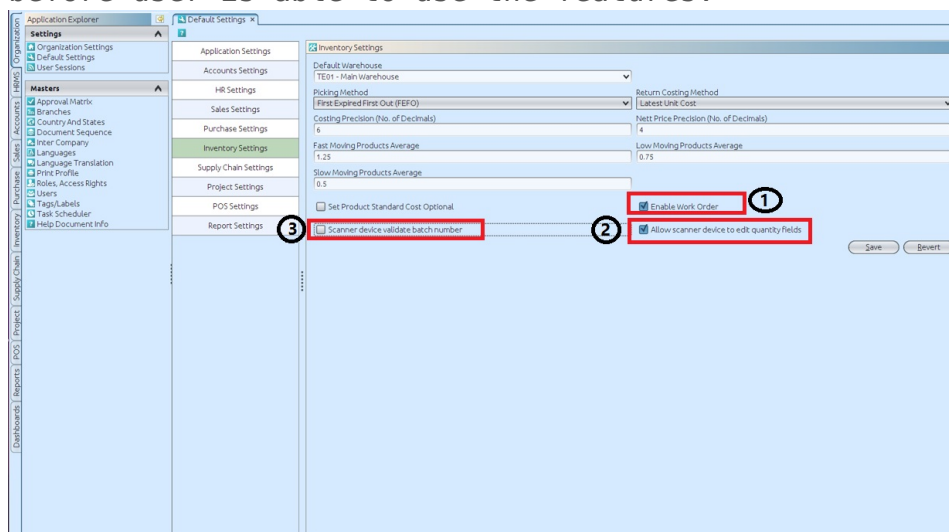


Work Order

The work order is only enabled when the scanner application is enabled in the company/inventory settings. It will then change the picking and packing workflow to introduce work orders. Work Orders can be generated as one to one or as one to many for picking. They then can be assigned and released for processing by the warehouse operators.

Application Setting (Inventory Setting)

1. Setting need to be completed by admin or Samootha before user is able to use the features.



1. **“Enable Work Order”** , to enable Work Order and mobile scanner for Warehouse Outbound operation* (enabled / ticked)

2. **“Allow scanner device to edit quantity fields”**, to allow user to manually enter / edit quantity in the scanner work order (enabled / ticked)

3. **“Scanner device to validate batch number”**, to allow user to manually enter / scan batch number in the scanner work order (as validation process). The batch number entered by user cannot be different from the set batch number (disabled / not ticked)

*NB: Picking and Packing must be done using warehouse scanner when **“Enable Work Order”** checkbox is ticked in the Inventory Settings.

Application Setting (Employer Setting)

1. Open **"HRMS (Masters) – Employees"**
2. Click on the selected employees and change the Employee Type to **"Warehouse Operator"**
3. Click on **"Save"** button

The screenshot shows the 'Employees' form with the following details:

- Employee Name: Christopher
- Employee Code: EM01
- NRIC Number: S1234567H
- Tax Number: (empty)
- Currency: SGD - Singapore Dollar
- Grouping Account: 6130.01 - Account Payable Employees
- Current Balance: S\$513.60 Cr
- Language: English - en
- Employee Type: Warehouse Operator (highlighted with a red box)
- System User: Chris Wirianto
- Bank Reference: (empty)
- Join Date: (empty)
- Date Of Birth: (empty)
- Description: (empty)
- Emergency Contact: (empty)
- Is Sales Representative: ☒

* Only **"Warehouse Operator"** type of Employees are able to operate the warehouse scanner

4. User may update multiple Employees records from the list view
5. Select multiple lines, right-click to show options and select **"Mass Employee Update"**
6. Select **"Warehouse Operator"** for Employee Reference Type and click **"Update"**

The screenshot shows the 'Employees' list view with a right-click context menu open. The menu options are:

- Show Employee Details
- Open Account Register
- Delete Employee(s)
- Mass Employee Update (highlighted with a red box)

The 'Mass Employee Update' dialog box is open, showing the following details:

- Mass Employee Update
- Update multiple fields of employee(s) at once !
- Grouping Account: (empty)
- Language: (empty)
- Account Settings: (empty)
- Employee Type: Warehouse Operator (highlighted with a red box)
- Join Date: (empty)
- Description: (empty)
- Update button
- Cancel button

Create and Released the Work Order

1. Before start picking, please ensure the work order is created otherwise the system will prompt user that the Work Order is not completed (from warehouse scanner)

