Deliver

Web Guide

Version 2.6.6

This document is intended for Web Users

501 Kings Highway East Fairfield, CT 06825 Phone: (888) 647-4621 Fax: (888) 647-4621

Change Record

Date	Author	Version	Change Reference
2/18/2009	D. Baxter	2.6.5.0	Modified 2.64 doc to 2.6.5.0
12/10/2009	R. Hatt	2.6.5	SP12
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03/24/2011	S. Godfrey	2.6.6	SP2
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MANAGEMENT HEALTH SOLUTIONS

Web User - Login

This section will concentrate on the **@Par Web User's** role and access on the **@Par Server.**

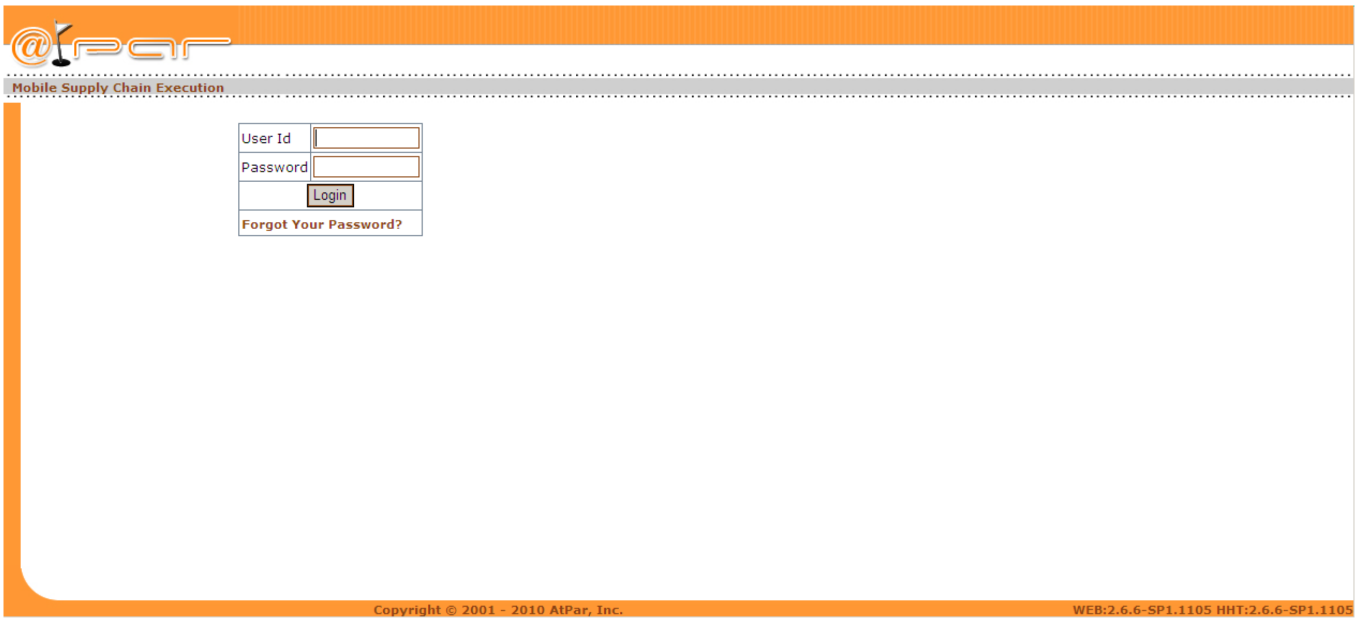

Figure 1

Note: the version number in the bottom right hand corner of the screen. A user can quickly identify the **@Par** product version for reference. The version for both Web Server and Client Handheld Terminal (HHT) are available.

In this release of **@Par** products the **@Par Administrator** must create profiles, users, and parameters before the **Web User** can access the system.

Once a **Web User** has been setup with products, user id, and password, they can login and the following screen will appear **Figure 2**

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MANAGEMENT HEALTH SOLUTIONS

Page Menu Options

Figure 2

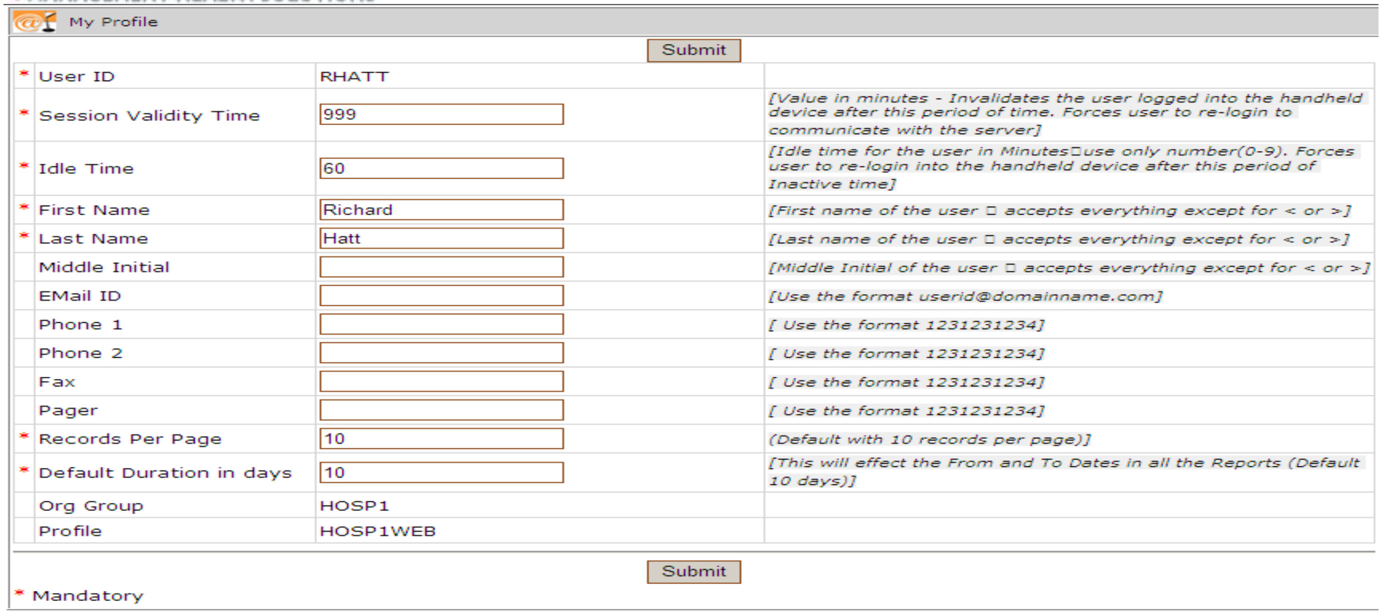
The products that appear may be different at your organization. For this document, we will review **Deliver.**

Home

The **Home** link in the upper right hand section of the screen will return the Web User to the home screen in **Figure 2**. This will return them from any window on the Web Page.

My Profile

Click on the **My Profile** link and **Figure 3** appears



My Profile

Submit

*	User ID	RHATT	
*	Session Validity Time	999	[Value in minutes - Invalidates the user logged into the handheld device after this period of time. Forces user to re-login to communicate with the server]
*	Idle Time	60	[Idle time for the user in Minutes use only number(0-9). Forces user to re-login into the handheld device after this period of Inactive time]
*	First Name	Richard	[First name of the user accepts everything except for < or >]
*	Last Name	Hatt	[Last name of the user accepts everything except for < or >]
	Middle Initial		[Middle Initial of the user accepts everything except for < or >]
	EMail ID		[Use the format userid@domainname.com]
	Phone 1		[Use the format 1231231234]
	Phone 2		[Use the format 1231231234]
	Fax		[Use the format 1231231234]
	Pager		[Use the format 1231231234]
*	Records Per Page	10	(Default with 10 records per page)]
*	Default Duration in days	10	[This will effect the From and To Dates in all the Reports (Default 10 days)]
	Org Group	HOSP1	
	Profile	HOSP1WEB	

Submit

* Mandatory

Figure 3

The **Web User** uses this section to maintain their user profile. Note that the **Web User** can't change their User ID. The User ID has been set up by the @Par Administrator and must remain unique.

Org Group and Profile are two fields that are also not editable. These are maintained by the @Par Administrator.

All other fields can by modified. All mandatory fields are denoted by a *** red asterisk**.

NOTE: In previous versions the Records per Page and Default Duration in Days were located elsewhere in Parameter settings. They still perform the same functionality but to modify, they must be changed here.

Records Per Page – Value entered to limit the number of records displayed on a single page

Default Duration in days – Value entered to set up date range for reports to run

After making any changes to this screen, you must ***click*** the Submit button to save the change.

Help

Click on the **Help** link and the Help screen appears **Figure 4**

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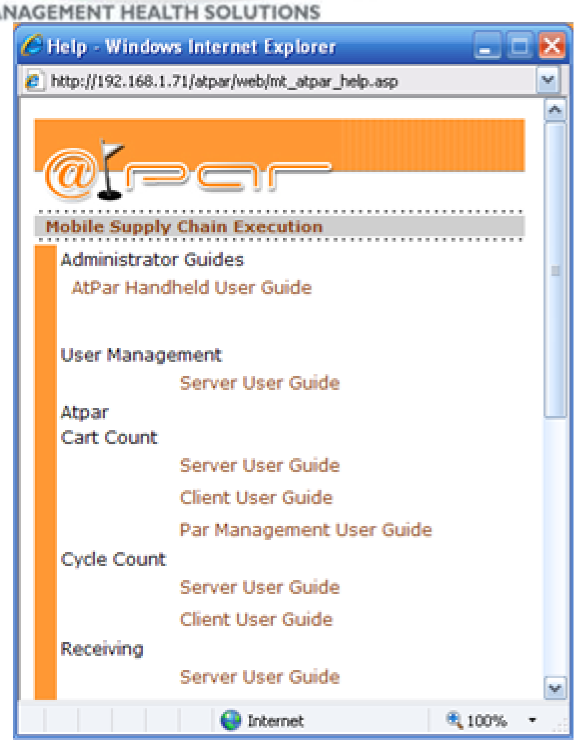

Figure 4

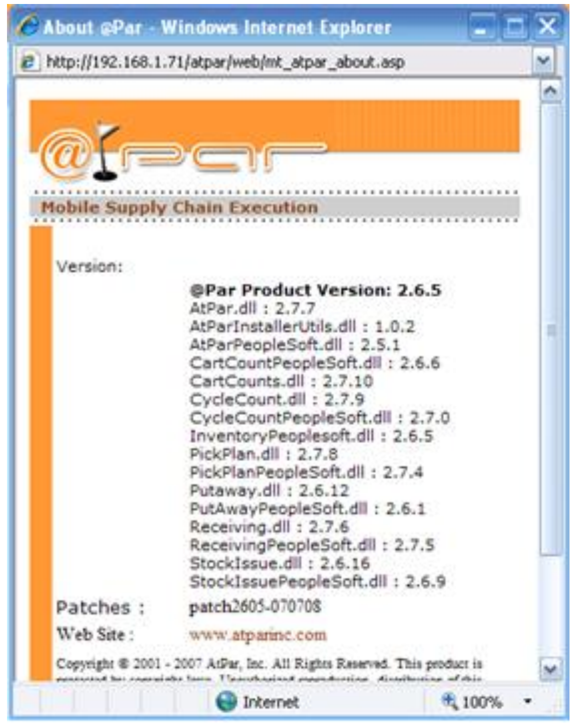

Figure 5

The **Help Manuals** available to your organization will appear. To open any document, ***click*** on the link, For example, if you need to review the HHT guide, ***click*** on the **AtPar Handheld User Guide**.

