



# Cloud/WMS

**Ver3.1**

## Operation Manual (Common)

Jan 21, 2019

Version 10

Hitachi Distribution Software Co., Ltd.

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<<Version History>>

11/11/2014	Ver. 1	Initial Release
2/28/2015	Ver. 2	“Item Master Upload” added, misc. screens and reports revised
7/1/2015	Ver. 3	Update version release
10/16/2015	Ver. 4	Update version release
1/27/2016	Ver. 5	Update version release
12/1/2016	Ver. 6	Update version release
1/1/2017	Ver. 7	Update version release
8/31/2017	Ver. 8	Update version release
5/29/2018	Ver. 9	Update version release
1/21/2019	Ver. 10	Improve wording, etc.

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## Introduction

This document explains the operating procedures, description of each screen, etc. for the use of ONEsLOGI Cloud WMS.

The following is used, for your convenience, to explain steps in operating procedures:

[NAME]	Square brackets represent button names
<NAME>	Angle brackets represent screen names
SD	Smart Device

Please review **Operation Manual (PC)** for explanation of all standard WMS functions.

For troubleshooting tips, please review **Operation Manual (Help)** or contact your system administrator for further assistance.

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## Common Features



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## Common Features Overview

This document explains the various common features used throughout the system.

These are features not described in **Operation Manual (PC)**.

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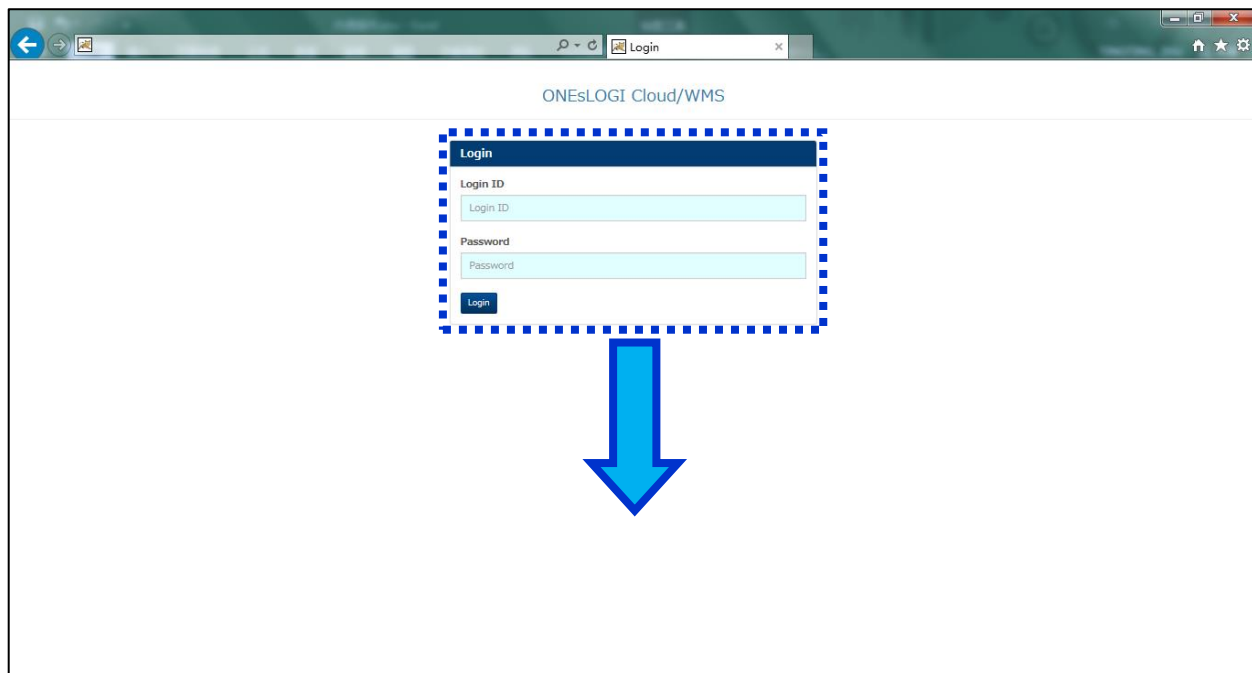
## 1. Login

### 1.1. How to login

This section explains the steps to login and access the WMS.

Contact your system administrator for an address to the login screen.

(1) Open the login screen.

A close-up of the login form, which is a white box with a blue border. It has a dark blue header with the word 'Login' in white. Below the header, there are two input fields: 'Login ID' and 'Password', both with light blue text. At the bottom left of the form is a dark blue button with the word 'Login' in white.

(2) Enter your user credentials in “Login ID” and “Password”, then click [Login].

If you do not know your login ID and password, please contact your system administrator.

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## 2. Basic Screen Functions

### 2.1. System Limitations

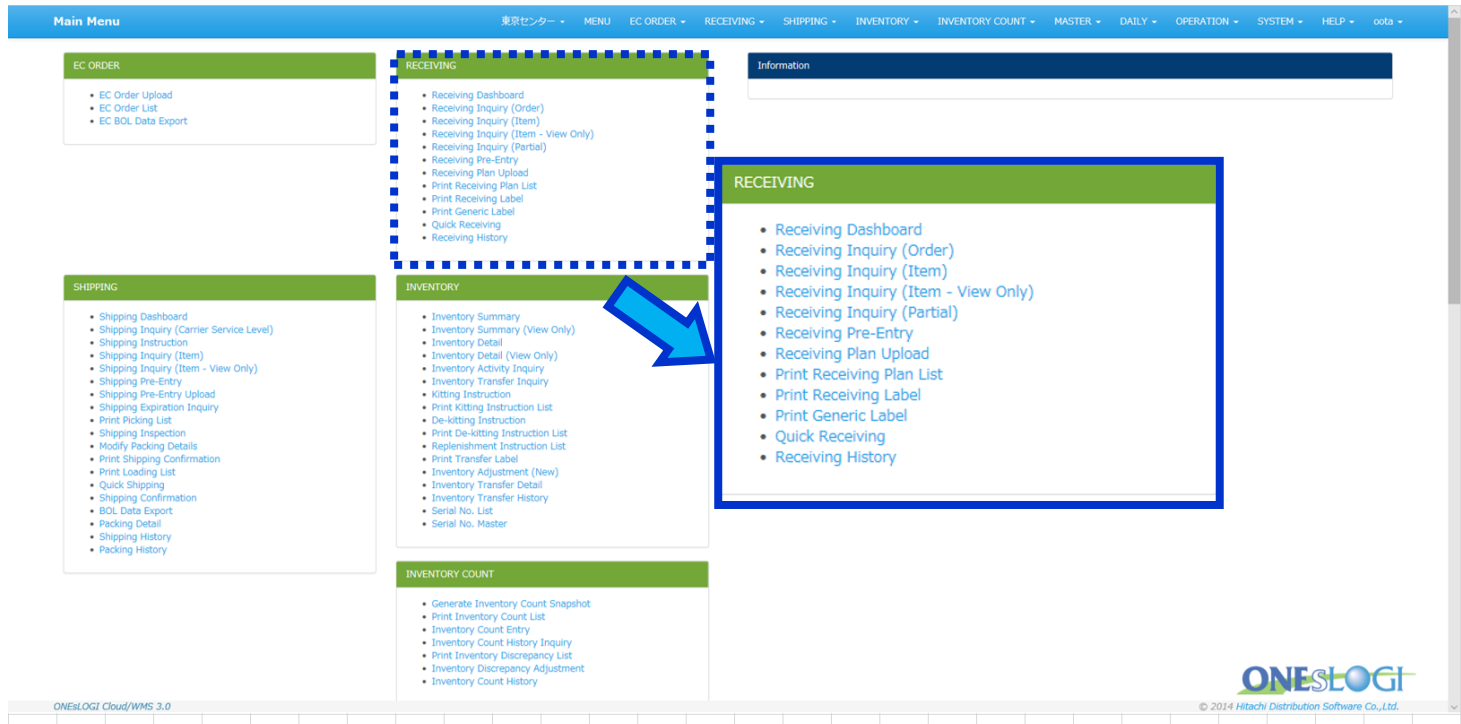
Please be aware of the following actions when using ONEsLOGI Cloud/WMS.

- (1) When a button is clicked, wait until the process is complete before performing the next operation.  
There is a possibility the process will perform twice when a button is clicked twice.
- (2) Hitting (F5) on your keyboard or clicking the browser refresh button will reset the screen back to its original state. Any unsaved data will be lost.
- (3) A process that has started after a button is clicked, cannot be cancelled by hitting the browser back [←] button or close [×] button and will continue to process even after the screen changes. To cancel/amend a process, review the particular function in Operation Manual (PC). Contact your system administrator if the issue cannot be resolved.

