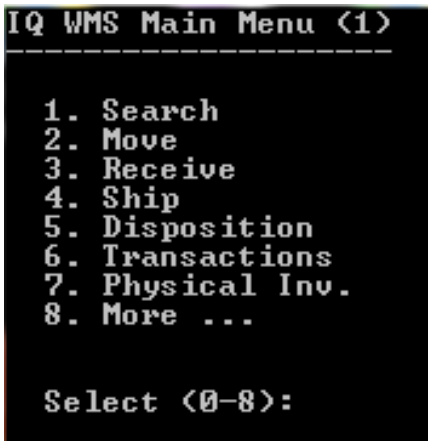
RF SCANNER USAGE

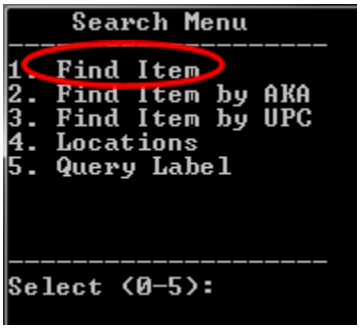
- **IQ WMS Main Menu:**



The most common modules used currently are 1.Search, 2.Move, 4.Ship, 5.Disposition, & 7.Physical Inventory.

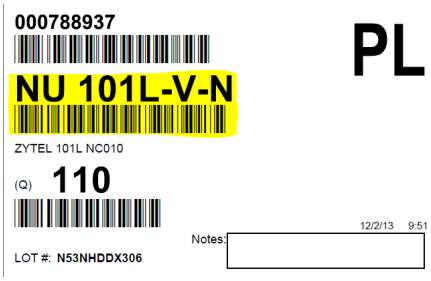
1. SEARCH:

This function allows you to find where an item is in location(s), what items are showing in a given inventory location, and also to find the current data on a label. Select 1 and press "Enter" from Main Menu to start.

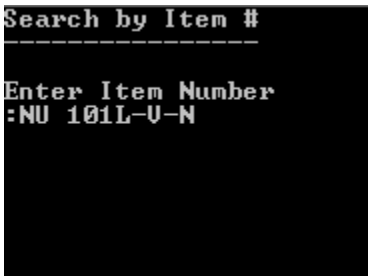


1.1. 1. FIND ITEM: This allows you to find the locations of an item based on the item number. Select 1 and press "Enter" to start this function

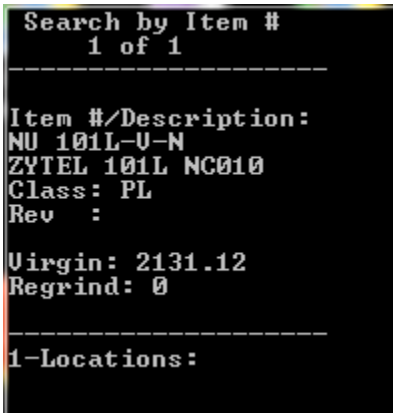
1.1.1. Scan the item number on the label or manually type in the item number to search for all locations associated with it



