

ONEsLOGI WMS

Ver3.1

HT Operation Manual

Jan 11, 2019

Ver. 10

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<<Version History>>

11/11/2014	Ver. 1	Initial release
3/30/2015	Ver. 2	Modification for piece picking function
6/30/2015	Ver. 3	Adding to Receiving/Shipping/Inventory/Inventory count process
10/21/2015	Ver. 4	Modification for Receiving/Shipping/Inventory/Inventory count process
11/30/2015	Ver. 5	Modification for Receiving/ Inventory process
12/01/2016	Ver. 6	Modification for Receiving/Shipping/Inventory process
1/1/2017	Ver. 7	Update version release
8/31/2017	Ver. 8	Update version release
5/28/2018	Ver. 9	Update version release
1/1/2019	Ver. 10	Update version release

Introduction

This document explains the operating procedures, description of each screen, etc. for the use of @Hyway application.

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
HT	Handy Terminal (Handy Scanner)
SD	Smart Device
Name	Words in bolded red represent field in Parameter Master
Name	Words in bolded green represent field in Item Master
Value	Words in bolded blue represent value set for a field in a master configuration.

1

Receiving



Receiving

1.1. Receiving Inspection

1) Navigate HT screen as described below.

Power-On → <Login> → <Main Menu> → <ReceivingMenu> → [1:Receiving Inspection]

2) Start the process by following steps below.



① Select Label Type (Put-away No. Controlled)

Select label type to print.

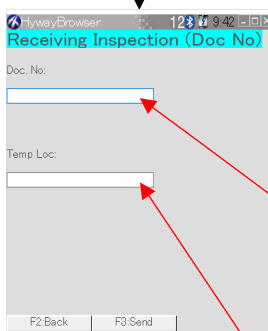
1:Use Receiving Label

⇒ Prints out Receiving Label.

2:Use Generic Label

⇒ Prints out Generic Label printed previously.

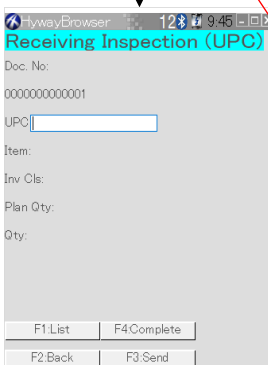
This screen will not be displayed if **Put-away No. Control Flag** is set to **0:Uncontrolled**.



② Input Order No./Temporary Location

Scan Receiving Plan No. and Temporary Location on the Receiving Plan List, then press [F3].

Receiving Plan List										Copy	Jun 25, 2018 9:36 AM
Shipper		A : A		Receiving ID		00000000000001				PAGE: 1 / 1	
Center		C001 :		Receiving ETA		Apr 12, 2017		Consignment		001 : A	
Supplier		001 : A		Process Class		01 : Receive		Inventory Class		W100 : Normal Inventory	
Plan Customer Rcv. No.											
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)		<input type="checkbox"/>
								()	(1cs=4bl, 1bl=6pc)		
2	PD04	D	[A01-03]					20pc	(0cs, 3bl, 2pc)		<input type="checkbox"/>
								()	(1cs=4bl, 1bl=6pc)		
Grand Total (Planned)								150			
Grand Total (Actual)								()			



③ Input UPC/Item CD and Quantity

Receiving Plan information will be displayed after Scanning UPC or Item CD.

Enter quantity inspected then press [F3].

By pressing [F1] while inspecting for multiple items, user can check information registered.



Next Page

HywayBrowser 123 19:52

Receiving Inspection (Details)

UPC:

Item:PD01

商品A

Lot:

Expiration Date:

F2:Back F3:Send

④Input Lot / Expiration Date (Lot/Expiration Controlled)

Enter Lot and Expiration Date for the item received and then press [F3].

This screen will not be displayed if **Lot Management Flag** and **Expiration Date Control Flag** are set to **0:Uncontrolled**.

HywayBrowser 123 19:54

Receiving Inspection (Generic)

UPC:

Item:PD01

商品A

Inv Cls:Normal Inventory

Lot:aaa

Expiration Date:20180401

Qty:1

Generic Label No:


F2:Back F3:Send

⑤Input Generic Label No. ([2:Generic Label] is selected for Label Type)

Scan barcode on the Generic Label.

This number will be set as Receiving Label No and for inventory.

Generic Label Jun 25, 2018 7:32 PM

Shipper	A : A		Center	C001 :	
Item			Inventory Class		
Consignment			Lot No.		
Expiration Date			Zone		
Warehouse	W001 :		Pick Location		
Recommend Location			Put-away Location		
Pick Location			Breakdown		
Qty-IN			Put-away Date		
Total Qty					
Receiving No.	00000000020				

HywayBrowser 123 19:54

Confirm Receiving Inspection

Receiving Inspection Complete.
Register Data?

Item:PD01

商品A

Insp qty:1

Generic No.:aaa

F2:No F3:Yes

⑥Receiving Confirmation and Complete Inspection

Verify and confirm information registered then press [F3].

It will navigate to <Receiving Inspection (UPC)>, if there are items left to be inspected, user can continue to do inspection process.

When inspection is completed, press [F4] on

<Receiving Inspection (UPC)>.

When all of items within an Order No. are inspected and entered,

<Check> will be displayed. [1:Receiving Label] is selected at ①,

Receiving Label will be printed out from PC.



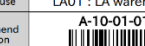


HywayBrowser 123 10:04

Check

Receiving Inspection
Terminated Normally

F2:End F3:Continue

Receiving Label Apr 21, 2017 3:17 PM

Shipper	US001 : HITACHI US		Center	US-CE : LA logistics center	
Item	PD01  NY Logistics Center		Source Code	1234511111111 	
Consignment	ITEM NM01		Inventory Class	Normal Inventory	
Expiration Date			Lot No.		
Warehouse	LA01 : LA warehouse 01		Zone		
Recommend Location	A-10-01-01-01 		Pick Location		
Pick Location			Put-away Location	A-10-01-01-01 	
Qty	Case Qty	900 cs	Piece Qty Put-away	0 ps	Total Piece 9,000ps
Qty-IN	10		Jul 1, 2015		
Receiving No.	00000000021				

USER08



Hint

• If **Output Flag Of Item Label After Entry** is set to either

2:Output After Entry By HT/SD or

3:Output

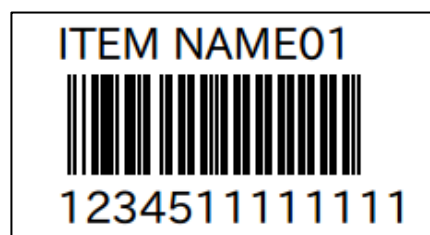
,then it will automatically print label(s) accordingly defined

in **Post-receipt Receiving/Product Label Auto Print Target**.

1:Receiving Label : Prints Receiving Label

2:Item Label : Prints Item Label

Item Label(C1)(Sample)



Receiving Label(C1)(Sample)

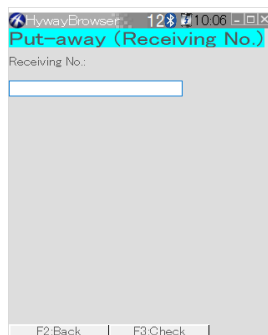
Receiving Label				Apr 21, 2017 3:17 PM	
Shipper	US001 : HITACHI US		Center	US-CE : LA logistics center	
Item	PD01		Source Code	123451111111	
		N Y Logistics Center			
Consignment	ITEM NM01		Inventory Class	Normal Inventory	
Expiration Date			Lot No.		
Warehouse	LA01 : LA warehouse 01		Zone		
Recommend Location	A-10-01-01-01 		Pick Location		
Pick Location			Put-away Location	A-10-01-01-01 	
Qty	Case Qty	900 cs	Piece Qty	0 ps	Total Piece
Qty-IN		10	Put-away	Jul 1, 2015	9,000ps
Receiving No.	00000000021				
USER08					

1.2.Receiving Put-away

1) Navigate HT screen as described below.

Power-On → <Login> → <Main Menu> → <ReceivingMenu> → [2:Put-away]

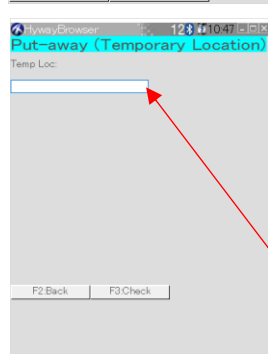
2) Start the process by following steps below.



①Input Put-away No. (Put-away No. Controlled)

Scan Put-away No. barcode on Receiving Label, then press [F3].

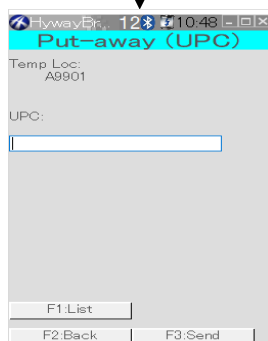
This screen will not be displayed if **Put-away No. Control Flag** is set to **0:Uncontrolled**.



