Putaway

Web Guide

Version 2.6.6

This document is intended for Web Server Users

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

Change Record

Date	Author	Version	Change Reference
1/28/2010	S. Godfrey	2.6.6	
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501 Kings Highway East Fairfield, CT 06825 Phone: (888) 647-4621 Fax: (888) 647-4621

Table of Contents
Putaway - Web Guide

Web User – Login

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

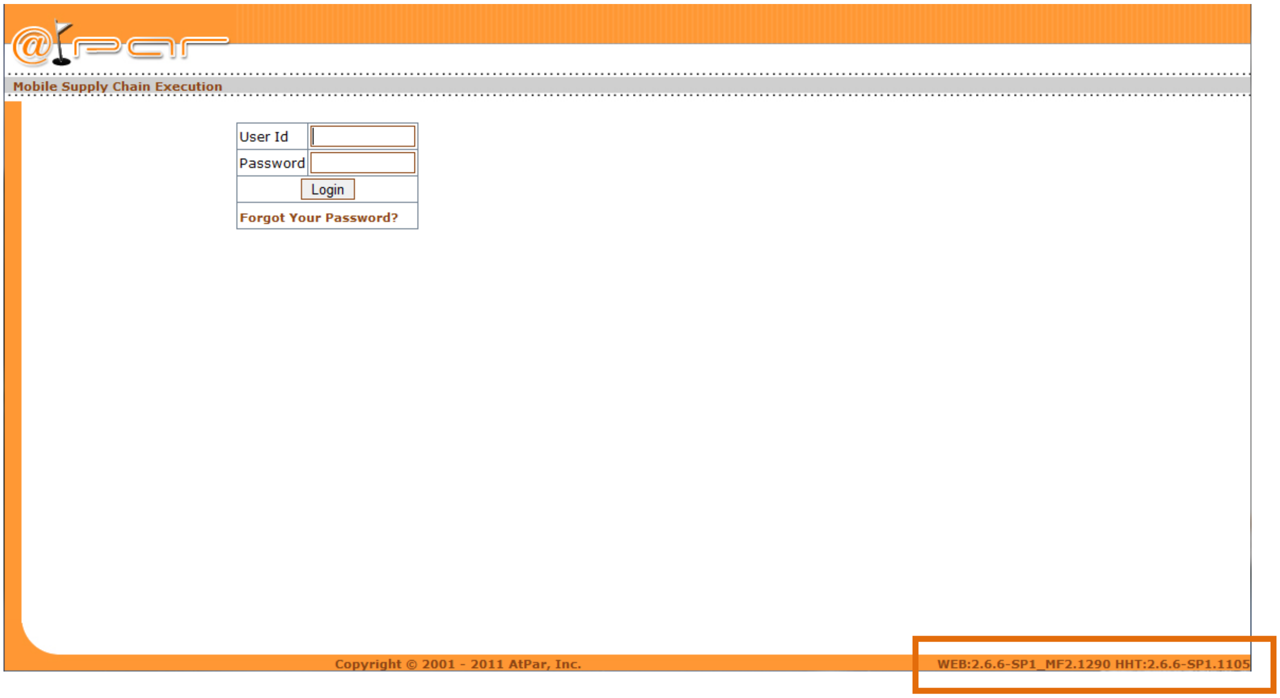

Figure 1

Note: the version number in the bottom right hand corner of the screen. This is a fast way for the **Web User** to find the **@Par** product version for reference. Note the version for Web or @Par Server, and Client (HHT) is 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.

