

Trace-It Technologies, Inc.

WMS Order Fulfillment and Inventory Management System for Mobile PC User Guide v2.4

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OVERVIEW

Trace-it technologies warehouse management system is the complete solution for food inventory management. Powered by state of the art symbol barcode scanners operating under the windows mobile pc operating system, the trace-it software offers ease of use and instant updates of inventory counts and order status.

This guide is constructed to help the user become quickly accustomed to the robust functionality of the trace-it warehouse management system and associated hardware.

This document will focus mainly on filling route shipments with order picking, staging, loading. Documentation such as summarized or detailed weight sheets and bill of ladings is also covered.

Finished product is stored on “**inventoried pallets**” with each pallet being assigned a storage slot in the warehouse. Each inventoried pallet is identified with a pallet id label assigned during production.

As orders are filled, individual cartons are pulled from inventoried pallets and placed on a “**shipping pallet**”. As carton labels are scanned the inventory pallet is adjusted to the new count and total net weight.

The shipping pallet also has a pallet id number that is automatically assigned by trace-it when the first carton is scanned to and order. A single order may consist of one or more shipping pallets.

Trace-it technologies utilizes mobile pc’s to scan and track pallets or cartons and they move through the process of inventorying and shipping.

It is important to remember that, once a pallet, carton, or combo is in inventory; the item must be scanned for any movement of a box, pallet or combo.

Getting started

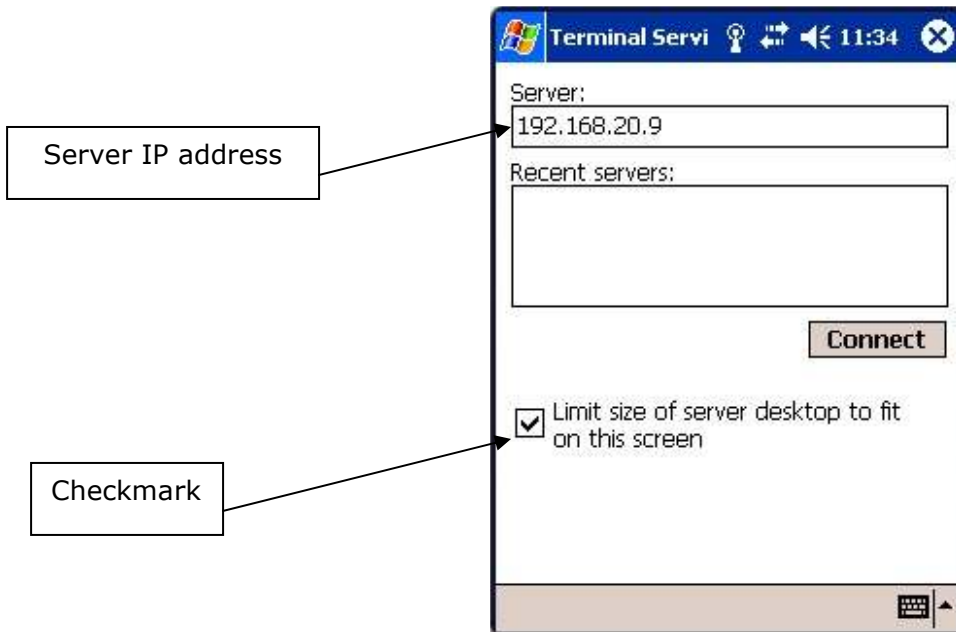
In most cases, the Mobile Pc will be Symbols Model MC9000 series running Microsoft Windows Mobile operating system.

To maneuver around or select items, the unit is equipped with a stylus used to “touch” the item for selection.

1. Using your stylus, tap the Microsoft logo labeled "Start" in the upper left hand corner of your display screen. This will bring up the main Windows Menu.



2. Using your Stylus, select "Terminal Services Client" with your Stylus.
Or choose **"Start\Programs\Terminal Services Client"**.
3. In the next window, enter the IP address of the server you want to connect to or select it from the list below the "Server:" box. If not already done, checkmark the **"Limit the size of server desktop to fit your screen"** option for optimal viewing on the scanner. When complete, click "Connect" to establish the connection.



4. The TRACE-IT "Main Menu" appears next with five buttons in the window. The top four buttons remain inactive until you log onto the system. Tap the fifth button, "Log On", with your stylus to log into the system.



➡ Shortcut: You can push the number "5" or the letter "O" at this screen on your data collector's keypad to access the "Log On" option.

5. Using your stylus, select your "User" name from the drop down menu. Then, tap in the "Password" box to enter in your password using your data collector's keypad. Password can be letters or numbers or a mixture of both and a maximum of 5 characters.



➔ Shortcut: You can type your username and password in the "User" field by using the data collector's keypad.

6. You will then be brought back to the TRACE-IT Main Menu where all buttons are active and available for use.



Production to warehouse

The first step in building finished goods inventory is the movement of completed production items such as a pallet or combo to the Warehouse itself. **Prod to Warehouse** is the selection used to transfer a completed Production item from Operations and assigns it to the Warehouse. At this point it becomes inventory, is updated in both TRACE-IT and Ross and given a location of "OF" for "Owensboro Finished" product.

Until the product is in inventory any attempt to scan the product to an order, or transfer to any other warehouse such as "QA" hold will result in an error message being displayed.

With your stylus, tap the second button, "Prod to W-house" to access the Production to Warehouse portion of the application.



Shortcut: You can also enter the "Production to Warehouse" screen by typing the number "2" or the letter "P" using your data collector's

Prod to Warehouse
Scan or Type Pallet ID on Pallet Label.
Combo: Scan label or type Serial Number.
Note: Scanning Box Labels will not work.
Ready to Scan...

Close Print Pallet

Scan or type (using your data collector's keypad) the pallet ID of the pallet you are transferring to the warehouse.

If the Pallet ID is valid, a screen will appear detailing the pallet information and the transaction is now complete. You also have the option of printing a Pallet Weight Sheet at this time.

If the ID is not valid (meaning the wrong label was scanned or production had deleted the label", then a warning will appear and it will take you back to the "Prod to Warehouse" screen.

Press the "Close" button at anytime to go back to the Main Menu.

SLOTING INVENTORY PALLETS

Slotting is the placement of finished product into a storage location and recording the location.

The product must first be in inventory before it can be slotted (see Prod to Warehouse chapter)

With the stylus, tap the third button, "Slotting" to access the Slotting portion of the application.



Shortcut: You can also enter the "Slotting" screen by typing the number "3" or the letter "L" using your data collector's keypad.



Scan or type (using your data collector's keypad) the pallet ID you would like to slot.

If the ID is valid, a screen will appear saying instructing the operator to scan the slot tag.

If the ID is not in the records, then a warning will appear and it will take you back to the Slotting screen.

Press the "Close" button at anytime to go back to the Main Menu.



Shortcut: You can also close the "Slotting" screen by pressing the letter "C" on your data collector's keypad.

Order fulfillment

Overview

The TRACE-IT Warehouse Management System as designed for SFG's Owensboro Distribution Center receives sales order from Ross. The order includes the order number along with detailed information on the order route and route stop.

This information along with the items to be picked is viewable on the screen of the Mobile PC's as well as the Shipping Management Screen running on Desktop PC's in the Shipping Office.

As an order is selected to be picked, each item of the order is listed on the Mobile PC Screen sorted by the heaviest first. This allows shipping pallet to be built with the heaviest cartons going on the bottom.

A hard copy pick sheet may also be printed from any PC in the Shipping Office detailing each item to be picked along with the order number in a barcode at the top of the page.

The order is picked by pulling cartons from inventory pallets and placing them on a "SHIPPING PALLET" A Shipping Pallet number is assigned when the first carton is picked and scanned. Once all items have been picked and scanned, a selection on the screen allows the Operator to print a Shipping Pallet Weight Sheet listing all items and their weights. This weight sheet remains with the pallet by placing it inside the stretch wrap.

