Using your RF display scanner with Vision

Introduction

Vision supports both display and non-display handheld scanners. Wired scanners are attached to a PC or terminal at fixed scanning stations in the warehouse. Though wired scanners are inexpensive, they require use of the attached terminal keyboard for any data additions or corrections and are fixed to a specific scanning station.

Symbol wireless display scanners operate in RF mode and are portable throughout the warehouse. The same scanners may be used for both order verification and purchase order receiving. The handheld scanners have a small screen as well as a keyboard that allows non-scan data entry from wherever the user may be operating. The warehouse must be configured with antennas that can transmit the signal to the host.

The Systems House, Inc.
2250 E. Devon Ave., Suite 300
Des Plaines, IL 60018
847.390.6300
http://www.tsh.com

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One-time setup instructions

Following are initial setup steps that your company's security manager needs to perform before employees can use display scanners to record verification and receiving in Vision.

- The user must be assigned a special UNIX login that identifies that he or she is using a display scanner. The special login signals to the system that the warehouse employee needs access to the menus specially designed to fit on a handheld scanner screen. Please contact The Systems House for assistance with this special login.

- Assign a role that has the Scanner job function to the user's ID. Roles are assigned to users in the User Maintenance on the Security Maintenance screen of the Vision Configuration tab.

- Select a default warehouse for the user so that the he or she does not need to be prompted to type a warehouse number. A default warehouse is selected for users in the User Maintenance on the Security Maintenance screen of the Vision Configuration tab.

- Select a default label print queue for the default warehouse. The Logistics part of the Warehouse maintenance on the System Configuration screen of the Vision Configuration tab is where you select a warehouse's default label print queue. If a default label print queue is not selected, the labels will be sent to the spooler hold file.

- Select an invoice print queue for the default warehouse. The Logistics part of the Warehouse maintenance on the System Configuration screen of the Vision Configuration tab is where you select a warehouse's invoice print queue. If a default label print queue is not selected, the labels will be sent to the spooler hold file.

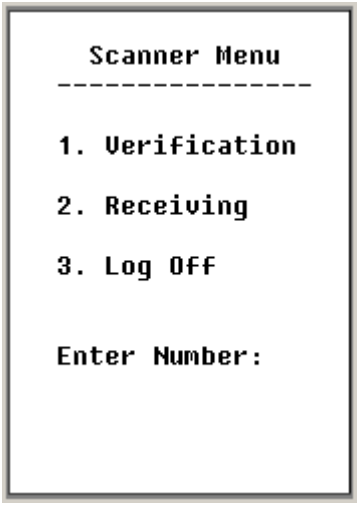
  Printing packing lists, delivery tickets, or invoices are printed to the warehouse's invoice print queue at the end of order verification based on the customer/ship to setup.

Logging on to the system with the scanner

When you start your display scanner, you need to log on to the system using your special scanner login user name and password. This signals to the system that you need access to the menus specially designed to fit on a handheld scanner screen.

- At the **login** and **Password** prompts, type your user name and password.

The Scanner menu is displayed:

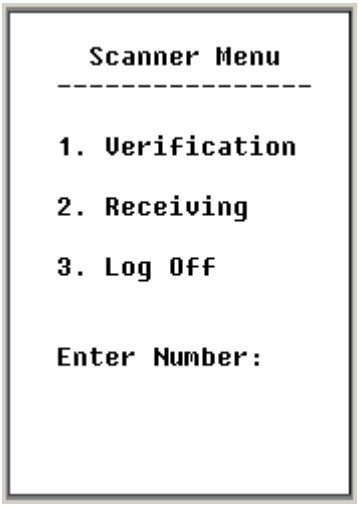


Verification

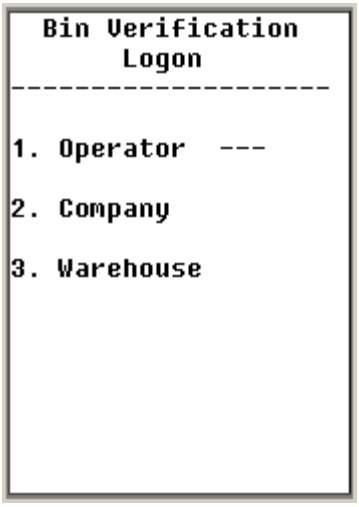
The Verification option on the scanner menu allows you to scan a split-case pick ticket, along with the products associated with it, and to verify shipment of the merchandise to the customers. A split-case pick ticket is also known as a *bin* or *tote ticket*.