DEMO DISTRIBUTION - MYR User: admin

File Help

Inventory Explorer

Masters

Inbound

Receipt Order

Advance Shipment Notice

Goods Receipt

Customer Returns

Putaway

Outbound

Delivery Order

Picking

Goods Delivery

Proof Of Delivery

Vendor Returns

Consignment Transfer

Logistics

Work Order

Stock Import

Stock Transfer

Transfer Receipt

Cost Adjustment

Stock Adjustment

Product Assembly

Product Disassembly

UOM Conversion

Internal Transfer

Inventory Reports

Warehouse Register

Locator Register

Inventory Aging Register

Product Register

Product Aging Register

Inventory Lot Register

Reserved Stock Register

Product Analysis

Inventory Reports

Document Date: 13/04/2015

Document Number: PIC15-040009

Reference Number: X15004913

Branch: HQ - Head Office

To be Picked

Details

Warehouse: TE01 - Main Warehouse

Staging Locator: WH1-Stacking

Source Document: PS15-040003

Representative

Additional Info

Description

Items / Articles

Notes / Attachments

Filter:

#	Product	Description	UOM	Ordered Qty	Locator	Batch #	Picked Qty	Lot Number	Expiry Date
1	941M	OA VIT-E MOISTURIZING CREAM 10Z (28.3G)	Each	63	WH1-L01	ST1-0006	63	ST1-0006	
2	941M	OA VIT-E MOISTURIZING CREAM 4OZ (119G)	Each	60	WH1-L01	ST1-0006	60	ST1-0006	
3	948	OA VIT-E OIL 10Z (28.34L) 28.000 LU	Each	60	WH1-L01	ST1-0006	60	ST1-0006	
4	902VE	OA NATURAL CLEAR SOAP 3.3OZ (93.4G)	Each	9	WH1-L01	ST1-0006	9	ST1-0006	
5	907	OA MOISTURIZING SCRUB CREAM 10Z (28G)	Each	3	WH1-L01	ST1-0006	3	ST1-0006	
6	941M-T	OA VIT-E MOISTURIZING CREAM 10Z (28G) PO2	Each	48	WH1-L01	ST1-0006	48	ST1-0006	

Total Quantity: 243 Grand Total: RM2,149.47

Start Picking

Picking List Picking

DEMO DISTRIBUTION - MYR User: admin

File Help

Inventory Explorer

Masters

Inbound

Receipt Order

Advance Shipment Notice

Goods Receipt

Customer Returns

Putaway

Outbound

Delivery Order

Picking

Goods Delivery

Proof Of Delivery

Vendor Returns

Consignment Transfer

Logistics

Work Order

Stock Import

Stock Transfer

Transfer Receipt

Cost Adjustment

Stock Adjustment

Product Assembly

Product Disassembly

UOM Conversion

Internal Transfer

Inventory Reports

Warehouse Register

Locator Register

Inventory Aging Register

Product Register

Product Aging Register

Inventory Lot Register

Reserved Stock Register

Product Analysis

Inventory Reports

Document Date: 13/04/2015

Document Number: PIC15-040009

Reference Number: X15004913

Branch: HQ - Head Office

Picking Started

Details

Warehouse: TE01 - Main Warehouse

Staging Locator: WH1-Stacking

Source Document: PS15-040003

Representative

Additional Info

Description

Items / Articles

Notes / Attachments

Filter:

#	Product	Description	UOM	Ordered Qty	Locator	Batch #	Picked Qty	Lot Number	Expiry Date
1	941M	OA VIT-E MOISTURIZING CREAM 10Z (28.3G)	Each	63	WH1-L01	ST1-0006	63	ST1-0006	
2	941M	OA VIT-E MOISTURIZING CREAM 4OZ (119G)	Each	60	WH1-L01	ST1-0006	60	ST1-0006	
3	948	OA VIT-E OIL 10Z (28.34L) 28.000 LU	Each	60	WH1-L01	ST1-0006	60	ST1-0006	
4	902VE	OA NATURAL CLEAR SOAP 3.3OZ (93.4G)	Each	9	WH1-L01	ST1-0006	9	ST1-0006	
5	907	OA MOISTURIZING SCRUB CREAM 10Z (28G)	Each	3	WH1-L01	ST1-0006	3	ST1-0006	
6	941M-T	OA VIT-E MOISTURIZING CREAM 10Z (28G) PO2	Each	48	WH1-L01	ST1-0006	48	ST1-0006	

