

# Version 25



Trapeze

Enterprise Asset Management

**Shop Activity - Storeroom**

Administrator & User Guide

**Trade Secret | February 2025**

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## Technical Support

Trapeze provides several ways to connect with the Customer Care team. Please provide detailed information to the representative. If you are reporting an issue by e-mail, include any error messages, screen shots of your problem, and steps to replicate the issue.

Customer Care is available Monday through Friday, 8:00 a.m. to 8:00 p.m., Eastern Standard Time.

Toll-Free Telephone: 1-877-411-8727

E-mail: [cc@trapezegroup.com](mailto:cc@trapezegroup.com)

FTP Site: <https://ftp.trapezegroup.com/>

Web Site: <https://collaborate.trapezegroup.com>

The website provides access to Trapeze Collaborate which offers resources to implement and operate the software, search knowledge, participate in communities, log/track service requests, sign-up for release alerts, view product health recommendations, and download updates or documentation. For secure access to Collaborate, contact Customer Care through the website or by calling the number above.

## Product Compatibility

Refer to the latest [Product Compatibility](#) information on Trapeze Collaborate for requirements including operating system information, databases, Crystal reports, network protocol, HTTP servers and browsers that are supported.

# Storeroom – Administrator and User Guide

Version 25.x

February 2025

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# 1. Overview

The Storeroom portal allows storeroom personnel to perform various work flows related to the parts and orders within the storeroom. The portal can be customized on a per user basis to allow configuration for a user's exact role within the storeroom. This makes it possible to give specified technicians access to perform workflows without giving them full access to all storekeeper rights.

The Storeroom portal is a gadget-based portal. The following gadgets are available and can be added, removed or moved to accommodate your needs:

- Ad Hoc Query
- Incoming Transfers
- Metrics
- Part Labels
- Put Away Cards
- Purchase Orders
- URL

## Requirements

Application 25.x

Web Modules 25.x

## Assumptions

This guide assumes familiarity with workflows and configuration of the application.

-  User defined required fields that do not appear in the Web Modules will return validation messages.
-  Special characters cannot be placed into the Web Modules fields or unanticipated results may occur. This would include any character that cannot be typed with a standard keyboard.
-  Do not use the browser's **Back** button in the Web Modules as unanticipated results may occur.
-  Do not open or use the same instance of the web portals in multiple browser windows or tabs. This can cause errors or unexpected performance issues.

## 2. Setup

### Inventory Management - Put-away Process

The put-away process is the process that parts go through to be received and put back into inventory. This happens automatically by default for parts where inventory is updated and the parts are immediately available upon receiving (AUTOMATIC). The process can also be set up to track each step where upon being received, parts are put into a temporary holding area, stocked, and approved for releasing into inventory for further use (STAGED). A STAGED process applies to items that are stocked into inventory, as well as non-stock parts.

### Enterprise Portal Screens

To setup the Storeroom portal for a put-away process, go to the Enterprise Portal which is accessed by clicking the Screens button, and do the following:

1. Review configuration of locations and part location records to determine whether you are following an automatic or staged put-away process. Open the Locations – Primary Information Screen, Inventory – Enterprise Tab and Parts Items – Location Information Screen, Stock Mgmt Tab to view this setting.

**Locations** ADMIN MODE CHANGE REQUEST HELP PR

Search Reload Sort Select Filter Select Sort New Copy Delete Edit Save Cancel

Location ID

**Inventory - Enterprise**

Supplied by location ID Automatic numbering of receipt batch IDs

☐ Any location can supply this location

☐ Use last vendor as default for replenishment if no preferred vendor

☐ Require reason for return to vendor

☐ Allow return to vendor without prior receipt

☐ Allow receipt against expired vendor contract

Security days for MIN-MAX calculation

Default account ID

Default purchase type ID

Default replenishment generation item

Default purchase type for replenishment

Default part request purchase type ID

Default commercial request purchase type ID

☐ Separate automatically generated orders by product category

Default data for new parts added during ordering

Keyword

Product category

Part classification ID

☐ Permit repeat orders of parts added to inventory automatically

Default replenishment method NONE  
EQ  
MIN-MAX

**Put-away process** AUTOMATIC  
STAGED

☐ Always require serial numbers on receipt for staged parts

Default staging bin ID

**Parts - Location Information** ADMIN MODE CHANGE REQUEST HELP

Search Reload Sort Select Filter Select Sort New Copy Delete Edit Save Cancel

Part ID Part suffix Inventory location ID

**Stock Mgmt**

Inventory month NONE  
JAN  
FEB  
MAR  
APR  
MAY  
JUN  
JUL  
AUG  
SEP  
OCT  
NOV

Stock status STOCKED  
ON DEMAND - PROMOTABLE  
ON DEMAND - NOT PROMOTABLE  
PROHIBITED

**Put-away process** AUTOMATIC  
STAGED

- Set the priority rank threshold for locations. This allows purchase orders, transfers and put-away cards to consider high priority requests. Open the Locations – Primary Information Screen, Printer Info Tab to set this rank. Priority ranking codes are set on a scale of 1 to 999 with 1 being the highest importance.