②Input Temporary Location (Put-away No. NOT Controlled)

Scan barcode of temporary location, then press [F3].

This screen will not be displayed if **Put-away No. Control Flag** is set to **1:Control**.



③Input UPC/Item CD (Put-away No. NOT Controlled)

Scan or enter UPC/Item CD, then press [F3].

This screen will not be displayed if **Put-away No. Control Flag** is set to **1:Control**.



④Input Lot / Expiration Date

Enter Lot and Expiration Date for item received, then press [F3].

This screen will not be displayed if **Lot Management Flag** and **Expiration Date Control Flag** are set to **0:Uncontrolled** and **Put-away No. Control Flag** is set to **1:Control**.

Next Page

HywayBr... 123 10:04

Put-away (Select)

UPC:

Item:PD03
商品C

Lot:

Expiration Date:

Inv Cls:Normal Inventory

Cons:A株式会社

Supplier:仕入先A社

1/2

F1:Prev F4:Next

F2:Back F3:Send

HywayBr... 123 10:23

Put-away (Qty)

UPC:

Item:PD01
商品A

Inv Cls:Normal Inventory

Lot:aaa

Expiration Date:2018/04/01

Received Qty:1

Qty: ...

F1:List

F2:Back F3:Send

HywayBr... 123 10:25

Put-away (Location)

UPC:

Item:PD01
商品A

Inv Cls:Normal Inventory

Lot:aaa

Expiration Date:2018/04/01

Received Qty:1

Qty:1

Location:

F1:List

F2:Back F3:Send

HywayBr... 123 10:27

Confirm Put-away

Put-away Complete.
Register Data?

Item:PD01
商品A

Inv Cls:Normal Inventory

Lot:aaa

Expiration Date:2018/04/01

Qty:1

Location:A01-01

F2:Back F3:Send

HywayBr... 123 10:29

Check

Put-away
Terminated Normally

F2:End F3:Continue

⑤Select Put-away attribute (Multiple Inv. Cls., Consignments, or Suppliers)

If an item has multiple Inventory Classes, Consignments, or Suppliers detailed information will be displayed.

Using [F1] and [F4] to move the pages and find the corresponding Put-away item information then press [F3].

If an item contains only single Inv. Cls., Consignment, or Supplier then this screen will not be displayed.

⑥Input Quantity

Enter quantity inspected then press [F3].

By pressing [F1] while inspecting for multiple items, user can check information registered.

⑦Input Location

Scan or enter Location barcode, then press [F3].

⑧Put-away Confirmation and Put-away Completion

Verify and confirm information registered then press [F3].

Screen will be navigated to <Check>.

Press [F2] to end the process.

Press [F3] to continue the process.

1.3. Quick Receiving (Without Order No.)

1) Navigate HT screen as described below.

Power-On → <Login> → <Main Menu> → <ReceivingMenu> → <3:Quick Receiving>

2) Start the process by following steps below.



①Select Label Type (Put-away No. Controlled)

Select label type to print.

1:Use Receiving Label

⇒Print out Receiving Label.

2:Use Generic Label

⇒Prints out Generic Label printed previously.

This screen will not be displayed if **Put-away No. Control Flag** is set to **0:Uncontrolled**.



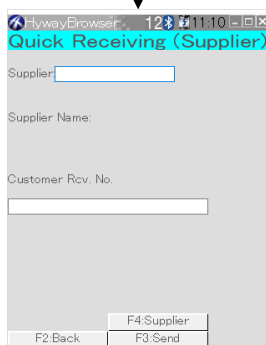
②Select Consignment / Process Class / Inventory Class

Choose Consignment, Process Class, and Inventory Class for Quick Receiving Item, then press [F3].

Press [1:Cons] to select Consignment.

Press [2:Proc Cls] to select Process Class.

Press [3:Inv Cls] to select Inventory Class.



③Input Supplier Code/Customer Rcv. No.

Enter Supplier Code and Customer Rcv. No., then press [F3].

Press [F4] to choose Supplier from the list.

Next Page

HywayBrowser 128 11:11

Quick Receiving (UPC)

Customer Rcv. No.:

UPC:

Item:

Inv Cls:

Qty:

F1:List F4:Complete

F2:Back F3:Send

④Input UPC/Item CD

Scan or enter UPC/Item CD, then press [F3].

Press [F4] to complete the inspection process for scanned Customer Rcv. No..

Press [F1] to check the list of inspected items.

HywayBrowser 128 11:15

Quick Receiving (Qty)

Customer Rcv. No.:

UPC:

Item:PD02

商品B

Inv Cls:Normal Inventory

Qty: ...

F1:List F4:End

F2:Back F3:Send

⑤Input Quantity

Enter quantity inspected then press [F3].

Press [F4] to complete the inspection for scanned item.

Press [F1] to check the list of inspected items.

HywayBrowser 128 11:15

Quick Receiving (Details)

UPC:

Item:PD02

商品B

Lot:

Expiration Date:

F2:Back F3:Send

⑥Input Lot / Expiration Date (Lot/Expiration Managed)

Scan or enter Lot and Expiration Date, then press [F3]. Entered data can be reviewed.

This screen will not be displayed if **Lot Management Flag** and **Expiration Date Control Flag** are set to **0:Uncontrolled**.

HywayBrowser 128 11:18

Quick Receiving (Generic)

UPC:

Item:PD02

商品B

Inv Cls:Normal Inventory

Lot:aad

Expiration Date:2018/04/12

Insp qty:1

Generic Label No:


F2:Back F3:Send

⑦Input Generic Label No. ([2:Generic Label] is selected for Label Type)

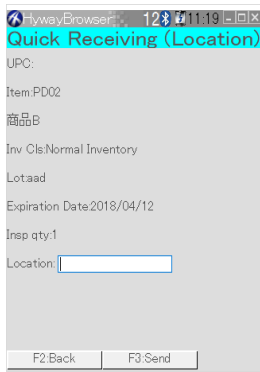
Scan or enter Generic Label No., then press [F3].

This screen will not be displayed if Generic Label is not selected for Label Type.

Generic Label Jun 25, 2018 7:32 PM

Shipper	A : A	Center	C001 :
Item			
Commodity			
Expiration Date			
Warehouse	W001 :	Zone	
Recommended Location			
Pick Location			
Qty-IN			
Total Qty			
Receiving No.	00000000020		

Next Page



⑧Input Location

Scan or enter Location barcode, then press [F3].



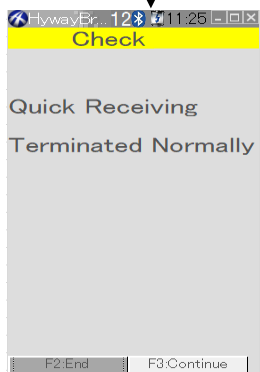
⑨Receiving Confirmation and Complete Inspection

Verify and confirm information registered then press [F3].

It will navigate to <Quick Receiving (UPC)>, if there are items left to be inspected, user can continue to do inspection process.

Press [F4] on <Quick Receiving (UPC)> to end the process.

If all the items are inspected within Customer Rcv. No., user will be navigated to <Check> screen.



Hint

• If **Output Flag Of Item Label After Entry** is set to either

2:Output After Entry By HT/SD or

3:Output

, then it will automatically print label(s) accordingly defined in **Post-receipt Receiving/Product Label Auto Print Target**.

1:Receiving Label : Prints Receiving Label

2:Item Label : Prints Item Label

1.4. Put-away Inspection

1) Navigate HT screen as described below.

Power-On → <Login> → <Main Menu> → <ReceivingMenu> → [4:Put-away Inspection]

2) Start the process by following steps below.



①Select Label Type (Put-away No. Controlled)

Select label type to print.


1:Use Receiving Label

⇒Print out Receiving Label.

2:Use Generic Label


⇒Prints out Generic Label printed previously.

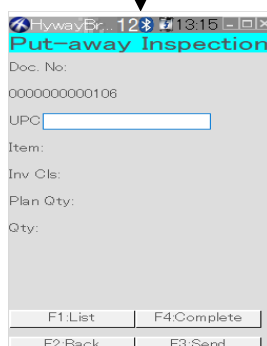
This screen will not be displayed if **Put-away No. Control Flag** is set to **0:Uncontrolled**.



②Input Receiving ID (Doc No.)

Scan or enter WMS Receiving ID barcode on Receiving Plan List, then press [F3].

Receiving Plan List										Copy	Jun 25, 2018 9:36 AM		
										PAGE: 1 / 1			
Shipper	A : A			Receiving ID									
Center	C001			Plan Customer Rcv. No.									
Receiving ETA	Apr 12, 2017	Consignment	001 : A		Inventory Class		W100 : Normal Inventory						
Supplier	001 : A			Process Class		01 : Receive							
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)		<input type="checkbox"/>		
2	PD04	D	[A01-03]					20pc	(0cs, 3bl, 2pc)		<input type="checkbox"/>		
Grand Total (Planned)								150					
Grand Total (Actual)													



③Input UPC/Item CD

Scan or enter UPC/Item CD, then press [F3].

