



Zethcon University

RF BASIC COURSE

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SYNAPSE

RF BASIC COURSE	1
Introduction	3
Logging In	3
Option 95 – Synapse Login	4
RF Function Keys	7
Logging Off of the RF	8
Receiving	9
Option 10 - Receiving Menu	9
Option 14 - Empty Trailer	15
Option 19 - ReAriv Trailer	16
Putaway	17
Option 15 - Putaway Rls	17
Option 32 - Putaway	18
Option 97 – Putaway LP	19
RF Picking	21
Option 50 - Picking Menu	21
Option 52 - Line Picking	22
Option 54 - Order Picking	24
Sorting Picks	27
Pick Exceptions	30
RF Shipping	34
Option 40 - Shipping Menu	34
Option 41 - Dock Loading	35
RF Cycle Counting	37
Option 35 – Cycle Counting	37
RF Generated Cycle Counts	39
Utilities	39
Option 90 – Utility Menu	39
Option 92 - Plate Inquiry	40
Option 94 - Move LP	41
Option 98 - Loc Inquiry	42
Option 99 - LogOff	44

Introduction

This document is a continual work in progress. Synapse is continually being updated and changed to accommodate our customer's needs.

This document is intended to provide a basic understanding of the many functions available to the RF warehouse operator. It is not intended to be the sole instruction for the RF. Please refer all questions or comments to support@zethcon.com.

Logging In

In order to start working, you must first log into the system. You will need a User Id and a Password. A screen similar to the one below will be displayed on the RF unit:

```
Red Hat Enterprise Linux AS re
Kernel 2.6.9-89.ELsmp on an i6
login: █
```

1. Type your User ID and press Enter.

```
Red Hat Enterprise Linux AS
Kernel 2.6.9-89.ELsmp on an
login: ckent
Password: █

I
```

2. Type your password and press Enter. If you entered the ID and Password correctly, the profile screen appears.

Option 95 – Synapse Login

The Synapse Login user profile screen is automatically displayed each time you log in. This screen can also be accessed from any menu by typing 95 in the screen selection field and pressing enter. The profile settings identify what type of tasks you can do. (A shortcut to this screen is the F5 key).

```
95  Synapse Login

Facility ZET
Equipment SU
Location DR45
Customer 
Operating Mode S
Staging Mode S
Full Pick Limit
Reports RPT
Labels LBL (small)
      LBL (med)
      LBL (large)
ID SYNAPSE:test
```

If this is the first time logging in, you will need to fill out the profile. If you have logged in before, your last known settings display on the screen. Make any changes that are necessary. If there are no changes, you can press Enter.

3. Enter the Facility number you are working in. On the RF, use the arrow keys to move to the next field. Note: If you are using a PC emulator, press Tab to move to the next field.
4. Enter the Equipment you are using.
 - If you don't know the code, you can enter a question mark (?) in the field and press Enter.

```
95  Synapse Login

Facility ZET
Equipment ?
Location DR45
Customer 
Operating Mode S
Staging Mode S
Full Pick Limit
Reports RPT
Labels LBL (small)
      LBL (med)
      LBL (large)
ID SYNAPSE:test
```

- A list of equipment types and their codes appears. Place any letter next to the code you want to select and press Enter.

```

07 Equipment Types

EE EE Rated
HJ Hand Jack
OP Order Puller
PC Psh Cart
SF Sit Dwn Frk
x SU Stand Up Fk

Select any item

```

5. Enter the Location nearest you in the Location field. This allows the system to give you tasks close to where you are.
6. Enter the Customer ID. By entering a Customer ID you will only receive tasks that are specific to that customer. If you would like to receive tasks for any customer, leave this field blank.
 - If you don't know the ID, you can enter a question mark (?) in the field and press Enter to see a list of customers and their codes. Type any letter next to the ID you want to select and press Enter.
7. Enter the Operating Mode. There are three different Operating Modes:
 - (T) Task Mode – During receiving this allows you to stage the pallets and putaway tasks are generated for any operator to complete.
 - (S) System Mode – During receiving this will NOT allow you to stage the pallets. You will be directed to put the product away.
 - (O) Operator Mode – This allows you to receive the pallets and perform the putaway. This differs from S mode in that the putaway isn't system directed; you determine where the pallets are putaway.
8. Enter the Staging Mode. There are two different Staging Modes:
 - (S) System Mode – During picking/staging the system will display the License Plate (LP) numbers you have picked for you to stage.
 - (O) Operator Mode – During picking/staging the system will not display the LP numbers. You are expected to scan/type the LP number you wish to stage.

9. Enter the Full Pallet Limit. This allows you to pick multiple pallets from the same location during Line Picks. A value of 0-999 is allowed, blank is assumed to be 0.

```
95      Profile
Facility ZET
Equipment SU
Location DR45
Customer
Operating Mode S
Staging Mode S
Full Pick Limit 4
Reports RPT
Labels LBL      (small)
        LBL      (med)
        LBL      (large)
ID SYNAPSE:test
```

10. Enter Reports. This allows you to select which printer any reports will print to.

- If you don't know the field entry, you can enter a question mark (?) in the field and press Enter to see a list of Report values. Type any letter next to the one you want to select and press Enter.

11. Enter the Labels (small). This allows you to select which printer any small sized label will print to.

- If you don't know the field entry, you can enter a question mark (?) in the field and press Enter to see a list of Label values. Type any letter next to the one you want to select and press Enter.