The screenshot shows the 'Locations' interface with the 'Printer Info' tab selected. The 'Expedited part request and use high priority printer if priority rank is higher than' checkbox is highlighted with a red circle. The interface includes a top bar with 'ADMIN MODE', 'CHANGE REQUEST', 'HELP', and 'PF'. Below this are search, reload, and sort buttons, along with filter and sort dropdowns. A sidebar on the left lists functions like 'Work Orders - Options', 'Work Orders - Service Requests', 'Work Orders - More Info', 'Work Orders - Defaults', and 'Inventory'. The main form area contains fields for 'Message printer ID', 'Output destination and printer description', 'Default printer ID for shop scheduling', 'Output destination and printer description', and 'High priority message printer ID'.

- Review existing bins in the system. Open the Bins Screen, Basic Info Tab. There are two types of Bins:

- STAGING AREA – These bins are intended to be used as temporary holding areas for parts going through the put-away process.
- STOCK AREA – These bins are long-term storage area for a part.



Part – Location records must use Stock Area bins.

The screenshot shows the 'Bins' interface with the 'Basic Info' tab selected. The 'Bin type' dropdown menu is highlighted with a red circle, showing 'STOCK AREA' and 'STAGING AREA' options. The interface includes a top bar with 'ADMIN MODE' and 'CHAI'. Below this are search, reload, and sort buttons, along with filter and sort dropdowns. A sidebar on the left lists functions like 'Work Orders - Options', 'Work Orders - Service Requests', 'Work Orders - More Info', 'Work Orders - Defaults', and 'Inventory'. The main form area contains fields for 'Bin ID', 'Location ID', 'Description', 'Active' checkbox, and 'Bin type'.

## Settings

### Module Settings

It is required that module settings are saved before the portal will allow access to its functionality. This is done in Module Settings which is accessed from the Storeroom portal main page by clicking the pencil icon next to the Storeroom title.

**Storeroom** 

**Module Settings**

Date/Time Values in 24 hour or 12 hour format 12 Hour ▼

Display Manufacturer Name and Manufacturer Part Number ☐

Enable Asset Viewer ☐

Include Commercial work on Purchase Orders ☐

**Report Settings**

Put Away Card Report  Restore Default  
Parameters: CardIDs

**Part Put Away Settings**

Print Put Away Cards MANUAL ▼

Print Part Receipt Labels MANUAL ▼

Cancel Save

No specific settings are required, but the following is recommended:

1. Check the **Display Manufacturer Name and Manufacturer Part Number** box if you would like to view this data on work orders.
  - i. NEVER - Quantity textboxes never be disabled.
  - ii. FULL ISSUES ONLY - Quantity textboxes only disabled for full issues with no previous issues on the request.
  - iii. FULL AND FINAL ISSUES - Quantity textboxes only disabled for full issues with no previous issues or full issue with previous issues on the request.
  - iv. ALWAYS - Quantity textboxes always be disabled.
2. Check the **Enable Asset Viewer** box to use the asset viewer feature.



3. Check the **Include Commercial work on Purchase Order** box if you would like storeroom personnel to be able to view this information.
4. Click the **Restore Default** button to ensure the default report is being used in Report Settings.

## Put-away Card Image Setting

The Put-away Card Detail has the capability to display an image of the part.

