



# **Zethcon University**

## **COMPLETE RF MANUAL**

November 2013

# **SYNAPSE**

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## Introduction

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

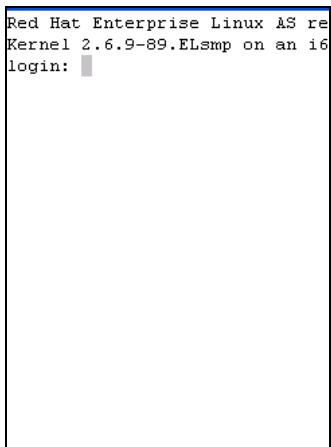
This document is intended to provide a basic understanding of the many functions available to the RF warehouse user. It is not intended to be the sole instruction for the RF.

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](mailto: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:

A screenshot of a terminal window with a black background and white text. The text displays the system's boot information: 'Red Hat Enterprise Linux AS re', 'Kernel 2.6.9-89.ELsmp on an i6', and a 'login:' prompt with a small cursor icon to its right.

```
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 ar
login: ckent
Password: █

```

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

### **Option 95 – Profile**

The Synapse Login 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.

1. 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.
2. 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

```

3. Enter the Location nearest you in the Location field. This allows the system to give you tasks close to where you are.
4. 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.
5. 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.
6. 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.
7. 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

```

8. 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.
9. 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.
10. 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.

11. 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.

12. 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

### ***Recovery Option for RF Login***

If you lose connectivity on the RF device, there is a recovery option designed to bring you back to the place you were before losing your connection. Normally when logging into the RF you type your User ID and Password and press Enter. The Profile screen is displayed and you press Enter to get the Main Menu.

To perform a recovery:

1. Type your User ID and Password and press Enter. Option 95 – Profile screen appears.

```

95  Profile

Facility ZET
Equipment SU
Location STG01
Customer
Operating Mode 0
Staging Mode S
Full Pick Limit 4
Reports RPT
Labels LBL (small)
        LBL (med)
        LBL (large)
ID SYNAPSE:test

```

2. Press F6 instead of Enter when the Profile screen is displayed. Pressing F6 forces you through the recovery logic.

```
11 Start Receiving
Location DR05
Load #

Enter rcpt data
```

## Logging Off of the RF

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

```
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
```

## RF Receiving Menu

The Receiving Menu can be accessed by typing 10 on the RF unit in the Selection field on any menu 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 INΔ
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.

## Building a Master Pallet during 1-Step Receiving

During 1-Step Receiving the RF operator has the ability to create and build a Master Pallet. This can be useful for items that have information that needs to be captured at the time of receipt, i.e., a serial number is required to be tracked.

For example, the serial number is required and the product can be stacked 10 units on a pallet. The RF user can build the pallet during the receiving process and capture the serial numbers.

1. Type 11 from any menu and press Enter. The Receiving 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. Before entering in any detail information, press function key F9 - Set Multi Plate. The following screen displays:

```
OB  Set Current
    Multi LP

LP  █

F6 to clear LP

Enter multi id
```

5. Type or scan the LP that will become the Multi Plate and press Enter.

```
OB  Set Current
    Multi LP

LP  000011122013999

F6 to clear LP

New Multi? █
```

6. A “New Multi?” message appears.
  - Type ‘Y’ to confirm this plate as the Multi and return the Receiving screen.
  - Type ‘N’ if this LP is not the Multi. The cursor moves to the LP field.
7. After entering ‘Y’, type the information for the item you are receiving. Notice that the LP field has a ‘+’ sign next to it. This is to indicate that the LP is going to be added as part of the Multi Plate. From this point on, all LP’s received will be part of the Multi, until you change the Multi Plate or stage it.

```

11 Receiving Detail
PO PO765*
Itm PEARS*
Cust INA
Type p1      Status AV
Qty 30      UOM CS
Mfg Date 11/12/2013
C# yellow
LP+ 11122013001

30 CS = PLT

```

### *Staging the Multi Plate*

1. Press F4 to stage the plate(s). A “Putaway items on LP XXX Single/Multi?” message appears, (where XXX is the Multi LP number):

```

11 Receiving Detail
PO PO765
Itm PEARS
Cust INA
Type p1      Status AV
Qty 30      UOM CS
Mfg Date 11/12/2013
C# yellow
LP+ 000011122013001

Putaway items on LP
000011122013999
Single/Multi?

```

2. You can enter:
  - ‘S’ - the Multi Plate will be putaway as one single plate.
  - ‘M’ – putaway tasks will be generated for each of the individual (child) plates. No Multi Plate is created.

## **Updating Item Information during Receiving**

You can create or update items when receiving so that information for unexpected items or items for which additional necessary configuration is unknown at the time of setup can be entered.

1. From Option 11 – 1-Step Receiving, type the new item and press Enter on the Receiving Detail screen. A “Create Item?” message appears:

```

11 Receiving Detail
PO PO222
Itm chocolate taffy
Cust INA
Type          Status AV
Qty          UOM CS
Expires      /  /
LP

Create Item?

```

2. Type Y and press Enter. The Add Item screen appears.
3. Type the information for the new item in the fields on the screen.
  - Use the '?' look up feature to view and select a value from a list in the UOM, Pick To and Container fields.

```

135 Add Item
Itm CHOCOLATE TAFFY
BaseUOM cs
NextUOM plt
Qty 25
WorkUOM cs
Length 8
Width 10
Height 8
Weight 10
Pick To FULL
Container PLT

```

4. Press Enter. The Receiving Detail screen re-appears with the “Create Item?” message. A Y appears in the prompt entry field. Press Enter to confirm the creation of the item. An “Item new. OK?” message appears:

```

11 Receiving Detail
PO PO222
Itm CHOCOLATE TAFFY
Cust INA
Type          Status AV
Qty          UOM CS
Expires      /  /
LP

      25 CS = PLT

Item new. OK? █

```

5. Type Y and press Enter to receive the new item.

## Receiving Quality Assurance Items

Quality Assurance processing allows inventory from receipt orders to be routed through an inspection process as part of the receiving process. When the stock is received, it is placed in either:

- IN - Inspection status is used for the LPs that are going to be inspected.
- QA - Is used for the remainder of LPs of the item that are part of the inspection. QA inventory status is intended to segregate the inventory from Available items. These LPs will carry the 'QA' inventory status until the inspection is complete.

1. Using Option 11 – 1-Step Receiving, when you begin receiving the first item on a PO that contains an item to be inspected, a “QA items on PO” message appears:

```

11 Receiving Detail
PO PO765
Itm grapes
Cust INA
Type          Status
Qty          UOM

QA items on PO █

```

2. Press Enter. Note: The system will not check for QA requirements until a PO and Item have entered.

```

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

100 CS = PLT

Data. F4-Done.

```

3. Enter the Type, Qty, UOM and LP. The RF will automatically receive the LP in the 'IN' status for the first LP received. You cannot change the status.

Note: There may be other fields that require an entry for this customer or item, e.g., Lot.

```

11 Receiving Detail
PO PO765*
Itm GRAPES*
Cust INA
Type p1 Status IN
Qty 100 UOM CS
Origin fra
Mfg Date 11/12/2013
Expires 11/30/2013
LOT 1021
LP 11122013004 

100 CS = PLT

Data. F4-Done.

```

When you receive the next LP(s), the LP automatically is received in 'QA' status. You cannot change the status.

```

11 Receiving Detail
PO PO765
Itm GRAPES
Cust INA
Type PL      Status IN
Qty 50      UOM CS
Origin FRA
Mfg Date 11/12/2013
Expires 11/30/2013
LOT 1021
LP 000011122013005

100 CS = PLT

LP created (QA stat)

```

### ***Additional QA Information:***

- Once the LP has been received, 'IN' inventory status LPs will be put away if a Putaway Profile for 'IN' inventory status has been created. If no Profile has been created, the LP will remain in the staging area for inspection.
- During the receiving process, the RF Option 14 - Empty Trailer function must be performed before the inspection can occur.

## **Receiving Damaged Items**

If there is damage on the trailer, separate the damaged items 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.

### ***Option 12 - ASN Receiving***

Option 12 - ASN Receiving is intended to streamline the receiving process. The RF operator enters the same base information (dock/load) as in 1-Step Receiving, but is then presented with a screen where all they need to enter is ASN carton id / LP pairs. Note: The F9 – Set Multi Plate function can be used with Option 12 – ASN Receiving.

1. Type 12 from any menu and press Enter. The Receiving screen appears:

```

12  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 following screen appears:

```

12  ASN Receipt

PO PO37585
Cust CALIFORNIA DIST

===== ASN/LP =====



LP

Enter ASN & LP

```

3. Type or scan the ASN and press Enter.
4. Type or scan the LP you are using to receive the product and press Enter.

```

12  ASN Receipt

PO PO37585
Cust CALIFORNIA DIST

===== ASN/LP =====

cw006

LP 11122013008 

LP is required

```

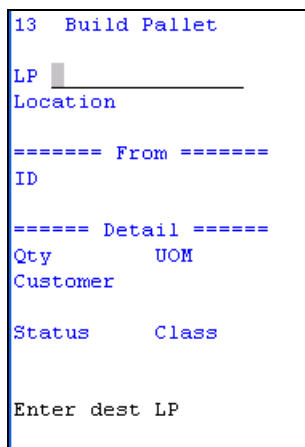
The ASN is verified against the information which was populated electronically via EDI processing.

5. Repeat receiving by entering the ASN and LP until everything has been received.

### **Option 13 - Build Pallet**

Option 13 - Build Pallet allows you to consolidate product onto one LP. This function is very useful when consolidating partial pallets within the warehouse.

1. Type 13 from any menu and press Enter. The Build Pallet screen appears:



```
13  Build Pallet
LP  █
Location
===== From =====
ID
===== Detail =====
Qty      UOM
Customer
Status    Class
Enter dest LP
```

2. Enter or scan the destination LP. This can be a new or existing LP. (If it is a new LP, you will need to enter the LP location.) Press Enter.

Note: If you receive an “Order is Open” message, this means that the inbound order that the LP was received on is still open. The Build Pallet function will not allow you to build onto an LP from an open receipt.

3. Enter or scan the From LP in the ID field and press Enter.

```

13  Build Pallet

LP 0000040300000015
Location T032

===== From =====
ID 0000040300000016

===== Detail =====
Qty 3      UOM EA
Customer INA
Itm RYEBREAD
Status AV  Class RG

Enter detail

```

4. Enter the Quantity that is to be removed from the From LP and added to the destination LP. The Qty field defaults to the entire quantity on the LP – update this if required. Press Enter.

If you receive a “Mix Items?” message, this means that the two LP’s you are combining have different Items and/or Lots. There are two options:

- ‘Y’ - A mixed pallet will be created.
- ‘N’ – The LPs will not be combined.

5. A “LP updated” message appears when the LPs have been successfully combined.

```

13  Build Pallet
  |
LP 0000040300000015
Location T032

===== From =====
ID  |
===== Detail =====
Qty 3      UOM EA
Customer INA
Itm RYEBREAD
Status AV  Class RG

LP updated

```

## 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 #
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 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 16 - Bulk Receiving***

There are times in a warehouse that a trailer needs to be emptied right away in order for the door to be cleared so a new load can arrive or be shipped. In this case, all items on the trailer can be 'bulk received' and taken off the trailer to be detail received at a later time. This will allow the truck to leave and the door to be cleared for the next load.

When bulk receiving, items are usually assigned to one or more bulk LPs. All items do not have to be the same on a bulk LP. If there is a small amount of items on the load, all items can be added to one bulk plate to be separated at a later time. It is recommended that items with a different UOM be placed on a separate bulk plate.

1. Type 16 from any menu and press Enter. The Bulk Unload screen appears:

```

16 Bulk Unloading

Dock Door █
Load #

===== Detail =====

Customer
PO
Staging
Qty
UOM
Status
LP

Enter receipt

```

2. Type the Door ID in the Dock Door field. Press Enter. The Load # field will populate followed by the Customer ID and PO field:

```

16 Bulk Unloading

Dock Door dr11
Load # 201704

===== Detail =====

Customer INA
PO M18999
Staging
Qty
UOM
Status
LP

Enter details

```

Note: You can enter a PO in the PO field, if it is blank. This field is not required.

3. Enter the Staging Location where the inventory will be located until it has been detailed and put away.
4. Enter the Quantity of all items on the first License Plate.
5. Enter the common UOM for all items.

For example, if there are 60 cases of items on the plate the UOM would be CS (Case).

```

16 Bulk Unloading

Dock Door dr11
Load # 201704

===== Detail =====

Customer INA
PO M18999
Staging stg01
Qty 250
UOM CS
Status █
LP

Enter details

```

6. Enter the status of the inventory.

If the status is not known, type a '?' in this field and press Enter to view a complete list of codes. Select the correct code by typing any character next to it and pressing Enter.

7. Press Enter. An "Enter the LP?" prompt appears.

```

16 Bulk Unloading

Dock Door dr11
Load # 201704

===== Detail =====

Customer INA
PO M18999
Staging stg01
Qty 250
UOM CS
Status av
LP

Enter the LP? █

```

8. Type a 'Y' to enter the bulk plate and press Enter.
9. Type or scan the License Plate Number for the Bulk Plate. Press Enter.

This is the plate number that will be referenced when the detail putaway is being done. The system keeps track of how many items have been detailed and when all items have been put away, the system will prompt to purge the bulk plate.

```

16 Bulk Unloading

Dock Door dr11
Load # 201704

----- Detail -----

Customer INA
PO M18999
Staging stg01
Qty 250
UOM CS
Status av
LP 11122013012
Enter LP to use

```

10. Repeat this process if there is more than one bulk plate to be received for this load.
11. Exit Bulk Receiving; perform the empty trailer function (Option 14).

A load close can now be performed on the CRT. The purpose of this is to release the door assignment. The load will NOT move to closed status at this time.

## Bulk Receiving Putaway

The detailed receiving and putaway for the Bulk Plate is completed using Option 11 - 1 Step Receipt.

1. Access Option 11 – 1-Step Receiving. Enter the staging location where the bulk plates have been placed.
2. Receive the stock on the bulk plates.
3. When you have finished receiving the stock, press F1 to exit. A “Purge Unknown LP?” message appears.
4. Type ‘Y’ and press Enter. The plate will be purged.

Note: You will NOT have to perform the Empty Trailer function (Option 14) if you have previously done so. Close the load in the same manner as any other receipt to generate the receipt confirmation.

## Returns Menu

Option 20 – Returns Menu includes the following options:

```
20 Returns Menu

22 - Bulk Return
23 - Detail Return
24 - Delete Returns
25 - Build Rtn MP
26 - Close Rtn MP

Selection =>
Enter # of item
```

- 22 – Bulk Return – Allows you to create a LP and receive all of the items for the return load on the bulk LP.
- 23 – Detail Return – Allows you to receive items on a return – either directly from the return or from a bulk return LP.
- 24 – Delete Returns – Allows you to delete a bulk return LP.
- 25 – Build Rtn MP - Allows you to create multi pallets to be shipped later on a Return to Vendor order.
- 26 – Close Rtn MP

### ***Option 22 – Bulk Return***

Option 22 – Bulk Return allows you to create a LP and receive all of the items for a return load on the bulk LP. The items do not need to be from the same order because they will eventually be attached to an original order. Option 23 – Detail Return will be used to process the return on the bulk LP.

To receive a bulk return:

1. Type 22 from any menu and press Enter. The Bulk Return screen will display:

```

22   Bulk Return

RMA  █
Cust

===== Detail =====

Staging
Qty
UOM
LP

Enter RMA or F6

```

2. If an RMA number is required for this customer, type the number in the RMA field.

- You can press F6 to search for an RMA.

```

OE   RMA Search

RMA  █
Cust
Itm
Cons

===== Results =====

Order
Cust
Cons

Enter search

```

- Enter criteria in the fields at the top of the screen and press Enter. The search results appear on the bottom of the screen. If there are multiple RMA's, you can scroll through the results.

```

OE   RMA Search

RMA
Cust INA
Itm Bread
Cons

===== Results =====

R35356
Order 371894
Cust INA
Cons

1 of 1
F4 to select

```

- Type an 'X' next to the RMA you want and press F4.

3. Type the Customer ID and press Enter.

- If the RMA number is new, an “Add new RMA?” message appears.

```

22   Bulk Return

RMA R879900
Cust INA

===== Detail =====

Staging
Qty
UOM
LP

Add new RMA?

```

- Type Y and press Enter to add the new RMA number.

4. Type the staging location in the Staging field.

5. Enter the total quantity of all the items that are on this license plate in the Qty field.

Remember, all items on a Bulk Returns License Plate do not have to be from the same original order.

6. Type the UOM for the items. Unless the whole license plate has the same item on it, the UOM should be EA for Eaches. Press Enter.

```

22 Bulk Return

RMA R35356
Cust INA

===== Detail =====

Staging returns
Qty 45
UOM ea
LP

Enter the LP?

```

7. An “Enter the LP?” message appears. Type a ‘Y’ for Yes and press Enter.
8. Type or scan the Master License Plate number in the LP field, then press Enter.

