



**Putaway**

**Client Users Guide**

**Version 2.6.7**

**This document is intended for use by  
End users and Functional Managers**

## Change Record


<i>Date</i>	<i>Author</i>	<i>Version</i>	<i>Change Reference</i>
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## **Table of Contents**

<b>CHANGE RECORD.....</b>	<b>2</b>
<b>TABLE OF CONTENTS.....</b>	<b>3</b>
<b>ATPAR LOGIN SCREEN.....</b>	<b>4</b>
<b>ATPAR APPS SCREEN .....</b>	<b>5</b>
<b>PUTAWAY STATUS BUTTONS AND FIELDS EXPLANATIONS .....</b>	<b>6</b>
<b>HOW TO USE PUTAWAY .....</b>	<b>8</b>
<b>DEFAULT INPUT .....</b>	<b>16</b>
<b>BIN TO BIN .....</b>	<b>18</b>
<b>IUT (INTER UNIT TRANSFER).....</b>	<b>21</b>
<b>SESSION EXPIRATION.....</b>	<b>26</b>

## AtPar Login Screen

The @Par Hand Held Terminal (HHT) device login screen can be accessed when users are set up by their @Par Administrator or Supervisor. @Par Version information is displayed on the login screen. The ☒ **Remember Me** checkbox will retain the user id information of the user who last used the HHT. This will require only the entry of the password for that user.

The keyboard should appear automatically upon access to this screen. This allows users' easy access to type in their information. If the keyboard doesn't appear tap the  icon in the bottom center of the login screen.

**Enter** your **Login Name** and **Password** and **TAP** the  button **Figure 1**.



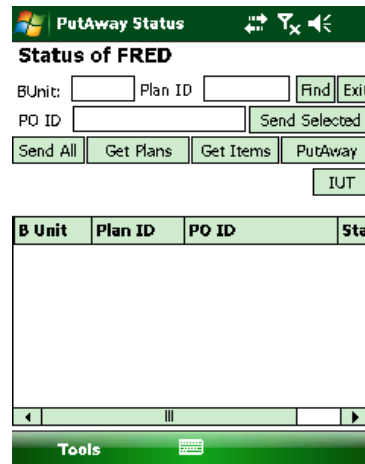
**Figure 1**

## AtPar Apps Screen

Based on the applications assigned to the client user by the administrator or supervisor the screen below appears for access to an @Par product or products **Figure 2**



**Figure 2**



**Figure 3**

Upon successful login if the user only has access to the @Par Putaway they will move automatically to the **Putaway Status** screen, shown in **Figure 3**. If the user has more than one @Par product the icons will appear in **Figure 2** for user to choose which application to use.

The **Putaway Status** screen is the main screen and is used to download putaway plans and items as well as send data to the ERP server upon completion of counts.

The actual counting is done on the **Putaway Items** screen. This will be explained later in the document.

To get started **TAP** the **Putaway** icon. This will launch the module and you will see the **Putaway Status** screen which is the primary application screen **Figure 3**.

## Putaway Status buttons and fields explanations

The **Putaway Status** screen is the primary application screen. This is the screen where users will download Putaway Plans and items to select for putaway

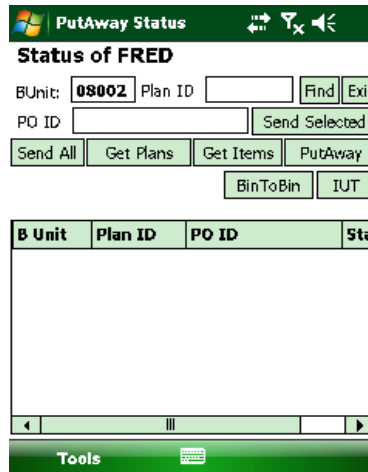


Figure 4

**B Unit** – The Putaway plan Business Unit to download

**Plan ID** – Putaway Plan ID

**PO ID** - Purchase Order ID

**Find** - If a putaway plan is downloaded to the HHT, user can enter the **Plan ID** or **PO ID** and **TAP** this button to highlight the record.

- If the **Plan ID** or **PO ID** that user entered is **not** downloaded to this HHT, then the following message appears **Please get the data**

**Send Selected** - This option uploads (or moves) Plans, PO's and Items to the production server.

- First highlight the Plan or PO to upload and then **TAP** the **Send Selected** button
- Only Plans or POs with a status of **PUTAWAY** can be uploaded

**Send All** - This option will send Plans, PO's and Items form the HHT to the production server. All Plans and POs must have a status of **PUTAWAY**.

- User is **not** required to highlight each Plan or PO in order to send it using this option.

When user **selects** the **Send All** button all orders in **PUTAWAY** status will be sent

**Get Plans** - Downloads Plan ID or PO ID *header information only* for any **open** Putaway Plans or POs on the ERP. The status of headers is **OPEN**

**Get Items** - This will download Item details for the highlighted Plan or PO. This changes the status to **DOWNLOAD** and putaway of items can begin

**PutAway** - Once a record and items are downloaded, the user will **TAP** this button and the **Putaway Items** screen will appear to start putting items away

**BinToBin** - If the organization has the @Par Bin to Bin product this button may appear on the screen. If the Supervisor selects the following profile parameter this button will appear.

Allow the user to do Bin To Bin transfer	<input type="checkbox"/>	[Checking this will allow the user to navigate to Bin To Bin Application from Putaway]
--	--------------------------	--

**IUT** - This button allows user to perform Inter Unit Transfers when the Supervisor selects “Both” or the “Inter Unit” radio button in the following profile parameter.

Purchasing/Inter Unit Receiving	<input type="radio"/> Purchasing <input type="radio"/> Inter Unit <input checked="" type="radio"/> Both	[Based on the selected type, Purchasing and/or Inter Unit orders should be allowed to receive.]
---------------------------------	---	---

**NOTE:** If “Purchasing” is selected, IUT will not be an option on the HHT. If Inter Unit is selected, HHT User will ONLY be able to perform IUT Transfers.

