Pick

Web Guide

Version 2.6.6

This document is intended for Web Server Users

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Introduction to @Par Pick

The **@Par Pick** product is used by organization's Material Management staff to PICK stock/inventory items. The **PICK** product will allow Material Service Request (MSR) or order Pick Plans to be downloaded on Hand Held Terminal (HHT) devices for ease of picking items by users.

Material Management staff will utilize this product to PICK items that need to be replenished.

After Cart/Par Location counting has been done, the ERP system runs a process to create the current Pick Lists, MSR's, or Pick Tickets.

This process will still be run but instead of printing out on paper, the user will be able to download them onto a HHT, select the **Pick Plan** to get the items, and scan bar code labels to select the items for Picking.

New functionality in 2.6.6 SP5 release includes:

1. Zone Picking
2. Allocation of Location Groups
3. Ability to use Pick product in @Par Deliver product

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Web User – Login

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

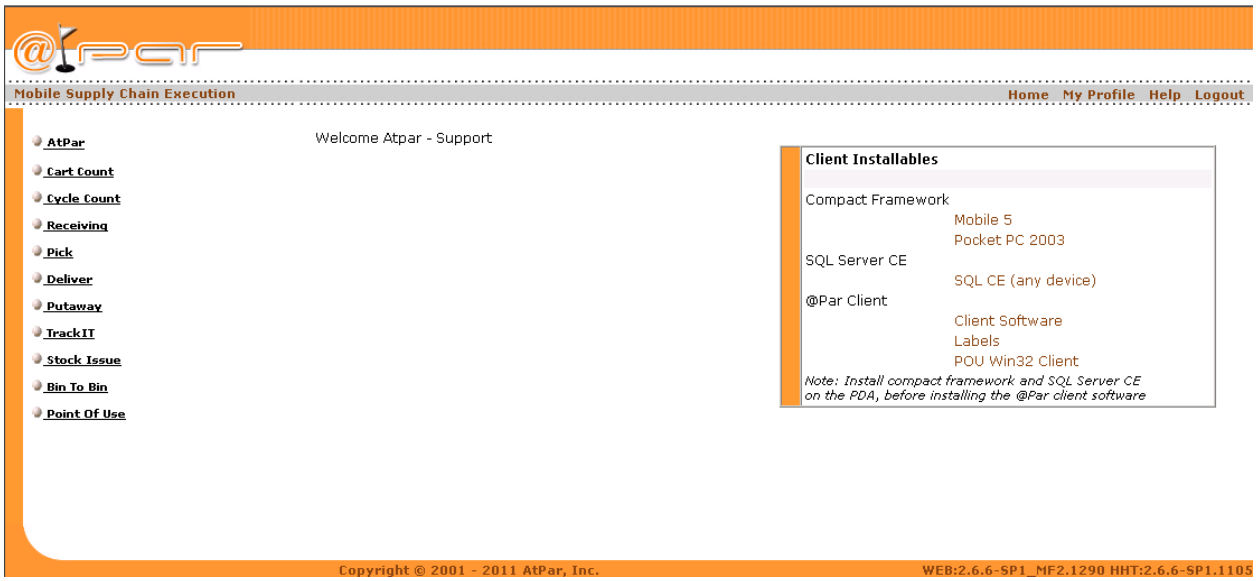

Figure 1

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. Both 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 **Figure 2**

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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 **Pick.**

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

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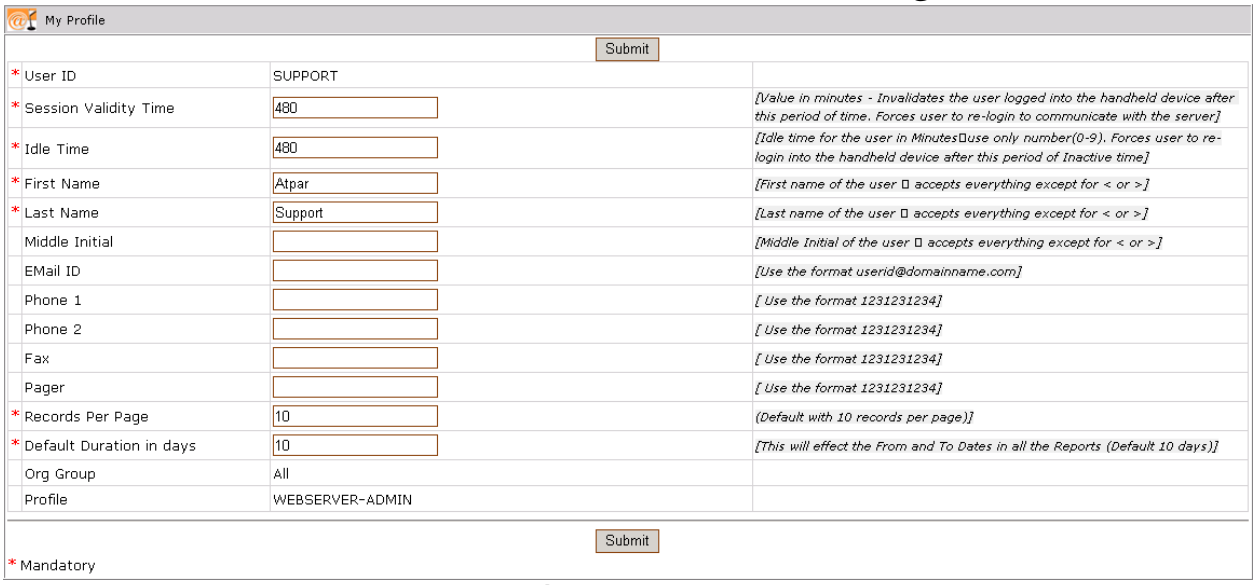

My Profile

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 Minutes□use 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 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**.

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

Org Group and **Profile** fields are non-editable. These are maintained by the @Par Administrator.

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

Help

Home My Profile Help Logout

To access the **@Par Handheld User Guide** and all other @Par help files, ***click*** the **Help** link at the top right of the screen

The Help screen appears.

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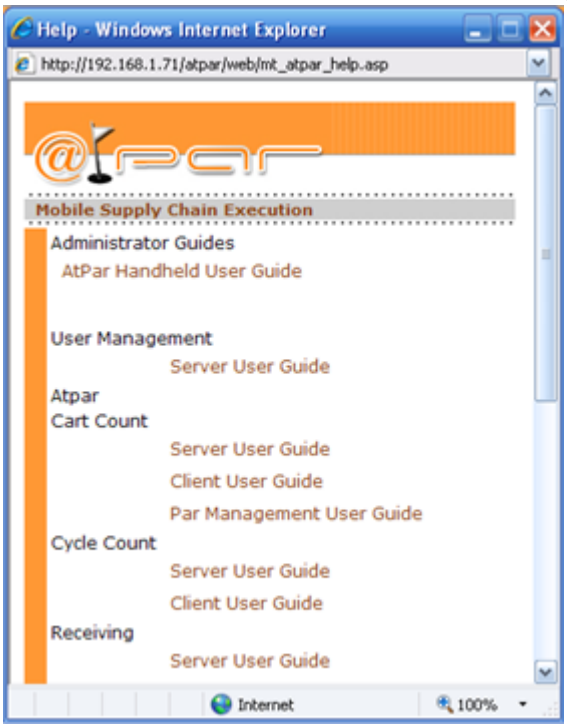

Figure 4

The **Help Manuals** available to your organization will display. ***Click*** Guide link to open. 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** at the top right of the screen 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 **@Par Handheld User Guide**.

