Infor10 Warehouse Mobility

Administration Guide

Copyright © 2012 Infor

All rights reserved. The word and design marks set forth herein are trademarks and/or registered trademarks of Infor and/or related affiliates and subsidiaries. All rights reserved. All other trademarks listed herein are the property of their respective owners.

Important Notices

The material contained in this publication (including any supplementary information) constitutes and contains confidential and proprietary information of Infor.

By gaining access to the attached, you acknowledge and agree that the material (including any modification, translation or adaptation of the material) and all copyright, trade secrets and all other right, title and interest therein, are the sole property of Infor and that you shall not gain right, title or interest in the material (including any modification, translation or adaptation of the material) by virtue of your review thereof other than the non-exclusive right to use the material solely in connection with and the furtherance of your license and use of software made available to your company from Infor pursuant to a separate agreement ("Purpose").

In addition, by accessing the enclosed material, you acknowledge and agree that you are required to maintain such material in strict confidence and that your use of such material is limited to the Purpose described above.

Although Infor has taken due care to ensure that the material included in this publication is accurate and complete, Infor cannot warrant that the information contained in this publication is complete, does not contain typographical or other errors, or will meet your specific requirements. As such, Infor does not assume and hereby disclaims all liability, consequential or otherwise, for any loss or damage to any person or entity which is caused by or relates to errors or omissions in this publication (including any supplementary information), whether such errors or omissions result from negligence, accident or any other cause.

Trademark Acknowledgements

All other company, product, trade or service names referenced may be registered trademarks or trademarks of their respective owners.

Publication Information

Release: Infor10 Warehouse Mobility Version 3.x

Publication date: December 19, 2012

Contents

About This Guide 5
About Infor10 Warehouse Mobility 5
Contacting Infor 5
Chapter 1 Getting Started 7
Signing in 7
Using the navigation bar 8
Signing out 8
Chapter 2 User Administration 9
Adding a user account 9
Editing a user account 10
Deleting a user account 10
Searching for a user account 11
Chapter 3 System Administration 13
Viewing scanner devices 13
Resetting a scanner device 14
Using the Web Scanner utility 14
Using the Allow Multiple Web Scanners option 15
Using the Show Large Web Scanner option 15
Broadcasting messages 15
Adding a scanner device 16
Editing a scanner device 17
Deleting a scanner device 17
Editing label text 17
Editing message text 18
Adding a printer 19
Editing a printer 20

Deleting a printer 20

Chapter 4 Configuring Parameters 21

Hierarchy of parameters 21

Configuring user parameters 21

Configuring global parameters 21

Configuring transaction parameters 23

Using the Parameters for Transaction dialog box 24

Example 1: Cycle Count 24

Example 2: PO Receipts 24

Configuring warehouse parameters 25

Adding a warehouse 26

Deleting a warehouse 26

Configuring transaction parameters for a warehouse 26

About this guide

This guide explains how to administer user accounts, scanners, printers, warehouses, or transaction parameters in Infor10 Warehouse Mobility.

About Infor10 Warehouse Mobility

Infor10 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.

Infor10 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. Infor10 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 Infor10 Warehouse Mobility, users work with data-entry screens that show only relevant data fields, many of which are pre-populated with default values. Infor10 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 Infor10 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

1

This chapter explains how to sign in to Infor10 Warehouse Mobility, how to navigate within the user interface, and how to sign out.

Signing in

To sign in to Infor10 Warehouse Mobility:

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 Infor10 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 main menu is displayed.

Using the navigation bar

The **Admin Options** navigation bar shows these expandable menus:

- **User Admin**: shows options for viewing, editing, adding, and deleting user accounts.
- **Device Admin:** shows options for managing scanners, managing printers, and selecting languages for labels and messages.
- **Parameters Admin:** shows options for editing global parameters, editing warehouse parameters, and managing transactions.
- **Miscellaneous:** shows product documentation and the Demo Scanner utility.

To expand a menu, click the plus sign.

Signing out

To sign out of Infor10 Warehouse Mobility, place the cursor over the username at the upper right. A menu is displayed. Select **Sign Out**.

