Section One - General Notes

These General Notes are designed to assist the User how to understand the general layout and operation of The MINDER Series Desktop screens.

Contents

General - Log In

Setup a Browser Bookmark to start Minder Log In or enter URL.
The required URL is specific to each site. See your Minder Administrator for correct URL.
This User Guide uses B&DCS's Test URL and is not available over the Internet.

Enter your Minder User ID and Password.
We recommend using lowercase letters and numbers for User ID and Password as this is the default on the Hand Held Terminals.

General - Logged In

Main Menu options - These will vary according to your User Access rights.

'WH: RZ' - Indicates the Default Warehouse ID associated with your User ID.

DEV:MO - This indicates the Device ID that has been issued for your Terminal (Desktop or Hand Held). This becomes important during Inventory Transfers as each time you Transfer Inventory OUT of a Storage Location it is then located on your Device ID until you later Transfer INTO a new Storage Location.
If your Desktop (or Hand Held) is stopped before the INTO Location is scanned then the Inventory will remain 'located' on the Device ID.
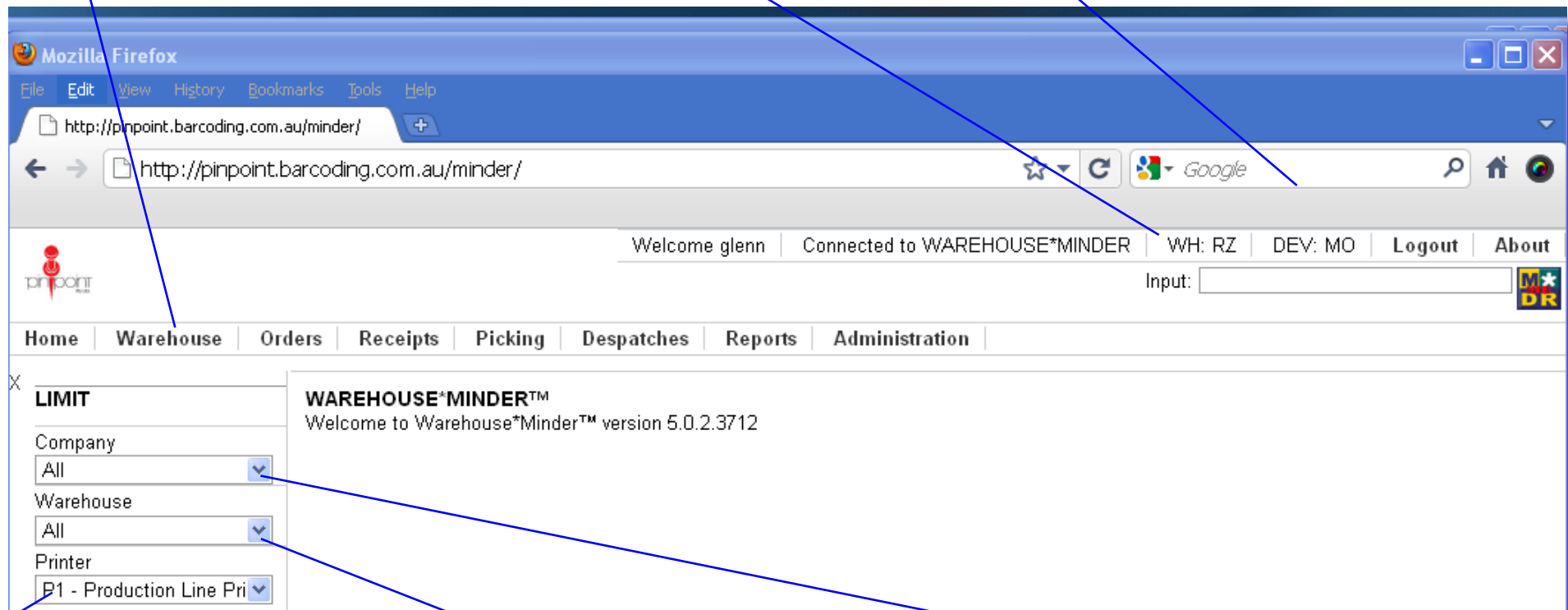
'Printers' - Dropdown list of all Barcode Label Printers that you are able to print with.

'Warehouse' - Dropdown list of all Warehouses that you are able to view Inventory details.

'Company' - Dropdown list of all Companies (Inventory Owners) that you are able to view Inventory details.

Firefox Browser Shortcuts

The MINDER Series is designed for use with HTML Standards compliant Web Browsers.

Not all Web Browsers are standards compliant, B&DCS strongly recommend using Mozilla Firefox v4.0+.

We do not recommend the use Microsoft IE 6 or 7 as this is not supported by B&DCS.

At time of writing this User Guide some issues have been found with IE 8 but Microsoft has indicated that IE 9 will comply with Browser Standards (but requires Windows 7).

The two panels shown right are sourced from Firefox Help screen - we strongly recommend all MINDER Series Users become familar with using these Firefox shortcuts. (We have only shown a few shortcuts, please use Firefox Help for more details and shortcuts).

