



WMS APP MANUAL

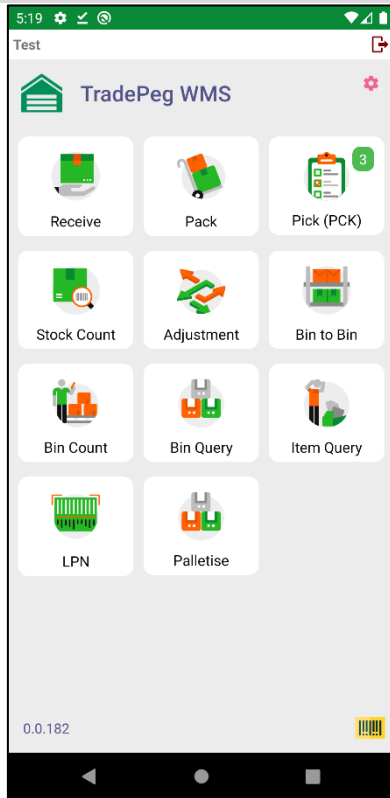


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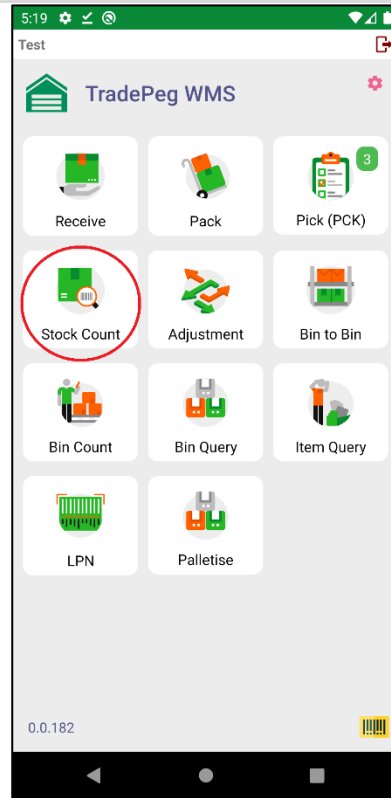
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WMS App - Manual

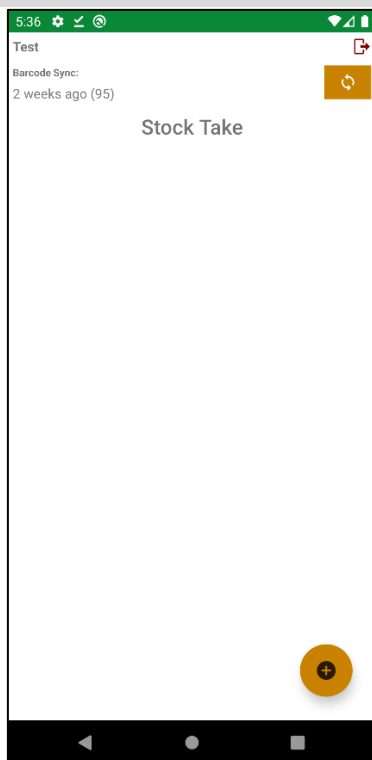


The WMS App contains many specific features. We will go through each of them individually.

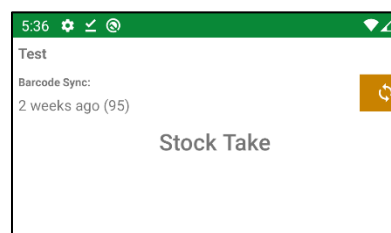


We will start with Stock Count

Stock Count

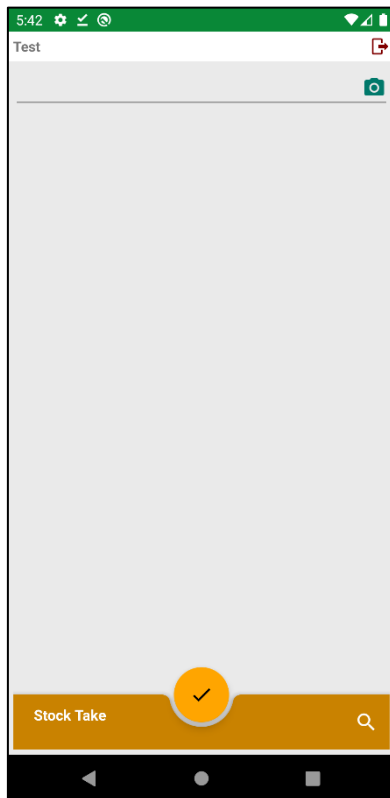


The Stock Count feature opens and will show any in progress Stock Counts.

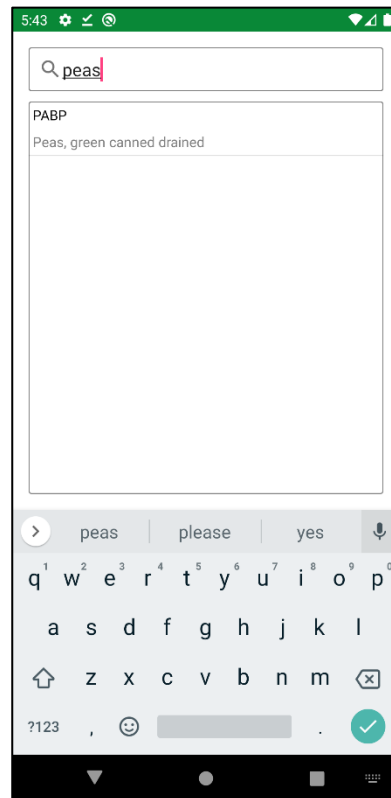


At the top of the page, you can see when the barcodes were last synced. This is needed to recognise new barcodes. This interface also shows in.

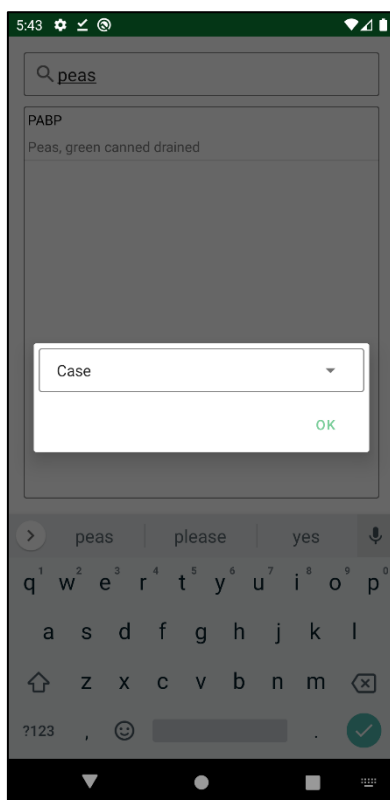




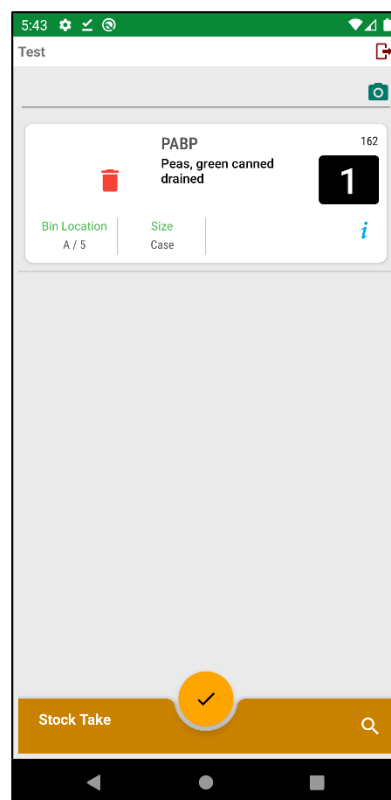
Pressing the '+' icon in the bottom right corner creates a new stock take.



