



Infor Distribution A+ Radio Frequency User Guide

Version 11.00.02 and Higher

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About this guide

This guide describes workflow, concepts and procedures for installing Infor Distribution A+ Radio Frequency module.

Related documentation

You can find related documentation at Infor Documentation Central (docs.infor.com). We recommend that you check this website periodically for updated documentation.

Contacting Infor

If you have questions about Infor products, go to Infor Concierge at <https://concierge.infor.com/> and select **Infor Customer Portal** to create a case.

The latest documentation is available from docs.infor.com or from the Infor Support Portal. To access documentation on the Infor Support Portal, select **Search > Browse Documentation**. We recommend that you check this portal periodically for updated documentation.

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Chapter 1 Radio Frequency Overview

The Radio Frequency module is added to and fully integrated with Warehouse Management to provide the optimum means for receiving, moving and tracing inventory through its life cycle in your warehouses. Since Radio Frequency is an add-on module to Warehouse Management, you must install Warehouse Management before, or in conjunction with, Radio Frequency.

The Transaction Manager is another name for the hand-held or vehicle-mounted input device and scanner you use for Radio Frequency activities. This unit is called the Transaction Manager because of its ability to handle many activities at once. While bar coding is not required to use Radio Frequency, this documentation is written to provide bar code scanning and keying functionality for the most effective use of Radio Frequency functions. Descriptions will include terminology related to bar codes (such as, “scanning”) as well as terminology related to manual keying procedures.

Radio Frequency is geared towards creating a paperless warehouse management system by allowing performance of warehouse management tasks from remote locations (i.e., locations other than IBM i workstations). When you use a hand-held or vehicle-mounted radio receiver (referred to in this document as the “transaction manager”) and bar coding, you can read information and automatically enter it into the Distribution A+ database on the IBM i. Data is immediately available for display and inquiry when the transaction manager is used, and you will be able to perform verification and comparison functions with the available data.

System-Defined Tasks

System-defined tasks are mandatory for the successful operation of a warehouse. Radio Frequency provides timely, accurate, remote activity for the following system-defined tasks:

- Receiving
- Put-Away
- Moving Inventory
- Counting Inventory
- Shipping Inventory
- Picking Inventory

[Radio Frequency Options Maintenance](#) (MENU RFFILE) identified which of these system defined tasks will be used for each specific warehouse.

Receiving

Warehouse operations will determine the optimal methodology used for receiving with Warehouse Management and Radio Frequency. For example,

- If an Advanced Ship Notice (ASN) is sent from the vendor, a PO/WM receiver could be created in advance of the delivery truck arriving at the warehouse. Once the truck arrives, the ASN information in the receiver could be verified against the physical receipt items/quantities, adjustments made as necessary, and then the receiver could be processed (with/without labels being generated to assist with put-away).
- For items being received on-the-fly (without advance receivers being created), the handler could create an RF receiver as the items are unloaded from the delivery truck at the receiving dock; labels could be generated as the items are being scanned/keyed into the RF device so handlers could immediately begin placing the items on the warehouse shelves. Once all items have been scanned/ keyed and all labels have been created, the RF receiver could be posted while the physical placing of the items on the shelves continues until done.

In Radio Frequency receiving, you can receive with an RF receiver, i.e., a receiver that does not previously exist. Since the receiver does not already exist, there is no previously identified receiver quantity to receive against. When receiving with an RF receiver you must still specify a purchase order. The quantity first identified as being received on the RF receiver will become the default quantity for this line item. If the quantity received does not equal or exceed the quantity on the purchase order, you will be allowed to use this RF receiver again as many times as needed until you post a received quantity that equals or exceeds the quantity on the purchase order. Each time you use this RF receiver again, you will get a warning that you are over-receiving because the default quantity on this RF receiver is the quantity that you already received when you first received on it.

Radio Frequency receiving includes functionality to create cross-references between an identification number, which can either be a Universal Product Code (UPC), vendor's item number, and your own ("our") item number. This task also creates and, if applicable, validates receivers to process items. If Radio Frequency options are setup accordingly, you can use the Auto Put-Away feature for receiving. This feature replicates the Pre-Receiving Location Selection Process in the Warehouse Management module.

When you use Radio Frequency to receive inventory, several features are available.

Verification of Handler IDs

This verification feature ensures that only those handlers with access to perform receiving tasks will be able to enter receiving data. This feature applies to all tasks, not just receiving.

Verification of Vehicle IDs

Where applicable, this verification feature ensures that vehicle use is appropriate, according to any access established. This feature applies to all tasks, not just receiving.

Verification of Purchase Order Numbers

This verification occurs immediately to ensure accuracy. As you scan/key purchase order numbers they are verified as valid against the Distribution A+ database.

Note: If a received item is not on an open purchase order, it must be received as a miscellaneous receipt via Warehouse Management. Refer to the Warehouse Management User Guide for details about miscellaneous receipts.

Receipt Quantities

The way you operate your business will impact how you specify a quantity when you create receivers. How you specify the quantity on the receiver will determine when you are warned that you are over-receiving during RF receiving.

If you want the quantity on the purchase order to determine when you will be warned of over-receiving, you would create the receiver for the full quantity of the item on the purchase order. During receiving this will allow you to use the receiver as many times as you want with no warnings until the quantity of items received equals or exceeds the quantity specified on the receiver (the full purchase order quantity).

If you want the quantity on the receiver to determine when you will be warned of over-receiving, you would create the receiver for the quantity that you actually expect to receive. This could be an amount that is less than the quantity on the purchase order. During receiving this will allow you to use the receiver as many times as you want with no warnings until the quantity of items received equals or exceeds the quantity specified on the receiver. At that point, when any additional receipts are entered for the item, you will be warned that the identified receiver amount is being exceeded.

In either of the above two cases, you may continue to enter receipts until such time that you post receipts that equal or exceed the quantity on the purchase order. As soon as you post a received quantity that equals or exceeds the quantity on the purchase order, that purchase order line item will be closed and you will not be allowed to receive against this purchase order number again for that line item.

Cross-Referencing

This feature allows you to link your (“our”) item number to another number (e.g., a manufacturer’s number or UPC symbol). This feature is available due to an interface between Radio Frequency and the Inventory Accounting module, which maintains the Item Master File. Authority to create cross-references is determined for each handler through [Handlers Maintenance](#) (MENU RFFILE). If you determine that a handler has the ability to create such a cross-reference, the following occurs when the number (UPC, manufacturer number, etc.) on the received item is encountered:

- 1 The Purchase Order Detail File is checked to see if a match is made between the entered number and the vendor/item number identified in the **Mfg No** field for the current purchase order. If a match is made, the file is checked to extract your (“our”) item number to make the connection.

- 2 If no match is made, the Vendor Item File is checked to see if a match is made between the entered number and the manufacturers' number identified in the **Manufacturers No** field. If a match is made, the file is checked to extract your ("our") item number to make a connection.
- 3 If no match or connection is made, the Item Master File is checked to see if a match is made between the entered number and the manufacturer number identified in the **Manufacturers No** field. If a match is made, the file is checked to extract your ("our") item number to make the connection.
- 4 If no match or connection is made, the Universal Product Code Cross Reference File is checked to see if a match is made between the entered number and the bar coded item number identified in the **UPC Code** field. If a match is made, the file is checked to extract your ("our") item number to make the connection.
- 5 If no match or connection is made, the Item Master File is checked to see if a match is made between the entered number and the item number identified in the Item No field. If a match is made, the file is checked to extract your ("our") item number to make the connection.
- 6 If no match or connection is made, the **Alternate Item Number** field in the Item Cross-Reference File is checked to extract your ("our") item number to make the connection.
- 7 If no match or connection is made and there is a chance that the entered number might be your own item number, the Item Master File is checked to see if a match is made between the entered number and the item number identified in the **Item No** field. This does not result in a connection, but instead serves as a validation of the item number.
- 8 If no match is made and the handler has the authority to create cross-references, a connecting cross- reference between the entered number and your own ("our") item number can be made. Making the connection consists of copying the entered number and placing it into the **Manufacturers No** field in the Item Master File (if one has not already been specified) or in the Item Cross-Reference File (if the user chose to set up the new item as a non-UPC item number). If the user chose to set up the new item number as a UPC number, the connection consists of copying the entered number and placing it into the Universal Product Code Cross Reference File. Thus ensuring that the next time the number is scanned, a cross-reference to your ("our") item number will be found.
- 9 Purchase order quantities are immediately checked against scanned amounts. Warnings are provided for overages.
- 10 Immediate access is provided to lot/serial number screens, when applicable.

The receiving process also provides a means to efficiently identify and record items that are received into the warehouse, as soon as they are delivered to the door. Whether the bar codes on the items (or boxes of items) are UPC symbols, vendor/item numbers, or your own ("our") item numbers, Distribution A+ can read them.

RF Receivers

Radio Frequency utilizes RF Receivers to store data about the receipts scanned using Radio Frequency. When you use Radio Frequency for receiving you are required to enter or allow the system to assign a receiver number as a means to group together the receipts for processing. This

receiver number can indicate that it is either an existing receiver in the Distribution A+ database (created through Purchasing or Warehouse Management prior to the receipt of the items), or a new RF receiver.

When the receiver number is identified on the transaction manager, no immediate checking against the database occurs, since this receiver is being created as an RF Receiver. However, any purchase order number you scan/key to identify the authorizing document for the receipt of the items is immediately validated. Likewise, the item numbers and quantities being received are checked against the purchase order to verify the request for the item(s). The check against the purchase order quantities immediately identifies if any overages are being entered.

Since a receiver can be created for less than the full quantity specified on the purchase order for a line item, it is possible to receive the entire quantity specified on the receiver, but still not receive the entire quantity specified on the purchase order for the line item. Similarly, you can receive less than the quantity identified on the receiver, (i.e., the receiver is partially received). In Radio Frequency receiving, you can continue to use this receiver again as many times as you want until the posted received quantity of this line item equals or exceeds the item's quantity on the purchase order. As soon as you post a received quantity that equals or exceeds the quantity on the purchase order, that purchase order line item will be closed and you will not be allowed to receive against this purchase order number again for that line item.

In Radio Frequency receiving, anytime you exceed the quantity specified on the receiver for a line item, you will be warned that the identified receiver amount is being exceeded. However, you may continue to enter receipts until such time that you post receipts that equal or exceed the quantity on the purchase order. As soon as you post a received quantity that equals or exceeds the quantity on the purchase order, that purchase order line item will be closed and you will not be allowed to receive against this purchase order number again for that line item.

Note: In some instances it may be more appropriate to use Purchasing or Warehouse Management to enter receipts, since Radio Frequency requires that you individually scan/key the item numbers and quantities via the transaction manager. Using either one of these two modules, you can receive an entire purchase order as complete which selects all the open items and assumes a full receipt quantity, thus alleviating the need to individually identify each line item.

Once you enter all data for all items into the RF Receiver File, there are three ways available to process the data.

Automatically using Radio Frequency

If Radio Frequency options are setup accordingly, you may automatically update the Purchase Order Receiver files with the data entered in the Radio Frequency RF Receiver File, approve the data, assign the put-away numbers, and post the receipts. This methodology utilizes the Use Immediate Put-Away field on the [Task Options Maintenance Screen](#) in [Radio Frequency Options Maintenance](#) (MENU RFFILE). The handler creates the receiver, scans the item, quantities, and control information and by pressing **F1=AUTO PA** on the transaction manager, post the receiver and print the labels necessary to complete the actual process of putting the items in the reserved locations.

Note: There is no functionality available in Radio Frequency to review and update landing costs for inventory receipts. When using landing costs, the RF receipt should be posted through the WM Receiver for accurate inventory valuations.

Automatically using Warehouse Management

If Radio Frequency options are setup accordingly, you may review and change, if desired, the data in the Radio Frequency RF Receiver File. For example, you may decide to review and change the data after you compare the data to that previously entered into a receiver using Purchasing or Warehouse Management. You can accomplish this type of processing using the *Radio Frequency Receipt Review Screen* in Warehouse Management (MENU WMMAIN). After you make any changes to the information in the RF Receiver File, the data in the Purchase Order Receiver files is updated with the data in the RF Receiver File. The data can then be approved, the put-away numbers assigned, and the receipts posted. You can accomplish all of this, except the review and related modifications, if any, by pressing **F19=UPD W/PA** on the *Radio Frequency Receipt Review Screen* to update the put-away.

When you automatically process data using either Radio Frequency or Warehouse Management, the put-away consists of reserving the locations, storing the items in a system location designated by all "fours" (i.e., 44.444.44), and optionally posting the inventory. Once the put-away numbers generated with the Put-Away List and Put-Away Labels have been confirmed, using Radio Frequency, the items will be put-away which moves the inventory from the Receiving Dock (4's location) to the originally selected locations. Refer to the Put-Away sub-section of this chapter for details.

Manually using Warehouse Management

You can review and modify the data in the Radio Frequency RF receiver through Warehouse Management (MENU WMMAIN), similar to the explanation given for automatically updating using Warehouse Management. Once you determine the data is correct, you can update the data in the Purchase Order Receiver files with data in the RF Receiver File by pressing **F15=UPD RCVR** on the *Radio Frequency Receipt Review Screen* to update the receiver. After the data has been brought into the Purchase Order Receiver files, you must then approve the data, do the put-away assignments, print the Put-Away List, and post the inventory.

Note: Inventory will be stored in a system receiving dock location (all fours), unless the put-away numbers generated with the Put-Away List are confirmed prior to the posting of the inventory. Once the put-away numbers have been confirmed, the items will be "moved" behind the scenes to the originally selected locations. Also, an option exists to determine if posting will occur automatically upon the Put-Away List print.

Put-Away

Radio Frequency put-away includes using system-assigned put-away numbers to suggest the best travel paths for putting away inventory. If options are setup accordingly, put-away also enables you to automatically post inventory to the receiving dock (i.e., 44.444.44) location after the Put-Away List prints. The option which determines this is defined in Warehouse Management Options Maintenance (MENU WMFILE).

Since Radio Frequency put-away requires the use of put-away numbers generated by the system when a Put-Away List and its related labels are printed, you must ensure that you turn on the Put-

Away Lists and Put-Away Labels options. You also must determine through setup options when the received inventory will become available, and how the worker will physically put the items away.

Note: You can manipulate Radio Frequency system options to allow or disallow the use of Radio Frequency for putting away inventory. Refer to [Radio Frequency Options Maintenance](#) (MENU RFFILE) for details.

An option exists that allows the automatic posting of inventory when a Put-Away List prints. This option eliminates the need to perform the posting step manually and allows for items' "quantity available" to update more quickly. You must, however, identify the items as having been added to the inventory but not yet scanned into the intended locations. To account for this, the system-defined location of all fours is available to capture these received items that have not yet been actually stored in their final locations. Once you confirm the put-away numbers, the items from the all fours location move "behind-the-scene" to the intended locations. (Any list or label you generate identifies the correct final destination location.)

The confirmation of these put-away numbers is another function of Radio Frequency put-away. This confirmation indicates that the items are now physically stored in the intended locations. This confirmation can occur for one put-away number at a time, or several. If you confirm more than one put-away number at a time using Radio Frequency, the system determines the best travel path for the worker to follow in order to efficiently walk through the warehouse putting the items into the desired locations.

Put-Away Numbers

All put-away transactions are assigned a system generated put-away number for unique identification. The format of the number is PXXXXX, where XXXXX is a sequential number.

There is no requirement in the process to re-scan in receipt information. You should use the *Put-Away Status Selection Screen*, accessed through Warehouse Management (MENU WMMAIN), to review the status of all pending and completed put-aways.

The type of information provided on this screen includes:

- Distribution A+ assigned put-away number, used for unique identification
- Current status of the transaction:
 - Pending - This means no activity has occurred since the put-away numbers have been assigned
 - In process - This means the put-away process has been initiated and is currently being performed in the warehouse
 - Stored - This means the items associated with the put-away numbers have been placed in their intended locations
- Warehouse ID and receiver number (toggled with the company ID and purchase order number)
- Quantity received and the unit of measure
- Item number(s) (toggled with location and vendor name)

After you identify an outstanding put-away transaction, and retrieve and attach the Put-Away Labels to the applicable received inventory, you can then use the transaction manager to create a suggested travel path.

Travel Path

The Radio Frequency put-away process includes the option to use a system-suggested travel path for putting away inventory. System-generated travel paths direct the most efficient movement within the warehouse to accomplish the put-away task in a timely manner. The information from which the travel path is derived consists of the scanned item data (item numbers, quantities, etc.) from the receiving process, and the put-away sequence defined through Location Master Maintenance (MENU WMFILE) for the intended locations.

While not required, using travel paths can be very advantageous, as shown in the example that follows. If your locations were stacked three (3) high on shelves, for example, and the one side of the aisle contained ten (10) Bin stacks, so you had 30 locations, you could assign put-away sequence numbers to have the handler go down the aisle filling all the top locations first down one side and then up the opposite side (10.001.001, 10.002.001, 10.003.001, etc.), then go back down and up the aisle filling the middle sections (10.001.002, 10.002.002, 10.003.002, etc.), and finally the bottom locations (10.001.003, 10.002.003, 10.003.003, etc.). Or the handler could fill the top, middle, and bottom location in the first bin stack (10.001.001, 10.001.002, 10.001.003, etc.), then move down to the next bin stack (10.002.001, 10.002.002, 10.002.003, etc.), etc. by assigning the put-away sequence numbers differently.

Assume the following is a typical row in the warehouse

| Bin 1 Shelf 1 | Bin 2 Shelf 1 | Bin 3 Shelf 1 | Bin 4 Shelf 1 | Bin 5 Shelf 1 |
|---------------|---------------|---------------|---------------|---------------|
| Bin 1 Shelf 2 | Bin 2 Shelf 2 | Bin 3 Shelf 2 | Bin 4 Shelf 2 | Bin 5 Shelf 2 |
| Bin 1 Shelf 3 | Bin 2 Shelf 3 | Bin 3 Shelf 3 | Bin 4 Shelf 3 | Bin 5 Shelf 3 |

Example: Travel Paths

Assume that you need to put away a quantity of the following six different items: A1, A2, A3, A4, A5, and A6. The selected locations for the items and the assigned put-away sequence for those locations are listed in the following table. Using the put-away sequence for each of the selected locations, the system generates the following suggested travel paths (as shown in the table) when you scan the very first (lowest put-away sequence) location in your picking section, such as 10.001.001. The travel path directs the user up and down the rows, bins, and shelves in the most efficient manner according to the warehouse design.

| Put-Away Sequence | Travel Path: By Shelf level down the Row and Bin | | Travel Path: By Bin and Shelf level down the Row | |
|-------------------|--|------|--|------|
| | Go to Location: Row.Bin.Shelf | Item | Go to Location: Row.Bin.Shelf | Item |
| 7 | 10.004.001 | A1 | 10.002.002 | A5 |
| 13 | 10.007.001 | A6 | 10.004.001 | A1 |
| 18 | 11.009.001 | A4 | 10.007.001 | A6 |
| 24 | 10.002.002 | A5 | 11.009.001 | A4 |
| 33 | 11.008.002 | A2 | 11.008.002 | A2 |
| 42 | 11.002.003 | A3 | 11.002.003 | A3 |

Inventory Access

The process of physically putting items on the shelf includes scanning both the location being filled and the put-away number of the items being put away. If the items had been posted to the receiving dock prior to being physically shelved, this scanning makes the inventory immediately available for Order Entry processing. There is no longer a wait between the time the inventory is physically stored and the time access is allowed by Order Entry.

Note: You may determine to have a prompt display the location for validation, rather than requiring a scan of the location through Radio Frequency Options Maintenance (MENU RFFILE). You will then only be required to key an acknowledgment.

If the items did not post to the receiving dock, normal posting processes must occur after the inventory is physically shelved.

Location Overrides

If the put-away location is occupied or lacks sufficient space, the location may be overridden when the item is put away. When overrides occur, the overridden location is written to the Location Research File (**RFRSH**), so that it can be reviewed. The cause of the override should be investigated so appropriate action can be taken (e.g., cycle counting the location or adjusting the location size) to prevent the incorrect assignment of put-away locations.

Moving Inventory

Radio Frequency moving allows you to generate unique move numbers for certain quantity movements through the use of Warehouse Management and Radio Frequency system-assigned move numbers. These move numbers suggest the best travel paths for collecting and putting away inventory. Radio Frequency moving also allows for “on-the-fly” creation of needed moves to replenish and/or consolidate inventory locations.

Radio Frequency allows three types of moves:

- Label Moves
- Stock Moves
- Replenish Moves

Additionally, each type of move has two modes, single-mode processing for single moves and multi-mode processing for multiple moves. These modes allow you to decide the most efficient way to move your inventory. Single-mode processing uses fewer screens and function keys, allowing you to perform a single move quickly. Multi-mode processing provides a full range of screens and function keys for doing more complex multiple moves.

Note: You may designate whether you want to allow the use of Radio Frequency for moving inventory through Radio Frequency system options. Refer to [Radio Frequency Options Maintenance \(MENU RFFILE\)](#) for more details.

During the processing cycle for move transactions, the validity checking for locations will always omit display and selection of the following locations:

- Shipping Dock: the system generated shipping dock (all 5's location)
- Receiving Dock: the system generated receiving dock (all 4's location)
- Locations that are reserved for transactions in process; the assigned sequence number will be greater than 9000.

Label Moves

Label moves are those moves which are affiliated with move numbers. Move numbers are automatically assigned to certain move transactions to provide unique identification.

Note: In order to use move numbers, the option to use Move Labels in Warehouse Management Options Maintenance (MENU WMFILE) must be activated. Refer to the Warehouse Management User Guide for details.

Move transactions are created using one of the following:

- Manual creation as non-immediate, such as using Warehouse Management (MENU WMMAIN)
- Suggested Move Report (MENU WMMAIN)
- System creation, such as when a permanent item falls below its specified stock quantity, as identified through Location Master Maintenance (MENU WMFILE)

Note: When Radio Frequency Picking or Pick List printing results in a permanent item falling below its specified stock quantity, the replenishment trigger defined through Radio Frequency Options Maintenance (MENU RFFILE) determines if a move will be generated when either the item is picked from the location via the transaction manager, or the Pick List is printed for the order on which the item exists. Refer to Radio Frequency Options for more details.

The format of the move number is MXXXXX, where XXXXX is a sequential number. Like the put-away processes which use either a single number at a time, or many numbers, move numbers can be entered through the transaction manager one at a time and processed individually, or several move numbers can be identified so that a system-generated travel path can be provided.

Radio Frequency allows for the automatic creation of travel paths for moving inventory in somewhat the same manner as described for receiving inventory. The difference, however, is that moving actually consists of two steps: picking and putting away. The picking portion of the move travel path is system determined by a review of the locations that the items are to be moved from. In other words, the picking sequence in Location Master Maintenance (MENU WMMFILE) for the from locations is used to determine the travel path. Once the items have been picked from their locations, the system determines the put-away portion of the move travel path by reviewing the picking sequence of the to locations in Location Master Maintenance (MENU WMFILE). The following example provides further explanation.

Example:

Assume that you need to move quantity of the following four items: A1, A2, A3, and A4.

The following table lists the location from which each item is to be picked and the location's assigned picking sequence.

| Item | From Location | Picking Sequence |
|------|---------------|------------------|
| A1 | 10.111.111 | 7 |
| A2 | 11.128.107 | 33 |
| A3 | 11.162.325 | 42 |
| A4 | 11.111.124 | 18 |

The following table lists the location into which each item will be stored and the location's assigned picking sequence.

Example:

| Item | To Location | Picking Sequence |
|------|-------------|------------------|
| A1 | 11.128.105 | 31 |
| A2 | 11.188.117 | 63 |
| A3 | 11.111.121 | 15 |
| A4 | 11.111.119 | 13 |

Using the above picking sequence for each of the from locations and beginning at the location with the lowest picking sequence, the system would generate the suggested travel path as shown in the next table.

| Go to Location | Pick Item | Picking Sequence |
|----------------|-----------|------------------|
| 10.111.111 | A1 | 7 |
| 11.111.124 | A4 | 18 |
| 11.128.107 | A2 | 33 |
| 11.162.325 | A3 | 42 |

Once all the items are picked, the system reviews the to locations to determine the picking sequences and generates another travel path as shown in the table below.

| Go To Location | Pick Item | Picking Sequence |
|----------------|-----------|------------------|
| 11.111.119 | A4 | 13 |
| 11.111.121 | A3 | 15 |
| 11.128.105 | A1 | 31 |
| 11.188.117 | A2 | 63 |

Like the Radio Frequency put-away process, the process of physically putting items on the shelf during the move includes scanning the location and the move number of the items being moved. The difference is that the items to be moved must first be identified when pulled from the location (picked), and again when the items are placed in their new locations (stored).

Note: Through Radio Frequency Options Maintenance (MENU RFFILE), you may determine to have a prompt display the location for validation, rather than requiring a scan of the location. You will then only be required to key an acknowledgment.

Stock Moves

You can use stock moves to remove a quantity of an item from one location and place it in another, usually to empty one location for consolidation or other purposes. The handler manually determines these moves and requires no system-generated move numbers.

Stock moves require that you first remove the items you want to move from an identified location, and then place them into a new location. This is similar to the label move process, but without the assigned move numbers. When the quantity is added to the “to” location, it signifies the completion of the move and inventory is updated to reflect that move.

Replenish Moves

You can use replenish moves to fill an under-stocked location with a specified item. A handler determines these moves, like stock moves, and system-generated move numbers are not required.

The replenish process identifies the location that needs replenishment, then identifies the location from which the item is to be taken. This is unlike the stock move process, which instead first identifies a location that has too much of the item. When selecting the location to replenish from, locations are omitted when:

- the location is set to **N** for **Use for Replenishment** in Location Master Maintenance (MENU WMFILE)
- is it a location that is also being suggested for replenishment
- the available quantity is less than the quantity needed considering all stocking units of measure

With replenishment moves, when the items are in their final destination and the move is complete, the inventory is updated to reflect the move that occurred.

Counting Inventory

Radio Frequency counting inventory eliminates the need to produce hard copy Count Sheets. After you run Print Count Sheets (MENU WHPHYS) to determine the locations to count, the pick sequence for each of those locations may be used to generate a system-directed travel path, eliminating the need to print the hard copy output. The system-directed travel path can be accessed from the Radio Frequency transaction manager. This travel path helps ensure that all appropriate locations are counted. Also, if desired, when you count the inventory and enter the counts on the transaction manager, the system can compare your counts with the “database” inventory quantities to allow for immediate recounts for variances.

One of the more time-consuming and arduous warehouse tasks is that of physically counting your inventory. Using Warehouse Management alone, the process of performing a physical count is generally performed as follows:

- 1 Count Sheets are generated and printed, freezing physical inventory counts.
- 2 Employees perform the counts.

- 3 Count Sheets are returned and counts are keyed.
- 4 Reports are run to indicate variances between the expected counts and the true counts.
- 5 Count Verification Sheets are printed for those items with variances beyond the user-defined scope.
- 6 Employees perform recounts.
- 7 Count Verification Sheets are returned and counts are keyed.
- 8 Counts are posted.

Using Refreeze Physical Inventory Counts (MENU WMPHYS) much of the time and energy needed to re-count inventory as well as reduce hard copy handling, is eliminated. The Radio Frequency system can be set up to refreeze a location at the time it is counted; refer to the Warehouse Management manual for details about refreezing inventory. Note that while the initial freezing of the inventory counts when generating the Count Sheets is required, it is not required to physically print the hard copy Count Sheets.

Additionally, when you run Print Count Sheets (MENU WMPHYS), a file is created that contains the locations to be counted. This file is used to create a system-directed travel path. This path directs the user through the warehouse to count the applicable locations.

Also, if while counting inventory the counts scanned at a location do not match the expected counts, a warning message displays on the transaction manager. This allows the handler to recount for verification, to ensure a counting mistake was not made. The option to force recounts for such variances is available through Radio Frequency Options Maintenance (MENU RFFILE).

Note: Through Radio Frequency system options you may designate whether you want to allow the use of Radio Frequency for counting inventory. Refer to [Radio Frequency Options Maintenance](#) (MENU RFFILE) for more information.

Travel Path

Radio Frequency automatically creates travel paths for counting inventory in somewhat the same manner as described for putting away inventory. There is one difference, however, the path is generated using the pick sequence of the locations to be counted versus using the put-away sequence. As previously described, the locations to be counted are determined by running Print Count Sheets (MENU WMPHYS).

Inventory Access

The process of counting inventory in Radio Frequency includes scanning the location and identifying the items that have to be counted. Although comparisons are made immediately from the keyed count to the expected “on-hand” count, valuation reports are usually still desired for review. Therefore, after running and reviewing variance reports, the same inventory files updated when entering counts through Enter/Change Inventory Counts (MENU WMPHYS) are updated when

performing counts through Radio Frequency. Update Inventory Counts (MENU WMPHYS) must still be used to post inventory counts.

Shipping Inventory

This feature is similar to the Warehouse Management boxing confirmation process. Once the items are removed from the shelf, boxed, and labeled, you can use the transaction manager to “confirm” shipment out of the warehouse. This ship confirmation is accomplished automatically when the last item (or box) is scanned as “shipped.”

Note: Through Radio Frequency system options you may designate whether you want to allow the use of Radio Frequency for shipping confirmations. Refer to Radio Frequency Options Maintenance (MENU RFFILE) for more details.

Additionally, this feature is similar to the Box Confirmation feature in Warehouse Management, described in the Warehouse Management manual.

Picking Inventory

Radio Frequency picking allows you to verify items and the locations from which they are picked. The system directs the Radio Frequency handler to follow the most efficient travel path to pick the items using the pick sequences of the locations from which inventory will be taken. Items are picked for multiple orders or containers in a single pass (known as “wave picking”). If for any reason an item cannot be picked (e.g., it is damaged or missing from an identified location), you can select an alternate location to pick the item from or backorder the item. When you backorder the item in Radio Frequency, the sales order is updated accordingly.

For Work Orders

If you are using Value Added Services, you can pick work orders with an RF device, allowing work orders to be picked and automatically pick confirmed with Radio Frequency. To pick work orders using Radio Frequency, handlers will select the system-defined picking task. When picking work orders the RF handler will be prompted for the work order number on the Pick Confirm Screen, never a box number. Work orders cannot be selected to be picked by a container or box number. Work orders and regular orders can both be selected to be picked during the same picking operation/task.

Otherwise, the handler follows the normal picking procedure for picking reservations of work order lines. Once all reservations of a work order line have been picked, the status of the work order line is updated to “Pick Confirmed.”

If a work order line cannot be picked completely because one or more components were material short, the line will be split. Splitting the line will update the quantity committed with the quantity

picked. The system will create a new line for the component where the quantity ordered is the quantity that was unable to be picked. This new line will have a status of “Material Short.”

Once all lines of the work order have been RF picked, the system will pick confirm the entire work order and update the Pick List Confirmation File (**WOPLR**) with the date and time the work order was confirmed. The user ID of the handler who picked the last line on the work order is designated as the user who pick confirmed the work order, even if other handlers previously picked other lines.

Pick confirmed work orders put inventory in the work order Work-In-Process (WIP) location. If there is not WIP location or it is not being used, inventory is allocated in the original location.

Ship Confirm After Pick Confirm

The option to automatically set the Order Status to “Ready for Invoice” after an order has been “Pick Confirmed” may be set through Radio Frequency Options Maintenance (MENU RFFILE). If you select Y through this option, the order status will be changed to “Ready for Invoice” after all items have been picked. Additionally, if the **Print Pack List after Ship Cnfrm** field is set to **Y** through Order Entry Options Maintenance (MENU XAFILE), Pack Lists will automatically print for an order after that order has been ship confirmed.

Note: If the RF Task option to use RF Shipping set in Radio Frequency Options Maintenance (MENU RFFILE) is set to **Y**, then the **Ship Confirm after last pick** field must be set to **N**. If you are using Warehouse Management, you may set the status of an order to automatically change to “Ready to Invoice” after the last box is confirmed for shipment by setting the **Chg Order Status after Last Box** field to **Y** through Warehouse Management Options Maintenance (MENU WMFILE). It should be noted that both of these options may not be set to **Y** simultaneously.

User-Defined Tasks

The second task area, user-defined tasks, you create specifically to meet any additional needs of your warehouse (for example, you may need to define and track tasks outside of the normal warehouse realm). The user-defined tasks available in Radio Frequency depend on those defined through User Tasks Maintenance (MENU RFFILE). You may create an unlimited number of user-defined tasks for which activity can occur and be tracked. For example, you may wish to keep statistics regarding how much of each day is spent on research tasks, lost time, lunch breaks, and so forth. A list of all tasks, including user-defined tasks, is available for viewing or may be printed via the Radio Frequency File Maintenance Menu.

Note: The use of Radio Frequency in performing any system-defined task is determined through [Radio Frequency Options Maintenance](#) (MENU RFFILE) for each warehouse. When you establish user-defined tasks through [User Tasks Maintenance](#) (MENU RFFILE) for each warehouse, you determine which tasks will be performed.

Transaction Manager

For a description of the transaction manager and information about performing Radio Frequency tasks with on a transaction manager, refer to the Radio Frequency Transaction Manager User Guide.

Management Tasks

The third major task area, management tasks, is made available through Radio Frequency from the IBM i workstation. Some of the management tasks available in Radio Frequency include:

- Providing and/or limiting access to certain tasks by handler
- Providing and/or limiting access to certain vehicles by task
- Employee performance monitoring including time tracking, work statistics, and comparative analysis with bar graph displays
- Transaction manager simulation screens, useful for training
- Sending messages from the IBM i workstation to the remote transaction managers

Radio Frequency provides management tasks to assist with the daily activities in the warehouse. While most Radio Frequency tasks are generally performed at remote locations, managerial tasks are performed only from an IBM i workstation. For example, due to the sensitivity of data resulting from some tasks (e.g., employee performance comparisons and evaluations), access to certain Radio Frequency menus and options is required. In addition to the varying levels of Distribution A+ security, you might have the need to limit activities to certain employees.

Imposing Limits

Warehouse employees are often grouped into categories based on a primary activity when you set up Distribution A+. For example, you might use Radio Frequency for the system-defined tasks of receiving, put-away, counting, moving, picking, and shipping. User-defined tasks might be used to define shrink wrapping and cleanup, as well as be used to create handler categories such as manager, dock hand, driver, and so on.

In cases where employees are grouped into particular categories, it makes sense that you only allow certain categories of employees to perform certain tasks. For instance, you may not want your top three dock hands inside the warehouse counting inventory. To prevent this, you can place limitations on which tasks those employees are allowed to perform. Once you prevent an employee category from performing a task in this manner, that employee category will no longer be allowed to log onto Distribution A+ and select that type of task.

In addition to limits being placed on handlers to allow or prevent certain tasks, limits can be placed on vehicle use. You can determine what tasks a vehicle may perform. By limiting tasks (and therefore, handlers) that a vehicle can perform, you can ensure equipment is not misused. Vehicle

usage is tracked and maintained the same way as employee performance. This information can be saved and analyzed for determining value, length of viability, and more.

The following table describes how handlers and vehicles are set up for use with Radio Frequency. Each option is available from the Radio Frequency File Maintenance Menu.

| Type or Task | Where Defined or Assigned |
|---|-------------------------------------|
| Handler | Handlers Maintenance |
| Handler Types (e.g., manager, dock hand, etc.) | Handler Types Maintenance |
| Handler Access to System and User-Defined Activities | Handler Tasks Maintenance |
| System-Defined Tasks | Radio Frequency Options Maintenance |
| User-Defined Tasks | User Tasks Maintenance |
| Vehicle Types (e.g., forklift) | Vehicle Types Maintenance |
| Vehicle Numbers | Vehicles Maintenance |
| Vehicle Use for Specific Tasks (system and/or user-defined) | Vehicle Tasks Maintenance |

Work Statistics & Performance Monitoring

Radio Frequency captures time, task, vehicle, and employee data pertaining to work performed in the warehouse. The system retains such data as:

- Time on
- Time off
- Total time
- Quantitative values that relate to the number of items and amount of work performed
- Identification of the employee (and, if applicable, vehicle) performing the task

Because Radio Frequency provides time tracking, it is essential that real time worked on each task is captured accurately. To ensure this, Radio Frequency allows you to interrupt one task to work on another task. While you work on the second task, the first task stops, so it does not adversely affect the monitoring of time actually spent performing that task. However, the suspended time is captured and calculated into the total time it takes from beginning to end, to complete the task. This is known as the “elapsed” time.

Refer to the following example for a description of elapsed time versus work time.

Example:

Handler 101 starts a task on Tuesday at 9:00 AM. Handler 101 works until 12:00, suspends the task and takes an hour lunch. After lunch, handler 101 returns to the task and completes it at 3:00 PM.

The table below illustrates how the elapsed time for the task adds up to six hours, and the work time adds up to five hours.

| Real Time | Hours | Type of Time |
|--------------------|-------|------------------|
| 9:00 am - 12:00 pm | 3 | Work |
| 12:00 pm - 1:00 pm | 1 | Non-Work (Lunch) |
| 1:00 pm - 3:00 pm | 2 | Work |

Work + Work + Non-Work = Elapsed Time

$$3 + 2 + 1 = 6$$

Work + Work = Work Time

$$3 + 2 = 5$$

The transaction manager does not have to be physically turned on to capture this elapsed time. For example, a handler can initiate a user-defined task of LUNCH BREAK and then, without exiting the LUNCH BREAK task, turn the transaction manager off. After lunch, when the handler turns the transaction manager back on, a prompt to restart the LUNCH BREAK task is provided. The handler can restart the task, then end the task. The entire time, from the initiation of the task to the ending of the task, is retained as if the transaction manager was never shut off. Accidental incidents of turning off the transaction manager are handled the same way.

The Radio Frequency tracking method allows for detailed, accurate inquiries to provide informational, statistical, and comparative analyses. The Handler Inquiry (MENU RFMAIN) provides a display of the Handler Log for individual handlers. Information displayed consists of elapsed time, actual time, current activity, task name, user name, items (number, quantities, boxes, locations, cubes and weights), and vehicle. Criteria to narrow the scope of the inquiry about a handler in a warehouse can be keyed for dates, vehicle types, specific vehicle numbers, or certain tasks. The Handler Log can be printed through Handler Log Report (MENU RFREPT) for one or more handlers.

Note: The Vehicle Log is similar to the Handler Log, except it is based on vehicle rather than handler. This Vehicle Log may be printed through Vehicle Log Report (MENU RFREPT).

Statistical and comparative inquiries are performed through Handler Performance Inquiry (MENU RFMAIN). For evaluation purposes, handler performance of one or more tasks can be compared against that of a single co-worker or all handlers, or against that of a pre-defined "work standard."

A work standard is defined by identifying the total amount of time each day that is usually (or optimally) required to perform a task, and by identifying the total number of items (including how much weight, how many cubes, quantities, and so forth) that should be involved in that task, for that time. Work standards are defined for a task, and optionally a handler type, through Work Standards Maintenance (MENU RFFILE).

Comparative data is presented for times and items involved. A specific time category (i.e., elapsed or work) or a specific item category (e.g., weight, quantity, location, etc.) can be selected for a detailed display in bar graph format.

Graph Displays

Radio Frequency bar graphing displays in Radio Frequency according to default and user-provided definitions. The first bar appears in high intensity with the * character, while the second bar appears in low intensity with the # character. You can change the time frame for the display, and the graph redraws accordingly.

If you are not satisfied with the appearance of the graph due to disproportionate high or low values, you can change the scale of the graph by day, week, or month, and modify the top and/or bottom scales to reflect varying times.

Messages

Radio Frequency provides the ability to send messages from an IBM i terminal to the transaction manager of one or more handlers. On a variety of screens and lists displayed through MENU RFMAIN and MENU RFFILE, a function key is available to allow you to key message text to be sent to one or more handlers. Once sent to a handler, the message displays on the transaction manager the very next time the handler attempts any activity on that transaction manager.

Chapter 2 Using the Handler Inquiry

You can inquire about handlers and their warehouse handler activities using the Handler Inquiry option on the Radio Frequency Main Menu (MENU RFMAIN). Lists are available that identify all valid handlers, vehicles, and tasks, to assist in the selection of data included for inquiry.

You can print the information that displays through this option in report format using the [Handler Log Report](#) (MENU RFREPT).

Handler Inquiry

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each screen/report is provided in this section.

| Title | Purpose |
|--|---|
| Handler Inquiry Selection Screen | Used to specify limiting criteria for the inquiry. |
| Handler Task Selection Screen | Lists handler tasks. Used to select the tasks to include in the inquiry. |
| Handler Task Log Review Screen | Displays task related data for the selected handler. Can be used to send a message. |
| Handler Task Log Detail Screen | Displays detailed information about a selected handler task. |
| Handler Receipt Log Screen | Displays detailed transaction information about a handler's receiving tasks. |
| Handler Put-Away Log Screen | Displays detailed transaction information about a handler's put-away tasks. |
| Handler Move Log Screen | Displays detailed transaction information about a handler's moving tasks. |
| Handler Shipping Log Screen | Displays detailed transaction information about a handler's shipping tasks. |
| Handler Count Log Screen | Displays detailed transaction information about a handler's counting tasks. |

| Title | Purpose |
|--|---|
| Handler Picking Log Screen | Displays detailed transaction information about a handler's picking tasks |

Handler Inquiry Selection Screen

```

                                HANDLER INQUIRY

Handler Id:  _ ..... (F4 for list)
Warehouse?  1 .

Log Date:   From: ..... To: .....

Vehicle No:  ..... (Blank for ALL)
              (F5 for list)
Vehicle Type? ...

Tasks:      A   A=All S=Select

F3=Exit    F4=Handler List    F5=Vehicle List    F11=Handler Perf.
              F13=Send Msg
  
```

This screen displays after selecting option **2** - [Handler Inquiry](#) (MENU RFMAIN). Distribution A+ maintains all statistical data concerning handlers and tasks performed in your warehouses in a log format. Use the fields on this screen to limit the inquiry data from this log by handler and warehouse. You may enter optional limiting criteria for calendar dates, vehicles, and tasks.

Refer to the Infor Distribution A+ Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Handler Inquiry Selection Screen Fields and Function Keys

| Field/Function Key | Description |
|--------------------|--|
| Handler ID | <p>Key the handler ID for which the inquiry will be presented.</p> <p>Press the F4=HANDLER LIST function key to display a list of currently defined handler IDs, if needed.</p> <p>Valid Values: A user ID defined through Register A+ User IDs (MENU XACFIG) and Handlers Maintenance (MENU RFFILE).</p> <p>(A 10) Required</p> |

| Field/Function Key | Description |
|--------------------|--|
| Warehouse | <p>Use this field to limit the inquiry to data captured for a specific warehouse. Key the ID of the warehouse for which the handler inquiry will occur.</p> <p>Default Value: The default warehouse defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the Default Warehouse defined through Company Name Maintenance (MENU XAFILE)</p> <p>Valid Values: A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY).</p> <p>(A 2) Required</p> |
| Log Date | <p>Key a range of dates to limit the inquiry to data for a specific period of time. When you key the same date in both fields, this limits the data to that specific day.</p> <p>You can determine the length of time to retain the log information through Radio Frequency Options Maintenance (MENU RFFILE). It is important to ensure that you key dates that fall within the time period specified through that option.</p> <p>Valid Values: Key the date using the Default Date Format for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's Default Date Format specified through System Options Maintenance (MENU XAFILE).</p> <p>(2 @ N 6,0) Optional</p> |
| Vehicle No | <p>Key a vehicle number to limit the inquiry to data associated with a specific vehicle.</p> <p>Press the F5=VEHICLE LIST function key to display a list of currently defined vehicles, if needed.</p> <p>Leave this field blank if you do not wish to limit the data to a specific vehicle.</p> <p>Note: This field must be blank if a vehicle type is entered.</p> <p>Valid Values: A vehicle number created through Vehicles Maintenance (MENU RFFILE).</p> <p>(A 5) Optional</p> |
| Vehicle Type | <p>Key one of the user-defined vehicle types created through Vehicle Types Maintenance (MENU RFFILE) to limit the inquiry data to vehicles of only that type.</p> <p>Leave this field blank if you do not wish to limit the data by vehicle type. This field must be blank if a vehicle number is entered.</p> <p>Valid Values: A vehicle type defined through Vehicle Types Maintenance (MENU RFFILE).</p> <p>(A 2) Optional</p> |

| Field/Function Key | Description |
|--------------------|--|
| Tasks | <p>Use this field to determine whether or not to include the data collected for all tasks.</p> <p>Key S to include data for one or more specific tasks.</p> <p>Key A to include data for all tasks.</p> <p>Default Value: A</p> <p>(A 1) Required</p> |
| F3=Exit | Press F3=EXIT to return to MENU RFMAIN. |
| F4=Handler List | Press F4=HANDLER LIST to access the Handler List Review Screen . |
| F5=Vehicle List | Press F5=VEHICLE LIST to access the Vehicle List Review Screen . |
| F11= Handler Perf | Press F11= HANDLER PERF to access the Handler Performance Inquiry Selection Screen . |
| F13= Send Msg | Press F13=SEND MSG to access the Handlers To Receive Message Selection Screen . |
| Enter | <p>Press ENTER to confirm your selections.</p> <p>If you keyed S in the Tasks field, the Handler Task Selection Screen will display.</p> <p>If you keyed A in the Tasks field, the Handler Task Log Review Screen will display.</p> |

Handler Task Selection Screen

```

WH: 1                                SELECT HANDLER TASKS

Place a "X" beside the tasks you wish to select:

  _ Receiving                          .. Cleaning Duty
  .. Put-Away                           .. Construction Work
  .. Moving                              .. Lunch Break
  .. Shipping                            .. Paperwork
  .. Counting                            .. Staff Meeting
  .. Picking                             .. Trash Disposal
  .. Inquiry
  .. boxing
  .. configuration mgt
  .. gardening
  .. quality assurance
  .. sweeping
  .. tracking
  .. typing
  .. writing

-----
F3=Exit    F12=Return    F15=Select All    F17=Clear All

```

This screen displays if you keyed **S** in the **Tasks** field on the [Handler Inquiry Selection Screen](#) and pressed **ENTER**. Use this screen to select one or more handler tasks to include in the inquiry. The system-defined tasks appear at the beginning of the list, followed by an alphabetical list of any user-defined tasks created through User Tasks Maintenance (MENU RFFILE).