To maximise the navigation of MINDER Series screens we recommend Users Log On and then open more Tabs (right-click on required Menu Option e.g. 'Warehouse' with your mouse) as shown below.
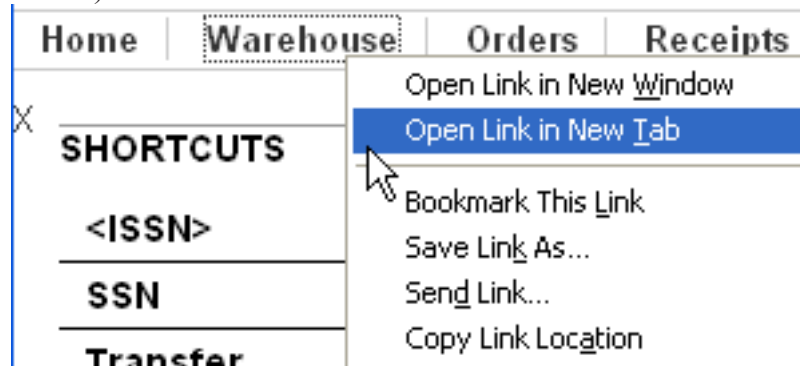

Mozilla Firefox Shortcuts

Command	Shortcut
Navigation	
Back	Alt+Left Arrow Backspace
Forward	Alt+Right Arrow Shift+Backspace
Home	Alt+Home
Open File	Ctrl+O
Reload	F5 Ctrl+R
Reload (override cache)	Ctrl+F5 Ctrl+Shift+R
Stop	Esc
Current Page	
Go to Bottom of Page	End
Go to Top of Page	Home
Move to Next Frame	F6
Move to Previous Frame	Shift+F6
Page Info	
Page Source	Ctrl+U
Print	Ctrl+P
Save Page As	Ctrl+S
Zoom In	Ctrl++
Zoom Out	Ctrl+-
Zoom Reset	Ctrl+0

Windows & Tabs (see Tabbed Browsing)

Close Tab	Ctrl+W Ctrl+F4
Close Window	Ctrl+Shift+W Alt+F4
Move Tab Left (when tab is focused)	Ctrl+Left Arrow Ctrl+Up Arrow
Move Tab Right (when tab is focused)	Ctrl+Right Arrow Ctrl+Down Arrow
Move Tab to Beginning (when tab is focused)	Ctrl+Home
Move Tab to End (when tab is focused)	Ctrl+End
New Tab	Ctrl+T
New Window	Ctrl+N
Next Tab	Ctrl+Tab Ctrl+Page Down
Open Address in New Tab (from Location Bar or Search Bar)	Alt+Enter
Previous Tab	Ctrl+Shift+Tab Ctrl+Page Up
Undo Close Tab	Ctrl+Shift+T
Select Tab (1 to 8)	Ctrl+(1 to 8)
Select Last Tab	Ctrl+9
Tools	
Bookmark All Tabs	Ctrl+Shift+D
Bookmark This Page	Ctrl+D
Bookmarks	Ctrl+B Ctrl+I

Multiple Firefox Tabs

Multiple Browser Tabs are strongly recommended for heavy Minder Users. The part screen below shows second Browser Tab Main Menu = **'Orders'**.
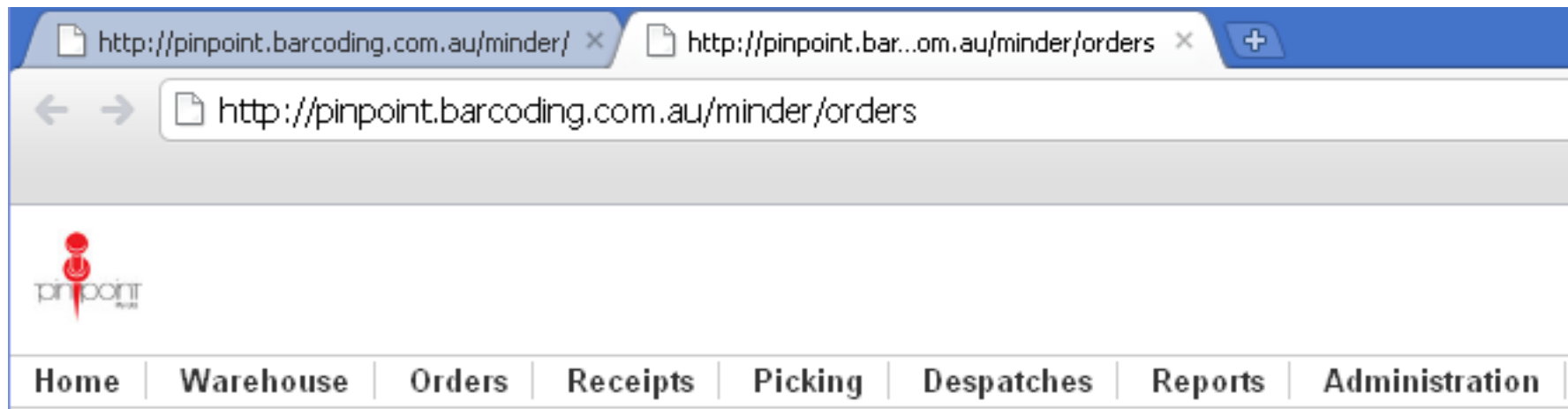
To change Tabs use your mouse to click on the required Tab.