All documents are in **.PDF** format and adobe must be installed on your PC in order to open the documents. If you need assistance please see your @Par Administrator or your IT Staff.

Logout

Click the **Logout** to exit the **@Par Web** page.

Client Installable Files

The links available in this section are used to download the @Par Client software onto your organization's HHTs. For detailed information on this please refer to the **AtPar Handheld User Guide**.

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Figure 6

To access the **AtPar Handheld User Guide** and all other AtPar help files, ***click*** the **Help** link at the top of the screen **Figure 2** and select the document to view.

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@Par Deliver

This guide will look at the **@Par Deliver** product. Generally this product is used to deliver packages and capture signatures from throughout your organization. The items are predominantly Non Stock or Non Inventory items but in the latest release of software however, the product can now be used to deliver Stock or Inventory Items and Items picked from @Par Pick product.

There is a lot of flexibility with this product based on parameters set by both @Par Administrator and the Supervisor. These are covered in detail throughout this document as well as in the User Management guide.

Select **Deliver** from the web server page and the submenu options shown in **Figure 7** appear. Each of these will be discussed in this document.

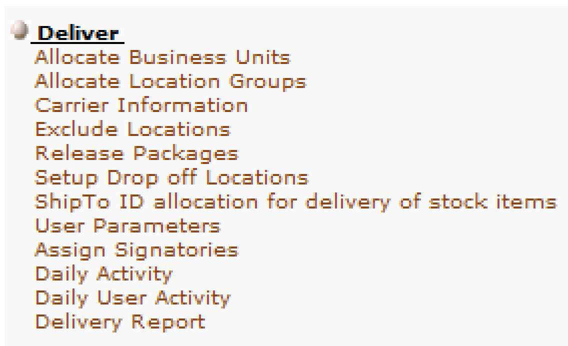

Figure 7

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User Parameters

The supervisor can set up parameters that are specific to a HHT user. The user parameters are in addition to any other profile and organizational parameters that have been set up by the @Par Administrator and supervisor.

Click on the **User Parameters** link and the following screen displays **Figure 8**.

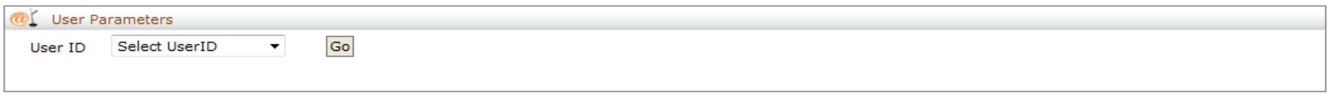

Figure 8

Select a user from the drop down list and ***click*** on Go **Figure 9**.

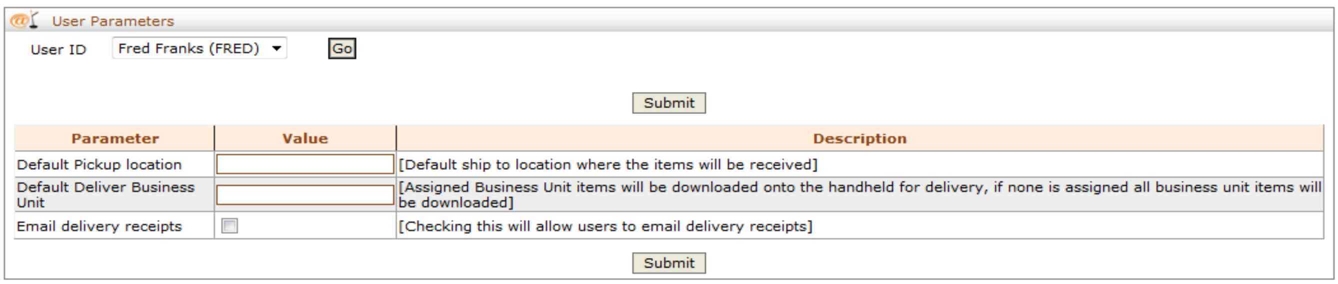

Figure 9

Default Pickup location – The location group where the items are picked up. This is **mandatory** if your organization uses the Allocation of locations to users required option in the following org group parameter. It is also recommend to enter this information if your organization is using NON PO functionality.

Allocation of locations to users required	☐	[Checking this option will allow user to download allocated Location(s). Unchecking this will allow the user to download any Location]

Default Deliver Business Unit – The default BU entered here will appear on this users handheld each time they log in. Others can also appear depending on how this user is setup. This is useful if a user delivers to the same Business Unit all the time.

Email delivery receipts – Checking this will allow users the ability to email the delivery receipts. If this option is selected, the following org group parameter will need to be set up by the @Par Administrator

Table/view name to read Email ID for Requester		[Table/View name to obtain the email id of a requester has to be provided, if email delivery receipts option is checked under User Parameters]

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Allocate Business Units

Allocate Business Units allows you to define the business units the HHT user will be able to deliver goods to. This is mandatory for any deliveries. ***Click*** the **Allocate Business Units** link and **Figure 10** appears.

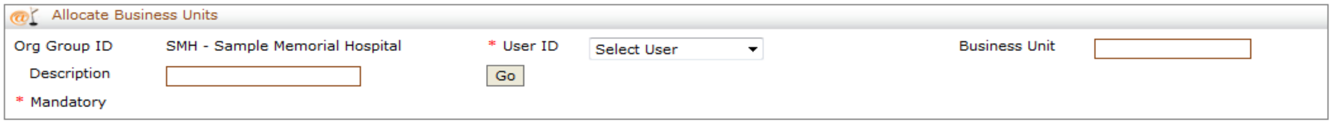
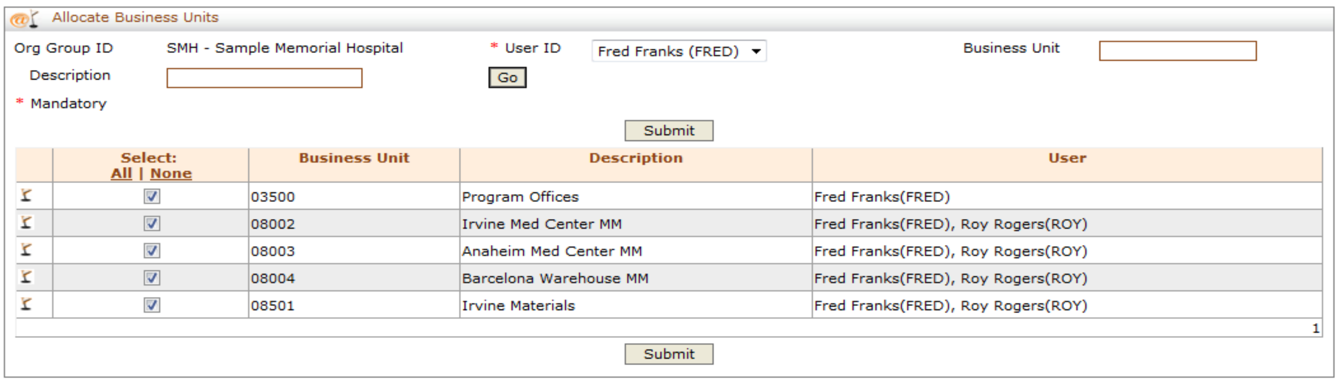


Figure 10

Select a **User ID** from the drop down list. The Business Unit and Description can be left blank.

When you are ready to continue, ***click*** the Go button. The view expands as shown in **Figure 11.**



Allocate Business Units

Org Group ID: SMH - Sample Memorial Hospital
* User ID: Fred Franks (FRED)
Business Unit
Description
Go
* Mandatory

Submit

	Select: All | None	Business Unit	Description	User
	☑	03500	Program Offices	Fred Franks(FRED)
	☑	08002	Irvine Med Center MM	Fred Franks(FRED), Roy Rogers(ROY)
	☑	08003	Anaheim Med Center MM	Fred Franks(FRED), Roy Rogers(ROY)
	☑	08004	Barcelona Warehouse MM	Fred Franks(FRED), Roy Rogers(ROY)
	☑	08501	Irvine Materials	Fred Franks(FRED), Roy Rogers(ROY)

1

Submit

Figure 11

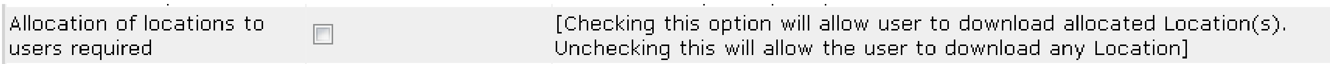
The web user can now allocate Business Units to this user by selecting any of the check boxes.

You may select as many Business Units as needed. When done, ***click*** on the Submit button.

MANAGEMENT HEALTH SOLUTIONS

Allocate Location Groups

If the following org group parameter is selected, this will be a required set up before delivering packages.



Prior to using this option, the @Par Administrator needs to set up Location Groups using the **Setup Location Groups** menu option under the **AtPar** link in Admin web pages.

This option will provide a more efficient manner of allocating the locations that an HHT user can deliver to, and groups can easily be set up to multiple HHT users.

Once groups have been defined and set by the @Par Administrator, ***click*** on the **Allocate Location Groups** link and you will see the screen in **Figure 12**

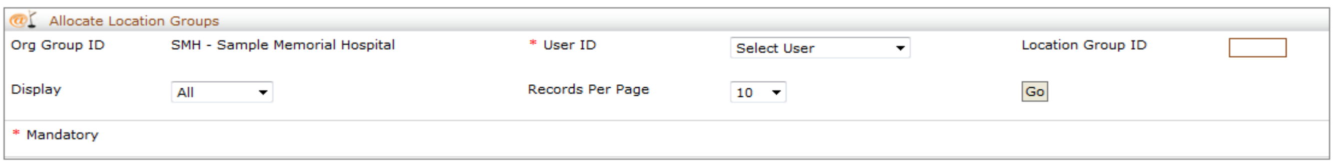


Figure 12

Select a **User ID** from the drop down box.

Location Group ID: This field is optional. This field is used if you want to search for more than one group to allocate to. For example, if you want to allocate for all Groups beginning with A123 enter A123 in the field and ***click*** the Go button. Only location groups that start with the A123 sequence will appear.

Display: Allows you the option to view allocated or unallocated locations for a selected user.

Records per page: This determines how many records or lines will appear in the detail section of the handheld.

