Infor Warehouse Mobility for SyteLine

User Guide

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Contents

About this guide

This guide explains how to configure and perform common transactions in Infor Warehouse Mobility for SyteLine.

About Infor Warehouse Mobility

Infor Warehouse Mobility is a comprehensive and robust data collection system that simplifies operations by streaming real-time information between the shop floor and your ERP system.

Infor Warehouse Mobility handles all communications with your ERP system. Users select transactions and scan bar-coded data by using hand-held radio frequency (RF) scanners. Infor Warehouse Mobility formats the data and transmits it to your ERP system. Any feedback from ERP is presented to the user exactly as it was received.

With Infor Warehouse Mobility, users work with data-entry screens that show only relevant data fields, many of which are pre-populated with default values. Infor Warehouse Mobility updates your ERP database with the same data integrity as transactions that you enter through the standard ERP user interface at a desktop terminal.

You can edit Infor Warehouse Mobility parameter data using a set of simple Web pages. The actual data is stored in XML files that correspond to the structure of your site.

Contacting Infor

If you have questions about Infor products, go to the Infor Xtreme Support portal at www.infor.com/inforxtreme.

If we update this document after the product release, we will post the new version on this Web site. We recommend that you check this Web site periodically for updated documentation.

If you have comments about Infor documentation, contact documentation@infor.com.

Chapter 1: Getting Started

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This chapter provides an overview of Infor Warehouse Mobility for SyteLine and describes Inventory Management, Shop Floor Management, and Basic Time and Attendance transactions.

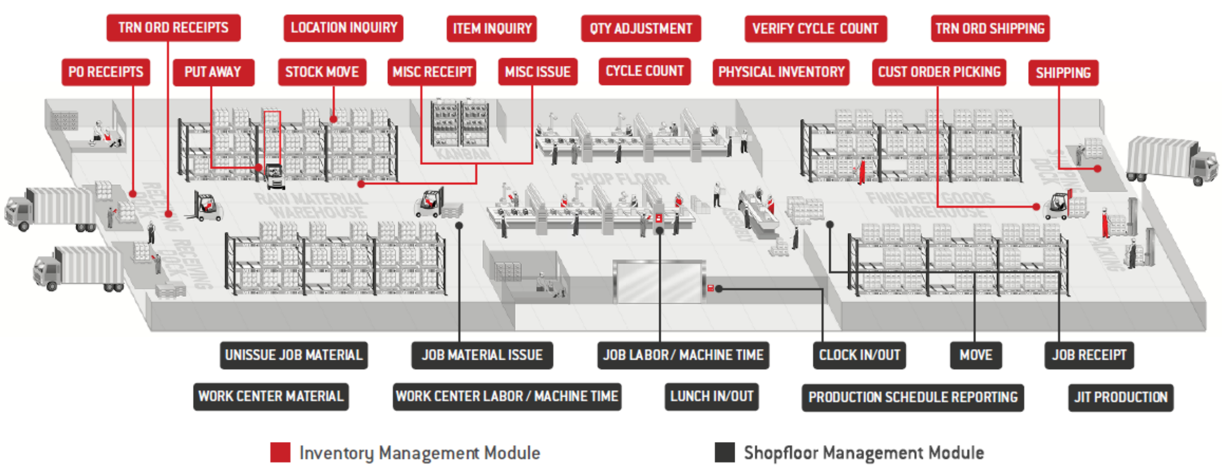
Overview: Infor Warehouse Mobility for SyteLine

Infor Warehouse Mobility for SyteLine is designed to support the data collection needs of manufacturing enterprises running Infor SyteLine. This real-time solution is fully integrated with SyteLine and can address a wide range of data collection needs within the warehouse and shop floor, including time and attendance.

Infor Warehouse Mobility for SyteLine offers two complementary modules:

- Inventory Management module
- Shop Floor Management module

Together, these modules provide nearly 30 transactions specifically designed to automate and simplify data collection processes within the warehouse and on the shop floor.



Infor Warehouse Mobility for SyteLine helps you automate data collection from receiving to shipping, and at all steps in between. This automation eliminates the potential for human error and reduces the number of steps required to collect data. For example, when you receive raw material against a purchase order, depending on the available space at the receiving dock, you may need to receive and put away material in one physical step. With Infor Warehouse Mobility for SyteLine, you can receive and put away the material with one transaction and two simple scans.

Infor Warehouse Mobility for SyteLine updates all ERP records in real time and provides real-time feedback. If any step fails in the process of executing a transaction, you receive immediate feedback and the transaction is voided to prevent potential issues.

Inventory Management Module

The Inventory Management Module helps you automate and simplify warehouse inventory operations from receiving through shipping. The Inventory Management Module includes these transactions:

Change Warehouse

Use the Change Warehouse transaction to change your default warehouse. Your default warehouse determines which warehouse will be selected by default when performing transactions.

Customer Order Picking

Customer Order Picking is an intelligent transaction that combines item inquiry and stock move operations to simplify the picking process. Based on the customer order number, the scanner directs you as to which items to pick, quantity to pick, pick location (source) and stage location (destination).

The Customer Order Picking transaction offers options such as label printing and requiring you to reenter item, lot, or serial numbers for better operational discipline.

Cycle Count

Use the Cycle Count transaction to perform cycle counts on items and locations that are selected for counting. After cycle count sheets are generated, the scanner displays a list of locations and the number of items in each location to be counted. The user can select a location from the list and start counting the selected items. Counted items and locations are no longer displayed on the scanner, so you are always presented with the pending items and locations.

While the scanner prompts the item and lot to be counted in a location, the Cycle Count transaction has an option to force you to reenter the item and lot. This allows better operational discipline during cycle counting.

Cycle Count Verify

The Cycle Count Verify transaction was developed specifically for supervisors or inventory controllers. Use this transaction to look at mismatches or uncounted items on the scanner without having to open the cycle count sheet. If you are interested in looking at mismatches, the scanner displays a list of all locations and the number of mismatches in each location. If you choose to recount the mismatches, the scanner displays the cut-off quantity and status as counted. After the mismatch has been recounted, the previous counts are replaced with the new counts. You also can also look at the number and list of uncounted items to assess the cycle count progress in real time from the scanner without having to go to the ERP cycle count page.

Depending on the operation, you can choose to freeze inventory movements on items selected for cycle counts.

Item Inquiry

Use the Item Inquiry transaction to look up the on-hand, allocated, and free inventories of a specified item, as well as lot and serial numbers for lot- and serial-controlled items. The Item Inquiry transaction displays a list of all locations with positive free quantity, based on item and warehouse inputs.

Location Inquiry

The Location Inquiry transaction is similar to Item Inquiry except that it displays a list of all items in a specified location, based on location and warehouse inputs. It can also display the related lot and serial numbers for lot- and serial-controlled items.

Miscellaneous Issue and Miscellaneous Receipt

Use the Miscellaneous Issue transaction to issue an item for a miscellaneous reason. Conversely, use the Miscellaneous Receipt transaction when receiving an item for a miscellaneous reason.

These transactions provide options to specify a reason code for the issue or receipt, to specify a document number, and to print barcoded labels for issued or received items.

Physical Inventory By Sheet

Use the Physical Inventory By Sheet transaction to count items using inventory sheets. You can count uncounted items or verify previous counts.

While the scanner prompts the item, lot, serial number, and location to be counted in a location, the Physical Inventory By Tag transaction has an option to force you to re-enter the item, lot, serial number, location, and warehouse. This allows better operational discipline during counting.

Physical Inventory By Tag

Use the Physical Inventory By Tag transaction to count items using inventory tags.

While the scanner prompts the item, lot, serial number, and location to be counted in a location, the Physical Inventory By Tag transaction has an option to force you to re-enter the item, lot, serial number, location, and warehouse. This allows better operational discipline during counting.

Physical Inventory By Tag/Item

Use the Physical Inventory By Tag/Item transaction to count items for a new inventory tag.

Purchase Order Receipts

Use the Purchase Order Receipts transaction to receive raw material to a default receiving dock location or to do putaway into a warehouse location. This transaction can be configured for an immediate putaway of goods (one-step receiving), or a separate Putaway transaction can be used. If the one-step receiving putaway option is selected, you can put items away in a default putaway location, specify a different location, or select from a list of warehouse locations in which the item is currently stored.

The Purchase Order Receipts transaction provides options for receiving lot-controlled or serial-controlled items, and for printing barcoded labels for received items. This transaction fully integrates with the SyteLine Quality Control Solution (QCS) module to create inspection tickets for items that have been flagged for inspection and directs you to move these items into the inspection area.

Putaway

Use the standalone Putaway items if you have not opted to combine putaway with another transaction (such as receiving). The Putaway transaction provides a built-in consolidation logic. Instead of putting an item away to a random or any empty location, you can select from a list of locations where the item is already available, thereby consolidating items into a smaller pool of locations.

Quantity Adjustment

Use the Quantity Adjustment transaction to change the quantity of an item in a particular location. Instead of requiring you to manually calculate the quantity to be adjusted, this scanner transaction prompts you to specify the new quantity and the reason for the adjustment, then performs the balance calculation. It also offers an option to print barcode labels for the new quantity to replace the existing one. The transaction supports lot controlled items.

Shipping

After the finished product has been moved to the staging area using the Customer Order Picking transaction, use the Shipping transaction to verify the items picked, print packing slips and shipping labels, and ship the product. The scanner displays the items and quantities to be picked and provides the option to do partial or full shipments.

Stock Move

Use the Stock Move transaction to move material from one location to another location within a warehouse. It also supports lot controlled and serial controlled items. If you do not know the source location for an item, the Stock Move transaction assists by displaying a list of all locations where inventory is available for that item.

The Stock Move transaction also can be used to move items from one warehouse to another at the same site, or from one warehouse to another at different site. However, if you need to move stock to a remote warehouse or site and need control at both ends to track the material in transit, use the Transfer Orders Shipments and Transfer Order Receipts transactions.

In cases where the warehouses or sites are in close proximity, you can use the Move transaction from the Shop Floor Management module.

Transfer Order Receipts and Transfer Order Shipping

Use the Transfer Order Receipts and Transfer Order Shipping transactions to move material from one warehouse to a remote warehouse, or from one site to a remote site. However, if your warehouses or sites are located in close proximity, you may choose to use the Stock Move transaction instead.

Use the Transfer Order Shipping transaction to pick and ship items, then use the Transfer Order Receipts transaction to receive the items.

The Transfer Order Receipts transaction provides options to receive raw material to a default receiving dock location or to do putaway into a warehouse location. This transaction can be configured for an immediate putaway of goods (one-step receiving), or a separate Putaway transaction can be used. If the one-step receiving putaway option is selected, you can put items away in a default putaway location, specify a different location, or select from a list of warehouse locations in which the item is currently stored.

These transactions provide options to allow you to ship and receive lot- and serial-controlled items, and to print barcode labels for shipped and received items.

Shop Floor Management Module

The Shop Floor Management Module helps you automate and simplify shop floor operations from issuing raw material and job labor reporting to job completion. The Shop Floor Management Module includes these transactions:

Issue Additional Material

Use the Issue Additional Material transaction to issue additional material to jobs.

JIT Production

Just In Time (JIT) is a production strategy that strives to improve the business return on investment by reducing in-process inventory and associated carrying costs. If you have implemented the JIT production method, you can use the JIT Production transaction to report production for JIT items.

The JIT Production transaction can be configured to report production to a fixed floor location or to combine putaway, depending on the business process requirements. It also offers other useful options such as the ability to print barcoded labels and auto populate the next lot number for lot-controlled items.

Job Labor Reporting

Labor data collection can be cumbersome and time-consuming, especially if the data is collected manually. This can lead to data entry errors and updates that are inaccurate in real time.

Infor Warehouse Mobility for SyteLine provides the Job Labor Reporting transaction as an easy and flexible way to capture labor data. This transaction supports all three labor time types:

SET UP - used to record time spent on set-up tasks

RUN - used to log start and end times against a job and operation

INDIRECT - used to record time spent on tasks not directly related to a specific job or operation.

Each employee has an identification badge containing a bar-coded employee ID number. The employee is then provided with a job packet with a job number and operation barcode. Employees can use these barcodes to START and END jobs. Depending on the parameters configured by the administrator, necessary validations are executed and employees are prompted to specify the required information.

Job Machine Time

Similar to the Job Labor Reporting transaction that automates the process of collecting labor time against a job, the Job Machine Time transaction automates the process of collecting machine time against a job and operation. Use this transaction if you prefer to record machine time separately from labor time.

Job Material Issue

Use the Job Material Issue transaction to pick and issue raw material to a job. After you specify the job number from the pick list, the scanner displays items, quantity, and locations from which to pick.

Job Receipt

After completing a job, use the Job Receipt transaction to report quantities produced against a job number. The Job Receipt transaction can be configured to either report production to a fixed floor location or to combine putaway along with job receipt transactions. It also offers the option to print barcoded labels and to auto-populate the next lot number for lot-controlled items.

It is worth noting that the Job Receipt transaction does not close a job or an operation, nor does it backflush raw material against a job. If you need to close a job, complete an operation or backflush raw material, consider using the Move transaction.

Move

Use the Move transaction to report quantities against a job or operation and to backflush raw materials or labor / machine time. The Move transaction provides the ability to report completed, moved and scrap quantities on the last operation of a job, as opposed to every operation. You can use the Move transaction to complete an operation, close a job, combine putaway, and print barcoded labels for produced items.

Production Schedule Receipt and Production Schedule Scrap

Use the Production Schedule Receipt and Production Schedule Scrap transactions to report production and scrap for repetitive manufacturing processes where production schedules are used instead of job orders.

These transactions can be configured to either report production to a fixed floor location or to combine putaway, depending on the business process requirements. They also offer options to print barcoded labels for received or scrapped items, and to specify reason codes for scrap.

Unissue Job Material

If excess material has been issued to a job and not consumed, use the Unissue Job Material transaction to return that material to a stock location. This transaction provides the option to require you to reenter item or lot numbers, and an option to print barcoded labels for material.

Work Center Labor

Use the Work Center Labor transaction to book labor time against a work center. This transaction offers the option to combine machine time and labor time booking.

Work Center Machine Time

If you want to record machine time against a work center separately from labor time, use the Work Center Machine Time transaction.

Work Center Material

Use the Work Center Material transaction to issue material to a work center. Like the Job Material Issue transaction, the Work Center Material transaction directs you to pick the necessary material based on a pick list.

Basic Time and Attendance

Infor Warehouse Mobility for SyteLine offers basic time and attendance functionality that allows you to track or monitor the time and attendance of employees using barcoded identification cards. After data has been collected, you can use SyteLine to process payroll information or transfer data to a third party payroll software.

Basic Time and Attendance is integrated with Job Labor Reporting to provide optional validations that can be configured using the Infor Warehouse Mobility Administration Tool. For example, you can opt to close all open jobs for an employee when that employee clocks out.

Basic Time and Attendance transactions include:

Clock In/Out

Use the Clock In/Out transaction to clock in at the beginning of a shift and to clock out at the end of a shift.

Lunch In/Out

Use the Lunch In/Out transaction to clock out for a lunch break in the middle of a shift and to clock in upon returning.

Time Attendance

Use the Time Attendance transaction to clock in and out for shifts, lunches, breaks, or miscellaneous reasons.

Chapter 2: Inventory Management

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This chapter explains how to use a handheld scanner to perform these inventory management transactions with Infor Warehouse Mobility for SyteLine:

- Change Warehouse
- Customer Order Picking
- Cycle Count
- Cycle Count Verify
- Item Inquiry
- Location Inquiry
- Miscellaneous Issue
- Miscellaneous Receipt
- Physical Inventory By Sheet
- Physical Inventory By Tag
- Physical Inventory By Tag/Item
- Purchase Order Receipts
- Putaway
- Quantity Adjustment
- Shipping
- Stock Move
- Transfer Order Receipts
- Transfer Order Shipping

This chapter concludes with instructions for Configuring Inventory Management Transactions using the Infor Warehouse Mobility Administration Tool.

Change Warehouse

Your default warehouse determines which warehouse will be selected by default when performing transactions.

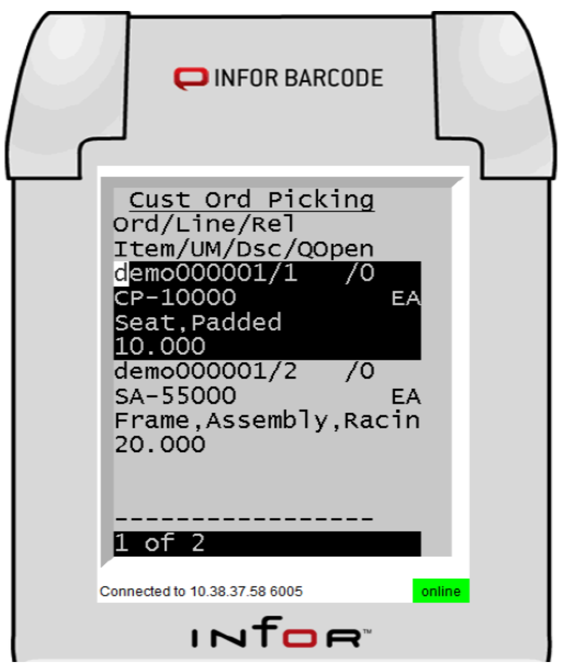
To change your default warehouse:

1. From the main menu, select **Inventory**.
2. From the **Inventory** menu, select **Change Warehouse**. Your current warehouse is displayed in the **Crnt Whse** field.
3. In the **New Whse** field, specify a new warehouse.
4. Press **Enter**.

