

A License FREE Version of *CRiSTAL* WMS

USER GUIDE Version 1.00

Last Updated: 06-Nov-12

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Interested party may download and use the program on an 'AS IS' basis. No warranty or support is provided for the application.

Users that like to provide feedback, please email <u>marcom@cristalsolutions.com.sg</u> We will keep you posted on updates

Last Updated: 6 November 2012



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1. INTRODUCTION

To simplify the start-up of the system, *juzWMS* is pre-configured for single warehouse with 200 locations.

Additional locations may be added manually as described below.

For training on the use of the system, please enquire with Singapore Institute of Material Management.

The menu options are order by ascending alphanumeric sequence.

1.1. Login ID

The login user ID and password are:

- 1. USER1 / USER1
- 2. MGR1 / MGER1





2. Administration

This Steps for setting up for operation:

- 1. Location Maintenance Simple
- 2. Client Entitles
 - a. Client Profiles
 - b. Customer Profiles
 - c. Supplier Profiles
- 3. Products
 - a. Product / Item Definition

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System Inquiry Operations Stock Management Reports Administration		
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U → Locations Maintenance - Smple	JuzWMS	=
	Warehouse Managemen System	nt ×
	Cepyright © 2012 CRISTAL Solutions Pte Ltd All Rights Reserved Website : www.cristalsolutions.com Email : support@cristalsolutions.com	Return - F12
	Current: USER 1 Name	Database: cristalwms
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2.1. Warehouse

The menu option available is

1. Location Maintenance – Simple

ICRGFAL Warehouse Hanagement System (\$394, Build \$577) System Inquiry Operators Stock Management Reports Administration										
R Locations Maintenance - Simple									_OX	
Warehouse	Location	Height (mm)	Width (mm)	Depth (mm)	Volume (M3)	Weight (kgs)	Zone	Status	-	
WHSE1	AA-00-000-00	1500	1500	1500	3.3750000000000000	2000.0000000000	ZONE_ST	AVAIL		Clear - F6
Landia	AA-00-000-01	1500	1500	1500	3.375000000000000	2000.0000000000	ZONE_ST	AVAIL		
Location	AA-00-000-02	1500	1500	1500	3.3750000000000000	2000.0000000000	ZONE_ST	AVAIL		5.5
JAA-00-000-01	AA-00-000-03	1500	1500	1500	3.3750000000000000	2000.0000000000	ZONE_ST	AVAIL		And a second
Status	AA-00-000-04	1500	1500	1500	3.3750000000000000	2000.0000000000	ZONE_ST	AVAIL		-
AVAIL	AA-00-000-05	1500	1500	1500	3.3750000000000000	2000.0000000000	ZONE_ST	AVAIL		8
Height (mm)	AA-00-000-06	1500	1500	1500	3.3750000000000000	2000.0000000000	ZONE_ST	AVAIL		Save - F8
1500	AA-00-000-07	1500	1500	1500	3.3750000000000000	2000.0000000000	ZONE_ST	AVAIL		
14(14) (1997)	AA-00-000-08	1500	1500	1500	3.3750000000000000	2000.0000000000	ZONE_ST	AVAIL		×
vvidin (mm)	AA-00-000-09	1500	1500	1500	3.375000000000000	2000.0000000000	ZONE_ST	AVAIL		Delete - F9
1500	AA-00-000-10	1500	1500	1500	3.375000000000000	2000.0000000000	ZONE_ST	AVAIL		
Depth (mm)	AA-00-000-11	1500	1500	1500	3.3750000000000000	2000.0000000000	ZONE_ST	AVAIL		\Rightarrow
1500	AA-00-000-12	1500	1500	1500	3.3750000000000000	2000.0000000000	ZONE_ST	AVAIL		
Volume (M ³)	AA-00-000-13	1500	1500	1500	3.3750000000000000	2000.0000000000	ZONE_ST	AVAIL		
3.37500000000000	AA-00-000-14	1500	1500	1500	3.375000000000000	2000.0000000000	ZONE_ST	AVAIL		e.,
Weight (kg)	AA-00-000-15	1500	1500	1500	3.375000000000000	2000.0000000000	ZONE_ST	AVAIL		and the second
2000.00000000000000000	AA-00-000-16	1500	1500	1500	3.3750000000000000	2000.0000000000	ZONE_ST	AVAIL		
2000.0000000000000	AA-00-000-17	1500	1500	1500	3.3750000000000000	2000.0000000000	ZONE_ST	AVAIL		
Zone	AA-00-000-18	1500	1500	1500	3.375000000000000	2000.0000000000	ZONE_ST	AVAIL		Return - F12
ZONE_ST •	AA-00-000-19	1500	1500	1500	3.375000000000000	2000.0000000000	ZONE_ST	AVAIL		
	AA-00-000-20	1500	1500	1500	3.3750000000000000	2000.0000000000	ZONE_ST	AVAIL		
	AA-00-000-21	1500	1500	1500	3.375000000000000	2000.0000000000	ZONE_ST	AVAIL		
	AA-00-000-22	1500	1500	1500	3.3750000000000000	2000.0000000000	ZONE_ST	AVAIL		
	AA-00-000-23	1500	1500	1500	3.3750000000000000	2000 0000000000	ZONE ST	AVAIL		
	AA 00 000 34	1600	1600	1600	2 27500000000000	2000.0000000000	ZONE ST	AVAII	•	
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Locations Maintenance - Simple							Current:	USER 1 Name	Database:	cristalwms
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- 1. Select and double click on the location selected row.
- 2. Select, enter and update the fields require for change.
- 3. Enter 'Save' or F8 to complete.

