## Oracle® Warehouse Workforce Management Cloud

Getting Started Guide Release 3.0 Part No. E89597-01

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Oracle® Warehouse Workforce Management Cloud Getting Started Guide, Release 3.0

Part No. E89597-01

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## **Preface**

This document provides you the basic instructions on basic user configuration for Oracle Workforce Management Cloud. Oracle Workforce Management Cloud was formerly known as LogFire Workforce Management.

# **Change History**

Date	Document Revision	Summary of Changes
08/2017	01	Initial publication.

## 1. System Overview

## 1.1 Parent-Child Company Hierarchy

In Oracle Workforce Management Cloud, companies are divided into parent and child companies. This structure exists in order to help 3PLs view and manage their clients' workforce separately. Depending on how many clients and how many warehouses the 3PL has, views can be managed.

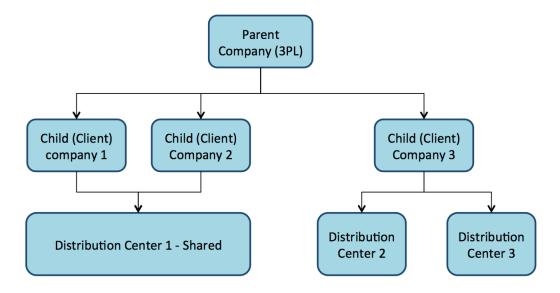


Figure 1-1: Parent-Child Company Example Diagram

To toggle a specific Distribution Center (DC) view for a company, select the choices from the two dropdown menus located at the top right of the UI screen.

In Figure 1-2, the first dropdown denotes a facility (DC), while the second dropdown denotes the companies in the environment:



Figure 1-2: Facility and Company Views from the UI

## 1.2 User Menu Configuration

The Oracle Workforce Management Cloud organizes your structure in the following way:

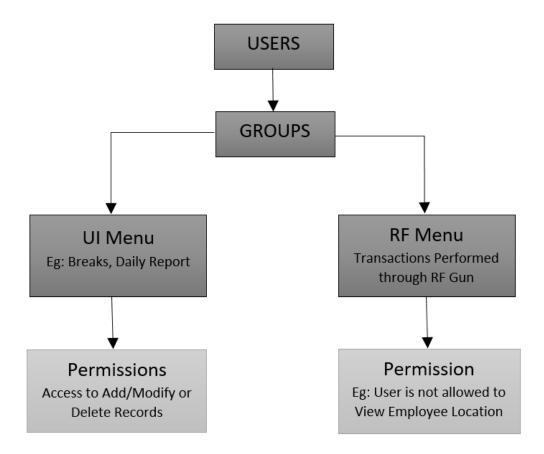


Figure 1-3: User, Group and Menu Organization

### 1.2.1 Users, Groups and Menus

Users are separated into groups based on their operational purpose in the warehouse. Every user within a group shares the same user interface (UI) and radio frequency (RF) menus. Within each menu, you can configure your permissions and parameters for RF menus.

### 1.2.2 What is a UI menu?

The UI menu is a series of windows and dialog boxes that are accessible to you in the WFM via the browser. See Figure 1-4.

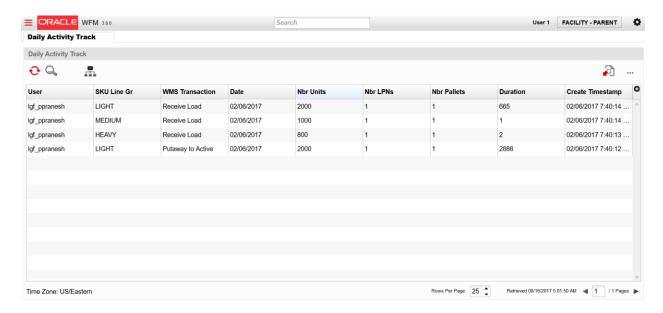


Figure 1-4: Workforce Management System (WFM) User Interface (UI) Menu

Note: When using the RF gun, you must ensure that the RF is in the correct facility. This can be seen at the top right of the RF menu management.