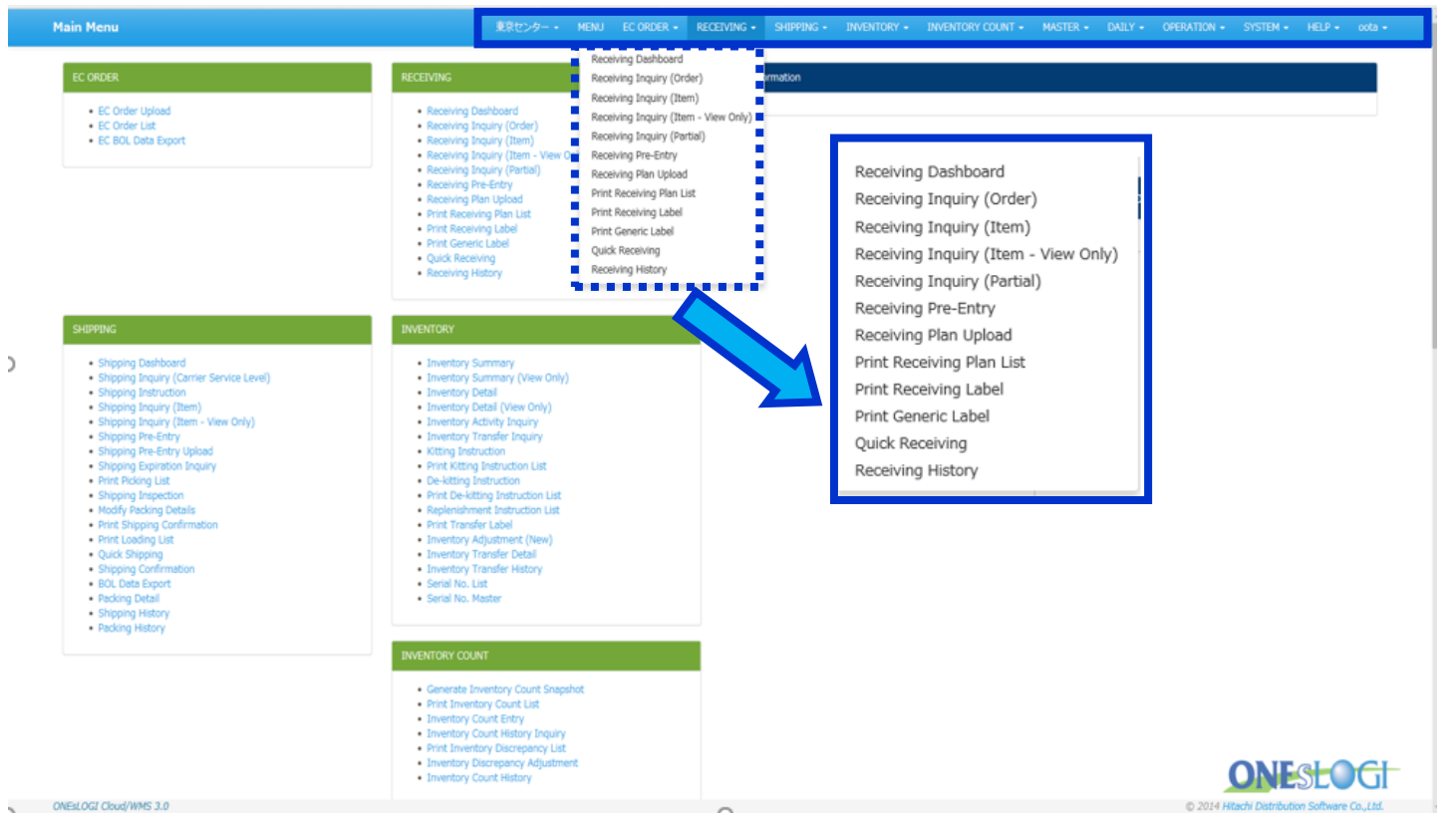


## 2.2. Main Menu

Various operation functions are accessible from the <Main Menu> screen.



The menu is also accessible from the top navigation bar within any operation function.



## 2.3. Input Validation

Some fields are validated for their input to ensure data integrity. An error message will be displayed below any fields that do not meet the input requirements.

The following is a list of validation types:

- (1) Required: Input field is required and cannot be left blank.

: Screen Example :

Item Code	Consignment
<input type="text"/>	<input type="text"/>
Required	Required

- (2) Number of Digits: Input value cannot exceed a defined maximum.

: Screen Example :

Total Adjusted Qty
<input type="text" value="99999999"/>
Integer up to 7 digit(s)

- (3) Input Type: Input character must be the correct type.

: Screen Example :

\* Entering an alpha character in a numeric only field

Piece Qty to Adjust
<input type="text" value="ABC"/>
Numeric values only

\* Entering a 2-byte character in a 1-byte alpha character field

Plan Customer Rcv. No.
<input type="text" value="A"/>
Alphanumeric characters and "-" only

- (4) Input Format: Input character must follow a defined format.

: Screen Example :

\* Entering a date that does not exist

Put-away Date (From)
<input type="text" value="13/11/2018"/>
Invalid date format: MM/dd/yyyy

\* Entering an incomplete date

Put-away Date (From)
<input type="text" value="13/11/201"/>
Invalid date format: MM/dd/yyyy

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(5) Master Does Not Exist: Value that does not exist in the master cannot be entered/selected.

**\*Screen Example\***

\* Entering a code that does not exist in the master

Item Code	
XYZ	Q
Does not exist	

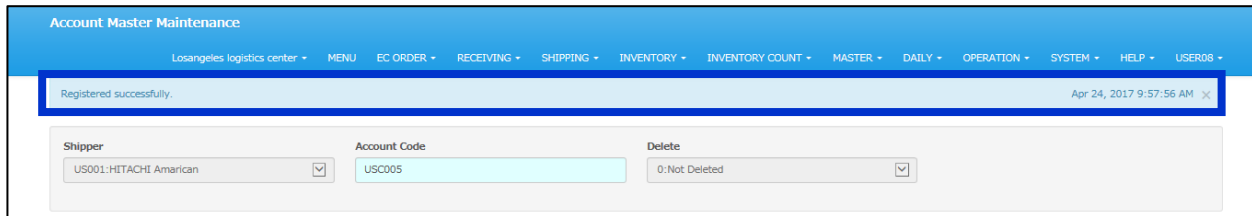
\* Selecting a combination not defined in the master

Warehouse	Zone
TKH:Tokyo Center Warehouse 1	Z1:Zone Z1
Does not exist	

## 2.4. Process Result Status Message

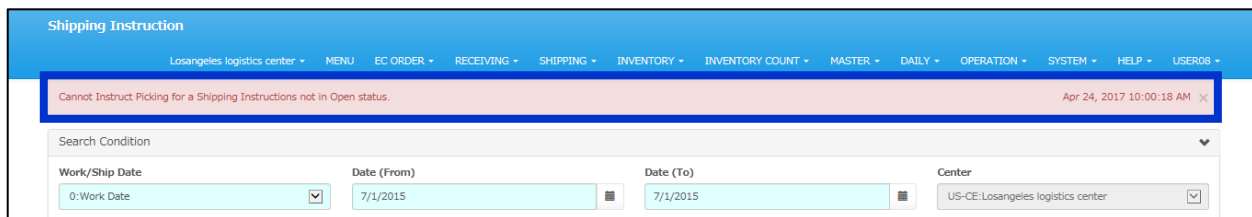
A status message is displayed at the top of the screen upon completion of a process.

(1) Success: Process completed successfully. Message is displayed in blue.



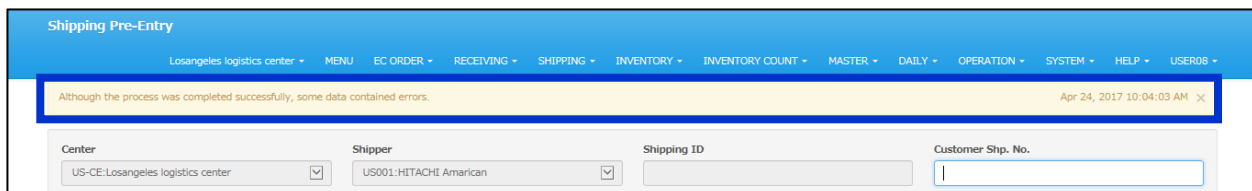
The screenshot shows the 'Account Master Maintenance' screen. At the top, a blue banner displays the message 'Registered successfully.' with a timestamp 'Apr 24, 2017 9:57:56 AM' and a close icon. Below the banner, the form contains three fields: 'Shipper' with the value 'US001:HITACHI American' and a dropdown arrow, 'Account Code' with the value 'USC005' and a dropdown arrow, and 'Delete' with the value '0: Not Deleted' and a dropdown arrow.

(2) Error: Process did not complete successfully. Description of error is displayed in red.



The screenshot shows the 'Shipping Instruction' screen. At the top, a red banner displays the message 'Cannot Instruct Picking for a Shipping Instructions not in Open status.' with a timestamp 'Apr 24, 2017 10:00:18 AM' and a close icon. Below the banner, the form contains a 'Search Condition' section with four fields: 'Work/Ship Date' with the value '0: Work Date' and a dropdown arrow, 'Date (From)' with the value '7/1/2015' and a calendar icon, 'Date (To)' with the value '7/1/2015' and a calendar icon, and 'Center' with the value 'US-CE: Los Angeles logistics center' and a dropdown arrow.

(3) Warning: Process completed but with warnings. Description of warning is displayed in yellow.



The screenshot shows the 'Shipping Pre-Entry' screen. At the top, a yellow banner displays the message 'Although the process was completed successfully, some data contained errors.' with a timestamp 'Apr 24, 2017 10:04:03 AM' and a close icon. Below the banner, the form contains four fields: 'Center' with the value 'US-CE: Los Angeles logistics center' and a dropdown arrow, 'Shipper' with the value 'US001:HITACHI American' and a dropdown arrow, 'Shipping ID' with an empty text box, and 'Customer Shp. No.' with an empty text box.

(4) When there are multiple messages, the number of messages will be displayed on the right side.

Click the number to display all messages.