12. Enter the Labels (med). This allows you to select which printer any medium sized label will print to.

- If you don't know the field entry, you can enter a question mark (?) in the field and press Enter to see a list of Label values. Type any letter next to the one you want to select and press Enter.

13. Enter the Labels (large). This allows you to select which printer any large sized label will print to.

- If you don't know the field entry, you can enter a question mark (?) in the field and press Enter to see a list of Label values. Type any letter next to the one you want to select and press Enter.

14. When you have entered everything correctly, press Enter. You should see the following Main Menu screen:

```
00 Synapse Main Menu

10 - Receiving
20 - Returns
30 - Work
40 - Shipping
50 - Picking
60 - Kitting
70 - Misc 1
80 - Misc 2
90 - Utility

Selection =>
Enter # of item
```

Note: The screens that appear on your RF are based on the security access that has been assigned to you.

RF Function Keys

Press F7 at any time to view a list of available function keys. The list may be different depending upon the process you are currently performing.

```
Function Key Help
Menu

F1 Main Menu
F2 Plate Inquiry
F3 Misc Charges
F5 Profile
F7 Func Key Help
F13 Nontask Activity
F14 Main Menu

F1 to Exit
```

Some of the common function keys are:

- F1 – Main Menu – Pressing this key backs you out of your current process step-by-step all the way to the RF menu. If you are in the middle of a process and you do not want to save what you are doing, you can press F1 to back out. Note: Depending on how far you are in a process, pressing F1 will not back you out; you may be forced to complete the process.
- F2 – Plate Inquiry – F2 accesses Option 92 – Plate Inquiry. You can type a LP and press Enter to view information about the LP.

```

92 Plate Inquiry
LP 000011082013001

Type PA      LP Sts A
Itm GRAPES
LOT 1021
Qty 100      UOM CS
Fac ZET Lbs 1200
Location T249
Customer INA
Class RG     Inv Sts AV
Order 370278-2

Enter plate id

```

- F3 – Misc Charges – This key accesses Option 93 – Misc Charges.

```

93 Misc Charges

Customer INA
Order ID
Ship ID
Itm GRAPES
Code
Qty
UOM

Enter charges

```

- F5 – Profile – This key access Option 95 – Synapse Login. You can change your user profile options using this screen.
- F7 – Func Key Help – Press this function key to view a list of function keys that are available for use on your current screen. Press F1 to Exit from this screen and return to your current screen.
- F13 – Nontask Activity
- F14 – Main Menu

Logging Off of the RF

To log off the RF, type 99 in the Selection field on any menu and press Enter.

Receiving

Option 10 - Receiving Menu

The Receiving Menu can be accessed by typing 10 on the RF unit in the Selection field when you are not in the middle of a task. If you are in the middle of a task and want to go to this screen, you must exit that task and then enter 10 from the menu.

This menu is used to Receive and Putaway stock.

```
10  Receiving Menu

11 - 1-Step Receipt
12 - ASN Receipt
13 - Build Pallet
14 - Empty Trailer
15 - Putaway Rls
16 - Bulk Unload
17 - Delete Unknown
19 - Reariv Trailer

Selection => 

Enter # of item
```

- Option 11 – 1-Step Receipt allows you to receive product into a facility. Most receiving is performed using 1-Step Receipt.
- Option 12 - ASN Receipt allows you to receive product for customers that are setup with ASN processing.
- Option 13 - Build Pallet allows you to merge LPs together to create an LP with multiple items.
- Option 14 - Empty Trailer is used to indicate that all the freight has been received and entered.
- Option 15 - Putaway Rls is used to indicate that a LP is ready to be put away into storage.
- Option 16 - Bulk Unload allows you to receive the entire truck onto one LP to be broken down at a later time. The bulk LP can contain multiple items. However, you still need to use 1- Step Receiving to complete the receipt.
- Option 17 - Delete Unknown is used to delete the bulk LP on a bulk receipt.

- Option 19 - ReAriv Trailer allows you to continue receiving freight from a load that was previously emptied with option 14. This is only available until the receipt is closed.

Option 11 - 1-Step Receipt

1- Step Receipt is the most common method of receiving product in Synapse. This screen can be accessed from any menu by entering 11 in the selection field.

1. Type 11 in the selection field on the menu and press Enter. The following screen appears:

```

11  Start Receiving
Location █
Load #
Enter rcpt data

```

2. Type or scan the Dock Door location in the Location field. You can also type the load number in the Load # field. (If the Dock Door is entered, the Load # field can be left blank.) Press Enter. Note: The RF may be set up to automatically press Enter after you scan. The Receiving Detail screen appears.

```

11  Receiving Detail
PO PO765
Itm █
Cust INA
Type      Status
Qty      UOM
Enter item

```

3. Verify that the PO (Purchase Order) is correct for the product you are about to receive.

4. Enter or scan the item code into the Itm field. This information is available on the Receiver report. Press Enter.
 - If you receive instructions on the RF unit, after reading the instructions, press F1 to exit.

```
11 Receiving Detail
PO PO765*
Itm GRAPES*
Cust INA
Type  Status AV
Qty  UOM CS
Origin
Mfg Date  /  /
Expires  /  /
LOT
LP

100 CS = PLT

Data. F4-Done.
```

5. Enter the handling type in the Type field. The most common are FL – Floor Hand and PL - Pallet.
 - For a list of options, you can enter a questions mark (?) in the field and press Enter.
6. Enter the Product Status in the Status field.
 - For a list of options, you can enter a question mark (?) in the field and press Enter.
7. Enter the quantity for the LP. If the quantity per pallet has been set up in the system, it will display at the bottom of the screen.

```
11 Receiving Detail
PO PO765*
Itm GRAPES*
Cust INA
Type PL  Status AV
Qty  UOM CS
Origin
Mfg Date  /  /
Expires  /  /
LOT
LP

100 CS = PLT

Data. F4-Done.
```

8. Enter the Unit of Measure of the item you are receiving in the UOM field.

9. There may be other fields that are required for this customer or item.

Note: These fields may have different field names on the RF. They may need to be entered with a specific number of characters or numbers. Check with your facility management for more information regarding these fields.