Remember that you may need to Refresh the view if Tab you have selected contains a screen which has since been updated by another Tab.

Generally we suggest using the SEARCH button but this only applies to screens which are not in an edit mode.

Dual Desktop Displays.
If your Desktop PC has a second Display Screen (and sufficient RAM) then use the shortcut - 'Ctrl+N' to open a second Firefox window. Drag this new Firefox Window to the second display and add more Tabs as required.
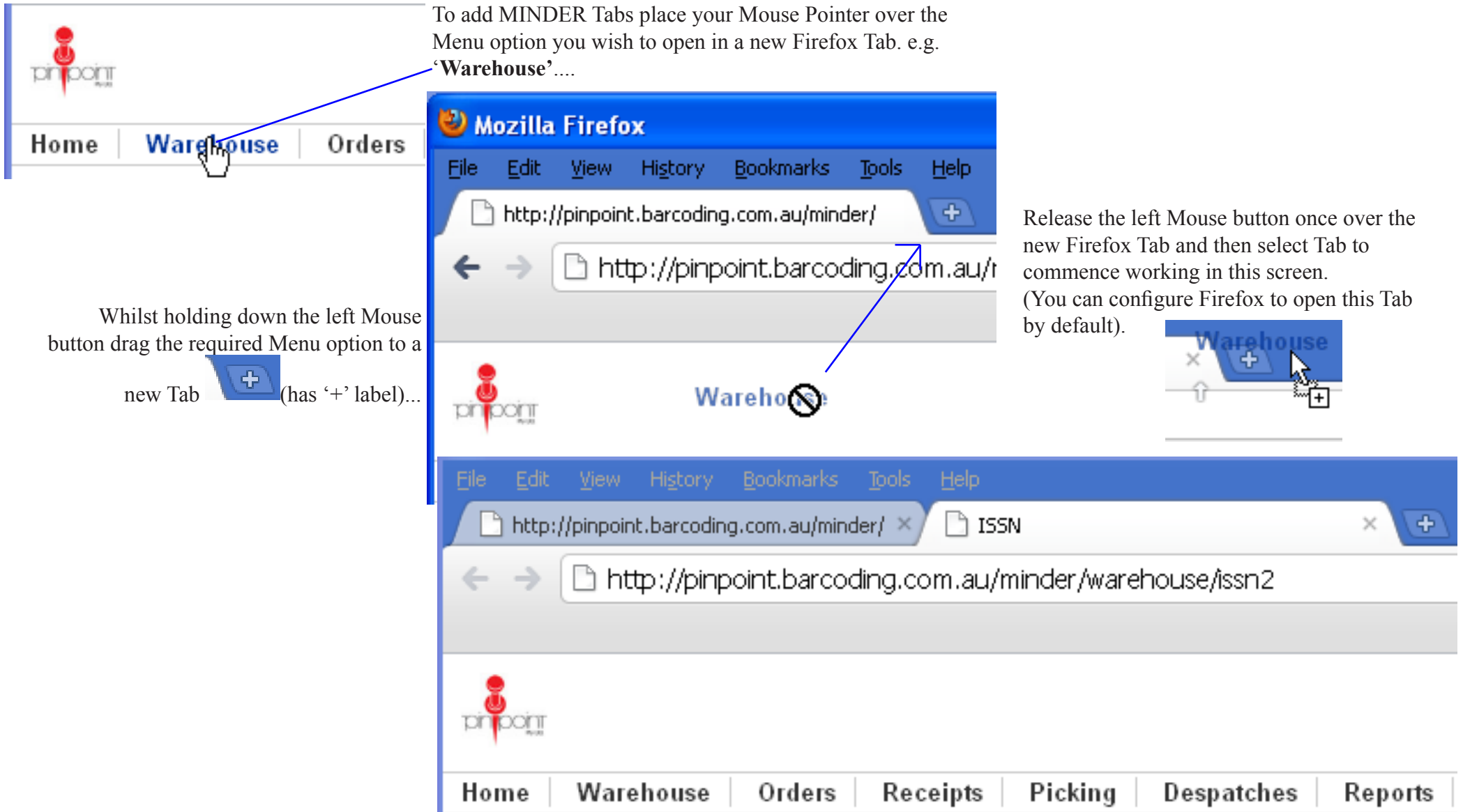
Adding MINDER Firefox Tabs

To add MINDER Tabs place your Mouse Pointer over the Menu option you wish to open in a new Firefox Tab. e.g. '**Warehouse'**....

Whilst holding down the left Mouse button drag the required Menu option to a new Tab (has '+' label)...

Release the left Mouse button once over the new Firefox Tab and then select Tab to commence working in this screen.
(You can configure Firefox to open this Tab by default).