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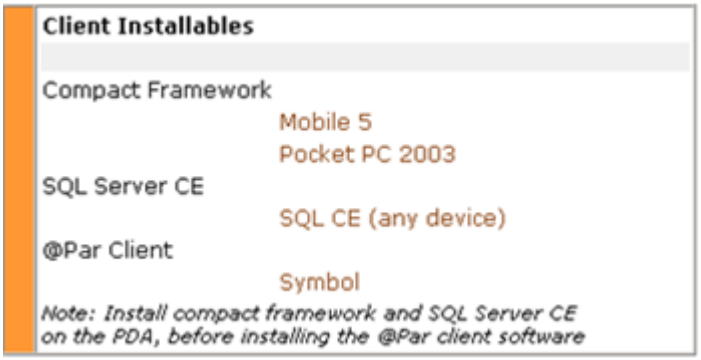

Figure 5

User Parameters

This section will allow Supervisors/Web Users the ability to further define parameters for HHT users. Most parameters are set under profiles and organizational parameters, but some products allow further HHT user defined parameters.

Click on **User Parameters** to get the **Figure 6** User Parameters screen opens.

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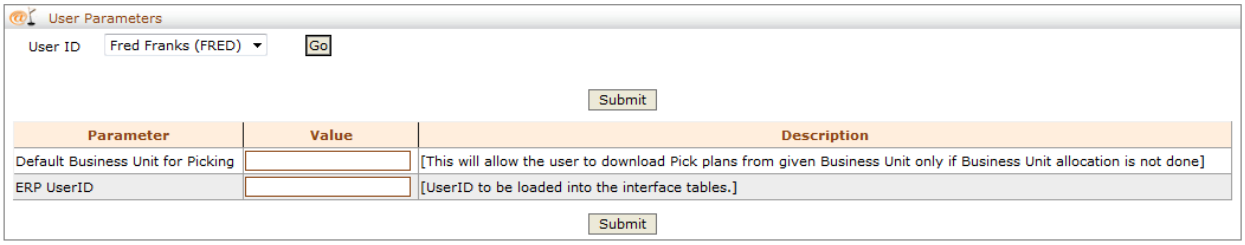

Figure 6

Default Business Unit for Picking – Enter a picking business unit as default. If no business units are allocated, the HHT user will be able to download Pick plans for the Business Unit referenced here.

ERP UserID – This is a standard PeopleSoft ID used for interface tables (i.e. PS_BCT_DTL, PS_BCT_CTL)

After entering desired fields, ***click*** the Submit button.

Allocate Location Groups

Prior to using this option, the @Par Administrator needs to set up Location Groups using the **Setup Location Groups** menu option under the User Management section of Admin.

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This option will provide a more efficient manner of allocating the locations that an HHT user can pick for, and groups can easily be set up to multiple HHT users. The locations are “deliver-to-locations” such as Par Locations.

If your organization requires the allocating of locations, the following Org Group parameter will be checked by the @Par Administrator

Allocation of Locations to Users Required	☐	[Checking this option will allow user to download allocated Pick Plans. Unchecking this will allow any user to download any Pick Plan]

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 7**

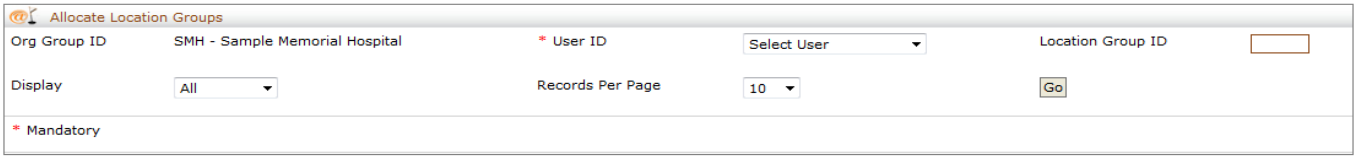

Figure 7

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 group ids 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 8**

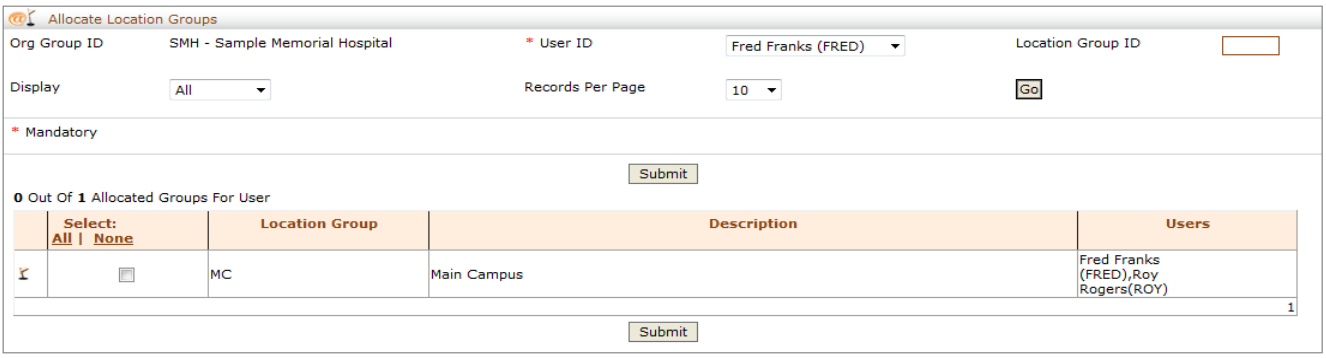

Figure 8

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

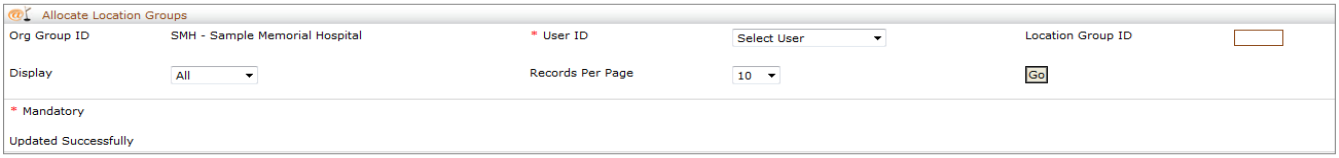

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Figure 9

Copy Allocated Location Groups

When multiple users pick from 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 10** appears

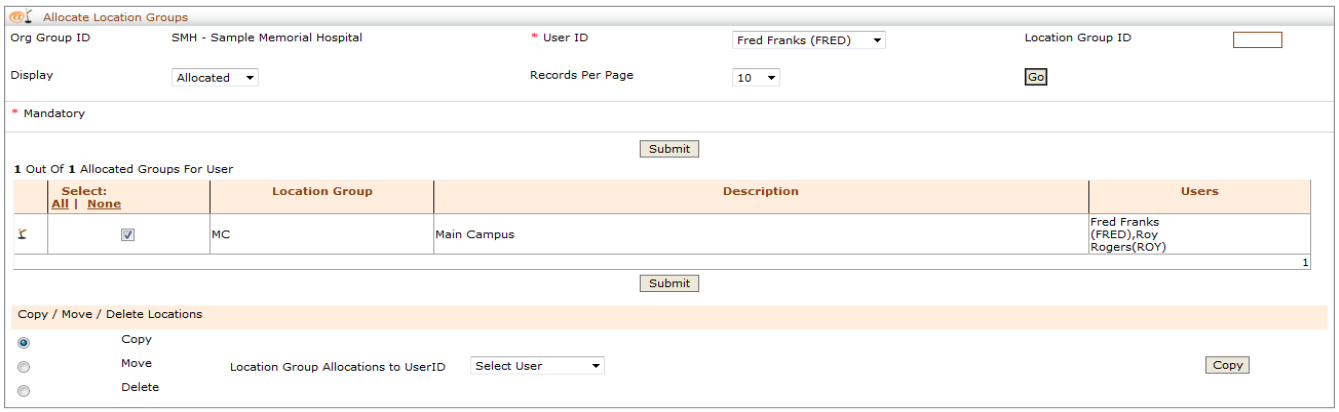

Figure 10

To copy Location Groups to multiple users, select a user from the drop down list that has already had groups allocated to them.