Chapter 2: User Administration

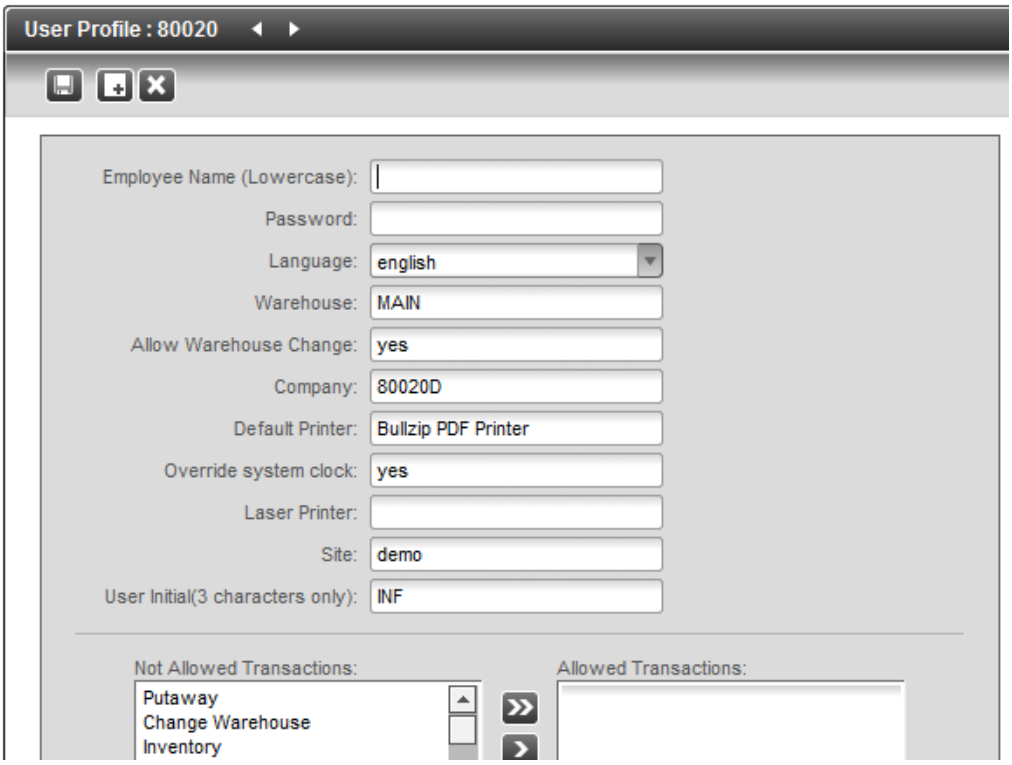
2

This chapter explains how to use the **User Admin** menu to view, edit, add, and delete user accounts.

Adding a user account

To add a new user account:

1. Select **User Admin** > **View All**. The **Users** list is displayed, listing all user accounts.
2. Find and select a user account with properties similar to the account you are creating.
3. Click **Add New**. A user account named New is displayed in the **Users** list. The **User Profile** dialog box contains blank **Employee Name** and **Password** fields for the new user. All other **User Profile** field data is identical to the user account you selected in step 2.



4. Specify an employee name (username) and password. Edit other fields as required:

   Language
   Select a default language. The user can select a different language when signing in.

   Warehouse
   Specify the default warehouse for this user account. The user can select a different warehouse if you specify yes in **Allow Warehouse Change**.

   Default Printer
   Specify the default printer for printing barcode labels.

   Override System Clock
   Specify yes to allow the user to override the warning message for date tolerance.

   Laser Printer
   Specify the default printer for printing ERP reports.

   Allowed Transactions and **Not Allowed Transactions**
   To allow a transaction, select it from the **Not Allowed Transactions** list and click the single right arrow. To allow all transactions, click the double right arrow.
   To disallow a transaction, select it from the **Allowed Transactions** list and click the single left arrow. To disallow all transactions, click the double left arrow.

5. Click **Save**.

Editing a user account

To view or edit a user account:

1. Select **User Admin** > **View All**. The **Users** list is displayed.
2. Select a user account.
3. Edit fields in the **User Profile** dialog box as described in section “Adding a user account.”
4. Click **Save**.

Deleting a user account

To delete a user account:

1. Select **User Admin** > **View All**. The **Users** list is displayed.
2. Select a user account.
3. Click **Delete**.

Searching for a user account

You can use the **Search Employee** dialog box to search for users by name, by allowed transactions, or both. To search for a user account, select **User Admin** > **Find**.

To search by employee name, specify one or more characters in the **Employee** text field, then click **Search**.

To search by transaction, select a transaction from the **Allowed Systems** list, then click **Search**.

You can use these fields together. For example, to find all user accounts that begin with S and are allowed to perform item inquiries, specify S in the **Employee Name** field and select **Item Inquiry** from the **Allowed Systems** list, then click **Search**. Search results display in the **Users** list.

