



Eclipse RF Warehouse In Process Queues

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RF Warehouse Management Overview

Use the Eclipse Radio Frequency (RF) Warehouse Management companion product to control and automate your entire warehouse's functions in real-time.

The RF Warehouse Management system uses radio frequency data communications that provide real-time access and integration to the system. RF data communications transmit between RF guns and workstation terminals, allowing up-to-the-minute information transmission of the following:

- Receiving and Put Away
- Picking
- Staging and Closing Orders
- Inventory Replenishment
- Product Movement
- Physical Inventory
- Cycle Counting

By using the RF Warehouse Management system, your warehouse gains real-time control over inventory. This real-time data transmission gives warehouse management the ability to:

- Make timely, well-informed decisions.
- Increase sales while lowering inventory levels.
- Reduce inventory variances to less than 0.01%.
- Reduce the number of lost sales and returns.
- Decrease your distribution cycle time.
- Improve service levels.
- Eliminate facility shutdown during physical inventory.
- Minimize personnel requirements and reduce your payroll.
- Improve warehouse space management.
- Cycle count discrepancies immediately.

[Click here for a list of available print documentation.](#)

Getting Started with RF Warehouse

RF Receiving Process

RF Picking Process

Manifest Deliveries in RF

RF Location Maintenance

RF Replenishment

Cycle Counting with RF

Warehouse In Process Queues

RF Productivity Reports

See Also:

Manual Warehouse Management Overview

Advanced Warehouse Overview

Warehouse In Process Queues Overview

Use the Warehouse In Process queues to check the status of all orders, shipments, and manifests in your warehouse. From these queues, you can do the following:

- Assign orders, shipments, or manifests to receivers or pickers.
- Edit a user's pick group.
- Track order, shipment, and manifest status.
- Edit ship dates.
- View in which totes items exist and to whom the totes belong.
- View into which cartons orders are packed and carton details.

If you are using RF processes to pack cartons, refer to the Carton Packing online documentation.

- Close orders, shipments, or manifests.

Use caution when closing orders, shipments, or manifests from queues. If done without monitoring and correcting inventory, as necessary, inventory can become inaccurate in the system.

Use the queues to view real-time status and control the receiving, put away, picking, staging, auditing, and loading processes in your warehouse.

Note: If you are managing cut products, see Handling Cut Products Using RF in the Product Cutting documentation.

This section provides information on the following tasks:

- Using the Warehouse In Process Queue
- Using the Warehouse In Process Status Queue
- Assigning Orders from the Warehouse In Process Status Queue
- Editing Ship Dates from the Warehouse In Process Queues
- Closing Orders from the Warehouse In Process Queues
- Using the Tote In Process Queue

[Click here for a printable version of the Warehouse In Process Queues documentation.](#)

See Also:

[RF Warehouse Management Overview](#)

[Monitoring Shipments from the Warehouse In Process Queues](#)

[Managing Order Packing from the Order Status Screen](#)

[Advanced Warehouse Overview](#)

Using the Warehouse In Process Queue

The Warehouse In Process Queue displays a detailed view of products not yet located and available in inventory. Review this queue throughout the day to monitor warehouse activity and to alert warehouse personnel to problem picks or receivings.

From this queue you can do the following:

- Review tickets or receipts that have been processed before the items have been picked or put away.
- Review shipment line items with quantity shortages. The queue displays all orders with accepted shortages on shipments, and the quantity that will be backordered on the orders when the shipments are received. Use this information to confirm that the correct quantity is being backordered on the correct order.
- Edit order ship dates.
- Close out orders that you know have been picked or received but are still in the queue for some other reason.

Upon closing RF-picked orders from the Warehouse In Process Queue, you can display the order in the Warehouse Confirmation Queue to complete order processing. When you display the order in the Warehouse Confirmation Queue, the system assigns it the correct status based upon the order's ship via. Process the order as appropriate.

Note: If you are managing cut products, see Handling Cut Products Using RF in the Product Cutting documentation.

