



Hand Held User Manual





Document Changes:

26 Sept 2010 - Add screens for Pinpoint

April 2011 - changed Pick to Trolley



Contents

Hand Held User Manual	1
Index of Screens.....	5
Log On - LogOut All	6
MAIN MENU	7
BROWSER PRESENTATION.....	7
RECEIVE.....	8
GRN - GOODS RECEIPT NOTIFICATION - Purchase Order - Delivery Details.....	9
GRN - Purchase Order Details	10
GRN - GOODS RECEIPT NOTIFICATION - Load Product - Delivery Details	11
GRN - GOODS RECEIPT NOTIFICATION - Add new Carrier.....	12
GRN - GOODS RECEIPT NOTIFICATION - Record Product ID	13
GRN - Load Product - Delivery Details continued... ..	14
GRN - Load Product - Delivery - Record Hire Items	15
GRN - Load Product - Verify Product - Print ISSN Labels	16
PRODUCT PROFILE, COMMENT BUTTONS.....	19
TRANSFER MENU.....	20
SSN Transfer - Preferred Method	21
LOCATION Transfer.....	22
SPLIT	23
PICK Transfer	24
PRODUCT Transfer -	25
MOBILE LOCATION	26
TRANSFER PUTAWAYS - Must be configured by B&DCS.....	27
PRODUCT PROFILE & INSPECTION - Must be configured by B&DCS	28
PUTAWAY INTO STORAGE.....	29
PICK TO TROLLEY.....	30
PICK TO TROLLEY - Buttons	31
PICK TO TROLLEY2 - View Picks Waiting	32
PICK TO TROLLEY - Assign Pick Orders to Trolley Locations	33
Picking - Product Locations.....	34



Picking - Scan to Trolley/Bin/Block.....	35
Picking - Completed Picking Allocated Orders	36
Picking - View Picking Status Statistics.....	37
STOCKTAKE MENU	38
LOCATIONS - Not Suitable for all Sites	39
PRODUCT ON SITE - B&DCS to configure	40
PRODUCT ON SITE - continued	41
ADJUST PRODUCT - To be Used with Care	42
ADJUSTMENT QUANTITY - continued... ..	43
ADD KIT	44
ADJUST SSN	45
REPRINT MENU	46
PRODUCT LABELS - B&DCS to Configure Label Formats.....	47
PRODUCT on SITE.....	48
REPRINT - Varies form Site to Site.....	49
VIEW DESPATCHED	50



Index of Screens

(Incomplete)

C

Comment - [11] 13

G

GRN - Load Product - [5] 9

L

LogOn - Password - [2] 6

LogOn - Username - [1] 6

M

Main Menu - [3] 7

P

Product Profile - [10] 13

R

Receive Menu - [4] 8

T

Transfer Menu - [12] 14



Log On - LogOut All

The MINDER Series requires all Users to Log On regardless of the Terminal type.

Note: Different sets of 'Log On User ID' and 'Password' is required for use of the Test/ Training System.
See the System Administrator for correct User ID and Passwords.

Welcome

Username:



LogOn - Username - [1]

Welcome

Password:



LogOn - Password - [2]

Enter your User Name or Log On ID and then select the 'Send' button.

The **LogOut All** button should only be used by an Administrator to force off all current logOn which may become necessary if not all Users correctly log off their Terminals and re-LogOn using another Device ID. This will eventually exhaust your available concurrent MINDER System User Licences (see message below).

Enter your Password and then select the 'Send' button.

If successful the User's Terminal will then display Main Menu

Your Login has expired Please Login again!

The Hand Held Terminals must be Logged Off daily. If they are left without the User Logging off at the end of their shift they can expect to see the Login expired message shown above.

Status:-1- No Free Devices Available. Please try again!

'No Free Devices Available...' occurs when the System has issued up to the maximum licensed Devices. This maybe caused by the pool of DHCP Addresses has been exhausted or Device ID is not registered with the system. Use the 'LogOut All' carefully please.

Call your MINDER Administrator or B&DCS Support to resolve.



MAIN MENU

BROWSER PRESENTATION

The MINDER Series offers 100% HTML Browser based displays on both Hand Held and desktop Terminals.

The screens shown on the following pages represent approximate locations of Menu Buttons and Data fields as Hand Held Terminals differ according to the Browser type which results in slight variations with the positioning of fields.

This User Manual is designed primarily to explain how to use the Hand Held Browser for Warehouse Inventory Management regardless of the Hand Held Terminal Make and Model.



Main Menu - [3]

‘IMS v5’ - Indicates Hand Held Software Version No.

‘Prod’ - Indicates connection to Production Database (alternate = ‘Test’)

‘ML’ - Indicates Device ID

‘WH:RZ’ - Indicates Default Warehouse the User is logged into to perform Warehousing functions.

‘glenn’ - Logged on User ID.

This dropdown lists all possible Warehouses the User may select from provided they have permission to access.

The following pages describe the Hand Held Menu options and functions starting with Receive > Putaway > Transfer > Pick > Despatch then ending with Description > Test, Query, Stocktake and Reprint.

Not all Menu Options shown on Main Menu are available every site.



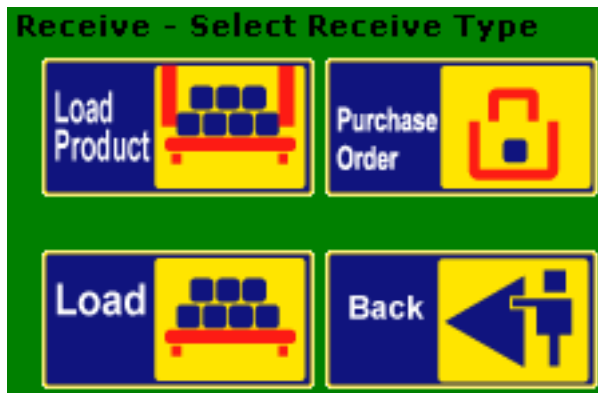
RECEIVE

Access: 'Main Menu'

-> 'Receive'

-> 'Receive

Menu'



Receive Menu - [4]

Receiving Order Types:

- 'Purchase Order',
- 'Returns' for Credit,
- 'Transfer', and
- 'Work Order'

are Receive Menu options used at Warehouses that use formal Ordering processes for their Inventory deliveries of Products.



If the Warehouse does not have any formal Ordering processes then they receive (add to) their Inventory using the Load Menu Options.

The 'Load Product' Menu option is used for



Warehouses that do not place any Orders for their Inventory and only handle Products.

