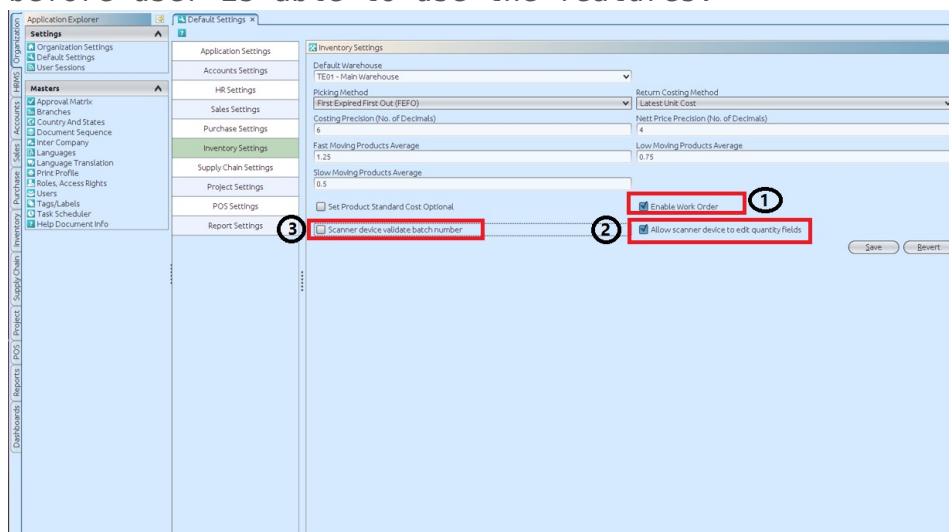


# Work Order

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 Samooha 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 in a software application. The 'Employee Type' dropdown menu is highlighted with a red box and is set to 'Warehouse Operator'. Other fields include Employee Name (Christopher), Employee Code (EM01), NRIC Number (S1234567H), Currency (SGD - Singapore Dollar), and Current Balance (S\$513.60 Cr).

\* Only **“Warehouse Operator”** type of Employees are able to operate the warehouse scanner