Total Quantity: 243 Grand Total: RM2,149.47

Post Picking

Picking List Picking

DEMO DISTRIBUTION - MYR User: admin

File Help

Inventory Explorer

Masters

Inbound

Receipt Order

Advance Shipment Notice

Goods Receipt

Customer Returns

Putaway

Outbound

Delivery Order

Picking

Goods Delivery

Proof Of Delivery

Vendor Returns

Consignment Transfer

Logistics

Work Order

Stock Import

Stock Transfer

Transfer Receipt

Cost Adjustment

Stock Adjustment

Product Assembly

Product Disassembly

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Internal Transfer

Inventory Reports

Warehouse Register

Locator Register

Inventory Aging Register

Product Register

Product Aging Register

Inventory Lot Register

Reserved Stock Register

Product Analysis

Inventory Reports

Document Date: 13/04/2015

Document Number: PIC15-040009

Reference Number: X15004913

Branch: HQ - Head Office

Picking Started

Details

Warehouse: TE01 - Main Warehouse

Staging Locator: WH1-Stacking

Source Document: PS15-040003

Representative

Additional Info

Description

Items / Articles

Notes / Attachments

Filter:

#	Product	Description	UOM	Ordered Qty	Locator	Batch #	Picked Qty	Lot Number	Expiry Date
1	941M	OA VIT-E MOISTURIZING CREAM 10Z (28.3G)	Each	63	WH1-L01	ST1-0006	63	ST1-0006	
2	941M	OA VIT-E MOISTURIZING CREAM 4OZ (119G)	Each	60	WH1-L01	ST1-0006	60	ST1-0006	
3	948	OA VIT-E OIL 10Z (28.34L) 28.000 LU	Each	60	WH1-L01	ST1-0006	60	ST1-0006	
4	902VE	OA NATURAL CLEAR SOAP 3.3OZ (93.4G)	Each	9	WH1-L01	ST1-0006	9	ST1-0006	
5	907	OA MOISTURIZING SCRUB CREAM 10Z (28G)	Each	3	WH1-L01	ST1-0006	3	ST1-0006	
6	941M-T	OA VIT-E MOISTURIZING CREAM 10Z (28G) PO2	Each	48	WH1-L01	ST1-0006	48	ST1-0006	

Total Quantity: 243 Grand Total: RM2,149.47

Post Picking

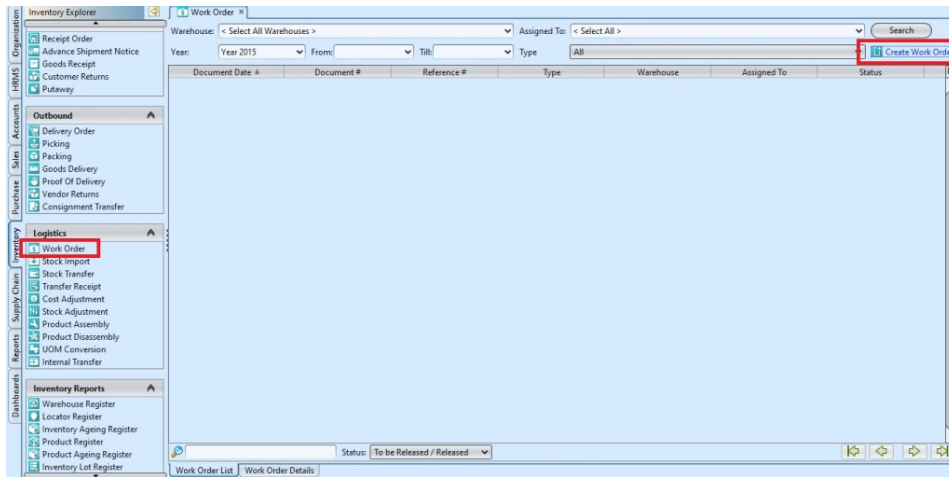
Picking List Picking

Work not Completed!