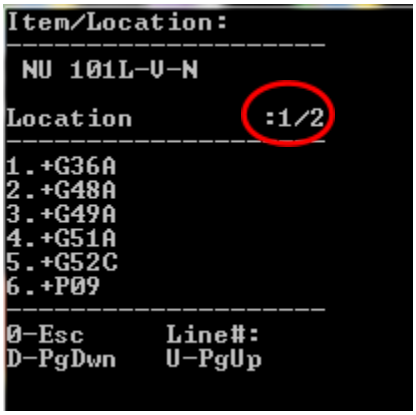
PL

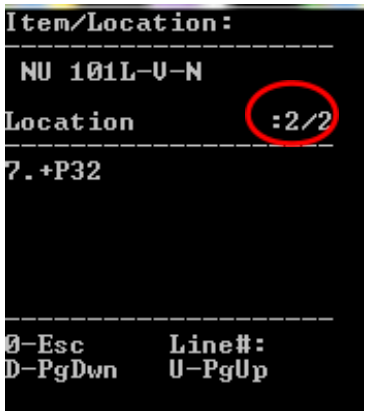


1.1.2. You will then see a screen showing Item Number, Class, Revision (if any), and quantities on hand.



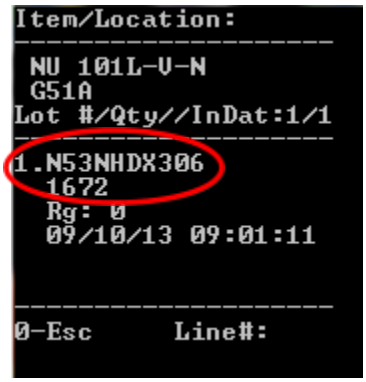
1.1.3. To view locations, press 1 and "Enter" button.



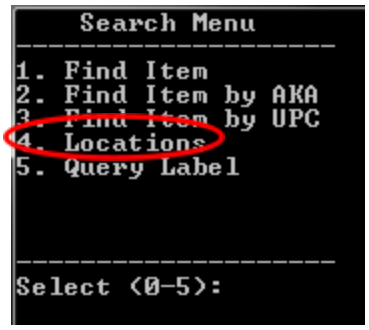


In this example, there are multiple locations. There are more than can be shown on a single screen. To view the rest of the list, type in "D" and press "Enter" to page down and see page 2. You can also type in "U" and press "Enter" to return to the previous page in the screen.

1.1.4. To view the quantity showing in a location listed, type in the corresponding number for that location and press "Enter". For example, to see what quantity is in location G51A, enter 4:

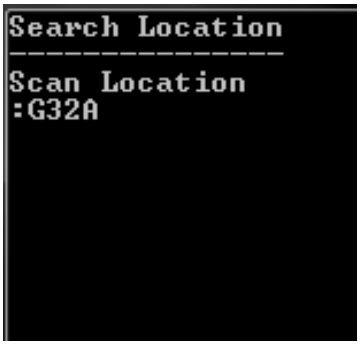


This shows that there is 1672 lbs. of lot# N5NHDX306 currently assigned to location G51A.

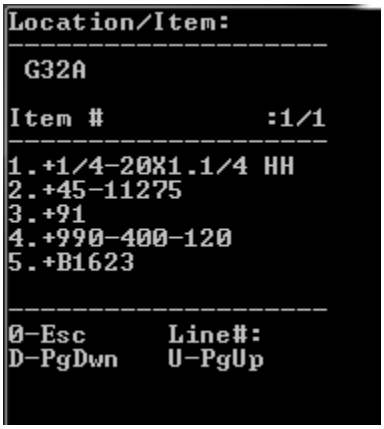


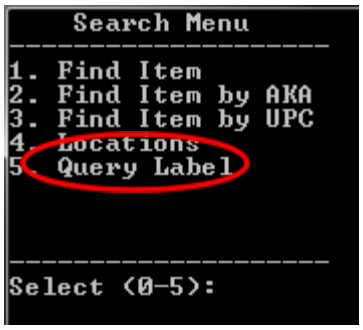
1.2.4. LOCATIONS: This allows you to search for all items assigned to a specific location. Select 4 and press "Enter" to start this function.

1.2.1. Scan the location label or manually type in the location to search.



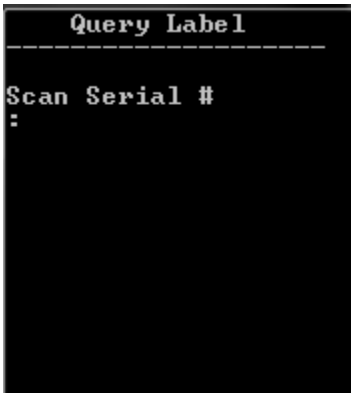
1.2.2. Press "Enter". The screen will display a list of all items currently assigned to that location.