The shipping pallet has the pallet id number printed at the top in barcode and human readable format.

If no other items are to be picked, the Operator marks the order complete and it is now staged, ready for loading.

Loading requires the shipping pallet barcode to be scanned as the pallet moves onto the truck. Once all shipping pallets for a given order have been loaded, the order status is now changed to "Loaded" and the shipping office can complete the paperwork by reviewing the order for accuracy, then marking it "SHIPPED". This sends the order back to the AS400 to be invoiced.

Procedures for picking items produced by SFG verses items produced by a Co-Packer may vary as not all of Co-Pack product have scannable Labels.

Order Pick: Owensboro Produced Product

1. Select “Shipping” from the main menu to display the “Shipping” Menu displayed as displayed below.



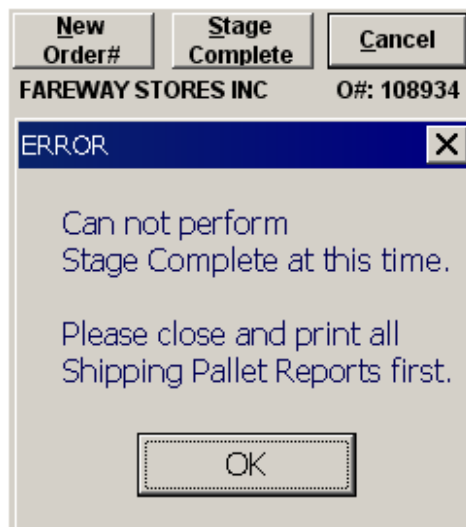
2. Select “Stage Order” from the Shipping Menu. The “Lookup Customer Order” screen will appear.



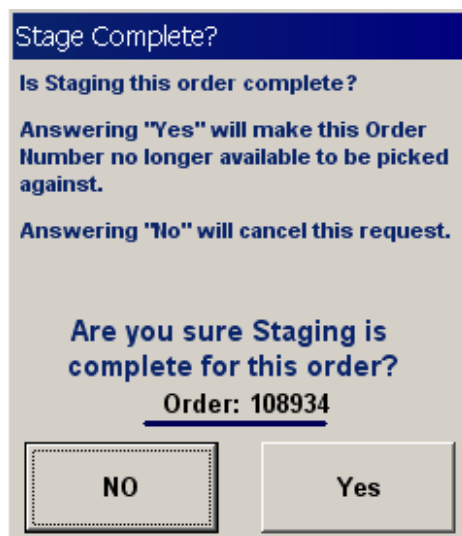
3. From the “lookup Customer Order” screen, type in the Route or Order number. This will take you to the order detail screen.
 - a. If you type in the route number, you must make certain you select the correct route based on stop and date since the route will list several orders.
 - b. If you know the order number, typing it in will take you directly to the correct route, stop and date.
 - c. If you have the order pick sheet from TRACE-IT you can scan the barcode on the top of the sheet to take you directly to the order.
4. The “Pick Line Item” screen will appear showing the customer, route number and the items to be picked.
5. Select the item to be picked by touching the prod number with your stylus.

New Order#	Stage Complete	Cancel			
FAREWAY STORES INC		O#: 108934			
<i>PICK LINE ITEM:</i>		Route: HF514			
Prod#	Ord	PCKD	AvWt	PriSlot	CoPak
37830	77	0	25.00	dave	
02640	100	0	17.45	HF	
05062	77	0	11.00		
91973	77	0	10.00	HF	
Available with SELLBY > 08/01/05 525					
OK					

- Note the Items to be picked are displayed with the heaviest carton first so as to have the lightest items on top of a staged pallet.
- Note that condition of each line item can be observed by looking at the **Ord** (Ordered) and **PCKD** (Picked) columns. When an operator is satisfied that staging of this order is complete he/she may press the (Stage Complete) button.
- The (Stage Complete) button provides a way to mark the order as completely staged. *If the Order is completely staged, the Order will no longer appear on the Pick Order screen. (Step #2)*
- When (Stage Complete) is pressed, the system first checks to see if there are any open Shipping Pallets. Here is what this type of error will look like:



- If all Shipping Pallets are complete, a confirmation screen is displayed:



6. The “Line Item Detail” Screen will appear listing the item selected, slot location and status of picked items. Also a “Shipping Pallet” number is assigned.

New Line Item **Undo** **Print Pallet**

FAREWAY **Order# 100675**
99996 test
Rt: 514 test fixed

Line Item Details

<i>Pick</i> 99	<i>Product</i> 99996	<i>Status</i> 1/100
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Shipping Pallet ID Details

<i>Pallet ID</i> 10060	<i>Box Count</i> 25	<i>Tot Wt.</i> 2475.00
----------------------------------	-------------------------------	----------------------------------

Slot Locations with Sell By > 08/29/06

SLOT	PALL ID:	Qty	SellBy
HF	105075	2	12/12/06
HF	105076	2	12/12/06
HF	105077	2	12/12/06
HF	105078	2	12/12/06

7. **PICKING ITEMS:** As you remove items from the Inventory Pallet to the Shipping pallet, scan each carton barcode. This will assign the carton to the order and relieve Inventory.
 - a. Note the Items to be picked are displayed with the oldest “Sell by Date” first. This is for maintaining Product Rotation.
 - b. Only slot locations that contain inventory meeting the customer “Sell By” requirements are displayed.
 - c. You can always undo any mistakes by pressing the (**Undo**) button. This will bring up a screen that allows undoing the last scan or just scan the box or pallet in question. Return any boxes or pallets to there original location.
 - d. If the item being scanned is “Out of Rotation” the following screen is displayed:

ERROR

This Box has a Sell By date that is not the oldest product within Requirements

Shipping this anyway will record in history.

Box's Sell By Date is 04/03/06.

Do you want to want to continue with this Pallet?

Yes **No**

- e. If the item being scanned is “Out of Sell By Requirements” the following screen is displayed:



- If the operator answers “Yes”, the transaction will be recorded as such.
- f. If the item being scanned has “No Sell By Date” and the Order is calling for a Shelf Life of more that 0 days:



8. **SELECTING DIFFERENT ITEM:** To pick a different item, select “New Line Item”. This will automatically bring up the “Pick Line Item” screen (*Step #5*). Go ahead and choose a different line item.
9. When a Shipping Pallet is full, click (**Print Pallet**) or press [P] to print a Shipping Pallet. A confirmation Screen will appear (**Choose correct printer**):



Be sure to place the Shipping Pallet Report onto the pallet. Once printed: Secure the report by folding at the dotted line and place under stretch wrap.

- 10. Scanning a Full Pallet or Partial Pallet:** Scanning a Full or Partial Pallet can be performed at any time by scanning the Pallet ID of the pallet. A Shipping Pallet Report with a new generated Shipping Pallet ID will be generated in each case. **Please note that it may be more desirable to scan individual boxes on a Partial Pallet than scanning the Pallet ID because the operator may have to place more than one Shipping Pallet Report onto a single Shipping Pallet.** When scanning a Pallet ID the following screen is displayed for confirmation (choose the correct printer):



- 11. Line Item is completely picked:** Once a line item has been picked, select “New Line Item” to take you back to the “Pick Line Item” screen (*Step #5*) and choose a new line item.

12. **Once all line items have been picked**, “Complete Staging” by first selecting (New Line Item) and then pressing (**Stage Complete**). This is not a critical step, but performing this step will get the Order to disappear from the “Pick Order” screen (*Step #2*).

Order Pick: Co-Pack items and product produced and labeled at all other SFG plants.

The only difference is where the Co-Pack carton does not have a scannable label and the information must be entered manually.

When an item listed on the pick list calls for a co-pack produced product, a “MANUAL” button will appear on the pick screen and the co-pack Pallet Label must be scanned before any cartons can be removed to the shipping pallet.