Work order not Completed

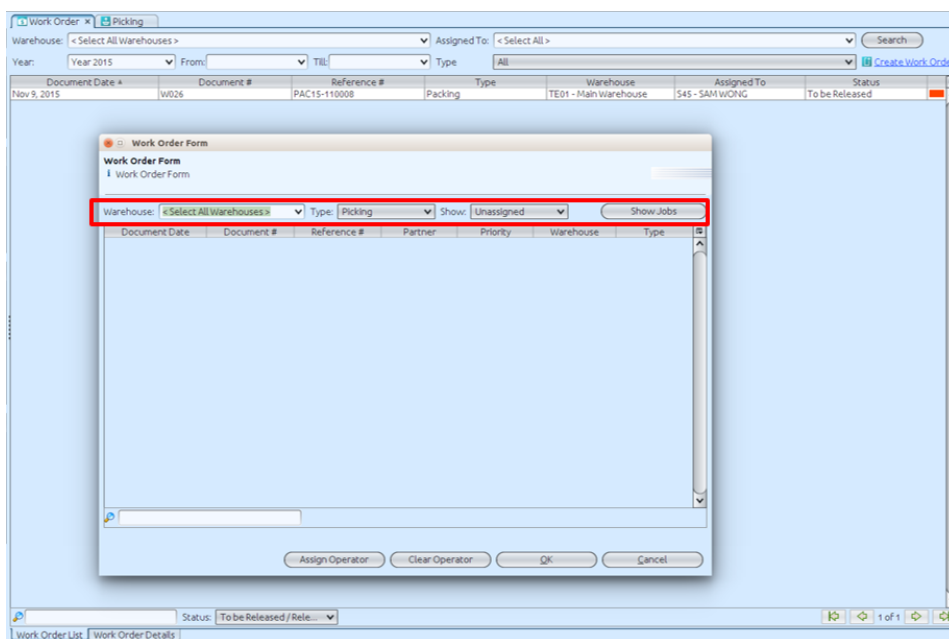
OK

2. Open **"Inventory Module (Logistics) – Work Order"** and click **"Create Work Order"** link



3. In the Work Order form select a **“Warehouse”**, choose type **“Picking”** and show **“Unassigned”** filters

4. Click **“Show Jobs”** button, this will show list of unassigned Picking documents to be process



5. Select an **“Unassigned Work Order”** from the list in the Work Order Form and double-click to open the document

6. Select item lines to be assigned using any of these methods:

- a. hold mouse left button and drag
- b. hold keyboard Ctrl button and click on the item lines

7. Click **"Assign Operator"** button

The screenshot shows the 'Work Order Form' window. At the top, there are dropdown menus for 'Warehouse' (set to 'TE01 - Main Warehouse'), 'Assigned To' (set to 'S45 - SAM WONG'), and 'Status' (set to 'To be Released'). Below these are fields for 'Year' (2015), 'From' (Nov 9, 2015), 'To' (Nov 9, 2015), and 'Type' (All). A 'Create Work Order' button is on the right. The main area contains a table with columns: Reference #, Part Number, Barcode, Product, UOM, Locator, and Assigned To. The table lists several items, including 'OA VIT-E MOISTURIZING CREAM 1OZ (28G) PO2' and 'OA NATURAL CLEAR SOAP 3.3OZ (93.4G)'. At the bottom, there are buttons for 'Assign Operator' (highlighted with a red rectangle), 'Clear Operator', 'OK', and 'Cancel'.

8. Select an **"Employee"** from the list to assign the Work Order lines to and click **"OK"**. The Work Order lines is now created as a new Work Order document in the Work Order list, and assigned to the selected employee

The screenshot shows the 'Work Order Form' window with the 'Employee' dialog box open. The dialog box has a title bar 'Employee' and a message 'Select employee from the following table.' Below the message is a table with columns: Employee Code, Employee Name, and Employee Type. The table lists two employees: 'A01 Administrator' and 'S45 SAM WONG'. At the bottom of the dialog box are 'OK' and 'Cancel' buttons. The background shows the 'Work Order Form' window with the 'Assign Operator' button highlighted.

9. Right-click on the selected work order and select **"Release Work Order"** in order to release the selected Work Order for warehouse staff to process. The status will show **"Released"** from the selected work document/s.

Work Order

Warehouse: < Select All Warehouses > Assigned To: < Select All > Search

Year: Year 2015 From: Till: Type: All Create Work Order

Document Date	Document #	Reference #	Type	Warehouse	Assigned To	Status
Nov 11, 2015	W027		Picking	TE01 - Main Warehouse	S45 - SAM WONG	Released
Nov 11, 2015	W028		Picking	TE01 - Main Warehouse	A01 - Administrator	Released

Status: Released 1 of 2

Work Order List Work Order Details

View the Work Order

1. Double click a work order document to view the details.

Work Order

Warehouse: < Select All Warehouses > Assigned To: < Select All > Search

Year: Year 2015 From: Till: Type: All Create Work Order

Document Date	Document #	Reference #	Type	Warehouse	Assigned To	Status
Nov 19, 2015	PIK63569		Picking	TE01 - Main Warehouse		Completed
Nov 19, 2015	PIK63529		Picking	TE01 - Main Warehouse		Completed
Nov 19, 2015	PIK63561		Picking	TE01 - Main Warehouse		Completed
Nov 24, 2015	PIK63571		Picking	TE01 - Main Warehouse		Completed
Nov 24, 2015	WO-15-110002		Picking	TE01 - Main Warehouse	EM01 - Christopher	Completed
Nov 25, 2015	WO-15-110004	PAC15-110060	Packing	TE01 - Main Warehouse	EM01 - Christopher	Completed
Nov 26, 2015	PAC47604		Packing	TE01 - Main Warehouse		Completed
Nov 26, 2015	WO-15-110006	PAC15-110061	Packing	TE01 - Main Warehouse	EM04 - Tony	Completed
Nov 26, 2015	PIK63577		Picking	TE01 - Main Warehouse		Completed
Nov 26, 2015	WO-15-110005		Picking	TE01 - Main Warehouse	EM04 - Tony	Completed
Dec 3, 2015	PIK63578		Picking	TE01 - Main Warehouse		Completed
Dec 4, 2015	PIK63572		Picking	TE01 - Main Warehouse		Completed
Dec 4, 2015	PIK63584		Picking	TE01 - Main Warehouse		Completed
Dec 4, 2015	PIK63582		Picking	TE01 - Main Warehouse		Completed
Dec 4, 2015	PIK63583		Picking	TE01 - Main Warehouse		Completed
Dec 4, 2015	PIK63581		Picking	TE01 - Main Warehouse		Completed
Dec 4, 2015	PIK63585		Picking	TE01 - Main Warehouse		Completed
Dec 8, 2015	PIK63594		Picking	TE01 - Main Warehouse		Completed