- Origin – Country of Origin
- Mfg Date – Manufacturing Date
- Expires – Expiration Date – If a date is entered that is less than today's date, a "Past exp date OK?" message appears. Type Y to accept it or N to re-enter the data.
- Lot – Lot/Batch Number
- SN – Serial Number
- User 1 – Customized field
- User 2 - Customized field
- User 3 – Customized field

10. Scan the LP label you attached to the pallet and press Enter.

```
11 Receiving Detail
PO PO765*
Itm GRAPES*
Cust INA
Type PL      Status AV
Qty 100      UOM CS
Origin FRA
Mfg Date 11/08/2013
Expires 12/08/2013
LOT 1012
LP 
 
100 CS = PLT
Data. F4-Done.
```

11. A "LP created" message appears at the bottom of your screen.

```

11 Receiving Detail
PO PO765
Itm GRAPES
Cust INA
Type PL      Status AV
Qty 100      UOM CS
Origin FRA
Mfg Date 11/08/2013
Expires 12/08/2013
LOT 1021
LP 000011082013001

    100 CS = PLT

LP created

```

If you see an “Update plate?” message (see the screen below) this means that you are about to add to a LP that was already received. Answer ‘Y’ to add to this LP, or answer ‘N’ to change the LP.

```

11 Receiving Detail
PO PO765*
Itm GRAPES*
Cust INA
Type PL      Status AV
Qty 100      UOM CS
Origin FRA
Mfg Date 11/08/2013
Expires 12/08/2013
LOT 1021
LP 000011082013001

    100 CS = PLT

Update plate?

```

12. Press F4 when you are finished processing the receipt. F4 can be used as often as necessary, i.e., when you are processing receipts and putting away the product, you may need to press F4 after every two pallets.

After pressing F4:

- You may receive a Putaway task on the RF. This means that your profile is set up with an “S” or “O” Operating Mode and you are getting the putaway tasks immediately after receipt. Review the setup in the Option 95 - Synapse Login section of this document if you want to change this option. See the Putaway section in this document for more information regarding the Putaway process.
- You may need to stage the pallets and need to enter a staging location. If the staging location is left blank, the LPs will be staged at the door location for the receipt order.

Damaged Items

If there is damage on the trailer, separate this from the good product and receive the product with its own LP and a status of DM (Damage). This will allow the damages to be properly recorded as in-transit damage. Repeat this for each item as necessary.

Receiver Report

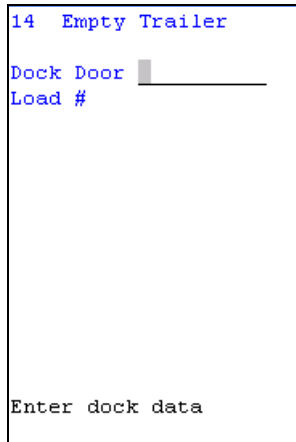
A barcoded receiver can help with the receiving process. This report has information that can be scanned. The report includes the items, lots and quantities that are expected to be on the load.

Expected Receipts Order		SYNAPSE																																							
Zethcon Test																																									
Printed on 11/11/2013 8:34AM																																									
370278 - 2		Door: DR45																																							
		Load: 201699																																							
Customer: INA		Facility: ZET Zethcon Corporation																																							
		Carrier: ABF ABF FREIGHT SYSTEMS																																							
PO: PO765		Trailer:																																							
		Seal:																																							
Mary Smith		Shipper:																																							
456 Main Street																																									
Accounting Dept																																									
Ashland																																									
Telephone: 777-222-5555		Telephone:																																							
Fax:		Fax:																																							
Contact:		Contact:																																							
AL 34567																																									
<table border="1"><thead><tr><th>Receipt Order</th><th>370,278 - 2</th></tr><tr><th>Item</th><th>Description</th><th>Quantity</th><th>U.O.M</th><th>Lot</th><th>Weight</th></tr></thead><tbody><tr><td>APPLE</td><td>Apple</td><td>200</td><td>Case</td><td></td><td>2,400.00 lbs.</td></tr><tr><td colspan="2"></td><td colspan="4"></td></tr><tr><td colspan="2">Item Sub-Total</td><td>Count</td><td>1</td><td>200</td><td>2,400.00 lbs.</td></tr><tr><td>BERRIES</td><td>Mixed Berries</td><td>200</td><td>Case</td><td></td><td>1,000.00 lbs.</td></tr><tr><td colspan="2"></td><td colspan="4"></td></tr></tbody></table>				Receipt Order	370,278 - 2	Item	Description	Quantity	U.O.M	Lot	Weight	APPLE	Apple	200	Case		2,400.00 lbs.							Item Sub-Total		Count	1	200	2,400.00 lbs.	BERRIES	Mixed Berries	200	Case		1,000.00 lbs.						
Receipt Order	370,278 - 2																																								
Item	Description	Quantity	U.O.M	Lot	Weight																																				
APPLE	Apple	200	Case		2,400.00 lbs.																																				
																																									
Item Sub-Total		Count	1	200	2,400.00 lbs.																																				
BERRIES	Mixed Berries	200	Case		1,000.00 lbs.																																				
																																									

Option 14 - Empty Trailer

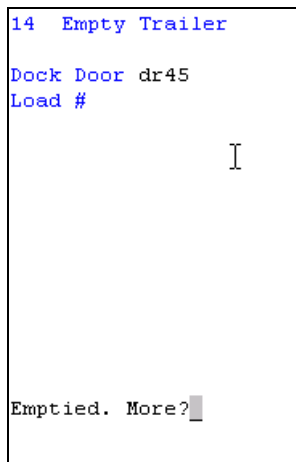
Using the Empty Trailer function allows you to communicate to others through the system that you have finished receiving all of the freight on a trailer and that the trailer is now empty.

