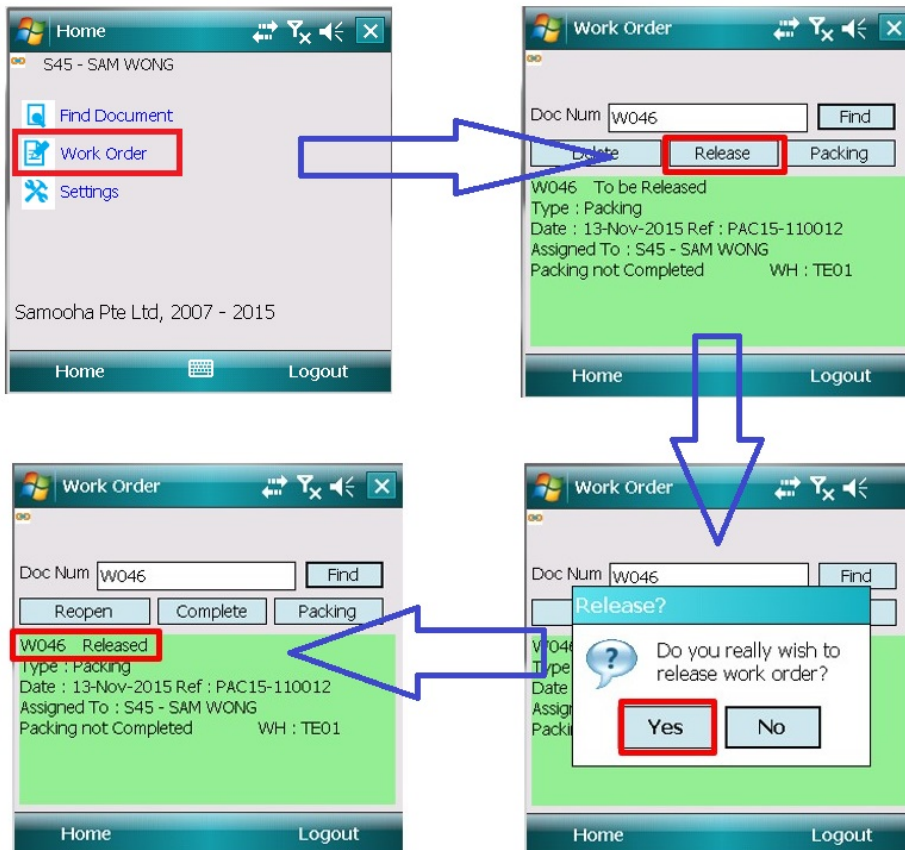


Packing

Packing Process on Warehouse Mobile Scanner

1. Before start packing, please make sure the work order was released



*Users can release work order from the scanner application if they have the access right. Most users will not have access right to this. Releases are done by the Warehouse Manager

2. Click on **"Packing"** button

Work Order

Doc Num

W019 To be Released
 Type : Packing
 Date : 09-Nov-2015 Ref : PAC15-110008
 Assigned To : S45 - SAM WONG
 Packing not Completed WH : TE01

Home Logout

Packing

Back Create Ctn Pack Ctn Pack/Close

BC/Qty

Batch STI-0006 Each

SALON DE PRO ONE PUSH FOAM TYPE
 HAIR COLOR #2 - BRIGHTER BROWN

Carton Not Found 3 - 0 = 3

1/2 PACK : PAC15-110012
 W046 PAC15-110012 SO-15-110038

Home Logout

*Carton must be created before packing items into a carton.

3. Click on ***"Create Carton"***

The screenshot shows the 'Packing' application window. At the top, there are navigation buttons: 'Back', 'Create Ctn' (highlighted with a red box), 'Pack Ctn', and 'Pack/Close'. Below these, there are input fields for 'BC/Qty' and 'Each'. The 'Each' field contains the value '75987009858' and '10'. The main text area displays 'OA NATURAL CLEAR HONEY SOAP 3.3OZ (93.4G)'. Below this, it says 'Carton Not Found' and '10 - 0 = 10'. There are also navigation arrows and a page indicator '1 / 3'. At the bottom, there are buttons for 'Home' and 'Logout'.

* Carton must be created before packing items into a carton.

4. Enter Carton Type* and Number

*Note: More Carton Types can be created using Samooha application

The screenshot shows the 'Packing' application window. At the top, there are navigation buttons: 'Pack Carton' (highlighted with a red box), 'Open Carton', and 'Remove Carton'. Below these, there are input fields for 'LIC' and 'Statu'. The 'LIC' field contains a dropdown menu with a '-' sign. The 'Statu' field contains a dropdown menu with 'Carton A' selected. There are also navigation arrows and a page indicator '1 / 3'. At the bottom, there are buttons for 'Home' and 'Logout'.