**Exit** - Exits user to @Par Module Screen.

## How to Use Putaway

As with all @Par products a user must first get the data to the HHT in order to begin using, in this case, **@Par Putaway**

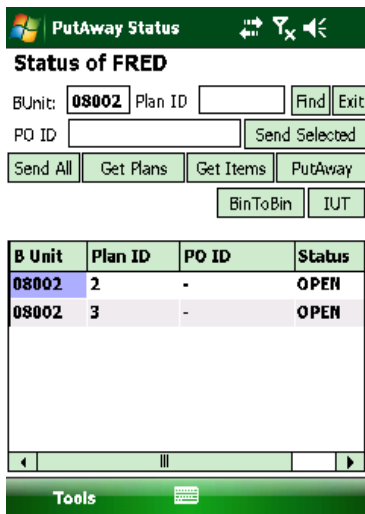
If the supervisor has entered a Business Unit value in the following User Parameter option this will always display when the user first enters the Putaway Status screen

Parameter	Value	Description
Default Business Unit	<input type="text"/>	[The Default Business Unit displayed on the HHT]

This is beneficial when a user frequently puts away items for the same Business Unit. The value on the HHT is editable for times the user needs to putaway items for a different BU. The HHT user will only need to **TAP** the **Get Plans** button.

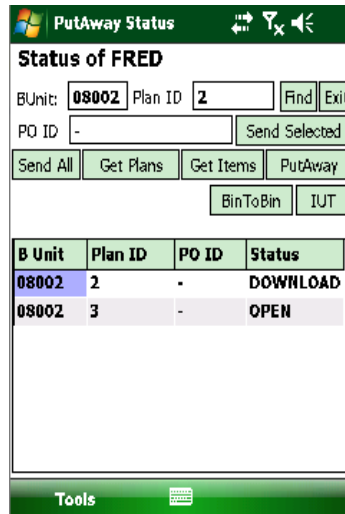
If the User Parameter is not used for this user then **enter** BUnit and **TAP** the **Get Plans** button.

The following screen should now appear: **Figure 5**



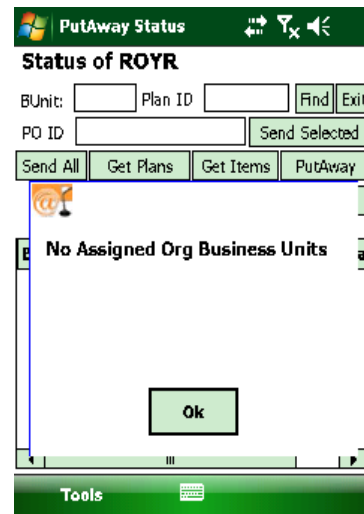
B Unit	Plan ID	PO ID	Status
08002	2	-	OPEN
08002	3	-	OPEN

**Figure 5**



B Unit	Plan ID	PO ID	Status
08002	2	-	DOWNLOAD
08002	3	-	OPEN

**Figure 6**



**Figure 7**

**NOTE:** If allocation of business units has not been assigned to a user the message in **Figure 7** will appear. The supervisor will need to assign business units to the user from the Allocate Business Units menu option on the web page

Notice all **Plan IDs** are in a status of **OPEN**. The open status indicates that the user has downloaded all open **Putaway** header information but no items associated with the **Putaway Plan** yet.

**Highlight** one of the **Plans** and **TAP** the **Get Items** button. **Figure 6**

- If the Plan is being Putaway by another user and the following profile parameter is not checked the following popup message is displayed **Figure 8**.

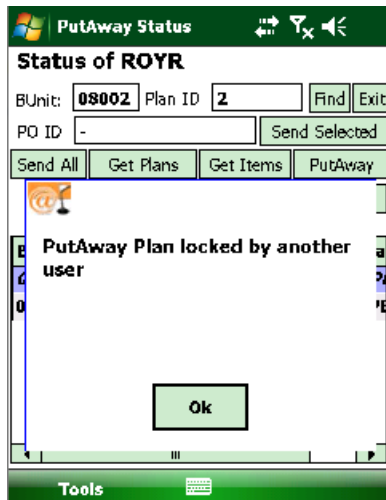
Multiple Users can download the same PO ☐

[Selection of this parameter allows multiple users to download the same PO on to the handheld]

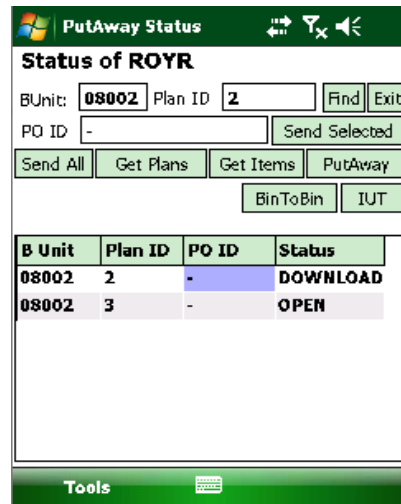


- Contact the supervisor and they will find out which user has the plan locked, and determine if the new user needs to putaway the plan.
- The supervisor can also unlock the record to allow the new user to continue putaway this plan. This is all done on the **@Par Server** under **Release Orders**.

If the parameter **is** checked the following screen in **Figure 9** will appear



**Figure 8**

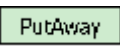


**Figure 9**

- Contact your Functional Manager or Supervisor and they will need to find out which user has the Order locked, and determine if you need to putaway this order.
- They can also unlock the record for you to continue putaway this plan. This is all done by the Functional Manager/Supervisor on the **@Par Server** under **Release Orders**.

Once download is complete, the status has changed from **OPEN** to **DOWNLOAD** – **Figure 9**.

This indicates the items associated with the **Putaway Plan** have been downloaded on the HHT and the order is ready to be **Putaway**.

**Highlight** the record and **TAP** the  button. The **Putaway Items** screen will appear **Figure 10**

**Putaway Items**

ItemId: [ ] Find Status

B Unit: Plan: [ ] [ ]

Desc: [ ]

Str Loc: [ ]

P Qty: [ ] R Qty: [ ] UOM: [ ]

1 2 3 4 5 6 7 8 9 0 . <

Stor	PO ID	Putaw	Received	Item	De
GNRI -		3		000460 PR	

Figure 10

The upper section of the screen is the **Detail** screen and the section below is the grid or LV (List of Values) where the item information is available.