Screen Panels

Site Logo Panel | **Menu Shortcuts Panel** | **Main Menu Options Panel** | **User Details Panel**

Main Data Panel

Global Input Panel

LIMIT Panel

Logout

User's Access Limits for Company/s (= Inventory Owners), Warehouses and Barcode Label Printers.

'X' - Select (Click) to remove the 'LIMIT' and 'SHORTCUTS' Panels.

The Global **'Input'** is used in Screens which receive Barcode scanned data directly via an attached Keyboard Wedge Barcode Scanner. Not available on every Screen.
Used in WAREHOUSE*MINDER - Despatch-Awaiting Checking screen.

Users must always Logout - please do not use the 'X' in top right hand corner of the screen as this does not remove your Login from the system and each MINDER site has a limited number of Logged On User Licences.

Screen Panels continued...

Majority of the Screen Panels are displayed as per the following ISSN example:

ISSN

General | Other Details

Search Input Filters Panel

ISSN # [   ]   Location ID [   ]   Product Code [   ]

Submit Search | **Clear**

General | Other Details

Page Listing Panel

ISSN LIST Select All Rows on all pages ☐ View By: 5 ▼ Page: 1 ▼

Selected: 0

'**View By:**' - Maximum no. of Search Result rows to be displayed on screen.

'**Page:**' - View Search results by Page #.

☐ ○	SSN_ID	VWH	Location ID	Product Code	Curr. Qty	Original SSN	Company	Status	Last Update	SSN Description	GRN Date
☐	10001024	RZ	RC010000	TBP	1	10001024	PINPOINT	PA	2011-03-14 21:08:23	TEFAL KETTLE AND TOASTER SET + JAMIE OLIVER FRYPAN	2011-03-14 21:07:46
☐	10001023	RZ	RC010000	04-85040	1	10001023	PINPOINT	PA	2010-11-30 11:12:24	MAGLITE SOLITAIRE	2010-11-30 11:12:24
☐	10001021	RZ	RC010000	04-86260	1	10001021	PINPOINT	PA	2010-11-30 11:13:09	MAGLITE 6D CELL FLASHLIGHT	2010-11-30 11:12:24
☐	10001022	RZ	RC010000	04-86260	1	10001021	PINPOINT	PA	2010-11-30 11:13:09	MAGLITE 6D CELL FLASHLIGHT	2010-11-30 11:12:24
☐	10001020	RZ	RC010000	04-86260	1	10001020	PINPOINT	PA	2010-11-29 21:35:36	MAGLITE 6D CELL FLASHLIGHT	2010-11-29 21:35:13

Search Results Panel

Total 1022 records. Show from 1 to 5

REPORT: CSV | **REPORT: XLS** | **RE-PACK** | **PRINT LABEL**   **Actions Panel**

Search Results Panel

Displays Search results. Column Titles and order are configurable - see Administration User Guide to modify.

Double-click on selected row to view details. Select ('Ticked') row/s to use Reporting buttons.

Search Input Filters

Search Input Filters.

A number of Search Filter Input fields can be defined for most Screens
(see MINDER Administrator to have these modified).

Search Filter Tabs.

A number of Search Input Filter Tabs can be defined for most Screens (see MINDER
Administrator to have these modified). e.g. '**General**', '**Other Details**'..

The **Actions Panel Buttons** - '**Submit Search**' button executes a search for all matching database
records which are then displayed in the '**Search Results Panel**' beneath the '**Search Input Filter**'
Panel. Use the '**Clear'** to remove any Search Input Filters.

Search Wildcard - %

If you are unsure of the exact Product Code or Description you can add a 'Wildcard' = '**%**' character to your Search e.g. '%AB%' (do not add ' quote characters).

See example of use of a wildcard....

Select 'Square' box to select all displayed rows.
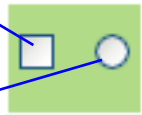
Select 'Round' circle to restrict only 1 row can be selected at any time. This ensures you do not select another row/s on another page/s.

ISSN

| General | Other Details |

SSN ID [   ] Product Code [%AB%   ] Curr

Submit Search   **Clear**

| General | Other Details |

ISSN LIST Select All Rows on all pages ☐ View By: [5 ▼] Page

Selected: 0

☐	○	SSN ID ⇕	WH ID ⇕	Location ID ⇕	Product ⇕	Current Qty ⇕	Product Short Description ⇕
☐		10007345	ZW	19200301	AWESAB	7	SPEAR ESAB (OLD STYLE)
☐		10006708	ZW	21210603	WH1000AB-HC	50	HEAD HARNESS COMP -AUSSIE BLUE
☐		10006704	ZW	54080501	WH1000AB	250	WELDVIEW AUSSIE BLUE SH#9-13
☐		10003003	ZW	03250501	WH1000AB-B	80	BLACK BAG ONLY - AUSSIE BLUE
☐		10003002	ZW	03260501	WH1000AB-B	80	BLACK BAG ONLY - AUSSIE BLUE

Total 11 records. Show from 1 to 5

Search Results - Action Buttons

REPORT: CSV   REPORT: XLS   RE-PACK   PRINT LABEL

Located underneath the Search Results Panel are a number of Action buttons. These vary from from screen to screen.