Shipping Instruction Tokyo Center MENU EC ORDER RECEIVING SHIPPING INVENTORY INVENTORY COUNT MASTER DAILY OPERATION SYSTEM HELP slsa

The search did not return any results. Jan 20, 2021 5:25:27 PM 2

Search Condition

Work/Ship Date Date (From) Date (To) Center

0:Work Date 01/19/2021 01/19/2022 C001:Tokyo Center

Shipping Instruction Tokyo Center MENU EC ORDER RECEIVING SHIPPING INVENTORY INVENTORY COUNT MASTER DAILY OPERATION SYSTEM HELP slsa

The search did not return any results. Jan 20, 2021 5:25:27 PM 2

Updated successfully. Jan 20, 2021 5:25:27 PM

Search Condition

Work/Ship Date Date (From) Date (To) Center



0:Work Date 01/19/2021 01/19/2022 C001:Tokyo Center

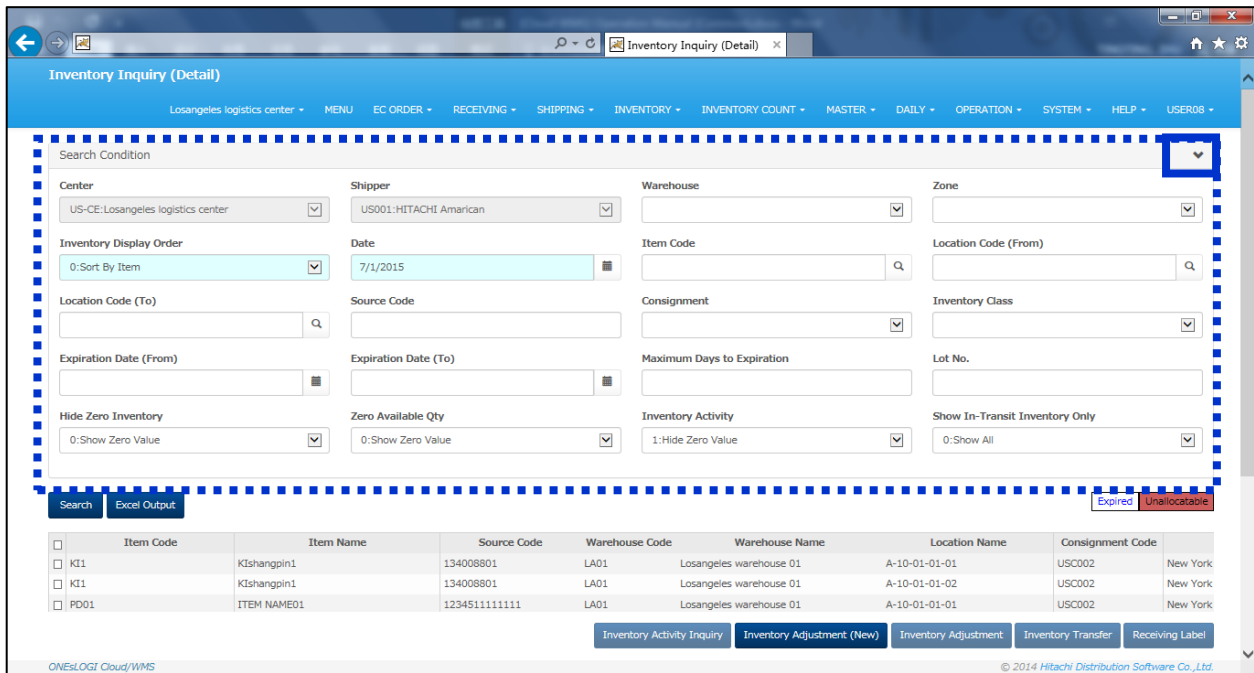


#### Note

- \* To clear the message, click on the [×] located to the right of the message.
- \* The message will persist until the next message is displayed if not cleared.
- \* The message will clear upon navigating to another screen.
- \* Any process that automatically redirects to another screen, will display the result in a pop-up dialog box. Clicking [OK] will transfer you to the next screen.  
Ex: <Shipping Inquiry (Item)>→[Modify Instruction]→<Shipping Plan Entry>, then click [Submit] to automatically transfer to <Shipping Inquiry (Item)>

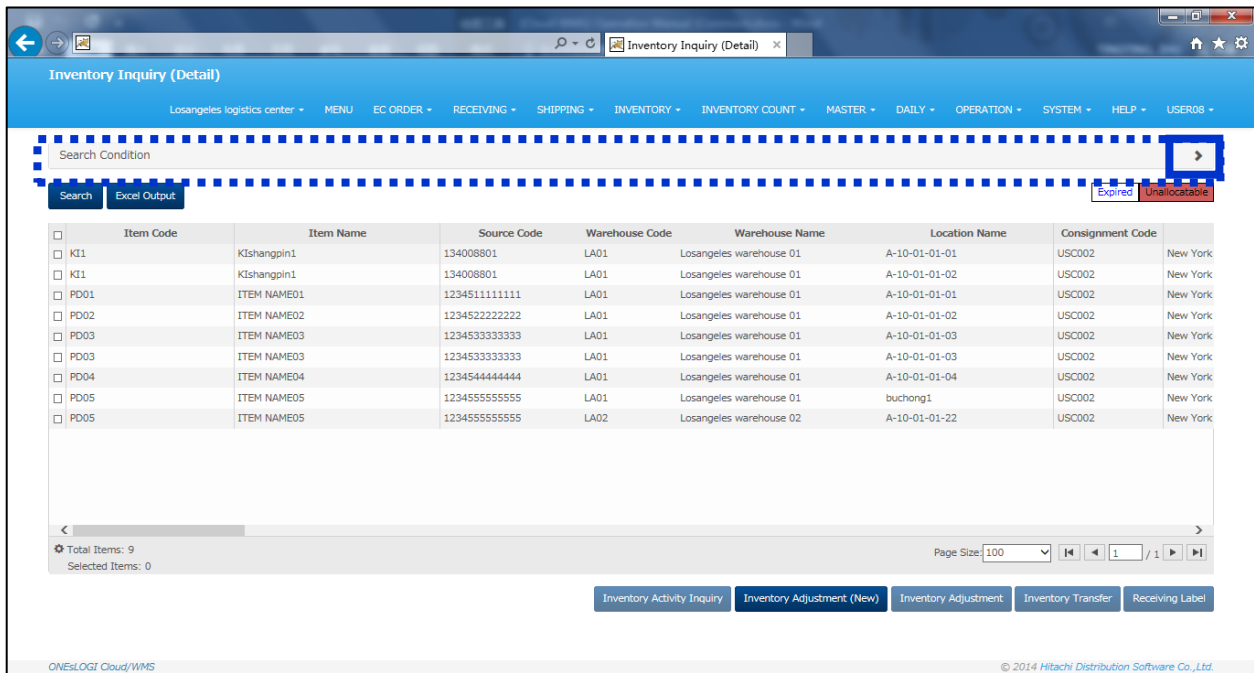
## 2.5. Expandable/Collapsible Panels

Clicking on   buttons will expand or collapse the panel group. Use this to maximize the grid on the screen.



The screenshot shows the 'Inventory Inquiry (Detail)' screen. The search condition panel is expanded, showing various filters. The 'Center' is set to 'US-CE:Losangeles logistics center' and the 'Shipper' is 'US001:HITACHI American'. The 'Date' is '7/1/2015'. The 'Inventory Display Order' is '0:Sort By Item'. The 'Location Code (To)' is empty. The 'Expiration Date (From)' and 'Expiration Date (To)' are empty. The 'Maximum Days to Expiration' is empty. The 'Lot No.' is empty. The 'Hide Zero Inventory' is '0:Show Zero Value'. The 'Zero Available Qty' is '0:Show Zero Value'. The 'Inventory Activity' is '1:Hide Zero Value'. The 'Show In-Transit Inventory Only' is '0:Show All'. The 'Search' button is highlighted. The 'Expired' and 'Unallocatable' buttons are also visible.

Item Code	Item Name	Source Code	Warehouse Code	Warehouse Name	Location Name	Consignment Code	
KI1	KIshangpin1	134008801	LA01	Losangeles warehouse 01	A-10-01-01-01	USC002	New York
KI1	KIshangpin1	134008801	LA01	Losangeles warehouse 01	A-10-01-01-02	USC002	New York
PD01	ITEM NAME01	12345111111111	LA01	Losangeles warehouse 01	A-10-01-01-01	USC002	New York




The screenshot shows the 'Inventory Inquiry (Detail)' screen. The search condition panel is collapsed, and the 'Search' button is highlighted. The 'Expired' and 'Unallocatable' buttons are also visible.

Item Code	Item Name	Source Code	Warehouse Code	Warehouse Name	Location Name	Consignment Code	
KI1	KIshangpin1	134008801	LA01	Losangeles warehouse 01	A-10-01-01-01	USC002	New York
KI1	KIshangpin1	134008801	LA01	Losangeles warehouse 01	A-10-01-01-02	USC002	New York
PD01	ITEM NAME01	12345111111111	LA01	Losangeles warehouse 01	A-10-01-01-01	USC002	New York
PD02	ITEM NAME02	12345222222222	LA01	Losangeles warehouse 01	A-10-01-01-02	USC002	New York
PD03	ITEM NAME03	12345333333333	LA01	Losangeles warehouse 01	A-10-01-01-03	USC002	New York
PD04	ITEM NAME04	12345444444444	LA01	Losangeles warehouse 01	A-10-01-01-04	USC002	New York
PD05	ITEM NAME05	12345555555555	LA01	Losangeles warehouse 01	buchong1	USC002	New York
PD05	ITEM NAME05	12345555555555	LA02	Losangeles warehouse 02	A-10-01-01-22	USC002	New York


Total Items: 9  
Selected Items: 0

## 2.6. Search Assist Button

[  ] is a lookup function for various master data.

The following 6 types of master data are available for lookup. A lookup modal for the appropriate master data will display with search conditions to narrow down the results.

- Item Master
- Supplier Master
- Ship To Master
- Location Master
- Postal Code Master
- Carrier Service Level Master

The following explains the usage of [  ]

(1) Navigate to a screen. (Ex:<Receiving Pre-Entry>)

Receiving Pre-Entry

東京センター MENU EC ORDER RECEIVING SHIPPING INVENTORY INVENTORY COUNT MASTER DAILY OPERATION SYSTEM HELP oota

Center  
C001:東京センター

Receiving ETA  
04/12/2017

Consignment  
001:A株式会社

Shipper  
A:海主A

Supplier Code  
Required

Receiving ID

Process Class  
01:Receive

Plan Customer Rcv. No.

Inventory Class  
W100:Normal Inventory

No.	Item Code	Item Name	Item Abbrev.	UPC	Unit Qty Breakdown	Plan Qty	Plan Warehouse	Plan Location Code
1	Required					Required ( )		
2	Required					Required ( )		
3	Required					Required ( )		
4	Required					Required ( )		
5	Required					Required ( )		
6	Required					Required ( )		
7	Required					Required ( )		
8	Required					Required ( )		
9	Required					Required ( )		


Total Items: 20  
Selected Items: 0

Add Line Delete Line

Submit

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(2) Click on the [  ] next to the Supplier Code field.