**NOTE:** The white box to the right of the Stor Loc (Storage Location) field in the detail section. This will be used **ONLY** if the supervisor selects the following profile parameter, forcing the user to scan or enter the item's Storage Location during putaway of the item.

. If this is checked, the user **MUST** enter or scan a **MATCHING** item storage location.

Storage Location check Required <input type="checkbox"/>	[Checking this option will force the user to scan the Put Away Storage Location at the time of Put Away to confirm if it is the right storage location]
--	---

This is to ensure the user is putting the item into the correct storage location. Items may have multiple Storage Locations.

The **ItemId** button is a search option field or a toggle switch. @Par Administrator has the ability to set field toggles in the Profile Parameters. Some of the available toggle fields are: **Descr**, **Mfg Item ID**, **Vnd Item ID**, **GTIN** and **UPC ID**.

- If the user **enters** the **Item ID** and **TAPS** the **Find** button, it will find and highlight the **Item ID** on the plan/HHT.
  - To change the label of this field simply **TAP** on the **ItemId** button in the upper left of the screen until you see the button you want to display and scan the respective bar code label.

**Find** - Combined with entering the **Item ID**, user **TAPS** the **Find** button and the **Item ID** which will be **highlighted**. If the **Item ID** is not downloaded to this HHT the message "**Item not found**" is displayed as shown below. **Figure 11**

Figure 11

**Status** - Returns a user to the **Putaway Status** screen.

**B Unit** - Business Unit – Display only field

**Plan** - Putaway Plan ID - Display only field

**Descr** - Item ID Description – Display only field.

**Str. Loc.** - Item ID storage location that a user is putting items into - Display only field

**P. Qty** – Putaway quantity – user populated. User enters the putaway quantity amount in this field

**R. Qty** – Received quantity field which displays the quantity that was received at the dock – Display only field

If the following Profile Parameter is unchecked, Received Qty will **NOT** be displayed on the HHT, and user will conduct blind putaway count for all items. This is highly recommended so user actually counts the items being putaway

Display Receive Qty	<input checked="" type="checkbox"/>	[Checking this will display receive qty for the item, Un checking will force the user to do blind putaway]
---------------------	-------------------------------------	--

**UOM** – Item UOM. *This is a Non editable field.*

The Detail section on the HHT will not populate all the information until the Item in the List View (LV) or Grid has been **highlighted**. **Figure 12**

- User either scans the **Item ID** bar code, or **TAPS** on the item if it is visible on the screen
- If there are more items on the Plan than are visible in the LV, user can **type** in the **Item ID** field and **TAP** the **Find** button. This will **highlight** the Item as well.
- **<** **>** buttons next to P.Qty field will allow the user to navigate through Putaway Plan Items row by row.



Figure 12



Figure 13



Figure 14

**NOTE:** When an item is highlighted the system places the cursor in the P. Qty field so user can simply **enter** the quantity. **Figure 13**

If the following profile parameter is checked by the supervisor the P. Qty field will automatically default with the received quantity value and display with highlight **Figure 14**

Default Input	<input type="checkbox"/>	[Checking this will default the Counts for user]
---------------	--------------------------	--

If the Default Input parameter is checked, the HHT will display the ☒ ☐ buttons on the screen. The use of the buttons will be discussed later in this document.

The appearance of the Soft Input Panel numeric keypad is an Org Group parameter that must be set up by the @Par Administrator or supervisor.

Display of Soft Input Panel (Keypad) for numeric	<input checked="" type="checkbox"/>	[Checking this will automatically display the Soft Input Panel (Keypad) for numeric on Item details screen]
--	-------------------------------------	---

If the following profile parameter is checked a white text box next to the Str. Loc. field in the detail section of the HHT will appear that requires users to scan or type in the putaway storage location of the item to continue putting items away

Storage Location check Required	<input type="checkbox"/>	[Checking this option will force the user to scan the Put Away Storage Location at the time of Put Away to confirm if it is the right storage location]
---------------------------------	--------------------------	---

If Storage Location check Required is checked and the HHT user attempts a putaway without population the field the following message will appear

Str.Loc: GNRLA1R151B1



P.Qty    R.Qty: 3 UOM: GR

Location check required

**Scan** the storage location bar code label after and enter a pick quantity or **click** in the white box next to Str. Loc and **enter** the Storage Location manually, and then enter a pick quantity.

If the “**Storage Location check**” parameter has been left un-checked the cursor will move automatically to the **P.Qty** field bypassing the requirement of entering a **Stor. Loc:** entry.

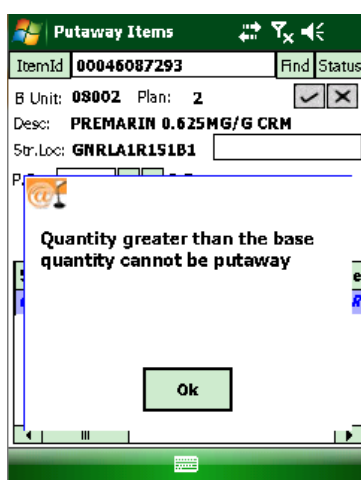
**Tap** the  arrow to move to the next item, **TAP** on the item itself to **highlight**, or **scan** the **Item ID** label to continue picking another item.

**NOTE:** The   keys can be used to manually move up or down through the list of values. Enter the quantity for any items issued and continue this process until all the items have been putaway.