Picking cartons with scannable labels:

1. Scan the Inventory Pallet ID label to identify which pallet the cartons are being removed from.
2. At this point you are given the option of shipping the entire pallet if this is what the order calls for, else the scanner Locks onto this pallet allowing individual carton shipment.
3. Scan the label of each carton removed from the pallet.
4. When the Shipping Pallet is full – click the (**Print Pallet**) button.
5. You can always undo any mistakes by pressing the (**Undo**) button. This will bring up a screen that allows undoing the last scan or just scan the box or pallet in question. Return any boxes or pallets to there original location.

Picking cartons with non-scannable labels:

1. Repeat steps 1 and 2 above.
2. Press the “Manual Entry” button to bring up the manual entry screen.
3. For “Fixed” weight items, enter the count. The system will calculate the total.
4. For “Catch” weight items you must enter the net weight of each carton as it is picked.
5. When the Shipping Pallet is full – click the (**Print Pallet**) button.
6. You can always undo any mistakes by pressing the (**Undo**) button. This will bring up a screen that allows undoing the last scan or just scan the box or pallet in question. Return any boxes or pallets to there original location.

Additional Notes for picking:

There is a possibility that a Shipping Pallet may need to be re-printed for some reason. There is a screen just for this purpose. Just choose “Print Shipping Reports” from the Shipping Options screen (Step #1). Notice that printing and closing any Open Shipping Pallets is also an option:

Print Shipping Pallet Reports

Open Pallets:

Pall ID	RtID	Stp	Order#	Qty	Tot
10052	514	7	100675	3	
10045	514	7	100675	2	

Closed Pallets:

Pall ID	RtID	Stp	Order#	Qty	Tot
10050	514	7	100675	3	
10039	514	7	100675	7	10

Print to:
Brother HL-1440 series

Print Shipping Pallet ID: 10052

Print Close

LOAD TRUCK

Loading Trucks From Customer Orders

1. From the Shipping Screen choose “Load Truck”

Shipping

(1) Stage Order

(2) Load Truck

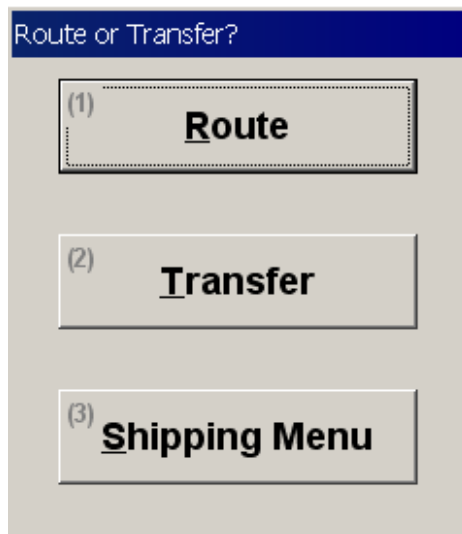
(3) Order Returns

(4) Print Shipping Reports

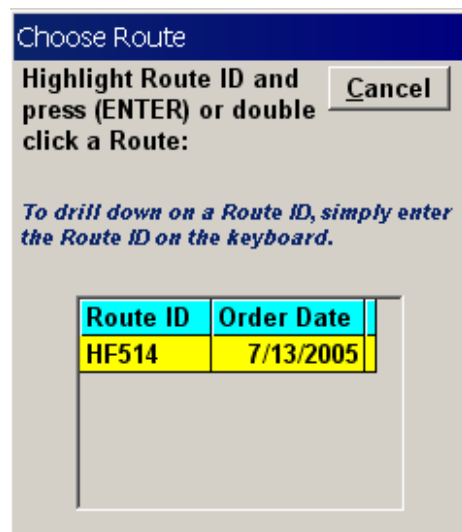
(5) Delete Shipping Pallets

(6) Main Menu

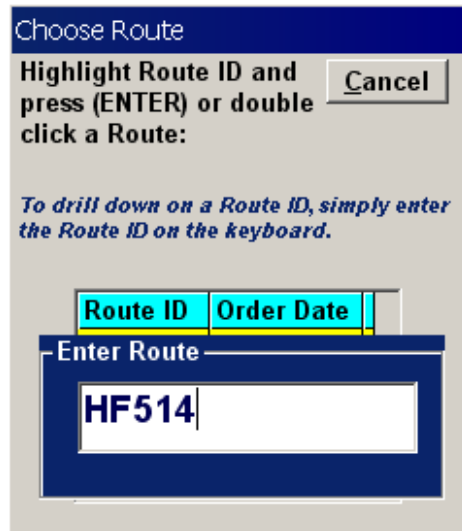
2. Choose "Route"



3. Scroll and find the Route and Order Date needed (*Highlight and enter*) or (*double click*).



4. Drilling down on a Route is also possible just by typing:



The screenshot shows a dialog box titled "Choose Route". It contains the following text: "Highlight Route ID and press (ENTER) or double click a Route:" followed by a "Cancel" button. Below this is a note: "To drill down on a Route ID, simply enter the Route ID on the keyboard." At the bottom, there is a table with two columns: "Route ID" and "Order Date". Below the table is a text input field labeled "Enter Route" containing the text "HF514".

Route ID	Order Date
----------	------------

Enter Route

HF514

5. Scan the Shipping Pallet's (8.5 x 11 sheet of paper) bar code:
(If the barcode is not scannable and you are manually entering data; then make sure that an "S" is typed before the barcode data)



The screenshot shows a dialog box titled "Scan Shipping Pallet". It contains the following text: "Route: HF514", "Ord Date: 7/13/2005", and "To complete an Order: Highlight the Order then click (Complete Order)." There are two buttons: "Close" and "Complete Order". Below this is a table with three columns: "STOP", "Order#", and "Loaded/Staged". At the bottom, there is a text input field labeled "Scan Shipping Pallet:" containing the text "S10000".

Route: HF514

Ord Date: 7/13/2005

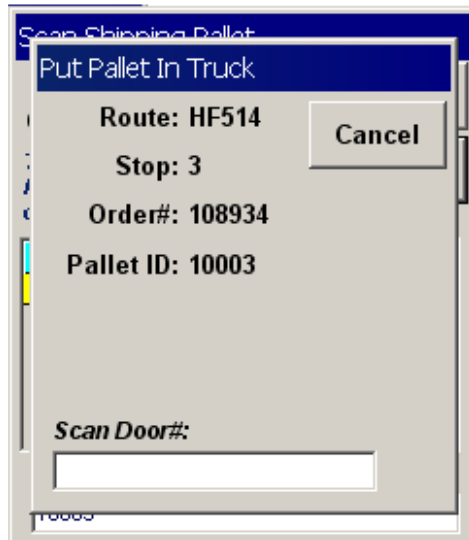
To complete an Order:
Highlight the Order then
click (Complete Order).

STOP	Order#	Loaded/Staged
3	108934	1 / 5

Scan Shipping Pallet:

S10000

6. Enter the Door ID:



A screenshot of a software dialog box titled "Put Pallet In Truck". The dialog box has a blue header bar with the text "Scan Shipping Pallet" and "Put Pallet In Truck". Below the header, the following information is displayed: "Route: HF514", "Stop: 3", "Order#: 108934", and "Pallet ID: 10003". A "Cancel" button is located to the right of the "Route" field. At the bottom, there is a label "Scan Door#:" followed by an empty text input field. A small portion of the "10003" pallet ID is visible at the very bottom of the dialog box.

7. Notice "Loaded/Stage" increments:



A screenshot of a software dialog box titled "Scan Shipping Pallet". The dialog box has a blue header bar with the text "Scan Shipping Pallet". Below the header, the following information is displayed: "Route: HF514", "Ord Date: 7/13/2005", and a note: "To complete an Order: Highlight the Order then click (Complete Order)". There are two buttons: "Close" and "Complete Order". Below this information is a table with three columns: "STOP", "Order#", and "Loaded/Staged". The table contains one row of data: "3", "108934", and "2 / 5". At the bottom, there is a label "Scan Shipping Pallet:" followed by an empty text input field.

