CRiSTAL

WAREHOUSE MANAGEMENT SYSTEM

CRiSTAL Warehouse Management System
Radio Frequency Application Menu
RF Edition 2.3.38

_____

Using the WMS RF System

Content   Page

Welcome to the CRiSTAL Warehouse Management System Radio Frequency user application manual. This user manual shall provide as much information to help our users to familiar with the application. However, there would be cases whereby a function can be navigated in other ways or whereby the provided information is not sufficient, therefore for clarification and more information please do not hesitate to contact the CRiSTAL help support. The contactable numbers are found on front page of this manual.

In this manual, "users" are referred to the person using the CRiSTAL RF application in their warehouse operation.

The primarily function of RF application is meant for operational purposes while the user is "on-the-go" performing its warehouse tasks and retrieve/input data at the same time. The functional buttons in the RF application consists of

> Check In / Putaway;
>
> Putaway by task;
>
> Pick Sales order;
>
> Pick by Task;
>
> Replenish by Task;
>
> Inventory Query;
>
> Stock Adjustment;
>
> Pallet Relocation;
>
> Item Relocation and
>
> Logout and Exit

However certain users could be barred from accessing certain "unauthorised" modules that is dependent on how the system is configured on user level. Please check with your IT administrator.

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Page 3
19-Jan-05

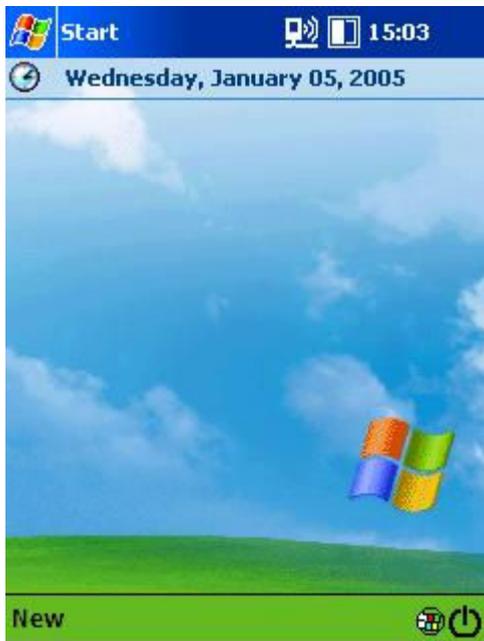# 1. HOW TO GET STARTED (LOGGING IN)

User has to ensure that CRiSTAL WMS RF application is installed into Microsoft Pocket PC terminal by its authorised project team and professional vendor using 801.11B network frequency commissions the wireless network.

To ensure that the PDA equipment functions properly, CRiSTAL advises its users to verify the certified equipment before purchase.

Occasionally in this manual, we indicate keying of data using either touch pad or key pad (if available), please note that users should scan the appropriate bar code if their PDA is equipped with the bar code scanning capability. Please ensure that field cursor is at the correct field and scanning is made on the correct bar-code.

For touch pad function, user uses a stylus pen to tab on the screen directly.

Users will notice that the CRiSTAL RF application consists of entry fields in either white/clear or colored. The clear field denotes that the system requires input from the user while the colored field are data that the system shall generate.
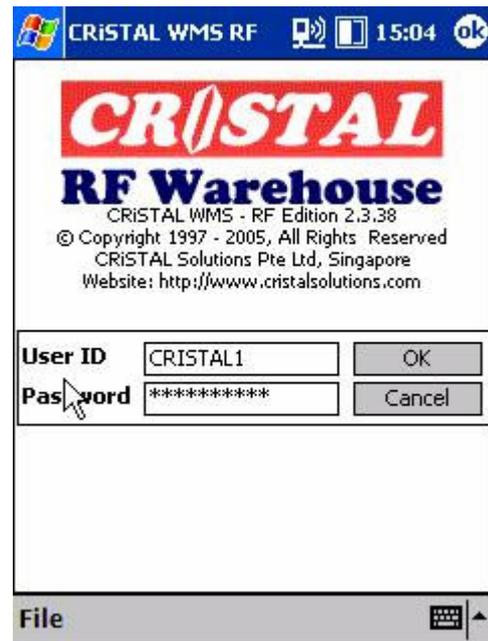
1.1. Turn ON the PDA and tab on the "Start" on the top left of screen

1.2. Select and tab the WMS icon

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Page 4
19-Jan-05
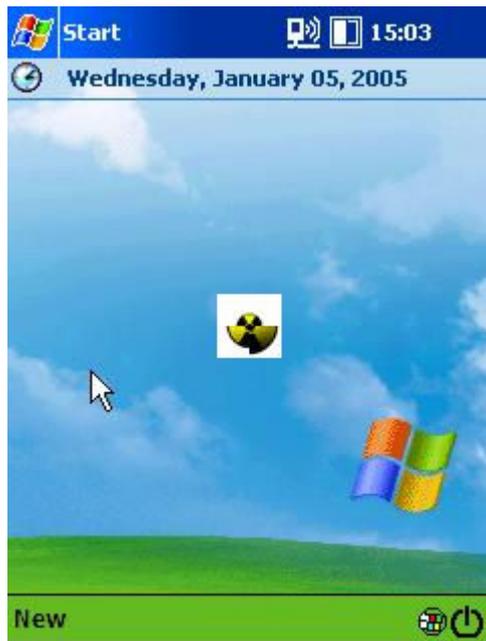
1.3. The rotary sign indicates that the PDA is searching for the application

1.4. The CRiSTAL WMS RF Log in screen appears. Key in the User ID and Password using either the touch pad or keypad (if available). The screen will proceed to the various function buttons
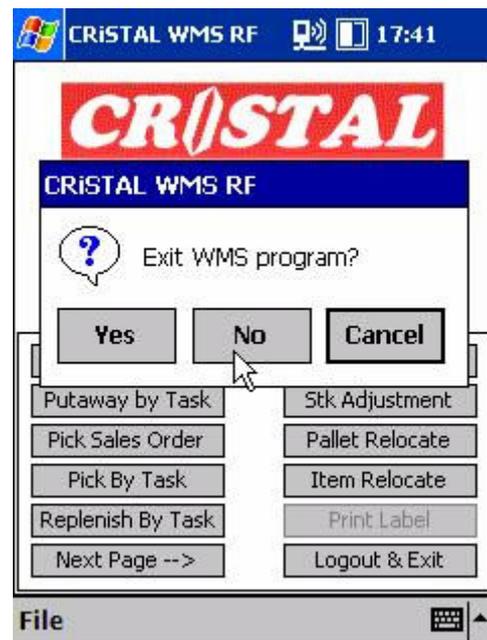
2. LOGGING OUT AND EXIT

The "Logout & Exit" modules allows user to temporally log out or exist the CRiSTAL RF application.

Note: Every "Log-In" RF terminals are considered as a concurrent user. Therefore, it is recommended that the user Exit WMS so to allow others to use the application.

2.1 Tab on the "Logout & Exit" button.

2.2 A pop out message appears. Select "No" is user is only temporarily logging out of CRiSTAL RF application.

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Page 6
19-Jan-05

2.3. After selecting "No" to Exist WMS, CRiSTAL opening screen appears.
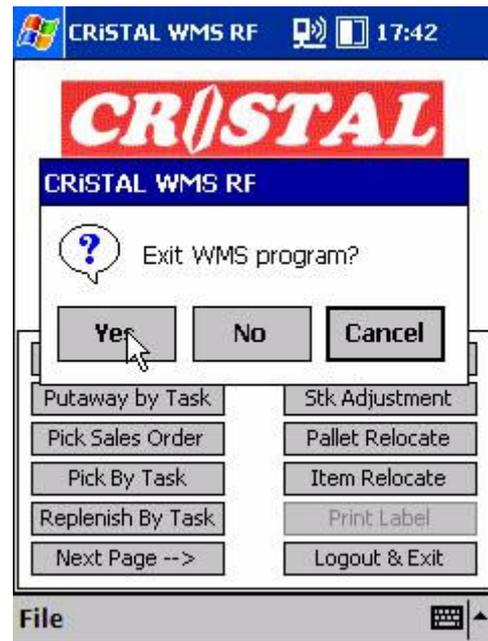
2.4. However, if user wish to exist completely to the Pocket PC screen, select "Yes" button instead.
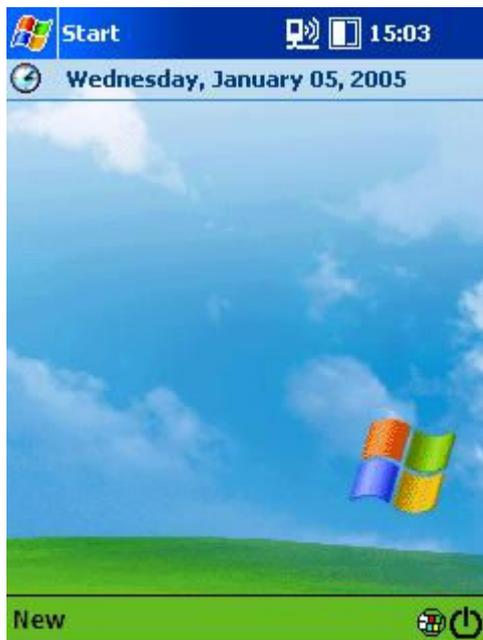
2.5. The Pocket PC screen appears. To go back to CRiSTAL RF application, follow step 1.2.