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 11**

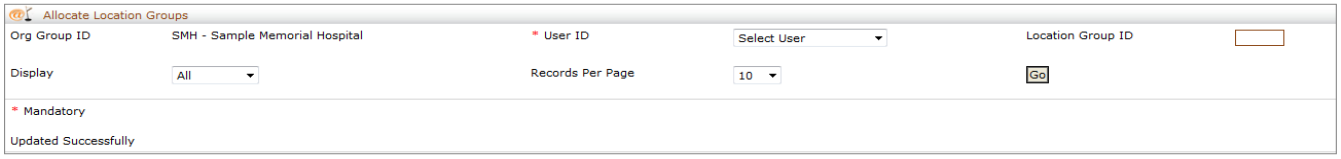

Figure 11

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

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.

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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 12**

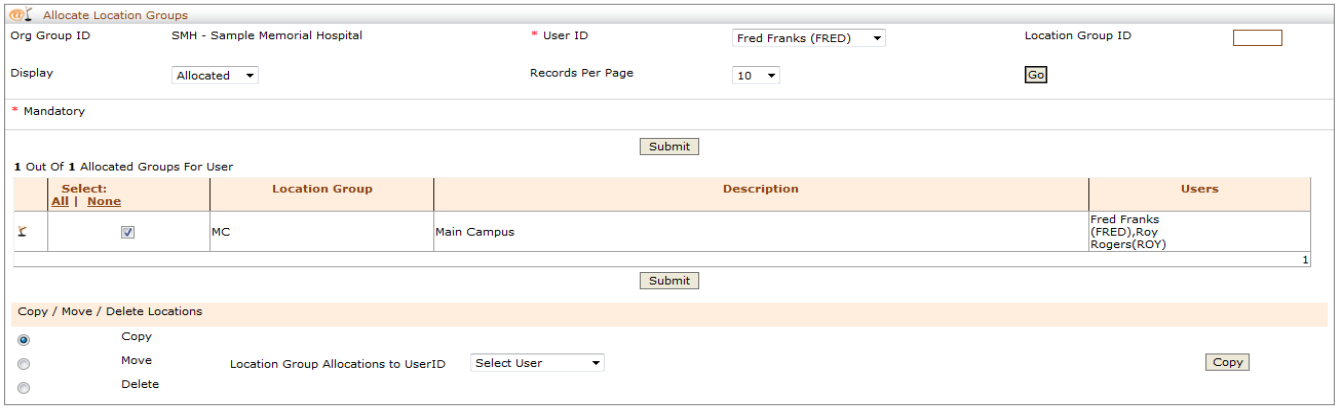

Figure 12

To Move allocated group locations to another user, ***Click*** in the **MOVE** check box. The COPY button changes in the following screen **Figure 13**

Figure 13

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 14** appears

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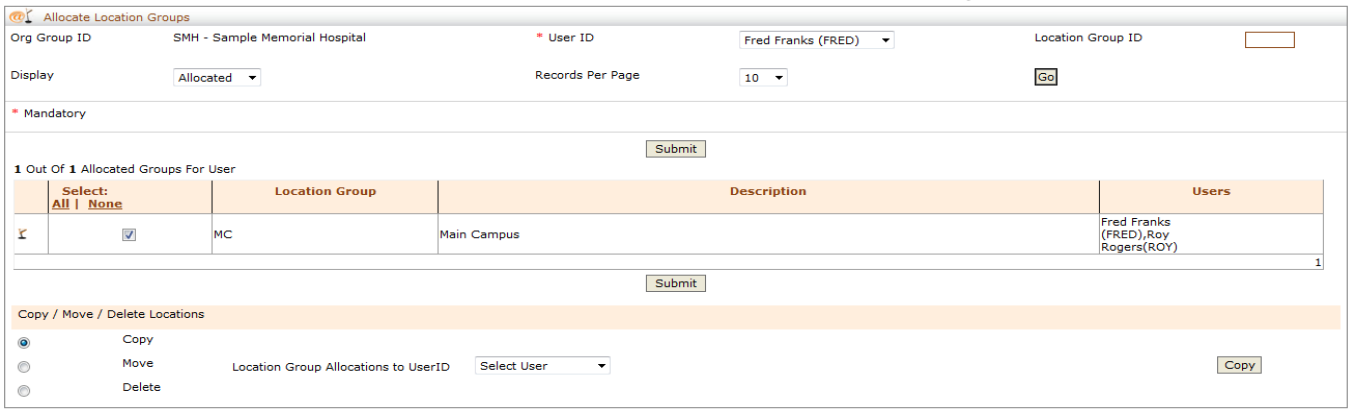

Figure 14

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 15**

Figure 15

NOTE: The Location Group Allocations to UserID drop down disappears or is disabled. To delete allocated location groups ***click*** the Delete button.

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Allocate Inventory Business Units

This section is used to allocate inventory business units to all HHT users. HHT User must be set up with at least one Business Unit to download data to their HHTs.

Click on **Allocate Inventory Business Units** to get the next screen. **Figure 16**

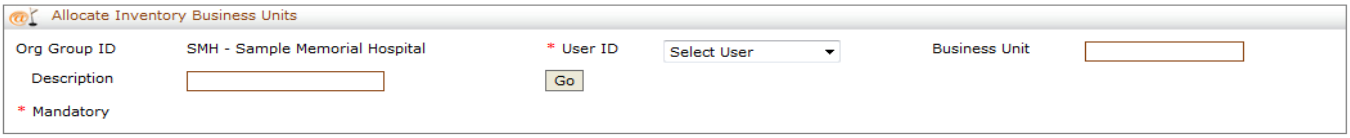

Figure 16

Select a **User ID** (mandatory)**.** The **Business Unit** and **Description** fields allow further filtering. Once the information is entered ***click*** on the Go button and the data details will display as shown in **Figure 17*.***

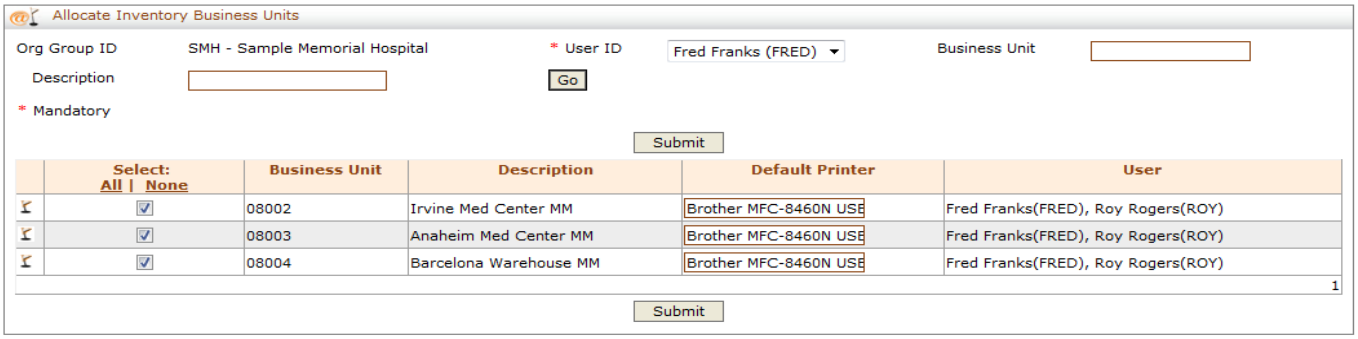

Figure 17

If there have been any business units previously allocated for this user, they will display first

Check or ***uncheck*** the **Inventory Business Units** you need to apply or remove to this user.