Client Profiles

4. Close and exit the page.

2.2. Client Entitles

2.2.1.

Menu options as follows:









- 1. At Client Details (Fig.1), enter the preference code in the 'Client Code' field.
- 2. Enter the client's name at the 'Client Name' field.
- 3. Enter the address of the client at the 'Address' field.
- 4. Select and enter the client's country at the 'Country' field.
- 5. Enter the postal code, if require, at the 'Postal Code' field.



- 6. Enter the contact number if any at the 'Telephone' field.
- 7. Subsequently, if require, for more information of the client, enter the details at the 'Fax number', 'Contact Person' and 'The Email' fields.
- 8. Click on the 'Client Configuration' tab.
- 9. If require, select and enter the preference put away method at the RF Put-away Method (Fig.2).
- 10. Select and enter the preference document reference at the 'Document Ref Series' field.
 - a. Select and enter 'DEFAULT'.
- 11. Select and enter the preference pick method at the 'Pick Method' field.
- 12. Select and enter the pick sequence method at the 'Pick Sequence Method' field.
- 13. If require check on the boxes next to the preference fields (eg. Backorder Sales Orders).
- 14. Enter 'Save' or F8 to complete.
 - a. *Note: a message "Client information updated-Cristal." Enter 'Yes'.
- 15. If require to update the other information, just click onto the menus tab and enter the
 - a. Preferences field and enter 'Save' or F8 to complete.
- 16. Close and exit the page.

CRISTAL Warehouse Management System (5.398. Build 4577)		_ 8 ×
System Inquiry Operations Stock Management Reports Administration		
Client J4U1 J4U1 INTERNATIONAL COPORATION	Gustomer Code EAN Registration No Status ACTIVE Status	Clear - F6
All Custome Custome Custome Name B C 400 INTERNATIONAL CONGRATION D E	Customer Info Configuration Customer Instructions Delivery Address Customer Name JUUT INTERNATIONAL COPORATION Address NO.100, INTERNATIONAL ROAD State Country Postal Code State Country Postal Code SingAPORE Postal Code Contact Person Email Address	Seve - 18 Seve - 18 Delete - 19 Return - 111 Return - 112
Customer Profiles	Current: USER1 Name Datab	SINGTEL-6557
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2.2.2. Customer Profiles

- 1. Select and enter the client of the client's customer at the 'Client' field.
- 2. Enter the customer code at the 'Customer Code' field.
- 3. At the Customer Info menu:
 - a. Enter the customer name at the 'Customer Name' field.
 - b. Enter the address of the customer at the 'Address' field.
 - c. Select and enter the country of the customer at the 'Country' field.
 - d. Enter the postal code at the 'Postal Code' field.



- e. If require, enter the information for all the other fields.
- 4. Enter 'Save' or F8 to complete.
 - a. *Note: a message 'Customer updated'. Enter 'OK'.
 - b. Follow by a message 'Delivery Address updated'. Enter 'OK'.
- 5. Click on the Delivery Address tab if the address is differ from the set up address of the customer.
 - a. Enter 'Clear' or F6 and enter the new delivery address at Details 1.
 - b. Click on Details 2 to continue update of information of the delivery address.
 - c. Enter 'Save' or F8 to complete.
 - d. *Note: a message "Customer updated." Enter 'OK'.
- 6. Enter 'Save' or F8 to complete.
 - a. *Note: a message "Customer updated." Enter 'OK'.
- 7. Close and exit the page.

2.2.3. Supplier Profiles

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System Inquiry Operations Stock Management Reports Administration				
Supplier Profiles Client				
J4U1 J4U1 INTERNATIONAL COPORATION	Supplier Code	Status		Clear - F6
	IST SOPR	APPROVED	<u> </u>	40
AI A Supplier Supplier Name 1ST SUPR 1ST SUPPLIER PTE LTD				Find - F7
BC	Address Configuration			
FG	Supplier Name			
ні	1STSUPPLIER PTE LTD			Save - F8
јк	Address			×
LM	NO.500. SUPPLIES LINK			Delete - F9
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1 2	Contact Barcon			Return - F12
5.6	Contact Person			
7 8	Email			
9				
1				
Suppler Profiles			Current: USER 1 Name	Databa SINGTEL-6557 Internet access
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- 1 Select and enter the client at the 'Client' field.
- 2 Enter the supplier code at the Supplier Code.
- 3 At the Address menu:
 - a Enter the supplier name at the 'Supplier Name' field.
 - b Enter the address at the 'Address' field.
 - c Select and enter the country at the 'Country' field.
 - d Enter the postal code at the 'Postal Code' field.
 - e If require, enter the information for all the other fields.
- 4 Enter 'Save' or F8 to complete.
 - a *Note: a message 'Supplier detail updated. Cristal, xxxx, xxxx Supplier'. Enter 'OK'.
- 5 If require, click on the Configuration tab to update on the require fields.



