

CRISTAL

WAREHOUSE MANAGEMENT SYSTEM

GET STARTED

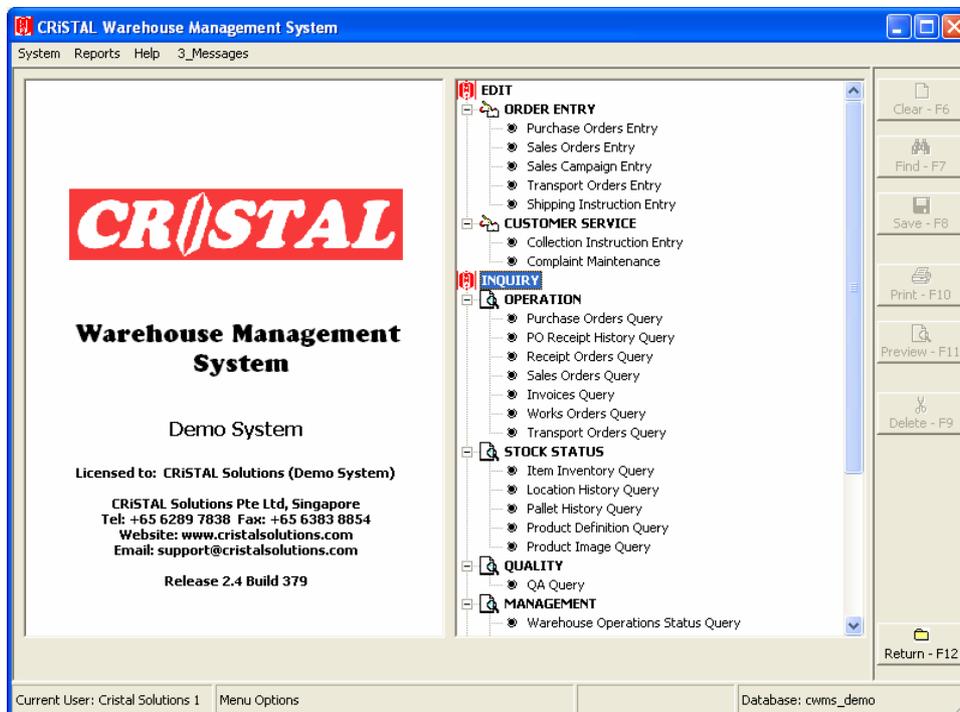
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GET STARTED

Computerised warehousing system has modernised and assists warehouse operation to achieve the level of accuracy and productivity that have long been sought by many warehouse operations.

However, the introduction of computer into any operation often result apprehension among the operation floor personnel due to complexity of the system, perceived or otherwise.

CRISTAL Warehouse Management System is conceptualised and designed to overcome the apprehension of the floor personnel by ensure that the front end of the system is as friendly and ease of use as possible.



This is achieved by adopting the familiar Windows user interfaces, simplifying them and minimise data entry as much as possible. This makes the WMS simple for use by the floor personnel. It also make possible for a floor personnel to have to interact with only 1 option of the WMS, that is the Warehouse Tasks function, which allocate works to operator.

The system is designed as a user configurable rule-based system that allows the warehouse management and system administration to define and set up the system in accordance to the operational requirement.

The system bases on the defined parameters in directing the operation of the warehouse. However, as it is with any computer system, it is no replacement to the warehouse management. Rather it helps the warehouse management to take care of the routine operation like where a pallet of a specific product is to be stored.

This frees the warehouse management to take care of exceptions and perform the planning required to keep the warehouse operation at its optimal effectiveness and efficiency.

CRISTAL is a GUI based system that incorporated the legacy of text-based system to achieve the friendliness and ease of use that often missing from many other GUI based system. This is achieved by the combined use of the point-and-click approach introduced by Windows and the function keys legacy of text-based system.

Users have the choice of using whichever methods they are more comfortable with.

However, it is important to note that CRISTAL is conceptualised, designed and built on Windows GUI platform rather than being ported from a text-based system that is the origin of many other system. As such, it does not face the ambiguity and inconsistency that is faced by other system.

Although the system is designed to be friendly and ease of use, the System Administrator must first define its parameters. Instructions on the set up are provided in the System Setup section of the User Manual.