This will be the default Receive Option for no Purchase Orders.



The 'Load' Menu is only used by Warehouses that handle non-Product with no Purchase Orders.

Generally this involves Inventory that must be tracked individually and has a quantity = 1 unit. Whilst it is possible to convert a Load item (=SSN) into a Product it requires a thorough understanding of the processing involved with SSN (versus ISSN's).

Please DO NOT use 'Load' to receive Products unless instructed to by B&DCS.



GRN - GOODS RECEIPT NOTIFICATION - Purchase Order - Delivery Details

Access: 'Main Menu' -> 'Receive' -> 'Receive Menu' -> 'Purchase Order'

The 'Purchase Order' Menu option is used for Warehouses that have issued Purchase Orders for their Inventory and only handle Products.

Complete the Goods Receive Notification screen also called 'GRN', that is common to all forms of Receiving Inventory.

'PO No:' - Left blank as this is system generated once User accepts the screen.

'Carrier' - Select from dropdown - **Mandatory**.

'Veh.Reg.' - Enter Carrier Vehicle ID - **Mandatory** (unfortunately!)

Shipping Container - select the 'Yes' Radio Button to indicate if Goods were delivered inside a Shipping Container.

If 'Yes' selected then it is mandatory to enter the Shipping Container Number and then select the Shipping Container Type from dropdown list.

'Problem' - select this 'tick' box if there is any signs of damage to delivery.

'Shipped Date' - This Date is sometimes required.

'Consignment/AWB/Del.Docket No.' - Enter or scan the Carrier's Consignment Note Number or Air WayBill number or Delivery Docket Number. **Mandatory Field**.

'Accept' - select this to submit Delivery details.



GRN - Purchase Order Details

Select Purchase Order

PO.No.:

#	Due Date	Company	Whom
---	----------	---------	------



GRN - GOODS RECEIPT NOTIFICATION - Load Product - Delivery Details

Access: 'Main Menu' -> 'Receive' -> 'Receive Menu' -> 'Load Product'

The 'Load Product' Menu option is used for Warehouses that do not place Purchase Orders for their Inventory and only handle Products.

Complete the Goods Receive Notification screen also called 'GRN', that is common to all forms of Receiving Inventory.

'Load No.' - Left blank as this is system generated once User accepts the screen.

'Carrier' - Select from dropdown - **Mandatory**.



This button enables adding new Carrier to database.

'Veh.Reg.' - Enter Carrier Vehicle ID - **Mandatory** (unfortunately!)

'Problem' - select this 'tick' box if there is any signs of damage to delivery.

'Shipped Date' - This Date is sometimes required.

'Consignment/AWB/Del.Docket No.' - Enter or scan the Carrier's Consignment Note Number or Air WayBill number or Delivery Docket Number. **Mandatory Field**.

'Accept' - select this to submit Delivery details.

'Next GRN' - Select to Receipt a new Consignment.




GRN - GOODS RECEIPT NOTIFICATION - Add new Carrier



Access: 'Main Menu' -> 'Receive' -> 'Receive Menu' -> 'Load Product' -> 'A'



The  button located alongside of the Carrier input is used to add some details about a new Carrier.

'Carrier ID' - must be unique ID, maximum 10 alpha-numeric characters.

'Name' - enter Carrier name.

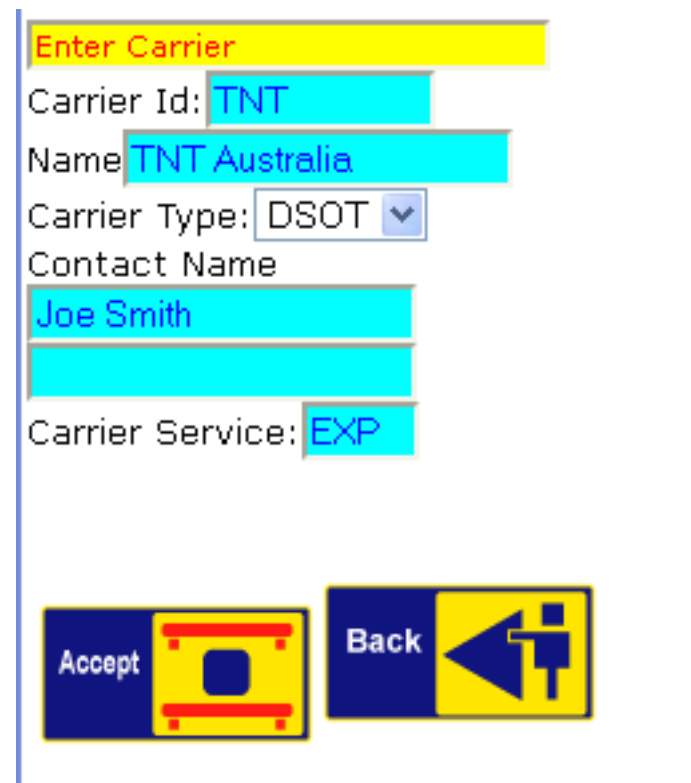
'Carrier Type' - Default dropdown = 'DSOT' select this type.

'Contact Name' - enter a Contact at the new Carrier.

'Carrier Service' - just enter 'EXP' - MINDER Administrator to complete.

'Accept' to submit new Carrier details.

These are inserted in the CARRIER, CARRIER_SERVICE and PERSON Tables and should be completed by MINDER Administrator.



The screenshot shows a form titled 'Enter Carrier' with the following fields and values:

- Carrier Id: TNT
- Name: TNT Australia
- Carrier Type: DSOT (dropdown menu)
- Contact Name: Joe Smith
- Carrier Service: EXP

At the bottom of the form are two buttons: 'Accept' (with a yellow icon of a carrier) and 'Back' (with a yellow icon of a left arrow).



GRN - GOODS RECEIPT NOTIFICATION - Record Product ID

‘Load No.: PIN000031’ - This displays the system generated Load No for this Receipt.

‘Load Sent From:’ - Select Supplier from Dropdown list.

‘Product Id’ - Enter the product Code for the Receipt.

‘UOM’ - Unit of Measure dropdown

‘Recd:’ - Enter the total counted Product in the current receipt.

‘Ptr’: Displays the Printer Id which will be used to print ISSN Putaway labels.

‘Qty Labels X Qty/ISSN Label:’ - Enter up to 2 set of pack quantities.
Be careful not to get this around the wrong way.

‘Location’ - Select from dropdown of Receiving location ID's.

‘Accept’ - select to submit verified Product details. The ‘Qty of Labels’ will now be printed.