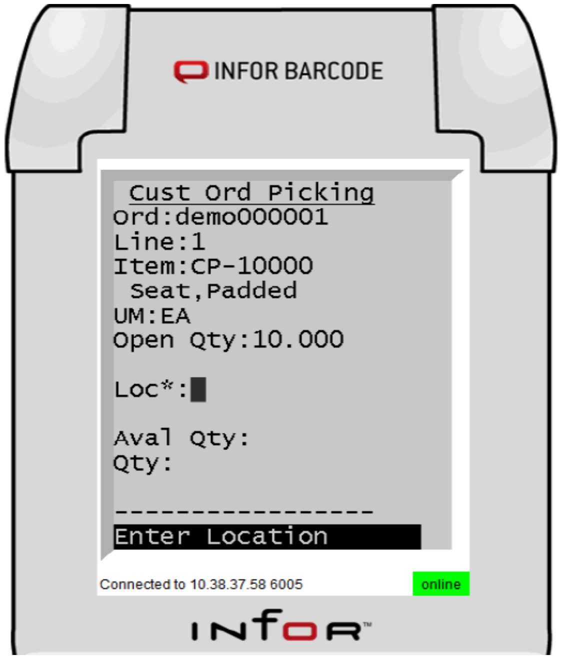
Customer Order Picking

Use the Customer Order Picking transaction to transfer items from stock room to shipping dock location and reserve items to fulfill customer order lines.

1. From the main menu, select **Inventory Mgmt**.
2. From the **Inventory Mgmt** menu, select **Cust Ord Picking**.
3. Scan or specify the customer order number in the **Ord** field.
4. Specify or scan a staging location in the **Stage Loc** field, or accept the default staging location. Press **Enter**.
5. Select an order line from the list. Press **Enter**.



6. Specify or scan a location from which to pick the item. Optionally, press F4 to select from a list of available locations.



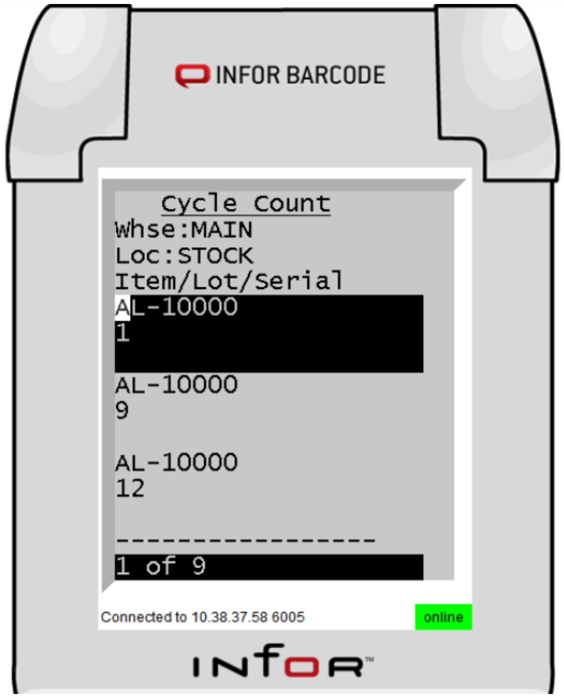
7. Scan or specify the quantity to pick.
8. Press **Enter**. A `Successful` message is displayed.

In SyteLine, the items are shown as reserved.

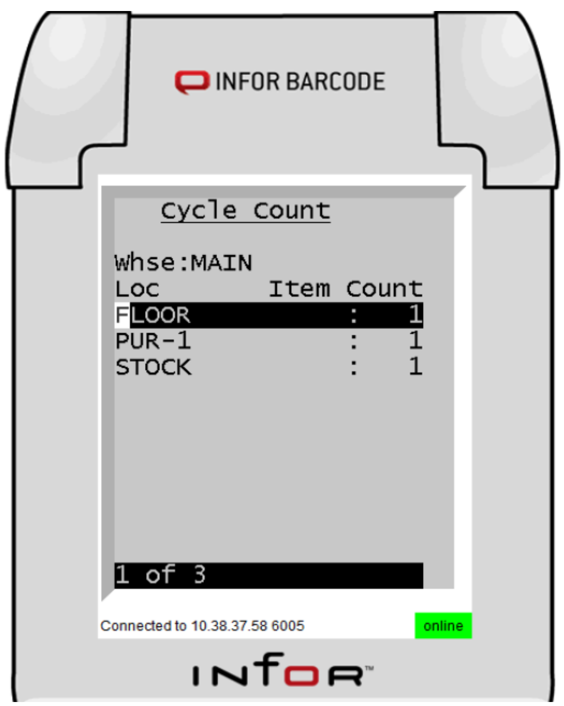
Cycle Count

Use the Cycle Count transaction to count items by location, by item number, or both.

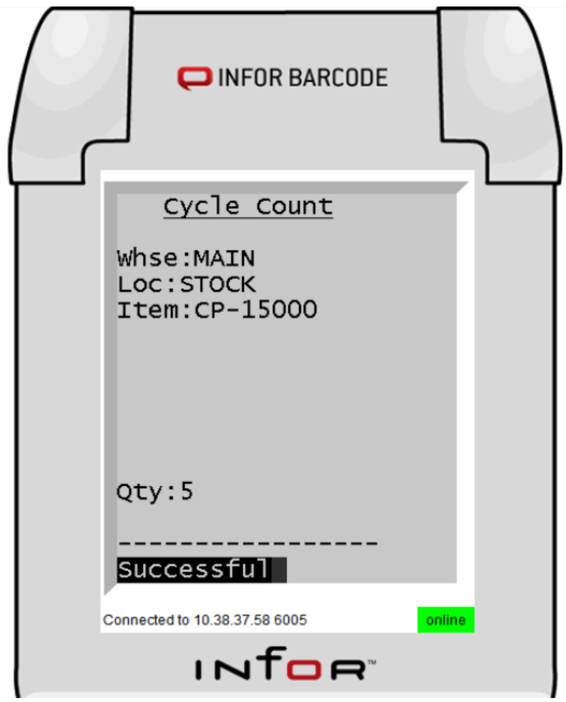
1. From the main menu, select **Inventory Mgmt**.
2. From the **Inventory Mgmt** menu, select **Cycle Count**.
3. Perform the cycle count:
   - To count by location, scan or specify a location in the **Loc** field and leave the Item field blank. Press **Enter**. All items available in the specified location are displayed.



- To count by item number, leave the **Loc** field blank and scan or specify an item number in the Item field. Press **Enter**. Available quantities of this item in all locations are displayed.



- To count by location and item number, scan or specify a location in the **Loc** field and scan or specify an item number in the **Item** field. Press **Enter**. The quantity of the specified item in the specified location is displayed.

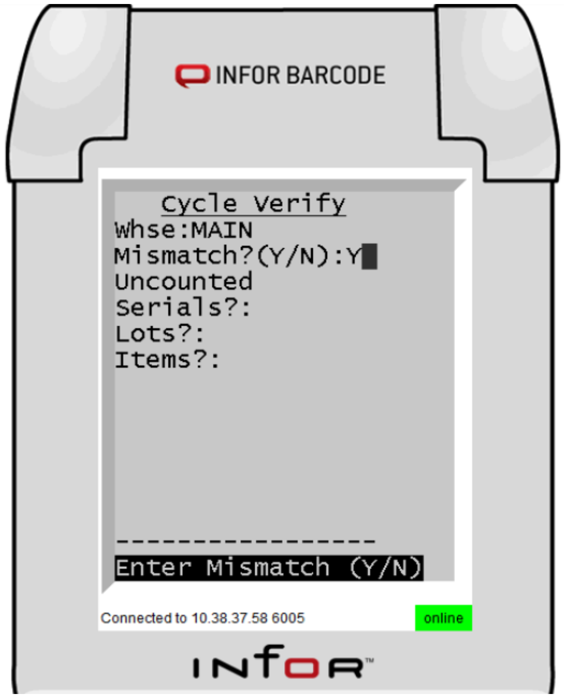


In SyteLine, the counted quantity on the Cycle Count update form is updated.

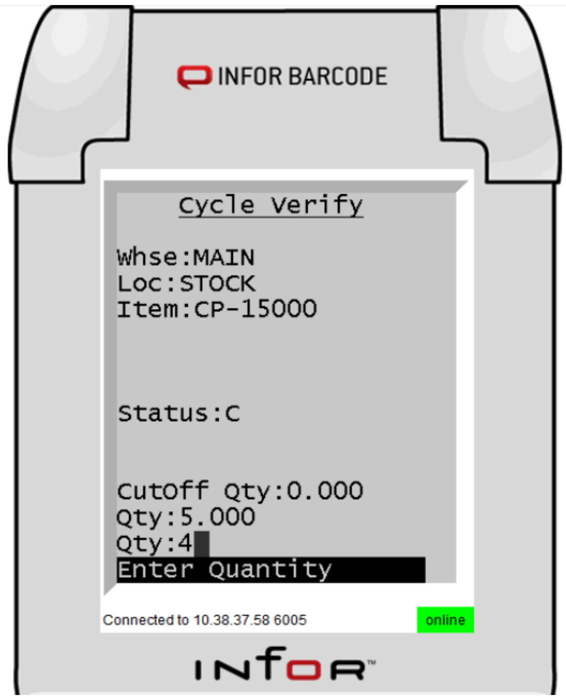
Cycle Count Verify

Supervisors use the Cycle Count Verify transaction to verify and update cycle counted items.

1. From the main menu, select **Inventory Mgmt**.
2. From the **Inventory Mgmt** menu, select **CycleCount Verify**.
3. In the **Mismatch?** field, enter Y to view all mismatched items. Otherwise, enter N to filter by serial, lot, or item number.



4. Select a location to verify. Press **Enter**.
5. Select an item to verify. Press **Enter**.
6. The next page shows the status and counted quantity of the item at the specified location. Enter the updated quantity in the second **Qty** field.

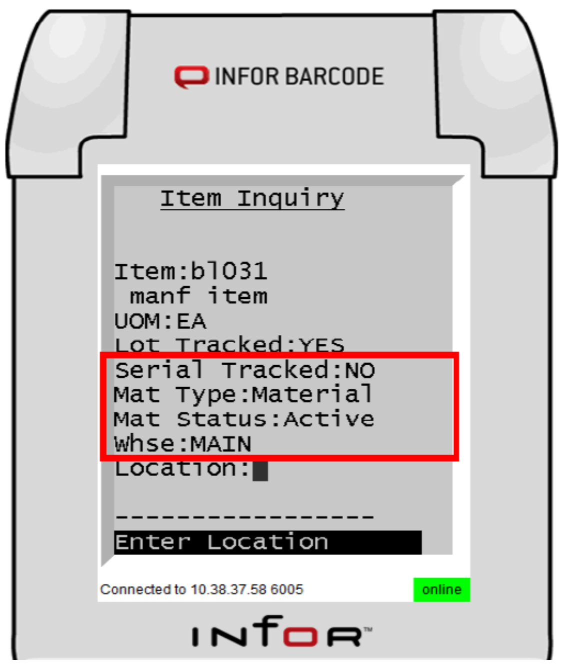


7. Press **Enter**. A `Successful` message is displayed.

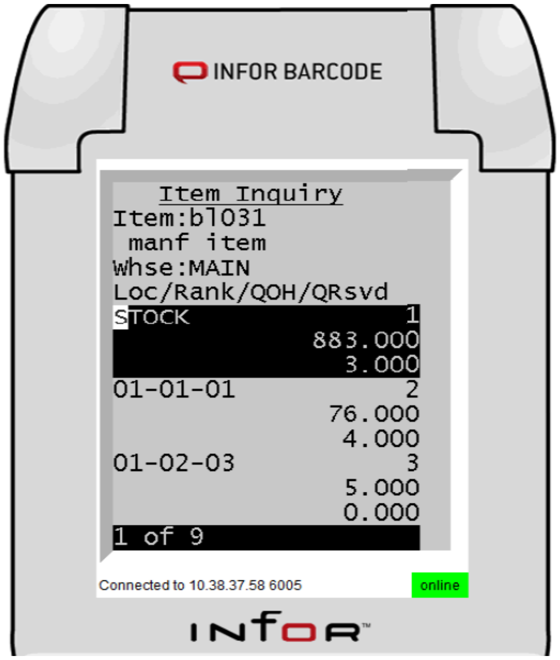
In SyteLine, the counted quantity is updated in the Cycle Count update form.

Item Inquiry

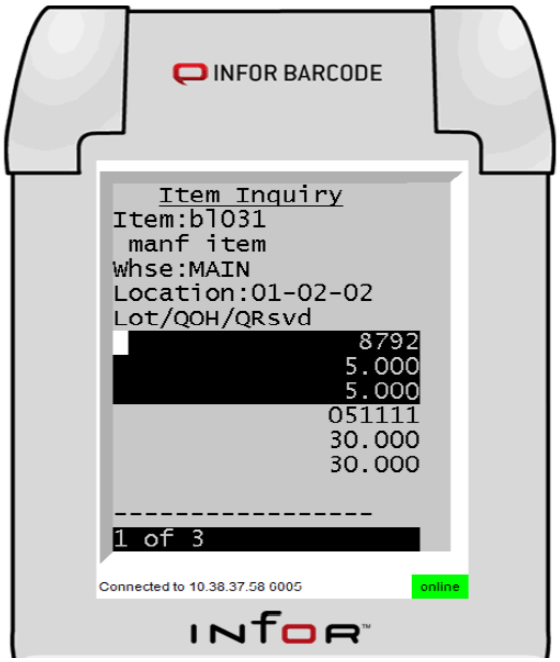
1. From the main menu, select **Inventory Mgmt**.
2. From the **Inventory Mgmt** menu, select **Item Inquiry**.
3. Scan or specify the item number in the **Item** field, then press **Enter**. Item attributes are displayed.



4. Scan or specify a location in the **Location** field, or leave the **Location** field blank to list all locations. Press **Enter**.
5. On the next page, items are listed by location, quantity on hand, and reserved quantity. Select a location and press **Enter**.



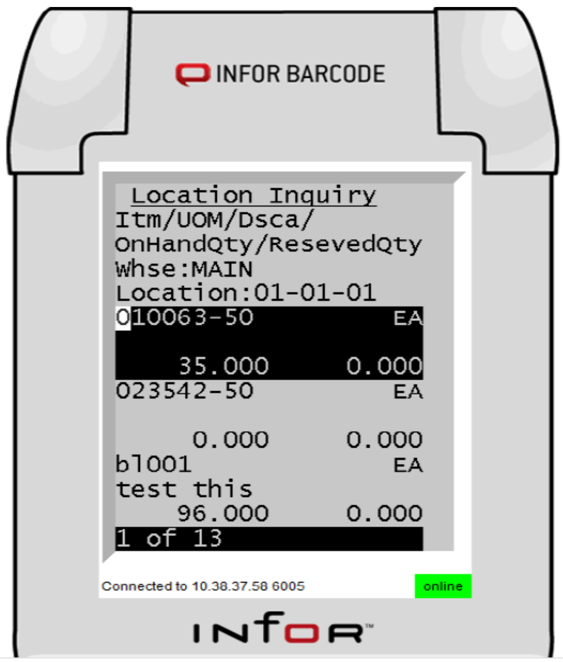
6. On the next page, items are listed by lot number, quantity on hand, and reserved quantity. Press **Esc** to return to the main menu.



Location Inquiry

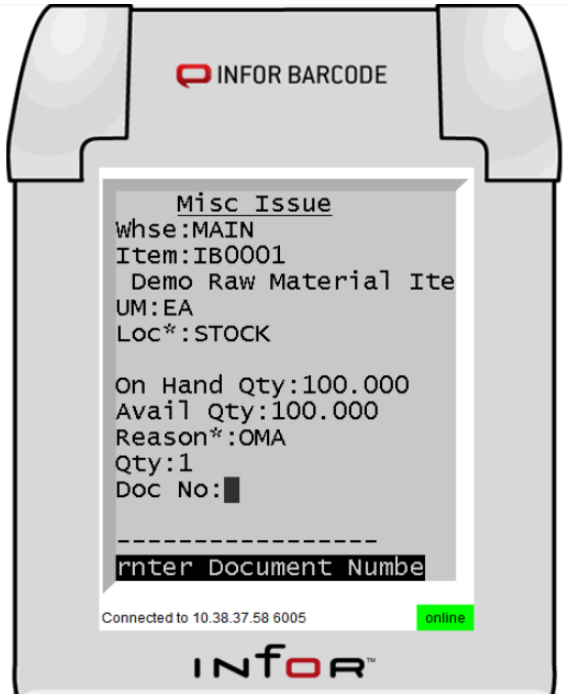
Use the Location Inquiry transaction to view a list of all available items at a specific location.

