

September 2024

Datex

Footprint WMS

Mobile User Manual

datex

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Receive Inventory

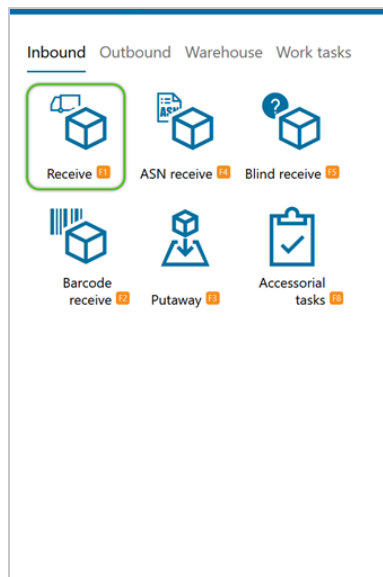
Receiving on Footprint Mobile allows the user to confirm a Shipment has arrived in the Warehouse, and assign new Inventory to License Plates.

✖Prerequisites

- [Inbound Order](#)
- [Dock Locations](#)

Step 1. Open the Receive Section

1. Tap the **Inbound** tab.
2. Tap the **Receive** icon, or press **F1**.



Step 2. Search for the Shipment, Order, or Door

Receive Inventory

1. From the drop-down list, select whether you'd like to search by **Shipment** Number, **Order** Number, or **Door** to Receive from.

Select inbound shipment

Search by

Shipment

Order/Shipment/Door

Dock door Shipment Container Carrier

No Rows To Show

Back Menu Next

Receive Inventory

2. Scan or enter the **Order/Shipment/Door** for the search.

The screenshot shows a mobile application interface titled "Select inbound shipment". At the top, there is a "Search by" dropdown menu currently set to "Shipment". Below this, a text input field is labeled "Order/Shipment/Door" and is highlighted with a green rectangular border. To the right of the input field is a blue button with a magnifying glass icon. Below the input field, there is a horizontal menu with four options: "Dock door", "Shipment", "Container", and "Carrier". The "Shipment" option is currently selected. The main area of the screen displays the text "No Rows To Show". At the bottom, there is a navigation bar with three icons: a left arrow labeled "Back", a document icon labeled "Menu", and a right arrow labeled "Next".

Receive Inventory

3. If the Shipments do not automatically load, tap or press **F5**.

If the Shipment has not yet been Processed, a prompt will appear to Process the Shipment, and then it can be Received. If the Order Class for the Shipment has been set to disallow Processing from Mobile Web, the search will return no results.

The screenshot shows a mobile application interface titled "Select inbound shipment". It features a "Search by" dropdown menu set to "Shipment". Below this is a text input field labeled "Order/Shipment/Door" with a search icon button to its right, which is highlighted with a green box. Underneath the input field are four tabs: "Dock door", "Shipment", "Container", and "Carrier". The main content area displays "No Rows To Show". At the bottom, there is a navigation bar with three buttons: "Back", "Menu", and "Next".

Step 3. Receive



Receive Inventory

1. When only one Shipment matches the **Lookup**, a list of all Materials expected in the Shipment will be displayed. The list can be filtered by entering a Material's Name or Description in the **Material/UPC** field, and pressing or tapping **F5**.

If more than one Shipment matches the **Lookup** entered, select the Shipment to be completed from the list and then tap **Next** or press **F1**.

Receive tasks

Material/UPC

Shipment 569735 - Order 108679

Lookup	Description
Chocolate Caramel Turtle	Chocolate Caramel Turtle
Caramel	Caramel

← Back **F2**

Menu **F3**

Next **F1** →

Receive Inventory

2. Select the **Material** being received, then tap **Next** or press F1.

Receive tasks

Material/UPC

Shipment 569735 - Order 108679

Lookup	Description
Chocolate Caramel Turtle	Chocolate Caramel Turtle
Caramel	Caramel

Back F2 Menu F3 Next F1

3. Confirm the **Location**.

Confirm receipt

Chocolate Caramel Turtle

Chocolate Caramel Turtle

Expected: 100 Each

Location

RReceiving-1

Receipt number

License plate

LP status

Vendor lot

575170

Back F2 Menu F3 Confirm F1

Receive Inventory

4. Scan or enter the **License Plate** the Received Materials will be assigned. An existing License Plate can be entered, or a new one can be created.

Confirm receipt

Chocolate Caramel Turtle

Chocolate Caramel Turtle

Expected: 100 Each

Location

RReceiving-1

Receipt number

License plate

dd710153

LP status

Active

Vendor lot

575170

Back

Menu

Confirm

Receive Inventory

5. If the Material is Lot controlled, scan or enter the **Vendor Lot** number, or tap **Select** or press **F8** to choose from a list of existing Vendor Lots.

The screenshot displays the 'Confirm receipt' interface. At the top, the title 'Confirm receipt' is shown. Below it, the 'LP status' is set to 'Active'. The 'Vendor lot' field contains the value '575170' and is highlighted with a green border. The 'Lot' field also contains '575170'. The 'Quantity (Expected: 100 Each)' is set to '0'. The 'Weight' section has three input fields: 'Net' (0), 'Tare' (0), and 'Gross' (0). A unit dropdown at the bottom of the weight section is set to 'g'. The bottom navigation bar features three buttons: 'Back' (F2), 'Menu' (F3), and 'Confirm' (F1).

Receive Inventory

Create a new Lot if necessary

1. Tap the blue **Add** icon to create a new Lot and Vendor Lot. The **New** box is checked by default.

The screenshot shows the 'Confirm receipt' screen in the datex app. The screen is divided into several sections:

- LP status:** A dropdown menu with a grey background and a downward arrow.
- Vendor lot:** A text input field containing '(Auto populate)' and a blue 'Add' icon (a square with a plus sign) to its right.
- Lot:** A text input field containing '(Auto populate)', also with a blue 'Add' icon to its right. This field is highlighted with a green rectangular box.
- Quantity (Expected: 100 Pounds):** A numeric input field with '0' and a unit dropdown menu set to 'Pounds'.
- Weight:** Three input fields for 'Net', 'Tare', and 'Gross', each containing '0'. Below these is a unit dropdown menu set to 'lb'.

At the bottom of the screen is a blue navigation bar with three icons: a back arrow, a menu icon, and a checkmark labeled 'Confirm'.

Receive Inventory

2. Enter a new **Vendor Lot ID**, or leave it blank to let the system create one.

Create lot

Vendor lot

(Auto populate)

Manufacturing date

7/10/2023

Expiration date

9/18/2023

VAT

Notes

Lot

(Auto populate)

←

Back

Save

Receive Inventory

3. Enter the **Manufacturing** and **Expiration Dates**.

Create lot

Vendor lot
(Auto populate)

Manufacturing date
7/10/2023

Expiration date
9/18/2023

VAT

Notes

Lot
(Auto populate)

Back Save

Receive Inventory

4. Enter a new **Lot ID**, or leave it blank to let the system create one.

Create lot

Vendor lot

(Auto populate)

Manufacturing date

7/10/2023

Expiration date

9/18/2023

VAT

Notes

Lot

(Auto populate)

Back

Save

Receive Inventory

5. Tap **Save** or press **F1**.

The screenshot shows a mobile application interface for creating a lot. The form is titled "Create lot" and contains the following fields:

- Vendor lot:** A text field with the value "(Auto populate)" and a small icon to the right.
- Manufacturing date:** A date field with the value "7/10/2023" and a calendar icon to the right.
- Expiration date:** A date field with the value "9/18/2023" and a calendar icon to the right.
- VAT:** A text field with a small icon to the right.
- Notes:** A text field with a small icon to the right.
- Lot:** A text field with the value "(Auto populate)" and a small icon to the right.

At the bottom of the form, there is a blue bar with two buttons: "Back" with a left arrow icon and "Save" with a floppy disk icon. The "Save" button is highlighted with a green box.

Receive Inventory

6. Enter the actual **Quantity** Received, and ensure the appropriate **Packaging** is selected from the drop-down list.

When a Material has been set up for Dynamic Packaging, a field labeled **Dynamic** will be displayed to enter the number of items per package.

Confirm receipt

LP status

Active

Vendor lot

575170

Lot

575170

Quantity (Expected: 100 Each)

100

Each

Weight

Net

200

Tare

30

Gross

229.999999 ...

g

Back

Menu

Confirm

Receive Inventory

7. Tap **Confirm** or press **F1**.

Confirm receipt

LP status
Active

Vendor lot
575170

Lot
575170

Quantity (Expected: 100 Each)
100 Each

Weight
Net: 200, Tare: 30, Gross: 229.999999 ...
g

Back F2, Menu F3, Confirm F1

Receive Inventory

8. When a Material is Serial Controlled, a screen with auto-generated Serial Numbers will be displayed. If needed, the Serial Numbers can be edited before being created for the Shipment. Once Serial Numbers are created, tap **Submit** or press **F1**.

Create serial numbers

Weight UOM

Pound

Dimension UOM

Foot

Volume UOM

Cubic Feet

Serial number

Running count

0/10

Serial	Net weight	Gross weight	Net volu
6857340SI	1.00000000	1.00000000	1.000000
6857341SI	1.00000000	1.00000000	1.000000
6857342SI	1.00000000	1.00000000	1.000000
6857343SI	1.00000000	1.00000000	1.000000
6857344SI	1.00000000	1.00000000	1.000000

Back F2

Menu F3

Submit F1

Footprint Mobile will automatically return to the Receive Tasks screen, where any remaining Quantities will be listed. Continue Receiving until all Tasks are complete.

Log a Pallet Transaction

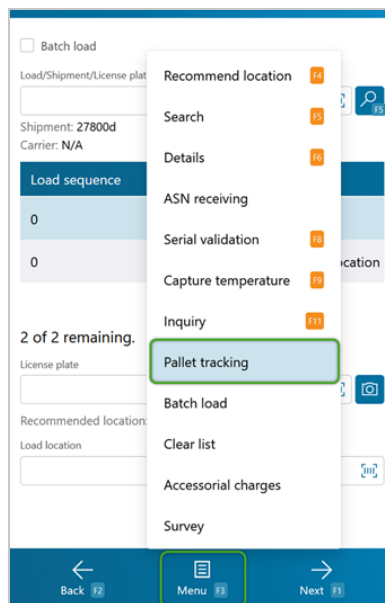
Pallet Transactions are used to record the number of Pallets of specifics types coming in and out of the Warehouse to maintain an accurate count. These transactions can be created on the fly using a mobile device, when dealing directly with Shipments ([Receiving](#) or [Loading](#)).

Prerequisites

- [Owner](#)
- [Project](#)
- [Pallet Classes](#)
- Open Shipment

Step 1. Create a new Pallet Transaction

Tap **Menu** or press the **F3** key, then tap **Pallet Tracking** to create a new Pallet Transaction.



Step 2. Fill out Pallet Transaction

Log a Pallet Transaction

1. Select the **Pallet Class** from the drop-down list.

The screenshot shows a mobile application interface for 'Pallet tracking'. The form contains several dropdown menus and input fields. The 'Pallet class' dropdown is highlighted with a green border and shows 'Wooden' as the selected option. Other dropdowns include 'Owner' (WonkaCorp), 'Project' (Wonka Chocolates), 'Account' (empty), and 'Carrier' (ABC Carrier). There are also 'In' and 'Out' date pickers, a 'Shipment' field with the value '27800d', a 'Reference' field, and a 'Notes' text area. At the bottom, there are 'Back' and 'Confirm' buttons with keyboard shortcuts F2 and F1 respectively.

Pallet tracking	
Pallet class Wooden	In Out
Owner WonkaCorp	Project Wonka Chocolates
Account 	Carrier ABC Carrier
Shipment: 27800d	
Reference 	
Notes 	
Back F2	Confirm F1

Log a Pallet Transaction

2. Enter the number of Pallets coming in to your Warehouse in this Transaction.

The screenshot shows a mobile application interface for 'Pallet tracking'. The form contains several dropdown menus and input fields. The 'In' field, which is a numeric spinner, is highlighted with a green rectangular box and contains the number '2'. Other fields include 'Pallet class' (Wooden), 'Owner' (WonkaCorp), 'Project' (Wonka Chocolates), 'Carrier' (ABC Carrier), and 'Shipment' (27800d). A 'Notes' section with a text area is at the bottom. The bottom navigation bar has 'Back' and 'Confirm' buttons.

Field	Value
Pallet class	Wooden
In	2
Out	
Owner	WonkaCorp
Project	Wonka Chocolates
Carrier	ABC Carrier
Shipment	27800d
Reference	
Notes	

Log a Pallet Transaction

3. Enter the number of Pallets leaving your Warehouse in this Transaction.

Pallet tracking

Pallet class

Wooden

In

2

Out

0

Owner

WonkaCorp

Project

Wonka Chocolates

Account

Carrier

ABC Carrier

Shipment: 27800d

Reference

Notes

Back

Confirm

Log a Pallet Transaction

The **Owner**, **Project**, and **Shipment** will already be set, as this Transaction is associated with the Shipment you were already Receiving or Loading.

Pallet tracking

Pallet class

Wooden

▼

In

2

⬇

Out

0

⬆

Owner

WonkaCorp

▼

Project

Wonka Chocolates

▼

Account

▼

Carrier

ABC Carrier

▼

Shipment: 27800d

Reference

Notes

←

Back

F2

✓

Confirm

F1

Log a Pallet Transaction

4. Tap **Confirm** or press **F1** to save the Transaction and add it to the Shipment.

You will see a confirmation pop-up for the Transaction.

Pallet tracking

Pallet class

Wooden

In

2

Out

0

Owner

WonkaCorp

Project

Wonka Chocolates

Account

Carrier

ABC Carrier

Shipment: 27800d

Reference

Notes

Back F2

Confirm F1

Log a Pallet Transaction

5. Tap **Back** or press **F2** to continue Receiving or Loading as before.

Pallet tracking

Pallet class

Wooden

In

2

Out

0

Owner

WonkaCorp

Project

Wonka Chocolates

Account

Carrier

ABC Carrier

Shipment: 27800d

Reference

Notes

Back F2

Confirm F1

Receive ASN Shipment

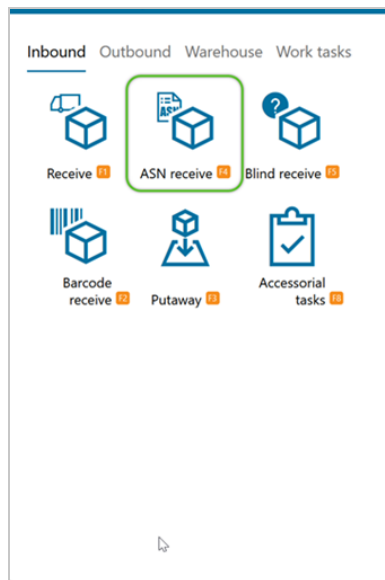
Receiving an ASN Order is a far simpler process than normal [Receiving](#), as the majority of the information is already in the system from the ASN Order.

✂Prerequisites

- [Inbound ASN Order](#)
- [Dock Locations](#)

Step 1. Open the ASN Receive Section

1. Tap the **Inbound** tab.
2. Tap the **ASN Receive** icon or press **F4**.



Step 2. Search for the Shipment, Order, or Door

Receive ASN Shipment

1. From the drop-down list, select whether you'd like to search by **Shipment** Number, **Order** Number, or **Door** to Receive from.

Select ASN shipment

Search by

Shipment

Order/Shipment/Door

Dock door

Shipment

Container

Carrier

No Rows To Show

←

Menu

→

Back

Next

Receive ASN Shipment

2. Scan or enter the **LookUp Code** for the search.

Receive ASN Shipment

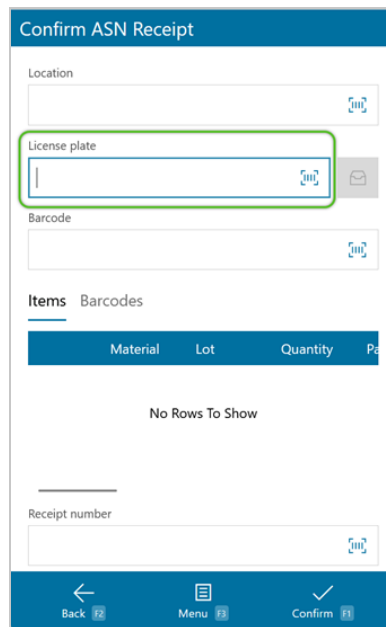
3. If the Shipments do not automatically load, tap or press **F5**.

If the Shipment has not yet been Processed, a prompt will appear to Process the Shipment, and then it can be Received. If the Order Class for the Shipment has been set to disallow Processing from Footprint Mobile, the search will return no results.

Step 3. Receive

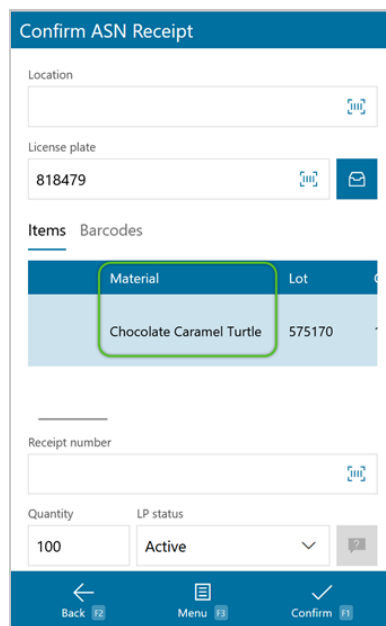
Receive ASN Shipment

1. Scan or enter the first **License Plate**.



The screenshot shows the 'Confirm ASN Receipt' screen. The 'License plate' field is highlighted with a green box. The screen includes fields for Location, License plate, Barcode, and Receipt number. Below these fields is a table with columns Material, Lot, and Quantity. The table is currently empty, displaying 'No Rows To Show'. At the bottom, there are buttons for Back, Menu, and Confirm.

2. Select the **Material**.



The screenshot shows the 'Confirm ASN Receipt' screen. The 'License plate' field now contains the value '818479'. The 'Material' field in the table is highlighted with a green box. The table now displays one row: 'Chocolate Caramel Turtle' with Lot '575170'. Below the table, there are fields for Receipt number, Quantity (set to 100), and LP status (set to Active). At the bottom, there are buttons for Back, Menu, and Confirm.

Receive ASN Shipment

3. The expected **Quantity** will populate in the bottom of the screen, where users can update the number to reflect the actual amount received.

Confirm ASN Receipt

Location

License plate
818479

Items Barcodes

Material	Lot
Chocolate Caramel Turtle	575170

Receipt number

Quantity
100

LP status
Active

Back Menu Confirm

Receive ASN Shipment

4. Tap **Confirm** or press **F1**.

Footprint Mobile will automatically return to the Confirm ASN Receipt screen where any remaining License Plates can be scanned. Continue scanning License Plates until the ASN Shipment has been received.

Alternatively, you can press **F4** to Confirm and Putaway, which will confirm as above, then take the user directly to Step 3 of the [Putaway](#) process.

Confirm ASN Receipt

Location

License plate
818479

Items Barcodes

Material	Lot
Chocolate Caramel Turtle	575170

Receipt number

Quantity: 100 LP status: Active

Back F2 Menu F3 **Confirm F1**

Receive Barcoded Inventory

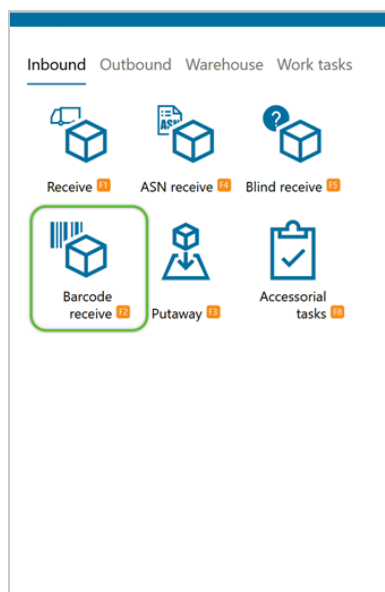
Barcode Receiving allows users to verify what Materials have been shipped to the warehouse with a simple scan of a barcode.

✂Prerequisites

- [Inbound Order](#)
- [Dock Locations](#)

Step 1. Open the Barcode Receive Section

1. Tap the **Inbound** tab.
2. Tap the **Barcode Receive** icon, or press **F2**.



Receive Barcoded Inventory

Step 2. Select Receiving Strategy

1. Choose the receiving strategy for this shipment receipt by entering a Shipment number or searching for it with **F5**.

Blind receiving

Select receiving strategy

Shipment

or

Select owner/project

Owner:

Project:

Back F2 Menu F3 Next F1

Receive Barcoded Inventory

To receive the shipment by Owner & Project, tap the **Select Owner/Project** button, or tap **F4** to search for Owners and their Projects.

Blind receiving

Select receiving strategy

Shipment

or

Select owner/project F4

Owner:

Project:

Back F2 Menu F3 Next F1

Receive Barcoded Inventory

2. Tap **Next** or press **F1**.

Blind receiving

Select receiving strategy

Shipment

or

Select owner/project

Owner:

Project:

Back Menu Next

Step 3. Receive

Receive Barcoded Inventory

1. Scan or enter the **Target LP** to which the inventory will be received.

Note

If you enter a Target LP that did not previously exist, one will be created with the entered value in the Target LP.

The screenshot shows the 'Blind barcode receiving' screen. At the top, there's a title bar. Below it, the 'Target location' section contains a 'Target LP' input field, which is highlighted with a green box. To the left of this field is a dropdown menu showing 'RReceiving-1'. Below the 'Target LP' field is a 'Barcode' input field. Underneath the barcode field, there are tabs for 'Items' and 'Barcodes'. Below the tabs is a table with columns: 'Action', 'Status', 'Material', and 'Lot'. The table is currently empty, displaying 'No Rows To Show'. At the bottom of the screen, there are three buttons: 'Back', 'Menu', and 'Submit'.

Receive Barcoded Inventory

2. Scan the **Barcode**.

Blind barcode receiving

Target location

Target LP

RReceiving-1

Barcode

Items

Barcodes

Action	Status	Material	Lot
No Rows To Show			

Confirmed of

Receiving errors:

Back

Menu

Submit

Receive Barcoded Inventory

3. The details of the incoming inventory will be displayed, and the total number of items scanned will be shown at the bottom of the screen.

Continue scanning the items that will be put away into this Target LP.

Blind barcode receiving

Target location

Target LP

WH2 Recei ...

12341234

SMART ONE PASS

Items

Barcodes

Action	Status	Material	Lot
Pending		DRINK	12090

Pending items: 1

Parsed barcodes: 1

Back

Menu

Submit

Receive Barcoded Inventory

4. Tap **Submit** or press **F1**.

Blind barcode receiving

Target location: WH2 Recei ...

Target LP: 12341234

SMART ONE PASS

Action	Status	Material	Lot
Pending		DRINK	12090

Pending items: 1

Parsed barcodes: 1

Back F2 Menu F3 **Submit F1**

5. Enter the **Count** for the number of items included with the barcode.

Item count

Enter the count

Count: 1

Back F2 Confirm F1

Receive Barcoded Inventory

6. Tap **Confirm** or press **F1**.

Footprint Mobile will automatically reset the page so the next set of items can be scanned. Continue receiving in this way until all items have been received.

Item count

Enter the count

Count

1

Back F2

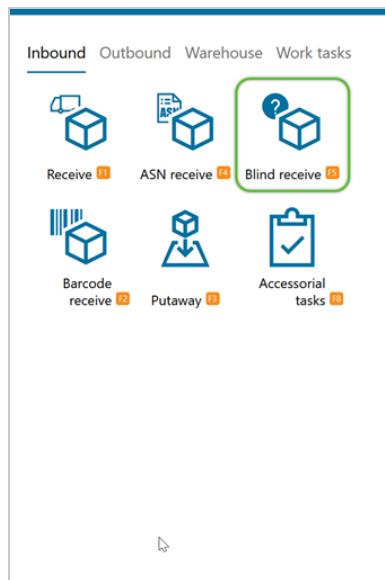
Confirm F1

Blind Receive Inventory

Blind Receiving is similar to normal [Receiving](#), except that the Materials being Received were not necessarily expected.

Step 1. Open the Blind Receive Section

1. Tap the **Inbound** tab.
2. Tap the **Blind Receive** icon, or press **F5**.



Step 2. Select Receiving Strategy

Blind Receive Inventory

1. Choose the receiving strategy for this shipment receipt by entering a Shipment number or searching for it with **F5**.

Blind receiving

Select receiving strategy

Shipment

or

Select owner/project F4

Owner:

Project:

Back F2 Menu F3 Next F1

Blind Receive Inventory

To receive the shipment by Owner & Project, click the **F4** button to search for Owners and their Projects.

The screenshot displays the 'Blind receiving' interface. At the top, a blue header bar contains the text 'Blind receiving'. Below this, the main title 'Select receiving strategy' is centered. Under the title, there is a 'Shipment' label followed by a text input field. To the right of the input field are two icons: a barcode scanner icon and a magnifying glass icon. Below the input field, the word 'or' is centered. A button labeled 'Select owner/project F4' is highlighted with a green rectangular border. Below this button, the labels 'Owner:' and 'Project:' are visible. At the bottom of the screen, a blue navigation bar contains three buttons: 'Back F2' with a left arrow, 'Menu F3' with a list icon, and 'Next F1' with a right arrow.

Blind Receive Inventory

2. Tap **Next** or press **F1**.

Blind receiving

Select receiving strategy

Shipment

or

Select owner/project

Owner:

Project:

Back Menu Next

Step 3. Enter Inventory Details

Blind Receive Inventory

1. Scan or enter the **Location** where the inventory will be received.

Confirm blind receipt

Shipmentnull

Owner: WonkaCorp
Project: Wonka Chocolates

Location
RReceiving-1

Receipt number

License plate

Material

Vendor lot

Back F2 Menu F3 Confirm F1

Blind Receive Inventory

2. Scan or enter the **License Plate** to which the inventory will be received. This field will be pre-populated if the Owner is set to automatically generate License Plates here.

Note

If you enter a License Plate that did not previously exist, one will be created with the value entered in the License Plate field.

The screenshot displays the 'Confirm blind receipt' interface. At the top, it shows 'Shipmentnull' with 'Owner: WonkaCorp' and 'Project: Wonka Chocolates'. Below this, the 'Location' field is set to 'RReceiving-1'. The 'Receipt number' field is empty. The 'License plate' field contains 'dd7121216' and is highlighted with a green border. The 'Material' field is empty. The 'Vendor lot' field is empty. The bottom navigation bar features three buttons: 'Back', 'Menu', and 'Confirm'.

Blind Receive Inventory

3. Scan or enter the **Material** inventory received.

Confirm blind receipt

Shipmentnull

Owner: WonkaCorp

Project: Wonka Chocolates

Location

RReceiving-1

Receipt number

License plate

dd7121216

Material

Chocolate Caramel Turtle

Vendor lot

Back

Menu

Confirm

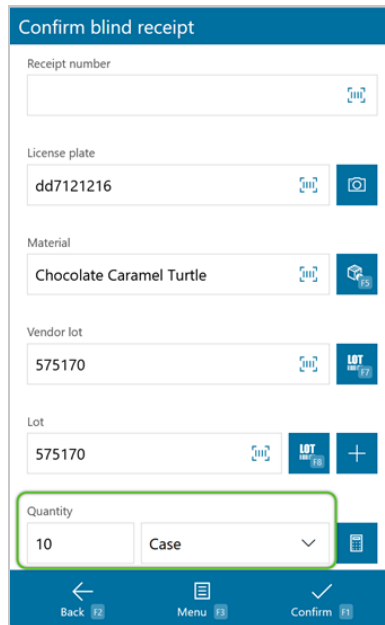
Blind Receive Inventory

4. The **Vendor Lot** and **Lot** may either auto-populate, or you can tap **F7** and **F8**, respectively, to search the available lots.

The screenshot displays the 'Confirm blind receipt' interface. It features several input fields: 'Receipt number' (empty), 'License plate' (dd7121216), 'Material' (Chocolate Caramel Turtle), 'Vendor lot' (575170), 'Lot' (575170), and 'Quantity' (0). The 'Vendor lot' and 'Lot' fields are highlighted with green boxes. To the right of the 'Vendor lot' field is a button labeled 'LOT (F8)'. To the right of the 'Lot' field is a button labeled 'LOT (F8)' and a plus sign. The bottom navigation bar contains three buttons: 'Back (F2)', 'Menu (F3)', and 'Confirm (F1)'.

Blind Receive Inventory

5. Enter the **Quantity** and **UOM** of the inventory being received.

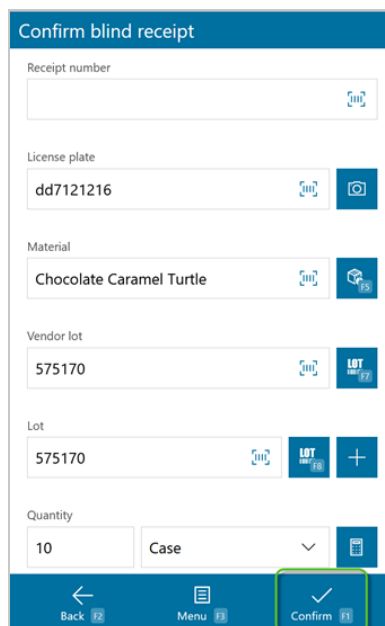


The screenshot shows the 'Confirm blind receipt' form with the following fields and values:

- Receipt number: (empty)
- License plate: dd7121216
- Material: Chocolate Caramel Turtle
- Vendor lot: 575170
- Lot: 575170
- Quantity: 10
- UOM: Case

The 'Quantity' and 'UOM' fields are highlighted with a green box. The bottom navigation bar includes 'Back', 'Menu', and 'Confirm' buttons.

6. Tap **Confirm** or press **F1**.



The screenshot shows the 'Confirm blind receipt' form with the following fields and values:

- Receipt number: (empty)
- License plate: dd7121216
- Material: Chocolate Caramel Turtle
- Vendor lot: 575170
- Lot: 575170
- Quantity: 10
- UOM: Case

The 'Confirm' button in the bottom navigation bar is highlighted with a green box. The bottom navigation bar includes 'Back', 'Menu', and 'Confirm' buttons.

Blind Receive Inventory

(Optional) Step 4. Enter Serial Information

If the Inventory is Serialized, Footprint Mobile automatically assigns a **Serial** number to each UOM received. These **Serial** numbers can be updated if needed.