Default Printer – if your organization uses Shipping Labels, enter the printer string here, based on Profile Parameter set by @Par Administrator. Shipping labels option will be used for organizations to print Pick Header labels only, Print Delivery Tickets on a stationary network printer, or both Delivery Tickets and Pick Header labels

Shipping Label Print Options	○ None ◉ Print Header Label only to a Mobile Printer ○ Print Delivery Ticket only to a Stationary Printer ○ Print Header Label to a Mobile Printer and Delivery Ticket to a Stationary Printer	[Use this parameter to define the type of Shipping Label to be printed from the Hand Held after picking is complete]

Click either Submit button and repeat the process for all Pick HHT Users. Sample report shows in **Figure 18**

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ORDER # : MSR0003415 Tracking# : 79201231214544633

Deliver To : PLICN - ICN PAR LEVEL Pick Date : 10/07/2012

Deliver From : STKRM - Hospital Stockrm Tote :

ITEM ID	Description	Quantity Requested		Quantity Allocated		Quantity Picked	
0030235	Glove, Nitrile, LF, Sz 4.5	5	PR	0	PR	1	PR
0030236	Glove, Nitrile, LF, Sz 5.0	5	PR	5	PR	3	PR
0030237	NITRILE GLOVE SZ5.5	5	PR	1	PR	1	PR
0030238	Glove, Nitrile, LF, Sz 6.0	5	PR	5	PR	1	PR

Figure 18

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Allocate Priority

This function is used if the Web User needs to allocate locations by priority. This simply means assigning locations with a priority of 1 will enable those locations to appear first on the HHT when downloaded. Subsequent priorities of 2, 3, 4, etc. will download to the HHT in order.

NOTE: There is an Org Group parameter to set the Location Priority if needed. See below

Default Location Priority	10	[Entered value will be set as default priority for locations]

Click the **Allocate Priority** link *and the following screen appears* **Figure 19**

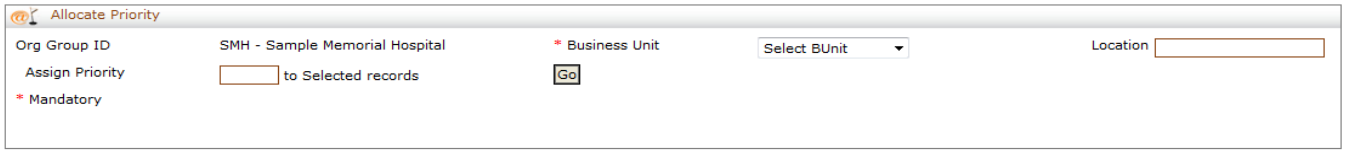

Figure 19

To assign priority, select a Business Unit from the drop down list, and enter a full or partial location in the Location field.

Enter a value (1, 2, 3, etc.) in the Assign Priority field. This is the order that the Locations will appear on the HHT. For example, if you want the pick plans or orders for this location or multiple locations to appear FIRST on the HHT, enter a 1 in this field.

Click the Go button and the following screen appears. **Figure 20**

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Allocate Priority

Org Group ID SMH - Sample Memorial Hospital * Business Unit 08002 Location

Assign Priority to Selected records Go

* Mandatory

Submit

Select: All | None	Business Unit	Location	Description	Order
	08002	08002P0001	PR-CENTRAL PORCESSING/OR	
	08002	08002P0002	PR-CENTRAL PROCESSING/OR	
	08002	08002P0003	PR-CENTRAL PROCES/ANES	
	08002	08002P0004	PR-STERILE PROCESSING/OR	
	08002	08002P0005	PR-CENTRAL PROCESSING/OR	
	08002	08002P0006	PR-C.PROCES/C SECTION	
	08002	08002P0009	PR-IRV C. PROC	
	08002	08002P0010	EC-ED DISASTER CART	
	08002	08002P0011	EC-SURGICAL DISASTER CRT	
	08002	08002P0012	EC-MED/SURG DISASTER CRT	

1 2 3 4 5 ...

Submit

Figure 20

Now, to actually assign the 1 value to the locations, ensure the priority value to assign is in the Assign Priority field, ***click*** in the check box next to the respective locations to assign priority to and ***click*** the Submit button. The following screen should display. **Figure 21**

Allocate Priority

Org Group ID SMH - Sample Memorial Hospital * Business Unit Select BUnit Location

Assign Priority to Selected records Go

* Mandatory

Updated Successfully

Figure 21

To view the changes***, enter*** the **Business Unit** and **location**, and ***click*** the Go button. The following screen should now display. **Figure 22**

Allocate Priority

Org Group ID SMH - Sample Memorial Hospital * Business Unit 08002 Location

Assign Priority to Selected records Go

* Mandatory

Submit

Select: All | None	Business Unit	Location	Description	Order
	08002	08002P0001	PR-CENTRAL PORCESSING/OR	1
	08002	08002P0002	PR-CENTRAL PROCESSING/OR	1
	08002	08002P0003	PR-CENTRAL PROCES/ANES	
	08002	08002P0004	PR-STERILE PROCESSING/OR	
	08002	08002P0005	PR-CENTRAL PROCESSING/OR	
	08002	08002P0006	PR-C.PROCES/C SECTION	
	08002	08002P0009	PR-IRV C. PROC	
	08002	08002P0010	EC-ED DISASTER CART	
	08002	08002P0011	EC-SURGICAL DISASTER CRT	
	08002	08002P0012	EC-MED/SURG DISASTER CRT	

1 2 3 4 5 ...

Submit

Figure 22

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All locations with priorities allocated to them will appear first in this list. The locations with a 1 under the Order column will always appear first on ALL HHT devices when Pick Plans or Orders are created for them.

Repeat this process to further assign Pick location priorities as needed.

Order Prefix

Some organizations may have more than one type of Pick Plans that are created. For example, some pick plans may be assigned MSR000123 and others in the same organization may be assigned ASR000123, etc.

This option is provided to assign the type of Pick Plans or Orders can be downloaded to the HHT.

NOTE: This is a global setting, so any priorities assigned will appear in the order on ALL HHT devices.

Click the **Order Prefix** link and the following screen appears **Figure 23**

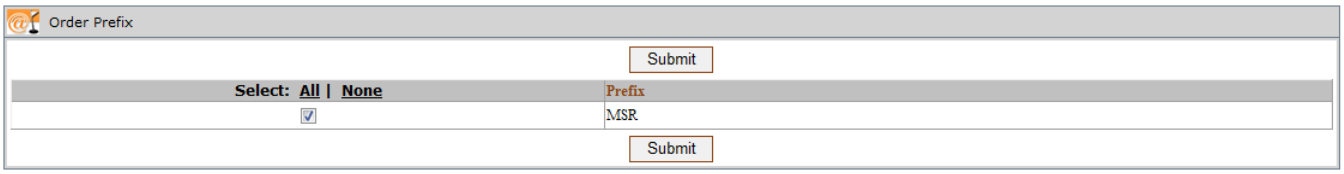

Figure 23

To assign the order prefix or prefixes ***click*** in the check box next to the respective order prefix and ***click*** the Submit button.