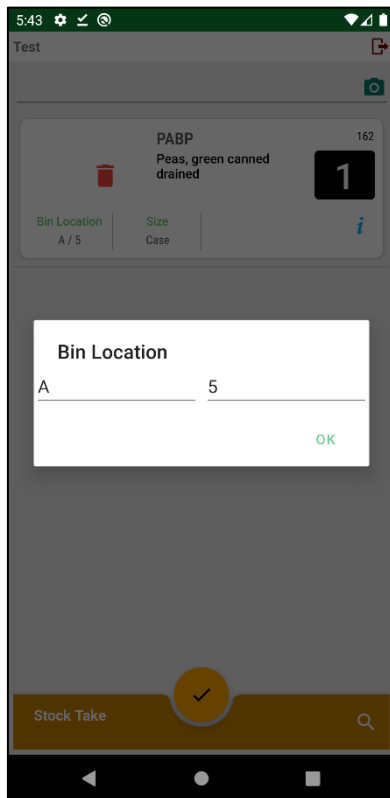
Pressing the search icon in the bottom right corner allows us to search for the product we are taking stock for.



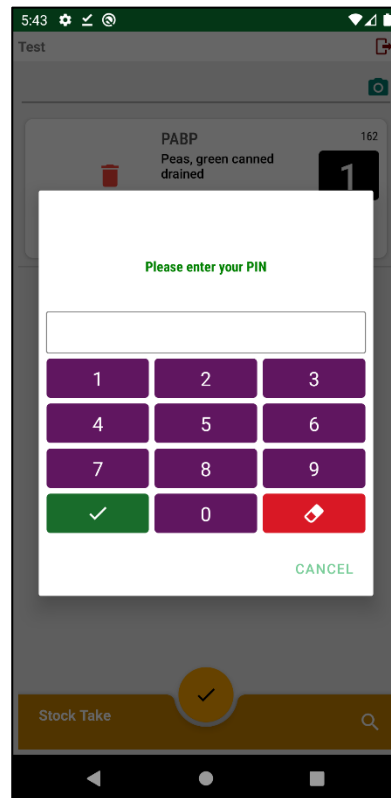
Once an item is selected, you can change the UOM that is being recorded. The default selection will be the default for the item.



Either scan individual items or press the black button and manually enter the number of items.

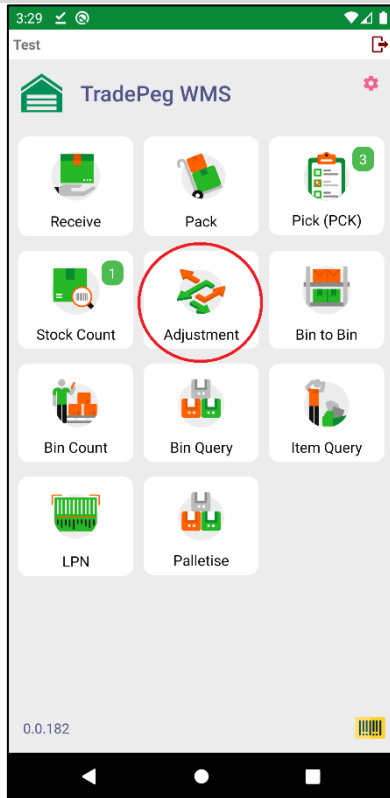


Set which bin the stock was found in, by tapping “Bin Location”. The default is the Bin Location set for the item.



Once the Stock Count is finished, press the tick, and enter your pin to submit the Stock Count.

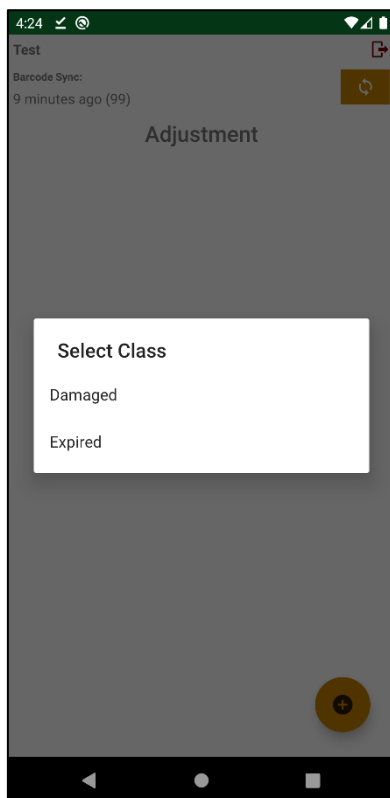
Adjustment



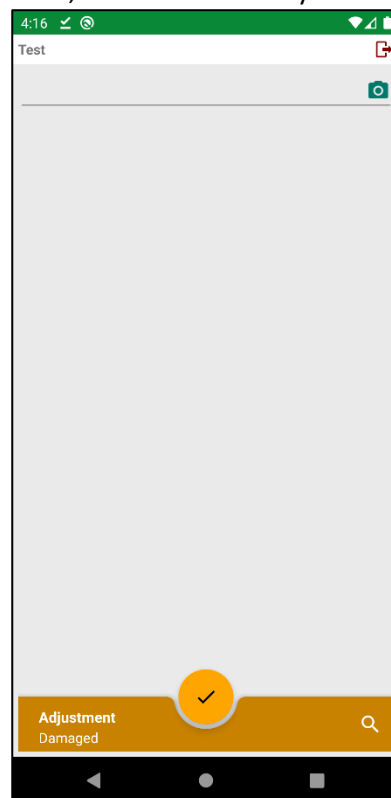
We will now take a look at Adjustment



Going into the adjustment feature, we can see any adjustments that have not yet been submitted, and the barcode sync status.