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Page Menu Options

Figure 2

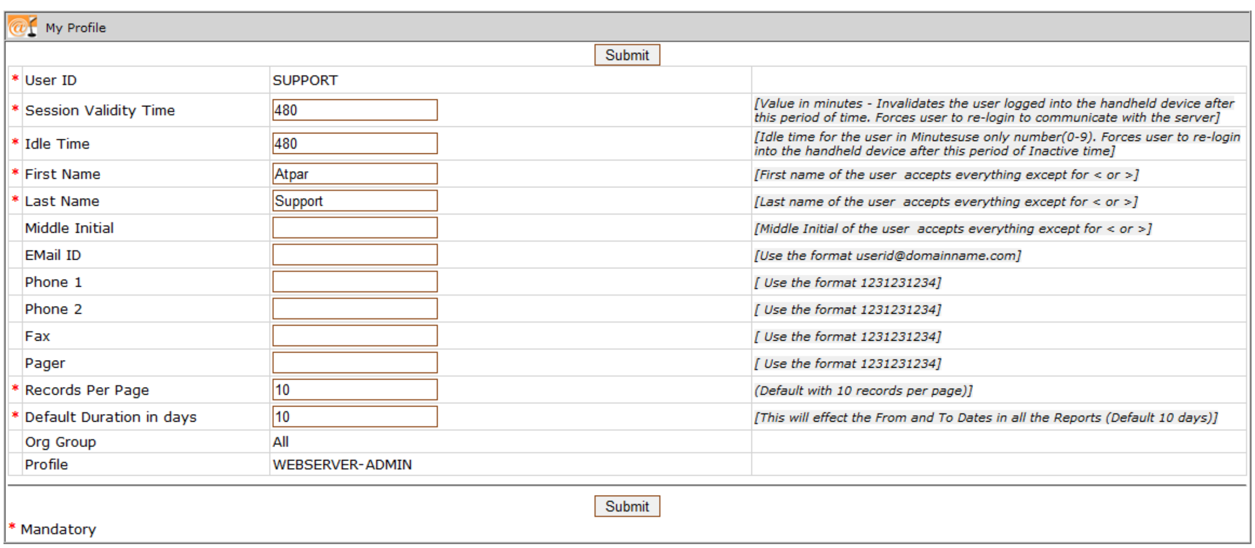
The products that appear may be different at your organization. For this document, we will review **Bin to Bin.**

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	SUPPORT	
* Session Validity Time	480	[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	480	[Idle time for the user in Minutesuse only number(0-9). Forces user to re-login into the handheld device after this period of Inactive time]
* First Name	Atpar	[First name of the user accepts everything except for < or >]
* Last Name	Support	[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	All	
Profile	WEBSERVER-ADMIN	

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.

Session Validity Time and Idle Time are maintained by the @Par Administrator.

Org Group and **Profile** are maintained by the @Par Administrator and are not editable.

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

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

Home My Profile Help Logout

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

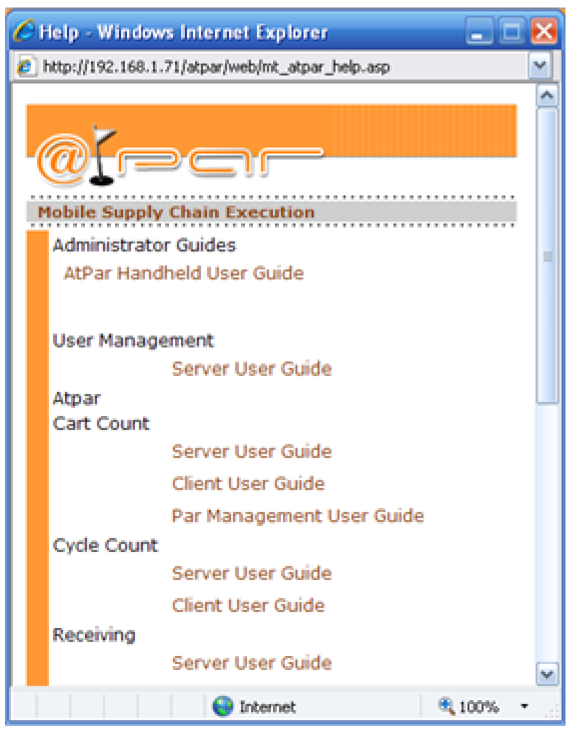


Figure 4

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

Home My Profile Help 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**.

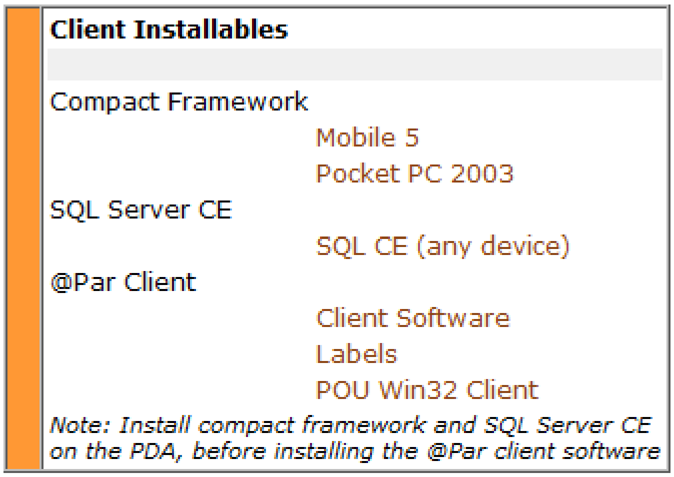


Figure 5

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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User Parameters