5. Click on ***"Pack Carton"***

Packing

Pack Carton Open Carton Remove Carton

LIC Carton A 1254

Status : Not Found

Home Logout

Packing

Back Show Ctn Pack Ctn Pack/Close

BC/Qty 4904651181186 3

Batch STI-0006 Each

SALON DE PRO ONE PUSH FOAM TYPE
HAIR COLOR #2 - BRIGHTER BROWN

1254 OPN 3 - 0 = 3

1/2 PACK : PAC15-110012
W046 PAC15-110012 SO-15-110038

Home Logout

6. Packer to scan product's barcode for the (open) carton. Packer may update quantity manually after scanning the barcode. Information of each item to be packed (UOM, barcode and total quantity of the order) is displayed below the text fields.

Packing

Back Show Ctn Pack Ctn Pack/Close

BC/Qty 4904651181186 3

Batch STI-0006 Each

SALON DE PRO ONE PUSH FOAM TYPE
HAIR COLOR #2 - BRIGHTER BROWN

1254 OPN 3 - 0 = 3

1/2 PACK : PAC15-110012
W046 PAC15-110012 SO-15-110038

Home Logout

Packing

Back Show Ctn Pack Ctn Pack/Close

BC/Qty 4904651181186 1

Batch STI-0006 Each

SALON DE PRO ONE PUSH FOAM TYPE
HAIR COLOR #2 - BRIGHTER BROWN

1254 OPN 2 3 - 2 = 1

1/2 PACK : PAC15-110012
W046 PAC15-110012 SO-15-110038

Home Logout

To save progress
and update system

To update system and
close the carton.
Create new carton if
there are more to pack.

Back Show Ctn **Pack Ctn** **Pack/Close**

BC/Qty

4904651181186 1

Batch STI-0006 Each

SALON DE PRO ONE PUSH FOAM TYPE
HAIR COLOR #2 - BRIGHTER BROWN

1254 OPN 2 3 - 2 = 1

1 / 2 PACK : PAC15-110012

W046 PAC15-110012 SO-15-110038

Home Logout

*The features of the **"Pack Ctn"** and **"Pack/Close"**.

7. When a product's quantity to pack is fulfilled, it will go to the next product automatically and update the system. User may view and pack other products using "<" or ">" button

Back Show Ctn Pack Ctn Pack/Close

BC/Qty

4904651181186 1

Batch STI-0006 Each

SALON DE PRO ONE PUSH FOAM TYPE
HAIR COLOR #2 - BRIGHTER BROWN

1254 OPN 3 3 - 3 = 0

1 / 2 PACK : PAC15-110012

W046 PAC15-110012 SO-15-110038

Home Logout

Back Show Ctn Pack Ctn Pack/Close

BC/Qty

4904651900046 2

Batch SAJ-0001 Each

SALON DE PRO ONE PUSH FOAM TYPE
HAIR COLOR #4S - LIGHT SWEET BROWN

1254 OPN 3 2 - 0 = 2

2 / 2 PACK : PAC15-110012

W046 PAC15-110012 SO-15-110038

Home Logout

8. When all products in the Packing Work Order are scanned and packed in carton(s), system will prompt Packer that all items have been packed into cartons.



9. Click on the **"Pack/Close"** to proceed the next step



10. Click on **"Back"**

Packing

All items are packed into the cartons

[Back](#) [Show Ctn](#) [Pack Ctn](#) [Pack/Close](#)

BC/Qty:

Batch: SAJ-0001 **Each**

SALON DE PRO ONE PUSH FOAM TYPE
HAIR COLOR #4S - LIGHT SWEET BROWN

1254 OPN 3 + 1 2 - 0 = 2

2 / 2 PACK : PAC15-110012

W046 PAC15-110012 SO-15-110038

[Home](#) [Logout](#)

Options: User can choose to pack the closed cartons in pallet(s) (go to step #11) OR complete the work order (go to step #15)

11. Click on the **"Pack Carton"** to pack the carton into pallet

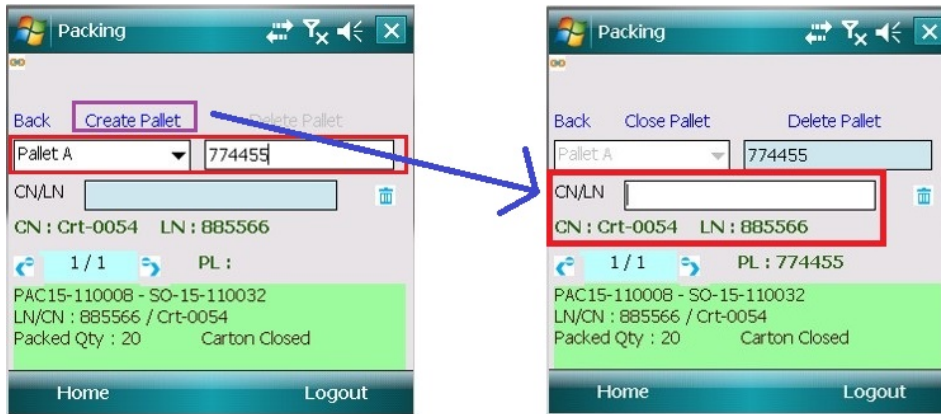
Packing

[Back](#) [Complete WorkOrder](#)
[Show Items](#) [Pack Items](#)
[Show Cartons](#) **[Pack Cartons](#)**