1. From the main menu, select **Inventory Mgmt**.
2. From the **Inventory Mgmt** menu, select **Location Inquiry**.
3. Scan or specify the location in the **Location** field, then press **Enter**. The item list is displayed.



Miscellaneous Issue

1. From the main menu, select **Inventory Mgmt**.
2. From the **Inventory Mgmt** menu, select **Misc Issue**.
3. Scan or specify the item number in the **Item** field, then press **Enter**.
4. In the **Loc** field, scan or specify the location from which items will be issued. Optionally, press F4 and select from a list of available locations.
5. Accept the default reason code in the **Reason** field, or press F4 to select from a list of reason codes.
6. In the **Qty** field, scan or specify the quantity to issue.
7. Optionally, scan or specify a document number in the **Doc No** field.

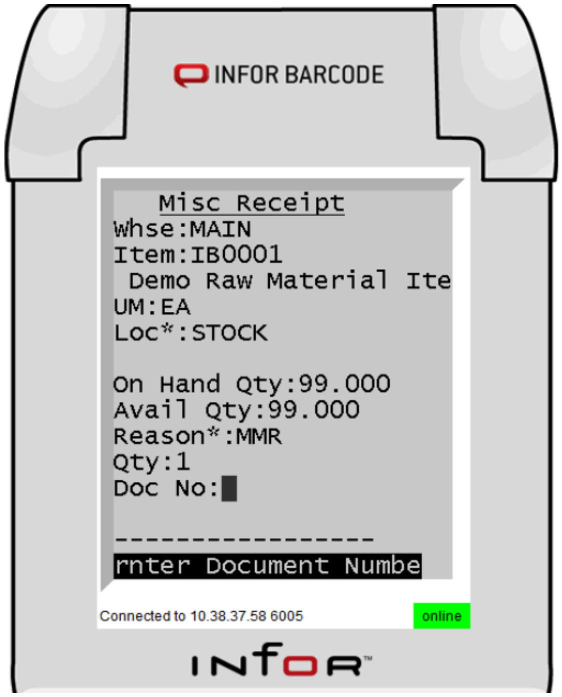


8. Press **Enter**. A `Successful` message is displayed.

In SyteLine, the Material Transactions form is updated.

Miscellaneous Receipt

1. From the main menu, select **Inventory Mgmt**.
2. From the **Inventory Mgmt** menu, select **Misc Receipt**.
3. Scan or specify the item number in the **Item** field, then press **Enter**.
4. In the **Loc** field, scan or specify the location where items will be received. Optionally, press F4 and select from a list of available locations.
5. Accept the default reason code in the **Reason** field, or press F4 to select from a list of reason codes.
6. In the **Qty** field, scan or specify the quantity being received.
7. Optionally, scan or specify a document number in the **Doc No** field.



8. Press **Enter**. A `Successful` message is displayed.

In SyteLine, the Material Transactions form is updated.

Physical Inventory By Sheet

1. On the Main Menu, select **Inventory**.
2. On the Inventory menu, select **Phy Inv By Sheet**.
3. Specify or review this information:

   Checking (Y/N)

   To verify previous counts, specify Y. To conduct a new count, specify N.

   Whse

   Your warehouse is displayed.

   Empl ID

   Your employee number is displayed.

   Sheet

   Scan an inventory sheet number.

4. Press **Enter**. A list of uncounted items and locations are displayed.
5. Select an item and location.

6. Press **Enter**.
7. Specify this information:

   Whse

   If the **Input Whse** parameter is cleared, your warehouse is displayed. If the **Input Whse** parameter is selected, specify the warehouse to confirm you are counting in the correct warehouse. This field is only available if the **Input Whse** parameter is selected.

   Item

   If the **Input Item** parameter is cleared, the item number and description are displayed. If the **Input Item** parameter is selected, scan the item number to confirm you are counting the correct item.

   UM

   The unit of measure is displayed.

   Lot

   If the **Input Lot** parameter is cleared, the lot number is displayed. If the **Input Lot** parameter is selected, scan the item number to confirm you are counting the correct lot.

   Serial

   If the **Input Serial** parameter is cleared, the serial number is displayed. If the **Input Serial** parameter is selected, scan the serial number to confirm you are counting the correct item.

   Loc

   If the **Input Location** parameter is cleared, the location is displayed. If the **Input Location** parameter is selected, scan the location to confirm you are counting at the correct location.

   Qty

   Specify the counted quantity.
8. Press **Enter**.

In SyteLine, the count quantity for the sheet is updated.

Physical Inventory By Tag

1. From the main menu, select **Inventory**.
2. From the **Inventory** menu, select **Phy Inv By Tag**
3. Specify or review this information:

   Checking (Y/N)

   To verify previous counts, specify Y. To conduct a new count, specify N.

   Whse

   Your warehouse is displayed.

Empl ID

Specify your employee ID.

Tag

Scan a tag.

Item

If the **Input Item** parameter is cleared, the item number and description are displayed. If the **Input Item** parameter is selected, scan the item number to confirm you are counting the correct item.

UM

The unit of measure is displayed.

Lot

If the **Input Lot** parameter is cleared, the lot number is displayed. If the **Input Lot** parameter is selected, scan the item number to confirm you are counting the correct lot.

Serial

If the **Input Serial** parameter is cleared, the serial number is displayed. If the **Input Serial** parameter is selected, scan the serial number to confirm you are counting the correct item.

Whse

If applicable, specify the warehouse to confirm you are counting in the correct warehouse. This field is only available if the **Input Whse** parameter is selected.

Loc

If the **Input Location** parameter is cleared, the location is displayed. If the **Input Location** parameter is selected, scan the location to confirm you are counting at the correct location.

Qty

Specify the counted quantity.

4. Press **Enter**.

In SyteLine, the count quantity for the tag is updated.

Physical Inventory By Tag/Item

1. On the Main Menu, select **Inventory**.
2. On the Inventory menu, select **Phy Inv By Tag/Item**.
3. Specify or review this information:

Whse

Your warehouse is displayed.

Empl ID

Your employee number is displayed.

Item

Scan the item number.

Lot

Scan the item number. This field is only displayed if the item is lot-controlled.

Serial

Scan the serial number. This field is only displayed if the item is serial-controlled.

Loc

Scan the location.

Tag

Scan the tag number.

UM

The unit of measure is displayed.

Qty

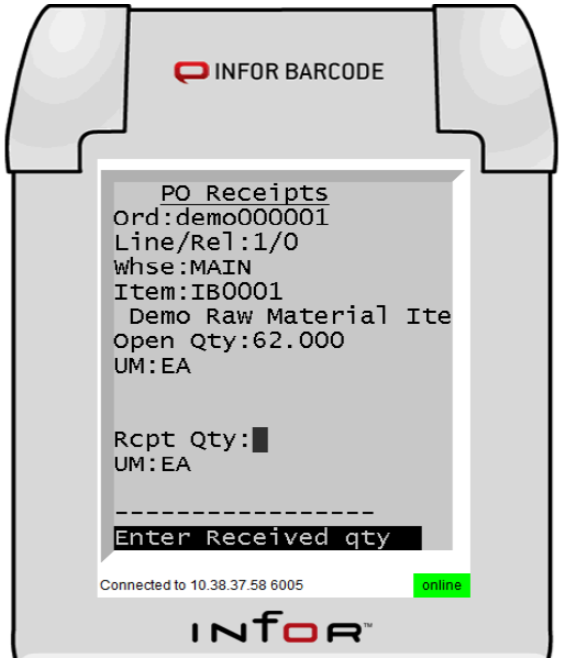
Specify the counted quantity.

4. Press **Enter**.

In SyteLine, the count quantity for the tag is recorded.

Purchase Order Receipts

1. From the main menu, select **Inventory Mgmt**.
2. From the **Inventory Mgmt** menu, select **PO Receipts**.
3. Scan or specify the purchase order number in the **Ord** field and item number in the **Item** field:
    - If you specify both the purchase order number and item number, the purchase order and item detail page displays.



- If you specify only the purchase order number, the next page lists all available items and lines. Select a line item to proceed to the purchase order and item detail page.
- If you specify only the item number, the next page lists all open purchase orders for that item. Select a purchase order to proceed to the purchase order and item detail page.

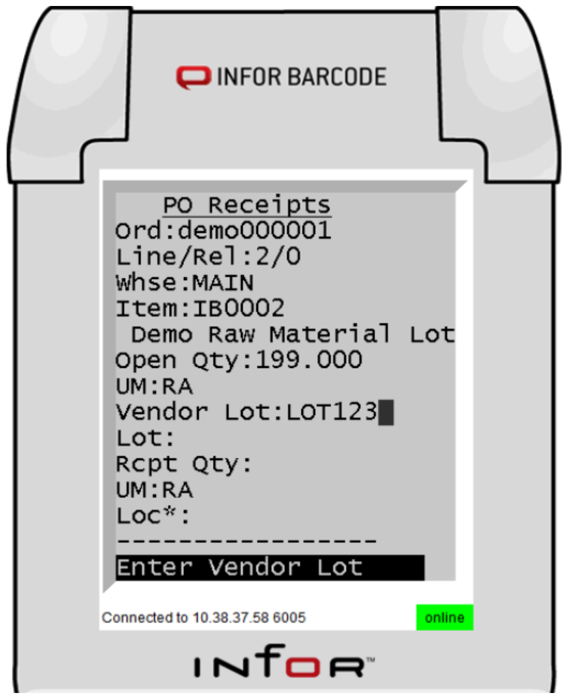
4. In the **Rcpt Qty** field, scan or specify the quantity received.
5. In the **UM** field, specify the unit of measure.
6. Press **Enter**. A `Successful` message is displayed.

In SyteLine, the Material Transactions form is updated, and the received quantity is updated in the Purchase Order Lines form.

Optional PO Receipt transactions

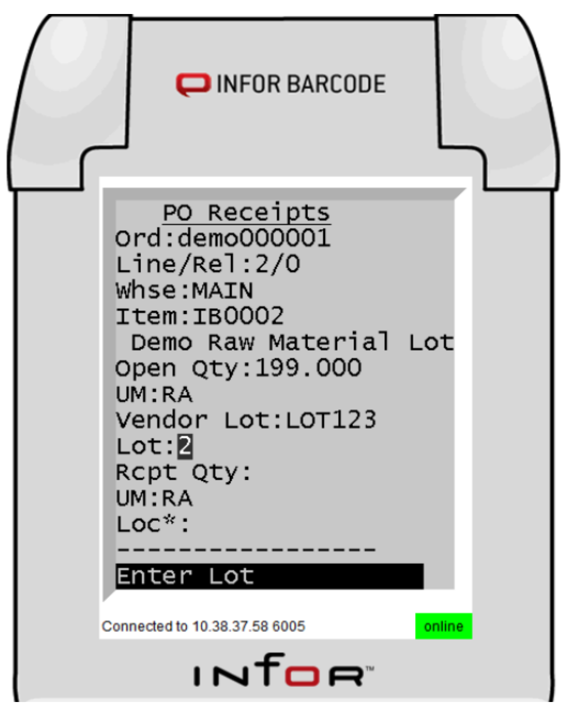
Receiving lot controlled items

Infor Warehouse Mobility for SyteLine provides the option to track lot numbers during purchase order receipt transactions. If this option is enabled, **Vendor Lot** and **Lot** fields are displayed on the purchase order and item detail page.



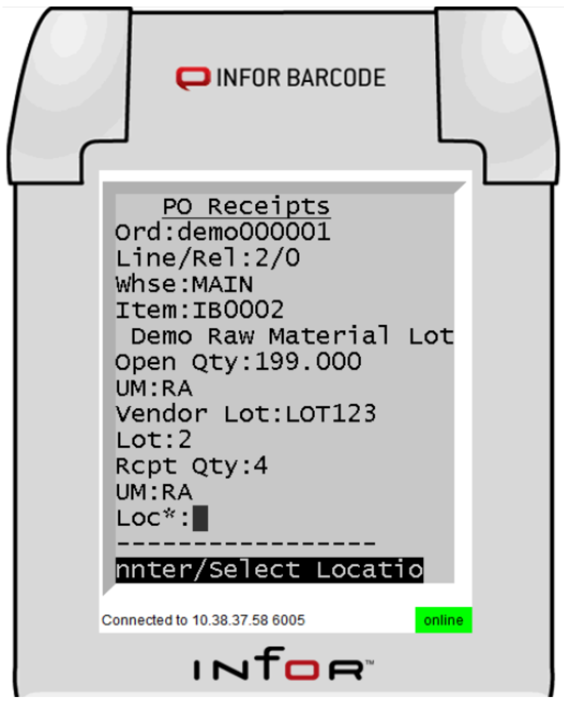
In the **Vendor Lot** field, scan or specify the vendor-provided lot number.

Infor Warehouse Mobility for SyteLine provides the option to autogenerate lot numbers. If this option is enabled, an autogenerated lot number displays in the **Lot** field. Otherwise, scan or specify a lot number in the **Lot** field.



Putaway

Infor Warehouse Mobility for SyteLine provides the option to combine putaway with purchase order receipt transactions. If this option is enabled, the **Loc** field is displayed on the purchase order and item detail page.



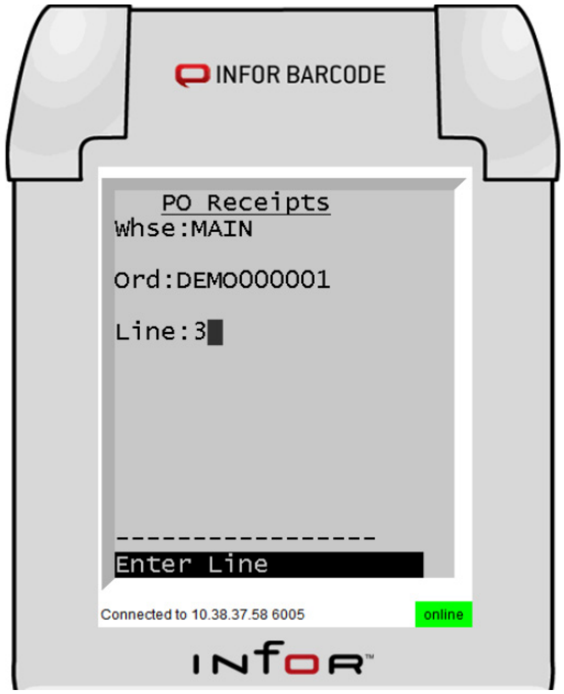
In the **Loc** field, scan or specify a location to put away items. Optionally, press F4 to select from a list of locations.

When the transaction is complete, the Material Transactions form is updated in SyteLine and the item is displayed as being available in the specified putaway location.

Receiving by purchase order and line number

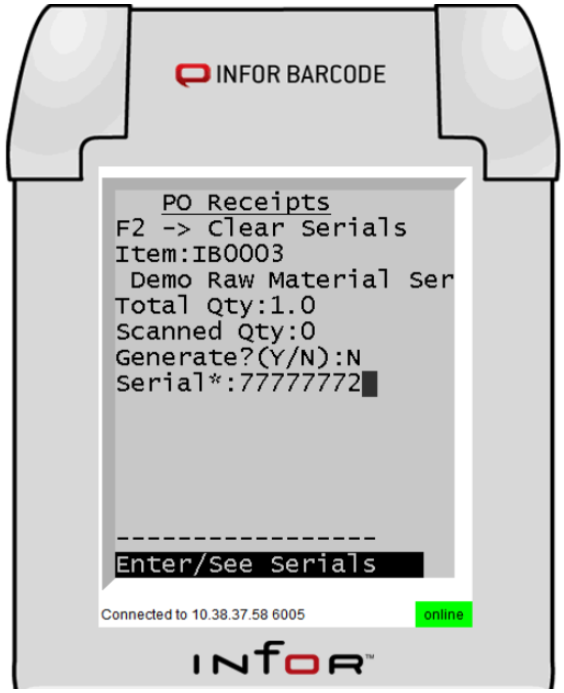
Infor Warehouse Mobility for SyteLine provides the option to receive items by purchase order number and line number. If this option is enabled, the PO Receipts page will display a **Line** field instead of an **Item** field.

Scan or specify the purchase order number in the **Ord** field and the line number in the **Line** field.