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Release Orders

This option provides the supervisor the ability to unlock an order from the @Par Pick web page.

If the following parameter is checked by the supervisor, this function will not be required.

Allow picking from multiple storage locations	☐	[Checking this will allow the user to pick items from multiple storage locations for a pick line]

Click the **Release Orders** link and the following screen appears **Figure 24**

Release Order

Unlock	Business Unit	Order No - Pick Batch ID	Date/Time	User ID
	STKRM	MSR0003501-103	3/10/2011 1:17:14 PM	atpar hht(ATPAR)
	STKRM	MSR0003493-102	3/10/2011 1:18:04 PM	atpar hht(ATPAR)
	STKRM	MSR0003507-104	3/22/2011 12:15:48 PM	atpar hht(ATPAR)
	STKRM	MSR0004518-136	3/25/2011 12:31:12 PM	atpar hht(ATPAR)
	US010	MSR0000307-5680	2/28/2011 2:20:52 PM	Fred Jones(FRED1)

Figure 24

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

The Web User will need to determine if another user is already picking the plan. If they are, then the HHT User should be directed to download another Pick Plan or Order. If the Web User determines that the user receiving the

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message needs to download the Pick Plan or Order regardless of another user having the same plan downloaded, they can unlock the plan.

To **Unlock** an **Order No – Pick Batch 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.

If no orders are locked the following screen will display **Figure 25**

Figure 25

ZONE PICKING Parameters and Requirements

For customers that require set up of the @Par Pick process using the "Zone Picking" workflow new Org and Profile Parameters, as well as two new menus will be utilized.

PICK ORG GROUP PARAMETERS

Path: AtPar → Manage Org Groups → Assign Parameters → PICK **Figure 26**

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Item Price Option on HHT	(•) STANDARD_PRICE ( ) CURR_PURCHASE_COST ( ) AVG_COST	[Selected Item Price will be displayed in the reports on the server]
Limit number of downloaded pick plans	0	[The maximum number of Pick Plans which the user can download at a time, 0 means no limit]
Allocation of Locations to Users Required	[ ]	[Checking this option will allow user to download allocated Pick Plans. Unchecking this will allow any user to download any Pick Plan]
Allocation of Storage Location to Users Required	[x]	[When this Parameter is checked Material Storage Locations will be assigned to Zones and the Zones to Users for Picking Operations]
Enable Lot /Serial Tracking	( ) None (•) MMIS ( ) AtPar	[None - Send Lot /Serial information to MMIS is unchecked and disabled MMIS - Send Lot /Serial information to MMIS is checked and disabled AtPar - Send Lot /Serial information to MMIS is unchecked and enabled]
Multiple Users can download the same Pick Plan	[x]	[Selection of this parameter will allow multiple users to download the same pick plan]
Send Lot /Serial information to MMIS	[x]	[Checking this will update Lot /Serial tracking information in MMIS]
Storage of Picked Items for Delivery	[x]	[Checking this will store Picked Item Information in @Par after uploading to ERP for the purpose of Delivery Tracking]
ERP User ID	VP1	[User id to be loaded into the interface tables for EIPs.]

Save

Figure 26

New Org Group Parameters:

Initial set up requires the Allocation of Storage Location to Users Required check box be enabled by clicking in it. When this Parameter is checked Material Storage Locations will be assigned to Zones and the Zones to Users for Picking Operations

If Allocation of Storage Location to users required is checked then "Multiple Users can download the same pick plan" parameter has to be checked.

Note: Storage of Picked Items for Delivery parameter will be checked if the organization uses the @Par Deliver product to track delivery of Picked Items. The workflow will be discussed in the @Par Deliver help documents.

@Par Web Screen

Once Org Group Parameters are set, unique Zones must be set up with their respective Storage Locations assigned.

From the @Par Web screen/page a new menu will be available: **Setup Storage Location Groups**

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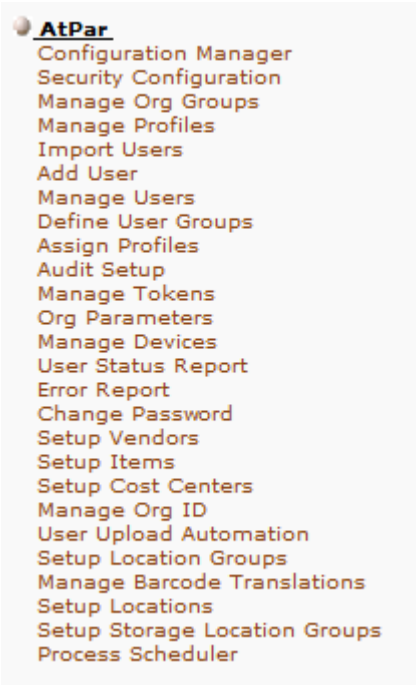

Click on this option and following screen appears **Figure 27**

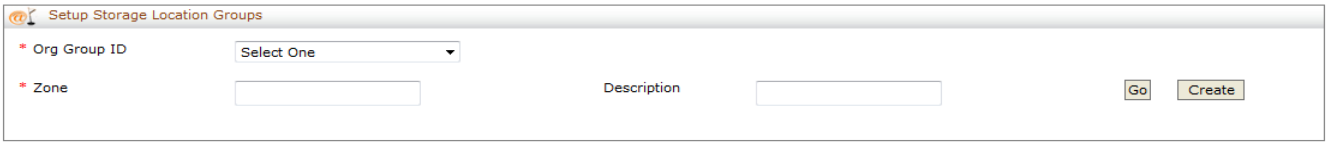

Figure 27

Select the Org Group ID, enter a unique Zone, enter a Description for this Zone, and ***click*** the **CREATE BUTTON Figure 28**

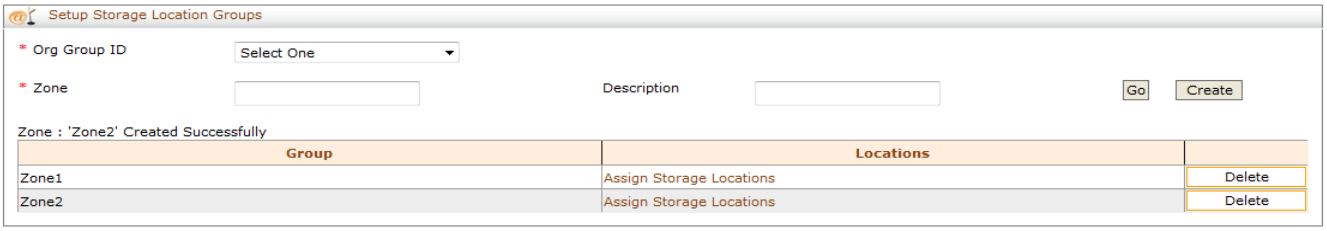

Figure 28

Click on **Assign Storage Locations** **Figure 29**

- When user clicks on Assign Storage Locations hyper link a pop-up window similar to Assign Company/Business Units will open
- User will be able to see only those business units that are assigned to his Org Group
- This setup is similar to the Location Groups setup but here the user will set up Storage Locations or locations where the staff picks the items from

User must enter the Org ID/business unit. Entering an Area is optional.

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To assign a storage location to the zone, the user will check the checkbox on the far right of the screen below.