Note: You also may access this screen through Handler Performance Inquiry (MENU RFMAIN), Handler Log Report (MENU RFREPT), and Handler Performance Report (MENU RFREPT). If you access this screen through any of these menu options, you may select only one task from this screen. Otherwise, you may select any number of tasks, or all tasks, for processing.

Handler Task Selection Screen Fields and Function Keys

| Field/Function Key | Description |
|--------------------|--|
| (Select Task) | To select one or, if applicable, more than one task to include in the handler inquiry, key an X next to the applicable task names. If the selection field next to a task is left blank, data captured under that task will not be included in the inquiry. Use the F15=SELECT ALL and F17=CLEAR ALL keys to complete, or clear, the fields next to all of the tasks. (A 1) Required |
| F3=Exit | Press F3=EXIT to return to MENU RFMAIN. |
| F12=Return | Press F12=RETURN to return to the Handler Inquiry Selection Screen . |

| Field/Function Key | Description |
|--------------------|--|
| F15=Select All | <p>Press F15=SELECT ALL to place an X in the selection fields next to all tasks, even those not currently displayed on the screen due to space limitation.</p> <p>The F15=SELECT ALL does not display if this screen is accessed through Handler Performance Inquiry (MENU RFREPT) or Handler Performance Report (MENU RFREPT).</p> |
| F17=Clear All | <p>Press F17=CLEAR ALL to remove X's from all selection fields next to all tasks, even those not currently displayed on the screen due to space limitation.</p> <p>The F17=CLEAR ALL does not display if this screen is accessed through Handler Performance Inquiry (MENU RFREPT) or Handler Performance Report (MENU RFREPT)</p> |
| Enter | <p>Press ENTER to confirm your selection(s).</p> <p>If you accessed this screen from the Handler Inquiry Selection Screen, the Handler Task Log Review Screen will display.</p> <p>If you accessed this screen through Handler Performance Inquiry (MENU RFREPT) or Handler Performance Report (MENU RFREPT), the Comparison Selection Screen displays.</p> |

Handler Task Log Review Screen

| Handler: QPGMR | | WH: 1 | | HANDLER TASK LOG | | | |
|----------------|------------------|-------|--------|------------------|----------|----------|----------|
| | Task Description | Vehcl | Status | Start Dt | Start Tm | End Tm | Elp Time |
| 1 | Put-Away | 123 | Done | 2/22/14 | 8:51:13 | 8:51:58 | :45 |
| 2 | Put-Away | 123 | Done | 2/22/14 | 8:50:14 | 8:51:08 | :54 |
| 3 | Put-Away | 123 | Done | 2/21/14 | 18:04:02 | 18:08:44 | 4:42 |
| 4 | Put-Away | 123 | Done | 2/21/14 | 17:59:41 | 18:03:57 | 4:16 |
| 5 | Put-Away | 123 | Done | 2/21/14 | 16:42:42 | 17:59:29 | 1:16:47 |
| 6 | Put-Away | 123 | Done | 2/21/14 | 16:42:20 | 16:42:26 | :06 |
| 7 | Put-Away | 123 | Done | 2/21/14 | 16:41:09 | 16:42:05 | :56 |
| 8 | Put-Away | 123 | Done | 2/21/14 | 16:29:22 | 16:41:02 | 11:40 |
| 9 | Receiving | | Done | 5/15/13 | 13:18:44 | 13:21:27 | 2:43 |
| 10 | Receiving | | Done | 5/15/13 | 13:15:31 | 13:18:41 | 3:10 |
| 11 | Receiving | | Done | 5/15/13 | 12:56:27 | 13:14:11 | 17:44 |
| 12 | Receiving | | Done | 5/15/13 | 12:53:46 | 12:55:34 | 1:48 |
| 13 | Receiving | | Done | 5/15/13 | 12:30:10 | 12:53:44 | 23:34 |
| 14 | Receiving | | Done | 5/15/13 | 12:11:48 | 12:20:32 | 8:44 |
| 15 | Receiving | | Done | 5/15/13 | 12:04:14 | 12:05:28 | 1:14 |

More...

Selection: _ Log Date: to F2=Work Time F12=Return
F5=Refresh F13=Send Msg

This screen displays if you keyed **A** in the **Tasks** field on the [Handler Inquiry Selection Screen](#) and pressed **ENTER**. This screen also displays after pressing **ENTER** on the [Handler Task Selection Screen](#), if applicable. Use this screen to display task-related data for the selected handler, or to send a message. The tasks displayed on this screen are chronologically ordered, with the most recent information displayed at the top.

Refer to the Infor Distribution A+ Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Handler Task Log Review Screen Fields and Function Keys

| Field/Function Key | Description |
|--------------------|--|
| Handler ID | The selected Handler ID, as assigned through Handlers Maintenance (MENU RFFILE), displays in this field. Display |
| Warehouse | The warehouse ID selected for which the handler inquiry will occur. Display |
| Reference Number | This field represents the reference number of each task used to select a specific task for detailed information. Key this number in the Selection field and press ENTER to display detailed data on the Handler Task Log Detail Screen . Display |

| Field/Function Key | Description |
|-----------------------|---|
| Task Description | <p>The system-defined task name, or user-defined task name. User-defined tasks are created and named through User Tasks Maintenance (MENU RFFILE).</p> <p>Display</p> |
| Vehcl | <p>The vehicle number of the vehicle used to perform the indicated task. Vehicle numbers are created through Vehicles Maintenance (MENU RFFILE).</p> <p>Display</p> |
| Status | <p>The current status of each task; possible values are:</p> <ul style="list-style-type: none"> • Done - The task was completed • Suspnd - The task is currently suspended • Active - The task is currently in progress; the handler is physically performing the task <p>This data does not print on the Handler Log Report generated through Handler Log Report (MENU RFREPT).</p> <p>Display</p> |
| Task Time Information | <p>The following time information displays for each handler:</p> <ul style="list-style-type: none"> • Start Dt: The calendar date on which the task begins. • Start Tm: The time of day that the task begins. • End Tm: The time of day that the task completes. • Elp Time/Wrk Time: When the header indicates Elp Time, the value that displays indicates the amount of elapsed time between the initiation of the task and completion. When the header indicates Wrk Time, the value that displays indicates the amount of time actually spent performing the task. Any “time off” (due to breaks and so forth) is included in the Total time elapsed; however, it is not included in Total work time totals. You can toggle the column from Elp Time to Wrk Time by pressing F2=WORK TIME / F2=ELAP TIME. <p>This information prints in two separate columns on the Handler Log Report generated through Handler Log Report (MENU RFREPT).</p> <p>Display</p> |
| Selection | <p>Key the reference number of one of the tasks in this field and press ENTER to display detailed data about that task on the Handler Task Log Detail Screen.</p> <p>(N 2,0) Optional</p> |

| Field/Function Key | Description |
|--------------------------------|---|
| Log Date | <p>Key a range of dates to limit the inquiry to information for a specific period of time. When you key the same date in both fields, this limits the data to that specific day.</p> <p>You can determine the length of time to retain the log information through Radio Frequency Options Maintenance (MENU RFFILE), so be sure to key dates that fall within the time period specified through that option.</p> <p>Valid Values: Key the date using the Default Date Format for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's Default Date Format specified through System Options Maintenance (MENU XAFIL).</p> <p>(2 @ N 6,0) Optional</p> |
| F2=Work Time / F2=Elap Time | Press F2=WORK TIME / F2=ELAP TIME to toggle the display between reflecting Wrk Time and Elp Time . |
| F5=Refresh | Press F5=REFRESH to update the screen with the most current data. |
| F12=Return | Press F12=RETURN to return to the Handler Inquiry Selection Screen . |
| F13=Send Msg | Press F13=SEND MSG to send a message to one or more handlers via their transaction managers. The Handlers To Receive Message Selection Screen . |
| Enter | <p>Press ENTER to confirm your selection.</p> <p>If you keyed a Reference Number in the Selection field, the Handler Task Log Detail Screen will display.</p> <p>If you keyed new log dates, this screen will refresh itself with the data limited to those days.</p> |

Handler Task Log Detail Screen

```

WH: 1                                HANDLER TASK DETAIL

Handler: QPGMR      QPGMR
Task:   Moving
Vehicle: FL1       Forklift Number 1
Status: DONE

Start Time: 5/01/13 11:47:47
End Time:   5/01/13 11:52:50

Total time elapsed:      5:03
Total time suspended:   :00
Total work time:        5:03

Number of Items:        3

Total Boxes:            5
Total No. of Locs:      3
Total Cubes:            1.94444
Total Weight:           24.0000

                                F5=Transactions      F12=Return
  
```

This screen displays when you select a task either on the [Handler Task Log Review Screen](#) or [Handler Task Log Inquiry Screen](#). Use this screen to review task-related information.

All the fields on this screen are display only and cannot be changed.

Handler Task Log Detail Screen Fields and Function Keys

| Field/Function Key | Description |
|--------------------|--|
| Warehouse | The warehouse ID selected for which the handler inquiry will occur. |
| Handler | The selected handler ID and name, as assigned through Handlers Maintenance (MENU RFFILE), displays in this field. |
| Task | The selected task name, either system-defined or assigned through User Tasks Maintenance (MENU RFFILE), displays in this field. |
| Vehicle | The selected vehicle ID and name, as assigned through Vehicles Maintenance (MENU RFFILE), displays in this field. |
| Status | The current status of the displayed task; possible values are: <ul style="list-style-type: none"> • Done - The task was completed • Suspd - The task is currently suspended • Active - The task is currently in process; the handler is physically performing the task |
| Start Time | The date and time of day that you begin the task. |

| Field/Function Key | Description |
|----------------------|---|
| End Time | This field displays only for tasks in Done status. The date and time of day that the task ends. |
| Total time elapsed | The amount of elapsed time between the initiation of the task and the time of completion. Any "time off" (due to breaks and so forth) is included in the total time elapsed. |
| Total time suspended | The amount of suspended time for the task, if any. If you did not suspend the task, zeros display in this field. |
| Total work time | The amount of time actually spent performing the task. Any "time off" (due to breaks and so forth) is not included in the total work time. |
| Number of Items | The total number of items involved in the task. |
| Total Quantity | The Total Quantity field displays on this screen for receiving, counting, and picking processes. The total quantity received, picked, or counted for this transaction. |
| Total Boxes | The total number of boxes involved in the task. |
| Total No. of Locs | The total number of locations involved in the task. |
| Total Cubes | The total cubic measurement of the items, boxes, cases, and so on, involved in the task. |
| Total Weight | The total weight of the items, boxes, cases, and so on, involved in the task. |
| F5=Transactions | The F5=TRANSACTIONS function key appears only if at least one Radio Frequency transaction was accomplished for the task. Press F5=TRANSACTIONS to view detailed transaction information for the selected handler's system-defined task. The appropriate handler log screen displays for the applicable task. If you selected <ul style="list-style-type: none"> • a receiving task, the Handler Receipt Log Screen will display. • a put-away task, the Handler Put-Away Log Screen will display. • a moving task, the Handler Move Log Screen will display. • a shipping task, the Handler Shipping Log Screen will display. • a counting task, the Handler Count Log Screen will display. • a picking task, the Handler Picking Log Screen will display. • an inquiry task, the Handler Count Log Screen will display. |
| F12=Return | Press F12=RETURN to return to the Handler Task Log Review Screen . |

Handler Receipt Log Screen

| Tran Dte | Tran Tme | Co | Receiver | PO No. | Qty Rcvd | U/M | Item Number |
|----------|----------|----|----------|--------|----------|-----|-------------|
| 5/07/13 | 11:10:30 | 1 | 145 | 100319 | 10.000 | CAS | A120 |
| 5/07/13 | 11:11:35 | 1 | 145 | 100185 | 100.000 | BX | A500 |
| 5/07/13 | 11:11:48 | 1 | 145 | 100001 | 10.000 | EA | LOT |

Last
F12=Return

This screen displays if you selected to review receiving tasks for the selected handler and pressed **F5=TRANSACTIONS** on the [Handler Task Log Review Screen](#).

Use this screen to view detailed transaction information for the handler's receiving tasks. All the fields on this screen are display only and cannot be changed.

Handler Receipt Log Screen Fields and Function Keys

| Field/Function Key | Description |
|--------------------|---|
| Handler | The selected handler ID and name, as assigned through Handlers Maintenance (MENU RFFILE), displays in this field. |
| WH | The warehouse ID selected for which the handler inquiry will occur. |
| Status | The current status of the displayed task; possible values are: <ul style="list-style-type: none"> • Done - The task was completed • Suspnd - The task is currently suspended • Active - The task is currently in process; the handler is physically performing the task |
| Start | The date and time of day that you begin the task. |
| End | This field displays only for tasks in Done status. The date and time of day that the task ends. |
| Tran Dte | The calendar date for each task performed. |

| Field/Function Key | Description |
|--------------------|--|
| Tran Tme | The time each transaction was entered into the system. |
| Co | The number of the company receiving the inventory. |
| Receiver | The receiver number associated with each receiving task. |
| PO No. | The number of the purchase order that contained the items the handler received during each task. |
| Qty Rcvd | The quantity of items that were received during each task. |
| U/M | The unit of measure used to express the quantity of items received during each task. |
| Item Number | The number of the item received during each task. |
| F12=Return | Press F12=RETURN to return to the Handler Task Log Detail Screen . |

Handler Put-Away Log Screen

| | | | | | | | |
|-----------------|-----------------|-----------------------------|--------------|-------------------------|-----------------|------------|------------------------|
| Handler: QPGMR | WH: 1 | <u>HANDLER PUT-AWAY LOG</u> | | Start: 2/01/08 12:53:13 | | | |
| Status: DONE | | | | End: 2/01/08 12:53:23 | | | |
| <u>Tran Dte</u> | <u>Tran Tme</u> | <u>P/A #</u> | <u>Id Co</u> | <u>PO No.</u> | <u>Qty Rcvd</u> | <u>U/M</u> | <u>Item Number</u> |
| 2/01/08 | 12:53:22 | P001UN | 1 | 101113 | 2.000 | EA | MLSPEC |
| | | | | | | | _____ Last |
| | | | | | | | F2=Location F12=Return |

This screen displays if you chose to review the put-away tasks for the selected handler and pressed **F5=TRANSACTIONS** on the [Handler Task Log Review Screen](#). Use this screen to view detailed transaction information about the handler's put-away tasks.

All the fields on this screen are display only and cannot be changed.

Handler Put-Away Log Screen Fields and Function Keys

| Field/Function Key | Description |
|--------------------|---|
| Handler | The selected handler ID and name, as assigned through Handlers Maintenance (MENU RFFILE), displays in this field. |
| WH | The warehouse ID selected for which the handler inquiry will occur. |
| Status | The current status of the displayed task; possible values are: <ul style="list-style-type: none"> • Done - The task was completed • Suspnd - The task is currently suspended • Active - The task is currently in process; the handler is physically performing the task |
| Start | The date and time of day that you begin the task. |
| End | This field displays only for tasks in Done status. The date and time of day that the task ends. |
| Tran Dte | The calendar date for each task performed. |

| Field/Function Key | Description |
|------------------------|---|
| Tran Tme | The time each transaction was entered into the system. |
| P/A # | The put-away number generated by the system for each put-away task. |
| Id | For put-aways involving pallet items, this field displays the pallet ID associated with the put-away. |
| Co | The number of the company that owns the inventory that was put away. |
| PO No. | The number of the purchase order that contained the items the handler put away. |
| Qty Rcvd | The quantity of items that were put away during each task. |
| U/M | The unit of measure used to express the quantity of items that were put away during each task. |
| Item Number / Location | <p>You may toggle this field using the F2=LOCATION / F2=ITEM function key to display the number of the item that was put away during each task or the number of the location where the items were stored.</p> <p>When the key displays as F2=ITEM, this field displays the location where the item was stored.</p> <p>When the key displays as F2=LOCATION, this field displays the number of the item that was put away.</p> |
| F2=Location / F2=Item | Press F2=LOCATION / F2=ITEM to toggle between displaying the number of the item that was put away during each task and the number of the location where the items were stored. |
| F12=Return | Press F12=RETURN to return to the Handler Task Log Detail Screen. |

Handler Move Log Screen

| | | | | |
|-----------------|-----------------|------------------|--------------------|----------------------------|
| Handler: QPGMR | WH: 1 | HANDLER MOVE LOG | | Start: 20/03/08 12:31:27 |
| Status: DONE | | | | End: 20/03/08 12:31:57 |
| <u>Tran Dte</u> | <u>Tran Tme</u> | <u>Move #</u> | <u>Item Number</u> | <u>Quantity</u> <u>U/M</u> |
| 20/03/08 | 12:31:55 | | A320 | 1.000 EA |
| | | | | Last |
| | | | | F2=Location F12=Return |

This screen displays after you press **F5=TRANSACTIONS** on the [Handler Task Log Detail Screen](#), if you are reviewing moving tasks for the selected handler. Use this screen to view detailed transaction information about the handler's moving tasks.

All the fields on this screen are display only and cannot be changed.

Handler Move Log Screen Fields and Function Keys

| Field/Function Key | Description |
|--------------------|---|
| Handler | The selected handler ID and name, as assigned through Handlers Maintenance (MENU RFFILE), displays in this field. |
| WH | The warehouse ID selected for which the handler inquiry will occur. |
| Status | The current status of the displayed task; possible values are: <ul style="list-style-type: none"> • Done - The task was completed • Suspnd - The task is currently suspended • Active - The task is currently in process; the handler is physically performing the task |
| Start | The date and time of day that you begin the task. |
| End | This field displays only for tasks in Done status. The date and time of day that the task ends. |
| Tran Dte | The calendar date for each task performed. |

| Field/Function Key | Description |
|--|---|
| Tran Tme | The time each transaction was entered into the system. |
| Move # | This field displays the move number assigned by the system for each label move; empty and replenishment moves do not have an associated move number. |
| Item Number / From Location, To Location | <p>This field may be toggled with the F2=LOCATION / F2=ITEM function key to display the number of the item that was moved or the numbers of the locations the items were moved from and moved to.</p> <p>When the key displays as F2=ITEM, these fields displays the From Location where the item was moved from and the To location where the item was moved to.</p> <p>When the key displays as F2=LOCATION, this field displays as Item Number and shows the number of the item that was moved.</p> |
| Quantity / Lot/Serial No. | <p>These fields also toggle with the F2=LOCATION / F2=ITEM function key.</p> <p>When the key displays as F2=LOCATION, the Quantity field shows the quantity of the item that was moved.</p> <p>When the key displays as F2=ITEM, the lot number or serial number will display for lot/serial type items.</p> |
| U/M. | <p>This field displays only when the F2=LOCATION key is displayed.</p> <p>This field displays the unit of measure used to express the item quantity.</p> |
| F2=Item / F2=Location | Press F2=LOCATION / F2=ITEM to toggle between displaying the number of the item that was moved and the numbers of the locations where the item was moved from and to. |
| F12=Return | Press F12=RETURN to return to the Handler Task Log Detail Screen . |

Handler Shipping Log Screen

| | | | | | |
|--------------------------|-----------------|-----------------------------|----------------------------------|------------------------------------|-----------|
| Handler: DCFRF5 | WH: 5 | <u>HANDLER SHIPPING LOG</u> | | Start: 15/05/17 11:48:15 | |
| Status: DONE | | | | End: 15/05/17 13:41:15 | |
| <u>Tran Dte</u> | <u>Tran Tme</u> | <u>Box</u> | <u>Co</u> <u>Order</u> <u>Gn</u> | <u>Weight</u> <u>Customer Name</u> | <u>NP</u> |
| 15/05/17 | 13:41:06 | 01649 | 1 02884 00 | 20.558 Society Insurance Software | |
| _____ Last | | | | | |
| F2=Cubes F12=Return | | | | | |

This screen displays if you selected to review shipping tasks for the selected handler and pressed F5=TRANSACTIONS on the [Handler Task Log Review Screen](#). Use this screen to view detailed transaction information about the handler's shipping tasks.

All the fields on this screen are display only and cannot be changed.

Handler Shipping Log Screen Fields and Function Keys

| Field/Function Key | Description |
|--------------------|---|
| Handler | The selected handler ID and name, as assigned through Handlers Maintenance (MENU RFFILE), displays in this field. |
| WH | The warehouse ID selected for which the handler inquiry will occur. |
| Status | The current status of the displayed task; possible values are: <ul style="list-style-type: none"> • Done - The task was completed • Suspnd - The task is currently suspended • Active - The task is currently in process; the handler is physically performing the task |
| Start | The date and time of day that you begin the task. |
| End | This field displays only for tasks in Done status. The date and time of day that the task ends. |
| Tran Dte | The calendar date for each task performed. |

| Field/Function Key | Description |
|-------------------------|--|
| Tran Tme | The time each transaction was entered into the system. |
| Box | This field displays the number of the box that was shipped. Box numbers are assigned by the system when pick lists are printed through Print Pick Lists (MENU OEMAIN). |
| Co | This field displays the number of the company whose inventory was shipped. |
| Order Gn | T This field displays the order number and generation number for the shipment. The box that was shipped was requested on the order that carries this number. Display |
| Weight / Cubes | You may toggle this field using the F2=WEIGHT / F2=CUBES function key to display the weight of the shipped box or the cubic measurement of the shipped box. |
| Customer Name | This field displays the name of the customer who ordered the shipped item. |
| NP | The not picked field displays Y next to each transaction involving a box that was included on the Summary Pick List, but that was not recorded as “picked” through Radio Frequency picking. |
| F2=Weight / F2=Cubes | Press F2=WEIGHT / F2=CUBES to toggle between displaying the weight of the shipped box and the cubic size of the shipped box. |
| F12=Return | Press F12=RETURN to return to the Handler Task Log Detail Screen . |

Handler Count Log Screen

```

Handler: DCFRF      WH: 5      HANDLER COUNT LOG      Start: 13/05/17  19:57:52
Status: DONE                               End:   13/05/17  20:04:41

Tran Dte Tran Tme Rw.Bin.Sh      Quantity U/M Item Number
13/05/17 20:04:38 03.001.04      100.000 CAS A180

_____ Last
F12=Return

```

This screen displays if you are reviewing counting tasks for the selected handler and pressed **F5=TRANSACTIONS** on the [Handler Task Log Review Screen](#). Use this screen to view detailed transaction information about the handler's counting tasks.

All the fields on this screen are display only and cannot be changed.

Handler Count Log Screen Fields and Function Keys

| Field/Function Key | Description |
|--------------------|---|
| Handler | The selected handler ID and name, as assigned through Handlers Maintenance (MENU RFFILE), displays in this field. |
| WH | The warehouse ID selected for which the handler inquiry will occur. |
| Status | The current status of the displayed task; possible values are: <ul style="list-style-type: none"> • Done - The task was completed • Suspnd - The task is currently suspended • Active - The task is currently in process; the handler is physically performing the task |
| Start | The date and time of day that you begin the task. |
| End | This field displays only for tasks in Done status. The date and time of day that the task ends. |
| Tran Dte | The calendar date for each task performed. |

| Field/Function Key | Description |
|--------------------|--|
| Tran Tme | The time each transaction was entered into the system. |
| (Location) | Using the location definition header defined in Location Master Maintenance (MENU WMFILE), the warehouse location that was counted displays in this field. |
| Quantity | The quantity of the item that was counted. |
| U/M | The unit of measure used to express the item quantity. |
| Item Number | The number of the item that was counted. |
| F12=Return | Press F12=RETURN to return to the Handler Task Log Detail Screen . |

Handler Picking Log Screen

| | | | | | | | |
|-----------------|-----------------|----------------------------|-----------|--------------------------|-----------|---------------|---------------------------------|
| Handler: DCFRF | WH: 5 | <u>HANDLER PICKING LOG</u> | | Start: 15/05/17 11:46:00 | | | |
| Status: DONE | | | | End: 15/05/17 11:47:56 | | | |
| <u>Tran Dte</u> | <u>Tran Tme</u> | <u>Box</u> | <u>Co</u> | <u>Order</u> | <u>Gn</u> | <u>Weight</u> | <u>Customer Name</u> |
| 15/05/17 | 11:47:43 | 01649 | 1 | 02884 | 00 | | Society Insurance Softwar |
| 15/05/17 | 11:47:51 | 01649 | 1 | 02884 | 00 | 12.000 | Society Insurance Softwar STAGI |

Last

F2=Cubes F12=Return

This screen displays if you plan to review picking tasks for the selected handler and pressed **F5=TRANSACTIONS** on the [Handler Task Log Review Screen](#). Use this screen to view detailed transaction information about the handler's picking tasks.

All the fields on this screen are display only and cannot be changed.

Handler Picking Log Screen Fields and Function Keys

| Field/Function Key | Description |
|--------------------|---|
| Handler | The selected handler ID and name, as assigned through Handlers Maintenance (MENU RFFILE), displays in this field. |
| WH | The warehouse ID selected for which the handler inquiry will occur. |
| Status | The current status of the displayed task; possible values are: <ul style="list-style-type: none"> • Done - The task was completed • Suspnd - The task is currently suspended • Active - The task is currently in process; the handler is physically performing the task |
| Start | The date and time of day that you begin the task. |
| End | This field displays only for tasks in Done status. The date and time of day that the task ends. |
| Tran Dte | The calendar date for each task performed. |

| Field/Function Key | Description |
|-------------------------|---|
| Tran Tme | The time each transaction was entered into the system. |
| Box | This field displays the number of the box that was picked. Box numbers are assigned by the system when Pick Lists are printed through Print Pick Lists (MENU OEMAIN). |
| Co | This field displays the number of the company whose inventory was picked. |
| Order Gn | This field displays the order number and the generation number for the pick. The box that was picked was requested on the order that carries this number. |
| Weight / Cubes | You may toggle this field with the F2=WEIGHT / F2=CUBES function key to display the weight of the picked box or the cubic measurement of the picked box. |
| Customer Name | This field displays the name of the customer who ordered the item that was picked. |
| (Event) | This field will contain a value if an event occurred during the RF Picking process. <ul style="list-style-type: none"> • B/O displays if the container for the order was back ordered during picking. • STAGI displays if the container for the order was logged to staging during picking. • DIREC displays if the container for the order was logged to the shipping dock using directed picking. |
| F2=Weight / F2=Cubes | Press F2=WEIGHT / F2=CUBES to toggle between displaying the weight and the cubic size of the box that was picked. |
| F12=Return | Press F12=RETURN to return to the Handler Task Log Detail Screen . |

Chapter 3 Using the Handler Performance Inquiry

You can inquire into the performance of warehouse handlers using Radio Frequency using the Handler Performance Inquiry option on the Radio Frequency Main Menu (MENU RFMAIN). Graphs are provided for comparative analysis of one handler's performance to that of another handler, all handlers, or against defined standards.

Note: The information displayed through this option may be printed in report format through Handler Performance Report (MENU RFREPT).

Handler Performance Inquiry

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each screen/report is provided in this section.

| Title | Purpose |
|--|---|
| Handler Performance Inquiry Selection Screen | Used to indicate the data to retrieve and compare. |
| Comparison Selection Screen | Used to enter comparison details. |
| Performance Summary Screen | Displays a summary comparative analysis. |
| Performance Graph Display Screen | Displays the summary comparative analysis as a graph. |
| Performance Graph Maintenance Screen | Used to change the scale of the graph. |
| Performance Detail Screen | Displays detailed comparison data. |
| Handler Task Log Inquiry Screen | Displays the handler's task data for a selected date. |

Handler Performance Inquiry Selection Screen

```

HANDLER PERFORMANCE INQUIRY

Handler Id:  _ ..... (F4 for list)
Warehouse?  1,

Log Date:    From: ..... To: .....

Compare with: ..  A=All handlers
                H=Single handler
                S=Standards

Task:        A  A=All S=Select

                F3=Exit   F4=Handler List   F11=Handler Inquiry
                F13=Send Msg
    
```

This screen displays after selecting option **3** - [Handler Performance Inquiry](#) (MENU RFMAIN).

Use the fields on this screen to select the handler’s performance data that you want to retrieve and compare to data from another handler, all handlers, or a defined standard.

Refer to the Infor Distribution A+ Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Handler Performance Inquiry Selection Screen Fields and Function Keys

| Field/Function Key | Description |
|--------------------|---|
| Handler ID | <p>Key the ID of the handler whose performance will be evaluated.</p> <p>Use the F4=HANDLER LIST key to display a list of currently defined handler IDs, if needed.</p> <p>Valid Values: Any valid user ID defined through Register A+ User IDs (MENU XACFIG) and Handlers Maintenance (MENU RFFILE). (A 10) Required</p> |

| Field/Function Key | Description |
|--------------------|---|
| Warehouse | <p>This field is used to limit the inquiry to performance data for a specific warehouse.</p> <p>Key the ID of the warehouse for which the handler performance inquiry will occur.</p> <p>Default Value: The default warehouse defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the Default Warehouse defined through Company Name Maintenance (MENU XAFILE)</p> <p>Valid Values: A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY).</p> <p>(A 2) Required</p> |
| Log Date | <p>Key a range of dates to limit the inquiry to information for a specific period of time. Keying the same date in both fields will limit the data to that specific day.</p> <p>The length of time the log information is retained is determined through Radio Frequency Options Maintenance (MENU RFFILE); therefore, be sure to key dates that fall within the time period specified through that menu option.</p> <p>Valid Values: Key the date using the Default Date Format for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's Default Date Format specified through System Options Maintenance (MENU XAFILE).</p> <p>(2 @ N 6,0) Required</p> |

| Field/Function Key | Description |
|---------------------|---|
| Compare With | <p>Use this field to determine if the handler's performance will be compared to that of all other handlers, only one handler, or against a pre-defined standard.</p> <p>Key A to compare the identified handler's performance to that of all other handlers.</p> <p>Key H to compare the identified handler's performance to that of another specific handler.</p> <p>Key S to compare the identified handler's performance to that of a pre-defined standard. Standards are defined through Work Standards Maintenance (MENU RFFILE).</p> <p>Based on the comparison you select in this field, the default value set in the Include Suspended Handlers system option field in Radio Frequency Options Maintenance (MENU RFFILE) will handle each situation differently, as follows:</p> <ul style="list-style-type: none"> • If the Compare With field is A=All handlers, the Incl Suspended field will appear on the Comparison Selection Screen, allowing you to change the Include Suspended Handlers system option that was previously set, if desired. • If the Compare With field is H=Single handler, the Incl Suspended field will not appear on the Comparison Selection Screen and the Include Suspended Handlers system option that was previously set will be used. • If the Compare With field is S=Standards, the Incl Suspended field is not applicable with this type of comparison and it will not appear on the Comparison Selection Screen. <p>(A 1) Required</p> |
| Task | <p>Use this field to determine if the comparison of data will be for all tasks performed or a particular task.</p> <p>Key A to include data for all tasks.</p> <p>Key S to include data for one selected task. You must key S for comparisons against a pre-defined standard.</p> <p>Valid Values: A or S; must be S for comparisons against a pre-defined standard.</p> <p>(A 1) Required</p> |
| F3=Exit | Press F3=EXIT to return to MENU RFMAIN. |
| F4=Handler List | Press F4=HANDLER LIST to access the Handler List Review Screen . |
| F11=Handler Inquiry | Press F11=HANDLER INQUIRY to access the Handler Inquiry Selection Screen |
| F13=Send Msg | Press F13=SEND MSG to access the Handlers To Receive Message Selection Screen . |

| Field/Function Key | Description |
|--------------------|---|
| Enter | Press ENTER to confirm your selections. If you keyed A in the Tasks field, the Comparison Selection Screen will display. If you keyed S in the Tasks field, the Handler Task Selection Screen will display. |

Comparison Selection Screen

```

                                COMPARISON SELECTION

                                Handler Id:  APDEMORF  APDEMO Handler
                                Warehouse:    1   Hartford, CT

                                Log Date:     From:  1/01/15   To:  2/10/15
                                Task:         ALL TASKS

                                -----

                                Compare with: ALL HANDLERS
                                Incl Suspended: Y, (Y/N)

                                Handler Type?  ...
                                Warehouse?     1, Hartford, CT

                                F3=Exit          F12=Return   F13=Send Msg

```

You can access this screen if you:

- key **A** in the **Tasks** field on the [Handler Performance Inquiry Selection Screen](#);
- key **S** in the **Tasks** field on the [Handler Performance Inquiry Selection Screen](#) and then select a task on the [Handler Inquiry Selection Screen](#);
- press **ENTER** after you make selections on the [Handler Performance Report Selection Screen](#).

Use this screen to enter detailed comparison criteria. If you access this screen for a comparison against a specific handler, you must identify that handler on this screen. However, if you access this screen for a comparison against all handlers, or against a pre-defined standard, you may identify the type of handler. Additionally, you may use this screen to send messages to handlers, depending on how you accessed this screen.

Role of Warehouses in the Comparison

Because performance for each handler is captured by warehouse and standards are created per warehouse, it is necessary to identify which warehouse data should be utilized for the comparative handlers or standard. You can compare handlers to the standards set for the warehouse in which they work or you can compare the performance of handlers in two different warehouses.

Example:

you want to compare handler MEBAILEY's performance in Warehouse 1 to a standard created for this same warehouse, you would key **1** in the **Warehouse** field on the [Handler Performance Inquiry Selection Screen](#) to obtain MEBAILEY's performance data from Warehouse **1**. Then, key **1** in the **Warehouse** field on this screen to obtain the standard's performance data from Warehouse **1**.

If you want to compare handler MEBAILEY's performance in Warehouse 1 to handler CMACARD's performance in Warehouse 2, you would key **1** in the **Warehouse** field on the [Handler Performance Inquiry Selection Screen](#) to obtain MEBAILEY's performance data from Warehouse **1**. Then, you would key **2** in this field on this screen to obtain CMACARD's performance data from Warehouse **2**.

Role of Warehouses in the Comparison Fields and Function Keys

| Field/Function Key | Description |
|--------------------|--|
| Handler ID | The selected Handler ID, as assigned through Handlers Maintenance (MENU RFFILE), displays in this field. Display |
| Warehouse | The warehouse ID selected for which the handler inquiry will occur. Display |
| Log Date | The range of dates selected to limit the log information for this comparison. Display |
| Task | The type of tasks for this comparison: <ul style="list-style-type: none"> • ALL TASKS displays if A was selected on the Handler Performance Inquiry Selection Screen. • If S was selected on the Handler Performance Inquiry Selection Screen, the name of the selected task, such as RECEIVING, will display. Display |
| Compare with | This field displays the selection made in the Compare with field on the Handler Performance Inquiry Selection Screen . It indicates that you can compare the handler's performance with either the performance of all handlers, a single handler, or pre-defined performance standards, depending on the selection you keyed on the Handler Performance Inquiry Selection Screen . Display |

| Field/Function Key | Description |
|----------------------------|---|
| Incl Suspended | <p>This field appears on this screen only if the Compare With field was set to All handlers on the Handler Performance Inquiry Selection Screen.</p> <p>Use this field to change the default Include Suspended Handlers system option that was previously set in Radio Frequency Options Maintenance (MENU RFFILE), if desired, for this comparison.</p> <p>Key Y to include suspended handlers (all handlers are included in the comparison).</p> <p>Key N to exclude suspended handlers (only non-suspended handlers are included in the comparison).</p> <p>Default Value: the value entered in the Include Suspended Handlers system option field in Radio Frequency Options Maintenance (MENU RFFILE).</p> <p>(A 1) Required</p> |
| Handler Type or Handler ID | <p>This field displays as Handler Type if you select to compare the handler to all handlers or a pre-defined standard in the Compare with field on the Handler Performance Inquiry Selection Screen.</p> <p>This field displays as Handler ID if you select to compare the handler with a single handler in the Compare with field on the Handler Performance Inquiry Selection Screen.</p> <p>As applicable, key the handler type (optional) or the ID (required) of the handler whose performance you will compare with the selected handler.</p> <p>Note: If this field displays as HANDLER ID, the F4=HANDLER LIST key also will display to allow you to obtain a list of valid IDs.</p> <p>Optional/Required (A 10/A 2)</p> |
| Warehouse | <p>Use this field to limit the performance data of the comparative handlers or standard to a specific warehouse.</p> <p>Key the ID of the warehouse. The handlers or standard performance data from this warehouse will be used for the comparison.</p> <p>Default Value: The default warehouse defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the Default Warehouse defined through Company Name Maintenance (MENU XAFIL)</p> <p>Valid Values: A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFIL) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY).</p> <p>(A 2) Required</p> |
| F3=Exit | <p>Press F3=EXIT to return to MENU RFMAIN or MENU RFREPT, depending on how you accessed this screen.</p> |

| Field/Function Key | Description |
|--------------------|---|
| F4=Handler List | <p>The F4=HANDLER LIST key displays only if you accessed this screen to compare the identified handler with another specifically identified handler; that is, you keyed H in the Compare with field on the Handler Performance Inquiry Selection Screen.</p> <p>Press F4=HANDLER LIST to access the Handler List Review Screen.</p> |
| F12=Return | <p>Press F12=RETURN to return to the previous screen.</p> |
| F13=Send Msg | <p>The F13=SEND MSG key does not display if you accessed this screen through Handler Performance Report (MENU RFREPT).</p> <p>Press F13=SEND MSG to access the Handlers To Receive Message Selection Screen.</p> |
| Enter | <p>Press ENTER to confirm your selections. The Performance Summary Screen will display.</p> <p>If you accessed this screen through Handler Performance Report (MENU RFREPT), the Report Options Screen will display. Refer to the Infor Distribution A+ Cross Applications User Guide for an explanation of this screen.</p> <p>Note: The summary values that will be calculated when ENTER is pressed will accordingly reflect whether suspended handlers were taken into consideration based on the value entered in the Incl Suspended field on this screen.</p> |

Performance Summary Screen

| Hnd 1: RF | | WH: 1 | | <u>PERFORMANCE SUMMARY</u> | | From: 1/01/01 To: 1/01/12 | |
|-----------------|-----------|-------------------|----------|----------------------------|----------|---------------------------|----------|
| Hnd 2: STANDARD | | WH: 1 | | | | Task: Receiving | |
| | | ----- Total ----- | | --- Average/Day --- | | -- Average/Hour --- | |
| | | RF | STANDARD | RF | STANDARD | RF | STANDARD |
| Sign On Time: | 110:07:53 | 230:00:00 | | 6:52:59 | 10:00:00 | | |
| 1 Elapsed Time: | 83:21:17 | 184:00:00 | | 5:12:35 | 8:00:00 | | |
| 2 Work Time: | 83:21:17 | 184:00:00 | | 5:12:35 | 8:00:00 | | |
| 3 Cubes: | 3137 | 0 | | 196 | 0 | 38 | 0 |
| 4 Weight: | 36282 | 0 | | 2268 | 0 | 435 | 0 |
| 5 Items: | 30 | 0 | | 2 | 0 | 0 | 0 |
| 7 Boxes: | 71 | 0 | | 4 | 0 | 1 | 0 |
| 8 Quantity: | 10394 | 0 | | 650 | 0 | 125 | 0 |
| Selection: | _ | | | | | | |
| F3=Exit | | F9=Variance | | F10=Graph | | F12=Return | |
| | | | | | | F13=Send Msg | |

This screen displays after pressing **ENTER** on the [Comparison Selection Screen](#). Use this screen to review a comparative analysis between the selected entities. This data is the same data described in [Work Standards Maintenance](#) (MENU RFFILE), and varies depending on the tasks included in the comparison.

The data is calculated and displayed in three different column sets: **Total**, **Average/Day**, and **Average/ Hour**. For each calculation method, the following data is provided in the first and second columns:

- Handler 1: Data for the originally selected handler from the [Handler Performance Inquiry Selection Screen](#)
- Handler 2: Data for the comparative/all handler(s), or standard from the [Comparison Selection Screen](#)

Use the **F9=VARIANCE / F9=HANDLER 2** toggle key to toggle the display to specifically present the variance difference between the values for handler 1 and handler 2, handler 1 and all handlers, or the variance between handler 1 and the standard.