Receiving Pre-Entry

東京センター MENU EC ORDER RECEIVING SHIPPING INVENTORY INVENTORY COUNT MASTER DAILY OPERATION SYSTEM HELP data

Center: C001:東京センター Shipper: A:荷主A Receiving ID: Plan Customer Rcv. No.:  
Receiving ETA: 04/12/2017 Supplier Code: [Search Icon] Process Class: 01:Receive Inventory Class: W100:Normal Inventory  
Consignment: 001:A株式会社

No.	Item Code	Item Name	Item Abbrev.	UPC	Unit Qty Breakdown	Plan Qty	Plan Warehouse	Plan Location Code
1	[Search Icon]					( )		
2	[Search Icon]					( )		
3	[Search Icon]					( )		
4	[Search Icon]					( )		
5	[Search Icon]					( )		
6	[Search Icon]					( )		
7	[Search Icon]					( )		
8	[Search Icon]					( )		
9	[Search Icon]					( )		

Total Items: 20  
Selected Items: 0

Add Line Delete Line Submit

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(3) <Supplier Code Search> modal will display.

Enter a search condition and click [Search] to display the results.

Search Condition

Shipper: US001: HITACHI American Supplier Code: [Search Icon] Supplier Name:

[Search]

Supplier Code	Supplier Name	Supplier Abbrev.	Address 1	Postal Code	Telephone Number
---------------	---------------	------------------	-----------	-------------	------------------

Total Items: 0 Page Size: 100 1 / 1

Select Close



(4) Click to highlight the record to use then click [Select] or simply double-click the record.

Search Condition

Shipper: A:荷主A    Supplier Code:    Supplier Name:

Search

Customer Code	Customer Name	Customer Address	Address 1	Postal Code	Telephone Number	Chosen Code	Chosen Name
001	A株式会社	A株式会社	東京都	1030027		A	荷主A
102	仕入先B社	仕入先B社	東京都	1030027	03-1000-1000	A	荷主A
102	仕入先B社	仕入先B社	茨城県	3100831	029-444-4444	A	荷主A
103	仕入先C社	仕入先C社	大阪府	5300001	06-5858-5858	A	荷主A
104	仕入先D社	仕入先D社	兵庫県	6510095	078-656-6565	A	荷主A
105	仕入先E社	仕入先E社	愛知県	4600026	052-676-6767	A	荷主A

Total Items: 6    Page Size: 50    1 / 1

Select    Close

(5) Upon returning to the original screen, the selected record will appear in the field.

Receiving Pre-Entry

Center: C001:東京センター    Shipper: A:荷主A    Receiving ID:    Plan Customer Rcv. No.:

Receiving ETA: 04/12/2017    Supplier Code: 001    Process Class: 01:Receive    Inventory Class: W100:Normal Inventory

Consignment: 001:A株式会社

No.	Item Code	Item Name	Item Abbrev.	UPC	Unit Qty Breakdown	Plan Qty	Plan Warehouse	Plan Location Code
1	Required					Required		
2	Required					Required		
3	Required					Required		
4	Required					Required		
5	Required					Required		
6	Required					Required		
7	Required					Required		
8	Required					Required		
9	Required					Required		

Total Items: 20    Selected Items: 0

Add Line    Delete Line    Submit

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#### Note

- \* The [ 🔍 ] located in the grid is used the same way as above to obtain code/names.
- \* Value in the lookup field is used as a search condition to filter the results accordingly.

## 2.7. Search Result Grid Paging


At the bottom of the search result grid contains information about the search results.


The standard search result grid has the option to specify page size and jump to a particular page.

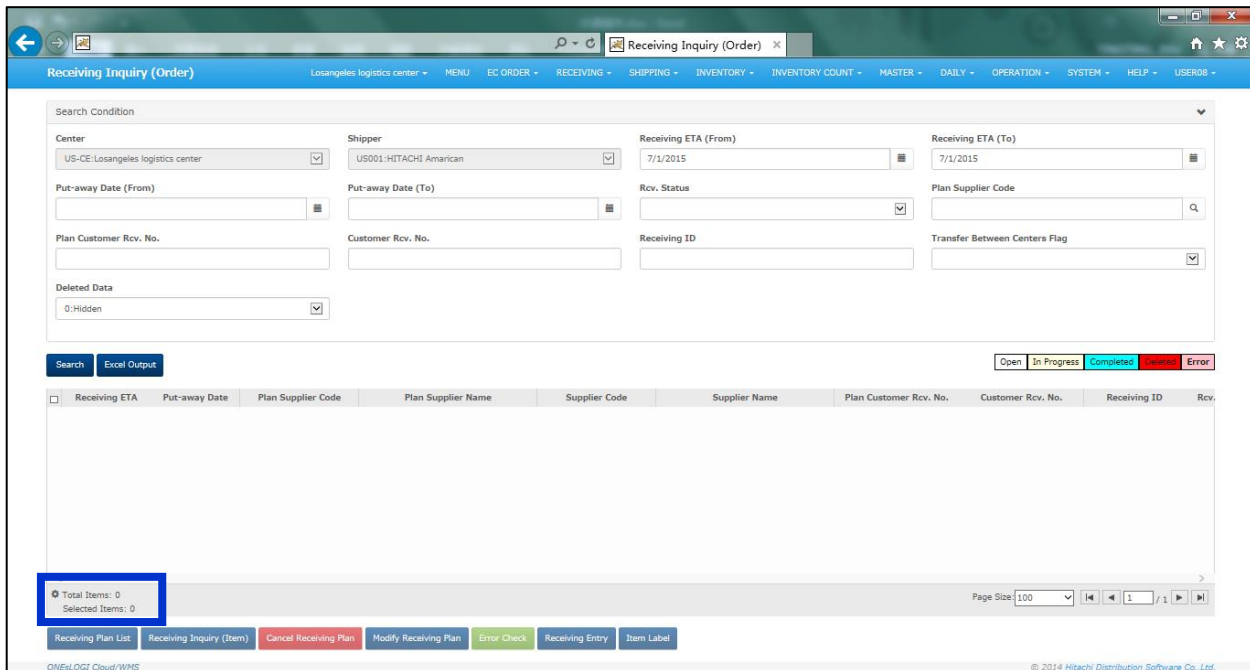
The following explains the features in detail.

(1) Total number of records	The total number of records in all pages of search
(2) Page size	<p>Select a page size from the drop-down list to show the number of records per page.</p> <p>Search results are cleared out when page size is changed and must be resubmitted.</p>
(3) Page navigation	◀: Jump to first page.
	▶: Jump to last page.
	Jump to the page number entered.
	▶: Move to the next page.
	◀: Move to the previous page.

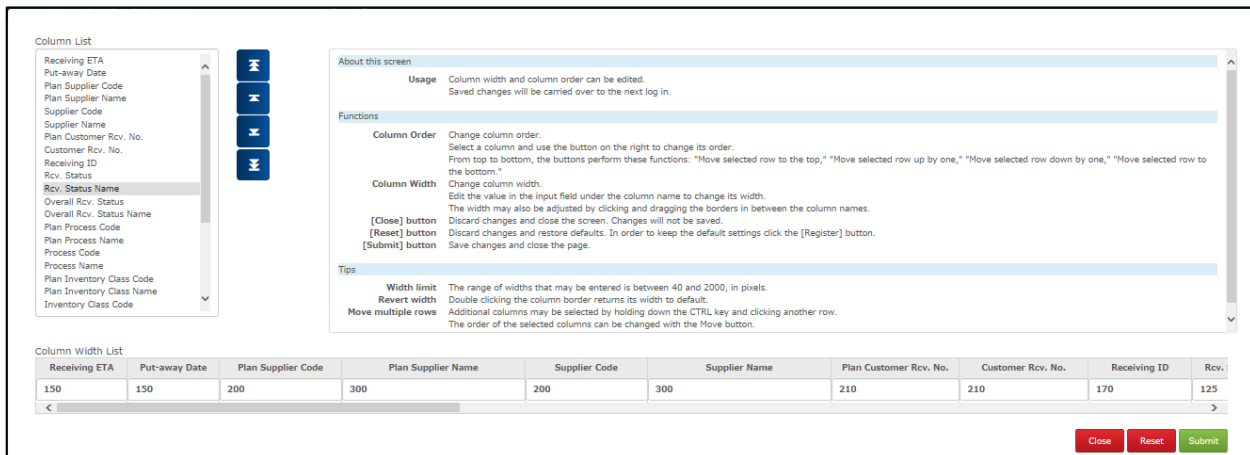
## 2.8. Search Result Grid Columns

Clicking [  ] will open a modal to edit the grid column display.

(1) Click [  ] in the left lower corner of the grid.



(2) A pop-up modal to change column order and width of columns will display.