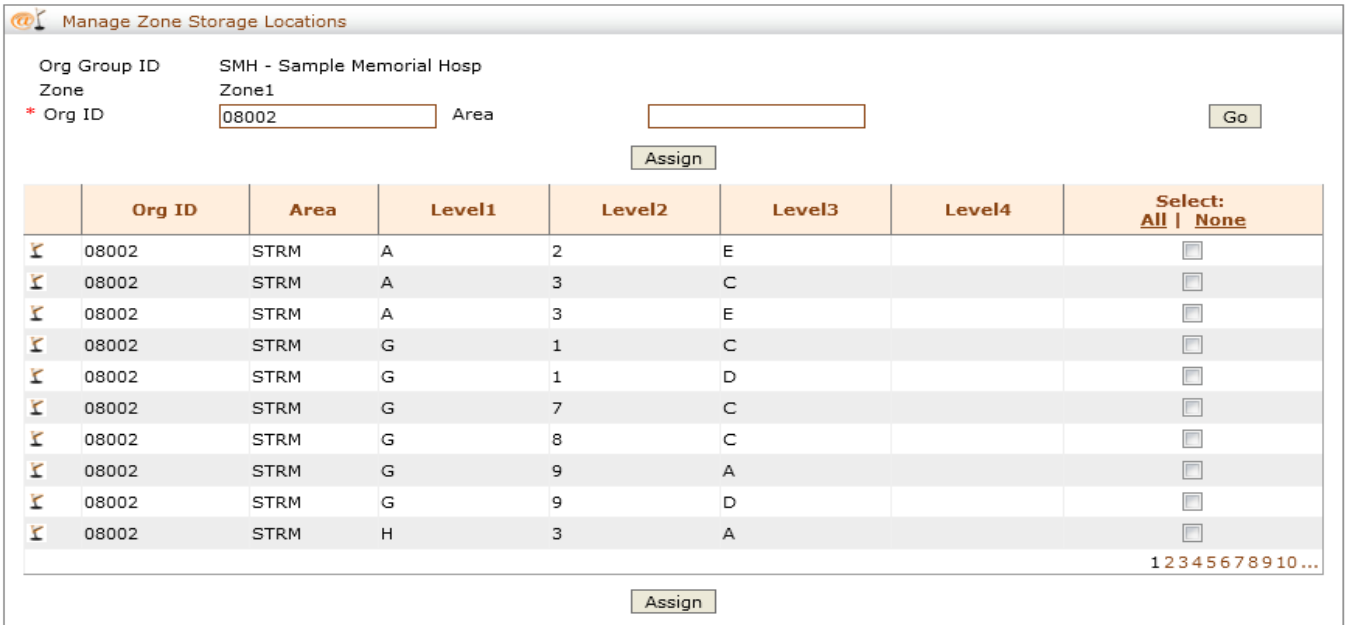

Figure 29

Once all Storage Locations to be assigned to this zone are checked, user clicks the Assign button. This will save the storage locations to the Zone just created.

After new zones have been created, the next step is to assign the zones to users that will be picking those areas. User can be assigned to multiple zones.

@Par PICK Web Screen

Path: @Par Web Login →Pick → **Allocate Picking Zones**

Click on **Allocate Picking Zones** and the following screen appears **Figure 30**

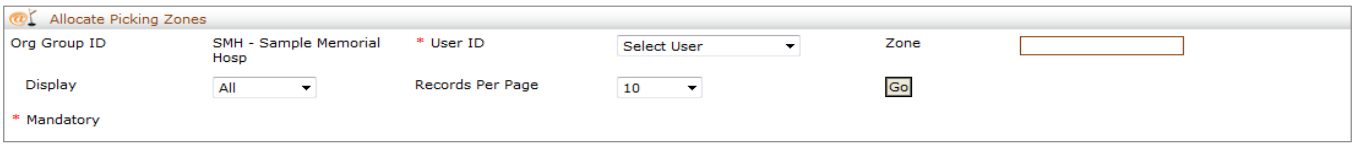

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Figure 30

Select a **User ID** and ***click*** the **GO** button **Figure 31**

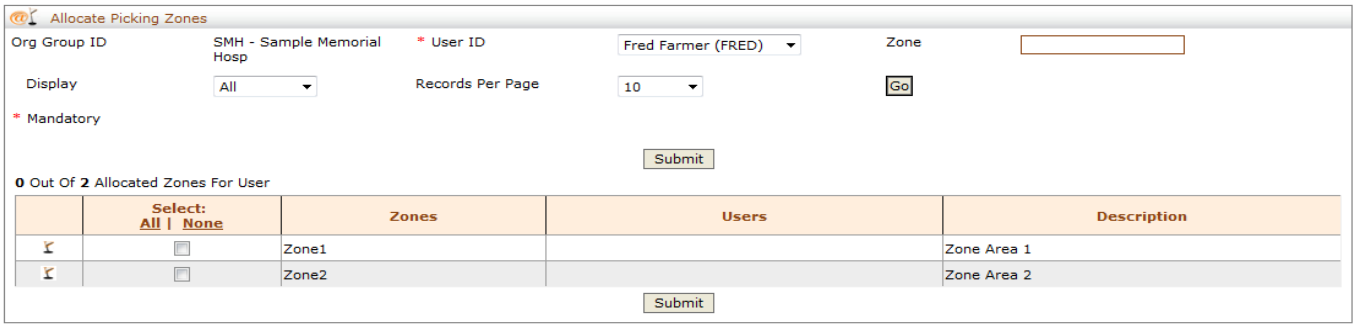

Figure 31

Allocate the zones that the user will have ability to pick from by ***clicking*** in the check box to the left of the zone.

Users can have unlimited number of zones, the decision will be on the organization.

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Reports

Most of AtPar 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 32**

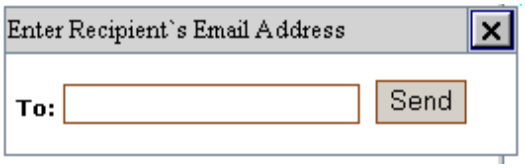

Figure 32

Enter the email address of the person the report is being emailed to and press the 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 33**

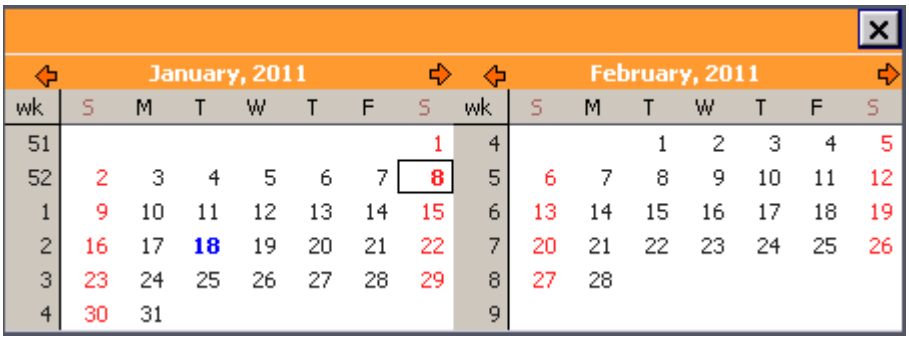

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Figure 33

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 user profiles but can be edited. The 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