1. Verify the **Serial** number for each Item.

Create serial numbers

Weight UOM

Pound

Dimension UOM

Inch

Volume UOM

Cubic Inch

Serial number

Running count

0/10

Serial	Net weight	Gross weight	Net vo
6857900SI	40.00000000	40.50000000	576.00
6857901SI	40.00000000	40.50000000	576.00
6857902SI	40.00000000	40.50000000	576.00
6857903SI	40.00000000	40.50000000	576.00
6857904SI	40.00000000	40.50000000	576.00

Back

Menu

Submit

Blind Receive Inventory

2. Tap **Submit** or press **F1**.

Create serial numbers

Weight UOM

Pound

Dimension UOM

Inch

Volume UOM

Cubic Inch

Serial number

Running count

0/10

Serial	Net weight	Gross weight	Net vo
6857900SI	40.00000000	40.50000000	576.00
6857901SI	40.00000000	40.50000000	576.00
6857902SI	40.00000000	40.50000000	576.00
6857903SI	40.00000000	40.50000000	576.00
6857904SI	40.00000000	40.50000000	576.00

Back

Menu

Submit

Add an Accessorial Charge During Receiving

Accessorial Charges are user-defined Tasks that are not covered under standard Footprint Warehouse Operations, which can be added to an existing Shipment or Work Order, or assigned directly to a Project, on the fly using the mobile device.

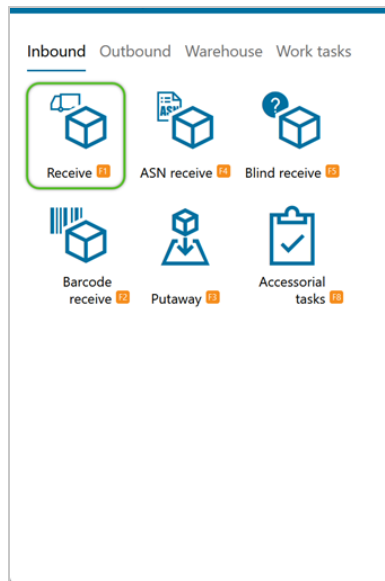
✕Prerequisites

- [Inbound Order](#)
- [Dock Locations](#)

Step 1. Open the Receive section

Add an Accessorial Charge During Receiving

1. Tap the **Inbound** tab.
2. Tap the **Receiving** section, or press **F1**.



Step 2. Search for the Shipment, Order, or Door

Add an Accessorial Charge During Receiving

1. From the drop-down list, select whether you'd like to search by **Order Number**, **Shipment Number**, or **Door to Receive from**.

Select inbound shipment

Search by

Shipment

Order/Shipment/Door

Dock door Shipment Container Carrier

No Rows To Show

Back Menu Next

Add an Accessorial Charge During Receiving

2. Scan or enter the **LookUp Code** for your search.

Select inbound shipment

Search by

Shipment

Order/Shipment/Door

Dock door

Shipment

Container

Carrier

No Rows To Show

Back

Menu

Next

Add an Accessorial Charge During Receiving

3. If the Shipments do not automatically load, tap or press **F5**.

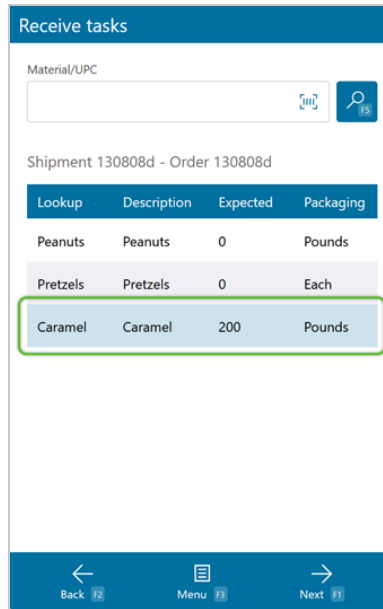
If the Shipment has not been Processed, you will be prompted to Process the Shipment before you can Receive it. If the Order Class for the Shipment has been set to disallow Processing from the Mobile Device, the search will return no results.

The screenshot shows the 'Select inbound shipment' screen. At the top, there's a title bar. Below it, a 'Search by' dropdown menu is set to 'Shipment'. Underneath, there's a text input field labeled 'Order/Shipment/Door' with a search icon button to its right, which is highlighted with a green box. Below the input field are four tabs: 'Dock door', 'Shipment', 'Container', and 'Carrier'. The main content area is empty and displays the text 'No Rows To Show'. At the bottom, there's a navigation bar with three buttons: 'Back', 'Menu', and 'Next'.

Step 3. Open the Receiving Accessorial Tasks screen

Add an Accessorial Charge During Receiving

1. Select the item you'd like to Receive from the list.



Receive tasks

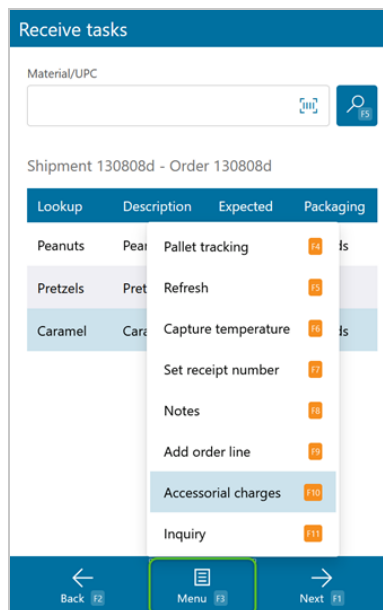
Material/UPC

Shipment 130808d - Order 130808d

Lookup	Description	Expected	Packaging
Peanuts	Peanuts	0	Pounds
Pretzels	Pretzels	0	Each
Caramel	Caramel	200	Pounds

Back F2 Menu F3 Next F1

2. Tap **Menu** or press **F3**.



Receive tasks

Material/UPC

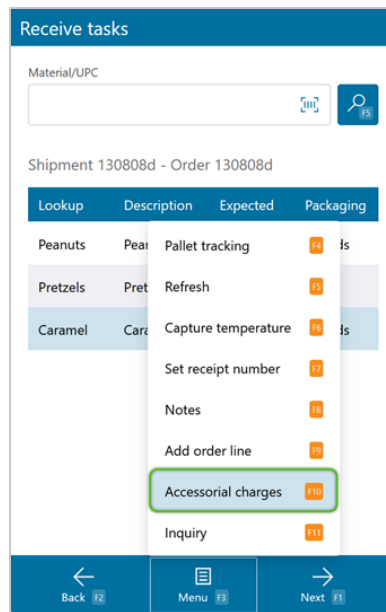
Shipment 130808d - Order 130808d

Lookup	Description	Expected	Packaging
Peanuts	Peanuts	Pallet tracking	F4
Pretzels	Pretzels	Refresh	F5
Caramel	Caramel	Capture temperature	F6
		Set receipt number	F7
		Notes	F8
		Add order line	F9
		Accessorial charges	F10
		Inquiry	F11

Back F2 Menu F3 Next F1

Add an Accessorial Charge During Receiving

3. Tap **Accessorial Charges** or press **F10**.



Step 4.(Optional) Complete the Accessorial Tasks

If there are any Accessorial Tasks assigned to it already, they will be listed here; otherwise, a pop-up will say no Tasks were found.

Add an Accessorial Charge During Receiving

Accessorial charges

No tasks found

☒ Shipment ☐ Work order

Shipment

130808d

Operation	Expected	Actual	UOM
No Rows To Show			

Back Menu Confirm

Step 5. Add Accessorial Charge

Add an Accessorial Charge During Receiving

1. Tap **Menu** or press **F3**, then tap **Add Accessorial Charge** or press **F4** to add an Accessorial Charge.

Accessorial tasks

☒ Shipment ☐ Work order

Shipment

130808d

Operation	Expected	Actual	UOM
No Rows To Show			

Add accessorial charge F4

Search F3

Inquiry F11

Back F2 Menu F3 Confirm F1

Add an Accessorial Charge During Receiving

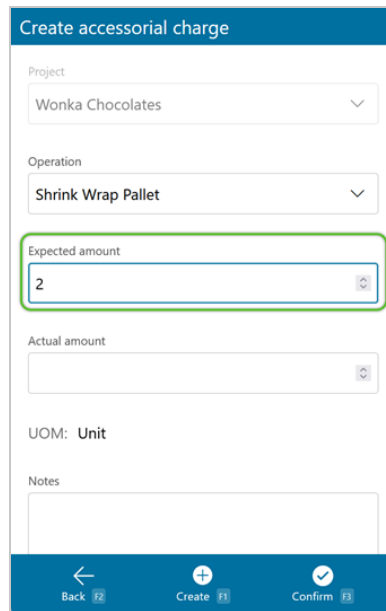
2. Select the **Operation** you will be charging for from the drop-down list, then tap the blue **OK** button or press **F1**.

The screenshot shows a mobile application interface for creating an accessorial charge. The title bar at the top says "Create accessorial charge". Below it is a section titled "Operation" with a search bar containing the letter "S". A list of operations is displayed, each with a checkbox: "RVC FOLD RETURNS", "Shrink Wrap Pallet" (which is checked and highlighted with a green box), "Square Footage", "Storage Default By Weight", "Stretchwrap", "SW", and "Take Weights". At the bottom of the list, there is a "Page [5] of [6]" indicator with left and right navigation arrows. Below the list are two buttons: "Cancel" and "OK" (which is highlighted with a green box). At the very bottom of the screen, there are three small buttons: "Back", "Create", and "Confirm".

Add an Accessorial Charge During Receiving

3. Enter the **Expected Amount** of work that will be done for the Charge (based on the Operation Code's **Unit of Measurement**).

At this point, you can tap **Create** or press **F1** to assign the Task to be completed later, or you can continue and complete the Task now.



The screenshot displays the 'Create accessorial charge' interface. It includes the following elements:

- Project:** Wonka Chocolates
- Operation:** Shrink Wrap Pallet
- Expected amount:** 2 (This field is highlighted with a green border)
- Actual amount:** (Empty field)
- UOM:** Unit
- Notes:** (Empty text area)
- Bottom Bar:** Contains three buttons: 'Back' (F2), 'Create' (F1), and 'Confirm' (F3).

Add an Accessorial Charge During Receiving

4. Enter the **Actual Amount** of work done for the Charge (based on the Operation Code's **Unit of Measurement**).

If a negative amount is entered here, the Billing Record generated will function as a credit to the associated Owner, rather than a charge.

Create accessorial charge

Project

Wonka Chocolates

Operation

Shrink Wrap Pallet

Expected amount

2

Actual amount

4

UOM: Unit

Notes

Back

Create

Confirm

Add an Accessorial Charge During Receiving

5. Tap **Create & Confirm** or press **F3**.

Create accessorial charge

Project

Wonka Chocolates

Operation

Shrink Wrap Pallet

Expected amount

2

Actual amount

4

UOM: Unit

Notes

Back F2

Create F1

Confirm F3

Create a Line for Receipt

Create a Line for Receipt

When Receiving a Shipment, there may be more Inventory than expected with the Shipment. You can add extra Materials to the Order directly from the mobile device.

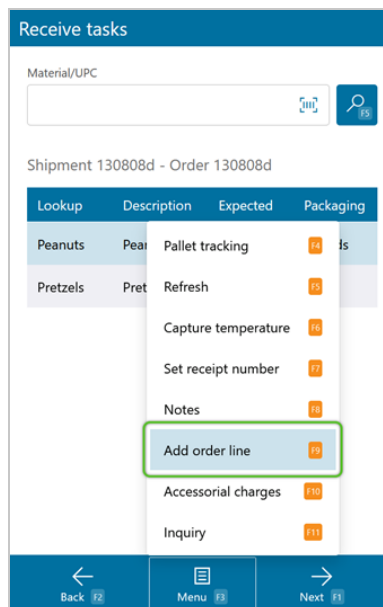
This process picks up after the Shipment has been opened, while on the Receive Tasks screen.

✖Prerequisites

- Inbound Order
- Dock Locations
- Open Shipment for Receipt

Step 1. Create a Line

Tap the **Add Order Line** option in the menu at the bottom of the screen, or press **F9**.



Create a Line for Receipt

Step 2. Enter Line Information

1. Scan or enter the LookUp code for the **Material** you are Receiving. You can also scan or enter the **UPC** if you have it set up for the Material by tapping the **M** button.

Create order line

Material

Caramel

UPC

Description

Quantity

Packaging

Back

Create line

Create a Line for Receipt

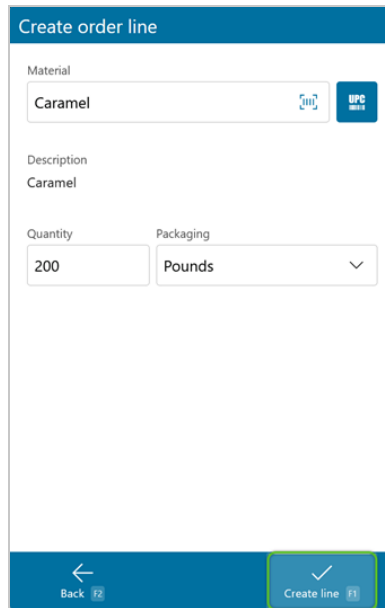
2. Enter the **Quantity** Received. Make sure the **Packaging** is set to the appropriate Type.

The screenshot shows a mobile application interface for creating an order line. The title bar at the top is blue and says "Create order line". Below it, there are two sections: "Material" with a text input field containing "Caramel" and a small blue icon to its right, and "Description" with a text input field containing "Caramel". Below these is a green-bordered box containing two fields: "Quantity" with the value "200" and "Packaging" with a dropdown menu showing "Pounds" and a downward arrow. At the bottom of the screen is a blue bar with two buttons: "Back" with a left arrow icon and "Create line" with a checkmark icon.

Step 3. Confirm Line

Create a Line for Receipt

1. Tap the **Create Line** button, or press **F1**.

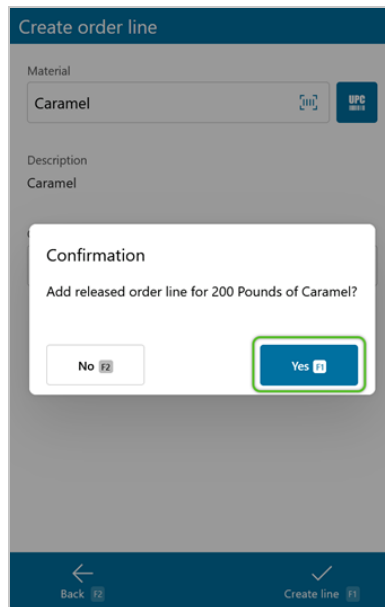


The screenshot shows a mobile application interface for creating an order line. The title bar at the top is blue and says "Create order line". Below the title bar, there are several input fields: "Material" with the value "Caramel", "Description" with the value "Caramel", "Quantity" with the value "200", and "Packaging" with a dropdown menu showing "Pounds". To the right of the "Material" field, there are two small icons: a barcode icon and a "UPC" icon. At the bottom of the form, there is a blue bar with two buttons: "Back" with a left arrow icon and "Create line" with a checkmark icon. The "Create line" button is highlighted with a green border.

Create a Line for Receipt

2. A confirmation window will pop up. If the information is correct, tap **Yes**.

The Line will be added to the Receive Tasks list. Continue Receiving as before.



Putaway Inventory

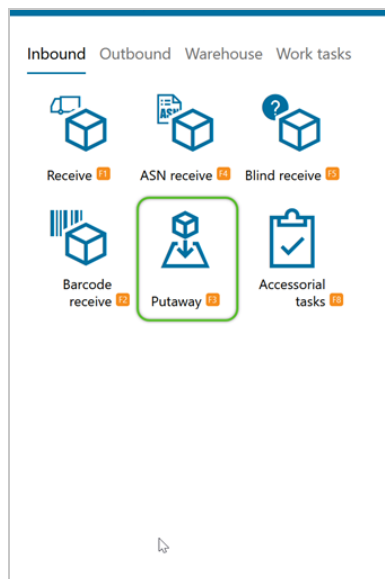
Putaway moves new Inventory from its Receiving Location to its storage Location inside the Warehouse.

✕Prerequisites

- Inbound Order
- Received Inventory
- Warehouse
- Locations

Step 1. Open the Putaway Section

1. Tap the **Inbound** tab.
2. Tap the **Putaway** icon, or press F3.



Step 2. Scan or Enter the License Plate LookUp

Putaway Inventory

(Optional) If you need to put away materials in multiple locations, check the **Partial** check box. (See [Partial Putaway](#))

Putaway tasks

License plate

☒ Single LP
☒ Partial

License plate	Description	Lot	Quantity
No Rows To Show			

← Back F2

Menu F3

Next F1 →

Putaway Inventory

1. Scan or enter the **License Plate** LookUp that you will be moving to its new Location.

Putaway tasks

License plate

☒ Single LP
☐ Partial

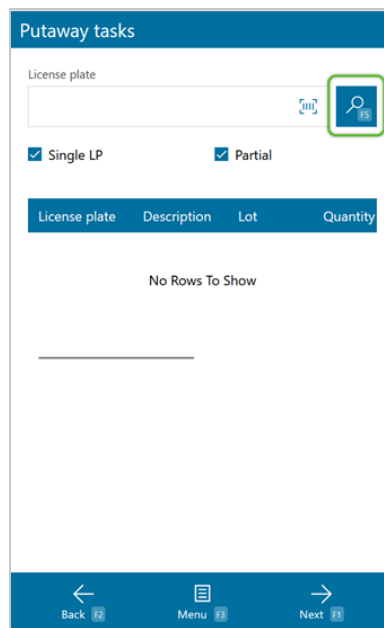
License plate	Description	Lot	Quantity
No Rows To Show			

Back
Menu
Next

Putaway Inventory

2. If the list does not automatically load, tap or press **F5**.

You will be taken to the Putaway screen with the License Plate listed.



Putaway tasks

License plate

☒ Single LP ☒ Partial

License plate	Description	Lot	Quantity
No Rows To Show			

Back **F2** Menu **F3** Next **F1**

Step 3. Putaway

Putaway Inventory

1. **(Optional)** If you are going to be collecting multiple License Plates into a Composite License Plate, scan or enter the **Target Composite LP** LookUp (see [Composite License Plates](#)).

Confirm putaway

Pretzels

LP	Recommended location	Lot
✓ 130808d	0000 Zone-658179	*524733

License plate

130808d

LP status

Active

Source location

WH2 Receiving Location

Recommended location: 0000 Zone-658179

Target location

Target composite LP

CLPDED-130

Back

Menu

Confirm

Putaway Inventory

2. Scan or enter the **Target Location**.

Tip

The Recommended Location suggests a Putaway Location based on all information about the Material and your Warehouse ([Temperature Category Rules](#), [Location Mixing Restrictions](#), size of the Materials and available space, etc.). It may also consult any custom [Workflows](#) you have in place.

Confirm putaway

Pretzels

LP	Recommended location	Lot
✓ 130808d	0000 Zone-658179	*524733

License plate

130808d

LP status

Active

Source location

WH2 Receiving Location

Recommended location: 0000 Zone-658179

Target location

0000 Zone-65817

Target composite LP

Back

Menu

Confirm

Putaway Inventory

3. Tap **Confirm** or press **F1**.

Repeat this process for each remaining License Plate until you've completed all Putaway tasks.

Confirm putaway

LP	Recommended location	Lot
✓ 130808d	0000 Zone-658179	*524733

License plate

LP status

130808d

Active

Source location

WH2 Receiving Location

Recommended location: 0000 Zone-658179

Target location

Target composite LP

0000 Zone-658...

Target LP

Reason code

Back

Menu

Confirm

Putaway to a Composite License Plate

Composite License Plates group together License Plates, often for Shipping purposes. These LPs share the same Location, and a Shipment can be created and Picked automatically for them.

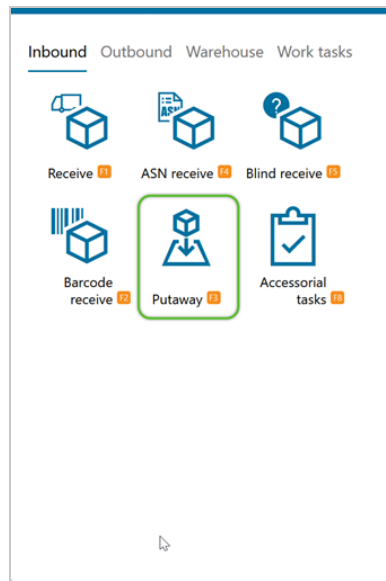
✕Prerequisites

- [Inbound Order](#)
- [Received Inventory](#)
- [Warehouse](#)
- [Locations](#)

Step 1. Open the Putaway section

Putaway to a Composite License Plate

1. Tap the **Inbound** tab.
2. Tap the **Putaway** section, or press **F3**.

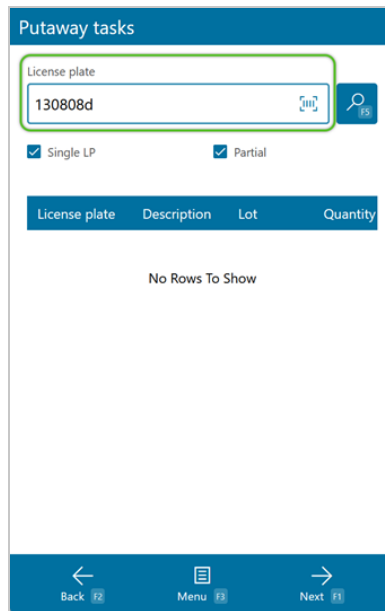


Step 2. Scan or enter the License Plate LookUp

Putaway to a Composite License Plate

Scan or enter the **License Plate** that you will be moving to its new Location.

If the list does not automatically load, tap or press **F5**, and you will be taken to the Putaway screen with the License Plate listed.



Putaway tasks

License plate

130808d

☒ Single LP ☒ Partial

License plate	Description	Lot	Quantity
No Rows To Show			

Back F2 Menu F3 Next F1

Step 3. Putaway into Composite License Plate

Putaway to a Composite License Plate

1. Scan or enter the **Target Composite LP** you will be creating or adding the License Plate to.

Confirm putaway

Pretzels

LP	Recommended location	Lot
✓ 130808d	0000 Zone-658179	*524733

License plate

130808d

LP status

Active

Source location

WH2 Receiving Location

Recommended location:

0000 Zone-658179

Target location

Target composite LP

CLPDED-130

Back

Menu

Confirm

Putaway to a Composite License Plate

2. If the Composite License Plate does not already exist in the system, scan or enter its **Target Location**.

Confirm putaway

LP	Recommended location	Lot
✓ 130808d	0000 Zone-658179	*524733

License plate

LP status

130808d

Active

Source location

WH2 Receiving Location

Recommended location: 0000 Zone-658179

Target location

0000 Zone-658...

Target composite LP

CLPDED-130

Target LP

Reason code

Back

Menu

Confirm

Putaway to a Composite License Plate

3. Tap **Confirm** or press **F1**.

The License Plate will be added to the Composite License Plate, and will be moved to the CLP's Location in the system.

Continue Putaway for other License Plates, adding them to the Composite License Plate you just created.

Confirm putaway

LP	Recommended location	Lot
✓ 130808d	0000 Zone-658179	*524733

License plate

130808d

LP status

Active

Source location

WH2 Receiving Location

Recommended location:

0000 Zone-658179

Target location

0000 Zone-658...

Target composite LP

CLPDED-130

Target LP

Reason code

Back

Menu

Confirm

Perform Partial Putaway

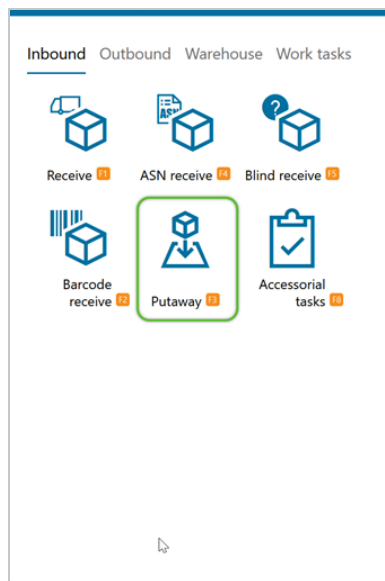
Partial Putaway allows you to divide the materials associated with a putaway task into several different locations by only designating a partial amount of the whole LP to go into each location.

✖Prerequisites

- Inbound Order
- Received Inventory
- Warehouse
- Locations

Step 1. Open the Putaway section

1. Tap the **Inbound** tab.
2. Tap the **Putaway** section, or press F3.



Perform Partial Putaway

Step 2. Scan or enter the License Plate LookUp

1. Ensure that both the **Single LP** and **Partial** boxes are checked.

Putaway tasks

License plate

☒ Single LP
 ☒ Partial

License plate	Description	Lot	Quantity
No Rows To Show			

← Back F2

Menu F3

Next F1 →

Perform Partial Putaway

2. Scan or enter the **License Plate** that you will be moving to its new Location.

If the list does not automatically load, tap or press **F5**, and you will be taken to the Putaway screen with the License Plate listed.

Putaway tasks

License plate

130808d

☒ Single LP ☒ Partial

License plate	Description	Lot	Quantity
No Rows To Show			

Back F2 Menu F3 Next F1

Step 3. Enter the Amount of the Partial Putaway

Perform Partial Putaway

1. Enter the **Quantity** of that you would like to put away into the first location.

Note

If the full Quantity of the LP is entered into the **Quantity** field, Footprint will treat this as a standard **Putaway** task.

Move inventory

	Material	Lot	Quantity	Packaging
<input checked="" type="checkbox"/>	Peanuts	13153	100	LB

Quantity

80

LB

Cancel F2

Menu F3

Accept F1

Perform Partial Putaway

2. Tap **Accept** or press **F1**.

The screenshot shows a mobile application interface for moving inventory. At the top, there's a title bar 'Move inventory'. Below it is a table with four columns: Material, Lot, Quantity, and Package. The table contains one row for 'Peanuts' with Lot '13153' and Quantity '100'. Below the table, there's a 'Quantity' label and an input field containing the number '80'. To the right of the input field is a unit indicator 'LB'. At the bottom of the screen is a navigation bar with three buttons: 'Cancel' (with a close icon), 'Menu' (with a list icon), and 'Accept' (with a checkmark icon). The 'Accept' button is highlighted with a green border.

Material	Lot	Quantity	Package
✓ Peanuts	13153	100	LB

Quantity

80 LB

Cancel F2 Menu F3 **Accept F1**

Step 4. Putaway

Perform Partial Putaway

1. Scan or enter the License Plate where the inventory is being placed into the **Target LP** field.

If the Location field does not automatically load, tap or press **F1** to confirm the information entered.

The Materials will be added to the Target LP and Location in the system, if valid. You will then be brought back to the Enter Amount screen so that the process can be repeated until the LP has no materials remaining.

Confirm partial putaway

Material/Serial number

+

S/N

Total items: 80

Material	Lot	Quantity	Packaging
Peanuts	13153	80	LB

Recommended location: AngelZone-658176

Recommended LP:

Location

Target LP

1301014d

Back F2

Menu F3

Next F1

Pick Inventory

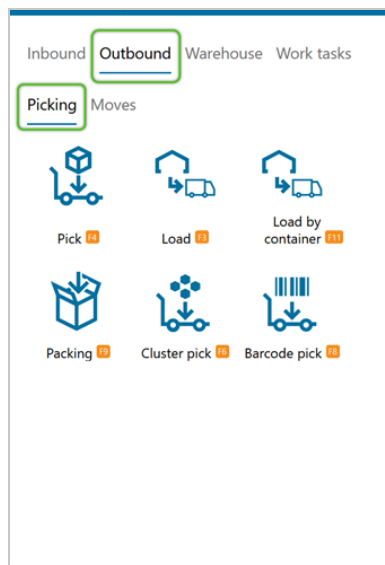
Picking takes Materials from their storage Location and assigns them to a new License Plate for shipment.

✖Prerequisites

- **Outbound Order**
- **Released Wave**
- Inventory in your Warehouse

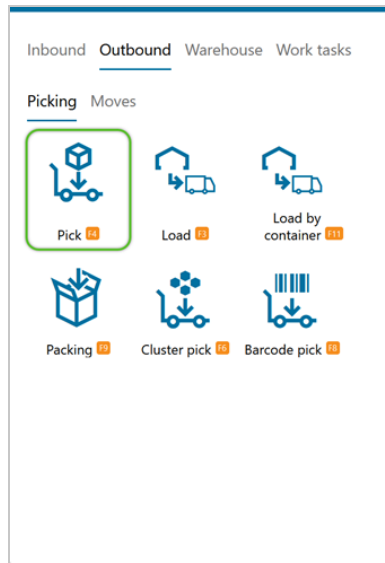
Step 1. Open the Pick section

1. Tap the **Outbound** tab, then the **Picking** tab.



2. Tap the **Pick** icon, or press **F4**.

Pick Inventory



Step 2. Search for Shipment or scan Pick Slip

Pick Inventory

1. Enter or scan the **Slip, Shipment, Order, Wave, Loading Container, or Shipping Container** you'd like to Pick for.

You may also select a Project from the **Project** drop-down list to filter all results by the chosen Project.

Pick slips (First 300 results)

Slip/Shipment/Order/Wave/LC/SC

Project

All assigned projects

Project	Expected on	Pick slip	Shipment
No Rows To Show			

Back Menu Next

Pick Inventory

2. Press **F5** or tap the **Search** icon.

Pick slips (First 300 results)

Slip/Shipment/Order/Wave/LC/SC

25358d

Project

All assigned projects

Project	Expected on	Pick slip	Shipment
No Rows To Show			

Back F2 Menu F3 Next F1

3. Select the Shipment or Pick Slip you want to find the tasks for, and tap **Next** or press **F1**.

Pick slips (First 300 results)

Slip/Shipment/Order/Wave/LC/SC

25358d

Project

All assigned projects

Project	Expected on	Pick
Wonka Chocolates	2024-02-05T17:58:28.757	791

Back F2 Menu F3 Next F1

Pick Inventory

Step 3. Select a Task (Optional)

When there is more than one Pick Task, a list of available Pick Tasks will be displayed.

1. You can select one of the Pick Tasks, or scan either the **Material**, the **Location** you are Picking from, the **License Plate**, **Lot**, **Serial**, or **Shipping Container**.
2. Tap **Next** or press **F1**.

Pick slip tasks (First 300 results)

Material/Location/LP/Lot/Serial/SC

☐ Only show replenishable materials

Shipping container	Location
<input checked="" type="checkbox"/>	Cocoa Room
<input type="checkbox"/>	WH2 Receiving Location

Back F2 Menu F3 Next F1

Step 4. Scan License Plates and Pick

Tip

If the Location assigned for the Pick no longer contains the Material for the Pick Task, you can press the **F8** key to perform a Reallocation. See the [Mobile Reallocation](#) tutorial for more information.

Pick Inventory

Note

If the Order being Picked allows Reverse Pick, and the License Plate being Picked has more items on it to be Picked than the number that should remain in storage, a Reverse Pick will occur here. See the [Reverse Pick](#) tutorial for more information.

1. Scan or enter the **Source License Plate**. You can also tap or press **F7** to have the system display all applicable License Plates in the Location.
2. Enter the **Quantity** you will be Picking. Make sure the **Packaging** matches the expected Packaging.
3. Scan or enter the **Target License Plate**. You can create a new License Plate here, or select an existing one.

If relevant, select a **Target Shipping Container** from the dropdown.