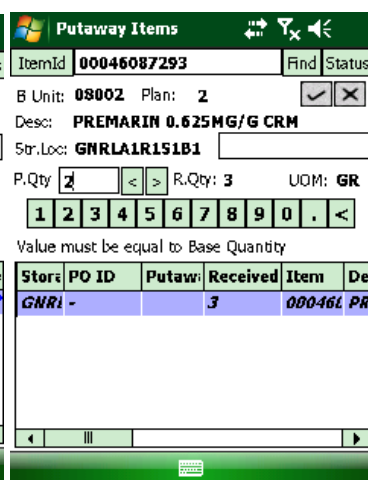
There are two profile parameters to make note of here that may be used if needed: “**Allow greater than Base Quantity**” and “**Allow less than Base Quantity**”

Allow greater than Base Quantity	<input type="checkbox"/>	[Checking this option will allow users to enter greater than Base quantity to be PutAway]
Allow less than Base Quantity	<input checked="" type="checkbox"/>	[Checking this option will allow users to enter less than Base Quantity to be Put Away, into the handheld device]

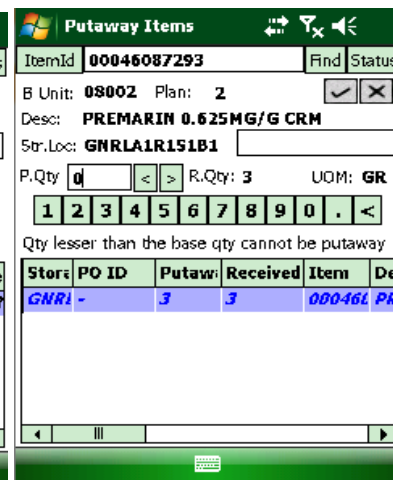
If the greater than parameter is unchecked and less than parameter is checked the message in **Figure 15** will appear when a user enters a value greater than the base quantity in the P. Qty field



**Figure 15**



**Figure 16**



**Figure 17**

If the greater than parameter is checked and less than parameter is unchecked the message in **Figure 15** will appear when a user enters a value not equal to the base quantity in the P. Qty field

If both parameters are unchecked the message in **Figure 17** will display when a user enters a value less than base quantity in the P. Qty field

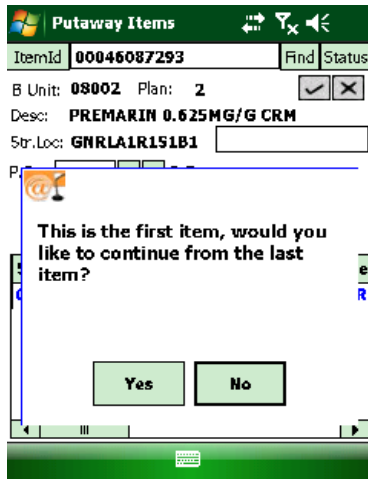


Figure 18

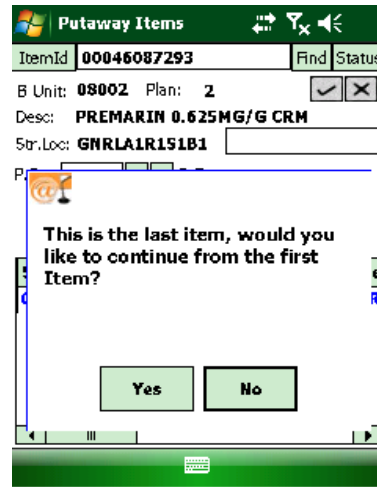
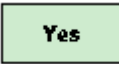
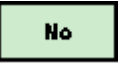


Figure 19

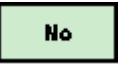
The message shown in **Figure 18** may appear. This is an indicator that the user has moved upward in the grid past the first item

**TAP**  and user returns to the **Putaway Items** screen to continue putting items away

**TAP**  and user stays on the last item on the **Putaway Items** screen and can continue putting items away

The message shown in **Figure 19** may appear. This is an indicator that the user has putaway the last item and moved downward from the grid.

**TAP**  and user returns to the **Putaway Items** screen to continue putting items away

**TAP**  and user stays on the last item on the **Putaway Items** screen and can continue putting items away

When all items have been counted user will **TAP** the  button to return to the main **Putaway Status** screen. The putaway plan now appears in **PUTAWAY** status as shown in **Figure 20**.

**Putaway Status**

Status of FRED

BUnit: 08002 Plan ID: 2 Find Exit

PO ID: - Send Selected

Send All Get Plans Get Items PutAway

BinToBin IUT

B Unit	Plan ID	PO ID	Status
08002	2	-	PUTAWAY
08002	3	-	OPEN

Tools

Figure 20

**Putaway Items**

ItemId: 52544023528 Find Status

B Unit: 08002 Plan: 3

Desc: NORETHINDRONE 0.35MG TAB

Str.Loc: GNRLA1R151B1

All Items are mandatory to putaway, continue Putaway ?

Yes No

Figure 21

**Figure 21** popup occurs if the profile parameter below is checked. This indicates the user **must enter** a value for every item in the grid.

Putaway all items	<input checked="" type="checkbox"/>	[Checking this will force the user to Putaway all items]
-------------------	-------------------------------------	--

Once a plan has been putaway and is ready to send to the ERP system there are two alternate methods of sending the information

1. Sending a single plan at a time. Using this method a user must **highlight** a plan in **PUTAWAY** status and **TAP** the **Send Selected** button.
2. Sending multiple plans simultaneously. Using this method a user will **TAP** the **Send All** button. This will send all records to the ERP system that have a status of **PUTAWAY**.

**NOTE:** Only Plans with a status of **PUTAWAY** can be sent to the ERP system.  
Message will appear if user has not been assigned any business units

## Default Input

**Default Input** is simply a way for an experienced user to input quantities for a long list of items they are putting away in an expedition process. For example, a Plan ID has 500 items that most, if not all items received will be putaway. Essentially this will be a putaway by exception.

Using the **Default Input** option, the item's **Putaway Qty** field will automatically populate with the **Receive Qty** field amount, thus requiring the user to **only** adjust the variances between the two fields.

@Par, Inc. recommends disabling the **Default Input** for new users.