Receiving ETA	Put-away Date	Plan Supplier Code	Plan Supplier Name	Supplier Code	Supplier Name	Plan Customer Rcv. No.	Customer Rcv. No.	Receiving ID	Rcv.
150	150	200	300	200	300	210	210	170	125

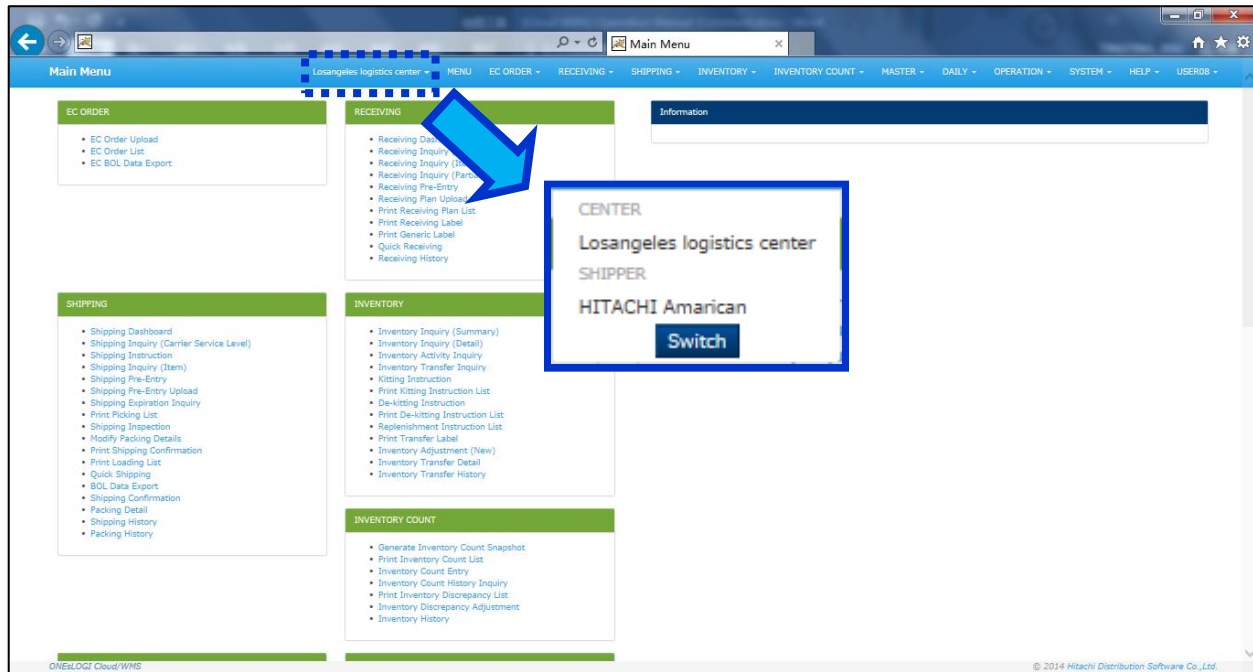
(3) To save your changes, click [Submit] to return to the original screen. The changes will take effect immediately. These changes are effective per grid and saved only for the current user.

## 2.9. Switching Centers/Shippers

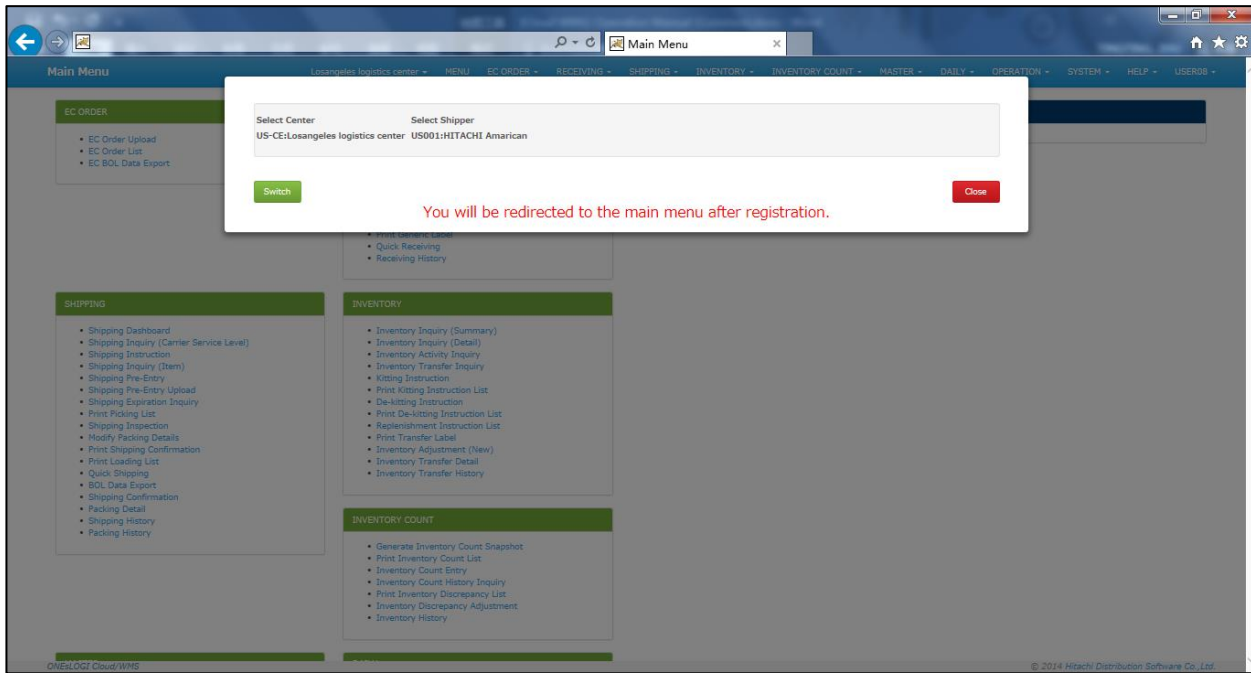
Once inside into the system, you can switch center/shipper to one different from your login.

The following steps shows how to switch to another center/shipper.

(1) Click on the currently displayed center name, then [Switch].



(2) Select center and shipper in the modal then click [Switch]. All subsequent processes will take effect on the switched center/shipper.



## 2.10. Double-click Features

Line items inside a grid can be double-clicked to perform specific features.

Double-clicking a line item will transfer you to another screen.

The destination/action depends on what process is being performed and is described in further detail under the appropriate process section within **Operation Manual (PC)**.

## 2.11. Checkbox in Search Result Grids

Line items inside a grid may contain a checkbox field to the left of every row.

Receiving ETA	Put-away Date	Plan Supplier Code	Plan Supplier Name	Supplier Code	Supplier Name	Plan Customer Rcv. No.	Customer Rcv. No.	Receiving ID
7/1/2015	7/1/2015			USC001	Losangeles Logistics Center		C001	00000000
7/1/2015	7/1/2015			USC001	Losangeles Logistics Center			00000000
7/1/2015	7/1/2015	USC001	Losangeles Logistics Center					00000000
7/1/2015	7/1/2015	USC001	Losangeles Logistics Center	USC001	Losangeles Logistics Center	00001	00001	00000000
7/1/2015	7/1/2015	USC001	Losangeles Logistics Center	USC001	Losangeles Logistics Center	00002	00002	00000000

Select 1 row

Ex: Modify Receiving Plan, Inventory Adj. – to only process one row

Select multiple rows

Ex: Shipping Instruction, Upload data, etc. – to process multiple rows at once



### Note

- \* Click the checkbox in the column header (shown in gray) to check all rows at once.
- \* Click a second time, while all rows are checked, to uncheck all rows.

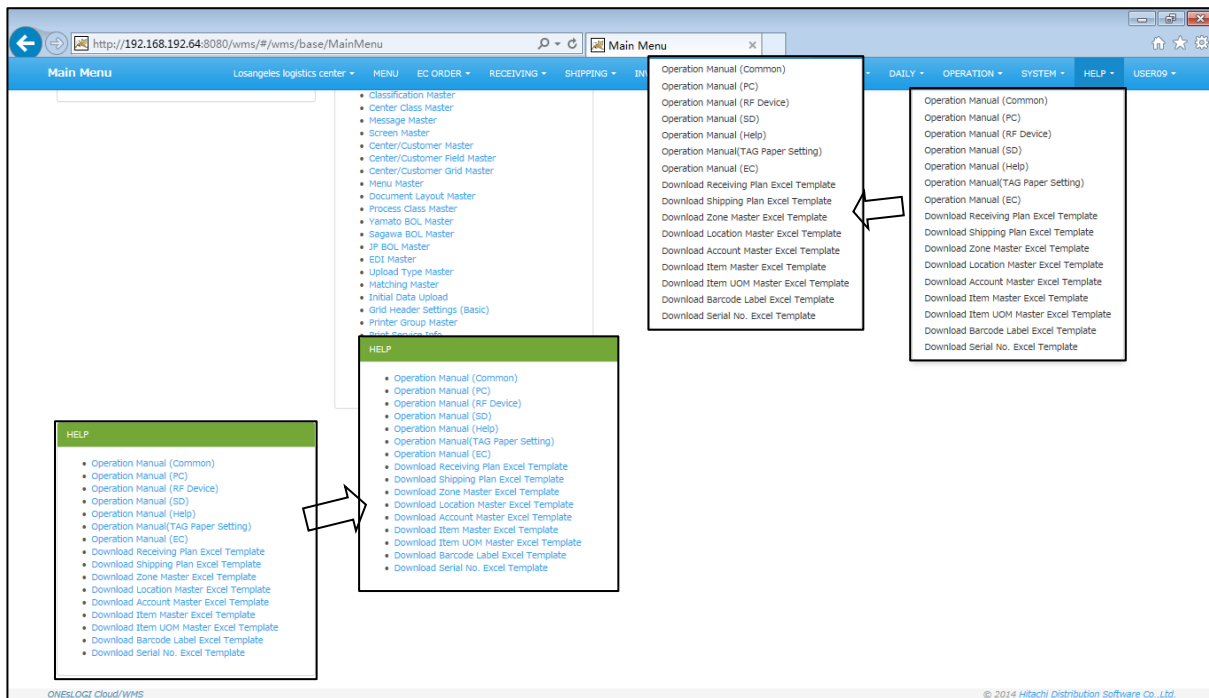
## 2.12. Excel Format for Data Uploads

All Excel templates can be downloaded from the Help menu section.

The following are the download steps from <Main Menu>.

(1) The following Excel templates are available for download from the help menu section:

- “Download Receiving Plan Excel Template”
- “Download Shipping Plan Excel Template”
- “Download Zone Master Excel Template”
- “Download Location Master Excel Template”
- “Download Account Master Excel Template”
- “Download Item Master Excel Template”
- “Download Item UOM Master Excel Template”
- “Download Barcode Label Excel Template”
- “Download Serial No. Excel Template”



(2) Download the file. Select [Open] immediately open the file or [Save] to save to a location on the local machine.



(3) Edit the contents and save the file. Find the appropriate screen to upload: <Receiving Plan Upload><Shipping Plan Upload><Zone Master><Location Master Upload><Account Master Upload><Item Master Upload><Item UOM Master Upload><Batch Output Barcode Label><Serial No.>.