Actions are only performed on those rows selected in the Search Results.

| General | Other Details |

ISSN LIST Select All Rows on all pages ☐ View By: 5 ▼ Page: 1 ▼

Selected: 2

☐ ○	SSN_ID ⇕	WH	Location ID ⇕	Product Code ⇕	Curr. Qty ⇕	Original SSN ⇕	Company ⇕	Status ⇕	Last Update ⇕	SSN Description ⇕	GRN Date ⇕
☐	10001024	RZ	RC010000	TBP	1	10001024	PINPOINT	PA	2011-03-14 21:08:23	TEFAL KETTLE AND TOASTER SET + JAMIE OLIVER FRYPAN	2011-03-14 21:07:46
☑	10001023	RZ	RC010000	04-85040	1	10001023	PINPOINT	PA	2010-11-30 11:13:26	MAGLITE SOLITAIRE	2010-11-30 11:12:24
☑	10001021	RZ	RC010000	04-86260	1	10001021	PINPOINT	PA	2010-11-30 11:13:09	MAGLITE 6D CELL FLASHLIGHT	2010-11-30 11:12:24
☐	10001022	RZ	RC010000	04-86260	1	10001021	PINPOINT	PA	2010-11-30 11:13:09	MAGLITE 6D CELL FLASHLIGHT	2010-11-30 11:12:24
☐	10001020	RZ	RC010000	04-86260	1	10001020	PINPOINT	PA	2010-11-29 21:35:36	MAGLITE 6D CELL FLASHLIGHT	2010-11-29 21:35:13

Total 1022 records. Show from 1 to 5

REPORT: CSV   REPORT: XLS   RE-PACK   PRINT LABEL

Search Results - Action Buttons - REPORT:CSV REPORT:XLS

A majority of The MINDER Series Screens display two 'REPORT' buttons (see examples above right).

These buttons enable the User to export selected data to .CSV (Comma Separated Variables) or to .XLS (Microsoft Excel Spreadsheet) format Data files.

The User must select all the required rows they wish to export by 'ticking' the box at the end left hand side of the Search results. (see example right).

If all of the current screen rows is required then select

.

If all the rows returned by the Search occupies more than 1 page and all these are required then select (tick) the following...

Search Results - Edit Screen

EDIT ISSN: 10001023

`SAVE` `DISCARD`

A large number of Search Results Screens include option to drill down and Edit individual Result Row.

Just use your Mouse and doble-click on a selected row....

ISSN LIST Select All Rows on all pages ☐

Selected: 2

☐	○	SSN_ID⇕	WH	Location ID⇕	Product Code⇕
☐		10001024	RZ	RC010000	TBP
☑		10001023	RZ	RC010000	04-85040

Not all User have Edit permissions.

Field	Value	Field	Value
ISSN Status	Putaway (PA)	Last Updated	2010-11-30 11:13:26
Product ID	04-85040	Prev. Product ID	
Warehouse ID	[RZ] Rozelle Warehouse	Prev.Prev.Product ID	
Current Location	RC010000	Prod. ID Updated	
Company ID	PINPOINT	Prev.Prod.ID Updated	
Division		Prev. WH ID	
Current Qty	1	Prev.Prev. WH ID	
Into Date	2010-11-30 11:13:26	Prev. Location	
Other 21		Prev. Prev. Location	
Other 22		Prev. Moved Into Date	
Serial No.		Original Qty	1
Original SSN	10001023	Previous Qty	
Reserved No.		Audit Date	
Audit Code		Label Date	2010-11-30 11:13:26
Status Code		User ID	bdcs
Package Type		Prev. Package Type	
Pack ID		Despatch ID	
Kit		Created Date	2010-11-30 11:13:26
Prev.Prev.Prod.ID.Update		Despatched Date	
Prev. Reserved No		Picked Qty	
Prev. Prev. Resvd. No.		Prev. Pack ID	
Prev. Despatch ID		Prev. Prev. Desp. ID	
ISSN Description			

Defining the ISSN - Inventory Stock Serial Number

ISSN - Is a unit of identification which is central to the MINDER Series inventory processing and control. Not all Users must understand the unit of ISSN if they only need to work with by Product Codes (or Part No's, Catalogue No's).
An ISSN has following minimum properties:
- SSN - 'Stock Serial Number' - This holds details on each ISSN's source (including Purchase Order, GRN, Description Type I, II & III, Make, Model),
- Current quantity (as well as its Original quantity),
- Owner ID,
- Warehouse + Location ID,
   (current and previous locations)
- Inventory Status, including:
- • 'ST' - Available for Sale/Picking,
- • 'PA' - Awaiting Put away,
- • 'RS' - Reserved for an Order,
- • 'DS' - Awaiting Despatch,
- • 'QR' - Quarantined.
- Product Code - optional.
- Batch/Lot, Use By, Serial No.
   (optional).