Confirm pick Tasks: 2

Pretzels

Lot: 524733

Vendor lot: 524733

Quantity: 2 Each

Order: 25358d

Shipment: 25358d

Source license plate

Quantity

Each

Target license plate

Target shipping container

Back F2 Menu F3 Next F1

Pick Inventory

4. Tap **Next** or press **F1**.

Confirm pick Tasks: 1

Location: Cocoa Room
Everlasting Gobstopper ⓘ
 Everlasting Gobstopper

Lot: 13017
 Vendor lot: 13017
 Quantity: 1 Each
 Order: 25358d
 Shipment: 25358d

Source license plate
 Wonka-LP03 ⓘ ⓘ ⓘ

Quantity
 1 ⓘ Each ▾

Target license plate
 25440d ⓘ ⓘ

Target shipping container

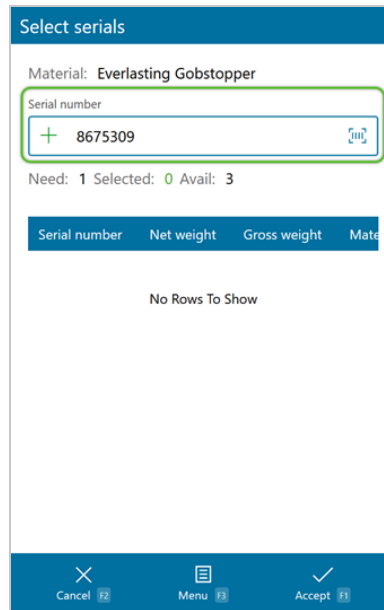
← Back F2 Menu F3 → **Next F1**

Step 4.1. Scan or Select Serial Numbers if necessary

If your Material has individual Serial Numbers assigned to it, you will need to scan or enter them at this point.

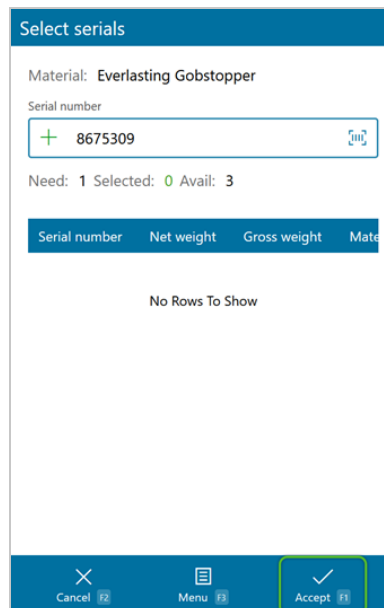
Pick Inventory

1. You can either scan each individual **Serial Number**, or you can tap or press **F8** to automatically select Serial Numbers for you.



The screenshot shows the 'Select serials' screen. At the top, the title is 'Select serials'. Below it, the material is listed as 'Everlasting Gobstopper'. There is a 'Serial number' input field containing the value '8675309'. Below the input field, it says 'Need: 1 Selected: 0 Avail: 3'. There is a table with headers 'Serial number', 'Net weight', 'Gross weight', and 'Material'. The table is empty, and it says 'No Rows To Show'. At the bottom, there are three buttons: 'Cancel' (F2), 'Menu' (F3), and 'Accept' (F1). The 'Accept' button is highlighted with a green box.

2. After entering all Serial Numbers, tap the **Accept** button or press **F1**.



This screenshot is identical to the one above, showing the 'Select serials' screen with the 'Serial number' input field containing '8675309' and the 'Accept' button highlighted with a green box.

Pick Inventory

Repeat this process for every Task that remains.

Reverse Pick Inventory

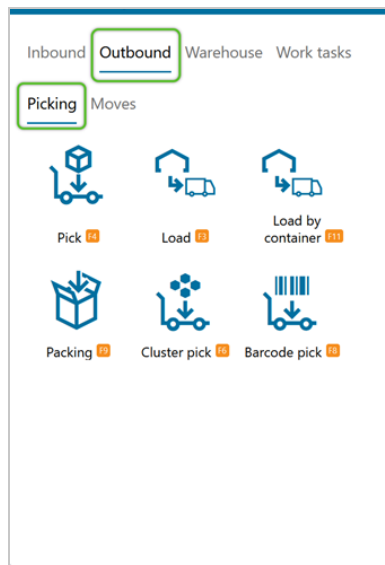
Reverse Picking pulls a full License Plate from its storage Location and moves any extra items not needed for the Shipment to a separate License Plate to remain in storage. This occurs when the target License Plate to Pick from would have less remaining on it than would be Picked.

✖Prerequisites

- **Outbound Order** with an **Order Class** that has **Reverse Pick enabled**
- **Released Wave**
- Inventory in your Warehouse

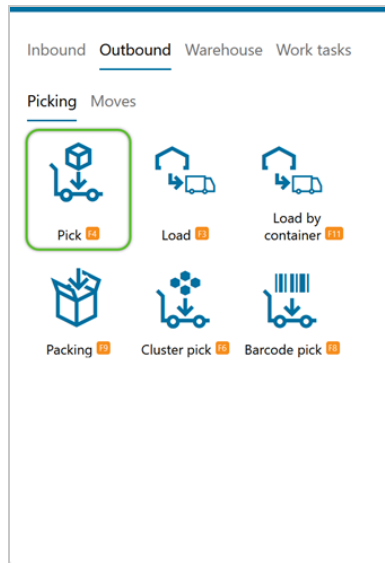
Step 1. Open the Pick section

1. Tap the **Outbound** tab, then the **Picking** tab.



2. Tap the **Pick** icon, or press **F4**.

Reverse Pick Inventory



Step 2. Search for Shipment or scan Pick Slip

Reverse Pick Inventory

1. Enter or scan the **Slip, Shipment, Order, Wave, Loading Container, or Shipping Container** you'd like to Pick for.

You may also select a Project from the **Project** drop-down list to filter all results by the chosen Project.

Pick slips (First 300 results)

Slip/Shipment/Order/Wave/LC/SC

Project

All assigned projects

Project	Expected on	Pick slip	Shipment
No Rows To Show			

Back Menu Next

Reverse Pick Inventory

2. Press **F5** or tap the **Search** icon.

Pick slips (First 300 results)

Slip/Shipment/Order/Wave/LC/SC

25358d

Project

All assigned projects

Project	Expected on	Pick slip	Shipment
No Rows To Show			

Back F2 Menu F3 Next F1

3. Select the Shipment or Pick Slip you want to find the tasks for, and tap **Next** or press **F1**.

Pick slips (First 300 results)

Slip/Shipment/Order/Wave/LC/SC

25358d

Project

All assigned projects

Project	Expected on	Pick
Wonka Chocolates	2024-02-05T17:58:28.757	791

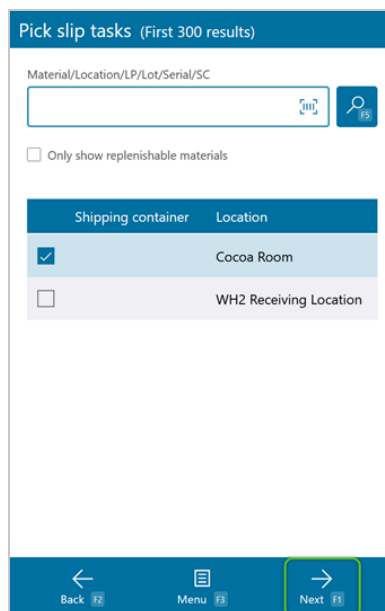
Back F2 Menu F3 Next F1

Reverse Pick Inventory

Step 3. Select a Task



On this screen, you will see a list of available Pick Tasks.

1. You can select one of the Pick Tasks, or scan either the **Material**, the **Location** you are Picking from, the **License Plate**, **Lot**, **Serial**, or **Shipping Container**.
2. Tap **Next** or press **F1**.



Pick slip tasks (First 300 results)

Material/Location/LP/Lot/Serial/SC

☐ Only show replenishable materials

Shipping container	Location
<input checked="" type="checkbox"/>	Cocoa Room
<input type="checkbox"/>	WH2 Receiving Location

Navigation bar: Back (F2), Menu (F3), Next (F1)

Step 4. Scan License Plates and Reverse Pick



If the Location assigned for the Pick no longer contains the Material for the Pick Task, you can press the **F8** key to perform a Reallocation. See the [Mobile Reallocation](#) tutorial for more information.

Reverse Pick Inventory

1. Scan or enter the **Source License Plate**. You can also tap or press **F7** to have the system display all applicable License Plates in the Location.

Once the Source LP has been scanned, if the Quantity to be Picked is more than half the total number on the LP, the screen will change to reflect the Reverse Pick, displaying the words **Reverse Pick** in red - you will now be moving items from this License Plate to another **Remaining License Plate** that will stay in this Location.

2. Enter the **Remaining Quantity** to leave in this Location. Make sure the **Packaging** matches the expected Packaging.

3. Scan or enter the **Remaining License Plate**. You can create a new License Plate here, or select an existing one.

Confirm pick Tasks: 1

Everlasting Gobstopper ⓘ

Everlasting Gobstopper

Lot: 13017

Vendor lot: 13017

Quantity: 1 Each

Order: 25358d

Shipment: 25358d

Source license plate

Wonka-LP03

Quantity **Reverse Pick**

1 Each

Target license plate

25440d

Target shipping container

25440d

Back F2 Menu F3 Next F1

Reverse Pick Inventory

4. Tap **Next** or press **F1**.

Confirm pick Tasks: 1

Everlasting Gobstopper ⓘ

Everlasting Gobstopper

Lot: 13017
Vendor lot: 13017
Quantity: 1 Each
Order: 25358d
Shipment: 25358d

Source license plate

Wonka-LP03

Quantity **Reverse Pick**

1 Each

Target license plate

25440d

Target shipping container

25440d

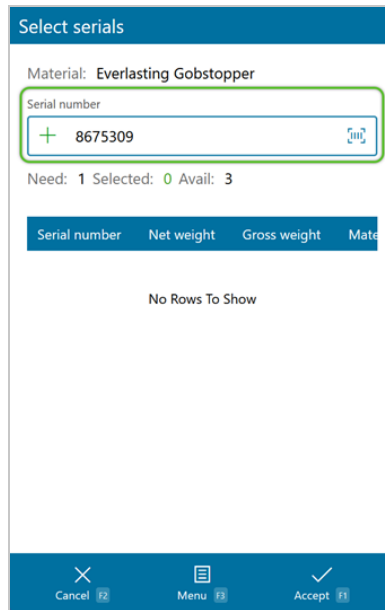
Back F2 Menu F3 **Next F1**

Step 4.1. Scan or Select Serial Numbers if necessary

If your Material has individual Serial Numbers assigned to it, you will need to scan or enter them at this point.

Reverse Pick Inventory

1. You can either scan each individual **Serial Number**, or you can tap or press **F8** to automatically select Serial Numbers for you.



Select serials

Material: Everlasting Gobstopper

Serial number

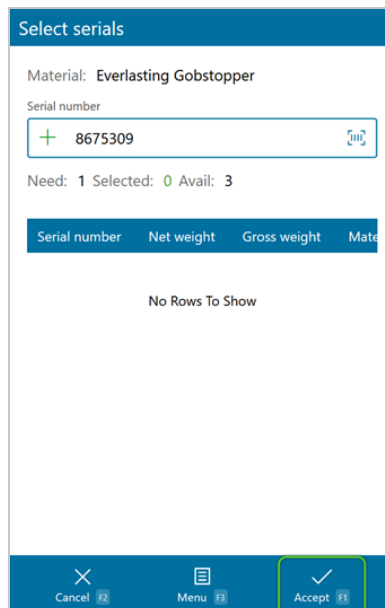
+ 8675309

Need: 1 Selected: 0 Avail: 3

Serial number	Net weight	Gross weight	Mat
No Rows To Show			

Cancel F2 Menu F3 Accept F1

2. After entering all Serial Numbers, tap the **Accept** button or press **F1**.



Select serials

Material: Everlasting Gobstopper

Serial number

+ 8675309

Need: 1 Selected: 0 Avail: 3

Serial number	Net weight	Gross weight	Mat
No Rows To Show			

Cancel F2 Menu F3 Accept F1

Reverse Pick Inventory

Repeat this process for every Task that remains.

Cluster Pick Inventory

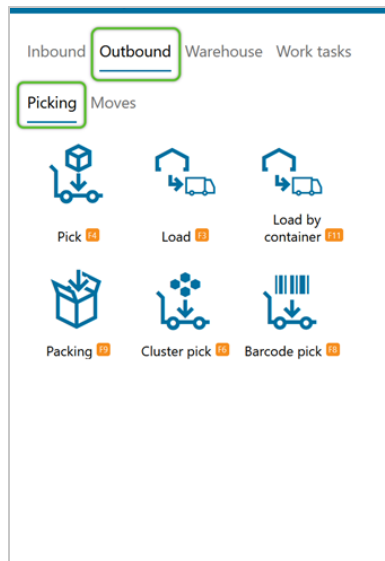
Cluster Picking groups Pick Slips or Shipments together to minimize the amount of work required for Picking, collecting all like Materials or Picking all Materials from the same Location at once.

✂Prerequisites

- **Outbound Order(s)**
- **Released Wave(s) with multiple Pick Slips**
- Inventory in your Warehouse

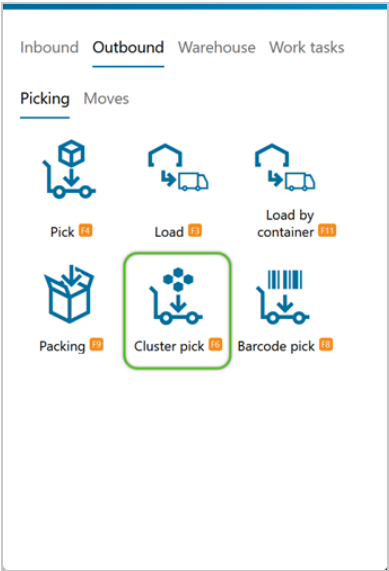
Step 1. Open Cluster Picking section

1. Tap the **Outbound** tab, then the **Picking** tab.



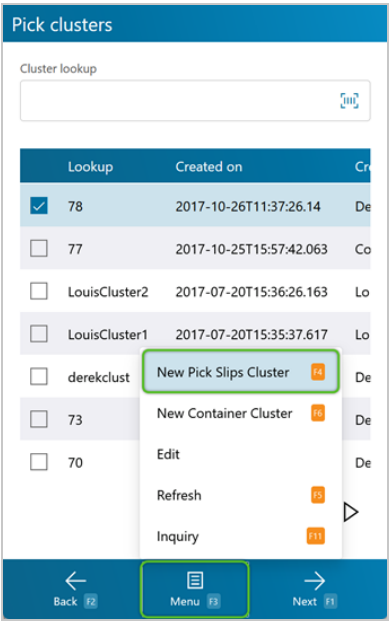
2. Tap the **Cluster Pick** icon, or press **F6**.

Cluster Pick Inventory



Step 2. Build a Pick Cluster

1. From the **Pick Clusters** list, tap **Menu**, or press **F3**, then tap **New Pick Slips Cluster** or press **F4** to create a new Pick Cluster.



Cluster Pick Inventory

2. Scan or enter the **Pick Slip** or **Shipment ID Number** in the appropriate field.

Build cluster for pick slips

Pick slip

Shipment

Master order

+ Add

Pick slip

Shipment

Carrier

Ship on

No Rows To Show

Target location

Back

Menu

Build

Cluster Pick Inventory

3. Tap the **+ Add** button or press **F5** to add the Pick Slip to the Cluster. Do so for every Pick Slip you will be adding. Enter a Cluster **Lookup** code.

Cluster Pick Inventory

4. Tap **Build** or press **F1** to create the Pick Cluster.

Build cluster for pick slips

Pick slip

Shipment

Master order

+ Add F5

Pick slip	Shipment	Carrier	Ship on
79179	27800d		2024-02-07T0
79175	25358d		2024-02-05T1

Target location

Back F2 **Menu F3** **Build F1**

Step 3. Pick

1. On the Pick Tasks screen, select the Pick Task you'd like to complete.

Pick tasks (First 300 results)

Source location

Material/UPC

Source location	Material
Cocoa Room	Everlasting Gobstopper
WH2 Receiving Location	Caramel

Back F2 **Menu F3** **Next F1**

Cluster Pick Inventory

2. Tap the **F1: Next** button, or press **F1**.

Pick tasks (First 300 results)

Source location

Material/UPC

Source location	Material
Cocoa Room	Everlasting Gobstopper
WH2 Receiving Location	Caramel

← Back F2
☰ Menu F3
→ Next F1

Cluster Pick Inventory

3. Scan or enter the **Source License Plate**. You can also tap or press **F7** to have the system display all applicable License Plates in the Location.

4. Confirm the **Quantity** you will be Picking. Make sure the **Packaging** matches the expected Packaging.

5. Scan or enter the **Target License Plate**. You can create a new License Plate here, or select an existing one.

If relevant, select a **Target Shipping Container** from the dropdown.

Confirm pick Tasks: 2

Pretzels

Lot: 524733
Vendor lot: 524733
Quantity: 2 Each
Order: 25358d
Shipment: 25358d

Source license plate

Quantity

Target license plate

Target shipping container

Back F2 Menu F3 Next F1

Cluster Pick Inventory

6. Tap **Next** or press **F1**.

Confirm pick Tasks: 1

Location: Cocoa Room
Everlasting Gobstopper ⓘ
 Everlasting Gobstopper

Lot: 13017
 Vendor lot: 13017
 Quantity: 1 Each
 Order: 25358d
 Shipment: 25358d

Source license plate
 Wonka-LP03 ⓘ ⓘ ⓘ

Quantity
 1 ⓘ Each ▾

Target license plate
 25440d ⓘ ⓘ

Target shipping container

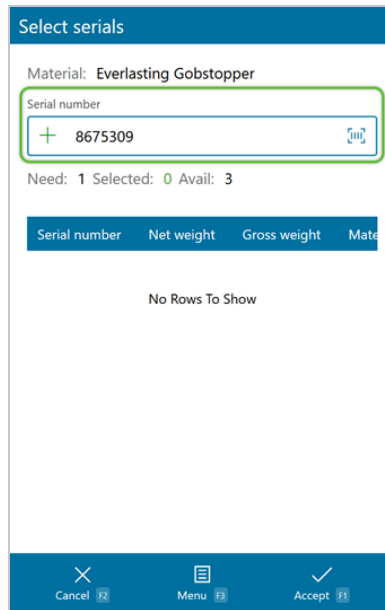
← Back F2 ☰ Menu F3 → **Next F1**

Step 3.1. Scan or Select Serial Numbers if necessary

If your Material has individual Serial Numbers assigned to it, you will need to scan or enter them at this point.

Cluster Pick Inventory

1. You can either scan each individual **Serial Number**, or you can tap or press **F8** to automatically select Serial Numbers for you.



Select serials

Material: Everlasting Gobstopper

Serial number

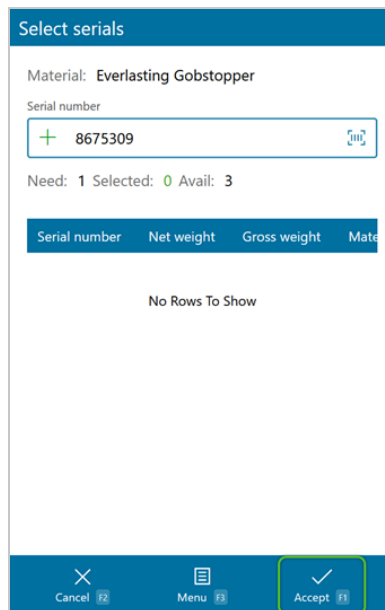
+ 8675309

Need: 1 Selected: 0 Avail: 3

Serial number	Net weight	Gross weight	Material
No Rows To Show			

Cancel F2 Menu F3 Accept F1

2. After entering all Serial Numbers, tap the **Accept** button or press **F1**.



Select serials

Material: Everlasting Gobstopper

Serial number

+ 8675309

Need: 1 Selected: 0 Avail: 3

Serial number	Net weight	Gross weight	Material
No Rows To Show			

Cancel F2 Menu F3 Accept F1

Cluster Pick Inventory

Repeat this process for each Pick Task remaining, until they have all been completed.

Reallocate Inventory

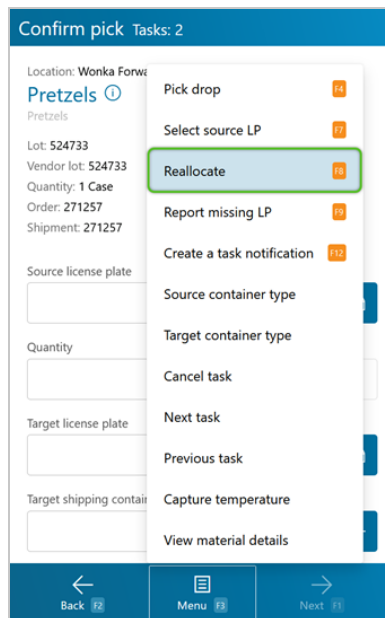
During the **Picking** or **Replenishment**, you may need to Reallocate the Materials from a different Location than was previously assigned. This can be done on the fly, directly from the mobile device.

✂Prerequisites

- **Outbound Order**
- **Released Wave**
- Inventory in your Warehouse

Step 1. Begin Reallocation

1. Tap **F8** on your mobile device to begin Reallocation, or tap **Menu F3**, then **Reallocate F8**.

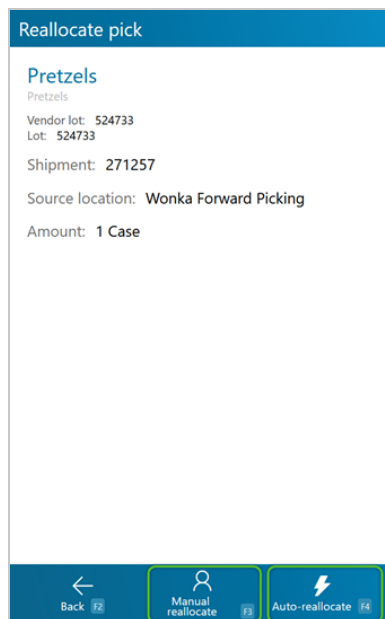


Reallocate Inventory

2. The current Allocation information will display. You are given two options: **Manual Reallocate** to choose the Location from which you will be Picking the Materials, or have the system perform the **Auto-Reallocate** itself to suggest a Location.

By tapping **Manual Reallocate** or pressing **F3**, you will have to select the Location yourself.

By tapping **Auto-Reallocate** or pressing **F4**, the system will search for a Location from which Picking is possible, automatically assign it for Allocation, then bring you back to the Pick Task screen with the information updated for you to continue as normal.



Step 2. Reallocate Manually

You will be taken to a screen displaying the Pick Task information.

Reallocate Inventory

1. Enter or scan the new Pick **Location**.

Allocate pick

Pretzels
Pretzels

Shipment: 271257

Needed: 1 Case

Available: 0 Case

Location
Shelf A1-001

Lot

Vendor lot

Amount
1 CA

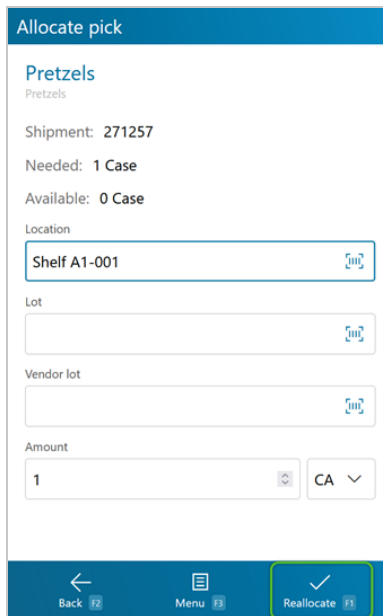
Back F2 Menu F3 Reallocate F1

Reallocate Inventory

2. Tap **Reallocate** or press **F1** to confirm the Location you have entered.

If the Reallocation cannot continue for any reason, you will be notified by a pop-up window as to why.

If the Reallocation has succeeded, a pop-up window will confirm this, and you will be returned to the Pick Tasks screen with the information updated for you to continue Picking as normal.



Allocate pick

Pretzels
Pretzels

Shipment: 271257

Needed: 1 Case

Available: 0 Case

Location
Shelf A1-001

Lot

Vendor lot

Amount
1 CA

Back F2 Menu F3 **Reallocate F1**

Perform a Pick Drop

Perform a Pick Drop

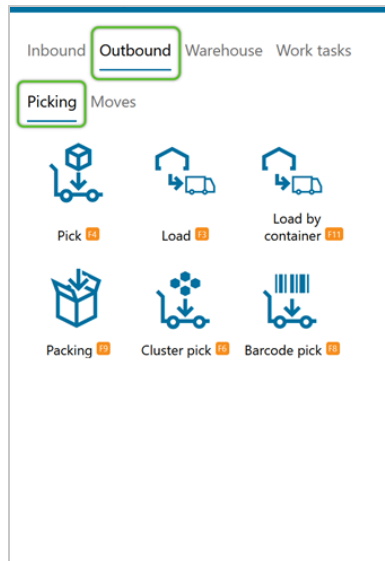
Materials Picked with a mobile device, and with their License Plates, are located with a mobile device itself. In order to transfer them to a Dock Location, you can perform a Pick Drop.

✂Prerequisites

- **Outbound Order**
- **Released Wave**
- Inventory in your Warehouse
- **Mobile Device Picked Inventory**

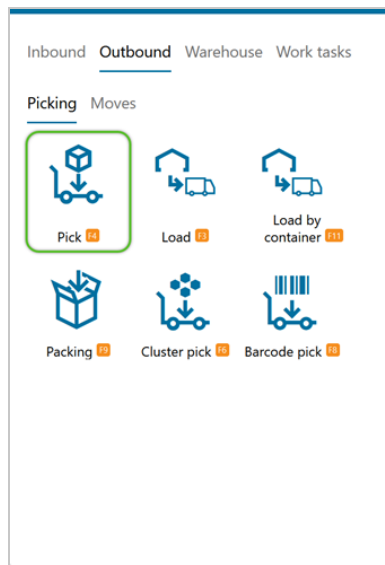
Step 1. Open the Pick section

1. Tap the **Outbound** tab, then the **Picking** tab.



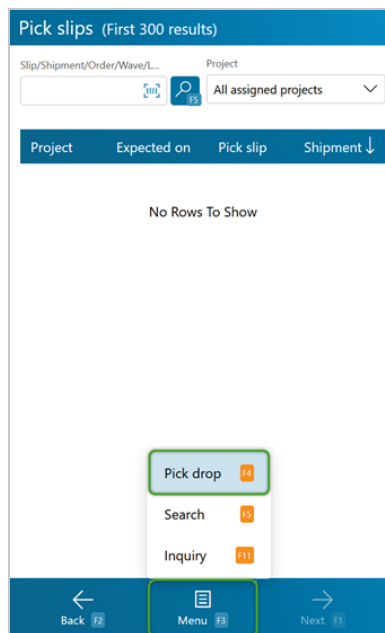
Perform a Pick Drop

2. Tap the **Pick** icon, or press **F4**.



Step 2. Complete a Pick Drop

1. From the Pick screen, press **F4** to begin the Pick Drop.



Perform a Pick Drop

2. Select the License Plate you want to Drop, and enter the **Target Location** where you will be dropping it off.

Pick drop

Equipment Name: 000Derek1

Equipment ID: 47

Equipment Location: 762899

License plate	Count	Packaging
DK-05172024	1	Case

Target location

B

← Back

☰ Menu

✓ Confirm

Perform a Pick Drop

3. Tap **Confirm** or press **F1** to complete the Pick Drop.

You can repeat this for as many License Plates as you would like to Drop off from a mobile device.

Pick drop

Equipment Name: 000Derek1

Equipment ID: 47

Equipment Location: 762899

License plate	Count	Packaging
DK-05172024	1	Case

Target location

B

Back F2

Menu F3

Confirm F1

Load a Shipment

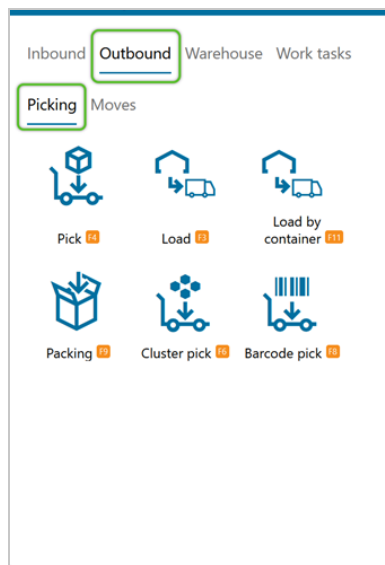
Loading is the last step in the Outbound process, and represents actually loading the inventory onto the truck, sending it on its way out of your Warehouse.

✖Prerequisites

- Outbound Order
- Picked Materials
- Dock Location

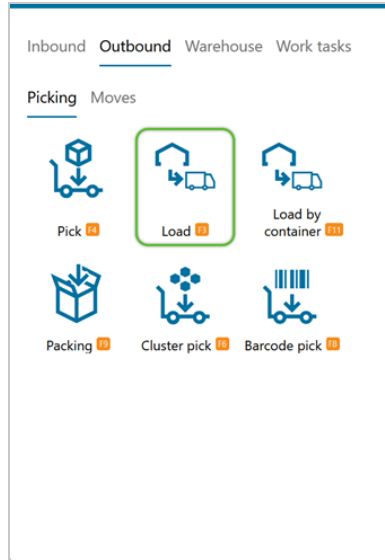
Step 1. Open the Load section

1. Tap the **Outbound** tab, then the **Picking** tab.



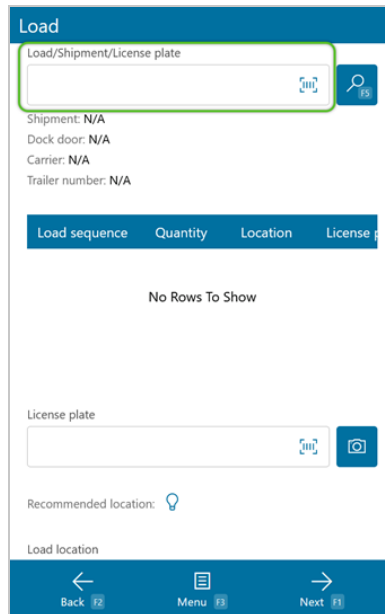
2. Tap the **Load** section, or press **F3**.

Load a Shipment



Step 2. Find your Shipment/Load/License Plate

1. Scan or enter the **LookUp Code** for the License Plate, Shipment, or Load Container.



Load a Shipment

2. Tap or press **F5**.

A list of all associated Tasks will populate.

Step 3. Scan or enter License Plate and Load Location

Load a Shipment

1. Scan or enter the **License Plate** you are Loading.
2. Scan or enter the **Dock Location** you are Loading into, or tap the R button to recommend a Location.