Receiving serial number controlled items

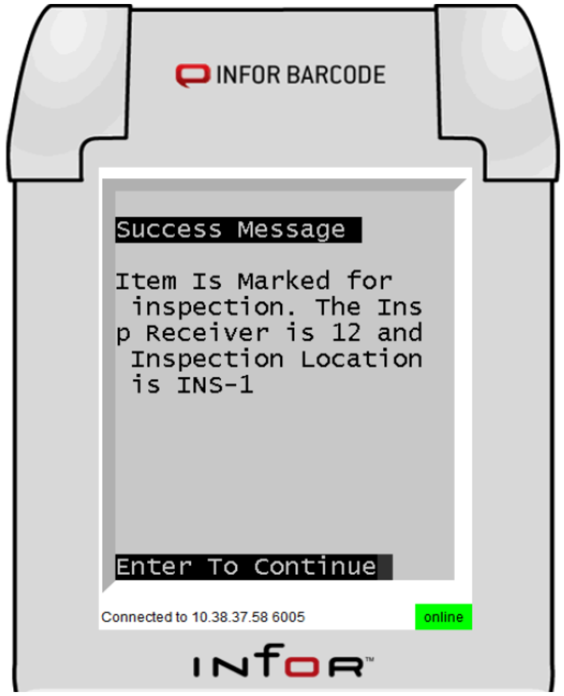
Infor Warehouse Mobility for SyteLine provides the option to track serial numbers during purchase order receipt transactions. If this option is enabled, the **Serial** field is displayed. Scan or specify the serial number in the **Serial** field.



If you are receiving multiple serial numbers, you can press F4 to view a list of scanned serial numbers. If you have scanned a serial number in error, press F2 to clear all scanned serial numbers.

Receiving quality controlled items

Infor Warehouse Mobility for SyteLine provides the option to inspect items for quality control at the conclusion of a purchase order receipt transaction. If this option is enabled, a Marked for inspection message displays and the item is put away in an inspection location.

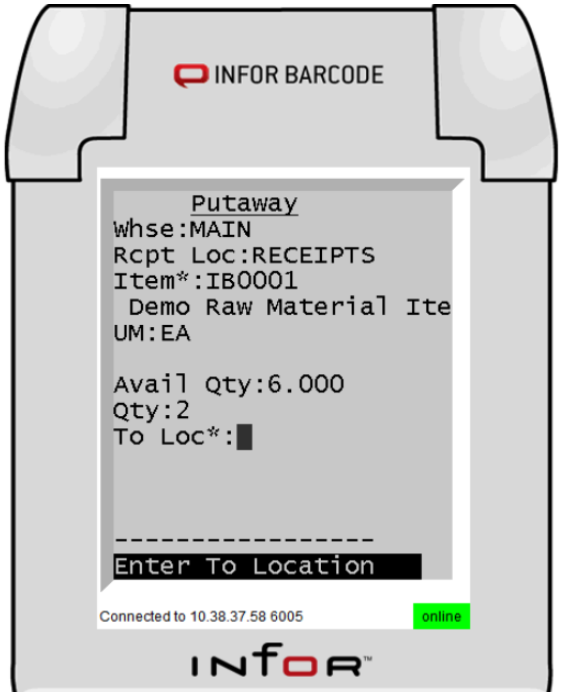


In SyteLine, a record is created in the QC Supplier Inspect/Disposition form.

Putaway

Use the Putaway transaction to move stock from a receiving location to an inventory stock location.

1. From the main menu, select **Inventory Mgmt**.
2. From the **Inventory Mgmt** menu, select **Putaway**.
3. In the **Item** field, scan or specify the item number.
4. In the **Qty** field, scan or specify the quantity to put away.
5. In the **To Loc** field, scan or specify the location where items will be put away. Optionally, press F4 to select from a list of available locations.



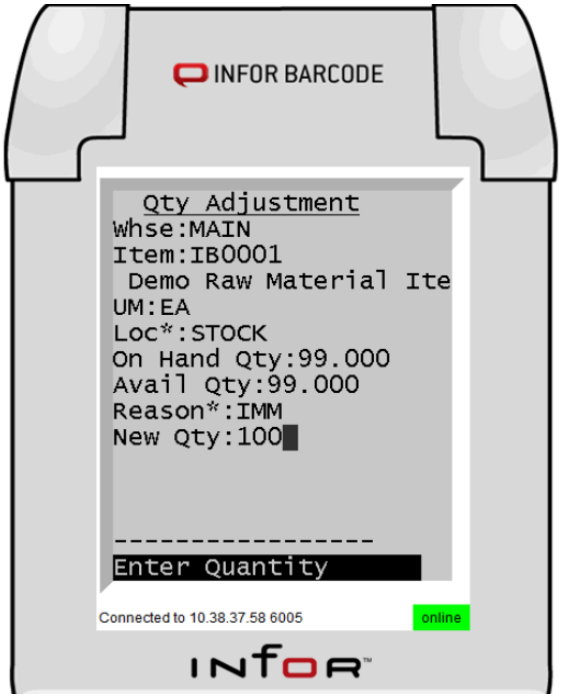
6. Press **Enter**. A `Successful` message is displayed.

In SyteLine, a Stock Move transaction is posted to the Material Transactions form.

Quantity Adjustment

Use the Quantity Adjustment transaction to correct a discrepancy between the reported quantity in SyteLine and the actual quantity of an item at a specific location.

1. From the main menu, select **Inventory Mgmt**.
2. From the **Inventory Mgmt** menu, select **Qty Adjustment**.
3. In the **Item** field, scan or specify the item number.
4. In the **UM** field, specify the unit of measure.
5. In the **Loc** field, scan or specify the location where item quantity will be adjusted. Optionally, press F4 and select from a list of available locations.
6. Accept the default reason code in the **Reason** field, or press F4 to select from a list of reason codes.
7. In the **New Qty** field, scan or specify the correct quantity.



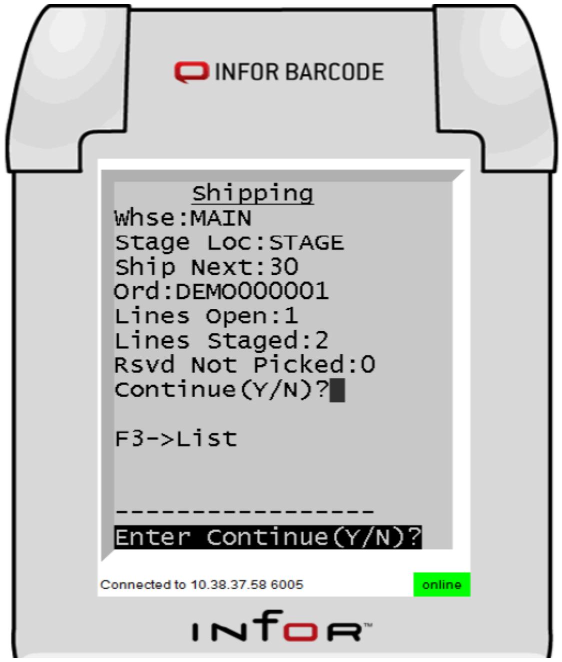
8. Optionally, scan or specify a document number in the **Doc No** field.
9. Press **Enter**. A `Successful` message is displayed.

In SyteLine, the Material Transactions form is updated.

Shipping

Use the Shipping transaction to ship customer orders.

1. From the main menu, select **Inventory Mgmt**.
2. From the **Inventory Mgmt** menu, select **Shipping**.
3. In the **Ord** field, scan or specify the customer order number.
4. Optionally, press F3 to view a list of lines staged and ready to ship.
5. In the **Continue** field, specify Y to confirm shipping.



6. Press **Enter**. A `Successful` message is displayed.

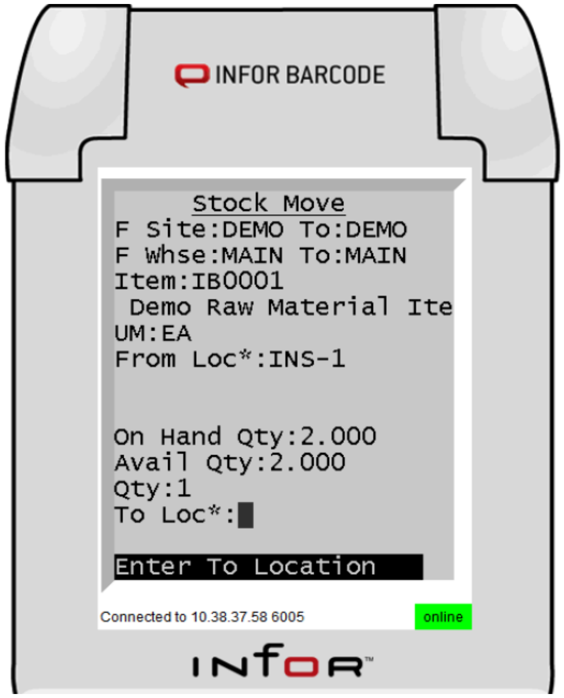
In SyteLine, the Ship transaction is posted to the Material Transactions form, and the shipped quantity is updated in the Customer Order Lines form.

Stock Move

Use the Stock Move transaction to relocate stocked items.

1. From the main menu, select **Inventory Mgmt**.
2. From the **Inventory Mgmt** menu, select **Stock Move**.
3. In the **Item** field, scan or specify the item number.
4. In the **From Loc** field, scan or specify the source location for the items. Optionally, press F4 to select from a list of available locations. On-hand and available quantities are displayed
5. In the **Qty** field, scan or specify the quantity to move.
6. In the **To Loc** field, scan or specify the destination location. Optionally press F4 to select from a list of available locations.

Note: If a permanent item/warehouse/location record does not exist in SyteLine, the Shipping transaction will add the record to the Item Stockroom Locations form if the global parameter setting is selected in the Infor Warehouse Mobility Administration Tool.

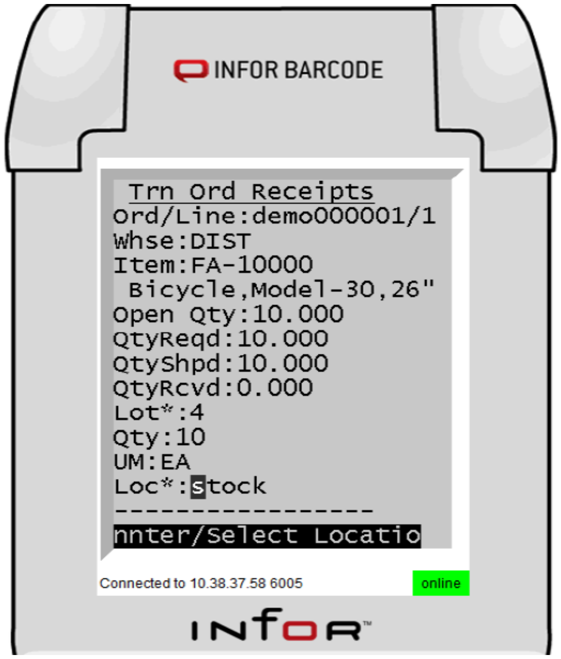


7. Press **Enter**. A `Successful` message is displayed.

In SyteLine, a Stock Move transaction is posted to the Material Transactions form.

Transfer Order Receipts

1. From the main menu, select **Inventory Mgmt**.
2. From the **Inventory Mgmt** menu, select **Trn Ord Receipts**.
3. In the **Ord** field, scan or specify the transfer order number.
4. In the **Item** field, scan or specify the item number. Optionally, leave the **Item** field blank to view a list of in-transit items for the specified transfer order.
5. In the **Lot** field, scan or specify the lot number to receive. Optionally, press F4 to select from a list of available lots.
6. In the **Qty** field, scan or specify the quantity to receive.
7. In the **Loc** field, scan or specify the receiving location. Optionally, press F4 to select from a list of available locations.

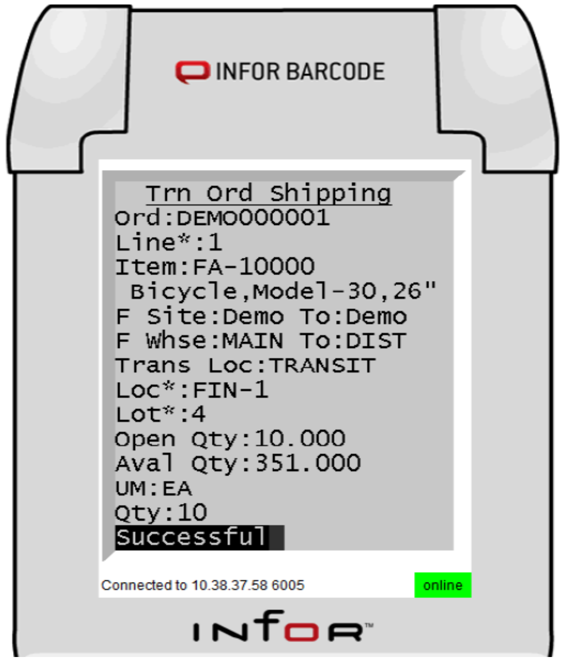


8. Press **Enter**. A `Successful` message is displayed.

In SyteLine, a Transfer transaction is posted to the Material Transactions form, and the received quantity is updated in the Transfer Order Line Items form.

Transfer Order Shipping

1. From the main menu, select **Inventory Mgmt**.
2. From the **Inventory Mgmt** menu, select **Trn Ord Shipping**.
3. In the **Ord** field, scan or specify the transfer order number.
4. In the **Line** field, scan or specify the line number. Optionally, press F4 to select from a list of available lines.
5. In the **Loc** field, scan or specify the source location. Optionally, press F4 to select from a list of available locations.
6. In the **Qty** field, scan or specify the quantity to ship.
7. Press **Enter**. A `Successful` message is displayed.



In SyteLine, a Transfer transaction is posted to the Material Transactions form. In the Transfer Order Line Items form, the shipped quantity and status are updated.

Configuring Inventory Management Transactions

You can use the Infor Warehouse Mobility Administration Tool to configure inventory management transactions.

Signing into the Infor Warehouse Mobility Administration Tool

To sign into the Infor Warehouse Mobility Administration Tool:

1. Open a Web browser and specify the URL for the administration sign-in page:

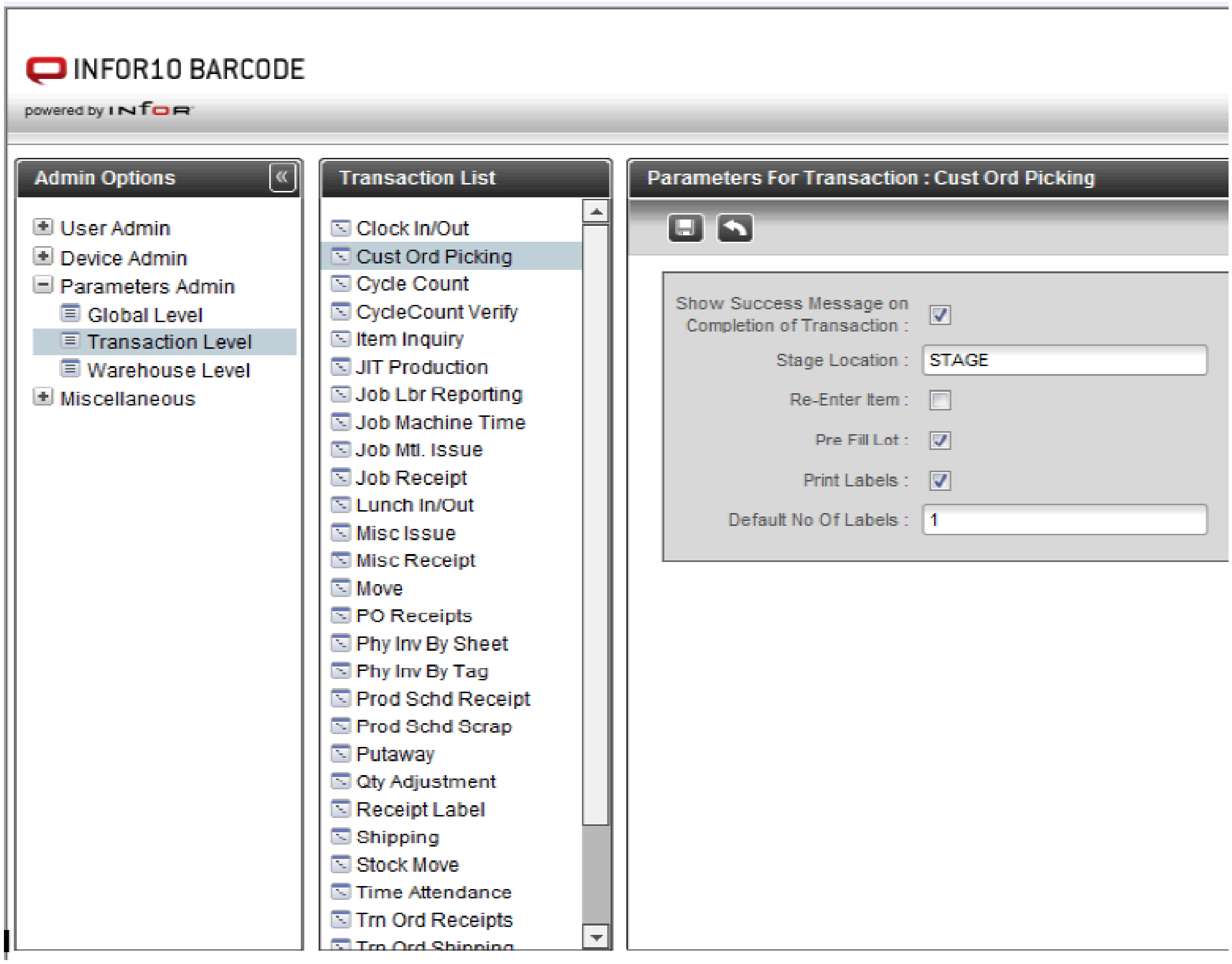
   `http://IPAddress:8080/adcadmin`

   where `IPAddress` is the IP address of the Infor Warehouse Mobility server. The sign-in screen is displayed.