2.2.4.

Enter 'Save' or F8 to complete. а

Product Item / Definition

6 Close and exit the page.

System Inquiry Operations Stock Management Reports Administration		
Product / Item Definition		
Client Item Code Item Description		
J4U1 JUZNWST0001 JUZ NEW STK0001	•	Clear - F6
Mandatory		44
Mandatory Product Definition Stock Control Parameters Cassinned Storane Zones	_	Find - F7
Product Class Alternate Code Batch Tracking Production Date Assgred		
ASSEMBLY 2 Lot Tracking Expiry Date ZONEST		8
Product Status Substitute Item Item Size Shelf Life Pre Alert		Save - F8
ACTIVE ? Litem Color		×
Receipt Grade Density Sequence Stack Factor Litern Class Multi PrePack Qty		Delete - F9
01 • 1 Supplier Country of Origin		
Billing Group Net Weight (Unit) Nesting Factor Stock Owner Catch Weight		-
I C F Dimensions Serial Number Flag		
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Packaging UOM Definition 1. All measurements per unit Packing 2. UOM cannot be changed when active	a	-
Packing Quantity UOM Height Width Depth Volume (M3) (Fig) UOM Type UOM Setup Help		Deturn F12
Calculate		Ketum - F12
Remove		
Update		
Packaging Pkg Quantity UOM Height (mm) Width (mm) Depth (mm) Volume (cu.m) Weight (kg) UOM Type		
▼ ▼ Whole		
	_	
Product / Item Definition Current: USER I Name	Databa SD	IGTEL-6557 ternet access
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System inquiry Operators Stock Panagement Reports Administration	
Clert Item Code JUZNWST0001	Item Description
Mandatory Product Definition Product Class Alternate Cr Product Class Alternate Cr ASSEMBLY Substitute Ib Product Status Substitute Ib Product Class CTN Image Cr ASSEMBLY Substitute Ib Heart end T00 256 Image Cr Image Cr ACTIVE Wate free Value (con) 1100 256 Image Cr Image Cr 01 Value (con) 1100 256 Image Cr Image Cr Image Cr Biling Group Net Weight Weight feil 100 100 Image Cr Image Cr * From * To From From Mange Cr Image Cr Image Cr Image Cr Packaging UOM Definition 1. All messur Heap Heap Image Cr Image Cr Image Cr	Second Storage Zones Second Storage Zones
	Remove Update
Packaging Pkg Quantity UOM Height (mm) Width (mm) De	pth (mm) Volume (cu.m) Weight (kg) UOM Type
Product / Item Definition	Current: USER 1 Name Databid SING EL-6557 Internet access
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- 1. Select and enter a client name at the 'Client' field. (Fig.1)
- 2. Enter the item number/code at the 'Item Code' field.
- 3. Enter the item description at the Item 'Description' field.
- 4. Select and click on the checkbox option at the Stock Control Parameters menu.
- 5. Click on the 'Add' tab at the Assigned Storage Zones
- 6. Select and enter the preferences storage zone assign to.
- 7. Click on the 'UOM Setup Help' tab.
- 8. At the Item UOM Setup Help screen, the first level (column) Storage UOM (Fig.2), and packaging field must remain as "PALLET". Proceed to enter the dimensions (in



millimeters) of the height, width, depth, weight (in kilograms) and the packaging quantity of the full storage packaging on one pallet at the respective fields.

- a. Note*: The Volume (in cu.m) will be automatically calculated.
- 9. Select and enter the packaging UOM type (eg.: Ctn, bags, etc.) at the second level.
- 10. Enter the quantity of per package at the Pkg Quantity field.
 - a. Note*: you can continue to set up another level of packaging UOM but it must be in a lower packaging quantity form.
- 11. Click on the UOM Generate tab for the next level of UOM packaging setup.
 - a. Note*: a message 'Please ensure all fields are specified'. Enter 'OK'.
- 12. Select and enter the lowest UOM of the product / item (eg. Ea, pcs, meter, etc.) at the last level of the UOM setup.
- 13. Click on the 'UOM Generate' tab to complete the UOM setup.
- 14. Enter 'Save' or F8 to complete.
 - a. Note*: a message "Item code updated". Enter 'OK'
- 15. If require, proceed to select and enter the information of each menus.
 - a. Note*: Always enter 'Save' or F8 to complete updating of each menu.
- 16. Close and exit the page.





3. SYSTEM



3.1. Change a User password.

Users' password can be changed using the option:

1. User Preference and Password

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- 1. Click on the User Preference and Password menu.
- 2. Enter the current user password at the 'Enter Old Password' field.
- 3. Enter the new user password at the 'Enter New Password' field.
- 4. Enter again the new password at the 'Re-Enter New Password' field.
- 5. Click on the 'Update Password' tab to save the new password.
- 6. Click on the 'Close' tab to exit.