Click on User Parameters link in the Putaway menu list and **Figure 6** appears

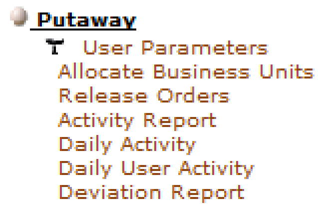


Figure 6

Select a user from the drop down list and ***click*** the Go button.

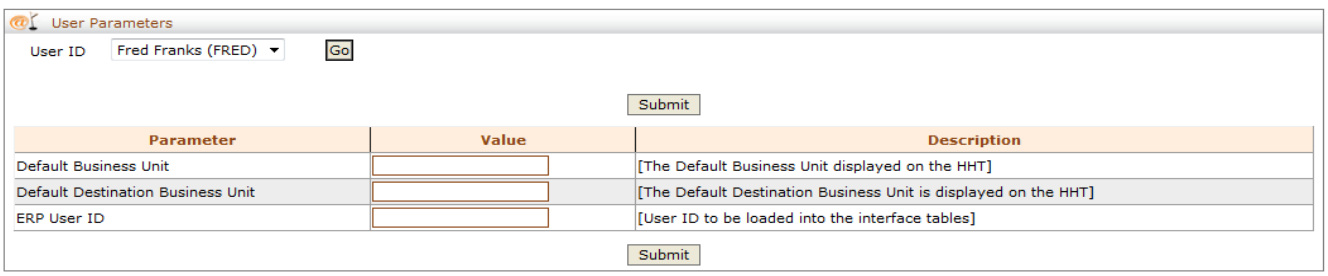
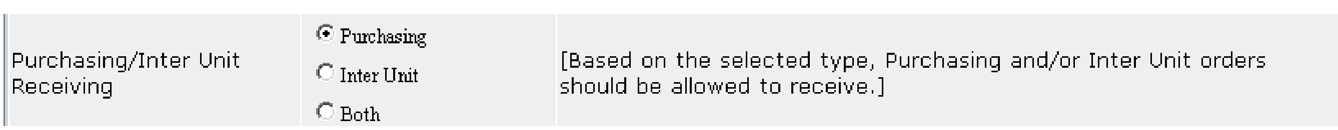


Figure 7

Default Business Unit – Enter BU here to have Business Unit defaulted in the Putaway Application. This can be edited on the HHT. This is a required field on the HHT and organizations should populate the Business Unit the user will Putaway most frequently.

If the following Profile Parameter is checked with Inter Unit or Both, the HHT user will see an IUT button on the device



Default Destination Business Unit – Enter Default Destination Business Unit if your organization uses the Inter Unit Transfer (IUT) functionality. This can be edited on the HHT.

ERP User ID - The User ID that will be loaded into the interface tables in the ERP System.

Enter values and ***click*** the Submit button.

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Allocate Inventory Business Units

This option is used by the Supervisor to allocate inventory business units to HHT users.

Click on **Allocate Inventory Business Units** in the web menu and **Figure 8** appears.