If the supervisor has checked the following profile parameter the ☒ ☐ buttons will appear on the **Putaway Items** screen

Default Input ☐ [Checking this will default the Counts for user]

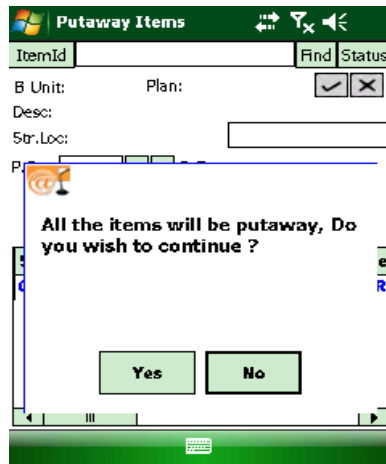


Figure 22

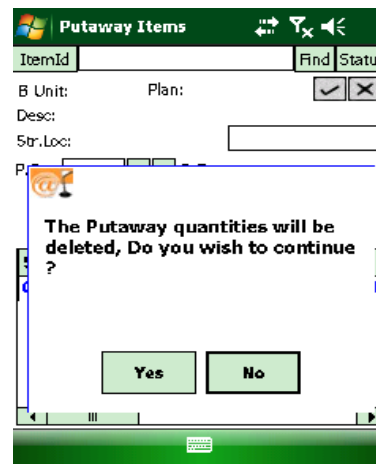
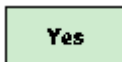
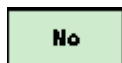


Figure 23

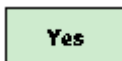
**TAP** the ☒ button and the popup appears as shown in **Figure 22**



If the user **selects** the **Yes** button the system will automatically insert the **R.Qty** amount into the **P.Qty** column for each item on this plan. User would then adjust only for variances from the receive quantity to actual putaway quantity.



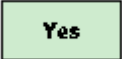
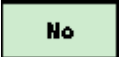
**TAP** the **No** button to return to the **Putaway Items** screen without the values in the **P. Qty** field changing. User can continue without this functionality.



If the user **selects** the **Yes** button but later decides not to default all values they will **TAP** the ☒ button. The screen message appears in **Figure 23**



## Putaway HHT Guide

**TAP** the  button to remove all counts from the grid. If user **TAPS** the  button they will return to the **Putaway Items** screen with all Item IDs retaining the default count quantity.

## Bin to Bin

If the organization has the Bin to Bin module, it is available from within the **@Par Putaway Status** screen if the following profile parameter is checked

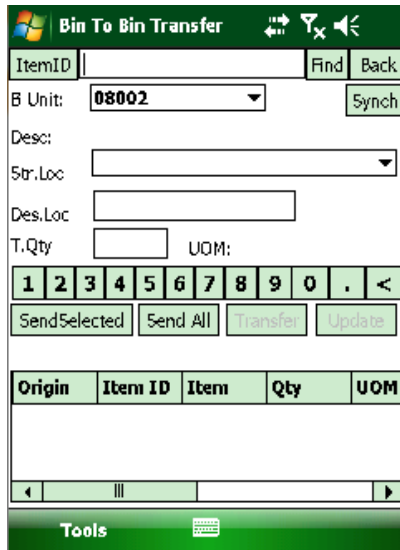
Allow the user to do Bin To Bin transfer



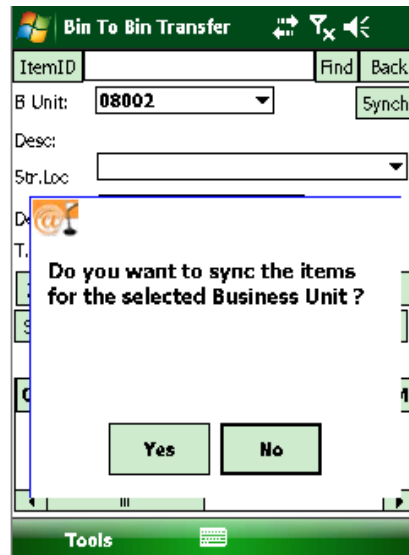
[Checking this will allow the user to navigate to Bin To Bin Application from Putaway]

Bin to Bin is used to transfer goods or an item, from the HHT, from one inventory location/bin to another within a warehouse/storeroom.

From the **Putaway Status** screen **TAP** the **BinToBin** button. User will be brought to the Bin to Bin Transfer screen. **Figure 24**



**Figure 24**

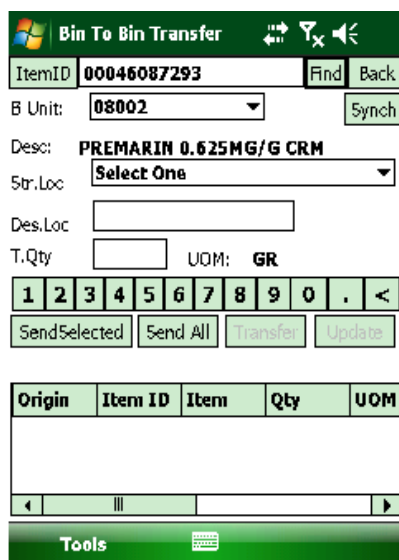


**Figure 25**

**Select** a business unit from the drop down list and **TAP** the **Synch** button to download item data. **Figure 25** will appear

**TAP** the **Yes** button to sync data or the **No** button to return to previous screen without syncing data for transfer

From the **ItemId** field user can **scan** an item bar code label or **enter** the item ID and **TAP** the **Find** button **Figure 26**



Origin	Item ID	Item	Qty	UOM

Figure 26

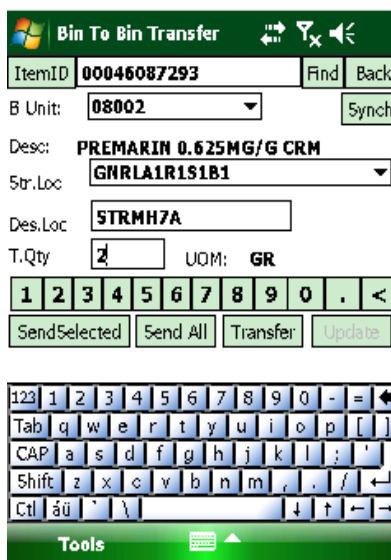


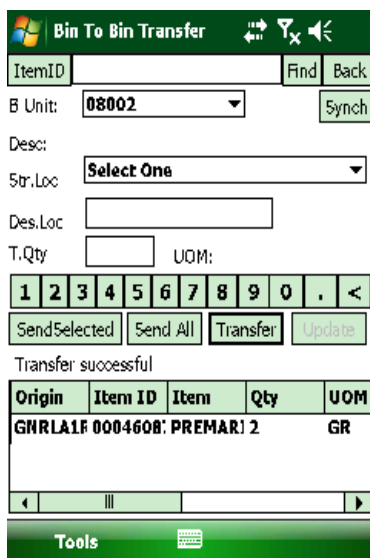
Figure 27

**Select** the storage location item is currently in from the Str. Loc dropdown.

**Enter** the destination storage location or **scan** the storage location bar code label where the item is moving to in the Des. Loc box.