Load

Dock door: N/A

Carrier: N/A

Trailer number: N/A

Load sequence	Quantity	Location	Licen
0	2	DEREKEQUIP	2544d

1 of 1 remaining.

License plate

25440d

Recommended location:

Load location

B

Back F2

Menu F3

Next F1

Load a Shipment

3. Tap **Next** or press **F1**.

Continue Loading until all Loading Tasks are cleared.

Load

Dock door: N/A
Carrier: N/A
Trailer number: N/A

Load sequence	Quantity	Location	Licen
0	2	DER EQUIP	25440d

1 of 1 remaining.

License plate
25440d

Recommended location:

Load location
B

Navigation bar: Back (F2), Menu (F3), Next (F1)

Step 4. Confirm details and Save

Load a Shipment

Once you've Loaded all License Plates, you will be brought to a confirmation screen. Make sure the information is correct, add any additional details necessary, and then tap **Next** or press **F1**.

Load

Dock door: N/A

Carrier: N/A

Trailer number: N/A

Load sequence	Quantity	Location	License plate
0	2	DER EQUIP	2544d

1 of 1 remaining.

License plate

2544d

Recommended location:

Load location

B

Back F2

Menu F3

Next F1

Log a Pallet Transaction

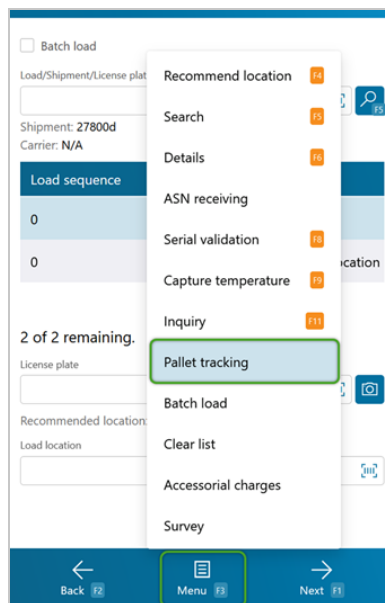
Pallet Transactions are used to record the number of Pallets of specifics types coming in and out of the Warehouse to maintain an accurate count. These transactions can be created on the fly using a mobile device, when dealing directly with Shipments ([Receiving](#) or [Loading](#)).

Prerequisites

- [Owner](#)
- [Project](#)
- [Pallet Classes](#)
- Open Shipment

Step 1. Create a new Pallet Transaction

Tap **Menu** or press the **F3** key, then tap **Pallet Tracking** to create a new Pallet Transaction.



Step 2. Fill out Pallet Transaction

Log a Pallet Transaction

1. Select the **Pallet Class** from the drop-down list.

Pallet tracking

Pallet class

Wooden

In

Out

Owner

WonkaCorp

Project

Wonka Chocolates

Account

Carrier

ABC Carrier

Shipment: 27800d

Reference

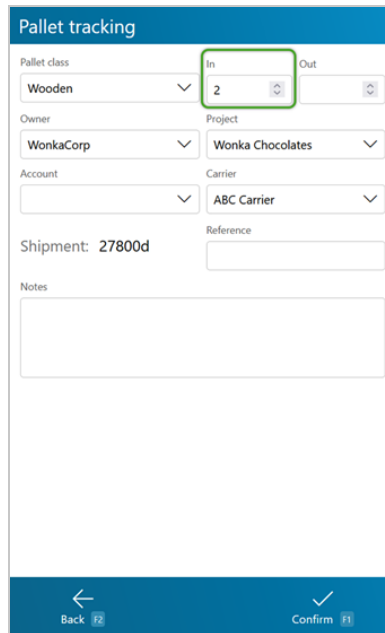
Notes

Back

Confirm

Log a Pallet Transaction

2. Enter the number of Pallets coming in to your Warehouse in this Transaction.



The screenshot shows a mobile application interface for 'Pallet tracking'. The form contains several dropdown menus and input fields. The 'In' field, which is a numeric spinner, is highlighted with a green rectangular box and contains the number '2'. Other fields include 'Pallet class' (Wooden), 'Owner' (WonkaCorp), 'Project' (Wonka Chocolates), 'Account' (empty), 'Carrier' (ABC Carrier), 'Shipment' (27800d), and 'Reference' (empty). A 'Notes' section with a text area is at the bottom. The bottom navigation bar has 'Back' and 'Confirm' buttons.

Field	Value
Pallet class	Wooden
In	2
Out	
Owner	WonkaCorp
Project	Wonka Chocolates
Account	
Carrier	ABC Carrier
Shipment	27800d
Reference	
Notes	

Log a Pallet Transaction

3. Enter the number of Pallets leaving your Warehouse in this Transaction.

Pallet tracking

Pallet class	In	Out
Wooden	2	0

Owner	Project
WonkaCorp	Wonka Chocolates

Account	Carrier
	ABC Carrier

Shipment: 27800d

Reference

Notes

Back **F2** Confirm **F1**

Log a Pallet Transaction

The **Owner**, **Project**, and **Shipment** will already be set, as this Transaction is associated with the Shipment you were already Receiving or Loading.

Pallet tracking

Pallet class

Wooden

▼

In

2

⬇

Out

0

⬆

Owner

WonkaCorp

▼

Project

Wonka Chocolates

▼

Account

▼

Carrier

ABC Carrier

▼

Shipment: 27800d

Reference

Notes

←

Back

F2

✓

Confirm

F1

Log a Pallet Transaction

4. Tap **Confirm** or press **F1** to save the Transaction and add it to the Shipment.

You will see a confirmation pop-up for the Transaction.

Pallet tracking

Pallet class

Wooden

▼

In

2

Out

0

Owner

WonkaCorp

▼

Project

Wonka Chocolates

▼

Account

▼

Carrier

ABC Carrier

▼

Shipment: 27800d

Reference

Notes

← Back F2

✓ Confirm F1

Log a Pallet Transaction

5. Tap **Back** or press **F2** to continue Receiving or Loading as before.

Pallet tracking

Pallet class

Wooden

In

2

Out

0

Owner

WonkaCorp

Project

Wonka Chocolates

Account

Carrier

ABC Carrier

Shipment: 27800d

Reference

Notes

Back F2

Confirm F1

Complete a Batch Move

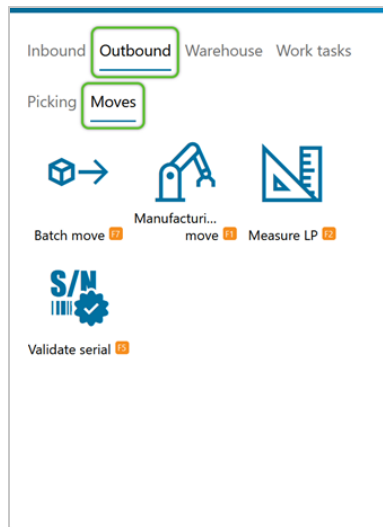
Complete a Batch Move

✂Prerequisites

- [Outbound Order](#)
- [Released Batch Pick Wave](#)
- Inventory in your Warehouse

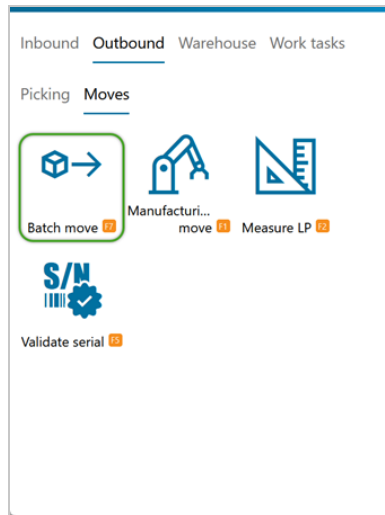
Step 1. Open the Batch Move section

1. Tap the **Outbound** tab, then the **Moves** tab.



Complete a Batch Move

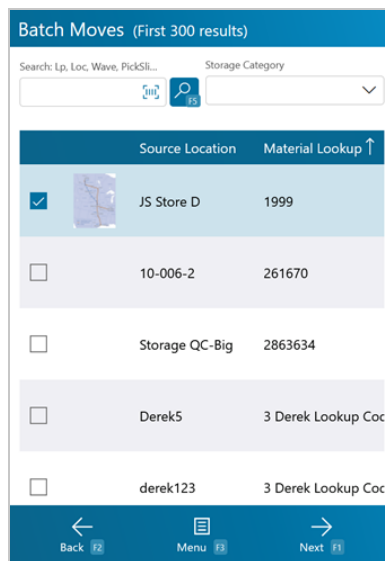
2. Tap the **Batch Move** icon, or press F7.



Step 2. Search for Batch Move Tasks

Complete a Batch Move

1. Enter or scan the **LP, Location, Wave, Material, UPC, or Pick Slip**.
2. Press **F5**.
3. Select the Batch Move Task you want to complete, and tap **Next** or press **F1**.



Step 3. Confirm Batch Move Tasks

Complete a Batch Move

1. Scan or enter the **Source License Plate**.
2. Enter the **Quantity** you will be Picking. Make sure the **Packaging** matches the expected Packaging.

Batch Move Confirmation

Location: JS Store D

1999

Exercise Drink_11 desc.

Lot: 1178-1

Quantity: 2 Each

Vendor Lot: 1178-1

PickSlip: 75989

Source License Plate

GD10

Quantity

1

Each

Expected Target Location: JS Store D

Target Location

Target License Plate

Back

Menu

Next

Complete a Batch Move

3. Scan or enter the **Target Location**. The Expected Target Location will be displayed above the field.
4. Scan or enter the **Target License Plate**. You can create a new License Plate here, or select an existing one.

Batch Move Confirmation

Location: JS Store D

1999

Exercise Drink_11 desc.

Lot: 1178-1

Quantity: 2 Each

Vendor Lot: 1178-1

PickSlip: 75989

Source License Plate

GD10

Quantity

1

Each

Expected Target Location: JS Store D

Target Location

JS Store D

Target License Plate

GD10a

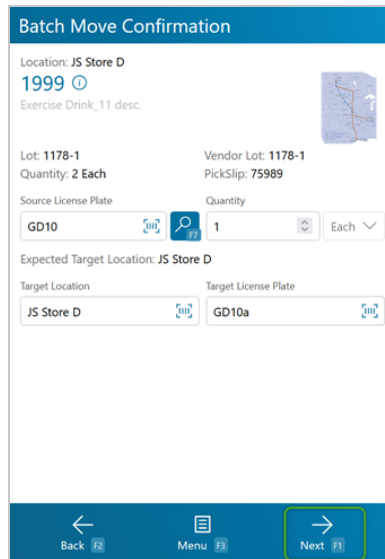
Back

Menu

Next

Complete a Batch Move

5. Tap **Next** or press F1.



Batch Move Confirmation

Location: JS Store D
1999 ⓘ
 Exercise Drink_11 desc.

Lot: 1178-1
 Quantity: 2 Each

Vendor Lot: 1178-1
 PickSlip: 75989

Source License Plate
 GD10 ⓘ

Quantity
 1 ⓘ Each ▾

Expected Target Location: JS Store D

Target Location
 JS Store D ⓘ

Target License Plate
 GD10a ⓘ

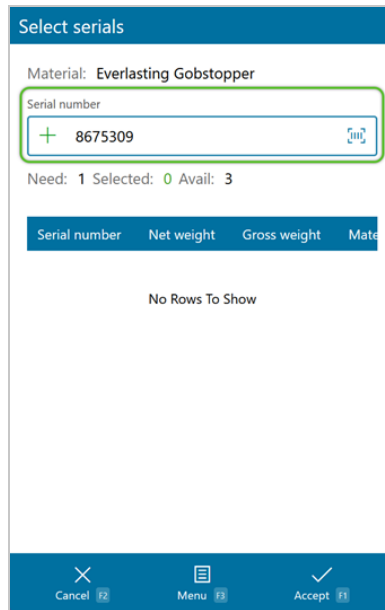
Back F2 Menu F3 **Next F1**

Step 4. Scan or Select Serial Numbers if necessary

If your Material has individual Serial Numbers assigned to it, you will need to scan or enter them at this point.

Complete a Batch Move

1. You can either scan each individual **Serial Number**, or you can tap or press **F8** to automatically select Serial Numbers for you.



Select serials

Material: Everlasting Gobstopper

Serial number

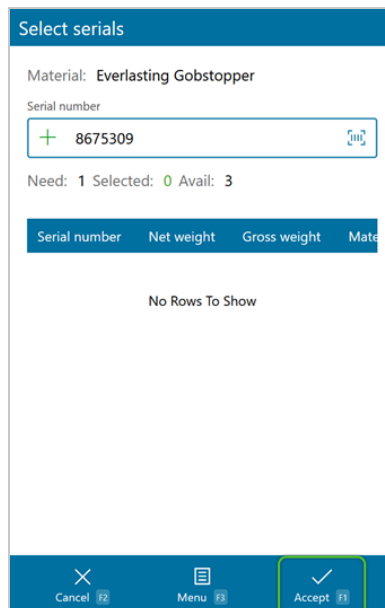
+ 8675309

Need: 1 Selected: 0 Avail: 3

Serial number	Net weight	Gross weight	Material
No Rows To Show			

Cancel F2 Menu F3 Accept F1

2. After entering all Serial Numbers, tap the **Accept** button or press **F1**.



Select serials

Material: Everlasting Gobstopper

Serial number

+ 8675309

Need: 1 Selected: 0 Avail: 3

Serial number	Net weight	Gross weight	Material
No Rows To Show			

Cancel F2 Menu F3 Accept F1

Complete a Batch Move

Repeat this process for every Batch Move Task that remains.

Take a License Plate Measurement

Take a License Plate Measurement

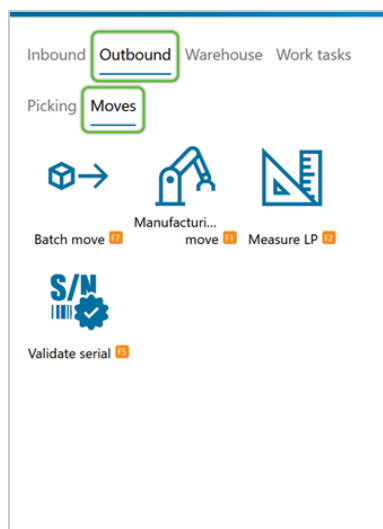
Taking a License Plate Measurement allows you to change the Measurements of a License Plate, overriding the existing ones.

✕Prerequisites

- [Warehouse](#)
- [Locations](#)
- [Materials](#)
- Inventory in your Warehouse

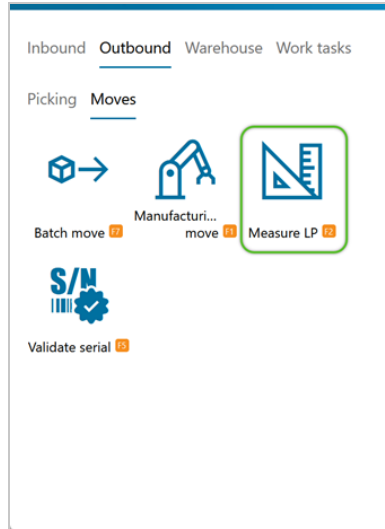
Step 1. Open the LP Measurements section

1. Tap the **Outbound** tab, then the **Moves** tab.



2. Tap the **Measure LP** icon, or press F2.

Take a License Plate Measurement



Step 2. Select License Plate

Scan or enter the **License Plate** LookUp.

The screenshot shows the 'Measurement sample' form in the Datex mobile application. The form has a blue header with the title 'Measurement sample'. Below the header, there are two fields: 'Shipment: N/A' and 'Shipment line: N/A'. The 'License plate' field is highlighted with a green box. Below this, there are three input fields for 'Length', 'Width', and 'Height'. Below these, there is a unit selector dropdown menu showing 'm'. Below the unit selector, there are two input fields for 'Net weight' and 'Gross weight'. Below these, there is a unit selector dropdown menu showing 'lb'. Below the unit selector, there are two input fields for 'Net volume' and 'Gross volume'. Below these, there is a unit selector dropdown menu showing 'cu. ft.'. At the bottom of the form, there are three buttons: 'Cancel' (with a close icon), 'Capture' (with a camera icon), and 'Save' (with a save icon). Each button has a small orange square with a number next to it: 12, 15, and 11 respectively.

Step 3. Enter new Measurements

Each field that has a new value entered into it will be updated in the system. None are required.

Take a License Plate Measurement

1. Update the physical **Dimensions**. Make sure the **Unit of Measurement** is correct.

The screenshot shows a mobile application interface titled "Measurement sample". It contains the following fields and controls:

- Shipment: N/A
- Shipment line: N/A
- License plate: [Empty text field]
- Length: [Input field with up/down arrows]
- Width: [Input field with up/down arrows]
- Height: [Input field with up/down arrows]
- Unit of measurement: A dropdown menu currently showing "m" (meters).
- Net weight: [Input field with up/down arrows]
- Gross weight: [Input field with up/down arrows]
- Unit of weight: A dropdown menu currently showing "lb" (pounds).
- Net volume: [Input field with up/down arrows]
- Gross volume: [Input field with up/down arrows]
- Unit of volume: A dropdown menu currently showing "cu. ft." (cubic feet).
- Bottom navigation bar with three icons: "Cancel" (F2), "Capture" (F5), and "Save" (F1).

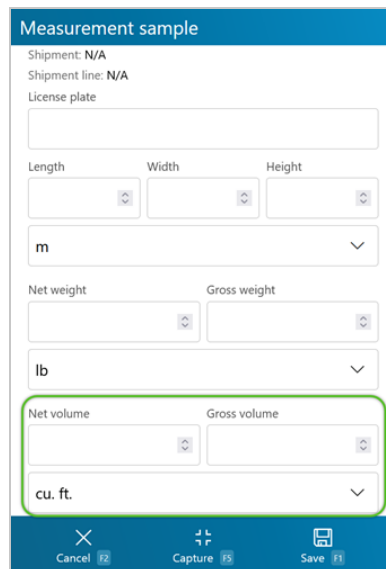
A green rectangular box highlights the dimensions section, specifically the Length, Width, Height input fields and the unit of measurement dropdown.

2. Update the **Weight**. Make sure the **Unit of Measurement** is correct.

This screenshot is identical to the one above, showing the "Measurement sample" form. However, a green rectangular box now highlights the weight section, specifically the Net weight and Gross weight input fields and the unit of weight dropdown menu, which is set to "lb".

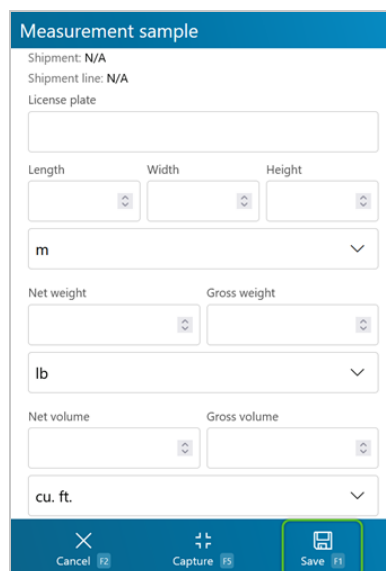
Take a License Plate Measurement

3. Update the **Volume**. Make sure the **Unit of Measurement** is correct.



The screenshot shows the 'Measurement sample' form. The 'Volume' section, including 'Net volume', 'Gross volume', and the unit 'cu. ft.', is highlighted with a green rectangular box. The form includes fields for Shipment, Shipment line, License plate, Length, Width, Height, Net weight, Gross weight, Net volume, and Gross volume. The unit 'cu. ft.' is selected for volume measurement. The bottom bar contains 'Cancel', 'Capture', and 'Save' buttons with their respective function keys (F2, F5, F1).

4. Tap **Save** or press **F1**.



This screenshot is identical to the previous one, but the 'Save' button in the bottom bar is highlighted with a green rectangular box, indicating the next step in the process. The 'Volume' section remains highlighted with a green box.

Pack Items

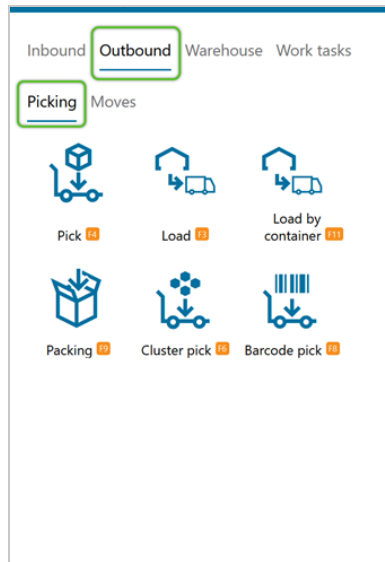
Packing Items allows you to move Inventory from one Shipping License Plate to another.

✂Prerequisites

- Outbound Order
- Picked Inventory

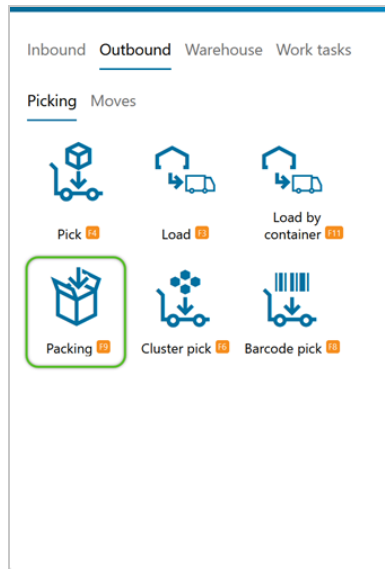
Step 1. Open the Pack Items section

1. Tap the **Outbound** tab, then the **Picking** tab.

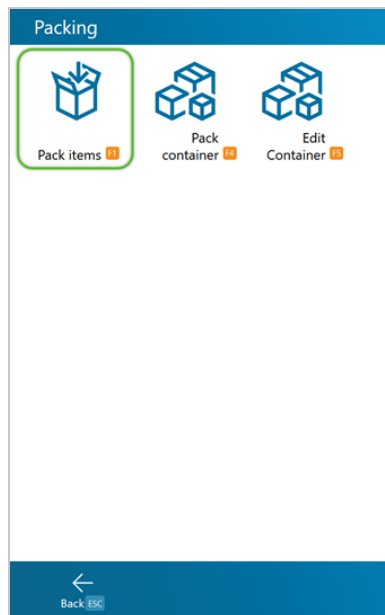


2. Tap the **Packing** icon, or press **F9**.

Pack Items



3. Tap **Pack Items** or press **F1**.



Step 2. Select Items to Pack

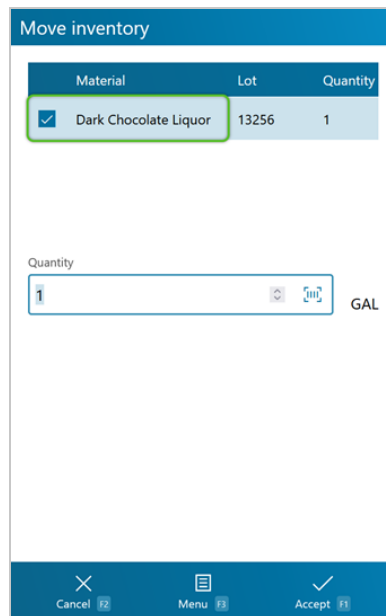
Pack Items

1. Scan or enter the **Shipping License Plate**, **Shipping Container**, or **Shipment LookUp Code** to which the Inventory belongs, and tap or press F5.

The screenshot shows a mobile application interface titled "Find items to pack". At the top, there is a search bar with the placeholder text "LP / container / shipment". To the right of the search bar is a magnifying glass icon. Below the search bar is a table with four columns: "License plate", "Location", "Container", and "Type". The table is currently empty, and the text "No Rows To Show" is displayed in the center. At the bottom of the screen is a navigation bar with three buttons: "Back" (with a left arrow icon), "Menu" (with a list icon), and "Next" (with a right arrow icon). Each button has a small keyboard shortcut icon next to it: F2 for Back, F3 for Menu, and F1 for Next.

Pack Items

2. Select the **Material** of the Inventory you'd like to Pack.



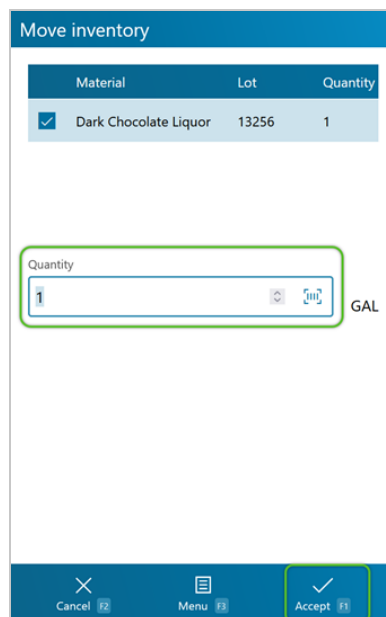
The screenshot shows the 'Move inventory' screen. At the top, there is a table with three columns: Material, Lot, and Quantity. The first row is highlighted with a green border and contains a checkmark, 'Dark Chocolate Liquor', '13256', and '1'. Below the table, there is a 'Quantity' input field with the number '1' and a 'GAL' unit label. At the bottom, there are three buttons: 'Cancel' (F2), 'Menu' (F3), and 'Accept' (F1).

Material	Lot	Quantity
✓ Dark Chocolate Liquor	13256	1

Quantity: 1 GAL

Cancel F2 Menu F3 Accept F1

3. Enter the **Quantity** you would like to Pack. Tap **Accept** or press F1.



This screenshot is identical to the previous one, but the 'Accept' button at the bottom right is highlighted with a green border, indicating it should be tapped to complete the action.

Material	Lot	Quantity
✓ Dark Chocolate Liquor	13256	1

Quantity: 1 GAL

Cancel F2 Menu F3 Accept F1

Pack Items

Step 2. Select Items to Pack (with Increment Quantity Scanning)

1. Scan or enter the **Shipping License Plate**, **Shipping Container**, or **Shipment LookUp Code** to which the Inventory belongs, and tap or press **F5**.

Pack Items

2. Scan or enter the **Material** you'd like to Pack, then press the **Tab** key. The increment of packed items will increase by one. Continue until you are done scanning all Materials.

Pack items

Source LP

136172

Barcode

+

S/N

Items on source LP: 1

	Material	Lot	Quantity
✓	Dark Chocolate Liquor	13256	1

Target LP

Location

Reason

←

Menu

✓

Back

Confirm

Pack Items

3. **(Optional)** If you accidentally enter or scan too many **Materials**, you can press the green "+" button, which will switch to a red "-". This will cause the Materials to be packed to decrease by 1 with each item scanned.

Pack items

Source LP

136172

Barcode

+

S/N

Items on source LP: 1

Material	Lot	Quantity
<input checked="" type="checkbox"/> Dark Chocolate Liquor	13256	1

Target LP

Location

Reason

Back

Menu

Confirm

Step 3. Pack

Pack Items

1. Scan or enter the **Target License Plate** into which you'll be Packing the inventory.

Pack items

Source LP
136172

Barcode
+

Items on source LP: 1

Material	Lot	Quantity
✓ Dark Chocolate Liquor	13256	1

Target LP

Location

Reason

Back F2 Menu F3 Confirm F1

If you need to, by tapping **F6** or pressing the **F6** key, you can add a new Shipping Container.

Add a new Container

Pack Items

1. Enter a **LookUp Code** for the new Shipping Container.

The remaining information can be filled out if desired, but it not required.

Edit Container

Lookup

2920248431

Container number

Type

Length

Width

Height

Meter

Weight

Pound

Volume

Cubic Feet

Cancel

Save

Pack Items

2. Save the new Shipping Container by tapping **Save** or pressing **F1**.

Edit Container

Lookup

2920248431

Container number

Type

Length

Width

Height

Meter

Weight

Pound

Volume

Cubic Feet

Cancel F2

Save F1

2. Tap **Confirm** or press **F1**.

Pack items

Source LP

136172

Barcode

+

Items on source LP: 1

Material	Lot	Quantity
<input checked="" type="checkbox"/> Dark Chocolate Liquor	13256	1

Target LP

Location

Reason

Back F2

Menu F3

Confirm F1

Pack a Shipping Container

Pack a Shipping Container

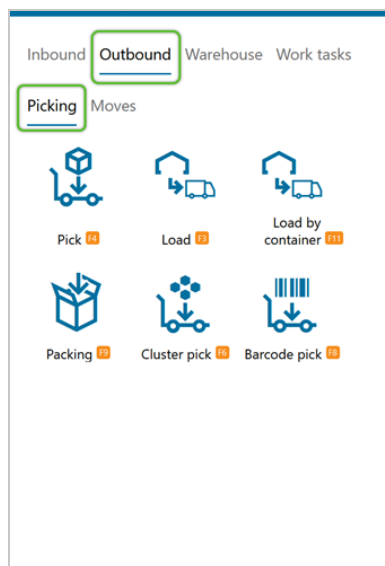
Packing a Shipping Container allows you to Pack Shipping Containers inside other Shipping Containers.

✕Prerequisites

- Outbound Order
- Picked Inventory

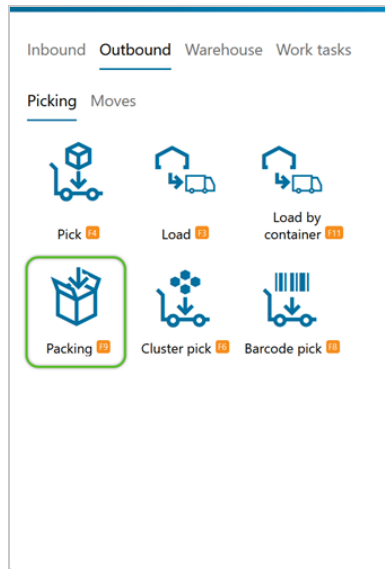
Step 1. Open the Pack Container section

1. Tap the **Outbound** tab, then the **Picking** tab.

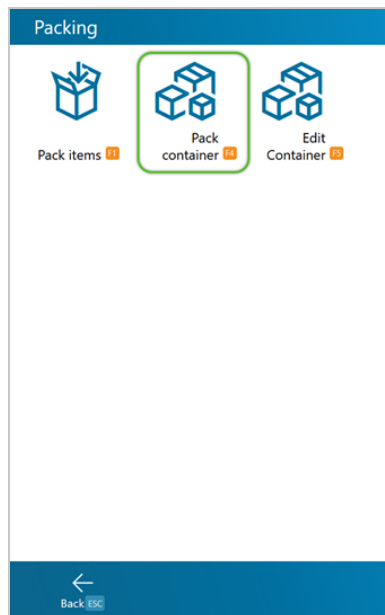


2. Tap the **Packing** icon, or press **F9**.

Pack a Shipping Container



3. Tap **Pack Container** or press **F4**.



Step 2. Select Shipping Container to Pack

Pack a Shipping Container

1. Scan or enter the **Shipping Container**, its **Shipping License Plate**, or the associated **Shipment LookUp Code**, and tap or press F5.