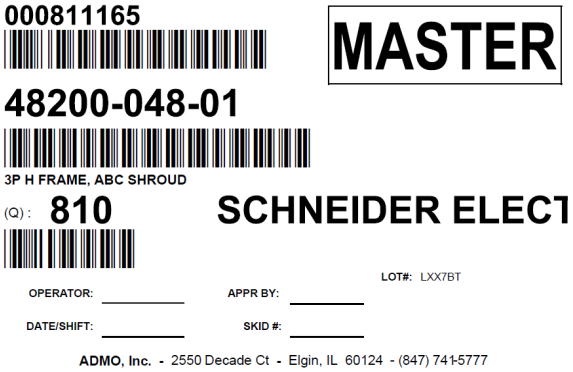




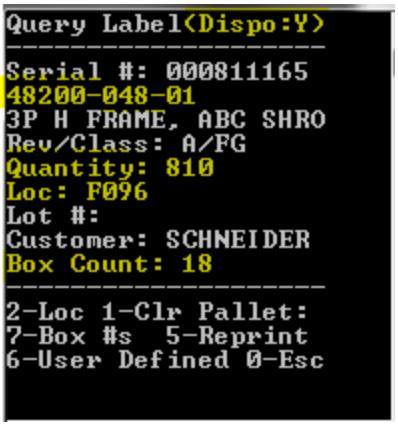
1.3.5. QUERY LABEL: This allows you to search for all the information on a label. This is a very useful feature. To use this, select 5 and press "Enter".

1.3.1. Scan or type in the serial number of the label you wish to search.





1.3.2. In this example, we are searching a master label for a skid. The screen will show all information regarding the Part Number, the Total Quantity of parts on the skid, the Location the skid is currently assigned to, as well as the Box Count on this skid. We can also see at the very top of the screen that this skid shows as dispositioned into stock "(Dispo:Y)".

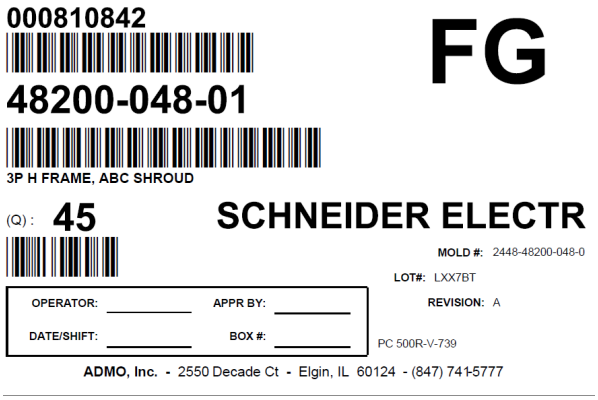


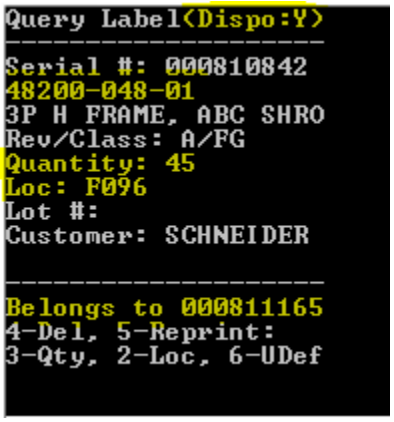
We can use this information to find and correct errors on the master label.

(a) If skid quantity <u>and</u> box count on screen do not match what is physically on the skid, it means that there are boxes on the skid that are not attached to the Master Label (*see step 2.2 "9.Edit Pallet"). This can be due to some boxes not being in a "Dispositioned" state.

(b) If skid quantity does not match what is physically on the skid but the box quantity does match, it means there are boxes attached to the master label with the wrong part quantities.

1.3.3. If we do a scan on a box label, we will see similar information. The screen shows if the box has been Dispositioned, the Part Number, the Quantity of parts in the box, the Location the box is currently assigned to, but we also see the master label this box is assigned to.