4. **OPERATIONS**

The Operations functions comprise of

- 1. Inbound
 - a. Receipt Check-In
- 2. Warehouse
 - a. Warehouse Tasks
- 3. Outbound
 - a. Sales Orders
 - b. Delivery Orders

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System Inquiry Operations Stock Management Reports Administration		
B → Inbound → Receipt Check-In B → Outbound → Outbound → Sales Overse Emy → Warehouse → Warehouse Tasks	Juz WMS	A 1
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4.1. Inbound

The Inbound function enables user to receive goods into the warehouse.

4.1.1. Receipt Check-In

The Receipt Check In is a 2 levels entry comprises of

- 1. Header
- 2. Details



Clent Receipt Type Location Assign Status Print Carton Label CRISTAL V NORMAL V SYSTEM DATA ENTRY Receipt Number Receipt Date Document Reference V/A Services V/A Services	Clear - F6
Checkin Receipt Details Checkin Receipt Details Checkin Receipt Manual and system putaway pallets in one receipt.	Find - F7
Warehouse Purchase Order # Customs Type Shipping Mode Carrier / Forwarder CRSTAL CRSTAL Check In Station Default Supplier CWCHKIN1 Storage Zone Supplier Name Customer Customer Name Sales Order Pater Type Pate Quantity Verside Number Verside Number Operator Debit Note	Delete - F9 Print - F10 Return - F12
Nullity Receipt Export Receipt Data Generate Job Biling Email GRN Job Costing Update File Attachment	lvms_NET

Fig. 1

eipt Check In lient RISTAL	Receipt Type	Location A	Assign A	Status	Y		Print Carto Pallet L	n Label	Cles
Receipt Number 000000090	Receipt Date 22 June 2012	Documen DO T000	nt Reference 01		<u>×</u>		VA Sen Checkin F	rices Receipt	(Finc
Line Palet ID	Product ID	UOM	Quantity	Grade Lot Number	Batch Number	Supplier ID	Customer / Owner	Εφι	Save
					,				Delet
ine # Purchase O failet Number em Description RISTAL STOCK N00 em Grade 1	rder # Receive Meth Pallet Item Code CRTLSTN0002 UOM Qua FA V	od Item	× ■ 2 × ■ 100	Attribute 1 Attribute 2 Batch Number Lot Number Scanning	Attribute 3 UDF Expiry Date C 42552012 Mto Date r T 62552012 Attribut	Stock C Countr Locatio	Owner r of Origin	, , ,	Delet Print Previe



4.1.1.1. Receipt Header (Fig.1)

- 1. Select and enter the method of receiving into location at the 'Location Assign' field.
 - a. By System means location to put-away is assign by the system.
 - b. By Manual means location to put-away is assign manually.
- 2. Enter the reference number of the receiving document at the 'Document Reference' field.
- 3. Select and enter the supplier at the 'Default Supplier' field.
- 4. Enter 'Save' or F8.
- 5. Note*: a message, 'Update New Receipt'. Enter 'Yes'.
- 6. Follow by another message, 'Receipt header update'. Enter 'OK'.



4.1.1.2. Receipt Details (Fig.2)

- 1. Click on the 'Receipt Details' tab.
- 2. Select and enter the product/item code at the 'Item Code' field.
- 3. Enter the quantity received at the 'Quantity' field.
- 4. Items which has attribute, enter the attributes at their respective fields.
- 5. For Manual Location Assign, enter and select the location at the 'Location' field to be put-away.
 - a. For System Location Assign, proceed to step 6.
- 6. Enter 'Save' or F8 to save line item.
- 7. Enter 'Clear or F6 to proceed to the next new line item.
- 8. Continue step 2 to 7 till complete receiving of whole order.
- 9. Click on the 'Checkin Receipt' tab.
- 10. For System Location Assign:
 - a. Note*: a message 'Receipt header update'. Enter 'OK'.
 - b. Follow by message 'Confirm receipt for Put-away'. Enter 'Yes'.
 - c. And the last message 'Receipt Check-In'. Enter 'OK'.
 - d. *Proceed to Warehouse Warehouse Task menu to complete confirming of put-away into locations.*
- 11. Manual Location Assign:
 - a. Note*: a message 'Receipt header update'. Enter 'OK'.
 - b. Follow by message 'Number of lines process:' Enter 'OK'.
 - c. No further actions require for manual location assign.
- 12. Close and exit the page.





4.2. Warehouse

4.2.1. Warehouse Tasks

The function of the Warehouse Tasks is to confirm Putaway and Picks tasks.