Work Order

Document Date: 19/11/2015 Document #: PIK63569 Reference #: Branch: HQ - Head Office

Completed

Details

Warehouse: TE01 - Main Warehouse Type: Picking

Assigned By: Assigned To:

Additional Information

Note:

Work Order Jobs Notes / Attachments

#	Part Number	Barcode	Product	Batch Number	Locator	UOM	Qty	Picked Qty	Completed On
0	Loa11	11001511	LOACKER MINI DARK CHOCOLATE BITES 10 X 20 X 25GRAMS	UOM-0013	W01-L01	Each	1	1	19-Nov-2015 16:34

Generate Report Save Revert Delete

Work Order List Work Order Details

*NB: Picking and Packing must be done through

warehouse scanner when **“Enable Work Order”** checkbox is ticked in the Organization – Default Setting – Inventory Settings.

Completed Picking Work Order

1. After Picker completed the Picking Work Order in the warehouse scanner, user will see the completed Work Order in the main Samooha application

Work Order x

Document Date: 25/11/2015 | Document #: WO-15-110004 | Reference #: PAC15-110060 | Branch: HQ - Head Office

Details

Warehouse: TE01 - Main Warehouse | Type: Picking

Assigned By: EM01 - Christopher | Assigned To: EM01 - Christopher

Additional Information

Note: **Completed**

Work Order Jobs | Notes / Attachments

Show Packing Details | Print All Labels

#	Part Number	Barcode	Description	UOM	Qty	Carton License #	Carton #	Pallet License #	Pallet #	Completed On
1	Loa10	70533510	LOACKER CHOCOLATE CHIP COOKIES 12 X 250GRAMS	Each	1	110004A	Crt-0104			25-Nov-2015 14:58
2	Loa11	11001511	LOACKER MINI DARK CHOCOLATE BITES 10 X 20 X 25GRAMS	Each	1	110004A	Crt-0104			25-Nov-2015 14:58
3	Loa11	11001511	LOACKER MINI DARK CHOCOLATE BITES 10 X 20 X 25GRAMS	Each	1	110004A	Crt-0104			25-Nov-2015 14:58

Generate Report | Save | Revert | Delete

Work Order List | Work Order Details

2. Right-click on a product line and select **“Show Picking Details”** to open the corresponding Picking document

Work Order x

Document Date: 24/11/2015 | Document #: WO-15-110002 | Reference #: | Branch: HQ - Head Office

Details

Warehouse: TE01 - Main Warehouse | Type: Picking

Assigned By: EM04 - Tony | Assigned To: EM01 - Christopher

Additional Information

Note:

Work Order Jobs | Notes / Attachments

#	Part Number	Barcode	Product	Batch Number	Locator	UOM	Qty	Picked Qty	Completed On
0	Loa10	70533510	Loacker Chocolate Chip Cookies 12 x 250grams			Carton-12	1	1	24-Nov-2015 18:34
1	Loa11	11001511	Loacker Mini Dark Chocolate Bites 10 x 20 x 25grams			Outer-20	1	1	24-Nov-2015 18:35
2	Loa11	11001511	Loacker Mini Dark Chocolate Bites 10 x 20 x 25grams			Carton-200	1	1	24-Nov-2015 18:35

1 / 3

Generate Report | Save | Revert | Delete

Work Order List | Work Order Details

Picking > Packing

1. The Completed Picking Work Order in the warehouse scanner , will automatically post the Picking document in the main Samooha application. The status of the picking document will showed **"Posted"**.

2. Click on **"Show Packing"** to open the corresponding Packing document

The screenshot displays the 'Picking' window in the Samooha application. At the top right, a red box highlights the 'Posted' status. The window contains several sections: 'Details' with fields for Warehouse (TE01 - Main Warehouse), Staging Locator (W01-Staging), Source Document (SO-15-110102), and Representative; 'Additional Info' with a Description field; and a table of items. The table has columns for Product, Description, UOM, Ordered Qty, Locator, Batch #, Picked Qty, Lot Number, Expiry Date, Unit Cost, and Total Cost. The bottom of the window shows a 'Generate Report' button, a 'Show Packing' button (highlighted with a red box), and 'Save', 'Revert', and 'Delete' buttons. The total quantity is 26 and the grand total is S\$209.61.