When you have selected the necessary options, ***click*** the Go button. **Figure 13**

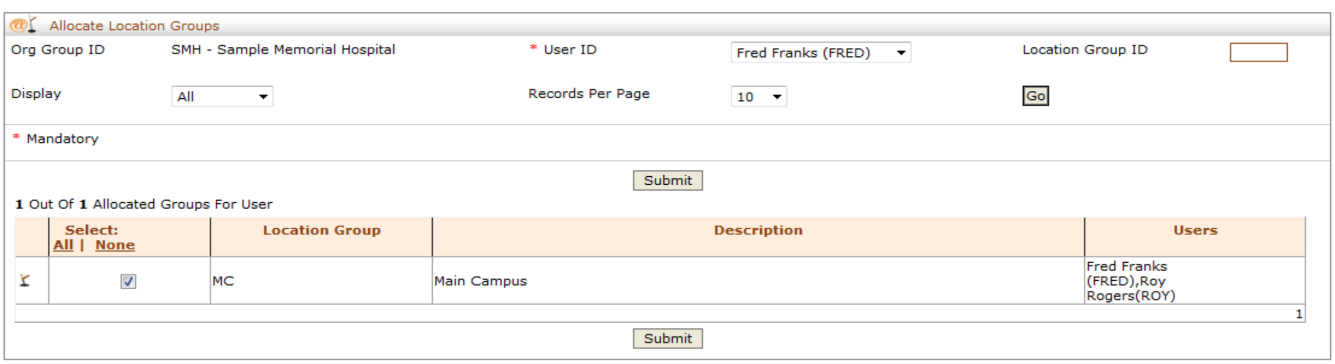


Figure 13

Select either **ALL/NONE** or specific Groups by ***clicking*** on the appropriate check box and when done, ***click*** on the Submit button. **Figure 14**

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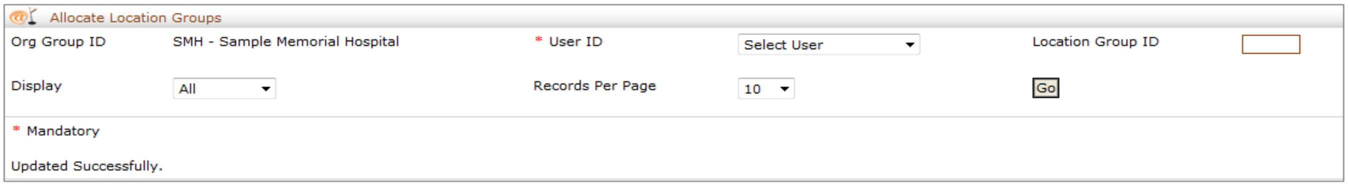

Figure 14

Copy Allocated Location Groups

When multiple users deliver to the same locations a quick and easy method to allocate the locations to users is to use the copy method.

Select a user that has locations already allocated to them from the **User ID** drop down. ***Select*** "Allocated" from the **Display** drop down and ***click*** Go **Figure 15** appears

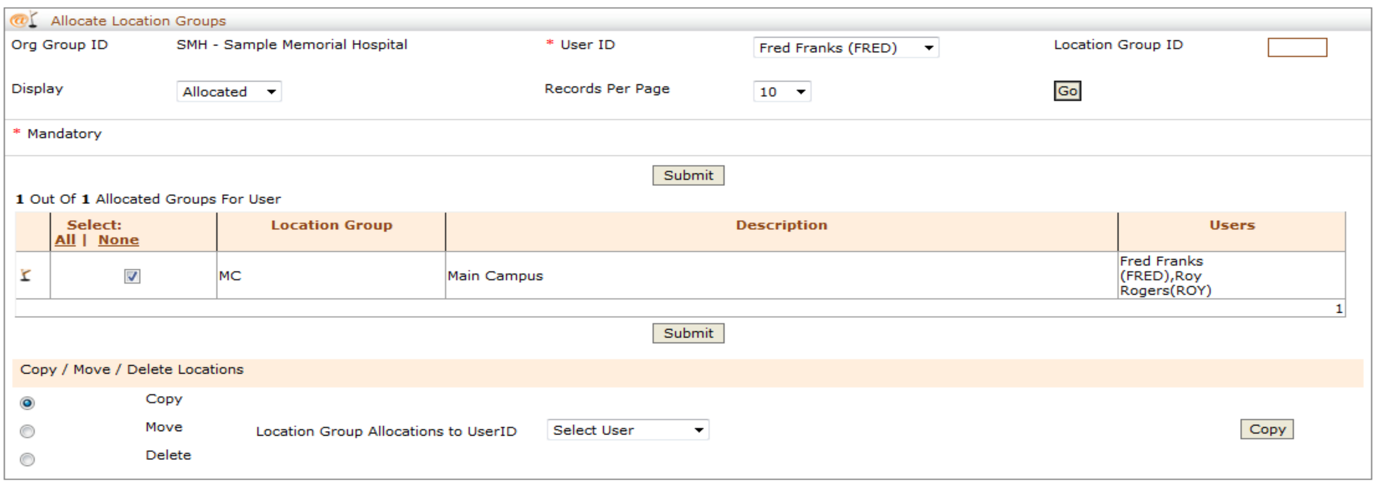

Figure 15

Note the bottom of the Allocate Location Groups screen now displays the Copy, Move, and Delete functions.

To copy Allocated Location Groups to another user, ***Click*** in the **COPY** check box, ***Highlight*** the **Location Group Allocations to User ID** from the drop down and ***Click*** the Copy button.

If the copy was done correctly you will be returned to the next screen **Figure 16**

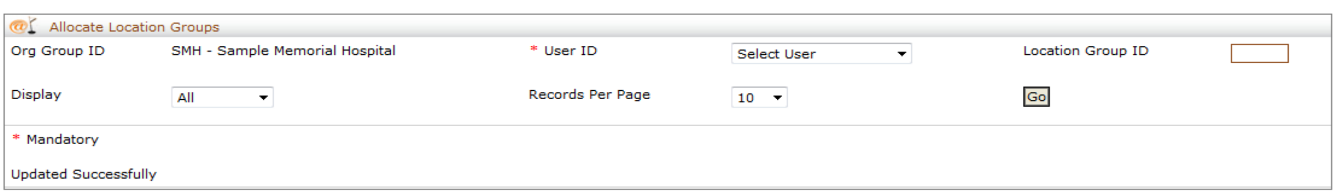

Figure 16

The copy method will copy all allocated location groups from one user to another and keep the allocations with the copied from user.

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Move Allocated Location Groups

The move method will move the allocated location groups to another user but will **remove** the allocated location groups the user they are copied from. This method should be used when an employee departs the organization and locations are required to be counted by another user.

Select a user that has allocated location groups from the **User ID** drop down. **Select** “Allocated” from the **Display** drop down and ***click*** Go **Figure 17**

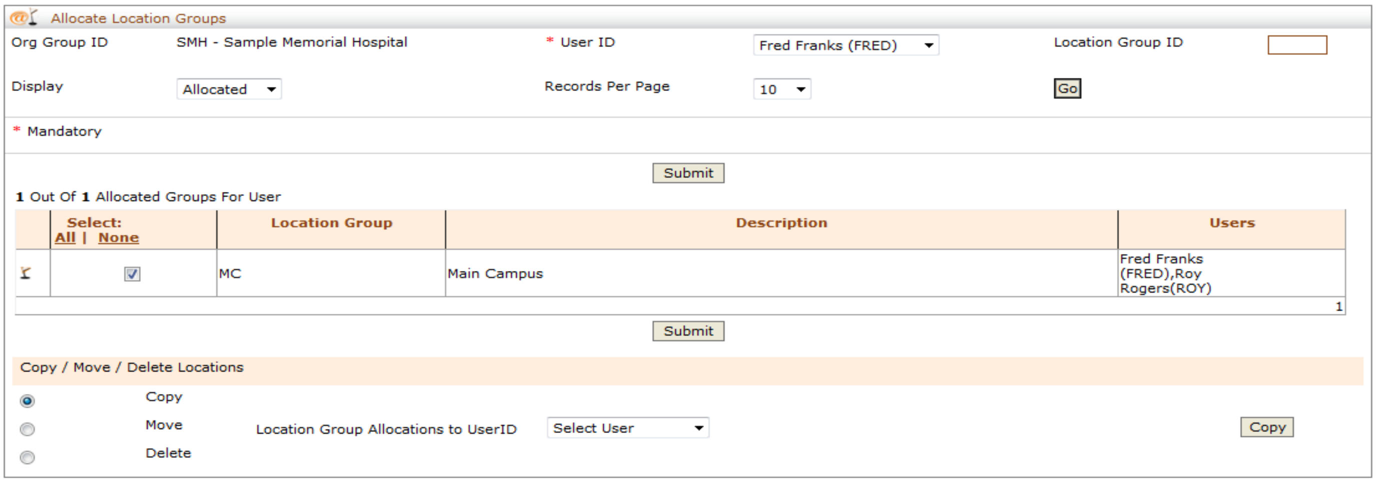

Figure 17

To Move allocated group locations to another user, ***Click*** in the **MOVE** check box. The COPY button changes in the following screen **Figure 18**

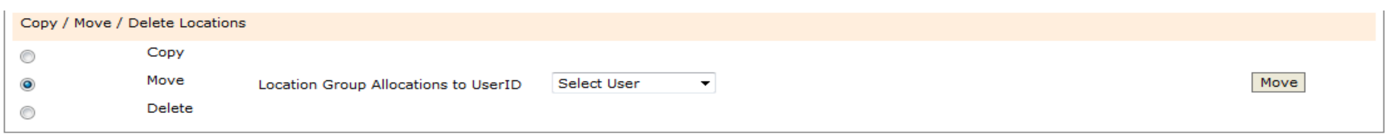

Figure 18

Highlight the **Location Group Allocations to User ID** from the drop down and ***Click*** the Move button.

Delete Allocated Locations Group

The Delete allocated group locations function will remove or delete all allocated group locations for the selected user.

Select a user that has the group locations allocated to them from the **User ID** drop down. **Select** “Allocated” from the **Display** drop down. **Figure 19** appears

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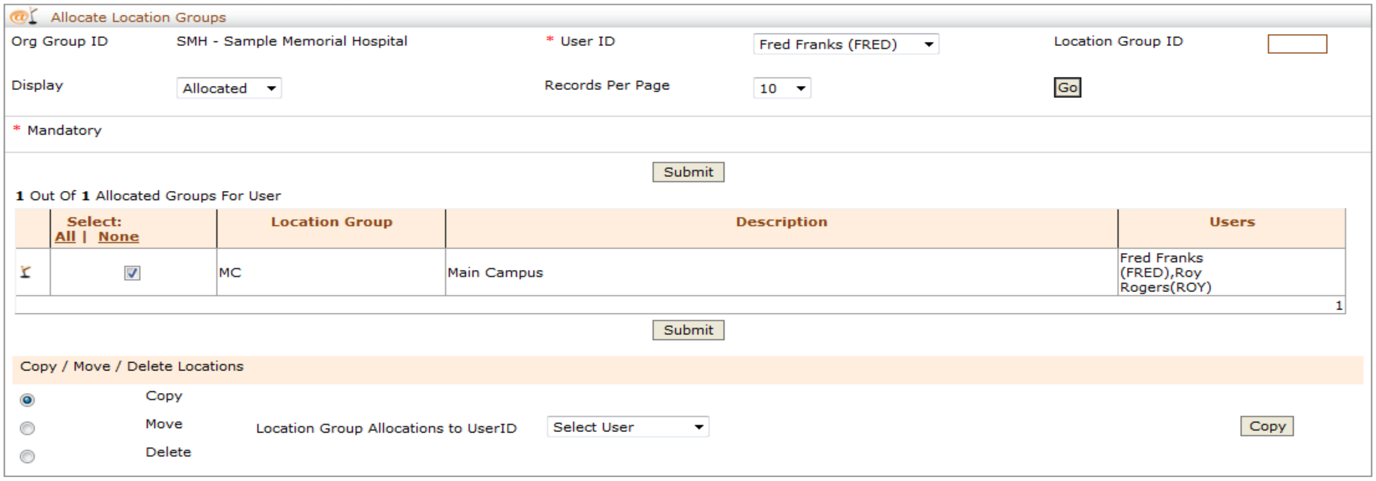