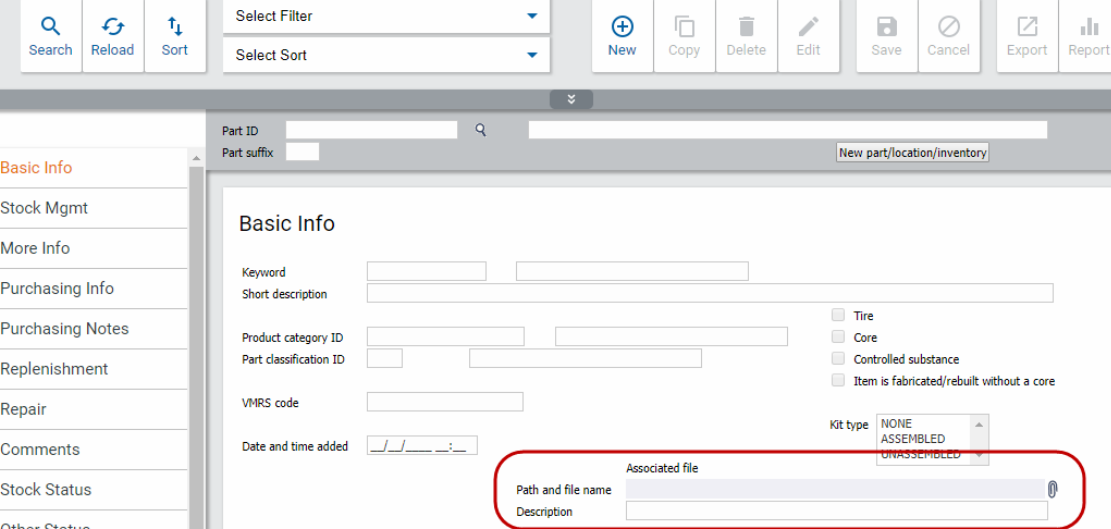


| Put Away Card Detail |                     |                    |                     |
|----------------------|---------------------|--------------------|---------------------|
| Card ID              | 131                 | Sheet ID           |                     |
| Purchase Order ID    | EAM-6879-SERIALIZED | Receipt ID         | 42                  |
| Part ID              | ACSERIALIZED - 0    | DateTime Received  | 30/12/2016 01:15 PM |
| Quantity             | 2                   |                    |                     |
| Qty Staged           | 2                   | Qty Stocked        | 0                   |
| Qty Released         | 0                   | Qty Returned       | 0                   |
| Status               | STAGED              |                    |                     |
| Stocked              | N                   | Datetime Stocked   |                     |
| Items Released       | N                   |                    |                     |
| Items Released By    |                     | Datetime Released  |                     |
| Expedite             | N                   |                    |                     |
| Expedited By         |                     | Datetime Expedited |                     |

If you would like the image to display on the side of the card, you must set the associated file on the Parts- Primary Information screen in Enterprise Portal. To access this screen, click the



button and open the Parts Items – Primary Information screen. Go to the Basic Info tab where you can attach an image file that will display whenever the image capability is available. If no image file is associated with the part, the image box on the Put-away Card Detail will indicate No Image Available.



**Parts - Primary Information**

ADMIN MODE CHANGE REQUEST HELP PREFERENCES M

Search Reload Sort Select Filter Select Sort New Copy Delete Edit Save Cancel Export Report

Part ID Part suffix New part/location/inventory

**Basic Info**

Keyword Short description Product category ID Part classification ID VMRS code Date and time added

☐ Tire  
☐ Core  
☐ Controlled substance  
☐ Item is fabricated/rebuilt without a core

Kit type: NONE, ASSEMBLED, UNASSEMBLED

**Associated file**

Path and file name Description

### 3. Using the Storeroom Portal

The Storeroom Portal is a gadget-based portal. Click the **Layout** button to edit the layout of the portal. The default layout includes the following gadgets: Put-away Cards, Purchase Orders, and Incoming Transfers.

Set the **Current Location** by selecting your location from the choice-list.

Set the time interval you would like the information to refresh by selecting from the **Refresh** choice-list.

Click the **Bin Assignment** button to create a new bin, assign a bin to the part location, or make changes to the bin assignment.

### Incoming Transfers Gadget

The Incoming Transfers gadget allows users who do not have the full administrative rights of a storekeeper to receive transfers that come in to the current location.

| Incoming Transfers |             |                                     |             |            |                     |                     |                                            |                                   |
|--------------------|-------------|-------------------------------------|-------------|------------|---------------------|---------------------|--------------------------------------------|-----------------------------------|
| Notification       | Transfer ID | From Location                       | Total Lines | Required   | Requested           | Transferred         | Description                                | To Location                       |
|                    | 467         | ACLOC1 - CARTWRIGHT HEAVY EQUIPMENT | 1           |            | 23/12/2016 10:12 AM | 03/01/2017 12:11 PM | TRANSFER FROM ACLOC1 TO ACLOC2             | ACLOC2 - CARTWRIGHT HEAVY STORAGE |
|                    | 474         | ACLOC1 - CARTWRIGHT HEAVY EQUIPMENT | 1           |            | 03/01/2017 10:38 AM | 03/01/2017 12:12 PM | AC - URGENT TRANSFER LOC1 TO LOC2          | ACLOC2 - CARTWRIGHT HEAVY STORAGE |
| ⚠                  | 475         | ACLOC1 - CARTWRIGHT HEAVY EQUIPMENT | 1           | 13/01/2017 | 09/01/2017 01:48 PM | 09/01/2017 01:49 PM | TRANSFER REQUEST FROM PARTS REQUEST SCREEN | ACLOC2 - CARTWRIGHT HEAVY STORAGE |

Showing 3 records

Find Transfer

Transfer ID

The Incoming Transfers gadget provides the following functionality:

- View all incoming open transfers to the user's current location.

- Type or filter records for matches within the table by using the Filter field.
- View the Transfer Detail pop-in by clicking on a transfer ID.
- Go to a specific transfer not in the Incoming Transfers gadget list by using the Find Transfer ID field. A non-open transfer or a transfer not being received at that location can have no action taken, it can only be reviewed.

## Incoming Transfers Receiving Process

To start receiving transfers, click on a **Transfer ID** to open the Transfer Detail pop-in.