To review tickets or receipts tickets, receipts, or shipment shortages from the Warehouse In Process Queue:

1. From the **Warehouse Management > Warehouse Queues** menu, select **Warehouse In Process Queue** to display the Warehouse In Process Queue window.
2. In the **Branch** field, enter **ALL** or select the branch you want to view.
3. In the **Operation** field, select to view one of the following:
 - **Both** - Picking, returned, and receiving orders.
 - **Receiving** - Receiving orders only.
 - **Picking** - Picking and returned orders only.
 - **Shortage** - Shipment line items with accepted quantity shortages.

Note: You must enter a specific branch to view shortages. You *cannot* view shortages if you enter **All** in the **Branch** field. Also if you enter **Both** in the **Operation** field, the Shortage operation is *not* included.

4. In the **Sort By** field, select how you want to sort the results in the queue, such as **By Location** to sort by the product location.

To re-sort, select a new sort option and click **Update** after you initially populate the queue.

Warehouse In Process Queues

5. Click the **Update** button to view the orders and their information in the following columns:

Column	Description
Order #	Order being processed. Note: The system displays RFMove in this field for RF move in-process records.
Description	Product description.
Quantity	Quantity of the product on the order. For tickets or receipts, the quantity of the product on the order. For shipment shortages, the quantity of the product on the order that the system will backorder when the shipment is received. Note: Returns display under the Picking Operation as negative numbers.
Type	Location type, such as stock (S) or overstock (O).
Location	Location where the product is picked from, put away, or where the product currently exists. you must be assigned the PRD.LOCATION.MAINT authorization key at a level higher than 1 to edit the location in this field.
Date	Date when the order was entered or receive verified. Use the age of the date as an indicator of whether the item should legitimately be in the queue. If the date is old, the item most likely has been picked or put away, and some oversight has caused it to remain in the queue. Use the Change View > Time & Date menu option to display this column.
Time	Time when the order was entered or receive verified. The time zone displays next to the time. Use the Change View > Time & Date menu option to display this column.
Ship Date	Date that the order is supposed to be shipped. Use the Change View > Ship Date menu option to display this column. Use the Edit > Change Ship Date menu option to modify ship dates. Note: For work orders, this column displays the start date for in-process picking operations and the completion date for in-process receiving operations.
Tote #	Tote being used to transport the order. Use the Change View > Tote# or the Change View > Tote# & Chute# menu option to display this column.
Chute #	Chute being used for the order. Use the Change View > Tote# & Chute# menu option to display this column.

Note: To refresh the window display, either click the **Update** button or set the queue to automatically update from the **Options > Auto-Update Detail** menu. If you use the **Auto-Update Detail** menu option, select the **Auto-Update** check box in the Auto Update Detail dialog box, and enter the number of seconds you want to pass between auto-updating in the **Delay in seconds** field.

6. Review the orders in the list and determine the appropriate action to take, if any.
7. Save the updates and exit the window.

More Options from the Warehouse In Process Queue

The Warehouse In Process Queue window also offers these options:

To...	Use this menu option...
Find an order or shipment line item. In the dialog box prompting you to enter the order number, enter the order that you want to find and click OK . The system displays only the items associated with the indicated order number.	File > Select Order#
Print a copy of everything currently displayed in the queue.	File > Print
Close the order from the queue and process the items into or out of inventory, as appropriate. You must be assigned the WHSE.INPROCESS.CLOSE authorization key in order to close items from the Warehouse InProcess Queue. Note: This hot key is disabled for RF move in-process records.	File > Close Item
Display the order or shipment line item indicated by the cursor. If authorized, you can edit the order. Note: This menu option is disabled for RF move in-process records. Note: The system displays the character-based system for work orders. If prompted, log on to the character-based system.	File > View Order
Display the Product Location Maintenance window for the product indicated by the cursor. Use this window to view locations where a product can be picked from or put away.	Edit > Product Location Maintenance

See Also:

Using the Warehouse In Process Status Queue

Editing Ship Dates from the Warehouse In Process Queues

Closing Orders from the Warehouse In Process Queues

Using the Tote In Process Queue

The Warehouse In Process Queues Overview

Monitoring Shipments from the Warehouse In Process Queues

Using the Warehouse In Process Status Queue

Use the Warehouse In Process Status Queue to view real-time statuses of all orders, shipments, and manifests in your warehouse. The Warehouse In Process Status Queue displays the following information to keep you up-to-date on your warehouse activity:

- Order, shipment, or manifest IDs.
- Replenishment tasks.
- Customer, vendor, and ship via IDs for the order, shipment, or manifest.
- The percentage completed for the order, shipment, manifest, or replenishment task.
- The status of the order, shipment, manifest, or replenishment task.
- The date and time that the order, shipment, or manifest was placed in process.
- The expected ship date of the order, shipment, or manifest.

In addition to viewing warehouse activity, you can use this queue to:

- Assign users orders, manifests, or replenishments to pick.
- Assign pick groups to users to ensure high-volume picks are being completed.
- Edit order ship dates.
- Edit order ship vias.
- Access Shipment Receipt Entry (SRE) to view or edit shipments or to resolve shipment variances.
- View order, shipment, or manifest history and details.
- View details for cartons into which orders are packed.
- View the Warehouse In Process Queue or Tote In Process Queue for an order, shipment, or manifest.
- Close orders.

Note: Upon closing RF-picked orders from the Warehouse In Process Status Queue, you can display the order in the Warehouse Confirmation Queue to complete order processing. When you display the order in the Warehouse Confirmation Queue, the system assigns it the correct status based upon the order's ship via. Process the order as appropriate.

To use the Warehouse In Process Status Queue:

1. From the **Warehouse Management > Warehouse Queues** menu, select **Warehouse In Process Status** to display the Warehouse In Process Status Queue window.
2. In the **Branch** field, enter or select **All** or the branch you want to view.
3. In the **Pick Group** field, enter the pick group for which you want to view activity if you only want to view activity in one group. Leave this field blank to view activity in all pick groups.
4. In the **Operation** field, select to view one of the following:
 - **All** - Displays all warehouse activities for all orders defined for your branch.

- Picking - Displays picking activities only.
- Auditing - Displays auditing activities only.
- Loading - Displays loading activities only
- Receiving - Displays receiving activities and returned orders only.
- Open Shipments - Displays all open shipments in your branch and their Open status.
- Replenish Tasks - Displays replenish activities only.
- Shmt Variance - Displays shipments with discrepancies between shipped, verified, and put away quantities, and their variance status.

Click the **Multiple Item** button to enter multiple warehouse operations to view at one time.

5. In the **Sort By** field, select how you want to sort the results in the queue, such as **By Ship Via** to sort by the shipping method assigned to the order or manifest.

To re-sort, select a new sort option and click **Update** after you initially populate the queue.

6. Click the **Update** button to display the orders and their information in the following columns:

Note: At the bottom of the window, the system displays the total number of in-process line items, the total number of line items, and the percentage of completed line items.

Column	Description
Order ID	Either the: Sales order, purchase order, work order, or transfer order number. Manifest ID, identified by M and followed by the manifest's three letter status. Replenishment task, identified by Replenishment .
Order ID	Either the: Sales order, purchase order, work order, or transfer order number. Shipment (preceded by N and followed by the shipment's process status) or manifest (preceded by M and followed by the manifest's three letter status) ID. Replenishment task, identified by Replenishment .
Name	The customer, vendor, branch, or ship via assigned to the order, shipment, or manifest.
Assigned	The person or ship via assigned to the order or manifest, if one is assigned. *Multi* displays if more than one person or ship via is assigned. Use the Edit > Assign menu option to assign orders or manifests to users. Note: You cannot currently assign shipments to users.
Ship Via	The ship-via code assigned to the order or manifest. Use the Edit > Change Ship Via menu option to assign a new ship via to the order or manifest. In the displayed dialog box, enter the new ship via to assign and click OK .