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Page 7
19-Jan-05

3. CHECK IN / PUTAWAY

The Check In/Putaway function is primarily to conduct the various checking in functions such a such as receiving of goods in ad-hoc, planned, transits or returned goods. The application also allow immediate putaway either manually assigned to a location or by system.

3.1. Select and tab on the "Check In/Putaway" button.
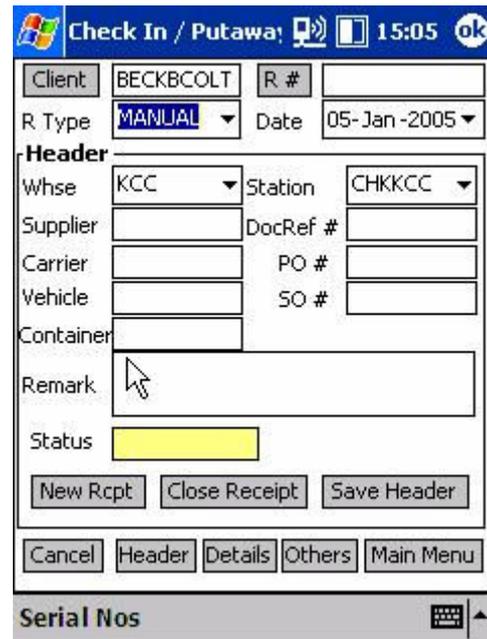
3.2. The Header screen display defaulted fields. The user should select appropriately. The mandatory fields are Client, R# (receipt number), Whse (warehouse) and Station (check in station).

To select the Client, tab on "Client"

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Page 8
19-Jan-05
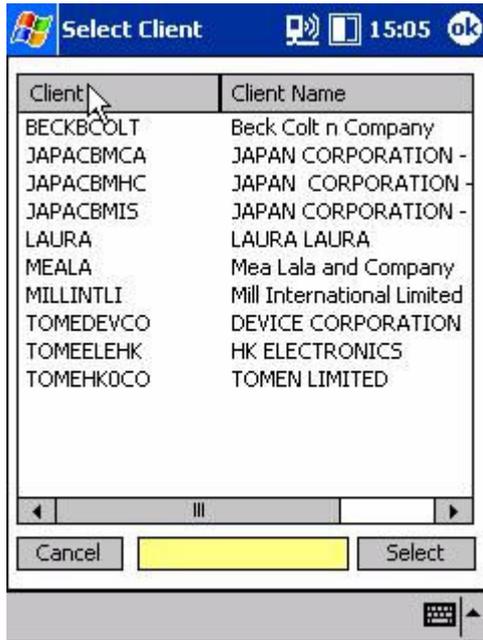
3.3. A list of all Clients will be display. Select and tab on the client.
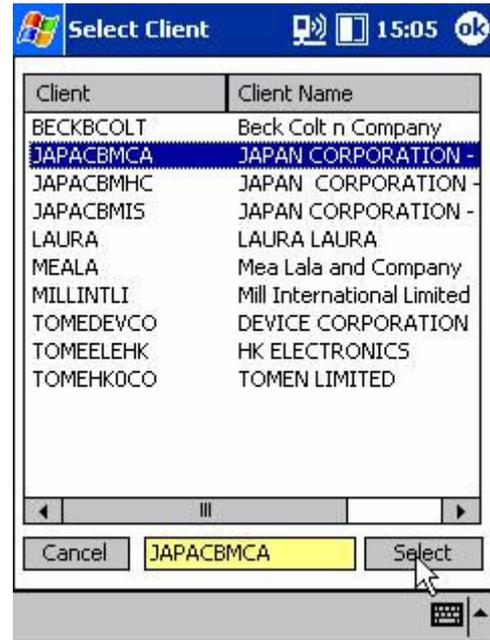
3.4. The selected client will be displayed. Tab "Select"
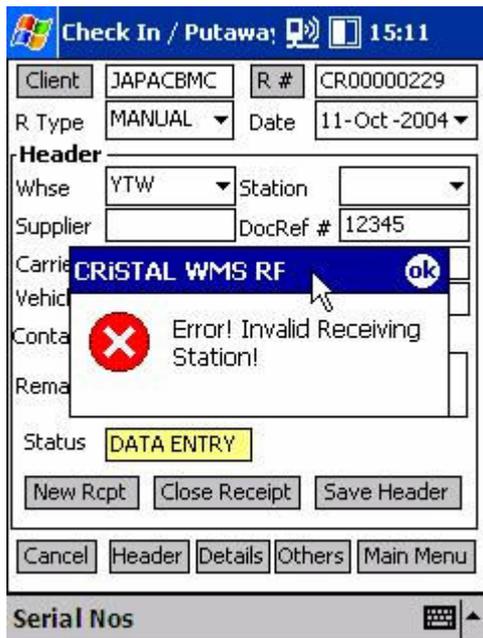
3.5. If any mandatory fields are omitted, the system shall prompt an error message. Tab "ok" to close the error message.
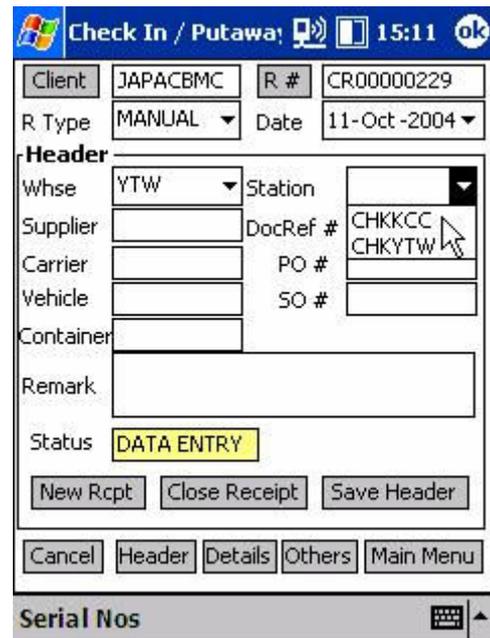
3.6. Go to the appropriate field and tab on the drop-down bar to select the correct field.

3.7. For new receipt, tab on "New Rcpt" button so that system assign new receipt ref. Number. Otherwise Tab "R #" to look for pre-entered receipt.

3.8. After all header fields are in order, tab "Save Header". The system books this receipt number. Tab "Details" to select pallet/ product items.

3.9. If receipt is place on "new pallet", tap "New Pallet" so that the system assigns a new pallet number. Otherwise, tab drop-down arrow to select which existing pallet shall be used to place the goods.