2. Specify the username and password for the administrator. These values are specified during system installation, but you can edit them later. The default value for the username and password is `admin`.

3. Select the appropriate environment from the **Environment** list.

4. Click **Sign In**. The **Admin Options** menu is displayed.
5. In the **Admin Options** menu, select **Parameters** > **Transaction**.
6. In the Transaction List, select the transaction to edit (for example, **Cust Order Picking**, **PO Receipts**, or **Stock Move**). The **Parameters for Transaction** dialog box is displayed.



7. Edit the data fields and controls in the **Parameters for Transaction** dialog box as required. The data fields and controls are different for each transaction. See Using the Parameters for Transaction dialog box for more information.
8. Click **Save**.

Using the Parameters for Transaction dialog box

The **Parameters for Transaction** dialog box shows optional parameters you can set for each available transaction. Commonly-used parameters for inventory management transactions include the following.

Customer Order Picking

Pre-Fill Lot
Select this option to automatically fill the Lot field from the Location field.

Print Labels
Select this option to print barcode labels for picked items.

Re-Enter Item
Select this option to require the user to re-enter or re-scan items for verification.

Show Success Message on Completion of Transaction
Select this option to display a `Successful` message after the transaction has posted to SyteLine. If this option is deselected, no `Successful` message displays.

Stage Location
Specify a default staging location for picked orders.

Cycle Count and CycleCount Verify

Input Lot
Select this option to require the user to specify a lot number for the item being counted.

Input Item
Select this option to require the user to specify an item number for the item being counted.

Show Success Message on Completion of Transaction
Select this option to display a `Successful` message after the transaction has posted to SyteLine. If this option is deselected, no `Successful` message displays.

Miscellaneous Issue

Default Reason Code
Specify a default reason code to explain why items are being issued.

Input Document Number
Select this option to require the user to specify a document number.

Input UOM
Select this option to require the user to specify a unit of measure for issued items.

Show Success Message on Completion of Transaction
Select this option to display a `Successful` message after the transaction has posted to SyteLine. If this option is deselected, no `Successful` message displays.

Miscellaneous Receipt

Default Next Lot Number
Select this option to automatically specify the next sequentially available lot number.

Default Reason Code
Specify a default reason code to explain why items are being received.

Input Document Number
Select this option to require the user to specify a document number.

Input UOM
Select this option to require the user to specify a unit of measure for received items.

Labels Required
Select this option to print barcode labels for received items.

Prefill Lot
Select this option to require the user to specify a lot number.

Show Success Message on Completion of Transaction
Select this option to display a `Successful` message after the transaction has posted to SyteLine. If this option is deselected, no `Successful` message displays.

Physical Inventory by Sheet

Input Item

Select this check box to require users to confirm the item number by scanning it.

Input Whse

Select this check box to require users to confirm the warehouse by scanning it.

Input Location

Select this check box to require users to confirm the location by scanning it.

Input Lot

Select this check box to require users to confirm the lot number by scanning it.

Input Serial

Select this check box to require users to confirm the serial number by scanning it.

Physical Inventory by Tag

Input Item

Select this check box to require users to confirm the item number by scanning it.

Input Whse

Select this check box to require users to confirm the warehouse by scanning it.

Input Location

Select this check box to require users to confirm the location by scanning it.

Input Lot

Select this check box to require users to confirm the lot number by scanning it.

Input Serial

Select this check box to require users to confirm the serial number by scanning it.

Physical Inventory by Tag/Item

Prompt User a question to add new Tag

Select this check box to prompt users to verify that they are adding a new tag.

Purchase Order Receipts

Combine Putaway
Select this option to combine the Putaway transaction with the PO Receipt transaction.

Default Next Lot Number
Select this option to automatically assign the next available lot number for lot-controlled items.

Default Receipt Location
Specify a default location for receiving items. This setting is effective only when the **Combine Putaway** option is not selected.

Filter Lines by Warehouse
Select this option to show only items from a specified warehouse.

Labels Required
Select this option to print barcode labels for received items.

Receive by Line
Select this option to receive items by PO number and line number.

Show Success Message on Completion of Transaction
Select this option to display a `Successful` message after the transaction has posted to SyteLine. If this option is deselected, no `Successful` message displays.

Shipping

Ship In Next Days?
Specify a value to filter displayed orders by their scheduled ship date. For example, specify **5** to see only orders scheduled to ship in the next five days.

Show Success Message on Completion of Transaction
Select this option to display a `Successful` message after the transaction has posted to SyteLine. If this option is deselected, no `Successful` message displays.

Stage Location
Specify a default staging location for items to be shipped.

Transfer Order Receipts

Combine Putaway
Select this option to combine the Putaway transaction with the PO Receipt transaction.

Default Receipt Location
Specify a default location for receiving items. This setting is effective only when the **Combine Putaway** option is not selected.

Filter Lines by Warehouse
Select this option to show only items from a specified warehouse.

Labels Required
Select this option to print barcode labels for received items.

Receive All Serial
Select this option to receive all available serial numbers for an item on the transfer order.

Transfer Reason Code
Specify a default reason code to explain why items are being transferred.

Transfer Order Shipping

Allow Over Ship
Select this option to allow the user to ship a greater quantity of items than the quantity ordered.

Default To Location
Specify a default location to which items will be shipped.

Display All Lines
Select this option to display all lines on the transfer order. Deselect this option to display only the specified item.

Labels Required
Select this option to print barcode labels for shipped items.

Prefill Lot
Select this option to require the user to specify a lot number.

Show Success Message on Completion of Transaction
Select this option to display a `Successful` message after the transaction has posted to SyteLine. If this option is deselected, no `Successful` message displays.

Sort by Rank
Select this option to display locations in descending order based on available item quantity.

Chapter 3: Shop Floor Management

3

This chapter explains how to use a handheld scanner to perform these shop floor management transactions with Infor Warehouse Mobility for SyteLine:

- Issue Additional Material
- JIT Production
- Job Labor Reporting
- Job Machine Time
- Job Material Issue
- Job Receipt
- Move
- Production Schedule Receipt
- Production Schedule Scrap
- Unissue Job Material
- Work Center Labor
- Work Center Machine Time
- Work Center Material

This chapter concludes with instructions for Configuring shop floor management transactions using the Infor Warehouse Mobility Administration Tool.

Issue Additional Material

Use the Issue Additional Material transaction to issue additional material to jobs.

To issue additional material to jobs:

1. From the main menu, select **Issue Additional Mtrl**.
2. Specify or review this information:

   Job
   Scan a job number.

Suffix

Specify a suffix.

Whse

Your warehouse is displayed.

Operation

Specify an operation.

Item

The item number and description are displayed.

UM

The unit of measure is displayed.

Loc

Specify a location from which to issue the material.

Qty

Specify the quantity to issue.

3. Press **Enter**.

The material is issued.

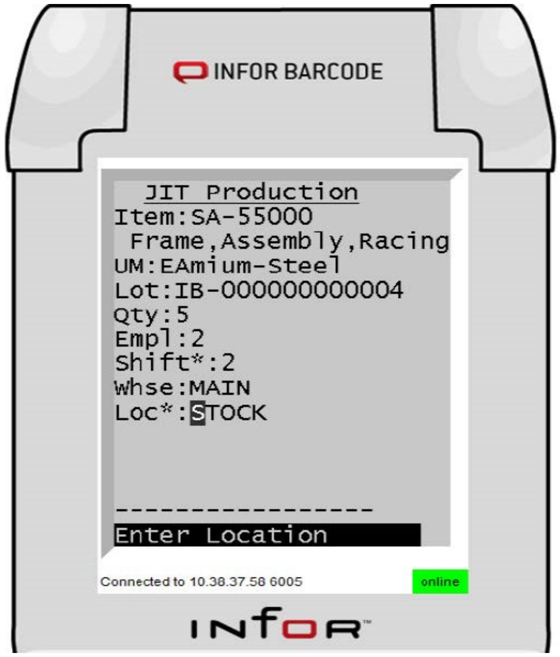
JIT Production

Use the JIT (Just In Time) Production transaction to report item production.

1. From the main menu, select **ShopFloor Mgmt**.
2. From the **ShopFloor Mgmt** menu, select **JIT Production**.
3. In the **Item** field, scan or specify the item number.
4. If the item being produced is lot controlled, scan or specify a lot number in the **Lot** field.

Note: SyteLine provides the option to automatically assign lot numbers. If this option is selected, an autogenerated lot number appears in the **Lot** field.

5. In the **Qty** field, scan or specify the quantity of items produced.
6. In the **Empl** field, scan or specify the employee ID number.
7. In the **Loc** field, scan or specify a location to put away the produced items. Optionally, press F4 to select from a list of available locations.



8. Press **Enter**. A `Successful` message is displayed.

In SyteLine, a Finish transaction of reference type JIT Production is posted to the Material Transactions form.

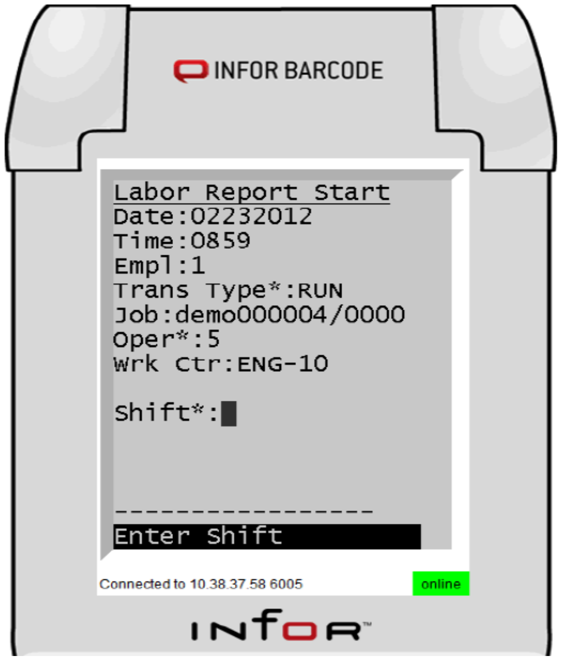
Job Labor Reporting

Use the Job Labor Reporting transaction to collect labor and machine time, and to report completed and rejected quantities of items.

Starting a job

1. From the main menu, select **ShopFloor Mgmt**.
2. From the **ShopFloor Mgmt** menu, select **Job Labor Reporting**.
3. In the **Empl** field, scan or specify the employee ID number.
4. In the **Trans Type** field, scan or specify the type of transaction being performed. Optionally, press F4 to select from a list of available transactions.
5. In the **Job** field, scan or specify the job order number.
6. In the **Oper** field, scan or specify the operation number. Optionally, press F4 to select from a list of available operations.

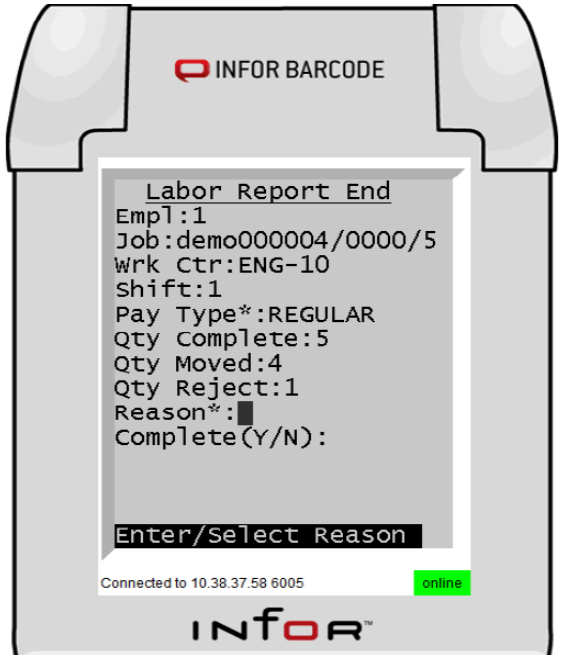
7. In the **Shift** field, scan or specify the shift code. Optionally, press F4 to select from a list of shift codes.



8. Press **Enter**. A `Successful` message is displayed.

Stopping a job

1. From the main menu, select **ShopFloor Mgmt**.
2. From the **ShopFloor Mgmt** menu, select **Job Labor Reporting**.
3. In the **Empl** field, scan or specify the employee ID number. Jobs in progress for this employee are displayed. Press **Enter**.
4. In the **Qty Complete** field, enter the quantity of items completed.
5. In the **Qty Moved** field, enter the quantity of items moved.
6. In the **Qty Reject** field, enter the quantity of items rejected.
7. If **Qty Reject** is greater than zero, the **Reason** field displays. Scan or specify the reason code for the rejected items, or press F4 to select from a list of reason codes.



8. In the **Complete** field, specify Y to complete the operation. Otherwise, specify N to keep the operation open.
9. Press **Enter**. A `Successful` message is displayed.

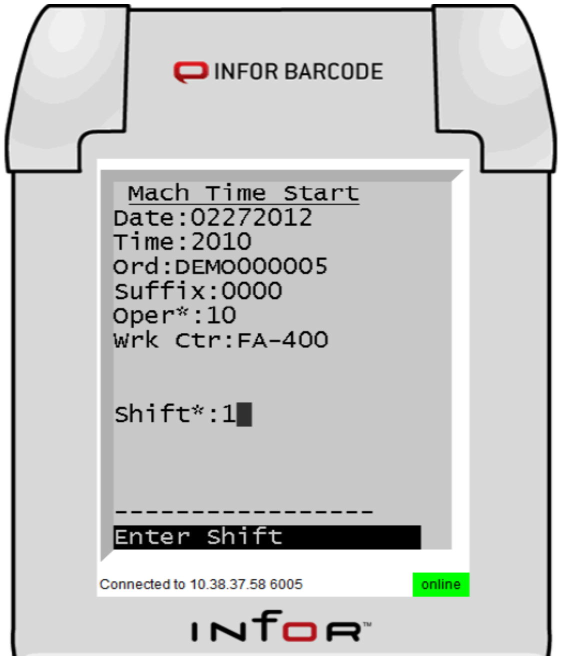
In SyteLine, item quantities and labor hours are updated in the Unposted Job Transactions form.

Job Machine Time

Use the Job Machine Time transaction to collect machine time for each job order.

Starting a job

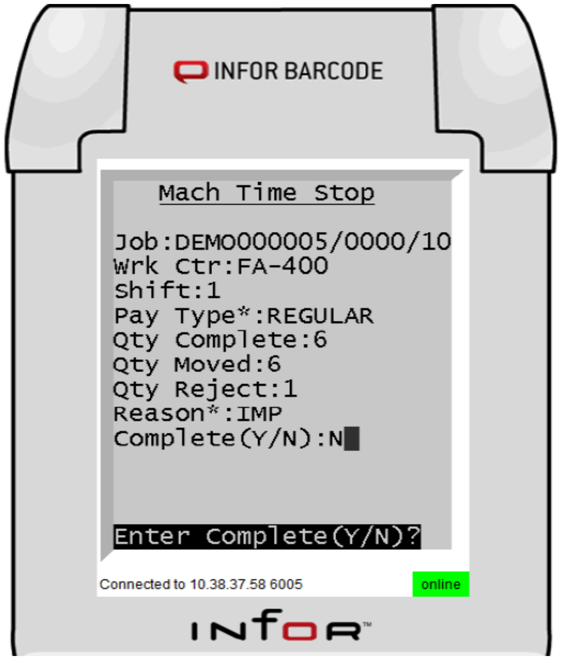
1. From the main menu, select **ShopFloor Mgmt**.
2. From the **ShopFloor Mgmt** menu, select **Job Machine Time**.
3. In the **Ord** field, scan or specify the job order number.
4. In the **Oper** field, scan or specify the operation number. Optionally, press F4 to select from a list of available operations.
5. In the **Shift** field, scan or specify the shift code. Optionally, press F4 to select from a list of shift codes.



