



**Deliver**

## **Client Users Guide**

**Version 2.6.7**

**This document is intended for use  
By End users and Supervisors**

## Change Record

<i>Date</i>	<i>Author</i>	<i>Version</i>	<i>Change Reference</i>
2/24/2009	D. Baxter	2.6.5.0	Updating this 2.64 document to 2.6.5.0
12/16/2009	R.Hatt	2.6.5	SP12
1/31/2011	R. Hatt	2.6.6	Current Release SP2
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4/30/2013	R.Hatt	2.6.7	New Release


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## AtPar Login Screen

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

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

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



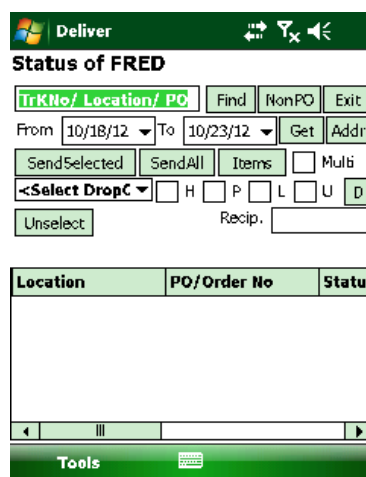
**Figure 1**

## AtPar Apps Screen

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



**Figure 2**



**Figure 3**

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

The **Deliver Status** screen is the main screen and is used to download packages and items as well as send data to the ERP server upon completion of deliveries.

The actual delivery is done on the **Deliver Confirm** screen. This will be explained later in the document.

To get started **TAP** the **Deliver** icon. This will launch the module and you will see the **Deliver Status** screen **Figure 3**.

**Deliver buttons and fields explanations:**

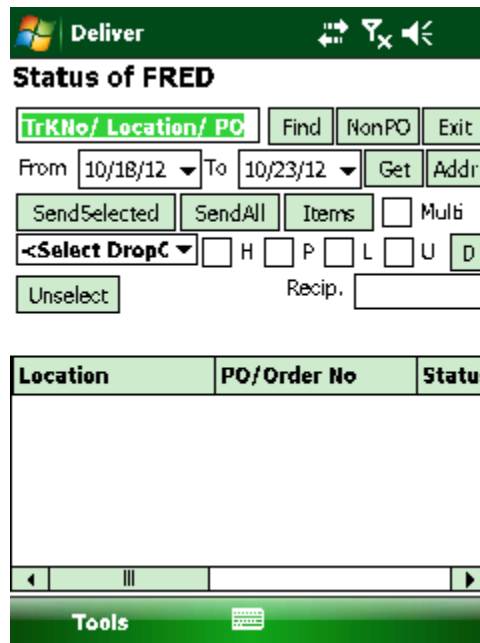


Figure 4

**TrkNo/Location/PO** – Deliver staff may scan the bar codes of: Tracking Number, Location, or PO to download package data for delivery. The bar code is printed from the **@Par Receive Status** screen.

- Internal Tracking Number – Once a PO is received, **@Par** Receiving creates a unique internal tracking number which is uploaded to the **@Par** Middle Tier when the PO is sent to the ERP system.
- Location – This is a deliver to location that can be printed on the label at time of receiving
- PO – This is the PO Number that can be printed on the label at time of receiving
- The label is placed on the item/package and canned by the deliver staff for downloading from the **@Par Server**.

**NOTE:** The organization must be using both the **@Par** Receiving and **@Par** Deliver modules to utilize the scanning of Tracking Number feature.

The following profile parameter triggers the scan requirement:

Location/PO ID/Trk# is mandatory to download	<input checked="" type="checkbox"/>	[Checking this will force the user to download the items by providing Location or PO ID or Trk#]
--	-------------------------------------	--

**Find** - Combined with typing or scanning in the **Location**, **PO ID** or **TrkNo**, when the user **TAPS** this button, the appropriate item will appear highlighted in the **LV (List of Values grid display)** if the package has been downloaded to the HHT

- If the number that you entered is **not yet** downloaded to the handheld device, you will receive a message telling you the **"Please get data"**

**NonPO** – This button allows the user to capture NON PO items for delivery that are not received through the **@Par Receive** process.

**Exit** – This option will exit the **@Par Deliver** application.

**From Date To Date** – The default date is set up the Supervisor using the following parameter.

Default Date Range  [Default From and To Date range for search on the handheld]

If the organization delivers products within 2 days of receiving them, the value here should be 2. The HHT will search the dates based on the value. If when searching for the package it is not found using the default parameters, the date range can be edited by the HHT user.

Once the package is found, the date range should be reset to the default date range. This is done automatically if the following parameter has been set by the Supervisor.

Reset Date Range ☐ [Checking this will reset the date range after downloading items on the Status screen (HHT) in a given session]

**Addr** – **TAP** on this button to see details of a selected delivery location, for example building, street address, City, zip, etc.

**SendSelected** – With locations in any status, the user can highlight them and using the Send Selected button, upload the information to the main ERP server.

**SendAll** – Sends all Pickup, Load, Unload, and Deliver statuses to the ERP server without highlighting each location.

If any of the following profile parameters are checked and users are in a wireless environment the data will be sent to the server immediately

Realtime upload of deliver event to server	<input checked="" type="checkbox"/>	[Checking this will upload the deliver event information to server if network connection is available]
Realtime upload of load event to server	<input checked="" type="checkbox"/>	[Checking this will upload the load event information to server if network connection is available]
Realtime upload of pick event to server	<input checked="" type="checkbox"/>	[Checking this will upload the pick event information to server if network connection is available]
Realtime upload of unload event to server	<input checked="" type="checkbox"/>	[Checking this will upload the unload event information to server if network connection is available]

**Items** - This button will take you to the Items detail screen discussed later in this document.

☐ **Multi** – This is a checkbox that, when checked, allows the user to select more than one package for delivery. This is discussed in more detail later in this document.

☐ **H** - Check this box to hand off items for delivery

☐ **P** - Check this to confirm package **PICKUP** from Receiving

☐ **L** - Check this to **LOAD** a package on vehicle for remote delivery.

☐ U - Check this to **UNLOAD** package from vehicle at remote delivery location

☐ D - Check this button to **DELIVER** package and obtain a signature if required.

- This button is used to unselect a record in the grid that has been highlighted

Recip.  – Recipient is the name of the individual actually receiving the delivery. If the Signature Screen is not displayed, use this field to capture information at time of delivery.



## How to Get Non Stock Packages for Delivery

**@Par Deliver** allows the ability to retrieve and deliver Non Stock or Non Inventory items on POs, Non PO Items, Stock or Inventory items, and Picked items from @Par Pick product. In this section Non Stock or Non Inventory items will be discussed.

The Deliver product has been designed to allow organization's flexibility in how they retrieve this information.

There are three methods when retrieving PO items from the ERP system for use on the HHT. This document will cover the three methods including pros and cons within each method.

- By Internal Tracking number
- By Location
- By PO ID/Order ID

To decrease the number of touch points an HHT user is required to make the following two profile parameters should be selected by the supervisor

Auto Get Enabled	<input type="checkbox"/>	[Checking this will automatically download upon scan of Trk# / PO# / Location]
Auto Pick Enabled	<input type="checkbox"/>	[Checking this will automatically download and puts the data in Pick Status upon scan of Trk# / PO# / Location]

If Auto Get Enabled is checked the package information is automatically downloaded to the HHT in Download status, eliminating the requirement of having the user click the GET button to download.