STOP	Order#	Loaded/Staged
3	108934	2 / 5

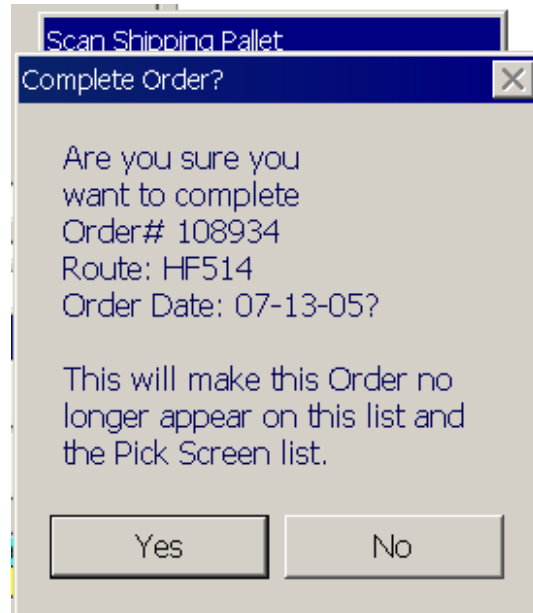
8. Completing an order:

Press the (Complete Order) button if you know that the order has been completely filled and all Shipping Pallets are loaded onto the truck.

If there are still Staged Pallets that have not been put onto the truck or Open Shipping Pallets that have not printed, an error screen is shown:



9. If the order is known to be completely staged and loaded onto the truck, a confirmation screen is shown:



INVENTORY

A: Inventory

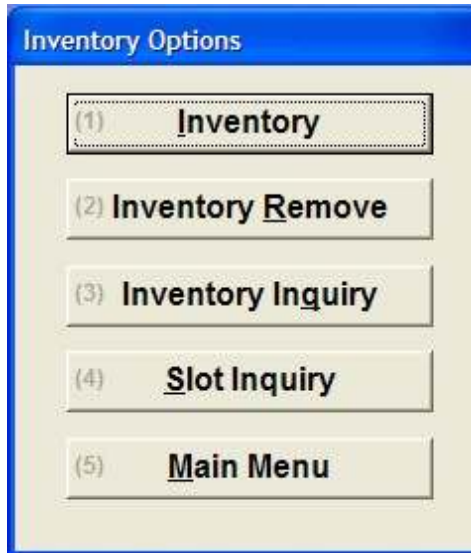
This feature is for taking a physical inventory of all pallets in the warehouse. As pallets are scanned, the data is stored in a file; creating a new inventory which can be compared to existing inventory. See Attached Inventory Report Exhibit.

Once all pallets have been scanned, a selection on the Shipping Management Program will adjust inventory by overwrite the old with the new and deleting any pallets that had not been scanned.

Before adjusting however, it is vitality important that the completed results be reviewed and any missing pallets be verified that they no longer exist.

From the Main Menu Select "INVENTORY" to get to the Inventory Menu.

Step 1: Select "Inventory"



Step 2: Scan or key in the pallet id

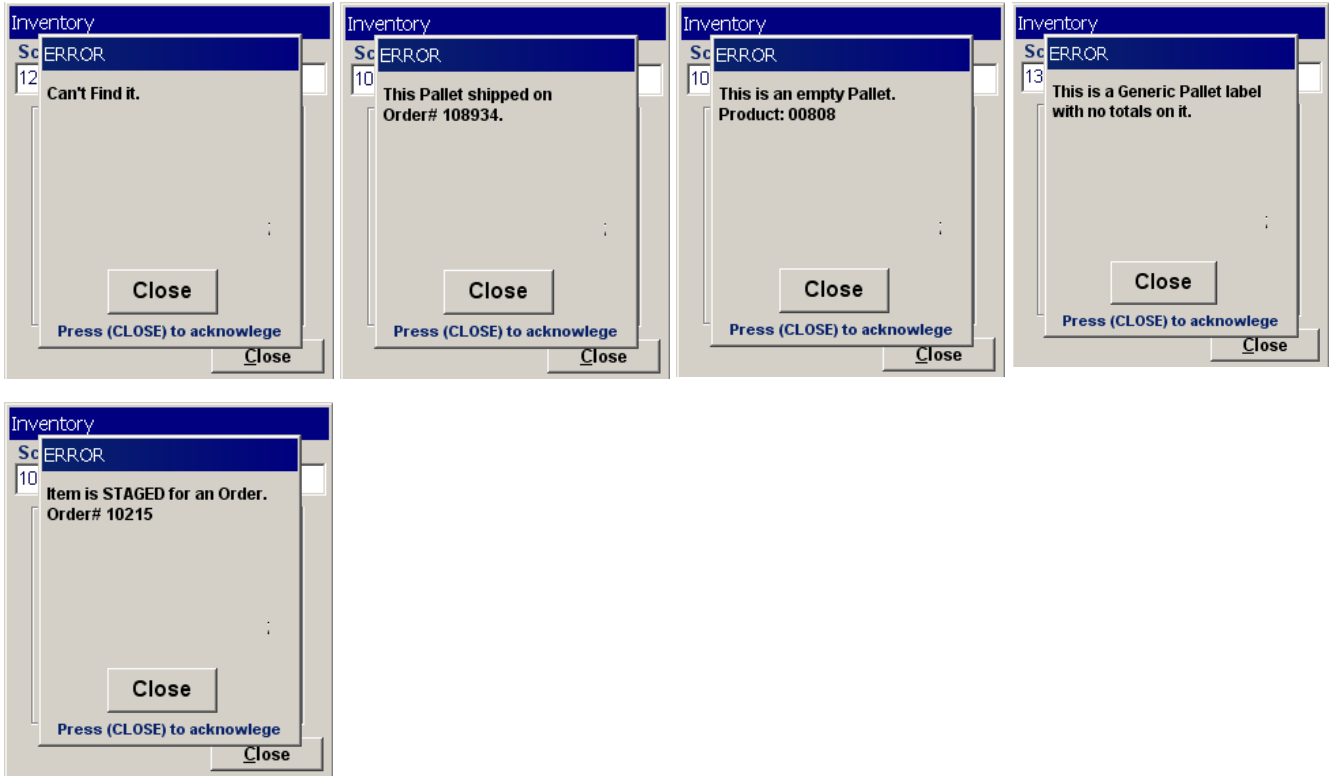


The Pallet scanned may not exist in Inventory for several reasons. One reason could be that the pallet has never had the “Production to Warehouse” function performed on it. In this case, this pallet will automatically have the pallet brought into inventory. This process occurs totally in the background and no operator intervention is needed. There are other cases why a pallet by not be in inventory:

- a. Typing error or Pallet has been deleted.
- b. Pallet has been shipped
- c. Pallet is Staged for an order
- d. Pallet is empty or depleted

In these cases and if the pallet is truly an inventory item, the pallet must be rebuilt using the “Build-a-Pallet” function.

Possible error screens:



Press the "Close" button to return to step 2 and select a different pallet.

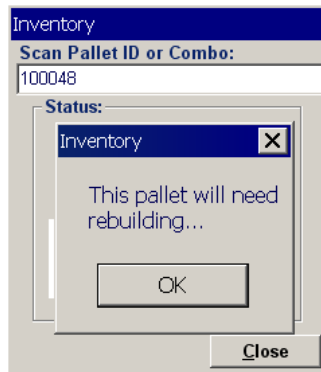
If the Pallet does exist, the Confirmation screen will appear.