**Transfer - 475**

|                    |                                            |             |                                   |  |  |
|--------------------|--------------------------------------------|-------------|-----------------------------------|--|--|
| Transfer ID        | 475                                        |             |                                   |  |  |
| Description        | TRANSFER REQUEST FROM PARTS REQUEST SCREEN |             |                                   |  |  |
| From Location      | ACLOC1 - CARTWRIGHT HEAVY EQUIPMENT        | To Location | ACLOC2 - CARTWRIGHT HEAVY STORAGE |  |  |
| Transfer Requested | 09/01/2017 01:48 PM                        | Required By | 13/01/2017                        |  |  |
| Date Transferred   | 09/01/2017 01:49 PM                        |             |                                   |  |  |
| Priority ID        | 2 ⚠                                        | Request ID  | 477384                            |  |  |
| Work Order ID      | ACLOC2-2016-2                              |             |                                   |  |  |

**Transfer Line Items**

| Line Number | Part ID                                         | Qty Received | To Bin | Action on Qty not Received | Qty not yet Received | Qty |
|-------------|-------------------------------------------------|--------------|--------|----------------------------|----------------------|-----|
| 1           | 10140-0 - ARM-MIRROR ;<br>ARM, MIRROR, FLX-ALL, | 1.00         |        |                            | 1.00                 |     |

Showing 1 record

Close Receive

The Transfer Detail pop-in provides the following functionality:

- View all line items for the transfer.
- Edit information on the transfer lines.
- Receive the transfer.
- View quantity. This value is set to the quantity not yet received for each line item.
  - If you would like to receive partial quantity for a transfer line item, you must either generate a new transfer to track the remaining quantity or send the remaining quantity back to the sending location.

- The Bin ID choice-list takes into account if the part put-away process at that location is AUTO or STAGED. For STAGED parts, only STAGED AREA bins will be shown.



Note: The header will adjust showing various fields if they exist on the transfer and will hide header fields if no data exists.

Click the **Receive** button to initiate the incoming transfer. The transfer will be validated and committed to the system. A sheet ID will be generated to group all generated put-away cards related to the transfer.

The type of put-away process set for the part will determine how the put-away card will be generated. A put-away process of AUTOMATIC generates a completed and approved put-away card. A put-away process of STAGED generates a put-away card in PENDING status.

After successfully receiving the transfer, the **Put-away Card Viewer** pop-in will display. If the put-away setting is set to ON RECEIPT, put-away sheet report generation will be triggered or you will be prompted to print part receipt labels.

| Put Away Card Viewer                                                                                                            |                  |                                                                                                                                                                                        |                                  |
|---------------------------------------------------------------------------------------------------------------------------------|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| Put Away Sheet ID                                                                                                               | 164              | Show Cards In Status:                                                                                                                                                                  |                                  |
| Put Away Card Count                                                                                                             | 1                | <input checked="" type="checkbox"/> STAGED <input checked="" type="checkbox"/> BEING STOCKED <input checked="" type="checkbox"/> STOCKED <input checked="" type="checkbox"/> AVAILABLE |                                  |
| Put Away Cards                                                                                                                  |                  |                                                                                                                                                                                        |                                  |
| <div> <div>Select All</div> <div>Clear Sheet ID</div> <div>Assign Existing Sheet ID</div> <div>Assign New Sheet ID</div> </div> |                  |                                                                                                                                                                                        |                                  |
|                                                                                                                                 | Card ID          | 149                                                                                                                                                                                    | Status: STAGED <span>Edit</span> |
|                                                                                                                                 | Sheet ID         | 164                                                                                                                                                                                    | Qty: 2                           |
|                                                                                                                                 | Part ID - Suffix | 10140 - 0                                                                                                                                                                              | Completed: N                     |
|                                                                                                                                 | Transfer ID      | 455                                                                                                                                                                                    | Released: N                      |
|                                                                                                                                 |                  |                                                                                                                                                                                        | Expedited Allowed: N             |
| <div> <div>Close</div> <div>Print Selected Cards</div> <div>Print Selected Labels</div> </div>                                  |                  |                                                                                                                                                                                        |                                  |

## Part Labels Gadget

This gadget allows you to reprint labels that were printed during various workflow processes.

Part Labels

Show labels for:
☒ Receipt
☒ Control
☒ Transfer
☒ Bin
☒ Rebuild
Show labels for  days past

| Print                        | Part ID - Suffix | Description | Keyword | Manuf. Part No | Datetime Printed ▼ |
|------------------------------|------------------|-------------|---------|----------------|--------------------|
| <div>Showing 0 records</div> |                  |             |         |                |                    |

To use this gadget effectively, the system option "Track history of labels printed" must be enabled on the Parts Setup Options screen in Enterprise Portal in order to have the system record the data for labels when they are printed.

To reprint labels, click the Print icon which will display in the Print column. The default label printer for the user will be set for the Printer ID and the choice-list is then filtered to the printers with a label type that supports the selected label type.

The gadget provides quick filters that are saved on a per user basis, as well as many columns for data on the printed labels. It is recommended that users review the table to select the fields accordingly.

## Picking Cards Gadget

On this gadget, use the **Show Cards In Status** checkboxes to choose which cards to display (whether cards waiting to be picked, cards that are currently being picked, or have already been picked). Use the **Filter** field to narrow down the displaying list of cards. The filter responds as you type your filter entry.