If Auto Pick Enabled is checked the package information is automatically downloaded to the HHT in PICK status, eliminating the requirement of having the user click the GET button to put into PICK status.

With both parameters checked an HHT user will scan the bar code label for Tracking Number, Location, or PO ID and data is automatically downloaded in DOWNLOAD\*\* and PICKUP status.

\*\*Download status occurs but will not be visible to the user. The status will still appear on the Delivery Report

### ***Recommended Deliver Workflow***

Once setup for downloading packages to HHT devices has been determined, users may start using the product.

#### **Internal Tracking #:**

For organizations that utilize both **@Par Receive** and **@Par Deliver** products delivery by Internal Tracking number is the highest recommended process.

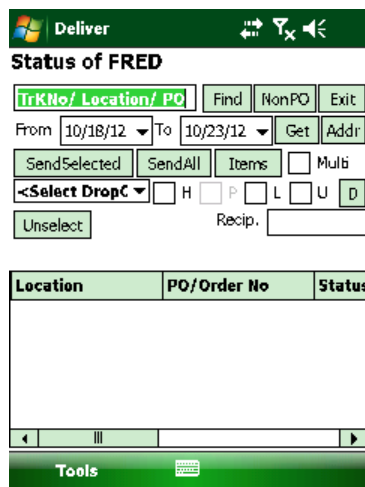
When a PO is received with NON STOCK items and a deliver receipt bar code label is printed, the system uses the tracking number to make the delivery unique. This will incorporate a Location and PO ID unique to the internal tracking number which is important if multiple users are delivering packages to the same location or from the same PO.

There are 5 status levels available on a single delivery: **Download**, **Pick Up**, **Load**, **Unload**, and **Deliver**.

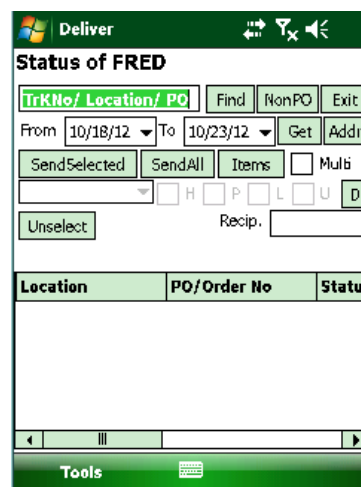
1. **Download** – Package and item/s is downloaded to HHT
2. **Pick Up** – Package and item/s is picked up to be delivered
3. **Load** – Package and item/s is loaded on the truck for delivery
4. **Unload** – Package and item/s is unloaded from the truck for delivery
5. **Deliver** – Package and item/s is delivered to the recipient

**NOTE:** Only Download and Deliver are required. For purposes in this document all status will be explained

Once user has logged into the HHT Deliver screen they will see the screen in **Figure 5**



**Figure 5**



**Figure 6**

If the profile parameters below are checked the screen appears as in **Figure 5**

Enable Load Event	<input checked="" type="checkbox"/>	[Checking this will enable Load Event on the HHT]
Enable Unload Event	<input checked="" type="checkbox"/>	[Checking this will enable Unload Event on the HHT]
Handover to a drop off location	<input checked="" type="checkbox"/>	[Checking this will allow the user to hand over the items to a Location Group]

If the profile parameters are unchecked the screen will appear in **Figure 6**

The ☐ P box is disabled because the Auto Pick Enabled is checked

User scans the bar code label on the package and screen appears in **Figure 7**

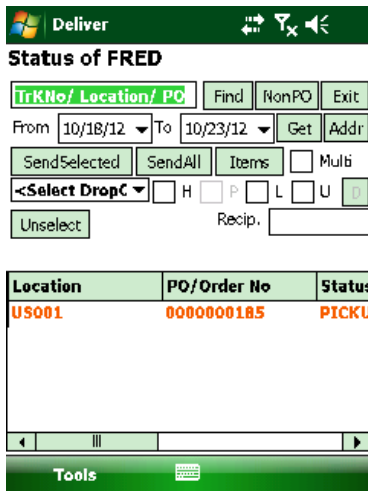


Figure 7

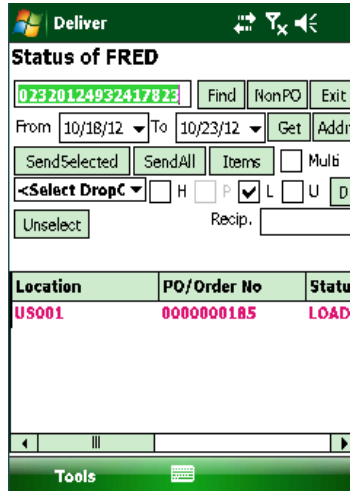


Figure 8

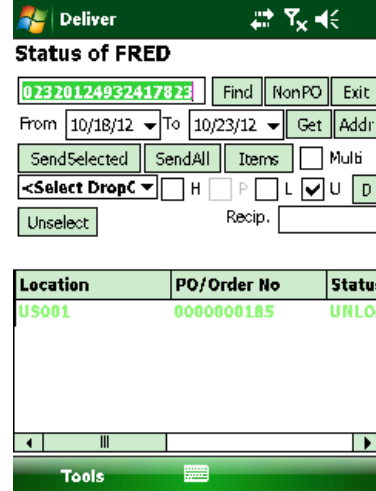


Figure 9

\*Optional Steps: To use the Load status user checks the ☐ L box and either scans label again or TAPS on the record in the grid **Figure 8**

\*Optional Step: To use the Unload status user checks the ☐ U box and either scans label again or TAPS on the record in the grid **Figure 9**

If a user is unsure where the deliver to locatin is pysically located for delivery they can highlight the package in the grid and click the **Addr** button. **Figure 10**



Figure 10

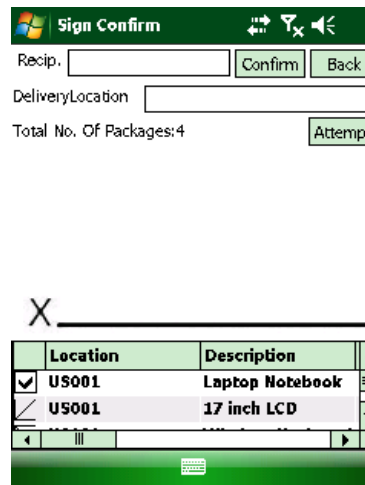


Figure 11

If the Building, Phone, etc. information is maintained in the ERP system it will display on this screen.

Once user is ready to deliver the package they will **TAP** the **D** button **Figure 11**

Items will appear in the grid with the checkbox defaulted. If an item is not being delivered the user can uncheck the item and continue with the delivery.


Total Number of Packages value has been added in the header section of the Sign Confirm screen. This will help insure the correct number of packages are being delivered to each recipient.

Most organizations either type the last name of the person signing for the package in the Recip. field or scan a bar code in this field. Since signatures can be illegible at times this will record the name on the Delivery Report for future reference.