Version Type

This user manual is prepared for CRiSTAL WMS Version 2.4. To ensure the right version of the User Manual is being referred, it is advised that user to check the system version first. This is done on System – Support Info.



Depending on the upgrading version, Users can still find this User Manual useful should newer version of CRiSTAL WMS is used.

However, this potential discrepancy is being minimised with the introduction of online context based help in the current version.

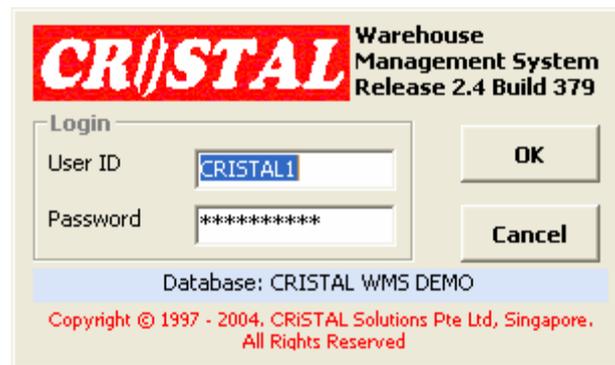
Logging in

To minimise logging into a incorrect database, the login window display the database that the user is logging in together with the program name and release version.

To use CRiSTAL Warehouse Management System, a user needs to have a user account and password.

Each user is assigned to a particular Access Group, which control the menu options that user is to have access.

It is the function of the System Administrator to set up and manage the user accounts.



When setting up a User account, the password is allocated by the system automatically or specify by the System Administrator. The Password can be specified as

1. To be required to be changed regularly to enhance system security, or
2. Be set to non-expiring for the convenient of the user.
 - a. User could still change the password as and when required

On starting the system, the user is prompted to enter the User ID and Password. Each user is given 3 attempts to login. If a user failed to login within the 3 attempts, the User ID will be disabled for up to 30 minutes. User can seek the assistance of the System Administrator to re-activate the user account. This configuration is adopted to minimise unauthorised entry.

THE WAREHOUSE MANAGEMENT SYSTEM

CRISTAL Warehouse Control System is a comprehensive Warehouse Management System that meets the highly versatile requirement of Third Party Logistics Service Provider with an equally versatile and flexible Logistics Services Billing Module.

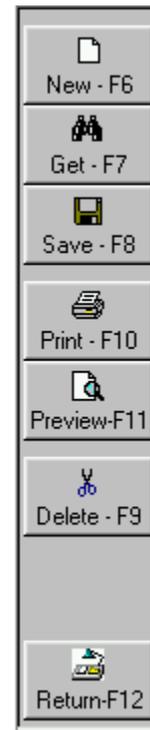
The system is designed to be deployed as a stand-alone system or integrate with any host system using EDIFACT messaging, X12 or structured ASCII files.

Action Keys

The action keys for the system is standardised for the whole system, shown on the right vertical of the above screen, to make it easy for the users:

Command Button	Function Key
1. Clear	F6
2. Get	F7
3. Save	F8
4. Delete	F9
5. Print	F10
6. Preview	F11
7. Return	F12

Although all the action keys are shown on every options of the menu, not all of them will be available. Those that are not available will be greyed while the active keys will be in black.



Clear (F6)

Clear or press the F6 function key will clear the data displayed of the last selection or input in any screen.

If the displayed data are freshly entered it will be lost.

If the displayed data are retrieved from the database, any amendment will not be updated.

Get (F7)

Get or press the F7 function key will cause the system to retrieve data related to selection criterion specified in search field and display the related information.

Save (F8)

Any data entered in any of the WMS windows, whether for a new record or amendment to an existing record is held in memory buffer at the workstation.

It is updated and saved into the database when the Save button is clicked on or the function key F8 is pressed.

Failure to click *SAVE* and proceed to the next activity will result in the loss of the data displayed on the screen.

Delete (F9)

Delete or press F9 function key in any option erases the data or record that is display or selected.

Print (F10)

Print or pressing F10 prints the selected information in a pre-formatted report template.

Preview (F11)

Preview or pressing F11 displays on screen the selected report.