Press [F4] to complete the process for items within the Receiving ID.

Press [F1] to check the list of inspected items.

Next Page

HywayBrowser 123 1320

Put-away Inspection (Qty)

Doc. No:
000000000106

UPC:
Item:PD03
商品C

Inv Cls:Normal Inventory
Plan Qty:0

Qty:

F1:List F4:End
F2:Back F3:Send

④Input Quantity

Enter quantity inspected then press [F3].

Press [F4] to complete the inspection for scanned item.

Press [F1] to check the list of inspected items.

HywayBrowser 123 1325

Put-away Inspection (Details)

UPC:
Item:PD02
商品B

Lot:

Expiration Date:

F2:Back F3:Send

⑤Input Lot / Expiration Date (Lot/Expiration Date control are set)

Scan or enter Lot and Expiration Date, then press [F3]. Entered data can be reviewed.

This screen will not be displayed if **Lot Management Flag** and **Expiration Date Control Flag** are set to **0:Uncontrolled**.

HywayBrowser 123 1324

Put-away Inspection (Generic)

UPC:
Item:PD03
商品C

Inv Cls:Normal Inventory
Lot:
Expiration Date:
Qty:1

Generic Label No:


F2:Back F3:Send

⑥Input Generic Label No. ([2:Generic Label] is selected for Label Type)

Scan or enter Generic Label No., then press [F3].

This screen will not be displayed if Generic Label is not selected for Label Type.

Generic Label Jun 25, 2018 7:32 PM

Shipper	A : A	Center	C001 :
Item			
Consignment		Inventory Class	
Expiration Date		Lot No.	
Warehouse	W001 :	Zone	
Recommended Location		Pick Location	
Pick Location		Put-away Location	
Qty-IN		Breakdown	
Total Qty		Put-away Date	
Receiving No.	00000000020		

Next Page

HywayBrowser 123 1326

Put-away Inspection (Location)

UPC:

Item:PD02

商品B

Inv Cls:Normal Inventory

Lot:ae

Expiration Date:2018/04/20

Qty:1

Location:

F2:Back F3:Send

⑦Input Location

Scan or enter Location barcode, then press [F3].

HywayBrowser 123 1327

Confirm Put-away Inspection

Put-away Inspection Complete.

Register Data?

Item:PD02

商品B

Insp qty:1

Location:A01-01

F2:No F3:Yes

⑧Verification and Put-away Inspection Completion

Verify and confirm information registered then press [F3].

It will be navigated to <Put-away Inspection (UPC)>.

If there are items let to be inspected, user can continue to process.

It will be navigated to <Confirm Put-away Inspection> if Quantity of inspected item is exceeding its planned Quantity.

To end the process, press [F4] on <Put-away Inspection (UPC)>.

If all of items within Receiving ID No., it will navigated to <Check>.

Press [F2] to end the process.

Press [F3] to continue.


HywayBr 123 1328

Check

Put-away Inspection

Terminated Normally

F2:End F3:Continue



Hint

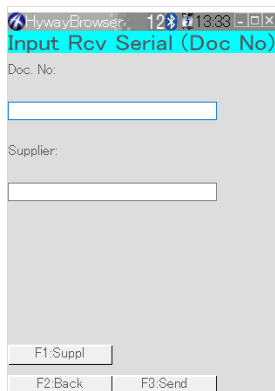
- If **Output Flag Of Item Label After Entry** is set to either
2:Output After Entry By HT/SD or
3:Output
,then it will automatically print label(s) accordingly defined in **Post-receipt Receiving/Product Label Auto Print Target**.
1:Receiving Label : Prints Receiving Label
2:Item Label : Prints Item Label

1.5. Serial No. Entry

1) Navigate HT screen as described below.

Power-On → <Login> → <Main Menu> → <ReceivingMenu> → [5:Input Serial (Rcv)]

2) Start the process by following steps below.



①Input WMS Receiving ID and Supplier CD

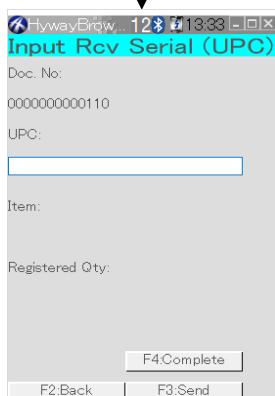
Scan or enter WMS Receiving ID No. on the Receiving Plan List, then press [F3].

Press [F1] to choose Supplier CD from a list.



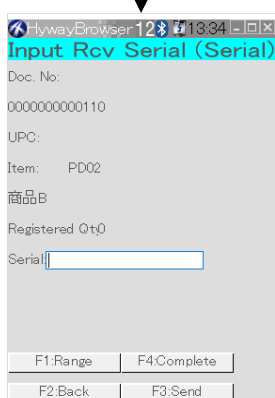
Hint

- You can proceed without entering or scanning WMS Receiving ID No. and Supplier CD.



②Input UPC

Scan or Enter UPC/Item Code, then press [F3]



③Input Serial No.

Enter Serial No., then press [F3].

If you want to use sequential numbers for Serial No., press [F1] to switch to <Input Rcv Serial (Range)>.

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HywayBrowser 123 13:35

Input Rcv Serial (Range)

Doc. No:
000000000110

UPC:
Item: PD02
商品B

Start Serial001

Qty:

Serial:

F2:Back F3:Send

OR

HywayBrowser 123 13:35

Input Rcv Serial (Range)

Doc. No:
000000000110

UPC:
Item: PD02
商品B

Start Serial001

Qty:

Serial:

F2:Back F3:Send

④Input Serial No. in range

Scan or enter Quantity or Serial No., then press [F3].

Based on Start Serial value, it will register Serial No. up to the Quantity or the Serial No. entered.



Hint

- Enter only one of 2 fields (Qty or Serial).
- This screen can be used if ending value of Serial No. is numerical value.

HywayBrowser 123 13:34

Input Rcv Serial (Serial)

Doc. No:
000000000110

UPC:
Item: PD02
商品B

Registered Qty0

Serial:

F1:Range F4:Complete
F2:Back F3:Send

⑤Input Serial No. (For number of Serial No. to be added)

Verify the number of registered Qty is equal to Quantity entered, then press [F4].

If there is other Serial No. that needs to be registered, enter the Serial No., then press [F3].

HywayBrow 123 13:33

Input Rcv Serial (UPC)

Doc. No:
000000000111

UPC:

Item:
Registered Qty:

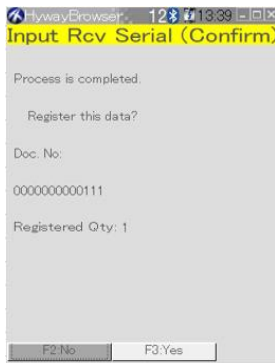
F4:Complete
F2:Back F3:Send

⑥Input UPC

If there are more UPC/Item CD that you want to continue, scan UPC/Item CD, then press [F3].

Press [F4] if all the entry process is completed.

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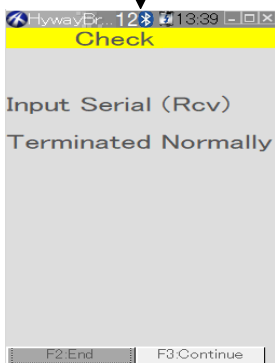
⑦ Verification and Completion

Verify and confirm information registered then press [F3].

Screen will be navigated to <Check>.

Press [F2] to end the process.

Press [F3] to continue the process.



2

Shipping



Shipping

2.1. Picking Orders

Order picking process may vary depending on **Put-away No. Control Flag** set for each Center and Shipper Master.

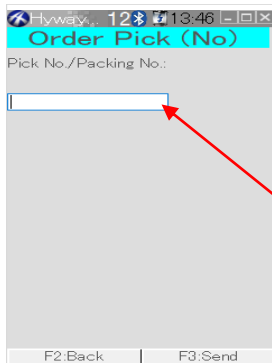
For more information, please contact System Administrator.

2.1.1. Put-away No. Controlled

1) Navigate HT screen as described below.

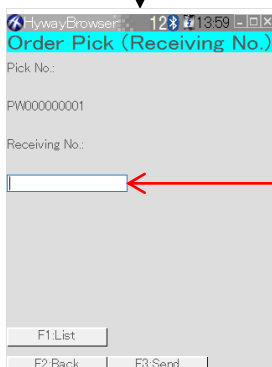
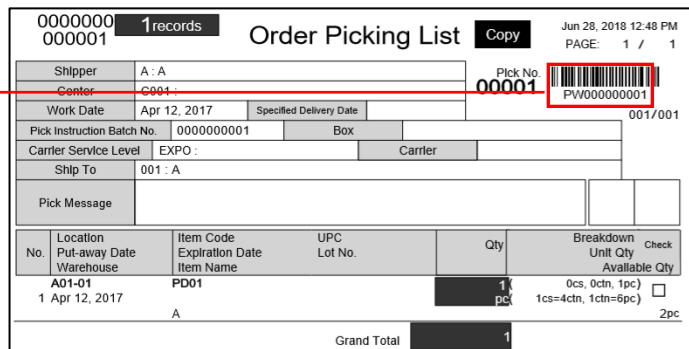
Power-On → <Login> → <Main Menu> → <ShippingMenu> → [1:Order Picking]

2) Start the process by following steps below.