```

22 Bulk Return

RMA R35356
Cust INA

===== Detail =====

Staging returns
Qty 45
UOM ea
LP 11152013001

Enter LP to use

```

9. If there is more than one LP to be entered, continue entering them using the same process. When finished, press F1 to return to the Main Menu.

### ***Option 23 – Detail Return***

Option 23 allows you to process Returns. A Return Order must exist to use this option. You can also use this option to process a Bulk Return LP.

1. Type 23 from any menu and press Enter. The Detail Returns screen displays:

```

23  Detail Return
RMA █
Cust
Location

I

Enter RMA or F6

```

2. If an RMA number is required for this customer, type the number in the RMA field.
  - You can press F6 to search for an RMA.
3. Type the Customer ID.
4. Type the Location ID in the Location field. Press Enter.
  - If the RMA number is new, an “Add new RMA?” message appears.
  - Type Y and press Enter to add the new RMA number.

```

23  Detail Return
RMA R35356
Cust INA
Itm █
Cls      Sts      Rsn
Qty      UOM

Enter item

```

5. In the Itm field, type the Item ID for the first item to be returned on this RMA. Press Enter.

```

23  Detail Return
RMA R35356
Cust INA
Itm Apple
Cls      Sts      Rsn
Qty      UOM

Item new. OK?

```

6. An “Item new. OK?” message appears. Type a ‘Y’ for yes and press Enter.
7. Enter the Inventory Class for this item.
  - Type a ‘?’ in this field and press Enter to view a complete list of codes. To select a code from the list, type any character on the left of the code and press Enter.
8. Enter the Inventory Status for this item.
  - Type a ‘?’ in this field and press Enter to view a complete list of codes. To select a code from the list, type any character on the left of the code and press Enter.
9. Enter the Reason Code for the return.
  - Type a ‘?’ in this field and press Enter to view a complete list of codes. To select a code from the list, type any character on the left of the code and press Enter.
10. Enter the Quantity of the item that is being returned.
11. Enter the UOM for this item.
  - Type a ‘?’ in this field and press Enter to view a complete list of codes. To select a code from the list, type any character on the left of the code and press Enter.

Note: If the Manufacturing Date, Expiration Date, Serial Number, Lot, Origin, User Item 1, User Item 2 or User Item 3 is required for this item, you will be prompted to fill this information in at this time.

12. Type or scan the License Plate number for this item and press Enter.

```

23  Detail Return
RMA R35356*
Cust INA
Itm APPLE*
Cls RG Sts AV Rsn 01
Qty 5      UOM cs
Origin usa
LP 11152013002

```

Unknown country

13. Continue processing returns until every item has been entered for this RMA. When you are finished entering all of the items, press F4 to finish.
14. The system will briefly display that putaway is pending and a task will be generated.  
Note: If your profile is set to Operating Mode of 'S', you will be directed to do a putaway for the items returned.
  - A Loc or Build? Message appears if you have processed more than one LP.

```

23  Detail Return
RMA R35356
Cust INA
Itm TAFFY
Cls      Sts      Rsn
Qty      UOM

```

Loc or Build?

- Type L to put away the pallets by location, B to put away the pallets based on the order that the pallets were picked up.

Press Enter.

```

01 System Directed
  Putaway In
    INA
LP 000011152013002
Itm APPLE
Qty 5      UOM CS
Location T248

===== Verify =====
Location T248
Vrfy Loc T248
Qty
Id

Verify or F6

```

15. Type or scan the Location this item will be put away in. Enter the Check ID, if required.
16. Enter the quantity of this item to be put away. This number should match the Qty located above the Verify line. Press Enter.

```

01 System Directed
  Putaway In
    INA
LP 000011152013002
Itm APPLE
Qty 5      UOM CS
Location T248

===== Verify =====
Location T248
Vrfy Loc T248
Qty 5
Id 0000000000004567

Id not LP/item

```

17. Continue this process until all items have been put away.
18. When all the items have been put away, a “Done. More?” message appears:

```

23  Detail Return
RMA R35356
Cust INA
Itm TAFFY
Cls      Sts      Rsn
Qty      UOM

Done. More?

```

19. Type an 'N' for No and press Enter.

20. After the LP's have been put away, a "Purge Returns?" message may appear. This allows you to delete the bulk plates from Bulk Returns.

```

23  Detail Return
RMA
Cust
Itm
Cls      Sts      Rsn
Qty      UOM

Purge returns?

```

- Type a 'Y' for Yes and press Enter. A list of Returns LPs appear:

```

24  Delete Returns

Location RETURNS

=== Returns LPs ===
x 000011152013001

Select. F4-Done

```

- Type an 'X' next to the plate(s) and press F4 to purge the LPs.

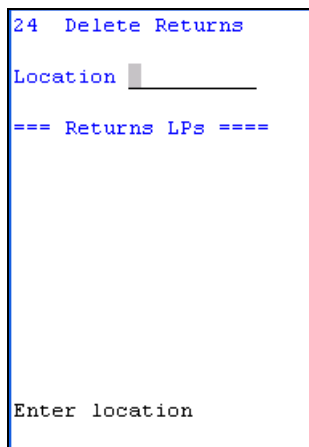
21. Press F1 to return to the menu.

Note: When the items have been received for a return order, the Return order must be closed from the CRT.

## ***Option 24 – Delete Returns***

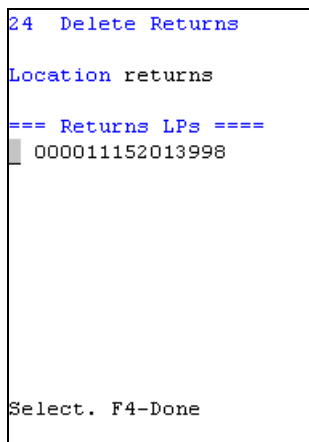
The Delete Returns function allows you to delete a Bulk Return LP.

1. Type 24 from any menu and press Enter. The Delete Returns screen appears:



```
24 Delete Returns
Location
=== Returns LPs ===
Enter location
```

2. Type the location where the bulk return LP is located and press Enter. A list of bulk LPs appears:



```
24 Delete Returns
Location returns
=== Returns LPs ===
000011152013998
Select. F4-Done
```

3. Type an 'X' next to the LPs you want to delete and press F4. The bulk LPs will be deleted.

## Option 25 – Build Rtn MP

The Build Rtn MP function was designed to allow you to create multi pallets to be shipped later on a Return to Vendor order.

1. Type 25 from any menu and press Enter. The Build Rtn MP screen appears:

```
25  Build Rtn MP
LP  █
Customer
Location

===== Take To =====
Location

===== Add To =====
LP
Enter return LP
```

2. Scan or type the LP. This LP must be in the Returns defined location.

```
25  Build Rtn MP
LP  000011152013009
Customer  INA
Location RETURNS

===== Take To =====
Location

===== Add To =====
LP
Enter return LP
```

3. Scan or type the 'Add To' LP and press Enter. The LP can be an already existing Multi Pallet (MP) or a new LP. This will combine the two LP's into a multi pallet.
  - If you are starting a new LP, a "New Multi LP?" message appears.

```

25  Build Rtn MP

LP 000011152013009
Customer INA
Location RETURNS

===== Take To =====

Location RTNSORT

===== Add To =====

LP 000011152013995

New Multi LP? █

```

- Enter 'Y' if this is a new LP.

4. A "Done. More?" message appears. Type 'Y' and Enter to continue combining LPs or 'N' to exit.

```

25  Build Rtn MP

LP 000011152013009
Customer INA
Location RETURNS

===== Take To =====

Location RTNSORT

===== Add To =====

LP 000011152013995

Done. More? █

```

## Option 26 – Close Rtn MP

The Close Rtn Mp function was designed to close the multi pallet that was built during Option 25 – Build Rtn MP. This screen also allows a closed multi pallet to be reopened. The system only allows one multi pallet per location during these processes.

1. Type 26 from any menu and press Enter. The Close Rtn MP screen appears:

```
26  Close Rtn MP
LP 
Action
    C - Close
    R - Reopen

Enter multi LP
```

2. Scan or Type the LP of the Multi Pallet.

```
26  Close Rtn MP
LP 000011152013995
Action 
    C - Close
    R - Reopen

Must be C or R
```

3. Type a C to Close or an R to Reopen the MP. Press Enter.

```
26  Close Rtn MP
LP 000011152013995
Action c
    C - Close
    R - Reopen

Done. More? 
```

4. A “Done. More?” message appears. Type ‘Y’ to continue closing or reopening MPs, or ‘N’ to exit. Press Enter.

## RF Work Menu

The RF Work Menu can be accessed by typing 30 on the RF unit in the Selection field on any menu 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 30 from the 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
```

This menu contains various types of work options:

- 31 – Any Work – Allows you to receive any task in the queue based on your last location, task priority and pre-assignments.
- 32 – Putaway – Allows you to perform putaways for LPs that have put away tasks.
- 33 – Movement – Allows you to move an LP from one location to another.
- 34 – Def / Any Pick - Allows you to receive the next available picking task nearest to your last known location (this is based off of the profile screen).
- 35 – Cycle Count - Cycle counting is a method of correcting inventory discrepancies by counting the inventory in a location.
- 36 – Phys Inventory – Allows you to physical inventory counting tasks.

### **Option 31 – Any Work**

Option 31 - Any Work allows the RF operator to receive ANY task type in the task queue based on the operator's last known location, as well as task priority and task pre-assignment. This screen allows the operator to perform interleaved tasks.

1. Type 31 from any RF menu and press Enter. The next available task appears:

```
54 System Directed
    Picking Of
    (consolidated)
Order ID 212461
Ship ID 0

1 NONE needed
OK to Pick? █
```

### ***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
Vrify 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 33 - Movement***

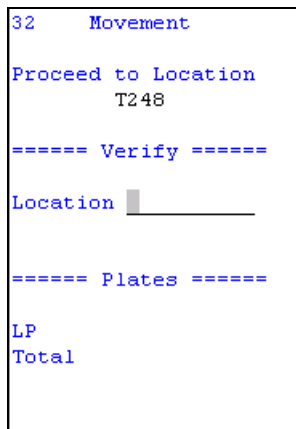
The Movement function allows you to move product from one location to another.

This function is similar to Option 94 - Move LP. The difference between these two functions is Option 94 allows you to initiate and complete the movement of the product without an existing task for the movement. With Option 32, the movement task must exist for you to complete it.

A move task can be:

- CRT generated.
- Automatically generated. For example, during deconsolidation a move task is generated after the sort task has been completed.

1. Type 33 from any menu and press Enter. The Movement screen appears:



```
32      Movement

Proceed to Location
      T248

===== Verify =====

Location █

===== Plates =====

LP
Total
```

2. Go to the location and verify the location by scanning or typing it in the Location field. You may be required to enter the Check ID. Press Enter.

```

32      Movement

Proceed to Location
      T248

===== Verify =====

Location t248

===== Plates =====

LP 
Total

Plate. F4-Done

```

3. Scan or type the LP that is to be moved from the location.

```

32      Movement

Proceed to Location
      T248

===== Verify =====

Location t248

===== Plates =====

LP 000011072013008 
Total

Plate. F4-Done

```

4. Press F4.

```

05 System Directed
      Movement In
      INA
LP 000011072013008
Itm BERRIES
Qty 3      UOM CS
Location T247

===== Verify =====
Location T247
Vrfy Loc 
Qty

Verify drop

```

5. Go to the directed location and scan or type the location in the Vrfy Loc field.
6. Type the quantity that you moved and press Enter.

```

05 System Directed
  Movement In
    INA
LP 000011072013008
Itm BERRIES
Qty 3      UOM CS
Location T247

----- Verify -----
Location T247
Vrfy Loc t247
Qty 3

```

7. The RF Menu appears.

### ***Option 34 - Default / Any Pick***

This option allows you to receive the next available picking task nearest to your last known location (this is based off of the profile screen).

1. Type 34 from any menu and press Enter. The next available pick task appears:

```

34 Line Item Pick In
INA
Order 369955*
Pick 1      CS  FULL
    1      CS    1
Itm PEPPER*
PEPPER

Loc T056      Part
LP 0000000070000034
LP
LP

Pick. F4-Done

```

### ***Option 35 – Cycle Count***

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.

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

```
35   Cycle Count
Customer ALL
Itm ALL
Facility ZET
Location T244
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.

```

35   Cycle Count
Customer ALL
Itm  ALL
Facility ZET
Location T244
Vrfy Loc t244
LP 000001015201302
Qty 100
Customer INA
Itm Cheese

```

Enter. F4-Done

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

## Counting with Differing Quantities

1. If you enter a quantity that is different than what is expected by the system, a “Confirm count” message appears.

```

35   Cycle Count
Customer ALL
Itm  ALL
Facility ZET
Location T244
Vrfy Loc t244
LP 000001015201303
Qty 101
Customer ina
Itm cheese

```

Confirm count

2. Recount the LP and confirm the quantity. The quantity you enter for the confirmation is accepted. If it is greater or less than the quantity expected, the LP is updated to the new quantity you entered.

## Counting with Differing Items

1. If you enter an item that is different than what is expected by the system, the item is accepted.

```

35      Cycle Count
Customer ALL
Itm ALL
Facility ZET
Location T244
Vrfy Loc t244
LP 000001015201310
Qty 50
Customer INA
Itm Pink taffy

```

Peanut Taffy

Confirm item

2. A “Confirm count” message appears. Confirm the count and press Enter.

```

35      Cycle Count
Customer ALL
Itm ALL
Facility ZET
Location T244
Vrfy Loc t244
LP 000001015201310
Qty 50
Customer INA
Itm Pink taffy

```

Peanut Taffy

Confirm count

3. The LP is updated with the new item (and quantity, if it differed from the expected quantity.)

## Counting with Differing Lots

1. If you enter a lot that is different than what is expected by the system, the lot is accepted.
2. A “Confirm count” message appears. Confirm the count and press Enter.

```

35    Cycle Count
Customer ALL
Itm ALL
Facility ZET
Location T244
Vrfy Loc t244
LP 000001015201308
Qty 30
Customer INA
Itm BREAD
LOT 003

BREAD

Confirm count

```

3. The LP is updated with the new lot (and quantity, if it differed from the expected quantity.)

## Finding a LP in a Location

If you enter information for a LP that the system doesn't expect in the location, the LP is added to the location.

```

35    Cycle Count
Customer ALL
Itm ALL
Facility ZET
Location T244
Vrfy Loc t244
LP 000011132013001
Qty 50
Customer INA
Itm Peanut Taffy

Confirm count

```

## LPs Missing in a Location

1. When you are finished counting the LPs in a location, press F4. A "Count Done?" message appears:

```

35   Cycle Count
Customer ALL
Itm ALL
Facility ZET
Location T244
Vrfy Loc t244
LP
Qty
Customer
Itm

Count Done? █

```

2. Type Y and press Enter. If there are any LPs that the system expected in the location that weren't counted, a "Remove LPs?" message appears:

```

35   Cycle Count
Customer ALL
Itm ALL
Facility ZET
Location T244
Vrfy Loc t244
LP
Qty
Customer
Itm

Remove LPs? █

```

- If you are certain that you counted all of the LPs in the location, type Y. The LPs that weren't counted will be deleted.
- If you want to recheck to make sure that you counted all of the LPs in the location, type N and press Enter.

### ***Option 36 - Physical Inventory***

This section only describes the RF portion of the Physical Inventory process. For more information, please refer to the Synapse User Manual's chapter on Physical Inventory.

1. Type 36 from any menu and press Enter. The system will check for a task that is closest to your current location (based on Opton 95 - User Profile).

You can press F1 to exit from the Physical Inventory screen as long as you haven't entered any counts for the current task location.

## Standard Physical Inventory Entry

The standard Physical Inventory is configured with the Require Physical Inventory Item option selected. (See the Concepts Manual and Synapse User Manual Physical Inventory chapter for further details.)

The Phys Inventory screen appears:

```
36 Phys Inventory
Customer INA
Itm ALL
Facility ZET
Location T244
Vrfy Loc 
LP
Customer
Itm
Qty
Verify Location
```

2. Scan or type the location. Enter the Check ID, if required. Press Enter. The cursor moves to the LP (License Plate) field.
3. Scan or type the LP number.
4. Type the Customer ID.
5. Type the Item.
6. Type the quantity on the pallet.

```
36 Phys Inventory
Customer INA
Itm ALL
Facility ZET
Location T244
Vrfy Loc T244
LP 000001015201302
Customer INA
Itm CHEESE
Qty 100
Enter. F4-Done
```

Note: Depending on how the system is configured, more information required such as a Lot number may be required.

7. If there is more than one Item/License Plate in this location, repeat this process until all plates in the location have been counted. When you are finished counting the location, press F4.

```
36 Phys Inventory
Customer INA
Itm ALL
Facility ZET
Location T244
Vrfy Loc T244

LP
Customer
Itm

Qty

Location Done? █
```

8. A “Location Done?” message appears. Type ‘Y’ for Yes and press Enter. The next location that needs to be counted appears. Continue the process until all locations have been counted.

## Alternate Physical Inventory Entry

An alternate method for Physical Inventory is configured with the Require Physical Inventory Item option unselected. (See the Concepts Manual and Synapse User Manual Physical Inventory chapter for further details.)

1. Type 36 from any menu and press Enter. The Phys Inventory screen displays:

```
36 Phys Inventory
Customer INA
Itm ALL
Facility ZET
Location T245
Vrfy Loc █
LP
Customer
Itm

Qty

Verify Location
```

2. Scan or type the location. Enter the Check ID, if required. Press Enter. The cursor moves to the LP (License Plate) field.

