

General RF Scanner Instructions

- To use keys F1 through F10 you must first hit the green **FUNC** key then press the button with the corresponding function key
 - To perform a field exit hit **CTL** then hit the **right arrow**
 - You must first press **ALT** and then the desired key to use commands coded in blue
 - You must first press **CTL** and then the desired key to use commands coded in orange
 - You must first press **FUNC** and then the desired key to use commands coded in green
 - You must first press **SHIFT** and then the desired key to use commands coded in white
 - **Resetting the Scanner** – If you ever get completely stuck and want to start completely over first you have to press the Menu button in the lower left corner. Then the wireless connections should appear. At this point click ENTER on the LSCBRANCH and then yes to reconnect. This will bring you back to the sign on screen.
1. Below is the Warehouse Assistant screen. It is where you will be for the most part while using the RF Scanner. It is found by
 - a. Powering up the RF scanner and waiting until the login screen appears
 - b. Type in your username on the first line and then press the down arrow
 - c. In the space below your username type your Mincron password then press enter
 - d. *Note - the line for the password is shown as empty space and is not the second line shown on the display
 - e. *Note - characters entered for the password will not be visible the cursor will move across the screen though as you type
 - f. After sign on hit enter to exit notice screen if it appears
 - g. Type in **ES** and press enter to access the fast path
 - h. Type **9** and then press enter to use **Warehouse Assistant**
 2. The 1st, 4th, 5th options are not going to be used in this instruction sheet.

Select one of the following:

1. Print labels (2x4)
2. Print labels (1x3)
3. Maintenance options
4. Inquiry options
5. Operations
6. RF - processing

*Note all screenshots are taken from the computer and might be a little different on the scanner.

3. The 2nd option (**Print labels (1x3)**) will give you a screen that looks like the following.

```
Select one of the following:

1. Print item labels by item
2. Print item labels by location
3. Print item labels by sec/grp/cat
4. Print location labels
```

4. This will be used to print labels onto items like backslashes in the 1st option and all the other options are for warehouse organization.
5. The 3rd option from the Warehouse Assistant screen (**Maintenance Options**) will give you a screen that looks like the following.

```
WAF1003 Warehouse Assistant Maintenance Options

Select one of the following:

1. UPC code maintenance
2. UPC/Vendor cross reference maintenance
3. Adjust skipped item quantity - (transfers)
4. Adjust picked item quantity - (transfers)
5. Transfer picker reassignment
6. Remove picker from picking transfers
7. Reset in-process transfer pick
8. Reset in-process sales order pick
9. Purchase order receiving - (Post RF)
```

6. The first option is used for maintaining the UPC codes. The 7th and 8th options are used in the picking process and the 9th option is used after receiving is over for a PO. All other options are not discussed in these instructions.
7. The 6th option from the Warehouse Assistant screen (**RF - processing**) will give you a screen that looks like the following.

```
Warehouse Assistant
1.Receive    6.Cycle
2.Picking    7.UPC
3.Putaway
4.Verify
5.Confirm
90.Signoff
Enter option: 6
```

8. This screen is where you receive, pick, putaway, and take inventory (Cycle). Option 4 (Verify) you can put in a location and it will give what products are supposed to be there. Option 5 (Confirm) is for transfer ship confirmation only and option 7 (UPC) should not be used here.