① Input Pick No./Packing No.

Scan or enter Pick No./Packing No. on the Order Picking List, then press [F3].



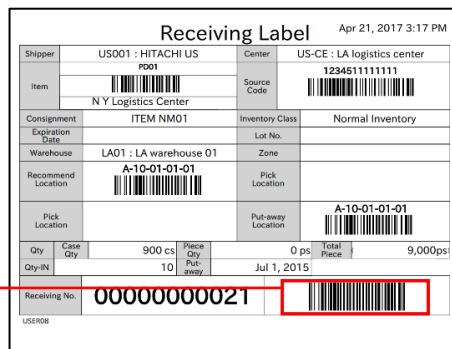
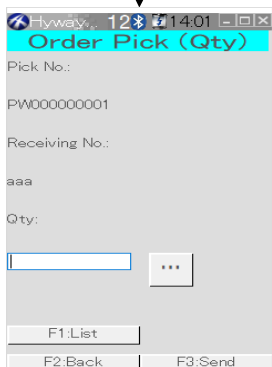
② Input Put-away No. and Quantity

Follow the instruction on Picking List then scan Put-away No. of the Receiving Label on the item you're picking, then press [F3].

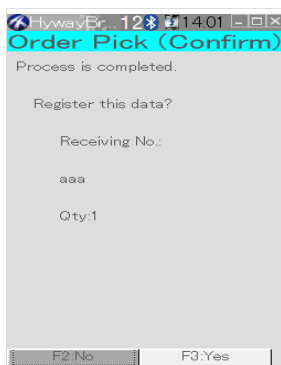
Once Put-away No. is scanned or entered, Quantity field becomes available.

Enter Quantity, then press [F3].

By pressing [F1] while picking for multiple items, user can check information registered.



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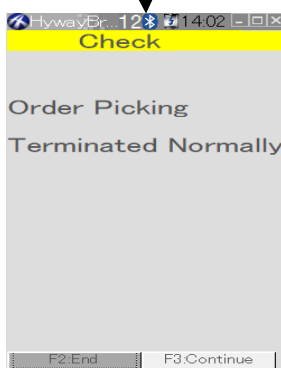
③Verification and Picking Completion

Verify and confirm information registered then press [F3].

It will be navigated to <Check>.

Press [F2] to end picking process.

Press [F3] to continue for order picking.

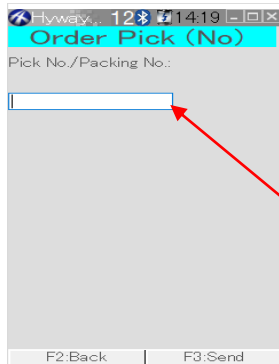


2.1.2. Put-away No. NOT Controlled

1) Navigate HT screen as described below.

Power-On → <Login> → <Main Menu> → <ShippingMenu> → [1:Order Picking]

2) Start the process by following steps below.



①Input Pick No./Packing No.

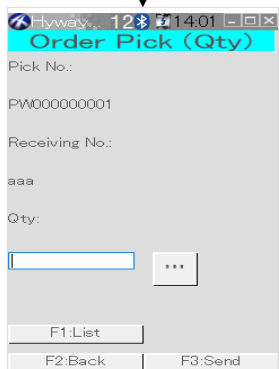
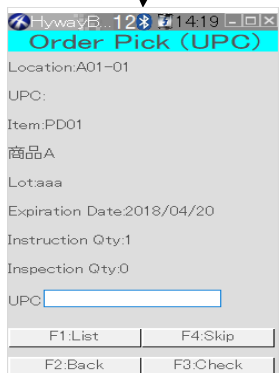
Scan or enter Pick No./Packing No. on the Order Picking List, then press [F3].


0000000 1records		Order Picking List		Copy	Jun 28, 2018 12:48 PM
000001				Pick No. 000001	PAGE: 1 / 1
Shipper	A : A		Pick No. 000001		
Center	C001 :		PW0000000001		
Work Date	Apr 12, 2017	Specified Delivery Date	001/001		
Pick Instruction Batch No.	0000000001	Box			
Carrier Service Level	EXPO :	Carrier			
Ship To	001 : A				
Pick Message					
No.	Location	Item Code	UPC	Qty	Breakdown
	Put-away Date	Expiration Date	Lot No.		Unit Qty
	Warehouse	Item Name			Available Qty
1	A01-01	PD01		1	0cs, 0ctn, 1pc
	Apr 12, 2017	A		pc	1cs=4ctn, 1ctn=6pc
Grand Total				1	2pc

②Input UPC/Item CD

Item needs to be picked will be displayed, scan or enter UPC or Item CD, then press [F3] to enabled Quantity field.

Press [F1] to check contents of picking.



**Hint**

If you want to skip the item displayed and pick another item, press [F4] to skip the current item and display next item.

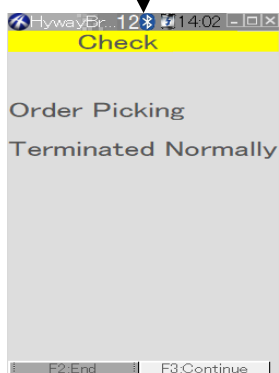
③Input Quantity and Complete Picking

Enter Quantity, then press [F3].

It will be navigated to <Check>.

Press [F2] to end picking process.

Press [F3] to continue for order picking.

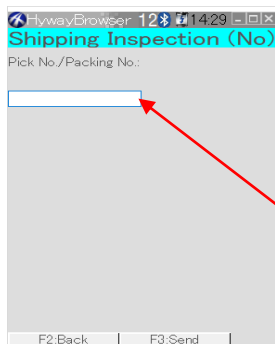


2.2. Shipping Inspection

1) Navigate HT screen as described below.

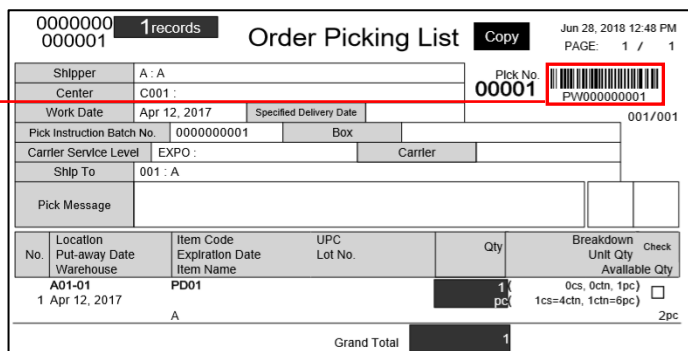
Power-On → <Login> → <Main Menu> → <ShippingMenu> → [2:Shipping Inspection]

2) Start the process by following steps below.



① Input Pick No./Packing No.

Scan or enter Pick No./Packing No. on the Order Picking List, then press [F3].

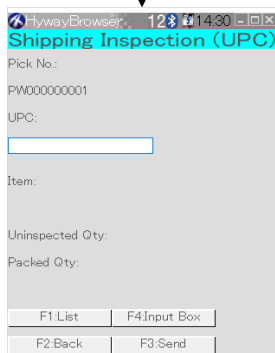


No.	Location	Put-away Date	Item Code	Expiration Date	UPC	Lot No.	Qty	Breakdown	Check
1	A01-01	1 Apr 12, 2017	PD01				1	0cs, 0ctn, 1pc	
							1pc	1cs=4ctn, 1ctn=8pc	
Grand Total							1	2pc	



Hint

If there is a special instruction for the order, it will be displayed during transition from <Shipping Inspection (No)> to <Shipping Inspection (UPC)>.



② Input UPC/Item CD and Quantity

Scan or enter UPC or Item CD you are inspecting, then press [F3].

Item detail will be displayed and Inspection Qty field becomes available.

Enter quantity inspected then press [ENT].

If box becomes full, press [F4] to register and close the box.

Enter box type from <Shipping Inspection (Box)> when closing box.

Press[F1] to check contents of inspection.

Press [F4] to delete or clear inspected data.

Press [F3] to complete inspection. It will become an error if pressed before inspection is completed.

Press [F1] to suspend shipping inspection.

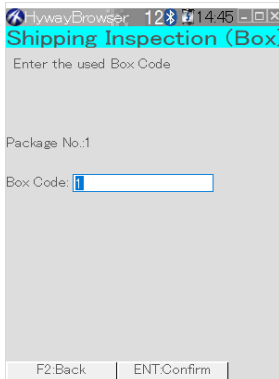


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③Register Box

If all of item associated with the Pick No./Packing No. are completed, <Shipping Inspection (Box)> will be displayed.

Enter Box type code then press [ENT] to register the data.