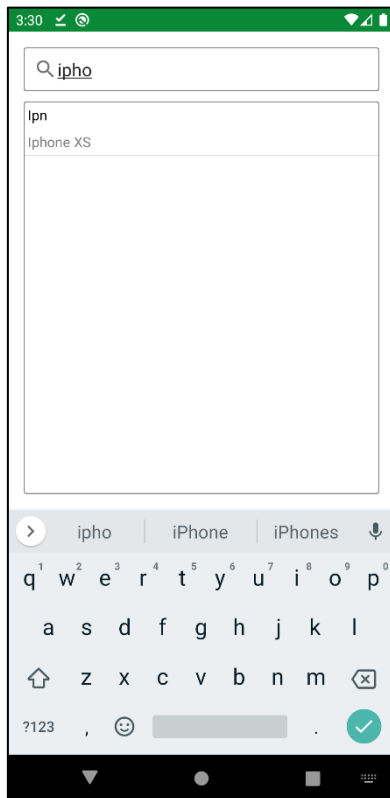


Press the '+' icon in the bottom right corner creates a new adjustment. A reason must be selected for the adjustment.

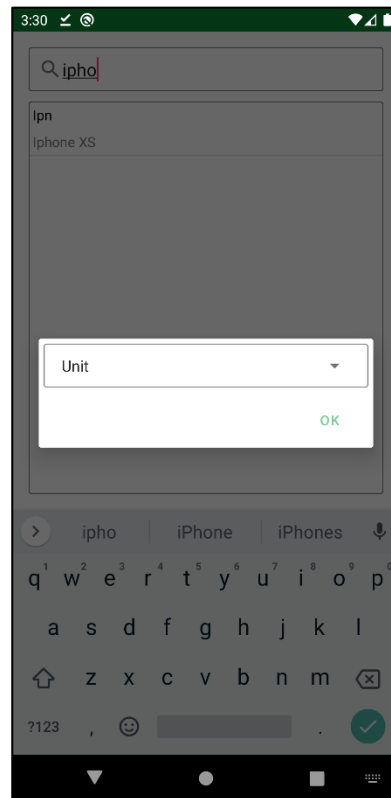


Press the search icon in the bottom right corner.

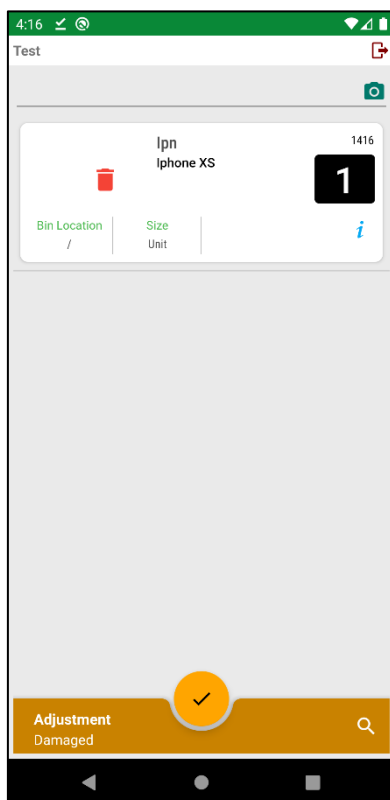




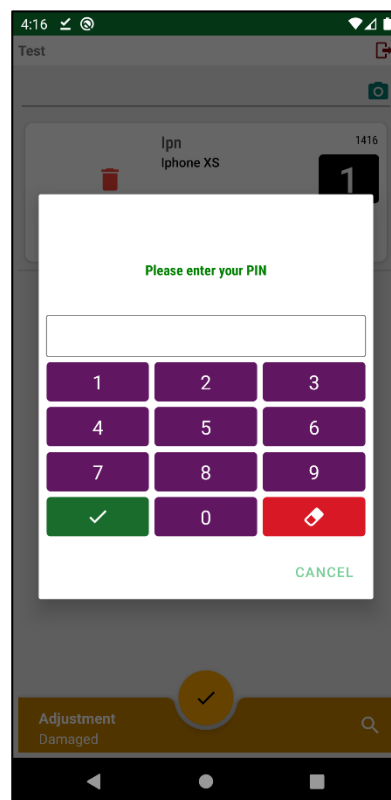
And search for the product we are adjusting.



Enter the UOM for adjustment. The default is the product default UOM.

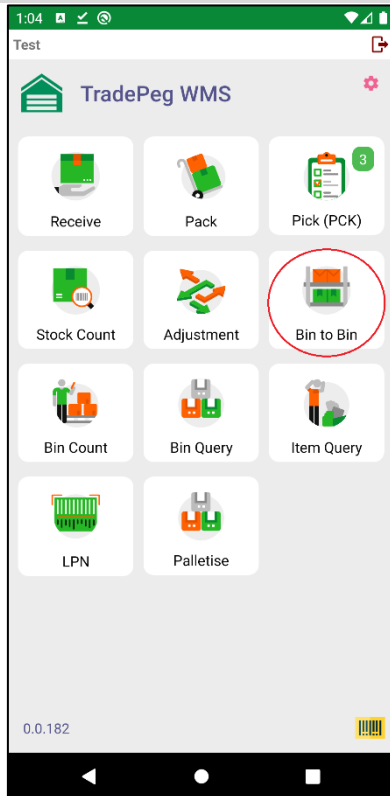


Either scan individual items or press the black button and manually enter the number of items.



Finally, press the tick and enter your PIN to submit the adjustment.

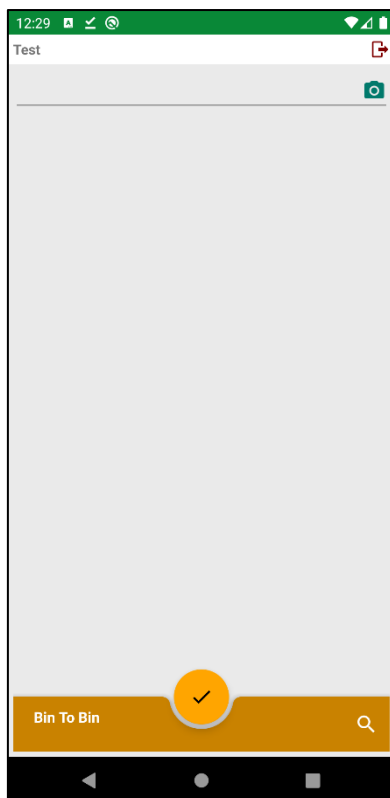
Bin to Bin



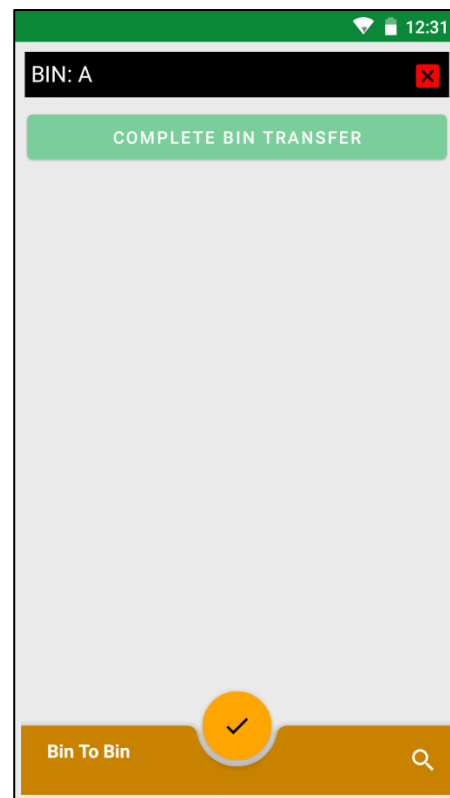
We will now take a look at the Bin to Bin feature.