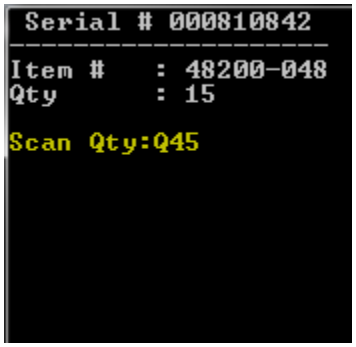


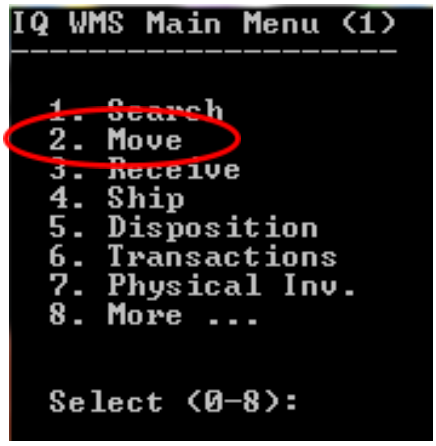


(a) If a label shows as not Dispositioned "(Dispo:N)", it will need to be put into a dispositioned state before it can be attached to a Master Label. It will also need to be scan-moved to the same Location as the Master Label to do this.

(b) If a label is in a dispositioned state but shows an incorrect quantity (label prints out with 45 pcs, but scanning it shows a different quantity), this can be corrected by selecting 3 and pressing "Enter". You will get a screen asking you

to scan the bar code under the quantity on the label. If you type in the quantity manually, you must press “Q” first and then the quantity and press “Enter”.

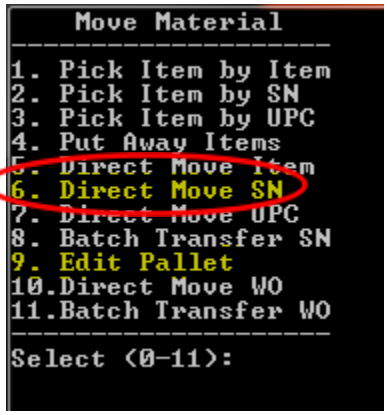




2. MOVE:

This function is where you will move an item’s location with the scanner and can also move boxes to a Master Label.

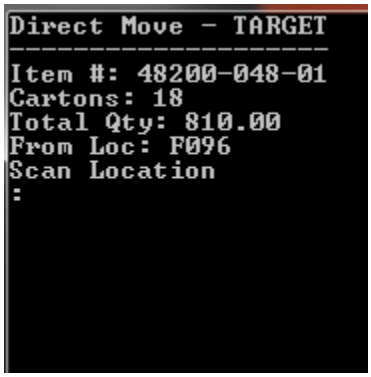
*****It is very important to ALWAYS make location moves with a scanner to ensure inventory accuracy and to make it easier to find items in the place they physically are*****



2.1.6. Direct Move SN: Use this to move a box, bag, or pallet from one location to another. Press 6 and "Enter" to start.

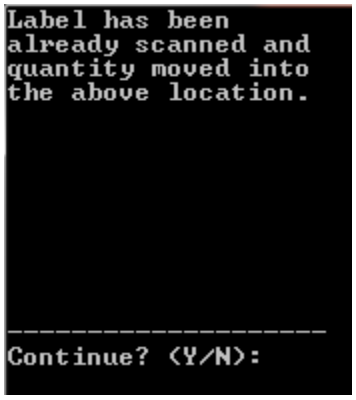
2.1.1. You will then be prompted to scan the label's serial number.

2.1.2. Once you scan the serial number, you will see this screen. It shows the location the item is currently assigned to and the quantity.



2.1.3. You can now scan or type in the new location of the item. The location will now be changed for the master label and all box labels attached to it.

(a) If you try moving an item to the same location it is already associated with, you will see this screen. Simply press "Y" to continue.



(b) If you try moving an item in a single box that is attached to a Master Label, You will see a screen similar to this:

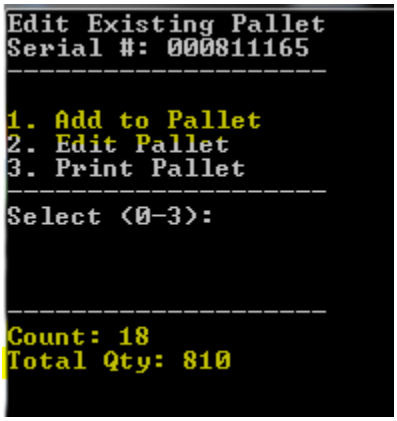
If you enter "Y", this will remove the box from the Master Label it is attached to. If you do not want to do that, enter "N".