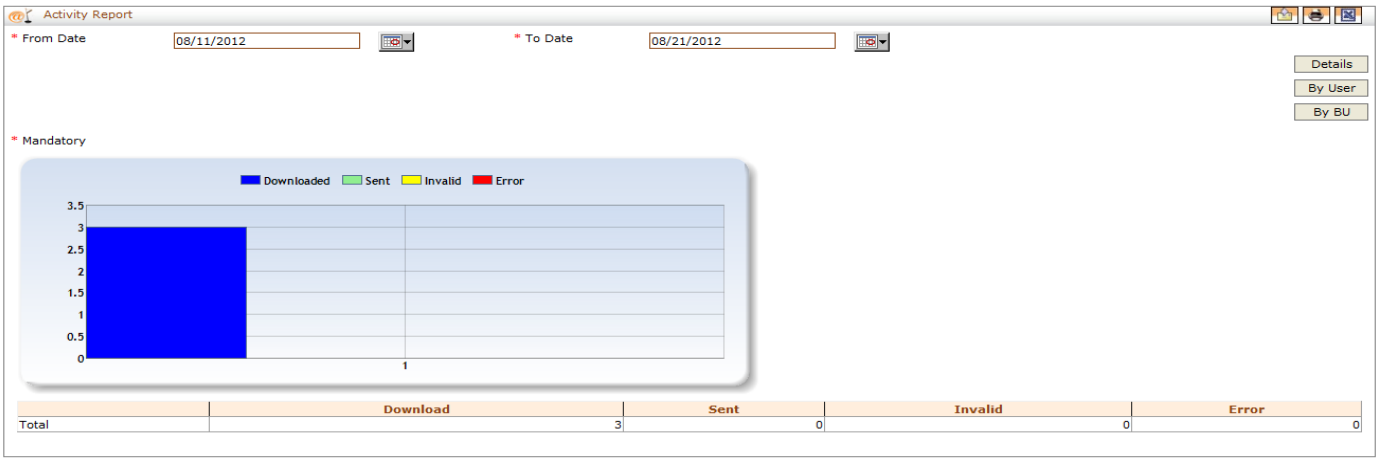

Figure 34

Figure 31 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 following screen will display.

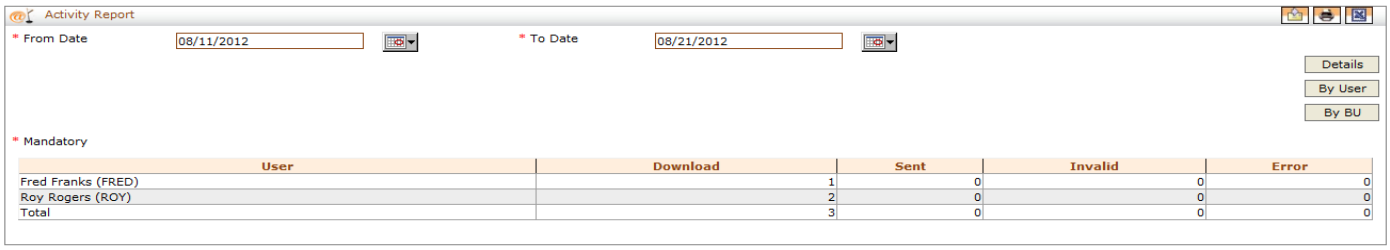

Figure 34

Click the By BU button and the following report will be displayed.

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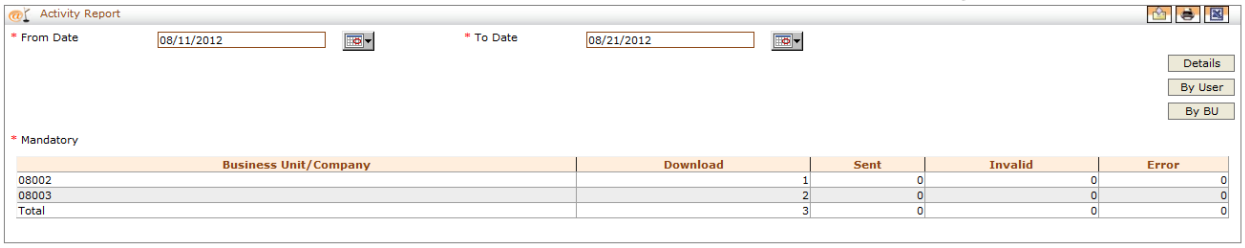


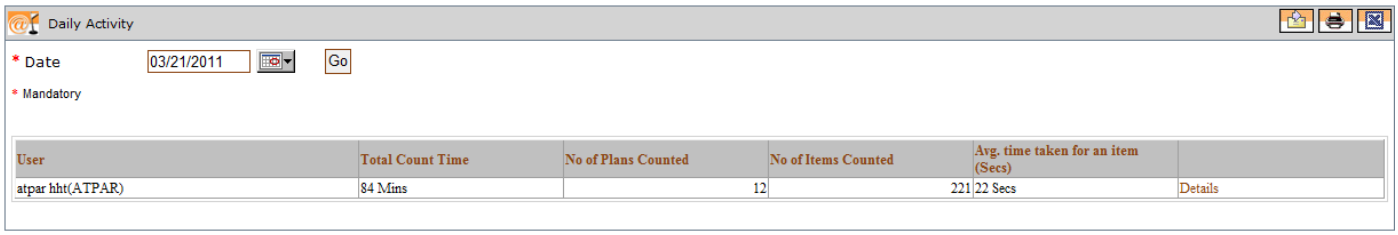
Business Unit/Company	Download	Sent	Invalid	Error
08002	1	0	0	0
08003	2	0	0	0
Total	3	0	0	0

Figure 35

Daily Activity

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

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



User	Total Count Time	No of Plans Counted	No of Items Counted	Avg. time taken for an item (Secs)	
atpar hht(ATPAR)	84 Mins	12	221	22 Secs	Details

Figure 36

This report is run based on a given date. As soon as the report is selected, all picking activity for that date appears. This 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 pick items – displayed in minutes