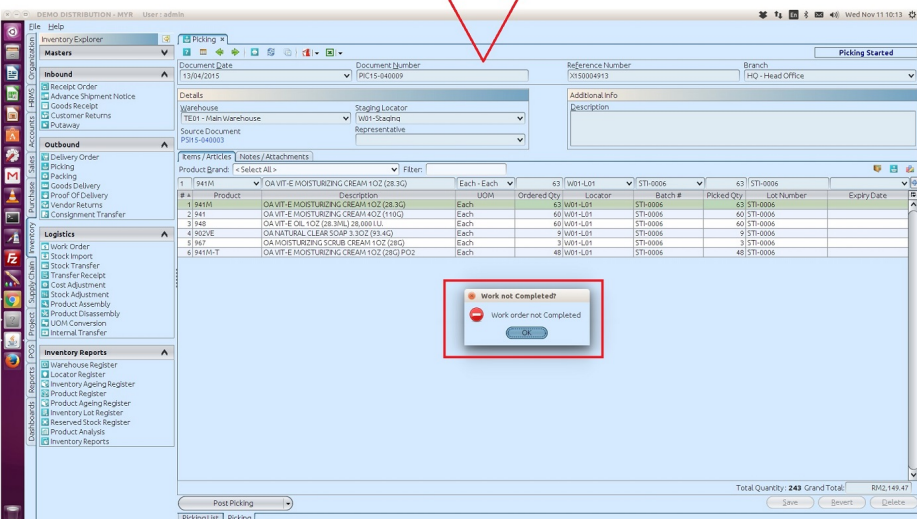
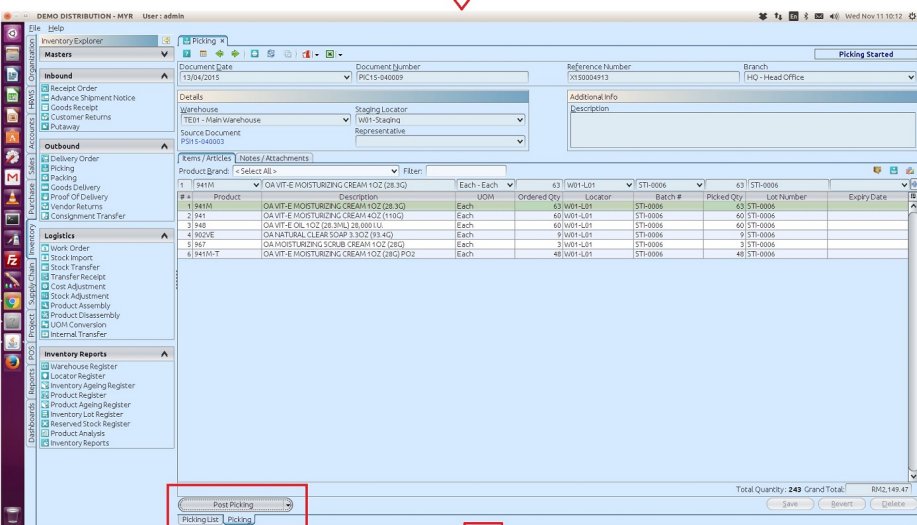
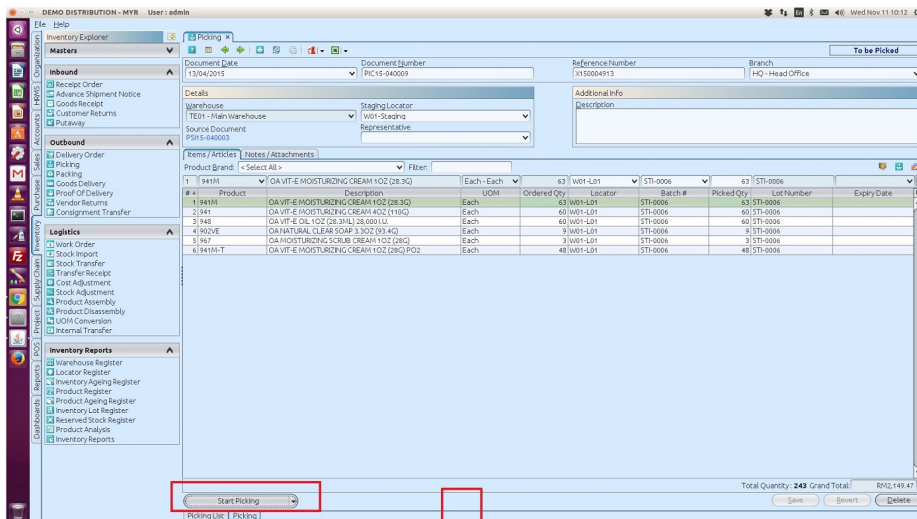
4. User may update multiple Employees records from the list view
5. Select multiple lines, right-click to show options and select **“Mass Employee Update”**
6. Select **“Warehouse Operator”** for Employee Type and click **“Update”**

The screenshot shows the 'Employees' list view. A context menu is open over the list, with 'Mass Employee Update' selected. A dialog box titled 'Mass Employee Update' is displayed, showing the 'Employee Type' dropdown menu set to 'Warehouse Operator'. The dialog box also includes fields for Grouping Account, Account Settings, Join Date, and Description.