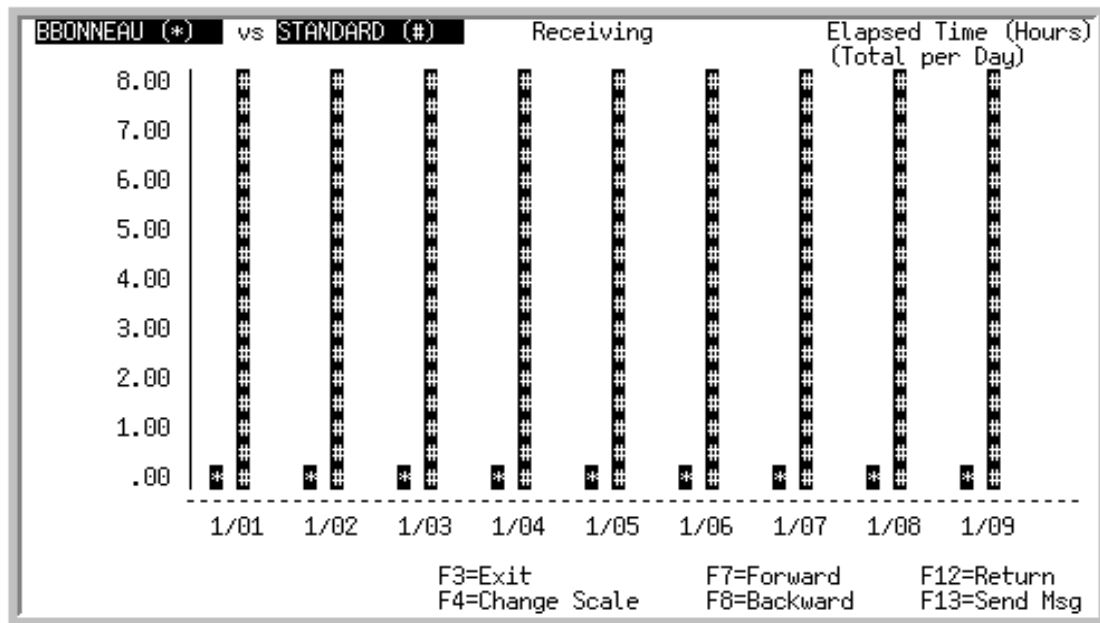
Performance Summary Screen Fields and Function Keys

| Field/Function Key | Description |
|--------------------|--|
| Hnd 1 / Hnd 2 | <p>The selected Handler ID's for comparison:</p> <ul style="list-style-type: none"> • Hnd1 is the Handler ID selected on the Handler Performance Inquiry Selection Screen. • Hnd2 is the Handler ID selected on the Handler Performance Inquiry Selection Screen. • ALL displays if A was selected in the Compare with field. • STANDARD displays if S was selected in the Compare with field <p>Display</p> |
| WH 1 / WH 2 | <p>The selected warehouse selected for comparison:</p> <ul style="list-style-type: none"> • WH1 is the Warehouse selected on the Handler Performance Inquiry Selection Screen. • WH2 is the Warehouse selected on the Comparison Selection Screen . <p>Display</p> |
| From | <p>The range of log dates dates selected to limit the log information for this comparison.</p> <p>Display</p> |
| Task | <p>The type of tasks for this comparison:</p> <ul style="list-style-type: none"> • ALL TASKS displays if A was selected on the Handler Performance Inquiry Selection Screen. • If S was selected on the Handler Performance Inquiry Selection Screen, the name of the selected task, such as RECEIVING, will display. <p>Display</p> |
| Sign On Time | <p>This field displays the total actual time (hours/minutes) that the handler was signed on for in the workday.</p> <ul style="list-style-type: none"> • Total column set is the total actual work time reported • Average/Day column set is the average work time for the reported task in a work day. <p>Display</p> |
| (Reference Number) | <p>These fields display the numbers associated with each data category.</p> <p>Key the reference number in the Selection field on this screen to view data for a displayed category.</p> <p>Display</p> |

| Field/Function Key | Description |
|-------------------------|---|
| Elapsed Time | <p>For the Totals and Average/Day columns, these fields display the amount of time (hours/minutes) elapsed since the handler began the tasks until completion; or the defined time established for the standard.</p> <p>Elapsed time is the time from the start of the task to the completion of the task, regardless of how much of that time was actually spent on that task. This is different than work time, which is only the time actually worked on that task.</p> <p>For example, assume Handler 101 starts a task on Tuesday at 9:00 AM. Handler 101 works until 12:00, then takes a one hour lunch. After lunch, Handler 101 completes the task at 3:00 PM. The elapsed time for the task is six hours (from 9:00 AM to 3:00 PM) while the work time is five hours (from 9:00 AM to 3:00 PM, minus one hour for lunch).</p> <p>Display</p> |
| Work Time | <p>For the Totals and Average/Day columns, these fields display the amount of time (hours/minutes) used to perform this task; or the defined time established for the standard. Work time is the time actually spent performing a task. This is different than elapsed time, which is a total of the time from the start of the task to the completion of the task, regardless of how much of that time was actually spent on the task.</p> <p>Display</p> |
| (Types of data tracked) | <p>Depending on the task comparison, several different combinations, of one or more of the fields listed here, may or may not display in varying orders on this screen. If you plan to compare all tasks, all the described fields will display.</p> <p>For the Totals, Average/Day, and Average/Hour columns, the tasks involved with the data may include moving, receiving, putting away, or counting.</p> <ul style="list-style-type: none"> • Cubes: The number of cubes involved in the task. • Weight: The weight of the items involved in the task. • Items: The number of items involved in the task. • Locations: The number of locations involved in the task. • Boxes: The number of boxes involved in the task. • Quantity: The quantity of items involved in the task. This quantity differs from the number of items, since you may have three items (A100, A200, A300) with a quantity of 20 each, resulting in a total quantity of 60. <p>Display</p> |

| Field/Function Key | Description |
|-------------------------------|--|
| Selection | <p>Key the reference number of a data category.</p> <p>The Performance Graph Display Screen displays when F10=GRAPH is pressed with a reference number in the selection field. The Performance Detail Screen displays when you press ENTER.</p> <p>(N 2,0) Optional</p> |
| F3=Exit | Press F3=EXIT to return to MENU RFMAIN. |
| F9=Variance / F9=Handler 2 | <p>Press the F9=VARIANCE / F9=HANDLER 2 key to change the screen from a display of the quantitative values for the second handler (or standard) to a display of the differences between the original handler and the second handler (or standard).</p> <p>When this key displays as F9=VARIANCE, press to display the variance (difference) between the two entities. The variance is the calculated result of the first handler's values minus the second handler's (or standard's) values. This may be a positive or negative number.</p> <p>When this key displays as F9=HANDLER 2, press to display the quantitative values for the second handler (or standard). The display will revert to its original format.</p> |
| F10=Graph | Press F10=GRAPH after you key in the reference number of a data category in the Selection field. The Performance Graph Display Screen will display the comparative values for that category in graph form. |
| F12=Return | Press F12=RETURN to return to the Comparison Selection Screen . |
| F13=Send Msg | Press F13=SEND MSG to access the Handlers To Receive Message Selection Screen . |
| Enter | Press ENTER after you key the reference number of a data category in the Selection field. The Performance Detail Screen will display for that selected category. |

Performance Graph Display Screen



This screen displays after making a selection and pressing **ENTER** on the Performance Summary Screen. Use this screen to review comparative data between the selected entities in graph form. The high and low values display on the graph's Y-axis. The first handler's performance (represented with *) is compared against the second handler's or the standard's performance (represented by #).

If you press **F4=CHANGE SCALE**, the [Performance Graph Maintenance Screen](#) displays which you can use to modify the graph on this screen. For example, you can change this screen from a display of the data in the default "by day" mode to a display of the data by week or by month.

Example:

Assume that on each work day between January 24 and January 31, handlers John and Ben received approximately 30 to 60 items each per day. On February 1st, John did not work at all, while Ben worked a double shift and received 100 items.

In a comparison of the receiving performance of both handlers for those particular days, the top value for the graph defaults to include the extreme high of 100. When the graph displays this high value, some of the lower values are not given the proportionate space needed.

To resolve this issue, you can modify the top value of the graph to indicate 60 (the normal approximate high value). The resulting display shows the 100 bar with a "+" sign at the top and it flashes to indicate it is "off the chart," but also provides the proportionate space needed to evaluate the normal performance values.

Performance Graph Display Screen Fields and Function Keys

| Field/Function Key | Description |
|------------------------------|---|
| (Selected Data Category) | <p>This field displays the category selected on the Performance Summary Screen for graph display.</p> <p>Display</p> |
| Total Per / Average Per Hour | <p>This field indicates the time frame of the data included in the graph. You can toggle this field between displaying quantitative totals and averages per hour with the F2=AVG/HR / F2=TOTAL function key.</p> <p>When this field displays as Total Per, the values indicate total quantities per day, week, or month. If you press F4=CHANGE SCALE, you can change the display from one to another on the Performance Graph Maintenance Screen. Refer to that screen for details.</p> <p>When this field displays as Average Per Hour, the values indicate calculated averages per hour.</p> <p>Default Value: Totals shown per day</p> <p>Display</p> |
| (Y-Axis) | <p>The top and bottom values on the Y-axis are automatically calculated to show the highest and lowest handler (or standard) values. To change the top and/or bottom values on the Y-axis, press F4=CHANGE SCALE to access the Performance Graph Maintenance Screen. Refer to that screen for instructions on changing the values, and refer to the following example to show one scenario in which it would be beneficial to change a Y-axis value.</p> |
| (X-Axis) | <p>The left and right values on the X-axis are automatically calculated to indicate the time frame related to the Total Per value displayed at the top of the screen while reflecting the Log Dates previously entered as performance inquiry criteria.</p> <p>You can modify the X-axis values by pressing F4=CHANGE SCALE to access the Performance Graph Maintenance Screen and keying a new value in the Day/Week/Month field. This changes the Total Per values. You also may press the F7=FORWARD or F8=BACKWARD keys to scroll through the log dates displayed on the X-axis. You have the option to scroll outside the boundaries of the previously entered log dates.</p> |

| Field/Function Key | Description |
|-----------------------|--|
| F2=Avg/Hr / F2= Total | <p>The F2=AVG/HR / F2= TOTAL key does not display for Elapsed Time or Work Time categories.</p> <p>Press the F2=AVG/HR / F2= TOTAL toggle key to change the screen from a display of the total values for the selected time frame (the Total Per Day value displayed at the top of the screen) to a display of the values for the averages per hour.</p> <p>When this key displays as F2=AVG/HR, press to display the average per hour, quantities involved.</p> <p>When this key displays as F2=TOTAL, press to show the category values involved in the default time frame or the time frame selected in the Day/Week/Month field on the Performance Graph Maintenance Screen.</p> |
| F3=Exit | Press F3=EXIT to return to MENU RFMAIN. |
| F4=Change Scale | Press F4=CHANGE SCALE to access the Performance Graph Maintenance Screen. On that screen you can change the top and bottom values for the Y-axis and can change the time frame indicated in the Totals Per field. |
| F7=Forward | Press F7=FORWARD to scroll the time frame indicated on the X- and Y-axis forward through the days, weeks, or months, as applicable. Dates display until the current date is reached, regardless of any previously identified log dates. |
| F8=Backward | <p>Press F8=BACKWARD to scroll the time frame indicated on the X- and Y-axis backward through the days, weeks, or months, as applicable. Dates display until the beginning of the task log is reached, regardless of any previously identified log dates.</p> <p>Note: The task log is purged periodically according to the number of days indicated through Radio Frequency Options Maintenance (MENURFFILE).</p> |
| F12=Return | Press F12=RETURN to return to the Performance Summary Screen . |
| F13=Send Msg | Press F13=SEND MSG to access the Handlers To Receive Message Selection Screen . |

Performance Graph Maintenance Screen

```

CHANGE SCALE OF GRAPH

Top Value:      ..... 8.00 .
                8.00
Bottom Value:  ..... 8.00 .
                8.00
Day/Week/Month: 0 (D,W,M)

                F12=Return
  
```

This screen displays after you press **F4=CHANGE SCALE** on the [Performance Graph Display Screen](#). You can change the display on the Performance Graph Display Screen by modifying values on this screen to change the

- top and bottom values of the Y-axis
- time frame indicated in the **Totals Per** field

Important: Although you have the option to change either the top/bottom values or the time frame at any time, you cannot change them simultaneously. In other words, if you wish to change the top/bottom values and the time frame, you must access this screen twice.

Performance Graph Maintenance Screen Fields and Function Keys

| Field/Function Key | Description |
|--------------------|---|
| Top Value | <p>Key the highest value that you want to display at the top of the Y-axis on the Performance Graph Display Screen. The system uses this number, if possible, or calculates and displays the nearest possible number. The top value cannot be lower than the bottom value.</p> <p>Default Value: The system-calculated high value, using the comparative data selected for the performance inquiry.</p> <p>(N 10,0) Required</p> |
| Bottom Value | <p>Key the lowest value that you want to display at the top of the Y-axis on the Performance Graph Display Screen. The system uses this number, if possible, or calculates and displays the nearest possible number. The bottom value cannot be higher than the top value.</p> <p>Default Value: The system-calculated low value, using the comparative data selected for the performance inquiry.</p> <p>(N 10,0) Required</p> |

| Field/Function Key | Description |
|--------------------|---|
| Day/Week/Month | <p>Key the applicable code to reflect the time frame that you want to display in the Total Per field at the top of the screen on the Performance Graph Display Screen.</p> <p>Key D to display data by the day.</p> <p>Key W to display data by the week.</p> <p>Key M to display data by the month.</p> <p>Default Value: D</p> <p>(A 1) Required</p> |
| F12=Return | <p>Press F12=RETURN to return to the Performance Graph Display Screen without making any changes.</p> |
| Enter | <p>Press ENTER to confirm you selections. The Performance Graph Display Screen will display, reflecting the changes made on this screen.</p> |

Performance Detail Screen

| Hnd 1: DCFRF | | WH: 5 | | PERFORMANCE DETAIL | | From: 5/01/17 To: 12/31/17 | |
|---------------|---------|-------------------|--------|-----------------------|--------|----------------------------|--|
| Hnd 2: DCFRF5 | | WH: 5 | | Total Weight | | Task: ALL TASKS | |
| | Date | ----- Total ----- | | ---- Average/Hour --- | | | |
| | | DCFRF | DCFRF5 | DCFRF | DCFRF5 | | |
| 1 | 5/13/17 | 50 | 0 | 20 | 0 | | |
| 2 | 5/14/17 | 0 | 0 | 0 | 0 | | |
| 3 | 5/15/17 | 79 | 21 | 16 | 12 | | |
| 4 | 5/16/17 | 0 | 0 | 0 | 0 | | |
| 5 | 5/17/17 | 0 | 0 | 0 | 0 | | |
| 6 | 5/18/17 | 0 | 0 | 0 | 0 | | |
| 7 | 5/19/17 | 915 | 0 | 229 | 0 | | |
| 8 | 5/20/17 | 0 | 0 | 0 | 0 | | |
| 9 | 5/21/17 | 0 | 0 | 0 | 0 | | |
| 10 | 5/22/17 | 0 | 0 | 0 | 0 | | |
| 11 | 5/23/17 | 0 | 0 | 0 | 0 | | |
| 12 | 5/24/17 | 0 | 0 | 0 | 0 | | |

More...

Selection: ,

F3=Exit F9=Variance F10=Graph F12=Return F13=Send Msg

This screen displays after making a selection and pressing **ENTER** on the [Performance Summary Screen](#). Use this screen to review data that is calculated for both entities and displayed for each selected date. The data displayed on this screen is the same data displayed on the [Performance Graph Display Screen](#), except that it is not in graph format.

Performance Detail Screen Fields and Function Keys

| Field/Function Key | Description |
|--------------------|--|
| Hnd 1 / Hnd 2 | <p>The selected Handler ID's for comparison:</p> <ul style="list-style-type: none"> Hnd1 is the Handler ID selected on the Handler Performance Inquiry Selection Screen. Hnd2 is the Handler ID selected on the Handler Performance Inquiry Selection Screen. <ul style="list-style-type: none"> ALL displays if A was selected in the Compare with field. STANDARD displays if S was selected in the Compare with field <p>Display</p> |
| WH 1 / WH 2 | <p>The selected warehouse selected for comparison:</p> <ul style="list-style-type: none"> WH1 is the Warehouse selected on the Handler Performance Inquiry Selection Screen. WH2 is the Warehouse selected on the Comparison Selection Screen. <p>Display</p> |

| Field/Function Key | Description |
|--------------------------|--|
| From | <p>The range of log dates dates selected to limit the log information for this comparison.</p> <p>Display</p> |
| Task | <p>The type of tasks for this comparison:</p> <ul style="list-style-type: none"> • ALL TASKS displays if A was selected on the Handler Performance Inquiry Selection Screen. • If S was selected on the Handler Performance Inquiry Selection Screen, the name of the selected task, such as RECEIVING, will display. <p>Display</p> |
| (Selected Data Category) | <p>This field displays the category selected on the Performance Summary Screen. The values for the first handler and either the second handler or the standard will reflect totals on this screen in this category.</p> <p>Display</p> |
| Reference Number | <p>The reference number of the date on which work was performed. The first handler's quantity values for the displayed date are presented. To view task log data for a particular date, key this number in the Selection field on this screen and press ENTER. The Handler Task Log Review Screen.</p> <p>Note: In order for any data to appear on the task log, there must be a value of at least one for the first handler on the selected date.</p> <p>Display</p> |
| Total | <p>For Handler 1 and Handler 2, the total actual time (hours/minutes) that the handler was signed on for in the workday.</p> <p>The Handler 2 column toggles with the F9=VARIANCE / F9=HANDLER 2 key to change from a display of the quantitative values for the second handler (or standard) to a display of the differences between the original handler and the second handler (or standard).</p> <p>Display</p> |
| Average/Hour | <p>For Handler 1 and Handler 2, the calculations reflect the average work time for the reported task in a work day.</p> <p>The Handler 2 column toggles with the F9=VARIANCE / F9=HANDLER 2 key to change from a display of the quantitative values for the second handler (or standard) to a display of the differences between the original handler and the second handler (or standard).</p> <p>Display</p> |
| Selection | <p>Use this field to key the Reference Number for a displayed date and press ENTER. The Handler Task Log Review Screen will display a list of the tasks performed on the indicated date.</p> <p>(N 2,0) Optional</p> |

| Field/Function Key | Description |
|-------------------------------|---|
| F3=Exit | Press F3=EXIT to return to MENU RFMAIN. |
| F9=Variance / F9=Handler 2 | <p>Press the F9=VARIANCE / F9=HANDLER 2 toggle key to change the screen from a display of the quantitative values for the second handler (or standard) to a display of the differences between the original handler and the second handler (or standard).</p> <p>When this key displays as F9=VARIANCE, press to display the variance (difference) between the two entities. The variance is the calculated result of the first handler's values minus the second handler's (or standard's) values. This may be a positive or negative number.</p> <p>When this key displays as F9=HANDLER 2, press to display the quantitative values for the second handler (or standard). The display will return to its original format.</p> |
| F10=Graph | Key the reference number of a displayed date and press F10=GRAPH . The Performance Graph Display Screen will display, in graph format, the comparative values for that category. |
| F12=Return | Press F12=RETURN to return to the Performance Summary Screen . |
| F13=Send Msg | Press F13=SEND MSG to access the Handlers To Receive Message Selection Screen . |
| Enter | Press ENTER after you key a date's reference number in the Selection field. The Handler Task Log Inquiry Screen displays for that date. |

Handler Task Log Inquiry Screen

| Task Description | Start Tm | End Tm | Elp Time | Wrk Time |
|------------------|----------|----------|----------|----------|
| 1 Receiving | 10:24:06 | 10:26:52 | 2:46 | 2:46 |
| 2 Receiving | 10:18:25 | 10:20:32 | 2:07 | 2:07 |
| 3 Receiving | 9:57:30 | 10:18:21 | 20:51 | 20:51 |

Handler 1: RF WH: 1 HANDLER TASK LOG 9/08/05 Receiving

Selection: _ . F12=Return F13=Send Msg

Last

This screen displays after making a selection and pressing **ENTER** on the [Performance Detail Screen](#). Use this screen to review the handler’s task data for the selected date.

Handler Task Log Inquiry Screen Fields and Function Keys

| Field/Function Key | Description |
|--------------------|--|
| Handler 1 | The selected Handler ID selected on the Handler Performance Inquiry Selection Screen . Display |
| WH | The Warehouse selected on the Handler Performance Inquiry Selection Screen for comparison. Display |
| Date | The work day selected on the Performance Detail Screen . Display |
| Task | The type of tasks for this comparison: <ul style="list-style-type: none"> • ALL TASKS displays if A was selected on the Handler Performance Inquiry Selection Screen. • If S was selected on the Handler Performance Inquiry Selection Screen, the name of the selected task, such as RECEIVING, will display. Display |

| Field/Function Key | Description |
|---------------------------------------|---|
| Reference Number | The reference number of the specific time frame date on which work was performed. To view task log data for a particular date, key this number in the Selection field on this screen and press ENTER . The Handler Task Log Review Screen . Display |
| Task Description | This field displays the system-defined task name or the user-defined task name. User-defined tasks are created and named through User Tasks Maintenance (MENU RFFILE). Display |
| Start Tm | This field displays the time of day that the task was begun. Display |
| End Tm | This field displays the time of day that the task was completed. Display |
| Elp Time | This field displays the amount of time elapsed between the initiation of the task and the time it is finished. Display |
| Wrk Time | This field displays the amount of time actually spent performing the task. Note: The difference between the Elap Time and the Work Time is that "time off" (suspended time due to interruptions, lunch breaks, etc.) is included in the Elap Time , but not in the Work Time totals. Display |
| Cubes/Weight/Items/ Boxes/Quantity | The last column is determined by the data category selected. This column does not display when reviewing elapsed time or work time data. The number of cubes, weight, number of items, number of boxes, or the quantity involved in the displayed task, depending on the data category selected to review. Display |
| Selection | Key the reference number of one of the tasks and press ENTER to display detailed data about that task on the Handler Task Log Detail Screen . (N 2,0) Optional |
| F12=Return | Press F12=RETURN To return to the Performance Detail Screen . |
| F13=Send Msg | Press F13=SEND MSG to access the Handlers To Receive Message Selection Screen . |
| Enter | Press ENTER after you key a reference number in the Selection field. The Handler Task Log Detail Screen will display. |

Chapter 4 Printing the Handler Log Report

The Handler Log Report prints the handler and Radio Frequency task-related information displayed through the Handler Inquiry option (MENU RFMAIN). You can print this report through the Handler Log Report option on the Radio Frequency Report Menu (MENU RFREPT).

Handler Log Report

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each screen/report is provided in this section.

| Title | Purpose |
|---|--|
| Handler Log Report Selection Screen | Used to specify limiting criteria for the report |
| Handler Log Report | Prints handler and task data. |

Handler Log Report Selection Screen

```

HANDLER LOG REPORT

Warehouse?  1,
Log Date:   From: .....   To: .....

Handler Id: ..... (Blank for All)
              (F4 for list)
Handler Type? ...
Incl Suspend: N, (Y/N)
Vehicle No: ..... (Blank for All)
              (F5 for list)
Vehicle Type? ...
Tasks:      A,  A=All S=Select

F3=Exit    F4=Handler List    F5=Vehicle List
    
```

This screen displays after selecting option **1** - [Handler Log Report](#) (MENU RFREPT). Use this screen to limit the data to print on the report by handler and warehouse. You may also enter limiting criteria for calendar dates, handler type, including suspended handlers, vehicles, and tasks.

Refer to the Infor Distribution A+ Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Handler Log Report Selection Screen Fields and Function Keys

| Field/Function Key | Description |
|--------------------|---|
| Warehouse | <p>This field is used to limit the data to print on the report to tasks performed in a specific warehouse.</p> <p>Key the ID of the warehouse for which the report will print.</p> <p>Default Value: The default warehouse defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the Default Warehouse defined through Company Name Maintenance (MENU XAFIL)</p> <p>Valid Values: A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFIL) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY).</p> <p>(A 2) Required</p> |

| Field/Function Key | Description |
|--------------------|--|
| Log Date | <p>Key a range of dates to limit the report to tasks performed during a specified period of time. By keying the same date in both fields, the data will be limited to that specific day.</p> <p>You can determine the length of time to retain the log information through Radio Frequency Options Maintenance (MENU RFFILE); therefore, be sure to key dates that fall within the time period specified through that option.</p> <p>Valid Values: Key the date using the Default Date Format for this user, specified through Register ERP A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's Default Date Format specified through System Options Maintenance (MENU XAFILE).</p> <p>(2 @ N 6,0) Optional</p> |
| Handler Id | <p>Use this field to limit the data on the report to a single handler.</p> <p>Key the ID of a handler to limit data on the report to that specific handler only.</p> <p>Use the F4=HANDLER LIST key to display a list of currently defined handler IDs, if needed.</p> <p>Leave this field blank to include data for all handlers.</p> <p>Valid Values: A User ID defined through Register A+ User IDs (MENU XACFIG) and Handlers Maintenance (MENU RFFILE).</p> <p>(A 10) Optional</p> |
| Handler Type | <p>Use this field to limit the report to data for a single type of handler.</p> <p>Key a handler type to limit the report to data which was collected for that specific type of handler.</p> <p>Leave this field blank to include data for all handler types.</p> <p>Valid Values: A type of handler defined through Handler Types Maintenance (MENU RFFILE).</p> <p>(A 2) Optional</p> |
| Incl Suspend | <p>This field is only applicable when the Handler Id field is left blank or when the F4=HANDLER LIST is used. If a specific Handler Id is entered, the report for that selected handler will be used regardless if the handler is suspended or not.</p> <p>Use this field to include or exclude suspended handlers on the report.</p> <p>Key Y to include suspended handlers.</p> <p>Key N to exclude suspended handlers.</p> <p>Default Value: the value entered in the Include Suspended Handlers system option field in Radio Frequency Options Maintenance (MENU RFFILE).</p> <p>(A 1) Required</p> |

| Field/Function Key | Description |
|--------------------|--|
| Vehicle No | <p>Key a vehicle number to limit the report to data associated with that specific vehicle.</p> <p>Use the F5=VEHICLE LIST function key to display a list of currently defined vehicles, if needed.</p> <p>Leave this field blank if you do not wish to limit the report to data for a specific vehicle.</p> <p>Valid Values: A vehicle number created through Vehicles Maintenance (MENU RFFILE).</p> <p>(A 5) Optional</p> |
| Vehicle Type | <p>Key one of the user-defined vehicle types created through Vehicle Types Maintenance (MENU RFFILE) to limit the report to data for a particular type of vehicle.</p> <p>Leave this field blank if you do not wish to limit the report data by vehicle type.</p> <p>Valid Values: A vehicle type defined through Vehicle Types Maintenance (MENU RFFILE).</p> <p>(A 2) Optional</p> |
| Tasks | <p>Use this field to determine whether or not data collected for all tasks will be included.</p> <p>Accept the default of A to include data for all tasks.</p> <p>Key S in this field to include data for one or more specific tasks.</p> <p>Default Value: A</p> <p>(A 1) Optional</p> |
| F3=Exit | Press F3=EXIT to return to MENU RFREPT. |
| F4=Handler List | Press F4=HANDLER LIST to access the Handler List Review Screen . |
| F5=Vehicle List | Press F5=VEHICLE LIST to access the Vehicle List Review Screen . |
| Enter | <p>Press ENTER to confirm you selections.</p> <p>If you keyed A in the Tasks field, the Report Options Screen will display. Refer to the Infor Distribution A+ Cross Applications User Guide for an explanation of this screen.</p> <p>If you keyed S in the Tasks field, the Handler Task Selection Screen will display. After selecting a task on that screen, the Report Options Screen will then display. Refer to the Infor Distribution A+ Cross Applications User Guide for an explanation of this screen.</p> |

Handler Log Report

| RF315 24/03/15 10.52.28 | | HANDLER LOG REPORT | | | | | | | | | | A | B/APDEMO | PAGE | | |
|----------------------------|------|----------------------------|----------|----------|----------|----------|----------|---------|---------|---------|--------|-------------------|--------------------|------|---|--|
| Warehouse: 5 Log Date: ALL | | Handler ID: ALL | | | | | | | | | | Handler Type: ALL | Include Suspended: | Y | 1 | |
| Vehicle No: ALL | | Tasks: ALL | | | | | | | | | | | | | | |
| Handler: APDEMORF | | RF Demonstrations | | | | | | | | | | | | | | |
| Task Description | Vehc | Start Dt | Start Tm | End Dt | End Tm | Elp Time | Wrk Time | # Items | Tot Qty | # Boxes | # Loos | Cubes | Weight | | | |
| Receiving | FL2 | 28/10/14 | 12:06:50 | 28/10/14 | 12:07:32 | :00:42 | :00:42 | 1 | 5 | | | 4 | | | | |
| Put-Away | FL2 | 28/10/14 | 12:08:55 | 28/10/14 | 12:09:19 | :00:24 | :00:24 | | | | | | | | | |
| Put-Away | FL2 | 28/10/14 | 12:09:40 | 28/10/14 | 12:10:11 | :00:31 | :00:31 | | | | | | | | | |
| Gardening | FL2 | 28/10/14 | 15:26:09 | 28/10/14 | 15:26:22 | :00:13 | :00:13 | | | | | | | | | |
| Receiving | FL2 | 28/10/14 | 15:28:31 | 28/10/14 | 16:02:31 | :34:00 | :11:52 | | | | | | | | | |
| Put-Away | FL2 | 28/10/14 | 15:40:41 | 28/10/14 | 15:56:19 | :15:38 | :15:38 | 2 | | 2 | 2 | 2 | 16 | | | |
| Put-Away | FL2 | 06/11/14 | 18:43:42 | 06/11/14 | 18:46:05 | :02:23 | :02:23 | | | | | | | | | |
| Put-Away | FL2 | 06/11/14 | 18:46:15 | 06/11/14 | 18:50:14 | :03:59 | :03:59 | 3 | | 3 | 2 | 13 | 162 | | | |
| Moving | FL1 | 07/11/14 | 11:36:37 | 07/11/14 | 11:51:00 | :14:23 | :14:23 | | | | | | | | | |
| Moving | FL1 | 07/11/14 | 11:51:18 | 07/11/14 | 11:54:07 | :02:49 | :02:49 | 2 | | 2 | 2 | 2 | 33 | | | |
| Moving | FL1 | 07/11/14 | 11:57:02 | 07/11/14 | 12:07:28 | :10:26 | :10:26 | 1 | | 1 | 1 | | 8 | | | |
| Shipping | FL1 | 07/11/14 | 12:15:56 | 07/11/14 | 12:18:49 | :02:53 | :02:53 | | | | | 464 | 104 | | | |
| Shipping | FL1 | 07/11/14 | 12:19:20 | 07/11/14 | 12:30:31 | :11:11 | :11:11 | | | | | 1 | 16 | | | |
| Receiving | FL2 | 15/12/14 | 15:50:31 | 15/12/14 | 15:50:49 | :00:18 | :00:18 | | | | | | | | | |
| Put-Away | FL2 | 15/12/14 | 15:54:10 | 15/12/14 | 16:00:45 | :06:35 | :02:06 | | | | | | | | | |
| Receiving | FL2 | 15/12/14 | 15:56:44 | 15/12/14 | 15:56:53 | :00:09 | :00:09 | | | | | | | | | |
| Receiving | FL2 | 15/12/14 | 16:07:00 | 15/12/14 | 16:42:43 | :35:43 | :35:43 | 1 | 10 | | | | | | | |
| Put-Away | FL2 | 15/12/14 | 17:14:15 | 15/12/14 | 17:28:22 | :14:07 | :14:07 | 3 | | 3 | 2 | 3 | 15 | | | |
| Shipping | FL2 | 15/12/14 | 17:42:14 | 15/12/14 | 17:46:24 | :04:10 | :04:10 | | | | | | | | | |
| Shipping | FL2 | 15/12/14 | 17:47:52 | 15/12/14 | 17:49:14 | :01:22 | :01:22 | | | | | | | | | |
| Counting | FL2 | 15/12/14 | 17:49:30 | 15/12/14 | 17:52:24 | :02:54 | :02:54 | | | | | | | | | |
| Counting | FL2 | 15/12/14 | 17:52:50 | 15/12/14 | 18:05:17 | :12:27 | :12:27 | 2 | 2 | | 1 | 1 | 38 | | | |
| Receiving | FL2 | 17/12/14 | 9:38:36 | 17/12/14 | 9:39:57 | :01:21 | :01:21 | 1 | 10 | | | 13 | 160 | | | |
| Put-Away | FL2 | 17/12/14 | 9:40:17 | 17/12/14 | 9:40:51 | :00:34 | :00:34 | | | | | | | | | |
| Receiving | FL2 | 17/12/14 | 10:28:48 | 17/12/14 | 10:30:03 | :01:15 | :01:15 | 1 | 5 | | | 4 | 60 | | | |
| Put-Away | FL2 | 17/12/14 | 10:32:05 | 17/12/14 | 10:32:13 | :00:08 | :00:08 | | | | | | | | | |
| Moving | FL1 | 17/12/14 | 10:37:52 | 17/12/14 | 10:39:53 | :02:01 | :02:01 | | | | | | | | | |
| Moving | FL1 | 17/12/14 | 11:16:07 | 17/12/14 | 11:27:12 | :11:05 | :11:05 | | | | | | | | | |
| Moving | FL1 | 17/12/14 | 11:27:26 | 17/12/14 | 11:28:26 | :01:00 | :01:00 | 1 | | | 1 | 1 | 8 | | | |
| Moving | FL1 | 17/12/14 | 11:29:44 | 17/12/14 | 11:30:10 | :00:26 | :00:26 | | | | | | | | | |
| Moving | FL1 | 17/12/14 | 11:37:16 | 17/12/14 | 11:56:08 | :18:52 | :18:52 | | | | | | | | | |
| Receiving | FL2 | 01/05/15 | 11:21:21 | 01/05/15 | 11:21:46 | :00:25 | :00:25 | | | | | | | | | |
| Counting | FL2 | 01/05/15 | 11:27:09 | 01/05/15 | 11:29:19 | :02:10 | :02:10 | 1 | 5 | | | 1 | | | | |
| Handler: DCFRF | | Franklin, Dianne | | | | | | | | | | | | | | |
| Task Description | Vehc | Start Dt | Start Tm | End Dt | End Tm | Elp Time | Wrk Time | # Items | Tot Qty | # Boxes | # Loos | Cubes | Weight | | | |
| Receiving | | 02/03/15 | 11:19:50 | 02/03/15 | 11:24:19 | :04:29 | :04:29 | 3 | 70 | 3 | | 61 | 1199 | | | |
| Counting | | 02/03/15 | 11:30:54 | 02/03/15 | 11:43:03 | :12:09 | :12:09 | 9 | 17738 | | 7 | 116 | 7737 | | | |
| Counting | | 02/03/15 | 11:43:18 | 02/03/15 | 11:48:39 | :05:21 | :05:21 | 3 | 5438 | | 3 | 33 | 2225 | | | |
| Moving | | 02/03/15 | 12:48:01 | 02/03/15 | 12:48:20 | :00:19 | :00:19 | | | | | | | | | |
| Picking | | 02/03/15 | 12:48:26 | 02/03/15 | 12:51:16 | :02:50 | :02:50 | | | | | | | | | |
| Receiving | | 06/03/15 | 9:49:13 | 06/03/15 | 10:34:30 | :45:17 | :45:17 | | | | | | | | | |
| Receiving | | 11/03/15 | 17:58:42 | 11/03/15 | 18:36:27 | :37:45 | :37:45 | | | | | | | | | |
| Handler: QPGMR | | ** Handler Id Not Found ** | | | | | | | | | | | | | | |
| Task Description | Vehc | Start Dt | Start Tm | End Dt | End Tm | Elp Time | Wrk Time | # Items | Tot Qty | # Boxes | # Loos | Cubes | Weight | | | |
| Writing | | 01/05/15 | 11:41:00 | 01/05/15 | 11:41:06 | :00:06 | :00:06 | | | | | | | | | |

This report prints the handler and task data matching the criteria selected on the [Handler Log Report Selection Screen](#).

Handler Log Report Fields and Function Keys

| Report/Listing Field | Description |
|----------------------|---|
| Headings | Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number. Summary of the selection criteria prints in the center of the headings area followed by the individual field headings. |
| Task Description | If there is handler log information for a handler that has been deleted through Handlers Maintenance (MENU RFFILE), the Handler ID will print and a message ** Handler Id Not Found ** fills the space that normally shows the name of the handler. The system-defined task name or user-defined task name. User-defined tasks are created and named through User Tasks Maintenance (MENU RFFILE). |

| Report/Listing Field | Description |
|----------------------|--|
| Vehc | The vehicle number of the vehicle used to perform the indicated task. Vehicle numbers are created through Vehicles Maintenance (MENU RFFILE). |
| Start Dt | The calendar date that the task began. |
| Start Tm | The time of day that the task began. |
| End Dt | The calendar date that the task ended. |
| End Tm | The time of day that the task completed. |
| Elp Time | The amount of time elapsed between the initiation of the task and the current time |
| Wrk Time | <p>The amount of time specifically spent performing the task. The difference between the elapsed time and the work time is that “time off” (suspended time due to interruptions, lunch breaks, etc.) is included in the elapsed time, but not in the work time totals.</p> <p>For example, assume Handler 101 starts a task on Tuesday at 9:00 AM. Handler 101 works until 12:00, then takes a one hour lunch. After lunch, Handler 101 returns to the task and completes it at 3:00 PM. The elapsed time for the task is six hours (from 9:00 AM to 3:00 PM) while the work time is five hours (from 9:00 AM to 3:00 PM, minus one hour for lunch).</p> |
| # Items | The number of involved items (e.g., moved, received, put-away, counted). |
| Tot Qty | The quantity of items involved (e.g., received, counted) in this task. This quantity differs from the number of items, since you may have three items (A100, A200, A300) with a quantity of 20 each, resulting in a total quantity of 60. |
| # Boxes | The number of boxes involved (e.g., moved, put-away, counted). |
| # Locs | The number of locations involved (e.g., moved, put-away, counted). |
| Cubes | The number of cubes involved (e.g., moved, received, put-away, counted). |
| Weight | The weight involved (e.g., moved, received, put-away, counted, shipped). |

Chapter 5 Printing the Vehicle Log Report

The Vehicle Log Report prints the vehicle and Radio Frequency task-related information. You can print this report through the Vehicle Log Report option on the Radio Frequency Report Menu (MENU RFREPT).

Vehicle Log Report

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each screen/report is provided in this section.

| Title | Purpose |
|---|---|
| Vehicle Log Report Selection Screen | Used to specify limiting criteria for the report |
| Select Vehicle Tasks Screen | Used to select specific vehicle tasks for the report. |
| Vehicle Log Report | Prints vehicle and task data. |

Vehicle Log Report Selection Screen

```

      VEHICLE LOG REPORT

Warehouse?  1 ,
Log Date:   From: ..... To: .....

Vehicle No: ..... (Blank for All)
              (F5 for list)
Vehicle Type? ...

Tasks:      A,  A=All S=Select

                                     F3=Exit   F5=Vehicle List
    
```

This screen displays after selecting option **2** - [Vehicle Log Report](#) (MENU RFREPT). Use this screen to limit the data to print on the report by vehicle and warehouse. You may enter optional limiting criteria for calendar dates, vehicles, and tasks.

Refer to the Infor Distribution A+ Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Vehicle Log Report Selection Screen Fields and Function Keys

| Field/Function Key | Description |
|--------------------|---|
| Warehouse | <p>Use this field to limit the report to tasks performed in a specific warehouse. Key the ID of the warehouse for which the report will print.</p> <p>Default Value: The default warehouse defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the Default Warehouse defined through Company Name Maintenance (MENU XAFILE)</p> <p>Valid Values: A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY).</p> <p>(A 2) Required</p> |

| Field/Function Key | Description |
|--------------------|---|
| Log Date | <p>Key a range of dates to limit the report to tasks performed in a specific period of time. By keying the same date in both fields, the data will be limited to that specific day.</p> <p>The length of time the log information is retained is determined through Radio Frequency Options Maintenance (MENU RFFILE); therefore, be sure to key dates that fall within the time period specified through that option.</p> <p>Valid Values: Key the date using the Default Date Format for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's Default Date Format specified through System Options Maintenance (MENU XAFILE).</p> <p>(2 @ N 6,0) Optional</p> |
| Vehicle No | <p>Key a vehicle number to limit the report to data associated with that specific vehicle.</p> <p>Use the F5=VEHICLE LIST function key to display a list of currently defined vehicles, if needed. Leave this field blank if you do not wish to limit the report to data for a specific vehicle.</p> <p>Valid Values: A vehicle number created through Vehicles Maintenance (MENU RFFILE).</p> <p>(A 5) Optional</p> |
| Vehicle Type | <p>Key one of the user defined vehicle types created through Vehicle Types Maintenance (MENU RFFILE) to limit the report to data for a particular vehicle type.</p> <p>Leave this field blank if you do not wish to limit the data by vehicle type.</p> <p>Valid Values: Any valid vehicle type defined through Vehicle Types Maintenance (MENU RFFILE).</p> <p>(A 2) Optional</p> |
| Tasks | <p>Use this field to determine whether or not data collected for all tasks will be included.</p> <p>Accept the default of A to include data for all tasks.</p> <p>Key S in this field to include data for one or more selected task(s).</p> <p>Default Value: A</p> <p>(A 1) Optional</p> |
| F3=Exit | <p>Press F3=EXIT to return to MENU RFREPT.</p> |
| F5=Vehicle List | <p>Press F5=VEHICLE LIST to access the Vehicle List Review Screen.</p> |

| Field/Function Key | Description |
|--------------------|--|
| Enter | <p>Press ENTER to confirm you selections.</p> <p>If you keyed A in the Tasks field, the Report Options Screen will display. Refer to the Infor Distribution A+ Cross Applications User Guide for an explanation of this screen.</p> <p>If you keyed S in the Tasks field, the Select Vehicle Tasks Screen will display.</p> |

Select Vehicle Tasks Screen

```

WH: 5                               SELECT VEHICLE TASKS

Place a "X" beside the tasks you wish to select:

  _ Receiving           , , Staff Meeting
  , , Put-Away         , , Sweeping
  , , Moving           , , Tracking
  , , Shipping         , , Trash Disposal
  , , Counting         , , Typing
  , , Picking          , , Writing
  , , Inquiry
  , , Boxing
  , , Cleaning Duty
  , , Configuration Mgt
  , , Construction Work
  , , Gardening
  , , Lunch Break
  , , Paperwork
  , , Quality Assurance

-----
                                F3=Exit   F12=Return  F15=Select All  F17=Clear All
    
```

This screen appears after keying an **S** in the **Tasks** field on the [Vehicle Log Report Selection Screen](#) and pressing **ENTER**. This screen shows all of the vehicle tasks for the selected warehouse. Select the Vehicle Tasks to be included on the [Vehicle Log Report](#).

Select Vehicle Tasks Screen Fields and Function Keys

| Field/Function Key | Description |
|--------------------|---|
| Vehicle Tasks | Use this field to designate whether or not access to the corresponding vehicle task is allowed. (A 1) Optional |
| F12=Return | Press F12=RETURN to return to the Vehicle Log Report Selection Screen . |
| F15=Select All | Press F15=SELECT ALL to include all tasks on the Vehicle Log Report . An X will be placed in selection field for all the Vehicle Tasks. |
| F17=Clear All | Press F17=CLEAR ALL to remove the X in selection field for all the Vehicle Tasks. |
| Enter | Press ENTER to accept the vehicle task selections. The Report Options Screen will display. Refer to the Infor Distribution A+ Cross Applications User Guide for an explanation of this screen. |

Vehicle Log Report

| RF325 07/29/17 16.24.40 | | VEHICLE LOG REPORT | | | | BZ/APDEMO | | PAGE 1 | | | | |
|--|---------|--------------------|----------|----------|----------|-----------|---------|---------|---------|--------|-------|--------|
| Warehouse: 5 Log Date: ALL | | | | | | | | | | | | |
| Vehicle No: FL5 Vehicle Type: ALL Tasks: ALL | | | | | | | | | | | | |
| Vehicle: FL5 Forklift Number 5 | | | | | | | | | | | | |
| Task Description | Handler | Start Dt | Start Tm | End Tm | Elp Time | Wrk Time | # Items | Tot Qty | # Boxes | # Locs | Cubes | Weight |
| Moving | DCFRF | 05/03/17 | 16:36:13 | 17:10:37 | :34:24 | :34:24 | | | | | | |
| Put-Away | DCFRF | 05/10/17 | 19:16:44 | 19:16:53 | :00:09 | :00:09 | | | | | | |
| Put-Away | DCFRF | 05/11/17 | 10:28:27 | 14:26:20 | 3:57:53 | 3:57:53 | | | | | | |
| Put-Away | DCFRF | 05/19/17 | 10:21:57 | 10:26:36 | :04:39 | :04:39 | | | | | | |
| Put-Away | DCFRF | 05/19/17 | 10:26:40 | 14:04:17 | 3:37:37 | 3:37:37 | 1 | | 1 | 1 | 2 | 35 |
| Put-Away | DCFRF | 05/19/17 | 14:23:46 | 14:34:47 | :11:01 | :11:01 | 1 | | 2 | 2 | 129 | 239 |
| Put-Away | DCFRF | 05/19/17 | 14:34:50 | 14:41:26 | :06:36 | :06:36 | 1 | | 1 | 1 | 80 | 640 |
| Receiving | DCFRF | 06/08/17 | 12:25:55 | 12:28:58 | :03:03 | :03:03 | | | | | | |
| Receiving | DCFRF | 06/08/17 | 12:29:12 | 12:29:21 | :00:09 | :00:09 | | | | | | |
| Receiving | DCFRF | 06/08/17 | 12:31:02 | 12:31:04 | :00:02 | :00:02 | | | | | | |
| Receiving | DCFRF | 06/08/17 | 12:31:29 | 13:24:27 | :52:58 | :52:58 | | | | | | |
| Receiving | DCFRF | 06/08/17 | 13:24:30 | 13:25:02 | :00:32 | :00:32 | | | | | | |
| Receiving | DCFRF | 06/09/17 | 9:07:07 | 12:13:37 | 3:06:30 | 3:06:30 | | | | | | |
| Receiving | DCFRF | 06/09/17 | 12:13:54 | 12:16:25 | :02:31 | :02:31 | | | | | | |
| Receiving | DCFRF | 06/09/17 | 12:21:08 | 14:56:39 | 2:35:31 | 2:35:31 | 1 | 1 | 2 | | | 30 |
| Receiving | DCFRF | 06/20/17 | 20:49:40 | 22:47:26 | 1:57:46 | 1:57:46 | | | | | | |
| Receiving | DCFRF | 06/21/17 | 6:53:14 | 7:49:02 | :55:48 | :55:48 | 2 | 10 | 5 | | 9 | 120 |
| Receiving | DCFRF | 06/21/17 | 7:51:39 | 12:09:36 | 4:17:57 | 4:17:57 | 1 | 40 | 1 | | 53 | 640 |
| Receiving | DCFRF | 06/21/17 | 12:22:48 | 12:28:04 | :05:16 | :05:16 | | | | | | |
| Receiving | DCFRF | 06/21/17 | 12:28:06 | 12:40:01 | :11:55 | :11:55 | | | | | | |
| Receiving | DCFRF | 06/21/17 | 12:40:04 | 12:40:57 | :00:53 | :00:53 | | | | | | |
| Receiving | DCFRF | 06/21/17 | 12:40:59 | 12:49:27 | :08:28 | :08:28 | | | | | | |
| Shipping | DCFRF | 06/21/17 | 12:49:31 | 12:49:33 | :00:02 | :00:02 | | | | | | |

This report prints the vehicle and task data matching the criteria selected on the [Vehicle Log Report Selection Screen](#) and the [Select Vehicle Tasks Screen](#).