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Syste	m In	quiry (Operations	Stock Management	t Services Billin	g Reports Impor	t/Export Basic Acc	counting Rem	ote Warehouse Admini	stration					
Q Pr	ocess	Wareho	use Tasks												
0	perato	or		Work Orde	r#	Status		Client		Task Type		Receipt #			dura Kr
W	LLIAN	4		00001099		 ASSIGNED 		CRISTAL		S - Put Away		000000090			Clear - H6
															(83)
Т	ask ID	Activity ID	Pallet Numbe		Location From	Product ID	Unit UOM	Unit Quantity	Pallet To	Location T	Area To	Lot Number	r Batch Number		Find - F7
	1	1	CRISTAL000	0000001		CRTLSTN0001	EA	100.000	CRISTAL00000000001	BB-01-00	-01 CWSTOR1				
	2	1	CRISTAL000	0000002		CRTLSTN0002	EA	100.000	CRISTAL0000000002	BB-01-00	-02 CWSTOR1				-
															and the second second
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•														<u> </u>	Developer F11
Та	sk	Activit	N Sou	ce Pallet			Attribute 1	Attribute 2	Attribute 3	N	Varehouse		Pallet Label	1	Preview - FII
1	UII	1		TAL 0000000	001		Ratch N	umber	Receipt Date		RISTAL		Operator WOs		
D	estina	ation Pa	llet		Item Code	•	Daterry	unitoor	6/22/2012 12:00	00/	ocation	-	Label Little		Return - E12
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- 1. Click on the drop down box of the 'Work Order #' field.
- 2. Select the required 'Receipt # or Sales/Transfer Order' line.
- 3. Click on the 'Select' tab.
 - a. Select the Task ID to confirm that particular task only, click on the 'Confirm Task' tab.
 - b. Click on the 'Confirm All' tab to confirm all the ID Task.
- 4. Note* a message 'Work Order confirmed'. Enter 'OK'.
- 5. Close and exit the page.



4.3. Outbound

The Outbound consists of Sales Orders Entry and generation of Delivery Orders

4.3.1. Sales Order Entry

Similar to Receipt Check In, this is a 2 levels order entry:

- 1. Header
- 2. Details

🚟 CRiSTAL Warehouse Management System	m (5.398. Build 4539)			6
System Inquiry Operations Stock Man	agement Services Billing Reports Import/Exp	ort Basic Accounting Remote Warehouse Administration		
Client Ct CRISTAL Z	ustomer Code Custor	ner Name	Copy SO Details	Release To Whse
Sales Order # O	Order Type Docum	ent Reference Order Status	Duelieste Order	Sales Order Biok
0000000140 💌 🛚	IORMAL SO DI	001 DATA ENTRY	Dupicate Order	Find - FZ
Order Header	Order Details			Despatch Label
Sales Order Header	Warehouse Despatch Static CRISTAL Z Back Order Customer PO No P Back Order F Full Pick Ora DEMO INTERNATIONAL K LDING	Instruction Delivery Transport Customs Order Instructions Prick ty Date ETA Date 6425/2012 Picking Instruction Packing Instruction Packing Instruction	s Billing Term of De	sivery
State Count	try Postal Code [100100 Telephone [68896888	Delivery instruction		
Cuscomer Requirement Citary		21		
Sales Order Entry			Current: V	William Wong Database: cristalwms_NET
🎝 Start 🚆 💽 🥝 🧔) 😫 🚟 🚾			* 🍺 🔂 🖓 📶 🕚 4:42 PM 6/25/2012



les Order taty ient Customer Code Custom RISTAL DEMO	r Name ITERNATIONAL It Reference Order Status DI DATA ENTRY	Copy SO Details Duplicate Order	Release To Whse	Clear - F
Order Header Order Details Line 160 Product ID Product Deception 1 1 CRTLSTR0001 CRISTAL STOCK N0001 1	OM Quantity Grade Lot Number EA 100.000 01	Batch Number Expiry Date	Production tem Date Size	E Save - F
I Inter Code GRUSTN0002 GRUSTN0002	Attribute 1 Attribute 2 Attribute Lot Nomber Expin	3 Remarks Stock / Date Item Siz 252012 -		Delete - I
Item Description CRISTAL STOCK N002 Item Grade UOM Quantity 01 y EA y 1	Batch Number Mig C	late Item Co	lor u u u	Return -
Casconer Reportement Entry	MI 20080 2008			



4.3.1.1. Order Header (Fig.1)

- 1. Select and enter the customer at the 'Customer Code' field.
- 2. Enter the reference number at the 'Document Reference' field.
- 3. Enter 'Save' or F8.



- a. Note*: a message 'Create new Sales Order? '. Enter 'Yes'.
- b. Follow by message 'Sales Order updated'. Enter 'OK'.

4.3.1.2. Order Details (Fig.2)

- 1. Click on the 'Order Details' tab.
- 2. Select and enter the product/item number at the 'Item Code' field.
- 3. Enter the quantity to pick at the 'Quantity' field.
- 4. Items which has attribute, enter the attributes at their respective fields.
- 5. Enter 'Save' or F8 to save line item.
- 6. Continue step 2 to 5 till complete creating of whole order.
- 7. Click on the 'Release To Whse' tab,
 - a. Note*: a message 'Sales Order released for picking'. Enter 'OK'.
 - b. Follow by message 'Generate Pick Tasks Now?' Enter 'Yes'.
 - c. And the last message 'Pick tasks created xxxxxxxx'. Enter 'OK'.
- 8. Click on the 'Sales Order Pick' tab.
 - a. Note*: a message 'Assign Picks Orders?'
 - b. Enter 'Yes'- a Warehouse Task (SO) screens appear:-
 - a. Select the Task ID to confirm that particular task only. Click, on the 'Confirm Task' tab.
 - b. Click on the 'Confirm All' tab to confirm all the ID Task.
 - i. Note*: a message 'Work Order confirmed'. Enter 'OK'.
 - c. Enter 'No' if picking tasks is done later.
- 9. Close and exit the page.
- 10. "REMEMBER" when picking tasks is completed, *Proceed to Warehouse -Warehouse Task* menu to complete confirming of picking tasks.