3.10. This screen shows new assigned pallet number

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Page 10
19-Jan-05
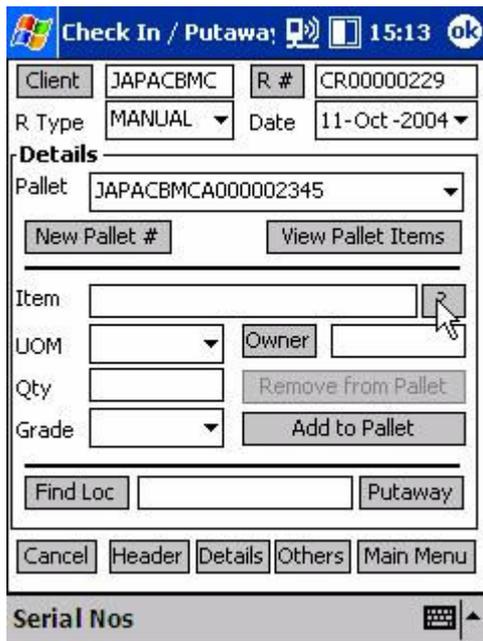
3.11. To select the product that is receiving, either use the "?" button or key the product code using the touch pad or key pad (if available)
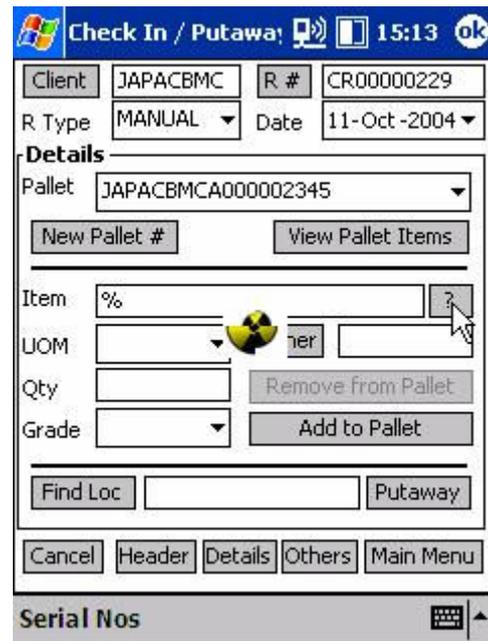
3.12. If "?" button is used, use "%" followed by part of the product code so that system will list all products bearing part of the product code.

3.13. Without the "%", the system will prompt to request.
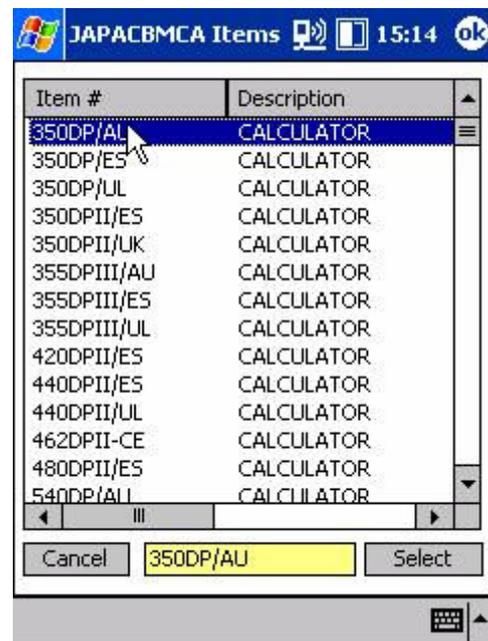
3.14. After the system list all products, select and tab on the product. The display shows selected products. Tab "Select" if it is correct or "Cancel" to re-select.

3.15. Enter the correct Quantity and tab "Add to the Pallet"

3.16. If there are other controlled attributes, the Other screen shall appear. Enter the required field and tab "Details" to continue with the rest of receiving items. Continue Step 11 to 16.

3.17. When all receiving products are enter, tab "View Pallet Items" to verify all data are correct.

3.18. To view, tab on left-right arrow to stroll. If all are okie, tab "Close". To edit, tab on the selected product line, tab "Edit". The selected detail page appears to allow user to edit accordingly.

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Page 12
19-Jan-05

3.19. To putway to location, tab "Find Loc" or key in the actual location by using touch pad or key pad (if available).
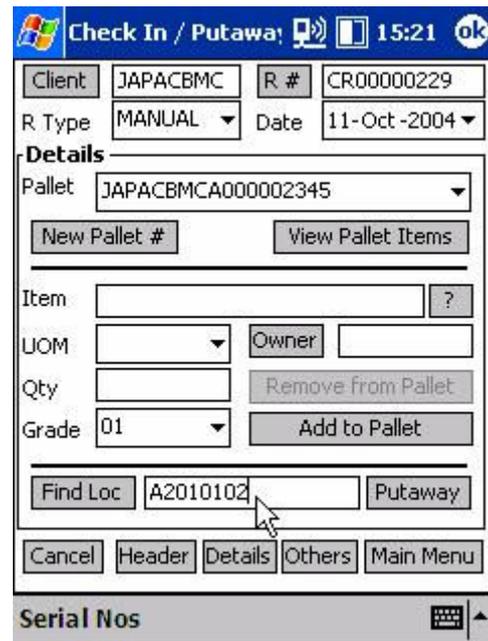
3.20. The location field allow manual adjustment.
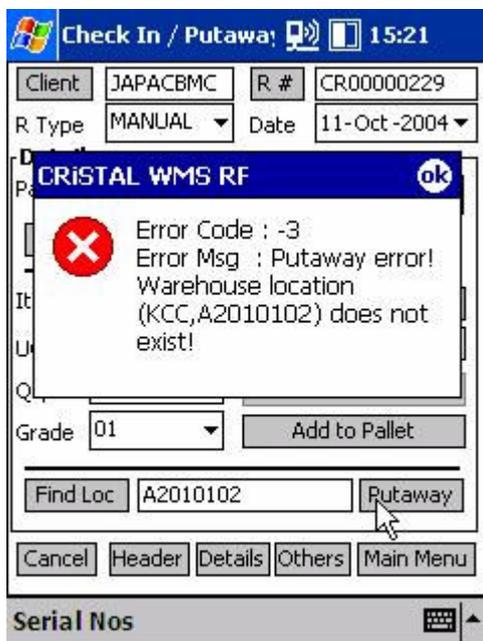
3.21. However if manual override is made to a location that has not be configured to store any of these products, an error appears.
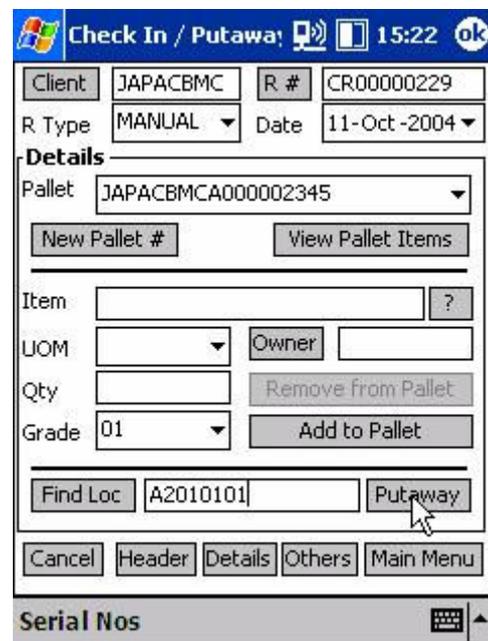
3.22. Check the pre-assigned location, edit the location and tab "Putaway" when they are correct.

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Page 13
19-Jan-05

3.23. The system prompts for final confirmation. Tab "Yes" if correct.

3.24. The system also allows checking in of returned goods, transit etc. The user work flow is the same.

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Page 14
19-Jan-05

4. PUTAWAY BY TASK

The "Putaway by Task" is primarily for user to putaway assigned task(s) or Work Order (WO) after a receiving is made earlier. Users can select their choice WO (in putaway) if more than 1 task have been assigned to the user.

4.1. Select and tab on the "Putaway by Task" button
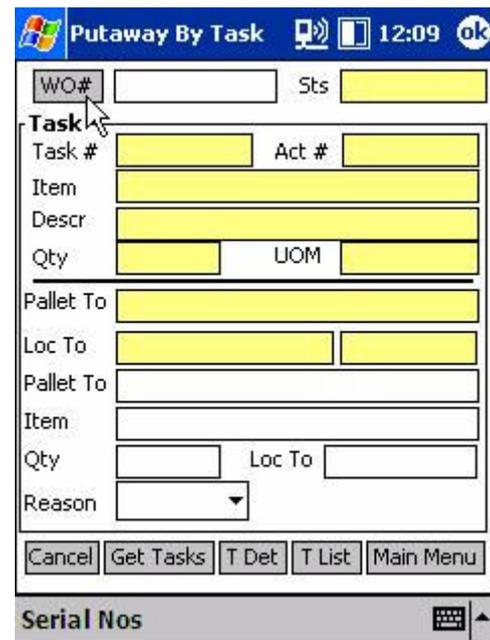
4.2. Users can either select a work order (WO) of their choice or "Get Task" which the system shall assign.