6. Press **Enter**. A `Successful` message is displayed and the machine start time is posted to SyteLine.

Stopping a job

1. From the main menu, select **ShopFloor Mgmt**.
2. From the **ShopFloor Mgmt** menu, select **Job Machine Time**.
3. In the **Ord** field, scan or specify the job order number.
4. In the **Oper** field, scan or specify the operation number. Optionally, press F4 to select from a list of available operations.
5. In the **Qty Complete** field, enter the quantity of items completed.
6. In the **Qty Moved** field, enter the quantity of items moved.
7. In the **Qty Reject** field, enter the quantity of items rejected.
8. If **Qty Reject** is greater than zero, the **Reason** field displays. Scan or specify the reason code for the rejected items, or press F4 to select from a list of reason codes.
9. In the **Complete** field, specify Y to complete the operation. Otherwise, specify N to keep the operation open.



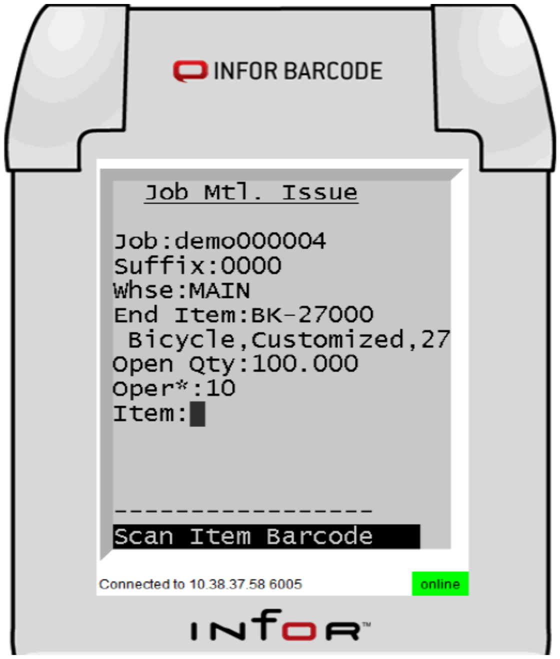
10. Press **Enter**. A `Successful` message is displayed.

In SyteLine, item quantities and machine hours are updated in the Unposted Job Transactions form.

Job Material Issue

Use the Job Material Issue transaction to pick and issue material for a job order.

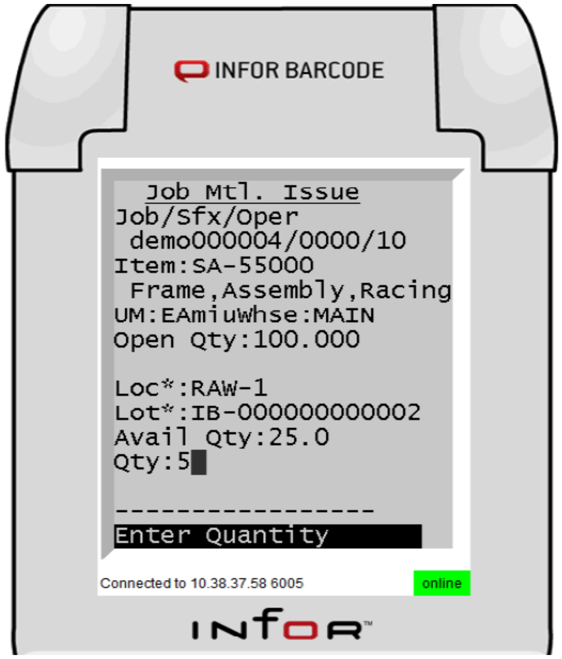
1. From the main menu, select **ShopFloor Mgmt**.
2. From the **ShopFloor Mgmt** menu, select **Job Mtl. Issue**.
3. In the **Job** field, scan or specify the job order number.
4. In the **Oper** field, scan or specify the operation number. Optionally, press F4 to select from a list of available operations.
5. In the **Item** field, scan or specify the item number. Optionally, leave the **Item** field blank and press **Enter** to select from a list of available items for this job or operation.



6. In the **Loc** field, scan or specify the location from which items will be issued. Optionally, press F4 and select from a list of available locations.
7. If the item being produced is lot controlled, scan or specify a lot number in the **Lot** field.

Note: SyteLine provides the option to source the lot number from the location list. If this option is selected, the lot number automatically appears in the **Lot** field.

8. In the **Qty** field, scan or specify the quantity to issue.



9. Press **Enter**. A `Successful` message is displayed.

In SyteLine, the Issue/WIP Change transaction is posted to the Material Transactions form.

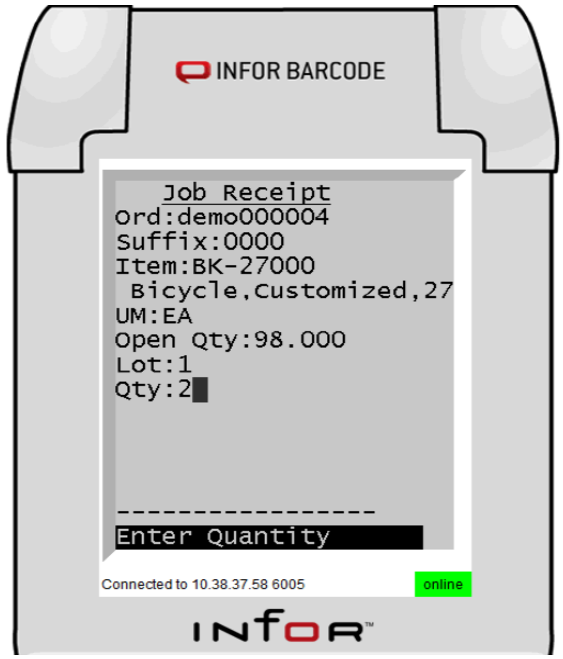
Job Receipt

Use the Job Receipt transaction to report completed item quantities for a specific job.

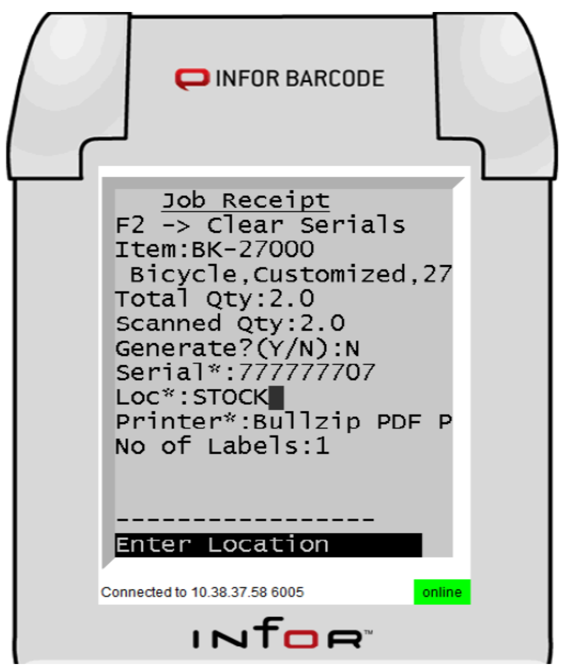
1. From the main menu, select **ShopFloor Mgmt**.
2. From the **ShopFloor Mgmt** menu, select **Job Receipt**.
3. In the **Ord** field, scan or specify the job order number.
4. If the item being received is lot controlled, scan or specify a lot number in the **Lot** field.

Note: SyteLine provides the option to autogenerate the next available lot number for this item. If this option is selected, the lot number automatically appears in the **Lot** field.

5. In the **Qty** field, scan or specify the quantity to receive.



6. If the item being received is serial-number controlled, the **Serial** field is displayed. Scan or specify a serial number. Optionally, press F4 to select from a list of scanned serial numbers. If you have scanned a serial number in error, press F2 to clear the **Serial** field.
7. In the **Loc** field, scan or specify a location to put away the received items. Optionally, press F4 to select from a list of available locations.



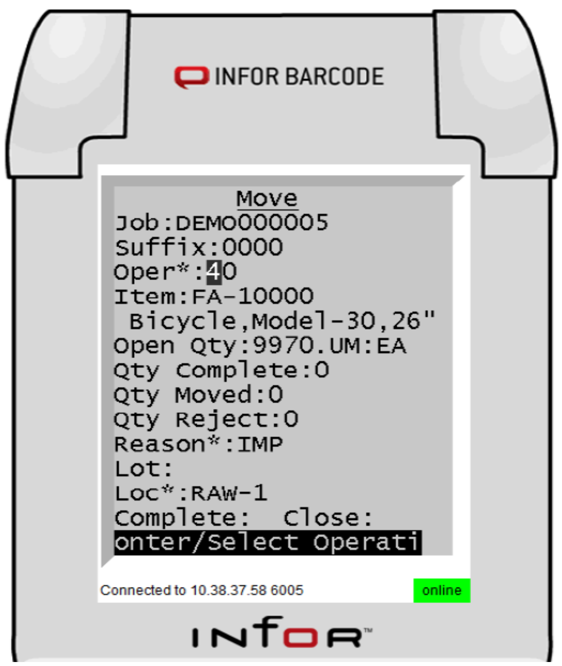
8. Press **Enter**. A `Successful` message is displayed.

In SyteLine, the Finish transaction is posted to the Material Transactions form.

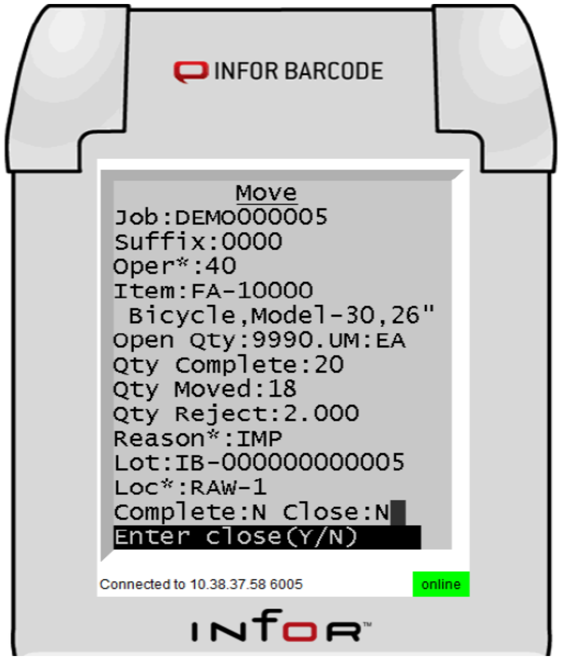
Move

Use the Move transaction to move produced items from one shop floor location to another.

1. From the main menu, select **ShopFloor Mgmt**.
2. From the **ShopFloor Mgmt** menu, select **Move**.
3. In the **Job** field, scan or specify the job order number.
4. Details of the final job operation are displayed. To report a different operation, scan or specify an operation number in the **Oper** field. Optionally, press F4 to select from a list of available operations.



5. In the **Qty Complete** field, scan or specify the quantity of items completed.
6. In the **Qty Moved** field, enter the quantity of items moved. The rejected quantity is calculated automatically, and for lot controlled items, a lot number is generated automatically.
7. In the **Loc** field, scan or specify a location to put away the produced items. Optionally, press F4 to select from a list of available locations.
8. Specify Y in the **Complete** field to complete the operation. Otherwise, specify N.
9. Specify Y in the **Close** field to close the job. Otherwise, specify N.



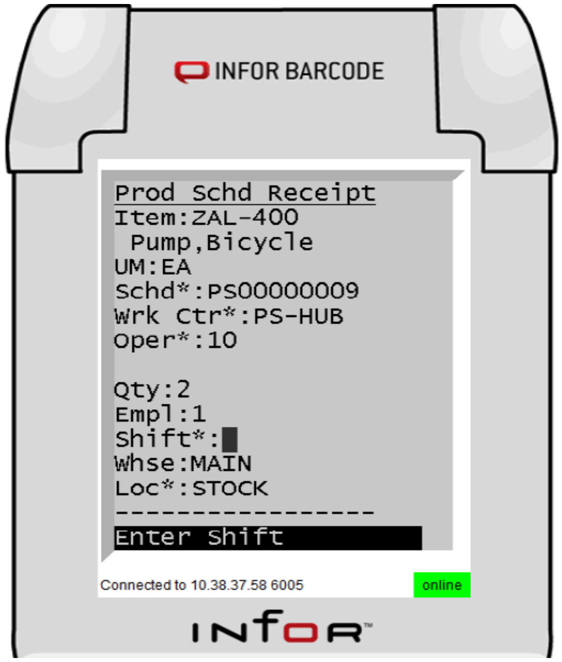
10. Press **Enter**. A `Successful` message is displayed.

In SyteLine, Labor/Next Operation and Finish transactions are posted to the Material Transactions form.

Production Schedule Receipt

Use the Production Schedule Scrap transaction to report the quantity of items produced during scheduled production.

1. From the main menu, select **ShopFloor Mgmt**.
2. From the **ShopFloor Mgmt** menu, select **Prod Schd Receipt**.
3. In the **Item** field, scan or specify the item number being produced.
4. In the **Wrk Ctr** field, scan or specify the work center where production occurs. Optionally, press F4 to select from a list of available work centers.
5. In the **Qty** field, scan or specify the quantity produced.
6. In the **Empl** field, scan or specify the employee ID number.
7. In the **Shift** field, scan or specify the shift code. Optionally, press F4 to select from a list of shift codes.



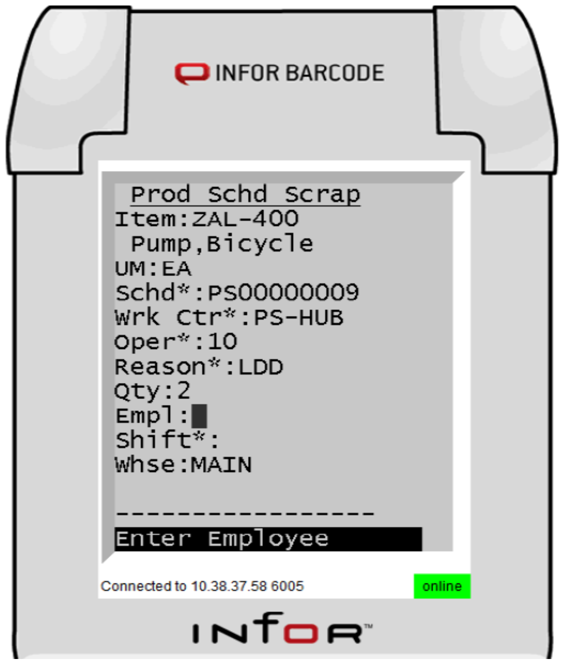
8. Press **Enter**. A `Successful` message is displayed.

In SyteLine, the Production Schedule Finish transaction is posted to the Material Transactions form, and the Completed quantity is updated on the Production Schedule Items form.

Production Schedule Scrap

Use the Production Schedule Scrap transaction to report the quantity of items scrapped during scheduled production.

1. From the main menu, select **ShopFloor Mgmt**.
2. From the **ShopFloor Mgmt** menu, select **Prod Schd Scrap**.
3. In the **Item** field, scan or specify the item number being scrapped.
4. In the **Wrk Ctr** field, scan or specify the work center where production occurs. Optionally, press F4 to select from a list of available work centers.
5. In the **Reason** field, scan or specify a reason code for the scrappage. Optionally, press F4 to select from a list of available reason codes.
6. In the **Qty** field, scan or specify the quantity scrapped.
7. In the **Empl** field, scan or specify the employee ID number.



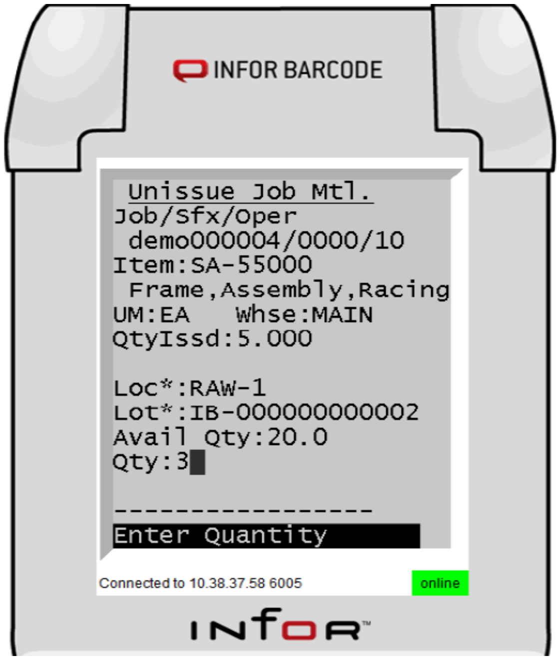
8. In the **Shift** field, scan or specify the shift code. Optionally, press F4 to select from a list of shift codes.
9. Press **Enter**. A `Successful` message is displayed.

In SyteLine, the Production Schedule Scrap transaction is posted to the Material Transactions form, and the Total Scrapped quantity is updated on the Production Schedule Items form.