Hint

- If **Skip Box Select** is set to **1:Skip**, default box type set in **Default Box** will be used.

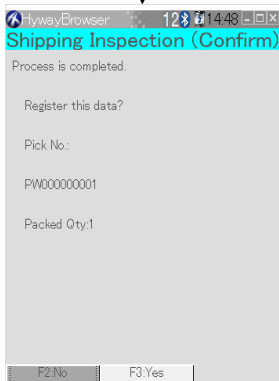
④Receiving Confirmation and Complete Inspection

Verify and confirm information registered then press [F3].

It will be navigated to <Check>.

Press [F2] to end shipping inspection process.

Press [F3] to continue shipping inspection.



Hint

- If **TAG Output Flag** is set to either
1:Output after Piece Shipping Inspection or
3:Output after Piece/Case Shipping Inspection
, then it will automatically print out Shipping Label or Bill of Lading after box registration.



2.3. Single Shipping Inspection

- 1) Navigate HT screen as described below.

Power-On → <Login> → <Main Menu> → <ShippingMenu> → [3:Single Shipping Inspection]

- 2) Start the process by following steps below.

- ① Input Picking Group No./Temp Storage No.

If Single Picking List is not used, press [F3] without entering a value.
If Single Picking List is used, scan or enter the Picking Group No. and Temp Storage No. and press [F3].

Single Picking List

Jan 20, 2021 3:02 PM
PAGE: 1 / 1

Shipper	A : Shipper A			Picking Group No. : 0000000201			
Center	C001 : Tokyo						
Warehouse	W001 : TokyoWH	Work Date	Jan 19, 2021				
Zone	A1 : Zone A1	Inventory Class	W100 : Normal Inventory				

No.	Location	Put-away Date	Item Code	UPC	Expiration ...	Qty	Breakdown	Unit Qty	Temporary	Ch	Available
			Item Name		Lot No.					ck	Qty
	A01-03		PD03			15	0cs, 2ct, 3pc				284
	Apr 12, 2017		Item C			pc	1cs=4ct, 1ct=6pc		0001	<input type="checkbox"/>	pc
Instruction Qty 1						1 pc	0cs, 0ct, 1pc			<input type="checkbox"/>	
Instruction Qty 2						2 pc	0cs, 0ct, 2pc			<input type="checkbox"/>	
Instruction Qty 3						3 pc	0cs, 0ct, 3pc			<input type="checkbox"/>	
Instruction Qty 4						4 pc	0cs, 0ct, 4pc			<input type="checkbox"/>	
Instruction Qty 5						5 pc	0cs, 0ct, 5pc			<input type="checkbox"/>	
Grand Total						15					



Hint

- If Single Picking List is not used, only Shipping Instructions with Work Date set as current date will be applicable.

- ② Input UPC/Item CD

Scan or enter UPC or Item CD to be inspected.

- ③ Select Shipping Instruction

Press number key to select instruction qty to inspect.

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Hint

- Displays number of shipping instructions per order. For example, when inspecting all orders with 3 shipping instructions, select 3. 1 order will complete inspection when inspecting 3 products, 2 orders for 6 products, and 3 orders for 9 products.
- If the Single Pick Limit is set as 1 on Parameter Master, this screen will not display.

④ Register Box

Enter Box type code then press [ENT] to register the data.

If a box is already registered, this screen will not display.



Hint

- If **Skip Box Select** is set to **1:Skip**, default box type set in **Default Box** will be used.

⑤ Input UPC/Item CD

Inspection Qty will be counted when scanning UPC or Item Code.



Hint

- If there is a Shipping Message it will display when UPC or Item Code is scanned.

⑥ Complete Inspection

Confirmation will display automatically when all inspection qty is complete.

Press [F2] to end Single Shipping Inspection process.

Press [F3] to continue Single Shipping Inspection.



Hint

- If **TAG Output Flag** is set to either
1:Output after Piece Shipping Inspection or
3:Output after Piece/Case Shipping Inspection
, then it will automatically print out Shipping Label or Bill of Lading after box registration.

2.4. Case Picking

Case Picking process may vary depending on **Put-away No. Control Flag** set by each Center and Shipper Master.

For more information, please contact System Administrator.

2.4.1. Put-away No. Controlled

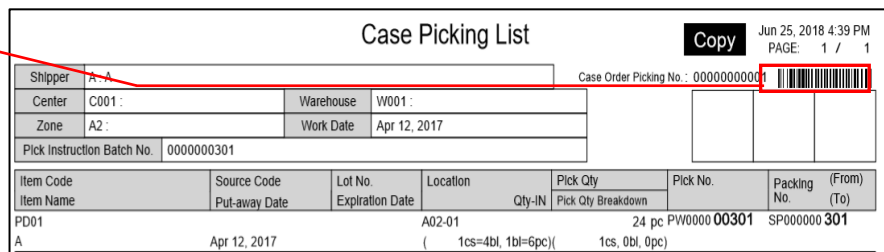
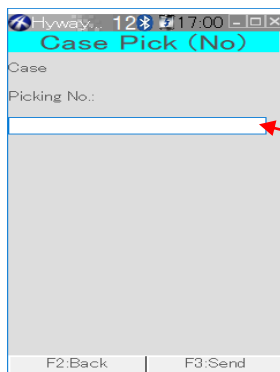
1) Navigate HT screen as described below.

Power-On → <Login> → <Main Menu> → <ShippingMenu> → [3:Case Picking]

2) Start the process by following steps below.

① Input Case Pick No.

Scan or enter Case Picking No. on Case Picking List, then press [F3].

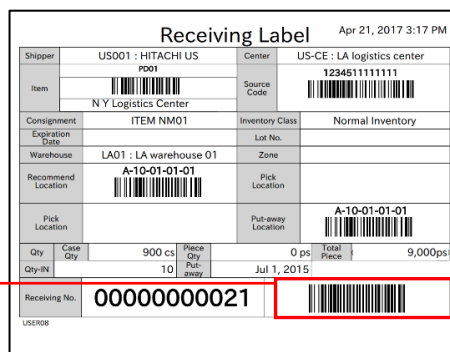
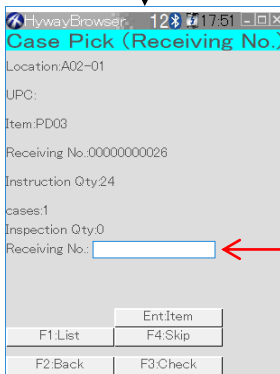


② Input Put-away No.

Follow the instruction on Picking List then scan Put-away No. of the Receiving Label on the item you are picking, then press [F3].

Quantity field will be available for input.

By pressing [F1] while inspecting for multiple items, user can check information registered.



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HywayBr... 12 17:52

Case Pick (Qty)

Location: A02-01

UPC:

Item: PD03

商品C

Lot:

Expiration Date:

Instruction Qty: 24

Qty: ...

F2: Back F3: Check

HywayBr... 12 17:53

Check

Case Picking
Terminated Normally

F2: End F3: Continue

③ Input Quantity and Picking Completion

Enter Quantity, then press [F3].

It will be navigated to <Check>.

Press [F2] to end picking process.

Press [F3] to continue for order picking.



Hint

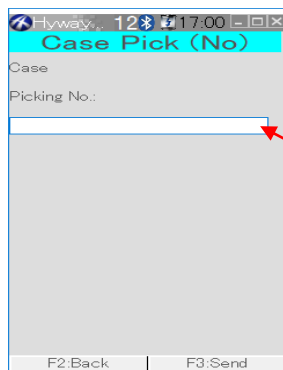
- If **TAG Output Flag** is set to either
2: Output after Case Shipping Inspection or
3: Output after Piece/Case Shipping Inspection
, then it will automatically print out Shipping Label or
Bill of Lading after case picking is completed.

2.4.2. Put-away No. NOT Controlled

1) Navigate HT screen as described below.

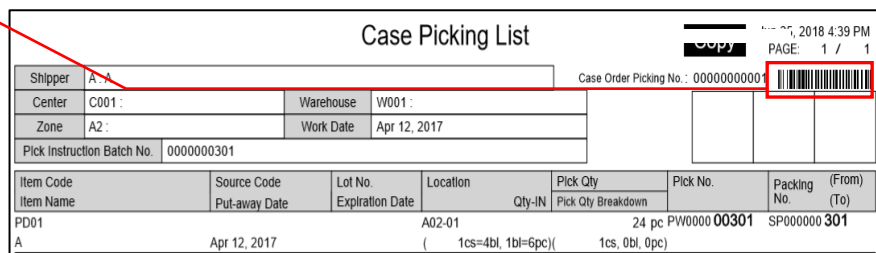
Power-On → <Login> → <Main Menu> → <ShippingMenu> → [3:Case Picking]

2) Start the process by following steps below.

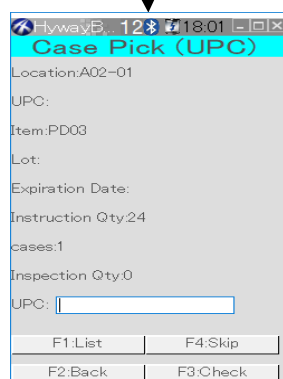


①Input Picking No.