Find container to pack

Container / shipment

License plate Location Container Type

No Rows To Show

Back F2 Menu F3 Next F1

2. Select the **Container** you'd like to Pack.

Find container to pack

Container / shipment

1222

License plate Location Container Type

✓	1222	Large
---	------	-------

Back F2 Menu F3 Next F1

Pack a Shipping Container

3. Tap **Next** or press **F1**.

Find container to pack

Container / shipment

1222

License plate	Location	Container	Type
✓		1222	Large

Back F2 Menu F3 **Next F1**

Step 3. Pack

Pack a Shipping Container

1. Scan or enter the **Target License Plate** or **Target Container** into which you'll be Packing the Shipping Container.

Note

This Shipping Container **cannot** contain any License Plates, or the Pack will not be confirmed. A Shipping Container can only hold one License Plate OR one or more Containers.

If you need to, by tapping **Add** or pressing the **F3** key, you can add a new Shipping Container.

Add a new Container

Pack a Shipping Container

1. Enter a **LookUp Code** for the new Shipping Container.

The remaining information can be filled out if desired, but it not required.

Edit Container

Lookup

2920248431

Container number

Type

Length

Width

Height

Meter

Weight

Pound

Volume

Cubic Feet

Cancel

Save

Pack a Shipping Container

2. Save the new Shipping Container by tapping **Save** or pressing **F1**.

Edit Container

Lookup
2920248431

Container number

Type

Length Width Height

Meter

Weight
Pound

Volume
Cubic Feet

Cancel F2 Save F1

2. Tap **Confirm** or press **F1**.

Pack container

Scan LP or Container to add or remove

Containers in 1222

Container	Type	Shipment
No Rows To Show		

Parent container
1222

Location

Back F2 Menu F3 Confirm F1

Edit a Shipping Container

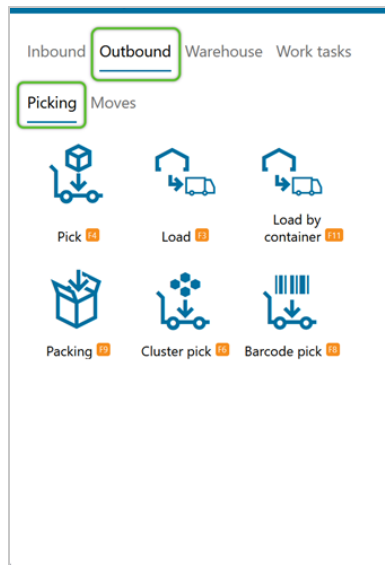
Editing a Container allows you to change a Shipping Container's details.

✂Prerequisites

- [Outbound Order](#)
- [Picked Inventory](#)

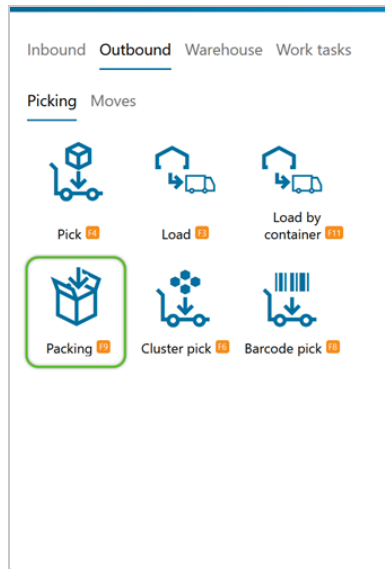
Step 1. Open the Edit Container section

1. Tap the **Outbound** tab, then the **Picking** tab.

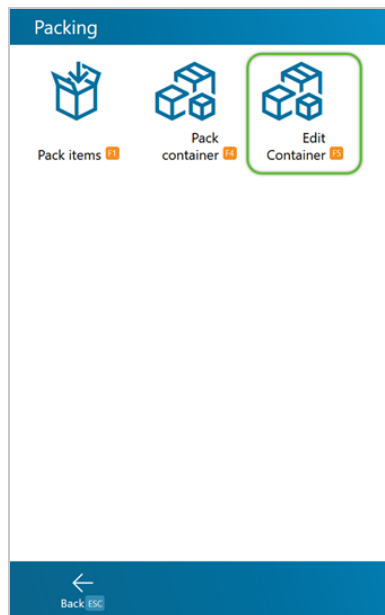


2. Tap the **Packing** icon, or press **F9**.

Edit a Shipping Container



3. Tap **Edit Container** or press **F5**.



Step 2. Select Container to Edit

Edit a Shipping Container

1. Scan or enter the **Shipping Container**, its **Shipping License Plate**, or the associated **Shipment LookUp Code**, and tap or press F5.

Find container to pack

Container / shipment

License plate Location Container Type

No Rows To Show

Back F2 Menu F3 Next F1

2. Select the **Container** you'd like to Edit.

Find container to pack

Container / shipment

1222

License plate Location Container Type

✓		1222	Larg
---	--	------	------

Back F2 Menu F3 Next F1

Edit a Shipping Container

3. Tap **Next** or press **F1**.

Find container to pack

Container / shipment

1222

License plate	Location	Container	Type
✓		1222	Large

Back F2 Menu F3 Next F1

Step 3. Edit Container

1. Make any changes you'd like to the Shipping Container's information.

Edit Container

Lookup

2920248431

Container number

Type

Length Width Height

Meter

Weight

Pound

Volume

Cubic Feet

Cancel F2 Save F1

Edit a Shipping Container

2. Save the Shipping Container by tapping **Save** or pressing **F1**.

Edit Container

Lookup

2920248431

Container number

Type

Length

Width

Height

Meter

Weight

Pound

Volume

Cubic Feet

Cancel F2

Save F1

Complete a License Plate Move

Complete a License Plate Move

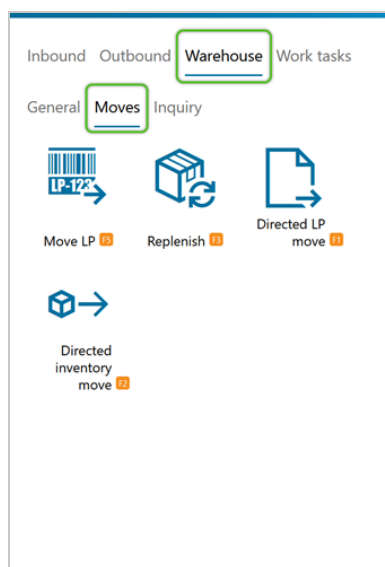
You can complete a License Plate Move on the fly from the mobile device, moving a License Plate from one Location to another, and the system will be updated with the new information.

✂Prerequisites

- **Warehouse**
- **Locations**
- License Plates in your Warehouse

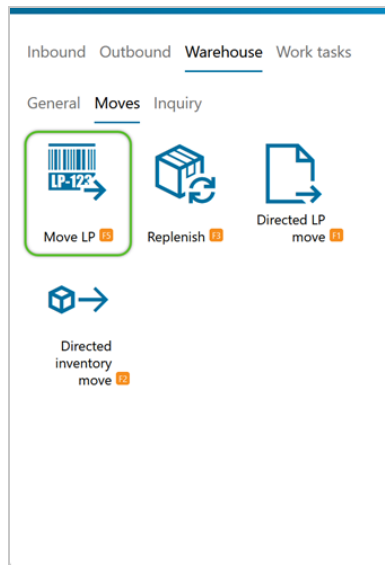
Step 1. Open the Move LP section

1. Tap the **Warehouse** tab, then the **Moves** tab.



Complete a License Plate Move

2. Tap the **Move LP** icon, or press **F5**.



Step 2. Select License Plate

Scan or enter the **License Plate / Container** lookUp code, then tap or press **F5**.

The screenshot shows the 'Move LP or Container' screen. At the top, there's a title bar. Below it, a text input field labeled 'License plate / Container' contains the value '25440d'. To the right of the input field are a barcode icon and a magnifying glass icon. Below the input field, there are two radio buttons: 'Single' (which is selected) and 'Partial'. Below these, there's a table header with four columns: 'Location', 'Container', 'License plate', and 'Quantity'. The table body is empty, and the text 'No Rows To Show' is displayed. At the bottom of the screen, there are three navigation buttons: 'Back' (with a left arrow), 'Menu' (with a list icon), and 'Next' (with a right arrow). Each button has a small orange square with a number in the bottom right corner.

Complete a License Plate Move

Step 3. Complete Move

1. Enter the **Target Location** to which you will be moving the License Plate. You can also tap the light bulb icon or press **F4** to have the system recommend a Location.

Confirm move

License plate	Container	Shipment	Order class
✓ 25440d	25440d	25358d	SO

Source LP

25440d

Source location

0000Chocolate

Recommended location:

Target location

Cocoa Room

Target composite LP

Target LP

Back F2

Menu F3

Confirm F4

Complete a License Plate Move

2. Tap **Confirm** or press **F1**.

Confirm move

License plate	Container	Shipment	Order class
✓ 25440d	25440d	25358d	SO

Source LP

25440d

Source location

0000Chocolate

Recommended location:

Target location

Cocoa Room

Target composite LP

Target LP

← Back F2

☰ Menu F3

✓ Confirm F1

Move to a Composite License Plate

Move to a Composite License Plate

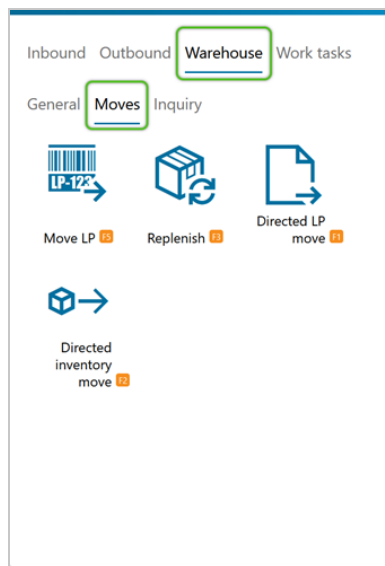
Composite License Plates group together License Plates, often for Shipping purposes. These LPs share the same Location, and a Shipment can be created and Picked automatically for them.

✂Prerequisites

- [Warehouse](#)
- [Locations](#)
- License Plates in your Warehouse

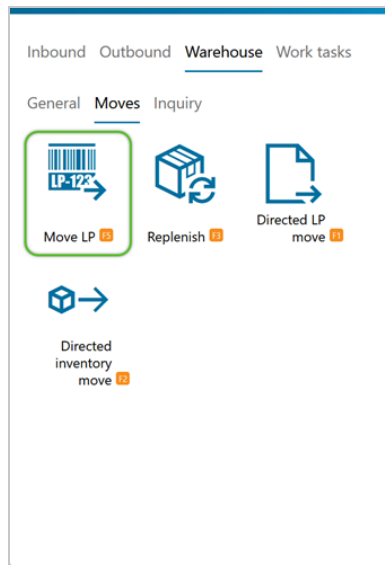
Step 1. Open the Move LP section

1. Tap the **Warehouse** tab, then the **Moves** tab.



Move to a Composite License Plate

2. Tap the **Move LP** icon, or press **F5**.



Step 2. Select License Plate

Scan or enter the **License Plate / Container** lookup code, then tap or press **F5**.

The screenshot shows the 'Move LP or Container' screen. At the top, there's a header 'Move LP or Container'. Below it is a text input field labeled 'License plate / Container' containing the value '25440d'. To the right of the input field are a barcode icon and a magnifying glass icon. Below the input field are two radio buttons: 'Single' (selected) and 'Partial'. Below these is a table header with four columns: 'Location', 'Container', 'License plate', and 'Quantity'. The table body is empty, and the text 'No Rows To Show' is displayed. At the bottom, there are three buttons: 'Back' (with a left arrow), 'Menu' (with a list icon), and 'Next' (with a right arrow). Each button has a small orange square with a number in the bottom right corner.

Move to a Composite License Plate

Step 3. Move into Composite License Plate

1. Instead of the Target Location, scan or enter the **Target Composite License Plate** to which you will be moving the License Plate.

Confirm move

License plate	Container	Shipment	Order class
✓ 25440d	25440d	25358d	SO

Source LP

25440d

Source location

0000Chocolate

Recommended location:

Target location

Target composite LP

22124800d

Target LP

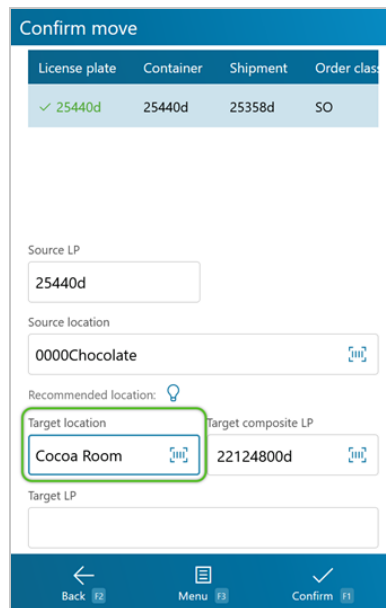
Back

Menu

Confirm

Move to a Composite License Plate

2. If the Composite License Plate does not already exist, you may now scan or enter its **Location**.



Confirm move

License plate	Container	Shipment	Order class
✓ 25440d	25440d	25358d	SO

Source LP
25440d

Source location
0000Chocolate

Recommended location:

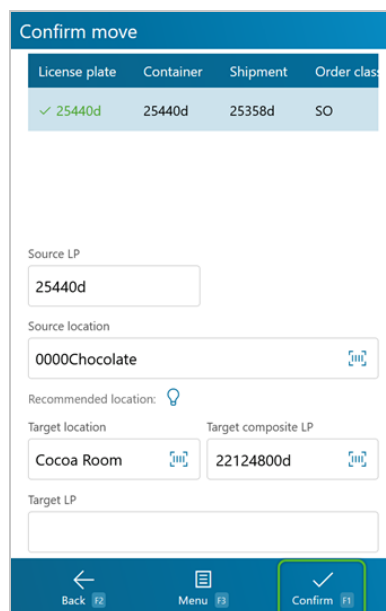
Target location
Cocoa Room

Target composite LP
22124800d

Target LP

Back F2 Menu F3 Confirm F1

3. Tap **Confirm** or press **F1**.



Confirm move

License plate	Container	Shipment	Order class
✓ 25440d	25440d	25358d	SO

Source LP
25440d

Source location
0000Chocolate

Recommended location:

Target location
Cocoa Room

Target composite LP
22124800d

Target LP

Back F2 Menu F3 Confirm F1

Move to a Composite License Plate

The License Plate will be added to the Composite License Plate, and will be moved to the CLP's Location in the system. Move as many other License Plates onto the Composite License Plate as you need.

Replenish Inventory

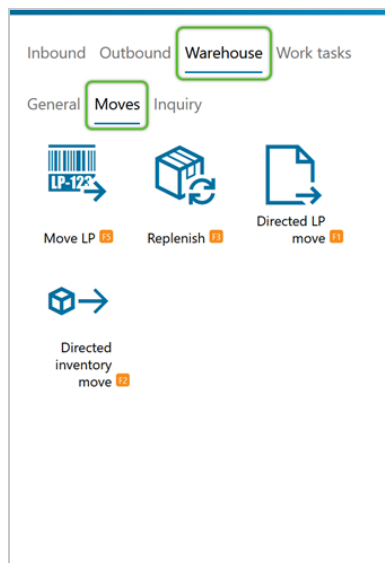
Replenishment Tasks are similar to [Inventory Move Task](#). Replenishments must be executed using the mobile device.

✂Prerequisites

- [Warehouse](#)
- [Locations](#)
- [Materials](#)
- Inventory in your Warehouse
- [Released Replenishment Task](#)

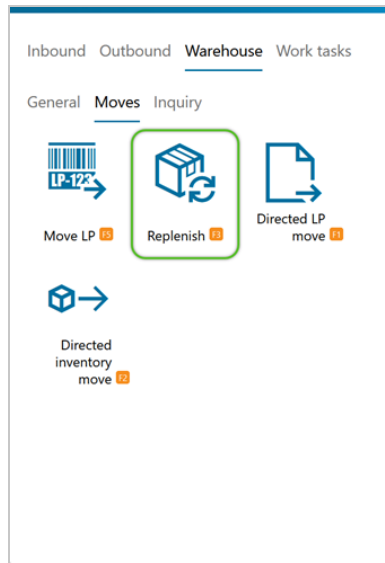
Step 1. Open the Replenishment section

1. Tap the **Warehouse** tab, then the **Moves** tab.



2. Tap the **Replenish** icon, or press **F3**.

Replenish Inventory





Step 2. Open a Replenishment Task

Replenishment Tasks can be searched for by **License Plate**, **Location**, **Zone**, or **Storage Category**.

Replenish Inventory

1. Scan or enter the search terms, or leave all fields blank, and tap **Search** or press **F5**. A list of all relevant and Released Replenishment Tasks will populate.




Replenishment tasks (First 300 results)

LP/Location  

Zone



Storage category

Source location	Material description
No Rows To Show	

Back  Menu  Next 

2. Select the Replenishment Task you will be performing from the list.




Replenishment tasks (First 300 results)

LP/Location  

Zone

Storage category

Source location	Material description
<input checked="" type="checkbox"/>	QC BD D pulp t
<input type="checkbox"/>	WH2 Receiving Location

Back  Menu  Next 

Replenish Inventory

3. Tap **Next** or press **F1**.

The screenshot shows the 'Replenishment tasks' screen with the subtitle '(First 300 results)'. It features a search bar for 'LP/Location', a 'Zone' dropdown, and a 'Storage category' dropdown. Below these is a table with two columns: 'Source location' and 'Material'. The first row is selected, showing 'QC BD D' under 'Source location' and 'pulp t' under 'Material'. The second row is 'WH2 Receiving Location'. At the bottom, there are three buttons: 'Back' (F2), 'Menu' (F3), and 'Next' (F1). The 'Next' button is highlighted with a green box.

Source location	Material
<input checked="" type="checkbox"/> QC BD D	pulp t
<input type="checkbox"/> WH2 Receiving Location	

Step 3. Perform Replenishment



If the Location assigned for the Replenishment Source no longer contains the Material for the Task, you can press the **F8** key to perform a Reallocation. See the [Mobile Reallocation](#) tutorial for more information.

Replenish Inventory

1. Scan or enter the **Source License Plate** you are taking the Materials from, or press **F7** to search all available License Plates.

Confirm replenishment

Location: QC BD D
pulp tray ⓘ
pulp tray
Lot: pulp tray-GLot
Vendor lot: pulp tray-GLot
Expected quantity: 5 EA

Source LP
810325 ⓘ ⓘ

Quantity
 EA

Target LP
 ⓘ

Expected target location: QC BD C
Target location
 ⓘ

Back F2 Menu F3 Confirm F1

2. Confirm the **Quantity** you are moving.

Confirm replenishment

Location: QC BD D
pulp tray ⓘ
pulp tray
Lot: pulp tray-GLot
Vendor lot: pulp tray-GLot
Expected quantity: 5 EA

Source LP
810325 ⓘ ⓘ

Quantity
1 ⓘ EA

Target LP
 ⓘ

Expected target location: QC BD C
Target location
 ⓘ

Back F2 Menu F3 Confirm F1

Replenish Inventory

3. Scan or enter the **Target License Plate** to which you will be relocating the Materials. A Tote may be used here, which will automatically create a new Replenishment Task with the Inventory Hard Allocated from the Tote.

Confirm replenishment

Lot: pulp tray-GLot

Vendor lot: pulp tray-GLot

Expected quantity: 5 EA

Source LP

810325

Quantity

1

EA

Target LP

2212411d

Expected target location: QC BD C

Target location

Reason

Back

Menu

Confirm

Replenish Inventory

4. Scan or enter the **Target Location** into which you are moving the Materials. It typically should match the **Expected Target Location** listed above the field. If the Locations do not match, this will be treated as an intermediary Location, and a second Replenishment Task will be automatically created for the final intended Location.

Confirm replenishment

Lot: pulp tray-GLot

Vendor lot: pulp tray-GLot

Expected quantity: 5 EA

Source LP

810325

Quantity

1

EA

Target LP

2212411d

Expected target location: QC BD C

Target location

QC BD C

Reason

Back F2

Menu F3

Confirm F1

Replenish Inventory

5. Tap **Confirm** or press **F1**.

Confirm replenishment

Lot: pulp tray-GLot
 Vendor lot: pulp tray-GLot
 Expected quantity: 5 EA

Source LP
 810325

Quantity
 1 EA

Target LP
 2212411d

Expected target location: QC BD C

Target location
 QC BD C

Reason
 ▼

Back F2 Menu F3 **Confirm F1**

Step 3.1. Scan or Select Serial Numbers if necessary

If your Material has individual Serial Numbers assigned to it, you will need to scan or enter them at this point.

Replenish Inventory

1. You can either scan each individual **Serial Number**, or you can tap or press **F8** to automatically select Serial Numbers for you.

Select serials

Material: Everlasting Gobstopper

Serial number

+

SI97-553309

Need: 20 Selected: 3 Avail: 95

Serial number	Net weight	Gross weight	Mat
SI98-660277	3.00000000	3.50000000	Ever
SI99-597838	3.00000000	3.50000000	Ever
SI100-865878	3.00000000	3.50000000	Ever

×

Menu F8

✓

Cancel F2

Accept F1

2. After entering all Serial Numbers, tap the **Accept** button or press **F1**.

Select serials

Material: Everlasting Gobstopper

Serial number

+

Need: 20 Selected: 20 Avail: 95

Serial number	Net weight	Gross weight	Mat
SI6-371916	3.00000000	3.50000000	Ever
SI7-758016	3.00000000	3.50000000	Ever
SI8-981596	3.00000000	3.50000000	Ever
SI9-485566	3.00000000	3.50000000	Ever
SI10-747936	3.00000000	3.50000000	Ever
SI11-516918	3.00000000	3.50000000	Ever
SI12-381336	3.00000000	3.50000000	Ever

×

Menu F8

✓

Cancel F2

Accept F1

Complete a Directed Inventory Move

Complete a Directed Inventory Move

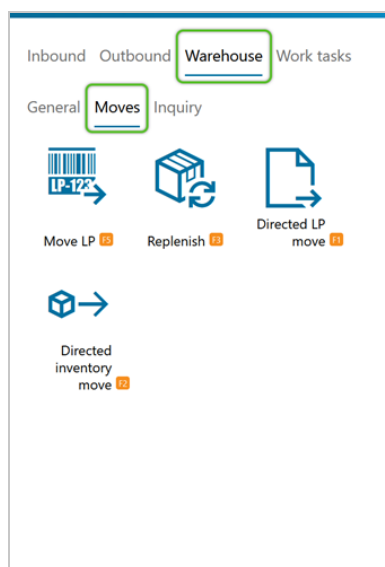
Move Tasks that have been created on the Desktop can be completed on the mobile device as Directed Moves. A Directed Inventory Move involves moving Inventory from one License Plate to another.

✕Prerequisites

- [Warehouse](#)
- [Locations](#)
- Inventory in your Warehouse

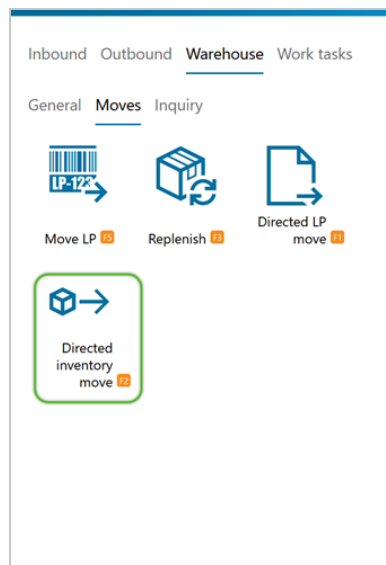
Step 1. Open the Directed Inventory Move section

1. Tap the **Warehouse** tab, then the **Moves** tab.



Complete a Directed Inventory Move

2. Tap the **Directed Inventory Move** icon, or press **F2**.



Step 2. Select Move Task

Complete a Directed Inventory Move

1. You can search for Move Tasks by scanning or entering the **License Plate**, **Source Location**, or **Target Location**, or you can simply tap or press **F5** to load all released Move Tasks.

The screenshot displays the 'Directed inventory move' application interface. At the top, a blue header bar contains the text 'Directed inventory move (First 300 results)'. Below this, there are two tabs: 'Search' (which is selected and underlined) and 'More'. Under the 'Search' tab, there are two input fields: 'LP lookup' and 'Source location', each with a small icon to its right. Below these fields, there is a 'Clear search' button with an 'X' icon and a 'Search' button with a magnifying glass icon. The 'Search' button is highlighted with a green rectangular border. Below the search buttons, there is a table header with three columns: 'Source location', 'Material', and 'License'. The table body is empty, displaying the text 'No Rows To Show'. At the bottom of the screen, there is a blue navigation bar with three icons: a left arrow labeled 'Back' with a keyboard shortcut 'F2', a document icon labeled 'Menu' with a keyboard shortcut 'F3', and a right arrow labeled 'Next' with a keyboard shortcut 'F1'.

Complete a Directed Inventory Move

2. If there are more than one existing Inventory Move Tasks, a list will be displayed. Select the Task you are completing, and tap **Next** or press **F1**.

Directed inventory move (First 300 results)

Search More

LP lookup

Source location

Clear search

Search #5

	Source location	Material
<input checked="" type="checkbox"/>	Storage QC FREE	000 Ribeye
<input type="checkbox"/>	0000 Zone-658178	Serial Barrel
<input type="checkbox"/>	0000 Zone-658178	Serial Barrel

Back F2

Menu F3

Next F1

Step 3. Complete Move

Complete a Directed Inventory Move

1. Scan or enter the **Source License Plate**, or select it from the drop-down list.

Confirm inventory move

Location: Storage QC FREE
000 Ribeye ⓘ
 Ribeye Grade 4

Lot: 000 MAT 02-GLot
 Vendor lot: 000 MAT 02-GLot
 Expected quantity: 1 BI

Source LP
 Storage QC FREE ⓘ ⓘ

Quantity
 1 ⓘ BI

Target LP
 ⓘ ⓘ

Recommended location: QC PK zone-658180 ⓘ

Target location
 ⓘ ⓘ

Back ⓘ Menu ⓘ Confirm ⓘ

2. Confirm the **Quantity** you are moving.

Confirm inventory move

Location: Storage QC FREE
000 Ribeye ⓘ
 Ribeye Grade 4

Lot: 000 MAT 02-GLot
 Vendor lot: 000 MAT 02-GLot
 Expected quantity: 1 BI

Source LP
 Storage QC FREE ⓘ ⓘ

Quantity
 1 ⓘ BI

Target LP
 ⓘ ⓘ

Recommended location: QC PK zone-658180 ⓘ

Target location
 ⓘ ⓘ

Back ⓘ Menu ⓘ Confirm ⓘ

Complete a Directed Inventory Move

3. Scan or enter the **Target License Plate** you are moving the Inventory to.

Confirm inventory move

Location: Storage QC FREE

000 Ribeye ⓘ

Ribeye Grade 4

Lot: 000 MAT 02-GLot

Vendor lot: 000 MAT 02-GLot

Expected quantity: 1 BI

Source LP

Storage QC FREE ⓘ ⓘ

Quantity

1 ⓘ BI

Target LP

2211250 ⓘ

Recommended location: QC PK zone-658180 ⓘ

Target location

ⓘ

← Back ⓘ

☰ Menu ⓘ

✓ Confirm ⓘ

Complete a Directed Inventory Move

4. Scan or enter the **Target Location** into which you are moving the Inventory. You can use the **Expected Target Location** (displayed above the **Target Location** field), enter a different Location, or even have the system recommend one by tapping the **Recommended Location** light bulb icon or pressing **F4**.

Confirm inventory move

000 Ribeye

Ribeye Grade 4

Lot: 000 MAT 02-GLot

Vendor lot: 000 MAT 02-GLot

Expected quantity: 1 BI

Source LP

Storage QC FREE

Quantity

1

BI

Target LP

2211250

Recommended location: QC PK zone-658180

Target location

QC PK zone-658180

Reason

Back

Menu

Confirm

Complete a Directed Inventory Move

5. Tap the **Confirm** button or press F1.

Confirm inventory move

000 Ribeye ⓘ
Ribeye Grade 4

Lot: 000 MAT 02-GLot
Vendor lot: 000 MAT 02-GLot
Expected quantity: 1 BI

Source LP
Storage QC FREE ⓘ ⓘ

Quantity
1 ⓘ BI

Target LP
2211250 ⓘ

Recommended location: QC PK zone-658180 ⓘ

Target location
QC PK zone-658180 ⓘ

Reason

← Back F2 ☰ Menu F3 ✓ Confirm F1

Step 3.1. Scan or Select Serial Numbers if necessary

If your Material has individual Serial Numbers assigned to it, you will need to scan or enter them at this point.

Complete a Directed Inventory Move

1. You can either scan each individual **Serial Number**, or you can tap or press **F8** to automatically select Serial Numbers for you.

Select serials

Material: Everlasting Gobstopper

Serial number

+

SI97-553309

Need: 20 Selected: 3 Avail: 95

Serial number	Net weight	Gross weight	Mat
SI98-660277	3.00000000	3.50000000	Ever
SI99-597838	3.00000000	3.50000000	Ever
SI100-865878	3.00000000	3.50000000	Ever

×

Menu F8

✓

Cancel F2

Accept F1

2. After entering all Serial Numbers, tap the **Accept** button or press **F1**.

Select serials

Material: Everlasting Gobstopper

Serial number

+

Need: 20 Selected: 20 Avail: 95

Serial number	Net weight	Gross weight	Mat
SI6-371916	3.00000000	3.50000000	Ever
SI7-758016	3.00000000	3.50000000	Ever
SI8-981596	3.00000000	3.50000000	Ever
SI9-485566	3.00000000	3.50000000	Ever
SI10-747936	3.00000000	3.50000000	Ever
SI11-516918	3.00000000	3.50000000	Ever
SI12-381336	3.00000000	3.50000000	Ever

×

Menu F8

✓

Cancel F2

Accept F1

Complete a Directed LP Move

Complete a Directed LP Move

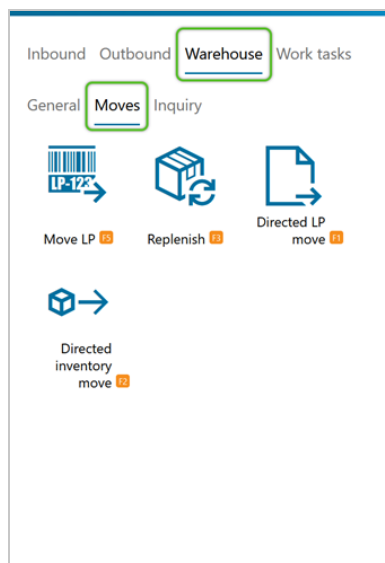
Move Tasks that have been created on the Desktop can be completed on the mobile device as Directed Moves. A Directed License Plate Move involves moving a License Plate from one Location to another.