#### 1.2.3 What is an RF menu?

The RF menu is the series of transactions that are made with the RF gun on the warehouse floor. These screens, or modules, are used to perform processes such as Clocking, Break, and Employee Inquiry.

## LogFire FACILITY/PAR

- 1) Clock In/Out
- 2) VAS
- 3) Manual
- 4) Start break
- 5) End break
- 6) Employee Inq

Choice:

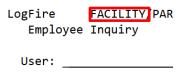
Env:

Ctrl-T: Switch work area

Ctrl-X: Exit App

Ctrl-W: Previous screen

Figure 1-5: RF Menu



Env:

Ctrl-X: Exit App

Ctrl-W: Previous screen

Figure 1-6: Validating Your Current Facility in the RF

Note: To change facilities, press Ctrl-F and type in the Facility code.

### 1.2.4 Creating Users

New users can be created through user's screen where you can define the following:

- Username and password
- The facilities and companies you have access for
- Your role (Administrator, Management, Supervisor, etc.)
- Your default group (UI and RF Menus)
- Your language (English or Spanish)
- Your fixed equipment type

### **Creating New Users**

- 1. On the Users screen.
- 2. Click the Create button and populate the necessary fields:

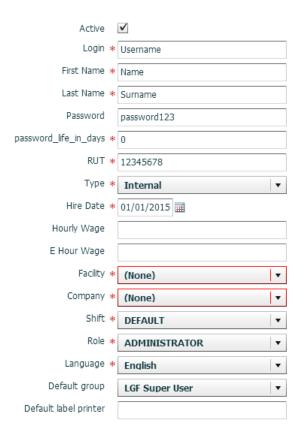


Figure 1-7: Creating New Users

#### **Description of Fields for Users**

- RUT: Unique identifier (alphanumeric). Must be same for both WMS and WFM Product.
- **Type**: Field used to distinguish between internal and external users.
- **Facility**: Defines the default Facility that you is displayed upon login.
- **Company**: Defines the default company that you is displayed upon login.
- **Shift**: Defines your shift, if applicable. Shifts are created in the Shifts screen, which defines the start and end time.
- **Role**: Defines your role in the warehouse. Each role has a different set of permissions for viewing reports in Oracle Workforce Management Cloud (UI permissions only).
- Language: Sets your language (English or Spanish).
- **Default Group**: Defines the default group that you display upon login. Users can be assigned to multiple groups via the Groups button. If a user is assigned to multiple groups, you can switch Group views by clicking the gear button on the top right and then clicking View, and finally selecting the desired Group.
- 3. Click Save when done.
- 4. To configure the Facilities and Companies that he user has access to, select user and click the Eligible Facilities & Eligible Companies buttons. This takes you to a new screen displaying all records you currently have access to view.

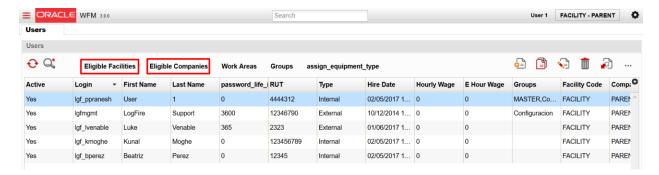


Figure 1-8: Viewing Your Eligible Facilities/Companies

5. Click the Create button to add new Facilities or Companies.



Figure 1-9: Updating Your Eligible Records

- 6. When finished, click Back to return to the main screen.
- 7. To assign Equipment Types to a user:
  - a. Select user.
  - b. Click on Assign Equipment Type
  - c. Select an Equipment Type from the dropdown menu.
  - d. Click on submit.

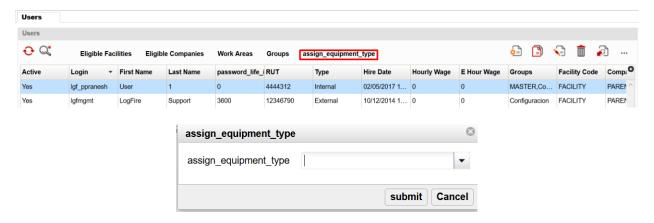


Figure 1-10: Assigning Users with Equipment Types

Note: Equipment Types must first be defined in the Equipment Types screen before assigning them to users.