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Page 15
19-Jan-05

4.3. In get "WO", user select "PUTAWAY" from the drop-down arrow. Although system display "PICKING", picking job is not allowed in Putaway module

4.4. Select the "Client" AND "Rcpt #" using its drop-down arrow. Tab "Find WO#" to call out the work order task.

User can decide to "Accept WO" depending on the items display on the screen.

4.5. Alternatively, user can "Get Tasks" directly by tabbing of the button.

4.6. The system assigns WO to user.

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Page 16
19-Jan-05

4.7. User verify product information and enter the actual quantity into QTY.

4.8. User can either putaway to system assigned location ("loc to" in color) or manually putaway to a choice location. Entering of location should be scanned on the actual location bar-code.

After scanning the actual location bar-code or using Enter keypad, the system assigns next line (if available).

4.9. User continues with step 4.7 and 4.8 until all lines are competed.

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Page 17
19-Jan-05

4.10. Tab "T Det" to view Task Detail of the product

4.11. Tab "Close" to return to previous screen.

4.12. Tab "T List" to view all item listing under this WO.

4.13. Scroll left-right arrow to view Tab "Close" to view information. Tab "Close" to return to previous screen.

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Page 18
19-Jan-05

5. PICK SALES ORDER

The "Pick Sales Order" is primarily for user to select the intended Sales Order for immediate picking – Picked based on Sales Order released. Operation that follows routine picking should use "Pick by Task" instead.

5.1. Select and tab on the "Pick Sales Order" button
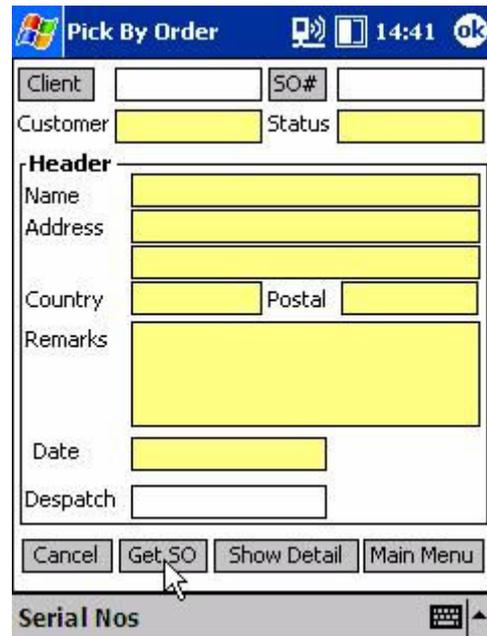
5.2. User must select "Client" and "SO#" before "Get SO" so that the system can find the task.
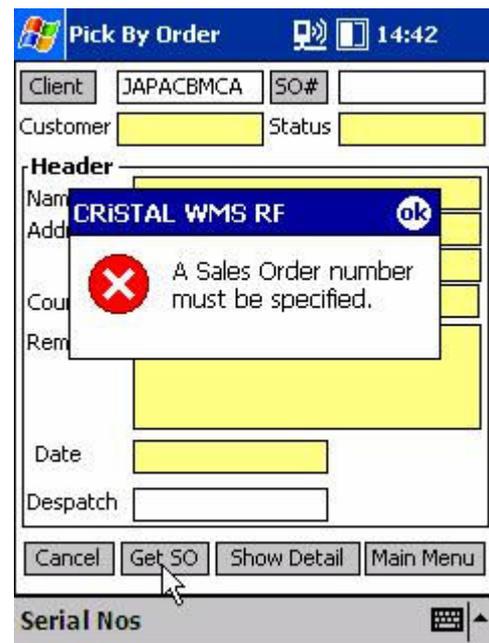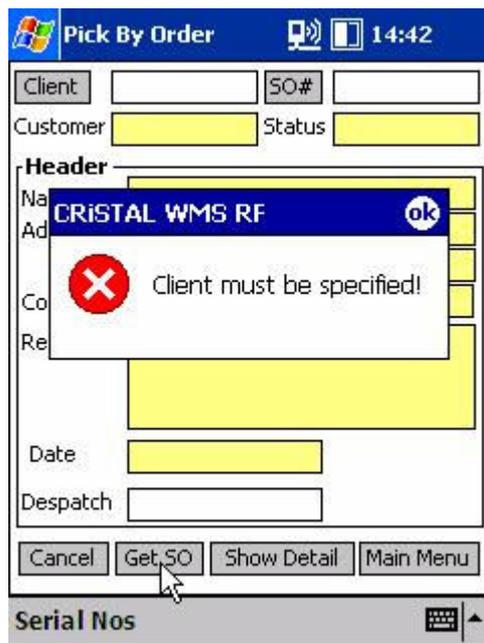
5.3. Failure to follow step 5.2, system pops out reminder

5.4. Tab "Client" and/or "SO#" to facilitates easy selection
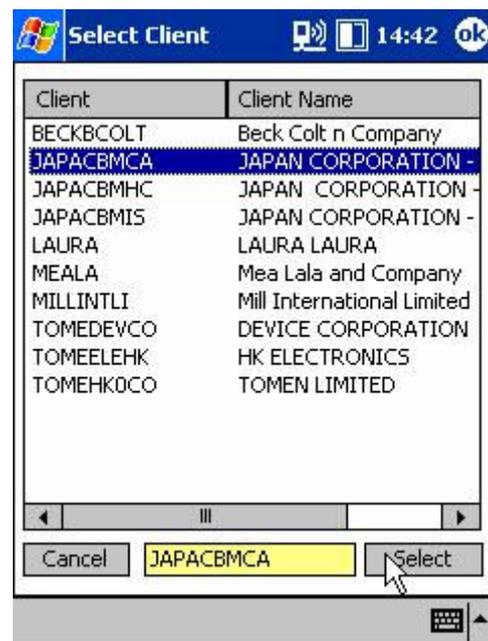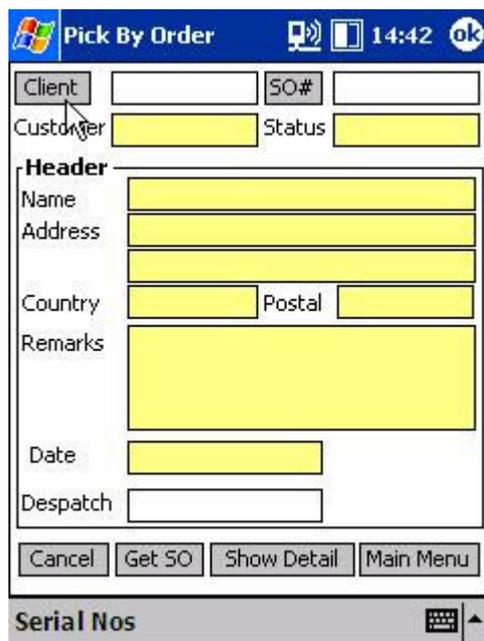
5.5. Select client by tabbing and screen display selection