The ISSN also the Barcoded label number attached to each and every item or group of identical items. Warehouse Operators must scan each ISSN everytime they perform an Inventory Transaction (these Transactions include - Transfer to another storage location, Pick for an Order, Stock Count, change Inventory Status).

Product No: 02000
TORCH BODY TECMO
T150
Qty: 100 EA

100002

Product No: 01250
PLASMA HAND TORCH
TECMO 100 6M
Qty: 5 EA

100001

Product No: 02000
TORCH BODY TECMO
T150
Qty: 100 EA

100003

Adding Inventory to the Warehouse

The MINDER Series is designed to add inventory to each Warehouse via a number of Options including:

- Importing details from .CSV , .XLS and other Data file sources (may require B&DCS to configure),
- Receive Purchase Orders - Details must exist in MINDER Database
- Receipting with Hand Held Terminals using following Menu Options;
  - Load SSN
  - Load Product
  - Receive Purchase Order - Details must exist in MINDER Database
  - Receive Work Order - Details must exist in MINDER Database
  - Stocktake with Hand Held Terminal.

Separate User Guides will describe these options but it is important to understand the distinction between Receipting and Loading inventory into the MINDER series.

Receipting involves the comparing of Purchase or Work Order details held inside of MINDER's Database with the actual delivered Inventory.

Loading is the process of recording and creating Inventory records of actual delivered inventory but for which Purchase or Work Ordering details are NOT held in a MINDER Order's Table.

If Loading Products there must be pre-existing Product Profile Record to enable correct Product identification.

If Loading SSN's there maybe no pre-existing Product Profile Record to enable correct Product identification.
These details are normally collected at some later time.

ISSN's in the Warehouse

The following is an example of how ISSN's are created, tracked and stored in a Pallet Storage Location ID = '**ZW-05-01-02-01**'.

A Purchase Order # '**PO-1234**' has been receipted with a Goods Receipt Number (GRN): '**GRN1000**' and two PO lines verified as follows:

    PO Line 1: **Product # '01250'**,
    Quantity received: **5 EA**
    Labels printed: 1 x 5 EA   => ISSN: '**100001**'

    PO Line 2: **Product # '02000'**,
    Quantity received: **200 EA**,
   Labels printed: 2 x 100 EA   => ISSN: '**100002**' & '**100003**'

Database Table - ISSN

SSN	ISSN	Location	Product #	Original Qty	Status
100001	100001	ZW05010201	01250	5	ST
100002	100002	ZW05010201	02000	100	ST
100002	100003	ZW05010201	02000	100	ST

NOTE: Each time a part quantity is repacked, picked or transferred from the ISSN a split is performed inside the Database. If the MINDER site requires 100% tracking inside the warehouse then a new Split ISSN + Label is printed and must be attached to the split items.

This is configured by B&DCS during installation.

Database Table - SSN

SSN	GRN	PO #	Line #	Original Qty	Type I
100001	GRN1000	PO-1234	1	5	PBT
100002	GRN1000	PO-1234	2	200	PBS
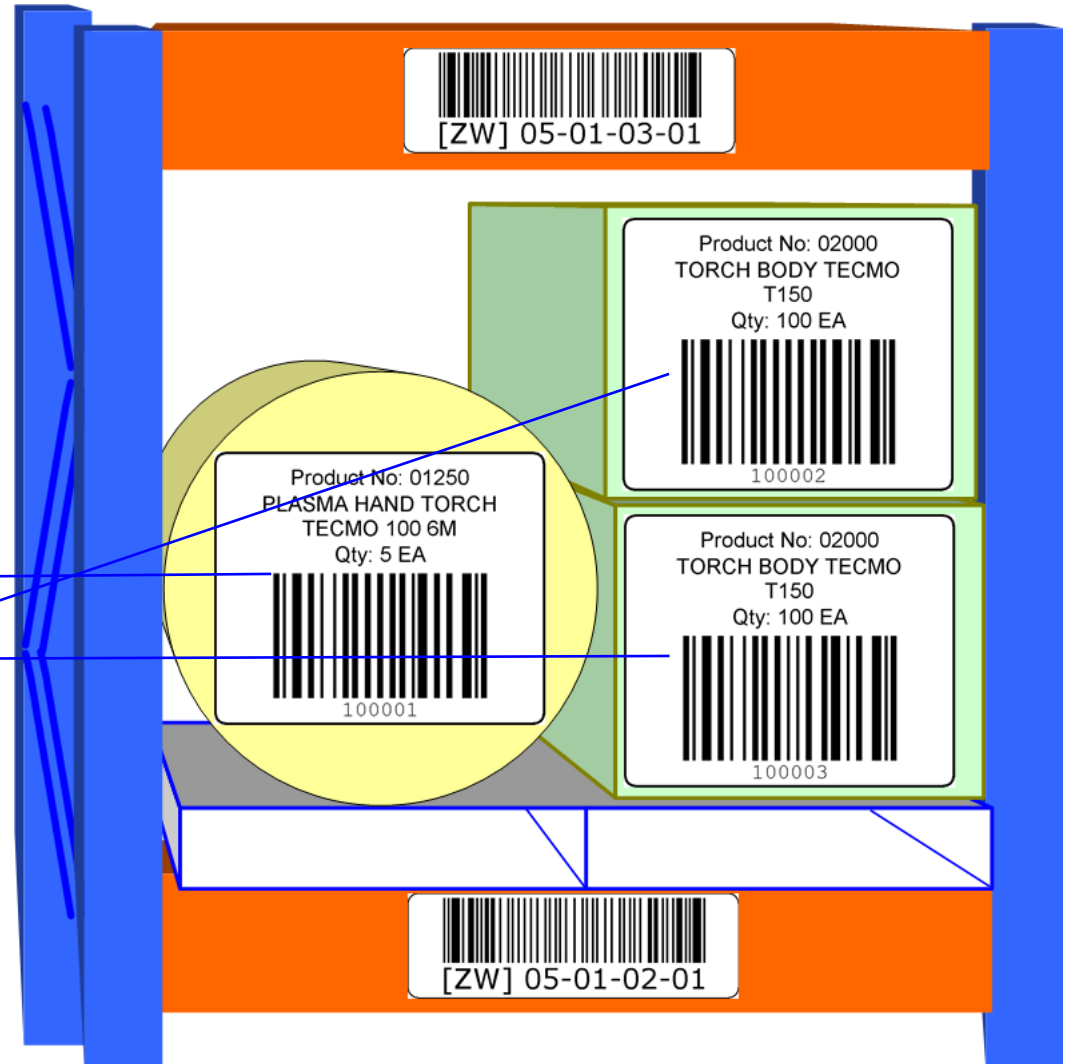
Pallet Storage Location with ISSN's