**Picking Cards**

Show Cards In Status: ☒ To Be Picked ☒ Being Picked ☒ Picked

Filter

| <input type="checkbox"/> | Notifications | Card ID | Status       | Bin | Part ID - Suf |
|--------------------------|---------------|---------|--------------|-----|---------------|
| <input type="checkbox"/> |               | 210     | BEING PICKED | BIN | RGPART001 - 1 |
| <input type="checkbox"/> |               | 209     | BEING PICKED | BIN | RGPART001 - 1 |
| <input type="checkbox"/> |               | 206     | BEING PICKED | BIN | RGPART001 - 1 |

Showing 5 records

**Find Picking Card**

Card ID

**Card ID:** The card ID opens the [Picking Card Detail Pop-in](#).

**Part ID – Suffix:** This link opens the Parts – Primary Information Enterprise Portal screen to the record for the part ID you clicked.

**Transfer ID:** This link opens the Parts – Transfers Enterprise Portal screen to the record for the transfer ID you clicked.

**Find Picking Card:** Use the choice-list to select search criteria (such as card ID), and enter the criteria in the search box. This field only allows exact matches, and does not accept wildcards.

**View Selected:** Select one or more records and click this button to open the records in the Picking Card Viewer. On the Picking Card Viewer, use the checkboxes on the top-right corner to only display the cards needed. The red hyperlinks connect to the same pages as listed above for the Picking Card gadget information. Click **Edit** to open the [Picking Card Detail Pop-in](#).

Picking Card Viewer

Picking Card Count2Show Cards In Status:

☒ TO BE PICKED☒ BEING PICKED☒ PICKED☒ APPROVED

Picking Cards

NO IMAGE AVAILABLE

Card ID210

Sheet ID

Part ID - SuffixPART001 - 1

Part DescMOTOR-WIPER

Primary BinBIN

StatusBEING PICKED

Qty3

Qty on Hand322.38

Transfer ID523

Edit

NO IMAGE AVAILABLE

Card ID209

Sheet ID

Part ID - SuffixPART001 - 1

Part DescMOTOR-WIPER

Primary BinBIN

StatusBEING PICKED

Qty1

Qty on Hand322.38

Edit

Close

Print Selected Cards

Print Selected Labels

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## Picking Card Detail Pop-in

The Picking Card Detail pop-in displays detailed information about the picking card and any movement on the card. Information includes an image for the card (if you have set an image), the card ID, transfer ID, part ID, part description, quantity, status, date and time inserted, and the quantity on hand.

| Picking Card Detail |              |                 |                     |  |  |
|---------------------|--------------|-----------------|---------------------|--|--|
| Card ID             | 210          |                 |                     |  |  |
| Transfer ID         | 523          |                 |                     |  |  |
| Part ID             | PART001 - 1  | DateTime Insert | 06/17/2017 01:40 PM |  |  |
| Part Desc           | MOTOR-WIPER  |                 |                     |  |  |
| Quantity            | 3            | Qty on Hand     | 322.38              |  |  |
| Status              | BEING PICKED |                 |                     |  |  |

| Movement |          |        |             |               |                    |
|----------|----------|--------|-------------|---------------|--------------------|
| Quantity | From Bin | To Bin | Employee ID | Employee Name | Stocking Ticket ID |
| 1        | BIN      | BIN    | EMP4        | EMPLOYEE4     |                    |

## Movement Tab

### Add Movement

To move a part:

1. Click **Add Movement**.

*A new line displays.*



**Movement**

Movement Add Movement Bin Assignment

| Quantity | From Bin | To Bin | Employee ID | Employee Name | Stocking Ticket ID |
|----------|----------|--------|-------------|---------------|--------------------|
| 1        | RGBIN    | RGBIN  | RGEMP4      | RG,EMPLOYEE4  |                    |
| 1        | BIN      | G-BIN  | RH          | RICK H        |                    |

Close Save

2. Enter the quantity of parts you want to move.
3. Enter the From Bin ID or click the chooser button to select an ID from the list.
4. Enter the To Bin ID or click the chooser button to select an ID from the list.
5. After entering all information, click **Save**.

*A confirmation message displays.*

### **Bin Assignment**

Clicking **Bin Assignment** opens the Bin Assignment pop-in and allows you to assign a bin to a part location.

**Bin Assignment** ✕

**Actions**

Create New Bin

**Assign Bin to Part Location**

Part ID  ... MOTOR- WIPER

Part Suffix

Part Location  ... LOCATION1

Bin ID  ...

Remove Old Primary Bin ☒

Cancel Save

## Actions

**Create New Bin:** Create a new bin with the Bin Creation dialogue.

1. Enter the new bin's Bin ID, Bin Location ID, Bin Description, and Bin Type. The bin type can either be set as a stock area or a staging area.
1. When you are done, click **Save**, or click **Cancel** to return to the Bin Assignment pop-in without changes.

## Assign Bin to Part Location

Use this section to assign a bin to a part location. Enter the name of the part ID, part location, or bin ID if you know it, or use the chooser buttons next to these fields to find the proper information. Also enter the part suffix, and check the **Remove Old Primary Bin** checkbox if you would like to remove the bin that was set previously for the part location.