### 1.2.5 Configuring Menus for Users

There are five steps in adding Group menus.

- Adding Screens
- Adding Screens to different Menus
- · Assigning Menus to Groups
- Assigning Groups to Users
- Creating and Assigning Facilities & Companies to Users

#### **Adding Screens**

- 1. On the Screens UI screen, click Generate Screens.
- 2. Select all the necessary screens for the Group (eg. Productivity Report, Break Report etc.).
- 3. You add both UI and RF screens.
- 4. Note: For RF menus, extra configuration might be required (RF madule parameters). To modify its parameters, select the RF screen and click the Details button.
- 5. Click Save when done.

#### **Adding Screens to Different Menus**

On the Menus screen, to create a new menu (one for the UI and the RF):

1. Select the menu and click on the Details •• button. In the new dialog box, you are able to separate screens into different folders.

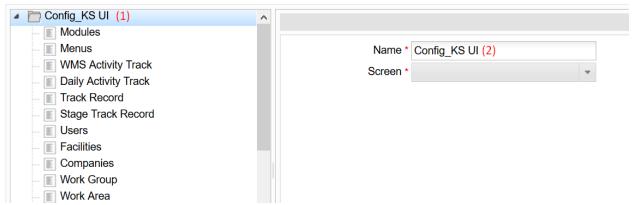


Figure 1-11: Naming Folders

To name a folder:

- 1. Select the folder (1)
- 2. Type in the name in the field to the right (2).

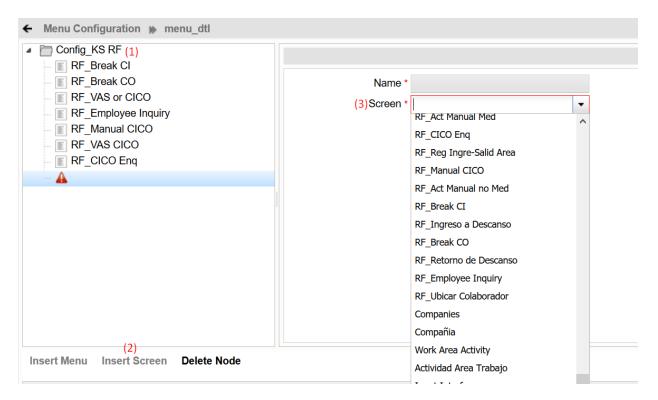


Figure 1-12: Adding Screens to a Folder

To add a screen within the folder:

- 1. Select the folder first (1).
- 2. Click Insert Screen (2).
- 3. Pick the screen to add from the dropdown menu (3).
- 4. Repeat steps until all the screens have been added.
- 5. Click Save to complete.

#### **Assigning Menus to Groups**

Once the Menus have been set up, it is now time to add them to Groups. On the Groups screen:

- 1. Click the Create button to create a new group.
- 2. Type in the group name.
- 3. Select the UI/RF menus from the dropdown menus.
- 4. Click Save.

Note: You can also assign specific permissions to a Group by clicking the Permissions button. This displays a list of additional permissions that the group can access. To provide access, check the activity.



Figure 1-13: Accessing a Group's Permissions

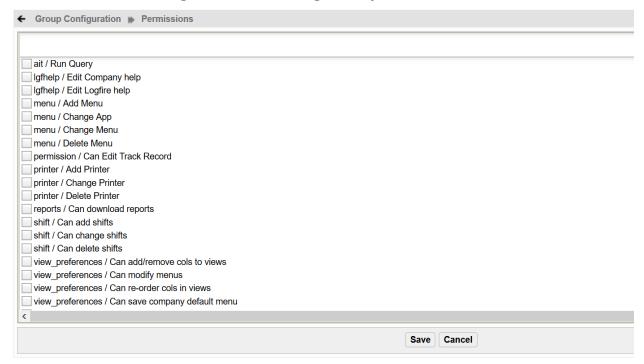


Figure 1-14: List of Permission Activities

#### **Assigning Groups to Users**

Now that Groups have been created, you now adds users to each group. On the User screen:

- 1. Select a user to assign to a group.
- 2. Click on Groups.
- 3. Using the Create button, add the Group(s) to assign the user to the Group.