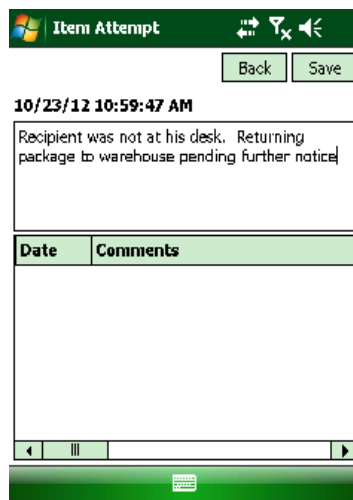
If an organization has the following profile parameter selected, users will have to scan or enter the Delivery Location field before package can be delivered

Delivery Location Confirmation	<input type="checkbox"/>	[Checking this verify the delivery location on records and delivery location scanned while delivering the items]
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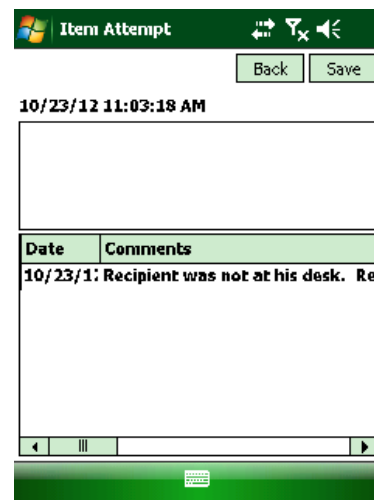
If a user is dropping a package off where the recipient is not available, the **Attempt** button can be utilized. **Click** on this button **Figure 12**



**Figure 12**



**Figure 13**



**Figure 14**

The user can type in comments **Figure 13**


**Click** the **Save** button will display screen in **Figure 14**

**Click** the **Back** button to return to **Sign Confirm** screen without saving attempt comments. The comments will also appear on the Delivery Report.

Once user has signed for package delivery staff will **click** the **Confirm** button. If in Wireless environment and the following deliver event profile parameter is checked, the data will move to the ERP system and removed from the HHT.

Realtime upload of deliver event to server	<input checked="" type="checkbox"/>	[Checking this will upload the deliver event information to server if network connection is available]
Realtime upload of load event to server	<input checked="" type="checkbox"/>	[Checking this will upload the load event information to server if network connection is available]
Realtime upload of pick event to server	<input checked="" type="checkbox"/>	[Checking this will upload the pick event information to server if network connection is available]
Realtime upload of unload event to server	<input checked="" type="checkbox"/>	[Checking this will upload the unload event information to server if network connection is available]

**NOTE:** Deliver, Pick, Load, and Unload events can be sent to the server for reflection on the Delivery Report with the parameters checked in in Wireless Environment. If in a non-wireless environment user must have HHT on a network cradle.



If the user is in a non-wireless environment when they **click** the  button the Deliver screen will appear with the record in Deliver status.

If the following profile paramter is checked the screen in **Figure 15** will appear

Allow print delivery receipts to network printer	<input type="checkbox"/>	[Checking this will allow users to print delivery receipts to network printer]
Allow print delivery receipts to mobile printer	<input checked="" type="checkbox"/>	[Checking this will allow users to print delivery receipts to mobile printer]



**Figure 15**

**TAP**  to print label or receipt (based on parameter selected) or  to skip printing.

## Purchase Order Number

When an organization uses the delivery by Purchase Order (PO) method the HHT user may need to remove unnecessary data from the hand held device. The reason for this is how the data is retrieved to the HHT.

When a delivery staff downloads or GETS by PO any open items and packages for the PO will download to the user's HHT. This works well if that user is the only one delivering to the location but if other users are also delivering to the location there is a challenge for the HHT user that initially downloads items.

If the first user has downloaded the items and not completed delivery, the second user that attempts to download other items from the same PO will not be able to. The process will require the first user to delete those specific items/packages they aren't delivering and then the second user can download the PO and items they need to deliver.

This method requires the HHT user to pay close attention to the process and at times, they need to delete/remove certain packages from the HHT.

### Location

When an organization uses the delivery by Location method the HHT user may need to remove unnecessary data from the hand held device. The reason for this is how the data is retrieved to the HHT.

When a delivery staff downloads or GETS by Location any open items and packages for that Location will download to the user's HHT. This works well if that user is the only one delivering to the location but if other users are also delivering to the location there is a challenge for the HHT user that initially downloads items.

If the first user has downloaded the items and not completed delivery, the second user that attempts to download other items from the same Location will not be able to. The process will require the first user to delete those specific items/packages they aren't delivering and then the second user can download the items for the same Location they need to deliver.

This method requires the HHT user to pay close attention to the process and at times, they need to delete/remove certain packages from the HHT.

### Alternate Deliver Workflow

If the organization does not have the following parameter enabled the workflow has more touchpoints.

Auto Get Enabled	<input type="checkbox"/>	[Checking this will automatically download upon scan of Trk# / PO# / Location]
Auto Pick Enabled	<input type="checkbox"/>	[Checking this will automatically download and puts the data in Pick Status upon scan of Trk# / PO# / Location]

The process to get the data to the HHT will be different that the recommended workflow previously discussed.

The user will scan the tracking number, PO, or Location bar code label (in this document the Tracking Number scan will be discussed unless otherwise noted). After scanning the label the following screen will appear **Figure 16**

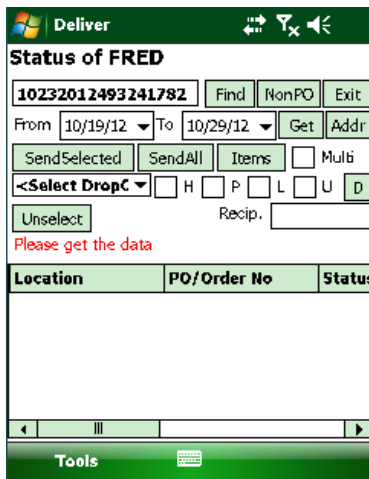


Figure 16

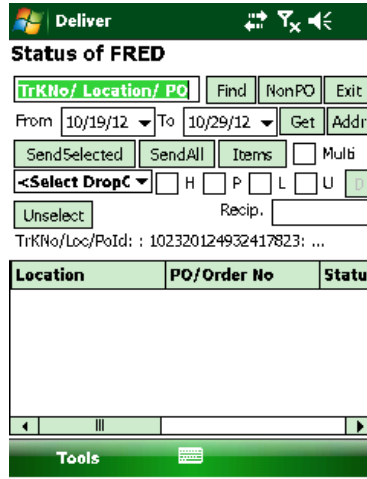


Figure 17

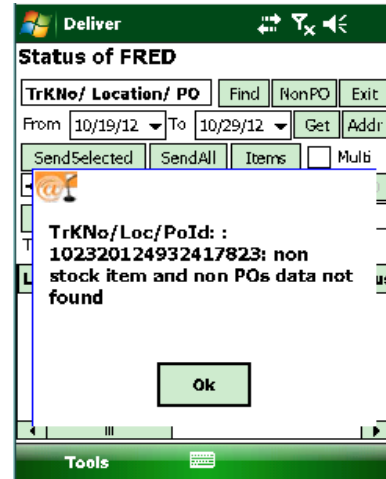


Figure 18

The user now **TAPS** the **Get** button.

If the package is not found the screen in **Figure 17** appears.