Scan or enter Picking No. on Case Picking List, then press [F3].




Shipper		Warehouse		Case Order Picking No. : 0000000001	
Center	C001	Warehouse	W001		
Zone	A2	Work Date	Apr 12, 2017		
Pick Instruction Batch No.		0000000301			
Item Code	Source Code	Lot No.	Location	Pick Qty	Pick No.
Item Name	Put-away Date	Expiration Date	Qty-IN	Pick Qty Breakdown	Packing (From) (To)
PD01			A02-01	24 pc PW00000	00301 SP000000
A	Apr 12, 2017		(1cs=4bl, 1bl=6pc)	(1cs, 0bl, 0pc)	301



②Input UPC/Item CD

Item needs to be picked will be displayed, scan or enter UPC or Item CD, then press [F3].

Press [F1] to check contents of picking.



Hint

- If you want to skip the item displayed and pick another item, press [F4] to skip the current item and display next item.



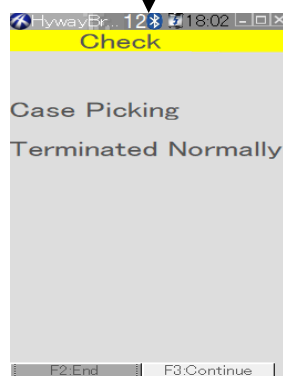
③Input Quantity and Picking Completion

Enter Quantity, then press [F3].

It will be navigated to <Check>.

Press [F2] to end picking process.

Press [F3] to continue for order picking.

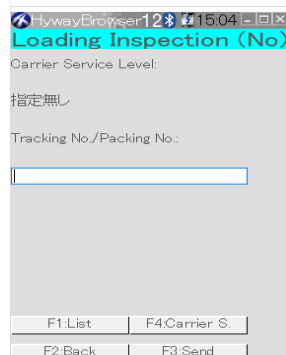


2.5.Loading Inspection

1) Navigate HT screen as described below.

Power-On → <Login> → <Main Menu> → <ShippingMenu> → [4:Loading Inspection]

2) Start the process by following steps below.



①Select Carrier Service Level

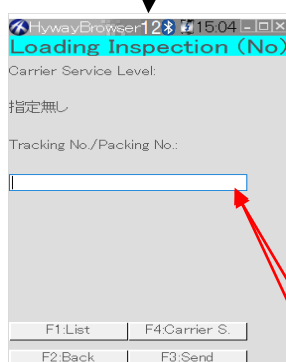
Press [F4] to view the list of Carrier Service Level to choose from.

Press [F1] to view the contents of loading details.



Hint

Loading Inspection can be completed without selecting Carrier Service Level.

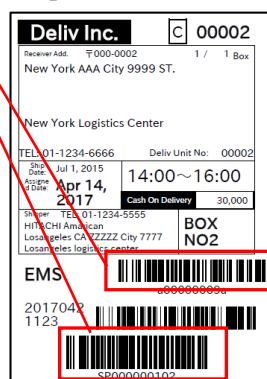


②Input Tracking No. / Packing No.

Scan or enter Tracking No. on a Shipping Label or Packing No., then press [ENT].

If there are data that have same Ship Date and Carrier Service Level, you can continue to scan or enter the tracking No. or Packing No.

Press [F3] to complete the process. It will navigate to <Loading Inspection (Confirm)>



Hint

Error message will be displayed if you scan any of the Tracking No./Packing No. having different Carrier Service Level.



③Loading Inspection Confirmation and Completion

When Loading Inspection is completed, you will be navigated to <Loading Inspection (Confirm)>.

Press [F2] to end Loading Inspection process.

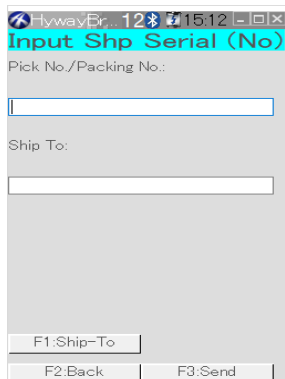
Press [F3] to continue Loading Inspection process.

2.6.Serial No. Entry

- 1) Navigate HT screen as described below.

Power-On → <Login> → <Main Menu> → <ShippingMenu> → [5:Input Serial (Shp)]

- 2) Start the process by following steps below.



- ①Input Pick No./Packing No. and Ship To CD

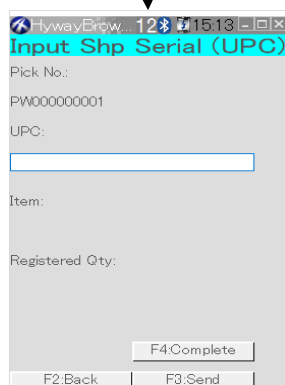
Scan or enter Pick No./Packing No., then press [F3].

Press [F1] to view list of Ship To CD to select.



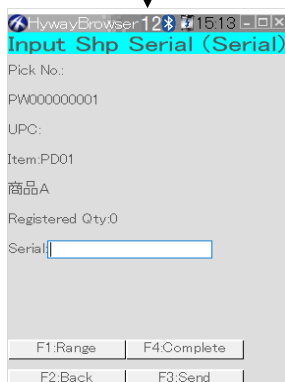
Hint

- You can also proceed without entering Pick No.(Packing No.) or Ship To CD.



- ②Input UPC/Item CD

Scan or enter UPC or Item CD, then press [F3].



- ③Input Serial No.

Enter Serial No., then press [F3]

If you want to input sequence of Serial No., press to [F1] to navigate to <Input Shp Serial (Range)>.

Next Page

HywayBrowser 123 15:16

Input Shp Serial (Range)

Pick No.: PW000000001

UPC:

Item:PD01

商品A

Start Serial:1

Qty: 1

Serial:

F2:Back F3:Send

OR

HywayBrowser 123 15:16

Input Shp Serial (Range)

Pick No.: PW000000001

UPC:

Item:PD01

商品A

Start Serial:1

Qty:

Serial:11

F2:Back F3:Send

④Input Serial No. in range

Scan or enter Quantity or Serial No., then press [F3].

Based on Start Serial value, it will register Serial No. up to the Quantity or the Serial No. entered.



Hint

- Enter only one of 2 fields (Qty or Serial).
- This screen can be used if ending value of Serial No. is numerical value.

HywayBrowser 123 15:17

Input Shp Serial (Serial)

Pick No.: PW000000001

UPC:

Item:PD01

商品A

Registered Qty:1

Serial:

F1:Range F4:Complete

F2:Back F3:Send

⑤Input Serial No. (Number of Serial No. to be added)

Verify the number of registered Qty is equal to Quantity entered, then press [F4].

If there is other Serial No. that needs to be registered, enter the Serial No., then press [F3].

HywayBrowser 123 15:21

Input Shp Serial (UPC)

Pick No.: PW000000001

UPC:

Item:

Registered Qty:

F4:Complete

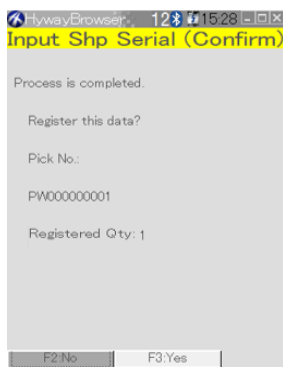
F2:Back F3:Send

⑥Input UPC/Item CD

If there are more UPC/Item CD that you want to continue, scan UPC/Item CD, then press [F3].

Press [F4] to Complete.

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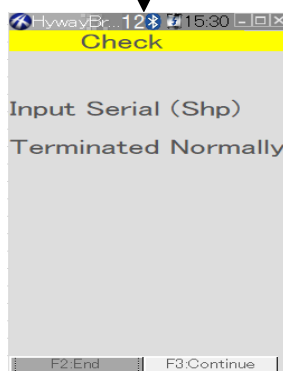
⑦Verification and Completion

Verify and confirm information registered then press [F3].

Screen will be navigated to <Check>.

Press [F2] to end the process.

Press [F3] to continue the process.



3

Inventory

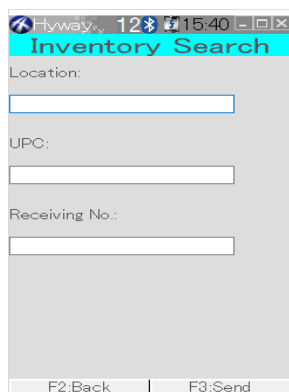
Inventory

3.1.Inventory Inquiry

- 1) Navigate HT screen as described below.

Power-On → <Login> → <Main Menu> → <InventoryMenu> → [1:Inventory Search]

- 2) Start the process by following steps below.



①Input Search Condition

Enter any of Location, UPC/Item CD, or Put-away No./Receiving No., then press [F3].



②Search Result

Inquired result will be displayed.