Figure 19

To Delete or remove Allocated Group Locations from this user, ***Click*** in the **DELETE** check box. The COPY button changes in the following screen **Figure 20**

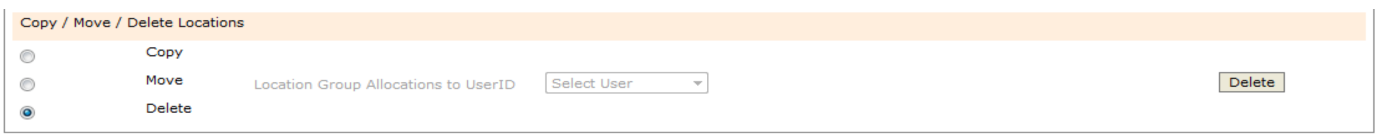


Figure 20

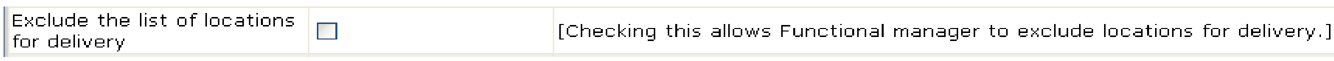
NOTE: The Location Group Allocations to UserID drop down disappears or is disabled. User is only allowed to delete from the User ID in this window. To delete allocated location groups ***click*** the 

button.

MANAGEMENT HEALTH SOLUTIONS

Exclude Locations

Exclude Locations allows you to define the locations to exclude from delivering goods. If the following org group parameter is checked by the @Par Administrator, this will be a mandatory menu option.



This menu option will allow you to exclude exceptions to the Location Group setup.

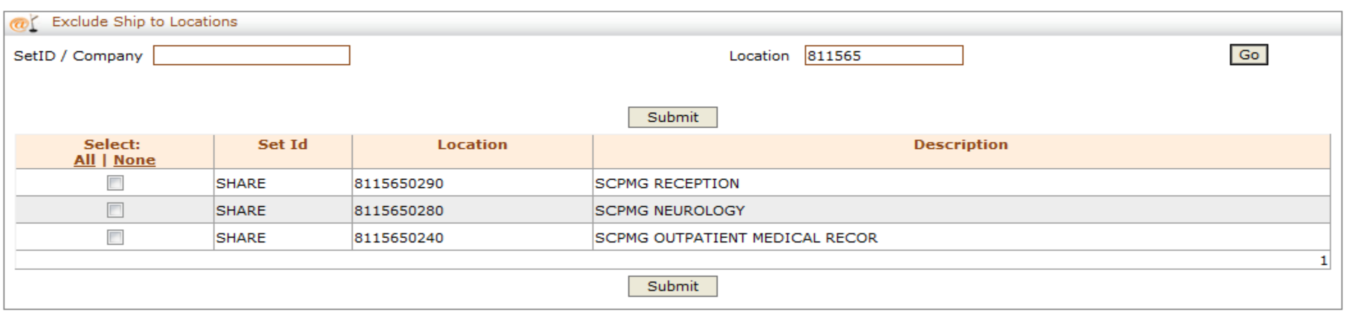
Click the **Exclude Locations** link and the following screen will appear **Figure 21**

Figure 21

Set Id is based on your organization and what they use. *This is an optional search field*

Location: Enter a single location you want to exclude, leave blank for all, or enter partial location to search.

Click the Go button. **Figure 22**



Select: All | None	Set Id	Location	Description
	SHARE	8115650290	SCPMG RECEPTION
	SHARE	8115650280	SCPMG NEUROLOGY
	SHARE	8115650240	SCPMG OUTPATIENT MEDICAL RECOR

1

Submit

Figure 22

Select either **ALL/NONE** or specific Groups by ***clicking*** on the appropriate check box and when done, ***click*** on the Submit button.

If you want to exclude multiple locations, place a check mark in each check box and then ***click*** the Submit button.

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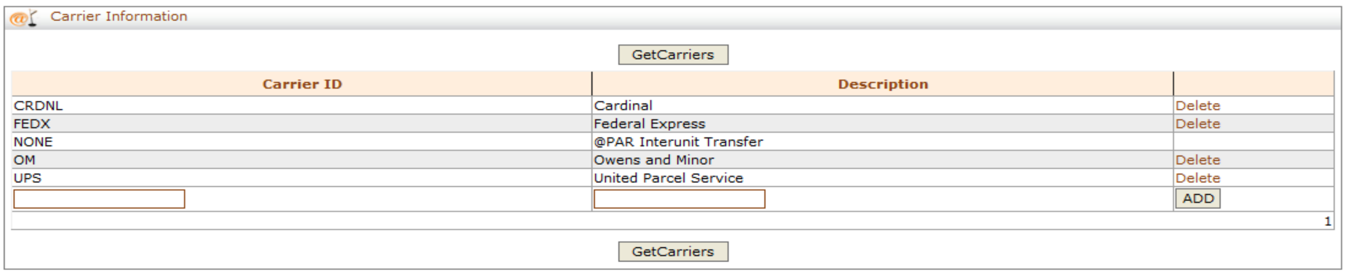
Carrier Information

This screen is used to sync Carrier information from the ERP system to @**Par**.

The GetCarriers button will sync the data from ERP system to @**Par**. The data will ONLY appear if the ERP system is available and has carrier information entered in the database. If the ERP system does not contain Carrier information then using this option is a manual setup from the @**Par** Server.

Clicking on the **Carrier Information** link gives the following screen **Figure 23**


Carrier Information

GetCarriers

Carrier ID	Description	
CRDNL	Cardinal	Delete
FEDX	Federal Express	Delete
NONE	@PAR Interunit Transfer	
OM	Owens and Minor	Delete
UPS	United Parcel Service	Delete
		ADD

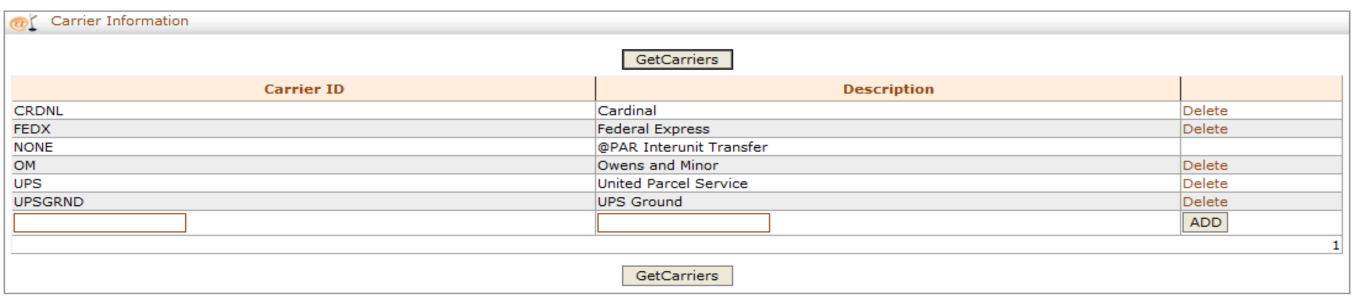
1

GetCarriers

Figure 23

To Synch all available carrier information from the ERP system, ***click*** the GetCarriers button.

You can see that some of the Carrier information is already here. You can add on the fly by entering the Carrier ID and Description, then ***clicking*** the ADD button. The new Carrier information is now added to the list as shown next in **Figure 24**


Carrier Information

GetCarriers

Carrier ID	Description	
CRDNL	Cardinal	Delete
FEDX	Federal Express	Delete
NONE	@PAR Interunit Transfer	
OM	Owens and Minor	Delete
UPS	United Parcel Service	Delete
UPSGRND	UPS Ground	Delete
		ADD

1

GetCarriers

Figure 24

NOTE: MHS, Inc. recommends that, if possible, all Carrier IDs are added on the ERP system and then synchronized here by selecting the Get Carriers button. If a Carrier ID is added here, but is not valid in the ERP system, there is a chance the record with this Carrier ID will create an error when processing on the ERP system.

You should also see that you can easily delete a carrier you added.

- Simply ***Click*** on the **Delete** option to the right of the carrier
- You may only delete Carriers that are added through this option
- Carriers added in your ERP system will not appear with the **Delete** option.

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Assign Signatories

A new function available is the **Assign Signatories**. This will allow organizations to set up authorized individuals, by Cost Center, with authorization to sign for packages.

Click the **Assign Signatories** link and **Figure 25** will appear.

Figure 25

Click the icon to add a new user. The following **Figure 26** option appears.

Figure 26

Enter a Cost Center in the **Code** box and then click the icon. The following **Figure 27** screen appears, with the newly entered Cost Center Code.

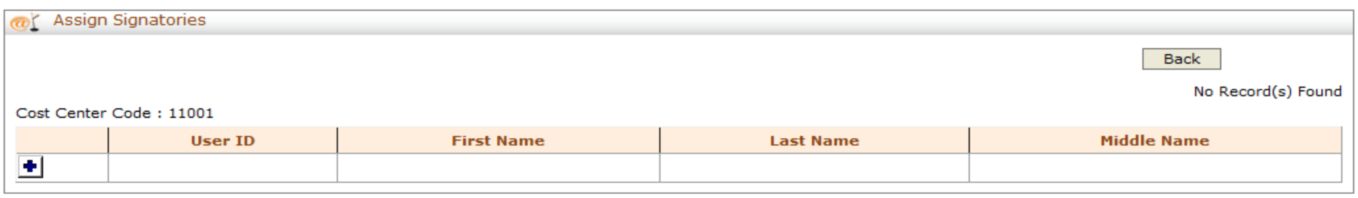

Figure 27

Click the icon again and the following **Figure 28** screen appears.

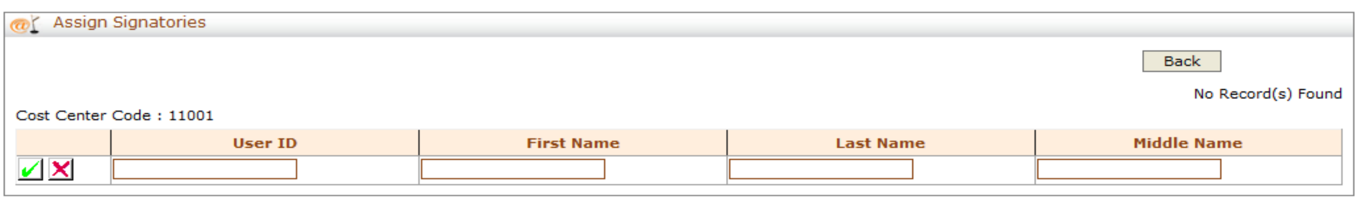

Figure 28

Now you can enter the User ID, First, Last name and Middle initial of the Assigned Signatory. Once you have entered the information **click** the icon to save this user as an **Assigned Signatory**.