```
36 Phys Inventory
Customer INA
Itm ALL
Facility ZET
Location T245
Vrfy Loc t245

LP 
Customer
Itm

Qty

Enter. F4-Done
```

3. Scan or type the LP number and press Enter. The plate information, except for quantity, is displayed.

The plate information can be changed, if necessary, otherwise press Enter to confirm.

```
36 Phys Inventory
Customer INA
Itm ALL
Facility ZET
Location T245
Vrfy Loc t245

LP 000001015201311
Customer INA
Itm PEANUT TAFFY

Qty 
Peanut Taffy

Confirm item
```

4. Enter the quantity and press Enter.
5. If there is more than one Item/License Plate in this location, repeat this process until all plates in the location have been counted. When you are finished counting the location, press F4.

```

36 Phys Inventory

Customer INA
Itm ALL
Facility ZET
Location T244
Vrfy Loc T244

LP
Customer
Itm

Qty

Location Done?

```

6. A “Location Done?” message appears. Type ‘Y’ for Yes and press Enter. The next location that needs to be counted appears. Continue the process until all locations have been counted.

## Counting Empty Locations

1. If the location to be counted is empty, you will need to type or scan the location (or Check ID) to ensure you are in the proper location.

```

36 Phys Inventory

Customer ALL
Itm ALL
Facility ZET
Location T062
Vrfy Loc t062

LP
Customer
Itm

Qty

Enter. F4-Done

```

2. Press F4 (without entering any other data). A “Location Done?” message appears:

```
36 Phys Inventory

Customer ALL
Itm ALL
Facility ZET
Location T062
Vrfy Loc t062

LP
Customer
Itm

Qty

Location Done? █
```

3. Type 'Y' for Yes and press Enter. A "Verify empty?" message appears.

```
36 Phys Inventory

Customer ALL
Itm ALL
Facility ZET
Location T062
Vrfy Loc t062

LP
Customer
Itm

Qty

Verify empty? █
```

4. Type 'Y' and press Enter. The next task appears on the screen.

## Can't Count a Location

If you are unable to enter a count, you can press F6 - Can't Do Phy Inv and select one of the following options:

```

06  Can't Phy Inv

1-Can't
  (Exit to Menu)

2-No One Can Phy Inv
  (Something Wrong)

3-I Can't Phy Inv
  (Equipment, etc.)

Reason =>

Enter reason

```

- **Can't** - Underneath it also says Exit to Menu. It's the same as pressing F1 while in the function itself.
- **No One Can** - Puts the task on hold and attempts to assign the next task.
- **I Can't** - Puts the task in your "Can'ts" table and attempts to assign the next task. You will not get this task again until you login again or change equipment, but the task can be given to another operator.

## RF Shipping Menu

The RF Shipping Menu includes options that can be used in the Shipping process.

```

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

```

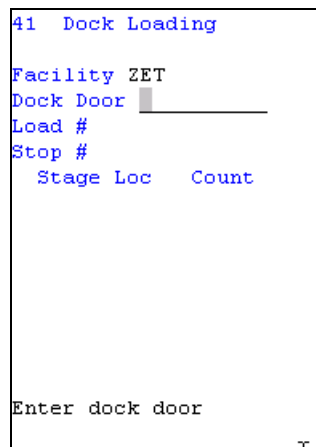
- 41 – Dock Loading – Allows you to load the designated LP's onto the outbound trailer
- 42 – Restage – Allows pallets to be split off from the original order. A new identical order is created with a new Ship ID.

- 43 – Dock Unloading – Allows you to remove loaded plates from a trailer that are not going to be shipped.
- 44 – Combine Master – Allows you to combine picked pallets.
- 45 – Split Master – Allows you to split picked pallets.
- 46 – Order Checking – Allows you to check an order for accuracy.
- 47 – Resume Pass – Allows you to continue picking to a Passed LP.
- 48 – De-Pick by LP – Allows you to return product back to stock from a picked LP, an order or a shipped order.
- 49 – Shipping Audit – Allows you audit shipping plates.

### ***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

I

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

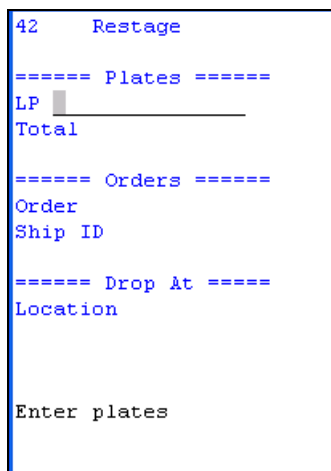
```

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.

### ***Option 42 – Restage***

The Restage function allows pallets to be split off from the original order. A new identical order is created with a new Ship ID. Restaging is very useful in the event that a carrier cannot take all of the pallets on the same trailer.

1. Type 42 from any menu and press Enter. The Restage screen appears:



```
42    Restage

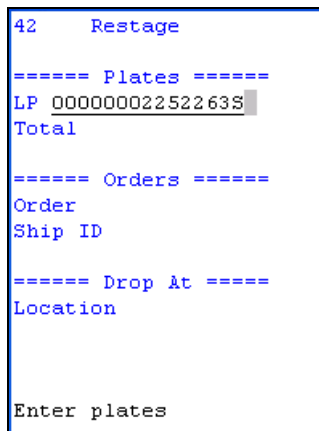
===== Plates =====
LP 
Total

===== Orders =====
Order
Ship ID

===== Drop At =====
Location

Enter plates
```

2. Type or scan the LP you want to split onto a new shipment. Press Enter.



```
42    Restage

===== Plates =====
LP 00000002252263S
Total

===== Orders =====
Order
Ship ID

===== Drop At =====
Location

Enter plates
```

3. Press F4. The current Order Number-Ship ID is displayed in the Order field. The next available Ship ID (2) appears in the Ship ID field.

```

42    Restage

===== Plates =====
LP 00000002252263S
Total 1

===== Orders =====
Order 370244-1
Ship ID 2

===== Drop At =====
Location

Enter new shipid

```

4. Press Enter to confirm.
5. Enter or scan the staging location. Enter or scan the Check ID, if required. Press Enter.

```

42    Restage

===== Plates =====
LP 00000002252263S
Total 1

===== Orders =====
Order 370244-1
Ship ID 2

===== Drop At =====
Location stg13

Enter data

```

6. Use the same process to continue moving the LPs that you want to split from the order. When you are finished, press F1 to exit to the menu.

### ***Option 43 - Dock Unloading***

In the event that an already loaded plate needs to be unloaded, the Dock Unloading function is available. This function was designed to allow the removal of a plate(s) that is not going to be shipped.

1. Type 43 from any menu and press Enter. The Unloading screen displays:

```

43 Unloading

Facility ZET
Dock Door █
Load #
LP

Enter dock door

```

2. Scan or type the Dock Door location and press Enter. The Load # and the LP's that are currently in loaded status appear on the screen.

```

43 Unloading

Facility ZET
Dock Door dr11
Load # 201705
LP █

0000000000ANND*
00000002252264S

000001011201302*
00000002252239S

000001304000003*
00000002252262S
Plate. F4-Done

```

3. Scan or type one of the LPs you want to unload and press Enter. The LP you entered no longer appears on the screen. Continue entering or scanning LPs that you want to unload.

```

43 Unloading

Facility ZET
Dock Door dr11
Load # 201705
LP █

000001011201302*
00000002252239S

000001304000003*
00000002252262S

Plate. F4-Done

```

4. When you are finished entering the LPs you want to unload, press F4.

```

44  Unload LPs

LP 000000000000ANNDD*
   000000002252264S

===== Verify =====

Location 

Enter Data

```

5. Type or scan the Location (and Check ID, if required) where the LP is being placed. Press Enter. Repeat entering or scanning the locations for each LP that was unloaded.

```

44  Unload LPs

LP 000000000000ANNDD*
   000000002252264S

===== Verify =====

Location stg13

Enter Data

```

6. Press F1 to exit to the menu.

### ***Option 44 - Combine Master***

This function allows you to combine picked pallets. Combine Master is very useful in the event that you need to 'cube out' a trailer and provide ASN information.

1. Type 44 from any menu and press Enter. The Combine Master LP screen appears:

```

44 Combine Master LP
==== Add All Of ====
LP 
===== To =====
LP

Enter masters

```

2. Type or scan the From LP and press Enter.

```

44 Combine Master LP
==== Add All Of ====
LP 00000002252477S
===== To =====
LP 
To required

```

3. Type or scan the To LP and press Enter. A “Done. More?” message appears.

```

44 Combine Master LP
==== Add All Of ====
LP 00000002252477S
===== To =====
LP 00000002252277S

Done. More?

```

4. Type Y if you want to continue combining LPs or N to exit to the menu. Press Enter.

## Option 45 - Split Master

This function does the opposite of Combine Master. It allows you to split picked pallets. Split Master can be very useful in the event that you need to 'cube out' a trailer and provide ASN information.

1. Type 45 from any menu and press Enter. The Split Master LP screen appears.

```
45 Split Master LP
==== Take From ====
LP 
Qty 
ID 

===== Add To =====
LP

Enter from data
```

2. Type or scan the LP to Take From.

```
45 Split Master LP
==== Take From ====
LP 00000002252277S
Qty 
ID 

===== Add To =====
LP

Enter from data
```

3. Type the quantity to be removed in the Qty field.
4. Type the Item in the ID field and press Enter.

```

45 Split Master LP

==== Take From ====
LP 00000002252277S
Qty 10
ID bread

===== Add To =====
LP 

Enter to data

```

5. Type or scan the LP to Add To. This can be an existing or new LP. A “Done. More?” message appears.

```

45 Split Master LP

==== Take From ====
LP 00000002252277S
Qty 10
ID bread

===== Add To =====
LP 000011132013999

Done. More? 

```

6. Type Y to continue splitting LP’s or N to exit to the menu. Press Enter.

## ***Option 46 - Order Checking***

Order Checking allows you to check a picked order for accuracy.

1. Type 46 from any menu and press Enter. The Check Orders screen appears with your current facility and last known location:

```

46 Check Orders At

Facility ZET
Location STG13
Order ID
Ship ID
Customer

LP
Itm

Qty          UOM

Enter order

```

2. Type or scan the location where the order that you are checking is located.
3. Type the Order ID and Ship ID and press Enter. The following screen appears:

```

46 Check Orders At

Facility ZET
Location STG10
Order ID 371884
Ship ID 1
Customer INA

=== Detail Entry ===
LP  
Itm

Qty          UOM

Data. F4-Done

```

The following errors may appear:

- Invalid Order ID or Ship ID
- Order not found in system
- Order still being picked
- Order already checked
- Order does not need checking (The Order Check Required on the Customer Maintenance set up screen must be set to Yes.)
- No plates for the order are at the entered location

4. Enter the LPs, items, lot numbers (if required), quantities and units of measure (UOM) for the order being checked.
  - While entering detail data, if the same LP is entered twice, you will be asked whether you want to change the previous count.
  - If you exit using either F1 or F7, all the entered counts are saved, but the order is not marked as counted.

```
46 Check Orders At
Facility ZET
Location STG10
Order ID 371884
Ship ID 1
Customer INA

=== Detail Entry ===
LP 00000002264498S
Itm apple
Qty 20      UOM cs
Data. F4-Done
```

- The following errors and warnings may appear:
  - Invalid / unknown / deleted plate
  - Item not found
  - Lot required
  - Lot not allowed
  - Invalid quantity
  - UOM not for item
  - Plate not outbound
  - Plate part of a carton or master (the "parent" should be entered)
  - Plate not at location
  - Plate not for order
  - Plate not staged

5. Press F4 when you are done checking the order. A "Review Order?" message appears.

```
46 Check Orders At

Facility ZET
Location STG10
Order ID 371884
Ship ID 1
Customer INA

=== Detail Entry ===
LP 00000002264497S
Itm cheese

Qty          UOM

Review Order? █
```

6. Type 'Y' to review your order checking entries and press Enter. The data for the lowest numbered plate that was entered is displayed and the cursor is in the LP field.

```
46 Check Orders At

Facility ZET
Location STG10
Order ID 371884
Ship ID 1
Customer INA

== Detail Review ==
LP 00000002264489S
Itm CAKE
LOT 1016
Qty 2          UOM PLT

Data. F9-Skip
```

- As you review, you can change the information for the plate but you cannot add new information. During review mode, entering a quantity of zero will delete the data entered for the LP.
- Use the F9 – Skip function key to skip to the next checked LP - if it exists - without modifying the currently displayed data.

```

46 Check Orders At

Facility ZET
Location STG10
Order ID 371884
Ship ID 1
Customer INA

== Detail Review ===
LP 00000002264490S
Itm cheese

Qty 1      UOM CS

Data. F9-Skip

```

7. When you are done reviewing the LP's (or have chosen not to review the order), a "Close Order?" message appears:

```

46 Check Orders At

Facility ZET
Location STG10
Order ID 371884
Ship ID 1
Customer INA

== Detail Review ===
LP 00000002264498S
Itm APPLE

Qty 20      UOM CS

Close Order?

```

8. Type 'Y' to mark the order as checked and press Enter.
  1. Enter an 'N' to return to Detail Entry.

Note: When the order is marked as counted, the quantity to count, weight to count, cube to count and amount to count quantities are updated but the entered counts are still saved in the system.

## **Option 47 - Resume Pass**

### **Passing Picks**

The Passing Picks function is available if the customer has the Allow Pick Passing option selected in the Customer Maintenance Setup screen.

During the Staging process, the RF operator will be prompted to confirm a Location, Check ID (if required), Pass?, and LP. The Pass feature allows one operator to pick a part of the order on an LP and Pass it. Then another operator can Resume Pass and continue picking the order on the LP.

For example, if there are security sections of the warehouse, one operator picks the products that are within their section then passes the pallet for another operator to pick products in a secured section.

To Pass a pick during staging:

1. Enter or scan the Location. Enter or scan the Check ID, if required.
2. Enter 'Y' in the Pass field if the pallet is to be passed to another user. Enter 'N' if the pallet is to be staged.
3. Enter the LP and press Enter.

```
35   Stage Picks

LP 000011142013001
   00000002264499S
Order 370379
P&D Loc PD0100

===== Verify =====

Location STG10
Vrfy Loc stg10
Pass? y
LP 11142013001

Enter Data
```

If a pallet has been passed, it will be visible on the Task Queue with a status of Passed.

## Resuming a Passed Pick

1. Type 47 from any menu and press Enter. The Resume Pass screen appears:

```

47 Resume Pass

LP 

== Additional LPs ==

Enter plate id

```

2. Type or scan the LP that was Passed and press Enter.

```

47 Resume Pass

LP 000011142013001

== Additional LPs ==
    (none)

Scroll F4-pick 

```

3. Press F4 to resume the picking tasks.

```

34 Order Pick In
INA
Order 370379*
Pick 1      PLT FULL
    100    CS      3
Itm CHEESE*
Cheese

Loc T244      Full
LP 000001015201302
LP 

Pick. F4-Done

```

### ***Option 48 - De-pick by LP***

The De-Pick function allows you to return product back to stock from a picked LP, an order or a shipped order. In the event that an order that has been picked gets cancelled, or a shipped order is overweight, you are directed to return the product back to the same locations that it was picked from, whenever possible. This function is similar to Option 72 - De-pick Order.

1. Type 48 from any menu and press Enter. The De-pick by LP screen appears:

```
48 De-pick by LP
LP
Order ID
Ship ID
Itm
Customer
Qty      UOM
Location
Enter plate id
```

2. Type or scan the LP to be De-picked and press Enter.

If this is a shipped LP, a “LP is shipped, OK?” message appears. Type Y and press Enter if you want to de-pick the LP.

```
48 De-pick by LP
LP 00000002264499S
Order ID 370379
Ship ID 1
Itm BREAD
Customer INA
Qty 10      UOM EA
Location PF02
LP 000001015201304
Enter data
```

3. The system directs you to the original location and LP (when possible) to return the product. When an LP is not listed, the LP has been picked to 0 and is no longer available. A new LP will be needed to return the product.

## **Option 49 - Shipping Audit**

The Shipping Audit function allows you to audit shipping plates for a customer. The customer audit staging location is part of the processing (including check digit validation) and you will not be able to audit an LP for a customer that has no such location defined.

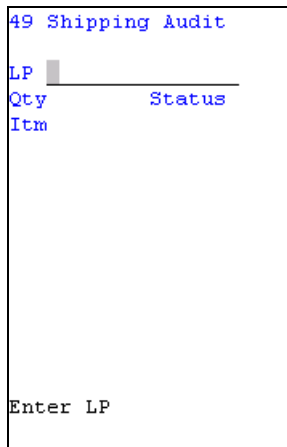
Option 49 - Shipping Audit operates in three modes:

- Audit
- Review
- Resolve

The mode is indicated near the top of the screen on the RF unit.