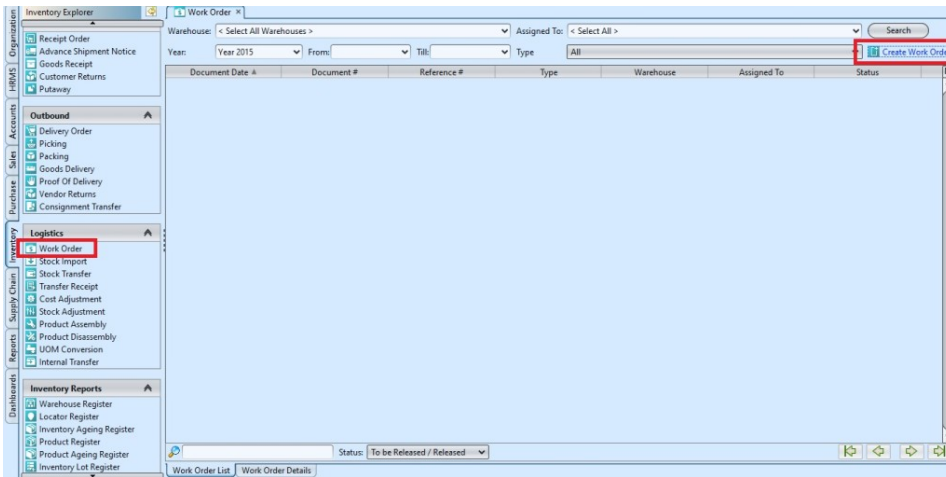
Employee Code	Employee Name	NRIC Number	Currency	Current Balance	Status
EM01	Christopher	S1234567H	SGD	S\$513.60 Cr	Confirmed
EM02	Amanda	S1652347A	SGD	S\$100.00 Cr	Confirmed
EM03	Jessica	S98235067C	SGD		Confirmed
EM04	Tony	S8845213J	SGD	S\$1,365.00 Cr	Confirmed
EM05	Elvy Ee		SGD	S\$12.00 Cr	Confirmed
EP07	Jessica	S3473924R	SGD	S\$31.95 Cr	Confirmed
SJ01	Steve Jameson		USD		Confirmed