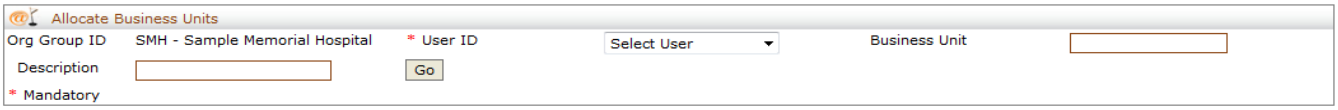
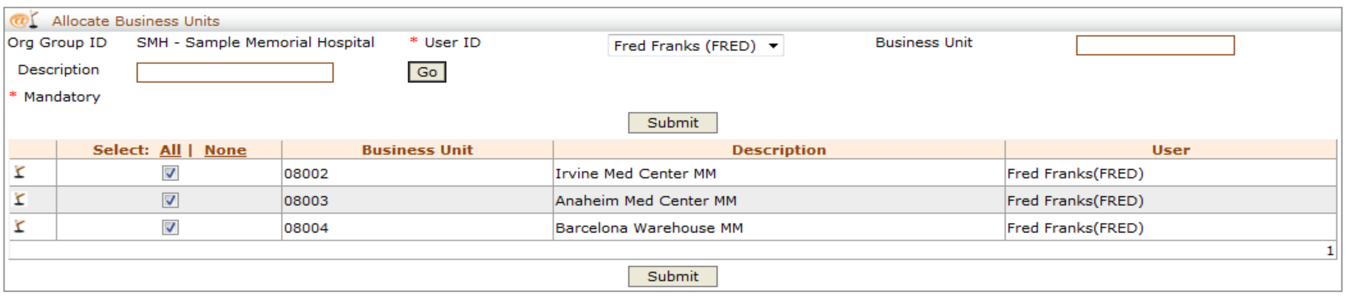


Figure 8

Select a User from the **User ID** drop down list (this is **required**). ***Enter*** either full or partial data in **Business Unit** or **Description** search fields.

Click the Go button and the following screen appears



	Select: All | None	Business Unit	Description	User
	☑	08002	Irvine Med Center MM	Fred Franks(FRED)
	☑	08003	Anaheim Med Center MM	Fred Franks(FRED)
	☑	08004	Barcelona Warehouse MM	Fred Franks(FRED)

Figure 9

Business Units that are allocated to the Org Group will display here. Supervisor must now select the **Business Unit** or **Business Units** for this user to have the ability to transfer or Putaway items in. ***Click*** in the check box by the respective Business Unit and when done, ***click*** the Submit button.

Release Orders

This option provides the supervisor the ability to unlock an order

If the following Org Group Parameters are checked by the supervisor, this function will not be required.

Multiple users receiving an Inter Unit transfer	☑	[Checking this will allow multiple users to download same IUT.]
Multiple Users can download the same PO	☐	[Selection of this parameter allows multiple users to download the same PO on to the handheld]

Click on **Release Orders** in the web menu and **Figure 10** appears.

Release Order

Unlock	Business Unit	Plan ID - Po ID	Date/Time	User ID
	08002	3	1/21/2011 8:17:23 AM	Fred Jones(FRED1)

Figure 10

There may be occasions that HHT users report receiving a message that a Plan ID or PO ID has been locked.

The Web User will need to determine if another user is already processing the putaway. If they are, then the HHT User should be directed to download another Putaway Plan or PO ID.

If the Web User determines that the user receiving the message needs to download the Putaway Plan or PO ID, regardless of another user having the same plan downloaded, they can unlock the plan.

To **Unlock** a **Plan ID** or **PO ID,**, click on the lock icon to the left of the Plan ID to unlock. It will automatically become unloaded upon clicking on the icon.

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Reports

Most @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 to run in a report 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 next window will appear

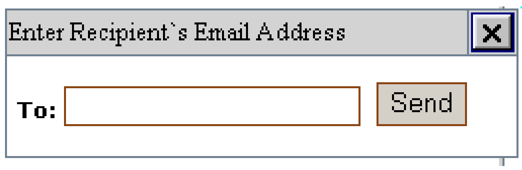

Figure 11

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 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 screen appears

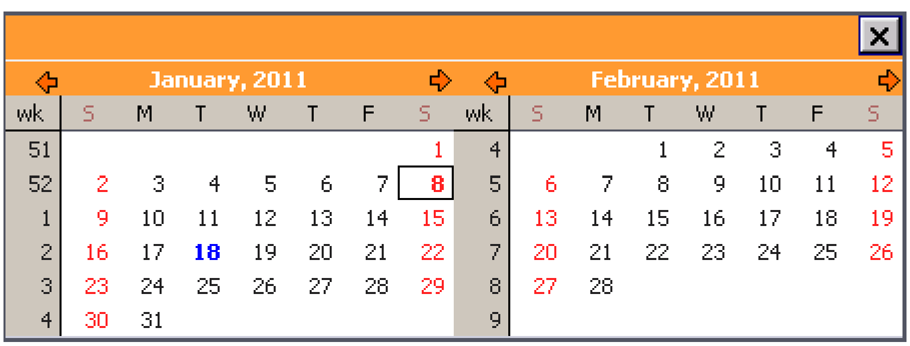

Figure 12

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

Activity Report

The **Activity Report** provides the Web User with a snapshot of activity for a given date range. The date range is a default set in parameters but can be edited.