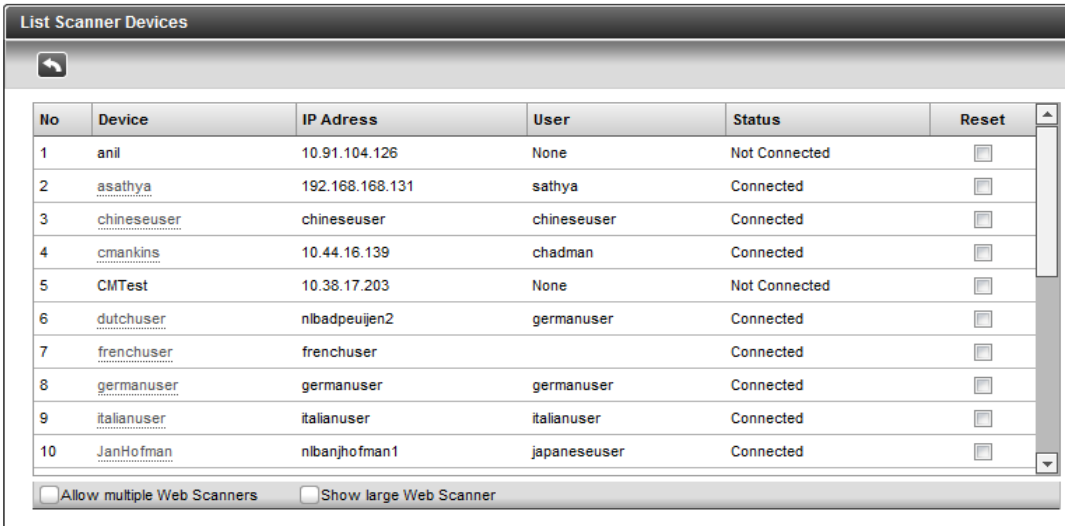
Chapter 3: System Administration

3

This chapter describes how to use the **Device Admin** menu to view, edit, add, and delete scanner devices and barcode label printers. You can use the **Device Admin** menu to broadcast messages to scanners, manage labels and messages, and open the Web Scanner utility.

Viewing scanner devices

To view a list of all scanner devices, select **Device Admin** > **List Devices**. The **List Scanner Devices** dialog box is displayed.



No	Device	IP Adress	User	Status	Reset
1	anil	10.91.104.126	None	Not Connected	
2	asathya	192.168.168.131	sathya	Connected	
3	chineseuser	chineseuser	chineseuser	Connected	
4	cmankins	10.44.16.139	chadman	Connected	
5	CMTest	10.38.17.203	None	Not Connected	
6	dutchuser	nlbadpeuijen2	germanuser	Connected	
7	frenchuser	frenchuser		Connected	
8	germanuser	germanuser	germanuser	Connected	
9	italianuser	italianuser	italianuser	Connected	
10	JanHofman	nlbanjhofman1	japaneseuser	Connected	

The List Scanner Devices dialog box contains these data fields and controls:

Device
If **Status** for the scanner device is Connected, you can click the device name to open a Web Scanner session, as described in section “Using the Web Scanner utility.”

IP Address and **User**
Shows the IP address and user account associated with this scanner device.

Status
Shows the scanner device as Connected or Not Connected.

Reset
See section “Resetting a scanner device.”

Allow Multiple Web Scanners
See section “Using the Allow Multiple Web Scanners option.”

Show Large Web Scanner
See section “Using the Show Large Web Scanner option.”

Resetting a scanner device

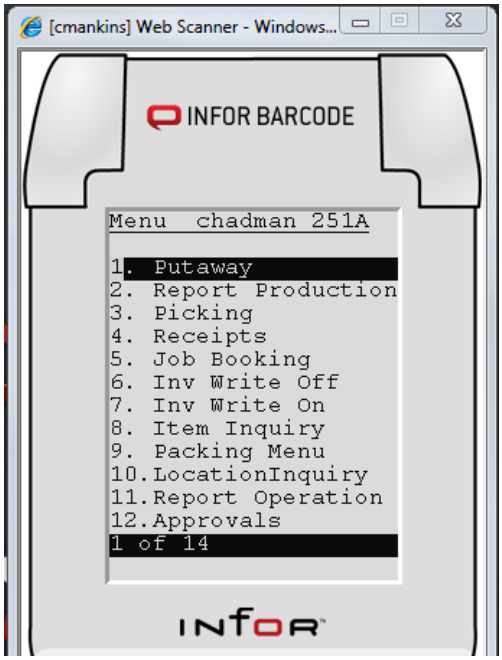
To reset a scanner device:

1. Select **Device Admin** > **List Devices**.
2. Select the **Reset** check box for the scanner to reset.
3. Click **Reset**. The connection between the scanner device and the Infor10 Warehouse Mobility server is disconnected and then reset.
4. Notify the user, who must then sign in to the scanner device.