## Audit Mode

1. Type 49 from any menu and press Enter. The Shipping Audit screen appears:



```
49 Shipping Audit
LP
Qty      Status
Itm
Enter LP
```

2. Type or scan an outbound LP (shipping plate). The status options for the entered LP are:
  - **S** - Staged
  - **FA** - Failed Audit

```

49 Shipping Audit
==== Audit Qty =====
LP 000000002264500S
Qty      Status S
Itm

```

F6-Review F9-Resolve  
Enter itm & qty

If any portion of the LP has been successfully audited previously, a "Restart LP" message appears.

- Type 'Y' and press Enter if you want to audit or re-audit the LP. You will then be asked to enter a quantity and item.
3. Type the LP quantity and press Enter.
  4. Type the item and press Enter.

Based upon the characteristics of the item entered, you may be required to enter up to five more fields (i.e., lot, serial number, useritem1, useritem2 and useritem3). These fields are edited according to any validation rules.

```

49 Shipping Audit
==== Audit Qty =====
LP 000000002264500S
Qty 1      Status S
Itm pears

```

F6-Review F9-Resolve  
Enter itm & qty

A "Confirm data?" message appears.

```

49 Shipping Audit
==== Audit Qty ====
LP 00000002264500S
Qty 1      Status S
Itm pears
C#      yellow

F6-Review F9-Resolve
Confirm data? █

```

5. Type Y and press Enter to confirm your audit entry.

- If the audit fails, the system directs you to move the LP to the audit location for the customer:

```

49 Shipping Audit
==== Audit Qty ====
LP 00000002264500S
Qty 1      Status S
Itm pears
C#      yellow

Audit of LP failed.
Please move LP to
Location AUDIT01
Vrfy Loc audit01 █
Verify Location

```

The shipping plate (entire family) will be moved to the audit location and the status of the LP is set to 'FA'.

Any multiship info will be deleted.

- A correct entry will be recorded, the item and quantity will be cleared and the Shipping Audit screen appears, ready for your next input for the same LP.

```

49 Shipping Audit
==== Audit Qty ====
LP 00000002264501S
Qty      Status FA
Itm

F6-Review F9-Resolve
Data. F4-Done

```

6. Press F4 when you are finished with your audit. If the system agrees that everything has been audited, a “Passed. More?” message appears.

The LP(s) will be considered done and the following processing will occur:

- The LP status will change to 'S' if it was 'FA'.
- The multiship info will be added back if it was previously deleted.

```

49 Shipping Audit
==== Audit Qty ====
LP 00000002264500S
Qty      Status S
Itm

F6-Review F9-Resolve
Passed. More?

```

7. Type Y and press Enter if you want to continue auditing. Type N to exit to the menu.

## Review Mode

1. While in audit mode, press F6 to access Review Mode. The following screen appears:

```

49 Shipping Audit
=== Review Mode ===
LP 00000002264489S
Qty 100      Status FA
Itm APPLE

User SYNAPSE
When 11/15/13 08:48
Results FAIL

                                v
Scroll history

```

While in review mode, all previously entered audits for a LP (including when, by whom and the results) are displayed.

2. If there is a 'v' or '^' on the screen, you can scroll through the screens to view the audit history.

## Resolve Mode

1. While in audit mode, press F9 to access Resolve mode. The following screen appears:

```

49 Shipping Audit
=== Resolve Mode ===
LP 00000002264489S
Qty 100      Status FA
Itm CAKE
LOT 1016

Audit N

F4-Done F6-Modify
Scroll contents

```

While in Resolve Mode, all the LP data (i.e., total quantity by item, lot number, serial number, user item 1, user item 2, and user item 3) is displayed.

2. Press F6 to update the lot number, serial number, user item 1, user item 2 and/or user item 3 (based upon the item's characteristics).

```

49 Shipping Audit
=== Resolve Mode ===
LP 00000002264489S
Qty 100      Status FA
Itm CAKE
LOT 1015

```

---

```

Audit N

Enter new data

```

3. Press F4 to save your changes. An “LP updated” message appears. The updated shipping plate(s) will also change to not audited, thus requiring a subsequent audit. Any data changes will also be logged in two entries - before data (results = 'ORIG') and after data (results = 'NEW').

```

49 Shipping Audit
==== Audit Qty =====
LP 00000002264489S
Qty  Status FA
Itm

```

```

F6-Review F9-Resolve
LP updated

```

## Additional Audit Information

- If you enter an LP that has a parent, you will be informed of this condition and given the option of continuing with the parent or entering a new LP.
- All activity is logged in the userhistory table under "AUDT" - this is the entry in the EmployeeActivities validation table.

## Generate Packing List after Audit

An option is available to allow the operator performing an RF Shipping Audit to print a packing list report for the carton that was just audited. Note: The Generate Audit Report box must be checked on the Customer Maintenance/Shipping/Option – 3 screen for this function to be available.

1. After indicating that the audit is done with the F4 key, the following screen appears.

```
01 Print Report
Pack List
==== On printer ====
RPT
OK/mod printer
```

2. Enter the printer you want to print the Pack List to and press Enter.

## Security

In order to use this feature, you must have supervisor access to RFSHIPAUDIT. If you do not have the necessary authority, F9 will not be available.

## RF Picking Menu

The picking options are found on the RF Picking Menu.

```
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
```

- 51 – Default /Any – Assigns the next available picking task to the RF operator.
- 52 – Line Item – This function allows more than one operator to be picking the same order at the same time. Each operator is assigned one task at a time instead of an entire order.

- 53 – Conveyor - Allows an operator to remain picking in the same zone and to not have to manually stage each pick.
- 54 – Order - Allows only one operator at a time to pick the order, unlike Line Picking which allows many operators to pick the same order at the same time.
- 55 – Cluster – Allows you to pick multiple orders at the same time. For example, it allows you to stop at one location to fill multiple orders at the same time, and then proceed to the next location for the next item.
- 56 – Batch – Allows you to pick multiple orders that have the same items. The orders can be grouped and picked together. Another common term for this function is Bulk Picking.
- 57 – Replenish – Allows you to move stock from a storage location to a pick front for replenishment.
- 58 – Sortation – Allows you to sort batch picked product to fill individual orders.
- 59 – Sort Cluster - Allows you to Cluster pick multiple batch picked orders at the same time.
- 5A – Line Cluster

### ***Option 51 – Default /Any***

This option assigns the next available task to the RF operator.

1. Type 51 from any menu and press Enter. The next available task appears:

```

34 Line Item Pick In
INa
Order 369955*
Pick 1      CS  FULL
    1      CS   1
Itm PEPPER*
PEPPER

Loc T056      Part
LP 000000070000034
LP 
LP 
Pick. F4-Done

```

## Option 52 - Line Picking

This function allows more than one operator to be picking 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 

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.

```

55  Stage Picks

LP 000011112013998
   00000002252476S
Order 369317

===== Verify =====

Location STG09
Vrfy Loc 

Enter Data

```

### ***Option 53 - Conveyor Picking***

This allows an operator to remain picking in the same zone and to not have to manually stage each pick.

1. Type 53 from any menu and press Enter.

```

53  Conveyor Pick

Facility ZET
Location PL008 

Enter location

```

2. Type a (starting) location and press Enter. The system finds the closest first pick (line, order or sortation) within the zone of the entered location according to picking sequence.
3. Type the LP that you are picking from in the LP field and press Tab.

```

34 Line Item Pick In
INA
Order 370279*
Pick 1      CS  LBL
      1      CS   1
Itm GRAPES*
grapes

Loc PL008      Part

LP 10212013001
LP █

```

Pick. F4-Done

4. Type the LP that you are picking to and press Enter. The next pick in the sequence appears. The first pick is automatically staged in the location you specified for the conveyor zone.

```

34 Line Item Pick In
INA
Order 370279*
Pick 1      CS  LBL
      1      CS   1
Itm APPLE*
Apple

Loc PL009      Part

LP █

```

Pick. F4-Done

### Additional Conveyer Picking Information

- If you try to exit from picking before all picks are complete (using the F1, F4 or F14 keys), you be asked to confirm your exit request. If you respond affirmatively, anything that was picked will automatically be staged.
- Any equipment restrictions, customer restrictions, task pre-assignment and task priority (except for active, passed and on-hold) are ignored during task determination.

### Option 54 - Order Picking

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

```

## Consolidated Order Picking

This processing enables SYNPASE to allow outbound orders going on the same load, to be grouped into a consolidated order for planning, picking, packing and shipping purposes yet maintain the original order identity for tracking and reporting purposes. The orders are pulled together for consolidation by the wave ID and consolidation logic. The orders in one consolidation are picked together and shipped in the same load. Orders will be picked using RF order picking. The RF operator enters the consolidated order ID to pick the items.

To pick a consolidated wave:

1. Type 54 from any menu and press Enter. (You can also receive a consolidated order pick by requesting Any Work.) The following screen appears:

```

54   System Directed
      Picking Of

Order ID █
Ship ID

Enter order

```

2. Enter the wave number in the Order ID field and a Ship ID of 0 (you can't leave the Ship ID blank).

```
54 System Directed
    Picking Of

Order ID 213214
Ship ID 0

Enter order
```

3. Press Enter. A “Pick/Detail?” message appears.

```
54 System Directed
    Picking Of
    (consolidated)
Order ID 213214
Ship ID 0

2 cartons needed
Pick/Detail?
```

4. Type ‘P’ and press Enter.
  - Picking instructions display for all suborders of a consolidated order. Also, if any suborder has automatically displayed instructions, the consolidated order is considered to have them also. Read the instructions and press F1 to continue.

```

34 Order Pick In
INA
Order 213214*
Pick 2 EA FULL
      2 EA 3
Itm BREAD*
BREAD

Loc PF02      Part

LP
LP

Verify quantity

```

5. You will be directed to each location to pick all of each item that is needed to complete all of the orders in the consolidated wave.
6. When everything has been picked for the wave, you will be prompted to stage the product and enter the Location (and Check ID, if required). At this point all of the orders in the wave will be updated to Picked status.

### ***Option 55 - Cluster Picking***

The RF Cluster Picking option was designed to allow you to pick multiple orders at the same time. As an example, there is a customer that ships batteries of all sizes (AA, AAA, C, D, etc). Many orders have the same type of batteries on each order. Since these items are small there is no need for a forklift, so a cart is used instead. The Cluster option allows the operator to stop at one location to fill multiple orders at the same time, and then proceed to the next location for the next item.

1. Type 55 from any menu and press Enter. The Cluster Picking screen displays:

```

55 Cluster Picking

Max Orders  █
Wave:
Order      Position

Enter max

```

2. Enter the maximum number of orders to be cluster picked in this picking pass. This number should not exceed the number of positions on the picking cart. The wave number can also be entered to select more specific orders.

```
55 Cluster Picking
Max Orders  2
Wave: 213160
Order       Position
Enter max
```

3. An assigned list of the orders will be displayed. Enter the position on the picking cart for each order. Press F4.

```
55 Cluster Picking
Max Orders  2
Wave: 213160
Order       Position
369952-1    1
369960-1    2
2 NONE needed
Data. F4-Done
```

4. When the first pick is assigned, the order number and cart position of the order will appear on line 3 of the RF screen. Pick the quantity requested at the location shown and enter the LP the item is picked from. Note: Depending on the location setup, you may be asked to confirm other attributes as well, such as Item and Location.

```

34 Cluster Pick In
INA
Order 369960* P 2
Pick 10 EA FULL
      10 EA 2
Itm POWDER*
Powder

Loc STOR01 Part
LP 000000062900001
LP
LP

Verify quantity

```

5. Enter or scan the LP of the carton in the position you are directed to place the item(s). Place the item(s) in the corresponding carton.

```

34 Cluster Pick In
INA
Order 369960* P 2
Pick 10 EA FULL
      10 EA 2
Itm POWDER*
Powder

Loc STOR01 Part
LP 000000062900001
LP 629000001
LP 10142013888
Verify quantity

```

6. Press Enter to go to the next pick. Continue picking until the picks are complete.
7. After all items have been picked, the system will prompt you with a message 'Pick/Stage' at the bottom of the screen. Enter S to stage the orders. Press Enter.

```

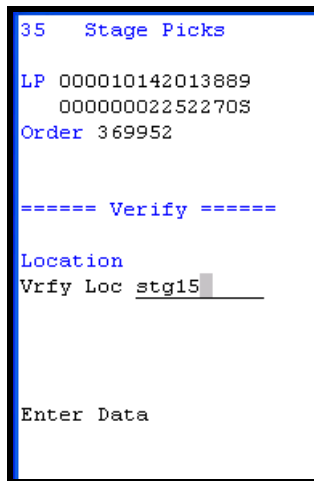
34 Cluster Pick In
INA
Order 369952* P 1
Pick 1 EA FULL
      1 EA 0
Itm NAPKIN*
napkin

Loc T060 Part
LP 000010142013996
LP 000010142013996
LP 000010142013889

Pick/Stage?

```

8. When you press Enter to stage your picks, you may be directed to a staging location if one has been assigned. If not, you can select a location. Type (or scan) the location (see below) and press Enter. Note: You may need to enter the check digit if required at your facility.



```
35   Stage Picks

LP 000010142013889
    000000002252270S
Order 369952

===== Verify =====

Location
Vrfy Loc stg15

Enter Data
```

### ***Option 56 - Batch Picking***

When multiple orders have the same items, they can be grouped and picked together. This is called Batch Picking (another common term is Bulk picking). Only one operator can pick a specific Batch pick.

Batch Picking is actually a two phase process:

- Batch Picking – Moving the product from inventory and putting it into a sort location.
- Sortation – Sorting the product to fill the individual orders. The second phase is completed by using Option 58 – Sortation.

1. Type 56 from any menu and press Enter. The Batch Pick screen appears:

```

34 Batch Pick In
CALIFORNIA DISTRIBUT
Wave 212538
Pick 5      PLT  FULL
Itm 1004
Divinations Cryst...

Loc STOR0107
LP 070110000000101
Type Full   Left 3
LP █

Pick. F4-Done

```

Depending on the setup, some of the information listed below may not be required.

2. Type or scan the LP that the product is being picked from.

```

34 Batch Pick In
CALIFORNIA DISTRIBUT
Wave 212538
Pick 5      PLT  FULL
Itm 1004
Divinations Cryst...

Loc STOR0107
LP 070110000000101
Type Full   Left 3
LP 070110000000101 █

Pick. F4-Done

```

3. Enter the Item number. Press Enter.
4. Type or scan the new LP that the product is being picked to.
5. Repeat the process until all of the product is picked. A “Pick/Stage?” message appears:

```

34 Batch Pick In
CALIFORNIA DISTRIBUT
Wave 212538
Pick 4      PLT  FULL
Itm 1003
Wezley's Magical ...

Loc STOR0108
LP 092310000000100
Type Full   Left 0
LP 092310000000100

Pick/Stage?

```

6. Type 'S' to stage and press Enter.

```

35 Stage Picks

LP 070110000000101

Order (batch)

===== Verify =====

Location
Vrfy Loc 
Enter Data

```

7. Enter or scan the Sorting location that will be used. Enter or scan the Check ID, if required. Press Enter.

When all of the product has been placed into the Sorting location, the system will generate the tasks for the individual orders to be sorted.

### ***Option 57 - Replenish***

Use this function to move stock from storage to a pick front location for replenishment.

1. Type 57 from any menu and press Enter. The Replenish Pick screen appears with a task. The system will search for the closest task to your current location.

```

34 Replenish Pick In
INA

Pick 93      CS
Itm APPLE
Apple
Loc T070
LP 000000423000007
Type Full
Drop Loc PL009
LP █

Pick. F4-Done

```

2. Go to the location in the Loc field. Type or scan the LP that you are picking from and press Enter.
  - A message may appear at the bottom of the screen asking if the location is empty. If it is, type a 'Y' and press Enter. If it is not, type an 'N' and press Enter (this will create a cycle count for the location).

```

34 Replenish Pick In
INA

Pick 93      CS
Itm APPLE
Apple
Loc T070
LP 000000423000007
Type Full
Drop Loc PL009
LP 000000423000007

Pick/Drop? █

```

3. A 'Pick/Drop?' message appears. Type a 'D' (for Drop) to take the inventory to the pick front location. Press Enter. The Drop Replenishes screen appears:

```

35 Drop Replenishes

Drop 93      CS
Itm APPLE
Apple
LP 000000423000007
Drop Loc PL009

===== Verify =====

Location PL009
Vrify Loc 

Enter data

```

4. Type the Location (or Check ID, if required) and press Enter.
5. When you have completed the replenishment, you will be assigned another replenishment task. When you are finished performing replenishments, press F1 exit to the menu.

### ***Option 58 - Sortation***

When product is batch picked it is placed in sortation locations. Option 58 is used to sort the batch picked stock into individual orders.

1. Type 58 from any menu and press Enter. The following screen appears:

```

53 Operator Directed
Sortation Of

Order ID 
Ship ID

Enter order

```

2. Enter the order number that you wish to sort. If this field is left blank, you will be assigned the next available order according to your profile.

