



USER

QUICK GUIDE

WAREHOUSING

- * GOODS RECEIPTS**

- * PICKING**

- * TRIPS**

Enter Goods Receipt

Receive Items (Goods Receipt): Warehousing module: **Goods Receipt** menu option.

1. From the Goods Receipt List page click the **Add New** button.
2. Complete the Goods Receipt Header form and click **Continue**.
3. Make any necessary changes to the Goods Receipt Items form.
4. When finished making changes to the GR data click **Verify** to check all data is entered correctly.
5. Post GR: from the Goods Receipt Header form click **Complete**.
6. From the Goods Receipt Complete page click **Submit**.

Put Away Items

To Access: Warehousing module: **Put Away** menu option.

1. Select the Receipt or Location to put away and click the **Continue**.
2. For each item listed in the Put Away Items page select the location the item is being put away to, when finished selecting locations click the **Save All** button.

Generate Pick Tickets

To Access: Warehousing module: select the **Generate/Print Pick Ticket** option from the Picking submenu.

1. Complete the Generate Picking Tickets portion of the Print Pick Tickets page and click **Generate**.

Print Pick Tickets

There are 3 ways to print out tickets:

1. Manually
2. Print Ticket Client
3. Pick Ticket Queue

Note: Do not mix printing option.

- I. Manually :** Warehousing module: select the **Generate/Print Pick Ticket** option from the Picking submenu.
 1. Complete the Generate Print Picking Tickets portion of the Print Pick Tickets page and click **Print**.
- II. Print Ticket Client:** Warehousing module: select the **Print Ticket Client** option from the Picking submenu.
 1. Complete the Print Pick Tickets form and click **Continue**. Do not close the Print Pick Tickets page. Throughout the day tickets (pdf files) will generate every time users call out pick tickets (generates tickets).
- III. Pick Ticket Queue:** Warehousing module: select the **Picking Queue Print** option from the Picking submenu.
 1. The Queue list all tickets waiting to be printed, when ready to print the top listed ticket click the **Print Next** button..

Verify Picking

To Access: Warehousing module - select the **Verify Picking** option from the Picking submenu.

1. From the Picking Ticket List page either:
 - i. Enter in the ticket you want to pick verify in the Ticket# field and click **Go**.
 - or**
 - ii. Select the **Verify** option from the ticket's popup menu.
2. Complete the Picking Zones form and click **Continue**.
3. Verify picking by:
 - Clicking **Quick Verify** button.
 - or**
 - Clicking on the item listed and completing the Picking Item & Location Qty form and clicking **Save**.
4. Continue verifying until the Picking Items page displays a '**No Data Was Found**' message.
5. **Enter packaging information:** From the Picking Items page, click the **Edit Shipment** button; complete the Edit Shipment form and click:
 - **Save & Print Labels:** Saves the packaging information and generates printable labels.
 - **Save:** Saves the packaging information only.
6. **Print Packing Slip:** From the Picking Items page, click the **Packing Slip** button. (generates printable pdf)

Create Trip

To Access: Warehousing module: select the **Trip** option from the Shipment submenu.

- I. **Create Trip:** If trip has not been created (otherwise skip to step II). From the Trips Lookup page click **Add New**. Complete the New Trip Header form and click **Continue**.
- II. **Edit/Add Shipments:** From the Trips page select the **Shipment** option from the Trip's popup menu. From the Trip Shipments page you can:
 1. **Add Shipments:** Use the Search for Shipments section to search the system for shipments NOT enrolled into trips. Select the shipment(s) to enroll and click the **Add Shipments** button.
 2. **Edit Shipments:** to edit a shipment's information (address., packaging info, S&H), select the **Edit** option from the shipment's popup menu, make the necessary changes to the Edit Shipment form and click **Save** when finished.
 3. When finished working with shipments click the **Exit** button.
- III. **Start Loading:** From the Trips page select the **Start Loading** option from the Trip's popup menu.
- IV. **Print Packing Slips:** From the Trips page select the **Print Packing Slips** option from the Trip's popup menu, this generates a printable pdf file.
- V. **Print Manifest:** From the Trips page select the **Print Manifest** option from the Trip's popup menu, this generates a printable pdf file.
- VI. **Start Trip** (Once the truck/shipments leave the WH): From the Trip's List page select the **Departure** option from the Trip's popup menu. Complete the Start Trip form and click **Submit**.
- VII. **Close Trip** (Once delivery is complete, this will generate customer invoice): From the Trips page select the **Confirm/Close** option from the Trip's popup menu, . Complete the Close Trip form and click **Submit**.