2.2.9. Edit Pallet: Use this to add a box to a master label. This is useful when combining loose boxes to make a full pallet. It is also how to correct the problem where a Master Label is showing fewer boxes than is physically on the pallet [*1.3.2(a)]. Press 9 and "Enter" to start.

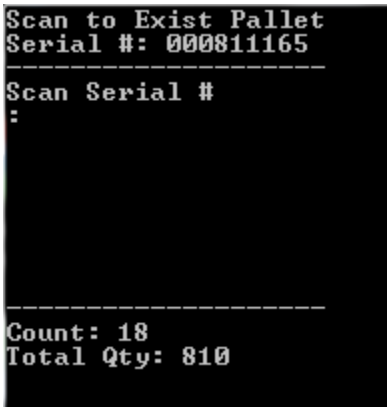
2.2.1. The first thing you'll be asked to do is to scan the serial number on the Master Label you wish to add to.

(Master Label serial numbers all start with "M", then the number.)

2.2.2. The next screen displays the current box Count and Total Qty of pieces.

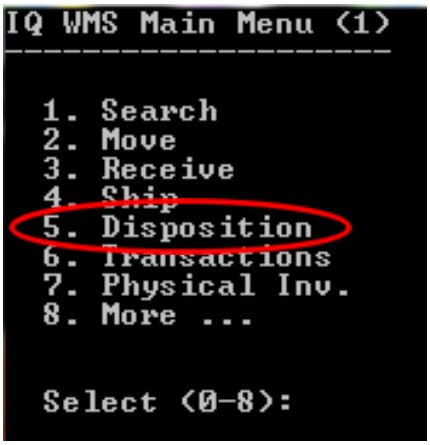


2.2.3. Select 1 "Add to Pallet". You will then need to scan the box or boxes you with to add to this pallet Master Label. You can keep scanning labels one after another to add them. The Count and Total Qty will automatically update as you do so.



(a) **It is important to look at the screen after each scan to make sure it was added to the Master Label. Check the Count and Total Qty to verify this.**

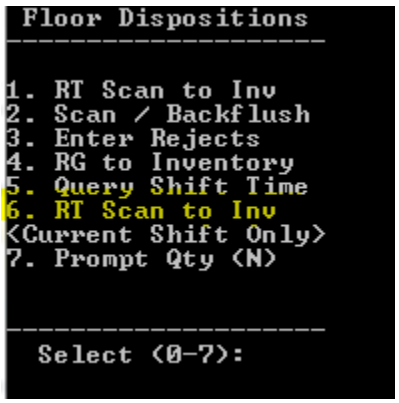
(b) **When in doubt, scan everything. Remember, you cannot add the same thing twice. This is another reason why it is important to look at the screen after each scan. If you scan a box already attached to the master label, you will see the following screen. Simply press "Enter" to move on.**



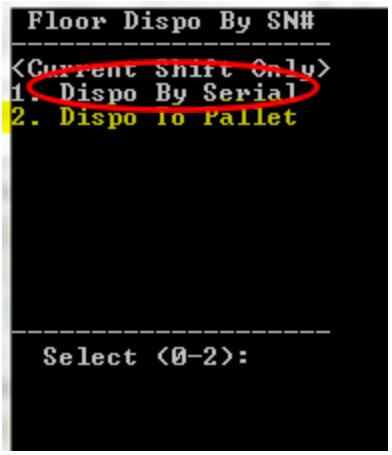
3. DISPOSITION:

This function allows you to put parts into stock from production. It also backflushes all components used to complete the package of parts. Select "5.Disposition" from main menu.