```

53 Operator Directed
Sortation Of

Order ID 368664
Ship ID 1

1 PLT needed
OK to Pick? █

```

3. An “OK to Pick?” message appears. Type ‘Y’ and press Enter.

```

34 Sortation Pick In
CALIFORNIA DISTRIBUT
Order 368664*
Pick 5 PLT FULL
25 CS 1
Itm 1004*
Divinations Cryst...

Loc SORT01 Full
LP 070110000000101
LP

Verify quantity

```

4. Press Enter to confirm the pick amount.
5. Type or scan the LP you are picking from. Type or scan the new LP that the product is being picked to, if required. Press Enter.
6. Continue sorting items until all of the items are sorted for the order. A “Pick/Stage?” message appears.

```

34 Sortation Pick In
CALIFORNIA DISTRIBUT
Order 368664*
Pick 4          PLT FULL
    20          CS      0
Itm 1003*
Wezley's Magical ...

Loc SORT01      Full
LP 092310000000100
LP 092310000000100

Pick/Stage?

```

- Type an 'S' and press Enter to stage the order.
- Type a 'P' and press Enter to continue sorting the next order.

### ***Option 59 - Sort Cluster***

This function can also be used as phase two of the Batch Pick process. The difference between Sortation and Sort Cluster is, Sortation allows you to sort pick one order at a time and will repeat until each order is picked complete. Sort Cluster will allow you to Cluster pick multiple orders at the same time, just like Cluster picking.

1. Type 59 from any menu and press Enter. The Sort Cluster screen appears:

```

59 Sort Cluster

Max Orders  █
Wave:
Order      Position

Enter max

```

2. Enter the number of orders that you are going to pick and press Enter. You can enter the wave number to select specific orders. If you don't know the wave number, you will be assigned the next available sort picks from the Task Queue.

```

59 Sort Cluster

Max Orders 3
Wave:

Order      Position
371898-1   █
371899-1
371900-1

3 NONE needed
Data. F4-Done

```

2. Enter the cart position for each of the orders being picked and press F4.
  - If there are any instructions for the customer or items on the orders, they appear on the screen. After reading the instructions, press F1 to continue.
3. At this point, the normal one order at a time sortation picks appear. To pick using Sort Cluster, press F1.

```

34 Cluster Sort In
INA
Order 371899*   P 2
Pick 1         BGS FULL
      1         BGS   3
Itm SUGAR*
SUGAR

Loc SORT01      Part
LP 000011182013001
LP
LP

Sort/Exit (SE)?s

```

4. A “Sort/Exit (SE)?” message appears. Type ‘S’ for Sort and press Enter.

```

5A  Sort Picks
1:Item  2:Loc Weight
3:Qty Cube 4: Lot
SUGAR
SORT01          7Lb
1 BGS          0.08

SUGAR
SORT01          7Lb
1 BGS          0.08

SUGAR
SORT01          7Lb
1 BGS          0.08

Scroll pick list

```

5. Press F8 to Sort by Item. For a complete listing of the sort options, press F7.

6. Press F4 to confirm the selected sort option.

The Cluster Sort pick screen appears. You will be directed to pick the same item for each of the orders before picking the next item.

```

34 Cluster Sort In
INA
Order 371899*  P 2
Pick 1      BGS FULL
      1      BGS    3
Itm SUGAR*
SUGAR

Loc SORT01      Part
LP 000011182013001
LP 
LP

Pick. F4-Done

```

## Option 5A – Line Cluster

1. Type 5A from any menu and press Enter. The Line Cluster screen appears:

```

5A Line Cluster

Max Tasks:  █
Wave:
Order      Position

Enter max

```

2. Enter the number of lines that you are going to pick and press Enter. You can enter the wave number to select specific orders. If you don't know the wave number, you will be assigned the next available pick tasks from the Task Queue.

```

5A Line Cluster

Max Tasks:  4
Wave:
Order      Position
370207-1   █
370207-1
370207-1
370279-1

Data. F4-Done

```

3. Enter the cart position for each of the orders being picked and press F4.
  - If there are any instructions for the customer or items on the orders, they appear on the screen. After reading the instructions, press F1 to continue.

```

34 Cluster Line In
BETTY SUE
Order 370207* P 1
Pick 24 CS FULL
      24 CS 4
Itm SLOPPY*
Sloppy Sauce

Loc T074 Part

LP
LP

Verify quantity

```

4. The Cluster Line pick screen appears. You will be directed to pick each of the lines.

```

34 Cluster Sort In
INA
Order 371899* P 2
Pick 1 BGS FULL
      1 BGS 3
Itm SUGAR*
SUGAR

Loc SORT01 Part
LP 000011182013001
LP 
LP 

Pick. F4-Done

```

## RF Kitting

Option 60 - Kitting Menu includes the following options:

- 61 – Workorder – Allows you to follow the kitting instructions to build the kit. Also allows you to scrap components when necessary.
- 62 - Kitting Locs - Allows you to view a scrollable list of all locations that contain kitting components for a specific order.
- 63 - Work at Loc - Allows you to view a scrollable list of all orders that have kitting components at a specific location.
- 64 – Dekit - Allows you to break down a LP containing a kitted item to the original components.

```
60 Kitting Menu

61 - Workorder
62 - Kitting Locs
63 - Work at Loc
64 - Dekit

Selection => 

Enter # of item
```

### ***Option 61 - Workorder***

This is the RF function that directs the kitting operation. Workorder Kit displays a scrollable list of all kitting instruction titles (work to be performed on the components) for a specific order and location.

If the instruction is ready to be performed (at least one component from each child instruction is present at the location), the title will be preceded by an asterisk "\*". The title may be truncated to fit on one line.

1. Type 61 from any menu and press Enter. The Workorder Kit screen appears.

Note: This screen may also be accessed from Option 62 – Kitting Locs and Option 63 – Work at Loc.

```
61 Workorder Kit

Order ID 
Ship ID
Location
Customer

=== Instructions ===

Enter order
```

2. Type the parent Order ID.
3. Type the Ship ID. This is an optional field and, if not entered, will default to 1.
4. Type the kitting location and press Enter. A list of instructions appears:

```
61 Workorder Kit

Order ID 371912
Ship ID 1
Location spc01
Customer INA

=== Instructions ===
*Box Pears
*Box Apple
*Assemble Basket
*Box Berries
*Box Grapes

Select work
```

5. Select an instruction to perform by typing any character next to an instruction and pressing Enter. The complete title (on the top two lines) and a scrollable list of instructions displays.

```
Box Pears
Put pears in giftbox
.

F4 to complete
Scroll notes
```

6. Complete the instruction and press F4.

Box Pears

Qty complete 1

Enter data

7. Enter a quantity and press Enter.

Box Pears

Qty complete 1

Done. More?

- If a location is required, a suitable location and/or location type will be displayed for the operator. Edits for valid quantity and location are also performed.
8. A “Done. More?” message appears.
    - Type ‘Y’ and press Enter to continue completing the instruction.
    - Type ‘N’ to return to the Workorder Kit screen.

## Completing a Kit

```
61  Workorder Kit

Order ID 371912
Ship ID 1
Location spc01
Customer INA

=== Instructions ===
x *Complete Kit
  *Box Apple
  *Assemble Basket
  *Box Berries
  *Box Grapes

Select work
```

1. Select the instruction for "kit completion" and press Enter. The complete title (on the top two lines) and a scrollable list of instructions displays.

```
Complete Kit

Done with fruit basket
et.

F4 to complete
Scroll notes
```

2. Complete the instruction and press F4.

```

Complete Kit

Qty complete 1
Location STG06
Take to any loc of
type Staging

Enter data

```

3. Enter a quantity and press Enter. A receiving type screen appears. You will be recording information for the LP for the completed kit.

```

Complete Kit

Cust INA
Itm BASKET
Class RG      Status AV
Qty 1        UOM CS
Mfg Date    /  /
LP

Enter data

```

4. Type the Class, Status, Qty, UOM and Mfg Date. The quantity on the LP must be equal to the quantity completed after UOM translation.

Depending on the item set up, you may also need to enter other information, e.g., Lot, Serial Number, etc.

5. Scan or type the LP and press Enter.

```

Complete Kit

Cust INA
Itm BASKET
Class RG      Status AV
Qty 1         UOM CS
Mfg Date 11/20/2013
LP 11202013070

Enter data

```

6. A “Done. More?” message appears.

```

Complete Kit

Qty complete 1

Location STG06
Take to any loc of
type Staging

Done. More?

```

- Type ‘Y’ and press Enter to continue completing kits.
- Type ‘N’ and press Enter if you are finished completing kits.

### ***Additional Information***

If any LPs have been created, then the following will occur:

- All automatic charges will be computed based on the KIT business event.
- You will be asked to enter any charges based on the KIT business event.
- You will be prompted for any labels based on the KIT business event.
- Pick tasks will be generated for any kits needed by non-workorder orders (Make to Order).

- Putaway of kits for workorder orders will be performed (Make to Stock).
- Putaway of scrap LPs will be performed.

Note: The final status for the Kit and Work orders used for kitting is 6 – Picked.

## Recording Scrap

1. If any LPs were created (i.e. kit completion) or you pressed F6 while displaying the instructions, then you will be prompted to enter data for any scrapped component:

```

Complete Kit

Qty complete 1

Location STG06
Take to any loc of
type Staging

Any Scrap? █

```

- Type 'N' and press Enter to exit.
- Type 'Y' and press Enter to enter information about scrapped material. A screen with a Scrapped section appears:

```

Complete Kit

===== Scrapped =====
Cust INA
Itm █
Class      Status
Qty        UOM
LP

Enter data

```

2. Type the item being scrapped in the Itm field.
3. Type the Class and Status for the item.
4. Type The quantity and UOM that is being scrapped.
5. Scan or type the LP for the scrapped item.

```
Complete Kit

===== Scrapped =====
Cust INA
Itm pears
Class rg      Status av
Qty 1         UOM cs
LP 11202013080

Enter data
```

6. Press Enter. A “Done. More?” message appears.

```
Complete Kit

===== Scrapped =====
Cust INA
Itm pears
Class rg      Status av
Qty 1         UOM cs
LP 000011202013080

Done. More?
```

- Type ‘Y’ and press Enter to continue scrapping material.
- Type ‘N’ and press Enter to put away the scrapped material.

```

01 System Directed
  Putaway In
    INA
LP 000011202013080
Itm PEARS
Qty 1      UOM CS
Location T251

===== Verify =====
Location T251
Vrfy Loc T251
Qty

Verify or F6

```

## Option 62 - Kitting Locations

Kitting Locations allows you to view a scrollable list of all locations that contain kitting components for a specific order. If the location is one at which work is ready to be performed, the name of the location will be preceded by an asterisk "\*". Work is ready to be performed at a location if, for any step in the kitting process, there is at least one component from each child step at that location.

1. Type 62 from any menu and press Enter. The Kitting Locations screen appears:

```

62 Kitting Locations

Order ID 
Ship ID 

===== Location =====

Enter order

```

2. Type the Order ID.
3. Type the Ship ID. This is an optional field and, if not entered, will default to 1. Press Enter. A list of locations containing kitting components appears:

```

62 Kitting Locations

Order ID 371912
Ship ID 1

===== Location =====
  *SPC01

Select any loc

```

- Type any character next to a location and press Enter to access Option 61 – Workorder for the order ID and location.

```

62 Kitting Locations

Order ID 371912
Ship ID 1

===== Location =====
 x *SPC01

Select any loc

```

- Press F1 to return to the Kitting Locations screen.

### ***Option 63 - Work at Loc***

Work at Loc allows you to view a scrollable list of all orders that have kitting components at a specific location. Note that the order displayed is not a kitting order, but its parent order. If the order has work ready to be performed, the Order ID and Ship ID will be preceded by an asterisk "\*".

1. Type 63 from any menu and press Enter. The Work at Loc screen appears:

```

63   Work at Loc

Facility ZET
Location 

=== Order == Ship ==

Enter location

```

The facility defaults to your current facility.

2. Type a location and press Enter. A list of orders appears:

```

63   Work at Loc

Facility ZET
Location spc01

=== Order == Ship ==
*371912      1

Select an order

```

- Type any character next to an order and press Enter to access Option 61 – Workorder for the location and order ID you selected.

```

63   Work at Loc

Facility ZET
Location spc01

=== Order == Ship ==
a*371912      1

Select an order

```

- Press F1 to return to the Kitting Locations screen.

## **Option 64 – Dekitting**

Dekitting allows a LP containing a kitted item to be broken down to the original components. At the conclusion of dekitting, the inventory for the kitted item is reduced appropriately and the inventory for each component is increased appropriately. Putaway processing is performed to return the components to appropriate storage locations. You cannot de-kit more than what was used to create the kitted items and you must de-kit the entire plate.

Note: Dekitting is not applicable for LP's created by Component Template Kitting.

LPs of kitted items can be de-kitted into:

- A Multi-plate (MP) with a child plate for each component. To do this, choose the automatic option and the LP is automatically de-kitted. The original LP will become an MP and it will have a child LP (the LP ID is system assigned) for each unique component of the kit.
- Separate plates for each component. To do this, choose non-automatic processing. You then have the option to:
  - Reuse the deleted plates of the components that were picked to create the kit by choosing the LP option.
  - Create new plates (similar to 1-Step Receiving) for the de-kitted components by choosing the Detail (D) option.

1. Type 64 from any menu and press Enter.



64 Dekit

LP \_\_\_\_\_

Enter LP

2. Scan or type the LP that you want to dekit and press Enter. An “Automatic?” or “LP or Detail?” message appears:



## Automatic Dekitting to a Multi-Plate

After you have entered an LP to dekit, an "Automatic?" message will appear:

- If nothing has been previously de-kitted from the LP
- If the component items do not require extra data (e.g. lot number, manufacturing date, country of origin, expiration date, etc.)

Using automatic de-kitting, the entire LP will automatically be broken down into its components. The original LP will become a Multi-Plate (MP) and it will have a child LP (the LP ID is system assigned) for each unique component of the kit.

To use Automatic Dekitting:

1. Type ‘Y’ at the “Automatic?” prompt and press Enter.
2. An “Another LP?” message appears.
  - Type ‘Y’ and press Enter to continue de-kitting LPs.
  - Type ‘N’ if you are finished de-kitting.

```

64      Dedit
LP 000011212013030

Another LP? █

```

3. When you are finished de-kitting and enter 'N' at the "Another LP?" prompt, you will be prompted to generate putaways for the component items. A "Single/Multi?" message appears:

```

64      Dedit
LP 000011212013030

Putaway items on LP
000011212013030
Single/Multi? █

```

- Type 'S' and press Enter to put away the Multi Plate as one single plate.
  - Type 'M' and press Enter to generate tasks for each of the individual (child) plates. No Multi Plate is created.
4. The System Directed Putaway screen appears with a putaway task for the de-kitted component.

```

01 System Directed
   Putaway In
     INA

Itm PEANUT TAFFY
Qty 2      UOM CS
Location T245

===== Verify =====
Location T245
Vrfy Loc T245
Qty

Verify or F6

```

## Dekitting by LP

If LP de-kitting option is chosen, the assumption is that you want to reuse the plates that were deleted during kit construction. You will need to enter an LP (it must be a deleted LP for a component item) and a quantity. All other information is taken from the deleted plate.

```

64      Dekit

LP 000011212013031

LP or Detail?

```

1. To select the LP de-kitting option:

- From the “Automatic?” prompt, type ‘N’ and press Enter. From the “LP or Detail?” prompt, type ‘I’ and press Enter.
- From the “LP or Detail?” prompt, type ‘I’ and press Enter.

```
64      Dedit  
  
LP 000011212013031  
  
==== Component =====  
  
LP   
Qty   
  
  
Enter data
```

2. Type or scan a deleted LP for a component.
3. Type the quantity of the component.

```
64      Dedit  
  
LP 000011212013031  
  
==== Component =====  
  
LP 5000000000049300  
Qty 2   
  
  
Enter data
```

4. Press Enter. Continue entering the LPs and quantities for each component on the kit.

When de-kitting is complete for the LP, an “Another LP?” message appears:

```
64      Dedit
LP 000011212013031

Another LP?
```

- Type 'Y' and press Enter to continue de-kitting.
- Type 'N' and press Enter to exit.

5. A "Loc or Build?" message appears for putaway.

```
64      Dedit
LP 000011212013031

Loc or Build?
```

- Type 'L' and press Enter to put away the de-kitted stock in location sequence order.
- Type 'B' and press Enter to put away the stock in the order that you entered it.

The System Directed Putaway screen appears with a task.

```

01 System Directed
  Putaway In
    INA
LP 500000000049300
Itm PINK TAFFY
Qty 2      UOM CS
Location T251

===== Verify =====
Location T251
Vrfy Loc T251
Qty

Verify or F6

```

## Dekitting by Detail

If Detail dekitting is selected, then you enter data similarly to the RF receiving process. You create plates rather than reusing component plates. The plate for the kitted item is deleted and new plates for the components are created. The Kit inventory is decremented and the component inventory is incremented.

```

64      Dekit
LP 000011212013032

LP or Detail?d

```

1. To select the Detail de-kitting option:

- From the “Automatic?” prompt, type ‘N’ and press Enter. From the “LP or Detail?” prompt, type ‘d’ and press Enter.
- From the “LP or Detail?” prompt, type ‘d’ and press Enter.

```

64      Dedit
LP 000011212013032
==== Component ====
Itm 
Class      Status
Qty        UOM

Enter item

```

2. Type a component item and press Enter. Entry fields appear on the screen:

```

64      Dedit
LP 000011212013032
==== Component ====
Itm peanut taffy
Class       Status
Qty       UOM
LP

Enter data

```

3. Type the Class, Status, Qty and UOM.