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Page 20
19-Jan-05
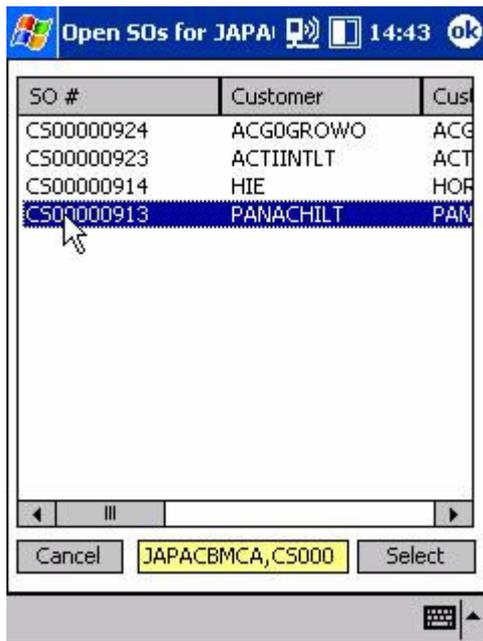
5.6. Select Sales Order by tabbing and screen display selection
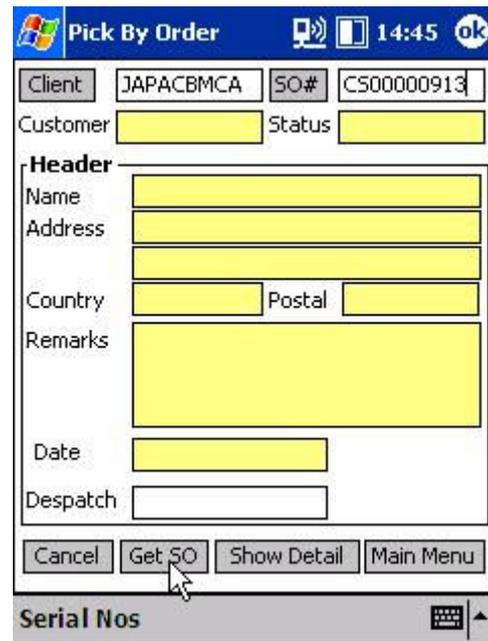
5.7. After selecting Client and SO#, Tab "Get SO" to go Sales Header screen.
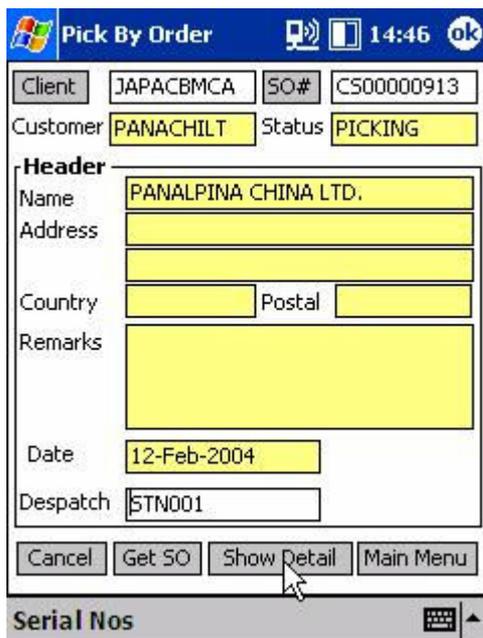
5.8. Tab "Show Detail" to view item detail for picking.
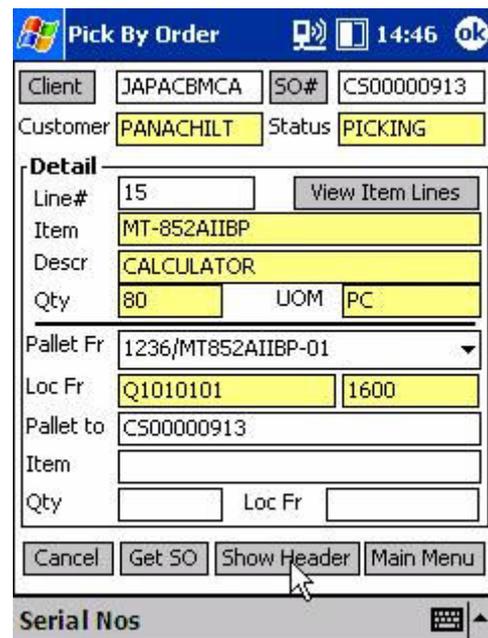
5.9. Tab "Show Header" to return to Sales Header screen

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Page 21
19-Jan-05

5.10. In "Show Detail" screen, key or scan the product item or its bar-code. Once the bar code is scanned or Enter using keypad, the cursor jumps to next field.

5.11. Key picked Qty and Enter.

5.12. Enter/Scan bar code of picked Location.

5.13. Error message pops out if wrong location is entered or such location does not contain required picked item.

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Page 22
19-Jan-05

5.14. Upon correct data capture, Enter to proceed to next line.

5.15. Upon completion of SO, system pops out message on task completed

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Page 23
19-Jan-05

6. PICK BY TASK

The design flow in "Pick Task" module is similar to "Putaway by Task" whereby instead of Putaway task, it is a Picking task now. User can specify assigned Work Order (WO) after a Sales Order entry is released or follow the assignment by the system.

6.1. Select and tab on the "Pick by Task" button	6.2. Tab "Get Tasks" to allow system assigned or enter "WO#" number if user knows what task is required for picking.
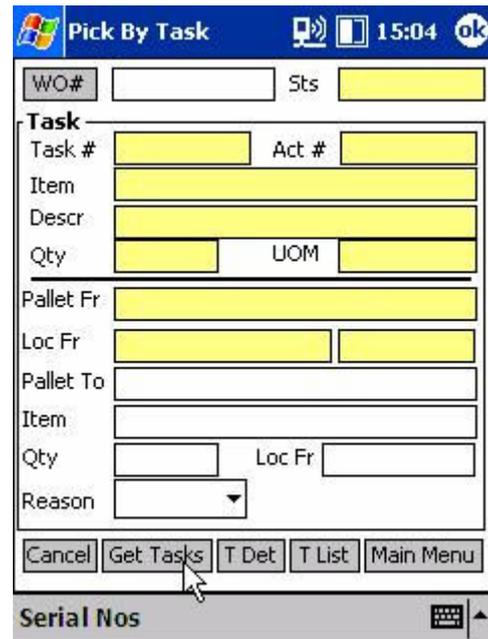
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Page 24
19-Jan-05

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6.3. In system assigned task, screen reflects items to be picked.

6.4. Tab "T Detail" to view Task Detail of the product.

6.5. Tab "Close" to return to previous screen.
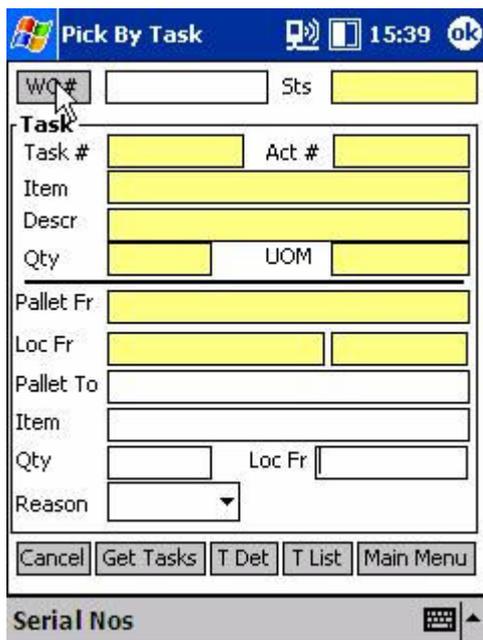

6.6. Key actual pick "Qty" and tab to next field. Scan or key actual location from where the item is picked. The screen proceeds to next line for picking (if any).

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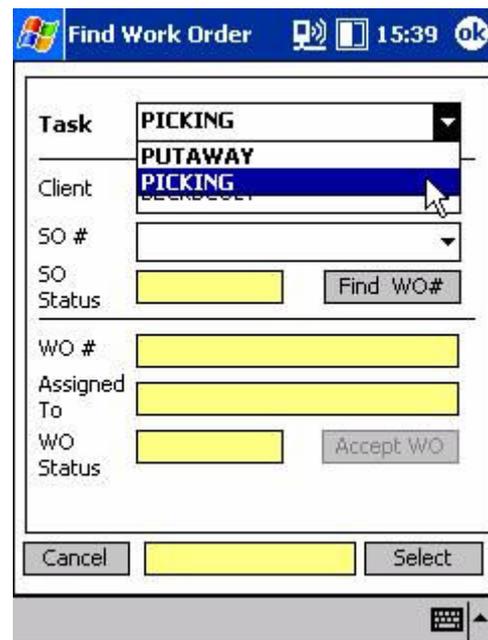Private and Confidential