#	Product	Description	UOM	Ordered Qty	Locator	Batch #	Picked Qty	Lot Number	Expiry Date	Unit Cost	Total Cost
1	Loa10	Loacker Chocolate Chip Cookies 12 x 250grams	Carton-12	2	W01-L01	PI-1510	2	PI-0027	9/03/2016	\$9.000000	\$18.00
2	Loa11	Loacker Mini Dark Chocolate Bites 10 x 20 x 25grams	Outer-20	20	W01-L01	UOM-0014	20	UOM-0014	Mar 29, 2016	\$5.552500	\$111.05
3	Loa11	Loacker Mini Dark Chocolate Bites 10 x 20 x 25grams	Carton-200	2	W01-L01	Loa-1511	2	PI-0030	Apr 29, 2016	\$40.000000	\$80.00
4	Loa11	Loacker Mini Dark Chocolate Bites 10 x 20 x 25grams	Each	2	W01-L01	UOM-0013	2	UOM-0013		\$0.280000	\$0.56

Packing Process

1. Confirm the Packing document, this will allow creation of Packing Work Order in the warehouse scanner. Please refers to the **title: Create and Released Work Order** at above. (Create, Assign, Release and Complete the application)

Work Order x Packing x Picking

Document Date: 24/11/2015 Document Number: PAC15-110060 Reference Number: PIC15-110103 Branch: HQ - Head Office

Details: Deliver To: 4110.011/CO001 - Cold Storage Delivery Location: Cold Storage - Orchard Delivery Order: SO-15-110103

Additional Info: Warehouse: TE01 - Main Warehouse Representative: [Empty]

Pallets: Pallet # A Pallet Type Status Open Cartons: Carton # A Carton Type Quantity Status 3 Open Products: Prod... A Product Name Batch # Quan... Wei... Loa10 Loacker Chocolate Chip Cookies 1 PF-1510 1 Loa11 Loacker Mini Dark Chocolate Bites... Loa-15... 1 Loa11 Loacker Mini Dark Chocolate Bites... UOM-... 1

1/1 Picking: PIC15-110103 1/1 1/3 Total Quantity: 3, Pallets: 1, Cartons: 1, Gross Weight: 0.00

Confirm Packing Create Goods Delivery Save Bevert

Packing List Packing

2. After Packer completed the Packing Work Order in the warehouse scanner, user will see the completed Work Order in the main Samooha application

3. Click **"Show Packing Details"** to open the corresponding (Completed) Packing document

Packing x Picking x Work Order x

Document Date: 24/11/2015 Document #: WO-15-110003 Reference #: PAC15-110060 Branch: HQ - Head Office

Details: Warehouse: TE01 - Main Warehouse Type: Packing Assigned By: EM04 - Tony Assigned To: EM01 - Christopher

Additional Information: Note: [Empty]

Work Order Jobs Notes / Attachments

Show Packing Details - Print All Labels

# A	Part Number	Barcode	Description	UOM	Qty	Carton License #	Carton #	Pallet License #	Pallet	Completed On
1	Loa10	70533510	Loacker Chocolate Chip Cookies 12 x 250grams	Each	1	1234	Crt-0102			24-Nov-2015 18:39
2	Loa11	11001511	Loacker Mini Dark Chocolate Bites 10 x 20 x 25grams	Each	1	1234	Crt-0102			24-Nov-2015 18:39
3	Loa11	11001511	Loacker Mini Dark Chocolate Bites 10 x 20 x 25grams	Each	1	1234	Crt-0102			24-Nov-2015 18:39

1/3

Generate Report Save Bevert Delete

Work Order List Work Order Details

4. Click **"Print All Labels"** to print all Customers labels for the packed Carton(s) (and Pallet – if any). Alternatively, user can right-click on a product line to show options for user to print carton or pallet labels only

*NB: Packing Work Order must be completed and Carton(s) closed before user can print the labels

Packing Picking Work Order

Document Date: 24/11/2015 Document #: WO-15-110003 Reference #: PAC15-110060 Branch: HQ - Head Office

Completed

Details: Warehouse: TE01 - Main Warehouse Type: Packing Assigned By: EM04 - Tony Assigned To: EM01 - Christopher

Additional Information: Note:

Work Order Jobs Notes / Attachments

Show Packing Details Print All Labels

#	Part Number	Barcode	Description	UOM	Qty	Carton License #	Carton #	Pallet License #	Pallet #	Completed On
1	Loa10	70533510	Locker Chocolate Chip Cookies 12 x 250grams	Each	1	1224	Crt-0102			24-Nov-2015 18:39
2	Loa11	11001511	Locker Mini Dark Chocolate Bites 10 x 20 x 25grams	Each	1		Crt-0102			24-Nov-2015 18:39
3	Loa11	11001511	Locker Mini Dark Chocolate Bites 10 x 20 x 25grams	Each	1		Crt-0102			24-Nov-2015 18:39

1 / 3

Generate Report Save Bevert Delete

Work Order List Work Order Details

5. Click on **“Create Goods Delivery”** to generate the corresponding Goods Delivery document

Work Order Packing

Document Date: 24/11/2015 Document Number: PAC15-110060 Reference Number: PIC15-110103 Branch: HQ - Head Office

Posted

Details: Deliver To: 4110.011/CO001 - Cold Storage Delivery Location: Cold Storage - Orchard Delivery Order: SO-15-110103

Additional Info: Warehouse: TE01 - Main Warehouse Description: Representative:

Pallets, Cartons Notes / Attachments

Print All Labels Assign To Pallet Assign To Carton

Pallet #	Pallet Type	Status	Carton #	Carton Type	Quantity	Status
< Unpacked Cartons >		Open	Crt-0104	Carton A	3	Closed

Prod #	Product Name	Batch #	Quan	Wei
Loa10	Locker Chocolate Chip Cookies 1...	PI-1510	1	
Loa11	Locker Mini Dark Chocolate Bites...	UOM...	1	
Loa11	Locker Mini Dark Chocolate Bites...	Loa-15...	1	