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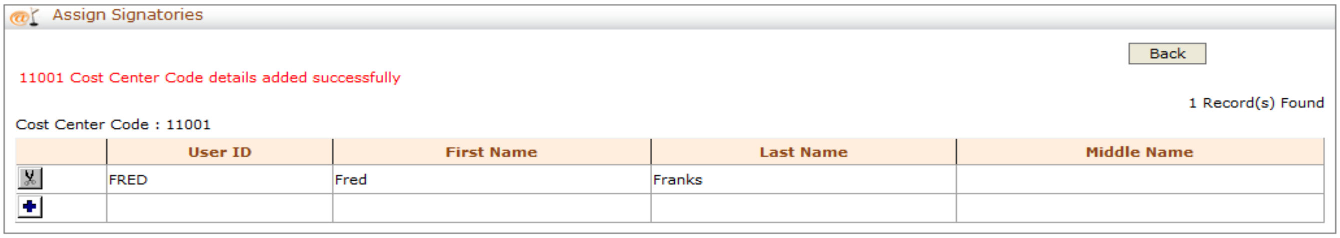


Figure 29

If you ***click*** the icon it will delete or erase the user. You can add others, by repeating the process described above over again.

After authorized signers have been added, the next time entering this link the following **Figure 30** screen appears.

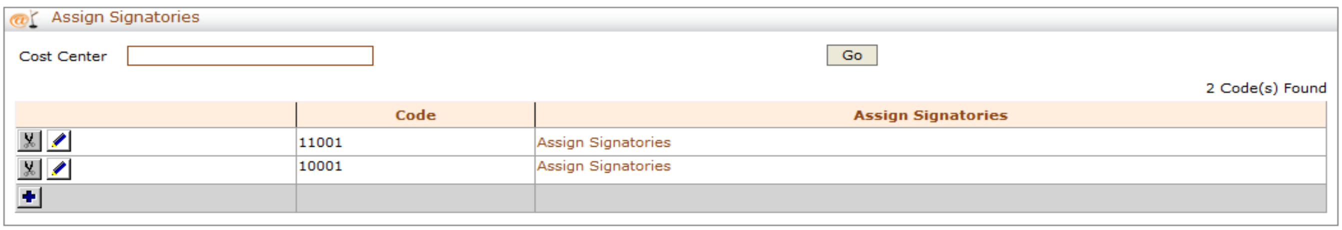


Figure 20

– Use this button to delete the Cost Center and all authorized signers

– Use this button to edit the Cost Center and authorized signers. Use this option if want to delete only selected users from the Cost Center.

Ship to ID Allocation for Delivery of Stock Items

With version 2.6.5 and newer, customers now have the ability to use the @Par Deliver product to track deliver of Stock or Inventory Items. Prior to the new releases @Par Deliver HHT was limited to delivering only Non Stock or Non Inventory items.

Click on the **Ship to ID Allocation for delivery of Stock Items** link and you will get the following screen in **Figure 31**

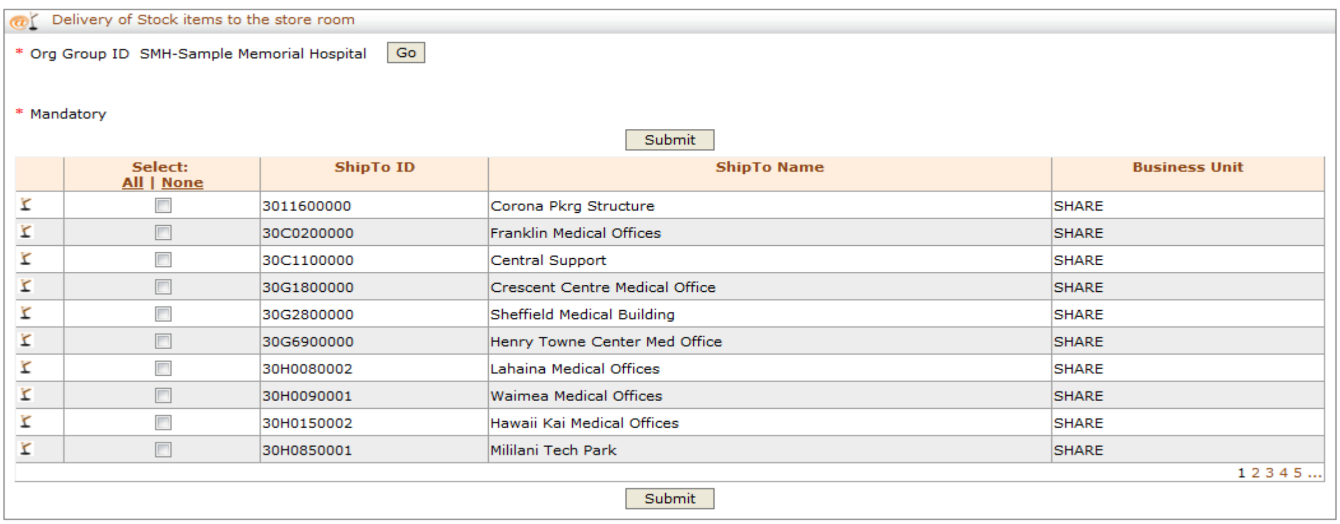

Delivery of Stock items to the store room

* Org Group ID SMH-Sample Memorial Hospital Go

* Mandatory

Figure 31

Click the Go button and **Figure 32** appears


Delivery of Stock items to the store room

* Org Group ID SMH-Sample Memorial Hospital Go

* Mandatory

Submit

	Select: All | None	ShipTo ID	ShipTo Name	Business Unit
		3011600000	Corona Pkrg Structure	SHARE
		30C0200000	Franklin Medical Offices	SHARE
		30C1100000	Central Support	SHARE
		30G1800000	Crescent Centre Medical Office	SHARE
		30G2800000	Sheffield Medical Building	SHARE
		30G6900000	Henry Towne Center Med Office	SHARE
		30H0080002	Lahaina Medical Offices	SHARE
		30H0090001	Waimea Medical Offices	SHARE
		30H0150002	Hawaii Kai Medical Offices	SHARE
		30H0850001	Mililani Tech Park	SHARE

1 2 3 4 5 ...

Submit

Figure 32

Select ALL, None, or appropriate box next to the Ship to ID you want to assign and allocate for Deliver to.

Once you have completed for all locations, ***click*** on the Submit button.

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MANAGEMENT HEALTH SOLUTIONS

Setup Drop off Locations

The setup drop off locations function is available in place of handing over packages to a user or a specific ERP location which was available in previous versions of @Par. Management of the process is now maintained on the @Par Deliver web pages by the supervisors.

HHT users can handover packages to drop off locations with multiple handover capability. In order for this to occur there are minimal setup requirements.

Profile Parameters

Handover to a drop off location	☑	[Checking this will allow the user to hand over the items to a Location Group]

Users doing the delivery process can be in any group. They need to have Deliver module permission and Profile should be enabled for Drop off.

Profile Menu Access

Ensure the new menu **Setup Drop off Locations** is checked in the web user profile menu. **Figure 33**

Profile Menu Access

Save

Select All | None	Menu Name	Menu Sub Group	Menu Seq
☑	Allocate Business Units	Setup	1
☑	Allocate Location Groups	Setup	2
☑	Assign Signatories	Reports	9
☑	Carrier Information	Setup	3
☑	Daily Activity	Reports	10
☑	Daily User Activity	Reports	11
☑	Delivery Report	Reports	12
☑	Exclude Locations	Setup	4
☑	Release Packages	Setup	5
☑	Setup Drop off Locations	Setup	6
☑	ShipTo ID allocation for delivery of stock items	Setup	7
☑	User Parameters	Setup	8

Save

Figure 33

Setup Drop off Locations

Click on the **Setup Drop off Locations** link and you will get the following screen in **Figure 34**

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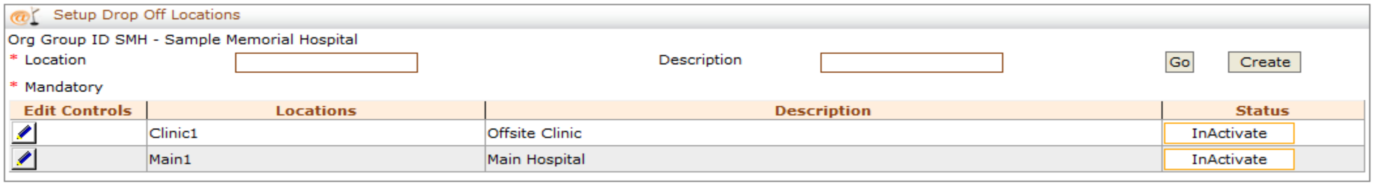

Figure 34

If there are existing locations already setup they will appear at this time. If supervisors no longer need a location to appear in the drop down list on the HHT ***click*** the InActivate button.

To edit an existing location click the button. **Figure 35**

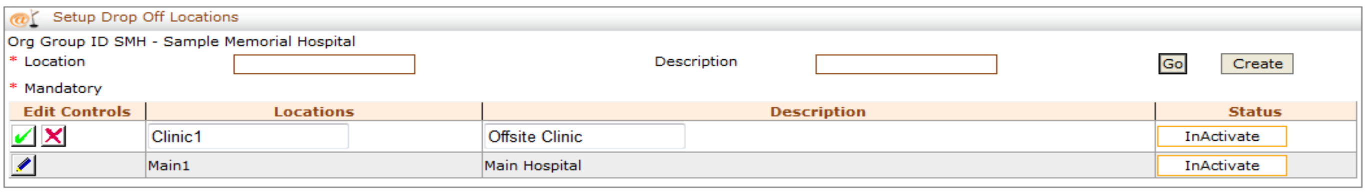

Figure 35

This allows changing the location name and description. Once edit is complete click the icon to save changes or the icon to cancel changes made.

To add a new Drop off Location, enter a unique Location name and ***click*** the Create button. Users can go back and add a description at any time. **Figure 36**

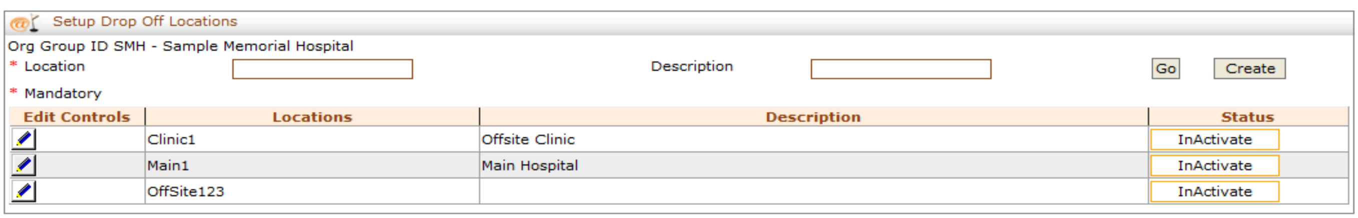

Figure 36

If a user enters a location that was set up before they will receive the following screen **Figure 37**

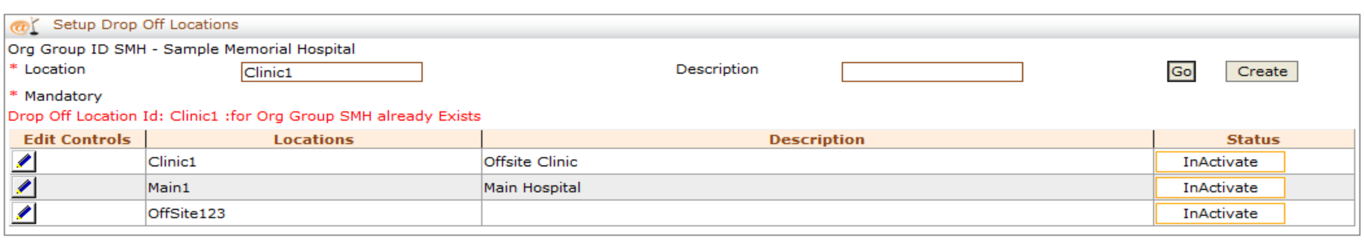

Figure 37

Once all setup is done HHT users can now use the HHT device for handing over packages to the respective drop off locations.