To read the complete message, the user will **TAP** on the message and a complete pop up message will appear **Figure 18**

**TAP** the **Ok** button and enter correct information.

**TAP** the **Get** button. **Figure 19** shows the successful download of the package. In this method the status will be **Download**

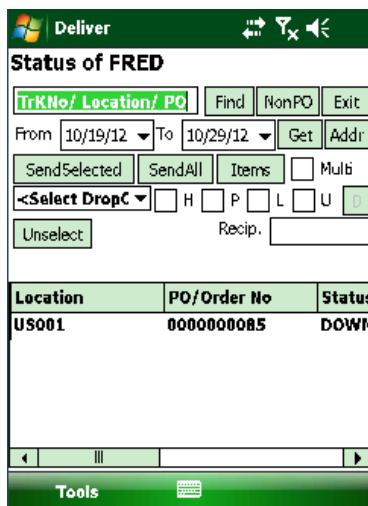


Figure 19

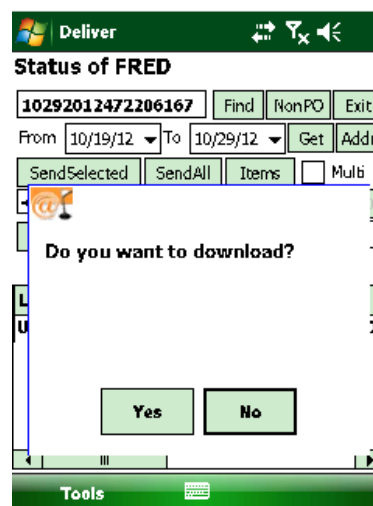


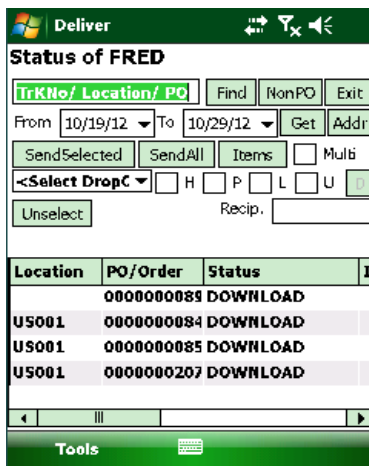
Figure 20

The message in **Figure 20** may appear when attempting to download a package.

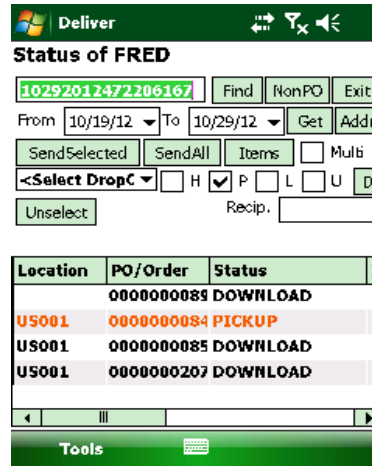
**TAP** the **Yes** button to download the package or the **No** button to return to the Deliver screen without downloading package.



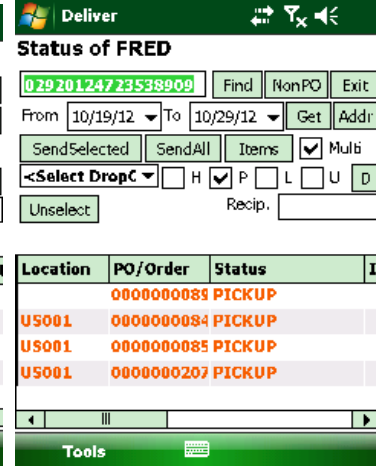
After packages have been downloaded following screen will appear **Figure 21**



**Figure 21**



**Figure 22**



**Figure 23**

Once the packages are in downloaded status, the HHT user will “Pick Up” the items. This is the second phase of a delivery. The organization may decide not to use this step. If this step is required the supervisor or @Par administrator will need to check the following profile parameter.

Pick Confirmation	<input checked="" type="checkbox"/>	[Checking this will force the user to confirm the items pickup]
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If the parameter is checked, this is a mandatory step. **Click** the ☐ <sup>P</sup> check box and scan the item label of the package to put in **PICKUP** status. **Figure 22**

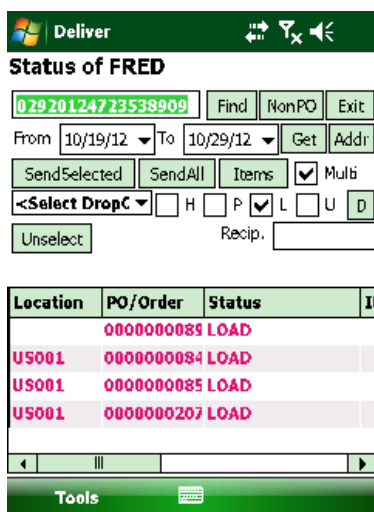
User can also place all packages in **PICKUP** status using the multi check box. **Click** the ☐ <sup>P</sup> checkbox and the ☐ <sup>Multi</sup> checkbox. **Highlight** the records and all packages will move to **PICKUP** status **Figure 23**

If the organization requires the LOAD process users can follow the same steps during pickup. The **LOAD** of a package is used when organizations load a package on a vehicle for remote delivery.

**Click** the ☐ <sup>L</sup> check box and scan the item label of the package to put in **LOAD** status.

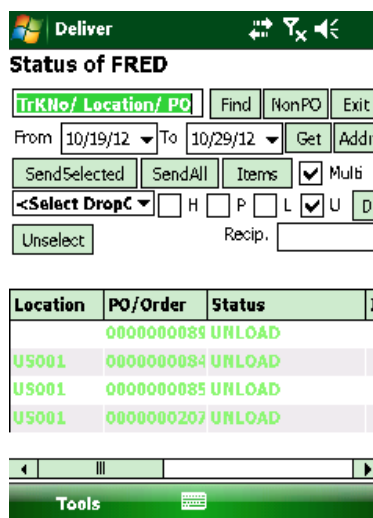
User can also place all packages in **LOAD** status using the multi check box. **Click** the ☐ <sup>L</sup> checkbox and the ☐ <sup>Multi</sup> checkbox. **Highlight** the records and all packages will move to **LOAD** status **Figure 24**





Location	PO/Order	Status	II
	0000000085	LOAD	
U5001	0000000084	LOAD	
U5001	0000000085	LOAD	
U5001	0000000207	LOAD	

Figure 24



Location	PO/Order	Status	II
	0000000085	UNLOAD	
U5001	0000000084	UNLOAD	
U5001	0000000085	UNLOAD	
U5001	0000000207	UNLOAD	

Figure 25

If the organization requires the UNLOAD process users can follow the same steps during pickup. The **UNLOAD** of a package is used when organizations unload a package from a vehicle for remote delivery.

**Click** the ☐ **U** check box and scan the item label of the package to put in **UNLOAD** status.

User can also place all packages in **UNLOAD** status using the multi check box. **Click** the ☐ **U** checkbox and the ☐ **Multi** checkbox. **Highlight** the records and all packages will move to **UNLOAD** status **Figure 25**

Once all packages in final organization status for delivery users will deliver packages and generally obtain signatures. However, if the following profile parameter is not checked the signature screen will not appear. **Figure 26** will appear instead

Show Sign Screen ☒ [Checking this will allow the user to see the Sign Screen On the HHT]