## 2.13. Browser Back Button

Click on the browser back button [←] to return to the previous page.

Inventory Inquiry (Detail)

Los Angeles logistics center MENU EC ORDER RECEIVING SHIPPING INVENTORY INVENTORY COUNT MASTER DAILY OPERATION SYSTEM HELP USER08

Search Condition

Center: US-CE:Los Angeles logistics center Shipper: US001:HITACHI American Warehouse: Zone:

Inventory Display Order: 0:Sort By Item Date: 7/1/2015 Item Code: Location Code (From):

Location Code (To): Source Code: Consignment: Inventory Class:

Expiration Date (From): Expiration Date (To): Maximum Days to Expiration: Lot No.:

Hide Zero Inventory: 0:Show Zero Value Zero Available Qty: 0:Show Zero Value Inventory Activity: 1:Hide Zero Value Show In-Transit Inventory Only: 0:Show All

Search Excel Output Expired Unallocatable

Item Code	Item Name	Source Code	Warehouse Code	Warehouse Name	Location Name	Consignment Code	Consignment Name
K11	K1shangpin1	134008801	LA01	Los Angeles warehouse 01	A-10-01-01-01	USC002	New York Logistics Center
K11	K1shangpin1	134008801	LA01	Los Angeles warehouse 01	A-10-01-01-02	USC002	New York Logistics Center
PD01	ITEM NAME01	12345111111111	LA01	Los Angeles warehouse 01	A-10-01-01-01	USC002	New York Logistics Center
PD02	ITEM NAME02	12345222222222	LA01	Los Angeles warehouse 01	A-10-01-01-02	USC002	New York Logistics Center
PD03	ITEM NAME03	12345333333333	LA01	Los Angeles warehouse 01	A-10-01-01-03	USC002	New York Logistics Center
PD03	ITEM NAME03	12345333333333	LA01	Los Angeles warehouse 01	A-10-01-01-03	USC002	New York Logistics Center
PD04	ITEM NAME04	12345444444444	LA01	Los Angeles warehouse 01	A-10-01-01-04	USC002	New York Logistics Center

Inventory Activity Inquiry Inventory Adjustment (New) Inventory Adjustment Inventory Transfer Receiving Label

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### 3. [Excel Output] Export

Clicking [Excel Output] will export search results in Excel format.

The following are the steps to export and save an Excel file.

(1) Enter search conditions to filter, then click [Search]. (Ex: <Inventory Inquiry>)

Verify search results exist, then click [Excel Output].

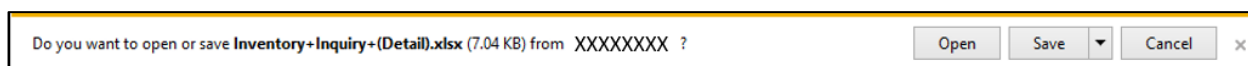
Item Code	Item Name	Source Code	Warehouse Code	Warehouse Name	Location Name	Consignment Code	Consignment Name
KI1	Kishangpin1	134008801	LA01	Losangeles warehouse 01	A-10-01-01-01	USC002	New York Logistics Center
KI1	Kishangpin1	134008801	LA01	Losangeles warehouse 01	A-10-01-01-02	USC002	New York Logistics Center
PD01	ITEM NAME01	12345111111111	LA01	Losangeles warehouse 01	A-10-01-01-01	USC002	New York Logistics Center
PD02	ITEM NAME02	12345222222222	LA01	Losangeles warehouse 01	A-10-01-01-02	USC002	New York Logistics Center
PD03	ITEM NAME03	12345333333333	LA01	Losangeles warehouse 01	A-10-01-01-03	USC002	New York Logistics Center
PD03	ITEM NAME03	12345333333333	LA01	Losangeles warehouse 01	A-10-01-01-03	USC002	New York Logistics Center
PD04	ITEM NAME04	12345444444444	LA01	Losangeles warehouse 01	A-10-01-01-04	USC002	New York Logistics Center
PD05	ITEM NAME05	12345555555555	LA01	Losangeles warehouse 01	buchong1	USC002	New York Logistics Center
PD05	ITEM NAME05	12345555555555	LA02	Losangeles warehouse 02	A-10-01-01-22	USC002	New York Logistics Center



#### Note

\* Clicking [Excel Output] will export all search results, regardless of results being visible or not on screen.

(2) Select Open or Save, if prompted, to begin downloading the file.



### Note

- \* Open: Automatically opens the file upon download.
- \* Save ▼ Save: Saves the file to the default download location.
- \* Save ▼ Save as: A prompt to specify a location and filename will display.
- \* Save ▼ Save and open: Saves the file to the default download location then automatically opens the file.

(3) Sample Excel export data

#	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Item Code	Item Name	Item Abbrev.	Barcode	Warehouse Code	Warehouse Name	Location Name	Consignment Code	Consignment Name	Inventory Class Code	Inventory Class Name	Lot No.	Expiry
2	6512406-01	Bottle Opener	Bottle Opener	4959169126327 TKH		Tokyo Center Warehouse 1	10-01-01-01-01	00001	Hitachi Distribution Software	W100	Normal Inventory	00000001	
3	6512406-01	Bottle Opener	Bottle Opener	4959169126327 TKH		Tokyo Center Warehouse 1	10-01-01-01-01	00001	Hitachi Distribution Software	W100	Normal Inventory	L001	
4	6512406-02	Wine Cooler	Wine Cooler	4959169126372 TKH		Tokyo Center Warehouse 1	10-01-01-01-02	00001	Hitachi Distribution Software	W100	Normal Inventory	L002	
5	PD01	Product Name 01	Product 01	1111111111111 TKH		Tokyo Center Warehouse 1	10-01-01-01-01	00001	Hitachi Distribution Software	W100	Normal Inventory		
6	PD01	Product Name 01	Product 01	1111111111111 TKH		Tokyo Center Warehouse 1	10-01-01-01-10	00001	Hitachi Distribution Software	W100	Normal Inventory		
7	PD01	Product Name 01	Product 01	1111111111111 TKH		Tokyo Center Warehouse 1	12-01-01-01-08	00001	Hitachi Distribution Software	W100	Normal Inventory		
8	PD02	Product Name 02	Product 02	1234567890123 TKH		Tokyo Center Warehouse 1	10-01-01-01-01	00001	Hitachi Distribution Software	W100	Normal Inventory		
9	PD03	Product Name 03	Product 03	3333333333333 TKH		Tokyo Center Warehouse 1	10-01-01-01-12	00001	Hitachi Distribution Software	W101	Defective Inventory	1	
10	PD04	Product Name 04	Product 04	4444444444444 TKH		Tokyo Center Warehouse 1	11-01-01-01-01	00001	Hitachi Distribution Software	W100	Normal Inventory	1	
11	PD04	Product Name 04	Product 04	4444444444444 TKH		Tokyo Center Warehouse 1	11-01-01-01-01	00001	Hitachi Distribution Software	W100	Normal Inventory	3	
12	PD04	Product Name 04	Product 04	4444444444444 TKH		Tokyo Center Warehouse 1	12-01-01-01-08	00001	Hitachi Distribution Software	W100	Normal Inventory	1	
13	PD04	Product Name 04	Product 04	4444444444444 TKH		Tokyo Center Warehouse 1	12-01-01-01-08	00001	Hitachi Distribution Software	W100	Normal Inventory	2	
14	PD04	Product Name 04	Product 04	4444444444444 TKH		Tokyo Center Warehouse 1	12-01-01-01-08	00001	Hitachi Distribution Software	W100	Normal Inventory	3	
15	PD04	Product Name 04	Product 04	4444444444444 TKH		Tokyo Center Warehouse 1	12-01-01-01-08	00001	Hitachi Distribution Software	W100	Normal Inventory	30	



### Note

- \* Change the cell format/background color/borders to your preference.

## 4. [File Upload] Function

Clicking [File Upload] imports data from an Excel file(or a CSV file) into the grid to be saved into the system.

The following explains the process to upload the data from a file.

(1) Click [File Upload] to select a file to upload. (Ex: <Zone Master>)

Uploaded data will be shown in the search result grid.

See **Operation Manual (PC)** for remaining process after data is in the search result grid.

The screenshot displays the 'Zone Master' web application. At the top, there is a navigation bar with various menu items like 'Losangeles logistics center', 'MENU', 'EC ORDER', 'RECEIVING', 'SHIPPING', 'INVENTORY', 'INVENTORY COUNT', 'MASTER', 'DAILY', 'OPERATION', 'SYSTEM', 'HELP', and 'USER08'. Below the navigation bar is a 'Search Condition' section with four input fields: 'Center' (set to 'US-CE:Losangeles logistics center'), 'Warehouse' (empty), 'Zone Code' (empty), and 'Delete' (set to '0:Not Deleted'). Below these fields are 'Search' and 'Excel Output' buttons. The main area contains a table with the following data:

	Warehouse	Zone Code	Zone Name	Picking Priority	Delete
<input checked="" type="checkbox"/>	LA01:Losangeles warehouse 01	E1	East Area1	1	0:Not Dele
<input checked="" type="checkbox"/>	LA01:Losangeles warehouse 01	E2	East Area2	2	0:Not Dele
<input checked="" type="checkbox"/>	LA02:Losangeles warehouse 02	W1	West Area1	1	0:Not Dele
<input checked="" type="checkbox"/>	LA02:Losangeles warehouse 02	W2	West Area2	2	0:Not Dele

At the bottom of the table, it shows 'Total Items: 4' and 'Selected Items: 4'. Below the table are buttons for 'File Upload', 'Add Line', and 'Delete Line'. A 'Submit' button is located at the bottom right. The footer of the application shows 'ONELOGI Cloud/WMS' and '© 2014 Hitachi Distribution Software Co., Ltd.'.



### Note

- \* Uploaded data can be modified directly in the search result grid.
- \* All uploaded data will be marked with a checkbox by default.
- \* Submitting existing data will update the existing record while new data will create the record in the system.
- \* It is not necessary to match the order of rows in the search grid to the file.