Release Packages

With this release of @Par Deliver, organizations now have the ability to release locked packages. If a HHT user receives a locked package message or is unable to deliver a package, Supervisors or Web users have access to release the package.

Ensure the new menu **Release Packages** is checked in the web user profile menu. **Figure 38**

Profile Menu Access

Save

Select All | None	Menu Name	Menu Sub Group	Menu Seq
☑	Allocate Business Units	Setup	1
☑	Allocate Location Groups	Setup	2
☑	Assign Signatories	Reports	9
☑	Carrier Information	Setup	3
☑	Daily Activity	Reports	10
☑	Daily User Activity	Reports	11
☑	Delivery Report	Reports	12
☑	Exclude Locations	Setup	4
☑	Release Packages	Setup	5
☑	Setup Drop off Locations	Setup	6
☑	ShipTo ID allocation for delivery of stock items	Setup	7
☑	User Parameters	Setup	8

Save

Figure 38

Click on the **Release Packages** link and you will get the following screen in **Figure 39**

Release Packages

Unlock	Trk# / PO# /Location	Current Event	Date/Time	User ID
🔒	/ 0000030022 / 08002P0602	DownLoad	6/12/2012 1:54:16 PM	Fred Franks(FRED)
🔒	/ 0000030022 / 08002P0602	DownLoad	6/12/2012 1:54:16 PM	Fred Franks(FRED)
🔒	/ 0000030022 / 08002P0602	DownLoad	6/12/2012 1:54:16 PM	Fred Franks(FRED)
🔒	613201251931 / 0000030022 / 08002P0602	DownLoad	6/12/2012 1:54:16 PM	Fred Franks(FRED)

Figure 39

To release a package ***click*** the 🔒 icon next to the package to release.

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Reports

Most of @Par Reports provide the user with the ability to Email the report to other users, print the report, or copy the report data into an Excel Spreadsheet. After selecting criteria and finding data, the following icons will appear in the upper right hand corner of the report

To print the report ***click*** the button

To send the report data to an Excel spreadsheet ***click*** the button

To Email the report ***click*** on the button and the **Figure 40** window will appear.

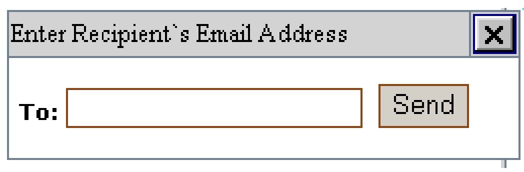

Figure 40

Enter the email address of the person the report is being emailed to and press the Send button. ***Clicking*** the button will cancel and return you back to the report.

NOTE: The Email configuration section under Configuration Manager MUST be completed by the @Par Administrator for the email functionality to work.

To select and modify dates on the reports there are 2 methods:

1. Click on the existing date and manually type in the date
2. Click the icon and the following **Figure 41** screen appears.

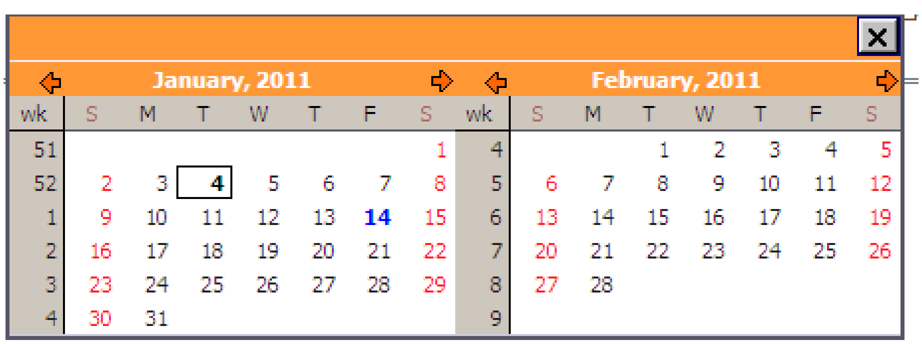

Figure 41

Using the mouse, you can navigate through the calendar and select the From and To date ranges.

- This is a symbol on the top of most columns on the reports. If you see this on a report, this allows you to sort the report on the column. Most reports come with sortable columns by clicking the column header or name.

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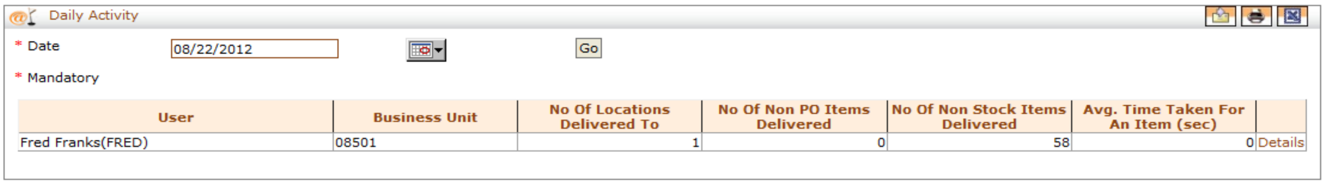
Daily Activity Report

The daily activity report allows viewing delivery performance by all users in a supervisor or web user group on a given day. This report is a quick snapshot the Supervisor/Web user can open to review the day's current deliveries. It is very efficient to track staff performance.

Click the **Daily Activity Report** link and the report appears in **Figure 42**


Daily Activity

* Date 08/22/2012 Go

* Mandatory

User	Business Unit	No Of Locations Delivered To	No Of Non PO Items Delivered	No Of Non Stock Items Delivered	Avg. Time Taken For An Item (sec)	
Fred Franks(FRED)	08501	1	0	58	0	Details

Figure 42

You can modify the date and change it to any particular date but the report defaults to today's date. If you modify, enter the new date and ***click*** the Go button.

The report will provide the Web User/Supervisor with a snapshot of a day's delivery activity.

User – User that delivered package

Business Unit – The business unit associated with the package

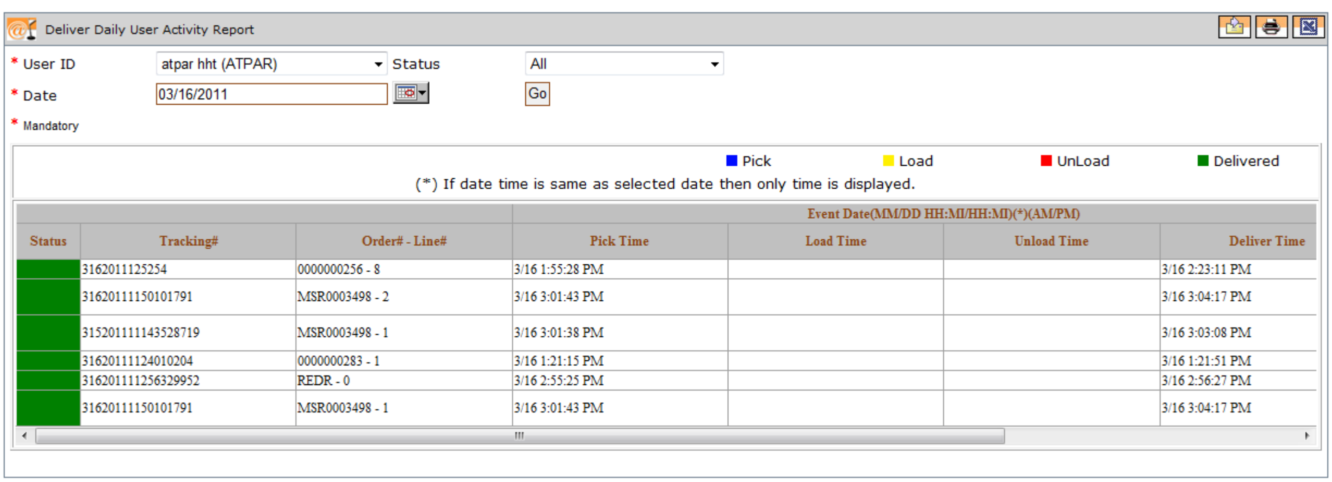
No. of Locations Delivered to – Total number of locations that a user delivered to

No. of Non PO Items delivered – Total number of Non Purchase Order items user delivered

No. of Non Stock Items delivered – Total number of Non Stock/Non Inventory items user delivered

Avg. time taken for an item – Records in seconds the time user takes to deliver an item

NOTE: The *Details* link on the far right of the record is "*Highlighted*". ***Click*** on this for the detailed user report – **Daily User Activity** Report discussed in next section and shown in **Figure 43**


Deliver Daily User Activity Report

* User ID atpar hht (ATPAR) Status All

* Date 03/16/2011 Go

* Mandatory

Pick Load UnLoad Delivered

(*) If date time is same as selected date then only time is displayed.

			Event Date(MM/DD HH:MI/HH:MI)(*)(AM/PM)			
Status	Tracking#	Order# - Line#	Pick Time	Load Time	Unload Time	Deliver Time
	3162011125254	0000000256 - 8	3/16 1:55:28 PM			3/16 2:23:11 PM
	31620111150101791	MSR0003498 - 2	3/16 3:01:43 PM			3/16 3:04:17 PM
	315201111143528719	MSR0003498 - 1	3/16 3:01:38 PM			3/16 3:03:08 PM
	31620111124010204	0000000283 - 1	3/16 1:21:15 PM			3/16 1:21:51 PM
	316201111256329952	REDR - 0	3/16 2:55:25 PM			3/16 2:56:27 PM
	31620111150101791	MSR0003498 - 1	3/16 3:01:43 PM			3/16 3:04:17 PM

Figure 43

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MANAGEMENT HEALTH SOLUTIONS

Daily User Activity Report

The daily activity report allows viewing delivery detail performance by all users on a given day. This report is a quick snapshot the Supervisor/Web user can open to review the day's current deliveries. It is very efficient to track staff performance.