Must Enter Received Qty

Load No.: PIN000031 1

Load Sent From: Unknown Supplier

Problem: ☐ UOM: Each

Product ID: NR82088

Recd : 10 Ptr: PA

Qty Labels X Qty/ISSN Label: 1 x 10 + x

Location: RC010000

Accept Back Product Profile Comment

Is Delivery Complete?

OK Cancel

‘Is delivery Complete?’
‘OK’ = Yes, and returns User to Receive Type menu
‘Cancel’ = No, allows for more Products to be received on the current GRN.



GRN - Load Product - Delivery Details continued...



‘Shipping Container’ - select the ‘Yes’ Radio Button to indicate if Goods were delivered inside a Shipping Container.
If ‘Yes’ selected then it is mandatory to enter the Shipping Container Number and then select the Shipping Container Type from dropdown list.

‘Received’ - Enter the total quantity of Packages received and signed for on the Carrier’s Consignment Note. This value is required for possible delivery disputes and proof of Delivery.
Mandatory Field.

‘Damaged Flag’ - Check this box if a problem with quality or quantity of the Delivery has been noticed and further investigation maybe required.

Type: **Load Product**

Shipping Container: ☒ No ☐ Yes

20 Foot General Shipping Container

Consignment / AWB / Del. Docket No.

Received: Packages

Damaged Flag: ☐

Back **Accept** **Hire**

Press Accept to Continue

Load No.:

Carrier: DIRECTFE

Veh.Reg.: CBA321

Container: ☒ yes ☐ no

Pallets: None Qty:

Received: Problem: ☐

Shipped Date:

April 2011

Consignment/AWB/Del.Docket No.

Accept **Back** **Next GRN**

‘Back’ - Returns to ‘Receive Menu’.

‘Accept’ - Completes recording of Delivery details and sends Transaction to MINDER Server to generate new GRN and Order No (if both blank).

‘Hire’ - Used to record any Hire Packaging items such as Pallets and Fold down Crates.

The following errors were found.

- ♦ You must provide a docket number or NA

‘Errors’ - An error message will appear at the top of the screen after selecting ‘Accept’ and there are incomplete data entry fields.
Correct these and select ‘Accept’ again.



GRN - Load Product - Delivery - Record Hire Items



‘Hire Pallets’ - Select from dropdown the Owner if any Pallets that the Delivery was made upon.

If no Pallets received select ‘NONE’.

If a Hire Pallet Supplier is selected from drop down then must then enter Pallet Quantity.

‘Hire Packaging’ - Select from dropdown the Owner if any Hire Packaging that the Delivery includes.

If no Hire Packaging received, select ‘NONE’.

If a Hire Pallet Supplier is selected from drop down then must then select from drop down list the Type and quantity received.

Examples of drop down Hire lists are shown right.

‘Back’ - Return to Receive Menu.

‘Comment’ - Used to record any comments about the Delivery that maybe required for future Shipping Claims.

‘Accept’ - Completes recording of Delivery details and sends Transaction to MINDER Server to generate new GRN and Order No (if both blank).



GRN - Load Product - Verify Product - Print ISSN Labels



Following selection of '**Accept**' button on the previous GRN Delivery Screen/s the system will create a new GRN and Order No if these were originally left blank. i.e. generated by the Host MINDER Database.

'Product ID': - Select the Product ID from drop-down.

Try entering the Product Code to start the drop down from the entered characters.

The '**Brand**' button enables addition of a Brand name if applicable.

Similarly with the '**Variety**' button.

These two buttons are scheduled to be removed in future releases unless configured to appear.



‘Recvd’ - Enter the quantity of Product you have verified as being received (not what the Supplier says they shipped).

‘UM’ - Unit of Measure. This is displayed from the Product Profile Table and cannot be changed.

‘Printed Quantity’ - This displays as a Red coloured background read-only field to indicate the total received units of Product for which ISSN labels have been printed.

It changes to Green once the Printed Quantity = Received Quantity.

The Screen allows entry fo 2 sets of Label printing instructions:

Qty Labels X Qty/SSN Label

0 X 0 + 0 X 0

- **‘Qty Labels’** = enter how many labels where 1 Label per Pallet(or Carton or Box) is required, and

- **‘Qty/SSN Label’** = enter the quantity of units on each Pallet (or Carton or Box) being received. This quantity is printed on each label.

Type: **Load Product**

GRN No: 0006 PA ▼

Order No: WLD000020

ELECTRODE P35(SC50

Recvd 10 UM Each

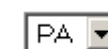
Printed Quantity 0

Qty Labels X Qty/SSN Label

0 X 0 + 0 X 0



There are two sets of **‘Qty Labels’** x **‘Qty/SSN Label’** so as to enable User to print labels for one or more partially filled Pallets or Cartons.



The Screen has a drop down list of Barcode Label printers.

‘PA’ is the default Printer ID used for the ISSN Pallet/Carton Labels.

Do not change unless the default Printer is unavailable and the alternative Printer uses the same Label blanks.

Recvd 10 UM Each

Printed Quantity 10

Qty Labels X Qty/SSN Label

1 X 10 + 0 X 0

The green colour behind the **‘Printed Quantity’** field indicates correct quantites of labels can now be printed.

But be careful not to get these reversed e.g. 100 labels each with qty = 1 when you only needed 1 label with qty = 100.



After entering the Label quantities, select the 'Continue' button

'Receive Location:' - This drop down lists all the current Receive Area Locations. Please select the Location ID where the Pallets/ Cartons/Boxes are being unloaded to.

'Is Delivery Complete' - 'Yes' or 'No'. If 'No' then User is able to Verify more Lines on the same GRN (Lot Number) Delivery. If 'Yes' the screen returns to Receive Menu.

'3rd Party' - 'Yes' or 'No'. This is used to enable capture of previously Barcoded Pallet Numbers (applied by the Supplier) and used to enable Lot/Batch Number tracking from Supplier/Manufacturer to Customer if required.

Type: **Load Product**

GRN No: 0006 PA ▼

Order No: WLD000020

ELECTRODE P35(SC50

Receive Location: ZWRC010000 ▼

Is Delivery Complete: ☒ Yes ☐ No

3rd Party: ☐ Yes ☒ No

Back Continue

Brand Product Variety



The system will now print the ISSN labels.

Please retrieve ISSN label/s from the selected Printer ('PA') and apply, one to each Pallet/Carton/Box.

The screen will return to **Receive** Menu unless you selected 'No' in answer to the '**Is Delivery Complete**' prompt.







