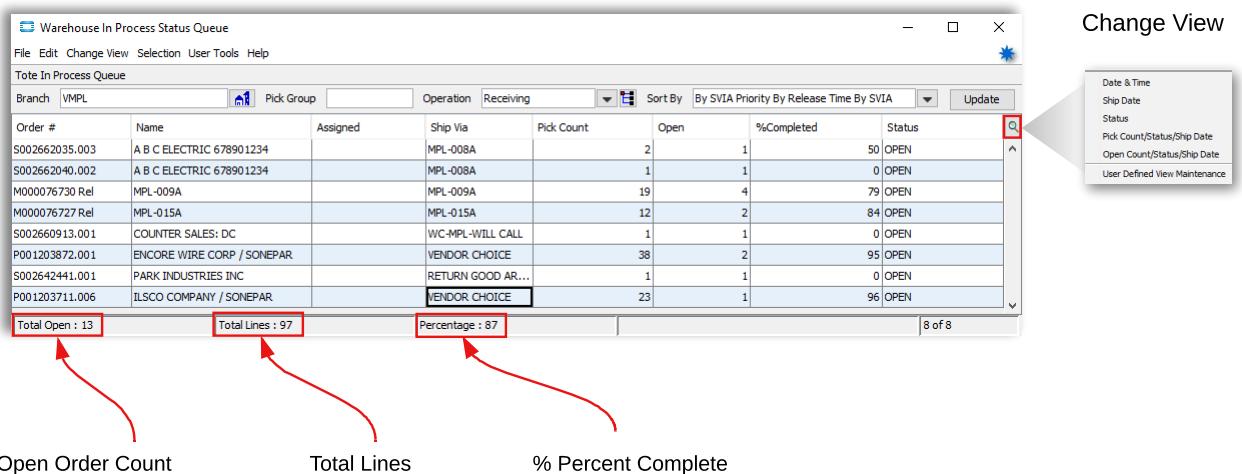
In Process Queues

Overview: The In Process Queues should be managed and maintained throughout the day in order to view open items that need to be completed before day's end. By the end of the day, all orders and lines should be completed, and these queues should be empty. These queues are also helpful in determining the amount of workload left to complete.

Warehouse In Process Queue - Line detail Overview of items with In Process records open.



Warehouse In Process Status Queue - Open Order Overview of any orders which have open In Process Records



RF Quick User Guide

In Process Queues

Tote In Process Queue - this queue displays open totes with In Process items.

The screenshot shows the 'Tote In-Process Queue' application interface. The main window displays a grid of totes with columns for Tote, Assigned, Items, Status, and Staging Location. A context menu is open over the row for Tote 'S002593836.001.3', which is assigned to 'DTHOMAS'. The menu includes options like Detail, Cut, Copy, Paste, Copy Row, Search, Create Graph, Print Table, and Save Table. A red arrow points from the 'Detail' option in the menu to the 'Tote In-Process Detail' window below.

Tote In-Process Queue

File Edit Options User Tools Help

Branch VMPL Operation Both Update

Tote	Assigned	Items	Status	Staging Location
036-0561	Unknown		1	
070-0105	Unknown		1	
087-0276	Unknown		1	
712-0001	Unknown		1	
BATCH-62295	NSPICER		1	PICKING
S002458874.001.1	AVANG		1	STAGED
S002593836.001.1	DTHOMAS		2	STAGED
S002593836.001.2	RKOEHLER		1	STAGED
S002593836.001.3	DTHOMAS		3	STAGED
S002622794.003.1	DCARTHAR		4	STAGED
S002637658.001.2	AVANG		1	STAGED
S002637658.001.3	AVANG		1	STAGED
S0026444327.002.1	AVANG		2	STAGED

1 of 205

Tote In-Process Detail

File Edit Options User Tools Help

Branch VMPL Operation Both Update

Order #	Product Description	Qty	Type	Location	Box	Packer	Date & Time
S002593836	FRZ MPDBC6667 SAFETY COVER FOR	-44	S	702-0410	2	RKOEHLER	06/10 17:00

1 of 1

Right Click on any item to and select **Detail** to view the items and orders on the selected tote.