Using the Web Scanner utility

You can use the Web Scanner utility to remotely view a user’s scanner display. To open the Web Scanner utility:

1. Select **Device Admin** > **List Devices**.
2. Click the device name for any connected device. The Web Scanner utility is displayed and is blank. After the user presses a key on the device, the data from the scanner screen is displayed.



Using the Allow Multiple Web Scanners option

To allow multiple administrators to use the Web Scanner utility to view the same user's scanner screen, select the **Allow Multiple Web Scanners** option at the bottom of the **List Scanner Devices** dialog box.

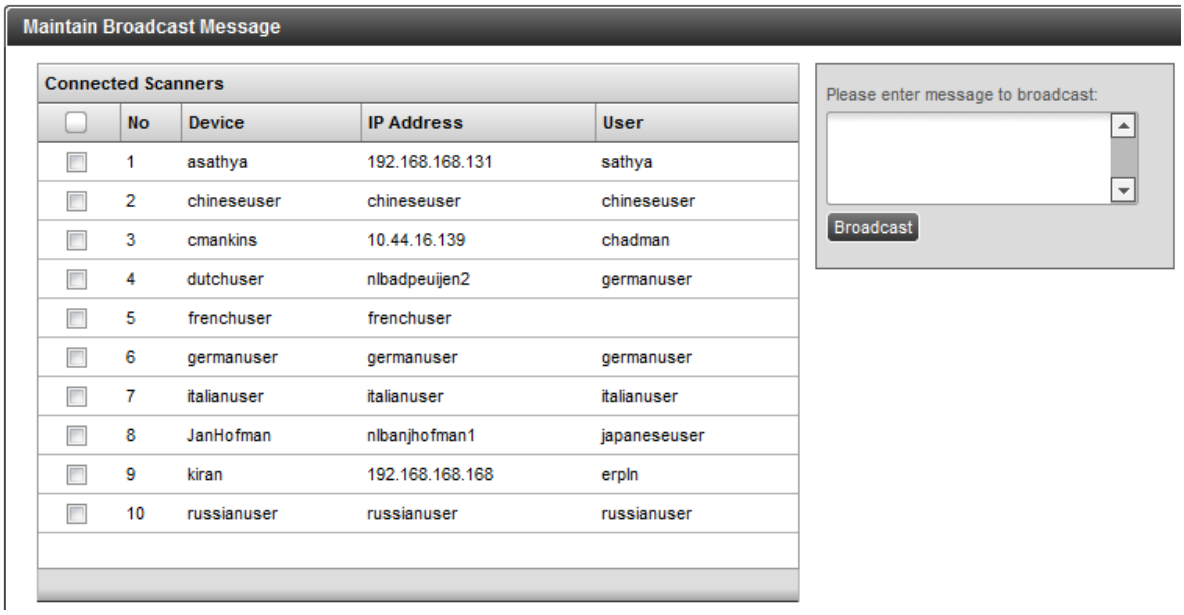
Using the Show Large Web Scanner option

To display a larger view of the Web Scanner utility, select the **Show Large Web Scanner** option at the bottom of the **List Scanner Devices** dialog box.

Broadcasting messages

You can send a short message to one or more scanner users simultaneously. To broadcast a message:

1. Select **Device Admin** > **Broadcast**.
2. Select one or more scanners in the **Maintain Broadcast Message** dialog box.



3. Specify a message in the **Please enter message to broadcast** field.
4. Click **Broadcast**. The broadcast text is sent to all selected scanner devices.

Adding a scanner device

To add a scanner device:

1. Select **Device Admin** > **Maintain Devices**.
2. Click **Add New**.
3. In the **Details** section under the **Maintain Scanner Device** list, specify this information:

   Name
   Specify a name for the scanner.

   IP
   Specify the IP address for the scanner. The device must be accessible from the server at the IP address you specify here. Consult the hardware vendor documentation for instructions on configuring the IP address on the device.

   Environment
   Select the appropriate environment from the list.

   Device Type
   Select the appropriate device type from the list.
4. Click **Save**.

Editing a scanner device

To edit a scanner device:

1. Select **Device Admin** > **Maintain Devices**.
2. Select a scanner device from the list.
3. Edit the fields in the **Details** section as described in section “Adding a scanner device.”
4. Click **Save**.