PRODUCT PROFILE, COMMENT BUTTONS



The **'Product Profile'** button enables the User to check and edit Units of Measure properties of the Product. This option is not available on all sites.

Enter new product Profile values as required:

Product Owner:	Current	Kitted
Coated Steel Australia		
Product ID:	5320075035308	
Fencing Prepack		
Fencing Prepack		
	Qty	UoM
Net Wt:	40.00	Grams
Inner:	1	Each
Pack:	400	Each
Pack Wt:	17	Kilos
 		

Product Profile - [10]



The **'Comment'** button enables the User to add some comments on the Delivery quality or quantity.

Comments

Slight damage

Back Accept

Back Menu

Comment - [11]

'Net Wt:' - Weight of single Issue unit of Product.

'Net Wt UoM:' - Unit of Measure for single unit of Product.

'Inner Qty:' - Indicates total of Issue units packed inside an Inner Package.

'Inner UoM:' - Indicates Inner Package's Unit of Measure.

'Pack Qty:' - Indicates total of Issue Units packed inside an Outer Package.

'Pack UoM:' - Indicates Outer Package's Unit of Measure.

'Pack Wt:' - Indicates Gross Weight of Outer Package.

'Pack Wt. UoM:' - Indicates Gross Weight Unit of Measure.

Use **'Accept'** to save 'Product Profile' and 'Comment' or **'Back'** to cancel.



TRANSFER MENU

Access:

‘Main Menu’

-> ‘Transfer’

-> ‘Transfer Menu’

Enter Transfer Type



Transfer Menu - [12]



‘SSN’ Transfer only used by sites that perform majority of their Inventory functions with SSN labelled Inventory (versus Product ID labels). Eg. Asset Management and Refurbishment processing.



‘Product’ transfers involve Users recording an inventory Transfers with Product ID’s and not with ISSN Labels. Suits predominantly Product management sites.

- Not Suitable for all sites



‘Location’ Transfer is used to move whole contents of One Location to another without having to record each ISSN contained.



‘Split’ Transfers require the breaking up of an ISSN into two or more ISSN’s. Requires ISSN Current Total >1 and the availability of pre-printed but not assigned ISSN Labels (Un-assigned ISSN’s have no SSN_ TYPE or Product ID).



‘Pick’ Transfers are used to move Work-In-Progress’ Picks from 1 Hand Held to another (in the event of say a hardware failure).





SSN Transfer - Preferred Method

SSN



'SSN Transfer' is only used by sites that perform ALL of their Inventory functions with ISSN's.

Step 1.
Scan SSN Barcode and either

Step 2.
Select 'Accept' if more SSN's to be transferred, or
Select the 'To Location' button (see 'Into' below)

If User selects the 'Accept' button then the system assumes they wish to scan more SSN's to be Transferred.
The 'CNT' indicates total ISSN's scanned 'Out'.

Into.
This screen is displayed only after User selects the 'To Location' button.
Scan the 'Into Location' Barcode ID.

Hint: If the 'To Location' button does not appear check the Date/Time on your HH.

Step 1.

Enter SSN

SSN: 00013624

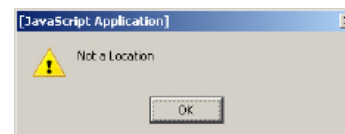


Step 2.

Enter SSN

CNT: 1

SSN:



If a User tries to scan a 'From Location' that is incorrect or does not exist then an Error pop-up is displayed.

Into.

Enter Location To

Location: FH02010100



Last Step.

Either select 'Accept' button to confirm movement of all SSN's scanned out or if more than 1 SSN were scanned out then scan each that is moved to new Location. The 'CNT' field indicates how many items are still temporarily located on the HH's Device ID. All of these must be transferred Into a Location before User can return to Transfer Menu.

Enter SSN To Or SEND for ALL

To: FH02010100

CNT: 1

SSN: 00013624





LOCATION Transfer



'Location' Transfer is used to move whole contents of One Location to another without having to record each ISSN contained.

Step 1.

Scan the 'From Location's Barcode ID and then

Step 2.

Scan the 'Into Location's Barcode ID and make sure that the Inventory has been moved from the 'From Location' and is actually placed inside of the 'Into Location' for obvious reasons.

Note: The 'Enter Location To' screen does not include a 'Back' button. This is deliberate as the System temporarily 'moves' the Inventory out of the From Location and then moves it to the Hand Held's own Device ID.

Later (and sometimes User's can be distracted) the User scans the Into Location and only then does the system move the Inventory from the HH's Device ID into the new Location.

If you wish to cancel the Transfer then just scan back into the original from Location.

Step 1.

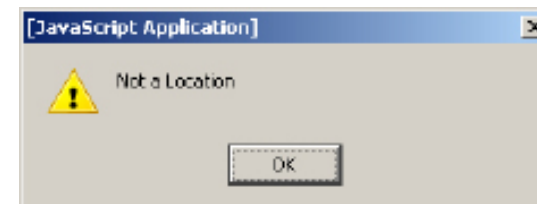
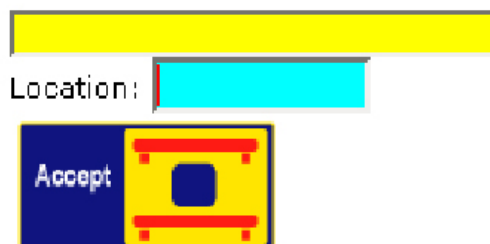
Enter Location From

Location: FH02010100



Step 2.

Enter Location To



If a User tries to scan a 'From Location' that is incorrect or does not exist then an Error pop-up is displayed.



SPLIT



'Split' Transfers require the breaking up of an ISSN into two or more ISSN's.
Requires ISSN Current Total >1 and the availability of pre-printed but not assigned ISSN Labels.

Step 1.

Scan the SSN Barcode ID to be split.
Note: if the system has the Current Qty of the scanned SSN ≤ 1 then it will display error screen '**SSN Quantity too Small to Split!**'
Try another SSN.

Step 2.

Scan a pre-printed SSN Label (that has not been issued).

Step 3.

Enter quantity of SSN that the new Split SSN Barcode Label will be attached to.

Step 1.

Enter SSN to Split

SSN:



Step 2.

Enter SSN TO

SSN:



Step 3.

Enter Quantity to Split

QTY:



Enter SSN to Split

SSN Quantity too Small to Split!

SSN:





PICK Transfer

Pick



The '**Pick**' Transfer option enable any Work-In-Progress Picks by a Hand Held Device that becomes inoperable to be transferred to another HH Device for completion.
Use this option carefully please.