No. of Plans Counted – Number of Pick Plans counted

No. of Items counted – Total items picked

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

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

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Daily User Activity

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

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

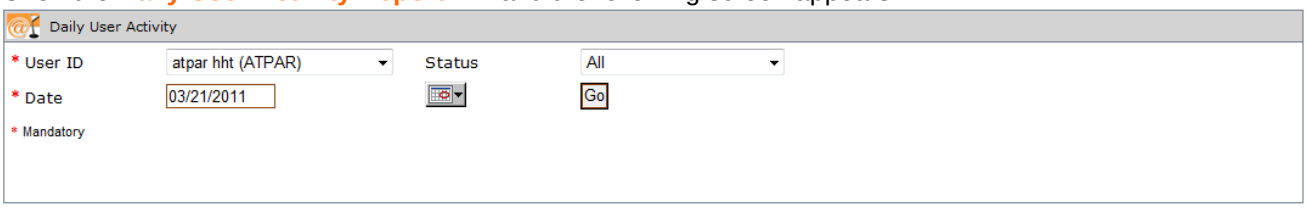

Figure 37

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

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

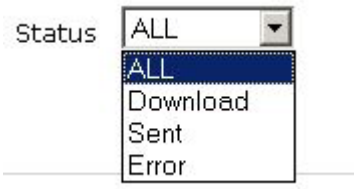

Figure 38

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

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Daily User Activity

* User ID atpar hht (ATPAR) Status All

* Date 03/21/2011 Go

* Mandatory

Number of transacted Events: 12 Status Legend Download Sent Error

Status	BUnit	Order #	Download	Sent	Start	End	Pick Time(Hrs: Mins.)	Downloaded	Picked	% Items Picked	Device ID
	STKRM	MSR0004042-130	03:18 PM	11:29 AM	10:51 AM	11:24 AM	0:33	186	186	100.00	14758102AC4...
	STKRM	MSR0003059-92	10:58 AM	11:29 AM	10:58 AM	11:24 AM	0:26	8	8	100.00	14758102AC4...
	STKRM	MSR0004034-127	10:58 AM	11:29 AM	10:59 AM	11:24 AM	0:25	2	2	100.00	14758102AC4...
	STKRM	MSR0003983-123	11:00 AM	11:29 AM	11:24 AM	11:24 AM	0:0	2	2	100.00	14758102AC4...
	US010	MSR0000253-5666	02:15 PM	11:29 AM	11:24 AM	11:24 AM	0:0	2	2	100.00	14758102AC4...
	STKRM	MSR0004033-128	03:04 PM	11:29 AM	11:24 AM	11:24 AM	0:0	3	3	100.00	14758102AC4...
	US010	MSR0000189-5645	02:20 PM	11:30 AM	11:24 AM	11:24 AM	0:0	2	2	100.00	14758102AC4...
	STKRM	MSR0003348-94	11:27 AM	11:30 AM	11:27 AM	11:27 AM	0:0	3	3	100.00	14758102AC4...
	STKRM	MSR0003775-112	11:28 AM	11:30 AM	11:28 AM	11:28 AM	0:0	1	1	100.00	14758102AC4...
	US010	MSR0000252-5665	10:32 AM	11:30 AM	11:24 AM	11:24 AM	0:0	2	2	100.00	14758102AC4...
	US010	MSR0000190-5646	10:28 AM	11:30 AM	11:24 AM	11:24 AM	0:0	3	3	100.00	14758102AC4...
	WHSE	MSR0002922-5361	11:29 AM	11:30 AM	11:29 AM	11:29 AM	0:0	7	7	100.00	14758102AC4...

Total pick time	1 hrs :24 mins
Average Time taken for a pick	0 hrs :07 mins
Total Items Picked	221
Average Time taken for a picked Item	22.81 Secs
Maximum time taken for an event (Event ID : MSR0004042-130)	0 hrs :33 mins
Minimum time taken for an event (Event ID : MSR0003983-123)	0 hrs :0 mins

Figure 39

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

B Unit – This is the Business Unit

Order # – This is the Pick Plan number

Download – Time Pick plan and items were downloaded to HHT

Sent – Time items were sent to ERP system

Start– Time HHT user started picking items

End– Time HHT user finished picking items

Pick time (Hrs: Mins) – Time in hours and minutes spent picking the Pick Plan/Order

Downloaded– Number of Items downloaded on the Pick Plan/Order

Picked – Number of items picked on pick plan

% of Items Picked – Percentage of items picked vs. items downloaded

Device ID – Device ID used to perform pick

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Daily User Activity Report Statistics

Total Pick Time – Total time HHT user spent picking orders

Average Time taken for a pick – Per order pick time average

Total Items Picked – Total items picked by HHT User

Average Time taken for a picked item – Per item pick time average

Maximum time taken for an event (Event ID) – Longest time taken for a pick, order number displayed as (Event ID)

Minimum time taken for an event (Event ID) – Shortest time taken for a pick, order number displayed as (Event ID)

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Deviation Report

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

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

Item Pick High	100	[Item Pick % values greater than entered % value will be recorded]
Item Pick Low	0	[Item pick % 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

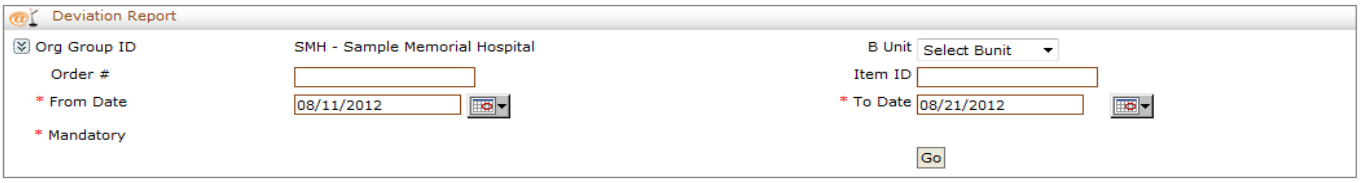

Figure 40

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

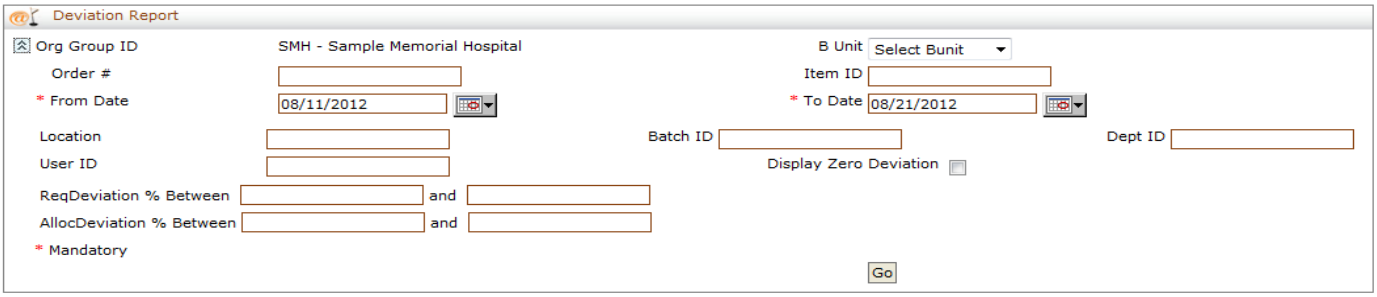

Figure 41

This report can be run with additional parameters: **Location, User ID, Batch ID, Dept ID,** without **ReqDeviation** or **AllocDeviation** percentages.

Note: The Display Zero Deviation check box when checked will display all orders with their deviation including Zero deviation.

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Click on the Go button and you should see the following screen: **Figure 42**

Deviation Report

Org Group ID: SMH - Sample Memorial Hospital
B Unit: Select Bunit
Order #:
Item ID:
* From Date: 05/31/2012
* To Date: 06/21/2012
* Mandatory
Go

Deviation Summary Report between 05/31/2012 and 06/21/2012

B Unit	Order NO	Batch ID	Dept ID	Location	Item ID	Substitute Item Id	Custom Item NO	First Name - Last Name (UserID)	Pick Date	Req Qty	Alloc Qty	Pick Qty	Deviation Qty	%Req Deviation	%Alloc Deviation
08003	0000000067	1092		08001P002	00054457125			Fred Franks (FRED)	5/31/2012 11:31:57 AM	1000	1000	5	995	99.5	99.5
08003	0000000014	1091		08001P002	00006380112			Fred Franks (FRED)	5/31/2012 11:41:56 AM	96	88	8	88	91.67	90.91
08003	0000000014	1091		08001P002	00006380112			Fred Franks (FRED)	5/31/2012 11:41:56 AM	96	8	4	92	95.83	50
08003	0000000018	1039		08001P002	00006380112			Fred Franks (FRED)	6/4/2012 11:27:01 AM	24	24	15	9	37.5	37.5

Average of % Req Deviation 81.12

Average of % Alloc Deviation 69.48

Figure 42

You can see that the report compares the **Req/Alloc Qty** to the **Pick Qty** and reports any deviation in the amounts of the associated fields.

Note: The deviation report also displays Substitute Item ID if the original item was not available and a substitute item is available in the PeopleSoft ERP System and was used in place of the original item.

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