Deleting a scanner device

To delete a scanner device:

1. Select **Device Admin** > **Maintain Devices**.
2. Select a scanner device from the list.
3. Click **Delete**.

Editing label text

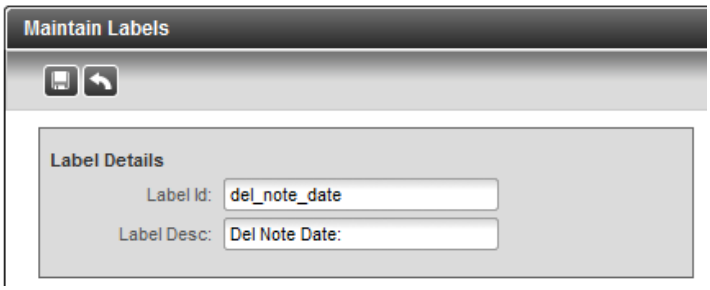
Infor10 Warehouse Mobility scanner devices display descriptive text to label each data field, such as `Enter Lot` or `Enter Y or N`. You can modify this text to fit the specific needs of your site. To edit label text:

1. Select **Device Admin** > **Maintain Labels**.
2. Select the appropriate language from the **Choose Language** list.
3. Click the **Go** button. The **Label List** is displayed. It contains these fields:

   Label ID
   Shows the programmatic name of the label or descriptive text.

   Previous Text
   Shows the label text that is displayed in the scanner by default.

   User Text
   Shows the edited label text that is displayed in the scanner.
4. Select a label to edit. The **Label Details** dialog box is displayed.



5. Edit the label text in the **Label Desc** field.
6. Click **Save**.

Editing message text

Infor10 Warehouse Mobility scanner devices display message text to advise you of optional actions, provide information about an error condition, or prompt for a response. You can modify this text to fit the specific needs of your site.

Note: You can edit messages that are generated by Infor10 Warehouse Mobility software. Messages that are generated by the ERP must be edited through ERP software administration.

To edit message text:

1. Select **Device Admin** > **Maintain Messages**.
2. Select the appropriate language from the **Choose Language** drop-down list.
3. Click **Go**. The **Message List** is displayed. It contains these fields:

   Message ID
   Shows the programmatic name of the message.

   Previous Text
   Shows the message text that is displayed in the scanner by default.

   User Text
   Shows the edited message text that is displayed in the scanner.
4. Select a message to edit. The **Label Details** dialog box is displayed.

5. Edit the message text in the **Label Desc** field.
6. Click **Save**.

Adding a printer

To add a printer:

1. Select **Device Admin** > **Maintain Printers**.
2. Click **Add New**.
3. In the **Details** section under the **Printer List**, specify this information:

   Printer ID
   Specify a name by which the network can identify the printer.

   Display Name
   Specify a name by which scanner users can identify the printer.

   Network Path
   Specify the directory location for network communication with the printer.

   Description
   Specify a brief description of the printer.
4. Click **Save**.

Editing a printer

To edit a printer:

1. Select **Device Admin** > **Maintain Printers**.
2. Select a printer to edit.
3. Edit the fields in the **Details** section as described in section “Adding a printer.”
4. Click **Save**.

Deleting a printer

To delete a printer:

1. Select **Device Admin** > **Maintain Printers**.
2. Select a printer to delete.
3. Click **Delete**.

Chapter 4: Configuring Parameters

4

This chapter describes how to use the **Parameters Admin** menu to configure the Infor10 Warehouse Mobility application to the specific requirements of your site. You can configure parameters at the user level, at the warehouse level, at the transaction level, or globally.

Hierarchy of parameters

There are situations in which it is advantageous to set conflicting parameters in Infor10 Warehouse Mobility. For example, if you have a warehouse that requires a unique receiving procedure, you might set a warehouse-level parameter that conflicts with a global parameter. In these situations, this hierarchy is used to determine the parameter to use:

1. If a relevant user-level parameter exists, that user-level parameter is used.
2. If no user-level parameter exists, the warehouse-level parameter is used.
3. If no user-level or warehouse-level parameters exist, the transaction-level parameter is used.
4. If no user-level, warehouse-level, or transaction-level parameters exist, the global parameter is used.