Click the **Daily User Activity Report** link and the report appears in **Figure 44**

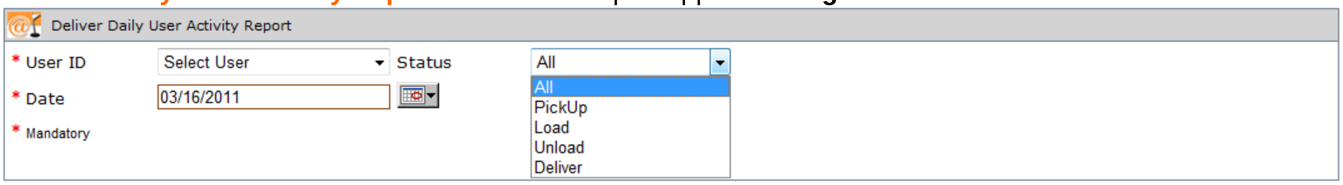
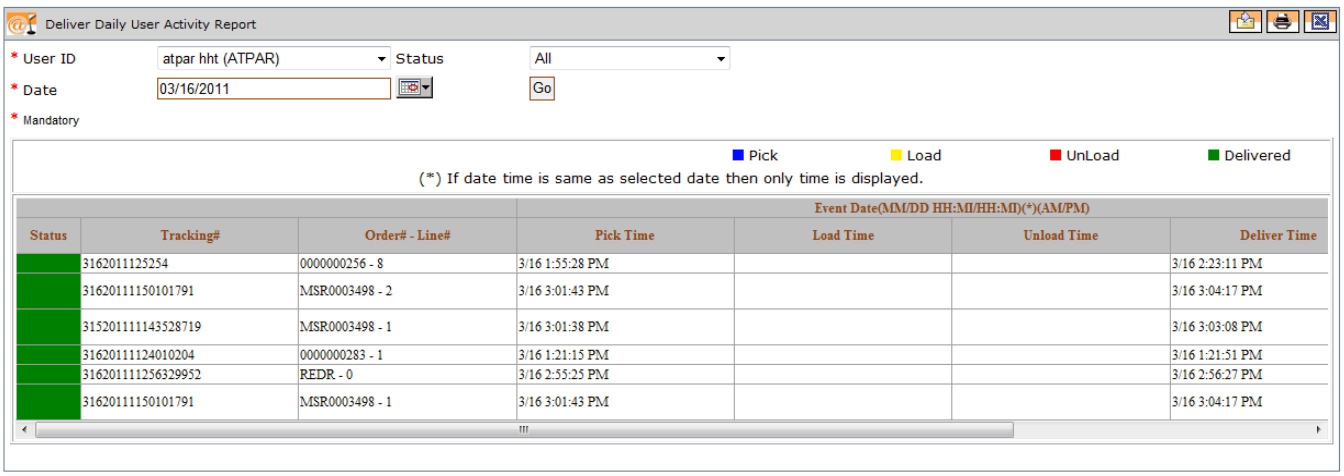


Figure 44

This report is run based on a **User ID, Status,** and date**.** ***Select*** the **User ID** from the drop down list, ***select*** a status from the **Status** drop down window, and enter the date. ***Click*** the Go button. **Figure 45**



			Event Date(MM/DD HH:MI/HH:MI)(*)(AM/PM)			
Status	Tracking#	Order# - Line#	Pick Time	Load Time	Unload Time	Deliver Time
	3162011125254	0000000256 - 8	3/16 1:55:28 PM			3/16 2:23:11 PM
	31620111150101791	MSR0003498 - 2	3/16 3:01:43 PM			3/16 3:04:17 PM
	315201111143528719	MSR0003498 - 1	3/16 3:01:38 PM			3/16 3:03:08 PM
	31620111124010204	0000000283 - 1	3/16 1:21:15 PM			3/16 1:21:51 PM
	316201111256329952	REDR - 0	3/16 2:55:25 PM			3/16 2:56:27 PM
	31620111150101791	MSR0003498 - 1	3/16 3:01:43 PM			3/16 3:04:17 PM

Figure 45

This will give you a detailed report of the daily activity for the selected user.

Status – Color coded with the legend at the top of the report:

Tracking# - This is the tracking number associated with the Delivery (bar code label).

Order# – Line # – Purchase Order number and Line number on PO or Pick Plan

Pick Time – Time the driver/user ***tapped*** the **P** button on the HHT. (Picked up package)

Load Time – Time the driver/user ***tapped*** the **L** button on the HHT. (Loaded package on truck)

Unload Time – Time the driver/user ***tapped*** on the **U** button on the HHT. (Unloaded package from truck)

Deliver Time – Time the driver/user ***tapped*** on the **D** button on the HHT. (Delivered and got signature)

When the horizontal scroll bar below appears on a report it indicates there is more information or additional columns to be displayed.

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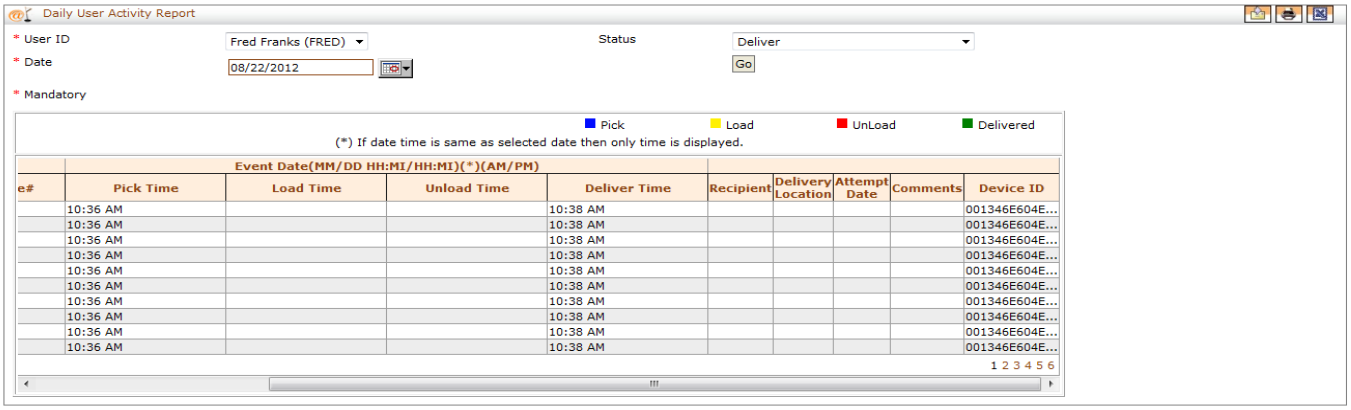
After using the scroll bar to move to the right, the following fields will display on the report **Figure 46**



e#	Pick Time	Load Time	Unload Time	Deliver Time	Recipient	Delivery Location	Attempt Date	Comments	Device ID
	10:36 AM			10:38 AM					001346E604E...
	10:36 AM			10:38 AM					001346E604E...
	10:36 AM			10:38 AM					001346E604E...
	10:36 AM			10:38 AM					001346E604E...
	10:36 AM			10:38 AM					001346E604E...
	10:36 AM			10:38 AM					001346E604E...
	10:36 AM			10:38 AM					001346E604E...
	10:36 AM			10:38 AM					001346E604E...
	10:36 AM			10:38 AM					001346E604E...
	10:36 AM			10:38 AM					001346E604E...

Figure 46

Recipient – Initials or name of the person signing for delivery. Some organizations use employee bar codes to scan this information.

Deliver Location – This is the location where the package or product was delivered to.

Attempt Date – Date and Time when the driver/user "***tapped"*** the **Attempt** button.

Comments – Comments entered on the Attempt screen.

Device ID – Identifies the HHT that is used

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Delivery Report

This report will provide supervisors with a detailed report on all deliveries performed during a date range. This includes items in various statuses (Pick, Load, Unload, Attempt, etc.)

Note: In Version 2.6.5 SP2, AtPar Deliver module now has the capability of tracking delivery of Pick Plans from Inventory.

Click the **Delivery Report** link and the report appears in **Figure 47**

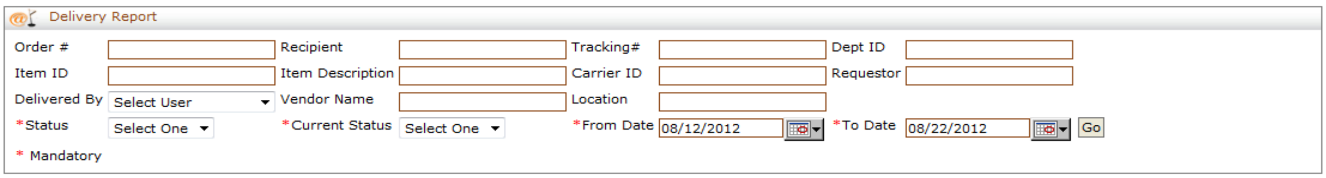

Figure 47

Search options are;

Order #	Recipient
Tracking#	Dept ID
Item ID	Item Description
Carrier ID	Requestor
Delivered by User	Vendor Name
Location	**Status***
Current Status*	From and To Dates

Each field has partial search capability with the exception of Date Range.

Enter any or all the search options and ***click*** the Go button.

***NOTE:* on Tracking numbers:**

- ***It has been noted that when scanning a tracking number, some companies -cut down the size of their number on the bar code***
- ***For example, FedEx uses the following number on their bar code***
  - ***1A0003608948920000000014958 (up to 50 characters)***
- ***However, when a user looks at the bar code, they can only read 94892***

Because we scan the entire number, this is the number placed in the Tracking # field. If a driver receives a call asking for package with tracking number 94892 you can enter the 94892 and the report will return the complete Tracking number.

Status must be selected to return any data.

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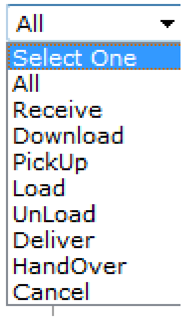

Then enter a specified date range and any additional search criteria, you will see the following screen: **Figure 48**

	Order# - Line#	External Tracking#	Internal Tracking#	Location	Dept ID	Qty	UOM	Current Owner	Status (Event Time)	Item ID	Mfg ItemID	Item Description	Carrier	Receipt Date	PickUp User	Requestor	Vendor Name
+	0000030022 - 3		82220123103550885	08002P0602	2293	6	RL	FRED	**Delivered (8/22/2012 10:38:53 AM)**	10000089	1527-1	TAPE DRSG TRANSPR 10YDX1IN ADHERNT HYPOALL POROUS EZ	UPS	8/22/2012 10:35:00 AM	FRED		OWENS & MINOR INC
+	0000030022 - 4		82220123103550885	08002P0602	2293	9	EA	FRED	**Delivered (8/22/2012 10:38:53 AM)**	10059800	SMS211B	SCALPEL SURG 11 FUTURA SFTY	UPS	8/22/2012 10:35:00 AM	FRED		OWENS & MINOR INC
+	0000030022 - 6		82220123103550885	08002P0602	2293	3	EA	FRED	**Delivered (8/22/2012 10:38:53 AM)**	10029776	PC4020A	LOTION SKIN 2OZ FLIPTOP	UPS	8/22/2012 10:35:00 AM	FRED		OWENS & MINOR INC
+	0000030022 - 7		82220123103550885	08002P0602	2293	9	EA	FRED	**Delivered (8/22/2012 10:38:53 AM)**	10058481	H97501	CUP DENTURE RND IMPRNT LID PLST TRANSLUCNT LTX FREE DISP 8OZ	UPS	8/22/2012 10:35:00 AM	FRED		OWENS & MINOR INC

Figure 48

Order No – Line No – Purchase Order No **–** Line No of the receipt

External Tracking # – Tracking number that was scanned from the @Par Receive Items screen or from the NON PO screen

Internal Tracking # - Tracking number that was scanned from the @Par Receive Status screen or used without scanning over, from the NON PO screen

Location – Location of where the Package/Item was delivered

Dept ID – Department of where the package is delivered.

