



Getting Started with Warehouse Management

Release 8.6.3 (Eterm)

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Manual Warehouse Management Overview

The Warehouse Management program tracks inventory from receiving to shipping, along with the equipment used to perform these processes. Use Warehouse Management to do the following:

- Receive and put away material from vendors and other branches.
- Cross dock material.
- Pick and ship material to customers and other branches.
- Work with shipping manifests to aid in shipment delivery.
- Count inventory both to collect a baseline of your inventory and to then ensure that your inventory stays accurate and up-to-date in the system.
- Make inventory adjustments to keep inventory accurate.
- Define and maintain product and warehouse locations.
- Track equipment usage, profits, and costs.
- Control inventory you monitor closely for quality.
- Create price tags for inventory.
- Print bar code labels, ship tickets, and user-defined forms and labels.

See Also:

Manual Warehouse Management Setup Overview

RF Warehouse Management Overview

Manual Warehouse Management Setup Overview

Before using the Warehouse Management program, you must perform the following set up tasks so all areas of the warehousing program work to your specifications:

- Layout your warehouse to most efficiently receive and store items, pick, package, and ship orders, and count your inventory.
- Set up system control maintenance records and authorization keys for the following areas:
 - Cross Dock.
 - Picking and Shipping.
 - Manual Inventory Counts.
 - Inventory Adjustment Entry.
 - Product Location Maintenance.
 - Shipping Manifest Queue.
 - Equipment Maintenance.
 - Detail Lot Maintenance.
- Set up a fictitious customer for Price Tag Printing, as well as products with wattage information.
- Define auto scheduling parameters for shipping manifests.
- Set up Equipment Time Clock Entry for Equipment Maintenance.

See Also:

Manual Warehouse Management Overview

Warehouse Layout Guidelines

When you set up your warehouse, consider how you can use your space to most efficiently receive and store items, pick, package, and ship orders, and count your inventory. Give thought to the flow of products and personnel through your warehouse, including setup and positioning of racking. Consider what path you would follow to pick an order that includes one of every item that you carry in the most sufficient manner.

Locations in your warehouse should sort in a logical fashion. For example, you may divide your warehouse into zones, such as A for the front half of the warehouse, B for the back half, and Yard for the area you store larger items such as ducting. You may break your zones into sections and your sections into aisles. Each aisle may have shelves, and each shelf may have bins in which you keep smaller items such as fittings. However you lay out your warehouse space, create an easy to follow numbering system that identifies the exact location a picker or stock person goes for a product.

For example, consider any of the following number schemes:

Numbering Scheme	Explanation
100-100-10	Aisle-Section-Shelf
10-10-10	Aisle-Section-Shelf
A10A	Aisle-Section-Shelf
A-10-10-10-B	Zone-Aisle-Section-Shelf-Bin

If you use bar code labeling, create a bar code for every location in your warehouse.

For additional information about warehouse layout and bar code labeling, see [Bar Coding Warehouse Locations](#).

See Also:

[Manual Warehouse Management Setup Overview](#)

Setup Requirements for Cross Dock

Following are the control maintenance records and authorization keys used for cross dock.

Control Maintenance Records

Set the following control maintenance records:

- Enable Automatic Suggested Transfers From Cross Dock Printing Queue
- Enable Immediate Print/Process From Cross Dock Sug Transfer
- Order Status Print Status Defaults
- Respect Item Min/Max For Suggested Transfers

Authorization Keys

Assign the following authorization key:

- TOE.ALLOWED

See Also:

Cross Docking Overview

Manual Warehouse Management Setup Overview

Setup Requirements for Picking and Shipping in a Manual Warehouse

Following are the control maintenance records and authorization keys used for picking and shipping in a manual warehouse environment.

Control Maintenance Records

Set the following control maintenance records:

- Enable Picking Confirmation
- Footer Message for Pick Tickets And Ship Tickets
- Notify User When Quantity Backordered
- Pick By Location Based On Received Date
- Pick By Serial Number Based On Received Date
- Print Products On Tickets By Location
- Print Ship Ticket Instead of Pick Ticket
- Set Starting Warehouse Confirmation Tracker ID Number
- Use Location Expiration Dates
- Use Whse Confirmation Queue With Tracking Number
- Warehouse Tracking Column Titles

Authorization Keys

Set the following authorization key:

- SERIAL.OVRD

See Also:

Picking and Shipping Orders in a Manual Warehouse Overview

Manual Warehouse Management Setup Overview

Setup Requirements for Manual Inventory Counts

Following are the control maintenance records used for manual inventory counts, along with additional setup requirements.