**Enter** Transfer amount in T. Qty box and verify the UOM. **Figure 27**

**TAP** **Transfer** button. If data is transferred correctly the screen in **Figure 28** will appear



Origin	Item ID	Item	Qty	UOM
GNRLA1R	0004608	PREMARIN	2	GR

Figure 28

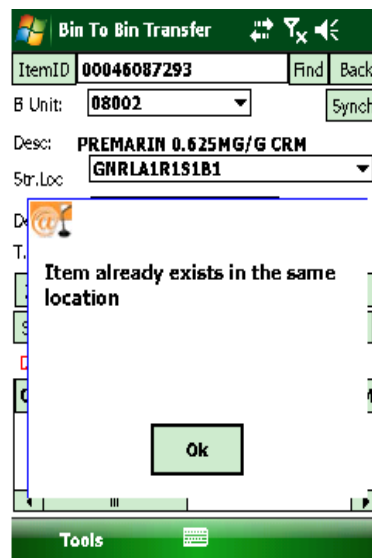


Figure 29

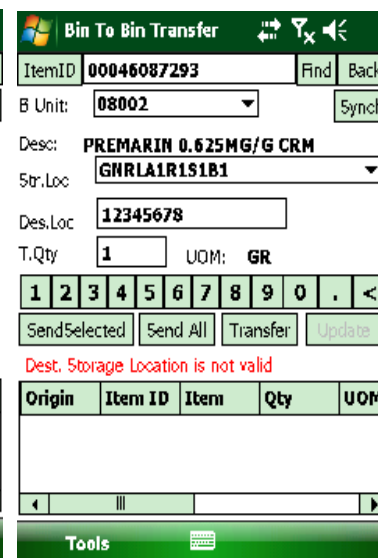
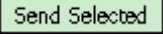
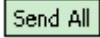


Figure 30

If user inadvertently enters same storage location in both Str. Loc field and Des. Loc. field the message in **Figure 29** will appear

If the user enters an invalid location in the Des. Loc. field the message in **Figure 30** appears

To send individual transfers, **highlight** the line and **TAP** the  button. This will send the individual line to the ERP system for processing.

To send all transfers, **TAP** the  button. This will send all transfer lines to the ERP system for processing.

**NOTE:** Transfer must be processed in the ERP system before the transferred product is available for picking.

**TAP** the  button to return HHT user to **Putaway Status** screen.

For more information on Bin to Bin please refer to the Bin to Bin help documents.

## IUT (Inter Unit Transfer)

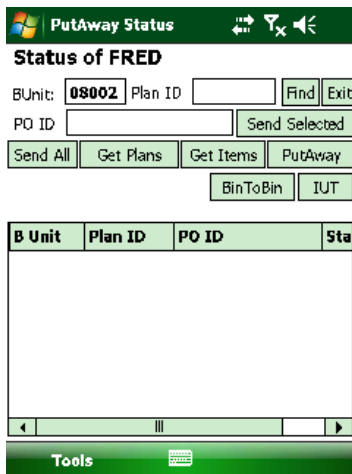
The @Par Putaway module allows you to receive Inter Unit Transfers (IUT). This is dependent on whether the ERP supports the process and if the supervisor has selected the following profile parameter

Purchasing/Inter Unit Receiving	<input type="radio"/> Purchasing	[Based on the selected type, Purchasing and/or Inter Unit orders should be allowed to receive.]
	<input type="radio"/> Inter Unit	
	<input checked="" type="radio"/> Both	

- Selecting both will add the **IUT** button on the HHT. **Figure 31**
- Selecting Purchasing will allow access to Putaway only **Figure 32**
- Selecting Inter Unit only will allow access to only IUT as in **Figure 33**

**NOTE:** Allocate Inventory Business Units from the @Par Web **must** be set up for users to allow the IUT functionality to work.

With the IUT parameter enabled, a user will be able to receive items transferred from one location to another. (Transfer replenishment)



PutAway Status

Status of FRED

BUnit: 08002 Plan ID [ ] Find Exit

PQ ID [ ] Send Selected

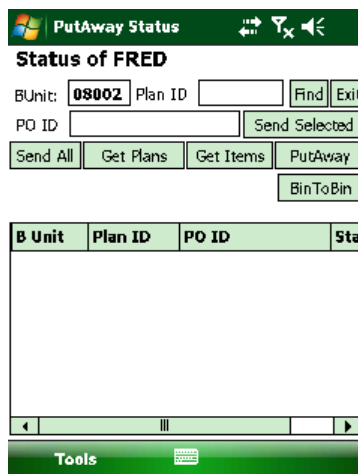
Send All Get Plans Get Items PutAway

BinToBin IUT

B Unit	Plan ID	PQ ID	Sta

Tools

Figure 31



PutAway Status

Status of FRED

BUnit: 08002 Plan ID [ ] Find Exit

PQ ID [ ] Send Selected

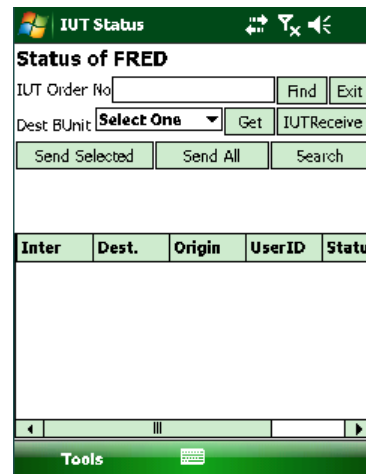
Send All Get Plans Get Items PutAway

BinToBin

B Unit	Plan ID	PQ ID	Sta

Tools

Figure 32



IUT Status

Status of FRED

IUT Order No [ ] Find Exit

Dest BUnit Select One Get IUTReceive

Send Selected Send All Search

Inter	Dest.	Origin	UserID	Status

Tools

Figure 33

TAP the **IUT** button or the **IUTReceive** button and the message displays on the IUT Status screen **Figure 34**