  Note: If the user is assigned to multiple groups, you can toggle between different groups by clicking the gear button at the top right, hovering the mouse over the View menu, and selecting the Group name.

### **Creating and Assigning Facilities & Companies to Users**

Once user and group setup is complete, you must create facilities and companies in Oracle Workforce Management Cloud.

To create companies, on the Companies screen:

- 1. Click the Create button.
- 2. Populate the company's information such as the Code, Name, and Address.

Note: The first company is the parent company in the environment by default. To verify this, observe the Parent Company column.



Figure 1-15: Parent Company

#### 3. Click Save when complete.

Facilities are controlled at the company level. This means that every company has its own set of facilities. This link is defined in the Parent Company column in the Facilities screen. By default, all parent and child company facilities are displayed.

To Create Facilities, on the Facilities screen:

- Click the Create button.
- 2. Populate the facility's information such as the Code, Name, and Address.
- 3. Functional Field Descriptions for Facilities
  - Parent Company: Denotes the company that the facility belongs to.

Once the Companies and Facilities have been created, the next task is to assign them to users. This task defines the companies and facilities that you have access to. On your screen:

- 1. Select the user to modify.
- 2. Click on Eligible Facilities button.
- 3. Using the Create button.
- 4. Add the Facilities that this user requires to access.

To add companies:

- 5. Select you to modify.
- 6. Click the Eligible Companies button
- 7. Using the Create button.
- 8. Add the Facilities that this user requires to access.

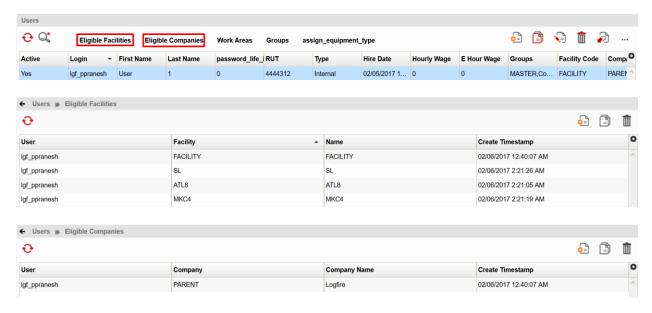


Figure 1-16: Assigning Users to Facilities and Companies

## 1.3 System Integration Framework

Oracle Workforce Management Cloud uses the following methods for processing interface files into Oracle Workforce Management Cloud:

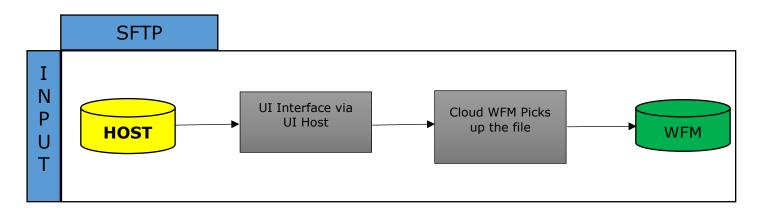


Figure 1-17: SFTP Method in Oracle Workforce Management Cloud

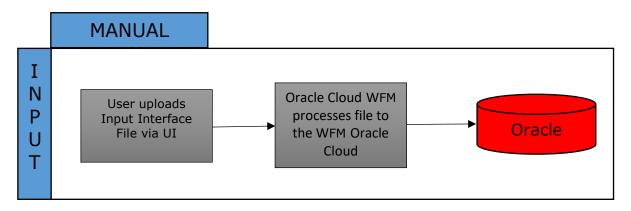


Figure 1-18: Interfacing Methods in Oracle Workforce Management Cloud

### 1.3.1 Supported Formats

Oracle Workforce Management Cloud supports the following formats with interfaces:

- Flat files
- XML files
- CSV files
- XLS files

### 1.3.2 Input Interfaces

- User
- Sku Lines.
- Prod Goal Line
- Prod Goal VAS
- Clock

### 1.3.3 Uploading Interface Files with Oracle Workforce Management Cloud

If you are manually preparing the input interface file via Excel, it is important to follow these best practices:

- The filename must start with the phrase as specified in the Input File Formats document (the filename must begin with USR for uploading User files).
- The columns specified as required in the interface specification document must be populated.
- You must populate the correct sequence in the seq\_nbr field (i.e. no duplicate values).