The user **clicks** the ☐ **D** button

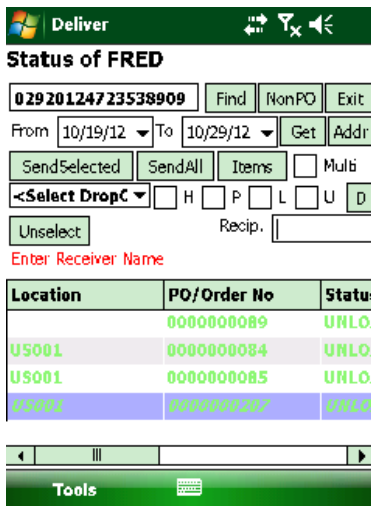


Figure 26

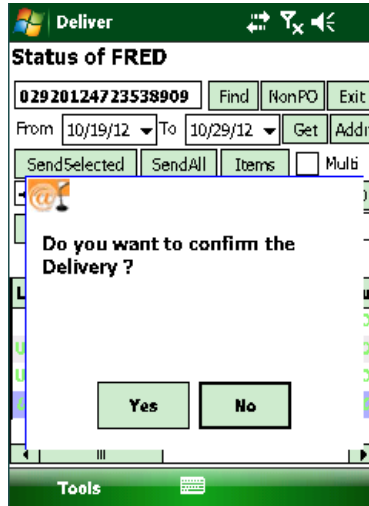


Figure 27

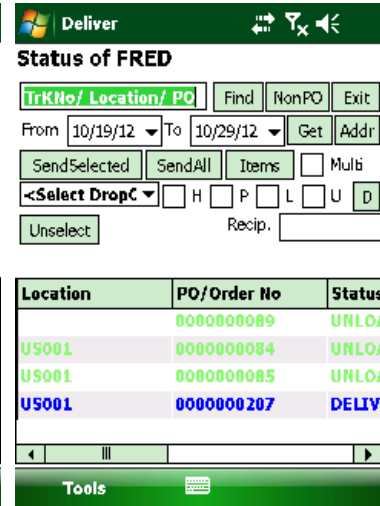


Figure 28

The cursor will automatically be placed in the Recip. Field and user will enter the recipient name here.

If the following profile parameter is checked it will provide users with the screen in **Figure 27** after clicking the **D** button

Signature Confirmation	<input type="checkbox"/>	[Checking this will force the user to take the signature confirmation from the recipient]
------------------------	--------------------------	---

**TAP** the **Yes** button to deliver the package and status changes to **DELIVER (Figure 28)** or **TAP** the **No** button to return to the Deliver screen without changing status on package.

If the “Show Sign Screen” profile parameter is checked the following screen appears after user **clicks** the **D** button **Figure 29**

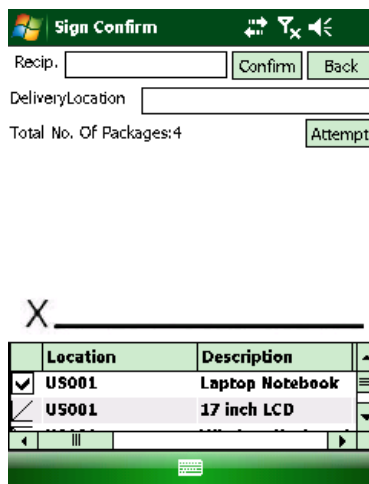


Figure 29

The workflow from the **Sign Confirm** screen is the same as it was in previous workflows.

If the following profile parameter is checked the Print field will appear in **Figure 29**

Allow print delivery receipts to network printer	<input type="checkbox"/>	[Checking this will allow users to print delivery receipts to network printer]
--	--------------------------	--

This will allow the HHT user to enter printer friendly name or printer IP address to print a delivery receipt to a network printer.

If the following profile parameter is checked it forces the HHT user to enter or scan the delivery location of the package.

Delivery Location Confirmation	<input type="checkbox"/>	[Checking this verify the delivery location on records and delivery location scanned while delivering the items]
--------------------------------	--------------------------	--

Once information is entered and signature is captured, HHT user will click the **Confirm** button.

With the following profile parameter checked the next screen will appear **Figure 30**

Allow print delivery receipts to mobile printer	<input type="checkbox"/>	[Checking this will allow users to print delivery receipts to mobile printer]
---	--------------------------	---



**Figure 30**

For email functionality the Org Group parameter must also be completed, and in the noted table valid emails must appear.

Table/view name to read Email ID for Requester	EMAIL.TBL	[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]
--	-----------	--

**TAP** the **Yes** button to print label or receipt (based on parameter selected) or the **No** button to skip printing.

If it returns to the Deliver status screen, **TAP** either the **SendAll** button or highlight package and **TAP** the **SendSelected** button to send data to the server and end the delivery process.

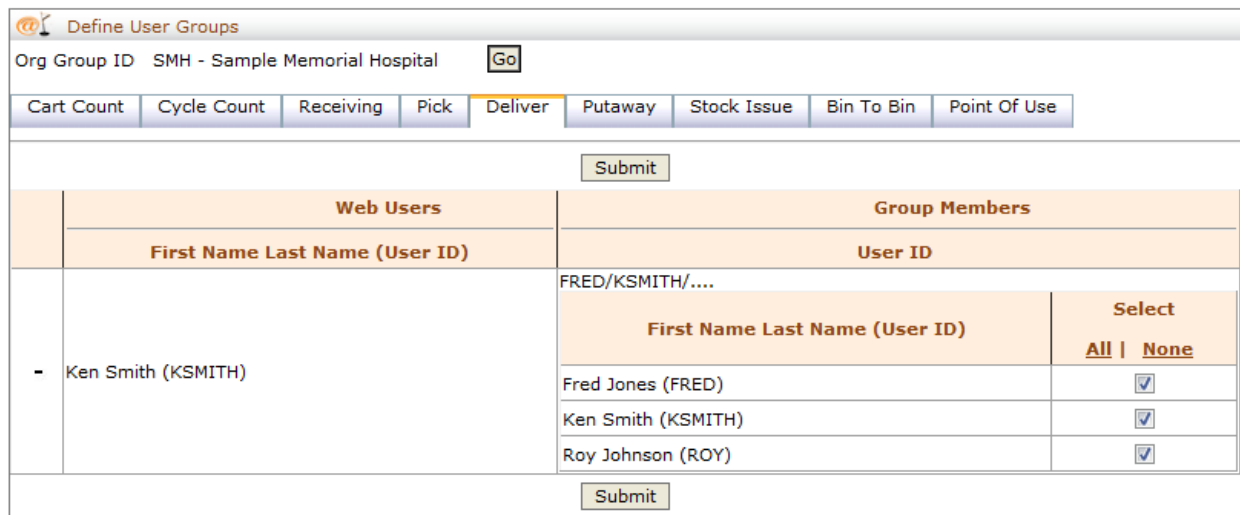
### Handover to a drop off location

This functionality is used when multiple users are involved in the delivery of the same package. In other words, if User1 PICKS the items and User2 delivers the items.