When you are done assigning a bin, click **Save**, or click **Cancel** to close this window and return to the Picking Card Detail pop-in.

## Purchase Orders Gadget

The Purchase Orders gadget allows users who do not have the full administrative rights of a storekeeper to receive purchase order line items.

| Purchase Orders |                     |                               |            |            |             |                  |          |             |
|-----------------|---------------------|-------------------------------|------------|------------|-------------|------------------|----------|-------------|
| Notifications   | Purchase Order ID   | Vendor                        | Expected   | Open Lines | Total Lines | Ordered          | Required | Work Orders |
|                 | ACLOC1-2014-0000001 | LA-VENDOR-01 - GENERAL VENDOR | 02/27/2015 | 3          | 4           | 03/17/2014 13:46 |          | 2           |
|                 | ACLOC1-2017-0000001 | 10001-8361 - EMC ENGINEERING  | 01/18/2017 | 1          | 1           | 01/18/2017 12:04 |          | 0           |

Showing 2 records

Find Purchase Order

Purchase Order ID

The Purchase Orders gadget provides the following functionality:

- View all purchase orders with an OPEN line item that have been ordered at the current location.
- Type or filter records for matches within the table by using the Filter field.
- Review a purchase order and update or receive line items on the purchase order by clicking on a purchase order ID. Note: User must have access to the Purchase Orders screen in order to be able to access the Purchase Order Line Item page.

- Use the Find Purchase Order field to open purchase orders using various criteria.
- Receive notifications of expedited purchase orders in the notification column. Priority codes and the threshold to determine high priority is set on the Setup > Organization Structure > Locations > **Primary Information Screen > Printer Info Tab.**

## Purchase Order Receiving Process

To start the purchase order receiving process, click on a **Purchase Order ID** or find a purchase order by using the Find Purchase Order field. The Purchase Order Detail pop-in will display.

**Purchase Order Detail - ACLOC1-2014-0000001**

Vendor: LA-VENDOR-01 - GENERAL VENDOR

Purchase Order ID: ACLOC1-2014-0000001

Purchase Type: STOCK

Date Ordered: 03/17/2014 13:46 Required By:

Expected Delivery: 02/27/2015 11:00

Lead Days: N/A

Replenishment Batch ID:

Buttons: New Note, Comments, Files

**Purchase Order Line Items**

| PENDING                  | OPEN        | CLOSED     | ALL                                         |                |            |             |                  |
|--------------------------|-------------|------------|---------------------------------------------|----------------|------------|-------------|------------------|
| Notifications            | Line Number | Line Type  | Line Item                                   | Qty to Receive | Unit Price | Part Bin ID | Shipping Address |
| <input type="checkbox"/> | 1           | STOCK PART | 10140-0 - ARM, MIRROR, FLX-ALL, CURBSIDE,   | 20.00          | \$ 10.25   |             |                  |
| <input type="checkbox"/> | 2           | STOCK PART | 10016-0 - STOP, DOOR, FLX-ALL, TAILGATE, 1- | 24.00          | \$ 72.50   |             |                  |
| <input type="checkbox"/> | 3           | STOCK PART | 10016-0 - STOP, DOOR, FLX-ALL, TAILGATE, 1- | 3.00           | \$ 72.50   |             |                  |
|                          | 4           | COMMERCIAL |                                             |                |            |             |                  |

Showing 4 records

Buttons: Close, Review Receipts, Receive Checked, Review and Receive

The Purchase Order Detail provides the following functionality:

- Click on a Line Number to go to the Purchase Order Line Item Detail pop-in for that item. Some information can be updated but is limited for Storeroom personnel without administrative rights.
- Process more than one item at a time by checking the boxes for any number of line items.
- Review receipts already made on the Purchase Order Detail by clicking the **Review Receipts** button.
- Review related work orders by scrolling to the **Work Orders** column. Commercial lines related to a multi-asset work order must be received one at a time.

- Available fields are limited to relevant fields that personnel who do not have administrative rights can edit. This reduces errors and streamlines the workflow.
- A line item cannot be selected if it is not in the OPEN status.
- Click **Receive Checked** to process checked line items.
  - The Receipt Info pop-in displays and fields that apply to line items for receipts can be edited.
  - Bin ID is available to be selected and is required for STAGED parts. It is needed to track where the part is before it is stocked and released into inventory. Bin ID will default to value depending on if the part follows an AUTOMATIC or STAGED put-away process.
  - Click **Create Bin** if you need to define a new bin.

 If the **Receive All** box is checked when the **Receive Checked** button is clicked, the Receipt Info – Receive All pop-in will display indicating it is for all line items. This will receive all lines on the purchase order in a single transaction to generate multiple receipts.

Once the receiving process has been started, the following occurs:

- Put-away card is generated in the state determined by the type of put-away process set.
  - STAGED - Generates a put-away card in PENDING status.
  - AUTOMATIC - Generates a completed and approved put-away card.
- Stocking ticket is generated and added to the put-away card under its movement records.
- Serialized parts are managed depending on the type of put-away process set.