## 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)

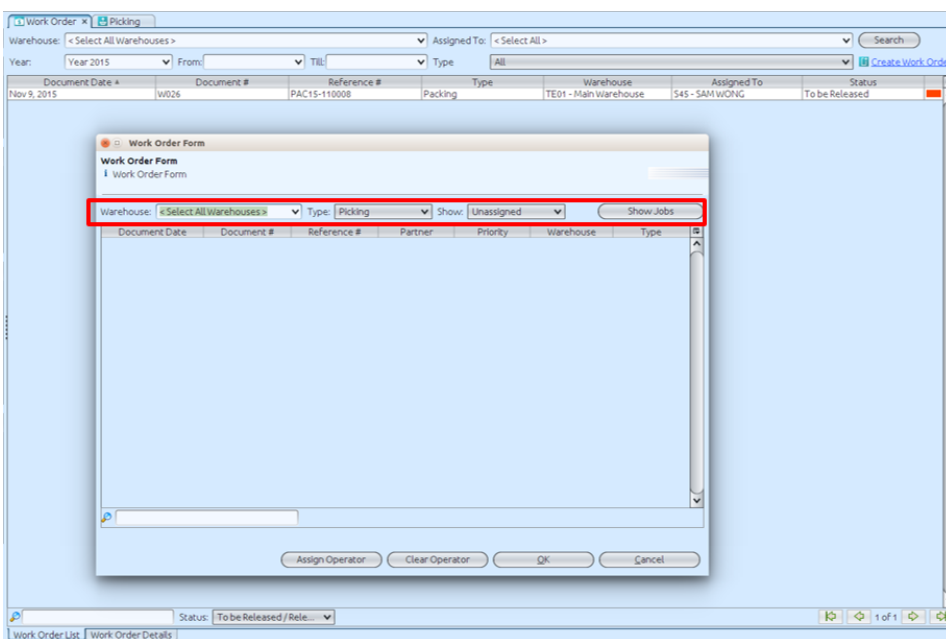


2. Open "Inventory Module (Logistics) – Work Order" and click "Create Work Order" link



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

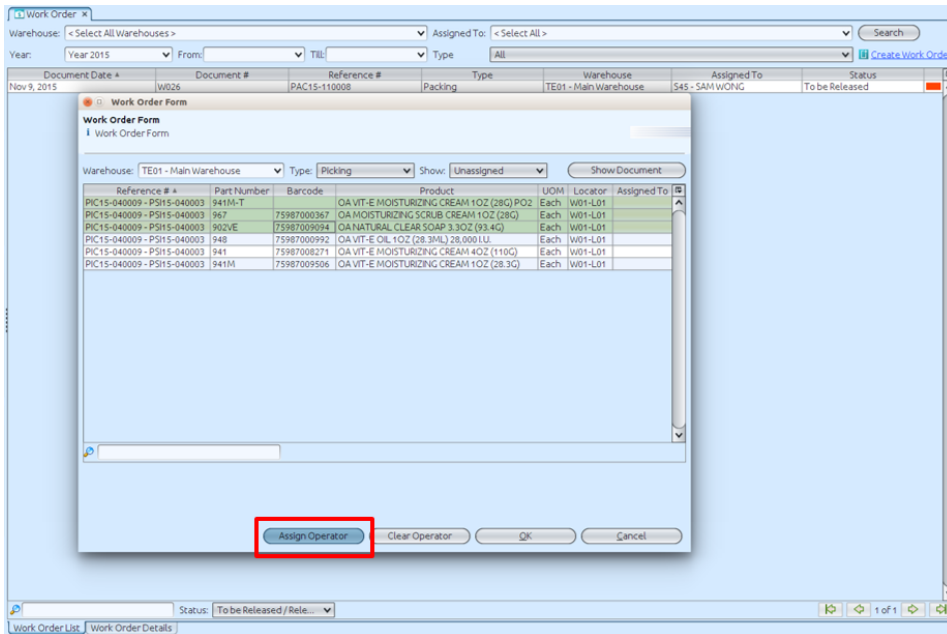


5. Select an **“Unassigned Work Order”** from the list in the Work Order Form and double-click to open the document

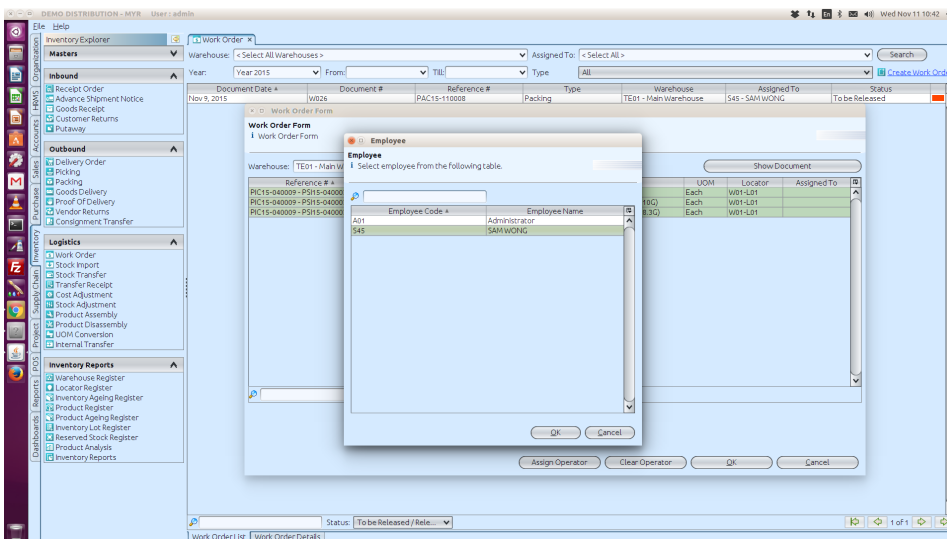
6. Select item lines to be assigned using any of these methods:

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

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



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



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 order 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