Step 1.

Select Hand Held Device ID which you wish to transfer all Work-In-Progress Picks From using the dropdown list of Device ID's.

Step 1.

Select the From Device

From Device: CA ▼



Step 2.

Step 2.

Select Hand Held Device ID onto which you wish to transfer the WIP Picks from Step 1 above using dropdown list.

The system processes these automatically and displays 'Processed sucessfully'.

Processed sucessfully

From Device: CA ▼

To Device: DA ▼





PRODUCT Transfer -



'Product' Transfers involve Users recording **Inventory Transfers with Product ID's and not with ISSN Labels.**

Suits predominantly Product Inventory management sites where no Lot Tracking is required.

The MINDER Database decides which ISSN's to use and change Locations.

Step 1.

Scan Location From Barcode ID.

Step 2.

Enter/Scan Product ID to be transferred.

Step 3.

Enter Quantity of selected Product ID to be transferred or use the 'Take All' button (to save having to count items).

Repeat Steps 2 and 3 if more than 1 Product to be transferred.

Step 4.

Select 'To Location' button when finished moving required Products

Step 1.

Location

Scan Location to Take From



Step 3.

Location

Product

Qty

Enter Qty to Transfer



Step 2.

CNT

Location

Product

Enter Product to Transfer



Repeat
for each
Product..

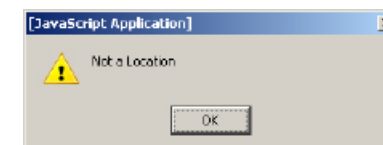
Step 4.

Enter Location To

Location:



Watch for valid
Into Location.





MOBILE LOCATION



‘**Mobile Location**’ Transfers involve the recording of the Fixed Location into which a Mobile Location has been transferred.
Mobile Locations must be configured as Mobile.

Step 1.

Scan the Fixed Storage Location Barcode ID.

Step 1.

To Location: FH02010200

Enter the To Location



Step 2.

Scan the Mobile Location Barcode ID.

Step 2.

To Location: FH02010200 Metal Shelf 02-01-02-00

Mobile Location: MV00000012

Enter the Mobile Location to Use



Invalid Mobile Location.

All Mobile Locations must be recorded in the Locations Profile with as Moveable.

To Location: FH02010200 Metal Shelf 02-01-02-00

Invalid Location !

Mobile Location: MV00000012

Enter the Mobile Location to Use





TRANSFER PUTAWAYS - Must be configured by B&DCS

Access:

'Main Menu'

-> 'Putaway with Inspect'

All Receipts following GRN and Verifying can be given 'Waiting Inspection' Status which must be performed before they can be transferred to permanent storage Locations.

(Note: MINDER System can be configured to allow Putaway without mandatory Inspection).

Step 1.

Scan one of the listed Putaway Locations

Step 2.

Scan one of the listed ISSN Barcodes.

Step 3 & 4.

Check the Product Profile details of the scanned ISSN Barcode

...see next page....

Step 5.

Select 'Putaway' to transfer into Storage location all passed SSN's.

Step 1.

WH	FROM Locn	Qty SSNs
		2
FH	05040100	6
FH	14030300	13
FH	29010100	7
FH	50010100	10
FH	RC010100	330
FH	RC010200	23
FH	RC010300	3
FH	RC010500	1

Total Locs 9

Total SSNs 451

Location: FHRC010300

Scan Location to Start



Step 2.

SSN	Selected	INTO	Prod No	Qty	Description
00016783			9320075035808	100	Fencing Prepack
00016784			9320075035808	500	Fencing Prepack
00016785			9320075035808	500	Fencing Prepack

Location FROM ☐ RC010300

Scanned

Total SSNs 3

Input:

Scan SSN or Location



Step 5.

Product Owner:

Coated Steel Australia

Product ID: 9320075035808

Fencing Prepack

Fencing Prepack

Qty UoM

Net Wt. 40.00 Grams

Inner 1 Each

Pack 400 Each

Pack Wt. 17 Kilos





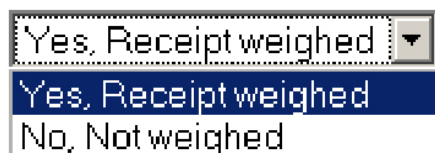
PRODUCT PROFILE & INSPECTION - Must be configured by B&DCS

Step 3.

Check the Product Profile details of the scanned ISSN Barcode. (but do not change it here).

Step 4.

Select '**Response**' to the Inspection Question.



Note: the '**Inspection Questions**' and '**Valid Responses**' must be set up in the Fixed PC Application using the Test Menu.

Step 5.

Select '**Accept**' to save the Inspection Result for this ISSN.

The Hand Held then returns to next SSN selection. See Step 2. Previous page.

Step 5.



Select '**Putaway**' to transfer into Storage location all passed SSN's.

Step 3.

Product Owner	Current	Kitted
Coated Steel Australia		
Product ID:	9020C75035000	
Fencing Prepack		
Fencing Prepack		
	Qty	UoM
Net Wt.	40.00	Grams
Inner.	1	Each
Pack.	400	Each
Pack W.	17	Kilos

Accept	Back
--------	------

Step 4.

Has this Receipt been weighed?	
Enter Response	
Yes, Receipt weighed	
Accept	Back
Previous	



Use the '**Previous**' button to return to the previously answered Question if multiple Inspection

Questions are used.



PUTAWAY INTO STORAGE

Step 5.

Select 'Putaway' to transfer INTO valid Storage Location the passed Inspection SSN/s.

Step 6.


Scan permanent Storage Location of Inspected SSN.

Step 6.

SSN	INTO	Prod No	Qty	Description
00016783		9320075035808	100	Fencing Prepack

Location: FH02010300 Total Scanned 1

Scan INTO Location

Accept 

Step 7.

Scan the SSN Barcode Label to confirm which SN has been transferred INTO Storage Location (may have more than 1 SSN to Putaway). Use the 'Putaway All' button if all the SSN's are placed into the same storage Location.

Step 7.



SSN	INTO	Prod No	Qty	Description
00016783		9320075035808	100	Fencing Prepack

Location INTO: 02010300

Total to Putaway 1

Inp. ul. 00016703

Scan SSN or Location

Accept  Putaway All 



PICK TO TROLLEY



Picking to Trolley applies to sites that require 1 or more Pick Orders to be Allocated to a Picker and that these are then sorted into the shortest route around the Warehouse.

Each picked quantity of a Product must be placed either into a Trolley with Barcoded Locations or into Barcoded Tote Bins or placed with a Barcoded Picking Block.