Warehouse In Process Queues

Column	Description
Pick Count	<p>The number of tasks for the order or manifest. For example, for an order, the pick count reflects the number of picks it will take to complete the order.</p> <p>Note: In the Warehouse Status Queue Non-Manifest Picking Statistics control maintenance record, define whether the audit status should be included in non-manifest picks. The % Completed and Pick Count columns will reflect whether audit is included in the pick task count.</p>
Pick Count	<p>The number of tasks for the order, shipment, or manifest. For example: For an order, the pick count reflects the number of picks it will take to complete the order. For a shipment, the pick count reflects the number of line items needing to be received.</p> <p>Note: In the Warehouse Status Queue Non-Manifest Picking Statistics control maintenance record, define whether the audit status should be included in non-manifest picks. The % Completed and Pick Count columns will reflect whether audit is included in the pick task count.</p>
Open	<p>The number of tasks in the order, shipment, or manifest that still need to be completed.</p>
% Completed	<p>The percentage of tasks for the order, shipment, or manifest that has been processed.</p> <p>Note: In the Warehouse Status Queue Non-Manifest Picking Statistics control maintenance record, define whether the audit status should be included in non-manifest picks. The % Completed and Pick Count columns will reflect whether audit is included in the pick task count.</p>
Date	<p>The date the order, shipment, or manifest was placed in process. Use the Change View > Date & Time menu option to display this column.</p>
Time	<p>The time the order, shipment, or manifest was placed in process. The time zone displays next to the time. Use the Change View > Date & Time menu option to display this column.</p>
ShipDate	<p>The date that the order, shipment, or manifest is scheduled to be shipped. Use the Change View > Ship Date menu option to display this column. Use the Edit > Change Ship Date menu option to modify the ship dates.</p> <p>Note: For work orders, this column displays the start date for in-process picking operations and the completion date for in-process receiving operations.</p>
Status	<p>The status of the order, shipment, or manifest, such as Received, Picking or Packed. All orders assigned to ship vias set up for manifest picking are assigned a held status until they are added to a manifest. Manifests are assigned a held status until they are manually released from the Shipping Manifest Queue. Use the Change View > Status menu option to display this column.</p> <p>Note: Define order statuses in the following control maintenance records: RF Valid Order In-Process Statuses, RF Order Status After All Items Are Picked, and RF Order Status After All Items Are Staged.</p>

Note: To refresh the window display, either click the **Update** button or set the queue to automatically update from the **Options > Auto-Update Detail** menu. If you use the **Auto-Update Detail** menu option, select the **Auto-Update** check box in the Auto Update Detail dialog box, and enter the number of seconds you want to pass between auto-updating in the **Delay in seconds** field. You can also use the **Edit > Refresh** menu option to clear from the list all orders that have a zero (0) in the **Open** column and **100** in the **%Completed** column.

7. Review the orders in the list to check for problems and determine the appropriate action to take, if any.
8. Save the updates and exit the window.

More Options from the Warehouse In Process Status Queue

The Warehouse In Process Status Queue also offers these options.

To...	Use this menu option...
<p>Display the order, shipment, or manifest indicated by the cursor. For manifests, you can use this option to access the Shipping Manifest Queue and release the manifest.</p> <p>Note: The system displays the character-based system for work orders. If prompted, log on to the character-based system.</p>	File > View Order
<p>Display the Change Log Viewing window for the indicated order. Use this window to view the history of the order, shipment, or manifest.</p>	File > Order Change Log
<p>Display the Warehouse In Process Queue for the order, shipment, or manifest on which the cursor is placed. Use this queue to see each line on the order or manifest and the location of the items, or to view shipment line item shortages.</p>	File > Warehouse In Process Queue
<p>Display a detailed view of the immediate replenishment task indicated by the cursor. This view includes:</p> <ul style="list-style-type: none"> • The pick group assigned to each task. • The from and to locations for each task. • The quantity needing replenished for each task. • Any user assigned to a task. <p>In addition to this detailed information, you can access product detail, Product Location Maintenance, or Warehouse Location Maintenance for the product in each immediate replenish task.</p>	File > View Replenishment
<p>Displays the Tote In Process Queue for the order, shipment, or manifest on which the cursor is placed. Use this queue to view tote-assignment information.</p>	File > Tote In Process Queue