## 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	PIK63573		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

Completed

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

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

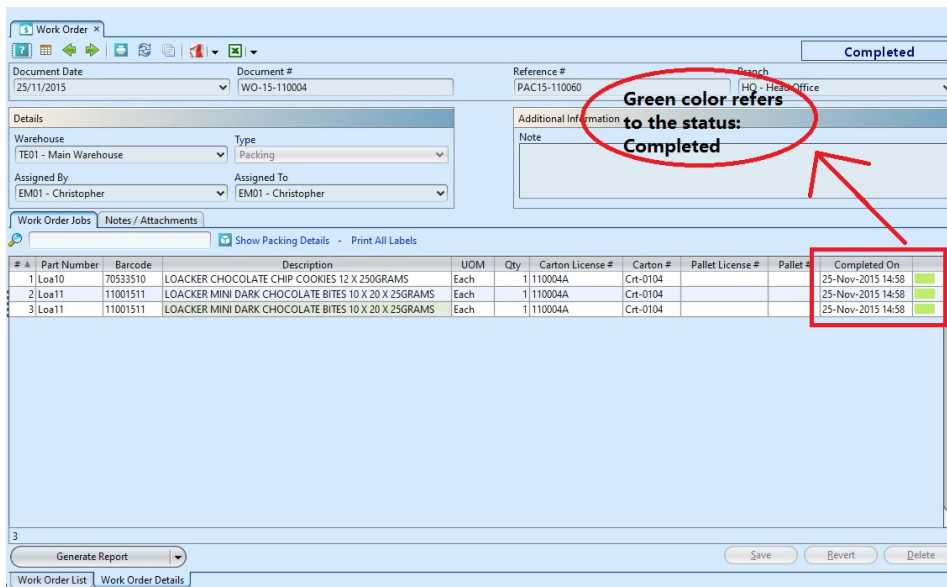
Generate Report Save Revert Delete

\*NB: Picking and Packing must be done through

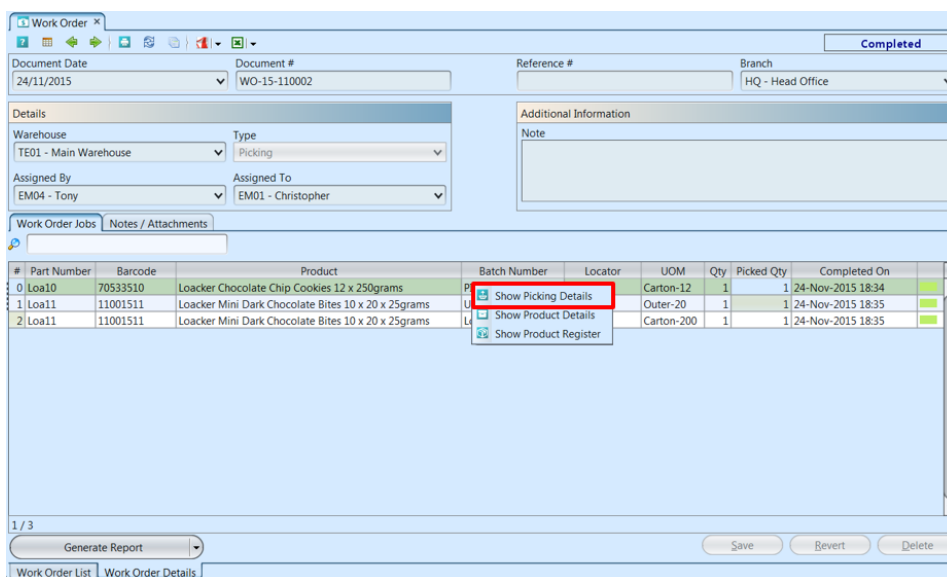
warehouse scanner when **“Enable Work Order”** checkbox is ticked in the Organization – Default Setting – Inventory Settings.

## 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



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





## 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

Posted

Document Date: 19/11/2015 | Document Number: PIC15-110096 | Reference Number: PO-123 | Branch: HQ - Head Office

Warehouse: TE01 - Main Warehouse | Staging Locator: W01-Staging | Source Document: SO-15-110102

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

Total Quantity: 26 | Grand Total: \$209.61

Generate Report > Show Packing | Save | Bevert | Delete

## 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)

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

Warehouse: TE01 - Main Warehouse | Description: [Empty]

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

Pallet #	Pallet Type	Status	Carton #	Carton Type	Quantity	Status	Prod. #	Product Name	Batch #	Quan.	Wei.
<	Unpacked Cartons >	Open	<	Unpacked Items >	3	Open	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	