Receiving Instructions

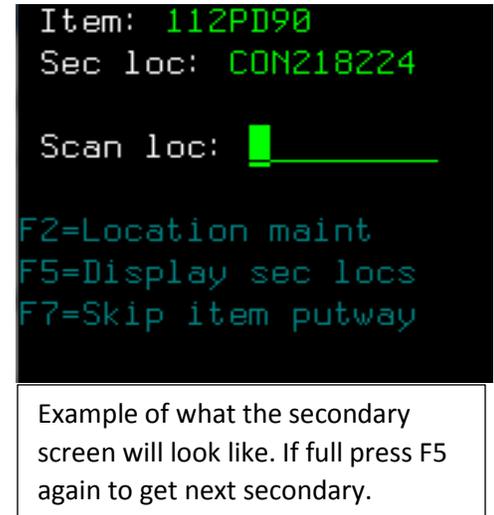
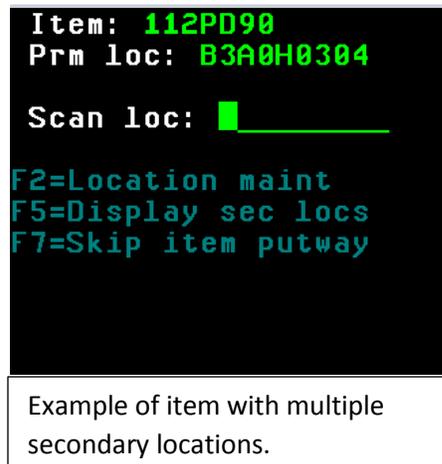
1. Power up the RF scanner and wait until the login screen appears
2. Type in your username on the first line and then press the down arrow
3. In the space below your username type your Mincron password then press enter
 - a. *Note - the line for the password is shown as empty space and is not the second line shown on the display
 - b. *Note - characters entered for the password will not be visible the cursor will move across the screen though as you type
4. After sign on hit enter to exit notice screen if it appears
5. Type in **ES** and press enter to access the fast path
6. Type **9** and then press enter to use **Warehouse Assistant**
7. Under warehouse assistant type **6 (RF processing)**
8. Under RF processing type **1 (Receiving operations)**
9. For purchase order receiving type **2 (P/O receiving)**
10. Type in desired purchase order number when prompted
11. If a valid purchase order is entered an option to go receive will appear
 - a. If the truck you are receiving is a multi PO drop then you can keep putting in the additional PO's so that they all appear on the same report indicated in step 12a
12. Press **F5** to begin receiving.
 - a. *Note – At this point a Report indicating what should be on the PO(s) should print. This document is extremely helpful especially if you run into any errors.
13. When prompted scan the UPC (11-12 digits) or EAN (13 digits) code on the product using the RF gun. If a correct UPC is entered it will now show the quantity needed for that item which would be how many were originally ordered. Now rescan the UPC to start receiving this item.
 - a. *Note – If an error appears as ERROR UPC INVALID CHECK RECEIPT, the UPC code is not recognized. Press F5 to undergo UPC maintenance (end of instructions start at step 9)
 - b. *Note – If an error appears as PRODUCT NOT FOUND ON PO, a few different things could be happening.
 - i. First make sure that you are receiving the right item if so
 - ii. Make sure the UPC is not on the packaging on the inside of the box (mostly for small items like fittings) You should be able to add the outside UPC as an OPC in maintenance options so you can just scan the outside of the box from now on.
 - iii. If that does not fix it just use the receiving report to type in the line item # to complete receiving. Then check on computer if UPC is the same as on the product by going to ES->9 Warehouse Assistant->3 maintenance Options->1 UPC maintenance
 - iv. If UPC is different on the product than in the system, then email Brandon Stone that it is incorrect and tell him what UPC appears when you scan the product.
 - c. *Note – If error appears as PO not from your branch, check in Mincron if the vendor shipped it to the right place. It also might be possible that you are in the wrong branch in the system.
14. If a product comes in and it is a backslash or it does not have any barcode that you can scan what you need to do is take the receiving report and put in whichever line item# that item is.

- a. Then at this point the label printer should automatically print off a label with the correct information for backslashes and all you have to do is put it on the product.
15. If the item is supposed to have a Serial Number, you will then be prompted to scan the serial number of the product
 - a. *Note – If it is supposed to prompt you for a Serial or is not supposed to but does prompt you for a Serial, email purchasing department to switch to Serial Code “Yes” or “No” respectively
 - b. *Note – If an error appears as Serial # qty mismatched, the only solution we have as of now is to Reset the Scanner which is described in General Notes up top.
16. Once the serial number is scanned, repeat steps 13 and 14 until the quantity received matches the quantity needed
 - a. *Note – To speed up the process quantities can also be added by bulk by pressing **F7** (Bulk) after scanning the product UPC; you would then enter the quantity received and press enter. You would then scan the serial number of all the product received of that model.
17. Once receiving is completed press **F9** to indicate done
 - a. *Note - You can also press **F6** to proceed directly to putaway
18. To close the purchase order, return to the Warehouse Assistant by pressing **F3** until you have backed out to it and then enter **3 Maintenance Options** then **9 Purchase Order Receiving – (Post RF)**

Putaway Instructions

1. Power up the RF scanner and wait until the login screen appears
2. Type in your username on the first line and then press the down arrow
3. In the space below your username type your Mincron password then press enter
 - a. *Note - the line for the password is shown as empty space and is not the second line shown on the display
 - b. *Note - characters entered for the password will not be visible the cursor will move across the screen though as you type
4. After sign on hit enter to exit notice screen if it appears
5. Type in **ES** and press enter to access the fast path
6. Type **9** and then press enter to use **Warehouse Assistant**
7. Under warehouse assistant type **6 (RF processing)**
8. Under RF processing type **3 (Putaway)** and press enter
9. Scan in the UPC code when prompted
10. If the UPC code is recognized correctly an option to putaway will appear
11. Press **F5** to begin putaway for that item
12. A screen(shown below) will appear with the product number and primary location shown up top
 - a. *Note – A common error that has occurred is that the item does not follow into this screen and a location is there. This is a bug in the system and one we are currently trying to fix. If it happens (**F7**) out and just rescan. This has worked for us every time.