Return (F12)

Selection of Return or pressing F12 function key causes the screen to return to the main menu screen.

WARNING: If Return is selected before an entry is SAVE, the last input data will be lost.

Help (F1)

In addition to the above, the pressing of the F1 key will activate a context – based online help. This help is available only if the workstation is installed with Acrobat Reader plug-in.

System Functions

The functionalities available in Enterprise version of CRiSTAL Warehouse Management System are as listed below.

Some of the functionalities may not available in the Standard version.

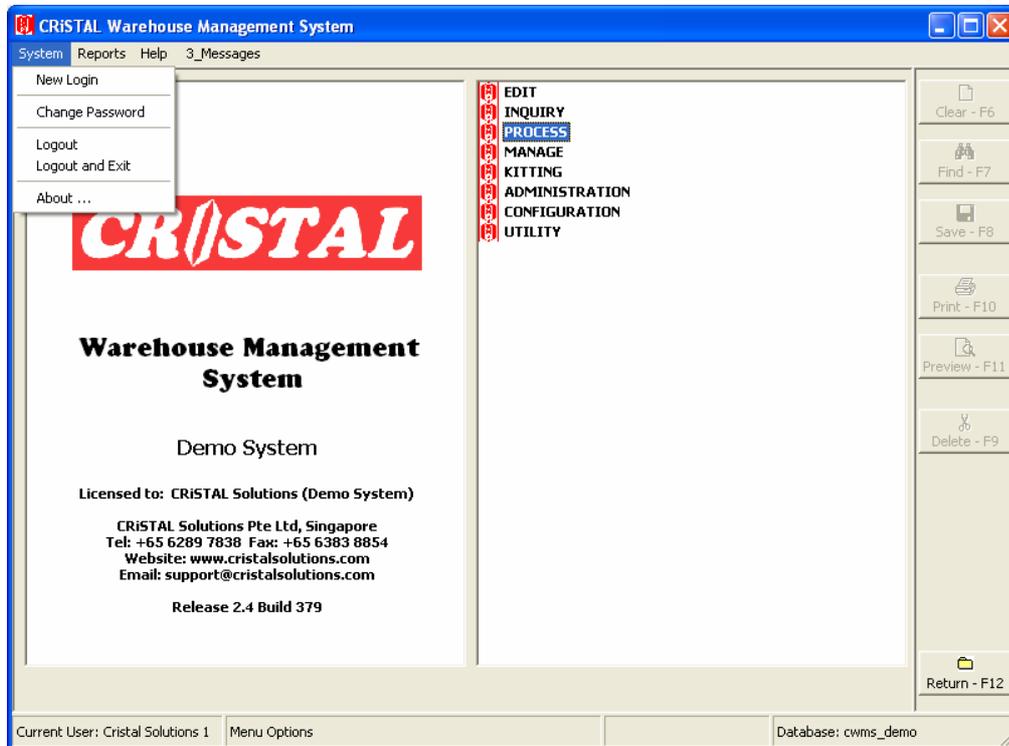


Figure 1 - System Menu

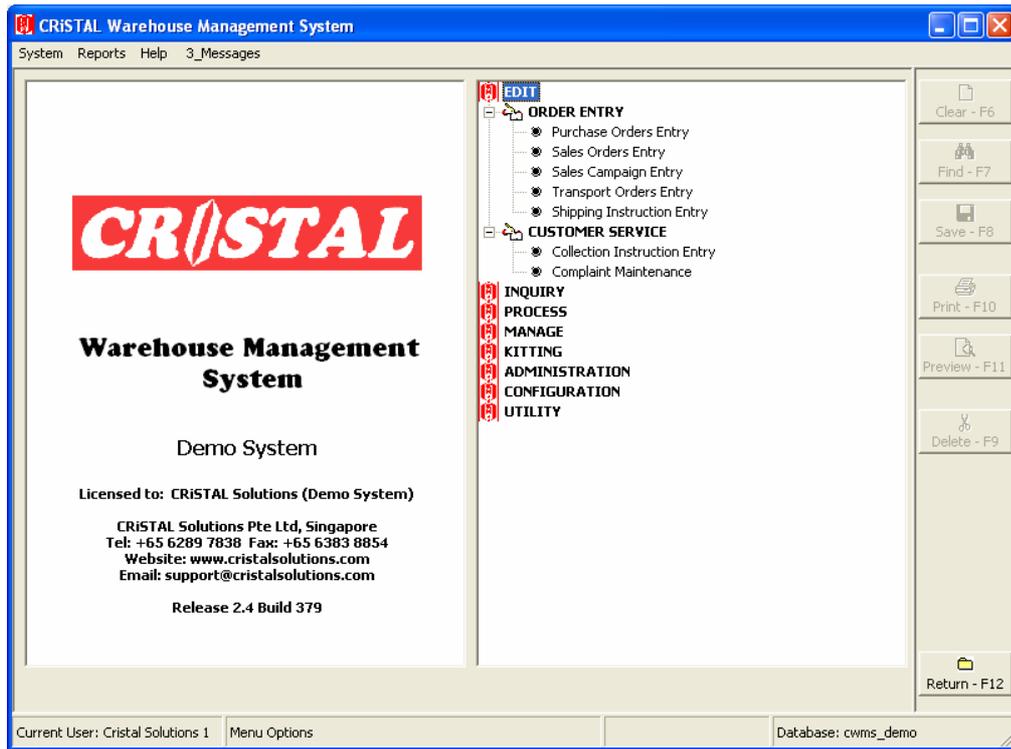