Vehicle Log Report Fields and Function Keys

| Report/Listing Field | Description |
|----------------------|--|
| Headings | <p>Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number.</p> <p>Summary of the selection criteria prints in the center of the headings area followed by the individual field headings.</p> <p>The message “* Data may have been omitted due to security considerations *” will print when the user that generated this report/ listing is not authorized to all the warehouse selected data as determined through Authority Profile Maintenance (MENU XASCTY).</p> |
| Task Description | The system-defined task name or user-defined task name. User-defined tasks are created and named through User Tasks Maintenance (MENU RFFILE). |
| Handler | The ID of the handler who performed the task. Handler IDs are created through Handlers Maintenance (MENU RFMAIN). |
| Start Dt | The calendar date on which the task was begun. |
| Start Tm | The time of day that the task was begun. |

| Report/Listing Field | Description |
|----------------------|--|
| End Tm | The time of day that the task was completed. |
| Elp Time | The amount of time between the initiation of the task and the current time. |
| Wrk Time | <p>The amount of time actually spent performing the task. The difference between the elapsed time and the work time is that the “time off” (suspended time due to interruptions, lunch breaks, etc.) is included in the elapsed time, but not in the work time totals.</p> <p>For example assume handler 101 starts a task on Tuesday at 9:00 AM. Handler 101 works until 12:00, then takes a one hour lunch. After lunch, Handler 101 returns to the task and completes at 3:00 PM. The elapsed time for the task is six hours (from 9:00 AM to 3:00 PM) while the work time is five hours (from 9:00 AM to 3:00 PM, minus one hour for lunch).</p> |
| # Items | The number of items involved in the task (e.g., moved, received, put- away, counted). |
| Tot Qty | The quantity of items involved in this task (e.g., received, counted). This quantity differs from the number of items, since you may have three items (A100, A200, A300) with a quantity of 20 each, resulting in a total quantity of 60. |
| # Boxes | The number of boxes involved (e.g., moved, put-away, counted). |
| # Locs | The number of locations involved in the task. |
| Cubes | The number of cubes involved in the task (e.g., moved, received, put-away, counted). |
| Weight | The weight of the items involved in the task (e.g., moved, received, put-away, counted, shipped). |

Chapter 6 Printing the Handler Performance Report

The Handler Performance Report prints the data available for review through the Handler Performance Inquiry (MENU RFMAIN). You can print this report through the Handler Performance Report option on the Radio Frequency Report Menu (MENU RFREPT).

Handler Performance Report

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each screen/report is provided in this section.

| Title | Purpose |
|---|---|
| Handler Performance Report Selection Screen | Used to specify limiting criteria for the report. |
| Select Handler Tasks Screen | Used to select specific handler tasks for the report. |
| Comparison Selection Screen | Used to enter detailed comparison criteria. |
| Handler Performance Report | Prints handler and task data. |

Handler Performance Report Selection Screen

```

                HANDLER PERFORMANCE REPORT

Warehouse?    1,
Handler Id:   ..... (Blank for All)
                (F4 for list)
Handler Type? ...

Log Date:     From: ..... To: .....

Compare with: ..  A=All handlers
                H=Single handler
                S=Standards

Task:         A,  A=All S=Select

                F3=Exit   F4=Handler List
    
```

This screen displays after selecting option **3** - [Handler Performance Report](#) (MENU RFREPT). Use this screen to limit the data to print on the report. Select the handler's performance data that will be compared to that of another handler, all handlers, or a defined standard. You may enter limiting criteria for calendar dates and tasks.

Refer to the Infor Distribution A+ Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

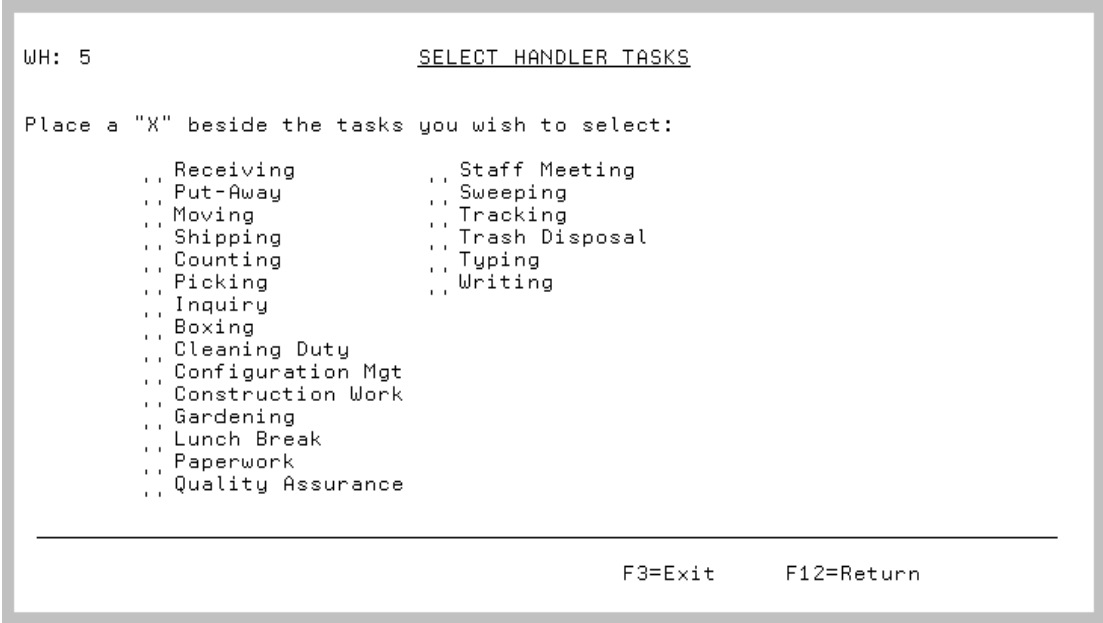
Handler Performance Report Selection Screen Fields and Function Keys

| Field/Function Key | Description |
|--------------------|--|
| Warehouse | <p>This field is used to limit report to performance data for a specific warehouse.</p> <p>Key the ID of the warehouse for which the report will print.</p> <p>Default Value: The default warehouse defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the Default Warehouse defined through Company Name Maintenance (MENU XAFILE)</p> <p>Valid Values: A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY).</p> <p>(A 2) Required</p> |

| Field/Function Key | Description |
|--------------------|--|
| Handler Id | <p>Key the ID of the handler whose performance will be evaluated.</p> <p>If this field is left blank, the report will print for all handlers. If you leave this field blank, the Incl Suspended field will appear on the Comparison Selection Screen, allowing you to change the Include Suspended Handlers system option that was previously set, if desired.</p> <p>Use the F4=HANDLER LIST function key to display a list of currently defined handler IDs, if needed.</p> <p>Valid Values: A user ID defined through Register A+ User IDs (MENU XACFIG) and Handlers Maintenance (MENU RFFILE). (A 10) Optional</p> |
| Handler Type | <p>Use this field to limit the report to data for a single type of handler.</p> <p>Key a handler type to limit the report to only that data which was collected for that specific type of handler.</p> <p>Leave this field blank to include data for all handler types.</p> <p>Valid Values: A type of handler defined through Handler Types Maintenance (MENU RFFILE). (A 2) Optional</p> |
| Log Date | <p>Key a range of dates to limit the report to information for a specific period of time. Keying the same date in both fields will limit the data to that specific day.</p> <p>The length of time the log information is retained is determined through Radio Frequency Options Maintenance (MENU RFFILE); therefore, be sure to key dates that fall within the time period specified through that option.</p> <p>Valid Values: Key the date using the Default Date Format for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's Default Date Format specified through System Options Maintenance (MENU XAFILE). (2 @ N 6,0) Optional</p> |

| Field/Function Key | Description |
|--------------------|---|
| Compare with | <p>This field determines whether the handler's performance will be compared to that of all other handlers, only one handler, or against a pre-defined standard. Standards are defined through Work Standards Maintenance (MENU RFFILE).</p> <p>Key A to compare the identified handler's performance to that of all other handlers. If you key A in this field, the Incl Suspended field will appear on the Comparison Selection Screen, allowing you to change the Include Suspended Handlers system option that was previously set, if desired.</p> <p>Key H to compare the identified handler's performance to that of another specific handler.</p> <p>Key S to compare the identified handler's performance to that of a pre-defined standard. Standards are defined through Work Standards Maintenance (MENU RFFILE).</p> <p>(A 1) Required</p> |
| Task | <p>Use this field to determine if the comparison of data will be for all tasks performed, or a particular task.</p> <p>Key A to indicate that data for all tasks is to be included in the report.</p> <p>Key S to indicate that data for one task specifically selected is to be included in the report. You must key S for comparisons to standards.</p> <p>Valid Values: A or S; must be S for comparisons to standards.</p> <p>(A 1) Required</p> |
| F3=Exit | <p>Press F3=EXIT to return to MENU RFREPT.</p> |
| F4=Handler List | <p>Press F4=HANDLER LIST to access the Handler List Review Screen.</p> |
| Enter | <p>Press this key to confirm you selections.</p> <p>If you keyed A in the Tasks field, the Comparison Selection Screen will display.</p> <p>If you keyed S in the Tasks field, the Select Handler Tasks Screen will display.</p> <p>After all selections are made from these screens, the Report Options Screen will display and you may print the report. Refer to the Infor Distribution A+ Cross Applications User Guide for an explanation of this screen.</p> |

Select Handler Tasks Screen



This screen appears after keying an **S** in the **Tasks** field on the [Handler Performance Report Selection Screen](#) and pressing **ENTER**. This screen shows all of the handler tasks for the selected warehouse. Select the **Handler Tasks** to be included on the [Handler Performance Report](#).

Select Handler Tasks Screen Fields and Function Keys

| Field/Function Key | Description |
|--------------------|---|
| Handler Tasks | Use this field to designate whether or not access to the corresponding handler task is allowed. (A 1) Optional |
| F12=Return | Press F12=RETURN to return to the Handler Performance Report Selection Screen . |
| Enter | Press ENTER to accept the handler task selections. The Report Options Screen will display. Refer to the Infor Distribution A+ Cross Applications User Guide for an explanation of this screen. |

Comparison Selection Screen

```

          COMPARISON SELECTION

          Handler Id:  ALL HANDLERS
          Warehouse:  1   Hartford, CT

          Log Date:   From:           To:
          Task:      ALL TASKS

-----
          Compare with: ALL HANDLERS
          Incl Suspended: Y, (Y/N)

          Handler Type? ...
          Warehouse?   1, Hartford, CT

          F3=Exit           F12=Return
    
```

This screen displays after pressing **ENTER** on the [Handler Performance Report Selection Screen](#), if you keyed **A** or **H** in the **Tasks** field on that screen.

Use this screen to enter detailed comparison criteria.

Comparison Selection Screen Fields and Function Keys

| Field/Function Key | Description |
|--------------------|--|
| Compare with | This field displays the selection made in the Compare with field on the Handler Performance Report Selection Screen . It indicates that you can compare the handler's performance with either the performance of all handlers, a single handler, or pre-defined performance standards, depending on the selection you keyed on the Handler Performance Report Selection Screen . Display |

| Field/Function Key | Description |
|----------------------------|---|
| Incl Suspended | <p>This field appears on this screen only if the Compare With field was set to A for all handlers or the Handler Id field was left blank on the Handler Performance Report Selection Screen.</p> <p>Use this field to change the default Include Suspended Handlers system option that was previously set in Radio Frequency Options Maintenance (MENU RFFILE), if desired, for this comparison.</p> <p>Key Y to include suspended handlers (all handlers are included in the comparison).</p> <p>Key N to exclude suspended handlers (only non-suspended handlers are included in the comparison).</p> <p>Default Value: the value entered in the Include Suspended Handlers system option field in Radio Frequency Options Maintenance (MENU RFFILE).</p> <p>(A 1) Required</p> |
| Handler Type or Handler ID | <p>This field displays as Handler Type if you select to compare the handler to all handlers or a pre-defined standard in the Compare with field on the Handler Performance Report Selection Screen.</p> <p>This field displays as Handler ID if you select to compare the handler with a single handler in the Compare with field on the Handler Performance Report Selection Screen.</p> <p>As applicable, key the handler type (optional) or the ID (required) of the handler whose performance you will compare with the selected handler.</p> <p>When this field displays as Handler ID, the F4=HANDLER LIST function key also will display to allow you to obtain a list of valid IDs.</p> <p>Optional/Required (A 10/A 2).</p> |
| Warehouse | <p>Use this field to limit the performance data of the comparative handlers or standard to a specific warehouse.</p> <p>Key the ID of the warehouse. The handlers or standard performance data from this warehouse will be used for the comparison.</p> <p>Default Value: The default warehouse defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the Default Warehouse defined through Company Name Maintenance (MENU XAFIL)</p> <p>Valid Values: A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFIL) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY).</p> <p>(A 2) Required</p> |
| F3=Exit | Press F3=EXIT to return to MENU RFREPT. |

| Field/Function Key | Description |
|--------------------|---|
| F4=Handler List | <p>The F4=HANDLER LIST function key displays only if you accessed this screen to compare the identified handler with another specifically identified handler; that is, you keyed H in the Compare with field on the Handler Performance Report Selection Screen.</p> <p>Press F4=HANDLER LIST to access the Handler List Review Screen.</p> |
| F12=Return | <p>Press F12=RETURN to return to the previous screen.</p> |
| Enter | <p>Press ENTER to confirm your selections. The Report Options Screen will display. Refer to the Infor Distribution A+ Cross Applications User Guide for an explanation of this screen.</p> |

Handler Performance Report

| Total | | | Average/Day | | | Average/Hour | | | |
|--------------|-----------|-----------|-------------|----------|----------|--------------|------|----------|------|
| AJOHNSON | ALL | Variance | AJOHNSON | ALL | Variance | AJOHNSON | ALL | Variance | |
| Sign on time | 999:99:99 | 999:99:99 | :00:00 | 97:15:01 | 13:45:51 | 83:69:50 | | | |
| Elapsed time | 6:12:23 | 212:26:19 | 206:13:96- | :21:54 | 1:31:42 | 1:09:88- | | | |
| Work time | 6:12:23 | 212:26:07 | 206:13:84- | :21:54 | 1:31:42 | 1:09:88- | | | |
| Cubes | 407 | 159069 | 158662- | 24 | 1144 | 1120- | 66 | 749 | 683- |
| Weight | 7870 | 144050 | 136180- | 463 | 1036 | 573- | 1268 | 678 | 590 |
| Items | 37 | 233 | 196- | 2 | 2 | | 6 | 1 | 5 |
| Locations | 26 | 141 | 115- | 2 | 1 | 1 | 4 | 1 | 3 |
| Boxes | 57 | 387 | 330- | 3 | 3 | | 9 | 2 | 7 |
| Quantity | 40 | 11276 | 11236- | 2 | 81 | 79- | 6 | 53 | 47- |

This report prints the comparative data selected on the [Handler Performance Report Selection Screen](#) and any other screens accessed from that screen.

Data is calculated and prints three sets of views for the two entities compared: **Total**, **Average/Day**, and **Average/Hour**. For each calculation view method, the following data is provided in the first, second and third columns:

- **Handler ID:** The first column is data for the originally selected handler (or the default “all handlers”) from the [Handler Performance Report Selection Screen](#)
- **All:** The second column is data for the comparative handler or standard from the [Comparison Selection Screen](#)
- **Variance:** The third column is data for the differences between the two compared entities.

Data may or may not print for each of the column headings that appear on the report, depending on the tasks performed by the handler(s) included in the report.

Handler Performance Report Fields and Function Keys

| Report/Listing Fields | Description |
|-----------------------|--|
| Headings | <p>Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number.</p> <p>Summary of the selection criteria prints in the center of the headings area followed by the individual field headings.</p> <p>The message “* Data may have been omitted due to security considerations *” will print when the user that generated this report/ listing is not authorized to all the warehouse selected data as determined through Authority Profile Maintenance (MENU XASCTY).</p> |

| Report/Listing Fields | Description |
|-----------------------|--|
| Sign on time | Sign On Time: The actual time (hours/minutes) that the handler was signed on (or the defined time established for the standard). This is not specific to this task, but instead identifies the total time in the work day. |
| Elapsed time | <p>The amount of time (hours/minutes) elapsed since the handler began the tasks until completion (or the time defined for the standard). Work time, on the other hand, is the actual time spent working on that task.</p> <p>For example, assume Handler 101 starts a task on Tuesday at 9:00 AM. Handler 101 works until 12:00, then takes a one hour lunch. After lunch, Handler 101 returns to the task and completes at 3:00 PM. The elapsed time for the task is six hours (from 9:00 AM to 3:00 PM) while the work time is five hours (from 9:00 AM to 3:00 PM, minus one hour for lunch).</p> |
| Work time | The amount of time (hours/minutes) spent to perform a task (or the time defined for the standard). Elapsed time is different from work time in that it equals the total time it takes from start to completion of a task, regardless of how much time was actually spent performing the task. |
| Cubes | The number of cubes involved in the task (e.g., moved, received, put-away, counted). |
| Weight | The weight of the items involved in the task (e.g., moved, received, put-away, counted, shipped). |
| Items | The number of items involved in the task (e.g., moved, received, put-away, counted). |
| Locations | The number of locations involved in the task. |
| Boxes | The number of boxes involved in the task (e.g., moved, put-away, counted). |
| Quantity | The quantity of items involved in this task (e.g., received, counted). This quantity differs from the number of items, since you may have three items (A100, A200, A300) with a quantity of 20 each, resulting in a total quantity of 60. |

Chapter 7 Printing Container Labels

Container labels are used as “license plate” labels for containers, boxes, totes, carts, etc. You can print these labels without calculating a box size associated with the label. These container labels are used to retrieve orders to be picked by handlers for containers using the transaction manager. The Radio Frequency Directed Picking capability of Distribution A+ can be used to scan items on an order into these “license plated” containers. You can print container labels through the Container Labels option on the Radio Frequency Report Menu (MENU RFREPT).

Container Labels

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each screen/report is provided in this section.

| Title | Purpose |
|---|--|
| Print RF Container Label Selection Screen | Used to specify the number of labels that you want to print. |
| Container Label | Sample of a container label. |

Print RF Container Label Selection Screen

PRINT RF CONTAINER LABELS

Number of Labels: _

Reprint Label:

F3=Cancel

This screen displays after selecting option **4** - [Container Labels](#) (MENU RFREPT). Use this screen to select the number of Container Labels you wish to print or the name of container label you wish to reprint.

Print RF Container Label Selection Screen Fields and Function Keys

| Field/Function Key | Description |
|--------------------|--|
| Number of Labels | Use this field to enter the number of Container Labels you wish to print. Key the appropriate number. If you enter a value in this field, you will not be allowed to enter a value in the Reprint Label field. (N 5,0) Optional |
| Reprint Label | Use this field to enter the name of the Container Label you wish to reprint. This field is the container number ID. Key the appropriate Container Label name. If you enter a value in this field, you will not be allowed to enter a value in the Number of Labels field. (A 5) Optional |
| F3=Cancel | Press F3=CANCEL to return to MENU RFREPT without printing or reprinting container labels. |
| Enter | Press ENTER to confirm your selections. The Report Options Screen will display. Refer to the Infor Distribution A+ Cross Applications User Guide for an explanation of this screen. |

Container Label



Container labels print or reprint after selecting option **4** - [Container Labels](#) (MENU RFREPT) and pressing **ENTER** on the Report Options Screen.

Chapter 8 Maintaining Handlers

Handlers are employees that are registered Distribution A+ users and who are given access to perform Radio Frequency tasks. You can add, change, delete, suspend, or reinstate handlers as active users in Radio Frequency using the Handlers Maintenance option on the Radio Frequency File Maintenance Menu (MENU RFFILE).

Defined handlers can access the Transaction Manager and complete warehouse tasks using Radio Frequency.

Handlers Maintenance

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each screen/report is provided in this section.

| Title | Purpose |
|--|---|
| Handler ID Maintenance Selection Screen | Used to specify the ID of the handler you want to maintain. |
| Handler List Review Screen | Displays a list of all defined handlers and current work statistics for each. |
| Handlers To Receive Message Selection Screen | Used to select handlers to who you want to send a message. |
| Send Message Entry Screen | Used to enter the message text. |
| Handler ID Maintenance Screen | Used to define the handler ID. |

Handler ID Maintenance Selection Screen

HANDLER ID MAINTENANCE

Function: .. (A,C,D,S,R)

Handler ID:

F4=List F3=Exit

This screen displays after selecting option **1** - [Handlers Maintenance](#) (MENU RFFILE). Use this screen to select a handler ID to add, change, delete, suspend, or reinstate in Radio Frequency.

Handler ID Maintenance Selection Screen Fields and Function Keys

| Field/Function Key | Description |
|--------------------|--|
| Function | <p>Key A to add a new handler to the Handler Master File (RFHND).</p> <p>Key C to change the information for an existing handler in the Handler Master File (RFHND).</p> <p>Key D to delete an existing handler (not currently in-use) in the Handler Master File (RFHND). During this process, the Handler Master File information and Handler Task File (RFHFC) information for the specified handler will also be removed.</p> <p>Key S to suspend a handler. Suspending a handler will prevent that handler from signing onto any transaction manager. You cannot suspend a handler if there is currently activity being performed by that handler.</p> <p>Key R to reinstate a handler so that transaction manager activities can again be performed. You can only reinstate a handler if that handler is currently suspended.</p> <p>(A 1) Required</p> |

| Field/Function Key | Description |
|--------------------|---|
| Handler ID | <p>This field represents the ID of the handler you want to add, change, delete, suspend, or reinstate in Radio Frequency.</p> <p>Key the handler ID.</p> <p>Use the F4=LIST function key to display a list of existing handler IDs, if needed.</p> <p>Valid Values: A user ID defined through Register A+ User IDs (MENU XACFIG)</p> <p>(A 10) Required</p> |
| F3=Exit | <p>Press F3=EXIT to exit from this option and return to MENU RFFILE.</p> |
| F4=List | <p>Press F4=LIST to display a list of the existing handler IDs. The Handler List Review Screen will display where you may select a handler to maintain.</p> |
| Enter | <p>Press ENTER to confirm your selections. The Handler ID Maintenance Screen will display.</p> |

Handler List Review Screen

| HANDLER LIST | | | | | | | ----- Current Task ----- | |
|--------------|--------------------|-------|----|------------|---------|----|--------------------------|----------|
| | Handler Name | | Ip | Handler Id | Task | WH | Start Time | Elp Time |
| M | 1 Aaronson, John | | MV | JAARONSON | - Off - | | | |
| | 2 APDEMO Handler | *SPD* | | APDEMORF | - Off - | | | |
| M | 3 APLUS Handler | *SPD* | | APLUS | - Off - | | | |
| M | 4 Black, Joseph | | RC | JBLACK | - Off - | | | |
| | 5 Franklin, Dianne | *SPD* | RC | DCFRF | - Off - | | | |
| M | 6 Johnson, Mark | | CT | MJOHNSON | - Off - | | | |
| M | 7 Jones, Harvey | | CT | HJONES | - Off - | | | |
| M | 8 Peters, Mary | | MV | MPETERS | - Off - | | | |
| | 9 QPGMR | *SPD* | | QPGMR | - Off - | | | |
| M | 10 Smith, Arnold | | RC | ASMITH | - Off - | | | |
| M | 11 Smith, Bob | | PK | BSMITH | - Off - | | | |
| M | 12 White, Carl | | PK | CWHITE | - Off - | | | |

Last

Selection: ... Find (F6):
 Handler Type?

M = Messages pending F2=Work Time F5=Refresh F12=Return
 F4=Excl Suspnd F6=Locate F13=Send Msg

This screen displays after you press **F4=LIST** from the:

- [Handler ID Maintenance Selection Screen](#)
- [Handler Performance Report Selection Screen.](#)

This screen displays after you press **F7=HANDLER LIST** from the:

- Location Research Inquiry Screen (xxxx)

Use this screen to display a list of all existing handler IDs and current work statistics for each. The list of handlers is case-sensitively alphabetized by the name of the handler.

You also may use this screen to select a handler for processing, select one or more handlers to send a message, or toggle between displaying all handlers (including those that have been suspended) or only those that have not been suspended.

Note: When accessing this screen, the default setting of the handlers to display is determined by the **Include Suspended Handlers** Radio Frequency system option in Radio Frequency Options Maintenance (MENU RFFILE). This setting determines if suspended handlers will initially be included in the list. You will be able to toggle the display of the screen to include or exclude suspended handlers via the **F4=EXCL SUSPND / F4=INCL SUSPND** key.

Handler List Review Screen Fields and Function Keys

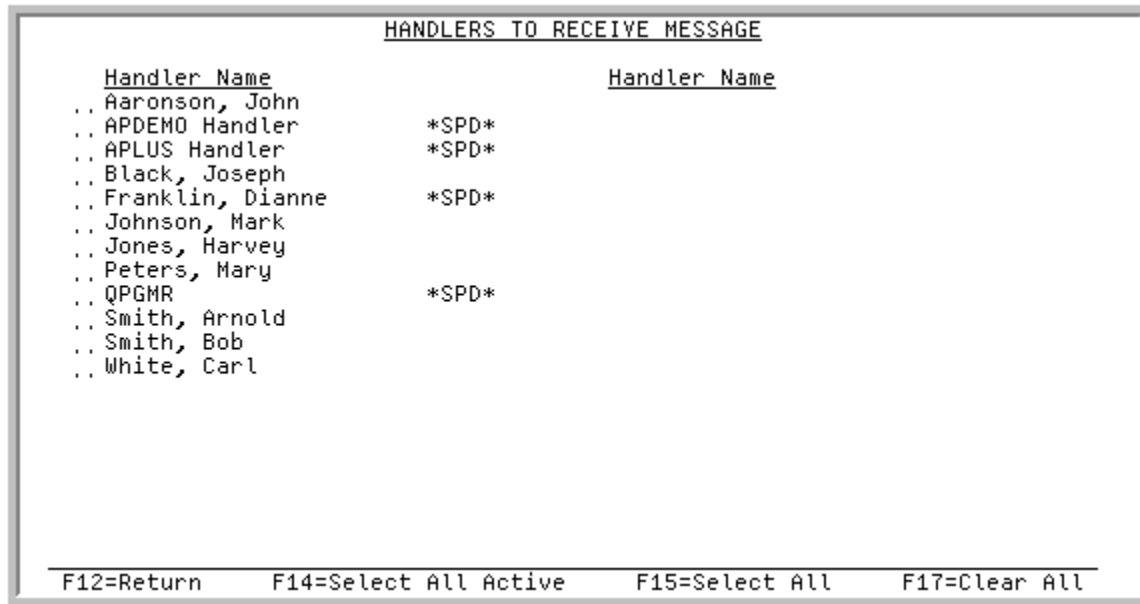
| Field/Function Key | Description |
|--------------------|---|
| (M) | <p>The Messages Pending field displays only if pending messages exist for one or more handlers.</p> <p>The message is pending receipt if messages were sent to a handler and that handler has not made any entries or pressed ENTER on the transaction manager since the message was sent, because they may have signed off.</p> <p>An M to the left of the handler's reference number on this screen indicates a pending message.</p> <p>Display</p> |
| (Reference Number) | <p>This field displays a reference number for each handler. Use these numbers to select a handler from this screen for processing.</p> <p>Key a reference number in the Selection field to select a handler for processing.</p> <p>Display</p> |
| Handler Name | <p>The handler name assigned on the Handler ID Maintenance Screen.</p> <p>Note: If a handler has been suspended, *SPD* is appended to the handler name, and it will also print on the Handler Master Listing to identify the handler as being suspended.</p> |
| Handler Id | <p>The unique handler identifier created for a warehouse employee.</p> |
| Task | <p>The current task being performed the displayed handlers. OFF displays in this column if the handler is not logged on. The task displays in reverse image (highlighted) if the handler suspends a task. If the handler starts another task, the most current task will supersede the suspended task; however, when done, the original suspended task will redisplay in reverse image.</p> <p>Note: User-defined tasks can be created and used in addition to the system-defined tasks. Valid user-defined tasks are created via User Tasks Maintenance (MENU RFFILE). Once user-defined tasks are created, handlers are allowed access to perform system and/or user-defined tasks through Handler Tasks Maintenance (MENU RFFILE).</p> |
| WH | <p>The identification of the warehouse where the displayed task is being performed. When handlers are allowed access to perform certain tasks through Handler Tasks Maintenance (MENU RFFILE), the Warehouse ID is a required part of the access record key. This allows a handler access to perform one task in one warehouse, but not in a different warehouse.</p> <p>Note: If no task is currently being performed, no value displays in this column.</p> |
| Start Time | <p>The time of day that the task was begun.</p> |

| Field/Function Key | Description |
|--------------------|--|
| Elp Time/Work Time | <p>When the header indicates Elp Time, the value displayed indicates the amount of time elapsed between the initiation of the task and the current time. (If the task is completed, it will not display on this screen since data on this screen displays about current tasks only.)</p> <p>When the header indicates Work Time, the value displayed indicates the amount of time specifically spent performing the task. The difference between the Elp Time and the Work Time is that “time off” (suspended time due to interrupts, lunch breaks, and so forth) is included in the Elp Time, but not in the Work Time totals. The column is toggled with the F2=WORK TIME / F2=ELP TIME function key.</p> <p>Note: Since the values for elapsed and work times relate to current activities, you may wish to use the F5 function key to refresh the screen, indicating the most current data.</p> |
| Selection | <p>Use this field to select a handler for processing.</p> <p>Key the reference number of the handler.</p> <p>(N 2,0) Optional</p> |
| Find | <p>Use this field to bring a particular handler to the top of the display screen. Key a partial or complete handler name (refer to the Handler Information field description) and press F6=LOCATE to bring the first handler whose name matches the keyed criteria to the top of the screen. If no match is found, a message displays to inform you that the search was unsuccessful.</p> <p>Note: Using this field in conjunction with the F6=LOCATE function key allows you to scroll the list. The list is alphabetized according to the handler name and is case-sensitive; that is, lower case names appear before capitalized names.</p> <p>(A 30) Optional</p> |

| Field/Function Key | Description |
|------------------------------------|---|
| Handler Type | <p>This field is used to limit the display to handlers of a particular type. You can choose to display only those handlers who may receive inventory, since handlers are categorized by the types of activities and tasks they perform.</p> <p>Note: Handler types (e.g., manager, dock hand, driver, and so forth) are user-defined through Handler Types Maintenance (MENU RFFILE) and assigned to a handler through this option. You can create handler types before or after creating your handlers. However, if you create your handler types after your handlers, you will have to return to this option to assign them.</p> <p>Key a handler type to limit the display of handlers to only those defined as that type through this option.</p> <p>Clear this field and press ENTER again if you wish to return the display to all handler types.</p> <p>Valid Values: A handler type defined through Handler Types Maintenance (MENU RFFILE).</p> <p>(A 2) Optional</p> |
| F2=Work Time / F2=Elp Time | <p>Press the F2=WORK TIME / F2=ELP TIME key to toggle between a display of Work Time and Elp (elapsed) Time. Refer to the Handler Information field description for details about these two terms.</p> |
| F4=Excl Suspnd / F4=Incl Suspnd | <p>Press the F4=EXCL SUSPND / F4=INCL SUSPND key to toggle between a display of all handlers (including those that have been suspended) or only those that have not been suspended.</p> |
| F5=Refresh | <p>Press F5=REFRESH to update the screen with the most current data.</p> |
| F6=Locate | <p>Press F6=LOCATE to locate the handler whose name (or portion thereof) was keyed in the Find field. Refer to the Find field description for details.</p> |
| F12=Return | <p>Press F12=RETURN to return to the original calling screen.</p> |
| F13=Send Msg | <p>Press F13=SEND MSG to send a message to one or more handlers via their transaction managers. The Handlers To Receive Message Selection Screen will display.</p> |

| Field/Function Key | Description |
|--------------------|--|
| Enter | <p>Press ENTER to confirm your selections.</p> <p>If you accessed this screen from the Handler ID Maintenance Selection Screen and press this key after you key a reference number in the Selection field, that screen redisplay with the selected handler identified.</p> <p>If you accessed this screen from the Location Research Inquiry Screen (xxx) and press this key after you key a reference number in the Selection field, that screen redisplay with the selected handler.</p> <p>If you added a handler ID and you do not have authority to change IBM i user profiles, you will see a message informing you that the attempt to change the IBM i user profile for the handler was unsuccessful. Press the ENTER key to acknowledge the message. The handler ID will be added, but the correct menu may not display when the handler logs on to a hand-held unit. For the handler ID to work correctly, a user with security officer authority must log on, select to change the handler ID, and press ENTER to move through all of the screens in the change process. The handler ID will then function correctly.</p> |

Handlers To Receive Message Selection Screen



This screen displays after pressing **F13=SEND MSG** on various screens in several menu options, including the [Handler List Review Screen](#).

Use this screen to select one or more handlers to whom a message will be sent via the transaction manager(s). This list of handlers is alphabetized by the handler's name.

Note: If a handler has been suspended, ***SPD*** is appended to the handler name. If you want a message sent to only handlers that are active (and have not been suspended), use the **F14=SELECT ALL ACTIVE** function key.

Handlers To Receive Message Selection Screen Fields and Function Keys

| Field/Function Key | Description |
|-----------------------|---|
| (Select) Handler Name | <p>Use this field to send a message to one or more handlers. Key X before the applicable handler name. If the selection field before a handler's name is left blank, that handler will not receive the message.</p> <p>Note: Use the F15=SELECT ALL and F17=CLEAR ALL function keys to mark all handlers or clear the fields next to all handlers. Use the F14=SELECT ALL ACTIVE function key to mark only handlers that are active (not suspended).</p> <p>(A 1) Required</p> |
| F12=Return | <p>Press F12=RETURN To return to the Handler List Review Screen without sending a message.</p> |

| Field/Function Key | Description |
|-----------------------|--|
| F14=Select All Active | Press F14=SELECT ALL ACTIVE to place an X in the selection field before all handlers that are active only and have not been suspended (even those active handlers that are not currently displayed on the screen due to space limitation). |
| F15=Select All | Press F15=SELECT ALL to place an X in the selection field before all handlers, both active and suspended (even those handlers not currently displayed on the screen due to space limitation). |
| F17=Clear All | Press F17=CLEAR ALL to remove an X from all selection fields before all handlers (even those not currently displayed on the screen due to space limitation). |
| Enter | After you review the selected handlers whom you want to send a message, press ENTER to confirm and access the Send Message Entry Screen where you will key the message text. |

Send Message Entry Screen



This screen displays after pressing **ENTER** on the [Handlers To Receive Message Selection Screen](#). Use this screen to key the text of the message you want to send to the handlers you selected.

Send Message Entry Screen Fields and Function Keys

| Field/Function Key | Description |
|--------------------|---|
| To | <p>This field indicates which handler will receive the message.</p> <p>If you selected a single handler on the Handlers To Receive Message Selection Screen, the handler ID of that handler displays in this field. If you select more than one handler, then *MULTIPLE displays in this field. If you pressed F15=SELECT ALL to select all handlers, *ALL displays in this field and the message is sent to all handlers.</p> <p>Display</p> |
| (Text) | <p>Use this field to key the text of the message.</p> <p>(A 20) Required</p> |
| F4=Select Handlers | <p>Press F4=SELECT HANDLERS to return to the Handlers To Receive Message Selection Screen to make new or different handler selections</p> |
| F12=Return | <p>Press F12=RETURN to return to the Handler List Review Screen without sending a message.</p> |
| Enter | <p>After you ensure you keyed the proper text, press ENTER to send the message to the transaction manager for each of the selected handlers.</p> <p>To verify that you sent the message to the appropriate handlers, the Handler List Review Screen will display.</p> <p>An M displays next to each of the handlers to whom the message was sent until the message is “received.”</p> <p>Note: Since a message is “received” as soon as the handler processes a function or presses ENTER on the transaction manager, M may not display for very long on this screen. This is why the screen displays for your immediate review.</p> |

Handler ID Maintenance Screen

HANDLER ID MAINTENANCE Change

Handler ID: APDEMO

Handler Name: APDEMO, Handler,

Handler Type? ...

Allow Entry of Alternate Items: Y, (Y/N)

Use Decrement Picking: N, (Y/N)

F12=Return

This screen displays after pressing **ENTER** on the [Handler ID Maintenance Selection Screen](#).

Use this screen to define the attributes of the specified handler, or suspend, reinstate, or delete the handler, if applicable. In the suspend, reinstate, or delete mode, fields on this screen are protected.

Note: If you selected to delete the handler (i.e., the **Function** field is **D** on the [Handler ID Maintenance Selection Screen](#)), a note will appear on the lower portion of this screen indicating that the handler task records will also be removed when the selected RF handler is deleted.

Handler ID Maintenance Screen Fields and Function Keys

| Field/Function Key | Description |
|--------------------|---|
| Handler Id | The unique handler identifier created for a warehouse employee. |

| Field/Function Key | Description |
|--------------------|--|
| Handler Name | <p>Use this field to enter the name of the handler.</p> <p>Key the name of this handler to display on R/F screens and print on R/F reports.</p> <p>Since screens and reports are alphabetized and case-sensitive (all lower case entries are listed prior to upper case entries) in descending order, be consistent in your naming conventions. For example, if you created handlers and keyed their names in LAST NAME, FIRST NAME MI format, you should key all handler names using this same format. This avoids “misplacing” of John M. Becker between Jocques, Michael P. and Jordon, Anthony S, or misplacing zahn, paul at the top of a list of capitalized entries, rather than at the bottom.</p> <p>(A 30) Required</p> |
| Handler Type | <p>This field indicates the type (category) of this handler. Handler types are used to limit/provide access to certain types of activities and tasks.</p> <p>Note: Handler types (e.g., manager, dock hand, driver, etc.) are user-defined through Handler Types Maintenance (MENU RFFILE); each handler is assigned a handler type through this option. You can create handler types before or after creating your handlers. However, if you create your handler types after your handlers, you will have to return to this option to assign them.</p> <p>Key one of the user-defined handler types to assign to this handler.</p> <p>Valid Values: A handler type defined through Handler Types Maintenance (MENU RFFILE).</p> <p>(A 2) Optional</p> |

| Field/Function Key | Description |
|--------------------------------|--|
| Allow Entry of Alternate Items | <p>This field determines whether or not you will allow this handler to update the Manufacturers No field in the Item Master File or the alternate item number in the Item Cross Reference File, usually updated through Item Master Maintenance (MENU IAFILE). This update occurs if, during receiving activities, the handler scanned a Universal Product Code (UPC) with a manufacturer number that Radio Frequency did not find when the Vendor/ Item File (which captures the manufacturer number information from the Item Master File) was searched.</p> <p>If the handler has the appropriate authority (determined by this field), Radio Frequency prompts the user to decide if a cross-reference should be made from “our” item number to this “new” scanned number. If a cross-reference should be made, the Manufacturer No field in the Item Master File, or the alternate item number in the Item Cross Reference File, updates with this new scanned number. From this point forward, whenever that same number is scanned, it will be found and cross-referenced to “our” item number.</p> <p>Key Y to allow this handler to create cross-references, which will update the Manufacturer No. field in the Item Master File or the alternate item number in the Item Cross Reference File.</p> <p>Key N to prevent this handler from creating cross-references which would update the Manufacturer No. field in the Item Master File or the alternate item number in the Item Cross Reference File.</p> <p>(A 1) Required</p> |
| Use Decrement Picking | <p>Use this selection to force this handler to scan/key every item being picked for a specific item and/or item class. Decrement (reduce) the quantity remaining to pick on the device as each product is scanned/keyed. See CHAPTER 20: Decrement Picking Rules Maintenance and Listing for more information.</p> <p>Key Y to use the decrement picking feature for this Handler based on the rules defined and reduce the pick quantity for each individual item being picked.</p> <p>Key N to have the Handler scan the total quantity of an item being picked from a location.</p> <p>Default Value: blank</p> <p>(A 1) Required.</p> |
| F5=Reinstate | <p>The F5=REINSTATE function key displays only if you select to reinstate a handler by keying R in the Function field on the Handler ID Maintenance Selection Screen.</p> <p>Press F5=REINSTATE to reinstate the identified handler. This handler must be currently suspended. Refer to the F24=SUSPEND function key description for more details.</p> |

| Field/Function Key | Description |
|--------------------|--|
| F12=Return | <p>Press F12=RETURN to return to the Handler ID Maintenance Selection Screen without making any changes on this screen.</p> |
| F24=Suspend | <p>The F24=SUSPEND function key displays only if you select to suspend a handler by keying S in the Function field on the Handler ID Maintenance Selection Screen.</p> <p>Press F24=SUSPEND to suspend the identified handler. Suspension prevents the handler from signing onto any transaction manager and performing any transaction manager tasks. You cannot suspend a handler that is currently performing any Radio Frequency tasks, nor can you suspend a handler that has already been suspended.</p> |
| F24=Delete | <p>The F24=DELETE function key displays only if you select to delete a handler by keying D in the Function field on the Handler ID Maintenance Selection Screen.</p> <p>Press F24=DELETE to delete the identified handler. During this process, the Handler Master File (RFHND), and Handler Task File (RFHFC) information for the specified handler will also be removed. You cannot delete a handler that is currently in-use.</p> |
| Enter | <p>Press ENTER to confirm your selections. If you key changes in any of the fields, press ENTER once to update the fields.</p> <p>If you key a new or different Handler Type, the new handler type description displays from the Handler Master File.</p> <p>If you press ENTER a second time (or the first time, if you did not key any field changes), you return to the Handler ID Maintenance Selection Screen.</p> |

Handlers Listing

You can print a listing of all of your handlers using the Handlers Listing option on the Radio Frequency File Maintenance Menu (MENU RFFILE). When you select this option, the Report Options Screen appears. Refer to the Infor Distribution A+ Cross Applications User Guide for an explanation of that screen. When you press **ENTER** on that screen, the Handler Master Listing prints.

| Title | Purpose |
|--|----------------------------------|
| Handler Master Listing | Sample listing of handler types. |

Handler Master Listing

| RF805 08/03/17 14.14.01 | | HANDLER MASTER LISTING | | BA/APDEMO | PAGE 1 |
|-------------------------|-------------------------------|---|------------------------|-----------|-----------------------|
| Handler ID | Name | Allow Entry of Alt. Items with RF Receiving | Handler Type | | Use Decrement Picking |
| APDEMO | APDEMO Handler | Y | | | N |
| APDEMORF | A+ Demo RF User | Y | | | |
| APLUS | APLUS Handler | Y | | | |
| ASMITH | Smith, Arnold | N | RC - Receiving Handler | | |
| BSMITH | Smith, Bob | N | PK - Picking Handler | | |
| CWHITE | White, Carl | N | PK - Picking Handler | | |
| DCFRF | Day Shift Chief Handler | Y | | | Y |
| DCFRF5 | Day Shift Chief Staging Tasks | Y | | | |
| HJONES | Jones, Harvey | N | CT | | |
| JAARONSON | Aaronson, John | Y | MV - Moving Handler | | |
| JBLACK | Black, Joseph | N | RC - Receiving Handler | | |
| MJOHNSON | Johnson, Mark | N | CT | | |
| MPETERS | Peters, Mary | Y | MV - Moving Handler | | |
| QPGMR | QPGMR | ** Sspd ** | | | |
| TPRRF | Rogers, Tim | Y | | | Y |

This listing prints all handler IDs defined through [Handlers Maintenance](#) (MENU RFFILE), alphabetically by handler ID. All data on this listing may be maintained through [Handlers Maintenance](#) (MENU RFFILE).

Refer to [Handler ID Maintenance Screen](#) for more information about the data on this listing.

Chapter 9 Maintaining Handler Tasks

A task is a system-defined or user-defined activity (or category of activities) performed on a periodic basis (i.e., daily, weekly, monthly, or yearly). In addition to the system-defined tasks of receiving, putting-away, shipping, moving, picking, and counting, you can create any number of user-defined tasks to categorize activities. The system-defined tasks you can use in each warehouse in Radio Frequency are determined through [Radio Frequency Options Maintenance](#) (MENU RFFILE); you can create the user-defined tasks for a specific warehouse through [User Tasks Maintenance](#) (MENU RFFILE).

Note: Before using this option, create your handlers (employees) through [Handlers Maintenance](#) (MENU RFFILE) and applicable user-defined tasks through [User Tasks Maintenance](#) (MENU RFFILE).

Note: Just as you can limit handlers by tasks, you also can limit vehicles by the same tasks through similar maintenance options on MENU RFFILE. Refer to the vehicle options on MENU RFFILE.

You can allow or prevent handlers from performing system and user-defined tasks in certain warehouses. Task access is provided or restricted based on the handler ID and warehouse ID. For example, you can allow a handler to perform Task A in Warehouse 1, but not in Warehouse 2. If an allowance or denial record (called access record) for a handler and warehouse is not set up for a task, access is automatically defaulted to ALLOW. This eliminates the need to define access individually for every handler in every warehouse for every task.

You can identify the specific tasks for each warehouse and limit the ability to perform those tasks to particular handlers through the Handler Tasks Maintenance on the Radio Frequency File Maintenance Menu (MENU RFFILE). You can create access records to allow/restrict performance and to assist in the tracking of those activities.