13. To place item in a location, scan the location barcode for the corresponding aisle and press enter to finish the putaway process
 - a. *Note - if the product has not been located in the warehouse before, location maintenance must be performed (shown in steps 15-18)



14. If the primary location is full you can look and see if (F5) is an option on the screen above.
 - a. If it is an option that means there is already at least one secondary in the system. You can scroll through them by pressing F5. If primary and all secondary locations are full you can add by following the steps below.
15. Press **F2** to enter *location maintenance*
16. From location maintenance type **1 (Add primary)** and press enter
 - a. If adding secondary location type **4 (Add Secondary)**
17. Scan the barcode for the desired location and press **F4** to add the location
18. Once the primary location has been added complete step 13 to finish putaway

Picking Instructions

1. Power up the RF scanner and wait until the login screen appears
2. Type in your username on the first line and then press the down arrow
3. In the space below your username type your Mincron password then press enter
 - a. *Note - the line for the password is shown as empty space and is not the second line shown on the display
 - b. *Note - characters entered for the password will not be visible the cursor will move across the screen though as you type
4. After sign on hit enter to exit notice screen if it appears
5. Type in **ES** and press enter to access the fast path
6. Type **9** and then press enter to use *Warehouse Assistant*
7. Under warehouse assistant type **6 (RF processing)**
8. Under RF processing type **2 (Picking)** and press enter
9. Under the picking menu type **2 (Order Picking)** and press enter

10. Type in the letter corresponding to the location you will be picking from and press enter; for corporate you can type A to pick from all locations
11. Scan or type in the ticket number and press enter
 - a. *Note - if the dialog ***ticket processed*** appears then double-check to make sure the sales order status is set to open
12. If a valid ticket number is entered than an option to Go Pick will appear on the screen
13. Press **F5** and press enter to begin picking
14. The picking screen will display an item and its primary location if it was entered, locate this item and scan the UPC code and press enter
15. The next screen will prompt you to scan the item's serial if it has one, use the gun to scan the serial # and press enter
 - a. *Note if the error ***Serial Number Does Not Exist in Warehouse*** double check that you are scanning the correct item and scanning its serial number; if the problem continues you can check if the serial number is in the system by using fast path IVM > 26 > then type in the branch and product number, this will show all serial numbers on record for the product. If all else fails, you can override having to put in the serial number by pressing (**F8**).
16. Repeat steps 14 & 15 until all items have been picked
 - a. *Note – There is an option to skip during picking. This should be avoided unless you truly do not intend to pick the item because you cannot go back later. If you later want to pick that item that you skipped, you might have to go into Warehouse Assistant -> Maintenance Options then either option 7 or 8 to reset the picking. This will reset the entire picking process.
17. Once picking has been completed the order must be reviewed and ship confirmed

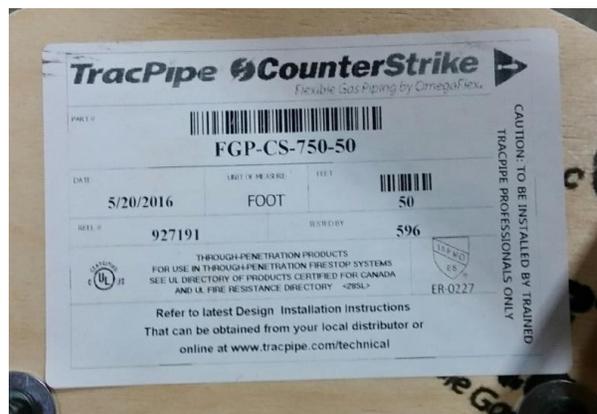
UPC Maintenance

1. Power up the RF scanner and wait until the login screen appears
2. Type in your username on the first line and then press the down arrow
3. In the space below your username type your Mincron password then press enter
 - a. *Note - the line for the password is shown as empty space and is not the second line shown on the display
 - b. *Note - characters entered for the password will not be visible the cursor will move across the screen though as you type
4. After sign on hit enter to exit notice screen if it appears
5. Type in **ES** and press enter to access the fast path
6. Type **9** and then press enter to use ***Warehouse Assistant***
7. Under warehouse assistant type **3 (Maintenance Options)**
8. Under maintenance options type **1 (UPC code maintenance)**
9. For the item type in the product number and press enter
10. Then press **F6 (Create)** to add UPC information

11. Below is what the screen is supposed to look like but the scanner is zoomed in and at the moment we do not have a way to zoom it out.



12. On the first line enter the Vendor Number (VN) and press the down arrow
- VN should be on receiving report if doing directly from receiving otherwise you will have to look it up in the system via API number 1 (Vendor)
13. For both Vendor Unit of Measurement (UOM) and Item UOM enter the type such as EA for each, FT for feet, RL for roll, etc.
14. Under UPC scan the UPC/EAN code or the product number if an Optical Product Code (OPC) is necessary
- *Note – The optical product code should be used as a last resort if no UPC can be found; the optical product code will serve as a unique identifier for that model alone, it can have anything as long as when you scan that is unique for that vendor.
 - Miele is an EAN code and Atco Metal is an OPC for example. Another example of a time to use an OPC is Omega Flex. As shown below there is no UPC/EAN code, so we just used their product code. It is unique to this product and it will be on every single product like it.



15. Then enter the type of code used U for UPC, E for EAN, or O for OPC
16. Lastly, press **F10** to Update