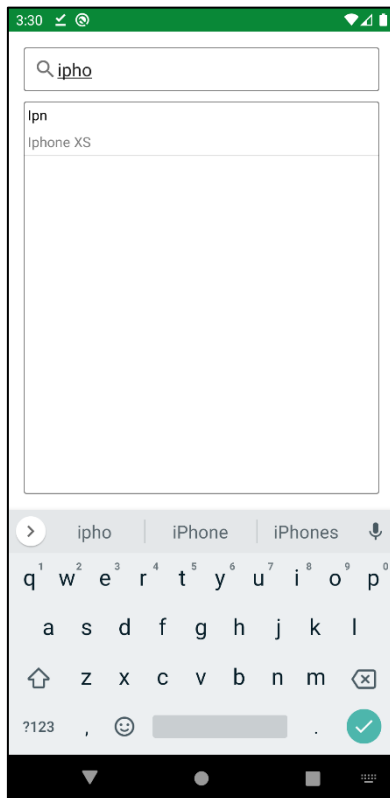
Going into the Bin to Bin feature, we can see any Bin to Bin's that have not yet been submitted, and the barcode sync status.



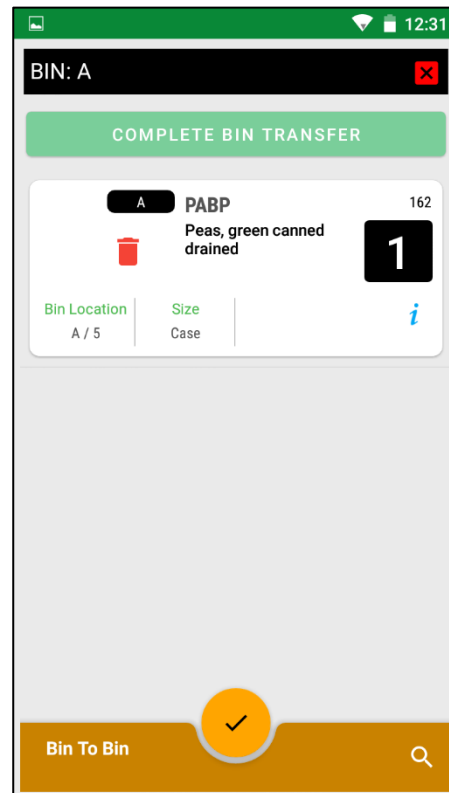
Pressing the '+' icon in the bottom right corner creates a new Bin to Bin.



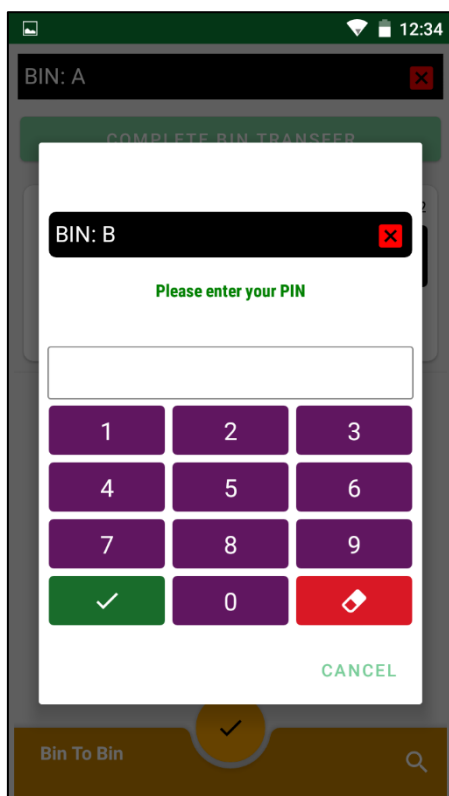
We first need to scan the source Bin



After scanning the source Bin, we search for or scan the item to move.

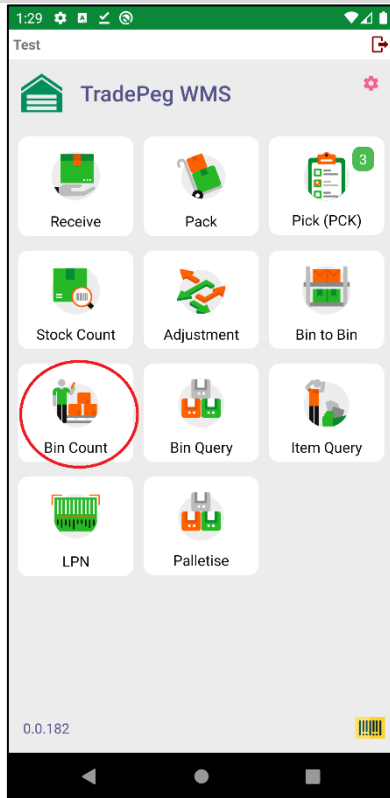


We can increase the counter by scanning more items or by manually entering the number.



To complete the transfer, press the tick, scan the destination bin, and enter your PIN to submit.