Unissue Job Material

Use the Unissue Job Material transaction to return unused materials from a staging location to an inventory stock location.

1. From the main menu, select **ShopFloor Mgmt**.
2. From the **ShopFloor Mgmt** menu, select **Unissue Job Mtl**.
3. In the **Job** field, scan or specify the job order number.
4. In the **Oper** field, scan or specify the operation number. Optionally, press F4 to select from a list of available operations.
5. In the **Item** field, scan or specify the item number to return.
6. In the **Loc** field, scan or specify a location from which items will be returned. Optionally, press F4 to select from a list of available locations.
7. The **Avail Qty** field shows the quantity of items already issued to this location. In the **Qty** field, enter the quantity to return.



8. Press **Enter**. A `Successful` message is displayed.

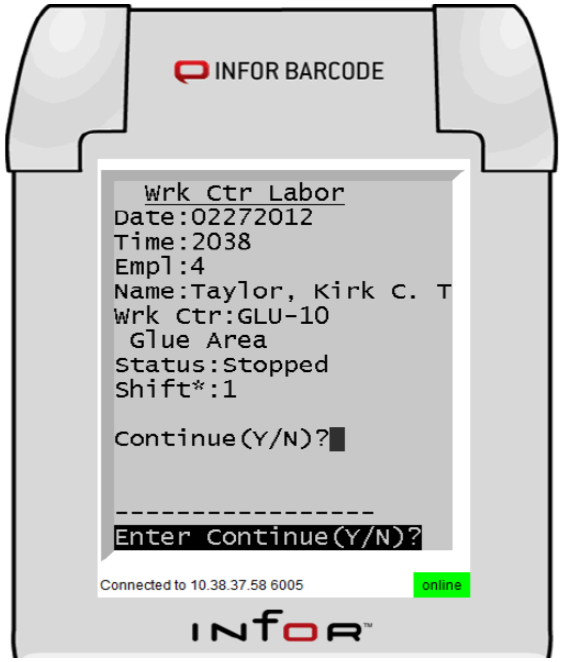
In SyteLine, a Withdrawal/Return transaction is posted to the Material Transactions form.

Work Center Labor

Use the Work Center Labor transaction to collect labor and machine hours.

Starting work

1. From the main menu, select **ShopFloor Mgmt**.
2. From the **ShopFloor Mgmt** menu, select **Wrk Ctr Labor**.
3. In the **Empl** field, scan or specify the employee ID number.
4. In the **Wrk Ctr** field, scan or specify the work center.
5. In the **Shift** field, scan or specify the shift code. Optionally, press F4 to select from a list of shift codes.
6. In the **Continue** field, specify Y to begin work.



7. Press **Enter**. A `Successful` message is displayed.

In SyteLine, the start time is recorded on the Work Center Labor Error Processing form.

Stopping work

1. From the main menu, select **ShopFloor Mgmt**.
2. From the **ShopFloor Mgmt** menu, select **Wrk Ctr Labor**.
3. In the **Empl** field, scan or specify the employee ID number.
4. The **Wrk Ctr** and **Shift** fields display values for work in progress. In the **Continue** field, specify Y to end work.
5. Press **Enter**. A `Successful` message is displayed.

In SyteLine, labor and machine hours are recorded on the Work Centers form.

Work Center Machine Time

Use the Work Center Machine Time transaction to collect machine time for a specific work center.

Starting work

1. From the main menu, select **ShopFloor Mgmt**.
2. From the **ShopFloor Mgmt** menu, select **Wrk Ctr Mach Time**.
3. In the **Empl** field, scan or specify the employee ID number.
4. In the **Wrk Ctr** field, scan or specify the work center.
5. In the **Shift** field, scan or specify the shift code. Optionally, press F4 to select from a list of shift codes.
6. In the **Continue** field, specify Y to begin work.
7. Press **Enter**. A `Successful` message is displayed.

In SyteLine, the machine start time is recorded on the Work Center Machine Time Error Processing form.

Stopping work

1. From the main menu, select **ShopFloor Mgmt**.
2. From the **ShopFloor Mgmt** menu, select **Wrk Ctr Mach Time**.
3. In the **Empl** field, scan or specify the employee ID number.
4. The **Wrk Ctr** and **Shift** fields display values for work in progress. In the **Continue** field, specify Y to end work.

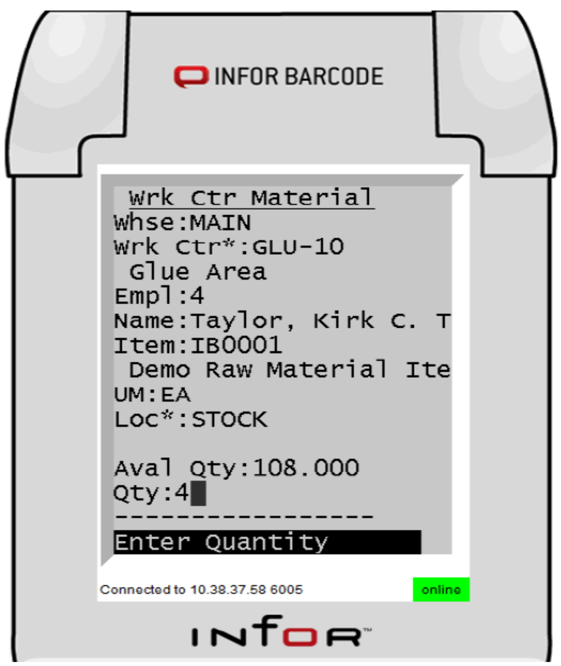
5. Press **Enter**. A `Successful` message is displayed.

In SyteLine, machine time is recorded on the Work Centers form.

Work Center Material

Use the Work Center Material transaction to issue raw material to a work center.

1. From the main menu, select **ShopFloor Mgmt**.
2. From the **ShopFloor Mgmt** menu, select **Wrk Ctr Material**.
3. In the **Wrk Ctr** field, scan or specify the work center.
4. In the **Empl** field, scan or specify the employee ID number.
5. In the **Item** field, scan or specify the item number to issue.
6. In the **Loc** field, scan or specify a source location for this item. Optionally, press F4 to select from a list of available locations.
7. In the **Qty** field, scan or specify a quantity to issue.



8. Press **Enter**. A `Successful` message is displayed.

In SyteLine, an Issue/WIP Change transaction is posted to the Material Transactions form.

Configuring shop floor management transactions

You can use the Infor Warehouse Mobility Administration Tool to configure shop floor management transactions.

Signing into the Infor Warehouse Mobility Administration Tool

To sign into the Infor Warehouse Mobility Administration Tool:

1. Open a Web browser and specify the URL for the administration sign-in page:

   `http://IPAddress:8080/adcadmin`

   where `IPAddress` is the IP address of the Infor Warehouse Mobility server. The sign-in screen is displayed.
2. Specify the username and password for the administrator. These values are specified during system installation, but you can edit them later. The default value for the username and password is `admin`.
3. Select the appropriate environment from the **Environment** list.
4. Click **Sign In**. The **Admin Options** menu is displayed.
5. In the **Admin Options** menu, select **Parameters** > **Transaction**.
6. In the Transaction List, select the transaction to edit (for example, **JIT Production**, **Production Schedule Receipt**, or **Work Center Machine Time**). The **Parameters for Transaction** dialog box is displayed.
7. Edit the data fields and controls in the **Parameters for Transaction** dialog box as required. The data fields and controls are different for each transaction. See Using the Parameters for Transaction dialog box for more information.
8. Click **Save**.

Using the Parameters for Transaction dialog box

The **Parameters for Transaction** dialog box shows optional parameters you can set for each available transaction. Commonly-used parameters for shop floor management transactions include the following.

Issue Additional Material

Show Success Message on Completion of Transaction
Select this option to display a `Successful` message after the transaction has posted to SyteLine. If this option is deselected, no `Successful` message displays.

Sort by Rank
Select this option to display locations in descending order based on available item quantity.

Default Operation

Specify the default operation for which to issue material.

Labels Required
Select this option to print barcode labels for produced items.

Default No of Labels

Specify the default number of labels to print.

Chart of Accounts for Non-Inv Item

Specify a valid account number from your ERP system. This account number will be used for transactions involving material that is not defined in your ERP system. You should check with your accounting department to determine which account number to use.

Chart of Accounts Unit1

Specify a valid Unit Code 1 from your ERP system to be used for transactions involving material that is not defined in your system. You should check with your accounting department to determine which unit code to use.

Chart of Accounts Unit2

Specify a valid Unit Code 2 from your ERP system to be used for transactions involving material that is not defined in your system. You should check with your accounting department to determine which unit code to use.

Chart of Accounts Unit3

Specify a valid Unit Code 3 from your ERP system to be used for transactions involving material that is not defined in your system. You should check with your accounting department to determine which unit code to use.

Chart of Accounts Unit4

Specify a valid Unit Code 4 from your ERP system to be used for transactions involving material that is not defined in your system. You should check with your accounting department to determine which unit code to use.

JIT Production

Combine Putaway
Select this option to combine the Putaway transaction with the JIT Production transaction.

Default Next Lot Number
Select this option to automatically assign the next available lot number for lot-controlled items.

Default Receipt Location
Specify a default location for receiving items after production. This setting is effective only when the **Combine Putaway** option is not selected.

Default Shift
Specify which shift code is displayed on the scanner by default.

Input UOM
Select this option to require the user to specify a unit of measure for produced items.

Labels Required
Select this option to print barcode labels for produced items.

Show Success Message on Completion of Transaction
Select this option to display a `Successful` message after the transaction has posted to SyteLine. If this option is deselected, no `Successful` message displays.

Job Labor Reporting

Allow Reporting of Quantities
Select this option to allow the user to report quantities of items completed.

Allow User to Close Job
Select this option to allow the user to close the job after operations are complete.

Allow User to Complete Operation
Select this option to allow the user to report an operation as complete.

Book Machine Time
Select this option to post machine time to SyteLine based on job start/stop times. Machine time is not split for overtime or double time.

Calculate Qty Rej Based on Qty Complete and Qty Moved
Select this option to calculate the rejected quantity by subtracting the quantity moved from the quantity completed.

Default Next Lot Number
Select this option to automatically assign the next available lot number for lot-controlled items.

Default Transaction Type
Specify the default job type as **SETUP**, **RUN**, or **INDIRECT**.

Show Success Message on Completion of Transaction
Select this option to display a `Successful` message after the transaction has posted to SyteLine. If this option is deselected, no `Successful` message displays.

Job Material Issue

Pre-Fill Lot
Select this option to automatically fill the Lot field from the Location field.

Re-Enter Item
Select this option to require the user to re-enter or re-scan items for verification.

Show Success Message on Completion of Transaction
Select this option to display a `Successful` message after the transaction has posted to SyteLine. If this option is deselected, no `Successful` message displays.

Sort by Rank
Select this option to display locations in descending order based on available item quantity.

Stage Location
Specify a default staging location for issued material.

Job Receipt

Combine Putaway
Select this option to combine the Putaway transaction with the Job Receipt transaction.

Default Next Lot Number
Select this option to automatically assign the next available lot number for lot-controlled items.

Default Receipt Location
Specify a default location for receiving items. This setting is effective only when the **Combine Putaway** option is not selected.

Input UOM
Select this option to require the user to specify a unit of measure for received items.

Labels Required
Select this option to print barcode labels for received items.

Show Success Message on Completion of Transaction
Select this option to display a `Successful` message after the transaction has posted to SyteLine. If this option is deselected, no `Successful` message displays.

Move

Allow User to Complete Operation
Select this option to allow the user to report an operation as complete.

Allow User to Close Job
Select this option to allow the user to close the job before items are moved.

Allow User to Complete Operation
Select this option to allow the user to report an operation as complete.

Allow User to Input Qty Moved
Select this option to require the user to input the quantity of items moved.

Calculate Qty Rej Based on Qty Complete and Qty Moved
Select this option to calculate the rejected quantity by subtracting the quantity of items moved from the quantity completed.

Combine Putaway
Select this option to combine the Putaway transaction with the Move transaction.

Consider Qty Scrapped in Open Qty Calculation
Select this option to include scrapped quantity when calculating open quantity.

Default Next Lot Number
Select this option to automatically assign the next available lot number for lot-controlled items.

Default Reason Code
Specify a default reason code to explain why items are being moved.

Default Receipt Location
Specify a default location for receiving items after they are moved. This setting is effective only when the **Combine Putaway** option is not selected.

Report Last Operation
Select this option to report the last operation on the job before items are moved.

Show Success Message on Completion of Transaction
Select this option to display a `Successful` message after the transaction has posted to SyteLine. If this option is deselected, no `Successful` message displays.

Unissue Job Material

Labels Required
Select this option to print barcode labels for received items.

Prefill Lot
Select this option to require the user to specify a lot number.

Re-Enter Item
Select this option to require the user to re-enter or re-scan items for verification.

Show Success Message on Completion of Transaction
Select this option to display a `Successful` message after the transaction has posted to SyteLine. If this option is deselected, no `Successful` message displays.

Sort by Rank
Select this option to display locations in descending order based on available item quantity.

Stage Location
Specify a default staging location for unissued material.

Work Center Labor

Default Shift
Specify which shift code is displayed on the scanner by default.

Record Machine Time
Select this option to record machine time along with labor hours for this work center.

Show Success Message on Completion of Transaction
Select this option to display a `Successful` message after the transaction has posted to SyteLine. If this option is deselected, no `Successful` message displays.

Chapter 4: Time and Attendance

4

This chapter explains how to use a handheld scanner to perform these time and attendance transactions with Infor Warehouse Mobility for SyteLine:

- Clock In/Out
- Lunch In/Out
- Time Attendance

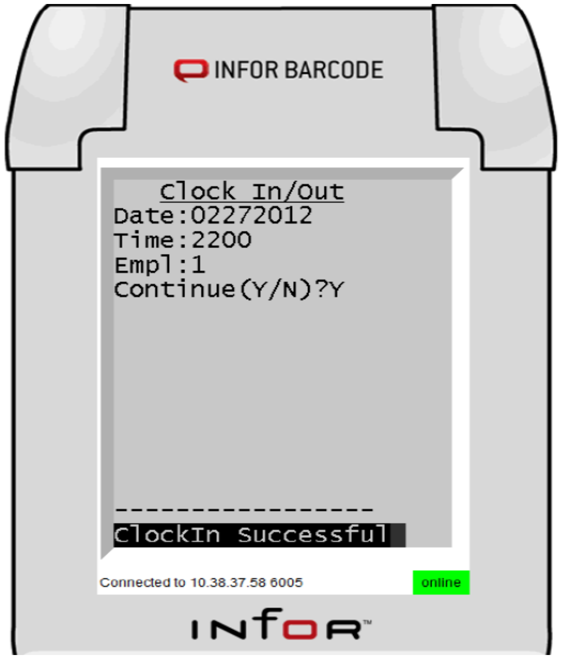
This chapter concludes with instructions for Configuring time and attendance transactions using the Infor Warehouse Mobility Administration Tool.

Clock In/Out

Use the Clock In/Out transaction to clock in at the beginning of a shift and to clock out at the end of a shift.

Clocking in

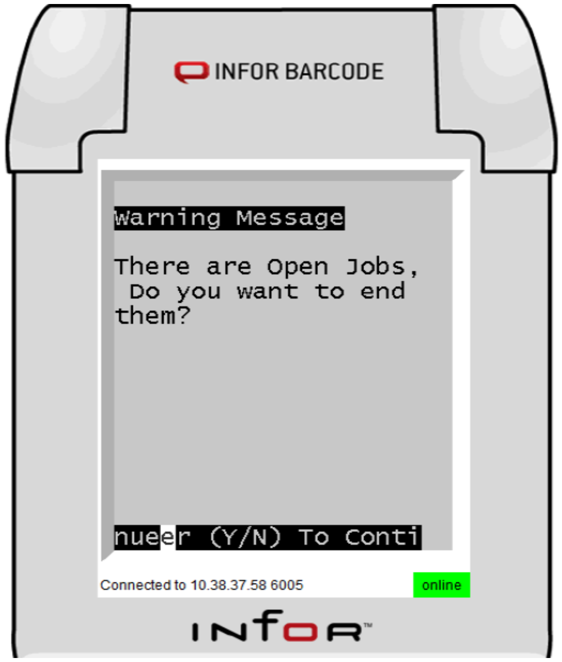
1. From the main menu, select **Time & Attendance**.
2. From the **Time & Attendance** menu, select **Clock In/Out**.
3. In the **Empl** field, scan or specify the employee ID number.
4. In the **Continue** field, specify Y to continue clocking in.
5. Press **Enter**. A `ClockIn Successful` message is displayed.



In SyteLine, the clock-in date and time are posted to the Time & Attendance Error Processing form.