Handler Tasks Maintenance

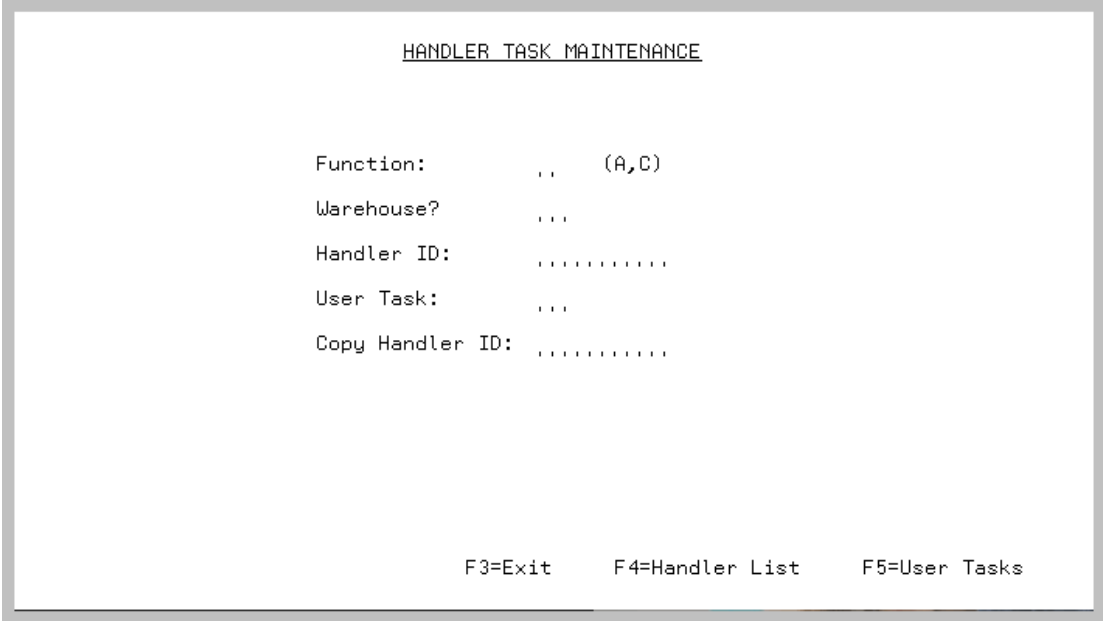
The screens and/or reports in Handler Task Maintenance and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

| Title | Purpose |
|--|--|
| Handler Tasks Maintenance Selection Screen | Used to specify the handler ID, warehouse, and task to maintain accessibility. |

Maintaining Handler Tasks

| Title | Purpose |
|--|--|
| Handler Task Maintenance Screen | Used to specify the accessibility for each handler task. |
| User Task List Screen | Displays a list of user-defined tasks created for the warehouse through User Task Maintenance (MENU RFFILE). |
| Handler User Task Maintenance Screen | Used to allow or restrict access to the specified handler and warehouse. |

Handler Tasks Maintenance Selection Screen



This screen displays after selecting option **2** - [Handler Tasks Maintenance](#) (MENU RFFILE). Use this screen to provide or restrict performance of tasks by handler ID and warehouse ID.

Note: If an access record for a handler and warehouse is not set up for a task, access is automatically defaulted to ALLOW. This prevents you from having to define access individually for every handler in every warehouse for every task.

Handler Tasks Maintenance Selection Screen Fields and Function Keys

| Field/Function Key | Description |
|--------------------|--|
| Function | Use this field to key the function code associated with the type of function you wish to perform. Key A to add a record which defines task access allowances and limitations for a handler/warehouse. Key C to change an existing access record for a handler/warehouse. (A 1) Required |

| Field/Function Key | Description |
|--------------------|---|
| Warehouse | <p>Key the ID of the warehouse for which task access record creation or maintenance will occur in conjunction with the identified handler (see the Handler ID field description).</p> <p>Default Value: The default warehouse defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the Default Warehouse defined through Company Name Maintenance (MENU XAFILF).</p> <p>Valid Values: A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILF) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY).</p> <p>(A 2) Required</p> |
| Handler ID | <p>Key the ID of the handler for which task access record creation or maintenance will occur in conjunction with the identified warehouse.</p> <p>You may use the F4=HANDLER LIST function key to display a list of valid handler IDs.</p> <p>Valid Values: A handler ID created through Handlers Maintenance (MENU RFFILF).</p> <p>(A 10) Required</p> |
| User Task | <p>If this field is left blank and you press ENTER, the Handler Task Maintenance Screen will appear from which you can select a system defined task to maintain.</p> <p>Key the user task code for which a task access record will be created or maintained in conjunction with the identified handler and warehouse.</p> <p>You may use the F5=USER TASKS function key to display a list of valid user- defined task codes and descriptions.</p> <p>Valid Values: A user-defined tasks created through User Tasks Maintenance (MENU RFFILF).</p> <p>(A 2) Required</p> |
| Copy Handler ID | <p>When adding a new handler ID, use this field to copy all of the information for an existing handler ID into the new handler ID.</p> <p>Valid Values: A handler ID defined through Handlers Maintenance (MENU RFFILF).</p> <p>(A 10) Optional</p> |
| F3=Exit | <p>Press F3=EXIT to exit this option and return to MENU RFFILF.</p> |
| F4=Handler List | <p>Press F4=HANDLER LIST to display and make a selection from, if necessary, a list of valid handler IDs on the Handler List Review Screen.</p> |

| Field/Function Key | Description |
|--------------------|--|
| F5=User Tasks | Press F5=USER TASKS to display and make a selection from, if necessary, a list of valid user-defined tasks created for the identified warehouse through User Tasks Maintenance (MENU RFFILE). The User Task List Screen will display. |
| Enter | Press ENTER to confirm your selections. If the User Task field is blank and you press ENTER , the Handler Task Maintenance Screen will appear, else the Handler User Task Maintenance Screen will appear. |

Handler Task Maintenance Screen

HANDLER TASK MAINTENANCE **CHANGE**

Warehouse: 5 Chicago, IL

Handler ID: APDEMO APDEMO Handler

Handler Task: Allow Access:

| | | |
|-------------------|---|-------|
| Receiving (RC) | Y | (Y/N) |
| Put-Away (PA) | N | (Y/N) |
| Moving (MV) | N | (Y/N) |
| Shipping (SH) | N | (Y/N) |
| Counting (CT) | N | (Y/N) |
| Picking (PK) | N | (Y/N) |
| Inquiry (IQ) | N | (Y/N) |
| RF Inquiry Counts | N | (Y/N) |

F12=Return

This screen appears only if the **User Task** field on the [Handler Tasks Maintenance Selection Screen](#) is left blank.

This screen lists all of the system defined handler tasks for the specified handler ID and warehouse entered on the [Handler Tasks Maintenance Selection Screen](#) as well as the accessibility allowed for each handler task.

| Field/Function Key | Description |
|----------------------------|---|
| Warehouse | The warehouse ID selected for which the handler tasks will be assigned. Display |
| Handler ID | The selected Handler ID, as assigned through Handlers Maintenance (MENU RFFILE), displays in this field. Display |
| Handler Task: Allow Access | Use this field to designate whether or not access to the corresponding system defined handler task is allowed. Key Y or N for each specific task in the list shown. (A 1) Required |
| F12=Return | Press F12=RETURN to return to the Handler Tasks Maintenance Selection Screen . Any additions or changes that you made to this screen will not be saved. |

| Field/Function Key | Description |
|--------------------|---|
| Enter | Press ENTER to accept and save your changes. If you changed the description, press ENTER twice to confirm the description change. The Handler Tasks Maintenance Selection Screen will display. |

| Field/Function Key | Description |
|--------------------|--|
| Short Dsc | The abbreviated description associated with the task. Display |
| Task | The 2 character ID associated with the task that is used on any screen requiring that the user-defined task be keyed. Display |
| Selection | Use this field to select a user-defined task to process through this option. Key the reference number of the task. (N 2,0) Optional |
| Find | Use this field in conjunction with the F6=LOCATE to bring a particular user-defined task to the top of the screen. The list remains case-sensitive and alphabetized according to the long description of the user-defined task. Key a partial or complete long description and press F6=LOCATE to bring the first user-defined task whose long description matches the keyed text to the top of the screen. If no match is found, a message displays to inform you that the search was unsuccessful. (A 30) Optional |
| F6=Locate | Press F6=LOCATE to locate the user-defined task whose long description (or portion thereof) is keyed in the Find field. |
| F12=Return | Press F12=RETURN to return to the Handler Tasks Maintenance Selection Screen . |
| Enter | Press ENTER to confirm your selections. If you press ENTER after you key a reference number in the Selection field, the Handler Tasks Maintenance Selection Screen redisplay, this time identifying the selected user-defined task. |

Handler User Task Maintenance Screen

HANDLER TASK MAINTENANCE ADD

Warehouse: 5 Chicago, IL

Handler ID: APDEMO APDEMO Handler

User Task: BX Boxing

Allow Access: Y (Y/N)

F12=Return

This screen displays after making selections and pressing **ENTER** on the [Handler Tasks Maintenance Selection Screen](#). Use this screen to provide or restrict performance of the specified user task by the specified handler and warehouse.

Note: If an access record for a handler and warehouse is not set up for a task, access is automatically defaulted to ALLOW. This prevents you from having to define access individually for every handler in every warehouse for every task.

Handler User Task Maintenance Screen Fields and Function Keys

| Field/Function Key | Description |
|--------------------|--|
| Warehouse | The warehouse ID selected for which the handler tasks will be assigned. Display |
| Handler ID | The selected Handler ID, as assigned through Handler Tasks Maintenance (MENU RFFILE), displays in this field. Display |
| Task | The selected User Task to which the handler will be granted or denied access to. Display |

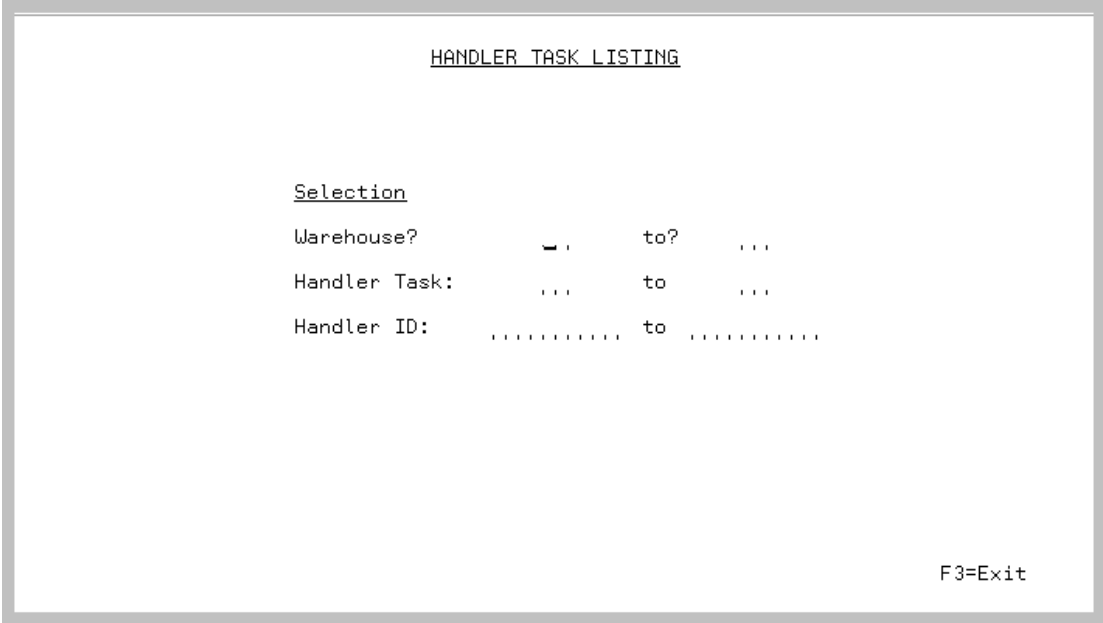
| Field/Function Key | Description |
|----------------------------|--|
| Handler Task: Allow Access | Use this field to designate whether or not access to the corresponding system defined handler task is allowed. Key Y or N for each specific task in the list shown. (A 1) Required |
| Allow Access | Use this field to determine whether the displayed handler can perform the identified task for the displayed warehouse. Accept the default of Y if access is allowed. Key N in this field if access is denied. This prevents the handler from performing this task through Radio Frequency in the displayed warehouse. Default Value: Y (A 1) Required |
| F12=Return | Press F12=RETURN to return to the Handler Tasks Maintenance Selection Screen without adding or updating any data on this screen. |
| Enter | Press ENTER to confirm your selections. The Handler Tasks Maintenance Selection Screen will display. |

Handler Tasks Listing

The screens and/or reports in Handler Task Listing and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

| Title | Purpose |
|---|---|
| Handler Task Listing Selection Screen | Used to specify the limiting criteria for the listing. |
| Handler Task Listing | Prints handlers that match the limiting criteria their tasks, and accessibility to those tasks. |

Handler Task Listing Selection Screen



This screen displays after selecting option **12** - [Handler Tasks Listing](#) (MENU RFFILE). Use this screen to determine which handler tasks will print on the listing.

Refer to the Infor Distribution A+ Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Handler Task Listing Selection Screen Fields and Function Keys

| Field/Function Key | Description |
|--------------------|---|
| Warehouse | To limit the listing by warehouses, key the range of warehouse IDs for which access records will print along with other criteria keyed on this screen. Valid Values: A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (2 @ A 2) Optional |
| Handler Task | To limit the listing by tasks, key the range of tasks for which access records will print along with other criteria keyed on this screen. Valid Values: Any of the displayed task codes associated with system-defined tasks, or any task codes associated with user-defined tasks created through User Tasks Maintenance (MENU RFFILE). (2 @ A 2) Optional |

| Field/Function Key | Description |
|--------------------|--|
| Handler ID | <p>To limit the listing by handler IDs, key the range of handler IDs for which access records will print in conjunction with other criteria keyed on this screen.</p> <p>Valid Values: A handler ID created through Handlers Maintenance (MENU RFFILE). (2 @ A 10) Optional</p> |
| F3=Exit | Press F3=EXIT to exit from this option and return to MENU RFFILE. |
| Enter | Press ENTER to confirm your selections. The Report Options Screen will display. Refer to the Infor Distribution A+ Cross Applications User Guide for an explanation of this screen. |

Handler Task Listing

| Handler | Name | Wh | Function | Allow Access |
|----------|-----------------|----|--------------|--------------|
| APDEMO | APDEMO Handler | 5 | BX-Boxing | Y |
| | | 5 | RC-Receiving | Y |
| APDEMORF | A+ Demo RF User | 5 | CT-Counting | Y |
| | | 5 | IQ-Inquiry | Y |
| | | 5 | MV-Moving | Y |
| | | 5 | PA-Put-Away | Y |
| | | 5 | PK-Picking | Y |
| | | 5 | RC-Receiving | Y |
| | | 5 | SH-Shipping | Y |

This listing prints following your selections on the Report Options Screen. Data included in this listing is alphabetized by handler ID and is maintained through Handler Tasks Maintenance (MENU RFFILE). Refer to [Handler User Task Maintenance Screen](#) for more information.

Chapter 10 Maintaining Handler Types

You can create handler types through the Handler Types Maintenance option on the Radio Frequency File Maintenance Menu (MEUN RFFILE). Handler types can be created before or after you define your handler IDs. However, if you create your handler types after you define your handler IDs, you must return to Handlers Maintenance (MENU RFFILE) if you want to associate each handler with a handler type.

A handler type is a category into which handlers (employees) are placed to allow for group-type processing and/or tracking. You may desire such classifications for those instances when you want to display the currently signed-on dock hands or managers.

Example:

Assume that you create the following handler types: dock hand, driver, and manager and that you have four handlers: MEBAILEY, CSMITH, JRCASSEY, and JFDILLON. You can then assign a handler type to each handler:

- MEBAILEY: Handler type = DH (dock hand)
- CSMITH: Handler type = DR (driver)
- JRCASSEY: Handler type = MG (manager)
- JFDILLON: Handler type = MG (manager)

You can then use this distinction to limit the display to only managers on the [Handler List Review Screen](#) by keying **MG** in the **Handler Type** field. In this example only handlers JRCASSEY and JFDILLON would be shown in the list.

Handler Types Maintenance

The screens and/or reports in Handler Types Maintenance and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

| Title | Purpose |
|---|---|
| Handler Type Maintenance Selection Screen | Used to specify the handler type to maintain. |
| Handler Type Maintenance Screen | Used to provide a description for the handler type. |

Handler Type Maintenance Screen

HANDLER TYPE MAINTENANCE **CHANGE**

Handler Type: PK

Description: Picking Handler.....

F12=Return

This screen appears after making a selection and pressing **ENTER** on the [Handler Type Maintenance Selection Screen](#). Use this screen to add or change a description for the selected handler type code.

Handler Type Maintenance Screen Fields and Function Keys

| Field/Function Key | Description |
|--------------------|--|
| Description | Key descriptive text to clarify the handler type code. (A 30) Required |
| F12=Return | Press F12=RETURN to return to the Handler Type Maintenance Selection Screen without adding/updating any data on this screen. |
| Enter | Press ENTER to confirm your selections. If you changed the description, press ENTER twice to confirm the description change. The Handler Type Maintenance Selection Screen will appear. |

Handler Types Listing

You can print a listing of all of your defined handler types using the Handler Types Listing option on the Radio Frequency File Maintenance Menu (MENU RFFILE). When you select this option, the Report Options Screen appears. Refer to the Infor Distribution A+ Cross Applications User Guide for an explanation of that screen. When you press **ENTER** on that screen, the [Handler Types Listing](#) prints.

| Title | Purpose |
|---------------------------------------|----------------------------------|
| Handler Types Listing | Sample listing of handler types. |

Handler Types Listing

| RF815 | 07/27/17 | 9.17.37 | HANDLER TYPE LISTING | BZ/APDEMO | PAGE | 1 |
|--------------|----------------------------|---------|----------------------|-----------|------|---|
| HANDLER TYPE | DESCRIPTION | | | | | |
| MV | Moving Handler | | | | | |
| PA | Put-Away Handler | | | | | |
| PI | Physical Inventory Handler | | | | | |
| PK | Picking Handler | | | | | |
| RC | Receiving Handler | | | | | |
| SH | Shipping Handler | | | | | |

This listing prints following your selections on the Report Options Screen, which displays after selecting option **13** - [Handler Types Listing](#) from MENU RFFILE. Refer to the Infor Distribution A+ Cross Applications User Guide for an explanation of this screen.

All data on this listing is maintained through [Handler Types Maintenance](#) (MENU RFFILE). Refer to [Handler Type Maintenance Screen](#) for details about the data on this listing.

Chapter 11 Maintaining Vehicles

Radio Frequency lets you create an identity in Distribution A+ for each of your warehouse vehicles. Vehicle identification is not only important to tracking, but also to limiting vehicle use to certain tasks. You can create IDs for each of your vehicles through the Vehicles Maintenance option on the Radio Frequency File Maintenance Menu (MENU RFFILE).

Vehicles Maintenance

The screens and/or reports in Vehicles Maintenance and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

| Title | Purpose |
|---|--|
| Vehicle Number Maintenance Selection Screen | Used to specify the ID of the vehicle to maintain. |
| Vehicle List Review Screen | Displays a list of define vehicle IDs from which you can select a vehicle to maintain. |
| Vehicle Number Maintenance Screen | Used to provide a description for the vehicle and indicate its type. |

Vehicle Number Maintenance Selection Screen

VEHICLE NUMBER MAINTENANCE

Function: _ (A,C)

Vehicle No:

F3=Exit F4=List

This screen displays after selecting option **4** - [Vehicles Maintenance](#) (MENU RFFILE). Use this screen to select a vehicle number to add or change in Radio Frequency. Vehicle identification is important to limit the use of particular vehicles to particular tasks or handlers and to allow for the collection of tracking information.

Vehicle Number Maintenance Selection Screen Fields and Function Keys

| Field/Function Key | Description |
|--------------------|--|
| Function | Key A to add a new vehicle. Key C to change the information of an existing vehicle. (A 1) Required |
| Vehicle No | If adding a vehicle number, key up to 5 characters to define the number you wish to add. If changing an existing vehicle number, key the number you wish to maintain. Press F4=LIST to display a list of existing vehicles, if needed. (A 5) Required |
| F3=Exit | Press F3=EXIT to exit from this option and return to MENU RFFILE. |
| F4=List | Press F4=LIST to display a list of the existing vehicles. The Vehicle List Review Screen will display from which you may select a vehicle for processing. |

| Field/Function Key | Description |
|--------------------|--|
| Enter | Press ENTER to confirm your selections. The Vehicle Number Maintenance Screen will display. |

Vehicle List Review Screen

| VEHICLE LIST | | | | | | |
|----------------------------|-----------|--------------|-------------------|-------------|-----------|-----------------------|
| <u>Vehicle Description</u> | <u>Tp</u> | <u>Vehcl</u> | <u>Handler Id</u> | <u>Task</u> | <u>Wk</u> | <u>Start Elp Time</u> |
| 1 Forklift Number 1 | FL | FL1 | | - Off - | | |
| 2 Forklift Number 2 | FL | FL2 | | - Off - | | |
| 3 Forklift Number 3 | FL | FL3 | | - Off - | | |
| 4 Forklift Number 5 | FL | FL5 | | - Off - | | |
| 5 No Vehicle Used | NA | NA | | - Off - | | |
| 6 Pickup Truck | PU | 123 | | - Off - | | |

Last

Selection: ... Find (F6):
 Vehicle Type? ...

F2=Work Time F5=Refresh F6=Locate F12=Return

This screen displays after pressing **F4=LIST** on the [Vehicle Number Maintenance Selection Screen](#), [Vehicle Handler Task Maintenance Screen](#), or the [Vehicle Log Report Selection Screen](#) to select a vehicle for processing or reporting.

Use this screen to display a list of all existing vehicles. The list of vehicles is case-sensitive and alphabetized by vehicle description.

Vehicle List Review Screen Fields and Function Keys

| Field/Function Key | Description |
|---------------------|--|
| (Reference Number) | This field represents the reference number of each vehicle. Key this number in the Selection field to select a vehicle for processing. Display |
| Vehicle Description | The description of the vehicle assigned on the Vehicle Number Maintenance Selection Screen . Display |
| Tp | The type of vehicle, as defined through Vehicle Types Maintenance (MENU RFFILE) and/or assigned on the Vehicle Number Maintenance Screen . Display |
| Vehcl | Press F4=LIST to display a list of the existing vehicles. The Vehicle List Review Screen will display from which you may select a vehicle for processing. |

| Field/Function Key | Description |
|---------------------|---|
| Handler ID | The handler ID currently logged on as using the vehicle. Display |
| Task | The current task being performed by each of the displayed handlers. OFF displays in this column if the vehicle is not currently being used. The task displays in reverse image if the handler suspends a task. Display |
| WH | The identification of the warehouse in which the displayed task is being performed. If no task is currently being performed, no value displays in this column. Display |
| Start | The time of day that the task was begun. Display |
| Elp Time / Wrk Time | When the header indicates Elp Time , the value that displays indicates the amount of time elapsed between the start of the task and the completion of the task. (If the task is completed, it does not display here because this screen displays data about current tasks.) When the header indicates Wrk Time , the value that displays indicates the amount of time specifically spent performing the task. The difference between Elp Time and Wrk Time is that "time off" (suspended time due to interruptions, lunch breaks, etc.) is included in the Elp Time , but not in the Wrk Time totals. You can use F2=WORK TIME / F2=ELP TIME to toggle this column. Note: Since the task is currently being performed, press F5=REFRESH to refresh the screen to display the most current values. Display |
| Selection | Key the reference number of one of the vehicles to select that handler for processing. (N 2,0) Optional |
| Find | Use this field to bring a particular vehicle to the top of the display screen. Key a partial or complete vehicle description and press F6=LOCATE to bring the first vehicle that matches the keyed criteria to the top of the screen. Using this field and the F6=LOCATE key allows you to scroll the list; the list remains case-sensitive and alphabetized according to the vehicle descriptions. (A 30) Optional |

| Field/Function Key | Description |
|--------------------------------|--|
| Vehicle Type | <p>This field is used to limit the display to vehicles of a particular type. Since vehicle types are used to categorize vehicles by the types of activities and tasks performed, it may be of use, for example, to display only those vehicles which are used for receiving inventory.</p> <p>Note: Vehicle types (e.g., forklift, plow, and so forth) are user- defined through Vehicle Types Maintenance (MENU RFFILE) and assigned to vehicles through this option. You can create vehicle types before or after creating your vehicles. However, if you create your vehicle types after your vehicles, you will have to return to this option if you want to associate each vehicle with a vehicle type.</p> <p>Key a user-defined vehicle type to limit the display to vehicles of only that type.</p> <p>If you wish to return the display to all vehicle types, clear this field and press ENTER.</p> <p>Valid Values: A vehicle type defined through Vehicle Types Maintenance (MENU RFFILE) (A 2) Optional</p> |
| F2=Work Time / F2=Elap Time | Press the F2=WORK TIME / F2=ELAP TIME key to toggle the display between showing Wrk Time and Elp Time . |
| F5=Refresh | Press F5=REFRESH to update the screen with the most current data. |
| F6=Locate | Use the F6=LOCATE key to locate the vehicle whose description (or portion thereof) was keyed in the Find field. |
| F12=Return | Press F12=RETURN to return to the Vehicle Number Maintenance Selection Screen . |
| Enter | Press ENTER to confirm your selections. The Vehicle Number Maintenance Selection Screen , the Vehicle Handler Task Maintenance Screen or the Vehicle Log Report Selection Screen will display and identify the selected vehicle. |

Vehicle Number Maintenance Screen

VEHICLE NUMBER MAINTENANCE Change

Vehicle No: FL5

Description: Forklift, Number, 5,.....

Vehicle Type? FL, Forklift

F12=Return

This screen displays after pressing **ENTER** on the [Vehicle Number Maintenance Selection Screen](#). Use this screen to define the attributes of the specified vehicle.

Vehicle Number Maintenance Screen Fields and Function Keys

| Field/Function Key | Description |
|--------------------|--|
| Vehicle No | The vehicle number selected on the Vehicle Number Maintenance Screen Display |
| Description | Key a description to further identify this vehicle. This description will appear on Radio Frequency screens and print on Radio Frequency reports. (A 30) Required |
| Vehicle Type | Use this field to identify the type, or category, of this vehicle. Use vehicle types to limit/provide access to certain types of activities and tasks. Key a user-defined vehicle type to assign to this vehicle. Valid Values: A vehicle type (e.g., forklift, plow and so on) defined through Vehicle Types Maintenance (MENU RFFILE) (A 2) Optional |
| F12=Return | Press F12=RETURN to return to the Vehicle Number Maintenance Selection Screen without making any changes on this screen. |

| Field/Function Key | Description |
|--------------------|--|
| Enter | Press ENTER to confirm your selections. If you made changes, press ENTER a second time to update the fields. The Vehicle Number Maintenance Selection Screen displays. |

Vehicles Listing

You can print a list of the warehouse vehicles defined in Distribution A+ using the Vehicles Listing option on the Radio Frequency File Maintenance Menu (MENU RFFILE). You can also print bar-coded vehicle labels through this option.

Note: If you plan to use bar-coded vehicle labels, refer to the Appendix section of the Infor Distribution A+ Warehouse Management User Guide for important information.

| Title | Purpose |
|--|--|
| Vehicle Master Listing/Labels Selection Screen | Use to select the information for the Vehicle Listing and/or Vehicle Labels. |
| Vehicle Master Listing | A sample of the Vehicle Master Listing. |
| Vehicle Labels | A sample of the Vehicle Labels. |

Vehicle Master Listing/Labels Selection Screen

VEHICLE MASTER LISTING/LABELS

Selection

Output Type: 1 (1=Listing 2=Labels)

Output Queue: APLUSOUTQ ,

Vehicle Type: ... to? ...

Vehicle No: to

F3=Exit

This screen displays after selecting option **14 - Vehicles Listing** (MENU RFFILE). Make selections on this screen to determine whether or not the [Vehicle Master Listing](#) or bar-coded [Vehicle Labels](#) will print, and to identify which vehicles should be included on either output.

Refer to the Infor Distribution A+ Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Note: If you plan to use bar-coded vehicle labels, refer to the Appendix section of the Infor Distribution A+ Warehouse Management User Guide for important information.

Vehicle Master Listing/Labels Selection Screen Fields and Function Keys

| Field/Function Key | Description |
|--------------------|--|
| Output Type | <p>Use this field to determine which type of output will generate; either a listing or labels.</p> <p>Key 1 to print the Vehicle Master Listing.</p> <p>Key 2 to print bar-coded Vehicle Labels.</p> <p>(N 1,0) Required</p> |

| Field/Function Key | Description |
|--------------------|---|
| Output Queue | <p>Use this field to identify the queue where output will be sent. The output queues for listings and labels are usually different.</p> <p>Key the desired output queue.</p> <p>Default Value: For listings (output type 1), the default value comes from your user profile. For labels (output type 2), the default output queue is based on the Radio Frequency warehouse options set up through Radio Frequency Options Maintenance (MENU RFFILE) for the default warehouse.</p> <p>(A 10) Required</p> |
| Vehicle Type | <p>Use this field to limit the data to print on the listing by vehicle type.</p> <p>Key the range of vehicle types for which data will print with other criteria keyed on this screen.</p> <p>Valid Values: A vehicle type defined through Vehicle Types Maintenance (MENU RFFILE).</p> <p>(2 @ A 2) Optional</p> |
| Vehicle No | <p>Use this field to limit the data to print on the listing by vehicle number.</p> <p>Key the range of vehicle numbers for which data will print with other criteria keyed on this screen.</p> <p>Valid Values: A vehicle number created through Vehicles Maintenance (MNEU RFFILE).</p> <p>(2 @ A 5) Optional</p> |
| F3=Exit | <p>Press F3=EXIT to exit from this option and return to MENU RFFILE.</p> |
| Enter | <p>Press ENTER to confirm your selections. The Report Options Screen will display. Refer to the Infor Distribution A+ Cross Applications User Guide for an explanation of this screen. After your selections on the Report Options Screen, the Vehicle Master Listing or the bar-coded Vehicle Labels will print.</p> |

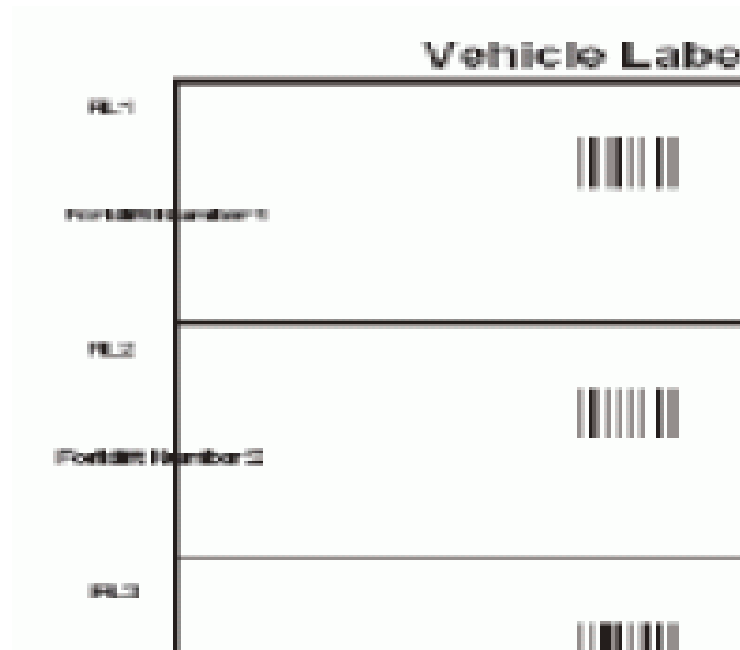
Vehicle Master Listing

| Vehicle Number | Description | Vehicle Type |
|----------------|-------------------|-------------------|
| FL1 | Forklift Number 1 | FL - Forklift |
| FL2 | Forklift Number 2 | FL - Forklift |
| FL3 | Forklift Number 3 | FL - Forklift |
| FL5 | Forklift Number 5 | FL - Forklift |
| NA | No Vehicle Used | NA |
| 123 | Pickup Truck | PU - Pickup Truck |

This listing prints following your selections on the Report Option Screen, if you selected the listing type output on the [Vehicle Master Listing/Labels Selection Screen](#).

All data on this listing is maintained through Vehicles Maintenance (MENU RFFILE). Refer to [Vehicle Number Maintenance Screen](#) for details about the data on this listing.

Vehicle Labels



Bar-coded vehicle labels print following your selections on the Report Option Screen, if you selected the labels type output on the [Vehicle Master Listing/Labels Selection Screen](#).

Vehicle label data is maintained through [Vehicles Maintenance](#) (MENU RFFILE). Refer to [Vehicle Number Maintenance Screen](#) for details about the data.

Note: If you plan to use bar-coded vehicle labels, refer to the Appendix section of the Infor Distribution A+ Warehouse Management User Guide for important information.

Chapter 12 Maintaining Vehicle Tasks

A task is a system-defined or user-defined activity (or category of activities) performed on a periodic basis (i.e., daily, weekly, monthly, or yearly). In addition to the system-defined tasks of receiving, putting-away, shipping, moving, picking, and counting, you can create any number of user-defined tasks to categorize activities. The system-defined tasks you can use in each warehouse in Radio Frequency are determined through [Radio Frequency Options Maintenance](#) (MENU RFFILE); you can create the user-defined tasks for a specific warehouse through [User Tasks Maintenance](#) (MENU RFFILE).

You can allow or prevent vehicles from performing system and user-defined tasks in certain warehouses. Task access is provided or restricted based on the vehicle number and warehouse ID. For example, you can allow a vehicle to perform Task A in Warehouse 1, but not in Warehouse 2. If an allowance or denial record for a vehicle and warehouse is not set up for a task, access is automatically defaulted to ALLOW. This eliminates the need to define access individually for every vehicle in every warehouse for every task.

You can identify the specific tasks for each warehouse and limit the ability to perform those tasks to particular vehicles through the Vehicle Tasks Maintenance option on the Radio Frequency File Maintenance Menu (MENU RFFILE). You can create access records to allow/restrict performance and to assist in the tracking of those activities.

Vehicle Tasks Maintenance

The screens and/or reports in Vehicle Tasks Maintenance and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Note: Before using this option, create your vehicles through [Vehicles Maintenance](#) (MENU RFFILE) and applicable user-defined tasks through [User Tasks Maintenance](#) (MENU RFFILE).

| Title | Purpose |
|---|---|
| Vehicle Task Maintenance Selection Screen | Used to specify the vehicle number, warehouse, and handler task to maintain accessibility. |
| Vehicle Handler Task Maintenance Screen | Used to allow or restrict access to system-defined tasks for the specified vehicle and warehouse. |

| Title | Purpose |
|--|---|
| Vehicle User Task Maintenance Screen | Used to allow or restrict access to a specific user-defined task for the specified vehicle and warehouse. |

Vehicle Task Maintenance Selection Screen

VEHICLE TASK MAINTENANCE

Function: _ (A,C)

Warehouse? ...

Vehicle Number:

User Task: ...

Copy Vehicle:

F3=Exit F4=Vehicle List F5=User Tasks

This screen displays after selecting option **5** - [Vehicle Tasks Maintenance](#) (MENU RFFILE). Use this screen to provide or restrict performance of tasks by vehicle and warehouse.

Note: If an access record for a vehicle/warehouse is not set up for a task, access is automatically defaulted to ALLOW. This prevents you from having to define access individually for every vehicle in every warehouse for every task.

Vehicle Task Maintenance Selection Screen Fields and Function Keys

| Field/Function Key | Description |
|--------------------|--|
| Function | <p>Key the function code associated with the type of function you wish to perform.</p> <p>Key A to add an access record to define task access allowances and limitations for a vehicle/warehouse.</p> <p>Key C to change the access for a vehicle/warehouse.</p> <p>(A 1) Required</p> |
| Warehouse | <p>Key the ID of the warehouse for which, in conjunction with the identified vehicle number and user task, task access record creation or maintenance will occur.</p> <p>Valid Values: A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY).</p> <p>(A 2) Required</p> |

| Field/Function Key | Description |
|--------------------|---|
| Vehicle Number | <p>Key the number of the vehicle for which task access record creation or maintenance will occur along with the identified warehouse and user task.</p> <p>You may press the F4=VEHICLE LIST function key to display a list of valid vehicle numbers.</p> <p>Valid Values: A vehicle number created through Vehicles Maintenance (MENU RFFILE).</p> <p>(A 5) Required</p> |
| User Task | <p>If this field is left blank an you press ENTER, the Vehicle List Review Screen will appear from which you can select a system defined task to maintain.</p> <p>Key the desired user task for which task access record will be created or maintained in conjunction with the warehouse and vehicle data.</p> <p>You may press F5=USER TASKS to display a list of valid user-defined task codes and descriptions.</p> <p>Valid Values: A user-defined tasks created through User Tasks Maintenance (MENU RFFILE).</p> <p>(A 2) Required</p> |
| Copy Vehicle | <p>When adding a new vehicle number, use this field to copy all of the information for an existing vehicle number into the new vehicle number.</p> <p>Valid Values: A vehicle number defined through Vehicles Maintenance (MENU RFFILE).</p> <p>(A 5) Optional</p> |
| F3=Exit | Press F3=EXIT to exit from this option and return to MENU RFFILE. |
| F4=Vehicle List | Press F4=VEHICLE LIST to display and make a selection from a list of vehicle numbers on the Vehicle List Review Screen . |
| F5=User Tasks | Press F5=USER TASKS to display a list of user-defined tasks created for the identified warehouse through User Task Maintenance (MENU RFFILE). The User Task List Screen will appear. |
| Enter | Press ENTER to confirm your selections. If the User Task field is blank, the Vehicle Handler Task Maintenance Screen will appear. If the User Task field has a valid value, the Vehicle User Task Maintenance Screen will appear. |

Vehicle Handler Task Maintenance Screen

VEHICLE TASK MAINTENANCE **CHANGE**

Warehouse: 5 Chicago, IL

Vehicle Number: FL5 Forklift Number 5

| Handler Task: | Allow Access: | |
|----------------|---------------|-------|
| Receiving (RC) | Y | (Y/N) |
| Put-Away (PA) | Y | (Y/N) |
| Moving (MV) | Y | (Y/N) |
| Shipping (SH) | Y | (Y/N) |
| Counting (CT) | Y | (Y/N) |
| Picking (PK) | Y | (Y/N) |
| Inquiry (IQ) | Y | (Y/N) |

F12=Return

This screen appears after pressing **ENTER** on the [Vehicle Task Maintenance Selection Screen](#), if the **User Task** field blank. Use this screen to provide or restrict performance of system-defined tasks by the displayed vehicle for the indicated warehouse.

Note: If an access record for a vehicle and warehouse is not set up for a task, access is automatically defaulted to ALLOW. This prevents defining access individually for every vehicle for every handler in every warehouse for every task.

Vehicle Handler Task Maintenance Screen Fields and Function Keys

| Field/Function Key | Description |
|--------------------|---|
| Warehouse | The warehouse number selected on the Vehicle Task Maintenance Selection Screen . Display |
| Vehicle No | The vehicle number selected on the Vehicle Task Maintenance Selection Screen . Display |
| Handler Task | The list of system defined handler tasks to which this vehicle will be assigned. |

| Field/Function Key | Description |
|--------------------|--|
| Allow Access | <p>Use this field to identify whether the displayed vehicle can be used to perform the task for the indicated warehouse.</p> <p>Accept the default of Y if access is allowed.</p> <p>Key N in this field if access is denied. You will not be allowed to key this vehicle number to perform this task in the displayed warehouse.</p> <p>Default Value: Y</p> <p>(A 1) Required</p> |
| F12=Return | <p>Press F12=RETURN to return to the Vehicle Task Maintenance Selection Screen without adding/updating any data on this screen.</p> |
| Enter | <p>Press ENTER to confirm your selections. If you changed the description, press ENTER twice to confirm the description change.</p> <p>The Vehicle Task Maintenance Selection Screen will display.</p> |

Vehicle User Task Maintenance Screen

VEHICLE TASK MAINTENANCE ADD

Warehouse: 5 Chicago, IL

Vehicle Number: FL5 Forklift Number 5

User Task: CN Construction Work

Allow Access: (Y/N)

F12=Return

This screen appears after pressing **ENTER** on the [Vehicle Task Maintenance Selection Screen](#) when a user-defined task was entered in the **User Task** field. Use this screen to set the accessibility of the vehicle and warehouse for the user-defined task.

Note: If an access record for a vehicle and warehouse is not set up for a task, access is automatically defaulted to ALLOW. This prevents defining access individually for every vehicle for every handler in every warehouse for every task.

Vehicle User Task Maintenance Screen Fields and Function Keys

| Field/Function Key | Description |
|--------------------|---|
| Warehouse | The warehouse number selected on the Vehicle Task Maintenance Selection Screen . Display |
| Vehicle Number | The vehicle number selected on the Vehicle Task Maintenance Selection Screen . Display |
| User Task | The selected user defined handler tasks to which this vehicle will be granted or denied. |

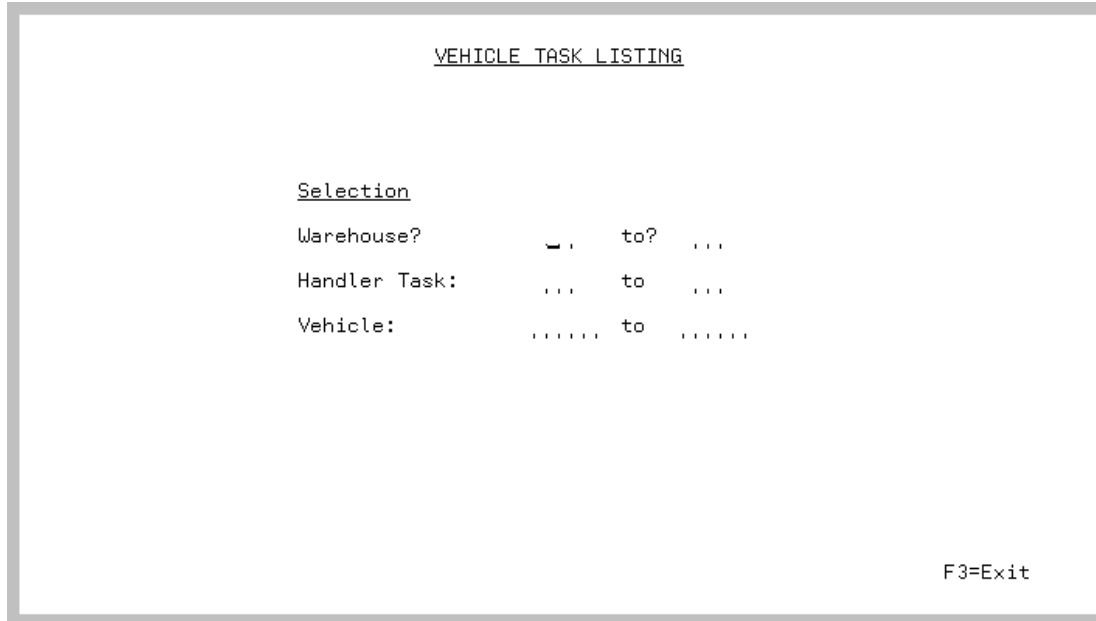
| Field/Function Key | Description |
|--------------------|--|
| Allow Access | Use this field to indicate whether the vehicle can be used to perform the specified user task in the warehouse. Key Y to allow this vehicle to be used for the user task. Key N to prohibit this vehicle from being used for the user task. If you key N , this vehicle number cannot be entered when performing this task. |
| F12=Return | Press F12=RETURN to return to the Vehicle Task Maintenance Selection Screen without saving your settings. |
| Enter | Press ENTER to confirm and save your settings. The Vehicle Task Maintenance Selection Screen displays. |

Vehicle Tasks Listing

The screens and/or reports in Vehicle Tasks Listing and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

| Title | Purpose |
|---|---|
| Vehicle Task Listing Selection Screen | Used to specify the limiting criteria for the listing. |
| Vehicle Task Listing | Prints vehicles that match the limiting criteria their tasks, and accessibility to those tasks. |

Vehicle Task Listing Selection Screen



This screen displays after selecting option **15 - [Vehicle Tasks Listing](#)** (MENU RFFILE). Use this screen to determine which handler tasks will print on the Vehicle Task Listing.