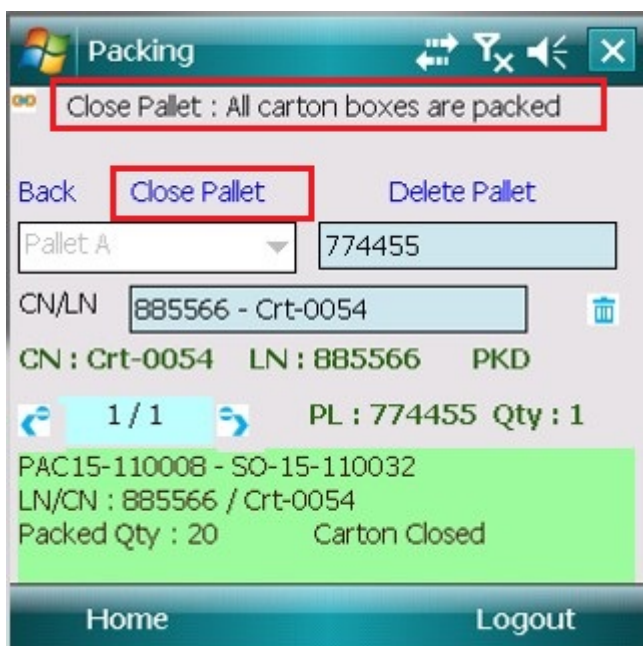
Status : Confirmed Doc : PAC15-110009
Work Order : W025
Work Order Status : Released
Assigned To : S45 - SAM WONG
Document Date : 09-Nov-2015
Ref/Source : PIC15-110020 / SO-15-040024
Warehouse : TE01 - Main Warehouse

[Home](#) [Logout](#)

12. Choose Pallet type, enter license plate number, click **"Create Pallet"**, and enter the carton info into the pallet



13. Click on **"Close Pallet"** to packed the carton boxes.



14. Click on **"Back"** to complete the work order.

Packing

Close Pallet : All carton boxes are packed

Back Close Pallet Delete Pallet

Pallet A 774455

CN/LN 885566 - Crt-0054

CN : Crt-0054 LN : 885566 PKD

1 / 1 PL : 774455 Qty : 1

PAC15-110008 - SO-15-110032
 LN/CN : 885566 / Crt-0054
 Packed Qty : 20 Carton Closed

Home Logout

15. Click on the ***“Complete Work Order”***

Packing

Complete WorkOrder

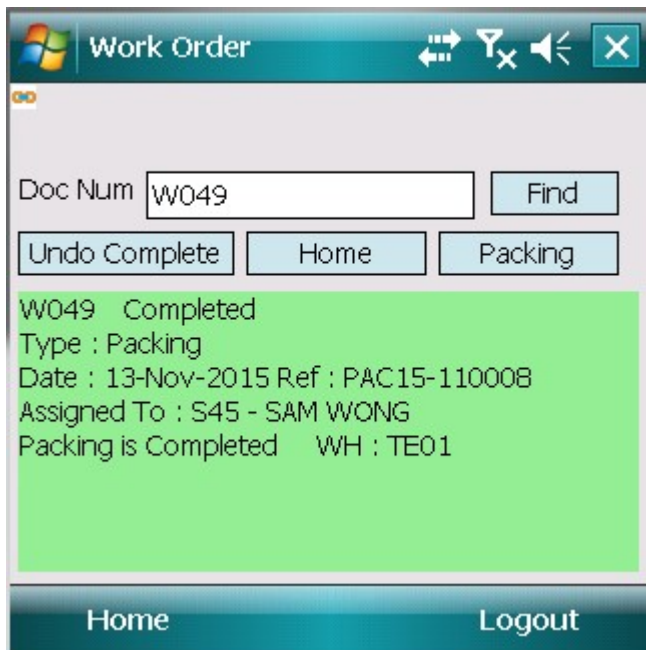
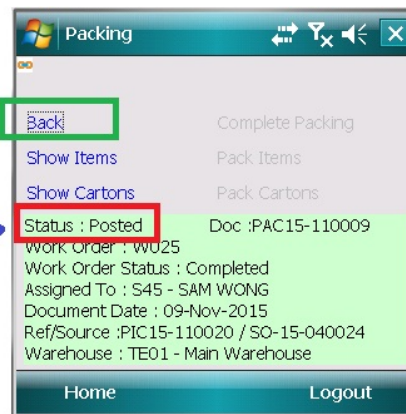
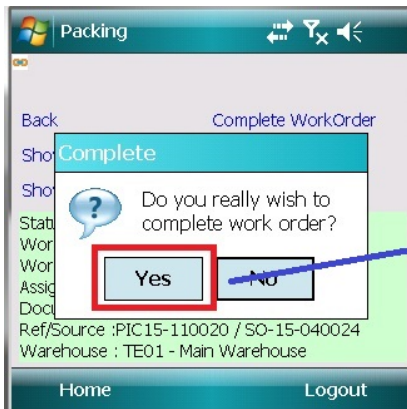
Back Show Items Pack Items