Qty – Quantity or number of items delivered

UOM – Items unit of measure

Current owner – User that currently has package (used with Hand over items functionality from HHT)

Status (Event Time) – Selecting a status will display ALL records that have or have had this status fulfilled. If a user selects PICKUP status, all records with PICKUP as current status AND other statuses will display if those went through the PICKUP status already.

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This is the ***current*** status of this item, location - Picked, Loaded, Uploaded, Delivered, or Received. This will display ONLY records that have the same status as their current status. Received status = the items that have been received through **@Par Receive**.

This will display the date time stamp of each respective status.

Item ID – Item number

MfgItemID – Item manufacturer number is applicable in your ERP system

Item Description – Item's description

Carrier – Carrier's ID

Receipt Date – Date and Time of receipt.

Pickup User – Delivery user, or the user who picked the package up

Requestor – Name of person that requested/ordered the package

Vendor Name – Vendor name
To sort the information, ***click*** column header or column name.

The following screen will appear after you click the **plus (+)** icon: **Figure 49**

Event	Event Date	Cycle Time	User	Recipient	Delivery Location	Signature	Drop Off
MMIS Receipt	8/22/2012 10:35:00 AM		Fred Franks(FRED)				
Download	8/22/2012 10:36:35 AM	0:01:35	Fred Franks(FRED)				
Pickup	8/22/2012 10:36:36 AM	0:00:01	Fred Franks(FRED)				
HandOver	8/22/2012 10:37:02 AM	0:00:26	Fred Franks(FRED)				OffSite123
Download	8/22/2012 10:37:32 AM	0:00:30	Roy Rogers(ROY)				
HandOver	8/22/2012 10:37:47 AM	0:00:15	Roy Rogers(ROY)				Clinic1
Download	8/22/2012 10:38:23 AM	0:00:36	Fred Franks(FRED)				
Delivered	8/22/2012 10:38:53 AM	0:00:30	Fred Franks(FRED)			Ralph	
Total Cycle Time		0:03:53					

Figure 49

Now you can see all pertinent information for this item/location package deliver.

It will display all statuses such as Pickup, Delivered that have been completed and the time of that event.

It will display the User ID (Driver), Recipient, and the signature of the Recipient if acquired.

If the following parameter has been checked by the @Par Administrator, the signature can be emailed with the report.

Send Signatures in Email	☐	[Checking this option will send the reports along with Signatures.]

NOTE: ***Any attempted item delivery will also appear on this report with the associated comments.***

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Deliver Tracking Report

This report has been developed specifically for end users to track their packages. The users require access to the organization's network and should have a "favorites" link to:

http://yourservername/atpar/web/mt_deliver_track.aspx?systemid=AtPar-System

When they utilize this link the following screen appears: **Figure 50**

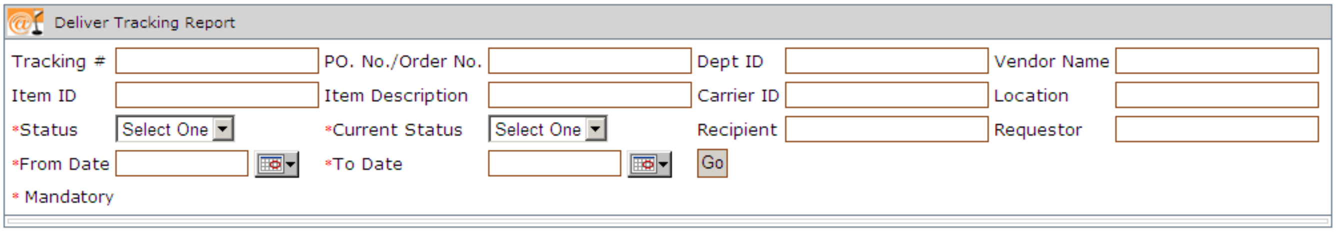
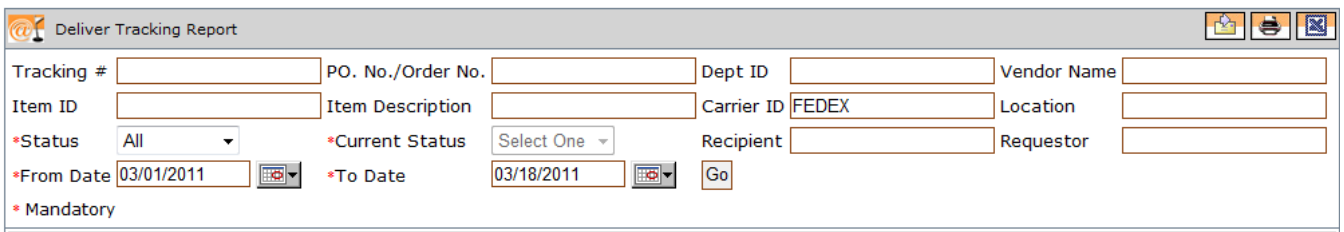


Figure 50

The users can track by Tracking #, PO No./Order No., Department, Vendor Name, Item ID, Item Description, Carrier ID, Location, Status, Current Status, Recipient, Requestor and within a Date Range.

After selecting search criteria click the GO button and data will be returned **Figure 51**



	Order# - Line#	External Tracking#	Internal Tracking#	Item ID-Item Description	Location	Qty-UOM	Mfg ItemID	Dept ID	Carrier ID	Receipt Date Time	Requestor	Status (Event Time)	Current Owner	PickUp User	Vendor Name
+	0000000279 - 1		31201173634	- test item	HEMATOLOGY	2 - BOX		11000	FEDEX	3/1/2011 7:35:00 AM		Receive - 3/1/2011 7:35:00 AM	FRED1	FRED1	STYRKER CORPORATION
FRED1 has Receive goods on 3/1/2011 7:35:00 AM															
+	0000000282 - 1	TEST		- test item	HEMATOLOGY	2 - BOX		11000	FEDEX	3/8/2011 9:18:30 AM		Delivered - 3/8/2011 9:18:30 AM	ATPAR	ATPAR	STYRKER CORPORATION
ATPAR has Delivered goods on 3/8/2011 9:18:30 AM															

Figure 51

As with the Delivery Report, to view details of each line received, ***click*** the **+** plus icon and the view expands as shown in **Figure 52**.

If the following org group parameter allows viewing recipient signatures on this report is checked…

Show Signatures in Track Report	☐	[Checking this parameter will show the reports along with signatures]

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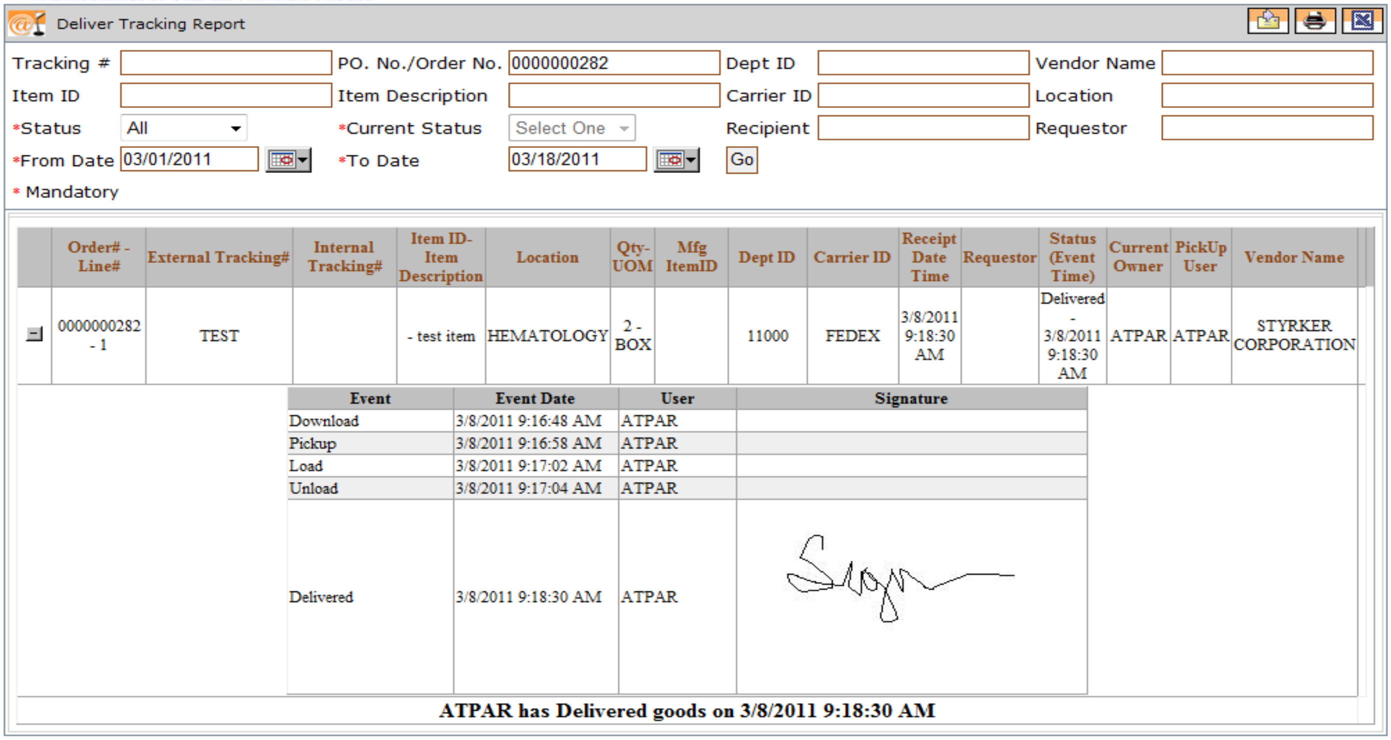

Deliver Tracking Report

Tracking #		PO. No./Order No.	0000000282	Dept ID		Vendor Name	
Item ID		Item Description		Carrier ID		Location	
*Status	All	*Current Status	Select One	Recipient		Requestor	
*From Date	03/01/2011	*To Date	03/18/2011	Go			

* Mandatory

	Order# - Line#	External Tracking#	Internal Tracking#	Item ID- Item Description	Location	Qty- UOM	Mfg ItemID	Dept ID	Carrier ID	Receipt Date Time	Requestor	Status (Event Time)	Current Owner	PickUp User	Vendor Name
−	0000000282 - 1	TEST		- test item	HEMATOLOGY	2 - BOX		11000	FEDEX	3/8/2011 9:18:30 AM		Delivered - 3/8/2011 9:18:30 AM	ATPAR	ATPAR	STYRKER CORPORATION

Event	Event Date	User	Signature
Download	3/8/2011 9:16:48 AM	ATPAR	
Pickup	3/8/2011 9:16:58 AM	ATPAR	
Load	3/8/2011 9:17:02 AM	ATPAR	
Unload	3/8/2011 9:17:04 AM	ATPAR	
Delivered	3/8/2011 9:18:30 AM	ATPAR	

ATPAR has Delivered goods on 3/8/2011 9:18:30 AM

Figure 52

…users will see information and status of packages with signature. If the parameter is NOT checked, the same information appears without a signature.

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