1. Type 14 from any menu and press Enter. The Empty Trailer screen appears:



```
14 Empty Trailer
Dock Door █
Load #
Enter dock data
```

2. Type or scan the Dock Door that you have just finished unloading or type the Load #. Press Enter.



```
14 Empty Trailer
Dock Door dr45
Load #
I
Emptied. More? █
```

3. An “Emptied. More?” message appears. If you have more trailers to mark as emptied, type Y and press Enter and repeat this process. If you do not want to mark more trailers as emptied, type N and press Enter.

Option 19 - ReAriv Trailer

The Re-Arrive Trailer function is used to undo an Empty Trailer command. This function can be used if an LP on the trailer was not received and needs to be added to the receipt. This is available only if the Receipt Order has not been Closed.

1. To use Re-Arrive Trailer, type 19 from any menu screen and press Enter. The Re-arrive Trailer screen appears:

```
19 Re-arrive Trailer
Dock Door █
Load #
Enter dock data
```

2. Type or scan the Dock Door the trailer was at before the load was emptied or type the Load #. (If the Dock Door is entered, the Load # field can be left blank.) Press Enter.

```
19 Re-arrive Trailer
Dock Door dr45
Load #
Done. More? █
```

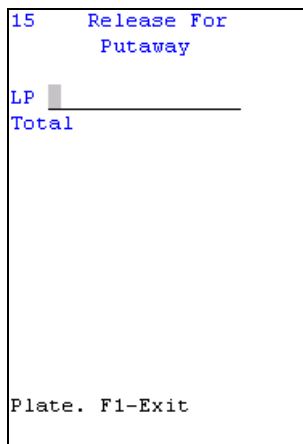
3. A “Done. More?” message appears. If you have more trailers to Re-Arrive, type Y and press Enter and repeat this process. If you do not have more trailers to Re-Arrive, type N and press Enter.

Putaway

Option 15 - Putaway Rls

When a LP does not have a Putaway task already generated, you can generate one by using the Putaway Release function. This function can be used to create putaway tasks for LPs that were received by an operator that placed them in a temporary location (signed on the RF with an operating mode set at “O”).

1. To use Putaway Release, type 15 from any menu and press Enter. The Release for Putaway screen appears:

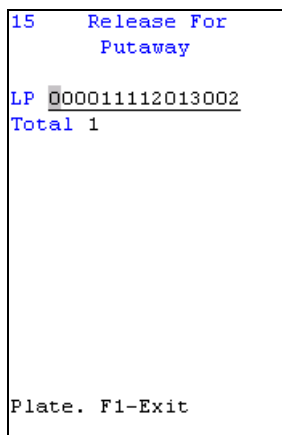


```
15 Release For
    Putaway

LP  █
Total

Plate. F1-Exit
```

2. Enter or scan the LP you wish to release in the LP field and press Enter.



```
15 Release For
    Putaway

LP 000011112013002
Total 1

Plate. F1-Exit
```

3. The Total field is populated with a 1. If you have more LPs to release, repeat the above process. The Total field will increase with each LP you enter. If you do not have more LPs to release, press F1 to exit.

Option 32 - Putaway

This function allows you to perform putaways for LPs with tasks. You will be directed to a location where product is located that needs to be putaway.

1. Type 32 from any menu and press Enter. The Putaway screen appears. The location that the system is directing you to appears near the top of the screen.

```
31      Putaway

Proceed to Location
      DR05

===== Verify =====

Location 

===== Plates =====

LP
Total
```

2. Go to the location and type or scan the location ID. Enter the Check ID for the location, if required. Press Enter.

```
31      Putaway

Proceed to Location
      DR05

===== Verify =====

Location dr05

===== Plates =====

LP 
Total

Plate. F4-Done
```

3. Type or scan the LP that you wish to putaway. You can enter as many pallets as you need to (a system limit may be set for your facility). Press Enter. The Total field will increase every time an LP is entered or scanned.

```

31      Putaway

Proceed to Location
      DR05

----- Verify -----

Location dr05

----- Plates -----

LP 000000130815001
Total 1

Plate. F4-Done

```

4. Press F4. The putaway location appears in the Dest Loc field. If NO SPACE appears, there isn't a system directed putaway location for the LP and you'll need to enter one.

```

01 System Directed
      Putaway In
CALIFORNIA DISTRIBUT
LP 000000130815001
Itm 1013
Qty 5      UOM CS
Location
Dest Loc NO SPACE
----- Verify -----
Location
Vrfy Loc 
Qty

Verify drop

```

5. Verify the location and confirm the Check ID, if required. Type the quantity in the Qty field and press Enter. The Putaway screen appears so that you can continue to perform putaway tasks. Press F1 to exit.