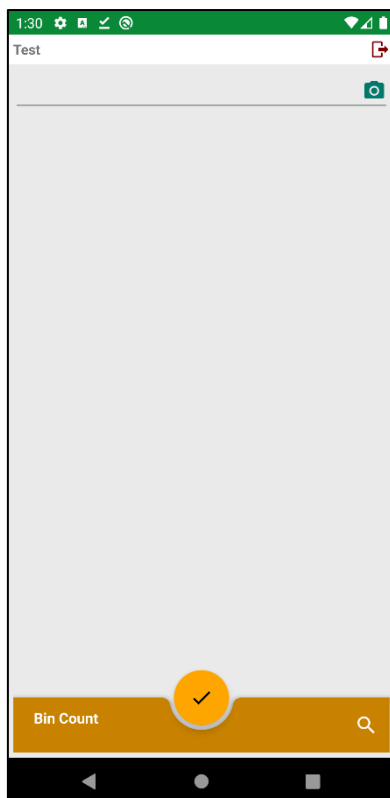
Bin Count



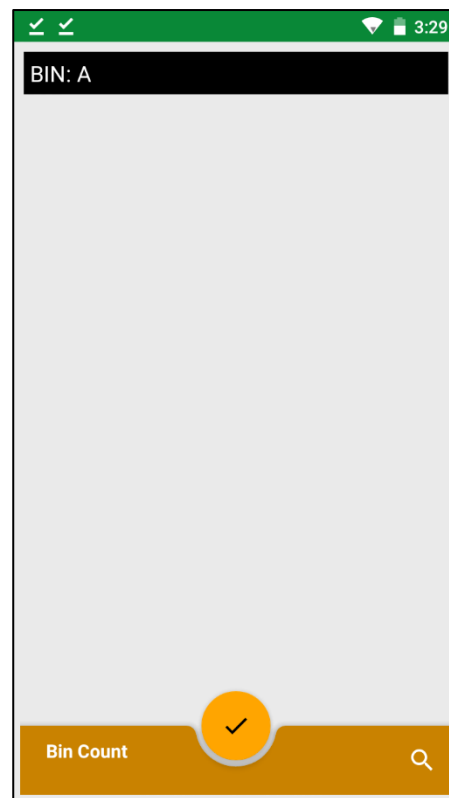
We will now take a look at the Bin Count feature.



Going into the Bin Count feature, we can see any Bin Count's that have not yet been submitted, and the barcode sync status.

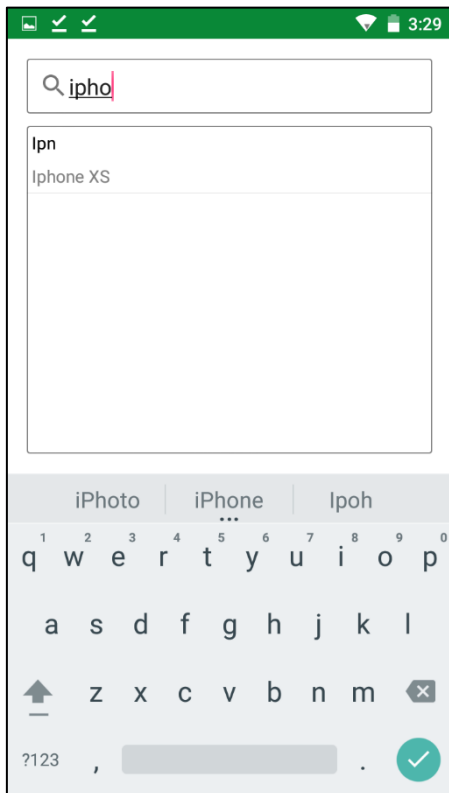


Pressing the '+' icon in the bottom right corner creates a new Bin Count.

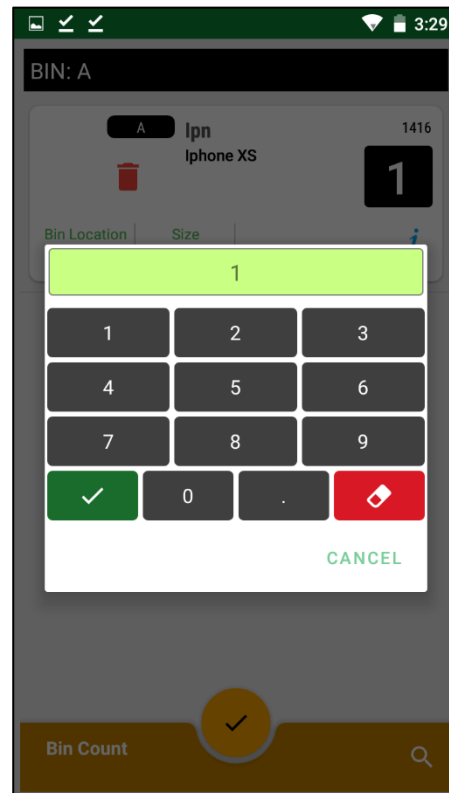


We first need to scan the Bin.

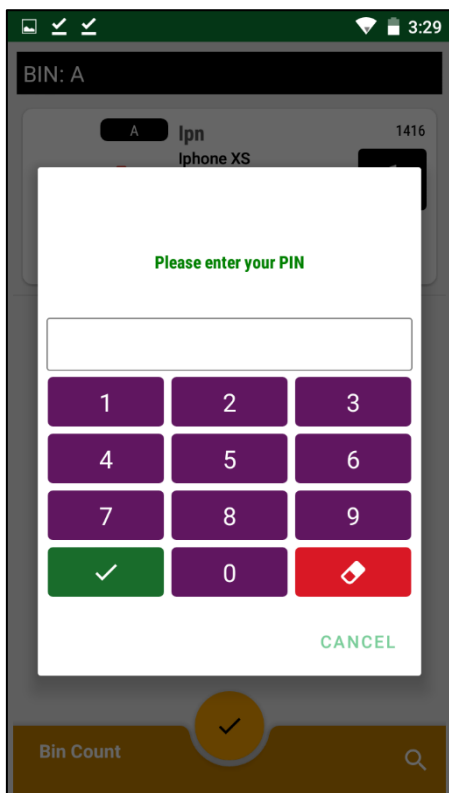




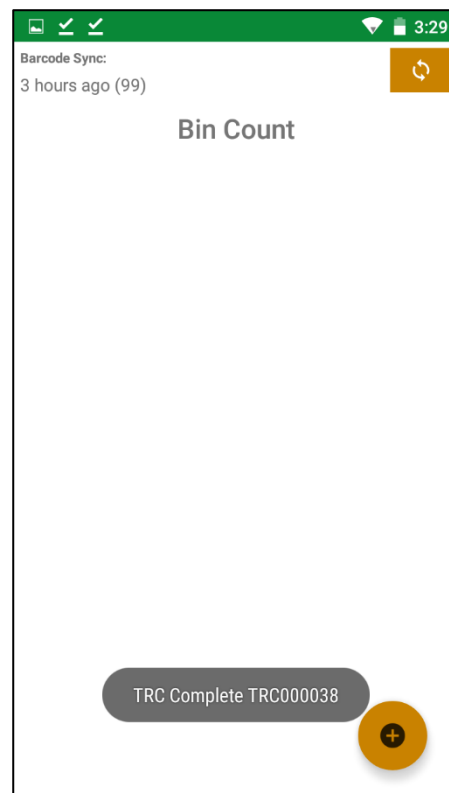
After scanning the Bin, we search for or scan the item to count.



We can increase the counter by scanning more items or by manually entering the number.