## 5. Issuing Documents

### 5.1. Preview and Download

You can preview and download documents that are issued from the system.

The following explains the process to issue documents.

(1) Navigate to one of the document issuing screen. (Ex: <Print Receiving Plan List>)

Specify the issuing conditions and click [Print].

The screenshot shows the 'Print Receiving Plan List' screen. The form contains the following fields and values:

Field	Value
Center	US-CE:Losangeles logistics center
Shipper	US001:HITACHI American
Warehouse	
Receiving ETA (From)	7/1/2015
Receiving ETA (To)	7/1/2015
Plan Customer Rcv. No.	
Receiving ID	
Consignment	<input checked="" type="checkbox"/>
Print Condition	0:Not Printed

A 'Print' button is located at the bottom left of the form.

(2) Click [Preview] in the <Preview> modal to display the document.

The screenshot shows the 'Print Receiving Plan List' screen with a 'Preview' modal open. The modal contains the following elements:

- Document Layout: Receiving Plan List
- Buttons: Preview, Close



#### Note

\* Click [Close] to cancel without issuing the document.

(3) The document is displayed in another screen. Reprinted documents will be marked with [Copy].

a) Example of a newly issued document

Receiving Plan List										Jun 25, 2018 9:36 AM PAGE: 1 / 1		
Shipper		A : A		Receiving ID		0000000000001						
Center		C001 :		Plan Customer Rcv. No.								
Receiving ETA		Apr 12, 2017		Consignment		001 : A						
Supplier		001 : A		Process Class		01 : Receive		Inventory Class		W100 : Normal Inventory		
No.	Item Code Item Name	Put-away Location	Customer P.O. No.	Source Code	Expiration Date Lot No.	Qty	Breakdown Qty-IN	Check				
1	PD01 A	[ A01-01 ]				130pc	5cs, 1bl, 4pc 1cs=4bl, 1bl=6pc	<input type="checkbox"/>				
2	PD04 D	[ A01-03 ]				20pc	0cs, 3bl, 2pc 1cs=4bl, 1bl=6pc	<input type="checkbox"/>				
Grand Total (Planned)						150						
Grand Total (Actual)						( )						

b) Example of a reprinted document

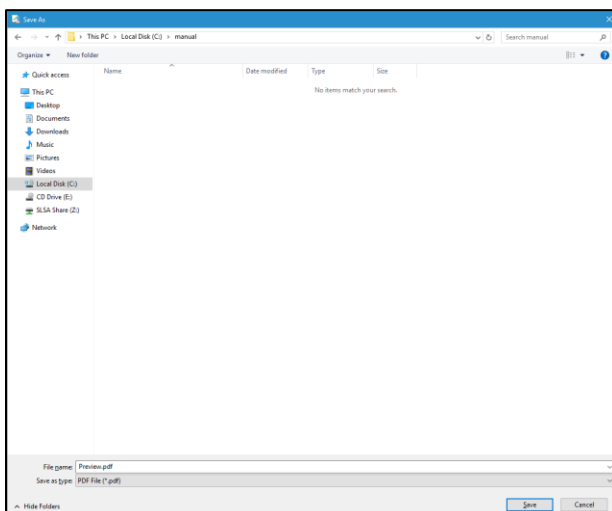
Receiving Plan List										Jun 25, 2018 9:36 AM PAGE: 1 / 1		
Shipper		A : A		Receiving ID		0000000000001						
Center		C001 :		Plan Customer Rcv. No.								
Receiving ETA		Apr 12, 2017		Consignment		001 : A						
Supplier		001 : A		Process Class		01 : Receive		Inventory Class		W100 : Normal Inventory		
No.	Item Code Item Name	Put-away Location	Customer P.O. No.	Source Code	Expiration Date Lot No.	Qty	Breakdown Qty-IN	Check				
1	PD01 A	[ A01-01 ]				130pc	5cs, 1bl, 4pc 1cs=4bl, 1bl=6pc	<input type="checkbox"/>				
2	PD04 D	[ A01-03 ]				20pc	0cs, 3bl, 2pc 1cs=4bl, 1bl=6pc	<input type="checkbox"/>				
Grand Total (Planned)						150						
Grand Total (Actual)						( )						



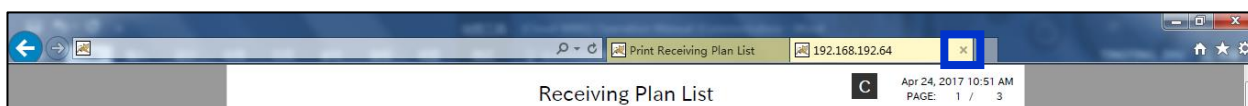
**Note**

\* To reprint a document, change the “Print Condition” to either “Printed” or “All” then click [Print].

- (4) To download, select “Save As” from your browser File menu, then specify a location and file name to save the file.



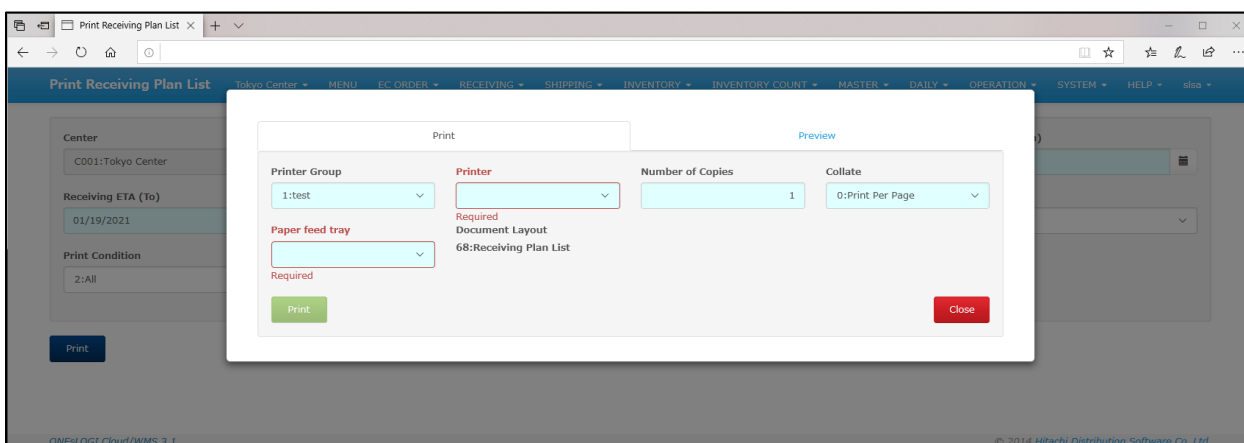
- (5) After you finished previewing or downloading, close the tab that automatically opened by clicking on the [X] button.



#### Note

- \* Even if you click the return button [↵] on the browser with document displayed, please click the close button [X] on the tab.

- (6) To print, select “Print” from your browser menu then select a printer.



#### Note

- \* Documents are created to fit a Letter size paper. Please check your printer settings before printing.




5.2. Contents of Certain Fields in Documents

Documents used in warehouse operation may contain abbreviated names in place of full names.

Output Ex:

Document

Shipper	US001 : HITACHI US	Receiving ID	 0000000000301
Center	US-CE : LA logistics center	Plan Customer Rcv. No.	
Receiving ETA	Jul 1, 2015	Inventory Class	W100 : Normal Inventory
Consignment	USC003 : Wash Logistics Center	Process Class	01 : Receive
Supplier	USC001 : LA Logistics Center		

Screen Information

Account Master

Losangeles logistics center ▾ MENU EC ORDER ▾ RECEIVING ▾ SHIPPING ▾ I

Search Condition

Shipper

US001:HITACHI American ▾

Supplier Flag

▾

Account Code

One Time Flag

▾

Search

Excel Output

Account Code	Account Name	Account Abbrev.	Ship-To Flag C
USC001	Losangeles Logistics Center	LA Logistics Center	1
USC002	New York Logistics Center	N Y Logistics Center	1
USC003	Washington Logistics C		1
USC005	Washington Logistics C		1

This column is not displayed



## 6. Announcement Feature

In <Main Menu> there is an “Information” section to display a message.

The following explains the steps to use Announcement Master.

(1) Navigate to the <Announcement Master> screen:

<Main Menu> → Master menu section → <Announcement Master>

(2) Enter search conditions in the appropriate fields, then click [Search] to display the results in <Announcement Master>.

The screenshot shows the 'Announcement Master' web application. The top navigation bar includes 'Los Angeles logistics center' and various menu items like 'MENU', 'EC ORDER', 'RECEIVING', 'SHIPPING', 'INVENTORY', 'INVENTORY COUNT', 'MASTER', 'DAILY', 'OPERATION', 'SYSTEM', 'HELP', and 'USER08'. Below the navigation bar, there is a 'Search Condition' section with three input fields: 'Announcement Date (From)' (containing '4/24/2017'), 'Announcement Date (To)', and 'Past Announcement Display' (set to '1:Hidden'). There are 'Search' and 'Excel Output' buttons. Below these is a table with columns 'Announcement Detail', 'Start Date', and 'End Date'. The table is currently empty. At the bottom, there are 'New', 'Update', and 'Delete' buttons. The footer shows 'ONESLOGI Cloud/WMS' and '© 2014 Hitachi Distribution Software Co., Ltd.'.

Announcement Detail	Start Date	End Date
---------------------	------------	----------

(3) Click [New] or select an existing record and click [Update].