Defining Warehouse Storage Locations

100% Inventory accuracy can only ever be achieved if 100% of the Inventory is recorded in its current Location.

Therefore it is necessary to record 100% of possible Inventory Storage locations.

The MINDER Series defines each and every Storage Location with the following structure:

- Warehouse ID (allows for multiple warehouses),
- Aisle ID - 2 x alphanumeric - generally defined as horizontal sections of a warehouse floor plan,
- Bay ID - 2 x alphanumeric - generally defined as horizontal sub-division of a warehouse Aisle,
- Level/Shelf ID - 2 x alphanumeric - generally defined as vertical sub-division of a warehouse Bay, and
- Position on the Level or Shelf - 2 x alphanumeric characters - generally defined as horizontal sub-division of a warehouse Level.
-

Example as shown right: = 'ZW-05-01-02-01' where

Warehouse ID	= 'ZW'
Aisle ID	= '05'
Bay ID	= '01'
Level ID	= '02' & '03'
Position ID	= '01'

A storage location inside a Drawer would be defined as:

Warehouse ID	= 'ZW'
Aisle ID	= '05' - where the Cabinet with Drawers is located.
Bay ID	= '01' - Cabinet ID located inside the Aisle ID,
Drawer ID	= '02' & '03' as measured from the bottom,
Position ID	= '34' where '3' = X and '4' = Y coordinate of each Drawer contents.
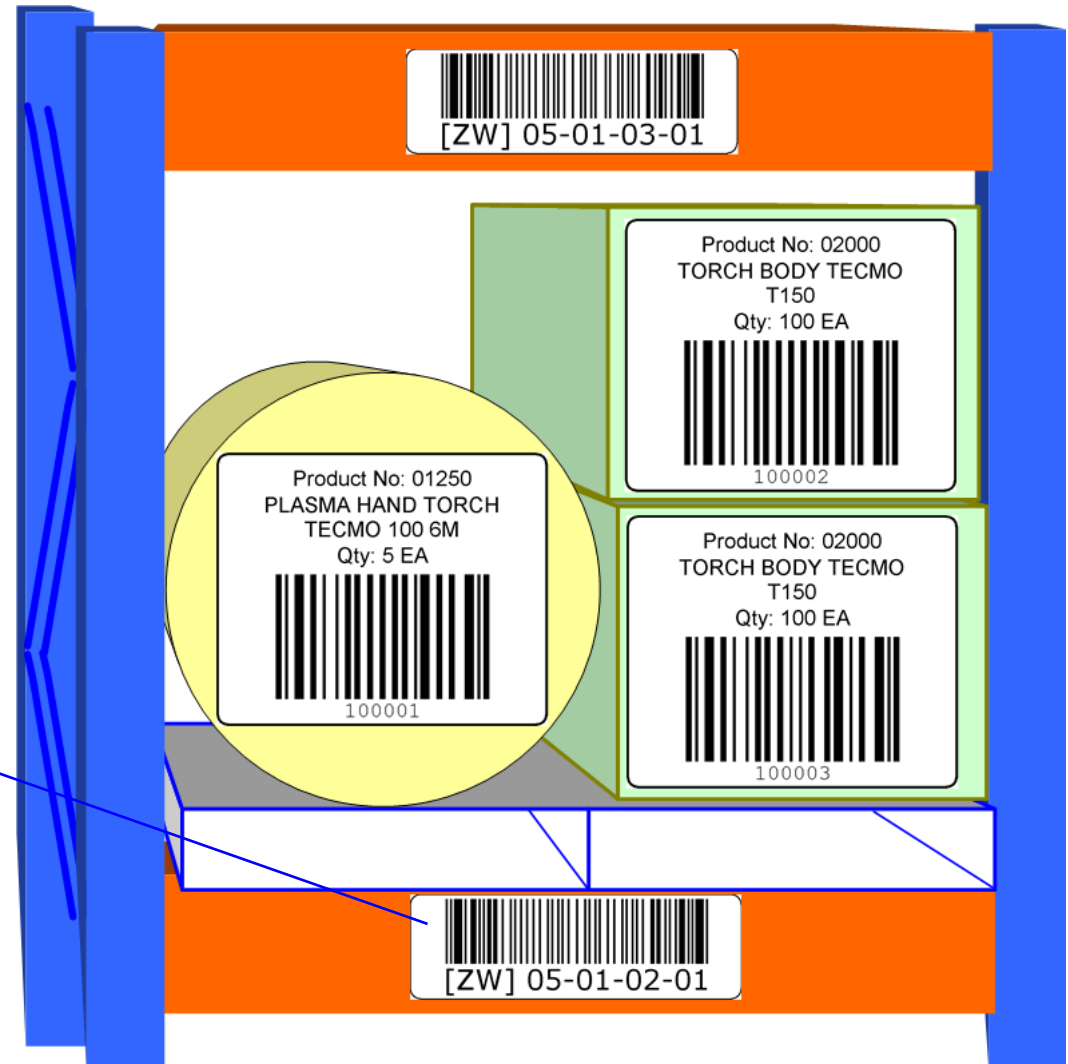
Defining Storage Locations

