

# Work Order

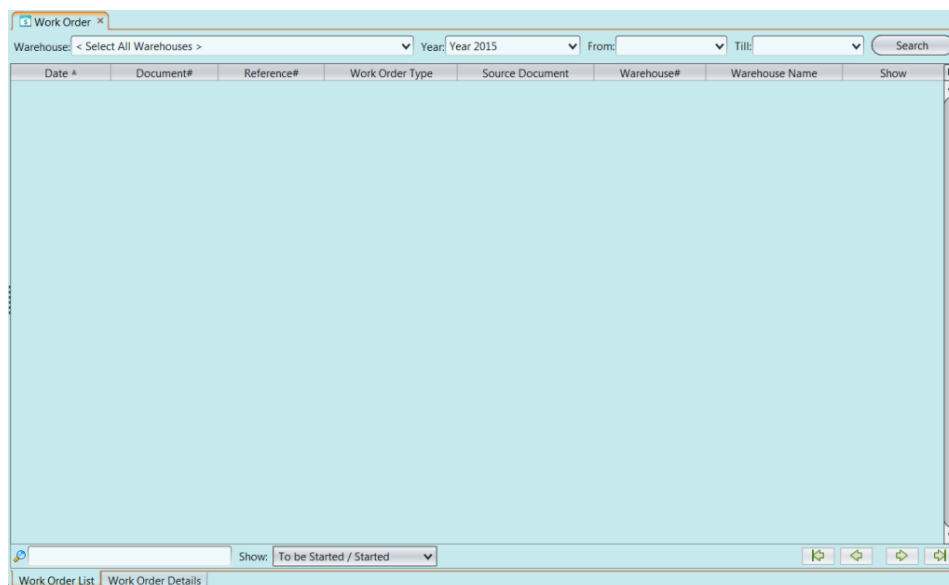
The Work Order view list all work orders to transfer inventory from one locator to another. Work order document is created from Samoooha's Mobile Warehouse Management System (WMS) application for the following transactions (work order type):

- Inbound – Putaway
- Outbound – Picking
- Outbound – Packing
- Outbound – Goods Delivery

Work orders have 3 status: :

- To be Started: when it is first created
- Started: work in progress
- Completed: inventory transferred

User can confirm the work order using GOOMI application and post the work order to inventory.



[illegible]

Field Name	Explanation	Mandatory Information
Document Date	Self-explanatory	Y
Document #	Self-explanatory	Y
Reference #	Self-explanatory	N
Branch	Self-explanatory	Y
Warehouse	Self-explanatory	Y
Work Order Type	Self-explanatory	Y
Started On	Self-explanatory	Y
End Date	Self-explanatory	Y
Source Document	Self-explanatory	Y
Note	Self-explanatory	N
Part Number	Product part number	Y
Product Name	Name of the product	Y
Batch Number	Self-explanatory	Y
UOM	Unit of Measure, type of the item	Y
Qty	Quantity to be transferred	Y
Moved Qty	Quantity moved / taken from source	Y
Transferred Qty	Quantity transferred to / arrived at destination	Y
Assigned To	Person assigned to do the work order	Y

## View, Search, and Post Work Order Details

1. Click on ***“Work Order List”*** tab at the bottom of screen
  2. Enter search parameter to filter the result, i.e. type in the work order type in the search textfield box at the bottom of the screen.
  3. Double click on work order to view, it will bring up the details on ***“Work Order Details”*** tab for the selected document
  4. Click on ***“Confirm Work Order”*** button at the bottom of screen to confirm completed work order
  5. Click on ***“Post To Inventory”*** button at the bottom of screen to post the completed work order to inventory
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