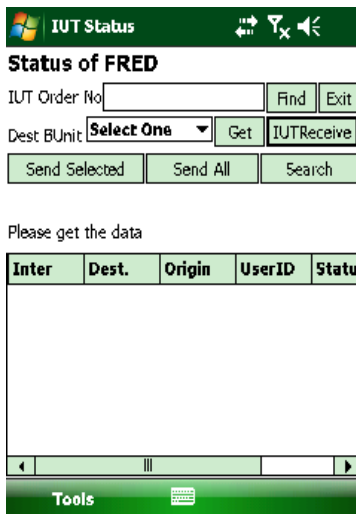


Figure 34

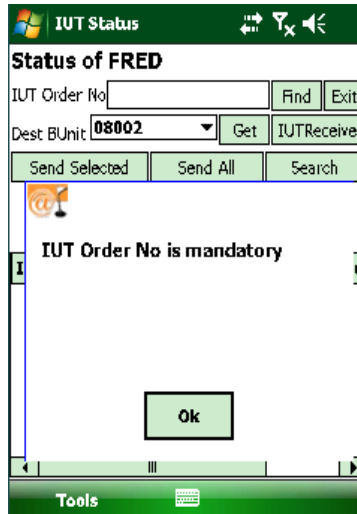


Figure 35

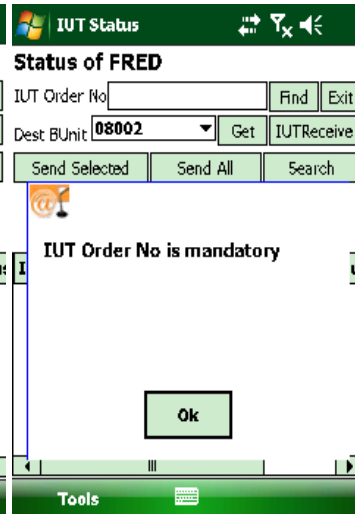





Figure 36

When user **selects** a business unit from the Dest BUnit drop down without an IUT Order number

and **clicks** the  button the message in **Figure 35** appears

When user **selects** a IUT order number but doesn't select a business unit from the Dest BUnit drop down and **clicks** the  button the message in **Figure 36** appears

**Scan** or **enter** manually an IUT Order No and **select** the **Dest BUnit** from the drop down list, then **TAP** the  button **Figure 37**

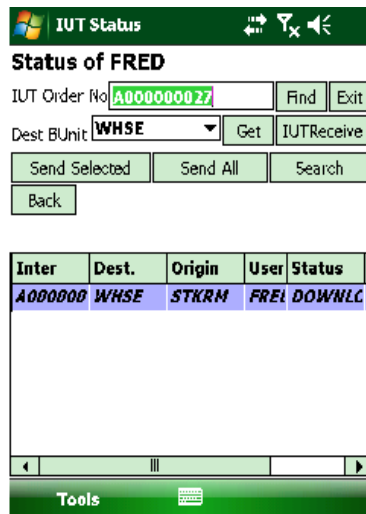


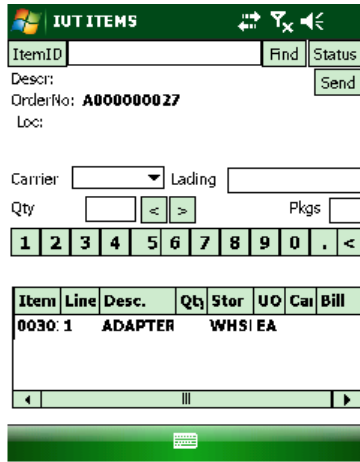
Figure 37

A user may also receive the IUT is locked by another user message as in other products. This will occur if the following org group parameter is unchecked by the @Par Administrator

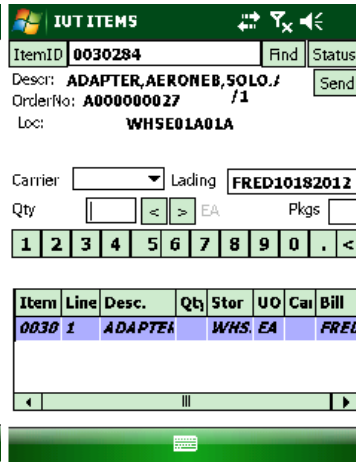
Multiple users receiving an Inter Unit transfer	<input checked="" type="checkbox"/>	[Checking this will allow multiple users to download same IUT.]
---	-------------------------------------	---

The supervisor then must release order from the @Par Web using the Release Order menu option.

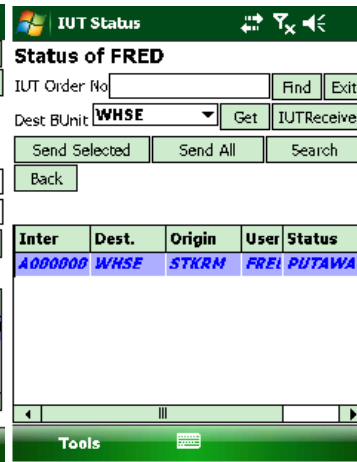
With the **IUT Order No** found **highlight** it and **TAP** the **IUTReceive** button **Figure 38**



**Figure 38**



**Figure 39**



**Figure 40**

Either **TAP** on the item if visible on the HHT in the grid, **enter** the **Item ID** to receive in the **ItemId** field, or **scan** an item's bar code label in the **ItemId** field to receive it in.

Using any of the aforementioned methods to start receiving an item in detail section (upper section of the HHT) **Figure 39**

Enter the Qty received and continue to receive all items using this same process until done.

