Stock And Distribution – User Guide

Asset Management – Maintaining all warehouse stock and Asset.

Main Menu -> Utilities -> Client Admin.

All items are assigned to a Client / Contract by default. Client & Contracts need to be entered before adding items/assets.

Client Asset Register

Main Menu -> Assets -> Client Asset Register.

Catalogue Items: This is the top-level information for stock assets.

Item Code /SKU – Description – Category. More data fields can be optionally added as required.

A drop-down selection / filter is provided at the top of the screen to display the client/contract catalogue.

The display shows a basic overview of the client's stock / assets.

Catalogue items must be created before individual assets are added / booked in.

Booking in can be done via the main application or via a Scanner.



Distribution Types: Bulk – Pack – Single

The distribution type determines how the items are sent out / despatched.

For example: A location can contain any number of assets. These can be individual bulk items, packs of items or single items. This indicates what the ordered quantity relates to. For example, an order qty of 10 for a pack item would be 10 packs, not 10 individual items.

The key difference between Bulk and Single items is Bulk has a unique asset tag and a specific location. Single items are multiples of the same thing covered by a single Asset Tag that can exist in individual or multiple locations.

In most cases, single items would be used for consumable / small items / samples / packaging etc.

Adding Items to a catalogue can only be done via the Catalogue Items tab and the assets added are linked to the specific catalogue item.

Asset Items: Individual assets for the Catalogue Item(s). Key information to describe individual assets.

Again, optional data can be added if required.

Assets can only be added from the Asset Catalogue screen or the full asset catalogue list.

Bulk Actions

Actions can be carried out for multiple items on each tab. The options vary depending on the tab selection.

This is done by ticking the items to update, selecting the action then setting the new value.





ORDERS

Orders: Main Menu->Orders

List of orders. A drop down is provided to filter the orders by active / despatched. 'Active' orders are Pending or Assigned / Picked / Despatched.

Pending orders are recorded on the system, but the items / assets are not reserved.

Assigned orders have any items added automatically reserved so those items are not available for ordering.

** Order numbers are generated automatically by the system and follow a logical numbering sequence. This is a prefix (user definable) followed by a 4-digit number that is made up of the year and month, followed by the number of orders generated in that month. **

** There is a system option to determine when items are reserved. This can be set to when the order is assigned or picked. **

First, select Client, this will populate the Add Item option with available items for each distribution type.

Order Details Close							
Order No	DEP2312-XXXXX		Delivery Address			OrderlD	: -1 - ClientID:
Client Name		~					Created By:
Order Reference	Order Reference						
Order Date	2023-12-06						
Delivery Date	2023-12-06				/		
Status	Pending	~	Contact (FAO) Contact Nan	ne			
			Contact Tel No Contact Tel	No	Note **	_	
Order Items ** Items are Reserved when Assigned **							
# Asset Tag	Location	Item Code	Description	Qty	Unit	Picked	Actions
Despatch Notes - Instruction			Order Notes - Internal				
						Save	X Close

Adding Bulk Items (fi any exist for the selected client), the user can tick the individual assets required. Up to 100 items can be added at once.

Adding Pack Items requires the user to specify the quantity of each item required. This can be anywhere from 1 to the total available. If the user enters more than is available, a warning message is displayed, and the item will not be added.

To assist with locating assets, a filter option is provided in the top right of the asset selection screen. Columns can be individually sorted.

TIP: The filter can accept multiple words....

When items are added to the order they can be deleted (if added in error). Once the order has been saved, item quantities can be: Modified by clicking on the item row, deleted or the asset assignment cleared. This last option will leave item code, description and qty in place, allowing the asset to be assigned at the picking process (scanner).

When the order has been saved, more option buttons are available in the bottom section of the screen to create Pick Lists, Despatch Notes, Despatch or Cancel the order.

Assigned / Picked Orders

Asset items that have been added to an order are automatically reserved so that they cannot be accidentally added to another order.

It is worth noting that if pack items have been added to the order, but the full quantity available has not been used, then the item is still available for other orders but only the quantity remaining will be available.

As assets items can be split across multiple locations, if the order quantity is greater than the amount available in a single location, the remaining required amount can be chosen from another location. The logistics of how items are stored / located is up to the individual operator.

Removing items from an order will put them back into the main stock and allow them to be available for other orders.