```

64      Dedit
LP 000011212013032
==== Component ====
Itm peanut taffy
Class RG      Status AV
Qty 2         UOM cs
LP 

Enter data

```

4. Type or scan the new LP for the component and press Enter. A “LP created” message appears:

```
64      Dedit
LP 000011212013032
==== Component ====
Itm █
Class RG      Status AV
Qty 2        UOM cs
LP 000011212013040

LP created
```

5. Continue entering the information and LPs for each component on the kit.

When de-kitting is complete for the LP, an “Another LP?” message appears:

```
64      Dedit
LP 000011212013032

Another LP? █
```

- Type ‘Y’ and press Enter to continue de-kitting.
  - Type ‘N’ and press Enter to exit.
6. A “Loc or Build?” message appears for putaway.

```

64      Dedit
LP 000011212013032

Loc or Build?

```

- Type 'L' and press Enter to put away the de-kitted stock in location sequence order.
- Type 'B' and press Enter to put away the stock in the order that you entered it.

The System Directed Putaway screen appears with a task.

```

01 System Directed
    Putaway In
    INA
LP 000011212013040
Itm PEANUT TAFFY
Qty 2      UOM CS
Location T252

===== Verify =====
Location T252
Vrfy Loc T252
Qty

Verify or F6

```

## RF Misc-1 Menu

Option 70 – Misc–1 Menu includes the following Options:

```
70 Misc-1 Menu

71 - Void Labels
72 - De-pick Order
73 - Pickup LP
74 - Label Print
75 - Build Master
76 - AI Conversion
78 - Inspect LP
79 - Assume Task

Selection =>
Enter # of item
```

- 71 – Void Labels – Allows you to void labels.
- 72 – De-pick Order – Allows you to return product back to stock from a picked order.
- 73 – Pickup LP – Allows you to move a LP that has an existing movement task.
- 74 – Label Print – Allows you to print labels at the order, load or wave levels. You can regenerate labels, reprint labels and print new labels.
- 75 – Build Master – Allows you to create a Master shipping plate (not a multi-plate) to combine Full pallets.
- 76 – AI Conversion – Supports the conversion of an Aggregate Inventory customer to an RF customer. This screen is used to convert the inventory, assign LP's and adjust, update, or delete the old inventory one location at a time.
- 78 – Inspect LP – Allows you to inspect a specific LP. Used mostly with VLP LPs.
- 79 – Assume Task – Allows you to assume and perform another operator's task.

### ***Option 71 – Void Labels***

1. Type 71 from any menu and press Enter. The Void Barcode Lbls screen appears.



```

72  De-pick Order
LP 000011132013995
Location STG10
Customer INA
Qty 20      UOM CS
Itm APPLE

===== Take To =====
Location PL009
Vrfy Loc

Enter data

```

The LP and information for the item appear in the upper portion of the screen. If this is a multi-pallet, the items display in item number sequence.

3. Confirm the quantity to de-pick and press Enter.
  - If the item on the screen is not the item you want to de-pick, you can skip the item by entering a zero (0) in the Qty field and pressing Enter.
  - A “Skip this depick?” message appears. Type ‘Y’ to move to the next item.

```

72  De-pick Order
LP 000001015201303
Location STG10
Customer INA
Qty 0      UOM CS
Itm CHEESE

===== Take To =====
Location T244
Vrfy Loc

Skip this depick?

```

4. You will be directed to return the stock to the original location and LP (if it is still available).

```

72 De-pick Order
LP 000011132013995
Location STG10
Customer INA
Qty 20      UOM CS
Itm APPLE

===== Take To =====
Location PL009
Vrfy Loc 
Enter data

```

5. Type the location or the Check ID, if required, to confirm the location. Press Enter.

```

72 De-pick Order
LP 000011132013998
Location STG10
Customer INA
Qty 89      UOM CS
Itm CHEESE

===== Take To =====
Location T056
Vrfy Loc t056
LP 000002013000019
LP has picks

```

- If the LP still exists, but there are current picks against it, an “LP has picks” message appears. You will need to enter a new LP for the de-picked product.

6. Continue following the process to de-pick the required stock for the order/wave.

### **Option 73 – Pickup LP**

The Pickup LP function allows you to move a LP that has an existing movement task.

1. Type 73 from any menu and press Enter. The Pickup LP screen appears.

```

73   Pickup LP

Location 
LP

=== Disposition ===

taskid
status
type
dest
order

Enter loc and LP

```

2. Type the location and LP for the LP you want to move and press Enter.

```

73   Pickup LP

Location t247
LP 000011072013008

=== Disposition ===

taskid 2156384
status Normal
type Move
dest T248
order 0-0

F4 to perform task 

```

3. Press F4.

```

05 System Directed
   Movement In
      INA
LP 000011072013008
Itm BERRIES
Qty 3      UOM CS
Location T248

===== Verify =====
Location T248
Vrfy Loc 
Qty

Verify drop

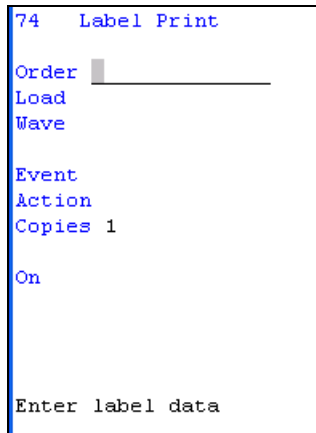
```

4. You are directed to drop the LP in a location. Go to the location and type or scan the location (or Check ID, if required).
5. Type the quantity you moved. Press Enter.

### **Option 74 - Label Print**

The Label Print option allows you to print labels at the order, load or wave levels. You can also print all labels (which implies regenerating old ones), reprint labels (no regeneration) and only print new labels (e.g., you printed all of the labels for an order and would now like to print all labels for a load except for the ones you already printed for the order).

1. Type 74 from any menu and press Enter. The Label Print screen appears:



```
74  Label Print
Order
Load
Wave
Event
Action
Copies 1
On
Enter label data
```

2. Type the Order, Wave or Load number.
3. Enter the Event (ask your supervisor for the event to use).
4. Enter the Action.
  - A – All labels. The original labels are regenerated.
  - P – Print Only. The labels are reprinted - no regeneration occurs.
  - N – Generate New. For example, the labels were printed for the order and you would now like to print all labels for the Load except for the ones already printed for the order.
  - C – Generate Change.
  - D – Delete All. Deletes the case labels for the order, wave or load. The Event and Copies fields aren't allowed for this action entry.

```

74  Label Print

Order 213213
Load
Wave

Event OSTG
Action A
Copies 1

On

```

5. Type the number of copies you want to print. Press Enter.

### ***Option 75 - Build Master***

This function allows you to create a Master shipping plate (not a multi-plate) to combine Full pallets. To combine Partial pallets, see Option 44 - Combine Master. When using this option, you can only combine Full picks or Cartons.

When picking is complete, the RF operator can use Option 75 to build a master rather than dealing with all the individual shipping plates.

1. Type 75 from any menu and press Enter. The Build Master screen appears:

```

75  Build Master

LP 
Location

===== Add =====

LP

Enter master LP

```

2. Type or scan the New LP that will be the Master.
3. Type or scan the LP's location and press Enter.

```

75  Build Master

LP 000011182013006
Location stg02

===== Add =====

LP

Build new master?

```

- If the LP is a new LP, a “Build new master?” message appears.
  - Type Y and press Enter to confirm creating the master.
4. Enter or scan the LP’s of the Full picks or Cartons you are adding to the Master.

```

75  Build Master

LP 000011182013006
Location stg02

===== Add =====

LP 00000002252382S

```

Enter LP to add

5. Press F1 when you are finished.

### ***Option 76 - AI Conversion***

An RF function is available to support the conversion of an Aggregate Inventory (AI) customer to an RF customer. This screen is used to convert the inventory, assign LP’s and adjust, update or delete the old inventory one location at a time.

1. Type 76 from any menu and press Enter. The AI Conversion screen appears:

```
76  AI conversion
Customer 
Enter customer
```

2. Type the Customer ID that you are converting in the Customer field and press Enter.

```
76  AI conversion
Customer AGCALJAM 
Enter customer
```

A message appears confirming that the customer is AI and that you want to convert to RF.

**WARNING: Take the message seriously -- There is NO backing out.**

```
76  AI conversion
Customer AGCALJAM
Customer currently
uses Aggregate
Inventory.
To convert to rf,
Respond with Y to
the question on the
last line.
Convert to rf? 
```

3. Enter Y and press Enter to continue.

Note: At this point, multiple operators can actively convert as long as they are in separate locations.

The screen shows a scrollable list of locations that have plates which need to be converted. The 'v' and '^' characters are used to indicate which way you can scroll. If you exit (F1) and re-access the screen, enter the same customer to see this scrollable list.

```
76  AI conversion
Customer agcaljam
AA0101B  STO
AA0101C  STO
AA0102A  STO
AA0102B  STO
AA0102C  STO
AA0102D  STO
AA0103A  STO
AA0103B  STO
AA0103C  STO
AA0104A  STO
AA0104B  STO  v
Select a location
```

4. Move the cursor up and down using the arrow and tab keys. To select a location, enter any non-blank character on the left of the location and press Enter. A screen with group information for the location appears:

```
76  AI conversion
Customer AGCALJAM
Location AA0101B
Itm 1001
LOT 312506101
Qty 40      UOM CS
Receipt 370258-1
Rcpt Date 10/15/2013
Crte Date 10/15/2013
Class RG   Inv Sts AV

=== Build Plates ===
Count      Qty
LP#1
Scroll, F4-select
```

A group consists of all plates (which now have a status of X) that are for the same item, lot, receipt, creation date, inventory status and inventory class in a location.

5. Press F4 to enter data in the lower (Build Plates) section of the screen.

Note: After you enter F4, that location and item are locked. This means that only 1 person can be converting an item within a location.

## Pallets of Equal Quantity

To create multiple LP's with the same quantity:

1. Enter the number of plates in the Count field and the quantity per plate in the Qty field and a starting LPID. Press Enter.

The Count (number of plates) will be multiplied by the Qty (per plate) to create the number of plates - all with the equal quantities. The LPID's will be created in sequential order.

```
76  AI conversion
Customer AGCALJAM
Location AA0101B
Itm 1001
LOT 312506101
Qty 40      UOM CS
Receipt 370258-1
Rcpt Date 10/15/2013
Crte Date 10/15/2013
Class RG  Inv Sts AV

=== Build Plates ===
Count 2  Qty 20
LP#1 000010182013001
Create new LPs? █
```

A “Create new LPs?” message appears.

2. Type Y and press Enter to create the new LPs. The new LP's are created and the original LPs are deleted.

The new LP retains the same create date as the original LP for the purposes of calculating anniversary billing and FIFO, if necessary. The original LP is associated with the new LP.

Note: You cannot use the LPID of an existing plate. You will receive an error message ‘LP #nn in use’ (Where nn is the sequence in error – e.g. if you create 10 LPs starting with 000000000000233 and 000000000000237 already exists, you will get the message ‘LP #5 exists’), even if it is one of the ‘old’ plates.

## Pallets with Multiple Quantities

To create LP's that do not have the same quantity per pallet:

1. Enter 1 in the Count field, the quantity in the Qty field and the new LPID. Press Enter. A “Shortage (MNY)?” message appears:

```

76  AI conversion

Customer AGCALJAM
Location AA0102C
Itm 1001
LOT 1016
Qty 20      UOM CS
Receipt 370263-1
Rcpt Date 10/16/2013
Crte Date 10/16/2013
Class RG   Inv Sts AV

=== Build Plates ===
Count 1 Qty 15
LP#1 000010182013003
Shortage (MNY) ?

```

- M – More - creates the plates and deletes only the same amount from the original plates. This assumes that you will want to create more LPs with a different quantity.
- N –No – Select this to nothing. The cursor moves back to the Count field.
- Y – Yes - Adjusts the existing plates, creates the new plates and deletes the original. This assumes that you do not want to create more LPs for the location.

2. Type M and press Enter.

The screen updates with the remaining quantity. Continue to enter the counts, quantities and LPs until the balance is depleted.

```

76  AI conversion

Customer AGCALJAM
Location AA0102C
Itm 1001
LOT 1016
Qty 5      UOM CS
Receipt 370263-1
Rcpt Date 10/16/2013
Crte Date 10/16/2013
Class RG   Inv Sts AV

=== Build Plates ===
Count  Qty
LP#1
Enter new LP data

```

## Plates with an Overage Quantity

To create LP's that have more than the expected quantity:

1. Enter 1 in the Count field, the quantity (per pallet) in the Qty field and the new LPID. Press Enter.

A “Create Overage?” message appears:

```
76  AI conversion

Customer AGCALJAM
Location AA0102D
Itm 1001
LOT 1016
Qty 20      UOM CS
Receipt 370263-1
Rcpt Date 10/16/2013
Crte Date 10/16/2013
Class RG  Inv Sts AV

=== Build Plates ===
Count 1  Qty 25
LP#1 000010182013005
Create overage? █
```

2. Type Y to process the overage. An inventory adjustment is performed on an existing plate and then the new LPs are created and original LPs are deleted.

## Pallets with a Shortage Quantity

To create LP's that have less than the expected quantity:

1. Enter the LP count in the Count field, the quantity (per pallet) in the Qty field and the new LPID. Press Enter. A “Shortage (MNY)?” message appears:

```
76  AI conversion

Customer AGCALJAM
Location AA0103B
Itm 1001
LOT 1016
Qty 20      UOM CS
Receipt 370263-1
Rcpt Date 10/16/2013
Crte Date 10/16/2013
Class RG  Inv Sts AV

=== Build Plates ===
Count 1  Qty 19
LP#1 000010182013007
Shortage (MNY)? █
```

- M – More - creates the plates and deletes only the amount entered from the original plates. This assumes that you will want to create more LPs with a different quantity.
- N –No – Select this to nothing. The cursor moves back to the Count field.
- Y – Yes - Adjusts the existing plates, creates the new plates and deletes the original. This assumes that you do not want to create more LPs for the location.

2. Type Y and press Enter.

The original LP is adjusted to equal the amount of the entry. Next, the new pallets are created with equal quantities (if the Count was greater than 1). The original LP is deleted.

## Location Empty – Complete Shortage

Performing this function will delete the inventory in the location. You will not be able to add inventory with the RF Conversion function. This could mean that the necessary LP creation date information would be lost for the purposes of anniversary billing or FIFO.

1. Enter a 0 in both the Count and Qty fields and leave the LP field blank. Press Enter.

An “Adjust old to 0?” message appears.

```
76  AI conversion
Customer AGCALJAM
Location AA0101C
Itm 1001
LOT 312506101
Qty 20      UOM CS
Receipt 370258-1
Rcpt Date 10/15/2013
Crte Date 10/17/2013
Class RG   Inv Sts AV

=== Build Plates ===
Count 0   Qty 0
LP#1
Adjust old to 0?
```

2. Type Y and press Enter to delete the inventory. No new LPs are created.

## Option 78 – Inspect LP

This option is used primarily with the use of VLP.

1. Type 78 from any menu and press Enter. The Inspect LP screen appears:

```

78 Inspect LP

LP █
Cust _____

Qty

Result
  1 - Pass
  2 - Fail

Scan LP

```

2. Scan or type the LP you want to inspect and press Enter. The customer, item and quantity are automatically displayed.

```

78 Inspect LP

LP 000011192013009
Cust INA
GRAPES
Qty 100

Result █
  1 - Pass
  2 - Fail

Invalid Result Entry

```

3. Type the inspection results in the Result field:
  - Type 1 and press Enter to pass the inspection.
  - Type 2 and press Enter to fail the inspection.

```
78 Inspect LP
LP 000011192013009
Cust INA
GRAPES
Qty 100

Result 1
  1 - Pass
  2 - Fail

Okay to PASS? █
```

4. An “Okay to XXX?” message appears where XXX is the result you entered. Type ‘Y’ and Enter to confirm the inspection result.

### ***Option 79 – Assume Task***

This option allows you to complete another RF operator’s task.

1. Type 79 from any menu and press Enter. The Assume Task screen appears:

```
79 Assume Task

User ID:
  █

Enter User ID
```

2. Type the ID of the operator who’s task you want to assume in the User ID field and press Enter.

The operator’s task appears on the screen.

## RF Misc-2 Menu

The following options are included on the RF Misc-2 Menu:

```
80 Misc-2 Menu

81 - Inv Adjustment
82 - Consolidate MP
83 - Loc Topoff
84 - QA Inspection
85 - Reprint LP
86 - Bld Inspect LP
87 - Material Issue
88 - Item Inquiry
89 - Fill Location

Selection =>
Enter # of item
```

- 81 – Inv Adjustment – Allows you to make adjustments to a License Plate.
- 82 – Consolidate MP – Allows you to consolidate a Multi-Pallet.
- 83 – Loc Topoff – Allows you to create a topoff replenishment for a pick front.
- 84 – QA Inspection – Allows you to perform inspections on received stock.
- 85 – Reprint LP –
- 86 – Bld Inspect LP –
- 87 – Material Issue – Allows you to create an outbound order through the RF terminal that defaults the majority of the order header information, simplifies the allocation process, and then directs you to pick the inventory.
- 88 – Item Inquiry – Allows you to look up the locations for a specific item.
- 89 – Fill Location – Allows you to create inventory using unique unused LP's. This screen can be useful in the event that inventory that already exists in the Facility needs to be converted to Synapse.

## Option 81 - Inventory Adjustment

The Inventory Adjustment function allows you to make adjustments to a License Plate (LP). In the event that a LP needs to be adjusted, you can make these adjustments from the RF unit instead of the CRT. This RF option works similar to the CRT. Access to this screen is normally only given to warehouse Leads, Supervisors or Inventory Control, since it directly affects the balance of inventory.

1. Type 81 from any menu and press Enter. The Inv Adjustment screen appears:

```
81  Inv Adjustment
LP  █
Facility
Location
Customer
Itm
Qty      Reason
Status   Class

Enter LP
```

2. Scan or type the LP to be adjusted and press Enter.