- STAGED - Serial numbers are optional if process is set to STAGED and part return is not enabled. Serial number collection can be done as part of the stocking process.
- AUTOMATIC - Serial numbers are required and these numbers are added to the completed put-away card.
- A purchase order header status is set to CLOSED once all purchase order lines are closed and all put-away cards are completed and approved.

If commercial work is received, the user will be prompted with a dialog to distribute the costs of the work among the child work orders. The dialog has built-in distribution functionality based on if the child work orders are for non-linear assets, linear assets, or a mix of the two. Once the distribution is confirmed, the commercial work will be issued to the child work orders as part of the receiving process.



Note: The “Include Commercial work on Purchase Order” module setting must be enabled for storeroom personnel to be able to view commercial work.

When the receiving process is finished and a put-away card was generated, the Put-away Card Viewer pop-in will open and show the generated cards.

Put Away Card Viewer

Put Away Sheet ID 169

Put Away Card Count 1

Show Cards In Status:

☒ STAGED
 ☒ BEING STOCKED
 ☒ STOCKED
 ☒ AVAILABLE

Put Away Cards

Select All

Clear Sheet ID

Assign Existing Sheet ID

Assign New Sheet ID

|                     |                         |                   |        |                 |
|---------------------|-------------------------|-------------------|--------|-----------------|
| Card ID             | 153                     | Status            | STAGED | <div>Edit</div> |
| Sheet ID            | 169                     | Qty               | 3      |                 |
| Part ID - Suffix    | 10016 - 0               | Completed         | N      |                 |
| Purchase Order ID   | EAM-6879-STAGED-REQUEST | Released          | N      |                 |
| Purchase Order Line | 1                       | Expedited Allowed | Y      |                 |
| Receipt ID          | 3                       | Expedited         | N      |                 |

Close

Print Selected Cards

Print Selected Labels

Put-away cards can be grouped onto new sheets by selecting the card and clicking **Assign Existing Sheet ID** or **Assign New Sheet ID**. Any newly created put-away cards will be available for viewing, editing and processing in the Put-away Card gadget.

Click **Print Selected Cards** or **Print Selected Labels** to print any combination of sheets, cards, or labels.

If the Part Put-away Settings are set to ON RECEIPT, automatic put-away sheet report generation will be triggered and you will be prompted to print part receipt labels.

## Put-away Cards Gadget

Parts that go through a STAGED put-away process will be waiting to be stocked and can be managed through the Put-away Cards gadget. Non-stocked parts can also be managed through this gadget since a put-away card is generated indicating that the part is waiting in the staging area.

Put Away Cards

Show Cards In Status: ☒ STAGED ☒ BEING STOCKED ☐ STOCKED Filter

|                          | Notification | Sheet ID | Card ID | Part ID - Suffix | Status | DateTime Received   | Quantity | Purchase Order ID       | Line No | Receipt ID | Work Order ID  |
|--------------------------|--------------|----------|---------|------------------|--------|---------------------|----------|-------------------------|---------|------------|----------------|
| <input type="checkbox"/> |              | 182      | 158     | 10016 - 0        | STAGED | 08/01/2017 03:28 PM | 1        | EAM-6879-STAGED         | 7       | 23         |                |
| <input type="checkbox"/> |              | 169      | 153     | 10016 - 0        | STAGED | 08/01/2017 01:33 PM | 3        | EAM-6879-STAGED-REQUEST | 1       | 3          | ACLOC1-2015-61 |
| <input type="checkbox"/> |              |          | 132     | ACSERIALIZED - 0 | STAGED | 30/12/2016 01:17 PM | 2        | EAM-6879-SERIALIZED     | 3       | 43         |                |
| <input type="checkbox"/> |              |          | 131     | ACSERIALIZED - 0 | STAGED | 30/12/2016 01:15 PM | 2        | EAM-6879-SERIALIZED     | 2       | 42         |                |
| <input type="checkbox"/> |              | 62       | 123     | 10016 - 0        | STAGED | 28/12/2016 02:21 PM | 1        | EAM-6879-STAGED         | 5       | 20         |                |

Showing 19 records

Find Put Away Card

Card ID

The Put-away Cards gadget provides the following functionality:

- View all put-away cards at the current location.
- Quick-filter put-away cards by status: STAGED, BEING STOCKED, STOCKED. Default filters are STAGED and BEING STOCKED.
- Approve STOCKED cards to release parts into inventory. Default filter for Storekeeper is STOCKED.
- Filter records using the filter field. As you type, it will filter for matching text within the records.
- Click on a Sheet ID to open the Put-away Card Viewer pop-in which shows all cards on that sheet.
- Click on a Card ID to open the Put-away Card Detail pop-in.
- Click on the Receipt ID to open the Receipt screen.
- Use the Find Put-away Card field to open cards by Card ID, Sheet ID, Purchase Order ID, Batch ID, or Production Run ID. This is useful for finding cards that are not in the list or if you want to go to a certain card using specific information.