This report can be generated by Detail, per User (By User) and per Business Unit (By BU)

Click the **Activity Report** link and the following report appears

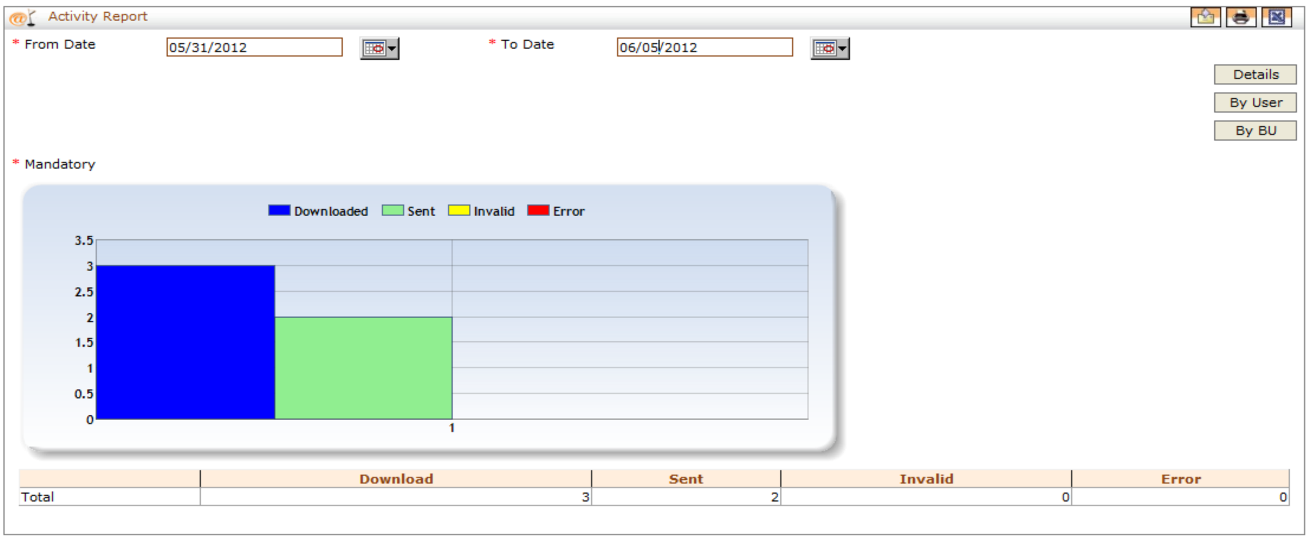

Figure 13

Figure 13 is the Report you see by ***clicking*** on the Details button.

Click the By User button on the right side of this report and the report in **Figure 14** will display.

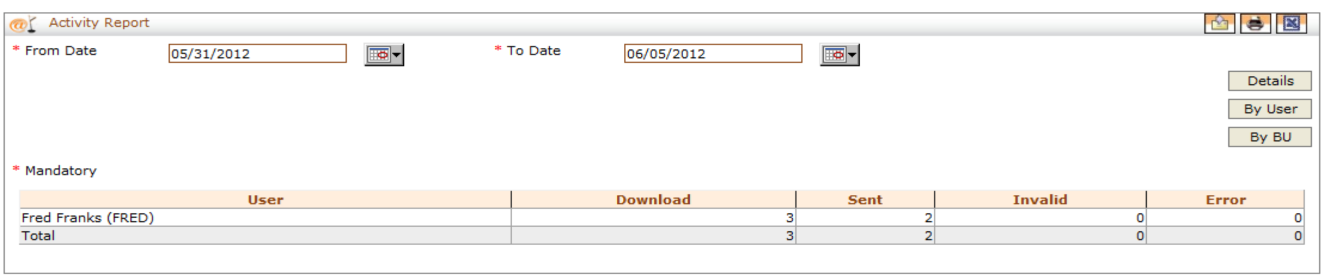

Figure 14

Click the By BU button and the report in **Figure 15** will be displayed.