Clocking out

1. From the main menu, select **Time & Attendance**.
2. From the **Time & Attendance** menu, select **Clock In/Out**.
3. In the **Empl** field, scan or specify the employee ID number.
4. In the **Continue** field, specify Y to continue clocking out.
5. If a job is open for this employee, a warning message is displayed. Specify Y to end jobs and clock out. Otherwise, specify N to exit the clock-out transaction.



6. Press **Enter**. A `ClockOut Successful` message is displayed.

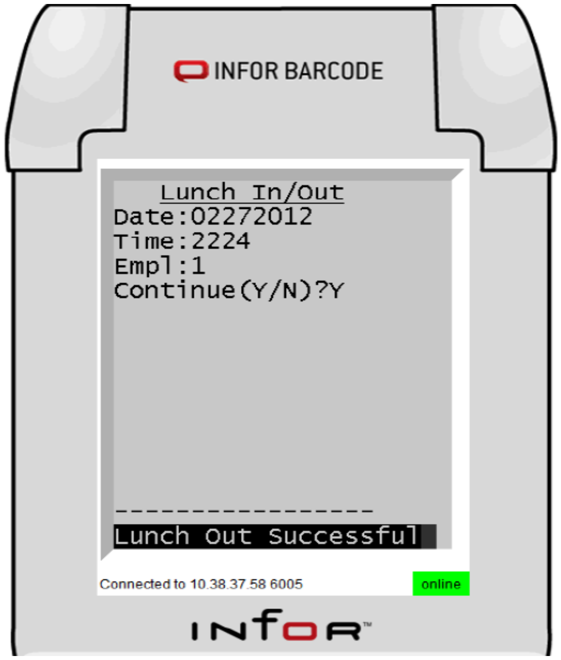
In SyteLine, the clock-out date and time are posted to the Time & Attendance Error Processing form.

Lunch In/Out

Use the Lunch In/Out transaction to clock out for a lunch break in the middle of a shift and to clock in upon returning.

Clocking out

1. From the main menu, select **Time & Attendance**.
2. From the **Time & Attendance** menu, select **Lunch In/Out**.
3. In the **Empl** field, scan or specify the employee ID number.
4. In the **Continue** field, specify Y to continue clocking out.
5. If a job is open for this employee, a warning message is displayed. Specify Y to end jobs and clock out. Otherwise, specify N to exit the clock-out transaction.
6. Press **Enter**. A `Lunch Out Successful` message is displayed.



In SyteLine, the lunch clock-out time is posted to the Time & Attendance Error Processing form.

Clocking in

1. From the main menu, select **Time & Attendance**.
2. From the **Time & Attendance** menu, select **Lunch In/Out**.
3. In the **Empl** field, scan or specify the employee ID number.
4. In the **Continue** field, specify Y to continue clocking in.
5. Press **Enter**. A `Lunch In Successful` message is displayed.

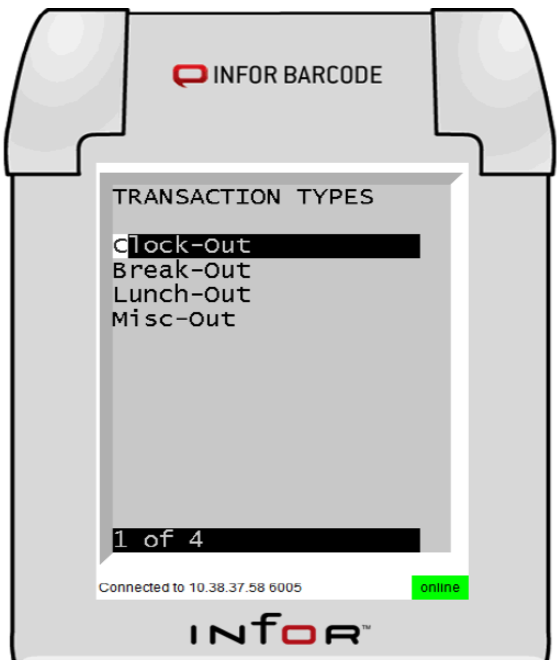
In SyteLine, the lunch clock-in time is posted to the Time & Attendance Error Processing form.

Time Attendance

Use the Time Attendance transaction to clock in and out for shifts, lunches, breaks, or miscellaneous reasons.

1. From the main menu, select **Time & Attendance**.
2. From the **Time & Attendance** menu, select **Time Attendance**.
3. In the **Empl** field, scan or specify the employee ID number.

4. In the **Trans Type** field, scan or specify the type of transaction to perform. Optionally, press F4 to select from a list of available transaction types. This list varies depending on the employee's current status:
   - If the employee has not yet clocked in for the shift, **Clock-In** is the only available transaction.
   - If the employee is clocked out for break, **Break-In** is the only available transaction.
   - If the employee is clocked out for lunch, **Lunch-In** is the only available transaction.
   - If the employee is clocked out for a miscellaneous reason, **Misc-In** is the only available transaction.
   - If the employee is clocked in, **Clock-Out**, **Break-Out**, **Lunch-Out**, and **Misc-Out** are available.



5. Press **Enter**. A `Successful` message is displayed.

In SyteLine, the clock-in or clock-out time is posted to the Time & Attendance Error Processing form.

Configuring time and attendance transactions

You can use the Infor Warehouse Mobility Administration Tool to configure time and attendance transactions.

Signing into the Infor Warehouse Mobility Administration Tool

To sign into the Infor Warehouse Mobility Administration Tool:

1. Open a Web browser and specify the URL for the administration sign-in page:

   `http://IPAddress:8080/adcadmin`

   where `IPAddress` is the IP address of the Infor Warehouse Mobility server. The sign-in screen is displayed.
2. Specify the username and password for the administrator. These values are specified during system installation, but you can edit them later. The default value for the username and password is `admin`.
3. Select the appropriate environment from the **Environment** list.
4. Click **Sign In**. The **Admin Options** menu is displayed.
5. In the **Admin Options** menu, select **Parameters** > **Transaction**.
6. In the Transaction List, select the transaction to edit (for example, **Clock In/Out**). The **Parameters for Transaction** dialog box is displayed.
7. Edit the data fields and controls in the **Parameters for Transaction** dialog box as required. The data fields and controls are different for each transaction. See Using the Parameters for Transaction dialog box for more information.
8. Click **Save**.

Using the Parameters for Transaction dialog box

The **Parameters for Transaction** dialog box shows optional parameters you can set for each available transaction. Commonly-used parameters for time and attendance transactions include the following.

Clock In/Out and Lunch In/Out

Book Machine Time
Select this option to post machine time to SyteLine based on clock in/clock out times. This selection must match the Book Machine Time selection for the Job Labor Reporting transaction, as described in section Job Labor Reporting.

Force User to End Jobs
Select this option to force the user to end any open jobs upon clocking out.

Prompt User for Confirmation
Select this option to prompt the user to confirm clocking in and clocking out.

Show Success Message on Completion of Transaction
Select this option to display a `Successful` message after the transaction has posted to SyteLine. If this option is deselected, no `Successful` message displays.

Time Attendance

Record Machine Time
Select this option to record machine time to SyteLine along with labor time. This selection must match the Book Machine Time selection for the Job Labor Reporting transaction, as described in section Job Labor Reporting.

Force User to Stop Jobs
Select this option to force the user to end any open jobs upon clocking out.

Show Success Message on Completion of Transaction
Select this option to display a `Successful` message after the transaction has posted to SyteLine. If this option is deselected, no `Successful` message displays.

Setting Global Parameters

In order to use Time and Attendance functionality, two global parameters must be set:

1. In the **Admin Options** menu, select **Parameters** > **Global Parameters**.
2. In the **Global Parameters** dialog box, deselect **Auto Post Jobs**.
3. In the **Global Parameters** dialog box, select **Time and Attendance Implemented**.
4. Click **Save**.

Chapter 5: Label Printing

5

This chapter explains how to print barcoded labels using the Infor Warehouse Mobility for SyteLine scanner device. This chapter also explains how to use the Infor Warehouse Mobility Administration Tool to enable label printing for various transactions, and how to view printed labels from the Administration Tool.

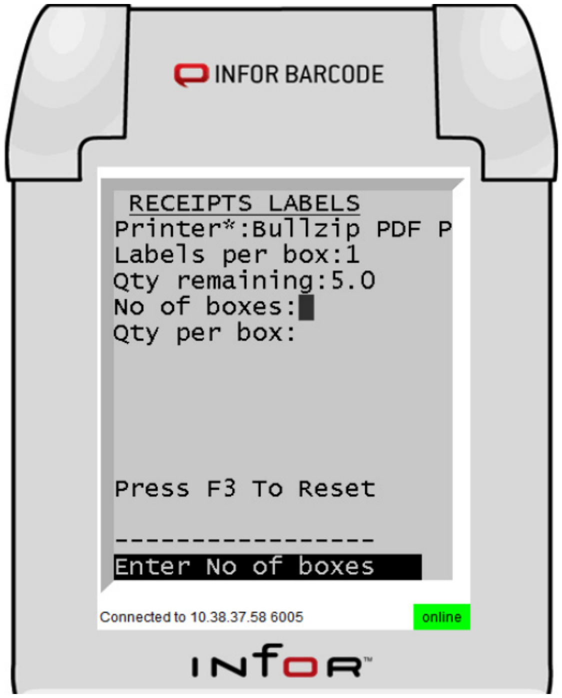
Printing barcoded labels

Many transactions (such as shipping, receiving, and putaway) provide the option to print barcoded labels after the transaction has been successfully completed. If this option is enabled, the **Receipts Labels** page opens instead of a `Successful` message when the transaction is complete.

The steps for printing labels may differ slightly among transactions. The Purchase Order Receipts transaction is shown as an example.

To print barcoded labels:

1. If the correct printer is not selected, position the cursor in the Printer field and press F4, then select from the list of available printers.
2. In the **No of boxes** field, specify the number of boxes used to store the received items.



3. In the **Qty per box** field, specify the number of items stored in each box.
4. Press **Enter**. The printer prints barcode labels and the message `Label Printing Successful` is displayed.

Re-printing barcoded labels for purchase order items

Use the Label Reprint for PO transaction to reprint labels for purchase order items when the receipt label is not available.

To reprint barcoded labels for purchase order items:

1. From the main menu, select **Label Reprint for PO**.
2. Specify or review this information:

   Whse

   Your warehouse is displayed.

   PO

   Scan a purchase order number.

   Ln

   Scan a line number.

Item

The item number and description are displayed

Lot

The lot number is displayed.

Rcpt Loc

The receiving location is displayed.

Rcvd Qty UM

The unit of measure for the received quantity is displayed.

TotalRcptQty

Specify the received quantity. This is the quantity of labels that will print.

3. Press **Enter**.

The labels are printed.

Configuring label printing

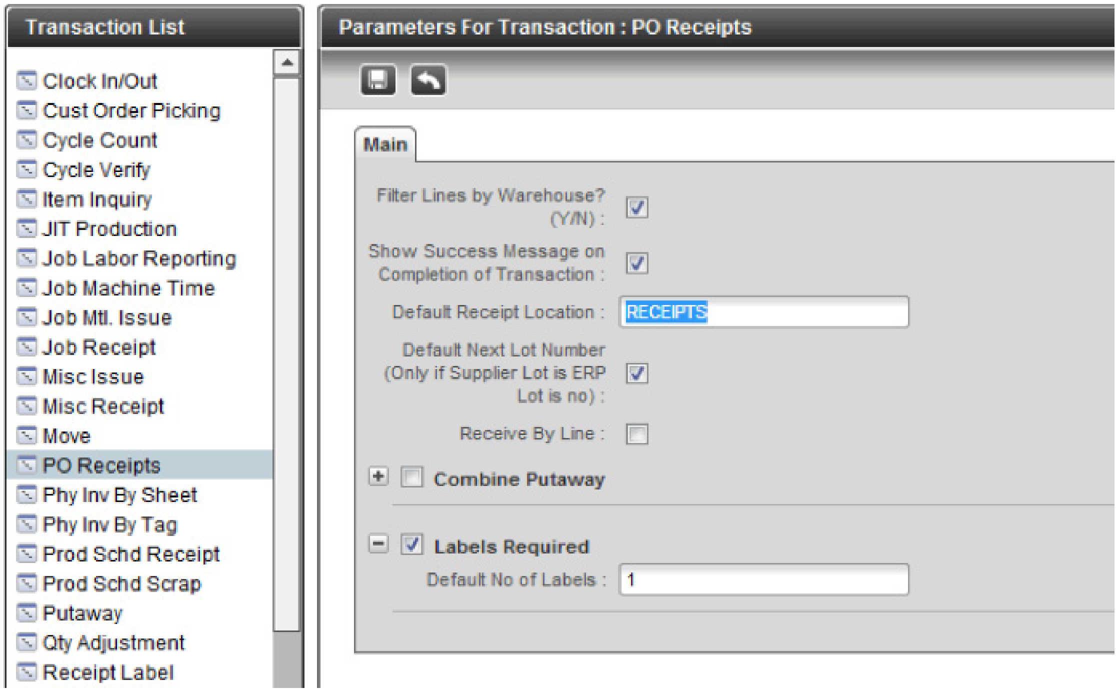
Use the Infor Warehouse Mobility Administration Tool to configure barcoded label printing for transactions.

To configure label printing for a transaction:

1. Open a Web browser and specify the URL for the administration sign-in page:

   `http://IPAddress:8080/adcadmin`

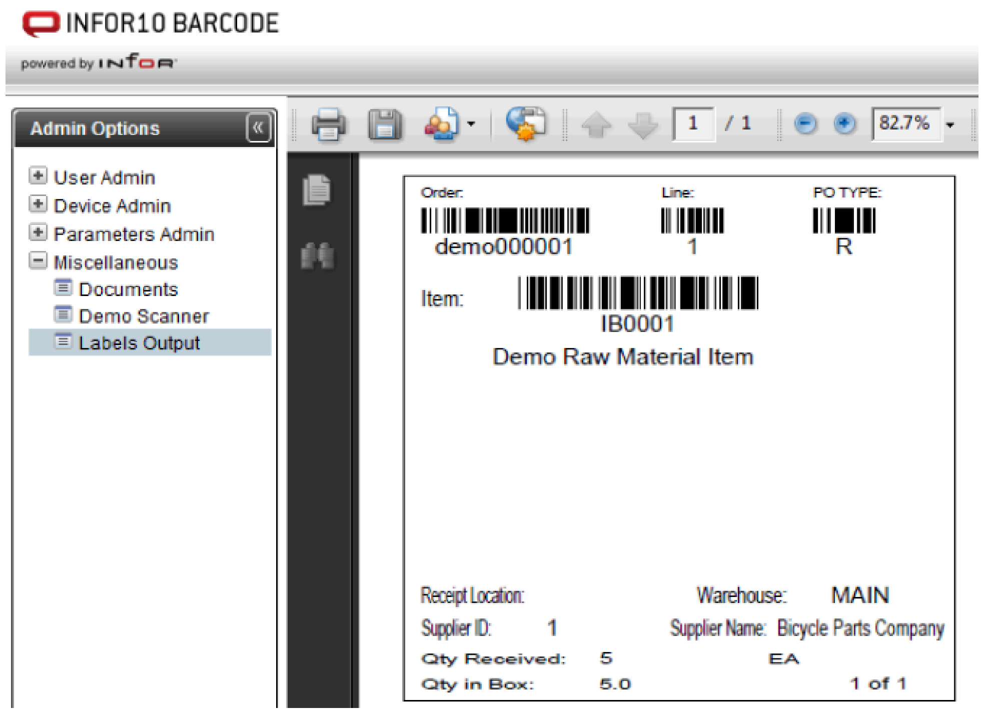
   where `IPAddress` is the IP address of the Infor Warehouse Mobility server. The sign-in screen is displayed.
2. Specify the username and password for the administrator. These values are specified during system installation, but you can edit them later. The default value for the username and password is `admin`.
3. Select the appropriate environment from the **Environment** list.
4. Click **Sign In**. The **Admin Options** menu is displayed.
5. In the **Admin Options** menu, select **Parameters** > **Transaction**.
6. In the Transaction List, select the transaction to edit. The **Parameters for Transaction** dialog box is displayed.



7. In the **Parameters for Transaction** dialog box, select the **Labels Required** option.
8. Click **Save**.

Viewing printed labels

To view printed labels, sign into the Infor Warehouse Mobility administration tool. Select **Miscellaneous** > **Labels Output**, then click the `Receipts.pdf` link.


INFOR10 BARCODE
powered by infor
Admin Options
User Admin
Device Admin
Parameters Admin
Miscellaneous
Documents
Demo Scanner
Labels Output
1 / 1
82.7%
Order:
demo000001
Line:
1
PO TYPE:
R
Item:
IB0001
Demo Raw Material Item
Receipt Location:
Warehouse: MAIN
Supplier ID: 1
Supplier Name: Bicycle Parts Company
Qty Received: 5
EA
Qty in Box: 5.0
1 of 1

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