Using the Verification option

1. On the Scanner Menu, select the **Verification** option:

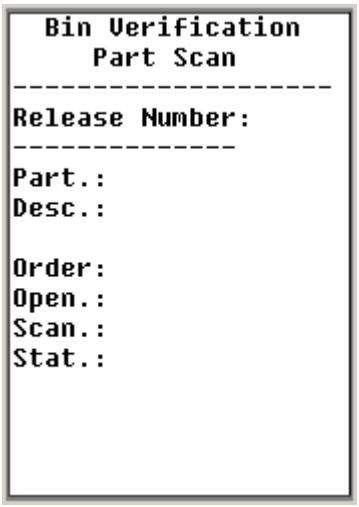


   The operator logon prompts appear.

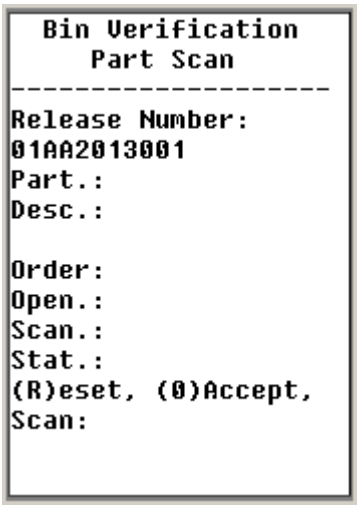


2. At the **Operator** prompt, enter your three-digit operator code.
3. At the **Company** prompt, enter the two-digit company number.
4. At the **Warehouse** prompt, enter the three-digit warehouse number.

The **Bin Verification** screen appears, enabling you to perform line item scanning.



5. Scan the bar-coded release number that is printed on the paper pick ticket. The pick ticket is included with the tote containing the products ordered. The release number is displayed on the screen.



6. Scan the bar codes of each of the products in the tote. When you have finished scanning all of the products in the tote, press the number **0** on the scanner to accept the verification of the entire order.

The following list describes each of the possible scenarios:

A. You scan the bar code of a product. The product exists on the release, and there is still an open quantity to be verified.

B. You scan the bar code of a product. The product exists on the release, but the line item verification for this product is already complete. In other words, there is no open quantity to be verified.

C. You scan the bar code of a product, but the product does not exist on the release.

D. You cannot scan the bar code of the product because it has been rendered unreadable.

E. You have pressed the **R** button for the **Reset** option.

F. You have pressed the number **0** for the **Accept** option.

Details about each scenario are presented in the following section.

Sample scan verification scenarios

Scenario A: You scan the bar code of a product. The product exists on the release, and there is still an open quantity to be verified.

The following information describes the details for this scenario:

- The sound the scanner makes is a “good scan” tone.
- The scanner screen is updated with the scanned product number, the description, the ordered quantity, the open quantity, and the scanned quantity.
- The description may not fit on the screen; if this is the case, you can scroll to the right to view the entire description if necessary.

To proceed, you have several options:

- Scan another bar code.
- Press **R** to reset the verification process. This enables you to abandon any verification that has occurred for the release.
- Press **0** if you are done scanning.

Scenario B: You scan the bar code of a product. The product exists on the release, but the line item verification for this product is already complete. In other words, there is no open quantity to be verified.

The following information describes the details for this scenario:

- The sound the scanner makes is an "error scan" tone.
- The scanner screen is updated with the scanned product number, the description, the ordered quantity, the open quantity, and the scanned quantity.
- The open and scanned quantities are *not* updated by the scan.
- The system displays a message to inform you that the total check quantity exceeds the ship quantity. You must acknowledge the error message by pressing the **Enter** key before you can continue.

The scanner still displays the ordered, open, and scanned quantities. Count the number of products that have been removed from the tote and staged. Determine if a product was scanned more than once by mistake or if too many products were pulled from the shelf.

Scenario C: You scan the bar code of a product, but the product does not exist on the release. In this case, the product is a valid product already in the system.

The following information describes the details for this scenario:

- The sound the scanner makes is an "error scan" tone.
- The scanner screen is updated: No product number, description, or quantities are displayed.
- The open quantity and the scanned quantity are *not* updated by the scan.
- The system displays a message to inform you that the item is not part of the release. You must acknowledge the error message by pressing the **Enter** key before you can continue.

Check the product that was scanned and compare it with the printed picker:

- It is possible that the product's package has more than one bar code and the incorrect one has been scanned. Bar codes link to a specific unit of measure.
- It is possible that this product was pulled from the shelf in error.

A procedure should be established so that when valid products with missing bar codes are identified, the appropriate maintenance is performed to update the system.

Scenario D: You cannot scan the bar code of the product because it has been rendered unreadable.

The following information describes the details for this scenario:

- The sound the scanner makes is an "error scan" tone.
- The scanner screen is updated: No product number, description, or quantities are displayed.
- The open quantity and the scanned quantity are *not* updated by the scan.
- The system displays a message to inform you that the UPC is not on file. You must acknowledge the error message by pressing the **Enter** key before you can continue.