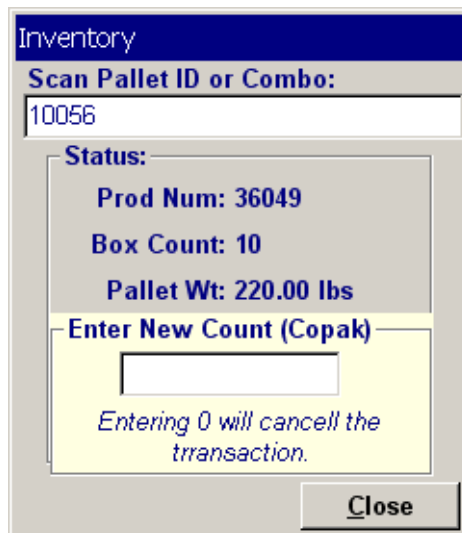
Step 3: Confirm inventory.

3A:

If the pallet has been produced internally and the count and/or weight are incorrect:
Then press “NO”, a confirmation screen reminding the operator that the pallet needs to be rebuilt. The Pallet will have to be removed and corrected. Step 4 will be skipped.



3B: If the pallet has been produced externally (COPAK) and the count is incorrect:
Press “No”, a sub screen will be shown asking for a new box count. A new count and new total net weight (calculated) for this pallet will be updated. Go on to Step 4.



If pallet is correct Press “Yes”

Step 4: Scan the Slot tag where the pallet is located.

The screenshot shows a software window titled "Inventory". At the top, there is a blue header bar. Below it, the "Scan Pallet:" field contains the value "123792". Underneath, a "Status:" section displays the following information: "Prod Num: 04260", "Box Count: 19", and "Pallet Wt: 578.00 lbs". The "Scan Slot:" field is highlighted in yellow and contains the value "707-4". At the bottom right of the window is a "Close" button.

Step 5: A confirmation screen will appear for 2 seconds, then return to step 2.

The screenshot shows the same "Inventory" software window as in Step 4. The "Scan Slot:" field still contains "707-4". Below this field, a confirmation message is displayed: "Transaction has been recorded." The "Close" button remains at the bottom right.

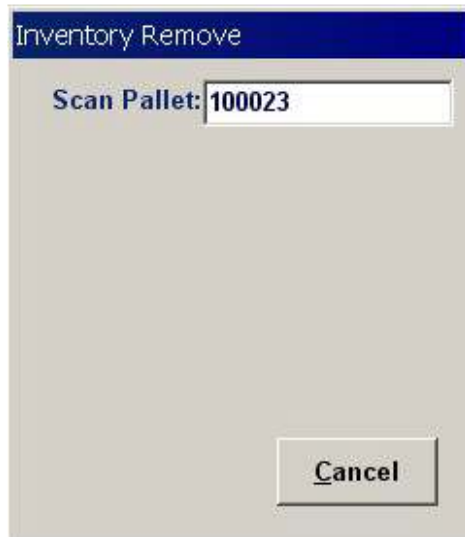
Step 6: Move on to the next pallet to be inventoried (and repeat the above procedures) until all pallets have been inventoried.

B: Inventory Remove

This feature removes a pallet from the “Warehouse” inventory and returns it to the “Plant” inventory. At the time of this printing, screen shots were not available.

Step 1: Select “Inventory Remove” from the “Inventory” screen

Step 2: Scan the pallet label or key in the pallet id number



The screenshot shows a dialog box titled "Inventory Remove". It has a blue header bar with the title. Below the header, there is a label "Scan Pallet:" followed by a text input field containing the number "100023". At the bottom right of the dialog, there is a button labeled "Cancel".

Step 3: Input Reason:



The screenshot shows a dialog box titled "Pick a Reason:". It has a blue header bar with the title. Below the header, there are three buttons: an up arrow, a down arrow, and a hand icon. Below these buttons is a list box containing the items "damaged" and "other". At the bottom of the dialog, there are two buttons: "OK" and "Close".

Instead of using the stylist, the up and down arrows can highlight an item from the list. The “finger” icon will reveal all contents of the list.

Step 4: Confirmation Screen:



Step 4: Possible Errors:



Item is in plant



Item is not in the Finished Goods Warehouse

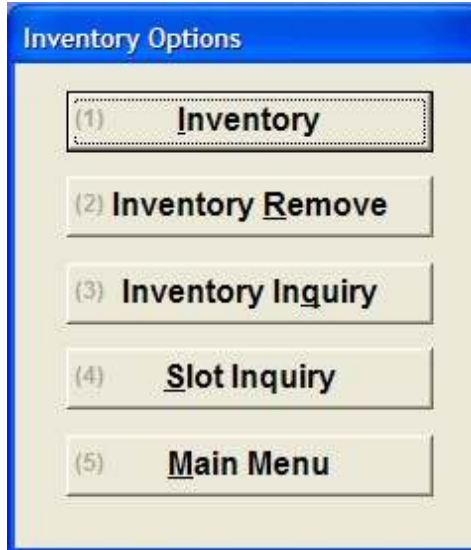


Item has been shipped

C: Inventory Inquiry

From the Main Menu Select “INVENTORY” to get to the Inventory Menu.

Select “Inventory Inquiry



This feature allows you to query how much of a particular product code is in inventory and its slot location. Once the Product is displayed you may sort the location screen by touching its header with the stylus. For example you want to know how much of Product Code 02476 is in inventory sorted by “Box Quantity”. Once the slot locations screen is displayed, simply tap the Qty. Header, you can then select the product number whose information you wish to view by either selecting the number from the drop down list or by typing the number in the "Product Number" field.



You can then scroll through a sequential listing of additional products by using the drop down menu underneath the "Product Number" field.

Pressing the **(Replenish Slot)** button will display a secondary screen listing of slot locations by lowest quantity first. Choose a desired product and the primary screen will show a list of that product and its available slot locations for replenishing.

Secondary Screen:



SLOT	Prod No	Qty	WH
HF	99996	1	HF
	36041	1	HF
	30305	1	HF
	36050	1	HF
	36049	1	HF
HF	99997	1	HF
	36049	1	HF

To exit back to the main menu, tap the Red "X" or press "C" on your Scanners keypad.

Inventory Returns

Returning from a Shipped Order:

This section applies to product being returned that has been shipped to a customer.

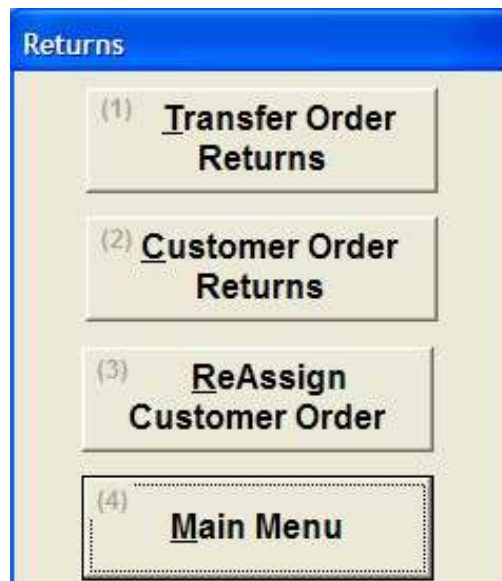
This procedure applies in the following situations.

- Any item(s) returned from a customer site.
- Any item(s) returned that was not accepted by the customer for any reason.
- Any item(s) that had been “Shipped” in TRACE-IT but had not left the premises.