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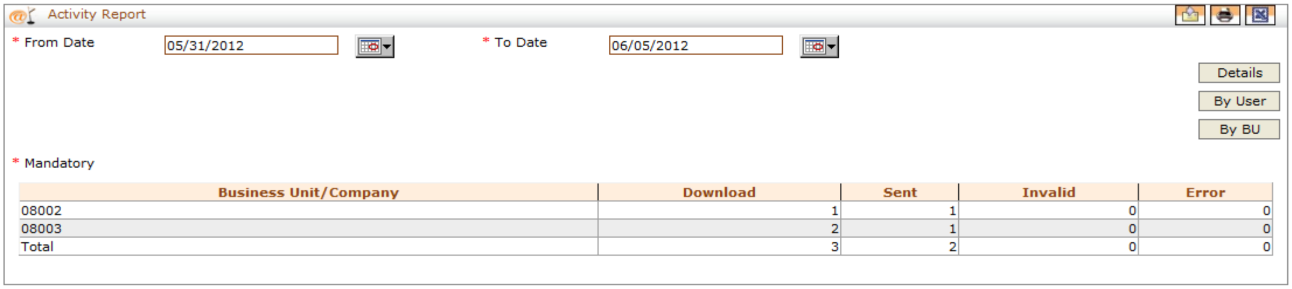

Business Unit/Company	Download	Sent	Invalid	Error
08002	1	1	0	0
08003	2	1	0	0
Total	3	2	0	0

Figure 15

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Daily Activity

The Daily Activity report will provide the Web User with a snapshot of a day's putaway activity.

Click the **Activity Report** link and the following screen appears

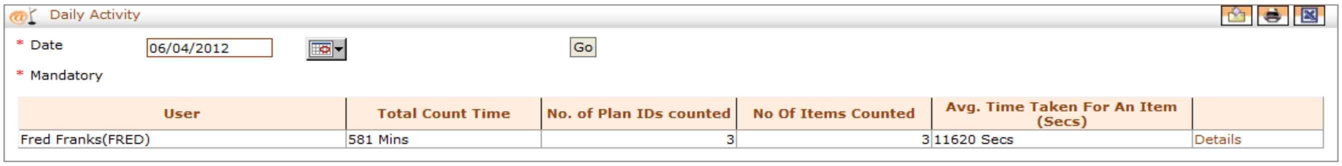


Figure 16

This report is run based on a given date and default's with the system's "today date". As soon as the report is selected, all picking activity for that date appears. The date field can be edited.

If you wish to select another day use the Date field and enter a new date and ***click*** the Go button.

User – HHT User ID

Total Count Time – Total time to putaway items – displayed in minutes

No. of Plan IDs Counted – Number of Plan IDs counted

No. of Items counted – Total items putaway

Avg. time taken for an item(secs) – Average time HHT User spent per item, displayed in seconds

Clicking **Details** link will bring you to the Daily User Activity Report, discussed next.

Daily User Activity

The Daily User Activity report will provide the Web User with details of a user's daily putaway activity.

Click the **Daily User Activity Report** link and the following screen appears

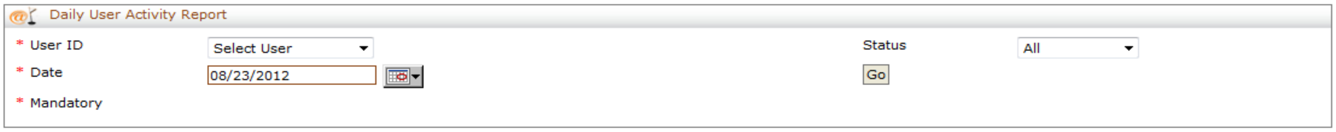


Figure 17

Select a user from the **User ID** drop down list.