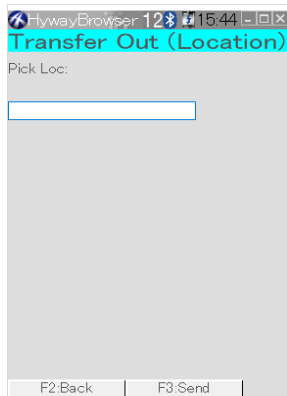
If there are multiple results, press [1] or [3] to change between pages.

3.2.Inventory Transfer (Out)

1) Navigate HT screen as described below.

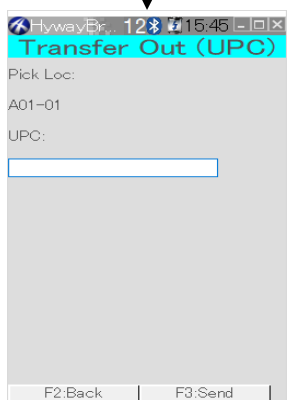
Power-On → <Login> → <Main Menu> → <InventoryMenu> → [2:Transfer Out]

2) Start the process by following steps below.



①Input Location (Origin)

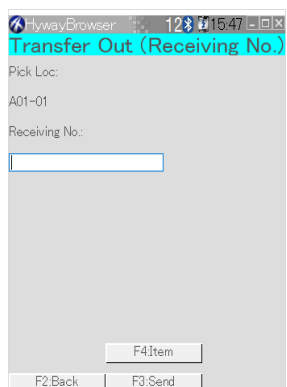
Scan or enter Location you are transferring inventory from, then press [F3].



②Input UPC/Item CD (Put-away No. Controlled)

Scan or enter UPC/Item CD, then press [F3].

This screen will not be displayed if **Put-away No. Control Flag** is set to **1:Control**.



③Put-away No. Entry (Put-away No. Controlled)

Scan Put-away No. barcode on Receiving Label, then press [F3].

This screen will not be displayed if **Put-away No. Control Flag** is set to **0:Uncontrolled**.

Press [F4] to navigate to input screen if Put-away No. is not controlled.

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HywayBro. 123 15:46

Transfer Out (Select)

UPC:

Item:PD02

商品B

Cons:A株式会社

Inv Cls:Normal Inventory

Lot:aad

Expiration Date:2018/04/22

Supplier:仕入先B社

INVENTORY:1 1/3

F3:Select

F2:Back 1:Prev 3:Next

④Select Inventory

If there are multiple Lot for an item are in the same location, the inventory information will be displayed.

Press [1] and [3] to move between pages.

HywayB. 123 15:49

Transfer Out (Qty)

UPC:

Item:PD02

商品B

Cons:A株式会社

Inv Cls:Normal Inventory

Lot:aad

Expiration Date:2018/04/22

Supplier:仕入先B社

INVENTORY:1

Qty: ...

F2:Back F3:Send

⑤Input Quantity

Enter Quantity, then press [F3].



Hint

- If origin location of transferring item is also a replenish location, then this location will be removed from replenish location configured for this item.

HywayBro. 123 15:49

Confirm Transfer Out

Process is completed.

Register this data?

Item:PD02

商品B

Cons:A株式会社

Inv Cls:Normal Inventory

Lot:aad

Expiration Date:2018/04/22

Supplier:仕入先B社

Qty:1

F2:No F3:Yes

⑥Confirmation and Process Continuation

Verify and confirm information registered then press [F3].

It will be navigated to <Transfer Out (Confirm)>.

Press [F2] to end transfer process.

Press [F3] to continue transfer process.

HywayBrowser 123 15:50

Transfer Out (Confirm)

Continue to Inventory Transfer In?

F2:No F3:Yes

Next Page

HywayBrowser 123 15:55

Inventory Transfer (Location)

UPC:

Item:PD02

商品B

Cons:A株式会社

Inv Cls:Normal Inventory

Lot:aad

Expiration Date:2018/04/22

Location:A01-01

Transfer Qty:1

From Loc:

F2:Back F3:Send

⑦Input Location (Destination)

Scan or enter destination Location, then press [F3].



Hint

•Destination location will be the new replenish location for the item being transferred if all quantity are moved from origin location.

HywayBrowser 123 15:56

Confirm Inventory Transfer

Process is completed.

Register this data?

Item:PD02

商品B

Cons:A株式会社

Inv Cls:Normal Inventory

Lot:aad

Expiration Date:2018/04/22

Transfer Qty:1

Location:A01-01

F2:No F3:Yes

⑧Confirmation and Transfer (Out) Completion

Verify and confirm information registered then press [F3].

It will be navigated to <Transfer Out (End)>.

Press [F2] to end transfer process.

Press [F3] to continue transfer process.

HywayBrowser 123 15:56

Transfer Out (End)

End Inventory Transfer Out?

F2:No F3:Yes

3.3.Inventory Transfer (In)

1) Navigate HT screen as described below.

Power-On → <Login> → <Main Menu> → <InventoryMenu> → [3:Transfer In]

2) Start the process by following steps below.



①Input UPC/Item CD (Put-away No. NOT controlled)

Scan or enter UPC/Item CD, then press [F3].

This screen will not be displayed if **Put-away No. Control Flag** is set to **1:Control**.



②Put-away No. Entry (Put-away No. Controlled)

Scan Put-away No. barcode on Receiving Label, then press [F3].

This screen will not be displayed if **Put-away No. Control Flag** is set to **0:Uncontrolled**.

Press [F4] to navigate to input screen if Put-away No. is not controlled.



③Select Inventory

If there are multiple inventory in transit with same item but different attributes (Lot, Expiration Date, etc.), these inventory information will be displayed in multiple pages.

Use [1] and [3] to move between pages and select target inventory, then press [F3].



④Input Location (Destination)

Scan or Enter location, then press [F3].



Hint

• Destination location will be the new replenish location for the item being transferred if all quantity are moved from origin location.

Next Page



⑤ Confirmation and Transfer (In) Completion

Verify and confirm information registered, then press [F3].

It will be navigated to <Transfer In (End)>.

Press [F2] to continue transfer process.

Press [F3] to end transfer process.

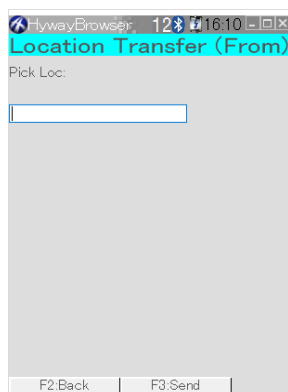


3.4.Inventory Transfer in Batch

1) Navigate HT screen as described below.

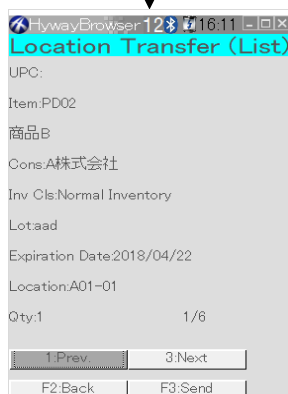
Power-On → <Login> → <Main Menu> → <InventoryMenu>
→ [4: Bulk Location Transfer]

2) Start the process by following steps below.



① Input Origin Location

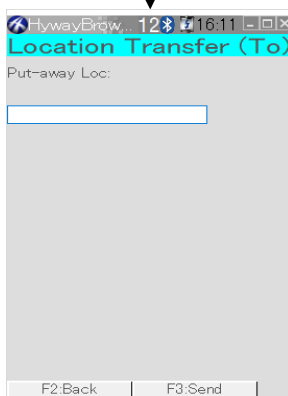
Scan or enter origin location, then press [F3].



② Select Transfer Target

If there are multiple inventories in transit with same item but different attributes (Lot, Expiration Date, etc.), these inventory information will be displayed in multiple pages.

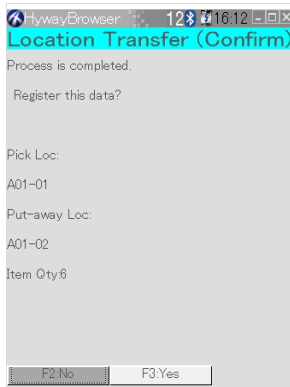
Use [1] and [3] to move between pages and select target inventory, then press [F3].



③ Input Destination Location

Scan or enter destination location, then press [F3].

Next Page

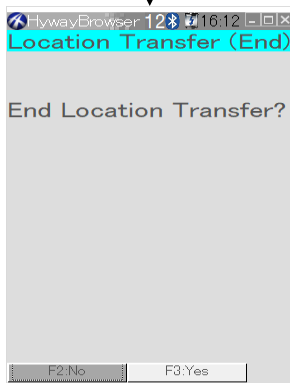


④ Confirmation and Location Transfer Completion

After each transfer, <Location Transfer (Confirm)> will be displayed. Verify and confirm information registered then press [F3].

It will navigate to <Location Transfer (From)> again to continue transfer process.

To end transfer process, press [F2] in <Location Transfer (From)> then press [F3] in <Location Transfer (End)>.



4

Inventory Count



Inventory Count

4.1. Inventory Count

1) Navigate HT screen as described below.