Page 25
19-Jan-05
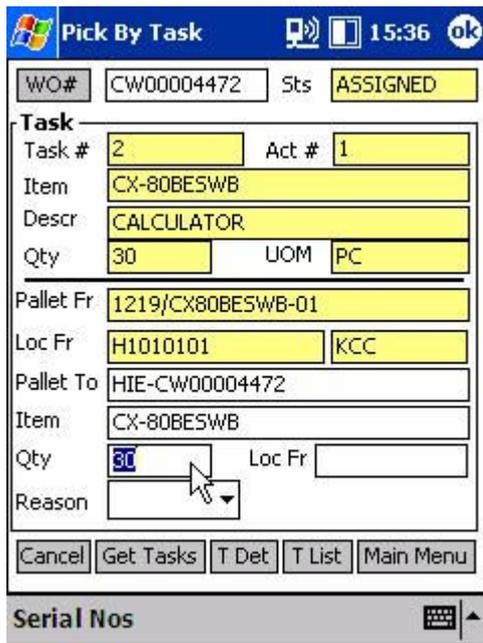
6.7. Repeat step 6.6 if there are additional lines item within the WO
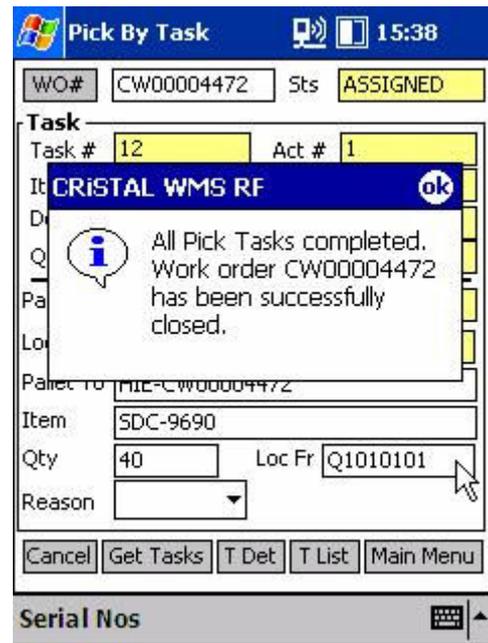
6.8. Upon completion of WO, system pops up task completed.

6.9. To self-assign task, tab on "WO#"

6.10. Select "Picking" in the drop-down arrow.

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Page 26
19-Jan-05

6.11. Select Client using the drop-down arrow

6.12. Select the Sales Order Number. The list of SO display only un-assigned task – otherwise user can key known SO#.

6.13. Tab on "Find WO#", screen display information.

6.14. User decides to "Accept WO"

6.15. Upon accepting WO, screen returns to Pick by Task screen

6.16. Repeat steps 6.2 to 6.8.

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Page 28
19-Jan-05

7. REPLENISH BY TASK

The "Replenishment By Task" is for user to replenish internal stock for the purpose of Pick-Face. To do this, CRiSTAL WMS has to be configured. The system self trigger auto replenishment from Breakbulk location to loose pick location.
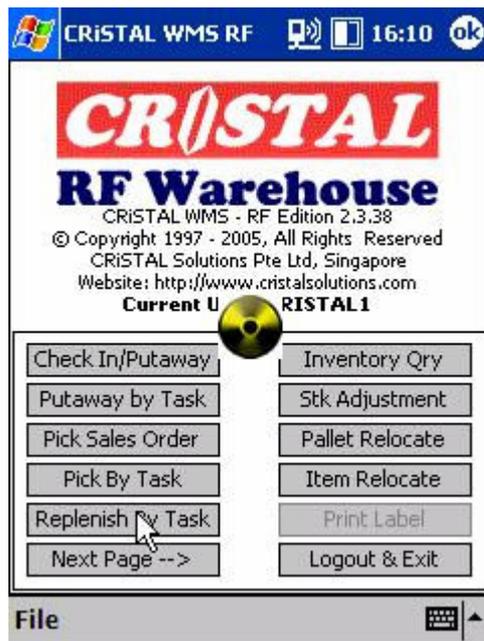
7.1. Select and tab on the "Replenishment By Task" button
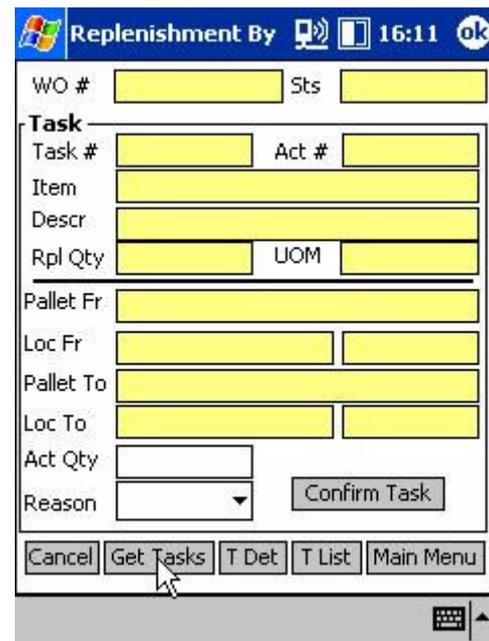
7.2. Tab "Get Tasks" to generate assign task. If task available, key actual quantity and tab "Confirm Task".

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Page 29
19-Jan-05
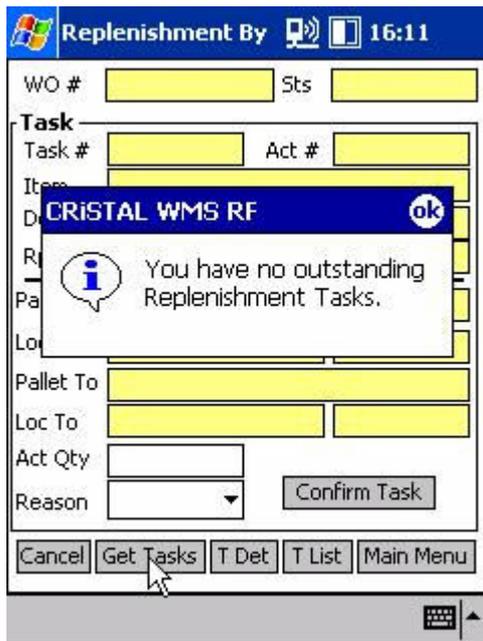
7.3. Repeat 7.2 until message pops out as task complete or no outstanding task when there is no replenishment required

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Page 30
19-Jan-05

8. INVENTORY QRY

The "Inventory Qry" module is primarily for user to inquire inventory status. This module also allows Bar-code mapping and capturing from vendor's bar code (multiple) to user's inventory code.
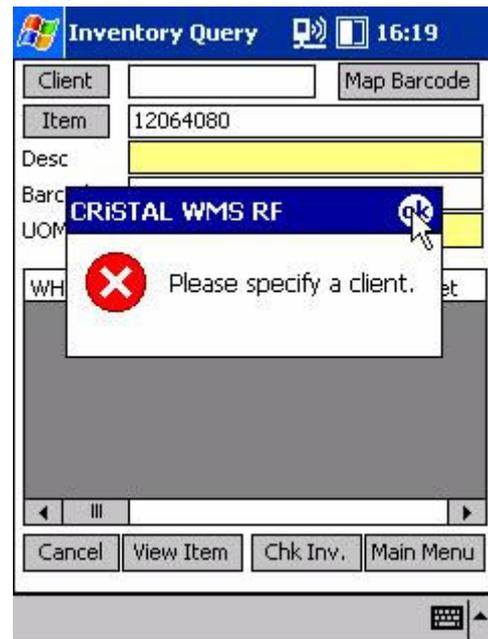