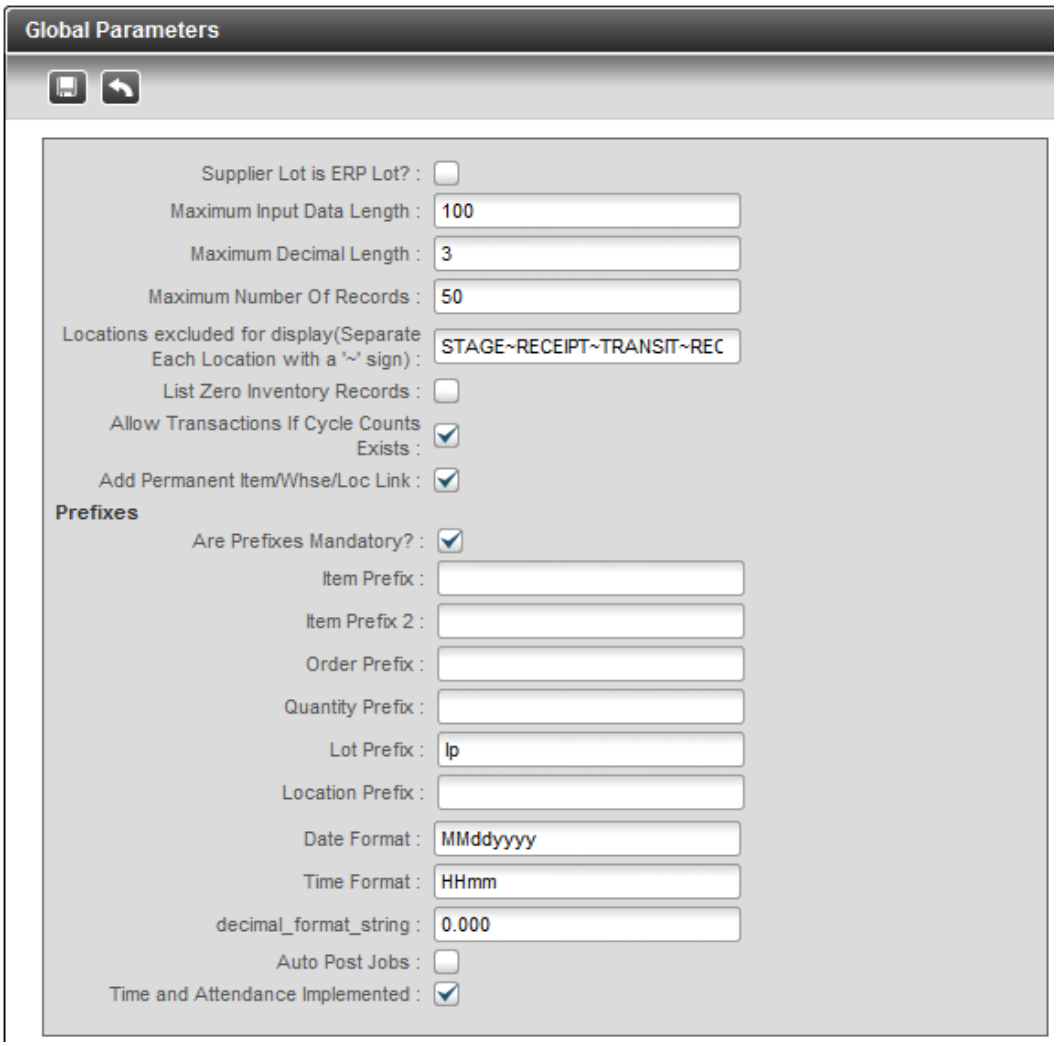
Configuring user parameters

See section “Adding a user account” for instructions on setting user account parameters.

Configuring global parameters

To configure parameters that apply across the entire Infor10 Warehouse Mobility implementation:

1. Select **Parameters Admin** > **Global Level**.



2. Edit some or all of these parameters:

Supplier Lot is ERP Lot?
Select this option to use the supplier lot number to track lot-controlled items during purchase receiving.

Item Prefix
Specify one or more characters to embed in the barcode before the part number. These characters are used to verify that the part number was scanned, and they must be removed from the input data.

Date Format
Specify the format for the date field used by ERP; for example, `ddmmyyyy`.

Time Format
Specify the format for the time field used by ERP; for example, `hh:mm:ss`.

Auto Post Jobs
Select this option to post labor time to ERP based on clock in/clock out times. When this option is selected, Job Grace, Shift Grace, and auto lunch functionality is disabled.

- When **Auto Post Jobs** is selected, the **Time and Attendance Implemented** option should be deselected.
- When **Auto Post Jobs** is selected, Time and Attendance transactions (such as clock in/out and lunch in/out) cannot be used because transactions are posted immediately to ERP.