Total Quantity: 3, Pallets: 1, Cartons: 1, Gross Weight: 0.00

Buttons: Confirm Packing, Create Goods Delivery, Save, Revert

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

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

Warehouse: TE01 - Main Warehouse | Type: Packing

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

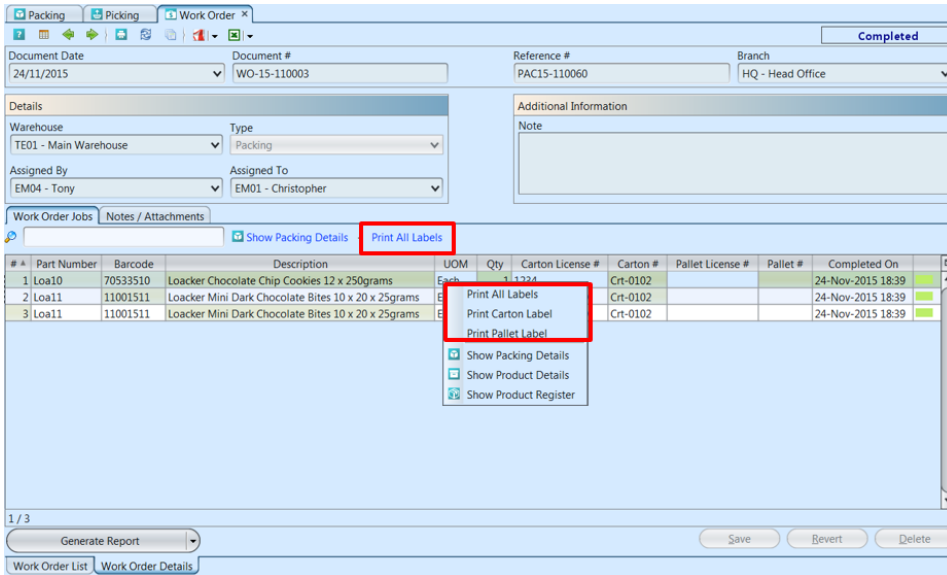
Buttons: Show Packing Details, Print All Labels

#	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	1234	Cr1-0102			24-Nov-2015 18:39
2	Loa11	11001511	Loacker Mini Dark Chocolate Bites 10 x 20 x 25grams	Each	1	1234	Cr1-0102			24-Nov-2015 18:39
3	Loa11	11001511	Loacker Mini Dark Chocolate Bites 10 x 20 x 25grams	Each	1	1234	Cr1-0102			24-Nov-2015 18:39

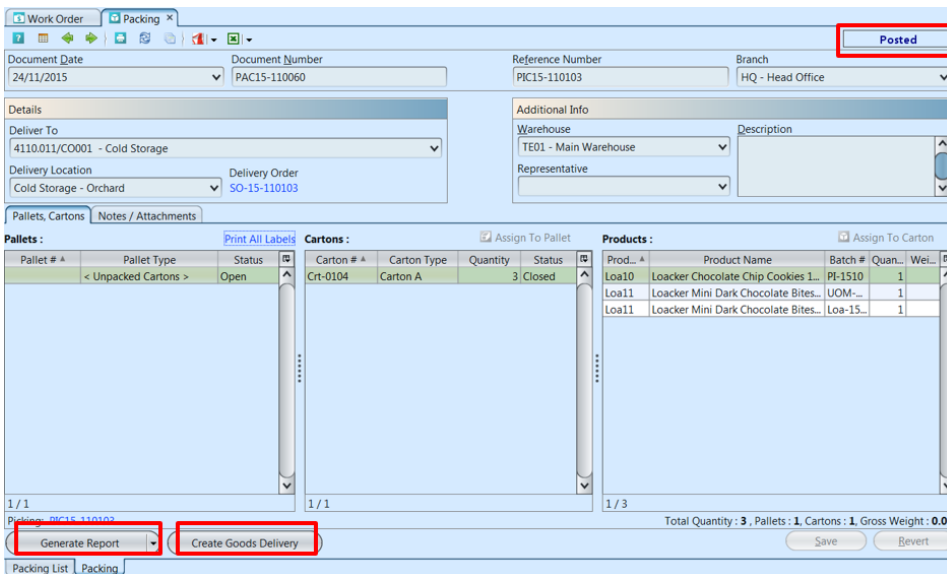
Buttons: Generate Report, Save, Revert, Delete