Option 97 – Putaway LP

This function is used for putting away pallets that have no putaway tasks generated. Putaway LP allows you to enter an inbound LP and perform a putaway task.

1. Type 97 from any menu and press Enter. The Putaway LP screen appears:

```

97 Putaway LP

LP 

Customer
Facility
Location

===== At =====
Facility
Location
Vrfy Loc

Enter plate id

```

2. Type or scan the LP you want to put away and press Enter.

```

97 Putaway LP

LP 000011112013003

Customer INA
Facility ZET
Location STG18

===== At =====
Facility ZET
Location T249
Vrfy Loc 

Verify or F6

```

The system displays the Customer, Facility and current Location of the LP on the top section of the screen.

3. Type or scan the new location in the Vrfy Loc field. Type the Check ID, if required. The Facility will prefill. Press Enter.

```

97 Putaway LP

LP 000011112013003

Customer INA
Facility ZET
Location STG18

===== At =====
Facility ZET
Location T249
Vrfy Loc T249

LP done. More? 

```

4. A “LP Done. More?” message appears. If you want to continue putting away more LPs, type Y and press Enter and repeat this procedure. If you are done putting away LPs, enter N and press Enter.

RF Picking

Option 50 - Picking Menu

Option 50 - Picking Menu can be accessed from any menu. There are three main types of picking: Line, Order and Batch. Other less common types are Conveyor and Cluster. This document will cover Line and Order picking.

```
50 Picking Menu

51 - Default / Any
52 - Line Item
53 - Conveyor
54 - Order
55 - Cluster
56 - Batch
57 - Replenish
58 - Sortation
59 - Sort Cluster
5A - Line Cluster

Selection =>

Enter # of item
```

Option 52 - Line Picking

This function allows more than one operator to be picking on the same order at the same time. Each operator is assigned one task at a time instead of an entire order.

1. Type 52 from any menu and press Enter. The Line Item Pick screen appears with a task.
 - If you receive instructions on the RF unit, after reading the instructions, press F1 to exit.

```
34 Line Item Pick In
INA
Order 369317*
Pick 1      CS  FULL
      1      CS    1
Itm TAFFY*
taffy

Loc STOR08      Part
LP 000000321000002
LP 
LP 
LP 

Pick. F4-Done
```

This screen contains information about the pick task. In this example, you are being directed to pick 1 case of Taffy from Location STOR08 from LP 00000321000002.

2. Go to the system directed location. Note: Depending on how the location is setup, you will be prompted to confirm the Location, Item and LP or any combination of the three.
3. Type or scan the LP that appears on the screen and press Enter.
 - If this pick is a case pick, you will need to type or scan the LP that you are picking to and press Enter (see below).

```

34 Line Item Pick In
INA
Order 369317*
Pick 1      CS  FULL
    1      CS    1
Itm TAFFY*
taffy

Loc STOR08      Part
LP 000000321000002
LP 000000321000002
LP 11112013998

```

LP required

- If this pick was for a full pallet, if you do not have any value in the Full Pick Limit field of the Profile screen (Option 95), a “Pick/Stage?” message appears. If there is a value in the field then you will be assigned another task until the limit is reached.

```

34 Line Item Pick In
INA
Order 369317*
Pick 1      CS  FULL
    1      CS    0
Itm TAFFY*
taffy

Loc STOR08      Part
LP 000000321000002
LP 000000321000002
LP 000011112013998

```

Pick/Stage?

4. Type P to continue picking or S to stage the pallet. Press Enter.

Staging the LP

When S is selected:

1. Take the LP to the staging area and type or scan the staging location for the LP. Enter the Check ID, if required.

```
85  Stage Picks

LP 000011112013998
   00000002252476S
Order 369317

===== Verify =====

Location STG09
Vrfy Loc 

Enter Data
```

Option 54 - Order Picking

This picking function allows only one operator at a time to pick the order, unlike Line Picking which allows many users to pick the same order at the same time.

1. Type 54 from any menu and press Enter.

```
54  System Directed
    Picking Of

Order ID 
Ship ID

Enter order
```

2. Type an Order ID to pick. The Ship ID can be left blank; the system will assume the value is 1. Press Enter.

Note: You can leave the Order ID blank and the next available order to pick based on your profile and the task priority appears.


```

54 System Directed
    Picking Of

Order ID 370256
Ship ID

1 NONE needed
OK to Pick? █

```

3. Type Y and press Enter to start picking.

- If you receive instructions on the RF unit, after reading the instructions, press F1 to exit.

```

34 Order Pick In
INÅ
Order 370256*
Pick 25 CS FULL
    25 CS 3
Itm PEANUT TAFFY*
Peanut Taffy

Loc PF00 Part

LP
LP

Verify quantity

```

This screen provides information about the pick task. In this example, you are being directed to pick 25 cs of Peanut Taffy from location PF00. In this instance, there is not a LP listed to pick from since this is a pick front location. This is a Part (Partial) pick, meaning the pick is not for a full pallet. There are 3 picks to be done to complete this order (this is located under FULL). The message 'Verify Quantity' on the bottom of the screen also indicates that this task is less than a full pallet.