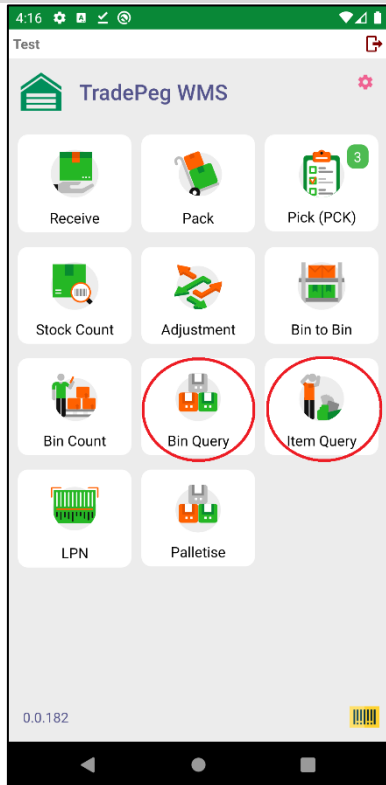


To complete the transfer, press the tick and enter your PIN to submit.

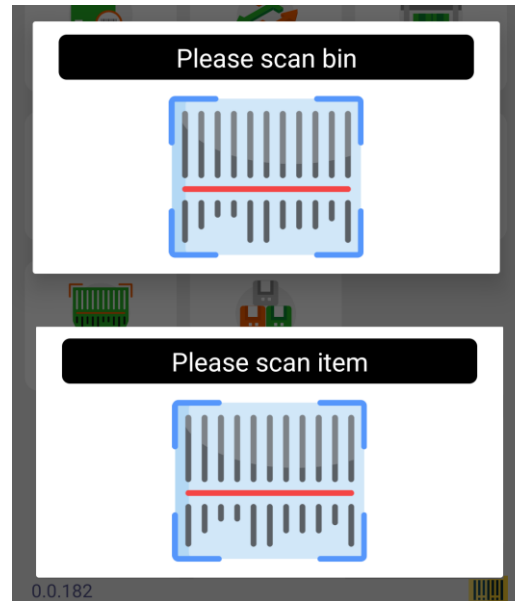


You will see the 'TRC Complete' notification to let you know the Bin Count has been submitted.

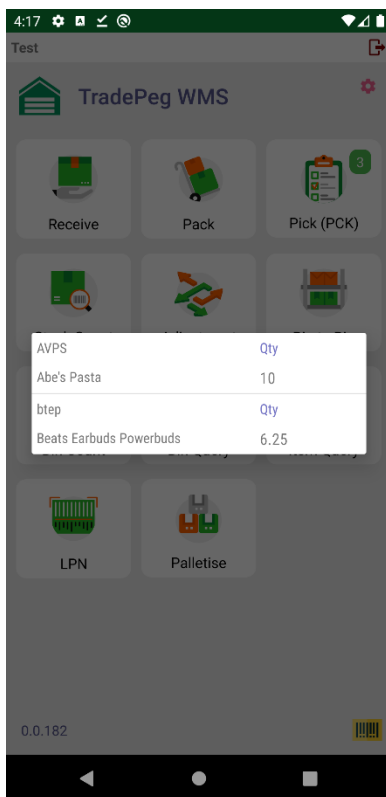
Bin/Item Query



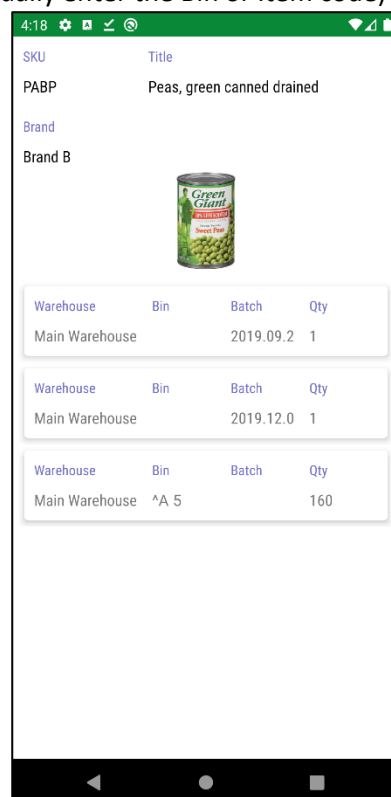
We will now take a look at the Query features.



We then have to scan the Bin or Item that we want to query (or press the text to manually enter the Bin or Item code)



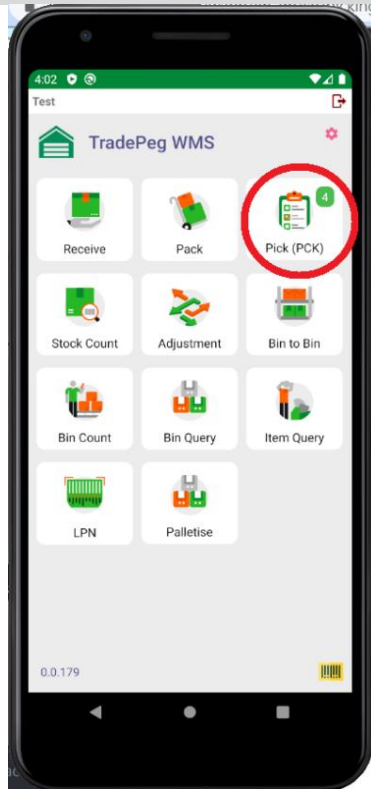
A Bin Query result shows the item code, name and quantity in the Bin...



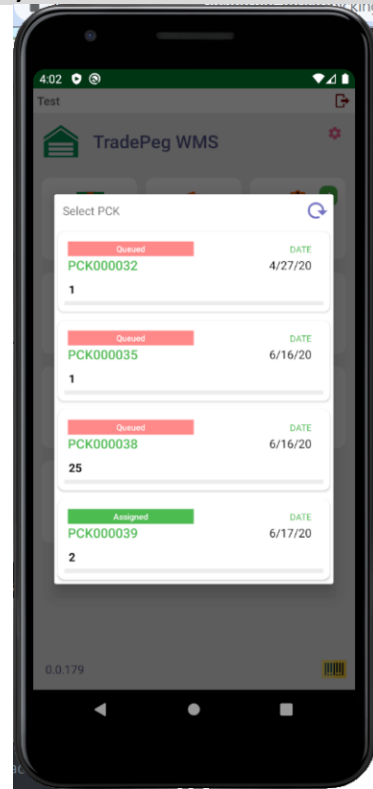
...and an Item Query result show information about the item, as well as where else it is stored.