Once all the Products and allocated orders are picked onto the Picker's Trolley (or Tote Bin or Picking Block) they must deliver to the Despatch Dock where they will be checked by another MINDER (Desktop) User.

If a Picker's Trolley has become too full they may select another Tote Bin or Picking Block and continue or transfer to the Despatch Location then return to Picking the remaining quantity of Products and Orders.

Allocating the Picking of Orders with WAREHOUSE*MINDER can be automated whereby the Hand Held User simply views the Picks Waiting and selects a quantity of outstanding Orders and then the system decides which Orders to allocate to the User using the Order's Priority and Due Date.

Alternately a Desktop User can allocate waiting orders to each user and Device.



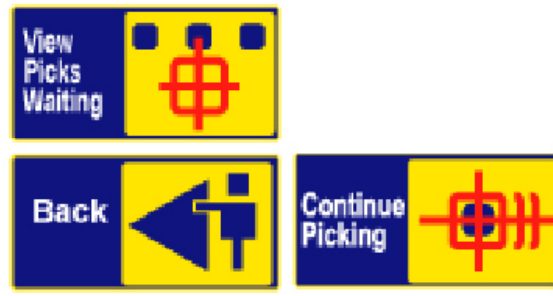
PICK TO TROLLEY - Buttons

'Pick to Trolley' involves performing Order Picking of Products using a Moveable Trolley to store the Picked Order Lines in temporary storage Locations within the Trolley Device.

Completion of Despatch processing with Trolley Picks is not performed with the Hand Held Devices (see Fixed PC WAREHOUSE*MINDER -> Despatch -> Assembly).

An exception is Urgent Order which are Allocated to a Hand Held Device and Despatch is automatically completed without use of a Trolley.

The 3 plain buttons shown right - 'View Status', 'View WIP' and 'Cancel Menu' are only visible to Users with Admin rights.



The 'View Picks Waiting' button is similar to the fixed PC 'View Waiting Picks' screen

which presents the User with a number of User defined Pick Mode options and then proceeds to Allocation of those waiting picks.

Pick by Trolley2 Menu ML



'Continue Picking' is only displayed if there are any Picks which have been allocated to the Hand Held Device by either the fixed

PC application or via use of the 'View Picks Waiting' button above.





PICK TO TROLLEY2 - View Picks Waiting



The **View Picks Waiting** option displays a list of waiting orders sorted by Priority

Allocate to User: glenn ▼
Allocate to Device: ML ▼
Pick to Device: T1 ▼
Allocate Orders: 5 of 25

PO	VOLUME	UOM
S155026	1	M3
S155027	1	M3
S155028	1	M3
S155030	1	M3
S155032	1	M3
S155033	1	M3
S155034	1	M3

Page 1/4

Get Order Back

‘Allocate to User’ - Current logged on user ID

‘Allocate to Device’ - Users Device (Hand Held Terminal ID)

‘Pick to Device’ - The User’s Trolley ID.

‘Allocate Orders:’ - display the quantity of Orders which will be allocated to the User. The User can enter a lower number.

‘of 25’ - Indicates the total waiting orders.

Please note: the UOM column is currently wrong and will be changed to show Order weights - This is in response to OH& S whereby Heavy orders can be flagged to female Users.

‘Get Order’ - Select to be allocated Orders and start picking.





PICK TO TROLLEY - Assign Pick Orders to Trolley Locations

Before Picking can commence the system must know into which Trolley Location/Tote Bin/ Picking Block each of the allocated Orders will be placed.

The User must scan 1 Trolley location per Order as shown below.

Scan Trolley Locations

Location	Order	Volume	
	S155026	1	1

Get Order  Back 



Picking - Product Locations

The User's Terminal will display up to max. 5 Locations where the require Product Code is currently stored and is available for Picking.

By selecting the first listed ISSN the User is being directed via the shortest route.

Note: the User may decide to pick from a Location other than the first listed if say the required quantity can be satisfied at the alternate location.

The User must proceed to indicated Location and scan the Product's ISSN label.
The system will verify if correct Product.

Pick SO
Part

WH	Location	ISSN	Available
RZ	07060101	10000002	9
RZ	07130101	10001000	1
RZ	07130101	10001035	1
RZ	07130101	10001036	1

Qty Reqd
ISSN:

Scan ISSN

Accept

Back

No Stock Reason

Do Later

Transfer

Add Trolley Location

'Pick' - Internal Picking No.

'SO' - Pick Order Number.

'Part' = Product Code (shorter!)

'EA' = Unit of Measure.

'No Stock Reason' - used to indicate why user cannot pick required qty.

'Do Later' - Enables User to defer Picking the current Product but this does not cancel the Pick.

'Add Trolley Location' - If User needs more trolley space or another Picking block then select this button.

'Transfer' - Enables the user to transfer the Picker Products to despatch before continuing to pick more Order Lines.



Picking - Scan to Trolley/Bin/Block

Pick SO
Part EA

WH	Location	ISSN	Available
RZ	07060101	10000002	9
RZ	07130101	10001000	1
RZ	07130101	10001035	1
RZ	07130101	10001036	1

Qty Req'd
ISSN:
Scan ISSN

Accept

Back

No Stock Reason

Do Later

Transfer

Add Trolley Location

Once the system verifies the correct ISSN has been scanned then the Hand Held prompts the User to scan (or press the display button).
The screen below shows the User has assigned more than 1 Picking Block for this Order, just scan one Block....

Product	Order	Qty	Pick	
SM002	S155026	1	D000495	
Locations	<input type="text" value="BLOCK043"/>	<input type="text" value="BLOCK012"/>	<input type="text" value="BLOCK013"/>	<input type="text" value="BLOCK045"/> WPR

Despatch transfer
Into Location

Scan Trolley Location to Move To

Accept

Back




Transfer

‘WPR’ - Pinpoint requested Client Code





Picking - Completed Picking Allocated Orders

Despatch transfer
Into Location
RZBLOCK043
Scan Trolley Location to Move To

Accept  Back  Transfer 

Pick by Trolley2 Menu ML

View Picks Waiting  Back 

View Status View WIP

Cancel Menu

Once the Hand Held screen returns to the Picking Menu the User must transfer all their Picked Products to a despatch location e.g. Conveyor Line.

The Awaiting Checking User will then scan each Order or Picking Block to display and check the Order before printing a Despatch Address label.



Picking - View Picking Status Statistics

**View
Status**

An Administrator can view the day's picking Statistics shown right.