Control Maintenance Records

The following control maintenance records affect manual inventory counts:

ACCT COST Update Parameters

- Should Inventory Adjustment Update Avg/Last Cost
- Include Tagged Quantities In Cost Calculation
- Update Landed Avg Cost Using Landed Cost

INVM Inventory Counting Parameters

- Cycle Count Queuing Enabled
- Disable Cycle Count Generation In SOE
- Exclude Tagged Location Information On Physical Sheets
- Generate Cycle Count When Transfer Ship Quantities Change
- Location Types To Include In Physical Count

MAINT PROD (Product)

- Delete Stock Location With Blank Status and Zero Quantity
- User To Log Automatic Inventory Adjustments Under

SOE Product Parameters

- Product Location Default

SOE Prompts

- Prompt For Picked Postdated Orders During Physical

Additional Setup Requirements

The following setup requirements affect manual cycle counts or physical inventories:

Product Location Layout Maintenance

Before you can count inventory by location, set up a warehouse location label format for your branch. Once you define this format, follow it for all warehouse locations. Use the Location Layout screen to define the label format for individual product locations.

If you do not count inventory by location, you do not need to establish a warehouse location layout.

Product Location Maintenance

Perform any product location maintenance before beginning a full physical inventory. Do not update product locations during the physical inventory process; wait until the physical inventory is finished and you have updated your on-hand quantities.

Use the Product Location Maintenance screen to update product locations.

If you do not count inventory by location, you do not need to perform location maintenance prior to counting.

See Also:

Counting Inventory Overview

Manual Warehouse Management Setup Overview

Setup Requirements for Inventory Adjustment Entry

Following are the control maintenance records and authorization keys used for inventory adjustments.

Control Maintenance Records

Set the following control maintenance records:

- Allow Zero Average Cost In Inventory Adjustments
- Auto Prompt For G/L Account Detail Notes
- Disable Inventory Adjustments For Location Maintenance
- Inventory Adjustment Default View
- Require Change Log Comments On Inventory Adjustments
- Update Landed Avg Cost Using Landed Cost
- User To Log Automatic Inventory Adjustments Under
- Valid Inventory Adjustment Comments
- Validate Inventory Adjustment Header Comments

Authorization Keys

Assign the following authorization keys:

- COGS.VIEW
- INVADJ.ALLOWED
- INVADJ.COST.EDIT
- INVADJ.QTY.EDIT
- PRD.LOCATION.MAINT

See Also:

[Inventory Adjustment Entry Overview](#)

[Manual Warehouse Management Setup Overview](#)

Setup Requirements for Product Location Maintenance

Following are the control maintenance records and authorization keys used for Product Location Maintenance.

Control Maintenance Records

Set the following control maintenance records:

- Default Location For F, O, R Type Returns
- Default Location For S Type Returns
- Default Location On All Credits To The Primary Location
- Default Product Location Maintenance View
- Delete Stock Location With Blank Status And Zero Quantity
- Disable Inventory Adjustments For Location Maintenance
- Location Types To Include In Physical Count
- Product Location Default
- Product Location Quantity Movement
- Prompt For Reason For Change In Product Location Maintenance
- Re-Sort Purchase Items When Closed For Branch
- Re-Sort Sale Items When Closed For Branch
- Re-Sort Transfer Items When Closed For Branch
- Use Location Expiration Dates

Authorization Keys

Assign the following authorization keys:

- PRD.LOCATION.MAINT

You must be assigned the PRD.LOCATION.MAINT authorization key to make location and quantity adjustments in Product Location Maintenance. There are three authorization levels:

- Level 1 – Only allows you to view Product Location Maintenance.
- Level 2 – Allows you to reallocate product between locations, without changing the total on-hand quantity.
- Level 3 – Allows you to reallocate product and adjust on-hand product quantity.

- PRD.TAG.LOC.MOVE

See Also:

Product Location Maintenance Overview

Manual Warehouse Management Setup Overview

Setup Requirements for Shipping Manifests

Following are the control maintenance records, authorization keys, and auto manifest parameters used for shipping manifests.