Check the product that was scanned and compare it with the printed picker:

- It is possible that the product's package has more than one bar code and the incorrect one has been scanned. Bar codes link to a specific unit of measure.
- It is possible that this product was pulled from the shelf in error.
- The bar code may have been damaged and the scanner is not able to read the code.

A procedure should be established so that when valid products with missing bar codes are identified, the appropriate maintenance is performed to update the system.

Scenario E: You have pressed the **R** button for the **Reset** option.

Use the **Reset** option if you need to abandon the activity performed during this release verification session. As an additional check, the system displays a prompt to make sure that you want to use the **Reset** option.

The following information describes the details for this scenario:

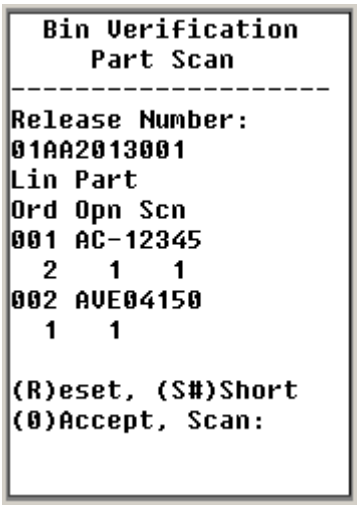
- The release that is currently being verified is restored to its prior state.
- The data displayed on the scanner screen is cleared, and the system prompts you for the next release number.

Scenario F: You have pressed the number **0** for the **Accept** option.

Use the **Accept** option to save the scanning activity performed during this release verification session.

One of two outcomes occurs when you press **0** to accept the release verification:

- If the system does not identify any errors, the system prompts you for the number of cartons for this order. If the carton count is not available at this point, simply enter **1** to proceed. The system finishes processing the verification and generates the appropriate customer documents: Printing packing lists, delivery tickets, or invoices are printed to the warehouse's invoice print queue at the end of order verification based on the customer/ship to setup. Then the system prompts you for the next release number.
- If any of the products on the release have not been accounted for in the verification process, those products are displayed. The system lists only products that (1) still have an open quantity of zero and (2) do *not* have a status of C (for complete) or S (for shorted). Following is a sample screen shot:



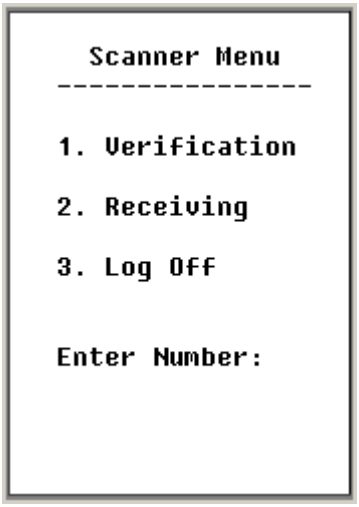
If the release has been shorted, press the letter **S** followed by the corresponding line number.

Receiving

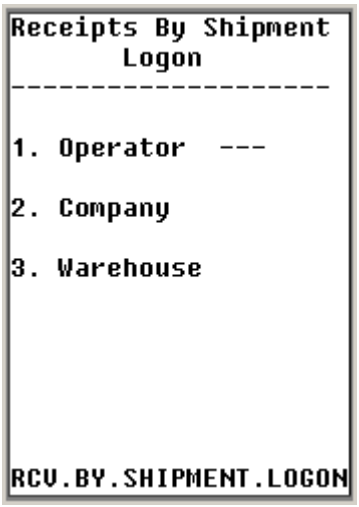
The receipt verification process in Vision is used to record the receiving of products and parts from vendors, whether you receive more than what you ordered, less than what you ordered, or the exact quantity you ordered. Using the receipt verification process for the products and parts on a purchase order when they arrive at your warehouse or store increases the in-transit quantities.

Using the Receiving option

1. On the Scanner Menu, select the **Receiving** option:



   The operator logon prompts appear.

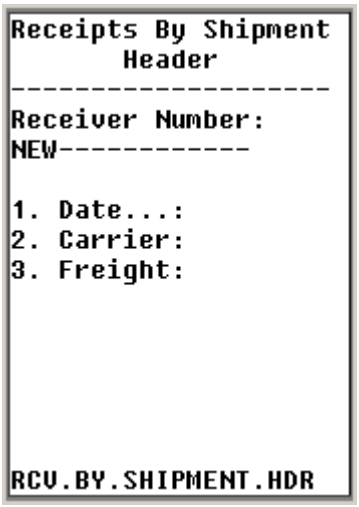


2. At the **Operator** prompt, enter your three-digit operator code.

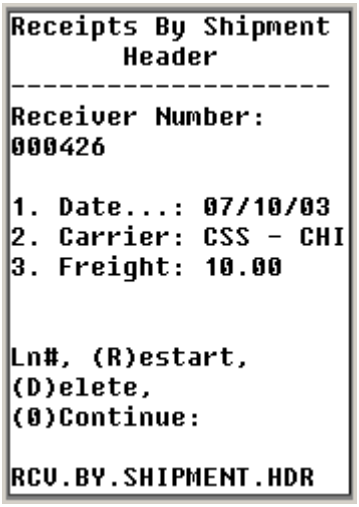
3. At the **Company** prompt, enter the two-digit company number.