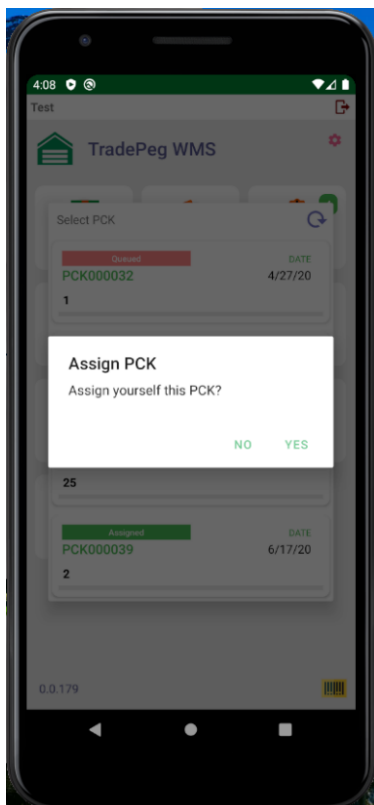
Group Pickings (PCK)



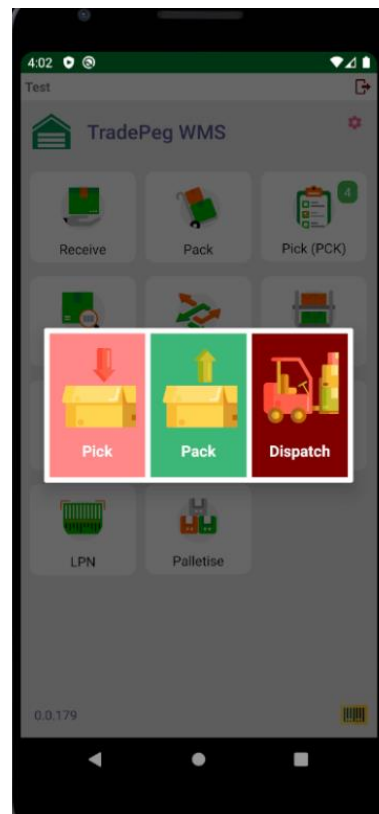
Go to the Pick app. The top-right number is the number of outstanding PCK's



Clicking on the app shows a list of active PCK's. "Queued" indicates that the PCK is available to claim



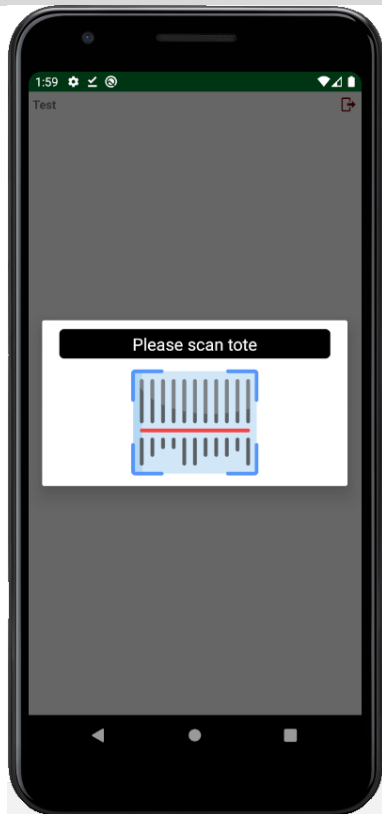
Click on a "Queued" PCK to claim it. You will need to confirm this action.



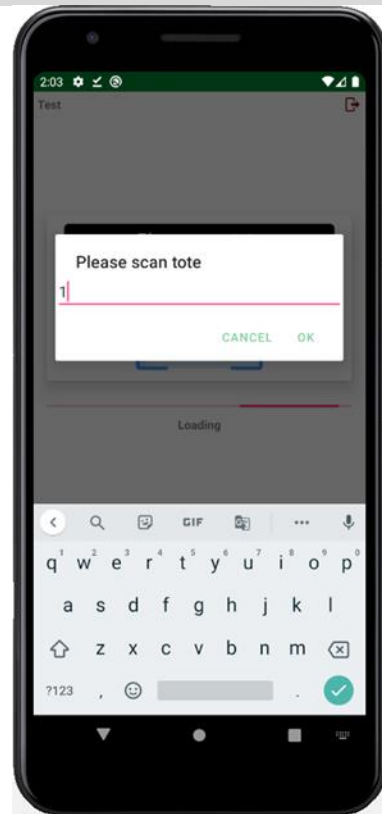
We can now choose to Pick, Pack or Dispatch this PCK.



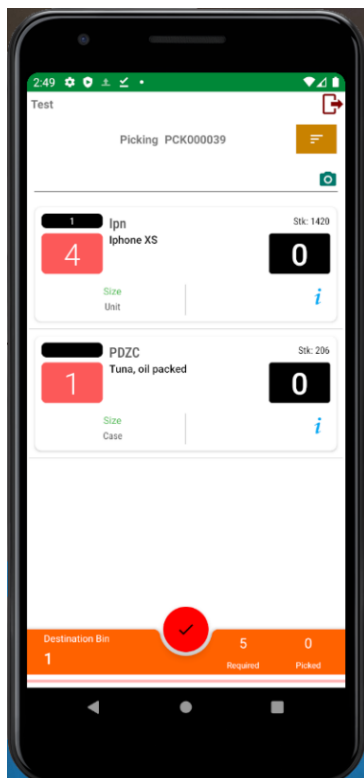
Pick a PCK



When we click "Pick" we must scan the tote



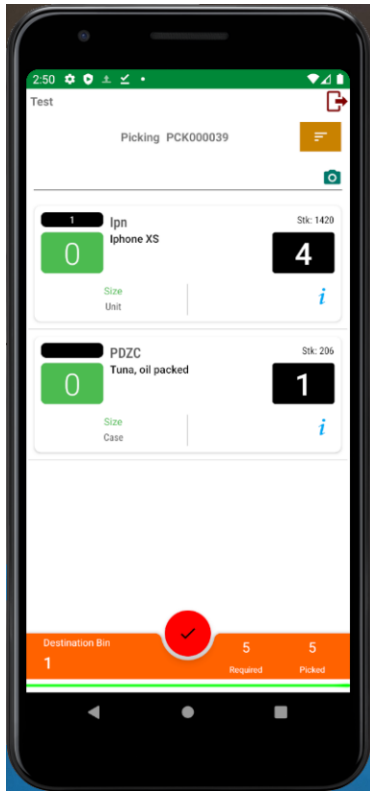
Alternatively, press the black bar and manually type in the tote code



Now we can see the lines to be picked. Scanning an item will automatically increment the counter

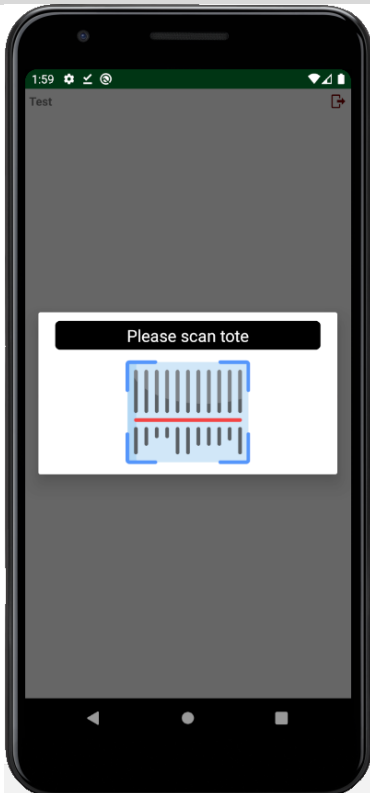


Alternatively, press and hold the righthand black box for each line to bring up a manual input