If you are using the Signature Capture companion product to attach signatures to a manifest, see Manifest Processor Setup Overview for additional setup information.

Control Maintenance Records

Set the following control maintenance records:

- Default Manifest Report Type
- Default Pre-Load Manifest Report Sort Option
- Do Not Allow Editing Of A Locked Manifest
- Do Not Change Ship Date Or Ship Via On Manifest Close
- Log ABC Delivery Charge
- Manifest COD Message
- Manifest Queue Enabled
- Number Of Signatures/Barcodes Required On A Manifest
- Print Package Quantities on Manifest
- Print Shipping Instructions On Manifest
- Print Status Override On Manifest Close
- Print Status Override On Manifest Processor Sig Upload
- Recalculate Delivery Times On Shipping Manifest For Manual Changes
- RF Valid Order In-Process Statuses
- Set Print Status When Order Placed On Manifest
- Shipping Manifest AutoSched Default To ON
- Valid Package Type
- Verify Ship Date/Ship Via For Ready To Manifest

Authorization Key

Assign the following authorization key:

- SOE.MANIFEST.EDIT

Auto Manifest Parameters

Set ship via print status, route delivery, delivery order, delivery times and zip code information prior to using auto manifest scheduling.

See Also:

Defining Auto Scheduling Parameters for Shipping Manifests

Shipping Manifest Queue Overview

Manual Warehouse Management Setup Overview

Defining Auto Scheduling Parameters for Shipping Manifests

Before you can use the automatic shipping manifest scheduling, you need to perform these additional setup tasks. After these setup tasks are complete, the system schedules orders in the Shipping Manifest Queue based on the defined criteria.

Set up the following for auto scheduling shipping manifests:

- Ship via print status and route delivery information.
- Delivery order to use as a default.
- Zip code ship vias and delivery times to use as defaults.
- Normal customer delivery times.

Ship Via Print Status and Route Delivery Information

Assign a print status of Manifest for all ship vias you want to use on the Shipping Manifest Queue, and assign delivery information to each ship via your company uses. This information defines the start times, first delivery times, and delivery intervals to use as defaults for each ship via on a shipping manifest. You can override the defaults if necessary in the Shipping Manifest Queue screen.

On the Ship Via Route Delivery Information screen, also indicate whether you want the Auto Manifest Load utility activated. If activated, this utility places each ticket delivered using the ship via on a shipping manifest when the order's status is **Invoice** on the Sales Order Entry Status screen and when you use the **Select Tks** hot key on the Shipping Manifest Queue screen.

►To assign ship via print status and route delivery information:

1. From the **Files** menu, select **Ship Via** to display the Ship Via Maintenance screen.
2. In the **ShipVia** field, enter the ship via you want to edit for the Shipping Manifest queue.
3. In the **Print Status** field, enter **M** for manifest.
4. Use the **Delivery Info** hot key to display the Ship Via Route Delivery Information screen.
5. In the **Delivery Start Time** field, enter the time when the truck is scheduled to leave the warehouse.

The time you enter displays in the **Start Time** field of the Shipping Manifest Queue screen for this ship via. You can change the time on the manifest without affecting the default you assign for the ship via.

6. In the **First Delivery Time** field, enter the time when the truck is scheduled to make its first delivery.

The time you enter displays in the **First Delivery** field of the Shipping Manifest Queue screen for this ship via. You can change the time on the manifest without affecting the default you assign for the ship via.

7. In the **Delivery Interval** field, enter the average number of minutes between stops for this ship via.

If you leave the **Delivery Interval** field blank for a ship via, the system enters 15 minutes in the **Delivery Interval** field on the Shipping Manifest Queue screen.

8. In the **Auto Manifest Load** field, enter **Y** or **N** to indicate if you want the system to add an order to a manifest and schedule it on the manifest according to these defaults.
9. Press **Esc** to save the route delivery information.

Delivery Order

Assign each ship via a delivery order to use as a default on the Ship Via Delivery Order screen. This information determines in what order the driver makes deliveries on a manifest for a ship via. The system defaults to this defined data first. You must also assign delivery information for the ship via in Ship Via Maintenance for the delivery order to be active. For more information, see Ship Via Print Status and Route Delivery Information.