Warehouse In Process Queues

To...	Use this menu option...
<p>View further information for in-process manifests, as follows: Each stop for the manifest. Each order on a stop.</p> <p>To view the stops or orders:</p> <ul style="list-style-type: none"> • Select the manifest for which you want to view individual stops. • Use the Details menu option. • Enter the branch, pick group, and operation for the stops you want to view. • Click the Update button to display the stops. • Repeat the steps to view the orders for each stop. 	<p>Edit > Details</p>
<p>Display the pick count, status, and ship date for the orders, shipments, or manifests.</p>	<p>Change View > Pick Count/Status/Ship Date</p>
<p>Display the open count, status, and ship date for the orders, shipments, or manifests.</p>	<p>Change View > Open Count/Status/Ship Date</p>
<p>Enter criteria to limit what displays. In the dialog box, do the following: In the Order ID field, enter the ID you want to view if you only want to view one order, shipment, or manifest. In the Ship Via field, enter the ship via assigned to the orders, shipments, or manifests that you want to view. Click OK to limit the line items displayed. Use the Selection > Clear Selection menu option to view all line items.</p>	<p>Selection > Select Criteria</p>
<p>Displays the Shipment Variance window for the selected shipment. Use this screen to resolve the selected shipment's variances.</p>	<p>File > Verify Shipment</p>
<p>Displays the Order Status window for the selected order. Use this screen to view the selected order's packing detail.</p>	<p>File > Carton Status</p>

Assigning Orders from the Warehouse In Process Status Queue

When you are viewing outbound orders or manifests in the Warehouse In Process Status Queue and determine that additional help is needed to complete a pick, access the Warehouse In Process Assignment screen. On this screen, assign parts of the manifest to different users, or assign the remaining or entire order or manifest to one user. You can also use this screen to assign difficult picks to your best warehouse personnel.

Note: If the Force Valid Picker IDs **Force Valid Picker IDs** control maintenance record is set to **Yes**, you can only assign picks to valid users whose home branch is the facility with the pick.

You can allocate parts of manifest picks to different users based on a pick group's pick task size definitions. If a pick group has been set up to allocate manifest picks for more than one pick task, then you can assign separate pick tasks for the manifest to multiple users.

For example, the pick group A has 2 picks allocated for its pick task size. When an manifest is released for picking with 10 picks in pick group A, you can break the picks between five users. By breaking the manifest between five users, the manifest is picked and processed faster.

Note: Define a pick group's pick task size in the Pick Task Size Mapping control maintenance record. Pick tasks can be used with manifest picking only.

Note: You cannot assign shipments to users from the Warehouse In Process Status Queue.

To assign an order or manifest from the Warehouse In Process Status Queue:

1. From the **Warehouse Management > Warehouse Queues** menu, select **Warehouse In Process Status** to display the Warehouse In Process Status Queue window.
2. Display the orders or manifests you want to assign.
3. Place the cursor on the order or manifest that you want to assign.
4. From the **Edit** menu, select **Assign** to display the Warehouse In Process Assignment window.

The window displays the following order information in view-only mode:

Field/Column	Description
Branch	Branch in which the order or manifest is placed.
Order#	Order or manifest ID.
Name	Name of the customer or branch for whom the order or manifest is being processed.
Ship Via	Ship via being used to deliver the order or manifest.
Pick Group	Pick group area in which the pick resides.
Assigned	User assigned the pick, if any.
Pick Count	Number of picks for the order or manifest within the pick group.

Field/Column	Description
Open	Number of picks needing to be completed for the order or manifest by the pick group.
% Complete	Percentage of picks complete for the order or manifest.
Total Values (bottom row of window)	Total number of picks, the number of picks assigned, and the percentage of picks assigned for the order or manifest.

5. In the **Assigned** field, enter the user ID to whom you want to assign the pick.
 - If the zone has been allocated more than one pick, then the system displays the Select number of tasks to assign dialog box. Enter the number of picks to assign or **All** and click **OK**.