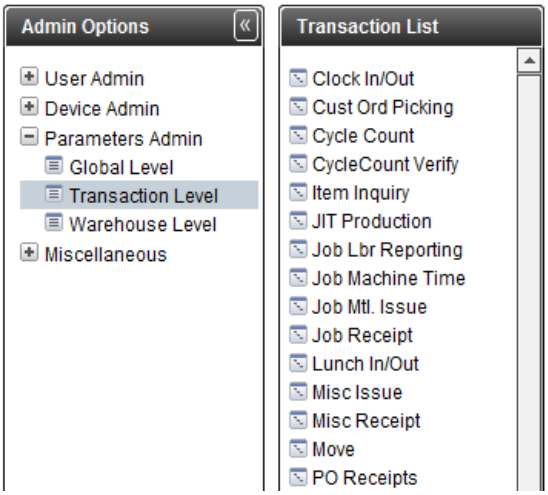
Time and Attendance Implemented
Select this option to require users to clock in before reporting labor. When this option is selected, Job Grace, Shift Grace, and auto lunch functionality is enabled. If this option is deselected, Time and Attendance transactions cannot be used.

3. Click **Save**.

Configuring transaction parameters

Transaction parameters set the default behavior and default field values for each transaction that scanner users perform. To configure transaction parameters:

1. Select **Parameters Admin** > **Transaction Level**.
2. The **Transaction List** lists all available transactions. The transactions listed may vary depending on which ERP you are using. Select a transaction to modify.



3. 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 section “Using the Parameters for Transaction dialog box” for more information.
4. 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. Because the list of transactions varies with each ERP and because of the large number of transactions available, it is beyond the scope of this document to explain every transaction. However, here are two examples.

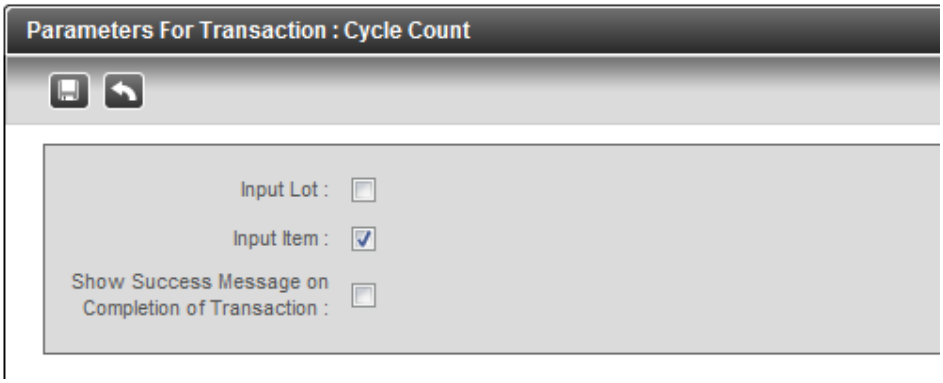
Example 1: Cycle Count

The Cycle Count transaction is one of the least complex examples of the **Parameters for Transaction** dialog box. It presents only three parameters:

Input Item
Select this option to require the user to input an item number.

Input Lot
Select this option to require the user to input a lot number.

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



Example 2: PO Receipts

By contrast with the Cycle Count transaction, receipts transactions (such as Job Receipt, Misc Receipt, PO Receipts, Prod Sched Receipt, and Trn Order Receipts) are more complex. For example, the PO Receipts transaction presents

Combine Putaway
Select this option to combine the Putaway transaction with the PO Receipt transaction. If you select this option, specify two subparameters: a default putaway location, and whether to sort items by rank.