Select All or a Status from **Status** drop down list

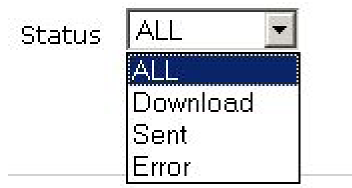
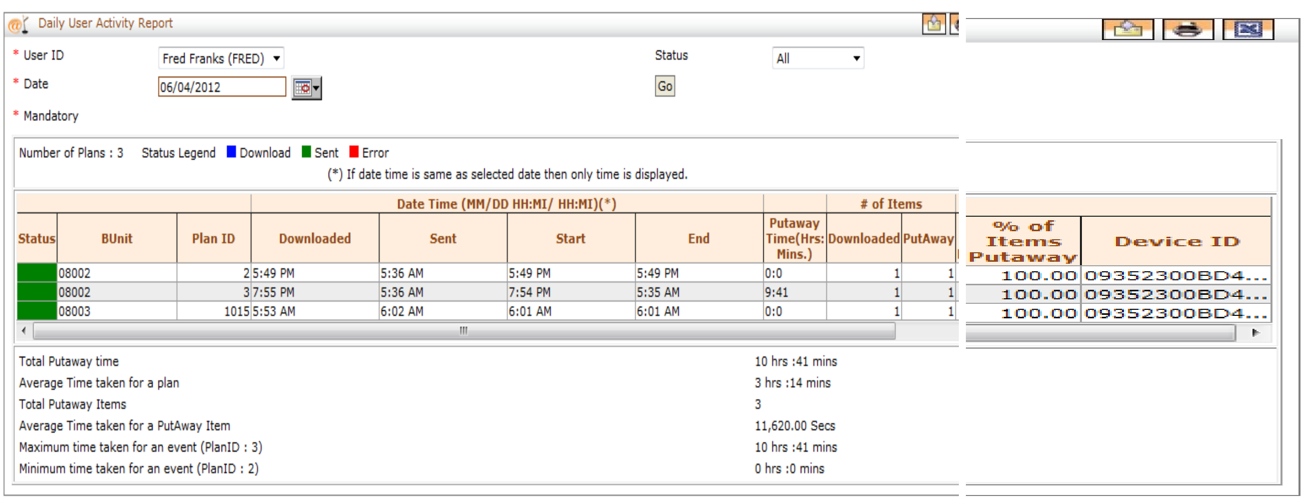


Figure 18

Enter a date and ***click*** the Go button



Status	BUnit	Plan ID	Date Time (MM/DD HH:MI/ HH:MI)(*) Downloaded	Sent	Start	End	Putaway Time(Hrs:Mins.)	# of Items Downloaded	PutAway	% of Items Putaway	Device ID
	08002	2	5:49 PM	5:36 AM	5:49 PM	5:49 PM	0:0	1	1	100.00	09352300BD4...
	08002	3	7:55 PM	5:36 AM	7:54 PM	5:35 AM	9:41	1	1	100.00	09352300BD4...
	08003	1015	5:53 AM	6:02 AM	6:01 AM	6:01 AM	0:0	1	1	100.00	09352300BD4...

Total Putaway time	10 hrs :41 mins
Average Time taken for a plan	3 hrs :14 mins
Total Putaway Items	3
Average Time taken for a PutAway Item	11,620.00 Secs
Maximum time taken for an event (PlanID : 3)	10 hrs :41 mins
Minimum time taken for an event (PlanID : 2)	0 hrs :0 mins

Figure 19

Status Legend – **Blue** is Downloaded, **Green** Sent, and **Red** is an Error

B Unit – This is the Business Unit

Plan ID – This is the Putaway Plan ID

Downloaded – Time Plan ID and items were downloaded to HHT

Sent – Time items / Plan ID's were sent to ERP system

Start– Time HHT user started putaway of Plan ID

End– Time HHT user finished putaway of Plan ID

Putaway Time (Hrs:Mins) – Time in hours and minutes spent on Plan ID

Downloaded– Number of Items downloaded on the Plan ID

Putaway – Number of items putaway on the Plan ID

% of Items Putaway – Percentage of items putaway vs. items downloaded

Device ID – Device ID used to perform pick

Daily User Activity Report Statistics

Putaway Time – Total time HHT user spent on putaway of Plan ID's

Average Time taken for a plan – Per plan putaway time average

Total Putaway Items – Total items putaway by HHT User

Average Time taken for a PutAway item – Per item putaway time average

Maximium time taken for an event (Plan ID) – Longest time taken for a Plan ID

Minimum time taken for an event (Event ID) – Shortest time taken for a Plan ID

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Deviation Report

The Deviation Report will display any discrepancies from putaway items vs. received items. The report displays only those items that did not equal received quantities.