In order for this functionality to be available, the following profile parameter must be selected

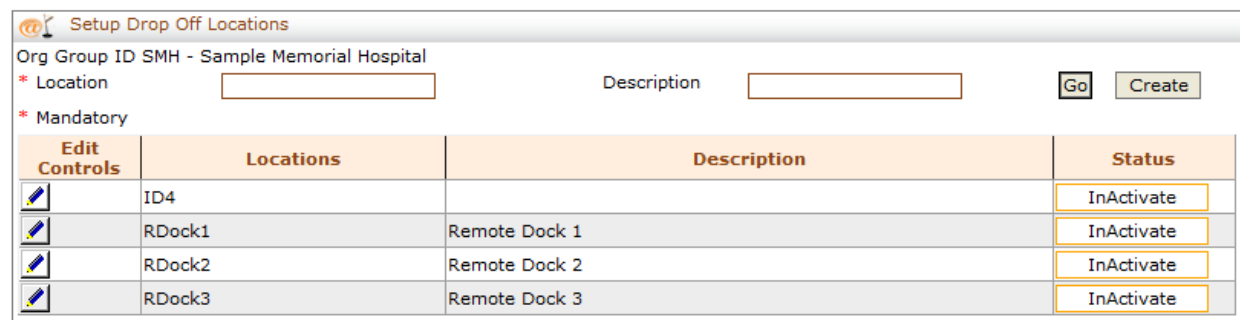
Handover to a drop off location ☒ [Checking this will allow the user to hand over the items to a Location Group ]

In addition to the profile parameter Users must be setup in the same User Group **Figure 31**



**Figure 31**

The last setup required by a supervisor is the Setup Drop Off Locations. Supervisors can manually create user friendly location names for delivery HHT staff to easily deliver to. **Figure 32**



**Figure 32**

After all setup is complete, a user will get data on the HHT **Figure 33**

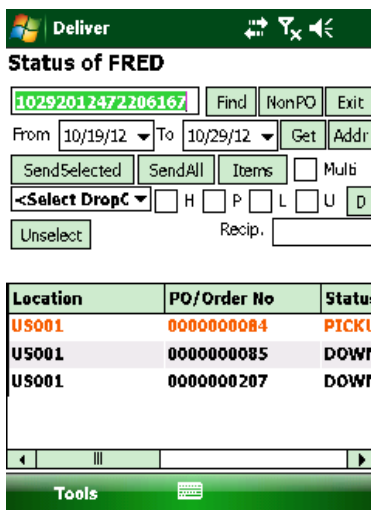


Figure 33

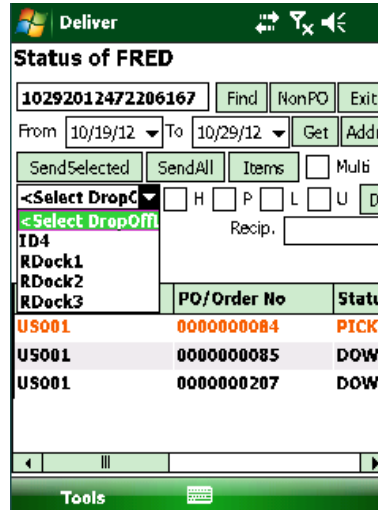


Figure 34

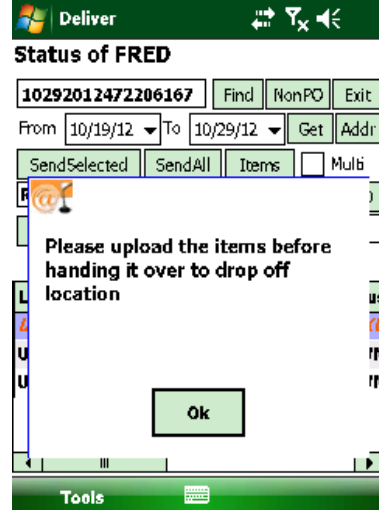


Figure 35

If this is a package to be handed off the user **clicks** in the Drop Off drop downlist in **Figure 34** and selects a location.

**Click** in the ☐ H button and either scan the bar code label or **highlight** the package in the grid manually

If the user is in a non-wireless environment or access through a wireless environment is available but the following profile parameters are not selected they will receive the message in **Figure 35**

Realtime upload of deliver event to server	<input type="checkbox"/>	[Checking this will upload the deliver event information to server if network connection is available]
Realtime upload of load event to server	<input type="checkbox"/>	[Checking this will upload the load event information to server if network connection is available]
Realtime upload of pick event to server	<input type="checkbox"/>	[Checking this will upload the pick event information to server if network connection is available]
Realtime upload of unload event to server	<input type="checkbox"/>	[Checking this will upload the unload event information to server if network connection is available]

**Click** the  button.

This returns user to the Deliver screen and they now will click the  button or the  button to update information on the server.

Once this is done, user can repeat the process by **clicking** in the Drop Off drop downlist in **Figure 34**, selecting a location, **clicking** in the ☐ H button and either scan the bar code label or **highlight** the package in the grid manually. If successful the screen in **Figure 36** will appear. The package selected for hand off will automatically be removed for the user's HHT.

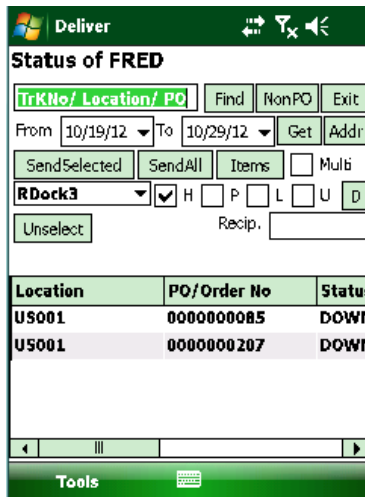


Figure 36

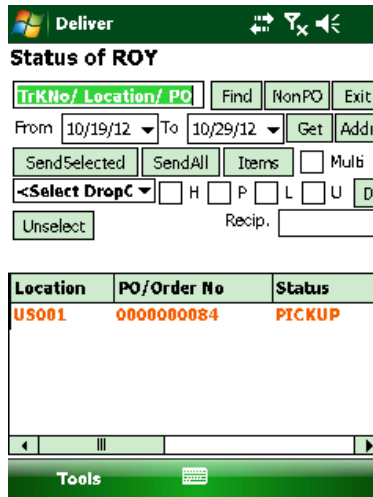


Figure 37

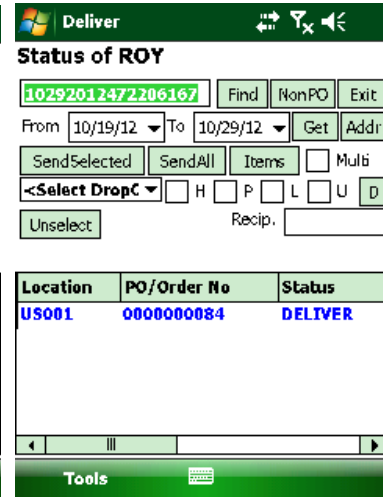


Figure 38

Once the package arrives for delivery, a user will scan the bar code from the package and get the data onto their HHT **Figure 37**

The user then delivers the package to complete the process **Figure 38**

When the user is ready to send the information to the server they highlight the record and TAP the **SendSelected** button or TAP the **SendAll** button to update information on the server.

All phases or statuses of a delivery are captured on the Delivery Report available to supervisors and managers for review. **Figure 39**

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 Re User
0000000084 - 1		10292012472206167	US001	11000	2407.1486	MHR	ROY	Delivered (10/29/2012 9:40:28 AM)			Call Center Supervisor 2	NONE	10/29/2012 7:21:00 AM	Fred Jones (FRED)


Event	Event Date	Cycle Time	User	Recipient	Delivery Location	Signature
MMIS Receipt	10/29/2012 7:21:00 AM		Fred Jones(FRED)			
Download	10/29/2012 7:36:59 AM	0:15:59	Fred Jones(FRED)			
Download	10/29/2012 8:56:45 AM	1:19:46	Fred Jones(FRED)			
Pickup	10/29/2012 9:28:46 AM	0:32:01	Fred Jones(FRED)			
HandOver	10/29/2012 9:32:58 AM	0:04:12	Fred Jones(FRED)			
Download	10/29/2012 9:38:33 AM	0:05:35	Roy Johnson(ROY)			
Delivered	10/29/2012 9:40:28 AM	0:01:55	Roy Johnson(ROY)			

Figure 39

## How to Get Stock Item Packages for Delivery

@Par Deliver product can track package deliver for Stock/Inventory items. The following setup requirements are needed before deliver staff can use the HHT product.