4. At the **Warehouse** prompt, enter the three-digit warehouse number.

   The **Receipts by Shipment Header** screen appears.



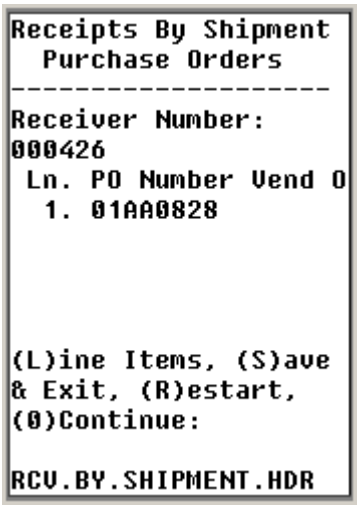
5. You have different options for the **Receiver Number** field:
   - If this is an existing receiver, enter the receiver number here. The system displays information for the corresponding receiver.
   - If this is a new receiver, type **New** at this prompt or type your own new receiver number corresponding to a shipment. Next, enter the date, the carrier number, and the freight amount at the **Date**, **Carrier**, and **Freight** prompts.



6. Press the number **0** to proceed to the **Receipts By Shipment Purchase Order** screen.

7. For the **Receipts By Shipment Purchase Order** screen, use the bill of lading (shipping receipt) that arrived with the shipment to enter each Vision PO as a line item for the entire shipment. The first PO entered determines to which vendor the receiver applies. All POs must be for this same vendor.

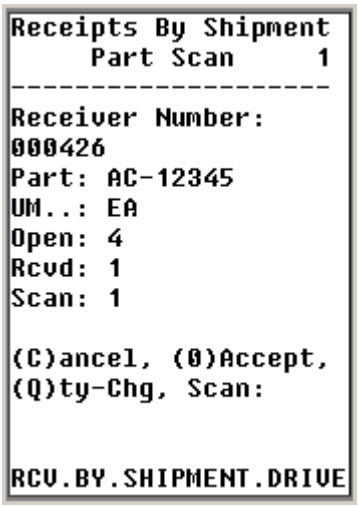
   In the Vend Ord # column for each Vision PO line item, you can enter the reference number from the vendor's delivery system. This enables you to link the Vision PO with the vendor's reference number.



8. If you would like to save the PO information you have entered and then exit the Receipts By Shipment process, press the letter **S**. This enables you to save the receiver for future processing.
   –or–
   If you would like to continue the Receipts By Shipment process, press the number **0** to proceed to the **Receipts By Shipment Line Item** screen.

9. Scan the bar codes of each product in the shipment. The scanner screen is updated with the product number; the unit of measure; and the open, received, and scanned quantities.

   If a product that you scan exists on more than one purchase order linked to this receiver, and if the purchase orders have open quantities, the system prompts you to select the specific purchase order associated with the scanned product.



10. When you have finished scanning all of the products, press the number **0** on the scanner to accept the receiving of the entire shipment.

Following are tips to help you with scan receiving:

- Use the **Cancel** option if you need to abandon the activity performed during this scan receiving session.

  When you press **C** on the scanner to use the **Cancel** option, the receiver that is currently being received is restored to its prior state. The data displayed on the scanner screen is cleared, and the system prompts you for the next release number.

- If you scan a product and a significant quantity of that particular product is being received, you can use the **Qty-Chg** option to manually change the quantity received, instead of scanning each product individually.

  After you press **Q** on the scanner to use the **Qty-Chg** option, enter the quantity to be received.

- Use the **Accept** option to save the scanning activity performed during this receiving session.

  When you press **0** to accept the receiving information, the system performs the necessary updates. The system updates the in-transit quantities for the scanned products.

  If any errors occur (for example, if a product is received from a vendor but no open quantity exists on the receiver's purchase orders), the system keeps track of them. Your Purchasing Department can generate the *Receive by Shipment Errors Report* in Vision Back Office to identify and correct all of the errors that were noted during the receiving process.

  Your Purchasing Department uses the Receive by Shipment option in Vision Back Office to manually enter quantities for any damages and shortages for a receiver.

- Following any receiving session, you can generate a putaway report that identifies where to physically put the products in the warehouse. Once the products have been placed in the appropriate warehouse locations, the putaway report is verified and the on-hand/available-for-sale quantities are updated.

Logging off from the system with the scanner

When you are finished using your display scanner, you need to log off from the system.

- At the Scanner menu, select the **Log Off** option. The system logs you off from your system.