Defining Warehouse Storage Locations continued...

Locations can be created by using the Administration -> System Tables ->
LOCATION_RANGE Menu option which makes easier to add larege numbers
using MINDER to automatically generate sequences of like Locations.

LOCATION GENERATE:

Aisle: [A] to [Z]	From: A1 To: A9	Increment by: 1	Default increment: 1	Sequence: AN
Bay: [1] to [99]	From: 01 To: 10	Increment by: 1	Default increment: 1	Sequence: N2
Shelf: [1] to [99]	From: 01 To: 05	Increment by: 1	Default increment: 1	Sequence: N2
Position: [1] to [99]	From: 01 To: 02	Increment by: 1	Default increment: 1	Sequence: N2

Locations can be imported from .CSV by using Administration -> Import Data then
select LOCATION from drop-down list....

Select table to import LOCATION

Unused fields 41 >>   Used fields 8 <<

Locations can also added one by one
using the using Administration -> System Tables
-> LOCATION.

It is important to understand there are currently
49 fields that may define each Storage Location
and this will affect how inventory Status can be
changed during Transfers.
See Administration User Manual for further details.

Unused fields	Used fields
LOCN_METRIC	*WH_ID
LOCN_HGHT	*LOCN_ID
PARENT_LOCN_ID	LOCN_NAME
ZONE_C	LOCN_STAT
CC_C	MOVE_STAT
TOG_C	STORE_TYPE
REPLENISH	STORE_AREA
PACK_T	STORE_METH
PERM_LEVEL	
LABEL_DATE	
LAST_AUDITED_DATE	
PROD_ID	

Users

All MINDER Users must be registered in the 'SYS_USER' Table (see MINDER Administrator to add, delete and modify Users).

A User must Log on with their User ID and Password.

Each User has following configurable Access Permissions (incomplete list, see MINDER Administrator):

- Access Administration Menu
- Company ID
- Default Warehouse
- User Type - Production or Test Database
- Sales Manager - Can approved Sales Orders for Picking
- Credit Manager - Can approve Orders for Despatch
- Editing - Restrict editing of some database tables
- Inventory Operator - All Warehouse Users are assigned this to enable them to handle multiple Company Inventory
- Perform ISSN Quantity Adjustments
- Perform ISSN Status Adjustments
- Perform Pick Order Status Adjustments
- Perform Purchase Order Status Adjustments
- Perform Inventory Status Adjustments

- Warehouse Access - required for multiple Warehouses
- Company Access - required for multiple Company sites.

Please Note: User Passwords can only be viewed and edited by the MINDER User ID = 'Admin'.

Each MINDER site should appoint at least 1 and preferably 2, employees who are given the 'Admin' User Password.

Persons

The MINDER Series treats individuals and corporations as the same and stores their details in the PERSON and PERSON_ADDRESS tables.

A PERSON has the following attributes which must be maintained up to date:
- PERSON_ID = Unique max. 10 alphanumeric characters. Each site should adopt different schemas to enable automatic recognition between Customers and Suppliers but this is not mandatory.
- PERSON_TYPE - These include Corporate Supplier, Corporate Customer, Inventory Owner, Individuals, Repository Contacts

Each PERSON may have one or more entries in the PERSON_ADDRESS table under the following Address Types:
- Mail To Address
- Office Address
- Deliver To