Show Cartons Pack Cartons

Status : Confirmed Doc : PAC15-110009
 Work Order : W025
 Work Order Status : Released
 Assigned To : S45 - SAM WONG
 Document Date : 09-Nov-2015
 Ref/Source : PIC15-110020 / SO-15-040024
 Warehouse : TE01 - Main Warehouse

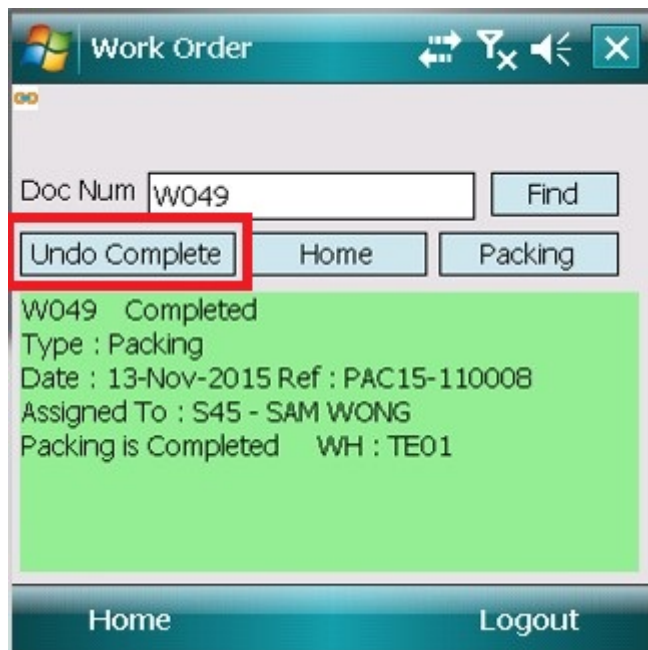
Home Logout

16. Click on ***“Yes”*** if wish to complete the work order and the status will showed as Posted. Click on ***“Back”*** to view the summary of the completed (packing) work order.

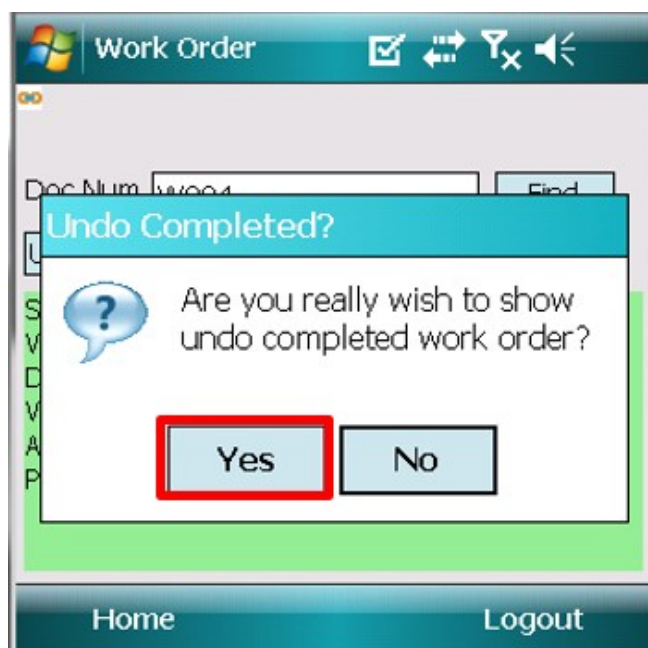


Undo the Work Order



1. Click on the ***“Undo Complete”***



2. Click on **"Yes"** if wish to undo the work order.



3. The status will be change to **"Confirmed"**.


Packing


Back
Complete WorkOrder

Show Items
Pack Items

Show Cartons
Pack Cartons

Status : Confirmed
Doc :PAC15-110008

Work Order : W049

Work Order Status : Released

Assigned To : S45 - SAM WONG

Document Date : 09-Nov-2015

Ref/Source :PIC15-110021 / SO-15-110032

Warehouse : TE01 - Main Warehouse

Home
Logout