✕Prerequisites

- [Warehouse](#)
- [Locations](#)
- License Plates in your Warehouse
- [Released Move Task](#)

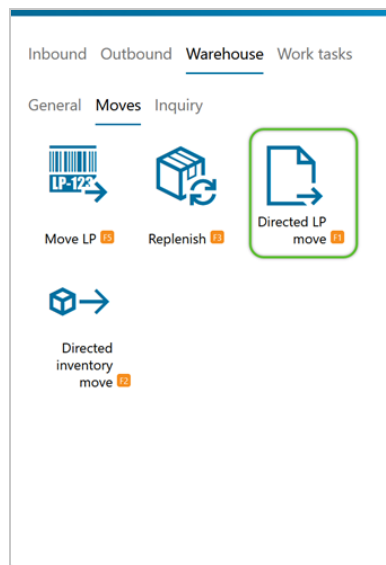
Step 1. Open the Directed LP Move section

1. Tap the **Warehouse** tab, then the **Moves** tab.



Complete a Directed LP Move

2. Tap the **Directed LP Move** icon, or press F1.



Step 2. Select Move Task

Complete a Directed LP Move

1. You can search for Move Tasks by scanning or entering the **License Plate**, **Source Location**, or **Target Location**, or you can simply tap or press **F5** to load all released Move Tasks.

Directed LP move (First 300 results)

Search

More

LP lookup

Source location

Clear search

Search **F5**

Source location

License plate

Target Loc

No Rows To Show

Back **F2**

Menu **F3**

Next **F1**

Complete a Directed LP Move

2. If there are more than one existing License Plate Move Tasks, a list will be displayed. Select the Task you are completing, and tap **Next** or press **F1**.

Directed LP move (First 300 results)

Search

More

LP lookup

Source location

Clear search

Search

	Source location	License plate	Target
<input checked="" type="checkbox"/>	00029	NoodlesLP1	0000
<input type="checkbox"/>	ManufacturingLine0001	2ndLPmove	
<input type="checkbox"/>	ManufacturingLine0001	2ndLPmove	
<input type="checkbox"/>	AngellLoc2	Alptest100	

Back

Menu

Next

Step 3. Complete Move

Complete a Directed LP Move

1. Scan or enter the **Target Location** into which you are moving the License Plate. You can use the **Expected Location**, enter a different Location, or even have the system recommend one by tapping the **Recommended Location** light bulb icon or pressing **F4**.

Confirm LP Move

License plate: NoodlesLP1

Total units: 25

Source location: 00029

License plate type: Inventory

Expected Location: 00000MoveTest

LP status

Active

Recommended location: 011523A1011

Target location

011523A1011

Target Comp. LP

Reason code

Back

Menu

Confirm

Complete a Directed LP Move

2. Tap the **Confirm** button or press F1.

Confirm LP Move

License plate: NoodlesLP1

Total units: 25

Source location: 00029

License plate type: Inventory

Expected Location: 00000MoveTest

LP status

Active

Recommended location: 011523A1011

Target location

011523A1011

Target Comp. LP

Reason code

←

Back F2

☰

Menu F3

✓

Confirm F1

Perform a License Plate Inquiry

Perform a License Plate Inquiry

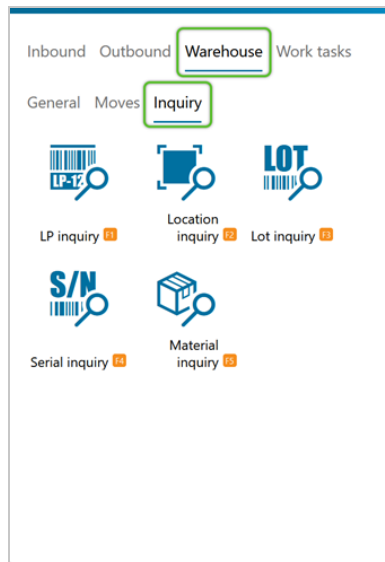
The mobile device can be used to quickly call up information about a License Plate. This can be helpful for checking a License Plate for its proper Location.

✂Prerequisites

- **Warehouse**
- **Materials**
- Inventory in your Warehouse

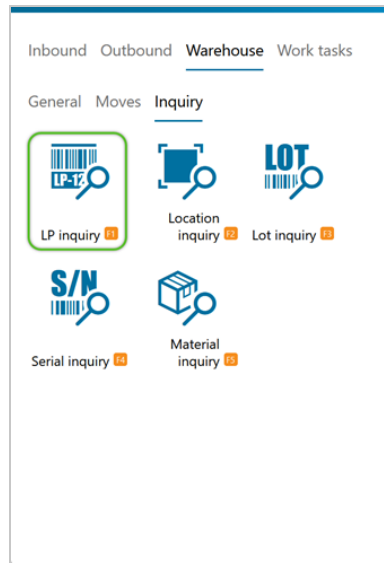
Step 1. Open the License Plate Inquiry section

1. Tap the **Warehouse** tab, then the **Inquiry** tab.



2. Tap the **LP Inquiry** icon, or press **F1**.

Perform a License Plate Inquiry



Step 2. Perform License Plate Inquiry

1. Scan or enter the License Plate LookUp.

The screenshot shows the 'LP details' screen. The 'License plate' field is highlighted with a green box and contains the value '136432'. Below the field are three checkboxes: 'Composite', 'Shipping LP', and 'Return LP'. The 'Location' and 'Net: Gross' fields are empty. A table with columns 'Material', 'Lot', 'Quantity', and 'Packaging' is shown, with the message 'No Rows To Show' below it. The bottom navigation bar includes 'Back' and 'Menu' buttons.



Perform a License Plate Inquiry

2. If the information does not load automatically, tap the search icon to load the License Plate information.

LP details

License plate

136432

☐ Composite
 ☐ Shipping LP
 ☐ Return LP

Location:

Net: Gross:

Material	Lot	Quantity	Packaging
No Rows To Show			

← Back F2

☰ Menu F3

Perform a License Plate Inquiry



A list of all Materials assigned to the License Plate will be displayed. You will also see the License Plate's total **Weight**, its proper **Location**, and a description of the selected **Material** in the top part of the screen.

By pressing **F9**, you can change the list to display the Serial Numbers present on the License Plate, or the Child License Plates of a Composite License Plate, if either are applicable.

LP details

License plate

136432



☐ Composite

☒ Shipping LP



☐ Return LP



Location: DefaultPick

Net: 10.03306935 lb Gross: 10.5385809 lb

Everlasting Gobstopper

Material	Lot	Quantity
Everlasting Gobstopper	13017	5
Pretzels	524733	1

Back 

Menu 

Perform a Location Inquiry

Perform a Location Inquiry

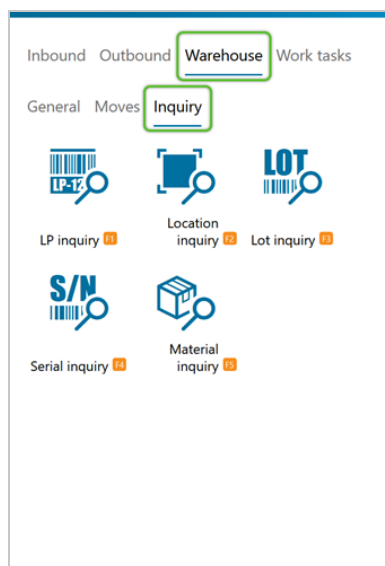
The mobile device can be used to quickly call up information about a Location. This can be helpful for checking a Location's Inventory.

✕Prerequisites

- **Warehouse**
- **Locations**
- **Materials**
- Inventory in your Warehouse

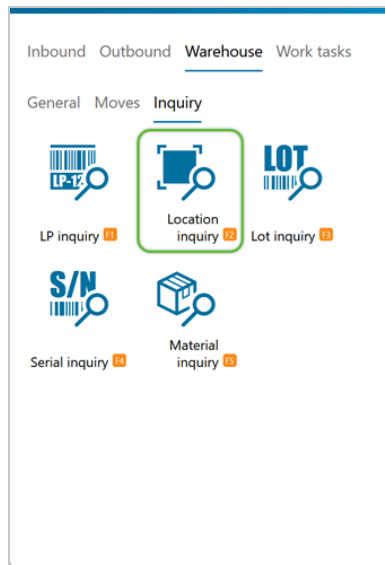
Step 1. Open the Location Inquiry section

1. Tap the **Warehouse** tab, then the **Inquiry** tab.



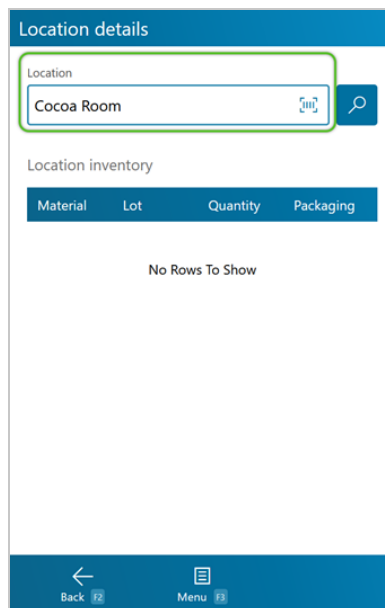
Perform a Location Inquiry

2. Tap the **Location Inquiry** icon, or press **F2**.



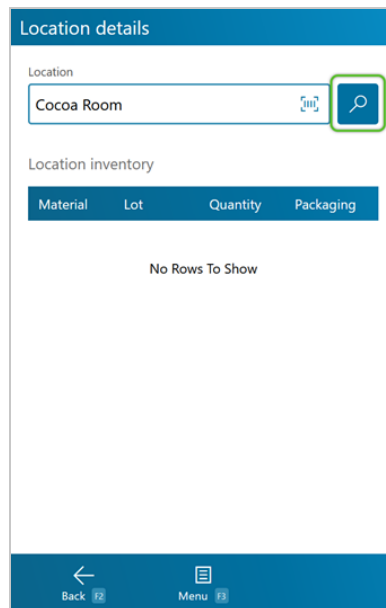
Step 2. Perform Location Inquiry

1. Scan or enter the **Location LookUp**.



Perform a Location Inquiry

2. If the information does not load automatically, tap the search icon to load the Location information.



Perform a Location Inquiry

A list of all Materials present in the Location will be displayed.

By pressing **F9**, you can change the list to display the information organized by License Plate.

Pressing **F9** a second time will display the information organized by each License Plate, and further by their contents.

Pressing **F9** a third time will display the Materials as they first were.

Location details

Location

Cocoa Room

Location inventory

Material	Lot	Quantity
Wonka's Special Cocoa Powder	12349	252
Everlasting Gobstopper	13017	3

Back

Menu

Perform a Lot Inquiry

Perform a Lot Inquiry

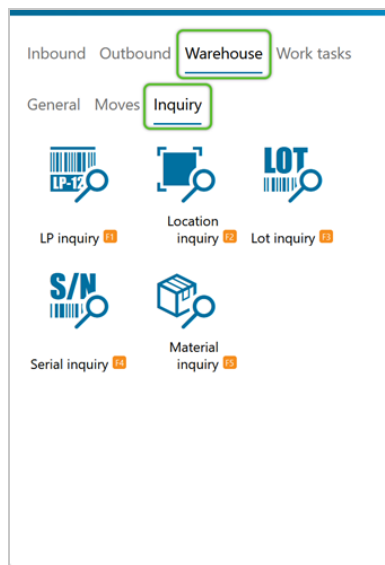
The mobile device can be used to quickly call up information about a Lot. This can be helpful for checking a Lot's whereabouts in the Warehouse, and Lot availability.

✂Prerequisites

- **Warehouse**
- **Lot Controlled Materials**
- Inventory in your Warehouse

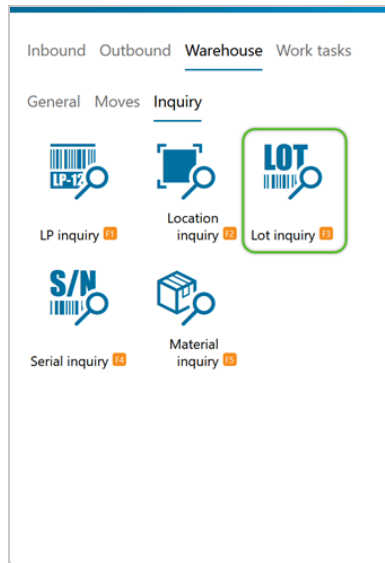
Step 1. Open the Lot Inquiry section

1. Tap the **Warehouse** tab, then the **Inquiry** tab.



2. Tap the **Lot Inquiry** icon, or press F3.

Perform a Lot Inquiry



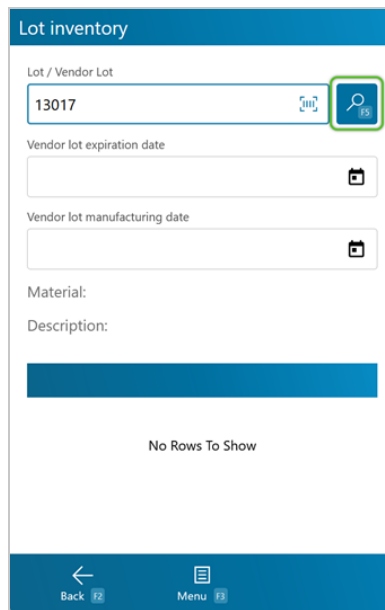
Step 2. Perform Lot Inquiry

1. Scan or enter the **Lot Number** or **Vendor Lot Number**.

The screenshot shows the 'Lot inventory' form. At the top, there's a blue header with the title 'Lot inventory'. Below it, a text input field labeled 'Lot / Vendor Lot' contains the value '13017'. To the right of this field is a magnifying glass icon. Below the input field are two date pickers: 'Vendor lot expiration date' and 'Vendor lot manufacturing date', each with a calendar icon. Further down are labels for 'Material:' and 'Description:'. Below these labels is a solid blue horizontal bar. At the bottom of the form, the text 'No Rows To Show' is displayed. The bottom navigation bar contains a back arrow icon and a menu icon, both with small orange square icons next to them.

Perform a Lot Inquiry

2. Tap the search icon or press **F5** to load the Lot information.



The screenshot shows the 'Lot inventory' screen. At the top, there is a blue header with the text 'Lot inventory'. Below the header, there is a section labeled 'Lot / Vendor Lot' containing a text input field with the value '13017'. To the right of this field is a search icon (magnifying glass) which is highlighted with a green rectangular box. Below the search field, there are two date pickers: 'Vendor lot expiration date' and 'Vendor lot manufacturing date', each with a calendar icon. Further down, there are labels for 'Material:' and 'Description:'. Below these labels is a solid blue horizontal bar. Underneath the bar, the text 'No Rows To Show' is displayed. At the bottom of the screen is a blue navigation bar with a back arrow icon and the text 'Back' (with a small 'F2' icon), and a menu icon and the text 'Menu' (with a small 'F2' icon).

Perform a Lot Inquiry

The Lot information will be displayed, including the **Material** and its **Description**, the **Vendor Lot Expiration Date** the **Vendor Lot Manufacture Date**, and the amounts in your Inventory.

By pressing **F9**, you can reorganize the information by Location.

Pressing **F9** again will display the information by License Plate.

Pressing **F9** a third time will display the Inventory as they first were.

Lot inventory

Lot / Vendor Lot

13017

Vendor lot expiration date

Vendor lot manufacturing date

Material: Everlasting Gobstopper

Description: Everlasting Gobstopper

Amount	Soft allocated	Available	Packaging
118	13	105	Each

Back

Menu

Perform a Serial Number Inquiry

Perform a Serial Number Inquiry

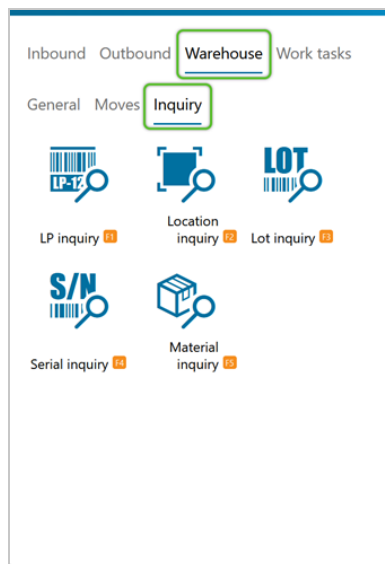
The mobile device can be used to quickly call up information about a Serial Number. This can be helpful for checking a Serial Number's history.

✕Prerequisites

- **Warehouse**
- **Serial Controlled Materials**
- Inventory in your Warehouse

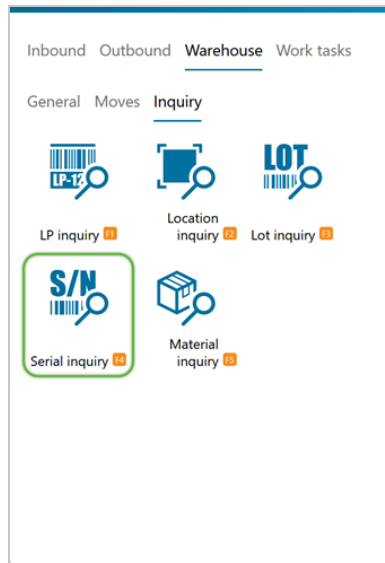
Step 1. Open the Serial Inquiry section

1. Tap the **Warehouse** tab, then the **Inquiry** tab.



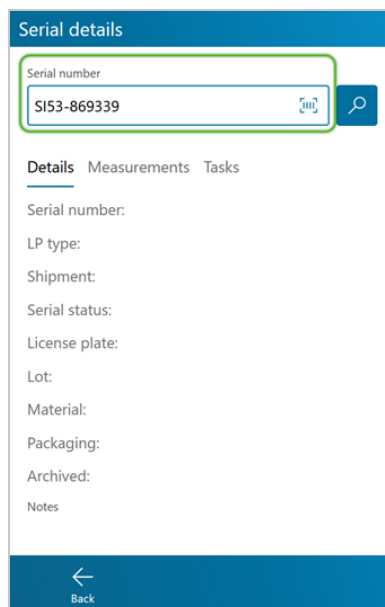
2. Tap the **Serial Inquiry** icon, or press **F4**.

Perform a Serial Number Inquiry



Step 2. Perform Serial Number Inquiry

1. Scan or enter the **Serial Number**.



Perform a Serial Number Inquiry

2. If the information does not load automatically, tap the search icon or press **F5** to load the Serial information.

Serial details

Serial number

SI53-869339

Details

Measurements

Tasks

Serial number:

LP type:

Shipment:

Serial status:

License plate:

Lot:

Material:

Packaging:

Archived:

Notes

Back

Perform a Serial Number Inquiry

All the information about the Serial Number will be displayed.

Tap the **Measurements** tab to view any recorded measurements.

Tap the **Tasks** tab to view the entire Task history associated with the Serial Number.

Serial details

Serial number

SI53-869339

Details

Measurements

Tasks

Serial number: SI53-869339

LP type: Inventory

Shipment:

Serial status: Active

License plate: 1311152

Lot: 13017

Material: Everlasting Gobstopper

Packaging: EA

Archived: No

Notes

←

Back

Perform a Material Inquiry

Perform a Material Inquiry

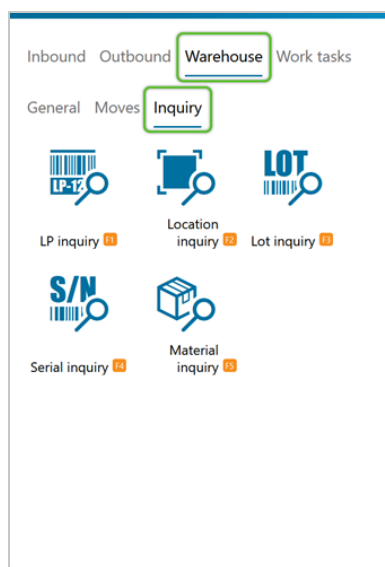
The mobile device can be used to quickly call up information about a Material. This can be helpful for determining each Location, Lot, or License Plate that is associated with the Material.

✕Prerequisites

- **Warehouse**
- **Materials**
- Inventory in your Warehouse

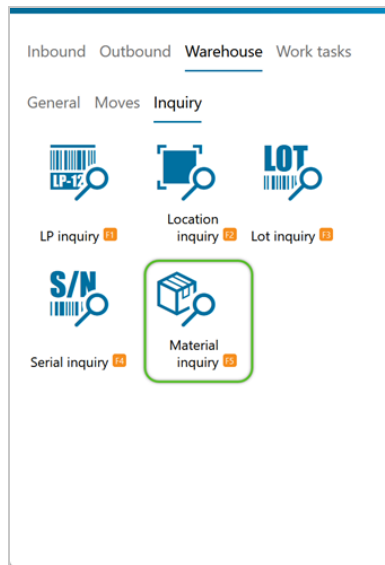
Step 1. Open the Material Inquiry section

1. Tap the **Warehouse** tab, then the **Inquiry** tab.



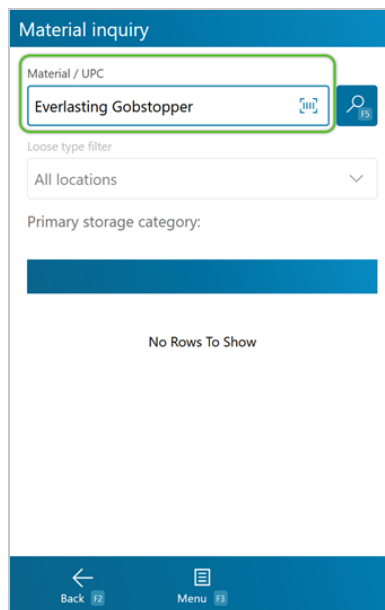
Perform a Material Inquiry

2. Tap the **Material Inquiry** icon, or press F5.



Step 2. Perform Material Inquiry

1. Scan or enter the **Material LookUp** or **UPC Code**.



Perform a Material Inquiry

2. If the information does not load automatically, tap the search icon or press **F5** to load the Material information.

The screenshot displays the 'Material inquiry' interface. At the top, there's a blue header with the title 'Material inquiry'. Below it, a section labeled 'Material / UPC' contains a text input field with 'Everlasting Gobstopper' and a search icon (magnifying glass) to its right, which is highlighted with a green rectangular box. Underneath the search bar is a 'Loose type filter' dropdown menu currently set to 'All locations'. Below that is a label 'Primary storage category:' followed by a solid blue rectangular box. The main content area is empty and displays the text 'No Rows To Show'. At the bottom, there is a blue navigation bar with a back arrow and 'Back F2' on the left, and a menu icon and 'Menu F3' on the right.

Perform a Material Inquiry

A list of all Lots of the Material will be displayed, including dates, weights, and information about availability.

By pressing **F9**, you can change the list to display all the Materials organized by Location.

Pressing **F9** again will display the Materials by License Plate.

Pressing **F9** a third time will display the Materials by Lot once again.

Material inquiry

Material / UPC

Everlasting Gobstopper

Loose type filter

All locations

Primary storage category:

Vendor	Lot	On hand	Active
13017	13017	118	118

← Back **F2**

Menu **F3**

Add Inventory

You are able to manually add Materials to your Locations directly from the mobile device.

Note

The User adding inventory will need to have their [Adjustment Values](#) set high enough to allow for the inventory added here.

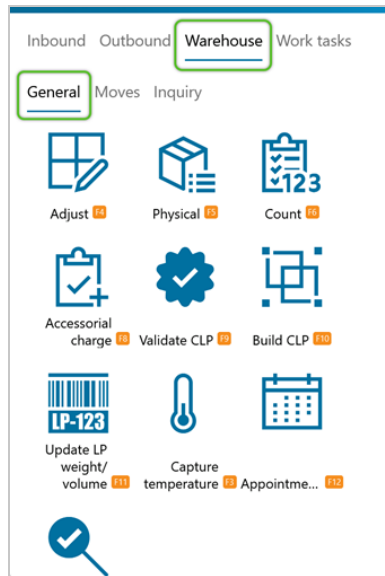
Prerequisites

- [Warehouse](#)
- [Locations](#)
- [Owner](#)
- [Project](#)
- [Materials](#)
- [Reason Code](#)

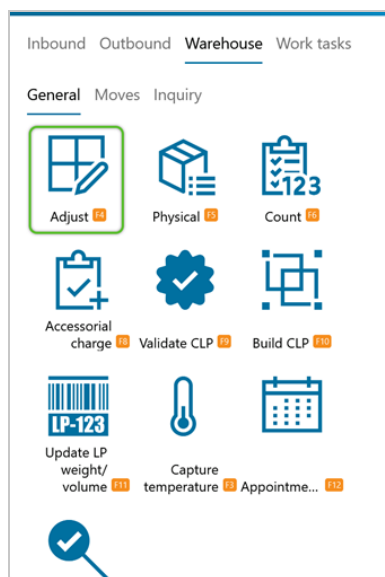
Step 1. Open Adjust Inventory section

1. Tap the **Warehouse** tab, then the **General** tab.

Add Inventory



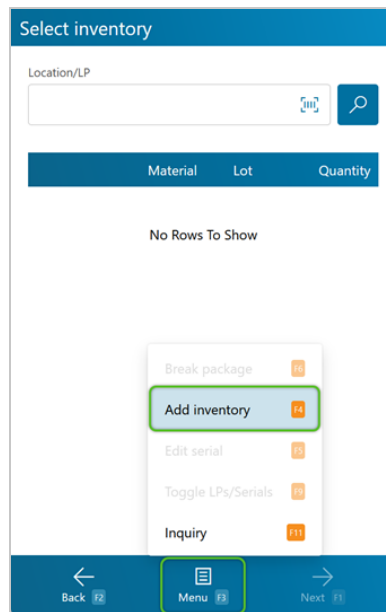
2. Tap the **Adjust** icon, or press **F4**.



Step 2. Add Inventory

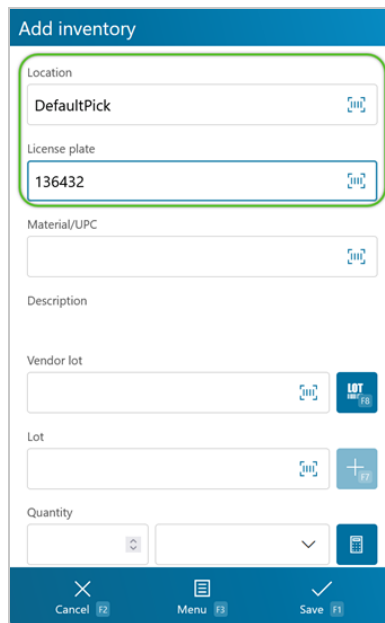
Add Inventory

1. Press the **F4** key to add Inventory. Alternatively, tap **Menu** or press **F3**, then tap **Add Inventory** or press **F4**.



Add Inventory

2. Enter a **Location** and **License Plate** .

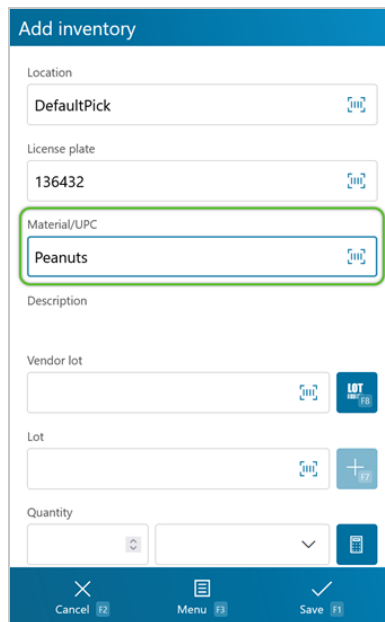


The screenshot shows the 'Add inventory' form with the following fields and values:

- Location:** DefaultPick
- License plate:** 136432
- Material/UPC:** (empty)
- Description:** (empty)
- Vendor lot:** (empty)
- Lot:** (empty)
- Quantity:** (empty)

The 'Location' and 'License plate' fields are highlighted with a green box. The bottom navigation bar includes 'Cancel', 'Menu', and 'Save' buttons.

3. Enter a **Material LookUp Code**.



The screenshot shows the 'Add inventory' form with the following fields and values:

- Location:** DefaultPick
- License plate:** 136432
- Material/UPC:** Peanuts
- Description:** (empty)
- Vendor lot:** (empty)
- Lot:** (empty)
- Quantity:** (empty)

The 'Material/UPC' field is highlighted with a green box. The bottom navigation bar includes 'Cancel', 'Menu', and 'Save' buttons.

Add Inventory

4. If your Material is Lot controlled, scan or enter the **Vendor Lot** number, or tap press **F8** to choose from a list of existing Vendor Lots.

Add inventory

Location

DefaultPick

License plate

136432

Material/UPC

Peanuts

Description

Peanuts

Vendor lot

13153

LOT F8

Lot

+ F8

Quantity

Pounds

Cancel F2

Menu F3

Save F1

Add Inventory

Create a new Lot if necessary

1. Tap the + button or press **F7** to create a new Lot and Vendor Lot.

The screenshot shows the 'Add inventory' form with the following fields and values:

- Location:** DefaultPick
- License plate:** 136432
- Material/UPC:** Peanuts
- Description:** Peanuts
- Vendor lot:** 13153
- Lot:** (Empty field, highlighted with a green box, with a '+' button next to it)
- Quantity:** (Empty field) Pounds

The bottom navigation bar includes 'Cancel' (F2), 'Menu' (F3), and 'Save' (F1) buttons.