8.1. Select and tab "Inventory Qry"

8.2. Select "Client" and "Item", otherwise reminder message appears.
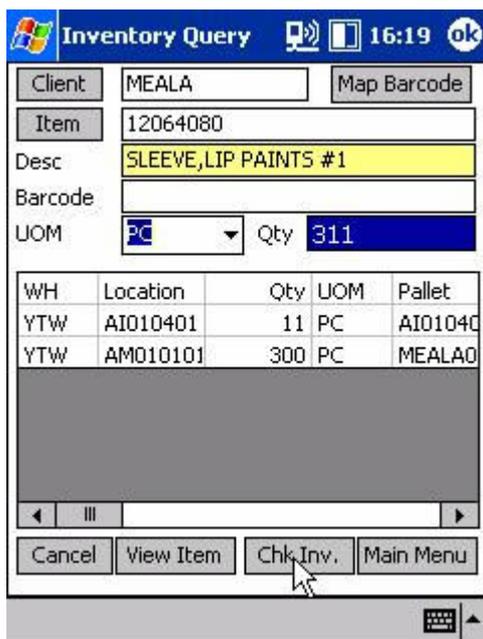
8.3. After selecting Client and Item, tab
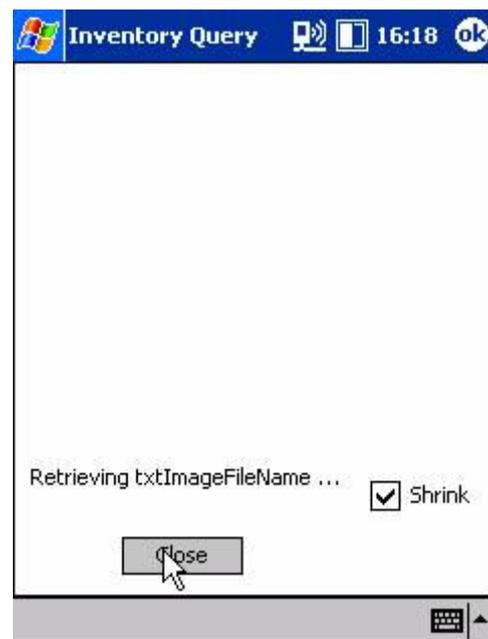
8.4. Alternatively, user can tab "View

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Page 31
19-Jan-05

"Chk Inv" to check on inventory status.   Item" to view the picture of the products.

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Page 32
19-Jan-05

9. STOCK ADJUSTMENT

The "Stk Adjustment" module caters for user to adjust inventory quantity (only) to the actual amount CONFINED to the same warehouse and location.
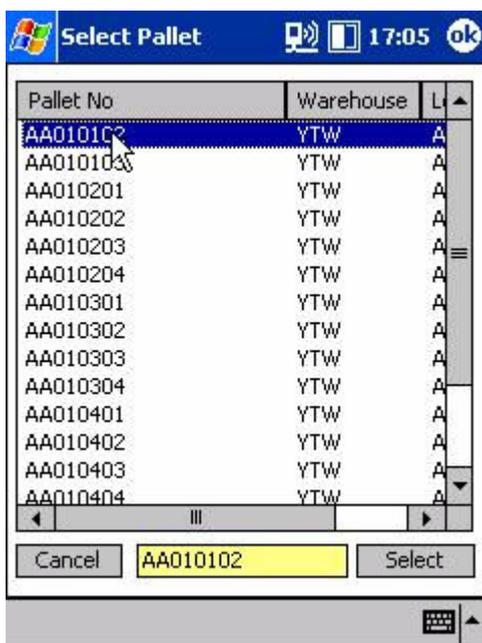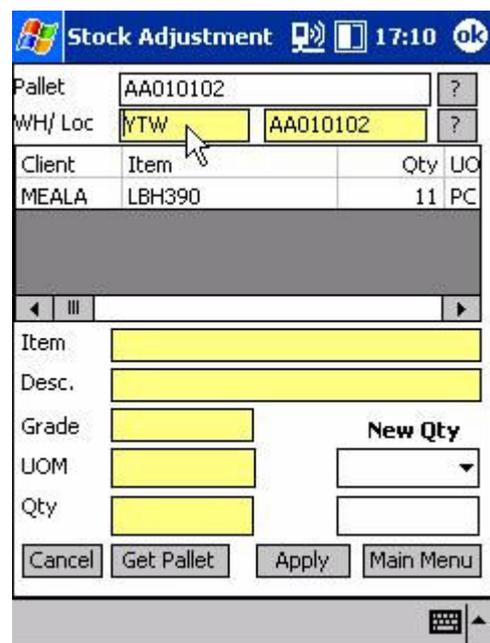

9.1. Select and tab "Stk Adjustment"
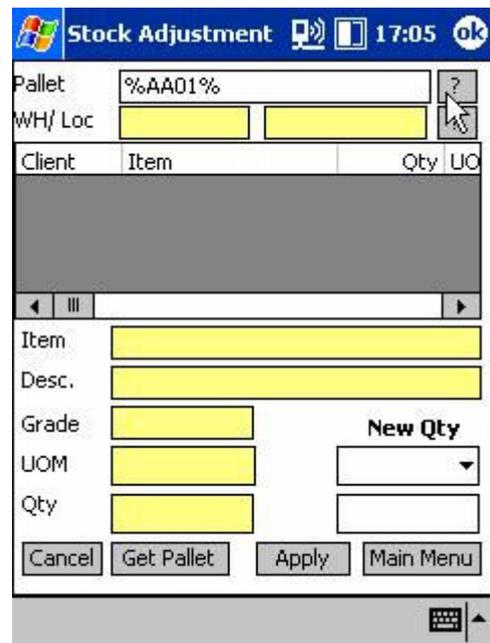
9.2. Key the pallet number or tab on "?" with the help of "%" sign for quick search.

9.3. Tab on required pallet and tab

9.4. Tab to next field to display

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Page 33
19-Jan-05

"Select"

9.4. Screen shows all items located on the selected pallet.

Warehouse and location.

9.5. Tab on selected line and adjust New Qty accordingly.

9.6. Tab on "Apply" to confirm and system pops out confirmation.

9.7. User can search based on Warehouse / Location instead of using pallet I.D. Tab "?" under "WH/Loc"

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Page 34
19-Jan-05
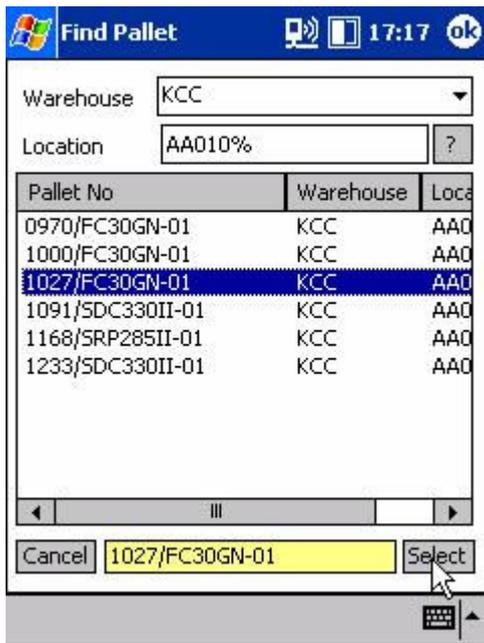
9.8. Select the correct pallet ID based on the specified Warehouse and location.
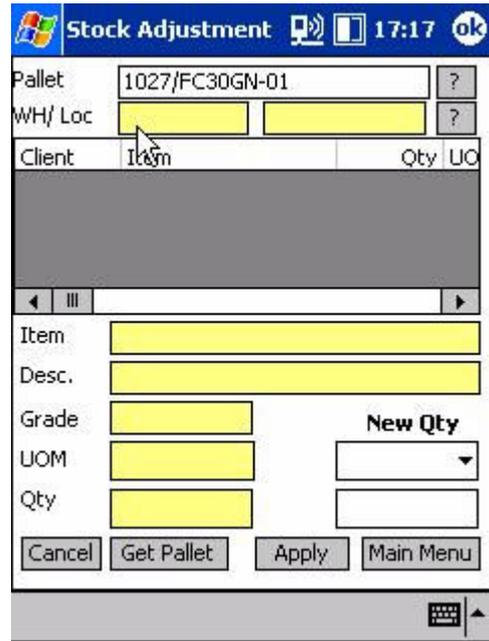
9.9. Screen returns to Stock Adjustment.
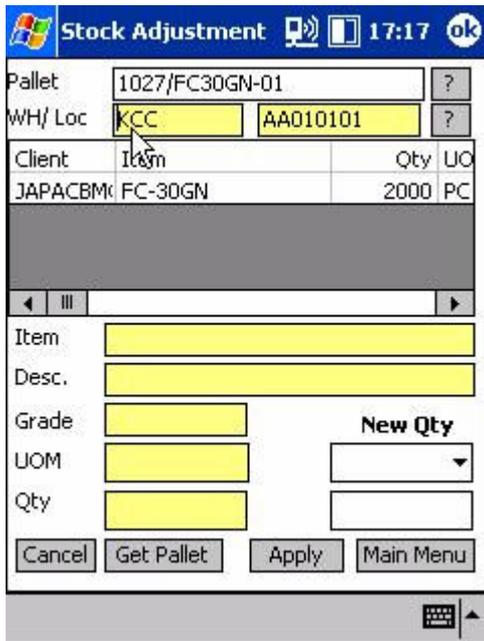
9.10. Tab to retrieve line item on the pallet. Follow step 9.4 to 9.6

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Page 35
19-Jan-05

10. PALLET RELOCATION

The "Pallet Relocation" allows user to relocate pallet from one location to another location (inter-location). This facilitates easy transfer on a PALLET level. If there is a requirement for item transfer from a pallet to another, use "Item Relocate".