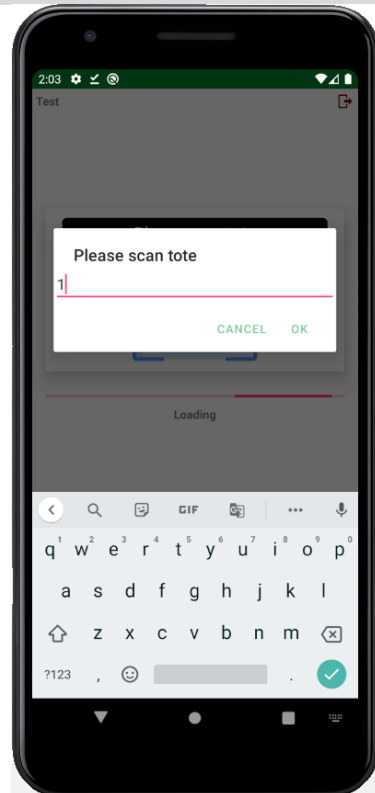


When all lines are picked, press the red tick button at the bottom of the screen, and enter your PIN to confirm

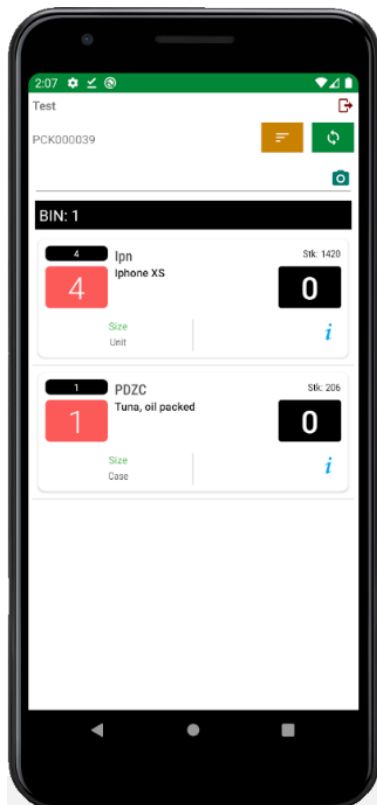
Pack a PCK



When we click "Pack" we must scan the tote



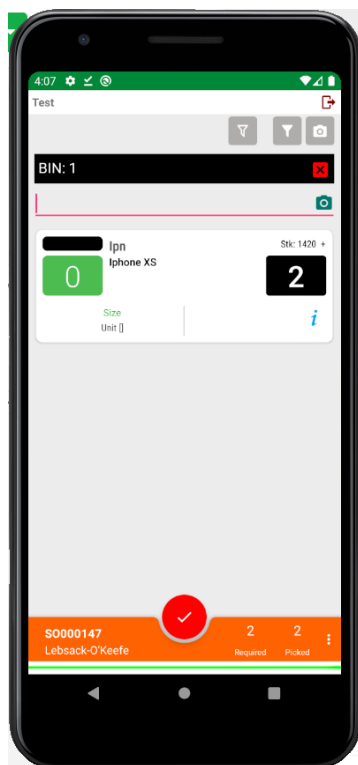
Alternatively, press the black bar and manually type in the tote code



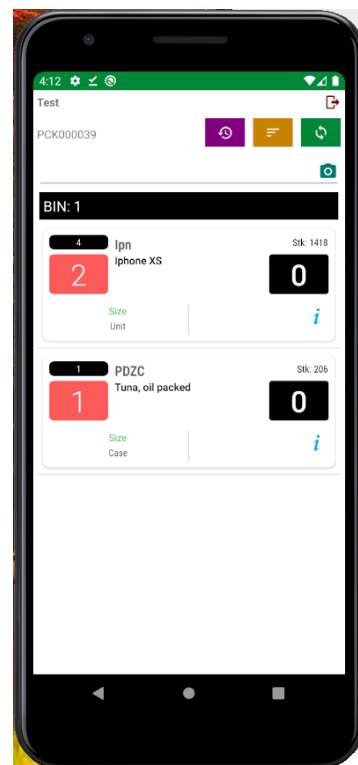
We can see the items in the tote. We can scan an item, or long-press the black box to show the other items to pick for the order



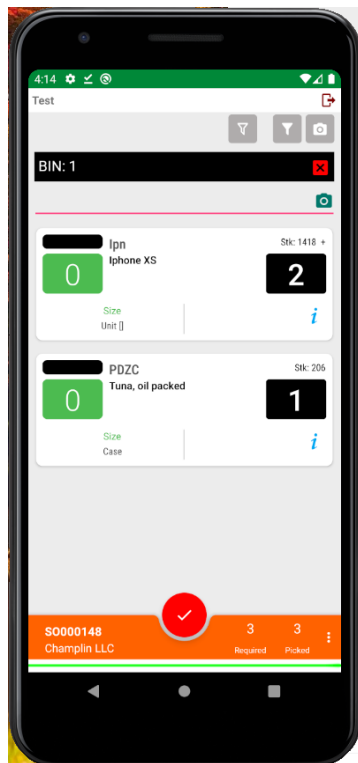
Scan or long-press the black box to pack the rest of the items needed for this order



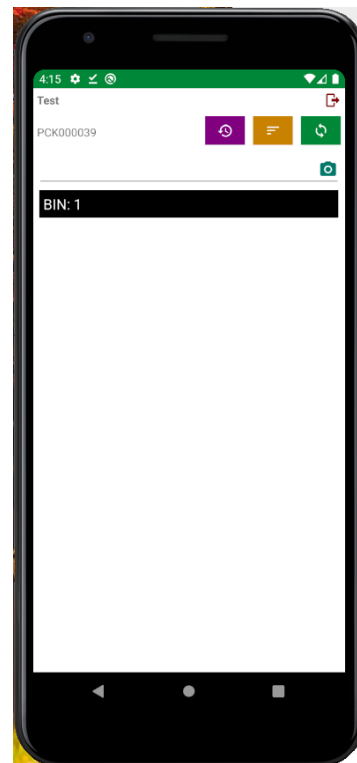
Once all items are packed, press the red tick button at the bottom of the screen, and enter your PIN to confirm that packing of the order is complete



If there are other items to be packed for other orders, we will see that screen, and as before we scan or manually enter the amounts



As before, once the whole order is packed, press the red tick button at the bottom of the screen, and enter your PIN



When every item in the tote is packed the screen will be empty, and you can scan the next tote to continue packing