There are two parameters that need to be set up by the supervisor before data will display on this report.

Item Putaway High	100	[Item Putaway % values greater than entered % value will be recorded]
Item Putaway Low	0	[Item putaway % values lesser or equal to entered % value will be recorded]

If the setting is as displayed, the report will return ZERO data. To record ALL data, set Item Pick High percent to 50 and Item Pick Low to 50. Otherwise, have supervisor set varying levels to whatever your organization requires.

NOTE: Values do NOT have to equal 100

Click the **Deviation Report** link and the following screen appears

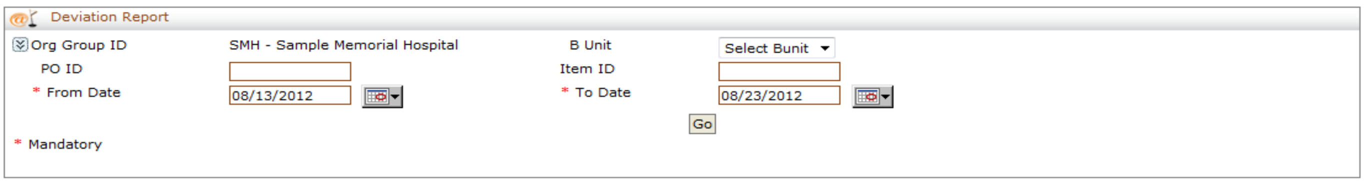


Figure 20

Mandatory fields are From Date and To Date. The above screen will give you basic search functionality – **Business Unit, PO ID** and **Item ID.** For additional parameters, click the double arrows next to **B Unit,** and the following screen will display.

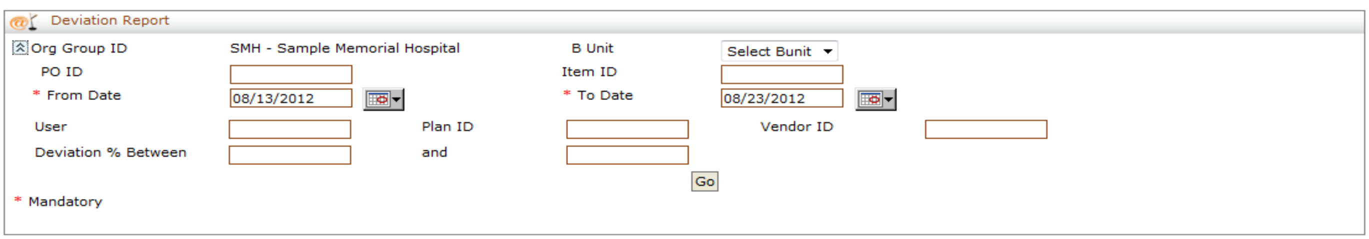
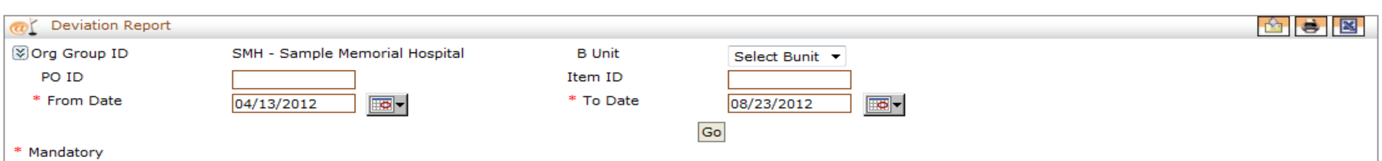


Figure 21

This report can be run with additional parameters: **User, Plan ID, Vendor ID** and **Deviation %** range.

Click on the Go button and you should see the following screen: **Figure 22**



B Unit	Plan ID	PO ID	Vendor ID	Item ID	Custom Item NO	User ID	Putaway Date	Base Qty	Putaway Qty	% Deviation
08002	3	-		52544023528		Fred Franks(FRED)	6/4/2012 5:35:07 AM	20	20	0
08003	1015	0000000535	100017491	00000002		Fred Franks(FRED)	6/4/2012 6:01:22 AM	100	85	15

Average % Deviation : 7.5

Figure 22

You can see that the report compares the **Base Qty** to the **Putaway Qty** and reports any deviation in the amounts of the associated fields.

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