4.3.2. Delivery Orders





- 1. Select and enter the warehouse at the 'Warehouse' field
- 2. Select and enter the client at the 'Client' field.
- 3. Select the 'Sales Order', double clicks on the selected row and ensures the 'Sel' column change to 'Y'.
- 4. Select and enter the numbers of delivery order require at the 'Delivery Order' field.
- 5. Enter 'Preview' or F11 to complete.
- 6. Note*: a message 'Pallets updated'. Enter 'OK'.
- 7. Close and exit the page.





5. INQUIRY

Following query functions are provided in the system

- 1. Item Inventory Query
- 2. Location Status / History Query
- 3. Pallet Status / History Query



5.1. Item Inventory Query

CRISTAL Warehouse Management System (5.398. Build 45. System Inquiry Operations Stock Management Reports	77) Administrat	tion				_15 ×
📜 Item Inventory Enquiry						
Client Item Code				Item Description	Stock Status	Clear - F6
J4U1 COMST0001			-	COM STK0001	Stock Detail	
					Matrix	
Start Date End Date	0.5	Sort By Qty		Sort By Date	matrix	Find - F7
7/ 1/2012 7/22/2012	e e	Sort By Location		C Sort By Location	Trx Detail	
					Trx Summary	and the second second
Item Description	UOM	Quantity	01		PO Detail	
(a) ON HAND	EA	900	900		Receipt Detail	
(b) AVAILABLE [a · b1 · b2 · j · k]	EA	900	900		Trooprootan	
(b1) NON-PICK / PALLET BLOCKED	EA	0	0		Sales Orders	
(b2) Work In Process	EA	0	0		Attribute Qry	
(d) ON ORDER	FA	500	500		Serial Query	Print - F10
(e) IN TRANSITS / ASN	FA	0	0		Senar Query	
RECEIVING / Checking In	EA	0	0		OS Picks	Proview - F11
(g) Awating PUTAWAY	EA	0	0		OS Putaway	
h RESERVED for customers	EA	0	0		Oneshallon	
(a) SALES / Customer Orders	EA	0	0		Stock List	Return - E12
(i) Allocated for PICKING	EA	0	0			
[k] Allocated for REPLENISHMENT / TRANSFER	EA	0	0			
ICKED awaiting despatch	EA	0	0			
					E Hide Empty	
Item Inventory Enquiry				Ourrent: USE	R1Name	Database: cristalwms
Afstart 💽 🊞 🏉 💽 🛐					* 🤞 🖟	3 🗍 🗐 🗍 11:33 PM 7/22/2012 🗮

- 1. Select and enter the client at the 'Client' field.
- 2. Select and click on the respective tabs for their queries.
- 3. Select and enter information if require at some of the queries.
- 4. Close and exit the page.





5.2. Location Status / History Query



- 1. Select and enter the warehouse at the 'Warehouse' field.
- 2. Select and enter the Aisle and the location for particular location status query.
- 3. Alternately, click on the tabs at the Location Usage Status for their respective queries.
- 4. Click on the 'History' tab at the Option Query field for its histories information.
- 5. Select and enter dates from and to at the 'Start Date' and 'End Date' respectively.
- 6. Select and click on either 'Date' or 'Item' tab at the 'Sort By' field.
- 7. Select and enter the Aisle and the location require for query.
- 8. Close and exit the page.

5.3. Pallet Status / History Query

CRISTAL Warehouse Management System (5.3	98. Build 4577)								_ 8 ×
System Inquiry Operations Stock Managemen	nt Reports Administration								
Query Option Status History	Warehouse WHSE1		Pallet # [J4U100000000000002	.	Sor	t by atettern			Clear - F6
■ WY-ISE 11 W archeure ▲ ■ WY-ISE 11 W archeure ▲ ■ WY-IA00000000000003 ■ ■ WY-IA0000000000003 ■ ■ WY-IA00000000000003 ■ ■ WY-IA000000000000000000000000000000000000	To Clave 7732012 343 6F M 7732012 343 6F M 7732012 343 6F M 7732012 453 00 P M	Ceet	Predata ID EAST0001 EAST0001 EAST0001 EAST0001	00M Q EA EA EA EA EA	uantity 1000.000 200.000	Country Moved 1000.000 1000.000 200.000	Meanater Type Onek In Pit Anay Rolong	Weeks WHS WHS WHS WHS	Find - F7
Allet Status / History Query	1				_	Curren	t: USER 1 Name	Database:	: cristalivms
Arstart 💽 🚞 🏉 🌍							[* 🔞 😼 🗅 🖂	1 () 11:42 PM

1. Select and enter the warehouse at the 'Warehouse' field.



- 2. Select and enter the Pallet number at the selected Warehouse column (left) OR enter the first few prefix of the pallet number at the 'Pallet #' field and then click on the drop down box and double click on the require pallet number.
- 3. Click on the 'History' tab at the Option Query field for its histories information.
- 4. Select and click on either 'Date' or 'Item' tab at the 'Sort By' field.
- 5. Repeat step 2.
- 6. Close and exit the page





6. STOCK MANAGEMENT

Managing of stock transfers, attributes changes and adjustments.