Supervisors **must** allocate business units to HHT users **Figure 40**

**Allocate Business Units**

Org Group ID: SMH - Sample Memorial Hospital \* User ID: Fred Jones (FRED) Business Unit:

Description:

\* Mandatory

Select:	Business Unit	Description	User
<input checked="" type="checkbox"/>	US001	US001 NEW YORK OPERATIONS	Fred Jones(FRED), hht hht(HHT)
<input checked="" type="checkbox"/>	US002	US002 MASSACHUSETTS OPERATIONS	Fred Jones(FRED)
<input checked="" type="checkbox"/>	US003	US003 CALIFORNIA OPERATIONS	Fred Jones(FRED)
<input checked="" type="checkbox"/>	US004	US004 ILLINOIS OPERATIONS	Fred Jones(FRED)
<input checked="" type="checkbox"/>	US005	US005 FLORIDA OPERATIONS	Fred Jones(FRED)
<input checked="" type="checkbox"/>	US015	PLEASANTON HEALTH	Fred Jones(FRED)
<input checked="" type="checkbox"/>	WHSE	Hospital Warehouse	Fred Jones(FRED)

**Figure 40**

Supervisors will also set up Ship To ID allocation from the menu function listed below **Figure 41**

### ShipTo ID allocation for delivery of stock items

**Delivery of Stock items to the store room**

\* Org Group ID: SMH-Sample Memorial Hospital

\* Mandatory

Select:	ShipTo ID	ShipTo Name	Business Unit
<input checked="" type="checkbox"/>	US001	USA - New York	SHARE
<input checked="" type="checkbox"/>	US015	USA - Pleasanton	SHARE
<input checked="" type="checkbox"/>	STKRM	Hospital Stockroom	SHARE
<input checked="" type="checkbox"/>	WHSE	Hospital Warehouse	SHARE
<input checked="" type="checkbox"/>	US005	USA - Florida	SHARE
<input type="checkbox"/>	EGV05	EGV05 - Miami, FL	FEDRL
<input type="checkbox"/>	EGV01	EGV01 - New York, NY	FEDRL
<input type="checkbox"/>	EGV06	EGV06 - Portland, OR	FEDRL
<input type="checkbox"/>	EGV04	EGV04 - Chicago, IL	FEDRL
<input type="checkbox"/>	EGV03	EGV03 - Pleasanton, CA	FEDRL

1 2 3 4 5 ...

**Figure 41**

User scans or gets item to the HHT. Note on the HHT that the Stock Item example has a location of STKRM. The Non Stock Items that have been downloaded have a location of US001. **Figure 42**

**Deliver**

**Status of FRED**

TrkNo/ Location/ PO Find NonPO Exit

From 10/19/12 To 10/29/12 Get Addr

SendSelected SendAll Items Multi

<Select Drop C H P L U

Unselect Recip.

Location	PO/Order No	Status
STKRM	0000000246	DOWN
US001	0000000085	DOWN
US001	0000000207	DOWN

Tools

Figure 42

The workflow on @Par Deliver is same as NON-STOCK item process.

Stock Items delivered through @Par Deliver will also be recorded on the Delivery Report **Figure 43**

**Deliver > Delivery Report** Home My Profile Help Logout

Order # 0000000248 Recipient Tracking# Dept ID

Item ID Item Description Carrier ID Requestor

Org Group ID SMH - Sample Memorial Hospital Delivered By Fred Jones (FRED) Vendor Name Location

\*Status Deliver \*Current Status Select One \*From Date 10/29/2012 \*To Date 10/29/2012 Go

\* Mandatory

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
0000000248 - 1		1029201241054335202	WHSE	11000	2	PK	FRED	Delivered (10/29/2012 10:56:11 AM)	0030284	06-AG-AS3010	ADAPTER,AERONEB,SOLO,ADULT,22MM	NONE	10/29/2012 10:54:00 AM	

Event	Event Date	Cycle Time	User	Recipient	Delivery Location	Signature
MMIS Receipt	10/29/2012 10:54:00 AM		Fred Jones(FRED)			
Download	10/29/2012 11:26:12 PM	12:32:12	Fred Jones(FRED)			
Delivered	10/29/2012 10:56:11 AM		Fred Jones(FRED)			

Figure 43



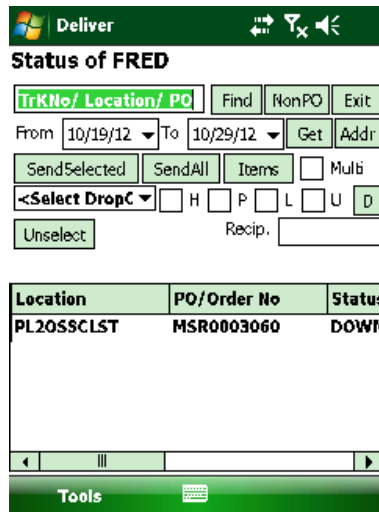
## How to Get Picked Item Packages for Delivery

Like delivery of Stock items the ability to use the @Par Deliver product to deliver and track Picked items is contingent on set up.

In the @Par Pick product, the following Org Group Parameter **must** be selected.

Storage of Picked Items for Delivery	<input checked="" type="checkbox"/>	[Checking this will store Picked Item Information in @Par after uploading to ERP for the purpose of Delivery Tracking]
--------------------------------------	-------------------------------------	--

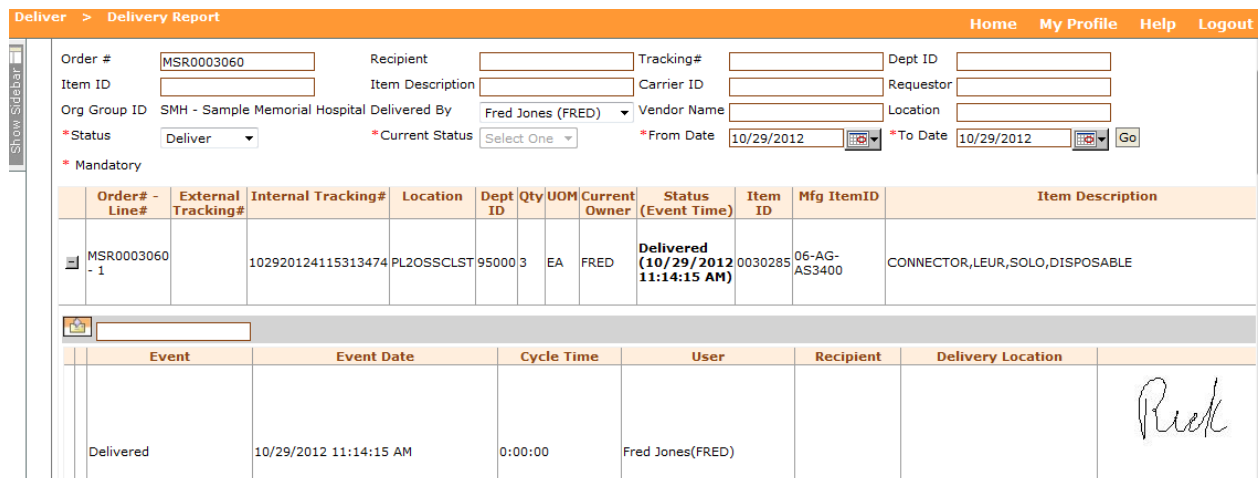
Once the parameter is set, @Par Deliver staff can capture the picked items for delivery **Figure 44**



**Figure 44**

The workflow on @Par Deliver is same as NON-STOCK and STOCK item process.