Refer to the Infor Distribution A+ Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Vehicle Task Listing Selection Screen Fields and Function Keys

| Field/Function Key | Description |
|--------------------|--|
| Warehouse | <p>To limit the listing by warehouses, key the range of warehouse IDs for which access records will print along with other criteria keyed on this screen.</p> <p>Valid Values: A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (2 @ A 2) Optional</p> |
| Handler Task | <p>To limit listing by tasks, key the range of tasks for which access records will print along with other criteria keyed on this screen.</p> <p>Valid Values: Any of the displayed task codes associated with system-defined tasks, or any task codes associated with user-defined tasks created through User Tasks Maintenance (MENU RFFILE). (2 @ A 2) Optional</p> |

| Field/Function Key | Description |
|--------------------|--|
| Vehicle | <p>To limit the listing by vehicle number, key the range of vehicle numbers for which access records will print in conjunction with other criteria keyed on this screen.</p> <p>Valid Values: A vehicle number created through Vehicles Maintenance (MENU RFFILE). (2 @ A 5) Optional</p> |
| F3=Exit | <p>Press F3=EXIT to exit from this option and return to MENU RFFILE.</p> |
| Enter | <p>Press ENTER to confirm your selections. The Report Options Screen will appear. Refer to the Infor Distribution A+ Cross Applications User Guide for an explanation of this screen. Following your selections on the Report Options Screen, the Vehicle Task Listing will print.</p> |

Vehicle Task Listing

| RF846 07/27/17 9.36.55 | | VEHICLE TASK LISTING | | | BZ/APDEMO | PAGE | 1 |
|------------------------|-------------------|----------------------|-------------------|-------------------|--------------|------|---|
| | | Warehouse Fr: | 5 | All Handler Tasks | All Vehicles | | |
| | | To: | 5 | | | | |
| Vehicle | Description | Wh | Function | Allow Access | | | |
| FL1 | Forklift Number 1 | 5 | MV-Moving | Y | | | |
| FL3 | Forklift Number 3 | 5 | PA-Put-Away | Y | | | |
| FL5 | Forklift Number 5 | 5 | CT-Counting | Y | | | |
| | | 5 | DT-Trash Disposal | Y | | | |
| | | 5 | IQ-Inquiry | Y | | | |
| | | 5 | MV-Moving | Y | | | |
| | | 5 | PA-Put-Away | Y | | | |
| | | 5 | PK-Picking | Y | | | |
| | | 5 | RC-Receiving | Y | | | |
| | | 5 | SH-Shipping | Y | | | |
| NA | No Vehicle Used | 5 | MV-Moving | Y | | | |

This listing prints following your selections on the Report Options Screen. Data on this listing is maintained through [Vehicle Tasks Maintenance](#) (MENU RFFILE). Refer to [Vehicle Handler Task Maintenance Screen](#) for details about the data on this listing.

Chapter 13 Maintaining Vehicle Types

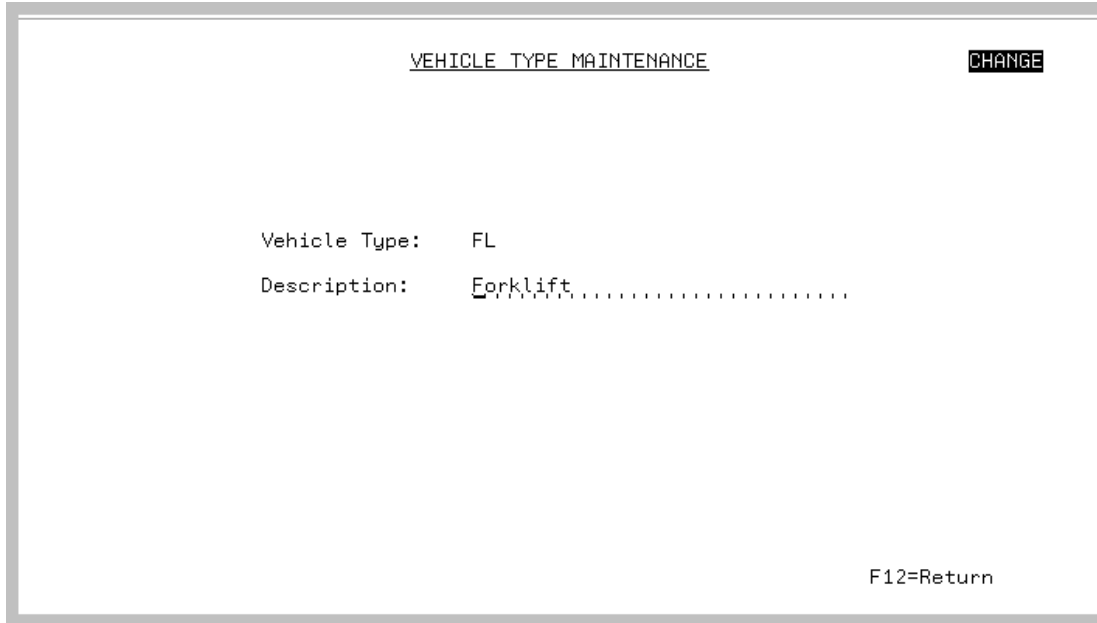
A vehicle type is a category (e.g., forklift, backhoe, and so forth) that you can use to group vehicles to allow for group-type processing and/or tracking. You can add vehicle types through the Vehicle Types Maintenance option (MENU RFFILE) before or after creating your vehicles through Vehicles Maintenance (MENU RFFILE). However, if you create your vehicle types after your vehicles, you will have to return to Vehicles Maintenance (MENU RFFILE) if you want to associate each vehicle with a vehicle type.

Vehicle Types Maintenance

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

| Title | Purpose |
|---|--|
| Vehicle Type Maintenance Selection Screen | Used to specify the vehicle to maintain. |
| Vehicle Type Maintenance Screen | Used to provide a description to identify the vehicle. |

Vehicle Type Maintenance Screen



This screen displays after making your selections and pressing **ENTER** on the [Vehicle Type Maintenance Selection Screen](#). Use this screen to add or change a description for the selected vehicle type code.

Vehicle Type Maintenance Screen Fields and Function Keys

| Field/Function Key | Description |
|--------------------|---|
| Vehicle Type | The two character vehicle type code selected to be added or maintained (i.e. FL for forklift). Display |
| Description | Key descriptive text to identify the vehicle type code. (A 30) Required |
| F12=Return | Press F12=RETURN to return to the Vehicle Type Maintenance Selection Screen without updating the description on this screen. |
| Enter | Press ENTER to confirm your selection. If you changed the description, press ENTER twice to confirm the description change. The Vehicle Type Maintenance Selection Screen will appear. |

Vehicle Types Listing

You can print a listing of all of your vehicle types using the Vehicle Types Listing option on the Radio Frequency File Maintenance Menu (MENU RFFILE). When you select this option, the Report Options Screen appears. Refer to the Infor Distribution A+ Cross Applications User Guide for an explanation of that screen. When you press **ENTER** on that screen, the [Vehicle Type Listing](#) prints.

| Title | Purpose |
|--------------------------------------|----------------------------------|
| Vehicle Type Listing | Sample listing of vehicle types. |

Vehicle Type Listing

| | | | | | | |
|-------|--------------|--------------|----------------------|-----------|------|---|
| RF835 | 07/27/17 | 10.01.58 | VEHICLE TYPE LISTING | BZ/APDEMO | PAGE | 1 |
| | VEHICLE TYPE | DESCRIPTION | | | | |
| | FL | Forklift | | | | |
| | PU | Pickup Truck | | | | |

This listing prints after pressing **ENTER** on the Report Options Screen, which displays after selecting option **16** - [Vehicle Types Listing](#) from MENU RFFILE. All data on this listing is maintained through [Vehicle Types Maintenance](#) (MENU RFFILE). Refer to [Vehicle Type Maintenance ScreenD](#) for details about the data on this listing.

Chapter 14 Maintaining User Tasks

Handlers and vehicles are given access to perform certain user-defined and system-defined tasks throughout Radio Frequency. You can also collect and analyze statistical data on both types of tasks. System-defined tasks are included as part of the Radio Frequency module. User tasks are those tasks that you create to meet the needs of your organization.

User tasks are created through the User Tasks Maintenance option on the Radio Frequency File Maintenance Menu (MENU RFFILE). Once you create user-defined tasks through this option, access records associated with each task and specific handler are created and maintained through Handler Tasks Maintenance (MENU RFFILE). Likewise, access records associated with each task and vehicle are created and maintained through Vehicle Tasks Maintenance (MENU RFFILE).

Note: If allowance or denial records (called access records) for a warehouse and handler or vehicle are not manually established, access is automatically defaulted to ALLOW. This prevents you from defining access individually for every handler and every vehicle in every warehouse for each task.

User Tasks Maintenance

The screens and/or reports in User Tasks Maintenance and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

| Title | Purpose |
|--|--|
| User Task Maintenance Selection Screen | Used to specify the user task to maintain. |
| User Task Maintenance Screen | Used to provide a long and short description of the user task. |

User Task Maintenance Selection Screen

```

USER TASK MAINTENANCE

Function:      _  (A,C)
Warehouse?    ...
User Task:    ...

F4=List      F3=Exit
    
```

This screen displays after selecting option **7** - [User Tasks Maintenance](#) (MENU RFFILE). Use this screen to select the user-defined task to add or change for a warehouse.

User Task Maintenance Selection Screen Fields and Function Keys

| Field/Function Key | Description |
|--------------------|--|
| Function | Key the code associated with the type of function you wish to perform. Key A to add a user-defined task for the indicated warehouse. Key C to change the description of an existing user-defined task. (A 1) Required |
| Warehouse | Key the ID of the warehouse for which the user-defined task is being processed. Valid Values: A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (A 2) Required |
| User task | Key the user-defined task code for which an access record will be created or maintained. You may press F4=LIST to display a list of existing user-defined task codes and descriptions. (A 2) Required |

| Field/Function Key | Description |
|--------------------|---|
| F3=Exit | Press F3=EXIT to exit from this option and return to MENU RFFILE. |
| F4=List | Press F4=LIST to display a list of user-defined tasks created for the identified warehouse. The User Task List Screen will appear. |
| Enter | Press ENTER to confirm your selections. The User Task Maintenance Screen will appear. |

User Task Maintenance Screen

USER TASK MAINTENANCE Change

User Task: BX

Long Description: Boxing.....

Short Description: BOX,....

Use Vehicle Tracking: Y,

F12=Return

This screen displays after making your selections and pressing **ENTER** on the [User Task Maintenance Selection Screen](#). Use this screen to key the long and short descriptions for a user task, and identify if vehicle tracking will be required.

User Task Maintenance Screen Fields and Function Keys

| Field/Function Key | Description |
|----------------------|--|
| Long Description | Key up to 17 characters of text describing the user-defined task you are adding or changing. (A 17) Required |
| Short Description | Key up to 7 characters of text abbreviating the Long Description describing the user-defined task you are adding or changing. (A 7) Required |
| Use Vehicle Tracking | Use this field to identify whether or not the displayed user-defined task requires tracking the vehicle created through Vehicles Maintenance (MENU RFFILE) used for that task. Key Y in this field to indicate that a valid vehicle number must be keyed when this user-defined task is performed, so that vehicle tracking also may be performed. Key N in this field to indicate that no vehicle identification or vehicle tracking is required to perform this user-defined task. (A 1) Required |

| Field/Function Key | Description |
|--------------------|--|
| F12=Return | Press F12=RETURN to return to the User Task Maintenance Selection Screen without adding or updating any data on this screen. |
| Enter | Press ENTER to confirm changes. If made changes to the description information, press ENTER twice to confirm the changes. The User Task Maintenance Selection Screen will appear. |

User Tasks Listing

The screens and/or reports in User Tasks Listing and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

| Title | Purpose |
|--|--|
| User Task Listing Selection Screen | Used to specify the limiting criteria for the listing. |
| User Task Listing | Prints user tasks that match the limiting criteria. |

User Task Listing Selection Screen

USER_TASK_LISTING

Warehouse? _ , to? _ , ,

F3=Exit

This screen displays after selecting option **17** - [User Tasks Listing](#) from MENU RFFILE. Use this screen to limit the user-defined tasks to print on the listing by warehouses.

Refer to the Infor Distribution A+ Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

User Task Listing Selection Screen Fields and Function Keys

| Field/Function Key | Description |
|--------------------|---|
| Warehouse | To limit the data on the listing by warehouses, key the warehouse or range of warehouse IDs for which user-defined tasks will print. Valid Values: A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (2 @ A 2) Optional |
| F3=Exit | Press F3=EXIT to exit from this option and return to MENU RFFILE. |
| Enter | Press ENTER to confirm your selections. The Report Options Screen will display. Refer to the Infor Distribution A+ Cross Applications User Guide for an explanation of this screen. Following the Report Options Screen, the User Task Listing will print. |

User Task Listing

| RF865 07/27/17 10.21.34 | | USER TASK LISTING | | | BZ/APDEMO | PAGE | 1 |
|-------------------------|-----------|-------------------|-------------------|------------------|-----------|------|---|
| Warehouse From: 5 To: 5 | | | | | | | |
| Wh | User Task | Long Description | Short Description | Vehicle Tracking | | | |
| 5 | BX | Boxing | BOX | Y | | | |
| 5 | CD | Cleaning Duty | Clean | N | | | |
| 5 | CM | Configuration Mgt | Config | N | | | |
| 5 | CN | Construction Work | Constrn | Y | | | |
| 5 | DT | Trash Disposal | Trash | Y | | | |
| 5 | GD | Gardening | Garden | Y | | | |
| 5 | LB | Lunch Break | Lunch | N | | | |
| 5 | MT | Staff Meeting | Meeting | N | | | |
| 5 | PW | Paperwork | Paperwk | N | | | |
| 5 | QA | Quality Assurance | Quality | N | | | |
| 5 | SW | Sweeping | Sweep | N | | | |
| 5 | TR | Tracking | Track | N | | | |
| 5 | TY | Typing | Type | Y | | | |
| 5 | WT | Writing | Write | N | | | |

This listing prints after pressing **ENTER** on the Report Options Screen. All data on this listing is maintained through [User Tasks Maintenance](#) (MENU RFFILE). Refer to [User Task Maintenance Screen](#) for details about the data on this listing.

Note: If you did not create user-defined tasks through [User Tasks Maintenance](#) (MENU RFFILE), no tasks print on this listing. Instead a message prints on the listing indicating that no records were found that match the specified criteria.

Chapter 15 Setting the Radio Frequency Options

To use Radio Frequency, you must set your system and warehouse options for the module. Radio Frequency system options identify the Radio Frequency transaction processor job queue name, the Radio Frequency batch job queue name, and whether or not you want to include suspended handlers on applicable Radio Frequency inquiries, maintenances, and reports. Warehouse-specific options identify the tailoring selections for a single warehouse used in Radio Frequency. Warehouse-specific options also determine:

- which system-defined tasks to perform in Radio Frequency for a specific warehouse
- if Radio Frequency identifiers will be used
- which tasks are associated with vehicle use for a specific warehouse
- which output queue to use for vehicle labels
- how long to save Radio Frequency data
- what task-related options will be set accordingly

Note: If Customer Consignment is installed, you cannot define Radio Frequency warehouse-specific options for customer consignment warehouses.

System-level and warehouse-level Radio Frequency are set through Radio Frequency Options Maintenance on the Radio Frequency File Maintenance Menu (MENU RFFILE).

Radio Frequency Options Maintenance

The screens and/or reports in Radio Frequency Options Maintenance and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

| Title | Purpose |
|--|---|
| Radio Frequency Options Maintenance Screen | Used to specify the warehouse for which to set options. |
| General Options Maintenance Screen | Used to specify the system settings. |
| Warehouse Options Maintenance Screen | Used to specify the warehouse settings. |

| Title | Purpose |
|---|--|
| Task Options Maintenance Screen | Used to specify task-related options for receiving, put-away, counting, and inquiry. |
| Task Options Maintenance 2 Screen | Used to specify task-related options for picking. |

Radio Frequency Options Maintenance Screen

```

RADIO FREQUENCY OPTIONS MAINTENANCE

Warehouse? ... (blank for general options)

F3=Exit
  
```

This screen displays after selecting option **8** - [Radio Frequency Options Maintenance](#) (MENU RFFILE). Use this screen to select to maintain system or warehouse-specific Radio Frequency options.

Radio Frequency Options Maintenance Screen Fields and Function Keys

| Field/Function Key | Description |
|--------------------|---|
| Warehouse | <p>Use this field to maintain system or warehouse-specific Radio Frequency options.</p> <p>Leave this field blank to define system options.</p> <p>To define warehouse-specific options, key the ID of the warehouse for which you will be defining options.</p> <p>Note: If Customer Consignment is installed, you cannot define Radio Frequency warehouse-specific options for customer consignment warehouses.</p> <p>Valid Values: Blank, or a valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY).</p> <p>(A 2) Optional</p> |
| F3=Exit | Press F3=EXIT to exit from this option and return to MENU RFFILE. |

| Field/Function Key | Description |
|--------------------|---|
| Enter | <p>Press ENTER to confirm your selection.</p> <p>If you left the Warehouse field blank, the General Options Maintenance Screen will appear.</p> <p>If you identified a warehouse, the Warehouse Options Maintenance Screen will appear.</p> |

General Options Maintenance Screen

GENERAL OPTIONS

RF Transaction Processor Job Queue: QINTER,....

RF Batch Job Queue: QBATCH,....

Include Suspended Handlers: Y, (Y/N)

F12=Return

This screen displays after you press **ENTER** on [Radio Frequency Options Maintenance Screen](#), if no warehouse was identified.

Use this screen to select any available Radio Frequency system options. Responses on this screen are used throughout Radio Frequency.

General Options Maintenance Screen Fields and Function Keys

| Field/Function Key | Description |
|------------------------------------|--|
| RF Transaction Processor Job Queue | Key the name of the job queue through which transaction manager tasks will be processed. Valid Values: Any valid IBM i job queue (A 10) Required |
| RF Batch Job Queue | Key the name of the job queue through which batch jobs will be processed. For example, the queue specified on the screen image shown above is the job queue used for requests for automatic put-away for an Radio Frequency receiver initiated from the Radio Frequency device. Valid Values: Any valid IBM i job queue (A 10) Required |

| Field/Function Key | Description |
|----------------------------|--|
| Include Suspended Handlers | <p>Key the value that will initially be used as the default setting throughout applicable Radio Frequency inquires, maintenances, and reports with regards to whether these areas will include handlers that have been suspended. You will not, however, be restricted from manually entering a suspended handler (regardless of this field), if desired.</p> <p>Key Y to include suspended handlers. Key N to exclude suspended handlers.</p> <p>Default Value: N (A 1) Required</p> |
| F12=Return | <p>Press F12=RETURN to Radio Frequency Options Maintenance Screen without saving any changes.</p> |
| Enter | <p>Press ENTER to confirm your selections. The Radio Frequency Options Maintenance Screen will display.</p> |

Warehouse Options Maintenance Screen

```

      WAREHOUSE OPTIONS
      1 - Hartford, CT
TASKS:  Use RF For:      Receiving: .. (Y,N)  Moving:  .. (Y,N)
                          Put-Away:  ..                Shipping: ..
                          Counting:  ..                Picking: ..
                                          Inquiry:  ..

IDENTIFIERS:
  Use RF Identifiers:      .. (Y,N)

VEHICLE: Use Vehicle for: Receiving: .. (Y,N)  Moving:  .. (Y,N)
                          Put-Away:  ..                Shipping: ..
                          Counting:  ..                Picking: ..
                                          Inquiry:  ..

  Vehicle Label Output Queue: .....

PURGE:  Days To Keep RF Task Log:      ....
        Days To Keep Put-Away History:  ....
        Days To Keep Loc Research History: ....
        Days To Keep Transaction History: Receiving: ....  Moving:  ....
                                          Put-Away:  ....  Shipping: ....
                                          Counting:  ....  Picking:  ....

                                          F12=Return
  
```

This screen displays after identifying a warehouse and pressing **ENTER** on the [Radio Frequency Options Maintenance Screen](#).

Use this screen to select Radio Frequency options for a specific warehouse. Your responses on this screen are used in Radio Frequency when the activities are specifically related to the indicated warehouse.

Warehouse Options Maintenance Screen Fields and Function Keys

| Field/Function Key | Description |
|--------------------|--|
| TASKS | <p>Use these fields to identify whether or not Radio Frequency will be used for each of the system-defined tasks.</p> <p>Note: You decide whether or not user-defined tasks should be performed in each warehouse when you create tasks through User Tasks Maintenance (MENU RFFILE).</p> <ul style="list-style-type: none"> • Receiving: Create receiver file, select purchase orders, identify items, quantities, units of measure, serial numbers, lot numbers, expiration dates, country of origin codes, and pallet information for the inventory being unloaded and received on the warehouse receiving dock. • Put-Away: Select the received items and put the items away to specified storage locations <ul style="list-style-type: none"> • If you are changing the Put-Away field to Y, make sure that there are no open PO/WM receivers before you change the value. • Counting: Cycle count and physical inventory counting transactions • Moving: Replenishment and restocking inventory move transactions • Shipping: Order and box ship confirmation <ul style="list-style-type: none"> • If you select Y in the Shipping field, then the Ship Confirm after last pick field on the Task Options Maintenance Screen must be set to N. • Picking: Sales order picking by order number, pick section, pick queue • Inquiry: Item inquiry by item number or location number <p>Key Y after those system-defined tasks that you want made available for the specified warehouse throughout R/F for performance, inquiries, selections, and so forth.</p> <p>Key N after those system-defined tasks that you do not want made available for the specified warehouse throughout Radio Frequency for performance, inquiries, selections, and so forth.</p> <p>Default Value: blank (6 @ A 1) Required</p> |

| Field/Function Key | Description |
|----------------------------|---|
| Use RF Identifiers | <p>Use this field to signify whether or not defined Radio Frequency identifiers will be recognized by the Radio Frequency module when using a Transaction Manager to scan (or manually key) Purchase Order numbers, item numbers, lot/serial numbers, or quantities during RF Moves, RF Counts, RF Receiving, RF Picking, or RF Inquiry. RF identifiers are defined in RF Identifier Maintenance (MENU RFFILE).</p> <p>Key Y to use RF identifiers. Even if this field is Y, the Radio Frequency module will still be able to scan and recognize Purchase Order numbers, item numbers, lot/serial numbers, and quantities that are not using RF identifiers.</p> <p>Key N to not use RF identifiers.</p> <p>Default Value: blank (A 1) Required</p> |
| Use Vehicle For | <p>Use these fields to identify, for each of the system-defined tasks, whether or not to allow vehicle use. The actual use of vehicles for each system-defined or user-defined task is determined through Vehicle Tasks Maintenance (MENU RFFILE). The option to decide if that task should use vehicles through Vehicle Tasks Maintenance (MENU RFFILE) is not available unless a system-defined task is specifically allowed to use vehicles.</p> <p>Key Y after those system-defined tasks for which you want to allow vehicles to perform the associated task for the indicated warehouse.</p> <p>Key N after those system-defined tasks for which vehicles will not be allowed to perform the associated task for the indicated warehouse.</p> <p>Default Value: blank (6 @ A 1) Required</p> |
| Vehicle Label Output Queue | <p>Identify the name of the output queue to serve as the default when printing vehicle labels through Vehicles Listing (MENU RFFILE). You can override the value you key in this field when you print labels through Vehicles Listing (MENU RFFILE).</p> <p>Note: If you plan to use bar-coded Vehicle Labels, refer to the Appendix section of the Infor Distribution A+ Warehouse Management User Guide for important information.</p> <p>Valid Values: Any valid IBM i output queue (A 10) Required</p> |

| Field/Function Key | Description |
|--|--|
| PURGE: Days to Keep RF Task Log | <p>The Radio Frequency task log identifies all warehouse tasks performed, including pertinent information such as times, quantities, and vehicle usage.</p> <p>Key the number of consecutive days that each file should be saved. After the specified number of days pass, normal Day-End Processing procedures will purge the files.</p> <p>Key 999 in these fields to prevent the purging of these files.</p> <p>Default Value: blank (N 3,0) Required</p> |
| PURGE: Days to Keep Put-Away History | <p>Put-away history generated through Radio Frequency identifies a list of put-away activities, including pertinent related information such as quantities, PO/Receiver numbers, locations, etc.</p> <p>Key the number of consecutive days that each file should be saved. After the specified number of days pass, normal Day-End Processing procedures will purge the files.</p> <p>Key 999 in these fields to prevent the purging of these files.</p> <p>Default Value: blank (N 3,0) Required</p> |
| PURGE: Days to Keep Loc Research History | <p>Location research history contains item locations that were overridden during the put-away process. History purge files are:</p> <ul style="list-style-type: none"> • R/F Handler Log File (RFHLG) • R/F Handler Time & Attendance File (RFHTA) • R/F Put-away Log File (RFPAL) • R/F Location Research File (RFRSH) • R/F Transaction Log File (RFTLG) <p>Key the number of consecutive days that each file should be saved. After the specified number of days pass, normal Day-End Processing procedures will purge the files.</p> <p>Key 999 in these fields to prevent the purging of these files.</p> <p>Default Value: blank (N 3,0) Required</p> |

| Field/Function Key | Description |
|---|--|
| PURGE: Days to Keep Transaction History | <p>Radio Frequency transaction history is task-specific:</p> <ul style="list-style-type: none"> • Counting • Moving • Picking • Put-Away • Receiving • Shipping <p>Therefore, for each system-defined task, you must indicate how long the Radio Frequency transaction history is to be kept. Transaction history for other activities performed through Radio Frequency identifies a list of all tasks, including pertinent information such as quantities, lot/serial numbers, etc. Additionally, counting transaction history that has been performed via the RF Inquiry through the Transaction Manager (MENU RFMAIN), will be included in the counting purge.</p> <p>Key the number of consecutive days that each file should be saved. After the specified number of days pass, normal Day-End Processing procedures will purge the files.</p> <p>Key 999 in these fields to prevent the purging of these files.</p> <p>Default Value: blank (6 @ N 3,0) Required</p> |
| F12=Return | Press F12=RETURN to exit from this level and return to Radio Frequency Options Maintenance Screen . |
| Enter | Press ENTER to confirm your selections. The Task Options Maintenance Screen will appear. |

Task Options Maintenance Screen

```

                                TASK OPTIONS
                                5 - Chicago, IL
RECEIVING: Lot/Serial Prompt Option: 3
            (1=Do Not Prompt; 2=Prompt,not required; 3=Prompt,required)
PUT-AWAY:  Allow Auto Put-Away:      Y, (Y,N) Use Immediate Put-Away: 0, (Y,N,0)
            Default Put-Away Method: 1, (1=Manual; 2=Sys Directed)
            Allow Location Override:  Y, (Y,N) Location Scan Required: Y, (Y,N)
COUNTING: Force Recount on Qty Variance: N, (Y,N)
            Location Variance Only:    N, (Y,N)
            Recount Variances Only:   N, (Y,N)
            Auto-Freeze Location Counts: N, (Y,N)
            Accumulate Counts by Location: N, (Y,N)
            Allow Serial Numbers to be added when Cycle Counting: N, (Y,N)
INQUIRY:   Return Permanent Item when Location Empty: N, (Y,N)

                                F12=Return
    
```

This screen displays after pressing **ENTER** on the [Warehouse Options Maintenance Screen](#).

Use this screen to select task-related options.

Task Options Maintenance Screen Fields and Function Keys

| Field/Function Key | Description |
|--------------------------|---|
| Lot/Serial Prompt Option | <p>Identify, for the indicated warehouse, whether or not a prompt for lot/serial number data should display for the Radio Frequency receiving process. If so, determine whether or not the entry of the data will be required.</p> <p>Key 1 if no prompt for lot/serial data will display.</p> <p>Key 2 if a prompt for lot/serial data will display, but the entry of the data will not required.</p> <p>Key 3 if a prompt for lot/serial data will display, and the entry of the data will be required. This field must be 3 if you key Y in the Allow Auto Put-Away field.</p> <p>(A 1) Required</p> |

| Field/Function Key | Description |
|-------------------------|---|
| Allow Auto Put-Away | <p>This field determines whether handlers will have access to the auto put-away function on the Receiver Identification Screen when using the Transaction Manager. Auto put-away creates PO receivers from Radio Frequency receipts, performs put-away of PO receivers, prints put-away lists and labels, and automatically posts receipts to Purchasing.</p> <p>Key Y to allow handlers to use the auto put-away function. F1=AUTO PA will display on the Receiver Identification Screen.</p> <p>Key N if you do not want to allow handlers to use auto put-away. F1=AUTO PA will not display on the Receiver Identification Screen, and this function will not be available.</p> <p>If you set this field to N, the Use Immediate Put-Away field must be set to N.</p> <p>Default Value: blank (A 1) Required</p> |
| Use Immediate Put- Away | <p>Use this field to specify if Distribution A+ will automatically generate put away information for each item as items are received for purchase orders through Radio Frequency Receiving.</p> <p>Key Y if you wan immediate put away to be used at all times.</p> <p>Key N if you do not want to use immediate put away. This field must be set to N if the Allow Auto Put Away field is set to N.</p> <p>Key O if you want immediate put away to be available but allow handlers to choose whether or not to use it during Radio Frequency Receiving.</p> <p>If you key Y or O in this field, the following occurs in Radio Frequency Receiving after you enter a quantity of an item:</p> <ol style="list-style-type: none"> 1 Radio Frequency receiver information is copied to a Purchasing Receiver. 2 Items received are put away (into a backorder staging location, regular put away location, or manual put away location, if needed). 3 The Item Label and Put Away Label prints, if applicable. <p>Default Value: blank (A 1) Required</p> |

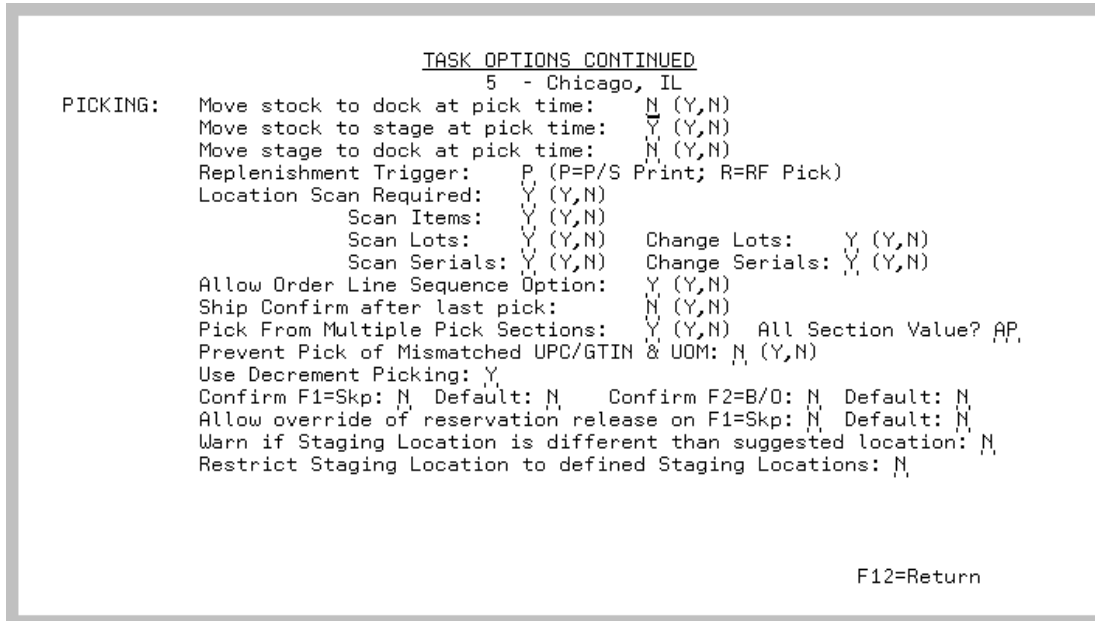
| Field/Function Key | Description |
|-----------------------------------|---|
| Default Put-Away Method | <p>Identify, for the indicated warehouse, the method of putting away inventory: manual or system-directed. The manual method requires that the handler identify the particular put-away locations to be used. The system-directed method requires only that you enter or accept the “go-to” locations for each item included in the system-generated travel path.</p> <p>The value keyed in this field may be overridden when performing put-aways.</p> <p>Key 1 to use the manual method of putting away items.</p> <p>Key 2 to use the system-directed method of putting away items.</p> <p>Default Value: blank</p> <p>(A 1) Required</p> |
| Allow Location Override | <p>This field determines whether or not warehouse locations may be changed during the put-away process.</p> <p>Key Y to allow handlers to override suggested put-away locations.</p> <p>Key N if warehouse locations may not be changed during the put-away process.</p> <p>Default Value: blank</p> <p>(A 1) Required</p> |
| (Put-Away) Location Scan Required | <p>Identify, for the indicated warehouse, whether a scan of the location is required at put-away time. If a scan is not required, a prompt of the location displays and only an acknowledgment is required once the handler visually verifies the displayed location against the physical location.</p> <p>Key Y to require that a scan of the location be performed.</p> <p>Key N to allow the handler to visually compare the displayed location against the physical location and key only an acknowledgment.</p> <p>Default Value: blank</p> <p>(A 1) Required</p> |

| Field/Function Key | Description |
|-------------------------------|--|
| Force Recount on Qty Variance | <p>Identify, for the indicated warehouse, whether an immediate recount is required if the entry of a count does not match the database maintained count. The handler will not be allowed to count a different location until a second count is entered for the current location. A message displays to indicate the discrepancy.</p> <p>Key Y to require that an immediate recount be required if the entry of a count does not match the database maintained count.</p> <p>Key N if an immediate recount is not required, even if the entry of a count does not match the database maintained count.</p> <p>Note: This function does not apply to counting if you are using option 7 for RF Inquiry through Transaction Manager (MENU RFMAIN).</p> <p>Default Value: blank (A 1) Required</p> |
| Location Variance Only | <p>Use this selection in RF counting to determine when to check location variances.</p> <p>Key Y to only check location variances when the user choses to move to the next location instead of checking after each item is counted.</p> <p>Key N to check location variances after each item is counted.</p> <p>Default Value: blank (A 1) Required</p> |
| Recount Variances Only | <p>Use this selection in RF counting to determine when to check location variances.</p> <p>Key Y to only require variance checks for items/lots/serials that have variances instead of the entire location.</p> <p>Key N to check entire location items/lots/serials variances specifics.</p> <p>Default Value: blank (A 1) Required</p> |

| Field/Function Key | Description |
|--|--|
| Auto-Freeze Location Counts | <p>This field determines whether or not you wish to have inventory on-hand counts automatically frozen in the Before Count File when the location is counted through the RF Counting function. The Before Count File is used to compare the new counts entered through a hand-held device so any variances can be detected.</p> <p>Key Y if you wish to have inventory on-hand counts automatically frozen during RF Counting.</p> <p>Key N if you do not wish to freeze on-hand counts automatically during RF Counting.</p> <p>Note: This function does not apply to counting if you are using option 7 for RF Inquiry through Transaction Manager (MENU RFMAIN).</p> <p>Default Value: blank (A 1) Required</p> |
| Accumulate Counts by Location | <p>Use this selection in RF Counting to determine how location counts will be performed.</p> <p>Key Y to work your way through the location counting as you go, instead of emptying the location to separate items and then enter counts. If the items are scattered in the location, this will allow for counts to be totaled up for the Item/Lot in this location.</p> <p>Note: If Accumulate Counts by Location is Y, and Force Recount on Qty Variance is Y then Location Variance Only must be Y.</p> <p>Key N to record item locations counts one time for each item in the location. (A 1) Required</p> |
| Allow Serial Numbers to be Added when Cycle Counting | <p>Use this option in the Transaction Manager RF Counting (cycle count only) and RF Inquiry (when counting) to bypass message Serial number not on file in this warehouse when entering counts for a cycle count. This message does not appear for a full physical count.</p> <p>Key Y to bypass the message Serial number not on file in this warehouse and instead add the items' serial number to the counted location inventory.</p> <p>Key N to issue message Serial number not on file in this warehouse to the Handler when they scan/key a serial number that should not be in the location.</p> <p>Default Value: blank (A 1) Required</p> |

| Field/Function Key | Description |
|---|--|
| Return Permanent Item when Location Empty | <p>Using the Transaction Manager Inquiry and scanning/keying an empty bin, this option may return the Permanent Item Number back to the Handler to assist in knowing what item number needs to be replenished here.</p> <p>Key Y to return the Permanent Item Number back to the Handler. This tells the Handler what item number needs to be replenished here; and a blank item number returned tells the Handler the location is available for another item number.</p> <p>Key N to show the Handler the message No items found in this location and wait for the Handler to determine what to do next.</p> <p>Default Value: blank (A 1) Required</p> |
| F12=Return | Press F12=RETURN to return to the Warehouse Options Maintenance Screen . |
| Enter | Press ENTER to confirm your selections. The Task Options Maintenance 2 Screen will appear. |

Task Options Maintenance 2 Screen



This screen displays after pressing **ENTER** on the [Task Options Maintenance Screen](#).

Use this screen to select Picking task-related options.

Task Options Maintenance 2 Screen Fields and Function Keys

| Field/Function Key | Description |
|---------------------------------|--|
| Move stock to dock at pick time | <p>This field determines whether or not the system will automatically move inventory from the reserved location to the dock location (identified as all 5s) after an item is picked through R/F.</p> <p>Key Y if you want the system to automatically move inventory to the dock location.</p> <p>Key N if you do not want the system to automatically move inventory to the dock location.</p> <p>Default Value: blank</p> <p>(A 1) Required</p> |

| Field/Function Key | Description |
|----------------------------------|--|
| Move stock to stage at pick time | <p>This field determines whether or not the system will automatically move inventory from the reserved location to the staging location after an item is picked through Radio Frequency.</p> <p>Key Y if you want the system to automatically move inventory to the staging location. The Move stock to dock at pick time field must be set to N if you want to key Y in this field.</p> <p>Key N if you do not want the system to automatically move inventory to the staging location.</p> <p>Default Value: blank (A 1) Required</p> |
| Move stage to dock at pick time | <p>This field determines whether or not the system will automatically move inventory from the staging location to the dock location (identified as all 5s) after an item is picked through Radio Frequency.</p> <p>Key Y if you want the system to automatically move inventory to the dock location. The Move stock to stage at pick time field must be set to Y if you want to key Y in this field.</p> <p>Key N if you do not want the system to automatically move inventory to the dock location.</p> <p>Default Value: blank (A 1) Required</p> |

| Field/Function Key | Description |
|-----------------------|--|
| Replenishment Trigger | <p>This field determines the method in which item quantities will be calculated for replenishment.</p> <p>Key R if you want the replenishment calculation to be based on the quantities on hand in the location. Select this method if you have chosen to automatically move items to the dock location when orders are Radio Frequency picked, since the on hand quantity will accurately reflect the current quantity in the location.</p> <p>If you key R, Radio Frequency and Warehouse Management will automatically create suggested moves when restock quantities are changed, or when shelf quantities are reduced in forward pick locations. The following three transactions reduce quantities in the forward pick locations and trigger suggested moves to be created automatically:</p> <ul style="list-style-type: none"> • Radio Frequency picking an item out of the forward pick that causes the remaining balance to fall below the restock levels, if the Move stock to dock at pick time field is set to Y through the Task Options Maintenance 2 Screen). • An immediate move executed through Warehouse Management (MENU WMMAIN) that causes the remaining balance in the permanent location to fall below the location's restock level. • An RF move that causes the remaining balance of permanent items to fall below the restock level. • If you key R, no items will be processed through Review Locations for Replenishment (MENU WMMAST). <p>For further details, refer to "Moving Inventory" of this User Guide and also the Infor Distribution A+ Warehouse Management User Guide.</p> <p>Note: If Include Ready Pick Orders is being used when the Suggested Move Report is run, it is suggested that you do not select R in this field.</p> <p>Key P if you want the replenishment calculation based on the on hand quantity minus any quantities printed on pick lists (even if the picks have not yet been completed). Select this method if you have not chosen to automatically move items to the dock location at Radio Frequency pick time, or if you are not using the Radio Frequency pick function.</p> <p>If you key P, the suggested move transaction will not be created automatically. You must generate the suggested moves through the Suggested Move Report (MENU WMMAIN).</p> <p>Default Value: blank (A 1) Required</p> |

| Field/Function Key | Description |
|----------------------------------|---|
| (Picking) Location Scan Required | <p>This field determines whether or not a location scan will be required to ensure the correct location is used during the picking process.</p> <p>Key Y if a location scan will be required to validate the pick location.</p> <p>Key N if a location scan will not be required during the picking process. Instead, a prompt of the location will be displayed and only an acknowledgment will be required once the handler visually verifies the displayed location against the physical location.</p> <p>Default Value: blank (A 1) Required</p> |
| Scan Items | <p>This field determines whether or not item number verification will be required when the item is picked.</p> <p>Key Y if you want the system to prompt for item number verification during picking.</p> <p>Key N if you do not want the system to prompt for item number verification during picking.</p> <p>Default Value: blank (A 1) Required</p> |
| Scan Lots | <p>This field determines whether or not lot number verification will be required when the item is picked.</p> <p>Key Y if you want the system to prompt for lot number verification during picking.</p> <p>Key N if you do not want the system to prompt for lot number verification during picking.</p> <p>Default Value: blank (A 1) Required</p> |
| Change Lots | <p>This field determines whether or not lot numbers may be changed during picking.</p> <p>Key Y to allow lot numbers to be changed during picking.</p> <p>Key N if you do not want lot numbers changed during picking.</p> <p>Default Value: blank (A 1) Required</p> |

| Field/Function Key | Description |
|----------------------------------|---|
| Scan Serials | <p>This field determines whether or not serial number verification will be required when the item is picked.</p> <p>Key Y if you want the system to prompt for serial number verification during picking.</p> <p>Key N if you do not want the system to prompt for serial number verification during picking.</p> <p>Default Value: blank (A 1) Required</p> |
| Change Serials | <p>This field determines whether or not serial numbers may be changed during picking.</p> <p>Key Y to allow serial numbers to be changed during picking.</p> <p>Key N if you do not want serial numbers changed during picking.</p> <p>Default Value: blank (A 1) Required</p> |
| Allow Order Line Sequence Option | <p>This field determines whether or not the Order Sequence option will be available during the RF Transaction Manager Picking process to allow for the picking of a specific order line sequence number.</p> <p>Key Y to allow the Order Sequence option during the RF Picking process. The Order Seq field will display on the Picking Summary Screen in RF Picking.</p> <p>Note: Keying a Y in this field is only valid if:</p> <ul style="list-style-type: none"> • You are picking by order. That is, even if this field is Y, the Order Seq field will display on the Picking Summary Screen only if the Scn Lbl field on the Picking Section Selection Screen in RF Picking is set to O (orders). • You are picking one order. If multiple orders are scanned during RF Picking, the Order Seq field will still not display on the Picking Summary Screen regardless of your entry in this field. • Boxing is not being used. <p>Key N if you do not want to allow the Order Sequence option during the RF Picking process.</p> <p>Default Value: blank (A 1) Required</p> |

| Field/Function Key | Description |
|----------------------------------|--|
| Ship Confirm after last pick | <p>This field determines whether or not the Order Status of an order will automatically be set to “Ready for Invoice” after all picks for that order have been “Pick Confirmed.”</p> <p>Key Y to change the order status to “Ready for Invoice” after all items have been picked. Additionally, if the Print Pack List after Ship Cnfrm field is set to Y through Order Entry Options Maintenance (MENU XAFILE), then a pack list will print.</p> <p>Key N if you do not want change the order status to “Ready For Invoice” after all items have been picked.</p> <p>Valid Values: If the RF Task option to use RF Shipping set through the Warehouse Options Maintenance Screen is set to Y, then this field must be set to N. If you are using Warehouse Management to set the status of an order to automatically change to “Ready to Invoice” after the last box is confirmed for shipment by setting the Chg Order Status after Last Box field to Y through Warehouse Management Options Maintenance (MENU WMFILE), this field must be set to N. Additionally, this field must be set to N if you want to ship confirm orders through Ship Confirm Multiple Orders (MENU OEMAIN).</p> <p>Default Value: blank (A 1) Required</p> |
| Pick From Multiple Pick Sections | <p>This field determines whether or not RF handlers will be allowed to pick across multiple pick sections without having to sign off and back into the next pick section.</p> <p>Key Y to allow picking across several pick sections.</p> <p>Key N to force the handler to choose a single pick section to work within.</p> <p>Default Value: blank (A 1) Required</p> |
| All (Pick) Section Value | <p>If Pick From Multiple Pick Sections is set to Y, use this field to specify the pick section that identifies ‘all’ pick sections.</p> <p>Default Value: blank</p> <p>Valid Values: A pick section defined through Picking Sections Maintenance (MENU WMFILE).</p> <p>(A 2) Optional</p> |

| Field/Function Key | Description |
|---|---|
| Prevent Pick of Mismatched UPC/GTIN & UOM | <p>This field determines whether or not a mismatched UPC/GTIN (Global Trade Item Number) and unit of measure will be allowed to be picked during the RF Picking process. When a UPC Code or GTIN cross reference is defined in Distribution A+, a unit of measure must be associated with the UPC Code or GTIN.</p> <p>Key Y, if during the RF Picking process, the handler will be required to enter/ scan a UPC Code/GTIN that is associated with the unit of measure entered on the Pick Confirmation Screen for that item. The handler will not be able to continue until he/she has entered/scanned a UPC Code/GTIN with a unit of measure that is equal to the quantity unit of measure entered on the screen for the item.</p> <p>Key N, if during the RF Picking process, the handler will not be required to enter/scan a UPC Code/GTIN that is associated with the unit of measure entered on the Pick Confirmation Screen for that item. The handler will be warned that the UPC Code/GTIN unit of measure does not equal the quantity unit of measure of the item but will still be able to continue with the pick process.</p> <p>Default Value: blank (A 1) Required</p> |
| Use Decrement Picking | <p>Use this selection to force scanning/keying of every item being picked for a specific picker, item, and/or item class. Decrement (reduce) the quantity remaining to pick on the device as each product is scanned/keyed. See CHAPTER 20: Decrement Picking Rules Maintenance and Listing for more information.</p> <p>Key Y to use the decrement picking feature based on the rules defined and reduce the pick quantity for each individual item being picked.</p> <p>Key N to scan the total quantity of an item being picked from a location.</p> <p>Default Value: blank (A 1) Required</p> |
| Confirm F1=Skip | <p>This option will activate confirmation processing for the F1=SKP key in RF Picking. Confirmation processing is intended to reduce mistakes caused by incorrect keyboarding.</p> <p>Key Y to issues a message to the Handler to confirm the F1=SKP key that was pressed to skip picking this item in this location.</p> <p>Key N to not require the confirmation message be issued to the Handler when the F1=SKP key is pressed.</p> <p>Default Value: blank (A 1) Required</p> |

| Field/Function Key | Description |
|----------------------------|--|
| Confirm F1=Skip Default | <p>When the F1=SKP key confirmation processing has been activated, this field establishes the default response value.</p> <p>Key Y for a yes default on the Confirm Skip Item message window.</p> <p>Key N for a no default on the Confirm Skip Item message window.</p> <p>Leave this field blank to always have the Handler select Y or N on the Confirm Skip Item message window.</p> <p>Default Value: N</p> <p>Valid Values: Y, N, blank</p> <p>(A 1) Required</p> |
| Confirm F2=B/O | <p>This option will activate confirmation processing for the F2=B/O key in RF Picking. Confirmation processing is intended to reduce mistakes caused by incorrect keyboarding.</p> <p>Key Y to issues a message to the Handler to confirm the F2=B/O key that was pressed to skip picking this item in this location.</p> <p>Key N to not require the confirmation message be issued to the Handler when the F2=B/O key is pressed.</p> <p>Default Value: N</p> <p>(A 1) Required</p> |
| Confirm F2=B/O Default | <p>When the F2=B/O key confirmation processing has been activated, this field establishes the default response value.</p> <p>Key Y for a yes default on the Confirm Back Order message window.</p> <p>Key N for a no default on the Confirm Back Order message window.</p> <p>Leave this field blank to always have the Handler select Y or N on the Confirm Back Order message window.</p> <p>Default Value: N</p> <p>Valid Values: Y, N, blank</p> <p>(A 1) Required</p> |

| Field/Function Key | Description |
|---|---|
| Allow override of reservation release on F1=Skp | <p>Using the ability to skip picking an item with the F1=SKP key, this option provides the ability to release a specific pick from a Handler to it can be assigned to another Handler for completion.</p> <p>Key Y to release a specific pick from a Handler. If Confirm F1=Skp is N and Allow override of reservation release on F1=Skp is Y, the Release Reservation message window will be displayed to the Handler. If Confirm F1=Skp is Y and Allow override of reservation release on F1=Skp is Y, the Confirm Skip and Release Reservation message window will be displayed to the Handler. The reservation is released for availability to another Handler.</p> <p>Key N to not release specific picks from a Handler. The reservation remains locked to the original Handler.</p> <p>Default Value: N (A 1) Required</p> |
| Allow override of reservation release on F1=Skp Default | <p>When releasing reservations, this field establishes the default response value.</p> <p>Key Y for a yes default on the Release Reservations message window.</p> <p>Key N for a no default on the Release Reservations message window. Leave this field blank to always have the Handler select Y or N on the Release Reservations message window.</p> <p>Default Value: N Valid Values: Y, N, blank (A 1) Required</p> |
| Warn if Staging Location is different | <p>On the <i>Interim to Staging Location Screen</i> in Transaction Manager - Picking, this option establishes a message to the Handler based on the location that is than suggested location scanned/keyed.</p> <p>Staging locations are identified through Interim/Stage Location Maintenance (MENU RFFILE).</p> <p>Key Y to issue message Scanned To Location not the same as displayed to the Handler.</p> <p>Key N to not issue message Scanned To Location not the same as displayed to the Handler and allow the Handler to scan/key any valid location.</p> <p>Default Value: N (A 1) Required</p> |

| Field/Function Key | Description |
|--|---|
| Restrict Staging Location to defined Staging Locations | <p>On the <i>Interim to Staging Location Screen</i> in Transaction Manager - Picking, this option establishes a message to the Handler based on the location that is scanned/keyed.</p> <p>Staging locations are identified through Interim/Stage Location Maintenance (MENU RFFILE). The location selection guidelines are as follows:</p> <ul style="list-style-type: none"> • location cannot be used for replenishment, cannot be used as a primary overflow location, and cannot have an item permanently assigned • must be an available location • must allow multiple items in the location • cannot be one of the system-defined reserved locations for receiving dock (all 4's), shipping dock (all 5's), manual put-away (all 6's), returns (all 7's), back order staging (all 8's), unknown (all 9's) • cannot be the user-defined reserved location for Point of Sale, damaged inventory, or return to vendor <p>Key Y to issue message To location must be a valid Staging Location to the Handler.</p> <p>Key N to not issue message To location must be a valid Staging Location to the Handler and allow the Handler to scan/key any valid location that passes the selection guidelines.</p> <p>Default Value: N (A 1) Required</p> |
| F12=Return | <p>Press F12=RETURN to return to the Warehouse Options Maintenance Screen.</p> |
| Enter | <p>Press ENTER to confirm your selections. The Radio Frequency Options Maintenance Screen will appear.</p> |

Radio Frequency Options Listing

You can print a listing of all of your handlers using the Radio Frequency Options Listing option on the Radio Frequency File Maintenance Menu (MENU RFFILE). When you select this option, the Report Options Screen appears. Refer to the Infor Distribution A+ Cross Applications User Guide for an explanation of that screen. When you press **ENTER** on that screen, the [Radio Frequency Options Listing](#) prints.