Add Inventory

2. Ensure that the **New** box is selected.

Create lot

Project: Wonka Chocolates

Name: Peanuts

Material: Peanuts

Description: Peanuts

☒ New vendor lot

Vendor lot

(Auto populate)

Manufacturing date

2/16/2024

Expiration date

4/26/2024

VAT

←

Back

Save

Add Inventory

3. You can enter a new **Vendor Lot ID**, or leave it blank to let the system create one.

Create lot

Project: Wonka Chocolates

Name: Peanuts

Material: Peanuts

Description: Peanuts

☒ New vendor lot

Vendor lot

(Auto populate)

Manufacturing date

2/16/2024

Expiration date

4/26/2024

VAT

Back

Save

Add Inventory

4. Enter the **Manufacturing** and **Expiration Dates**.

Create lot

Project: Wonka Chocolates

Name: Peanuts

Material: Peanuts

Description: Peanuts

☒ New vendor lot

Vendor lot

(Auto populate)

Manufacturing date

2/16/2024

Expiration date

4/26/2024

VAT

Back

Save

Add Inventory

5. You can enter a new **Lot ID**, or leave it blank to let the system create one.

Create lot

Vendor lot

(Auto populate)

Manufacturing date

2/16/2024

Expiration date

4/26/2024

VAT

Notes

Lot

(Auto populate)

Lot status

Active

Back

Save

Add Inventory

6. Tap **Save** or press **F1**.

Create lot

Vendor lot

(Auto populate)

Manufacturing date

2/16/2024

Expiration date

4/26/2024

VAT

Notes

Lot

(Auto populate)

Lot status

Active

Back F2

Save F1

Add Inventory

6. Enter the **Quantity** of Materials being added to your Warehouse.

Add inventory

Location

DefaultPick

License plate

136432

Material/UPC

Peanuts

Description

Peanuts

Vendor lot

575837

LOT

Lot

575837

+

Quantity

25

Pounds

Cancel

Menu

Save

Add Inventory

7. Enter the **Net Weight** and **Gross Weight** of the Materials being added, if necessary.

Add inventory

Vendor lot

575837

LOT

Lot

575837

+

Quantity

25

Pounds

Weight

Net

25

Gross

25

lb

Reason code

Notes

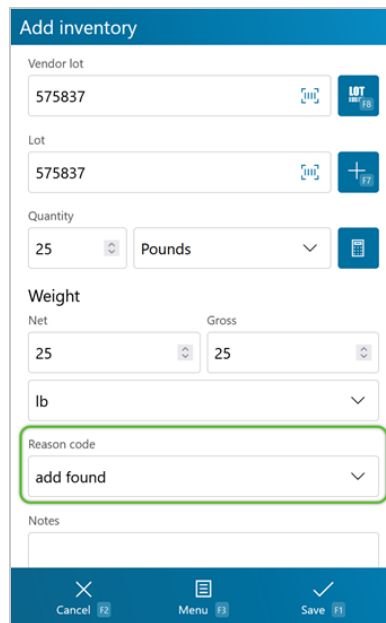
Cancel

Menu

Save

Add Inventory

8. Select a **Reason Code** from the drop-down list.

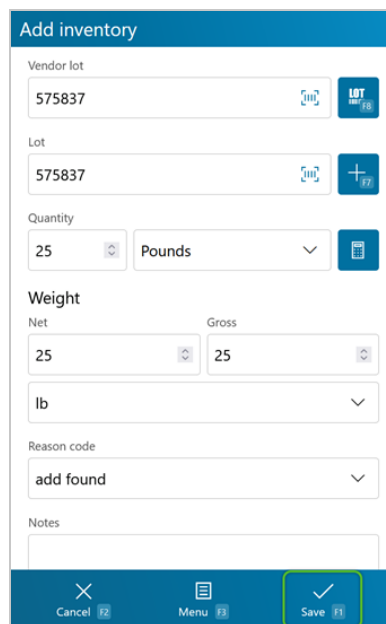


The screenshot shows the 'Add inventory' form with the following fields and values:

- Vendor lot:** 575837
- Lot:** 575837
- Quantity:** 25
- Unit:** Pounds
- Weight:**
 - Net:** 25
 - Gross:** 25
 - Unit:** lb
- Reason code:** add found (highlighted with a green box)
- Notes:** (empty text area)

The bottom navigation bar contains three buttons: Cancel (F2), Menu (F3), and Save (F1).

9. Tap **Save** or press **F1**.



This screenshot is identical to the previous one, showing the 'Add inventory' form with the 'Reason code' dropdown menu highlighted. The 'Save' button in the bottom navigation bar is now highlighted with a green box, indicating the next step in the process.

Add Inventory

10. If your Material is Serial Controlled, you will also need to create Serial Numbers for the Shipment. A screen will open for you to do so. Enter them, then tap **Submit** or press **F1**.

Create serial numbers

Weight UOM

Gram

Dimension UOM

Centimeter

Volume UOM

Cubic Centimeter

Serial number

21624912d

Running count

2/3

Serial	Net weight	Gross weight	Net vol
21624911d	8.33333333	8.33333333	1.00000
21624910d	8.33333333	8.33333333	1.00000
	8.33333333	8.33333333	1.00000

Back

Menu

Submit

Make an Inventory Adjustment

Make an Inventory Adjustment

If some of your Inventory totals change, in the event of shrinkage or spoilage, for example, you can Adjust the Inventory from the mobile device.

Note

The User making the Adjustment will need to have their **Adjustment Values** set high enough to allow for the Adjustment being made here.

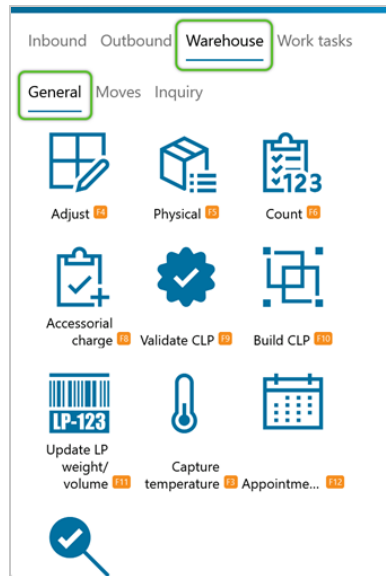
Prerequisites

- **Warehouse**
- **Locations**
- **Materials**
- Inventory in your Warehouse
- **Reason Code**

Step 1. Open Adjust Inventory section

1. Tap the **Warehouse** tab, then the **General** tab.

Make an Inventory Adjustment



2. Tap the **Adjust** icon, or press **F4**.



Step 2. Select Inventory to Adjust

Make an Inventory Adjustment

1. Scan or enter the **Location** or **License Plate** LookUp.

The screenshot shows a mobile application interface titled "Select inventory". At the top, there is a search bar labeled "Location/LP" containing the text "25440d". To the right of the search bar is a magnifying glass icon. Below the search bar, there is a table with three columns: "Material", "Lot", and "Quantity". The table is currently empty, and the text "No Rows To Show" is displayed in the center. At the bottom of the screen, there is a navigation bar with three buttons: "Back" (with a left arrow icon), "Menu" (with a list icon), and "Next" (with a right arrow icon).

2. Select the Inventory you would like to make an Adjustment to.

The screenshot shows the same mobile application interface as the previous one, but now it displays a search result. The search bar still contains "25440d". Below the search bar, the text "Select items to adjust" is displayed. The table now has one row: "Pretzels" with a quantity of "2". The "Pretzels" row is highlighted with a green border, and a checkmark is visible in the first column. The table has three columns: "Material", "Lot", and "Quantity". At the bottom of the screen, the navigation bar now includes a third button labeled "Adjust" (with a right arrow icon) instead of "Next".

Make an Inventory Adjustment

3. Tap **Adjust** or press **F1**.

Select inventory

Location/LP

25440d

Select items to adjust

	Material	Lot	Quantity
<input checked="" type="checkbox"/>	Pretzels	524733	2

← Back F2

Menu F3

→ Adjust F1

Step 3. Adjust Inventory

Make an Inventory Adjustment

1. Make sure you are adding or subtracting Inventory:

- To add Inventory, the field should be labeled **Increase By**.
- To subtract Inventory, tap the **+** button to change the field to **Decrease By**.

Adjust inventory

Location
0000Chocolate

License plate: 25440d

Material: Pretzels

Lot: 524733

Current quantity: 2 Each

Increase by
+ Each

Expected quantity after adjustment:
2 Each

Reason code

Notes

Back Menu Adjust

Make an Inventory Adjustment

2. Make sure you have the correct **Packaging** selected.

Adjust inventory

Location
0000Chocolate

License plate: 25440d

Material: Pretzels

Lot: 524733

Current quantity: 2 Each

Increase by
+ Each

Expected quantity after adjustment:
2 Each

Reason code

Notes

Back F2 Menu F3 Adjust F1

Make an Inventory Adjustment

3. Enter the amount you would like to **Increase By** or **Decrease By**. When tabbing out of this field, the Quantity will automatically be increased or decreased by this amount.

Adjust inventory

Location

0000Chocolate

License plate: 25440d

Material: Pretzels

Lot: 524733

Current quantity: 2 Each

Decrease by

- 1

Each

Expected quantity after adjustment:

1 Each

Reason code

Notes

Back

Menu

Adjust

Make an Inventory Adjustment

4. Select a Reason Code for the Adjustment.

Adjust inventory

Location
0000Chocolate

License plate: 25440d

Material: Pretzels

Lot: 524733

Current quantity: 2 Each

Decrease by
1 Each

Expected quantity after adjustment:
1 Each

Reason code
Damaged

Notes

Back F2 Menu F3 Adjust F1

5. Tap Adjust or press F1.

Adjust inventory

Location
0000Chocolate

License plate: 25440d

Material: Pretzels

Lot: 524733

Current quantity: 2 Each

Decrease by
1 Each

Expected quantity after adjustment:
1 Each

Reason code
Damaged

Notes

Back F2 Menu F3 Adjust F1

Make an Inventory Weight Adjustment

Make an Inventory Weight Adjustment

If there is a change in the weight of a specific Variable Weight Material item, you can Adjust the Inventory from the mobile device.

Note

The User making the Adjustment will need to have their **Adjustment Values** set high enough to allow for the Adjustment being made here.

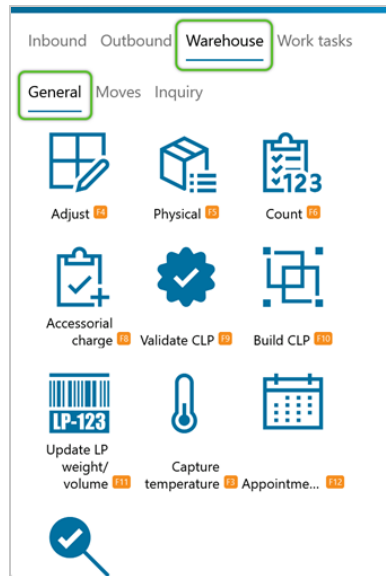
Prerequisites

- **Warehouse**
- **Locations**
- **Materials**
- Inventory in your Warehouse

Step 1. Open Adjust Inventory section

1. Tap the **Warehouse** tab, then the **General** tab.

Make an Inventory Weight Adjustment



2. Tap the **Adjust** icon, or press **F4**.



Step 2. Select Inventory to Adjust

Make an Inventory Weight Adjustment

1. Scan or enter the **Location** or **License Plate** LookUp.

The screenshot shows the 'Select inventory' screen. At the top, there is a header bar with the title 'Select inventory'. Below the header, there is a search bar labeled 'Location/LP' containing the text '136432'. To the right of the search bar is a magnifying glass icon. Below the search bar, there is a table with three columns: 'Material', 'Lot', and 'Quantity'. The table is currently empty, and the text 'No Rows To Show' is displayed in the center. At the bottom of the screen, there is a navigation bar with three buttons: 'Back', 'Menu', and 'Next'.

2. Select the Inventory you would like to make an Adjustment to. This step will be skipped when there is only one Material.

The screenshot shows the 'Select inventory' screen. At the top, there is a header bar with the title 'Select inventory'. Below the header, there is a search bar labeled 'Location/LP' containing the text '136432'. To the right of the search bar is a magnifying glass icon. Below the search bar, there is a section titled 'Select items to adjust'. This section contains a table with two columns: 'Material' and 'Lot'. The table has two rows: the first row is 'Everlasting Gobstopper' with lot '13017' and a checked checkbox; the second row is 'Pretzels' with lot '524733' and an unchecked checkbox. At the bottom of the screen, there is a navigation bar with three buttons: 'Back', 'Menu', and 'Adjust'.

Make an Inventory Weight Adjustment

- Press the **F9** key to toggle from the Material view to the Serial Number view. Alternatively, tap **Menu** or press **F3**, then tap **Toggle LPC/SN** or press **F9**.

Select inventory

Location/LP
136432

Select items to adjust

	Material	Lot
<input checked="" type="checkbox"/>	Everlasting Gobstopper	13017
<input type="checkbox"/>	Pretzels	524733

Break package
Add inventory
Edit serial
Toggle LPCs/Serials
Inquiry

Back F2 Menu F3 Adjust F1

- Select the Inventory you'd like to edit.

Select inventory

Location/LP
136432

Select a serial number to edit

	Serial number	Material
<input checked="" type="checkbox"/>	SI1-767595	Everlasting Gobstop
<input type="checkbox"/>	SI2-922791	Everlasting Gobstop
<input type="checkbox"/>	SI3-569852	Everlasting Gobstop
<input type="checkbox"/>	SI4-317867	Everlasting Gobstop
<input type="checkbox"/>	SI5-480445	Everlasting Gobstop

Back F2 Menu F3 S/N Edit serial

Make an Inventory Weight Adjustment

5. Tap **Edit SN** or press **F3**.

Select inventory

Location/LP

136432

Select a serial number to edit

	Serial number	Material
<input checked="" type="checkbox"/>	SI1-767595	Everlasting Gobstop
<input type="checkbox"/>	SI2-922791	Everlasting Gobstop
<input type="checkbox"/>	SI3-569852	Everlasting Gobstop
<input type="checkbox"/>	SI4-317867	Everlasting Gobstop
<input type="checkbox"/>	SI5-480445	Everlasting Gobstop

← Back F2

☰ Menu F3

S/N

Edit serial

Step 3. Adjust Inventory Weight

Make an Inventory Weight Adjustment

1. Enter the amount you would like to Adjust the Inventory's weight and/or volume by, in the **Adjust by +** field for the **Net** or **Gross** value you wish to change. If you are lowering the value, you will need to click the **+** to change it to a **-** to signify it is negative.



This process does the math for you, however, you can instead just enter the new Weights/Volumes in the top two boxes if you already know these new values.

Adjust serial

Serial number: S11-767595

Material: Everlasting Gobstopper

Lot: 13017

License plate: 136432

Weight

Net

3

Adjust by

- 1

g

Gross

3.5

Adjust by

+

g

Volume

Net

1

Adjust by

+

← Back

Menu

→ Adjust

Make an Inventory Weight Adjustment

2. Make sure you have the correct **Unit of Measurement** selected.

Adjust serial

Serial number: S11-767595
Material: Everlasting Gobstopper
Lot: 13017
License plate: 136432

Weight

Net: 3 Adjust by: - 1

g

Gross: 3.5 Adjust by: +

g

Volume

Net: 1 Adjust by: +

Back F2 Menu F3 Adjust F1

3. Select a **Reason Code** for the Adjustment.

Adjust serial

Reason code

Search

☐ 1111

☐ add

☐ add found

☐ Auto Breaking of Master Package

☒ Damaged

☐ new reason 2test

☐ new reason code mariya

Page [1] of [3]

Cancel F2 OK F1

Back F2 Menu F3 Adjust F1

Make an Inventory Weight Adjustment

4. Tap **Adjust** or press **F1** to make the Adjustment.

Adjust serial

Gross

3.5

Adjust by

+

g

Volume

Net

1

Adjust by

+

cu. cm.

Gross

1

Adjust by

+

cu. cm.

Reason code

Damaged

Notes

←
Back
F2

☰
Menu
F3

→
Adjust
F1

Perform a Physical Count

Perform a Physical Count

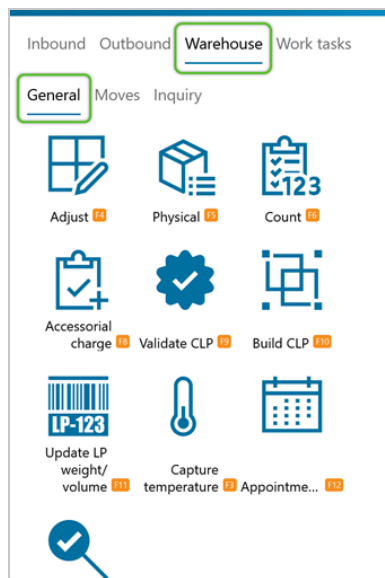
Physical Counts consist of an exhaustive tally of existing inventory, following the specifications outlined by the Count Tasks.

✕Prerequisites

- **Warehouse**
- **Locations**
- **Materials**
- Inventory in your Warehouse
- **Released Physical Count**

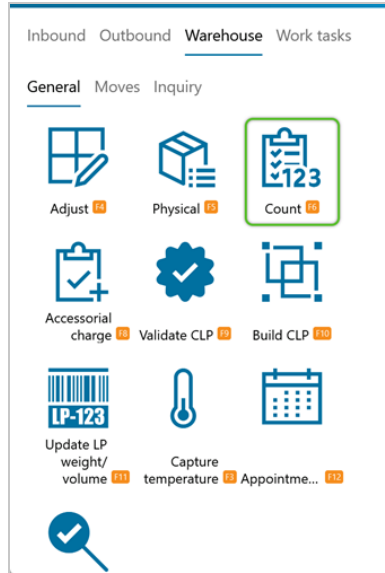
Step 1. Open the Count section

1. Tap the **Warehouse** tab, then the **General** tab.



2. Tap the **Count** icon, or press **F6**.

Perform a Physical Count



Step 2. Search for Physical Count Tasks

There are several different options for finding the available Count Tasks. The search area is divided into three separate tabs, into which you can scan or enter a variety of information.

Perform a Physical Count

Search Tab

Search by **Location**, **Material**, or **Release Dates** (by setting a range of available dates).

Count tasks (First 300 results)

Search

More

Advanced

Location

Material

From

2/12/2024

To

2/12/2024

Clear search

Search

Task	Location	LP	Material
No Rows To Show			

Back

Menu

Next

Perform a Physical Count

More Tab

Search by the **Count LookUp Code**, associated **Owner**, or associated **Project**.

Count tasks (First 300 results)

Search
More
Advanced

Count lookup

Owner

Project

Clear search
Search

Task	Location	LP	Material
No Rows To Show			

Back
Menu
Next

Perform a Physical Count

Advanced Tab

Search by **License Plate**, **Lot**, or **Vendor**.

Count tasks (First 300 results)

Search

More

Advanced

LP

Lot

Vendor lot

Clear search

Search

Task	Location	LP	Material
No Rows To Show			

Back

Menu

Next

Perform a Physical Count

Once you've entered the information you want to search by, tap **Search** or press **F5**. You can also leave all the fields blank to search for all available Tasks.

The system will load the top 100 relevant Count Tasks.

The screenshot displays a mobile application interface for searching count tasks. At the top, a blue header bar contains the text 'Count tasks (First 300 results)'. Below this, there are tabs for 'Search', 'More', and 'Advanced', with 'Search' being the active tab. A search form is visible with three input fields: 'Count lookup' (containing the number '1591'), 'Owner', and 'Project'. Each input field has a small icon on the right side. Below the input fields, there is a 'Clear search' button with an 'X' icon and a 'Search' button with a magnifying glass icon. The 'Search' button is highlighted with a green border. Below the search buttons, there is a table header with four columns: 'Task', 'Location', 'LP', and 'Material'. The table body is empty, and a message 'No Rows To Show' is displayed in the center. At the bottom of the screen, there is a navigation bar with three icons: a back arrow labeled 'Back F2', a menu icon labeled 'Menu F3', and a forward arrow labeled 'Next F1'.

Step 3. Complete Count

Perform a Physical Count

1. Select the Count you'd like to complete, then tap **Next** or press **F1**.

Count tasks (First 300 results)

Search More Advanced

Count lookup

1591

Owner

Project

Clear search Search

	Task	Location	LP	Material
<input checked="" type="checkbox"/>	Count	Rec Dock	LP01182401	Fizzy

Back F2 Menu F3 Next F1

Perform a Physical Count

2. Confirm the **Location**, then tap **Confirm** or press **F1**.

At this point, you will physically count how many of the specified Material is present. Make sure the Inventory you are counting matches the entire description on the screen.

Depending on whether the Material you are counting is an ordinary Fixed Weight Material, or a Variable Weight or Serial Controlled Material, you will see a different screen.

The screenshot shows the 'Confirm count' screen with the following fields and values:

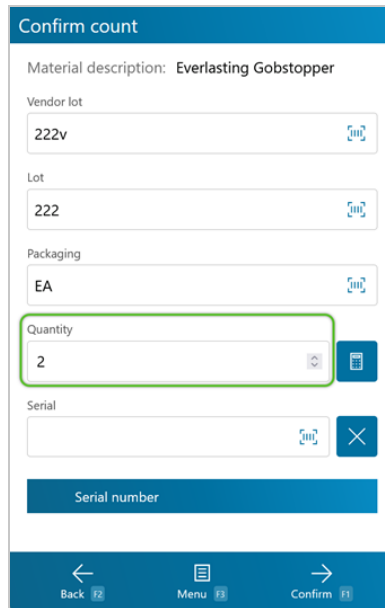
- Location:** Rec Dock
- Confirm location:** Rec Dock
- License Plate:** LP01182401
- Material:** Fizzy Lifting Drink
- Material description:** Fizzy Lifting Drink
- Vendor lot:** FIZZ-GLot
- Lot:** FIZZ-GLot

The bottom navigation bar includes a 'Back' button (F2), a 'Menu' button (F3), and a 'Confirm' button (F1) which is highlighted with a green box.

Fixed Weight, Non-Serial Controlled Count

Perform a Physical Count

3. Once you've finished counting, enter the total **Quantity**.

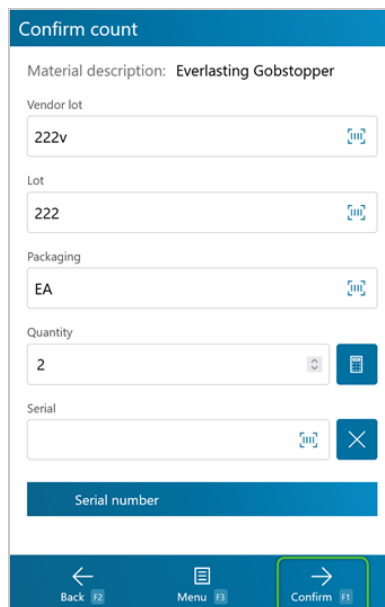


The screenshot shows the 'Confirm count' screen with the following fields and values:

- Material description: Everlasting Gobstopper
- Vendor lot: 222v
- Lot: 222
- Packaging: EA
- Quantity: 2 (highlighted with a green border)
- Serial: (empty)

At the bottom, there is a 'Serial number' button and a navigation bar with 'Back F2', 'Menu F3', and 'Confirm F1' options.

4. Tap **Confirm** or press **F1**.



This screenshot is identical to the previous one, but the 'Confirm F1' button in the bottom navigation bar is highlighted with a green border.

Perform a Physical Count

Variable Weight or Serial Controlled Count

3. You will have to scan or enter each **Serial Number** that is present.

Confirm count

Material description: Everlasting Gobstopper

Vendor lot

222v

Lot

222

Packaging

EA

Quantity

2

Serial

2

Serial number

Back

Menu

Confirm

Perform a Physical Count

4. Tap to add the Serial Number.

Continue this way, adding each Serial Number, until you've entered them all. If you enter an incorrect Serial Number, you can select it and tap the - button to remove it.

Confirm count

Material description: Everlasting Gobstopper

Vendor lot
222v

Lot
222

Packaging
EA

Quantity
2

Serial
[Empty field with minus button]

Serial number

Serial number
<input checked="" type="checkbox"/> 2

Back Menu Confirm

Perform a Physical Count

5. Tap **Confirm** or press **F1**.

Confirm count

Material description: Everlasting Gobstopper

Vendor lot

222v

Lot

222

Packaging

EA

Quantity

5

Serial

Serial number

☒ 5

← Back F2

☰ Menu F3

→ Confirm F1

Perform a Physical Count

If there is a discrepancy between the Count and the expected Quantity, a pop-up message will inform you, and allow you to do a recount.

The system will make note of all discrepancies.

Repeat the process for each remaining Count Task.

The screenshot displays the 'Confirm count' screen in the datex mobile application. The screen is divided into several sections:

- Material:** Fizzy Lifting Drink
- Material description:** Fizzy Lifting Drink
- Vendor lot:** FIZZ-GLot
- Count for Bottle:** Loose, 1

A pop-up dialog titled 'Recount' is displayed in the center of the screen. The dialog contains the following text: 'There are discrepancies with the quantities in the system. Would you like to perform a recount?'. Below the text are two buttons: 'No' and 'Yes'.

The bottom of the screen features a navigation bar with three icons: a back arrow, a menu icon, and a forward arrow. Below these icons are the labels 'Back', 'Menu', and 'Confirm' respectively.

Add an Accessorial Charge to a Project

Add an Accessorial Charge to a Project

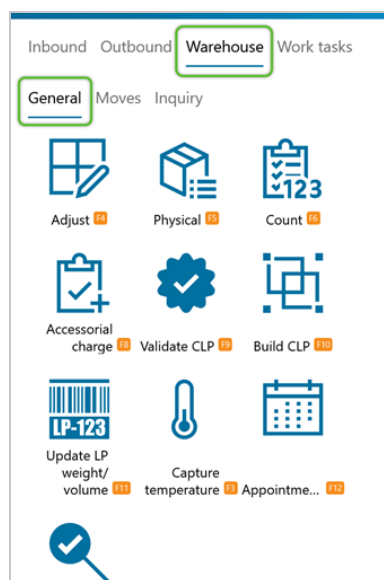
Accessorial Charges are user-defined Tasks that are not covered under standard Footprint Warehouse Operations, which can be added to an existing Shipment or Work Order, or assigned directly to a Project, on the fly, using the mobile device.

✕Prerequisites

- Owner
- Project
- Accessorial Charges

Step 1. Open Accessorial Charge

1. Tap the **Warehouse** tab, then the **General** tab.



Add an Accessorial Charge to a Project

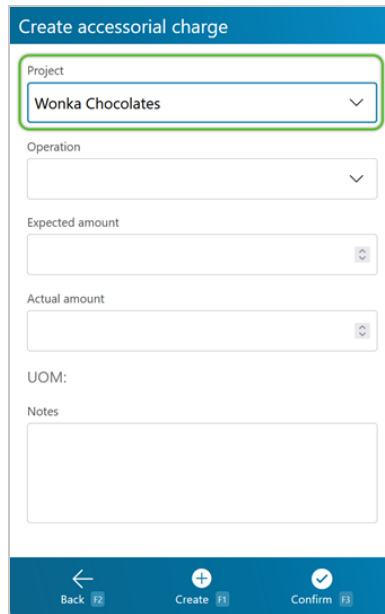
2. Tap the **Accessorial Charge** icon, or press **F8**.



Step 2. Add Accessorial Charge

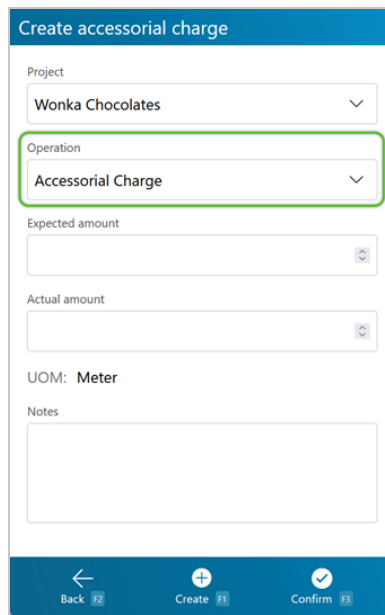
Add an Accessorial Charge to a Project

1. Select the **Project** you will be adding the Charge to from the drop-down list.



The screenshot shows a mobile application interface for creating an accessorial charge. The title bar is blue with the text "Create accessorial charge". Below the title bar, there are several input fields: "Project" (a dropdown menu with "Wonka Chocolates" selected and highlighted by a green border), "Operation" (a dropdown menu), "Expected amount" (a text input field with a numeric keypad icon), "Actual amount" (a text input field with a numeric keypad icon), "UOM:" (a label), and "Notes" (a text input field). At the bottom, there is a blue navigation bar with three icons: a back arrow labeled "Back", a plus sign labeled "Create", and a checkmark labeled "Confirm".

2. Select the **Operation Code** you will be Charging for from the drop-down list.



The screenshot shows the same mobile application interface as the previous one, but now the "Operation" dropdown menu is selected and highlighted by a green border, showing "Accessorial Charge". The "Project" dropdown remains "Wonka Chocolates". The "Expected amount" and "Actual amount" fields are still empty. The "UOM:" label now shows "Meter". The "Notes" field is still empty. The bottom navigation bar remains the same with "Back", "Create", and "Confirm" options.

Add an Accessorial Charge to a Project

3. Enter the **Expected Amount** of work that will be done for the Charge (based on the Operation Code's **Unit of Measurement**).

At this point, you can tap **Create** or press **F1** to assign the Task to be completed later, or you can continue and complete the Task now.

Create accessorial charge

Project
Wonka Chocolates

Operation
Accessorial Charge

Expected amount
5

Actual amount

UOM: Meter

Notes

Back F2 Create F1 Confirm F3

Add an Accessorial Charge to a Project

4. Enter the **Actual Amount** of work done for the Charge (based on the Operation Code's **Unit of Measurement**). If a negative amount is entered here, the Billing Record generated will function as a credit to the associated Owner, rather than a charge.

Create accessorial charge

Project

Wonka Chocolates

Operation

Accessorial Charge

Expected amount

5

Actual amount

6

UOM: Meter

Notes

Back

Create

Confirm

Add an Accessorial Charge to a Project

5. Tap **Create & Confirm** or press **F3**.

Create accessorial charge

Project

Wonka Chocolates

Operation

Accessorial Charge

Expected amount

5

Actual amount

6

UOM: Meter

Notes

Back F2

Create F1

Confirm F3

Validate CLP

Sections

- [Overview](#)
- [CLP Search](#)
- [Validate CLP](#)

Overview

The Validate Composite License Plate section allows you to confirm the License Plates assigned to a Composite License Plate, ensuring that the information in Footprint is correct.

CLP Search

This screen allows you to search for all available Composite License Plates matching the search terms entered.

Validate CLP

Validate CLP (First 50 results)

Location Composite LP

Lookup	Location	LP count
<input checked="" type="checkbox"/> 00033840	3-006-2	0
<input type="checkbox"/> 00041221	13-007-1	0
<input type="checkbox"/> 22.8	9-033-2	0
<input type="checkbox"/> composite	derek4	2
<input type="checkbox"/> DEFFED	10-02	1
<input type="checkbox"/> NEWC1	10-02	0
<input type="checkbox"/> NEWC3	3-05	0

Tap **Search: F5** or press the **F5** key to load all Composite License Plates matching the **Location** or **Composite License Plate LookUp Code** scanned or entered. If no search terms are entered, the top 50 Composite License Plates should be displayed. The **Clear** option clears all search terms and the CLP list.

Tapping **Next: F1** or pressing the **F1** key takes you to the Validate CLP screen, to validate the Composite License Plate you have selected here.

Tapping **Back: F2** or pressing the **F2** key takes you back to the main menu.

Information

- LookUp:** The Composite License Plate's LookUp Code.
- Location:** The Location of the Composite License Plate.
- LP Count:** The number of License Plates associated with the Composite License Plate.

Validate CLP

This screen is where you actually confirm each License Plate on the Composite License Plate. The list displays all License Plates that are assigned to the Composite License Plate in the system.

Validate CLP

Validate CLP

Composite LP: comp1008

License plate

LP lookup	Status
<input checked="" type="checkbox"/> 10082008-4	Pending
<input type="checkbox"/> 10082008-3	Pending

Valid (0), Invalid (0), Pending (2), Total (2)

Back Menu Confirm

Each individual **License Plate LookUp Code** should be scanned or entered into the open field. As you scan License Plates, they will be removed from the list, and the **Valid** count near the bottom of the screen will increase (press the **Tab** key if this does not occur automatically). **Invalid** is the number of License Plates scanned but not part of the Composite License Plate, **Pending** is the number of License Plates left to enter, and **Total** is the total number of License Plates associated with the Composite License Plate.