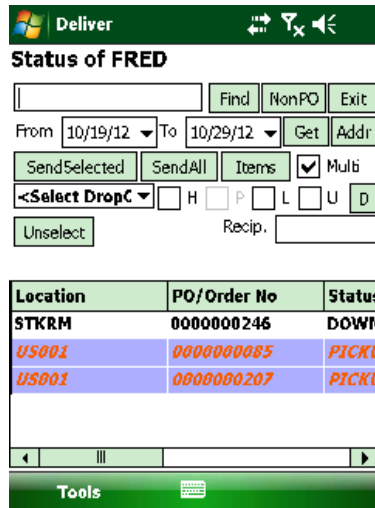
Picked Items delivered through @Par Deliver will also be recorded on the Delivery Report **Figure 45**



**Figure 45**

## Delivering Multiple Packages to Same Location

There are times when multiple PO's with different items and packages can be delivered to the same Physical Location. Look at the screen shot below in **Figure 46**



**Deliver**

**Status of FRED**

Find NonPO Exit

From 10/19/12 To 10/29/12 Get Addr

SendSelected SendAll Items ☒ Multi

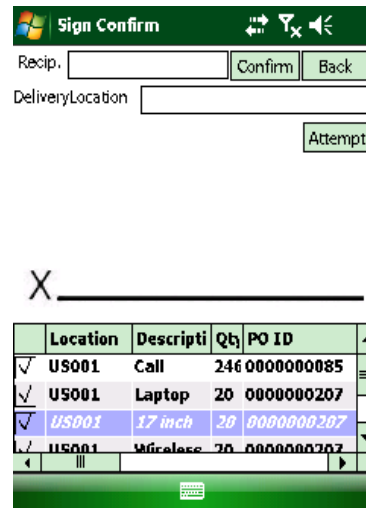
<Select DropC H P L U D

Unselect Recip.

Location	PO/Order No	Status
STKRM	0000000246	DOWN
US001	0000000085	PICKU
US001	0000000207	PICKU

Tools

Figure 46



**Sign Confirm**

Recip. Confirm Back

DeliveryLocation Attempt

Location	Descripti	Qty	PO ID
US001	Call	246	0000000085
US001	Laptop	20	0000000207
US001	17 inch	20	0000000207
US001	Wireless	20	0000000207

Figure 47

**TAP** in the ☒ **Multi** check box.

Now **TAP** on each location ID to deliver to.

Now **TAP** the ☐ **D** button. **Figure 47**

Note that multiple PO IDs appear and a single signature for the recipient can be captured at this time. The Delivery Report will use the same signature for each package. This method is highly recommended when delivery multiple packages to the same location and signatures are required.

## Delivering NON PO Items

Set up for NON PO Items from @Par Deliver product is not required as in the @Par Receive module.

Login to the @Par Deliver product and user will now see the **Deliver Status** screen showing the **NonPO** button as shown in **Figure 48**.

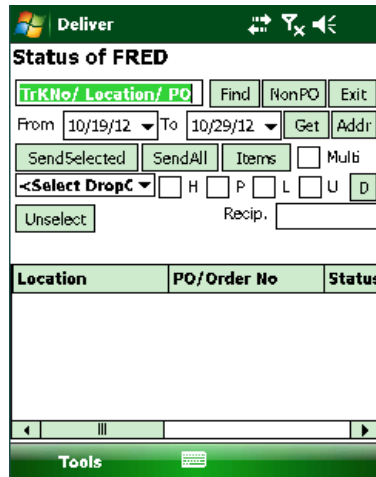


Figure 48

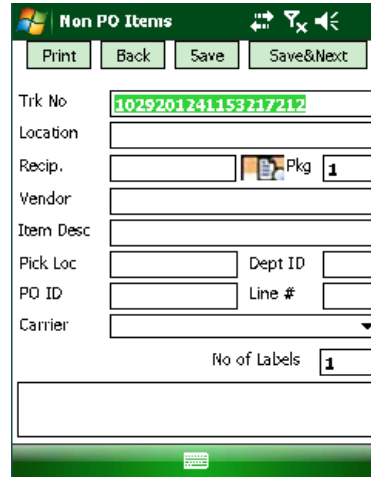



Figure 49

**TAP** the **NonPO** button and the **Non PO Items** screen opens as shown in **Figure 49**

**MANDATORY FIELDS INCLUDE: Trk No. and Pick Loc fields.** These **MUST** be entered before continuing to receive the item/s.

**Trk No.** – The Tracking number. This will default with an internal, random system generated tracking number. If there is a tracking number on the package/item (external), the user can scan it here and overwrite the existing number. Both Internal and External tracking numbers are available on the Delivery Report

**Location** – Deliver to Location of the item – For organizations using the Location method of delivery this field must be completed

**Recip.** – Name of the individual that ordered the package/item. If this icon appears,  **click** ion it for a list of eligible recipients. This will only appear if your organization has a table listing all employees.

**Pkg.** – Enter type of packages you are receiving. (i.e. Overnight, 1<sup>st</sup> Class, etc.) Verify this information is correct. I thought this was for the number of packages in the delivery.

**Vendor** – Enter the vendor name.

**Item Desc** – Enter the Item description.

**Pick Loc – This is a mandatory field. Enter the Pick up location.** If Default **PickUP Location** is selected in User Parameters, the data will display automatically.

**Dept ID –** Enter the department where the package/item was ordered.


**PO ID –** IF applicable, enter this now.


- This field does NOT integrate with AtPar Deliver.
- The PO ID field in Deliver is from the Receive PO status screen.

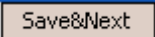
**Line # -** Enter PO Line # here.

**Carrier –** Enter the carrier that delivered this package/item.

**Comment/Note Section –** You can enter a note in the box at the bottom of the screen.

 - **TAP** this button to print a Delivery label. You **MUST** print a deliver label from this screen before moving to the Deliver status screen.

 - **TAP** this button to return to Receive Status screen **without** saving information.

 - **TAP** this button to save current information and continue to Receive Non PO items.

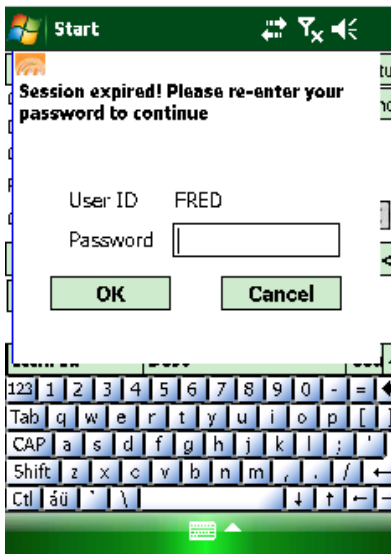
 - **TAP** this button to save the current information and return to Status screen

**NOTE:** As soon as the Deliver screen appears, this NON PO will be in Pickup status and ready for delivery.

Now continue the deliver process as mentioned previously in this document.

## Session Expiration

You will receive the popup message below (**Figure 50**) if you have exceeded the idle time allotted to you by the @Par Administrator. The @Par Administrator manages the HHT and login idle times and if you are experiencing frequent expiration message ask them to increase this setting.



**Figure 50**

This is in place for a couple reasons:

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

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