Note: The system prompts you to enter a number of pick tasks for manifest picks only.

- If you want to assign the entire order or manifest to one user, use the **File > Assign All Items** menu option. The system displays the Select Assigned User dialog box. Enter the user ID to whom you want to assign the entire order or manifest and click **OK**.
- If you want to assign all remaining picks to just one user, use the **File > Assign All Unassigned Items** menu option. The system displays the Select Assigned User dialog box. Enter the user ID to whom you want to assign the remaining picks and click **OK**.

6. Save the updates and exit the window.

Assigning Pick Groups to Users

In addition to assigning orders or manifests to users, assign users to pick groups other than their regular pick group to ensure high-volume picks are being completed quickly.

For example:

Users in pick group A have completed all picks in their zones. Pick group B has 100 more picks to complete. Assign the users in pick group A to pick group B so that they can help complete the pick group B picks.

To assign a pick group to a user:

1. From the **Warehouse Management > Warehouse Queues** menu, select **Warehouse In Process Status** to display the Warehouse In Process Status Queue window.
2. Display the orders you want to review for completion.
3. From the **Edit** menu, select **Pick Group** to display the Pick Group Assignment window.
4. In the **User ID** field, enter the user whom you want to assign to a new pick group.
5. In the **Pick Group** field, enter the new pick group for the user.
6. Click the **OK** button to complete the assignment and return to the Warehouse In Process Status Queue window.

When the user selects picks, only picks in the assigned pick group display.

Note: You must be assigned the USER.PICK.GRP.MAINT authorization key to change a user's pick group.

Editing Ship Dates from the Warehouse In Process Queues

You can edit ship dates from the Warehouse In Process Queue and Warehouse In Process Status Queue, if needed and when certain conditions apply. You can change these dates so that you know they are in the queue because they have not been shipped or completely received.

Note: Changes to invoiced orders will not generate picking or putaway requests for kit components.

For example, you may edit an order's ship date when:

- You were supposed to receive an order by 11/01/04, but part of that order was backordered and the new ship date is 11/10/04. You can change this date from an in process queue.
- The original ship date for an order was 11/03/01, but it was then changed to 11/09/01. You can change this date from an in process queue.
- An order's ship date is today, but the truck delivering the order has to leave immediately. The order is not ready to be shipped immediately. You can change its ship date to tomorrow's date from an in process queue.
- It is the end of the month and orders are still in process. From an in process queue, you can change the ship date to avoid issues with accounting and the closed accounting period.

To edit a ship date from the Warehouse In Process Queue:

1. From the **Warehouse Management > Warehouse Queues** menu, select **Warehouse In Process Queue** to display the Warehouse In Process Queue window.
2. Display the line items.
3. Select the line item for which you want to edit the ship date.
4. From the **Edit** menu, select **Change Ship Date** to display the Enter New Ship Date dialog box.
5. In the dialog box, enter the date you want the order to be shipped.
6. Click the **OK** button to update the ship date for the line item and return to the Warehouse In Process Queue window.

The system also updates ship dates on all the generations created by any split terms on an invoiced generation.

7. Save the updates and exit the window.

To edit a ship date from the Warehouse In Process Status Queue:

1. From the **Warehouse Management > Warehouse Queues** menu, select **Warehouse In Process Status** to display the Warehouse In Process Status Queue window.
2. Display the line items.
3. Select the order for which you want to edit the ship date.
4. From the **Edit** menu, select **Change Ship Date** to display the Enter New Ship Date dialog box.
5. In the dialog box, enter the date you want the line item to be shipped.
6. Click the **OK** button to update the ship date for the line item and return to the Warehouse In Process Status Queue window.

Warehouse In Process Queues

The system also updates ship dates on all the generations created by any split terms on an invoiced generation.