5. Go to the system directed location. Note: Depending on how the location is setup, you will be prompted to confirm the Location, Item and LP or any combination of the three.
6. Type or scan a LP for the item. Press Enter.
 - If a LP appears on the screen, scan or type that LP and press Enter.

```

34 Order Pick In
INA
Order 370256*
Pick 25      CS  FULL
      25      CS   3
Itm  PEANUT TAFFY*
Peanut Taffy

Loc  PF00      Part

LP 000000314000002
LP                     

LP required

```

7. If this pick is a case pick, you will need to type or scan the LP that you are picking to and press Enter (see below).

```

34 Order Pick In
INA
Order 370256*
Pick 25      CS  FULL
      25      CS   3
Itm  PEANUT TAFFY*
Peanut Taffy

Loc  PF00      Part

LP 000000314000002
LP 11112013997

LP required

```

8. The next task appears on the screen. Repeat this process until your pallet is full or all of the picks have been completed, whichever comes first.

Note: If you need to stage your full pallet prior to completely picking the order, press F4.

```

34 Order Pick In
INA
Order 370256*
Pick 10      CS  FULL
      10      CS    2
Itm  PURPLE TAFFY*
Purple Taffy

Loc  PF00      Part

LP
LP

Pick/Stage? █

```

9. A “Pick/Stage?” message appears. Type P and press Enter to continue picking or S and Enter to stage the pallet.

Staging the LP

When S is selected:

1. Take the LP to the staging area and type or scan the staging location for the LP. Enter the Check ID, if required.

```

35 Stage Picks

LP 000011112013997
   00000002252477S
Order 370256

===== Verify =====

Location STG13
Vrfy Loc █

Enter Data

```

Sorting Picks

You can use an RF option to sort the order picks differently than the standard pick sequence method. This option provides you with the capability of sequencing the picks based on weight, cube, quantity or pick sequence.

1. Type 54 from any menu and press Enter.

```

54  System Directed
    Picking Of

Order ID █
Ship ID

Enter order

```

2. Type an Order ID to pick. The Ship ID can be left blank; the system will assume the value is 1. Press Enter.

```

34  Order Pick In
INA
Order 370379*
Pick 10      EA  FULL
      10      EA   5
Itm BREAD*
BREAD

Loc PF02      Part

LP
LP

Sort/Exit (SE)? █

```

3. Press F1. A “Sort/Exit (SE) ?” message appears.

Note: If you haven’t picked anything, this “Sort/Exit” message appears. If anything has been picked (which means that you cannot exit picking) you will automatically access the sort screen.

4. Type S for Sort and press Enter. The order picks are listed in pick sequence order.

```

5A  Sort Picks  v
1:Item 2:Loc Weight
3:Qty Cube 4: Lot
BREAD
PFO2          10Lb
10 EA          1.67

CHEESE
T244          45.36Lb
100 CS        69.44

PURPLE TAFFY
PFO0          120Lb
10 CS         20.00

Scroll pick list

```

The “v” (“^”) symbol on the screen indicates there are more picks to view. Use the F9 and F10 key to scroll up and down through the list.

5. You can now use one of the following function keys (press F7 to view a list of available function keys) to sort the picks:

- F2 Sort by Sequence
- F3 Sort by Quantity
- F5 Sort by Cube
- F6 Sort by Weight
- F8 Sort by Item

6. After viewing the sorted list, you can try another sort option or select the sort order displayed by pressing F4 - Done Sorting.

```

5A  Sort Picks  v
1:Item 2:Loc Weight
3:Qty Cube 4: Lot
PEANUT TAFFY
PFO0          300Lb
25 CS         50.00

PINK TAFFY
PFO0          120Lb
10 CS         20.00

PURPLE TAFFY
PFO0          120Lb
10 CS         20.00

Scroll pick list

```

Additional Sorting Information

- Sorting does not update the sequence in the subtask screen viewed via the CRT. The new sort sequence is only available while the operator is still picking.

- If you want to re-sort the sequence during the picking process, you can follow the same method using the F1 key to enter the sort function.
- If there is only 1 pick left and you use the F1 key, the system will assume you want to exit picking as the sort option is not applicable.
- If you exit before all picks are completed, when you or another operator returns to complete the pick, the original sort sequence will be in effect.

Pick Exceptions

You may be unable to pick from the location or LP as directed by the system. Some reasons why you may not be able to complete the task include:

- The incorrect item is in the location.
- Your equipment cannot get to the location.
- The product is there but some or all of it is damaged.
- There's not enough product in the location.
- The product is mixed on the pallet and there is not enough to fulfill the pick.
- The product is on hold.
- The product has an incorrect Date or Lot.

Can't Pick from the Location

When you cannot pick the product at the location, or if you need to short pick from the location:

1. Press F6.

```

34 Order Pick In
INÅ
Order 370380*
Pick 1      PLT FULL
      100    CS      2
Itm CHEESE*
Cheese

Loc T244      Full
LP 000001015201303
LP

Alt Loc (YNC)?

```

2. An “Alt Loc (YNC)?” message appears. This stands for Alternative Location? Yes / No / Cycle Count.

Your entry depends on the issue that is occurring. The following is an explanation of the options:

- Y - The system will attempt to find another location to pick the product from. It will display the new location in the Loc field. If no other location is found, a “No Suggestion” message appears. This does not mean there is no more inventory.
- N - The Can’t Pick screen displays.
- C - A cycle count task is generated for the location to correct the problem. The system will then attempt to find another location to pick the product from.

The Can’t Pick Screen

When you press F6 during picking and enter N (No), the Can't Pick screen appears.

Note: If you are picking and a LP to pick from is not displayed on the screen, the Can't Pick screen appears.

```

0A  Can't Pick

===== Override =====
Reason █
LP
Qty          UOM

==== Or I Can't ====
Reason
    (Equipment, etc.)
== Or No One Can ==
Reason
    (Something Wrong)
Enter cant data

```

The screen is divided into 3 separate areas:

- Override
- I Can't
- No One Can

Data may only be entered in one area. When you enter a Can't Pick, a cycle count task is created for the location if none currently exists. A reason is required for each area.