Waiting Orders				
#	Dev	Cmp	Ctry	Who
24		PINPOINT	Australia	
1	C1	PINPOINT	Australia	S155026

Waiting Lines				
#	Dev	Cmp	Ctry	Who
27		PINPOINT	Australia	
1	C1	PINPOINT	Australia	

Accept

Back



STOCKTAKE MENU

Access:

‘Main Menu’

-> ‘Stocktake’

The ‘Stocktake’ Menu offers an number of Stock recording and adjustment methods.



‘Locations’ is used solely for SSN (not) ISSN Stock-taking. It simply record the existence of an SSN (but not every ISSN if more than one exists per SSN). **Do not use for Products Stocktaking.**



‘Adjust Product’ enables corrections to current Product Stock level at nominated Location. Includes both - and + adjustments.



‘Add Kit’ enables the conversion of Kit components into assembled Kits.



‘Take All’ creates export Spreadsheet of the Stock take Variance Table.

Enter Stocktake Type



‘Product on Site’ enables updating SSN’s with Location, Product ID and Current Quantity.

- Use This Method at **PINPOINT**



‘Adjust SSN’ enables changing the SSN’s Current Quantity.

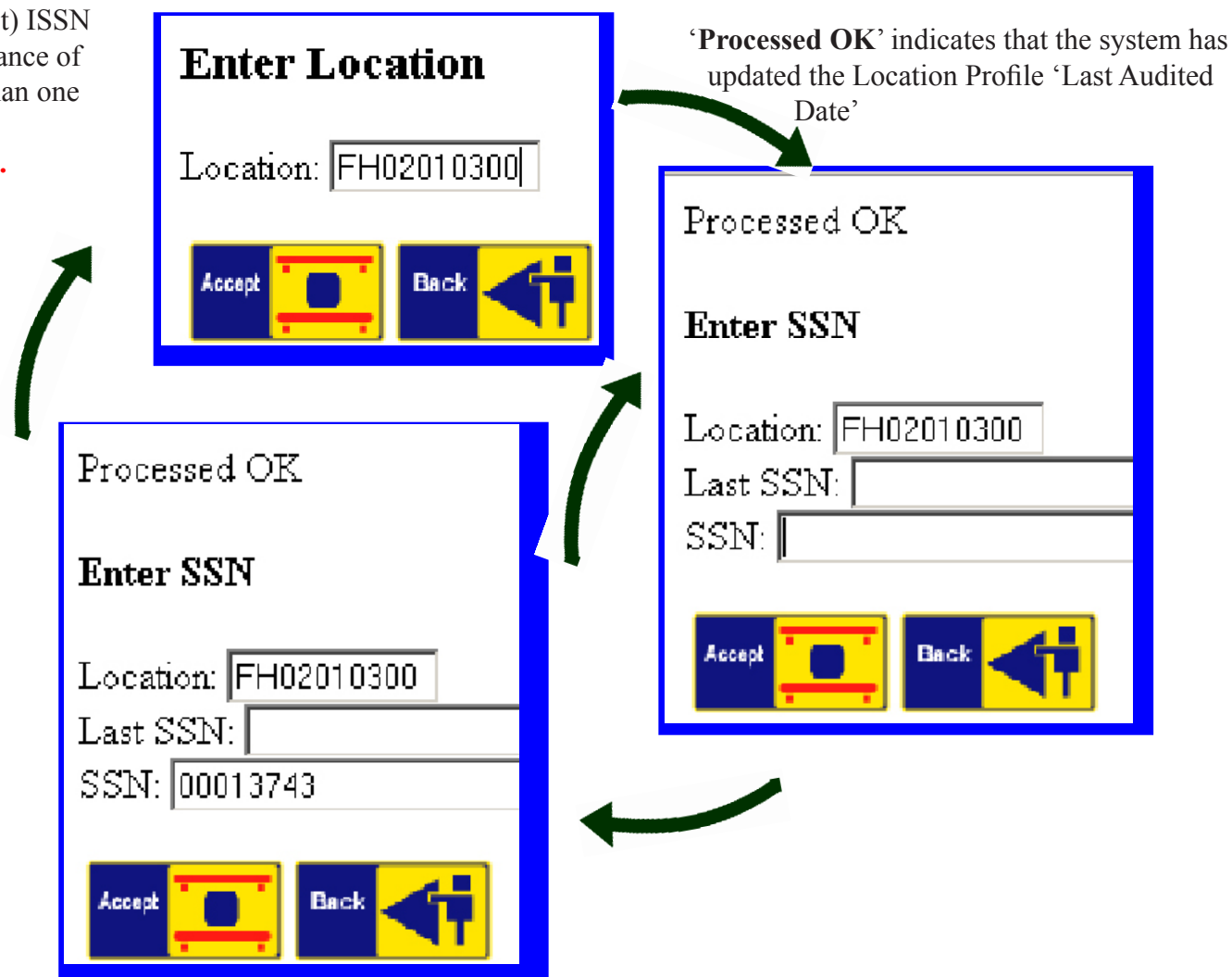


LOCATIONS - Not Suitable for all Sites



'Locations' is used solely for SSN (not) ISSN Stocktaking. It simply record the existence of an SSN (but not every ISSN if more than one exists per SSN).

Do not use for Products Stocktaking.





PRODUCT ON SITE - B&DCS to configure

Product
on Site



Access:

‘Main Menu’

-> ‘Stocktake’

-> ‘Product on Site’

This Stocktake option is particularly useful for initial Product inventory database loading at a new site.

It requires the following to be completed beforehand at a new site:

- All Locations have been Barcoded with their (unique) Location ID's,
- ‘Product Profile’ Table to be completed for all possible Product ID's that maybe encountered during a Stocktake,
- A supply of pre-printed ISSN Barcoded Labels have been created by the MINDER System and applied to each Unit of Inventory (Pallet, Carton, Bin etc) at the time of counting. The ISSN label must be printed using the ‘Receive-> Load’ which creates SSN+ 1 x ISSN Label but with only a Load No + GRN + Location = Receive Location and Qty = 1. Its Product ID is empty.

This Stocktake Option allows the User to update each ISSN with current Location, Product ID and Counted Quantity.

Step 1.

Proceed to and Scan **Location ID** Barcode where need to Stocktake.

Step 2.

Enter (or scan if available)

Owner/Company ID.