7. Save the updates and exit the window.

See Also:

Using the Warehouse In Process Queue

Using the Warehouse In Process Status Queue

The Warehouse In Process Queues Overview

Closing Orders from the Warehouse In Process Queues

If authorized, you can close an order from both the Warehouse In Process Queue and Warehouse In Process Status Queue. For example, you can close an order that was entered by the counter personnel, but then who picked it without using RF or close an order if the items need to be backordered but you need to ship the items you have on-hand. Use caution when closing orders from queues. If done without monitoring and correcting inventory, as necessary, inventory can become inaccurate in the system.

Note: You must be assigned the WHSE.INPROCESS.CLOSE authorization key in order to close items from the Warehouse InProcess Queue.

You can also print tickets before closing orders from the Warehouse In Process Status Queue. For special circumstances when you don't want to close the order from an in process queue, close orders through the Sales Order Entry window.

After closing RF-picked orders from the Warehouse In Process queues, you can display the order in the Warehouse Confirmation Queue to complete order processing. When you display the order in the Warehouse Confirmation Queue, the system assigns it the correct status based upon the order's ship via. Process the order as appropriate.

Note: If you are managing cut products, see Handling Cut Products Using RF in the Product Cutting documentation.

To close an order from the Warehouse In Process Queue:

1. From the **Warehouse Management > Warehouse Queues** menu, select **Warehouse In Process Queue** to display the Warehouse In Process Queue window.
2. In the **Branch** field, enter **ALL** or select the branch you want to view.
3. In the **Operation** field, select the type of task for the order you want to close, such as **Picking** for a manifest.
4. Select the order to close.
5. From the **File** menu, select **Close Item** to remove the order from the queue and process items into or out of inventory, as appropriate.

Note: Close orders in the queue only after you research and confirm this is the best course of action. If done inappropriately, this action could cause inventory inaccuracies. Do not close an item if the **Location** field is blank. Enter a location first.

6. Save the updates and exit the window.

To close an order from the Warehouse In Process Status Queue:

1. From the **Warehouse Management > Warehouse Queues** menu, select **Warehouse In Process Status** to display the Warehouse In Process Status Queue window.
2. In the **Branch** field, enter the branch to which the order belongs.
3. In the **Operation** field, select the type of task for the order you want to close, such as **Picking** for a manifest.
4. Select the order to close.

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5. Print a ticket for the order, if needed.
6. From the **File** menu, select **Close Order** to close the order.
Note: If you use the e-mail print option for closing an order, the system sends the information without prices.
7. In the dialog box Close All Inprocess Items, click the **OK** button to close the order.
Note: Use caution when closing orders from queues. If done without monitoring and correcting inventory, as necessary, inventory can become inaccurate in the system.
8. Save the updates and exit the window.

To print an order ticket after you have closed the order:

1. From the **Warehouse Management > Warehouse Queues** menu, select **Warehouse In Process Status** to display the Warehouse In Process Status Queue window.
2. In the **Branch** field, enter the branch to which the order belongs.
3. In the **Operation** field, enter **Picking** to display all current picks.
4. Select the order for which to print the ticket.
5. From the **File** menu, select **View Order** to display the Sales Order Entry window.
6. Click the **Status** tab to display the order's status information.
7. From the **Print** menu, select **Options** to display the Order Reprinting Options window.
8. In the **Print Style** field, select the type of pricing to display on the ticket.
Note: If you use the e-mail print option for closing an order, the system sends the information without prices.
9. In the **Order Status** field, select the status for picking.
10. In the **Number of Copies** field, enter the number of tickets you want to print.
11. From the **File** menu, select **Print Order** to print the ticket.
12. Save the updates and exit the window to return to the Warehouse In Process Status Queue window.
13. Close the order, as needed.

To close an order that does not display in the RF system:

1. From the **Orders** menu, select **Sales Order Entry** to display the Sales Order Entry window.
2. Display the order to close.
3. Click the **Status** tab to display the order's status information.
4. From the **Print** menu, select **Options** to display the Order Reprinting Options window.
Note: If you use the e-mail print option for closing an order, the system sends the information without prices.
5. In the **Print Style** field, select the type of pricing to display on the ticket.