## 2. Clock In/Out

### 2.1 What is Clock In/Out?

Clocking is a process that is done in order to ensure the time stamps of every user entering and exiting the Warehouse.

Clocking is usually done by an external system in the warehouse, if there is no external time management system the user must ensure to clock into the respective work area. If the user is not clocked in then any activities performed by the user will be unaccounted in cloud WFM.

### 2.2 UI Clock Screen

The user can select an option in the <u>clocking mode</u> to clock in/out, and once all parameters have been selected using the drop downs, he can click clock in/out.

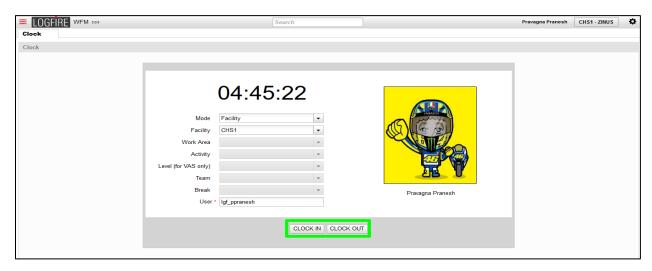


Figure 2-1: UI- Clock Screen

## 2.3 Clocking Process Flow

Users with the Employee Profile must follow the following flow while performing any transaction.

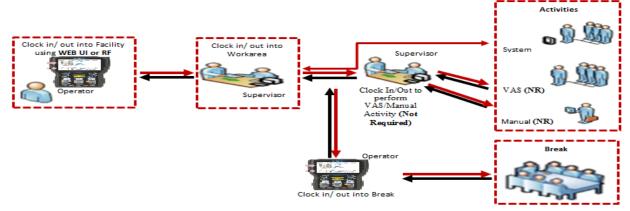


Figure 2-2: Clocking Process Flow

## 3. Integration of WMS with WFM

## 3.1 WMS Activity

For transactions to move from WMS to WFM, the Facility parameter "WRITE\_WMS\_ACTIVITY\_RECORD" in WMS must be set to "YES". This parameter will allow transaction details to be logged in the WMS\_ACTIVITY tables in WMS database. Transaction data will remain in these tables only for a brief period of time, since it must be purged from time to time so as not to impair the performance of the WMS.

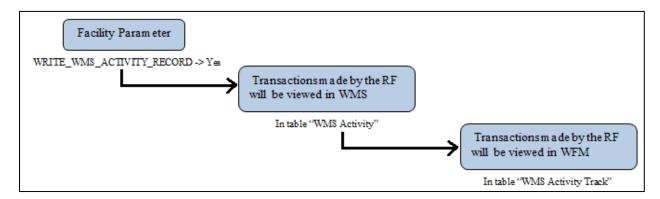


Figure 3-1: UI - WMS Activity

One of the integration touch point between the WMS and WFM is the "SKU Line" which is used for grouping of articles with reasonably similar physical characteristics that is created to segment the item master. The SKU LINE can take any field that comes within the item master that is sent by interface. To have the SKU LINE field in the WMS, the company parameter "ITEM\_INTF\_SKU\_LINE\_MAP\_FIELD", used with the name of the field selected in the item master.

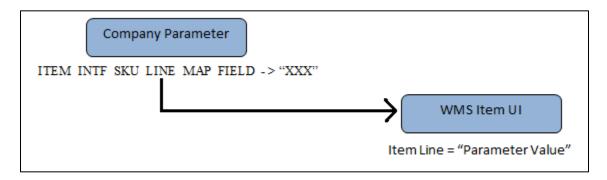


Figure 3-2: UI - SKU\_LIN

# 3.2 Data Flow from WMS to WFM using ETL

The ETL SCRIPT can be scheduled run and fetch WMS Activity data based on customer's requirement from WMS to the WFM.