After all items are received in the **IUT Items** screen there are two options for the user:

1. **TAP** on either the **Status** button to return to the **IUT Status** screen
2. **TAP** the **Send** button to move the data to the ERP system. Record is then removed from the HHT

**NOTE:** If option 2 is used users will need to be in a wireless environment or have the HHT cradled to send the information to the ERP system

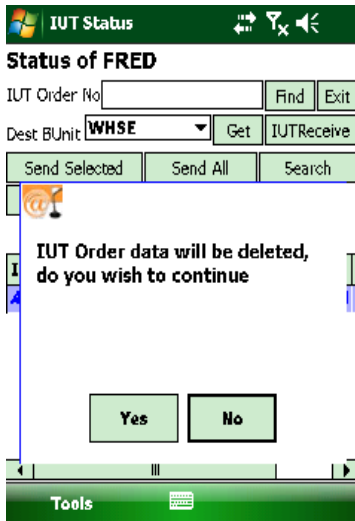
**Tapping** the **Status** button will bring the user back to the **IUT Status** screen as shown in **Figure 40**

From the **IUT Status** screen **TAP** the **Send All** button which sends all records in **PUTAWAY** status to the ERP system.

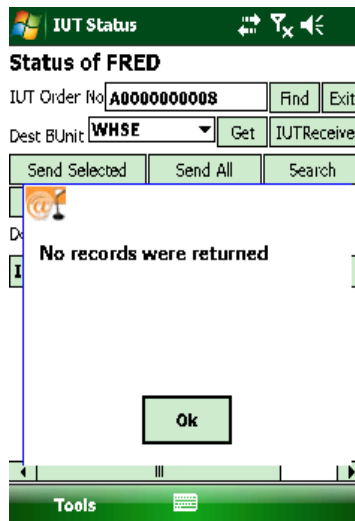
If selecting one record at a time to send **highlight** a record with **PUTAWAY** status and **TAP** the **Send Selected** button. This will send this record only to the ERP system

Functionally the reason to go back to the **IUT Status** screen is the wrong IUT may have been received in. Since the record hasn't been sent yet the user can delete the record by **clicking** the

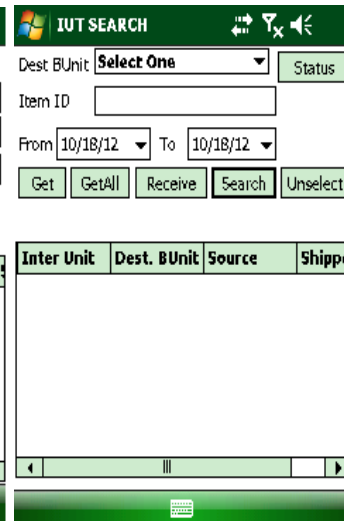
**Tools → Delete** option from the bottom left side of the HHT and delete the IUT before sending information to the ERP. **Figure 41**



**Figure 41**



**Figure 42**



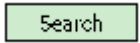
**Figure 43**

Once information has been sent, from either the IUT Items screen or the IUT Status screen it is no longer available on the HHT

If a user enters an **IUT Order No** and attempts to get the data the message in **Figure 42** may appear. This indicates the **IUT Order** is not found for download

User can search for an **IUT Order** by **TAPPING** the  button. This will open the **IUT SEARCH** screen shown in **Figure 43**.

**Select** a Dest BUnit from the drop down list and date range.

**TAP** the  button. If any records are found they will automatically display as in **Figure 44**

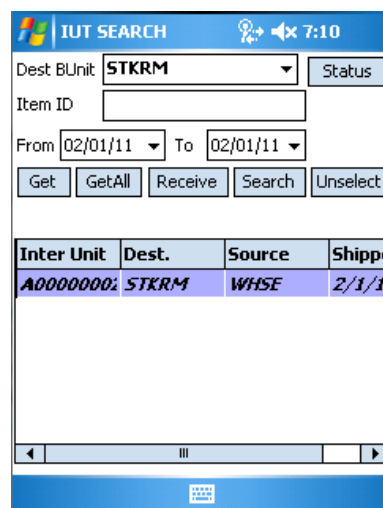
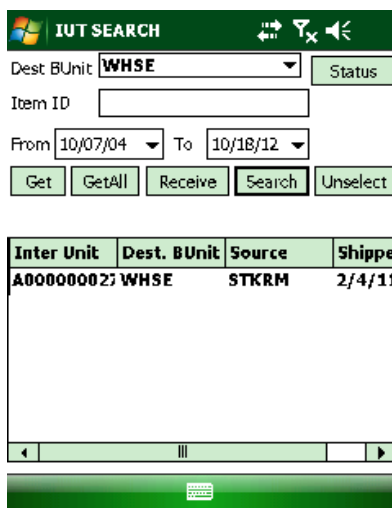




Figure 21

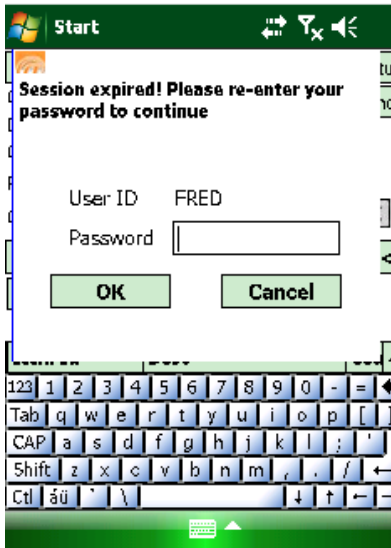
Figure 22

**NOTE:** This search retrieves IUT header information only. To get the items the user needs to use the , , or  buttons.

If the record to receive is found, **highlight** the record and **TAP** the  button. This will take them to the **IUT Items** screen to putaway the item

## Session Expiration

You will receive the popup message below (**Figure 24**) if you have exceeded the idle time allotted to you by the @Par Administrator. The @Par Administrator manages the HHT and login idle times and if you are experiencing frequent expiration message ask them to increase this setting.



**Figure 24**

This is in place for a couple reasons:

1. If the session is left logged in, ANYONE could come to that HHT device and start entering information etc. So it is set up for Security Purposes.
2. HHT/System Performance. We have found that by having an inactive session time out, the performance of ALL HHTs and System is increased.

User needs to enter their password and return to the application.