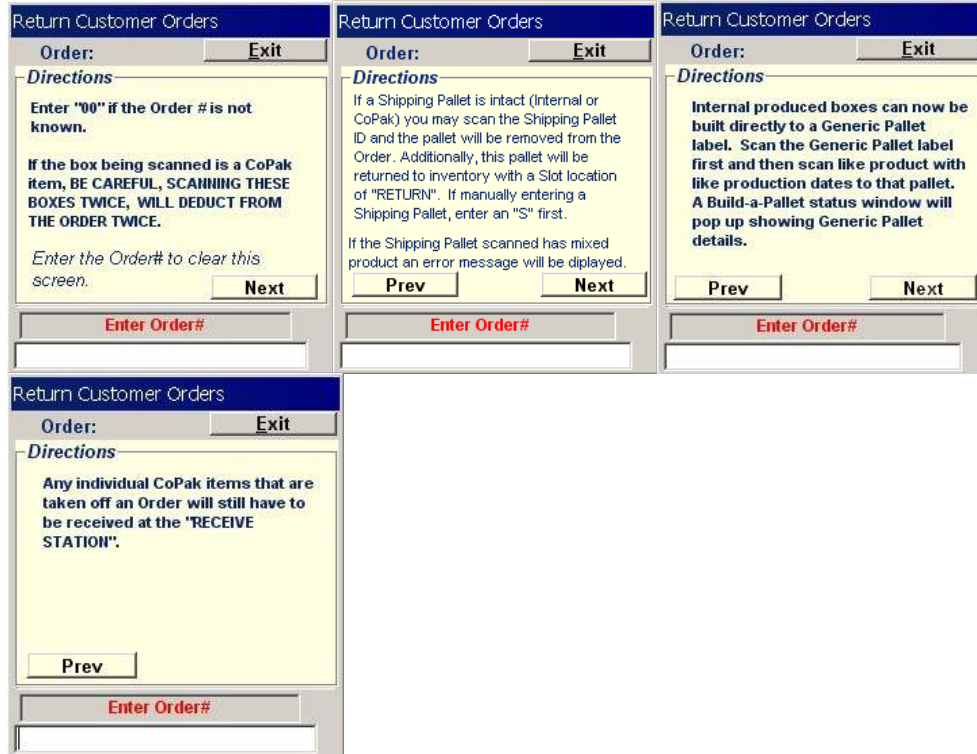
This procedure covers returns of items from a shipping pallet of mixed product as well as original pallets shipped in whole.

Returning Shipping Pallets:

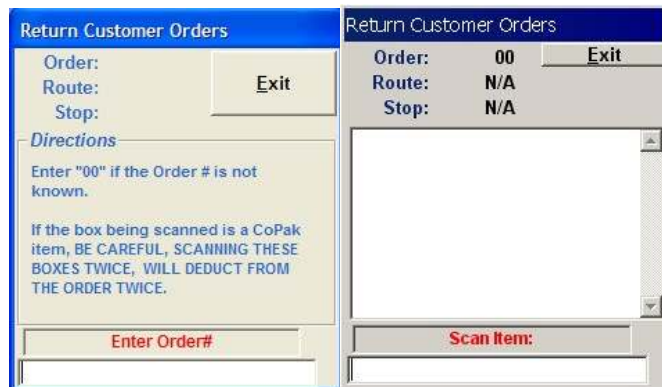
1. From the Main Menu, Select “Shipping”
2. From the “Shipping Menu” , select “Order Returns”
3. Select “Customer Order Returns”



4. Help screens may be navigated using the (Next) and (Prev) buttons:



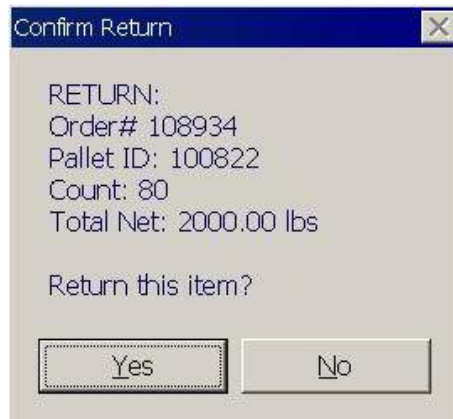
5. In the “Enter Order#” field, enter the Order Number or 00.



FULL SHIPPING PALLETS

6. A full Shipping Pallet may be scanned. (*Scan Item prompt*)
 - a. The Shipping Pallet must be intact (still in stretch wrap). And the pallet must contain only one product.
 - b. If the Shipping Pallet contains mixed product, an error message will be displayed.
 - c. NOTE: If manually entering a Shipping Pallet, enter an “S” first.
 - d. If successful, a confirmation screen will display (*as below*), the Shipping Pallet will then be removed from the order and then added

back to Inventory under the existing Pallet ID that is still under the stretch wrap.



Answer "YES" to complete transaction. Answer "No" to cancel.

e. Slot the Pallet.

MIXED PRODUCT SHIPPING PALLETS

7. Internally produced boxes may be built to a Generic Pallet (*Scan Item prompt*)

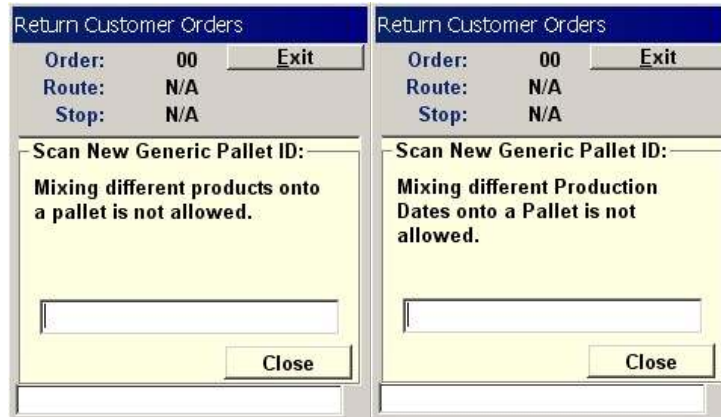
NOTE: All Pallets are slotted to RETURN location.

a. Scan a Generic Pallet ID and a "Build-a-Pallet" popup window will be displayed as below:



NOTE THAT A NEW GENERIC PALLET ID WILL NOT BE ACCEPTED UNLESS THE ABOVE "BUILD-A-PALLET" POPUP WINDOW IS CLOSED. This is to prevent accidental scanning of an undesired Pallet ID.

- b. Scanning like product with like lot numbers will increment the popup window as each box is scanned.
- c. If the product number is different and/or the lot number an error message is displayed: (At this time a new Generic Pallet ID may be entered.)



- d. If the scanned box can not be found in any order, an error message is displayed:



8. CoPak boxes (*Scan Item prompt*)

- a. Close the “Build-a-Pallet” popup window if it is opened.
- b. Scan each box off the order
- c. NOTE: These boxes will have to be received at the Receive Scale in order to get them back into Inventory.

9. Combos (*Scan Item prompt*)

- a. Close the “Build-a-Pallet” popup window if it is opened.
- b. Scan each combo off the order.
- c. A confirmation screen will be displayed:



Deleting a Shipping Pallet:

Shipping Pallets can be deleted from an order using the Undo Shipping Pallets program provided the pallets are not assigned to an order that has been Marked "Shipped"

To Delete a Shipping Pallet;

1. Select "Delete Shipping Pallet" located on the Shipping Menu.



2. Scan or Key in the "Shipping Pallet" number.
If manually keying data, be sure to include an "S" before the data.
3. Return the individual items to their "Inventory Pallets using the "Pallet Rebuild" procedure or create a new Generic Pallet.

Returning Inventory From A Transfer Order:

Returning transfer order is an easier process since these orders are made up of whole Inventory Pallets.

1. From the same “Returns” menu select “Transfer Order Returns”

Return Transfer Orders

Order#:
Product#:
Count:
TotalNet:

Cancel Confirm Return

Scan Pallet Label to proceed:

2. Scan the pallet label of each returning pallet.
3. Scan the pallet to a slot.

TRANSFERING INVENTORY

Transfer Orders Created by TRACE-IT:

The TRACE-IT Transfer Product program allows the shipment of items to 3pl's or other destination outside of the producing location without the assignment of a sales order.

The Transfer program works with pallets only; individual cartons cannot be transferred.

The Transfer program does not require items to be pre-assigned, any product scanned will go on the order.

Getting started: Creating a Tracking Number

In order to Transfer product, an order tracking number must be assigned by TRACE-IT and the destination must be identified.