- 1. Items Re-labeling
- 2. Items Relocation
- 3. Pallet Relocation
- 4. Stock Adjustments

😽 CRISTAL Warehouse Management System (S.398. Build 4577)		_8×
System Ingury Operators Stock Hanagement Reports Administration Image: Stock Hanagement Reports Administration Image: Stock Hanagement Reports Administration Image: Stock Hanagement Reports Administration Image: Stock Hanagement Reports Administration Image: Stock Hanagement Reports Administration Image: Stock Hanagement Reports Administration Image: Stock Hanagement Reports Administration Image: Stock Hanagement Reports Administration Image: Stock Hanagement Reports Administration Image: Stock Hanagement Reports Administration		
└-◆ Stock Adjustments	JuzWMS	
	Warehouse Management System	*
	Copyright © 2012 CRISTAL Solutions Pte Ltd Wall Rights Reserved Website : www.cristalsolutions.com Email : support@cristalsolutions.com	Return - F12
	Current: USER 1 Name Database: o	ristalwms
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6.1. Items Re-labelling

	ing					
lient		Reference No	Items On Pallet			
401	J4U1 INTERNATIONAL CO	PORATION	Product ID	UOM	Quantity	
	Source	Destination	EAS 10001	EA	800.000	
Whse	WHSE1	WHSE1	<u>∠</u>			
Pallet	J4U1000000000002	J4U1000000000002 -	11			
ocation	AA-00-000-01	AA-00-000-01	<u> </u>			
em	BAST0001					
	BA STK0001		-			
	Intertore					
General	Fashion Dimensions	Bonded				
Common Sta	aele Control Attributeo					
Common Std	Original Attributes	Revised Attributes				
Lot No						
Detable	A0001	40008				
Batch No		70000	Item Grade 01	01		
Expiry Date			UOM EA	EA	¥	
			Quantity 800.000	800.000		Ratu
Mfg Date	7/13/2012 12:00:00 AM	13 Jul 2012 💌	Reason Code	MIS		in the left
Mfg Date Receipt Da			riouson couo			
Mfg Date Receipt Da Owner						
Mfg Date Receipt Da Owner			Remarks		*	
Mfg Date Receipt Da Owner Supplier			Remarks		×	
Mfg Date Receipt Da Owner Supplier Country		y y y	Remarks		×	
Mfg Date Receipt Da Owner Supplier Country		v v	Remarks		×	
Mfg Date Receipt Da Owner Supplier Country			Remarks		X	

- 1. Select and enter the client at the 'Client' field.
- 2. Select and enter the pallet ID at the 'Source Pallet' field.
- 3. Select and enter the change attribute at the 'Revised Attributes' field.
- 4. Enter the change quantity at the right of the 'Quantity' field.
- 5. Select and enter the reason at the 'Reason Code' field.
- 6. Enter 'Save' or F8 to complete.





- Note*: a message 'Item Re-label updated'. Enter 'OK'.
- 7. Close and exit the page

6.2. Items Relocation

🚟 CRiSTAL Warehou	ise Management System (5.398. Build 4577)						_8×
System Inquiry	Operations Stock Management Reports Administ	ation					
🧍 Items Relocation	n					-DX	0
Client		Reference No	Items On Pall	et			Class - 16
J4U1	J4U1 INTERNATIONAL COP	DRATION	Product ID		UOM	Guantity	Clear - Fo
	Source	Destination	IRST0001		EA	400.000	/83
Whse	WHSE1	WHSE1	INS10002		EA	600.000	Find - F7
Pallet	J4U1000000000026	WHSE1-AA-00-000-96 • III					
Location	AA-00-000-00	AA-00-000-96					
Item	IRST0002						Save - F8
	IB STK0002						~
	Interneta						~
General	Fashion Dimensions	Bonded					
	als Orantard Analysis						
Common Sto	Original Attributes	Revised Attributes					Print - F10
Lot No.							
Corrito							4
Batch No			Item Grade	01	01	7	Preview - F11
Expiry Date			UOM	EA	EA	7	
Mfg Date			Quantity	600.000	600.000	в	Return - F12
Receipt Dat	te 7/23/2012 12:00:00 AM	23 Jul 2012 💌	Reason Code		HSE KEEP		
Owner			Deserte	1	-		
Cumpling		-	Remarks	1		-	
Supplier							
Country		·				<u>×</u>	
1							
Items Relocation					Current: USER 1 Name	Database:	cristalwms
🕼 Start	🚔 🥝 🧿 💽 💹					* 🔞 🔂 🗂	12:14 AM

- 1. Select and enter the client at the 'Client' field.
- 2. Select and enter the pallet ID at the 'Source Pallet' field.
- 3. Select or enter the location for item transfer to at the 'Destination Location' field.
- 4. Enter the quantity to transfer at the right of the 'Quantity' field.
- 5. Select and enter the reason at the 'Reason Code' field.
- 6. Enter 'Save' or F8 to complete.
 - Note*: a message 'Item Transfer updated'. Enter 'OK'.
- 7. Close and exit the page.