Figure 2 -Edit Menu

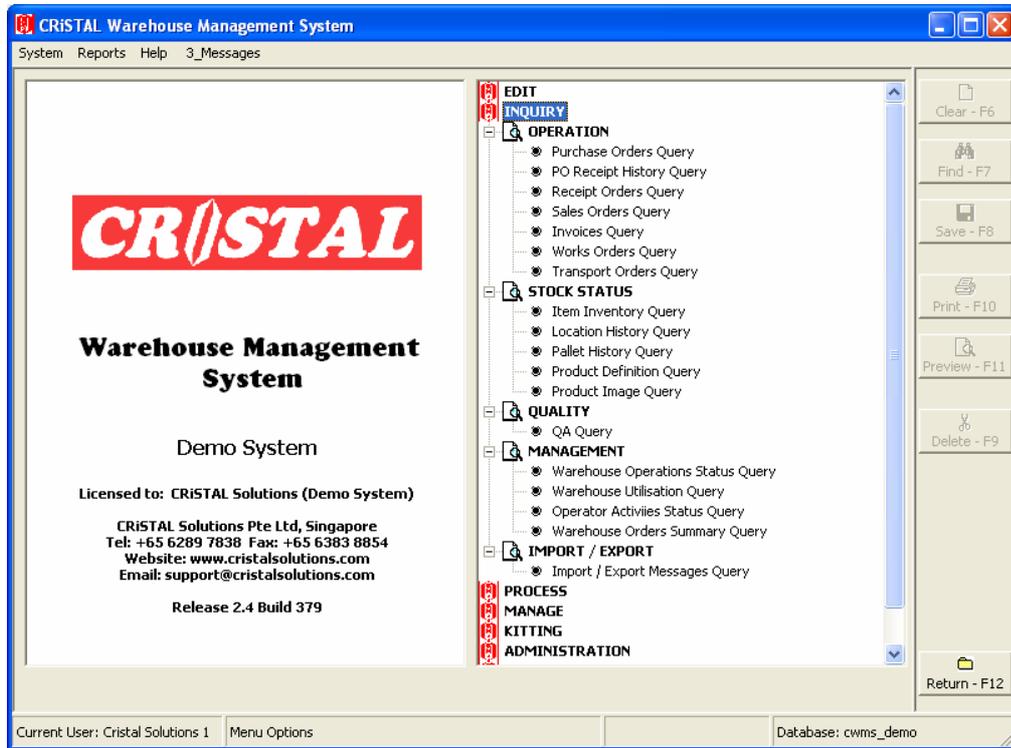


Figure 3 - Inquiry Menu



Figure 4 - Process Menu

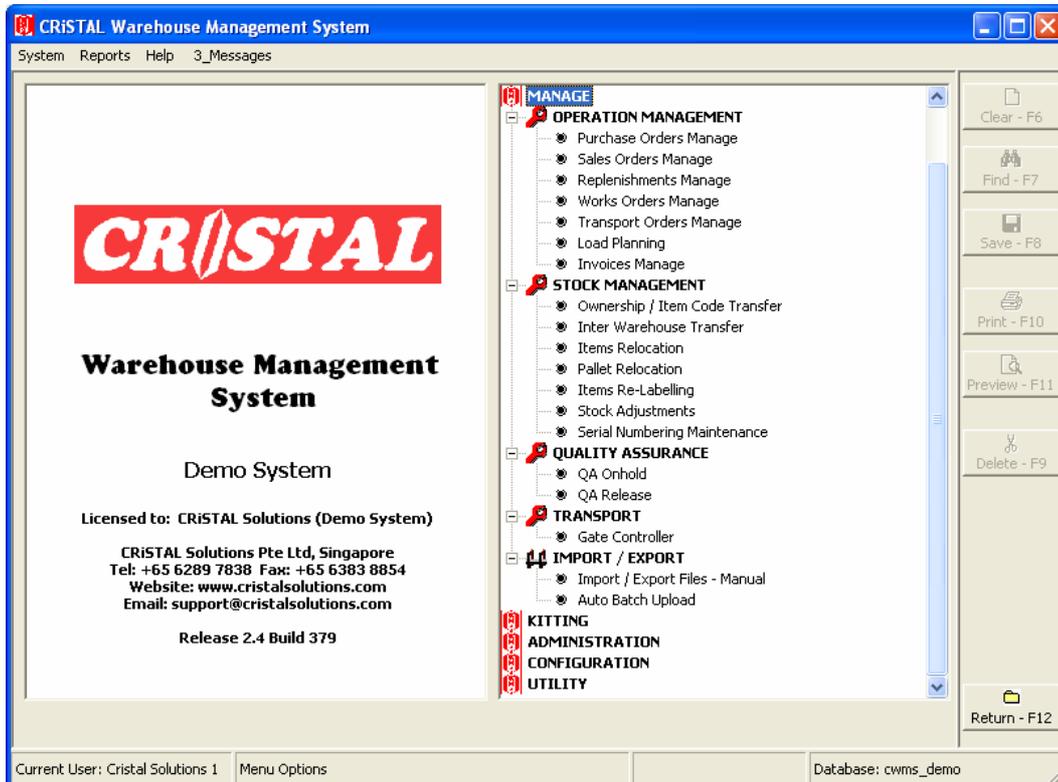


Figure 5 - Manage Menu

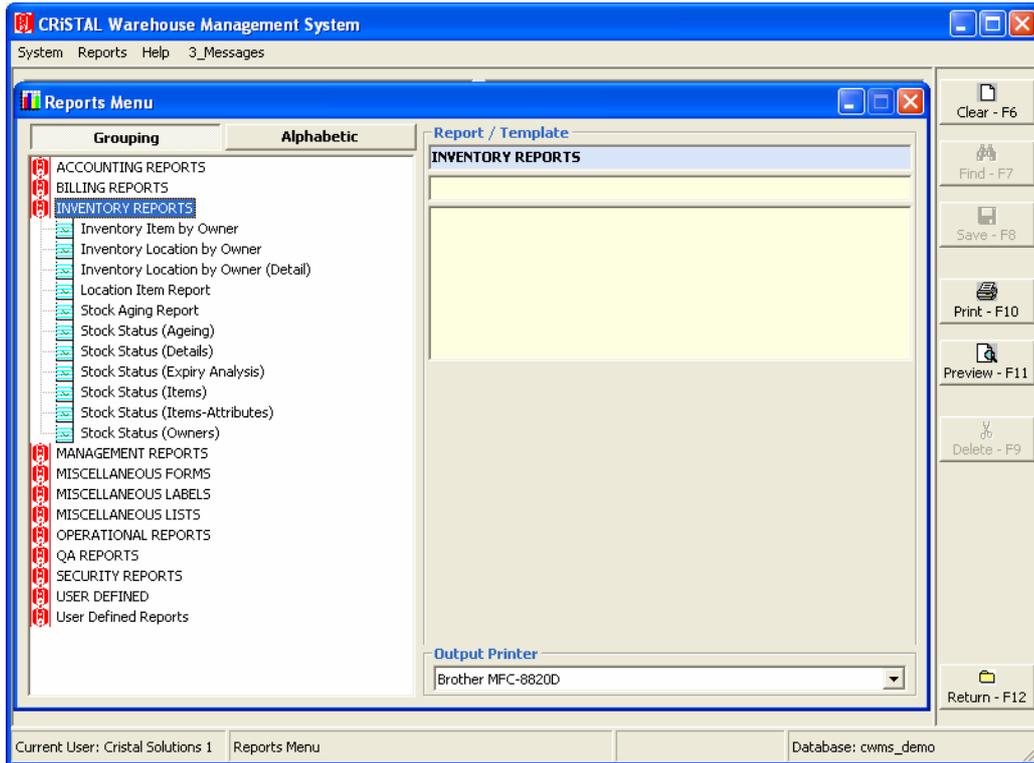


Figure 6 -Report Menu