6. In the **Order Status** field, select the status for picking.
7. In the **Number of Copies** field, enter the number of tickets you want to print.
8. In the **Review Queue Status** field, enter **Close** to close the order.
9. From the **File** menu, select **Print Order** to print the ticket.
10. Save the updates and exit the window.

See Also:

Using the Warehouse In Process Queue

Using the Warehouse In Process Status Queue

The Warehouse In Process Queues Overview

Tracking Sales and Transfer Orders Through the Warehouse

Using the Tote In Process Queue

Use the Tote In Process Queue to view:

- Users to whom totes are assigned
- Totes being used to pick or put away product
- Number of items on totes
- Status of totes
- Staging location for totes

Use this window to track item and order status based on tote location. You can also access the Tote In-Process Detail window to view further details about a tote's in-process status.

For example, if you try to close an order and the system alerts you that one tote has yet to be staged, look at the Tote In Process Queue to find out who is using the tote that needs to be staged. You can then go to that person and find out why they are being held up, or you can access the Tote In-Process Detail window to view more detail about that tote's in-process status.

To track items on a tote during the receiving or picking process:

1. From the **Warehouse Management > Warehouse Queues** menu, select **Tote In Process Queue** to display the Tote In Process Queue window.
2. In the **Branch** field, enter **All** or the branch in which you want to view tote information.
3. In the **Operation** field, select one of the following to view:
 - **Both** - Both receiving and picking orders, as well as totes being used for replenishment.
 - **Receiving** - Receiving orders only.
 - **Picking** - Picking orders only.
4. Click the **Update** button and view the tote's in-process information in the following columns:

Column	Description
Tote	The tote being used to transport the product.
Assigned	The user who is using this tote for the order.
Items	The number of items in the tote.
Status	The tote's process status, such as InPutAway or Staged . Note: Define tote statuses in both the RF Valid Order In-Process Statuses RF Valid Order In-Process Statuses and the RF Tote Status Before Loading Trucks RF Tote Status Before Loading Trucks control maintenance records.
Staging Location	The location where the tote is staged.

Note: To refresh the window display, either click the **Update** button or set the queue to automatically update from the **Options > Auto-Update Queue** menu. If you use the **Auto-Update Queue** menu option, enter the number of seconds you want to pass between auto-updating in the Enter delay time in seconds dialog box.

- 5. Exit the window.

To view further details about a tote's in-process status:

1. From the **Warehouse Management > Warehouse Queues** menu, select **Tote In Process Queue** to display the Tote In Process Queue window.
2. Display the totes for which you want to view further details.
3. Select the tote to view by placing the cursor on it.
4. From the **File** menu, select **Detail** to display the Tote In-Process Detail window.

The Tote In-Process Detail window displays with the following information for the selected tote.

Field/Column	Description
Branch	The branch to which the orders using the tote belong.
Tote	The tote being used for the orders.
Assigned	The user who is using this tote for the orders.
Order#	The orders being put away or picked. Note: If the tote is being used to move product with the RF Move Product function, RFMove displays in this field.
Product Description	The product being put away or picked for the orders.
Qty	The number of items on the tote for the indicated product.
Type	The type of product, such as S for stock.
Location	The product's warehouse location.
Box	For conveyor systems, the IDs of boxes pulled from the conveyor.
Packer	For conveyor systems, the user ID of the person who packed the boxes.
Date & Time	The date and time the product was placed on the tote.

Note: To refresh the window display, either click the **Update** button or set the queue to automatically update from the **Options > Auto-Update Queue** menu. If you use the **Auto-Update Queue** menu option, enter the number of seconds you want to pass between auto-updating in the Enter delay time in seconds dialog box.

- 5. Exit the window.

More Options from the Tote In-Process Detail Window

The Tote In-Process Detail window also offers these options.

To...	Use this menu option...
Display the order indicated by the cursor. If authorized, you can edit the order. Note: This menu option is disabled for RF move in-process records. Note: The system displays the character-based system for work orders. If prompted, log on to the character-based system.	File > View Order

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To...	Use this menu option...
Display the Product Location Maintenance window so you can view and edit product location information.	Edit > Location Maintenance

See Also:

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