1. From the desktop TRACE-IT program, select "ASSIGN TRACKING"

The screenshot displays the 'SHIPPING MANAGEMENT' software interface. At the top, there is a menu bar with 'Setup Data', 'Manage Data', 'Order Processing', 'Labels', 'Reports', 'Help', and 'Exit'. Below the menu bar, the title 'SHIPPING MANAGEMENT' is centered, with the date '07/21/05' and time '4:37:35 PM' to its right. A search field labeled 'Scan Product code first' is on the left. Below the title bar, there are several buttons: 'REFRESH ORDERS', 'Refresh' (with 'On' selected), 'ASSIGN TRACKING #', 'UPDATE ORDER', 'SHIPPING MANIFEST', 'PRODUCTION REPORT', 'SLOT REPORT', and 'IMPORT ORDERS'. The 'Ship Date From:' field is set to '7/21/2005'. Below the buttons is a table with the following data:

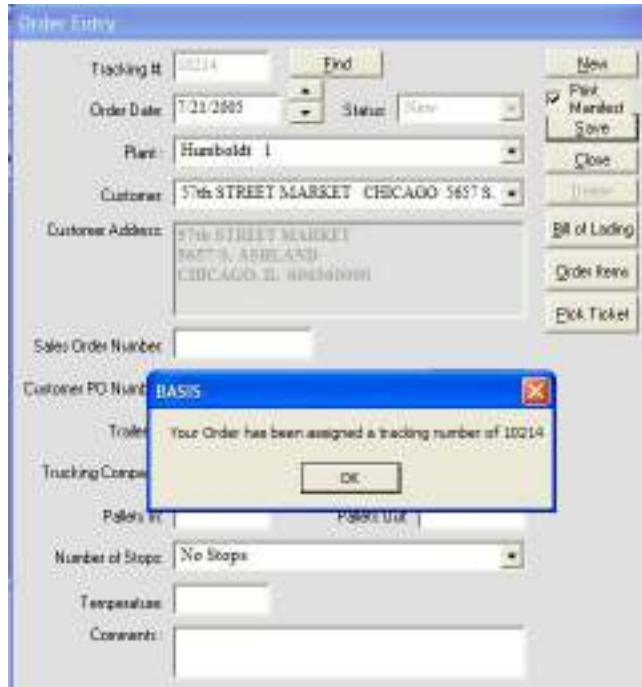
Tracking #	Order #	Ship Date	Status	Customer	Customer Address	Plant
10212		7/8/2005	Complete	AMERICOLD HUMBOLDT I	3543 MAPLE DRIVE ,FORT DODGE	18
10213		7/8/2005	Complete	AMERICOLD HUMBOLDT I	3543 MAPLE DRIVE ,FORT DODGE	18
108934		7/13/2005	Loading	FAREWAY STORES INC	FROZEN FOOD WHSE ,BOONE	18
108935		7/13/2005	Complete	FAREWAY STORES INC	FROZEN FOOD WHSE ,BOONE	18

At the bottom left, there is a 'User ID:' field and a 'LogOn' button.

2. This will display the "ORDER ENTRY SCREEN"

3. In the upper right corner press the “NEW” button. This will bring up the date and activate the “SAVE” button.
4. Press the “down arrow” at the right of the Customer Field. This will allow you to scroll through a list of company names to find the ship-to location.

5. Select the ship-to location by highlighting and clicking.
6. Click the “SAVE” button. A tracking number is automatically assigned by TRACE-IT and the order will now be displayed on the Main Screen.



Scanning the items:

Once a Transfer Product order has been created in TRACE-IT, the number is now automatically in the mobile scanners ready to be processed.

1. Log on to the Scanner and from the Main Menu of the Scanner select Shipping
2. From the Shipping Menu select "LOAD TRUCK"
3. Select "TRANSFER"
4. Locate the transfer order and double click
5. Scan the pallet label of all pallets to be transferred
6. Once complete close the order

Finishing the process:

1. From the desktop program select “UPDATE ORDER”

The screenshot shows the 'Order Entry' window with the following details:

- Tracking #: 10214
- Order Date: 7/21/2005
- Status: Shipped (dropdown menu is open showing options: Open, Partial, Complete, Shipped)
- Plant: Humboldt 1
- Customer: 57th STREET MARKET CHICAGO, IL
- Customer Address: 57th STREET MARKET, 5657 S. ASHLAND, CHICAGO, IL 606360000
- Sales Order Number: [empty]
- Customer PO Number: [empty]
- Warehouse PO: [empty]
- Trailer #: [empty]
- Delivery Date: [empty]
- Trucking Company: [empty]
- Pallets In: 0
- Pallets Out: 0
- Number of Stops: No Stops
- Temperature: 0
- Comments: [empty]

Buttons on the right side include: New, Print Manifest (checked), Save, Close, Delete, Bill of Lading, Order Items, and Pick Ticket.

2. Click on the arrow in the “Status” field and select “SHIPPED”
3. If the “PRINT MANIFEST” option is checked a shipping manifest report will automatically print to the Desktop default Printer.
4. Process is now complete.

NOTE: Additional shipping manifest may be printed at anytime by selecting the “MANIFEST” button on the main screen and entering the Tracking or Order number.

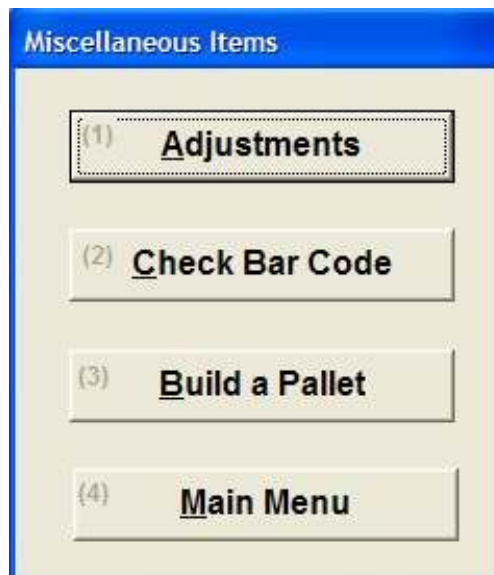
Pallet Rebuild

The pallet rebuild procedure allows for adding cartons to an existing pallet inventory or completely rebuilding a pallet inventory using a new pallet id number. **WARNING: This procedure is used only at the plant that created the inventory.**

Adding cartons to an existing pallet inventory

Cartons can be added to an existing pallet inventory provided the cartons contain the same product, produced on the same day and has the same lot number. This is a space saving procedure that allows the combining of two pallets into one where one or both have been broken.

1. Log on to the scanner and select “Misc.” on the main menu.
2. Select “Build a Pallet”



3. The Build a Pallet screen is now displayed.

Build-a-Pallet

? EXIT

Build Pallet (To Pallet)

SLOT:

WH:

PDate:

Last Box Scan (From Pallet)

Scan TO Pallet Label...

4. Scan the pallet label of the pallet you are going to add the carton(s) to.

Build-a-Pallet

? Close Pallet

Build Pallet (To Pallet)

Pallet:	100048	SLOT:	PLANT
Product No:	50006	WH:	HF
Total Count:	80	PDate:	01-20-05
Total Net:	1350.55		

BELLISSIMO HARD SALAMI 3PC

Last Box Scan (From Pallet)

Scan a Box... or enter Serial No.

5. The screen will now display the current pallet inventory along with slot, warehouse and production date.
6. Scan the barcode of the carton to be added.
7. The carton information will now be displayed in the “last box scan” window and the pallet inventory has been updated
8. Once all cartons have been scanned to the pallet, press the “CLOSE PALLET” button.
9. The Pallet Option screen will appear.



10. Select the option that would be required for this pallet, build another pallet or return to the Main Menu

Rebuilding a Pallet to a Generic ID

The rebuild procedure is used to create a new pallet from cartons previously assigned to a different pallet.

This procedure is most commonly used when a Production Pallet inventory has been corrupted beyond repair and the only option is to scan all cartons to a new ID.