Power-On → <Login> → <Main Menu> → <Inventory CountMenu>

→ [1:Item Inv. Count Input >

2) Start the process by following steps below.

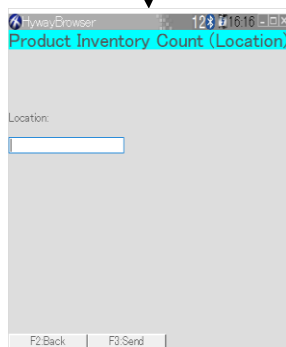


① Select Consignment and Inventory Class

Choose Consignment and Inventory Class of target item, then press [F3].

Press [1:Cons] to choose Consignment from the list.

Press [2:Inv Cls] to choose Inventory Consignment from the list.



② Input Location

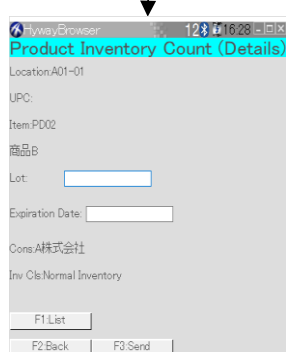
Scan or enter location to count at, then press [F3].



③ Input UPC/Item CD

Scan or enter UPC/Item CD, then press [F3].

If there are specified Lot and Expiration Date, input field will be enabled for each item inventory.



Next Page

HywayBrowser 123 16:29

Product Inventory Count (Qty)

Location: A01-01

UPC:

Item: PD02

商品B

Lot: Lot

Expiration Date: 2018/04/20

Cons: A株式会社

Inv Cls: Normal Inventory

Qty: 1

F1 List

F2 Back F3 Send

④ Input Quantity

Enter Quantity, then press [F3].

By pressing [F1] while inspecting for multiple items, user can check information registered.

HywayBrowser 123 16:30

Product Inventory Count (Confirm)

Product Inventory Count Complete

Register Data?

Location: A01-01

Item: PD02

商品B

Lot: Lot

Expiration Date: 2018/04/20

Qty: 1

F2 Back F3 Send

⑤ Verification and Completion

Verify and confirm information registered then press [F3].

It will navigate to <Product Inventory Count (Inv Cls)>.

Press [F2] in <Product Inventory Count (Inv Cls)> to continue count process.

Press [F3] in <Product Inventory Count (End)> to end count process.

HywayBrowser 123 16:31

Product Inventory Count (End)

End Product Inventory Count?

F2 No F3 Yes

5

System



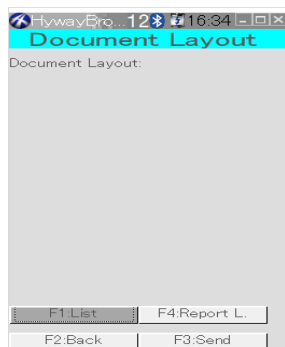
5. System

5.1. Printer Setting

- 1) Navigate HT screen as described below.

Power-On → <Login> → <Main Menu> → <SYSTEMMenu> → [1: Select Printer]

- 2) Start the process by following steps below.



① Select Document Layout

Select a Document Layout, then press [F3].

Report Layout can be selected from <Document Layout> by pressing [F4].



② Select Printer Group

Choose target Printer Group, then press [F3]

Printer Group can be selected from <Printer Group Select> by pressing [F4].



③ Select Printer

Select target printer, then press [F3].

Printer can be selected from <Printer Select> by pressing [F4].

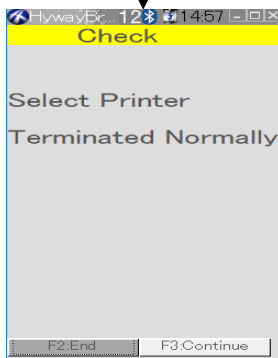


④ Select Tray

Select target Tray, then press [F3].

Tray can be selected from <Tray Select> by pressing [F4].

Next Page



⑤Verification and Completion

Verify and confirm information registered then press [F3].

It will navigate to <Check>.

Press [F2] to end printer selection process.

Press [F3] to continue printer selection process.

6

Common Screen



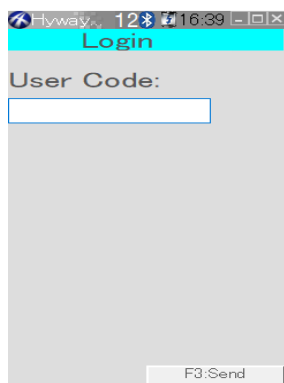
6. Common Screen

6.1. Login

- 1) Navigate HT screen as described below.

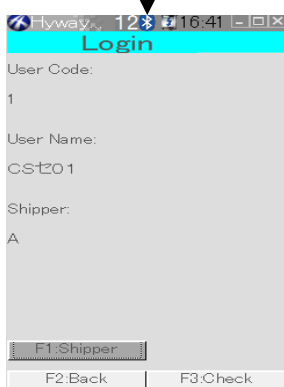
Power-On → <Login>

- 2) Start the process by following steps below.



① Input User CD

Enter User CD, then press [F3] or [ENT].



② Confirm Login Information

Confirm your login information is correct, then press [F3] to move to Main Menu.

To change Shipper, press [F1] to navigate to <Shipper Select> and choose a Shipper you are operating for.

Press [F2] to return to User CD input screen.

Operational
Screen



Hint

- If single Shipper is assigned in Center Master, this one Shipper will be the default and no need for [F1] process.

6.2. Shipper Selection

1) Select Shipper

Select Shipper during login process. Shipper can be selected using assist screen.

2) Start the process by following steps below.



Navigated from other screens, use [▼] or [▲] to choose Shipper from the list.

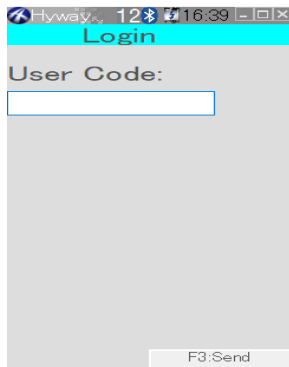
Press [ENT] to return to previous screen to reflect the selection.

Press [F2] to return to previous screen without changing original value.

6.3.Resume Screen

- 1) If process is terminated due to a long period of idle time, running out of battery, or device shut down, resume screen will be displayed after re-login into the device.

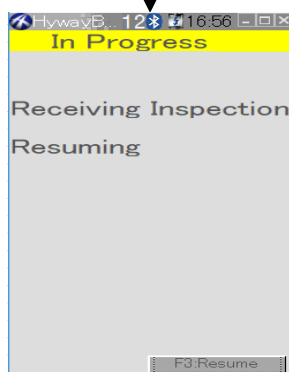
- 2) Start the process by following steps below.



①Enter User CD

Turn on the Device and enter User CD, then press [ENT].

If interrupted process or incomplete process exists, resume screen will be displayed.



②Resume Confirmation

Press [F3] to resume process that is terminated or suspended.

It will navigate to screen where the process was left off.

6.4.Quantity Input Support Screen

- 1) When entering product qty in each Quantity Input Screen, qty can be entered by boxes.
- 2) Start the process by following steps below.

HywayB...123 22:00

Receiving Inspection (Qty)

Doc. No:
0000000000204

UPC:
Item:PD02
Item B


Inv Cls:Normal Inventory
Plan Qty:30

Qty: ...

F1:List F4:End
F2:Back F3:Send

① Quantity Input Support

Press [...] button on each Qty Input Screens.



Hint

- If a box for a product uses a small number of boxes, [...] will not be displayed.

HywayB...123 22:01

Input Breakdown

Item:PD02
Item B

Case(4ct):

Carton(6pc):

Piece:

F2:Back F3:OK

② Input Qty per Box Types

Enter the qty for each box type, and press [F3] to display total qty entered.

Press [F2] to do nothing and return to Qty Input Screens.

HywayB...123 22:01

Receiving Inspection (Qty)

Doc. No:
0000000000204

UPC:
Item:PD02
Item B

Inv Cls:Normal Inventory
Plan Qty:30

Qty: ...

F1:List F4:End
F2:Back F3:Send

7

Appendix



7. Appendix

7.1.Menu Screens



7.2. Glossary

Due to size of HT screen display, there are limits in text length on HT for displaying. This manual rephrases several terminologies as below.

Put-away No.	Equivalent to Receiving No. and Rcv. No. on HT screen label
Receiving ID	Equivalent to Doc ID on HT screen label
UPC	UPC or Item code that are assigned to distinguish each product.
Put-away No. Controlled	Center/Shipper with Put-away No. Control Flag set to 1:Control .
Put-away No. NOT Controlled	Center/Shipper with Put-away No. Control Flag set to 0:Uncontrolled .
Lot/Expiration Managed	Lot Management Flag and Expiration Date Control Flag are set to 1:Control .

7.3. Text Recognition Function

@Hyway is compatible with HT or SD with text recognition function. To utilize text recognition function, set **HT Character Recognition Flag** to **1:Used**.



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