Override

If you located another LP to pick from, you can enter the information under the Override section.

1. Enter a reason in the Reason field. To select a reason from a list, type ? in the field and press Enter. Can't Reasons appear:

```

07  Can't Reasons
DM Damaged
EQ Wrong Equip
LS Loc Sh/EM
MP Mixed Pallet
OH Hold
OP Operator
WP Wron Prod

Select any item

```

2. Type any character next to the reason to select it and press Enter.
3. Type the LIP number.

Note: Any of the following fields may appear for entry: location, license plate, quantity, shipping plate, capture field. The original pick determines which of the optional fields are applicable. The "capture" field is lot, serial, user 1, user 2 or user 3.

```

0A  Can't Pick

===== Override =====
Reason dm
LP 294596970
Qty  UOM

==== Or I Can't ====
Reason
(Equipment, etc.)
== Or No One Can ==
Reason
(Something Wrong)
Enter cant data

```

4. Type the quantity and enter the unit of measure. If the quantity entered is less than the quantity tasked, a 'Short Pick?' message appears.
 - If a 'Y' is entered you will not automatically receive a task for the difference. The system will generate a Line Pick for the remainder for the purpose of cross-docking or for the order to be shorted.
 - If an 'N' is entered, the system will immediately generate a task for you to fill the difference.

5. Press Enter. Your next assigned pick appears.

I Can't

If the problem is that you cannot pick an item because of an issue such as equipment, then the 'I Can't' section can be used.

```
0A  Can't Pick

===== Override =====
Reason
LP
Qty          UOM

==== Or I Can't ====
Reason EQ
  (Equipment, etc.)
== Or No One Can ==
Reason
  (Something Wrong)
Enter cant data
```

1. Tab through the fields to move the cursor to the I Can't Reason field and type a reason. Press Enter.

Note: The pick is placed in your "can't list" and will not be given to you until the Can't List is cleared, but can be given to another operator. A Can't List is cleared when you log in and whenever you switch equipment.

No One Can

If the problem is that no one will be able to complete the pick, then the 'No One Can' section can be used.

1. Tab through the fields to move the cursor to the I Can't Reason field and type a reason. Press Enter.

```

0A   Can't Pick

===== Override =====
Reason
LP
Qty          UOM

==== Or I Can't ====
Reason
  (Equipment, etc.)
== Or No One Can ==
Reason WP
  (Something Wrong)
Enter cant data

```

Note: The pick is placed on hold.

Additional Alt Loc Information

When you request an Alternate Location, the system looks for inventory that matches some very specific criteria. The following is a list of the criteria:

- Same facility
- Same customer ID
- Same item
- Same lot number (if an order lot was specified)
- Any inventory class/status inclusions/exclusions from the order
- Any FIFO attributes associated with the allocation rule for the item
- Same picking zone as the original
- Not in a location that the picker has already "can'ted" - i.e. nixed
- The location must be accessible by the picker (equipment)
- If the original task was for a 'full' pick, then the alternate LP must equate to a 'full' pick also. Remember a 'full' pick does not mean a full pallet. It means that the you are being tasked to take all of the balance of the LP. A 'part' pick means you will leave behind some portion of the LP.

RF Shipping

Option 40 - Shipping Menu

The Shipping Menu can be accessed by entering 40 on any menu.

```

40 Shipping Menu

41 - Dock Loading
42 - Restage
43 - Dock Unloading
44 - Combine Master
45 - Split Master
46 - Order Checking
47 - Resume Pass
48 - De-pick by LP
49 - Shipping Audit

Selection =>
Enter # of item

```

Option 41 - Dock Loading

This function allows you to load the designated LP's onto the outbound trailer.

1. Type 41 from any menu and press Enter.

```

41 Dock Loading

Facility ZET
Dock Door
Load #
Stop #
  Stage Loc   Count

Enter dock door

```

2. Type or scan the Dock Door number to be loaded. All of the staging locations where LP's exist for this load, including the number of LP's are displayed.

```

41 Dock Loading

Facility ZET
Dock Door dr04
Load # 200799
Stop # 1
  Stage Loc    Count
  STG01         1

Select any loc

```

3. Type an 'X' next to the staging location and press Enter. The LP's (along with the corresponding shipping plates) are displayed. The screen only has room to display approximately 4 LP's.

```

41 LP Loading
Stage Loc STG01
Dock Door DR04
Total      Left 1
LP ☐ _____

500000000041624*
00000002248383S

Plate. F4-Done

```

4. Type or scan the LP and press Enter.

```

41 LP Loading
Stage Loc STG01
Dock Door DR04
Total 1    Left 0
LP 00000002248383S
Vrfy Loc ☐ _____

Verify Location

```

5. Type or scan the door location and press Enter. You may need to enter a Check ID, if required.
6. Repeat the loading process until all LP's have been loaded.

RF Cycle Counting

Cycle counting is a method of correcting inventory discrepancies. A cycle count task can be generated in several different ways:

- From the CRT
- From the RF Location Inquiry screen (see below)
- From the RF Can't Pick screen
- By the RF during product movement - If the system thinks the location that an LP is being moved from will be empty if the LP is removed, you will be prompted with the message "Is Loc Empty?" If you answer 'N' then a cycle count is generated for the location.