If you scan or enter a License Plate that is not assigned to the Composite License Plate, a pop-up will ask if you'd like to Move the License Plate, both Moving it to the Location and adding it to the Composite License Plate. A notification will be created in the system for Users under the Warehouse Manager role, and a unique LP Move Task will be created in the system for tracking purposes.

Tapping **Confirm: F1** or pressing the **F1** key confirms the Composite License Plate Validation. In the event that License Plates are not scanned that should be part of the Composite License Plate, a Notification will be created in the system.

Tapping **Menu: F3** or pressing the **F3** key displays a menu with these additional options:

Validate CLP

- **Remove:** F4 will remove the LP from the Composite LP and prompt for a reason code.
- **Refresh:** F5 will refresh the list of LPs and totals.
- **Inquiry:** F11 opens the [Inquiry Menu](#).

Tapping **Back:** F2 or pressing the F2 key takes you back to the main menu.

Build a Composite License Plate

Build a Composite License Plate

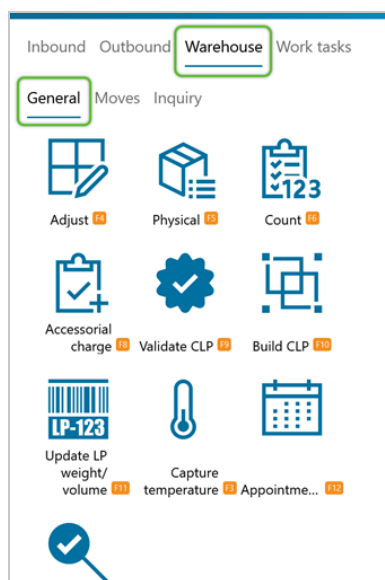
Composite License Plates group together License Plates, often for Shipping purposes. These LPs share the same Location, and a Shipment can be created and Picked automatically for them.

✖Prerequisites

- [Warehouse](#)
- [Locations](#)
- License Plates in your Warehouse

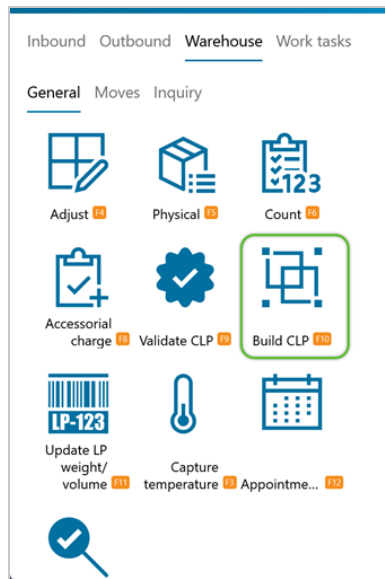
Step 1. Open the Build CLP section

1. Tap the **Warehouse** tab, then the **General** tab.



Build a Composite License Plate

2. Tap the **Build CLP** icon, or press **F10**.



Step 2. Create Composite License Plate

1. Scan or enter the **Composite License Plate LookUp** code you are creating.

The screenshot shows a mobile application screen titled 'New composite LP'. It features two input fields: 'Composite LP lookup' and 'Location'. The 'Composite LP lookup' field contains the text '21324d' and is highlighted with a green border. Below it, the 'Location' field is empty. At the bottom of the screen, there are two navigation buttons: 'Back' with a left arrow and 'Next' with a right arrow.

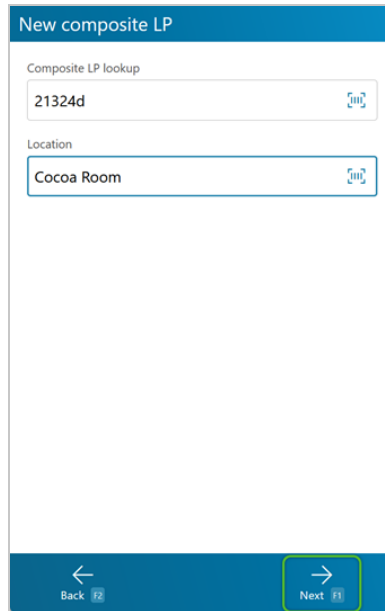
Build a Composite License Plate

2. Scan or enter the **Location** at which you are storing the Composite License Plate.

The screenshot shows a mobile application interface for creating a new composite license plate. The title bar at the top is blue and reads "New composite LP". Below the title bar, there is a section labeled "Composite LP lookup" containing a text input field with the value "21324d" and a small icon to its right. Below this, there is a section labeled "Location" containing a text input field with the value "Cocoa Room" and a small icon to its right. The "Location" section is highlighted with a green border. At the bottom of the screen, there is a blue navigation bar with two buttons: "Back" with a left arrow icon and "Next" with a right arrow icon.

Build a Composite License Plate

3. Tap **Next** or press **F1**.



New composite LP

Composite LP lookup

21324d

Location

Cocoa Room

Back F2

Next F1

Step 3. Add License Plates

Build a Composite License Plate

1. Scan or enter the **License Plate** lookup code you are adding to the Composite License Plate, ensuring that the button next to the field displays a green + plus sign.

Add LPs to CLP

Composite LP: 215955d

Location: MariyaWH-Loc

LP to add or remove

+

812105

Lookup

No Rows To Show

Back

Confirm

Build a Composite License Plate

2. Continue to scan or enter each License Plate you are adding to the Composite License Plate.

Add LPs to CLP

Composite LP: 215955d

Location: MariyaWH-Loc

LP to add or remove

+

812102

Lookup

812105

1 license plates to be added to the composite LP

Back

Confirm

Build a Composite License Plate

3. Once you've entered each License Plate for the Composite License Plate, tap **Confirm** or press **F1**.

Add LPs to CLP

Composite LP: 215955d

Location: MariyaWH-Loc

LP to add or remove

+

Lookup

812105

812102

2 license plates to be added to the composite LP

<

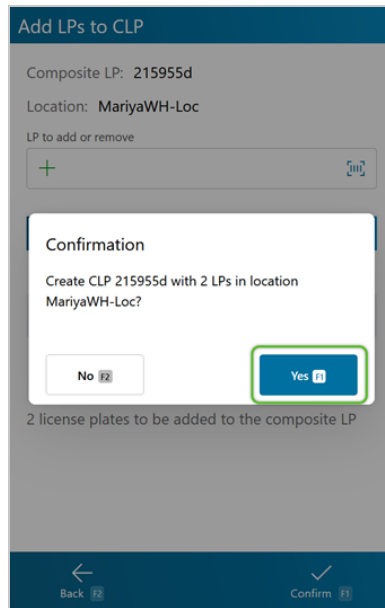
Back F2

✓

Confirm F1

Build a Composite License Plate

4. A confirmation window will pop up. Review the information, then tap **Yes** or press **F1** to confirm.



The system will create the new Composite License Plate, and register that each individual License Plate associated with it has been moved to the Location specified.

Update LP Weight/Volume/Serials

Sections

- [Overview](#)
- [LP Materials List](#)
- [Update LP Materials](#)

Overview

The Update License Plate section allows you to update the Weights, Volumes, or Serial Numbers on a License Plate.

LP Materials List

This screen displays all Materials on the loaded License Plate.

Update LP Weight/Volume/Serials

The screenshot shows a mobile application interface titled "Choose LP items to update". At the top, there is a "License plate" input field containing the text "LP-20240830-A". Below this is a table with the following columns: "Material", "Lot", and "Quantity". The table contains one row with the material "SerialNonFixed", lot "575191", and quantity "2". A checkmark is visible in the first column of this row. At the bottom of the screen, there is a navigation bar with two buttons: "Back" (labeled F2) and "Edit weight" (labeled F1).

Material	Lot	Quantity
SerialNonFixed	575191	2

Scan or enter the License Plate LookUp Code in the **License Plate** field, and tap or press **F5** is the Materials do not automatically populate.

Tapping **Edit Weight: F1** or pressing the **F1** key allows you to edit the weights of the selected Materials.

Tapping **Back: F2** or pressing the **F2** key takes you back to the main menu.

Information

- Material:** The LookUp Code of the Material.
- Lot:** The Lot LookUp Code for the Materials.
- Quantity:** The number of Packages of the Material on the License Plate.
- Packaging:** The Packaging Type for the Materials.
- Gross Weight:** The Gross Weight of the item, including Packaging.
- Net Weight:** The Net Weight of the item, without Packaging.
- Weight UOM:** The Unit of Measurement for the Weight.
- Gross Volume:** The Gross Volume of the item, including Packaging.
- Net Volume:** The Net Volume of the item, without Packaging.
- Volume UOM:** The Unit of Measurement for the Volume.

Update LP Weight/Volume/Serials

Update LP Materials (Serials)

This screen allows you to edit the Weights, Volumes, and Serial Numbers of each individual item on the License Plate.

Serial #	Gross weight	Net weight	Weight U
SI1-894445	1	1	Kilogram
SI2-616539	1.00000000	1.00000000	Kilogram

All Materials are listed by **Serial Number**, with **Net** and **Gross Weights** and **Volumes** displayed (next to which you can see the weight or volume **Unit of Measurement**).

Tapping **Submit: F1** or pressing the **F1** key updates the weights and/or Serial Number of each Material.

Tapping **Back: F2** or pressing the **F2** key takes you back to the [LP Materials List](#) screen.

Create a New Dock Appointment

Create a New Dock Appointment

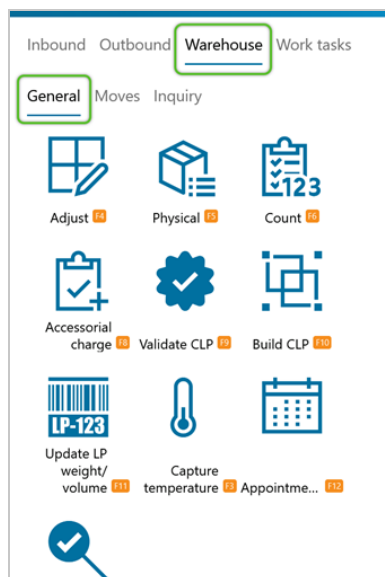
Dock Appointments allow you to schedule Shipments to your Dock Doors.

✂Prerequisites

- Dock Doors

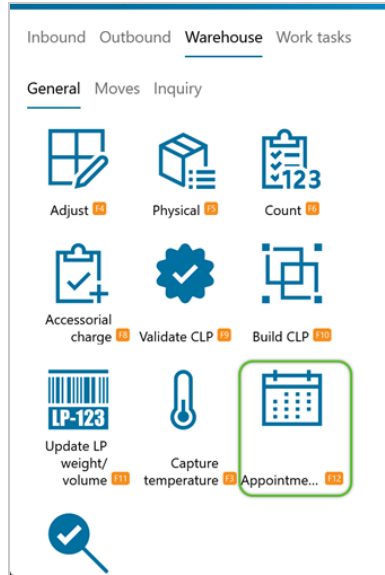
Step 1. Open the Appointments section

1. Tap the **Warehouse** tab, then the **General** tab.



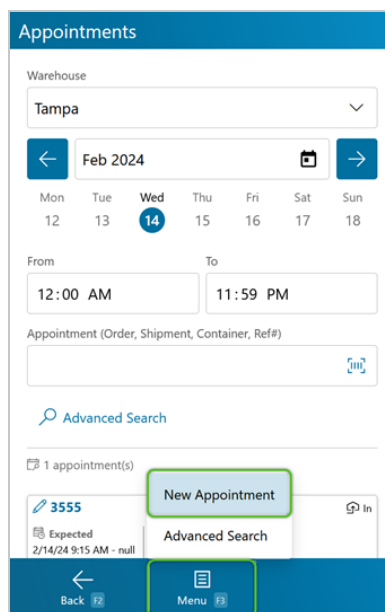
2. Tap the **Appointments** icon, or press F12.

Create a New Dock Appointment



Step 2. Add a New Dock Appointment

1. From the Appointments screen, tap **Menu** or press **F3**, then tap **New Appointment**.



2. Scan or enter the **Expected Dock Door**.

Create a New Dock Appointment

New Appointment

Appointment Lookup
3558

Status
Open

Warehouse
Tampa

Expected Dock Door
▼

Type
▼

Scheduled Arrival
02/15/2024, 09:30

Scheduled Departure
02/15/2024, 10:30

Reference Number
▼

Back Menu Save

3. Select the Appointment **Type** from the dropdown.

New Appointment

Appointment Lookup
3558

Status
Open

Warehouse
Tampa

Expected Dock Door
W RAMP

Type
▼

Scheduled Arrival
02/15/2024, 09:30

Scheduled Departure
02/15/2024, 10:30

Reference Number
▼

Back Menu Save

Create a New Dock Appointment

- Set the required **Scheduled Arrival** and **Scheduled Departure** for the new Appointment.

New Appointment

Type
Inbound

Scheduled Arrival
02/15/2024, 09:30

Scheduled Departure
02/15/2024, 10:30

Reference Number

Carrier

Notes

Associated With

Back Menu Save

Step 3. Complete Optional Appointment Details

Create a New Dock Appointment

1. Enter the optional **Reference Number**, **Carrier**, **Notes**, and **Associated With** details for the Appointment.

New Appointment

Type

Inbound

Scheduled Arrival

02 / 15 / 2024, 09:30

Scheduled Departure

02 / 15 / 2024, 10:30

Reference Number

215743

Carrier

Awesome Express

Notes

Drive Name: Dan K.

Associated With

Toronto HQ

Back F2

Menu F3

Save F1

Create a New Dock Appointment

2. Tap **Save** or press **F1** to create the new Dock Appointment.

At this point, the Dock Appointment status will update accordingly and you will be returned to the Appointment Search screen.

Repeat the process for the next Dock Appointment.

New Appointment

Type
Inbound

Scheduled Arrival
02/15/2024, 09:30

Scheduled Departure
02/15/2024, 10:30

Reference Number
215743

Carrier
Awesome Express

Notes
Drive Name: Dan K.

Associated With
Toronto HQ

Back F2 Menu F3 **Save F1**

Check In a Dock Appointment

Check In a Dock Appointment

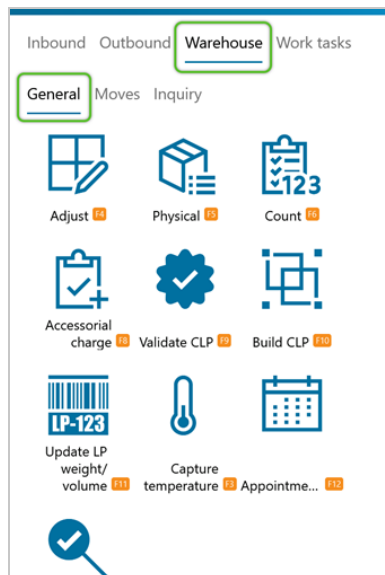
Appointments allow you to check in Shipments to the warehouse's Dock Doors, as well as confirming the Dock Door and adding Appointment details.

✕Prerequisites

- Dock Doors

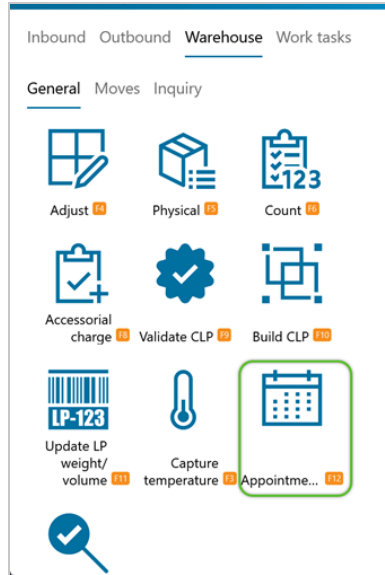
Step 1. Open the Appointments section

1. Tap the **Warehouse** tab, then the **General** tab.



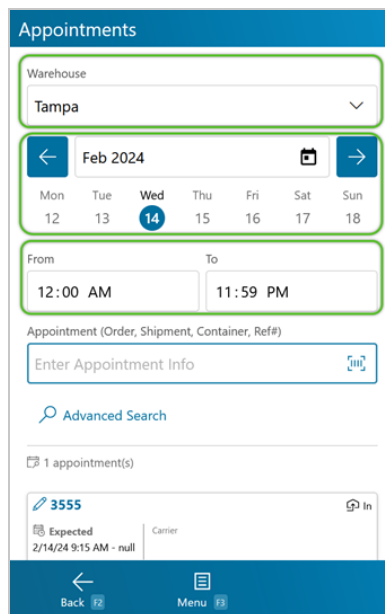
2. Tap the **Appointments** icon, or press F12.

Check In a Dock Appointment



Step 2. Search for Dock Appointments

The **Warehouse**, **Date**, and **Time** default to the current details for the user. The date and time can be updated when needed.



Check In a Dock Appointment

1. Scan or enter an **Appointment** lookup code. This can be the **Order**, **Shipment**, **Container**, or **Reference #**. You can also tap the **Appointment** lookup code in the list of upcoming appointments at the bottom of the screen.

The screenshot displays the 'Appointments' interface. At the top, the 'Warehouse' is set to 'Tampa'. Below this is a calendar for 'Feb 2024' with 'Wed 14' selected. Time slots are set from '12:00 AM' to '11:59 PM'. A search bar labeled 'Appointment (Order, Shipment, Container, Ref#)' contains the value '3555'. Below the search bar is an 'Advanced Search' link. A list of appointments shows '1 appointment(s)' with a row for '3555' which is highlighted with a green box. The row details include 'Expected 2/14/24 9:15 AM - null' and 'Carrier'. The bottom navigation bar has 'Back' and 'Menu' buttons.

There are also several **Advanced Search** options for finding the available Dock Appointments.

Check In a Dock Appointment

Appointments

Warehouse
Tampa

← Feb 2024 →

Mon	Tue	Wed	Thu	Fri	Sat	Sun
12	13	14	15	16	17	18

From: 12:00 AM To: 11:59 PM

Appointment (Order, Shipment, Container, Ref#)
Enter Appointment Info

Advanced Search

1 appointment(s)

3555 in

Expected	Carrier
2/14/24 9:15 AM - null	

Back Menu

The **Advanced Search** is divided into three separate tabs, into which you can scan or enter a variety of information.

Check In a Dock Appointment

Appointments Tab

Search by **Appointment** lookup code or **Carrier**.

The screenshot displays the 'Appointments' screen in a mobile application. At the top, there's a blue header with the word 'Appointments'. Below it, a sub-header shows 'Appointments', 'Advanced', and 'Doors' tabs, with 'Appointments' being the active tab. The main content area contains two search input fields. The first field is labeled 'Appointment (Order, Shipment, Container, Ref#)' and the second is labeled 'Carrier'. A green rectangular box highlights both of these input fields. Below the input fields, there are two buttons: 'Clear search' with a close icon and 'Search' with a magnifying glass icon. At the bottom of the screen, there is a blue navigation bar with a left arrow and the text 'Back' on the left, and a document icon with the text 'Menu' on the right.

Check In a Dock Appointment

Advanced Tab

Search by the **From Date** and **To Date**, or by Appointment **Status**.

The screenshot displays the 'Appointments' screen with the 'Advanced' tab selected. The search filters are as follows:

From	To	Status
2/12/2024	2/18/2024	Open, In Yard, Door Assigned, In Process

Below the filters, there are two buttons: 'Clear search' and 'Search'. The bottom navigation bar contains a 'Back' button and a 'Menu' button.

Check In a Dock Appointment

Doors Tab

1. Search by **Trailer Number** or **Dock Door**.

The screenshot shows the 'Appointments' mobile application interface. At the top, there is a blue header bar with the word 'Appointments' in white. Below the header, there are three tabs: 'Appointments', 'Advanced', and 'Doors'. The 'Doors' tab is currently selected and highlighted with a blue underline. Below the tabs, there are two search input fields. The first field is labeled 'Trailer Number' and has a magnifying glass icon on the right. The second field is labeled 'Dock Door' and has a downward arrow icon on the right. Below these fields, there are two buttons: 'Clear search' with a blue 'X' icon and 'Search' with a magnifying glass icon. At the bottom of the screen, there is a blue navigation bar with a back arrow icon and the word 'Back', and a menu icon with the word 'Menu'.

Check In a Dock Appointment

2. Once you've entered the information you want to search by, tap **Search** or press **F5**.

The screenshot shows the 'Appointments' screen in the datex mobile app. At the top, there's a blue header with the title 'Appointments'. Below the header, there are three tabs: 'Appointments', 'Advanced', and 'Doors'. The 'Advanced' tab is selected. A green box highlights the search filter section, which includes 'From' and 'To' date pickers set to '2/12/2024' and '2/18/2024' respectively, and a 'Status' dropdown menu with the option 'Open, In Yard, Door Assigned, In Process'. Below the filter is a 'Clear search' link and a 'Search' button with a magnifying glass icon. The bottom navigation bar shows 'Back' and 'Menu' buttons.

Step 3. Complete Appointment Check In

Check In a Dock Appointment

1. Review the Dock Appointment details and make any necessary updates.

Edit Appointment

Appointment Lookup

3555

Status

Open

Warehouse

Tampa

Expected Dock Door

Type

Inbound

Scheduled Arrival

02/14/2024, 09:15

Scheduled Departure

02/14/2024, 10:15

Reference Number

Back

Menu

Save

Check In a Dock Appointment

2. Tap **Save** or press **F1** to complete the Dock Appointment check in.

At this point, the Dock Appointment status will update accordingly and you will be returned to the Appointment Search screen.

Repeat the process for the next Dock Appointment.

Edit Appointment

Scheduled Arrival: 02/14/2024, 09:15

Scheduled Departure: 02/14/2024, 10:15

Reference Number:

Carrier:

Notes:

Associated With:

Navigation: Back F2, Menu F3, Save F1

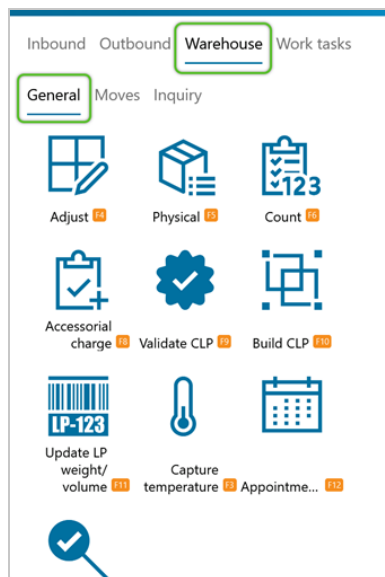
Perform an Inspection

Perform an Inspection

The Mobile Device can be used to quickly perform an inspection.

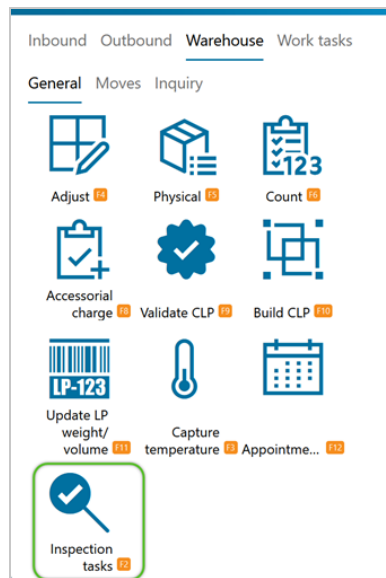
Step 1. Open the Inspection Tasks section

1. Tap the **Warehouse** tab, then the **General** tab.



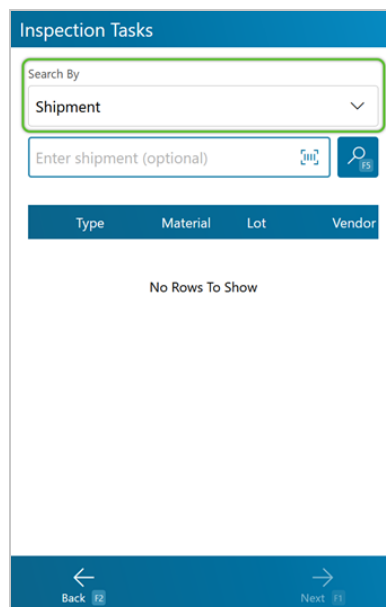
2. Tap the **Inspection Tasks** icon, or press **F2**.

Perform an Inspection



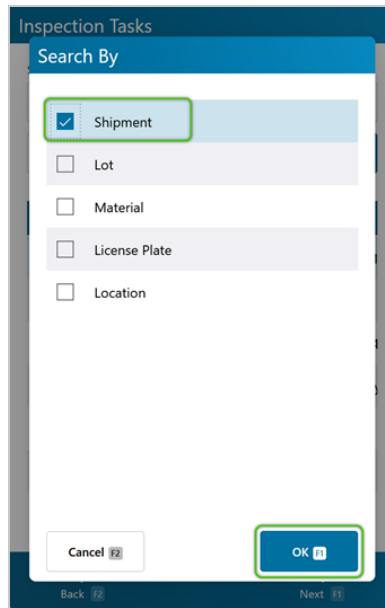
Step 2. Search for the Inspection Task

1. Select the entity you would like to **Search By** from the dropdown.



Perform an Inspection

2. Select an entity, then tap **OK** or press **F1**.



Perform an Inspection

3. Scan or enter the entity lookup code, then tab to load matching Inspection Tasks. You can also tap the **Search** icon or press **F5** to load all available Inspections Tasks to choose from.

The screenshot displays the 'Inspection Tasks' screen in a mobile application. At the top, there's a blue header with the title 'Inspection Tasks'. Below the header, a 'Search By' dropdown menu is set to 'Shipment'. Underneath this is a text input field with the placeholder text 'Enter shipment (optional)'. To the right of the input field are two icons: a barcode icon and a magnifying glass search icon. Below the search section, there's a table with a header row containing the columns 'Type', 'Material', 'Lot', and 'Vendor'. The table body is currently empty, showing the message 'No Rows To Show'. At the bottom of the screen, there are two navigation buttons: 'Back' with a left-pointing arrow and 'Next' with a right-pointing arrow.

Perform an Inspection

4. A list of all Inspection Tasks will be displayed. Select the Inspection Task, then tap **Next** or press **F1**.

The screenshot shows the 'Inspection Tasks' screen. At the top, there is a 'Search By' dropdown menu with 'Shipment' selected. Below this is a search input field with a magnifying glass icon. The main part of the screen is a table with the following columns: 'Type', 'Material', and 'Lot'. The first row is highlighted with a green box, showing 'PO Visual Inspection' under 'Type' and 'VARIABLE' under 'Material'. Below this are several other rows, each with a checkbox in the 'Type' column. At the bottom of the screen, there is a blue bar with a 'Back' button (F2) and a 'Next' button (F1). The 'Next' button is highlighted with a green box.

Type	Material	Lot
<input checked="" type="checkbox"/> PO Visual Inspection	VARIABLE	16
<input type="checkbox"/> PO Visual Inspection	VARIABLE	16
<input type="checkbox"/> PO Visual Inspection	MyTestMaterial123	22
<input type="checkbox"/> PO Visual Inspection	DRINK	54
<input type="checkbox"/> PO Visual Inspection	DRINK	54
<input type="checkbox"/> PO Visual Inspection	DRINK	54
<input type="checkbox"/> PO Visual Inspection	DRINK	54

Step 3. Perform the Inspection Task

Perform an Inspection

1. Perform the Inspection Task as instructed and add any optional **Notes**.

The screenshot displays the 'Inspection' screen in the datex application. At the top, the title 'Inspection' is shown in a blue header. Below this, the text 'PO Visual Inspection' is displayed. The 'Lot' is listed as '16316' with an information icon, and the 'Material' is listed as 'VARIABLE'. A text area labeled 'Notes' is highlighted with a green border, indicating where users can add optional notes. Below the notes area are two buttons: a red 'Fail' button and a green 'Pass' button. At the bottom of the screen, there is a blue navigation bar with a left arrow and the text 'Back', and a document icon with the text 'Menu'.

Perform an Inspection

2. Tap **Pass** or press **F4** to pass the inspection. To fail the inspection, tap **Fail** or press **F1**.

At this point, the Inspection Task will be completed and you will be returned to the Search screen.

Repeat the process for the next Inspection Task.

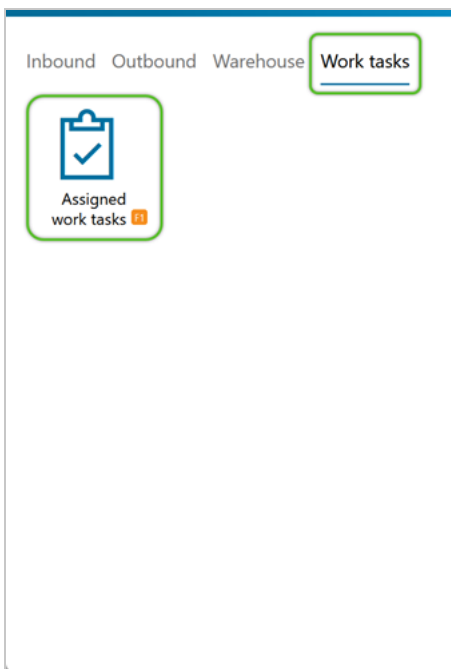
The screenshot shows a mobile application interface for an inspection task. The title bar is blue and says 'Inspection'. Below it, the text 'PO Visual Inspection' is displayed. Underneath, 'Lot: 16316' and 'Material: VARIABLE' are shown. A 'Notes' label is followed by a large text input area. At the bottom of the main content area, there are two buttons: a red 'Fail' button with a white 'X' icon and a green 'Pass' button with a white checkmark icon. The bottom navigation bar is blue and contains a back arrow icon labeled 'Back' and a menu icon labeled 'Menu'.

Perform Assigned Tasks

The mobile device can be used to quickly call up any assigned Tasks for the user.

Step 1. Open the Work Tasks section

1. Tap the **Work Tasks** tab, then tap the **Assigned Work Tasks** icon or press the F1 key.



Step 2. Perform the Work Task

Perform Assigned Tasks

- 1. Select the **Assigned Work Task** you are ready to perform.

Assigned work tasks

Auto-accept next task

No

	Priority	Operation	Source location
<input checked="" type="checkbox"/>	1	Receiving	WH2 Receiving
<input type="checkbox"/>	1	Receiving	
<input type="checkbox"/>	1	Receiving	
<input type="checkbox"/>	1	Receiving	
<input type="checkbox"/>	1	Receiving	WH2 Receiving

← Back F2

☰ Menu F3

✓ Accept F1

Perform Assigned Tasks

2. Tap **Accept** or press the **F1** key to begin the task.

Depending on the assigned task to be performed, the remaining screens will vary.

Pressing **F6**, refreshes the list of Tasks to account for any newly assigned Tasks.

Pressing **F9** opens the Putaway Menu and pressing **F11** opens the [Inquiry Menu](#).

Assigned work tasks

Auto-accept next task
No

	Priority	Operation	Source location
<input checked="" type="checkbox"/>	1	Receiving	WH2 Receiving
<input type="checkbox"/>	1	Receiving	
<input type="checkbox"/>	1	Receiving	
<input type="checkbox"/>	1	Receiving	
<input type="checkbox"/>	1	Receiving	WH2 Receiving

Back F2
Menu F3
Accept F1