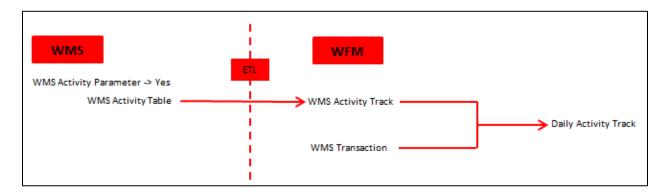


Figure 3-3: UI – Data flow from WMS

## 4. WFM Reports

There are several reports in WFM that help and provide information regarding Users and their productivity.

A few sample reports are as below:

Daily Report: This Report shows the duration of the Activities and Breaks in form of a bar graph.



Figure 4 – 1: Daily Report

Break Report: This Report shows the duration of the Breaks the user takes in the form of a tabular format.

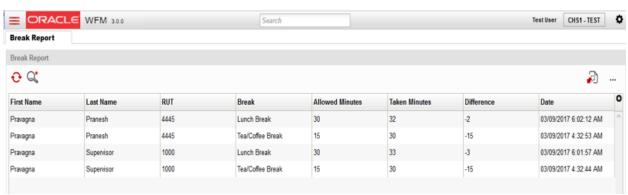


Figure 4-2: Break Report

Productivity Report: This Report provides the information about the below -

- Activity Performed.
- Number of UOM's (Unit's, Case's or pallets) handled while performing this activity.
- Time spent.

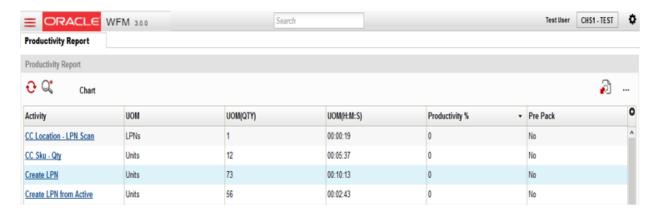


Figure 4-1: Productivity Report

# 5. Appendix

## 4.1 Roles and Permissions

PERMISSIONS FOI	R ROLE:	ADMINISTRATOR		
Add company	10	Add facility	19	Save company menu
Delete company	11	Change facility	20	Save group menu
Change company	12	Delete facility	21	Modify view columns
Add user	13	Modify view columns	22	Reorder view columns
Delete user	14	Reorder view columns	23	Save group view
Change user	15	Save company view	24	Save user view
Add group	16	Save group view	25	Modify menus
Delete group	17	Save user view	26	Save company menu
Change group	18	Modify menus	27	Save group menu.

Note: By default, Administrators have access to all companies that the facility is eligible to access.

PER	RMISSIONS FOR ROLE: MANAG	EMENT	
1	Change user	10	Modify menus
2	Add user	11	Save group menu
3	Add facility	12	Modify view columns
4	Change facility	13	Reorder view columns
5	Delete facility	14	Save group view
6	Modify view columns	15	Save user view
7	Reorder view columns	16	Modify menus
8	Save group view	17	Save group menu.
9	Save user view		

PEF	RMISSIONS FOR ROLE: SUPERVISOR		
1	Change user	5	Save group view
2	Change facility	6	Save user view
3	Modify view column	7	Modify menus
4	Reorder view columns	8	Save group menu.

PEI	PERMISSIONS FOR ROLE: GUARD		
1	Read-only access; users cannot create, copy, edit or delete.		

PERMISSIONS FOR ROLE: EMPLOYEE			
1	Read-only access; users cannot create, copy, edit or delete.		

Note: These permissions apply for the UI screens only; RF permissions are not affected.

# **4.2 Clocking Modes**

Clo	Clocking Modes	
1	Facility	_
2	Work Area	
3	VAS	
4	Manual	
5	Break	