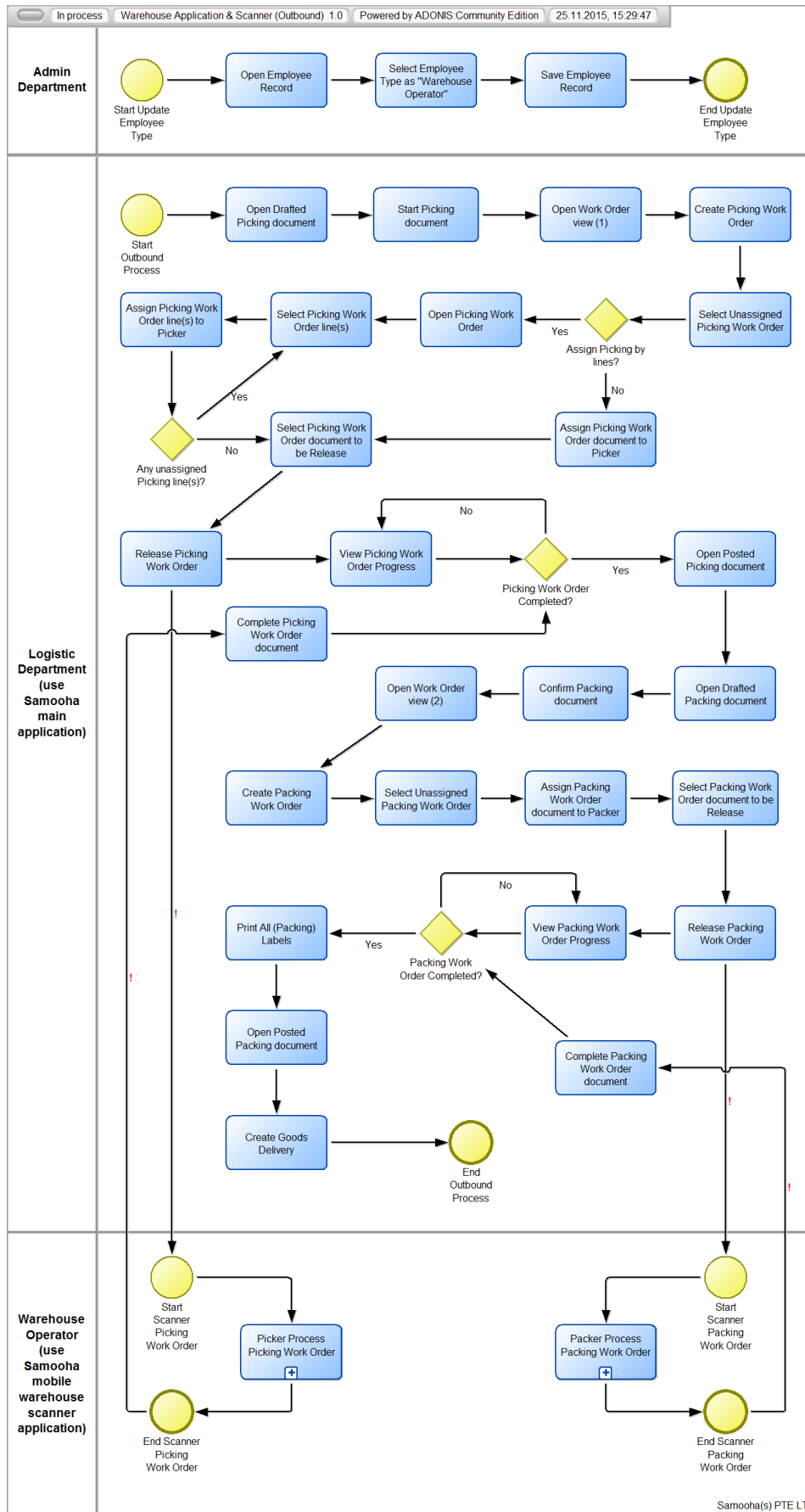
1 / 1 1 / 1 1 / 3

Packing: PIC15-110103 Total Quantity: 3, Pallets: 1, Cartons: 1, Gross Weight: 0.00

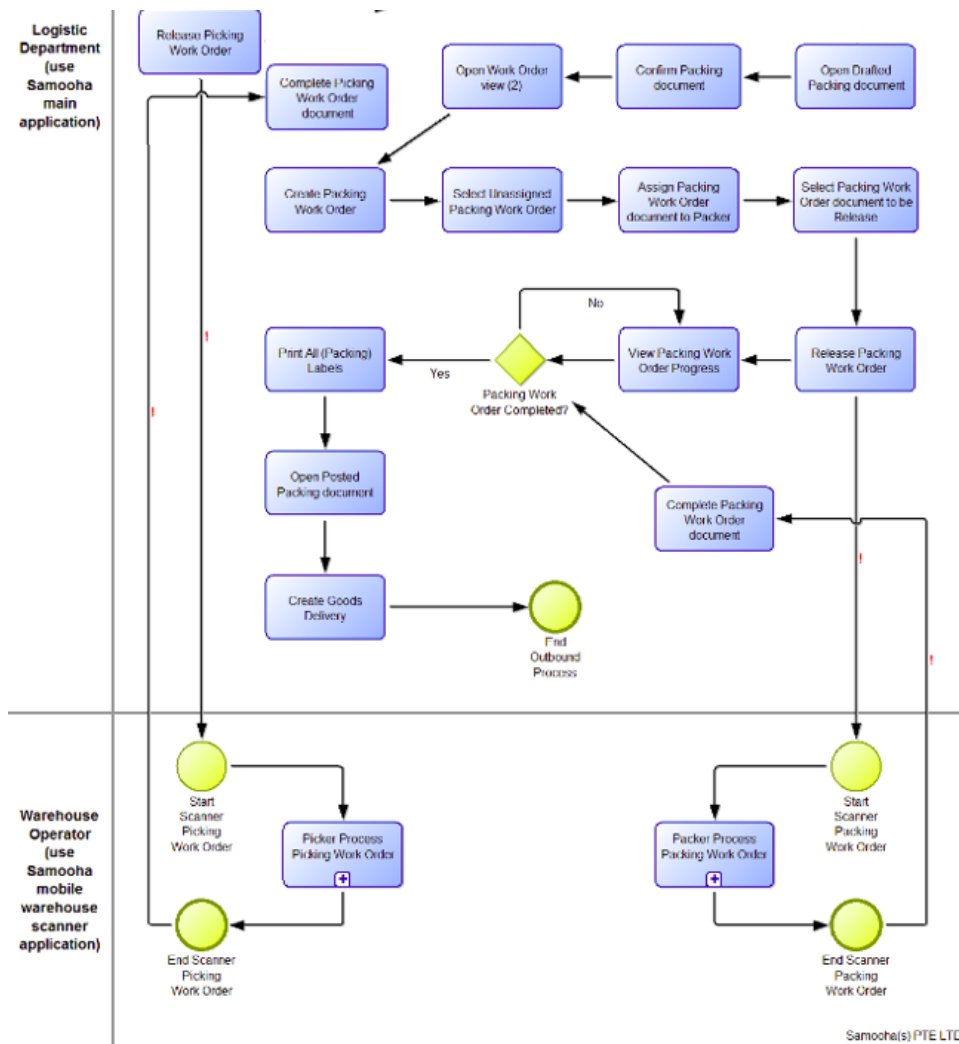
Generate Report Create Goods Delivery Save Bevert

Packing List Packing

Warehouse Application (Outbound) – Flowchart (1)



Warehouse Application (Outbound) – Flowchart (2)



Warehouse Application (Outbound) – Flowchart (3)