The Cycle Count option can be found on Option 30 – Work Menu.

```
30      Work Menu

31 - Any Work
32 - Putaway
33 - Movement
34 - Def / Any Pick
35 - Cycle Count
36 - Phys Inventory
37 - Section Pick
38 - Simple Sort

Selection =>
Enter # of item
```

Option 35 – Cycle Counting

1. Type 35 from any menu. A cycle count task appears:

```

35      Cycle Count
Customer 1CALJAM
Itm 1003
Facility ZET
Location STOR05
Vrfy Loc 
LP
Qty
Customer
Itm

Verify Location

```

2. Type or scan the location to count in the Vrfy Loc field and press Enter. You may need to enter the Check ID, if required.
3. Enter or scan the LP.
4. Enter the Qty.
5. Enter the Customer ID.
6. Enter the Item.

Note – If a Lot Number is required for the item, the RF operator will be prompted for this information also. No other item attributes will be prompted.

```

35      Cycle Count
Customer 1CALJAM
Itm 1003
Facility ZET
Location STOR05
Vrfy Loc stor05
LP 092313000000900
Qty 1
Customer 1caljam
Itm 1007
LOT 

LOT required

```

7. Repeat this process for every LP in the location.
8. Press F4 when you have counted all of the LPs.

RF Generated Cycle Counts

The RF operator has the ability to generate a cycle count as needed. This is done from Option 98 - Location Inquiry.

1. Type 98 from any menu and press Enter. The Location Inquiry screen appears.
2. Enter the location you want to create a task for and press F6. A “Count task created” message appears.

```
98 Location Inquiry
Location AA02A
Count task created
```

Utilities

These RF menu options are used during Inquiry and Inventory Movement operations as well as logging off the system.

Option 90 – Utility Menu

The Utility Menu can be accessed by entering 90 from any menu.

```
90 Utility Menu

91 - Location Load
92 - Plate Inquiry
93 - Misc Charges
94 - Move LP
95 - Profile
96 - Damaged Items
97 - Putaway LP
98 - Loc Inquiry
99 - Logoff

Selection =>
Enter # of item
```

The following options will be described in this document:

- Option 92 - Plate Inquiry allows you to look up LP's by LP number.
- Option 94 - Move LP allows you to move a LP to a new location.
- Option 95 - Profile allows you to change your login setting. (See the Introduction section of this manual).
- Option 97 - Putaway LP allows you to put away a LP that doesn't have a putaway task generated for it. (See the Putaway section of this manual).
- Option 98 - Loc Inquiry allows you to look up LP's by Location.
- Option 99 - LogOff - Logs you off the system.

Option 92 - Plate Inquiry

This function allows you to look up information for a specific LP.

1. Type 92 from any menu screen and press Enter. (A shortcut to this screen is the F2 key). The Plate Inquiry screen appears.

92 Plate Inquiry

LP

Type LP Sts

Itm

Qty UOM

Fac

Location

Customer

Class Inv Sts

Order

Enter plate id

2. Type or scan the LP and press Enter. The LP details appear:


```

92 Plate Inquiry
LP 000000423000007

Type PA      LP Sts A
Itm APPLE

Qty 93      UOM CS
Fac ZET Lbs 1116
Location T070
Customer INA
Class RG    Inv Sts AV
Order

Enter plate id

```

Option 94 - Move LP

The Move LP function allows you to move a LP from one location to another within the warehouse, as long as there are no tasks pending.

1. Type 94 from any menu screen and press Enter. The Move LP screen appears:

```

94 Move LP

LP 
===== From =====

Facility
Location

===== To =====

Facility
Location

Enter plate id

```

2. Type or scan the LP to move and press Enter. The current location of the LP displays.

```

94      Move LP

LP 000011072013011

===== From =====

Facility ZET
Location T248

===== To =====

Facility ZET
Location █
Enter dest

```

3. Type or scan the new location. Type or scan the Check ID for the new location, if required. Press Enter.

```

94      Move LP

LP 000011072013011

===== From =====

Facility ZET
Location T248

===== To =====

Facility ZET
Location t246

Moved. More? █

```

4. A “Moved. More?” message appears. Type Y if you want to move more LPs, type N to exit the screen.

Option 98 - Loc Inquiry

The Loc (Location) Inquiry function allows you to enter a location and display the LP's that are in that location.

1. Type 98 from any menu and press Enter. (A shortcut to this screen is the F8 key). The Location Inquiry screen appears:

```

98 Location Inquiry
Location 

```

I

Enter location

2. Type or scan a location and press Enter. A list of LPs in the location display:

```

98 Location Inquiry
Location T246
000010162013001
000010162013002
000010162013003
000010162013010
000010162013015
000010162013016
000010212013002
000010212013004
000011072013011

```

Select a plate

3. If you would like detail information about one of the plates, place an "X" next to the plate you want to view. Press Enter.

```

92 Plate Inquiry
LP 000010162013003

```

Type	PA	LP	Sts	A
Itm	CAKE			
LOT	1016			
Qty	100	UOM	CS	
Fac	ZET	Lbs	1200	
Location	T246			
Customer	INA			
Class	RG	Inv	Sts	AV
Order	370264-1			

Enter plate id

Option 99 - LogOff

You can log off the system from any menu screen by entering 99. You should log off the system at the end of every shift.

```
90 Utility Menu

91 - Location Load
92 - Plate Inquiry
93 - Misc Charges
94 - Move LP
95 - Profile
96 - Damaged Items
97 - Putaway LP
98 - Loc Inquiry
99 - Logoff

Selection =>99
Enter # of item
```