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

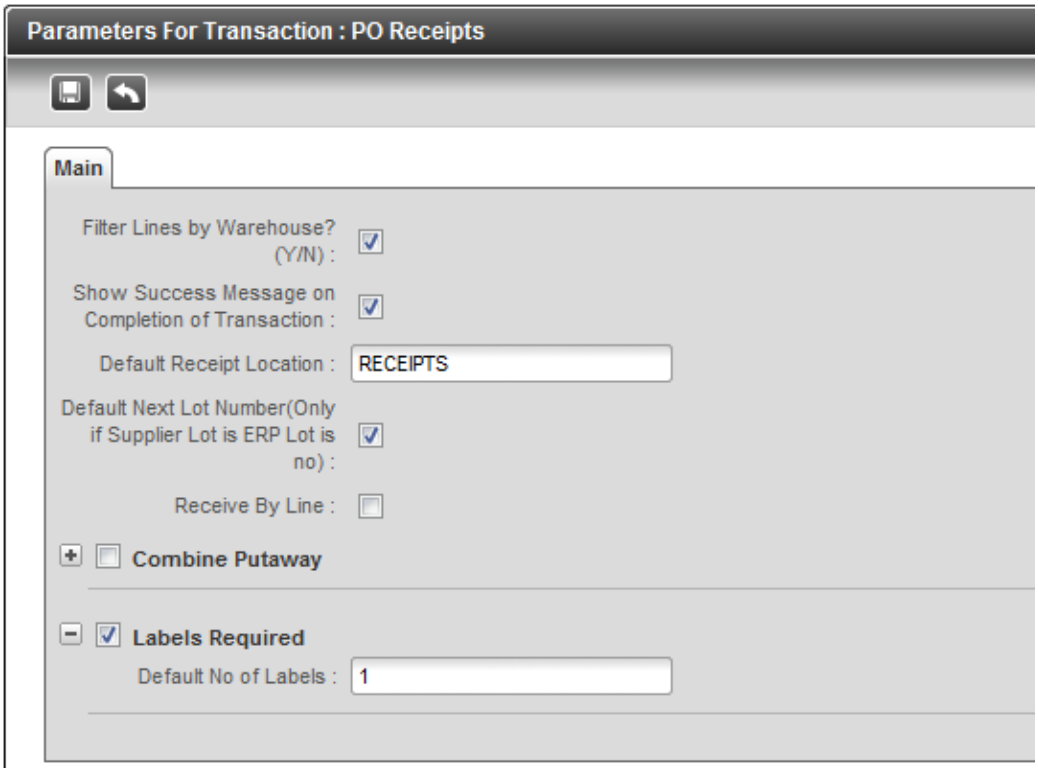
Default Receipt Location
Specify a default location for receiving items. This setting is effective only when the **Combine Putaway** option is not selected.

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. If you select this option, specify a default number of labels to print.

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 ERP. If this option is deselected, no `Successful` message displays.



Configuring warehouse parameters

You can set parameters at the warehouse level in order to process transactions differently at one warehouse than at the other warehouses in your system.

Adding a warehouse

Before you can set parameters for a warehouse, you must add the warehouse in Infor10 Warehouse Mobility. Make sure the warehouse has been added to the ERP before adding it to Infor10 Warehouse Mobility. Adding a warehouse to Infor10 Warehouse Mobility does not add the warehouse to the underlying ERP.

To add a warehouse:

1. Select **Parameters Admin** > **Warehouse Level**.
2. In the **Warehouse Parameters** dialog box, specify a name for the new warehouse in the top **Warehouse** field.
3. Click **Create**.

Deleting a warehouse

To delete a warehouse:

1. Select **Parameters Admin** > **Warehouse Level**.
2. Specify the warehouse name in the bottom **Warehouse** field.
3. Click **Delete**.

Configuring transaction parameters for a warehouse

To configure transaction parameters for a warehouse:

1. Select **Parameters Admin** > **Warehouse Level**.
2. Select a warehouse from the **Warehouse List**.
3. Select a transaction to modify from the **Transaction List**.
4. Edit the data fields and controls in the **Parameters for Warehouse: Transaction** dialog box. The **Parameters for Warehouse: Transaction** dialog box is similar to the **Parameters for Transaction** dialog box. See section “Using the Parameters for Transaction dialog box” for more information.
5. Click **Save**.

Index

A

Allow Multiple Web Scanners option 3-15

B

broadcasting messages 3-15

G

global parameters 4-21

L

Label List 3-17

List Scanner Devices dialog box 3-14

M

Message List 3-18

N

navigation bar 1-8

P

parameter levels 4-21

parameters

- global 4-21
- hierarchy 4-21
- transaction 4-23
- user 4-21
- warehouse 4-25

Parameters for Transaction dialog box 4-24

Printer List 3-19

printers

- adding 3-19
- deleting 3-20
- editing 3-20

S

scanner devices

- adding 3-16
- broadcasting messages 3-15
- deleting 3-17
- editing 3-17
- resetting 3-14
- viewing 3-13
- viewing remotely 3-14

Search Employee dialog box 2-11

Show Large Web Scanner option 3-15

signing in 1-7

signing out 1-8

T

Transaction List 4-23

transaction parameters 4-23

U

user account

- adding 2-9
- deleting 2-10
- editing 2-10
- finding 2-11
- viewing 2-10

W

warehouse

- adding 4-26
- configuring transaction parameters 4-26
- deleting 4-26
- parameters 4-25

Web Scanner utility
allowing multiple Web scanners 3-15
opening 3-14
Show Large Web Scanner option 3-15