6.3. Pallet Relocation

CRISTAL Warehous	e Management System (S	i.398. Build 4577)							_8×
System Inquiry C	operations Stock Manage	ment Reports Adminis	tration						
Pallet Relocation	J4U1 IN	NTERNATIONAL COP	Reference ORATION	e No	Items On Pa Product ID	allet	UOM	Guantty	Clear - F6
Whee Pallet Location Item Common Stor Lot No Batch No Expiry Date Mg Date Receipt Date Owner Supplier Country	Source WHSE1 J4U10000000000 AA-00-000-05 IT STK0001 IT STK0001 Fashion & Control Attributes Original Att 7/13/2012	Dimensions Dimensions 12 00 00 AM	Bestination WHSE1 J4U100000000000000 AA-00-000-20 Bonded Revised Attributes 13 Juli 2012		Item Grade UOM Quantity Reason Code Remarks	01 EA 800.000	01 EA B00 000		Save - F8 Save - F8 Return - F12
Pallet Relocation							Current: USER 1 Name	Database:	cristalwms
🕼 Start	🗃 🥝 🧕							* 🔞 🔂 🖆 🛋	12:18 AM

- 1. Select and enter the client at the 'Client' field.
- 2. Select and enter the pallet ID at the 'Source Pallet' field.
- 3. Select or enter the location to transfer to at the 'Destination Location' field.
- 4. Enter 'Save' or F8 to complete.
 - Note*: a message 'Item Transfer updated'. Enter 'OK'.
- 5. Close and exit the page.

6.4. Stock Adjustments

CRISTAL Warehous System Inquiry C	e Management System (S.398. B Iperations Stock Management	uild 4577) Reports Administ	ration						X
Stock Adjustmen	J4U1 INTER	NATIONAL COP	Reference ORATION Destination	No	Items On Pal Product ID ADST0001	liet	UOM EA	Quantity 900.000	Clear - F6
Pallet Location Item	ADSTK0001	<u>×</u> ×	J4U1000000000000000000000000000000000000						Find - F7
General Common Stor Lot No Batch No Expiry Date Mfg Date Receipt Date Owner Supplier Country	Fashion k Control Attributes Original Attribute 7/13/2012 12.0	Dimensions s	Bonded Revised Attributes IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII		Item Grade UOM Quantity Reason Code Remarks	01 EA 900.000	01 EA 900 STK COUNT		Print - F10
Stock Adjustments							Current: USER 1 Name	Database:	cristalwms
🕼 Start	🗎 🙆 💽 😜							* 🔞 🔂 🖻 af	12:23 AM

- 1. Select and enter the client at the 'Client' field.
- 2. Select and enter the pallet ID at the 'Source Pallet' field.
- 3. Enter the quantity adjusted to at the right of the 'Quantity' field.
- 4. Select and enter the reason at the 'Reason Code' field.
- 5. Enter 'Save' or F8 to complete.
 - a. Note*: a message 'Item stock adjusted'. Enter 'OK'.





6. Close and exit the page.





USER GUIDE

7. REPORTS

Following reports are provided with the system:

- 1. Free Stock Reports
- 2. Delivery Order Reports
- 3. Good Receipt Notes Reports
- 4. Incoming Shipment Reports
- 5. Inventory Movements Summary
- 6. Inventory Status Selected Plan Date Item
- 7. Location Item Report
- 8. Outgoing Shipment Reports
- 9. Sales Orders Report
- 10. Stock Status Items
- 11. Delivery Note



Click on Reports to list the reports that are provided with the system

CRISTAL Warehouse Management System (S.398. Build 4577) System Inquiry Operations Stock Management Reports Administrat	ion		X
CostAN Workhows Management System (CostAn Build 6777) System Ingury Operators Stat Management Reports Administre CostAn Administre Administre Administre CostAn Administre Administre Administre Alphabetic Grouping Of I-Free Stack Report Of I-Free Stack Report	Report Name Template Notes Output Printer		Left X Covr-16
Report Menu		Current: USER1 Name	Database: cristalwms
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- 1. Click on the Reports Menu to open a list of reports (Fig.1).
- 2. Select and enter the require report.
- 3. Enter the details require for that selected report.
 - a. All mandatory* fields must be enter.
- 4. Enter 'Preview' or F11 to preview the report.
- 5. Enter 'Print' or F10 to print report.
- 6. Close and exit the page.

7.1. Sample of Reports

Following sample of the available reports

7.1.1. Free Stock Reports

- 7.1.2. Delivery Order Reports
- 7.1.3. Good Receipt Notes Reports
- 7.1.4. Incoming Shipment Reports
- 7.1.5. Inventory Movements Summary
- 7.1.6. Inventory Status Selected Plan Date Item
- 7.1.7. Location Item Report
- 7.1.8. Outgoing Shipment Reports
- 7.1.9. Sales Orders Report
- 7.1.10. Stock Status Items





7.1.11. Delivery Note