```
81  Inv Adjustment
LP 000011072013011
Facility ZET
Location T246
Customer INA
Itm APPLE
Qty 101      Reason
Status AV     Class  RG
Mfg Date    /  /
Expires     /  /
SN
LOT
C#
UITM2
UITM3
Enter changes
```

Basic information about the LP, such as Facility, Location, Customer, Item, Quantity, Status and Class appear. The remaining attribute fields of the LP are left blank.

3. Enter a Reason Code.

- Type a '?' in the Reason field to display a list of available codes. Enter any character next to a code to select it.

4. Enter the correct information in the field that needs to be adjusted. You do not have to re-enter all of the attributes, just the field that you want to adjust. If the quantity is the field that needs to be adjusted, you can move the cursor to that field and key over the existing data with the new quantity.

```
81  Inv Adjustment
LP 000011072013011
Facility ZET
Location T246
Customer INA
Itm APPLE
Qty 100      Reason CC
Status AV    Class RG
Mfg Date    /  /
Expires     /  /
SN
LOT
C#
UITM2
UITM3
Enter changes
```

5. Press Enter to save your changes. An “OK to adjust?” message appears:

```
81  Inv Adjustment
LP 000011072013011
Facility ZET
Location T246
Customer INA
Itm APPLE
Qty 100      Reason CC
Status AV    Class RG
Mfg Date    /  /
Expires     /  /
SN
LOT
C#
UITM2
UITM3
OK to adjust?
```

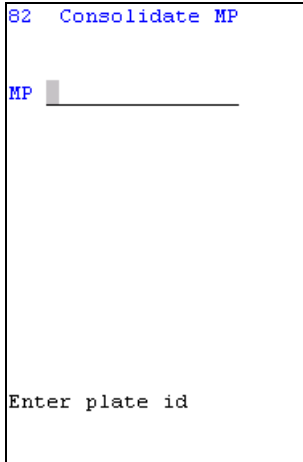
6. Type ‘Y’ and press Enter to confirm the adjustment.

Note: Adjustments made on this screen do not affect Suspense. If the LP is from a Receipt that is still open, the Receipt will be updated also. Adjustments cannot be made to a LP that has a task against it.

### **Option 82 - Consolidate MP**

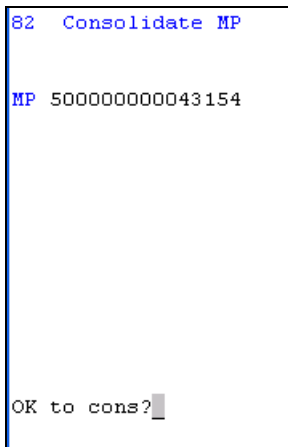
Multi-Pallets are created when there is more than one item/lot combination on a pallet. A Multi-pallet has an MP pallet type and a standard LP has a pallet type of PA. If the Multi-Pallet is no longer needed, the Consolidate MP function can be performed.

1. Type 82 from any menu and press Enter. The Consolidate MP screen appears:



```
82 Consolidate MP
MP
Enter plate id
```

2. Scan or type the Multi-Pallet number and press Enter.



```
82 Consolidate MP
MP 500000000043154
OK to cons?
```

3. An “OK to cons?” message appears.
  - Type ‘N’ and press Enter if you don’t want to perform the consolidation. The cursor will move to the MP field.
  - Type ‘Y’ and press Enter if you want to consolidate. A series of checks to make sure that the Child LP’s can be consolidated are performed. If all the checks are passed, the multi-pallet will now be a standard plate. The Child LP’s will be deleted and the inventory will reside on the multi-plate number.

### ***Option 83 - Creating a Top Off***

You can create a top off replenishment task using the Option 83.

1. Type 83 from any menu and press Enter. The Location Topoff screen displays:

```

83 Location Topoff
Facility ZET
Location █
Enter location

```

2. Type or scan the Pick Front location you want to have topped off and press Enter.

A replenishment task will be generated based on the top off rules set on the Item Maintenance Pick Front screen.

3. A “Done. More?” message appears.
  - Type ‘Y’ and press Enter to continue requesting topoff tasks.
  - Type ‘N’ and press enter to exit to the menu.

### ***Option 84 – QA Inspection***

This option allows you to perform inspections on received stock.

1. Type 84 from any menu and press Enter. The QA Inspection screen appears.

```

84 QA Inspection
Cust █
Order
ID
Itm

Supplier
Status      Type
Sample Size
Pass %      UOM
Expected
To Check
Received
Pass        Fail
Control#
Enter cust/ord

```

2. Enter the Customer ID and/or the Order ID-Ship ID of the stock that need inspection. If you leave the fields blank and press Enter, a list of all the inspections appears.

Note: If an order is entered, it must be in the OrderID-ShipID format. If no -ShipID is entered, a Ship ID of 1 is assumed.

```
84  QA Inspection
Cust
Order 371911-1
ID
Itm

Supplier
Status      Type
Sample Size
Pass %      UOM
Expected
To Check
Received
Pass      Fail
Control#
Enter cust/ord
```

3. Press Enter. The inspections for the customer and/or order you entered appear on the screen.
- If a 'v' appears, you can use F9 and F10 to scroll through the inspections.

```
84  QA Inspection
Cust INA      v
Order 371911-1
ID 43
Itm PEANUT TAFFY

Supplier
Status IP    Type QTY
Sample Size 10
Pass % 100   UOM
Expected 100
To Check 0
Received 10
Pass 0      Fail 0
Control#
Scroll QA items
```

## Viewing QA Instructions

You can view QA instructions from one of the following screens:

- QA Inspections
- QA LP Details

- QA LP Inspection
1. Press F8. The QA Instructions screen appears:

```
8A QA Instructions
Cust INA
Order 371911-1
Itm PEANUT TAFFY

Look for bad
packaging.

Scroll text
```

- If a 'v' appears, you can use F9 and F10 to scroll through the instructions.
2. Press F1 to exit and return to the QA screen.

## Displaying QA LP Details

The QA LP Details screen displays details for each LP received and the quantity that needs to be inspected. It also shows inspection information - passed, failed, disposition, etc.

To access the QA LP Details screen:

1. Press F6 from the Option 84 – QA Inspection screen. The QA LP Details screen appears:

```
8B QA LP Details
ID 43 v
Order 371911-1
Cust INA
Itm PEANUT TAFFY

LP 000011202013001
Received 10
To Check 10
Passed 0
Failed 0
Inspected
Inspector
Disposition
Condition
Scroll details
```

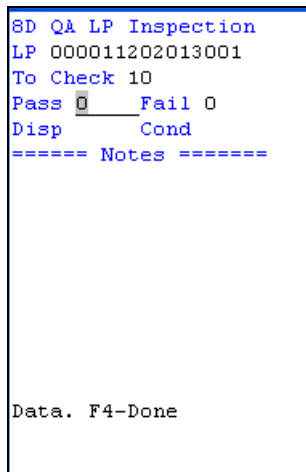
- If a 'v' appears, you can use F9 and F10 to scroll through the details.

## Updating QA LP Details

You can update the inspection information and add notes on the QA LP Inspection screen.

To access the QA LP Inspection screen:

1. Press F6 from the QA LP Details screen. The QA LP Inspection screen appears:



```
8D QA LP Inspection
LP 000011202013001
To Check 10
Pass 0 Fail 0
Disp Cond
===== Notes =====

Data. F4-Done
```

The LP number appears with the number of units that need to be inspected in the To Check field.

2. Type the number of units that pass inspection in the Pass field.
3. Type the number of the units that fail in the Fail field.
4. Type a disposition in the Disp field.
  - Use the '?' look up feature to view and select from a list of values.
5. Type a QC Condition in the Cond field.
  - Use the '?' look up feature to view and select from a list of values.

```

8D QA LP Inspection
LP 000011202013001
To Check 10
Pass 10   Fail 0
Disp OK   Cond GD
===== Notes =====

Data. F4-Done

```

6. Enter any notes in the notes section. The note area is 10 lines deep but can be expanded by using the normal scrolling keys. If you are at the 'current end of the notes', press F10 for a new set of 10 blank lines (following the previous 10 lines).

```

8D QA LP Inspection
LP 000011202013001
To Check 10
Pass 10   Fail 0
Disp OK   Cond GD
===== Notes =====
The packaging is
F4 when done

```

7. Press F4 to save your inspection entries. The QA LP Details screen appears. Your entries are displayed.

```

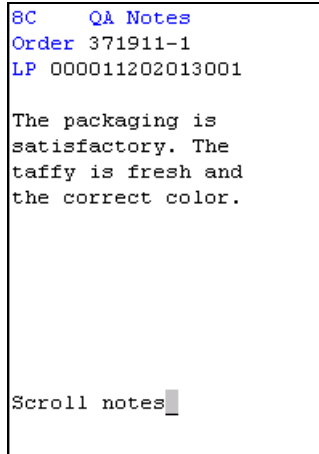
8B QA LP Details
ID 43          v
Order 371911-1
Cust INA
Itm PEANUT TAFFY

LP 000011202013001
Received 10
To Check 10
Passed 10
Failed 0
Inspected 11/20/2013
Inspector SYNAPSE
Disposition OK
Condition GD
Scroll details

```

## Viewing QA Inspection Notes

1. To view the notes that were entered for an inspection, press F11 from the QA LP Details screen.



8C QA Notes  
Order 371911-1  
LP 000011202013001

The packaging is  
satisfactory. The  
taffy is fresh and  
the correct color.

Scroll notes

- If a 'v' appears, you can use F9 and F10 to scroll through the notes.
2. Press F1 to return to the QA LP Details screen.

## Closing an Inspection

When you have completed inspecting items for an order, you need to close the inspection and assign a final status; P – Pass, or F - Fail.

When the inspection is completed, the status of all LPs associated with the inspection will change. If the inspection passes, the LPs will have a status of 'AV' (Available). If the inspection fails the LPs will have a status of 'QC' (Quality Control Hold).

Note: The load must be emptied (Option 14 – Empty Trailer) prior to closing an inspection.

To close the inspection:

1. From Option 84 – QA Inspection, press F4.

```

84 QA Inspection
Cust INA      ^
Order 371911-1
ID 43
Itm PEANUT TAFFY

Supplier
Status IP  Type QTY
Sample Size 10
Pass % 100  UOM
Expected 100
To Check 0
Received 10
Pass 10  Fail 0
Control#
Complete P/F? █

```

2. A “Complete P/F?” message appears.
  - Type P and press Enter to pass the inspection.
  - Type F and press Enter to fail the inspection.

```

84 QA Inspection
Cust INA      v
Order 371911-1
ID 43
Itm PEANUT TAFFY

Supplier
Status FA  Type QTY
Sample Size 10
Pass % 100  UOM
Expected 100
To Check 0
Received 10
Pass 10  Fail 0
Control#
Completed █

```

## Forcing an Inspection Closed

You can force an inspection closed. You must have supervisor security to use this function.

1. From the QA Inspection screen, press F11.

```

84 QA Inspection
Cust CHOPS          v
Order 368631-1
ID 19
Itm BKLP-3-BE
LOT
Supplier
Status IP  Type ALL
Sample Size 0
Pass % 100  UOM
Expected 120
To Check 240
Received 120
Pass 0      Fail 0
Control#
Force P/F? █

```

2. A “Force P/F?” message appears.
  - Type P and press Enter to pass the inspection.
  - Type F and press Enter to fail the inspection.

### ***Option 85 – Reprint LP***

You can reprint an LP using Option 85.

1. Type 85 from any menu and press Enter. The Reprint LP screen appears:

```

85      Reprint LP
LP █
Event
Copies 1
On
Enter plate id

```

2. Scan or type the LP number that you want to reprint.
3. Enter the Event for reprinting an LP (contact your Supervisor for more information about the event that should be entered.)
4. Enter the number of copies you want to print. Press Enter.

## Option 86 – Bld Inspect LP

The Build Inspect LP allows you to:

- Build a new LP with an inventory status of IN from an existing LP with an inventory status of QA.
- Convert an existing LP from an inventory status of QA to IN.

1. Type 86 from any menu and press Enter. The Build Inspect LP screen appears:

```
86 Build Inspect LP

===== From QA =====
LP 
Qty

===== To IN =====
LP

Enter data
```

2. Type the QA status LP that you want to split or convert in the From QA LP field.

```
86 Build Inspect LP

===== From QA =====
LP 000011202013007
Qty 

===== To IN =====
LP

Enter data
```

3. Type the quantity that you are converting in the Qty field. Press Enter.

4. Enter the LP that you are converting to:

- If you are building a new IN LP, enter a new LP number.

- If you converting the entire LP to IN, enter the same LP that you entered in the From QA LP field.
5. Press Enter. A “Done. More?” message appears.
- Type ‘Y’ and press Enter to exit to the menu.
  - Type ‘N’ and press Enter to continue building inspection LPs.

```
86 Build Inspect LP

===== From QA =====
LP 000011202013007
Qty 10

===== To IN =====
LP 000011202013009

Done. More? █
```

### ***Option 87 - Material Issue***

Using this option you can create an outbound order through the RF terminal that defaults the majority of the order header information, simplifies the allocation process, and then directs you to pick the inventory.

Typically, the RF operator receives a quantity of pre-labeled empty bins from a customer. The operator enters the order detail from the information on the bin (the exterior of the bin contains the Item ID and the quantity) and then picks and stages the order.

1. Type 87 from any menu and press Enter. The Material Issue screen appears:

```

87 Material Issue
Order 
Customer
Ship To
Carrier
Type      Terms
Ship Date  /  /
Ref
Stage Loc
LP

===== Detail =====
Itm
Qty      UOM

Enter order info

```

2. You can start a new order or add item entries to an existing order header that was previously created.

- To update an existing order, type the Order ID and Ship ID in the Order field and press Enter.

Note: This order could have been entered from either the RF screen or the CRT screen. The order must pass various edits and you may not change any of the order header information using the RF screen. Header information can only be changed via the CRT.

## Entering a Material Issue Order on the RF

If you are entering a new order, you do not need to enter an Order ID. It will be assigned by the system.

1. Enter the following required fields:

- Customer ID
- Ship To - If there is only one consignee for a customer, that consignee will be automatically filled into the Ship To field and the cursor will be moved to the carrier field.
- Carrier
- Shipment Type
- Shipment Terms - 3<sup>rd</sup> Party is not allowed using the RF option since it involves entering the Bill Freight To field. Order Headers for 3<sup>rd</sup> Party freight should be entered via the CRT.

- Scheduled Ship Date – This date cannot be in the past. If the order was created on the CRT, the ship date must be updated on the CRT before the operator can proceed.

The '?' help feature is active for Customer, Ship To, Carrier, Shipment Type and Shipment Terms. If the selection list is longer than one page, you can use F10 and F9 to move through the screens.

2. You can enter the following optional fields:

- Reference ID
- Stage Location.

```

B7 Material Issue
Order
Customer INA
Ship To 0031
Carrier abf
Type L      Terms PPD
Ship Date 11/20/2013
Ref R#8674900
Stage Loc
LP 
===== Detail =====
Itm
Qty      UOM
Bad ship date

```

3. You will also need to enter a License Plate (LP). This plate is where all of the scanned bins are located and will be used during loading so that individual bins do not have to be re-identified. The entered plate should either be a deleted plate or a non-existent plate.
4. Scan or enter the following Detail information:
  - Item
  - Lot number (if applicable)
  - Quantity
  - Unit of Measure. If no unit of measure is entered, the base UOM will be used.

If the quantity entered is not available, you will be warned that the item is short.

You should only enter detail from the bins for the product you intend to pick now - i.e., this is designed to be a one-operator process; the operator scanning the bins and creating the order will do the picking.

5. When you are finished entering items, press F4. A “Generate picks?” message appears:

```
B7 Material Issue
Order
Customer INA
Ship To 0031
Carrier abf
Type L      Terms PPD
Ship Date 11/20/2013
Ref R#8674900
Stage Loc
LP 000011182013998

===== Detail =====
Itm
Qty          UOM
Generate picks? █
```

- Type ‘N’ to add more detail.
- Type ‘Y’ to create the order header and detail records and allow you to start picking.

Note: The order header and detail are not added to the database until all the detail is added and you have confirmed that the picks should be generated. This is designed as a continuous function. If you exit the function during order entry and before the picks, no order data will be saved.

## Picking a Material Issue Order

6. An “Entry or Loc?” message appears:

- Type E and press Enter to pick the items in the order that you entered them.
- Type L and press Enter to pick the items in location sequence order.