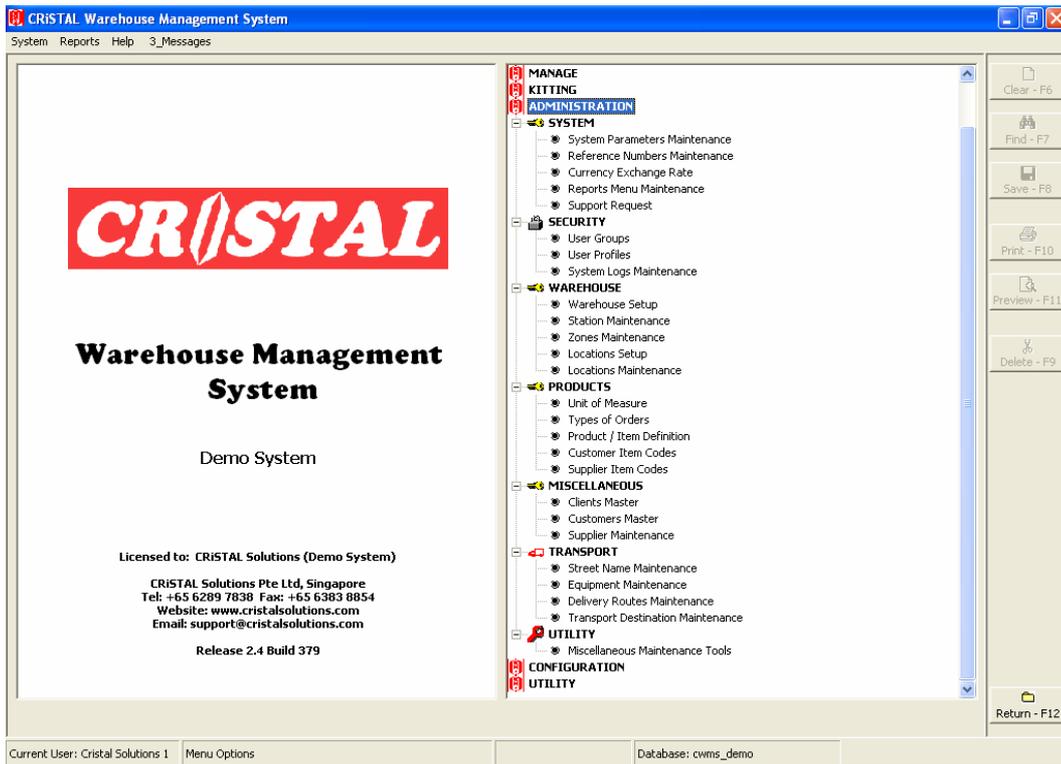


Figure 7 – Administration Menu

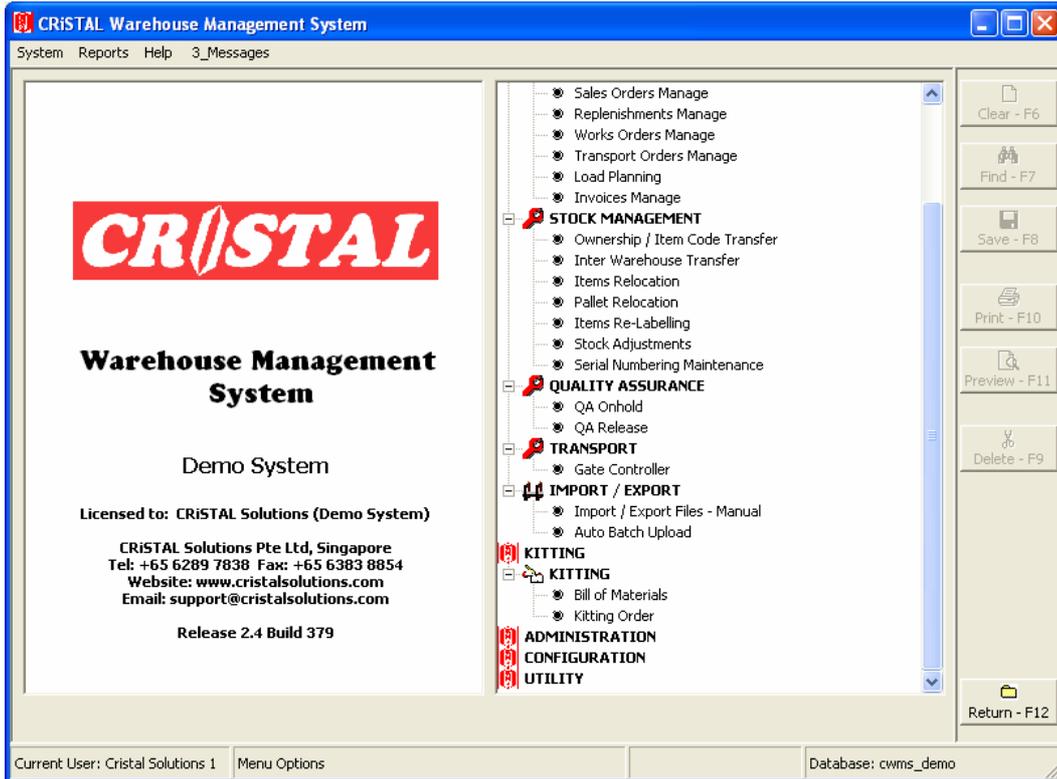


Figure 8 - Add-On: Transport, Kitting, Quality Assurance



Figure 9 -Logistics Service Billing Menu (Optional Functions)