Radio Frequency Options Listing

```

RF886 08/01/17 16.31.55 RADIO FREQUENCY OPTIONS LIST BA/APDEMO PAGE 1
GENERAL OPTIONS:
RF Transaction Processor Job Queue: QINTER
RF Batch Job Queue: QBATCH
Include Suspended Handlers: Y
RF886 08/01/17 16.31.55 RADIO FREQUENCY OPTIONS LIST BA/APDEMO PAGE 2
TASKS: Use RF For: Receiving: Y Moving: Y
Put-Away: Y Shipping: Y
Counting: Y Picking: Y
Inquiry: Y
IDENTIFIERS:
VEHICLE: Use RF Identifiers: N Moving: Y
Use Vehicle for: Receiving: Y Shipping: Y
Put-Away: Y Picking: Y
Counting: Y
Inquiry: Y
Vehicle Label Output Queue: QPRINT
PURGE: Days to Keep RF Task Log: 999
Days to Keep Put-Away History: Receiving: 999 Moving: 999
Days to Keep Transaction History: Put-Away: 999 Shipping: 999
Counting: 999 Picking: 999
RECEIVING: Lot/Serial Prompt Option: PROMPT, REQUIRED
Allow Auto Put-Away: Y
Use Immediate Put-Away: 0
PUT-AWAY: Default Put-Away Method: MANUAL
Allow Location Override: Y
Location Scan Required: N
COUNTING: Force Re-count on Qty Variance: N
Location Variance Only: N
Re-count Variances Only: N
Auto-Freeze Location Counts: N
Accumulate Counts by Location: N
Allow Serial Numbers to be added
when Cycle Counting: N
INQUIRY: Return Permanent Item when Location Empty: N
PICKING: Move stock to dock at pick time: N
Move stock to stage at pick time: Y
Move stage to dock at pick time: N
Replenishment Trigger: P
Scan Required: Locations: Y Change Lots: Y
Items: Y Change Serials: Y
Lots: Y
Serials: Y
Ship Confirm after last Pick: N
Pick From Multiple Pick Sections: Y All Section Value: AP
Prevent Pick of Mismatched UPC/UOM: N
Use Decrement Picking: Y
Confirm F1=Skp: N Confirm F1=Skp Default: N
Confirm F2=B/O: N Confirm F2=B/O Default: N
Allow override of Reservation Release on F1=Skp: N F1=Skp Default: N
Warn if Staging Location is different than suggested location: N
Restrict Staging Location to defined Staging Locations: N

```

This listing prints after you press **ENTER** on the Report Options Screen, which displays after selecting option **18** - [Radio Frequency Options Listing](#) from MENU RFFILE. All data on this listing is maintained through [Radio Frequency Options Maintenance](#) (MENU RFFILE). Refer to Radio Frequency Options Maintenance for details about the data on this listing.

Note: Due to space limitations, this particular figure depicts only a portion of the printed data. This listing does include all the options selected through [Radio Frequency Options Maintenance](#) (MENU RFFILE).

Chapter 16 Maintaining Work Standards

Work standards assist with the evaluation of handler performance and are warehouse-specific, user-task specific, and handler-type specific, if desired. Work Standards are maintained through the Work Standards Maintenance option on the Radio Frequency File Maintenance Menu (MENU RFFILE).

Work Standards Maintenance

The screens and/or reports in Work Standards Maintenance and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

| Title | Purpose |
|---|---|
| Work Standards Maintenance Selection Screen | Used to specify the components of the work standards. |
| Work Standard Maintenance Screen | Used to define the work standard. |

Work Standards Maintenance Selection Screen

```

                                WORK STANDARDS MAINTENANCE

Function:          _   (A,C,D)
Warehouse?       ...
Handler Type?    ... (Optional)
Handler Task:    ...  RC=Receiving  PA=Put-Away
                  MV=Moving       CT=Counting
                  SH=Shipping     PK=Picking
                  xx=User Task

                                F4=List   F3=Exit
    
```

The Work Standards Maintenance Selection Screen displays after selecting option **9** - [Work Standards Maintenance](#) (MENU RFFILE). Use this screen to select the components of a work standard for creation or maintenance. If you select an existing work standard, you have the option to delete that standard.

Work Standards Maintenance Selection Screen Fields and Function Keys

| Field/Function Key | Description |
|--------------------|--|
| Function | <p>This field requires that you enter the code to indicate the function to perform.</p> <p>Key A to add a new work standard.</p> <p>Key C to change an existing work standard.</p> <p>Key D to delete an existing work standard.</p> <p>(A 1) Required</p> |
| Warehouse | <p>Key the ID of the warehouse for which you are adding, changing, or deleting a work standard.</p> <p>Valid Values: A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY).</p> <p>(A 2) Required</p> |

| Field/Function Key | Description |
|--------------------|---|
| Handler Type | <p>Use this field to add, change, or delete a work standard for a specific handler type in the identified warehouse. Since handler types are used to categorize handlers by the types of activities and tasks performed, it may be of use, for example, to have one work standard for receiving inventory and a different work standard for counting inventory.</p> <p>Key a valid handler type.</p> <p>Leave this field blank to add, change, or delete a work standard which is not specific to any handler type.</p> <p>Valid Values: Blank, or a handler type created through Handler Types Maintenance (MENU RFFILE).</p> <p>(A 2) Optional</p> |
| Handler Task | <p>Key the handler task code for which you are adding, changing, or deleting a work standard. The system-defined task codes are shown for reference.</p> <p>You may utilize the F4=LIST function key to display a list of valid user-defined task codes and descriptions.</p> <p>Valid Values: Any of the displayed task codes associated with system-defined tasks, or any task codes associated with user-defined tasks created through User Tasks Maintenance (MENU RFFILE).</p> <p>(A 2) Required</p> |
| F3=Exit | <p>Press F3=EXIT to exit from this option and return to MENU RFFILE.</p> |
| F4=List | <p>Press F4=LIST to display a list of valid user-defined tasks created for the identified warehouse through User Tasks Maintenance (MENU RFFILE). The User Task List Screen will appear.</p> |
| Enter | <p>Press ENTER to confirm your selection. The Work Standard Maintenance Screen will appear.</p> <p>The selected task on this screen determines which fields display on the Work Standard Maintenance Screen.</p> |

| Field/Function Key | Description |
|--------------------|--|
| Handler Task | <p>The system or user defined handler tasks to add work standards for in the selected warehouse and optionally, a type of handler.</p> <p>Display</p> |
| Sign On Time | <p>Use this field to identify the standard total amount of time (hours/minutes) that a handler would sign on per day. This is not specific to this task, but instead an identification of the total time in the workday using the transaction manager.</p> <p>Key the amount of time in hours/minutes format. You must key at least one minute.</p> <p>(2 @ N 2,0) Required</p> |
| Elapsed Time | <p>Use this field to identify the standard amount of time (hours/minutes) which should elapse from the time the handler begins this task until completion.</p> <p>The time keyed in this field represents that for a single day.</p> <p>Elapsed time is the time from the start of the task to the completion of the task, regardless of how much of that time was spent specifically on that task. Work Time is only the actual time worked on a task.</p> <p>For example, assume that Handler 101 starts a task on Tuesday at 9:00 AM. Handler 101 works until 12:00, then takes a one hour lunch. After lunch, Handler 101 returns to the task and completes it at 3:00 PM. The elapsed time for the task is six hours (from 9:00 AM to 3:00 PM) while the work time is five hours (from 9:00 AM to 3:00 PM, minus one hour for lunch).</p> <p>Key the amount of time in hours/minutes format. You must key at least one minute.</p> <p>(2 @ N 2,0) Required</p> |
| Work Time | <p>Use this field to identify the standard amount of time (hours/minutes) which should be used to perform this task. The time keyed in this field represents the standard amount of time for a single day.</p> <p>Work time is the time actually spent on performance of a task. Whereas, elapsed time is a total of the time from the start of the task to the completion of it, regardless of how much of that time was spent specifically on the task.</p> <p>Key the amount of time in hours/minutes format. You must key at least one minute.</p> <p>(2 @ N 2,0) Required</p> |

| Field/Function Key | Description |
|-----------------------|--|
| Total Number of Cubes | <p>This field may appear, depending on the task for which the work standard is being maintained. This field will not appear if you are maintaining work standards for a user task.</p> <p>This field is used to identify the standard total number of cubes involved in this task (e.g., moved, received, put-away, counted). Totals keyed represent totals for a single day.</p> <p>(N 10,5) Optional</p> |
| Total Weight | <p>This field may appear, depending on the task for which the work standard is being maintained. This field will not appear if you are maintaining work standards for a user task.</p> <p>This field is used to identify the standard total weight involved in this task (e.g., moved, received, put-away, counted, shipped). Totals keyed represent totals for a single day.</p> <p>(N 9,4) Optional</p> |
| Number of Items | <p>This field may appear, depending on the task for which the work standard is being maintained. This field will not appear if you are maintaining work standards for a user task.</p> <p>This field is used to identify the standard total number of items involved in this task (e.g., moved, received, put-away, counted). Totals keyed represent totals for a single day.</p> <p>(N 9,0) Optional</p> |
| Total Number of Locs | <p>This field may appear, depending on the task for which the work standard is being maintained. This field will not appear if you are maintaining work standards for a user task.</p> <p>This field is used to identify the standard total number of locations involved in this task (e.g., moved, put-away, counted). Totals keyed represent totals for a single day.</p> <p>(N 9,0) Optional</p> |
| Total Number of Boxes | <p>This field may appear, depending on the task for which the work standard is being maintained. This field will not appear if you are maintaining work standards for a user task.</p> <p>This field is used to identify the standard total number of boxes involved in this task (e.g., moved, put-away, counted). Totals keyed represent totals for a single day.</p> <p>(N 9,0) Optional</p> |

| Field/Function Key | Description |
|--------------------|---|
| Total Quantity | <p>This field may appear, depending on the task for which the work standard is being maintained. This field will not appear if you are maintaining work standards for a user task.</p> <p>This field is used to identify the standard total quantity of items involved in this task (e.g., received, counted). This quantity differs from the number of items, in that you may have three items (A100, A200, A300) with a quantity of 20 each resulting in a total quantity of 60. Totals keyed represent totals for a single day.</p> <p>(N 12,3) Optional</p> |
| F12=Return | Press F12=RETURN to return to MENU RFFILE. |
| F24=Delete | <p>The F24=DELETE key appears only if you are deleting a work standard. Press F24=DELETE to delete the existing work standard. You must press F24=DELETE twice to confirm deletion. The Work Standards Maintenance Selection Screen will appear.</p> |
| Enter | <p>Press ENTER to confirm your entry. If you made changes to the standards fields, press ENTER a second time to update the fields.</p> <p>The Work Standards Maintenance Selection Screen will appear.</p> |

Work Standards Listing

The screens and/or reports in [Work Standards Listing](#) and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

| Title | Purpose |
|---|---|
| Work Standards Listing Selection Screen | Used to specify the limiting criteria for the listing. |
| Work Standards Listing | Prints work standards that match the limiting criteria. |

Work Standards Listing Selection Screen

WORK STANDARDS LISTING

Warehouse? _ , to? ...

Handler Type? ... to? ...

Handler Task: ... to: ...

F3=Exit

This screen displays after selecting option **19** - [Work Standards Listing](#) (MENU RFFILE). Use this screen to determine which work standards will print on the Work Standards Listing.

Refer to the Infor Distribution A+ Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Work Standards Listing Selection Screen Fields and Function Keys

| Field/Function Key | Description |
|--------------------|---|
| Warehouse | <p>To limit the listing by warehouses, key the warehouse ID or range of IDs for which work standards will print.</p> <p>Valid Values: A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY).</p> <p>(2 @ A 2) Optional</p> |
| Handler Type | <p>To limit the listing by handler types, key the handler type or range of handler types for which work standards will print.</p> <p>Valid Values: A handler type user-defined through Handler Types Maintenance (MENU RFFILE)</p> <p>(2 @ A 2) Optional</p> |

| Field/Function Key | Description |
|--------------------|--|
| Handler Task | To limit the listing by handler tasks, key the handler task or range of handler tasks for which work standards will print. Valid Values: A system-defined handler task or a user-defined handler task created through User Tasks Maintenance (MENU RFFILE) (2 @ A 2) Optional |
| F3=Exit | Press F3=EXIT to exit from this option and return to MENU RFFILE. |
| Enter | Press ENTER to confirm your selections. The Report Options Screen will display. Refer to the Infor Distribution A+ Cross Applications User Guide for an explanation of this screen. Following your responses on the Report Options Screen, the Work Standards Listing will print. |

Work Standards Listing

| RF876 07/27/17 11.37.32 | | WORK STANDARDS LISTING | | | | | BZ/APDEMO | PAGE | 1 | |
|-------------------------|--------------|--------------------------|--------------|--------------|-------------|-----------|-------------------|-----------------|-------------|-----------------|
| Warehouse Fr: 5 | | Warehouse: 5 Chicago, IL | | | | | All Handler Tasks | | | |
| Warehouse To: 5 | | All Handler Types | | | | | | | | |
| Handler Task | Sign on Time | Handler Type | Elapsed Time | Work Time | Total Items | Total Qty | Total Locs | Total Cubes | Total Boxes | Total Weight |
| CT-Counting | 1 Hrs Min | CT- | 2 Hrs Min | 2 Hrs Min | | .000 | | .00000 | | .0000 |
| CT-Counting | 3 Hrs 2 Min | MG- | 2 Hrs 1 Min | 1 Hrs Min | 4561256 | 5645.000 | 55 | 20.00000 | | 500.0000 |
| LB-Lunch Break | 8 Hrs Min | MG- | Hrs 45 Min | Hrs 45 Min | | .000 | | .00000 | | .0000 |
| MV-Moving | Hrs Min | MG- | Hrs Min | Hrs Min | 999999999 | .000 | 999999999 | 999999999.99999 | 999999999 | 999999999.99999 |
| PA-Put-Away | 9 Hrs Min | FD- | 5 Hrs Min | 4 Hrs Min | 100 | .000 | 100 | 4000.00000 | 100 | 80000.0000 |
| PA-Put-Away | 8 Hrs Min | PA-Put-Away Handler | 4 Hrs 30 Min | 4 Hrs 30 Min | 30 | .000 | 25 | 10000.00000 | 3 | 500.0000 |
| RC-Receiving | 10 Hrs Min | CT- | 8 Hrs Min | 8 Hrs Min | | .000 | | .00000 | | .0000 |
| RC-Receiving | 7 Hrs 30 Min | CT- | 4 Hrs Min | 3 Hrs 30 Min | 30 | 50.000 | | 10.00000 | | 100.0000 |

This listing prints after pressing **ENTER** on the Report Options Screen. All data on this listing is maintained through Work Standards Maintenance (MENU RFFILE). Refer to [Work Standard Maintenance Screen](#) for details about the data on this listing.

Note: No tasks print on this listing if no work standards were created through Work Standards Maintenance. Instead, a message prints indicating that no records were found matching the criteria.

Chapter 17 Sequencing Orders in the Pick Queue View

The pick queue is a list of all orders/items that have warehouse reservations and are waiting to be picked. Radio Frequency lets you indicate the sequence that orders will be selected on the transaction manager when handlers make requests for picking. You can select a maximum of 5 fields for sequencing. You can select up to a maximum of 3 fields for prompting on the transaction manager. These fields are to be used as a “filter” so that only some of the orders in the pick queue are selected for picking on any particular trip.

Pick queue sequencing standards are set through the Pick Queue View Maintenance option on the Radio Frequency File Maintenance Menu (MENU RFFILE).

Important: It is recommended that you carefully consider the best sequence for your business based on your normal warehouse processing before keying in this information. To ensure data integrity, you may change the Picking Queue Sequence values only when Distribution A+ has been stopped, and the Distribution A+ Transaction Processor has been stopped. If you have Electronic Data Interchange (EDI) installed, the system operator must first end the EDI Transaction Processor by using the ENDSBS command only when he or she is absolutely certain that these jobs are not processing any EDI transactions. The Radio Frequency Transaction Processor must also be stopped to change the pick queue sequence, however it is automatically stopped when you select option 10 from this menu.

WARNING: Changing the pick queue sequence can take some time to complete and can interfere with the running of your business. It is recommended that you complete this tasks at the end of a business day to prevent it from interfering with your work schedule.

Pick Queue View Maintenance

The screens and/or reports in Pick Queue View Maintenance and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

| Title | Purpose |
|---|--|
| Directed Picking Queue Maintenance Screen | Used to specify the limiting criteria for the listing. |

Directed Picking Queue Maintenance Screen

| DIRECTED PICKING QUEUE | | INQ/MAINT | | |
|-------------------------------|----|-----------|-------------|-----------------|
| Picking Queue View | | | | |
| Picking Queue Sequence (1-5): | | | | |
| | | Prompt | Clear Field | Position Cursor |
| Company Number: | 1 | R (R/O/N) | N (Y/N) | Y (Y/N) |
| Order Priority: | 2 | O (R/O/N) | N (Y/N) | N (Y/N) |
| Carrier Code: | 3 | N (R/O/N) | N (Y/N) | N (Y/N) |
| Requested Ship Date: | 4 | | | |
| Pick List Run #: | 5 | | | |
| Route/Stop: | .. | | | |

F3=Exit

This screen appears after selecting option **10** - [Pick Queue View Maintenance](#) (MENU RFFILE). The order of the available six picking queue sequence field names displayed on the left side of this screen can vary from the order presented in this figure due to your choices of how you want the picking queue sequence defined. The field names are moved and resequenced based on the values selected.

Use this screen to define the picking queue sequence fields that display for picking on transaction managers when handlers make requests for picking. You may define the sequence of fields on the transaction manager; whether or not they are required, optional, or non-display; whether or not to clear fields when handlers are prompted; and automatic cursor positioning. The first three picking queue sequence names, if they have a **Prompt** value other than **N**, will be displayed on the Pick Queue Filter Screen of the Transaction Manager (MENU RFMAIN).

Example:

Assume that **Order Priority** is the first field in the sequence you have defined on this screen. If you key **R** (required) for that field, then an order priority value must be keyed when selecting picking queue filtering criteria on the Pick Queue Filter Screen of the Transaction Manager (MENU RFMAIN). If you key **O** (optional), the handler may optionally key an order priority value or leave it blank. If you key **N** (non-display), then the field will not be shown.

Note: If the **Status** field shows as **Inq/Maint** in the top right corner, the **Picking Queue Sequence** fields will be display only. To change the **Picking Queue Sequence** fields, all the transaction processors must be stopped (Distribution A+, EDI, RF).

Directed Picking Queue Maintenance Screen Fields and Function Keys

| Field/Function Key | Description |
|--------------------|--|
| Order Priority | <p>Use this field to select the sequence the order priority will be placed in the pick queue. 0 means that the order priority will not be considered in the sequencing of the pick queue. 1 through 5, means that the order priority becomes part of the sort sequence for the pick queue.</p> <p>For example, if 1 is placed in this field, the pick queue will be sorted by the order priority first. If a 4 is placed in this field, the order priority will fall to fourth in the sort sequence of the pick queue. If a 5 is placed in this field, the order priority will fall to fifth in the sort sequence of the pick queue.</p> <p>Key the appropriate sequence you wish the order priority to be placed in the pick queue.</p> <p>(N 1,0) Required</p> |
| Carrier Code | <p>Use this field to select the sequence the carrier code will be placed in the pick queue. 0 means that the carrier code will not be considered in the sequencing of the pick queue. 1 through 5 means that the carrier code becomes part of the sort sequence for the pick queue.</p> <p>Key the appropriate sequence you wish the carrier code to be placed in the pick queue.</p> <p>(N 1,0) Required</p> |
| Route/Stop | <p>Use this field to select the sequence the route/stop will be placed in the pick queue. By placing 0, the route/stop will not be considered in the sequencing of the pick queue. By placing a number between 1 through 5, the route/stop becomes part of the sort sequence for the pick queue.</p> <p>Key the appropriate sequence you wish the route/stop to be placed in the pick queue.</p> <p>(N 1,0) Required</p> |
| Pick List Run # | <p>Use this field to select the sequence the pick list run number will be placed in the pick queue. 0 means that the pick list run number will not be considered in the sequencing of the pick queue. 1 through 5 means the pick list run number becomes part of the sort sequence for the pick queue.</p> <p>Key the appropriate sequence you wish the pick list run number to be placed in the pick queue.</p> <p>(N 1,0) Required</p> |

| Field/Function Key | Description |
|---------------------|--|
| Requested Ship Date | <p>Use this field to select the sequence the requested ship date will be placed in the pick queue. By placing 0, the requested ship date will not be considered in the sequencing of the pick queue. By placing a number between 1 through 5, the requested ship date becomes part of the sort sequence for the pick queue.</p> <p>Key the appropriate sequence you wish the requested ship date to be placed in the pick queue.</p> <p>(N 1,0) Required</p> |
| Company Number | <p>Note: If a sequence number is entered in this field, then handlers may retrieve orders from multiple companies for any single trip. Order 1 may be for company 1, order 2 may be for company 2, order 3 may be for company 1, etc.</p> <p>Use this field to select the sequence the company number will be placed in the pick queue. By placing 0, the company number will not be considered in the sequencing of the pick queue. By placing a number between 1 through 5, the company number becomes part of the sort sequence for the pick queue.</p> <p>Key the appropriate sequence you wish the company number to be placed in the pick queue.</p> <p>Leave this field blank if you wish to restrict handlers from retrieving orders from multiple companies for any single trip. Handlers will be required to sign on to a single company and will retrieve orders for that company only. They may change to a different company, but only one company at a time.</p> <p>(N 1,0) Optional</p> |
| Prompt | <p>Use this field to indicate how you wish to define the three corresponding picking queue sequence names which will display on the transaction manager on the Pick Queue Filter Screen of the Transaction Manager (MENU RFMAIN). You may define these fields so they are required fields, optional fields, or non-display fields on the transaction manager terminal.</p> <p>Key R if you wish to mark the corresponding picking queue sequence field you have defined on this screen as a required field on the transaction manager. If you key R in this field for the third picking queue sequence name, then the other two Prompt fields must also be R.</p> <p>Key O if you wish to mark the corresponding picking queue sequence field you have defined on this screen as an optional field on the transaction manager. If you key O in this field for the third picking queue sequence name, then the other two Prompt fields cannot be N.</p> <p>Key N if you wish to mark the corresponding picking queue sequence field you have defined on this screen as a non-display field on the transaction manager.</p> <p>(A 1) Required</p> |

| Field/Function Key | Description |
|--------------------|---|
| Clear Field | <p>Use the three Clear Field fields to indicate whether or not you wish to clear each field's corresponding picking queue sequence field, each time the handler is prompted to fill in a value for that field on the Pick Queue Filter Screen of the Transaction Manager (MENU RFMAIN).</p> <p>Key Y in the Clear Field of the corresponding field you wish to clear each time the handler is prompted to fill in a value.</p> <p>Key N in the Clear Field of the corresponding field you do not wish to clear each time the handler is prompted to fill in a value.</p> <p>(A 1) Required</p> |
| Position Cursor | <p>Use the three Position Cursor fields to indicate which of the three picking queue sequence names (that do not have Prompt = N) the cursor will be positioned to on the Pick Queue Filter Screen of the Transaction Manager (MENU RFMAIN). Only one field may have the cursor automatically position to it on the transaction manager.</p> <p>Key Y to have the cursor positioned to that picking queue sequence name.</p> <p>Key N to not have the cursor positioned to that picking queue sequence name.</p> <p>(A 1) Required</p> |
| F3=Exit | <p>Press F3=EXIT to exit from this option without saving your selections. MENU RFFILE will display.</p> |
| Enter | <p>Press ENTER to confirm your selections. Your selections will be saved and MENU RFFILE will display.</p> <p>When changing the Picking Queue Sequence fields, a reset program will run that updates WM Locations Reservation file with the newly selected sequence values. MENU RFFILE will display when that process is completed.</p> |

Pick Queue View Listing

You can print a listing of your print queue view settings using the Pick Queue View Listing option on the Radio Frequency File Maintenance Menu (MENU RFFILE). When you select this option, the Report Options Screen appears. Refer to the Infor Distribution A+ Cross Applications User Guide for an explanation of that screen. When you press **ENTER** on that screen, the [Pick Queue View Listing](#) prints.

| Title | Purpose |
|---|---|
| Pick Queue View Listing | Prints the set up selections for the pick queues. |

Pick Queue View Listing

| RF895 07/27/17 12.09.49 | | PICK QUEUE VIEW LISTING | | | BZ/APDEMO | PAGE | 1 |
|-------------------------|---|-------------------------|-------|----------|-----------|------|---|
| ----- | | | | | | | |
| Pick Queue View : | | | | | | | |
| | | Prompt | Clear | Position | | | |
| | | | Field | Cursor | | | |
| Company Number: | 1 | R | N | Y | | | |
| Order Priority: | 2 | O | N | N | | | |
| Carrier Code: | 3 | N | N | N | | | |
| Requested Ship Date: | 4 | | | | | | |
| Pick List Run #: | 5 | | | | | | |
| Route/Stop: | | | | | | | |

This listing prints after pressing **ENTER** on the Report Options Screen, which displays after selecting option **20** - [Pick Queue View Listing](#) from MENU RFFILE. All data on this listing is maintained through [Pick Queue View Maintenance](#) (MENU RFFILE). Refer to the [Directed Picking Queue Maintenance Screen](#) for details about the data on this listing.

Chapter 18 Defining Radio Frequency (RF) Identifiers

RF identifiers are used when scanning labels during Radio Frequency moves, counts, receiving, picking, or inquiry and indicate the field's specifications. For instance, an industry standard may dictate that all item number fields are preceded by XXX so that any Radio Frequency system reading XXX will know that the field to follow contains an item number. Identifiers are user defined in Distribution A+ and multiple versions/industry standards of identifiers are supported. RF identifiers appear on printed labels and are fields of up to four characters that precede Purchase Order numbers, item numbers, lot/serial numbers, and quantities. For example, an item with serial number 87654, with an RF Identifier of SER# and a delimiter of /, the serial number data would be scanned/keyed as SER#87654/.

You can define the RF identifiers that will be recognized by the Radio Frequency module using the RF Identifiers Maintenance option on the Radio Frequency File Maintenance Menu (MENU RFFILE). These RF identifiers can then be used with the Transaction Manager to scan/key purchase order numbers, item numbers, lot/serial numbers, or quantities during Radio Frequency moves, counts, receiving, picking, or inquiries. These functions will look for RF identifiers only if the **Use RF Identifiers** field is set to **Y** in Radio Frequency Options Maintenance (MENU RFFILE).

RF Identifiers Maintenance

The screens and/or reports in RF Identifiers Maintenance and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

| Title | Purpose |
|--|----------------------------------|
| RF Identifiers Maintenance | Used to maintain RF Identifiers. |

RF Identifier Maintenance Screen

| RF IDENTIFIER MAINTENANCE | | | | |
|---------------------------|----------|-------------|-----------|-----|
| | RF Ident | RF Field | Start Pos | Del |
| 1 | IN | Item Number | 3 | - |
| 2 | LOT# | Lot/Serial | 6 | = |
| 3 | LS | Lot/Serial | 3 | |
| 4 | SER# | Lot/Serial | 6 | / |
| 5 | 6 | Lot/Serial | 2 | |
| 6 | PO | PO Number | 3 | |
| 7 | 7 | PO Number | 2 | |
| 8 | QT | Quantity | 3 | |
| 9 | 8 | Quantity | 2 | |

Last

Sel: RF Field: (1=PO# 2=Item# 3=Quantity 4=Lot/Serial)
 RF Identifier: Start Position: Delimiter:
 F3=Exit

This screen displays after selecting option **21** - [RF Identifiers Maintenance](#) (MENU RFFILE). Use this screen to maintain the RF identifiers that will be recognized by the Radio Frequency module when using the Transaction Manager.

R/F Identifier Maintenance Screen Fields and Function Keys

| Field/Function Key | Description |
|--------------------|--|
| (Reference Number) | This field displays the reference number of each RF identifier. Use these numbers to select an RF identifier from this screen for processing. Key the desired reference number in the Sel field and press ENTER to select an RF identifier for processing. Display |
| RF Ident | This field displays the existing RF identifiers that have been defined through this option. Display |

| Field/Function Key | Description |
|--------------------|--|
| RF Field | <p>This field displays the type of Radio Frequency field with which the RF identifier is associated. The RF identifier can be associated with any of the following types of fields:</p> <ul style="list-style-type: none"> • Purchase Order number • Item number • Quantity • Lot or serial number <p>Display</p> |
| Start Pos | <p>This field displays the starting position in which the associated Radio Frequency field begins.</p> <p>Display</p> |
| Del | <p>This field displays the delimiter that signifies the end of the associated Radio Frequency field. Note that Radio Frequency fields can have a blank delimiter.</p> <p>Display</p> |
| Sel | <p>This field is required only when changing or deleting an existing RF identifier. This field is not used when adding an RF identifier.</p> <p>Use this field to select an existing RF identifier for maintenance or deletion. Key the reference number of the desired RF identifier.</p> <p>Leave this field blank if you are adding an RF identifier.</p> <p>(N 2,0) Required</p> |
| RF Field | <p>This field is required only when adding a new RF identifier. This field is not used when changing or deleting an existing RF identifier. If you wish to change the RF Field of an existing RF identifier, you must first delete the RF identifier, using the Sel field and F24=DELETE key, and re-enter the RF identifier with the new information.</p> <p>Use this field to indicate the type of data field for which the identifier is being defined.</p> <p>Key 1 if you want this RF identifier associated with a PO number.</p> <p>Key 2 if you want this RF identifier associated with an item number.</p> <p>Key 3 if you want this RF identifier associated with a quantity.</p> <p>Note: RF identifiers are not used for case quantities.</p> <p>Key 4 if you want this RF identifier associated with a lot or serial number.</p> <p>Leave this field blank if you are changing or deleting an existing RF identifier.</p> <p>(N 1,0) Required</p> |

| Field/Function Key | Description |
|--------------------|---|
| RF Identifier | <p>Use this field to specify characters that will identify a scanned/keyed piece of data as being a purchase order number, item number, quantity, lot number, or serial number when using an Transaction Manager.</p> <p>Key the desired characters to be used as an identifier.</p> <p>(A 4) Required</p> |
| Start Position | <p>Use this field to specify the position of the first character of the purchase order number, item number, quantity, lot number, or serial number when using RF identifiers.</p> <p>Key the desired starting position.</p> <p>Note: The starting position number must be greater than the number of characters in the associated RF Identifier field.</p> <p>(N 2,0) Required</p> |
| Delimiter | <p>Use this field to specify the character that will signify the end of the associated purchase order number, item number, quantity, lot number, or serial number.</p> <p>Key the desired delimiter character. A blank delimiter means any value from the Start Position to the end of the scanned (or keyed) field will be considered the appropriate value.</p> <p>You cannot use the digits 0 through 9 as a delimiter.</p> <p>Valid Values: Entries other than the digits 0 through 9, a period character (.) as the delimiter for a quantity; a dash character (-) as the delimiter for a lot number or serial number; a letter character as the delimiter for a purchase order number, item number, lot number, or serial number.</p> <p>(A 1) Optional</p> |
| F3=Exit | <p>The F3=EXIT key does not appear if you have selected an existing RF identifier for maintenance or deletion by keying a reference number in the Sel field and pressing ENTER.</p> <p>Press F3=EXIT to exit from this option without saving your selections. MENU RFFILE will display.</p> |
| F12=Return | <p>The F12=RETURN key appears only when you have selected an existing RF identifier for maintenance or deletion by keying a reference number in the Sel field and pressing ENTER.</p> <p>Press F12=RETURN to exit from this option without saving your selections. MENU RFFILE will display.</p> |
| F24=Delete | <p>The F24=DELETE key appears only when you have selected an existing RF identifier for maintenance or deletion by keying a reference number in the Sel field and pressing ENTER.</p> <p>Press F24=DELETE to delete the selected RF identifier.</p> |

| Field/Function Key | Description |
|--------------------|--|
| Enter | <p>If you have entered a reference number in the Sel field, press ENTER to select that RF identifier for maintenance or deletion.</p> <p>If you have entered data in the RF Field, RF Identifier, Start Position, and Delimiter fields, press ENTER to confirm your selections. Your selections will be displayed in the list of existing RF identifiers in the upper portion of this screen.</p> |

RF Identifiers Listing

You can print a listing of your RF identifiers settings using the [RF Identifiers Listing](#) option on the Radio Frequency File Maintenance Menu (MENU RFFILE). When you select this option, the Report Options Screen appears. Refer to the Infor Distribution A+ Cross Applications User Guide for an explanation of that screen. When you press **ENTER** on that screen, the RF Identifier Listing prints.

RF Identifier Listing

| RF925 07/27/17 12:30:26 | | RF IDENTIFIER LISTING | | BZ/APDEMO | PAGE | 1 |
|-------------------------|---------------|-----------------------|-----------|-----------|------|---|
| RF Field | RF Identifier | Starting Position | Delimiter | | | |
| PO Number | PO | 003 | | | | |
| Item Number | IT | 003 | | | | |
| Quantity | QT | 003 | | | | |
| Lot/Serial | LS | 003 | | | | |
| PO Number | 7 | 002 | | | | |
| Item Number | 5 | 002 | | | | |
| Quantity | 8 | 002 | | | | |
| Lot/Serial | 6 | 002 | | | | |

The RF Identifiers Listing prints after pressing **ENTER** on the Report Options Screen, which displays after selecting option **31** - [RF Identifiers Listing](#) from MENU RFFILE. All data on this listing is maintained through [RF Identifiers Maintenance](#) (MENU RFFILE). Refer to [RF Identifier Maintenance Screen](#) for details about the data on this listing.

Chapter 19 Defining Interim/Stage Locations

When multiple pickers are picking items for the same sales order, having a central location for all items picked for the order would help keep items for an order together. You can provide staging and interim locations to be used with Radio Frequency picking in this situation.

A staging location is the location to be used for consolidating orders and easing loading for shipment. A staging location can be defined for a warehouse and a combination of warehouse and carrier or warehouse and item number. You must define the staging area for the warehouse before you create staging locations for carriers or items. A location defined as a staging location cannot also be defined as an interim location.

An interim location is the location used to temporarily hold goods that have been picked by a handler, but have not been placed into the staging location for the order. The interim location will be a phantom location that represents the handler's cart; there will be one interim location per handler. Using an interim location can result in quicker replenishment of the picked location. A location defined as an interim location cannot also be defined as a staging location.

You can define the interim and staging locations through the [Interim/Stage Location Maintenance](#) (MENU RFFILE) on the Radio Frequency File Maintenance Menu (MENU RFFILE).

Interim/Stage Location Maintenance

The screens and/or reports in Interim/Stage Location Maintenance and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

| Title | Purpose |
|---|--|
| Interim/Stage Location Maintenance Selection Screen | Used to specify the warehouse and carrier, route, item, or handler for the interim/staging location. |
| Interim/Stage Location List Screen | List defined interim/staging locations. Can be used to select a location to maintain. |
| Interim/Stage Location Assignment Screen | Used to specify the location number that will be either a staging location for a warehouse and carrier or item or an interim location for a warehouse and handler. |

Interim/Stage Location Maintenance Selection Screen

```

                INTERIM/STAGE LOCATION MAINTENANCE
Warehouse?  1 , Hartford, CT
Carrier?    .....
Route:      .....
- or -     Item No: .....
           Find: .....
           Item No: ..... Class? .....
- or -     Handler ID: .....

F3=Exit      F4=Handler List      F6=Interim/Stage List
    
```

This screen displays after selecting option **22** - [Interim/Stage Location Maintenance](#) (MENU RFFILE). Use this screen to specify the warehouse and item or handler for which you want to maintain interim/ staging locations. You must set up staging locations for the warehouse before you can set up staging locations for a warehouse and carrier, route, warehouse and item, or warehouse and handler.