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

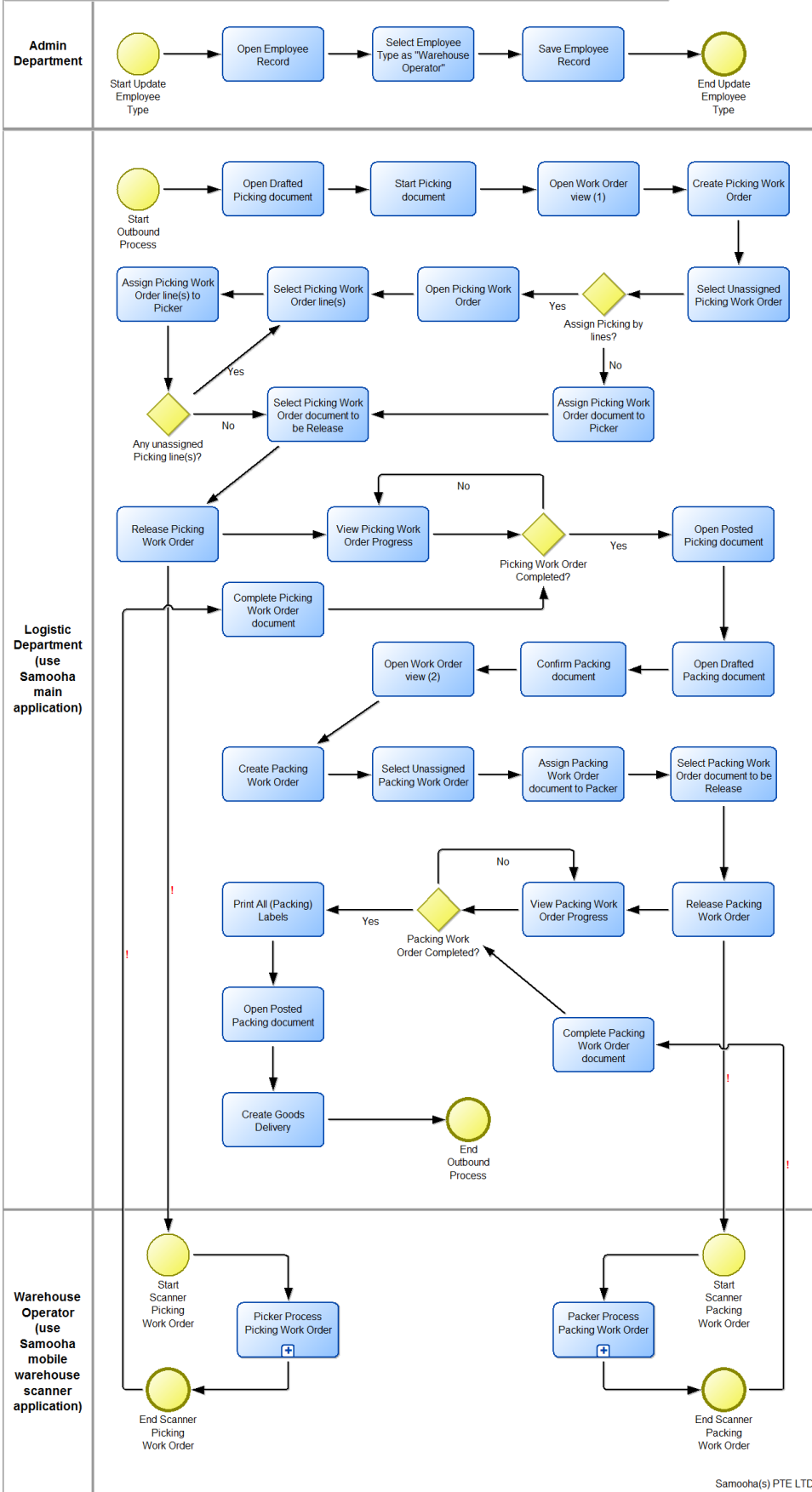
\*NB: Packing Work Order must be completed and Carton(s) closed before user can print the labels