10.1. Select and tab "Pallet Relocate"
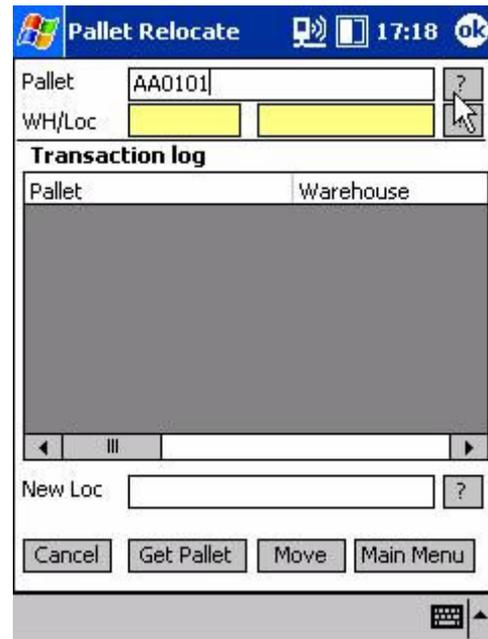
10.2 Similar to step 9.2, key pallet ID or use "?" for facilitate easy search.
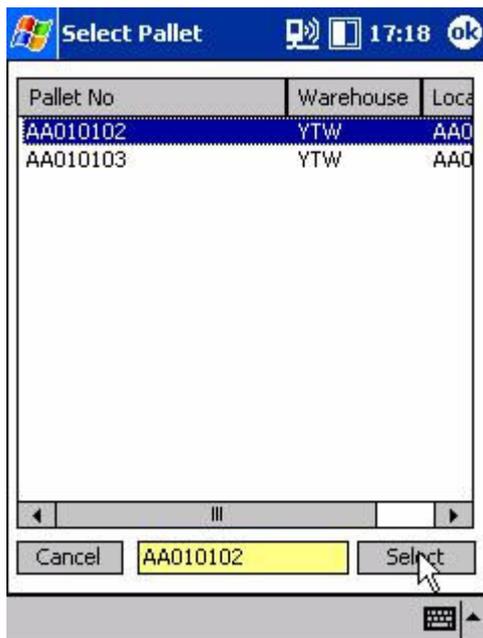
10.3. Tab on identified pallet and
"Select"

10.4. The screen returns to Pallet
Relocate. Tab "Get Pallet".

10.5. Key in the new location whereby
the pallet will be transferred. Tab "Move"
to stock transfer.

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Page 37
19-Jan-05

11. ITEM RELOCATE

The "Item Relocate" allows user to relocate item on certain pallet/location to another pallet/location (inter-item transfer). This facilitates easy transfer on a ITEM level.

11.1. Select and tab "Item Relocate"
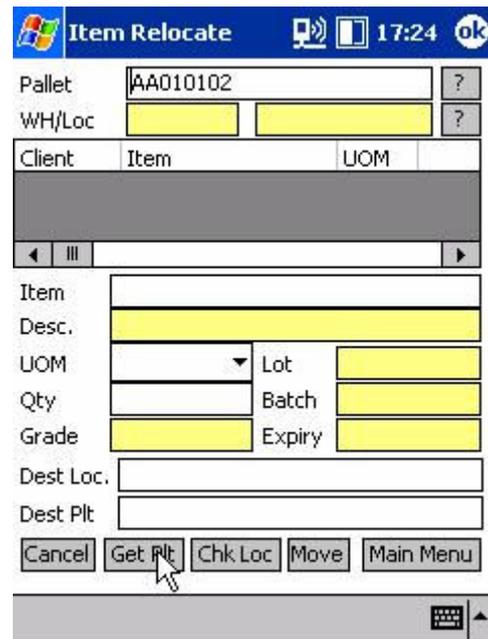
11.2. Key pallet ID into the Pallet field. Tab "Get Plt" to retrieve all items on this pallet.

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Page 38
19-Jan-05
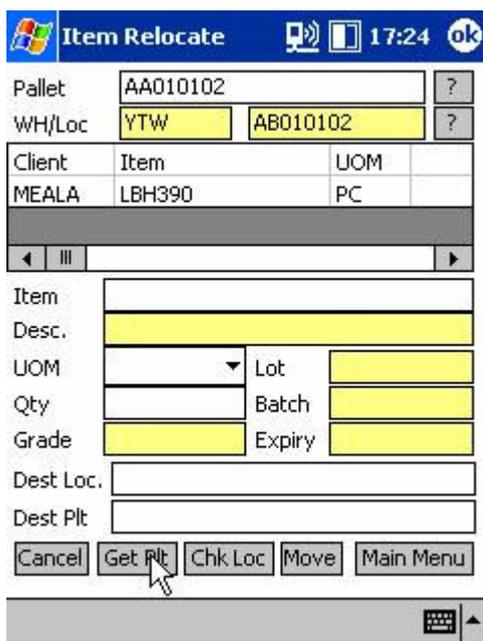
11.3. Screen displays all items on this pallet.

11.4. Select line item to be transfer by tabbing on the line. The line detail shall display. Key or scan the new location "Dest.Loc." bar code.

11.5. Key the new pallet ID on the new location. Tab "Move" to activate stock transfer.

11.6. Error message pops out for any incorrect entry.

11.7. Re-key the correct data and tab "Move"
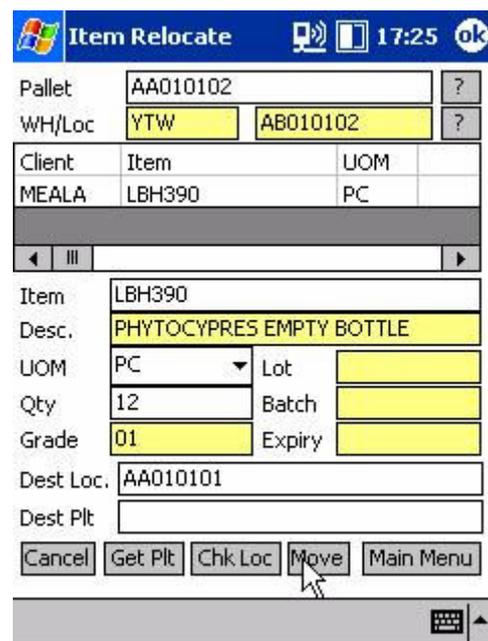
11.8. System pops out transfer confirmation.

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Page 39
19-Jan-05

12. NEXT PAGE →

The "Next Page →" caters for future and customised modules to be added to CRiSTAL RF application. Currently, there are in reserved status.

CRiSTAL WMS RF 17:41 ok **CRISTAL** **RF Warehouse** CRiSTAL WMS - RF Edition 2.3.38 © Copyright 1997 - 2005, All Rights Reserved CRiSTAL Solutions Pte Ltd, Singapore Website: http://www.cristalsolutions.com **Current User: CRISTAL1** Check In/Putaway — Inventory Qry Putaway by Task — Stk Adjustment Pick Sales Order — Pallet Relocate Pick By Task — Item Relocate Replenish By Task — Print Label Next Page --> — Logout & Exit File	**CRiSTAL WMS RF** 17:41 ok **CRISTAL** **RF Warehouse** CRiSTAL WMS - RF Edition 2.3.38 © Copyright 1997 - 2005, All Rights Reserved CRiSTAL Solutions Pte Ltd, Singapore Website: http://www.cristalsolutions.com **Current User: CRISTAL1** Reserved — Reserved Reserved — Reserved Reserved — Reserved Reserved — Reserved Reserved — Reserved <-- Prev Page — Logout & Exit File
12.1. Select and tab "Next Page →"	12.2. The screen goes to next module selection. In RF Edition version 2.3.38, there are in reserve status.

END

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Page 40
19-Jan-05