1. Repeat steps 1-3 above.
2. Scan a Generic Pallet then scan all cartons to be placed on the pallet.
3. Verify count scanned on screen matches the physical count on the pallet. If different rescan all cartons capture the missing carton. NOTE: The TRACE-IT system will not allow cartons to be counted twice so only the missed cartons will be counted.
4. Once finished, close the pallet and Transfer it to the warehouse then to a slot.

Adjustments

Delete a Box (*security clearance required*)

1. Choose (Misc, Addjustments, and then Delete a Box):



2. Scan the bar code or type serial number:

The screenshot shows a dialog box titled 'Delete a Box'. The text inside reads: 'Scan the Box Label or type the serial number that appears after (21)'. At the bottom, there are two buttons: 'Cancel' and 'Confirm Delete'. Below the buttons is a red prompt: 'Scan or type serial number:' followed by an empty input field.

3. Confirm the transaction:

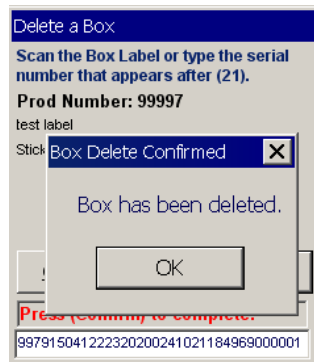
The screenshot shows the 'Delete a Box' dialog box with transaction details. The text reads: 'Scan the Box Label or type the serial number that appears after (21). Prod Number: 99997 test label Stick Pepperoni 12/20oz Pallet ID: 131188 Weight: 24.10 lbs'. At the bottom, there are two buttons: 'Cancel' and 'Confirm Delete'. Below the buttons is a red prompt: 'Press (Confirm) to complete:' followed by a text box containing the serial number: '997915041222320200241021184969000001'.

4. Pick a reason:



Instead of using the stylist, the up and down arrows can highlight an item from the list. The "finger" icon will reveal all contents of the list.

5. Transaction is now complete:

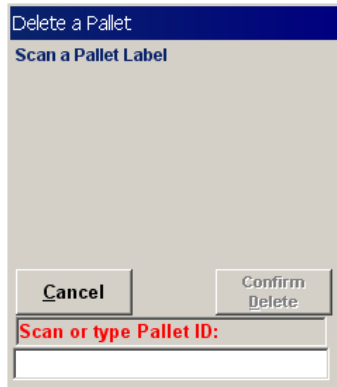


Delete a Pallet (*security clearance required*)

1. Choose (Misc, Addjustments, and then Delete a Pallet):



2. Scan the bar code or type the Pallet ID:

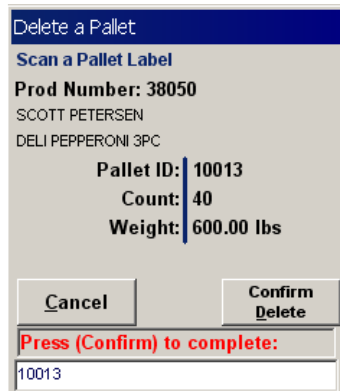


3. Pick a reason:

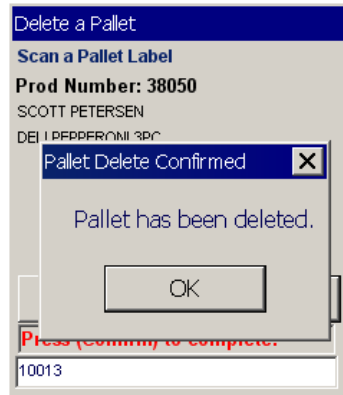


Instead of using the stylist, the up and down arrows can highlight an item from the list. The "finger" icon will reveal all contents of the list.

4. Confirm the transaction:



5. Transaction is now complete:



Internal Transfer

Overview:

The scanner system allows transferring boxes or pallets from warehouse to warehouse.

Transferring items that are from the Hold Warehouse requires security access.

1. Choose (Misc, Addjustments, and then Internal Transfer):.



2. Scan a Pallet:

Internal Transfer Process

From Pallet or Box:

100003

Choose Warehouse:

Process Exit

3. Choose a Warehouse:

Internal Transfer Process

From Pallet or Box:

5051216320200200021185713176322

Choose Warehouse:

HD - Distressed
 HF - Finished Goods Whse
 HH - On Hold
 HO - Off Site Special WHSE
 HP - Packaging Materials
 HR - Raw Materials
 HS - Samples

4. Confirm:

Internal Transfer Process

Confirm Transaction

FROM:
 PalletID: 100003
 HF - Finished Goods Whse
 Product Number: 36049
 MINEO PREMIUM SLICED PEPPERONI 1
 WEIGHT OF BOX: 1750.00 lbs
 Count of box(es): 70

TO:
 HR - Raw Materials

OK Cancel

5. Process is complete...

1. Or scan a box:



Internal Transfer Process

From Pallet or Box:
5041222320200241021184969000001

Choose Warehouse:

Process Exit

2. Choose a Warehouse:



Internal Transfer Process

From Pallet or Box:
5051216320200200021185713176322

Choose Warehouse:

- HD - Distressed
- HF - Finished Goods Whse
- HH - On Hold
- HO - Off Site Special WHSE
- HP - Packaging Materials
- HR - Raw Materials
- HS - Samples

Process Exit

3. Choose the To Pallet (The Warehouse must be a match or an error will result) and press the (**Process**) button:

Internal Transfer Process

From Pallet or Box:
5041222320200241021184969000001

Choose Warehouse:
HF - Finished Goods Whse

To Pallet ID:
10003

Process Exit

4. Confirm transaction:

Internal Transfer Process

Confirm Transaction

FROM:
PalletID: 131188
HF - Finished Goods Whse
Product Number: 99997
test label Stick Pepperoni 12/20
WEIGHT OF BOX: 24.10 lbs
Count of box(es): 1

TO:
Pallet ID: 100961
HF - Finished Goods Whse

OK Cancel

1. CoPak Box: Scan the box, Scan the From Warehouse, enter weights (if needed), choose the Warehouse, and finally choose the To Pallet ID:

Internal Transfer Process

From Pallet or Box:
9150512163202002000211957131722

From Pallet ID:
|

From Box Weight: Box Cnt:
20.00 1

Choose Warehouse:
|

To Pallet ID:
|

Process Exit

2. Confirm the transaction:

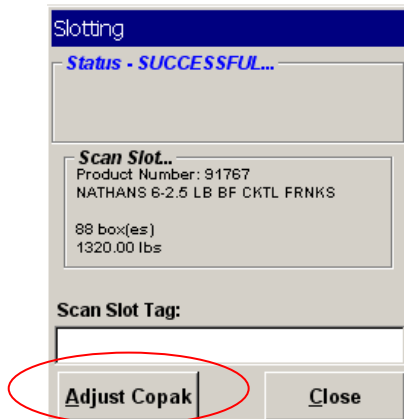


CoPak Adjust

1. Choose Slotting from Main Menu: (or press 3)



2. Scan a CoPak Pallet



Notice new "Adjust Copak" appears only after scanning a CoPak Pallet.

3. Enter a new count:

The screenshot shows a software window titled "Slotting" with a blue header. Below the header is a "Status" field. The main area is titled "Adjust Copak" and contains a "New Count:" label followed by an empty text input field. At the bottom of this section are two buttons: "OK" and "Exit". Below the main section is a horizontal line, and at the very bottom are two buttons: "Adjust Copak" and "Close".

“Adjust Copak”
screen only
appears if security
access is granted.

All inventories are corrected by a computed average weight multiplied by the entered count.

4. Slot pallet as normal:

The screenshot shows a software window titled "Slotting" with a blue header. Below the header is a "Status - SUCCESSFUL..." field. The main area is titled "Scan Slot.." and contains the following text: "Product Number: 91767", "NATHANS 6-2.5 LB BF CKTL FRNKS", "88 box(es)", and "1320.00 lbs". Below this text is a "Scan Slot Tag:" label followed by an empty text input field. At the bottom are two buttons: "Adjust Copak" and "Close".