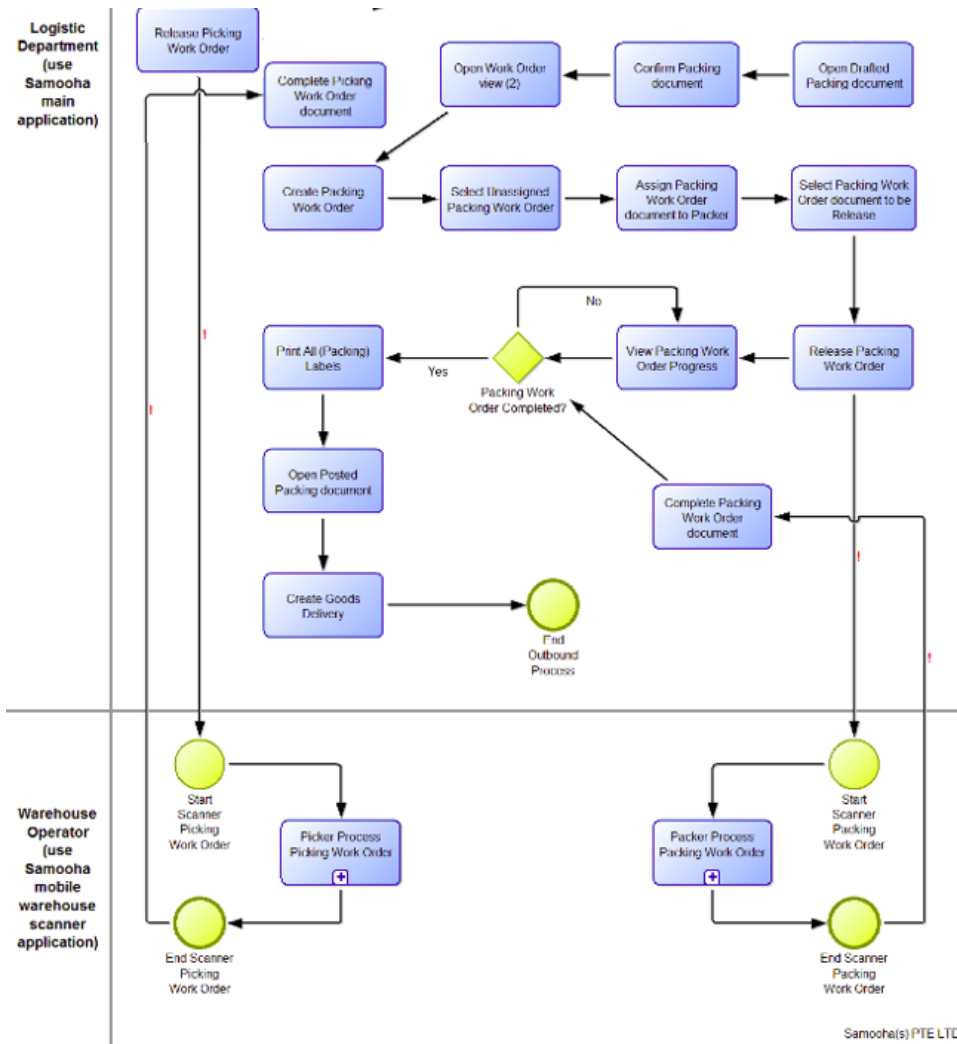
5. Click on **“Create Goods Delivery”** to generate the corresponding Goods Delivery document



## Warehouse Application (Outbound) – Flowchart (1)



# Warehouse Application (Outbound) – Flowchart (2)



# Warehouse Application (Outbound) – Flowchart (3)