Cannot Stocktake - Not an Open Location

Enter Product

Location:

Owned by:

Product:

- 1400-Woolworths NSW
- Aldi
- B Shed-Fresh Produce Group of Australia
- Exports-Fresh Produce Group of Australia
- Harris Farm Products
- Imports-Fresh Produce Group of Australia
- Martin Walker
- Premier Fruits (Brisbane)
- Premier Fruits (Melbourne)
- Quality Produce
- Southern Produce
- Team
- WOOL-Woolworths NSW
- Zespri

Accept

The top of the screen may display an error message e.g. **‘Cannot Stocktake - Not an Open Location’**. This error occurs when two Users try to Stocktake the same location at the same time or that a previous User has not yet released this Location.

These can be ignored but do check to see that there is not another User currently Stocktaking the same Location.



PRODUCT ON SITE - continued ...

Step 3.

Enter (or scan if available) **Product ID**

Enter SSN and Qty

New Location RZ01050101

Location: RZ01050101

Owned by: Pinpoint Pty

Product: ANZ10

SSN: 10000001

Qty: 1

Accept

Back

Step 4.

Attach and then Scan the new (**unused**) ISSN Label Barcode onto the Pallet/Carton of Inventory you are counting making sure the next User can find the Barcode Label afterwards.

Step 5.

Enter the **Stock Count**.

Repeat for each ISSN Label attached to a new unit of Inventory with same Product and Location ID.

To change **Location** - tap on the Location input field and it will automatically clear - return to **Step 1.** previous page.

To Change **Product** (at same Location) tap on the Product input field and it will automatically clear - return to **Step 2.** previous page.

Use '**Back**' button to exit when completed all ISSN's required at this Location and Product.

Enter SSN and Qty

Item 10000001 BEST OF THE WEST TAST

Location: RZ01050101

Owned by: Pinpoint Pty

Product: ANZ10

SSN:

Qty: 1

Adjust Product

Back



ADJUST PRODUCT - To be Used with Care



‘Adjust Product’ enables corrections to current Product Stock level at nominated Location. Can only be used if only 1 ISSN per Location otherwise MINDER decides which to adjust.

Includes both - and + adjustments.

Step 1.

Scan Location Barcode ID containing Product to be adjusted.

Step 2.

Scan Product ID Barcode of the product to be adjusted.

Step 3.



Select from System response which Inventory Status from the scanned Product ID that is to be adjusted.

Click on the required Status button.

Step 1.

Enter Location

Location: FH02010300



Accept  Back 

Step 2.

Enter Product to Adjust

Location: FH02010300

Product: 9320075006037

Accept  Back 



Step 3.

Select Status to Adjust

Location: FH02010300

Product: 9320075006037

Name	Status	Qty
Metal Shelf 02-01-03-00	ST	1

Accept  Back 

Step 4. see next page....



ADJUSTMENT QUANTITY - continued...



Step 4.

Enter the quantity to adjust Product quantity.
Either - or + value accepted.

Step 5.

Select '**Accept**' to save adjustment or '**Back**' to cancel.

Enter Adjustment Qty

Location: FH02010300


Product: 9320075006037


9320075006037

Current Qty 1

Status ST

Qty to Adjust: 169

Accept 

Back 



ADD KIT



Access:

'Main Menu'
-> 'Stocktake'
-> 'AddKit'

'Add Kit' enables the conversion of Kit components into assembled Kits.

Step 1.

Enter Kit Product ID.

Step 2.

Scan Location Barcode ID Label.

Step 3.

Enter Qty of Completed Kits to be created.

System automatically consumes the required components up to either the required total or the component with lowest total.

Step 4.

Select the 'Add Kit' button to save.

Step 1.

Enter Product Kit

Product: 9320075009649



Accept  Back 

Step 2.

Enter Location to Create in

Product: 9320075009649

Location: FH02010500

Accept  Back 

Step 3.

Enter Qty to Create

Product: 9320075009649

Location: FH02010500

Qty to Create: 10

Add Kit  Back 

Step 4.





ADJUST SSN



Access:

'Main Menu'

-> 'Stocktake'

-> 'Adjust SSN'

'Adjust SSN' enables changing the SSN's Current Quantity.

Step 1.

Scan the SSN Barcode ID.

Step 2.

Either - (with the minus sign) or + (without the + sign) value and quantity to adjust.

Step 3.

Select 'Adjust SSN' button to save change.

Step 1.

Enter SSN

SSN: 00013743

Accept

Back

Step 2.

Enter Adjustment Qty

SSN: 00013743

Current Qty 170

Location FH 02010300

Status ST

Qty to Adjust:

Adjust SSN

Back

Step 3.





REPRINT MENU



Access :

‘Main Menu’

-> ‘Reprint’



- Not Applicable at ISSN based Sites



- See Stocktake



Enter Report Type



- Not Applicable at most Sites, used with SOAP*MINDER)





PRODUCT LABELS - B&DCS to Configure Label Formats



Access :

‘Main Menu’

-> ‘Reprint’

-> ‘Product Label’

Enables Printing of 3 Types of Labels:

- Individual Product Labels -GS1 Barcode
- Inner Package Labels GS1-14, and
- Outer Package Labels GS1-14.

Step 1.

Enter/scan the Product ID.

Step 2.

Select from dropdown which **Label Type**

Step 3.

Enter Quantity of ‘**Copies of Each Label**’,

Step 4.

Enter ‘**Quantity of Labels**’ required,

Step 5.

Enter ‘**Qty on Each Label**’

Step 6.

Select ‘**Printer**’ from drop downlist.

Step 7.

Select ‘**Accept**’ button to commence printing.

Please be careful with Printer selection as Label Blank sizes may vary with each Printer.



PRODUCT on SITE



Access :

'Main Menu'

-> 'Reprint'

-> 'Product on Site'

Enter Product to View

9320075006037



Product	Description	WTI	Location	Status	Qty	GRN Date	GRN Qty
9320075006037		FC	(2013)0	ST	100	11/12/2009 16:40:51	100
9320075006037		FC	(2013)0	ST	100	11/12/2009 16:40:51	100
9320075006037		FC	(2013)0	ST	100	11/12/2009 16:40:51	100
9320075006037		FC	(2013)0	ST	100	11/12/2009 16:40:51	100
9320075006037	Overall Sample - Various Sizes	FC	(2013)0	ST	100	11/12/2009 16:40:51	100

Last Product: 9320075006037





REPRINT - Varies form Site to Site



Access :

'Main Menu'

-> **'Reprint'**

-> **'Reprint'**

Currently not available.



VIEW DESPATCHED



Access :

'Main Menu'

-> **'Reprint'** -> **'View Despached'**

This option is designed to display past Despatches. See B&DCS for specifications.