## Stocking Process

To stock a part on a put-away card, open up the Put-away Card Detail either by clicking on the **Card ID** from the gadget or from the Put-Away Card Viewer by clicking **Edit**.

| Card ID           | 69                  | Sheet ID           | 21                  |
|-------------------|---------------------|--------------------|---------------------|
| Purchase Order ID | ACLOC1-2015-0000011 | Receipt ID         | 122                 |
| Part ID           | 10016 - 0           | DateTime Received  | 16/12/2016 02:28 PM |
| Quantity          | 1                   |                    |                     |
| Qty Staged        | 1                   | Qty Stocked        | 0                   |
| Qty Released      | 0                   | Qty Returned       | 0                   |
| Status            | STAGED              |                    |                     |
| Stocked           | N                   | Datetime Stocked   |                     |
| Items Released    | N                   |                    |                     |
| Items Released By |                     | Datetime Released  |                     |
| Expedite          | N                   |                    |                     |
| Expedited By      |                     | Datetime Expedited |                     |

Movement
Serial Numbers

Movement

Add Movement

| Quantity | Action | From Bin            | To Bin              | Employee ID | Employee Name      | SI |
|----------|--------|---------------------|---------------------|-------------|--------------------|----|
| 1        | MOVE   |                     | ACLOC1-STAGE-BIN-01 | EMP-AC      | ANTHONY CARTWRIGHT |    |
| 1        | MOVE   | ACLOC1-STAGE-BIN-01 | ACLOC1-STOCK-BIN-01 | EMP-AC      | ANTHONY CARTWRIGHT |    |

Cancel

Stocked ☐

Expedite ☐

Print Part Labels

Save

To stock a part, you must add a movement record to the table.

1. Click **Add Movement**. This creates a row with an action of MOVE.
2. Set the **Quantity** to indicate the quantity to be moved from one bin to another.
3. Set the **From Bin** and **To Bin**. If the full quantity is moved into a STOCK AREA bin, the card will be marked as Stocked upon saving.
4. Click **Save**.

If the part is serialized, you will be required to enter a serial number for each serialized part prior to finalizing stocking. A choice-list is provided if the serial numbers are already entered on the card.



If a NON-STOCK part is received, a put-away card is generated. If the process is set to AUTOMATIC, the put-away card is automatically approved and completed. If the process is set to STAGED, the put-away card will generate a move record to the bin specified on the receipt. No Stocking Ticket or Serialized Parts record is created.

To manually indicate a put-away card should be stocked, check the **Stocked** checkbox and click **Save**. The part would still need to be approved by a storekeeper prior to becoming available in inventory.

## Expediting

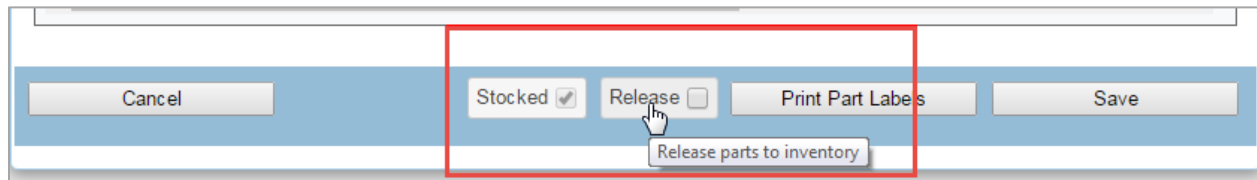
Items that have a high-priority request associated with their request and have been set to a STAGED put-away process can be expedited. To indicate a put-away or approved card should be expedited, do the following:

1. Check the **Expedite** checkbox. This checkbox will not appear if expediting is not available for the part.
2. Add a new movement record with an **Action** of INVENTORY UPDATE.
3. Click **Save**. This bypasses the normal approval process and approves the part for release into inventory by the current employee.

The part request will be expedited upon receipt.

## Approval Process

In order for non-expedited parts to be added into inventory, the put-away card must be approved by someone with Storekeeper rights. A Release checkbox will be available at the bottom of the Put-away Card Detail if these rights are in place for the current user.



Check the **Release** checkbox in order to release parts to inventory.

## Printing Process

The Put-away Card Viewer provides options to print selected cards or print the selected card's part labels. The print process is automatically triggered if the Storeroom Portal module settings are set to ON RECEIPT.

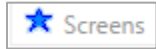
To print, click the **Print Part Labels** button at the bottom of the Put-away Card Detail. Complete the information on the Print Part Labels pop-in. Bin IDs that are printed on the labels depend on the put-away process that was set.

- STAGED – Primary Bin on the part location record is printed.



- **AUTOMATIC** – For a purchase order, the bin specified on the receipt is printed. For a transfer, the bin indicated on the To Bin field on the transfer line is printed.

Additional printing can be done on the Part Labels screen within Enterprise Portal. This would be useful if you need to replace or print additional labels. To access this screen, click the



button and go to the Parts Items > Part Labels screen.