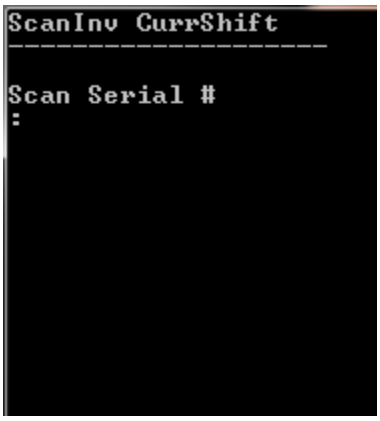
3.1.Select "6. RT Scan to Inv" to begin disposition process.



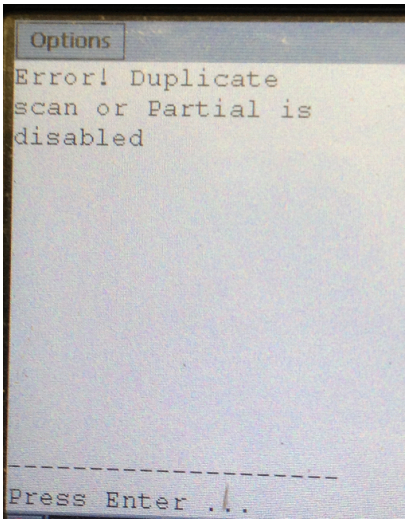
3.2.Select "1. Dispo By Serial" when a single box is being dispositioned.



3.2.1. You will then see the following screen. Simply scan the serial number of the box to be dispositioned.

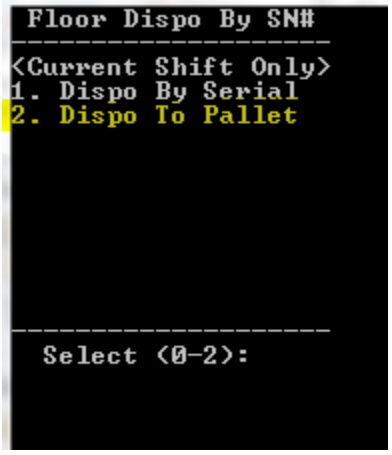


3.2.2. If a box has already been dispositioned, you will see this screen upon attempting to scan it:



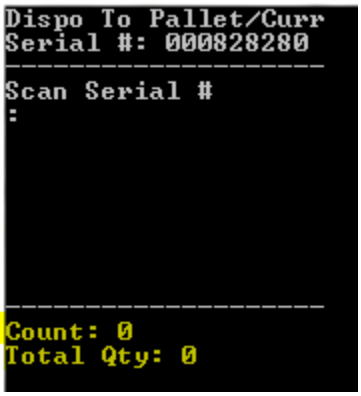
You can double check the status of the box by following the instruction shown in section 1.3 “5. QUERY LABEL”.

3.3.Select “2. Dispo To Pallet” when a MASTER LABEL is being used for multiple boxes.

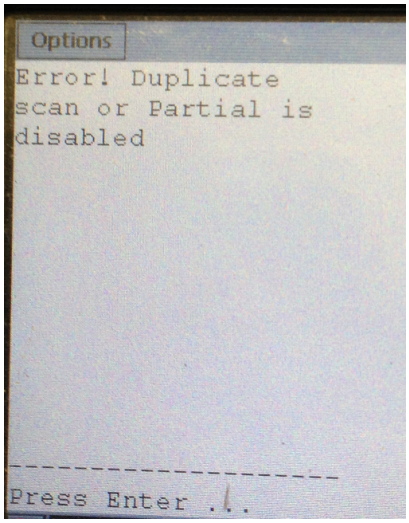


3.3.1. Scan Pallet Master Label serial #

3.3.2. You will then be asked to start scanning the box labels to be Dispositioned. Keep scanning boxes until all boxes have been dispositioned to the master label. You will see the Total Quantity of the pallet as well as the Count of boxes increase with each scan.



3.3.3. If you scan a label that has already been dispositioned, you will see the following screen:



In this case, you should check to see that the box is attached to a master label as shown in section 1.3 “5. QUERY LABEL”.