```

87 Material Issue
Order
Customer INA
Ship To 0031
Carrier abf
Type L      Terms PPD
Ship Date 11/20/2013
Ref R#8674900
Stage Loc
LP 000011182013998

===== Detail =====
Itm
Qty          UOM

Entry or Loc?

```

7. A task appears on the screen. Go to the location and confirm the pick quantity. Press Enter. The next task appears.

```

34 Material Issue In
INA
Order 371910*
Pick 10 CS FULL
    10 CS    2
Itm APPLE*
Apple
Loc PL009      Part

MILP 000011182013998
Verify quantity

```

Note: The normal picking functionality (i.e. can't pick, skip pick, etc.) is operational during picking and the screen will show the previously entered plate preceded by the heading "MILP" - for Material Issue License Plate. If you exit from the system during picking, the pick tasks (PK) remain on the task list for later assignment.

8. Continue picking the items for the order. When you are finished, a "Pick/Stage?" message appears:

```

34 Material Issue In
INA
Order 371910*
Pick 10      CS  FULL
    10      CS   0
Itm PEARS*
Pears

Loc PL012      Part

MILP 000011182013998
Pick/Stage?

```

- Type S and press Enter to stage your picks.
- Type P and press Enter to continue picking.

```

35   Stage Picks

LP 000011182013998
   00000002264518S
Order 371910

===== Verify =====

Location STG10
Vrfy Loc 
Enter Data

```

9. Scan or type the staging location and press Enter.

Note: If you stage the LP before completing all picks, you will be required to enter another LP since the system does not allow the same plate to be staged twice.

## Additional Information

- Normal RF shipping options (i.e. Split Master, Combine Master and Restage) are also available for material issue orders.
- This process will handle the picking as if the “Pick To Type” value set on the Item Specs/UOM screen is set as Full. (i.e., Pick until the container/conveyance is full based on the operator’s assessment.)
- The order is assigned to a load through the normal procedures.

- For loading, you will enter the load and it will show you all locations where plates (containing bins) are located. You can then load the bins. The plates will be deleted from the system, but they can be re-used at a later time.

### ***Option 88 - Item Inquiry***

The Item Inquiry function allows you to look up the locations for a specific item. The screen will display any locations with plates or shipping plates for the customer item. This can be useful if you are looking for alternate locations from which to pick.

1. Type 88 from any menu and press Enter. The Item Inquiry screen appears:

```

88  Item Inquiry
Customer 
Itm
Enter cust & item

```

2. Type the Customer ID and the Item. Press Enter.

- Use the '?' look up feature to select a Customer ID or Item from a list.

A list of locations that contain that item is displayed on the screen. Use the scroll keys (F9 and F10) to scroll up and down through the list.

```

88  Item Inquiry
Customer INA
Itm GRAPES
INSPECTION STO
PL008 PF
STG13 STG
STOR01 STO
STOR0189 STO
T037 STO
T246 STO
T249 STO
T298 STO
Select a location

```

3. If you would like to view more information about a particular location, type any character next to the desired location and press Enter. Option 98 – Location Inquiry screen appears:

```
98 Location Inquiry

Location T246
Itm GRAPES
000010162013010
000010162013015
000010162013016
000010212013002

Select a plate
```

4. If you would like to view more information about a specific plate in the location, type any character next to the location. Option 92 - Plate Inquiry screen appears.

```
92 Plate Inquiry
LP 000010162013010

Type PA    LP Sts A
Itm GRAPES
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 89 - Fill Location***

The Fill Location function allows you to create inventory using unique unused LP's. This screen can be useful in the event that inventory that already exists in the Facility needs to be converted to Synapse. Inventory that is created using this option will not have a Receipt order associated with it. Also, parsing is not supported in this function, only the Receiving process will parse entries (lots, manufacturing dates, user item fields, etc.).

Usually, access to this screen is limited to one time events and then is removed.

1. Type 89 from any menu and press Enter. The Fill Loc screen appears. The last known location that you were at appears in the Location field.

```

89 Fill Loc  0
Location STG10
Customer
Itm
Type          Status
Qty           UOM

Enter Loc cust & itm

```

2. Scan or Enter the Location where the inventory is located.
3. Enter the Customer ID and Item and press Enter.

All of the fields that are required to be captured for the Item as well as the conversion information from the UOM tab of the Item Maintenance screen display on the screen:

```

89 Fill Loc  0
Location T030
Customer INA
Itm GRAPES
Type PL      Status IN
Qty          UOM CS
Origin
Mfg Date    /  /
Expires     /  /
LOT
LP

100 CS = PLT
Enter data

```

4. Enter the required fields.

```

89 Fill Loc 0
Location T030
Customer INA
Itm GRAPES
Type PL      Status AV
Qty 100      UOM CS
Origin FRA
Mfg Date 11/19/2013
Expires 12/19/2013
LOT 11190013
LP 

100 CS = PLT
Enter data

```

5. Scan or type the LP for this pallet. Press Enter.

```

89 Fill Loc 1
Location T030
Customer INA
Itm GRAPES
Type PL      Status AV
Qty 100      UOM CS
Origin FRA
Mfg Date 11/19/2013
Expires 12/19/2013
LOT 11190013
LP 

100 CS = PLT
LP created

```

A “LP created” message appears. In the upper right-hand corner of the screen, a counter shows how many LP’s have been created. All of the data that was entered for the first entry will remain on the screen to reduce entry for the next LP. This is useful when in a deep bay or bulk storage location.

There is another option that works similarly to this function, Option 91 - Location Load. In the Location Load function the data is cleared after each entry.

## Updating Item Information using Fill Location

You can create or update items when using the Fill Location option so that information for unexpected items or items for which additional necessary configuration is unknown at the time of setup can be entered.

1. From Option 89 – Fill Loc, type the new item and press Enter. A “Create Item?” message appears:

```

89 Fill Loc 0
Location T253
Customer INA
Itm orange taffy
Type      Status
Qty      UOM

Create Item?

```

2. Type Y and press Enter. The Add Item screen appears.
3. Type the information for the new item in the fields on the screen.
  - Use the '?' look up feature to view and select a value from a list in the UOM, Pick To and Container fields.

```

135 Add Item
Itm ORANGE TAFFY
BaseUOM CS
NextUOM PLT
    Qty 25
WorkUOM CS
Length 12
Width 10
Height 8
Weight 10
Pick To FULL
Container PLT

```

4. Press Enter. The Fill Loc screen re-appears with the "Create Item?" message. A 'Y' appears in the prompt entry field.

```

135 Add Item
Itm ORANGE TAFFY
BaseUOM CS
NextUOM PLT
    Qty 25
WorkUOM CS
Length 12
Width 10
Height 8
Weight 10
Pick To FULL
Container PLT

Create Item?y

```

5. Press Enter to confirm the creation of the item.

## RF Utility Menu

Option 90 – Utility Menu includes the following options:

```
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
```

- 91 – Location Load – Allows you to create inventory using unique unused LP's.
- 92 – Plate Inquiry – Allows you to view information for a specific plate.
- 93 – Misc Charges – Allows you to create billing charges for extra activities such as Labor for restacking, Pallets, Sort and Segregate, etc.
- 94 – Move LP – Allows you to move a LP from one location to another within the warehouse, as long as there are no tasks pending.
- 95 – Profile – Allows you to maintain your RF User Profile options.
- 96 – Damaged Items – Allows you to identify and record damaged product in the warehouse. This option should not be used when processing receipts.
- 97 – Putaway LP – Allows you to put away pallets that have no putaway tasks generated.
- 98 – Loc Inquiry – Allows you to enter a location and display the LP's that are in that location.
- 99 – Logoff – Allows you to log off of the system.

### **Option 91 - Location Load**

The Location Load function allows you to create inventory using unique unused LP's. This screen can be useful in the event that inventory that already exists in the Facility needs to be converted to Synapse. Inventory that is created using this option will not have a Receipt order associated with it. Also, parsing is not supported in this function, only the Receiving process will parse entries (lots, manufacturing dates, user item fields, etc.).

Usually, access to this screen is limited to one time events and then is removed.

1. Type 91 from any menu and press Enter. The Location Load screen appears. The last known location that you were at appears in the Location field.

```
91 Location Load
Customer INA
Location T030

Itm

Type      Status
Qty      UOM

Loc cust & item
```

2. Scan or Enter the Location where the inventory is located.
3. Enter the Customer ID and Item and press Enter.

All of the fields that are required to be captured for the Item as well as the conversion information from the UOM tab of the Item Maintenance screen display on the screen:

```
91 Location Load
Customer INA
Location T038

Itm berries

Type PL      Status AV
Qty      UOM CS
Mfg Date  /  /
LP

50 CS = PLT
Enter data
```

4. Enter the required fields.

```
91 Location Load
Customer INA
Location T038

Itm berries

Type PL      Status AV
Qty 50      UOM CS
Mfg Date 11/19/2013
LP 

50 CS = PLT
Enter data
```

5. Scan or type the LP for this pallet. Press Enter.

```
91 Location Load
Customer INA
Location T038

Itm

Type PL      Status AV
Qty 50      UOM CS
Mfg Date 11/19/2013
LP 000011192013002

50 CS = PLT
Loc cust & item
```

The LP and inventory are created.

There is another option that works similarly to this function, Option 89 – Fill Location. In the Fill Location function the data is re-appears after each entry allowing you to easily enter multiple LPs for a bulk location.

## Updating Item Information using Location Load

You can create or update items when using the Location Load option so that information for unexpected items or items for which additional necessary configuration is unknown at the time of setup can be entered.

6. From Option 91 – Location Load, type the new item and press Enter. A “Create Item?” message appears:

```

91 Location Load
Customer INA
Location T255

Itm raspberry taffy

Type      Status
Qty       UOM

Create Item?

```

7. Type Y and press Enter. The Add Item screen appears.
8. Type the information for the new item in the fields on the screen.
  - Use the “?” look up feature to view and select a value from a list in the UOM, Pick To and Container fields.

```

135 Add Item
Itm RASPERRY TAFFY
BaseUOM CS
NextUOM PLT
    Qty 25
WorkUOM CS
Length 12
Width 14
Height 8
Weight 10
Pick To FULL
Container PLT

```

9. Press Enter. The Location Load screen re-appears with the “Create Item?” message. A ‘Y’ appears in the prompt entry field.

```

91 Location Load
Customer INA
Location T255

Itm rasperry taffy

Type      Status
Qty       UOM

Create Item?y

```

10. Press Enter to confirm the creation of the item.

## ***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 93 - Misc Charges***

Misc Charges allows you to create billing charges for extra activities such as Labor for restacking, Pallets, Sort and Segregate, etc. Charges can be added to a specific order or on a separate invoice.

1. Type 93 from any menu and press Enter. You can also use the short cut key - F3. The Misc Charges screen appears:

```
93  Misc Charges

Customer 
Order ID 
Ship ID 
Itm
Code
Qty
UOM

Enter charges
```

2. Enter the Customer ID.
3. If the charges belong to a specific order number, then enter the Order ID and Ship ID. If this field is left blank, the charges will be placed on a Miscellaneous Invoice.

```
93  Misc Charges

Customer  INA
Order ID  370379
Ship ID   1
Itm
Code
Qty
UOM

Enter charges
```

4. If the charges belong to a specific Item, then enter the Item number. This field is not required, it is informational.
5. Enter the Code. This is the Activity Code that describes what is being charged.
  - To view a list of available Activity Codes, place a '?' in this field and press Enter.

```

93  Misc Charges

Customer INA
Order ID 370379
Ship ID 1
Itm
Code ?
Qty
UOM

Enter charges

```

- Type any character next to the code that you want to select and press Enter.

```

07  Activity Codes

    1002 STORAGE
n 1008 LABORWHSE OT
    1059 LABOR CLERIC
    1115 BARCODES

Select any code

```

6. Enter the Quantity to bill. For example, if the charge is for hourly labor and 2 hours were used, enter 2.
7. Enter the UOM and press Enter. This UOM is associated to the Activity Code charges not the Item. For example, if the Activity Code is for hourly labor, the UOM is HR for hour.
8. An “Added. More?” message appears:

```

93  Misc Charges

Customer INA
Order ID 370379
Ship ID 1
Itm
Code 1008
Qty 2
UOM HR

Added. More?

```

- Type Y and press Enter if you want to continue entering charges.
- Type N and press Enter to exit to the menu.

### ***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 95 - Profile***

See the Introduction section in this document for more information about Option 95.

### ***Option 96 - Damaged Items***

The Damaged Items function allows you to identify and record damaged product in the warehouse.

This function should not be used for recording damages during receipt processing.

1. Type 96 from any menu and press Enter. The Damaged Items screen appears:

```

96  Damaged Items

LP 
Facility
Location
Customer
Itm
Qty          UOM

===== Damaged =====
Qty
Reason

Enter plate id

```

2. Enter or scan the LP that has damaged stock to be removed and press Enter. Information for the LP you entered appears on the screen:

```

96  Damaged Items

LP 000000423000007
Facility ZET
Location PL009
Customer INA
Itm APPLE
Qty 103      UOM CS

===== Damaged =====
Qty 
Reason

Qty & reason

```

3. Enter the damaged quantity in the Qty field.
4. Enter the Reason for the damages and press Enter.
  - Use the '?' look up feature to view and select a damage reason from a list.
5. An "Enter the LP?" message appears:

```

96  Damaged Items

LP 000000423000007
Facility ZET
Location PL009
Customer INA
Itm APPLE
Qty 103      UOM CS

===== Damaged =====
Qty 3
Reason WD
LP

Enter the LP? █

```

- Type 'Y' to enter a new LP number. Type or scan a new LP for the damages.
- Type 'N' to have the system generate an LP.

6. Press Enter. An “Added. More?” message appears.

- Type 'Y' to continue entering damages.
- Type 'N' to exit to the menu.

The damages will now be associated with the new LP in the current location with good product. If there is a designated damage/recoup area, you will need to perform Option 94 – Move LP to relocate the damaged product.

### ***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.

### **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
```

## RF Non-Task Activity

This function is used to track activity that is not associated with a task.

1. Press F13 to access the Non-Task Activity.

```
03 Non-Task Activity

Customer _____
Activity

I

Enter data
```

2. Enter the Customer ID.
3. Enter the Activity and press Enter.

- Use the '?' look up feature to view and select a valid Activity from a list.

```
03 Non-Task Activity

Customer INA
Activity LU

===== Lunch =====

      Started at
11/19/2013 10:54:47

      Current operator
      SYNAPSE

F1 to resume_
```

4. When you are ready to receive tasks again, press F1.

Note: Any task that was assigned before entering the Non-Task Activity is still assigned.

## Miscellaneous Messages

This section identifies and explains some of the messages that you might receive when you use RF functions. Since there may be more than one scenario where you can receive a message, not all scenarios are listed.

### *No Space*

During Directed Putaway the No Space message is generated because the system could not find a location that meets the Putaway Profile rules and/or your RF Profile.

### *Not in FIFO Window*

When picking, if you select an LP other than the one tasked, you may receive a 'Not in FIFO Window' message. This message is generated because the LP that you are trying to substitute does not fall within the FIFO limits set on the Item or Customer Maintenance screen.

### *No Such Item*

During Receiving, if you enter an item that has never been setup for the customer, you will receive a 'No Such Item' message. Check the item number and correct it, if necessary. If the item number is correct, the item will need to be setup before receiving can continue for this item.

### *Item Not Active*

During Receiving, if you enter an item that has been setup but made inactive for the customer, you will receive an 'Item Not Active' message. Check the item number and

correct it. If the item number is correct, the item will need to be activated before receiving can continue for this item.

### ***Equ Not For Loc***

During product movement, it is possible for you to receive an 'Equ Not For Loc' message. This message is generated because the location that you are trying to access is not setup to allow the type of equipment that is identified on your RF Profile.

### ***LP Unavailable***

You may receive an 'LP unavailable' message. There are several scenarios that could cause this message. One scenario is if the LP is already being moved by another operator.

### ***LP not Avail***

Like the message 'LP Unavailable' this message can be displayed when you try to perform a build pallet function while the LP is already on another operator's RF.

### ***PA task pending***

If a plate already has a Putaway task generated for it, you will receive this message if you attempt to move the plate by using a function other than Putaway.

### ***OP task pending***

If the LP already has an Order Pick task against it, the RF operator will receive this message using some of the other functions, such as Option 94 – LP Move or Option 96 – Damage Items.

### ***LP has tasks***

If the LP has an Order Pick task against it, the RF operator will receive an 'LP has tasks' message.

### ***Order is Open***

If you receive an "Order is Open" message, this means that the inbound order that the LP was received on is still open. The Build Pallet function will not allow you to build onto an LP from an open receipt.

### ***LP #nn in use***

You cannot use the LPID of an existing plate when converting from Aggregate Inventory to RF. You will receive an error message 'LP #nn in use' (Where nn is the sequence in error – e.g. if you create 10 LPs starting with 000000000000233 and 000000000000237 already exists, you will get the message 'LP #5 exists'), even if it is one of the 'old' plates.