Interim/Stage Location Maintenance Selection Screen Fields and Function Keys

| Field/Function Key | Description |
|--------------------|--|
| Warehouse | <p>Use this field to specify the warehouse for which you want to maintain interim/staging locations.</p> <p>Default Value: The warehouse specified for your user ID through Authority Profile Maintenance (MENU XAFIL).</p> <p>Valid Values: A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFIL) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY).</p> <p>(N 2,0) Required</p> |

| Field/Function Key | Description |
|--------------------|---|
| Carrier | <p>If you are maintaining an interim/staging location that is associated with a carrier, use this field to enter the carrier with which the staging area is associated.</p> <p>Key the ID of the carrier.</p> <p>Valid Values: A carrier ID defined through Carrier Codes Maintenance (MENU OEFIL2).</p> <p>(A 5) Required</p> |
| Route | <p>If you are maintaining an interim/staging location that is associated with a particular route, use this field to enter the route with which the staging area is associated. Leave this field blank if the staging location for the carrier is always the same, regardless of the route.</p> <p>(A 4) Optional</p> |
| Item No | <p>If you are maintaining an interim/staging location that is associated with a particular item, use this field to enter the item number with which the staging area is associated.</p> <p>Valid Values: An item number defined through Item Master Maintenance (MENU IAFIL2).</p> <p>(A 27) Optional</p> |
| Find | <p>Use this field to search for an item using one or more words that closely match the item for which you are searching. The words you key may be up to 15 characters long and may appear in any order. Key the most unique words to improve the speed of the search. Leave this field blank if you would like to search on an item class.</p> <p>To search for manufacturer item numbers, prefix the criteria you enter with M/. The system will search based on the Vendor/Item File (VNITM) valid manufacturer item number.</p> <p>To search for customer item numbers, prefix the criteria you enter with C/. The system will search based on the Item/Customer Cross Reference File (IAXRF) valid customer item numbers.</p> <p>To search for UPC cross references, prefix the criteria you enter with U/. The system will search based on the Universal Product Code File (ITUPC) for valid UPC cross references.</p> <p>To search for GTIN cross references, prefix the criteria you enter with G/. The system will search based on the Global Trade Item Number File (ITGTIN) for valid GTIN cross references.</p> <p>(A 40) Optional</p> |

| Field/Function Key | Description |
|-----------------------|--|
| Item No | <p>This field may be used in addition to, or in place of, entering search criteria in the Find field to further limit the items to display.</p> <p>Key a partial item number. All items that match the characters of the item number keyed in this field will display. This is helpful if you recall part of an item number, but not the entire number.</p> <p>For information on entering search criteria, refer to the Infor Distribution A+ Cross Applications User Guide.</p> <p>(A 27) Optional</p> |
| Class | <p>This field may be used in addition to (not in place of) the search criteria in the Find or Item No fields to further limit the number of items that will display, based on their item class.</p> <p>Key the appropriate item class and sub-class, if any. Only items that have been assigned the item class that is keyed in this field will display on the Item Description Search Screen.</p> <p>For information on entering search criteria, refer to the Infor Distribution A+ Cross Applications User Guide.</p> <p>(A 2/A 2) Optional</p> |
| Handler ID | <p>If you are maintaining an interim/staging location that is associated with a particular handler, use this field to enter the ID of the handler with which the staging area is associated.</p> <p>Valid Values: A handler ID defined through Handlers Maintenance (MENU RFFILE).</p> <p>(A 10) Optional</p> |
| F3=Exit | <p>Press F3=EXIT to exit the option and return to the menu.</p> |
| F4=Handler List | <p>Press F4=HANDLER LIST to display a list of defined handlers from which you can make a selection. The Handler List Review Screen appears.</p> |
| F6=Interim/Stage List | <p>Press F6=INTERIM/STAGE LIST to display a list of defined interim/staging locations from which you can make a selection. The Interim/Stage Location List Screen appears.</p> |
| Enter | <p>Press ENTER to confirm your entries and continue.</p> |

| Field/Function Key | Description |
|--------------------|---|
| (Location) | <p>The Rw.Bin.Sh heading represents the Location definition defined in Warehouse Management Options Maintenance (MENU WMFILE) for the Distribution A+ internal systems.</p> <p>The interim/staging location selected on the Interim/Stage Location Assignment Screen.</p> <p>Display</p> |
| Select | <p>Use this field to enter the reference number in the SI column for the location line that you want to select. Once you enter the selection number, press ENTER to maintain the selection.</p> <p>(N 1,0) Optional</p> |
| Warehouse | <p>Use this field to limit the locations that display on this screen by the warehouse number assigned to the location.</p> <p>Default Value: The warehouse number specified in the Warehouse field on the Interim/Stage Location Maintenance Selection Screen.</p> <p>Valid Values: A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY).</p> <p>(N 2,0) Optional</p> |
| Carrier | <p>Use this field to limit the locations that display on this screen by the carrier ID assigned to the location.</p> <p>Default Value: Blank or the carrier ID specified in the Carrier field on the Interim/Stage Location Maintenance Selection Screen.</p> <p>Valid Values: A carrier ID defined through Carrier Codes Maintenance (MENU OEFIL2).</p> <p>(A 5) Optional</p> |
| Route | <p>Use this field to limit the locations that display on this screen by the route assigned to the location.</p> <p>Default Value: Blank or the route specified in the Route field on the Interim/ Stage Location Maintenance Selection Screen.</p> <p>(A 4) Optional</p> |
| Handler ID | <p>Use this field to limit the locations that display on this screen by the ID of the handler assigned to the location.</p> <p>Default Value: Blank or the handler ID specified in the Handler ID field on the Interim/Stage Location Maintenance Selection Screen.</p> <p>Valid Values: A handler ID defined through Handlers Maintenance (MENU RFFILE).</p> <p>(A 10) Optional</p> |

| Field/Function Key | Description |
|--------------------|--|
| Item No | <p>Use this field to limit the locations that display on this screen by the number of the item assigned to the location.</p> <p>Default Value: Blank or the item number specified in the Item No field on the Interim/Stage Location Maintenance Selection Screen.</p> <p>Valid Values: An item number defined through Item Master Maintenance (MENU IAFILE). (A 27) Optional</p> |
| Loc | <p>Use this field to limit the locations that display on this screen by a specific location number.</p> <p>Valid Values: A location defined through Location Master Maintenance (MENU WMFILE). (A 16) Optional</p> |
| F4=Handler List | <p>Press F4=HANDLER LIST to display a list of defined handlers from which you can make a selection. The Handler List Review Screen appears.</p> |
| F6=Location List | <p>Press F6=LOCATION LIST to display a list of locations from which you can make a selection. The Location Search Screen appears. For a description of this screen, refer to the Infor Distribution A+ Warehouse Management User Guide.</p> |
| F12=Return | <p>Press F12=RETURN to return to the Interim/Stage Location Maintenance Selection Screen without making a selection.</p> |
| Enter | <p>Press ENTER to confirm your entry. If you keyed a value in the Select field and press ENTER, the Interim/Stage Location Assignment Screen appears, displaying the location you selected. If you keyed additional limiting criteria in any of the Limits fields and press ENTER, the screen will refresh to display the locations that match the limiting criteria.</p> |

Interim/Stage Location Assignment Screen

```

                INTERIM/STAGE LOCATION ASSIGNMENT                UPDATE
Warehouse:  5   Chicago, IL

Carrier:
Route:

Item No:

- or -  Handler ID: JAARONSON   Aaronson, John
        Loc use:   INTERIM
                Rw.Bin.Sh
        Location:  50,500,03..... Interim Handler 03

                F4=Location List      F12=Return      F24=Delete
    
```

This screen appears after pressing enter on the [Interim/Stage Location Maintenance Selection Screen](#). Use this screen to specify the interim/staging location for the specified criteria.

When adding locations for the first time, the **Loc Use** field defaults to **STAGE** and prompts you to enter the default staging location for the warehouse.

Interim/Stage Location Assignment Screen Fields and Function Keys

| Field/Function Key | Description |
|--------------------|--|
| Warehouse | The required warehouse ID for the interim/staging warehouse locations. (Display) |
| Carrier ID | When used, the carrier with which the interim/staging area is associated. (Display) |
| Route | When used, the route with which the interim/staging area is associated. (Display) |
| Item No | When used, the item number to be assigned to a interim/staging location. (Display) |
| Handler ID | When maintaining an interim/staging location that is associated with a particular handler, the ID of the handler with which the staging area is associated. (Display) |

| Field/Function Key | Description |
|--------------------|---|
| Loc Use | <p>Assignments made with a warehouse, carrier, route, and/or item number will have the Loc Use field default to STAGE. Assignments made with a handler are considered Interim locations and the Loc Use field defaults to INTERIM.</p> <p>(Display)</p> |
| Location | <p>Use this field to enter the location that will serve as the interim/staging location for the specified criteria. If you are defining an interim location for a handler, the location cannot already be assigned to another handler or specified as a staging location. If you defining a staging location, the location cannot already be assigned to a handler as an interim location.</p> <p>Valid Values: A location defined through Location Master Maintenance (MENU WMFILE) with the Unavailable field set to Y, the Use for Replenishment field set to N, the Multiple Items/Loc field set to Y, and the Use for Primary Ovrflw field set to N. Also, you cannot specify the system, damaged, Point of Sale, or RTV location.</p> <p>(A 16) Required</p> |
| F4=Location List | <p>Press F4=LOCATION LIST to display a list of locations from which you can make a selection. The Location Search Screen appears. For a description of this screen, refer to the Infor Distribution A+ Warehouse Management User Guide.</p> |
| F12=Return | <p>Press F12=RETURN to return to the previous screen without saving your entries.</p> |
| F24=Delete | <p>Press F24=DELETE to delete the interim/staging location assignment. You must press F24=DELETE a second time to confirm the deletion.</p> |
| Enter | <p>Press ENTER to save your changes and return to the Interim/Stage Location Maintenance Selection Screen.</p> |

Interim/Stage Location Listing

You can print a listing of your interim and staging location assignments using the [Interim/Stage Location Listing](#) option on the Radio Frequency File Maintenance Menu (MENU RFFILE). The screens and/or reports in [Interim/Stage Location Maintenance](#) and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

| Title | Purpose |
|---|--|
| Interim/Stage Location Listing Screen | Used to specify limiting criteria for the listing. |
| Interim/Stage Location Listing | The Interim/Stage Location Listing report sample. |

Interim/Stage Location Listing Screen

```

                INTERIM/STAGE LOCATION LISTING

Interim/Stage:  ( I or S )

Warehouse?      ...                To?:  ...
Carrier?        .....              To?:  .....
Route:          .....              To:   .....

Item No:        .....              To:   .....
Handler ID:     .....              To:   .....

Location:       Rw.Bin.Sh         To:   Rw.Bin.Sh
                .....              .....

                F3=Exit           F4=Handler List       F6=Location List
    
```

The Interim/Stage Location Listing Screen appears after selecting option **32** - [Interim/Stage Location Listing](#) (MENU RFFILE). Use this screen to specify a range of criteria to limit the locations that print on the listing.

Refer to the Infor Distribution A+ Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Interim/Stage Location Listing Screen Fields and Function Keys

| Field/Function Key | Description |
|--------------------|---|
| Interim/Stage | Use this field to specify whether you want the listing to print interim locations or staging locations. Key I to print a listing of interim locations. Key S to print a listing of staging locations. (A 1) Required |
| Warehouse | Use this field to specify a range of warehouses for which to print locations. (2 @ N 2,0) Optional |
| Carrier | Use this field to specify a range of carriers for which to print locations. (2 @ A 5) Optional |
| Route | Use this field to specify a range of routes for which to print locations. (2 @ A 4) Optional |

| Field/Function Key | Description |
|--------------------|---|
| Item No | Use this field to specify a range of item numbers for which to print locations. (2 @ A 27) Optional |
| Handler ID | Use this field to specify a range of handler IDs for which to print locations. (2 @ A 10) Optional |
| Location | Use this field to specify a range of locations to include in the listing. (2 @ A 16) Optional |
| F3=Exit | Press F3=EXIT to exit this option and return to the menu. |
| F4=Handlers List | Press F4=HANDLERS LIST to display a list of defined handlers from which you can make a selection. The Handler List Review Screen appears. |
| F6=Location List | Press F6=LOCATION LIST to display a list of defined interim/staging locations from which you can make a selection. The Interim/Stage Location List Screen appears. |
| Enter | Press ENTER to confirm your selection criteria. The Report Options Screen appears. For a description of this screen, refer to the Infor Distribution A+ Cross Applications User Guide. |

Interim/Stage Location Listing

| RF936 07/27/17 13.16.11 | | STAGE LOCATION LISTING | | | BZ/APDEMO | PAGE | 1 |
|-------------------------|-----------|------------------------|--------------|---------------|---------------------------|------------|---|
| Warehouse From: 5 | | All Locations | Whse: 5 | - Chicago, IL | All Routes | All Items: | |
| To: 5 | | | All Carriers | | | | |
| Wh | Location | Carrier | Route | Item Number | | | |
| 5 | 51.510.51 | | | | ----- | | |
| 5 | 51.510.03 | AIRBO | | | Airborne Delivery Service | | |
| 5 | 51.510.02 | FEDEX | | | Federal Express | | |
| 5 | 51.510.04 | RPS | | | Rapid Package Service | | |
| 5 | 51.510.01 | UPS | | | United Parcel Service | | |
| 5 | 51.510.06 | UPSBL | | | UPS Blue - Next Day Air | | |
| 5 | 51.510.05 | YELLOW | | | Yellow Freight | | |

| RF936 07/27/17 13.21.28 | | INTERIM LOCATION LISTING | | | BZ/APDEMO | PAGE | 1 |
|-------------------------|-----------|--------------------------|-------------------------|---------------|-----------|------|---|
| Warehouse From: 5 | | All Locations | Whse: 5 | - Chicago, IL | | | |
| To: 5 | | | All Handlers | | | | |
| Wh | Location | Handler ID | | | | | |
| 5 | 50.500.01 | APDEMO | ----- | | | | |
| | | APDEMO Handler | | | | | |
| 5 | 50.500.02 | APLUS | APLUS Handler | | | | |
| 5 | 50.500.05 | DCFRF | Day Shift Chief Handler | | | | |
| 5 | 50.500.03 | JAARONSON | Aaronson, John | | | | |

This listing prints after pressing **ENTER** on the Report Options Screen. All data on this listing is maintained through [Interim/Stage Location Maintenance](#) (MENU RFFILE). Refer to [Interim/Stage Location Assignment Screen](#) for details about the data on this listing.

Chapter 20 Decrement Picking Rules Maintenance and Listing

Activating Radio Frequency Picking helps to eliminate incorrect item picking but doesn't correct shortage and overage mistakes by the handler. The handler is still trusted to pull the proper item and quantity from a warehouse location.

Decrement picking provides an additional tool to assist the handler. Certain item categories may also require decrement scanning regardless of the handler, for example, for heavy seasonal business items where more accuracy is needed.

Decrement picking is the forced scanning of every item when required for a handler, an item, and/or an item/unit of measure. The decrement (reduction) scans reduce the quantity remaining to be picked that displays on the device to the handler as each product is scanned. In addition to tracking an accurate count, it also helps to identify incorrect item picks when similar items are stored in the same bin.

Decrement Picking Rules Example

| Item Class | Unit of Measure | Maximum Quantity | Maximum Unit Weight |
|------------------------|-----------------|------------------|---------------------|
| SE - Seasonal | *ON | | |
| CS - Cleaning Supplies | EA | 10.000 | |
| PF - Pet Food | BAG | 20.000 | 15.000 |

In this example, all items that are a seasonal item class will always use decrement picking. Cleaning supplies items that are sold as EA (each) will be decrement picked when up to a maximum quantity of 10 are ordered. Orders of 10 or more are picked normally. Pet food items sold as BAG (bags) that weigh less than 15 lbs will be decrement picked for order quantities of up to 20 bags. Orders of 20 or more will be picked normally.

Activate decrement picking through Radio Frequency Options Maintenance (MENU RFFILE) by setting the Use **Decrement Picking** option to **Y**. Through Handlers Maintenance (MENU RFFILE), activate decrement picking by handler by setting the **Use Decrement Picking** flag to **Y** in Handlers Maintenance (MENU RFFILE). All items will then be decrement picked unless the item master records or the item balance records are set to **Bypass Decrement Picking** through Item Master Maintenance (MENU IAFILE) or Item Balance Maintenance (MENU IAFILE). Items that are not bypassed will be checked against the rules created in this menu option for special considerations.

Decrement Picking Rules Maintenance

The screens and/or reports in Decrement Picking Rules Maintenance and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

| Title | Purpose |
|--|--|
| Decrement Picking Rules Maintenance Screen | Used to specify the item class and unit of measure for which decrement picking rules will be defined. |
| Decrement Picking Rules List Screen | List defined decrement picking rules . Can be used to select an item class/unit of measure maintain. |
| Decrement Picking Rules Screen | Used to specify the maximum quantity and/or the maximum unit weight allowed for unit picking. Before these maximum values, items will automatically be decrement picked for more accurate picking. |

| Field/Function Key | Description |
|--------------------|--|
| Unit of Measure | <p>Key the unit of measure within the specific item class to be assigned decrement picking rules or leave this field blank to create an item class specific rule.</p> <p>To force all handlers, regardless of their specific decrement picking setting, when picking within this item class to use decrement picking, key *ON. Once the item class is established for decrement picking, a second review for unit of measure maximum quantity and weight rules continues. If there are no additional entries for the item class, all units of measure for the item will be fully decrement picked.</p> <p>Valid Values: Blank, *ON, or any valid unit of measure defined through Unit of Measure Maintenance (MENU IAFIL2). Both Item Class and Unit of Measure can be left blank.</p> <p>(A 3) Required</p> |
| F3=Exit | Press F3=EXIT to close Decrement Picking Rules Maintenance. Menu RFFILE displays. |
| F4=List | Press F4=LIST to review a list of picking rules. The Decrement Picking Rules List Screen displays. |
| Enter | Press ENTER to accept the entered selection data. The Decrement Picking Rules Screen displays. |

Decrement Picking Rules List Screen

| DECREMENT PICKING RULES LIST | | | | | | |
|------------------------------|----|-----|------------------------|----------|------|----------|
| Sl | Cl | U/M | Item Class Description | Quantity | Unit | Weight |
| 1 | 41 | BOX | Cleaning Chemicals | 9.000 | | 4.0000 |
| 2 | 41 | CAS | Cleaning Chemicals | 7.000 | | 8.0000 |
| 3 | 41 | EA | Cleaning Chemicals | 25.000 | | .0000 |
| 4 | 42 | *ON | Cleaning Equipment | | | |
| 5 | 43 | BOX | Cleaning Supplies | 12.000 | | 13.0000 |
| 6 | 43 | DZ | Cleaning Supplies | 24.000 | | 48.0000 |
| 7 | 43 | EA | Cleaning Supplies | 123.000 | | 321.0000 |
| 8 | 43 | LB | Cleaning Supplies | 22.000 | | 33.0000 |
| 9 | 60 | BOX | Miscellaneous | .000 | | 48.0000 |
| 10 | 60 | CAS | Miscellaneous | .000 | | 144.0000 |
| 11 | 60 | DZ | Miscellaneous | .000 | | 10.0000 |
| 12 | 81 | BAG | Cups | 10.000 | | 4.0000 |

Selection: _ ,

More...
F12=Return

This screen displays after pressing **F4=LIST** on the [Decrement Picking Rules Maintenance Screen](#). Use this screen to review the existing decrement rules and to select a rule for maintenance.

Decrement Picking Rules List Screen Fields and Function Keys

| Field/Function Key | Description |
|------------------------|---|
| Sl | The selection reference number of the decrement picking rules displayed on this screen. This number is 1 through 12 for the twelve rules that may display. When rolling forward or backward, the reference numbers do not change. Display |
| Cl | The item class selected for decrement picking rules. Display |
| U/M | The unit of measure selected for the specific item class to be assigned decrement picking rules. Blank is an item class specific rule. *ON denotes that all handlers, regardless of their specific decrement picking status, will be considered for decrement picking. Display |
| Item Class Description | The description of the item class as it was created defined through Item Class/Sub Class Maintenance (MENU IAFILE). Display |

| Field/Function Key | Description |
|--------------------|--|
| Quantity | The maximum quantity of the item that can be unit picked before decrement picking becomes ineffective. Display |
| Unit Weight | The maximum unit weight of the item that can be unit picked before decrement picking become ineffective. Display. |
| Selection | Use this field to select a decrement rule for processing. Key the selection reference number of the decrement rule. (N 2,0) Optional |
| F12=Return | Press F12=RETURN to return to the Decrement Picking Rules Maintenance Screen without selecting a decrement rule for processing. |
| Enter | Press ENTER to accept the Selection number. The Decrement Picking Rules Screen displays. |

Decrement Picking Rules Screen

DECREMENT PICKING RULES Change

Item Class: 81 Cups

Unit of Measure: BAG Bag of product

Max Quantity: 10.000,

Max Unit Weight: _4.0000,

F12=Return

This screen displays after pressing **ENTER** on the Decrement Picking Rules Maintenance Screen or after keying a reference number in the **Selection** field and pressing **ENTER** on the [Decrement Picking Rules List Screen](#).

Decrement Picking Rules Screen Fields and Function Keys

| Field/Function Key | Description |
|--------------------|--|
| Item Class | The item class and item description selected for decrement picking rules. Display |
| Unit of Measure | The specified unit of measure selected for decrement picking rules. within the item class. Display |
| Max Quantity | The maximum quantity allowed for unit picking. Any order quantities greater than this value will deactivate decrement picking. Key the maximum quantity to be unit picked by the handler before decrement picking ends. (10,3 N) Required/Optional |

| Field/Function Key | Description |
|--------------------|---|
| Max Weight | The maximum weight of an item that is allowed for unit picking. Any item weights greater than this value will deactivate decrement picking. Key the maximum weight to be unit picked by the handler before decrement picking ends. (9,4 N) Optional |
| F12=Return | Press F12=RETURN to cancel any changes and return to the Decrement Picking Rules Maintenance Screen . |
| Enter | Press ENTER to accept all changes. The Decrement Picking Rules Maintenance Screen displays. |

Decrement Picking Rules Listing

You can print a listing of your decrement picking rules for quantities or units of measure using the Decrement Picking Rules Listing option on the Radio Frequency File Maintenance Menu (MENU RFFILE).

The screens and/or reports in [Decrement Picking Rules Listing](#) and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

| Title | Purpose |
|---|--|
| Decrement Picking Rules Listing | The Decrement Picking Rules Listing report sample. |

Decrement Picking Rules Listing

| RF945 09/11/17 9.43.25 | | | DECREMENT PICKING RULES LISTING | | BZ/ APDEMO | PAGE | 1 |
|------------------------|-----|------------------------|---------------------------------|----------------|------------|------|---|
| Item Class | U/M | Item Class Description | Maximum Quantity | Maximum Weight | | | |
| 41 | BOX | Cleaning Chemicals | 9.000 | 4.0000 | | | |
| 41 | CAS | Cleaning Chemicals | 7.000 | 8.0000 | | | |
| 41 | EA | Cleaning Chemicals | 25.000 | .0000 | | | |
| 42 | *ON | Cleaning Equipment | | | | | |
| 43 | BOX | Cleaning Supplies | 12.000 | 13.0000 | | | |
| 43 | DZ | Cleaning Supplies | 24.000 | 48.0000 | | | |
| 43 | EA | Cleaning Supplies | 123.000 | 321.0000 | | | |
| 43 | LB | Cleaning Supplies | 22.000 | 33.0000 | | | |
| 60 | BOX | Miscellaneous | .000 | 48.0000 | | | |
| 60 | CAS | Miscellaneous | .000 | 144.0000 | | | |
| 60 | DZ | Miscellaneous | .000 | 10.0000 | | | |
| 81 | BAG | Cups | 10.000 | 4.0000 | | | |
| 81 | CAS | Cups | 4.000 | 12.0000 | | | |
| 81 | M | Cups | 2,000.000 | 222.0000 | | | |
| 81 | SHT | Cups | 44.000 | 22.0000 | | | |
| 81 | SLV | Cups | 24.000 | 36.0000 | | | |

This listing prints following your selections on the Report Options Screen (refer to the Infor Distribution A+ Cross Applications User Guide for details about this screen). Data on this listing is maintained through [Decrement Picking Rules Maintenance](#) (MENU RFFILE). Refer to [Decrement Picking Rules Screen](#) for details about the data on this listing.

Chapter 21 Resetting the RF Device Table

The device names in the RF Device Table indicate to Distribution A+, which devices are transaction managers. This identification is performed the very first time you use the physical hardware. A prompt displays immediately to ask whether or not the device is a transaction manager. The device name will be included in this table if you key a **Y** in response to this prompt. You can reset the device names in this table using the Reset RF Device Table option on the Radio Frequency Master Menu (MENU RFMAST).

Reset RF Device Table

No screens display when you select this option. Selecting this option reset the table. No other action user action is required.

Chapter 22 Activating RF Picking

Before you can use Radio Frequency to perform warehouse picking, you must activate picking for Radio Frequency. You can activate RF using the Activate RF Picking option on the Radio Frequency Master Menu (MENU RFMAST). Before you can activate Radio Frequency picking, every location in the warehouse for which you want to activate picking must have a valid pick section code.

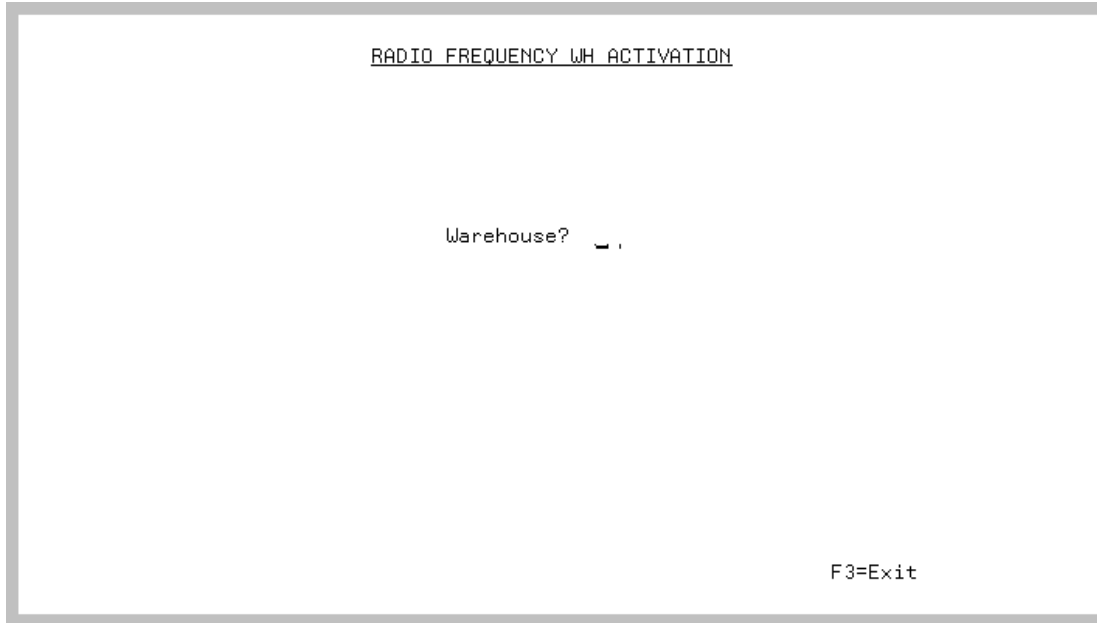
Activate RF Picking

The screens and/or reports in Activate RF Picking and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

You must stop Distribution A+ using the Infor Distribution A+ Cross Applications Master Menu (MENU XAMAST) before you can access this option.

| Title | Purpose |
|--|--|
| Radio Frequency Warehouse Activation Screen | Used to indicate the warehouse for which you are activating Radio Frequency picking. |
| Picking Activation Process Screen | Use to begin the activation process. |
| Picking Activation Success Screen | Indicates that the audit process was successful and that all prerequisites to activate RF picking were met. |
| Activation Pick Section Report | Prints following an attempt to activate picking to indicate that the audit was successful or where the audit failed. |
| Picking Section Activation Error Screen | Indicates that the audit process was not successful. Refer to the report to correct the errors. |
| Picking Section Activation R/F Option Error Screen | Indicates that the audit process was not successful due to a field setting in Radio Frequency Options Maintenance (MENU RFFILE). |
| Picking Section Activation Pick Queue Error Screen | Indicates that the audit process was not successful due to a field setting in Pick Queue View Maintenance (MENU RFFILE). |

Radio Frequency Warehouse Activation Screen

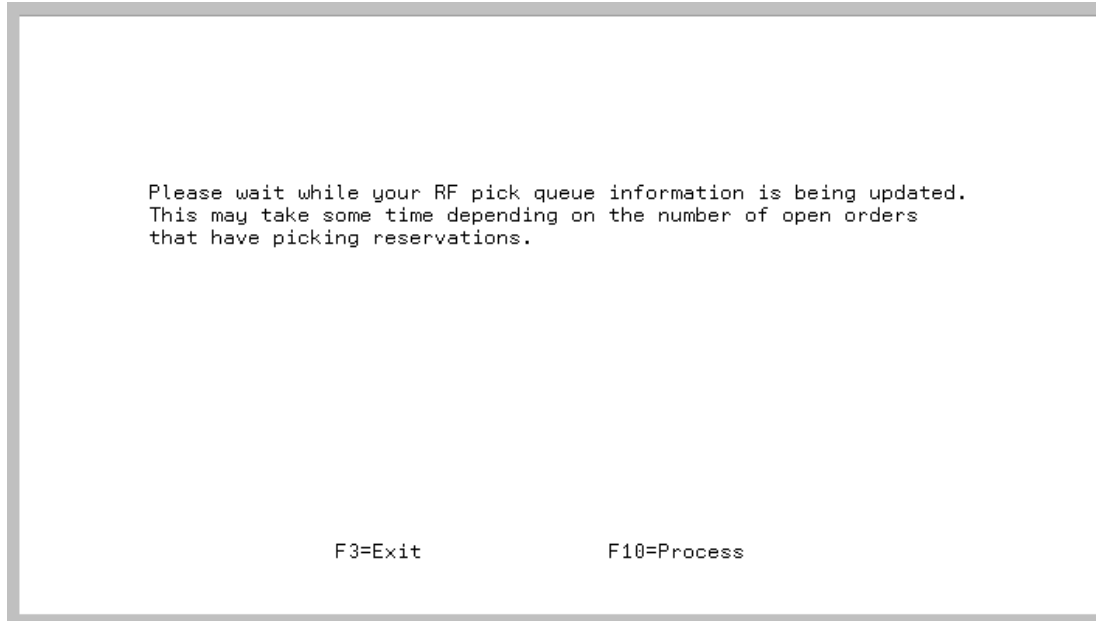


The Radio Frequency Warehouse Activation Screen appears after selecting option **2- [Activate RF Picking](#)** (MENU RFMAST). Use this screen to select the warehouse for which you would like to activate Radio Frequency picking.

Radio Frequency WH Activation Screen Fields and Function Keys

| Field/Function Key | Description |
|--------------------|---|
| Warehouse | <p>Use this field to select the warehouse for which you would like to activate Radio Frequency picking.</p> <p>Key the warehouse number.</p> <p>Valid Values: A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY).</p> <p>(A 2) Required</p> |
| F3=Exit | <p>Press F3=EXIT to exit from this option and return to MENU RFMAST.</p> |
| Enter | <p>Press ENTER to confirm your selection. The Picking Activation Process Screen will appear.</p> |

Picking Activation Process Screen



The Picking Activation Process Screen displays after pressing **ENTER** on the [Radio Frequency Warehouse Activation Screen](#). Use this screen to begin the Radio Frequency picking activation process. Distribution A+ will begin an audit process to determine that all prerequisites have been met before activating Radio Frequency picking. If all prerequisites have been met, an Picking Activation Success Screen will appear and a [Activation Pick Section Report](#) will print stating the successful passing of the audit. If all prerequisites have not been met, an error screen will display and the audit report will print listing any blank or invalid pick sections exist in the warehouse.

Picking Activation Process Screen Fields and Function Keys

| Field/Function Key | Description |
|--------------------|--|
| F3=Exit | Press F3=EXIT to exit from this option and return to MENU RFMAST. |

| Field/Function Key | Description |
|--------------------|---|
| F10=Process | <p>Press F10=PROCESS to begin the audit process and then, if all prerequisites have been met, activate Radio Frequency picking. If all prerequisites have been met, the Picking Activation Success Screen will appear.</p> <p>If the audit process was unsuccessful due to</p> <ul style="list-style-type: none">• blank or invalid pick sections existing in the warehouse, the Picking Section Activation Error Screen will appear.• the Use RF for Picking option in Radio Frequency Options Maintenance (MENU RFFILE) is set to N, the Picking Section Activation R/F Option Error Screen will appear.• the pick queue not being set up in Pick Queue View Maintenance (MENU RFFILE), the Picking Section Activation Pick Queue Error Screen will appear <p>In all situations, the Activation Pick Section Report will print indicating the success or failure of the audit. Audit errors are identified on the report for unnecessarily audits so that they can be corrected.</p> |

Picking Activation Success Screen



The Picking Activation Success Screen displays after you press **F10=PROCESS** on the [Picking Activation Process Screen](#) if the R/F audit process was successful and found that all prerequisites to activate Radio Frequency picking had been met.

Picking Activation Success Screen Fields and Function Keys

| Field/Function Key | Description |
|--------------------|---|
| Enter | Radio Frequency picking has been activated for the specified warehouse. Press ENTER to close the program and return to MENU RFMAST |

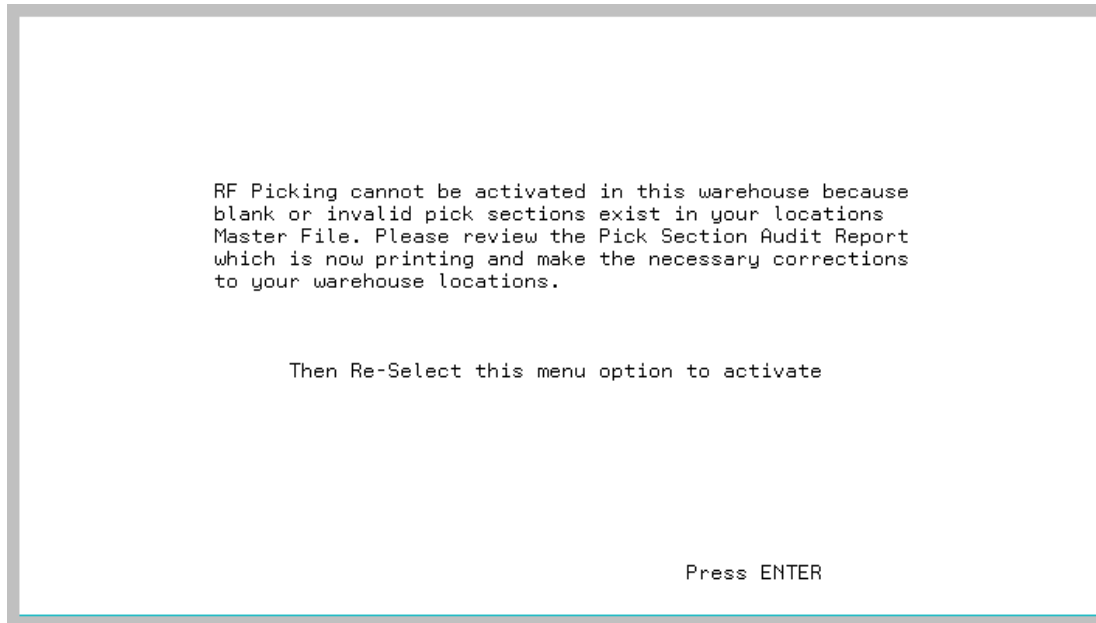
Activation Pick Section Report

| | | | | | | |
|---|-----------|----------|-------------|---------------------|-------------|---------|
| RF916 | 07/27/17 | 14.40.02 | | PICK SECTION REPORT | BZ/APDEMO | PAGE: 1 |
| | | | | 5 -Chicago, IL | | |
| PICK SECTION | Rw.Bin.Sh | | DESCRIPTION | | * MESSAGE * | |
| ----- | | | | | | |
| ** ALL LOCATIONS HAVE SUCCESSFULLY PASSED THE EDIT ** | | | | | | |

Note: The contents of this report will differ from what is displayed in this figure if the audit process was unsuccessful.

The Activation Pick Section Report prints after you press **F10=PROCESS** on the [Picking Activation Process Screen](#). If the Radio Frequency audit process was successful, this report will state that all warehouse locations have successfully passed the edit. If the Radio Frequency audit process was unsuccessful, this report will list any blank or invalid pick sections that exist in the warehouse. It is possible for the audit process to be unsuccessful for reasons other than blank or invalid pick sections. These errors are displayed by the [Picking Section Activation Error Screen](#), the [Picking Section Activation R/F Option Error Screen](#), and the Picking Section Activation Pick Queue Error Screen.

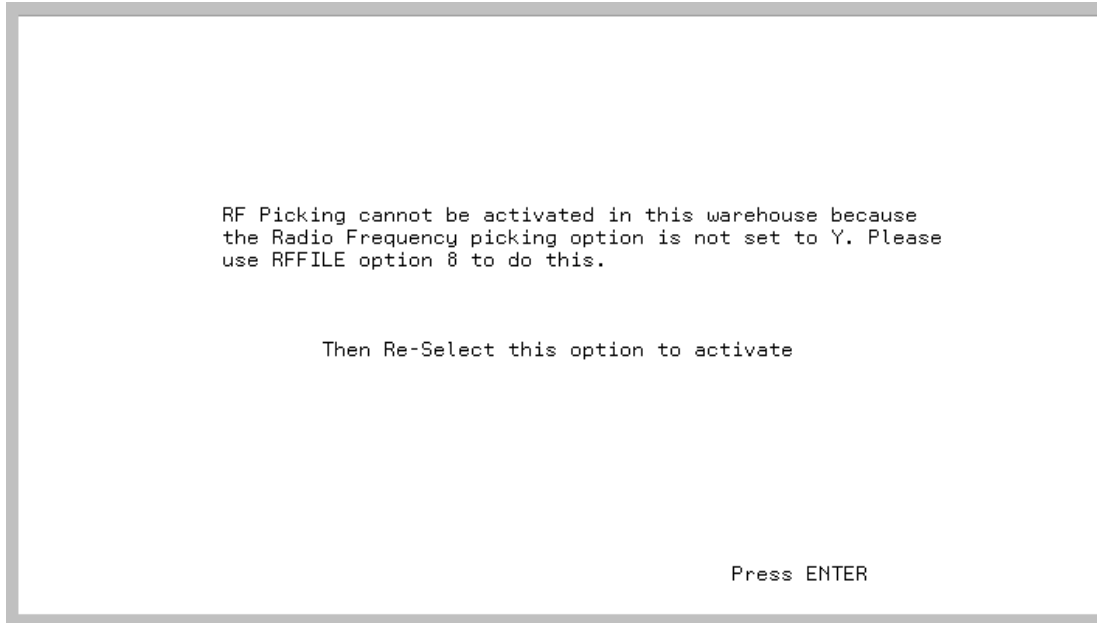
Picking Section Activation Error Screen



The Picking Section Activation Error Screen displays after you press **F10=PROCESS** on the [Picking Activation Process Screen](#) if the audit process was unsuccessful due to blank or invalid pick sections existing in the warehouse. Follow the displayed directions to correct the error

| Field/Function Key | Description |
|--------------------|--|
| Enter | Press ENTER to close the program and return to MENU RFMAST. |

Picking Section Activation R/F Option Error Screen



The Picking Section Activation R/F Option Error Screen displays after you press **F10=PROCESS** on the [Picking Activation Process Screen](#) if the audit process was unsuccessful because the **Use RF for Picking** option in [Radio Frequency Options Maintenance](#) (MENU RFFILE) is set to **N**. Follow the displayed directions to correct the error.

| Field/Function Key | Description |
|--------------------|--|
| Enter | Press ENTER to close the program and return to MENU RFMAST. |

Picking Section Activation Pick Queue Error Screen



The Picking Section Activation Pick Queue Error Screen displays after pressing **F10=PROCESS** on the [Picking Activation Process Screen](#) if the audit process was unsuccessful due to the pick queue not being set up in [Pick Queue View Maintenance](#) (MENU RFFILE). Follow the displayed directions to correct the error.

| Field/Function Key | Description |
|--------------------|--|
| Enter | Press ENTER to close the program and return to MENU RFMAST. |

Chapter 23 Resetting Handler IDs for Picking

Resetting handler IDs for picking unmarks the items that the handlers were going to pick. You can reset handler IDs using the Reset Handler IDs for Picking option on the Radio Frequency Master Menu (MENU RFMAST). Typically this task is done only after a power failure or a Radio Frequency equipment failure while the handlers were picking.

Reset Handler IDs for Picking

The screens and/or reports in Reset Handler IDs for Picking and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

| Title | Purpose |
|--|--|
| Reset Handler IDs Selection Screen | Used to specify the IDs of the handlers that need reset. |

Reset Handler IDs Selection Screen

RESET RF HANDLER ID

Handler: _ to

F3=Exit

The Reset Handler IDs Selection Screen displays after selecting option **3** - [Reset Handler IDs for Picking](#) (MENU RFMAST). Use this screen to specify a range of handler IDs that you want to reset.

Reset Handler ID's Selection Screen Fields and Function Keys

| Field/Function Key | Description |
|--------------------|---|
| Handler | Key the range of handler IDs that you want to reset. Valid Values: A user ID defined through Register A+ User IDs (MENU XACFIG), and defined as a handler through Handler Maintenance (MENU RFFILE). (2 @ A 10) Required |
| F3=Exit | Press F3=EXIT to exit from this option and return to MENU RFMAST. |
| Enter | Press ENTER to confirm your selections and reset the keyed range of handlers. The MENU RFMAST will appear. |

Glossary

| | |
|---------------------------------|--|
| Bar code | Bar code is a set of patterned vertical bars of varying widths which are printed on consumer products or items. These vertical bars, also referred to as a Universal Product Code (UPC), contain coded information which can be read by a computerized scanner or Transaction Manager to help identify them. |
| Damaged Location | A location used in Radio Frequency to help identify damaged goods when you when attempt to pick or move that item. This type of location is defined through Warehouse Management Options Maintenance (MENU WMFILE). |
| Decrement Picking | Decrement picking is the process to (reduce) the quantity remaining to pick on the RF device as each product is scanned. |
| Empty Moves | A type of move that enables you to remove a quantity of an item from one location and place it in another, usually to “empty” one location for consolidation or other purposes. The handler manually determines these moves which do not require system-generated move numbers. |
| GS1 | GS1 is an international not-for-profit association with member organizations in over 100 countries. GS1 is dedicated to the design and implementation of global standards and solutions to improve the efficiency and visibility of supply and demand chains globally and across sectors. The GS1 system of standards is the most widely used supply chain standards system in the world. |
| GTIN (Global Trade Item Number) | Global Trade Item Number (GTIN), as defined in the document called “An Introduction to the Global Trade Item Number”, is a unique identifier for trade items developed by the GS1, which include both products and services that are sold, delivered, and invoiced at any point in the supply chain. Such identifiers are used to look up product information in a database (often by inputting the number through a bar code scanner pointed at an actual product) which may belong to a retailer, manufacturer, collector, researcher, or other entity. The uniqueness and universality of the identifier is useful in establishing which product in one database corresponds to which product in another database, especially across organizational boundaries. |

| | |
|---------------------------|--|
| Handler | An employee who performs remote Radio Frequency tasks using a transaction manager. Handler's are defined through Handlers Maintenance (MENU RFFILE). Defining a handler through this option determines who will be given access to perform such tasks as picking or moving items using a transaction manager. |
| Handler ID | An IBM i User ID for the handler defined through Authority Profile Maintenance (MENU XASCTY) and Handlers Maintenance (MENU RFFILE). A Handler ID identifies each handler defined in Distribution A+. |
| Handler Log | A system-generated list that contains itemized data about tasks performed by handlers. Data provided in this log consists of: elapsed time, actual time, current activity, task name, handler name, items (number, quantities, boxes, locations, cubes and weights), and vehicle used. This list generates according to information a handler keys in and tracks using the transaction manager. The Handler Log can be displayed from Handler Inquiry (MENU RFMAIN) and printed from Handler Log Report (MENU RFREPT). |
| Label Moves | A type of move which is affiliated with move numbers. Move numbers are automatically assigned to certain move transactions to provide unique identification. |
| Location Research History | A file that stores data related to locations and items which were used during a system-defined activity, such as put-away, but which were unable to be used. For example, if Item "A" has a quantity of ten and is to be put away in location 1.2.3 since the system determined Item "A" would fit in that location, override the location to get a different location. This type of information would be stored in this file and available for review through Warehouse Management (MENU WMMAIN). |
| Move Number | An assigned number used to uniquely identify a move transaction. The format of the number is: MXXXXX, where XXXXX is a sequential number. |
| Performance Monitoring | A method of tracking handler and vehicle activity data, such as task type, handler involved, and time required to perform each task. This information is maintained to provide managerial insights into employee performance, task requirements, and so forth. Performance inquiries and reports are available through MENU RFMAIN and MENU RFREPT, respectively. |
| Put-Away Number | An assigned number that uniquely identifies each put-away transaction. The format of the number is: PXXXXX, where XXXXX is a sequential number. |

| | |
|------------------------------|--|
| Receiving Dock | <p>A location defined in Distribution A+ as 44.444.444. An entire receiver full of items may be posted to this location (although the pre-receiving selected locations are maintained). After the posting is complete, the items are physically put away into the “real” location selected during pre-receiving, a process which includes scanning the location. Since the items have already been posted, the system performs a “behind-the-scene” move from the receiving dock to the “real” location and the inventory becomes immediately available.</p> <p>Replenish Moves A type of move that enables you to fill an under-stocked location with a specified item. A handler determines these moves, which do not require system-generated move numbers.</p> |
| RF Identifiers | <p>RF identifiers appear on printed labels and are fields of up to four characters that precede Purchase Order numbers, item numbers, lot/serial numbers, and quantities. RF identifiers are used when scanning labels during moves, counts, receiving, picking, or inquiries and indicate the field’s specifications. For instance, an industry standard may dictate that all item number fields are preceded by XXX so that any Radio Frequency system reading XXX will know that the field to follow contains an item number. Identifiers are user defined in Distribution A+ and multiple versions/industry standards of identifiers are supported.</p> |
| RF Receiver | <p>A receiver created during the process of Radio Frequency receiving. This type of receiver is created when you are about to receive items and either key a receiver number that does not previously exist, or leave the receiver field blank and let the system assign a new receiver number.</p> |
| Scanner | <p>A term used to refer to the hand-held transaction manager.</p> <p>Transaction Manager A name for the hand-held or vehicle-mounted input device and scanner used in Radio Frequency activities. It is called the transaction manager because of its ability to handle many activities at once. This device scans bar code labels in order to identify the product or item it is associated with.</p> |
| Travel Path | <p>The system-determined most efficient path to move through the warehouse.</p> |
| Universal Product Code (UPC) | <p>A universally accepted encoded marking printed and read by a scanner. This marking is commonly referred to as a bar code.</p> |
| Vehicle Log | <p>A system-generated list that contains itemized data about tasks performed by vehicles. This log provides the following data: elapsed time, actual time, current activity, task name, handler name, items (number, quantities, boxes, locations, cubes and weights), and vehicle used. This log is generated according to information keyed and tracked via the transaction manager. You may print the Vehicle Log through Vehicle Log Report (MENU RFREPT).</p> |