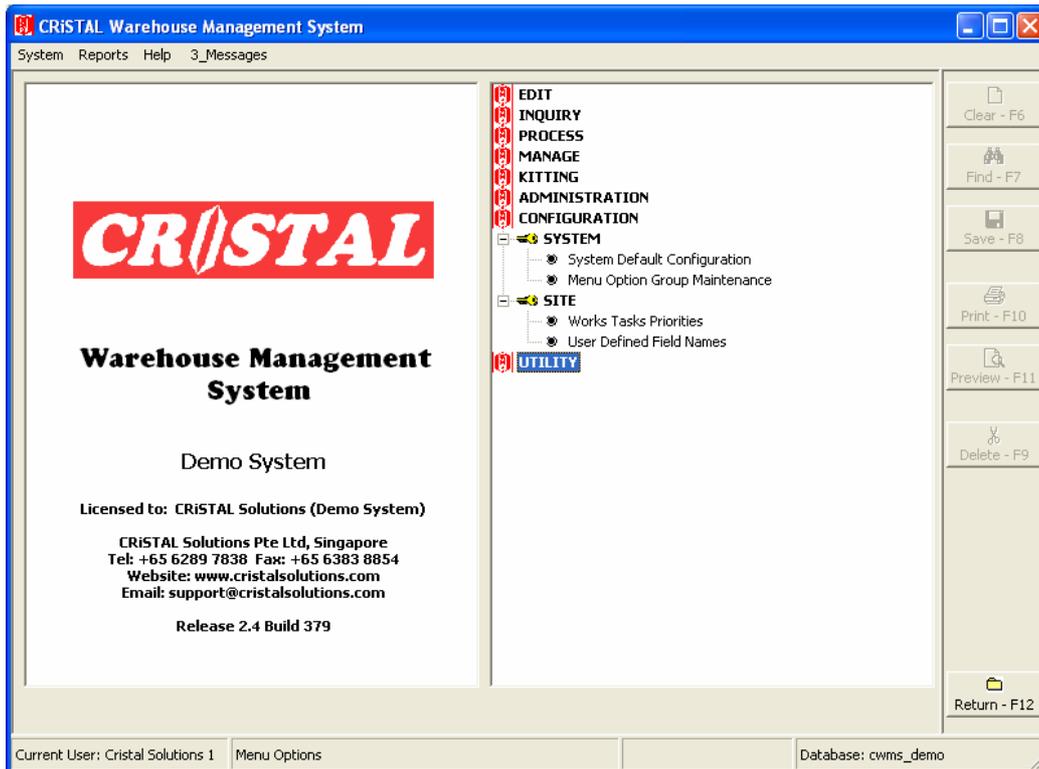


Figure 10 - System Configuration Menu

Field Name and Control Convention

In CRiSTAL WMS, fields that are system defaulted are usually with beige background.

If no input is required, the field are usually greyed or in beige.

A warning message will be given when saving if any of the mandatory fields is left blank.

The term “click” used in the manual is to be interpreted as pointing with the mouse pointer and click the left button. Alternatively, user can use the equivalent function key.

Menu or command button name when greyed are not applicable to the windows they appear with or not authorised to the user.

SYSTEM MENU

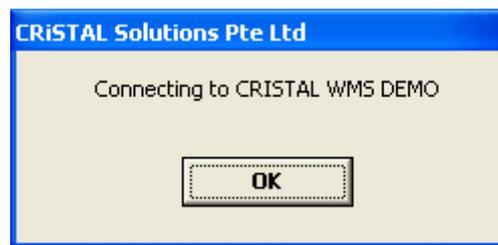
The System Menu comprises of the login and logout option of the system. When the program is first started, only options in the System menu are accessible.

User must login with proper correct user ID and password. 3 attempts is allowed to the user when login. Failure to input the correct user ID and password in 3 successive attempts will result in the user account being lockout. This is to prevent unauthorised access to the WMS and gain access to options that are otherwise not authorised.

Users are advised to logout whenever they are not using their workstation.

Logging In

On starting the program, a message box will appear telling the user which database he is connecting to.



The user must input a valid user ID and password when login in the form as shown:



Click on the OK button after entering the input. Each character of Password entry will be reflected as asterisk '*'.

If the user decided not to proceed with the login, he is then to cancel the login. The program does not close at the cancel. If the program is not required, user needs to exit via System->Logout & Exit or clicking the X button at the top right corner of the program window.

Change Password

If a user login is the first time or after a password reset by the system administrator, he will be prompted to change his password by the form below



The image shows a 'Change Password' dialog box with a blue title bar. It contains three text input fields: 'Enter Old Password', 'Enter New Password', and 'ReEnter New Password'. Below the fields are three buttons: 'Clear' (with a document icon), 'Cancel' (with a trash can icon), and 'Ok' (with a checkmark icon).

Enter the current password and the new password in the respective field and click OK button. If the user decided not to proceed with the password change, he can click Cancel but he will be prompted again the next time he login.

For users who believe that their passwords have been compromised, they can access the “Change Password” option to change his password.

Authorisation of Password

In an event when user is log-out from the system or wish to change its password, it requires the System Administrator (using system administrator’s log-in) to set its User Profile Maintenance and the approval of **another** authorised party to process the new password. (This option is dependent on the configuration of each site)



The image shows an 'Authorisation' dialog box with a blue title bar. It contains a text area with the text 'Reset Password for User NJWONG'. Below the text area are two text input fields: 'Authoriser' and 'Password'. Below the fields are three buttons: 'Clear' (with a document icon), 'Cancel' (with a red X icon), and 'Ok' (with a checkmark icon).

The system allows the user to change its password again when he/she logs into the system.

Logout

When a user have to leave his station for a while and would like to continue to use the system later, he can log out without closing the system

He would need to re-login when he want to use the system again. .

However, if he is away from the workstation for longer than preset logout timing, the program will close automatically. He is required to start the program again.

Logout & Exit

Exit terminates the user session and close the program at the same time.

System Info

The option displays the licensing, version, build and contact for system support.