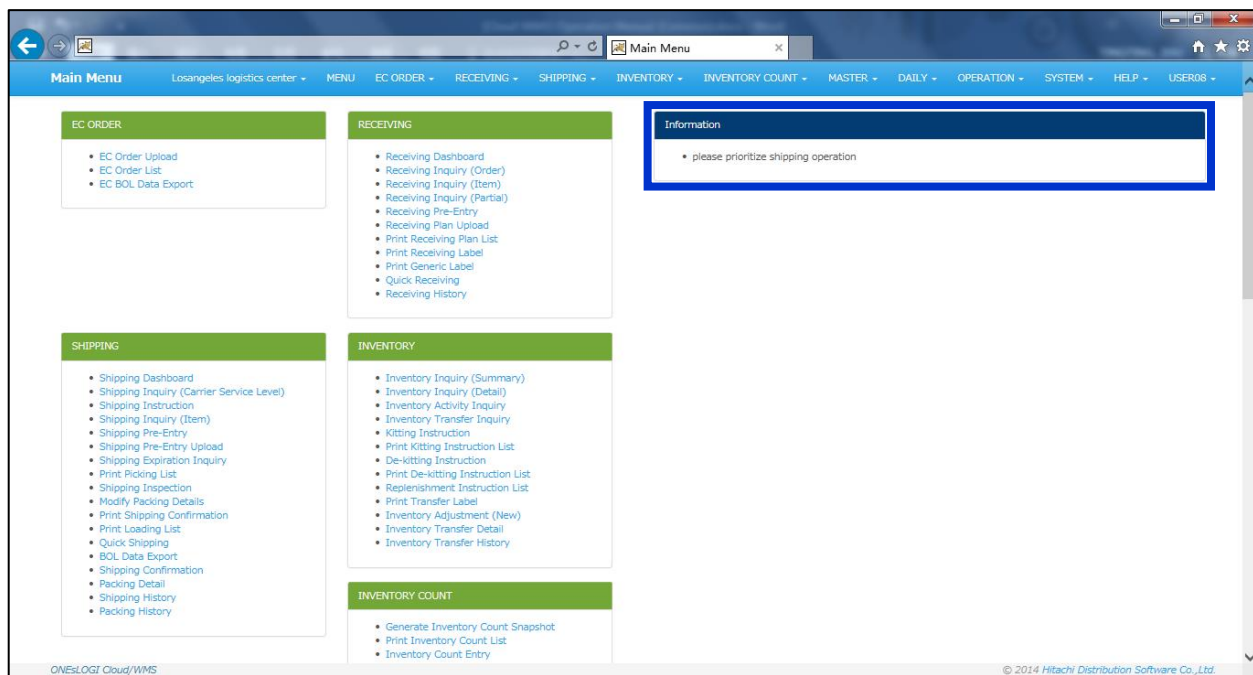
Enter the announcement contents and specify a start and end date, then click [Submit].

The screenshot displays the 'Announcement Master' web application. The top navigation bar includes 'Losangeles logistics center' and various menu items like 'MENU', 'EC ORDER', 'RECEIVING', 'SHIPPING', 'INVENTORY', 'INVENTORY COUNT', 'MASTER', 'DAILY', 'OPERATION', 'SYSTEM', 'HELP', and 'USER08'. Below the navigation bar, there are 'Search' and 'Excel Output' buttons. The main content area features a table with the following data:

Announcement Detail	Start Date	End Date
<input checked="" type="checkbox"/> please prioritize shipping operation	7/1/2017	7/1/2017

Below the table, it shows 'Total Items: 1' and 'Selected Items: 1'. The 'Page Size' is set to 100. Below the table, there is a form to edit or add announcements. The form has three main fields: 'Announcement Detail', 'Start Date', and 'End Date'. The 'Announcement Detail' field contains the text 'please prioritize shipping operation'. The 'Start Date' field is pre-filled with '7/1/2017' and has a calendar icon. The 'End Date' field is pre-filled with '7/1/2017' and has a calendar icon. A green 'Submit' button is located to the right of the form fields. At the bottom of the form, there are 'New' and 'Update' buttons. A red 'Delete' button is located at the bottom right of the form area. The footer of the page shows 'ONELOGI Cloud/WMS' and '© 2014 Hitachi Distribution Software Co., Ltd.'.

(4) Return to the <Main Menu> to see announcement.



#### Note

\* Announcements before the start date or after the end date will not be displayed.

## 7. Master Maintenance (Shipper, Center)

Shipper and Center are configured during initial setup.

To modify, add, or delete any of the information, please contact your system administrator.

The following is for reference only.

### 7.1. Shipper Master

(1) Navigate to the <Shipper Master> screen:

<Main Menu> → Master menu section → <Shipper Master>

(2) Enter search conditions in the appropriate fields, then click [Search] to display the results in <Shipper Master>.

Search Condition

Shipper Code:  Shipper Name:  Delete: 0: Not Deleted ☒

Search Excel Output

Shipper Code	Shipper Name	Shipper Abbrev.	Delete
<input type="checkbox"/> D1235	株式会社ロージーコービー	ロージーコービー (略)	0: Not Dele <input type="checkbox"/>
<input type="checkbox"/> HS001	日立中国	日立中国 (略称)	0: Not Dele <input type="checkbox"/>
<input type="checkbox"/> MK001	日立物産ソ	日立物産ソフトウェア	0: Not Dele <input type="checkbox"/>
<input type="checkbox"/> S8001	ワンスmart横浜店	ワンス横浜店(略称)	0: Not Dele <input type="checkbox"/>
<input type="checkbox"/> S8002	ワンスmart舞浜店	ワンス舞浜店(略称)	0: Not Dele <input type="checkbox"/>
<input type="checkbox"/> S8003	ワンスmart吉祥寺店	ワンス吉祥寺店(略)	0: Not Dele <input type="checkbox"/>
<input type="checkbox"/> S8004	ワンスmart豊洲店	ワンス豊洲店(略称)	0: Not Dele <input type="checkbox"/>

Total Items: 8  
Selected Items: 0

Add Line Delete Line Submit

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## 7.2. Center Master

(1) Navigate to the <Center Master> screen:

<Main Menu> → Master menu section → <Center Master>

(2) Enter search conditions in the appropriate fields, then click [Search] to display the results in <Center Master>.

The screenshot displays the 'Center Master' application window. At the top is a blue navigation bar with the title 'Center Master' and a menu bar containing: 東京センター, MENU, EC ORDER, RECEIVING, SHIPPING, INVENTORY, INVENTORY COUNT, MASTER, DAILY, OPERATION, SYSTEM, HELP, and a user profile icon. Below the navigation bar is a 'Search Condition' section with three input fields: 'Center Code', 'Center Name', and a 'Delete' dropdown menu currently set to '0:Not Deleted'. Below these fields are two buttons: 'Search' and 'Excel Export'. The main area contains a table with the following columns: Center Code, Center Name, Center Abbrev., Culture Code, Time Zone Code, Delete Flag Code, and Delete Flag Name. The table lists two entries: C001 (東京センター) and C002 (大阪センター). At the bottom left, it says 'Total Items: 2'. At the bottom right, there is a 'Page Size' dropdown set to 50, a pagination control showing '1 / 1', and two buttons: 'New' and 'Update'. The footer contains the text 'ONESLOG Cloud/WMS 3.0' on the left and '© 2014 Hitachi Distribution Software Co., Ltd.' on the right.

Center Code	Center Name	Center Abbrev.	Culture Code	Time Zone Code	Delete Flag Code	Delete Flag Name
C001	東京センター	東京センター			0	Not Deleted
C002	大阪センター	大阪センター			0	Not Deleted

- (3) Click [New], select an existing record and click [Update] or double-click an existing record to be transferred to the <Center Master Maintenance> screen.

Center Master Maintenance

Center Code: CD01

Center Name: 東京センター

Center Abbrev.: 東京センター

Culture:

Time Zone:

Delete: 0:Not Deleted

Shipper Code	Shipper Name	Put-away No. Control Flag Code	Put-away No. Control Flag Name	Put-away No. Merge Class Code	Put-away No. Merge Class Name	Put-away Date Flag Code	Put-away Date Flag Name	Transaction Retention Period
A	荷主A	1	Control	02	Auto-Merge	1	Control	90
B	荷主B	0	Uncontrolled	00	Do Not Merge	0	Uncontrolled	90

Total Items: 2

Page Size: 50

New Update Submit

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- (4) Click [New], select an existing record and click [Update] or double-click an existing record to be transferred to the <Parameter Master Maintenance> screen.

Parameter Master Maintenance

Center: C001:東京センター Shipper: A:用主A Delete: 0:Not Deleted

Inventory Management

Put-away No. Control Flag: 1:Control Put-away No. Merge Class: 02:Auto-Merge Put-away Date Flag: 1:Control

Day End Closing Process

Transaction Retention Period: 90 History Retention Period: 180 Deletion Retention Period: 15

HT/SD

HT/SD Over Receiving Flag: 0:Disable HT/SD Allow Past Dates Flag: 0:Disable HT/SD Case Pick Flag: 1:Used HT Character Recognition Flag: 1:Used

HT Lot Input Type: HT Serial Input Type:

Picking

Multi-Picking Calculation Class: 1:Multi-Picking Calculation Enabled Bucket Rows: 1 Bucket Columns: 1 Case Pick Flag: 1:Case Pick Specified

SD Inspection Label Output Flag: 1:Output

Submit

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#### Note

- \* Specifying a Case UOM allows items to be managed at the case level.

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## 8. System Requirements

To use the system at its intended state, we recommend the following system specifications.

Display Size	HD 1080P (1920 × 1080)  This system is designed in an environment using HD 1080P display at 100% zoom level and normal font size. Different settings may result in poor user experience, such as: <ul style="list-style-type: none"><li>* Menu being cutoff</li><li>* Buttons becoming hidden</li><li>* Overlapping scroll bars and fields</li></ul>
OS	Windows 7 or later
Browser	Internet Explorer 11

### Additional Recommended Settings

Check/set the following four (4) options in Internet Options:

(1) Internet Options > Security tab > Internet

Set the security level for this zone to anything lower than High

(2) Internet Options > Privacy tab > Settings (under Pop-up Blocker)

Set the blocking level to anything lower than High

(3) Internet Options > Advanced > Settings (Security section)

Make sure at least one (1) of the following three (3) options is enabled:

- \* Use TLS 1.0
- \* Use TLS 1.1
- \* Use TLS 1.2

(4) Internet Options > Advanced > Settings (Multimedia section)

Make sure all three (3) options are enabled:

- \* Play animations in webpages
- \* Show pictures
- \* Enable automatic image resizing





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