►To define a delivery order to use as a default:

1. From the **Files** menu, select **Customer** to display the Customer Maintenance screen.
2. Display the customer to which you want to assign delivery information.
3. Use the **Delivery** hot key to display the Ship Via Delivery Order screen.
4. From the displayed list, select the ship via for which you are defining the delivery order.
5. On the Ship Via Delivery Order screen, enter the customers you want on the defined delivery order for the ship via.

The order sorts from your first entry to your last.

6. Press **Esc** to save the delivery order.

Zip Code Ship Vias and Delivery Times

Assign each zip code a ship via and delivery time to use as defaults on the Zip Code Maintenance screen. This is the second criteria the system uses to determine in what order the driver makes deliveries on a manifest for a ship via. If you do not assign an order delivery list, the system sorts orders by their zip code's ship vias and delivery times.

►To assign a zip code a ship via and delivery time to use as defaults:

1. From the **Files** menu, select **Zip Code** to display the Zip Code Maintenance screen.
2. In the **Zip Code** field, enter the zip code to which you are assigning a ship via and delivery time.
3. In the **Dflt ShipVia** field, enter the ship via that you want to assign to this zip code.

4. In the **Dflt Delivery Time** field, enter the delivery time you want to assign to this zip code.
5. If this zip code is multi-branched, use the **ShipVias by Br** hot key to display the Zip Code ShipVias by Branch screen.
6. For each branch, enter the ship via and delivery time.
7. Press **Esc** after you have assigned all branch defaults.
8. Press **Esc** to save all assignments.

Normal Delivery Time for Customers

Assign each of your customers a normal delivery time on the Miscellaneous Customer Information screen. The system uses this information last to determine in what order the driver makes deliveries on a manifest for a ship via when multiple customers in the same zip code area are on the same manifest.

►To assign a normal delivery time to a customer:

1. From the **Files** menu, select **Customer** to display the Customer Maintenance screen.
2. Display the customer to which you want to assign delivery information.
3. Use the **Add'l** hot key and then use the **Misc Cust Info** hot key to display the Miscellaneous Customer Information screen.
4. In the **Normal Delivery Time of Day** field, enter the time that your warehouse normally delivers to this customer.
5. Press **Esc** to save the assignment.

See Also:

Shipping Manifest Queue Overview

Scheduling Shipping Manifests Using Auto Scheduling

Setup Requirements for Shipping Manifests

Manual Warehouse Management Setup Overview

Setup Requirements for Equipment Maintenance

Following are the control maintenance records and authorization keys used for Equipment Maintenance.

Control Maintenance Records

Set the following control maintenance records:

- Time Clock Employee Types
- Time Clock Minutes
- Valid Distance Units Of Measure
- Valid Fuel Units Of Measure
- Valid Time Clock Adjustment Codes

Authorization Keys

Assign the following authorization keys:

- EQUIPMENT.MAINT
- TIME.CLOCK.AJUST

See Also:

Setting Up for the Equipment Time Clock Entry Screen

Equipment Maintenance Overview

Manual Warehouse Management Setup Overview

Setting Up for Equipment Time Clock Entry

To use the Equipment Time Clock Entry screen, first perform the following additional setup tasks in User Maintenance and in Control File Maintenance:

- Assign pay rates to users so that a user's time entered on the Equipment Time Clock Entry screen is paid.
- Assign overtime and overtime pay rates.
- Create employee types, such as part-time.

▶ To assign a pay rate to a user:

1. From the **System > System Files > User Control** menu, select **User Maintenance** to display the User Maintenance screen.
2. In the **User ID** field, enter the ID for the employee to whom you want to assign pay rates.
3. Use the **Addl** hot key and then the **Time Clock** hot key to display the Time Clock Options screen.
4. Use the **Add'l Data** hot key to display the Additional Data screen.
5. In the **Pay Rate** field, enter the hourly pay rate for the displayed user.
6. Press **Esc** to save the assignment.

▶ To assign an overtime and overtime pay rate:

1. From the **System > System Files** menu, select **Control Maintenance** to display the Control Maintenance screen.
2. In the **Keyword** field, enter **Valid Time Clock Adjustment Codes** to display the Valid Time Clock Adjustment Codes control maintenance record.
3. In the **Adjust Code** field, select the adjustment code, such as **Weekends**, to which you want to assign overtime and overtime pay rates.
4. In the respective **O/T Pay** field, enter **Yes** or **No** to indicate if overtime pay is applicable to the adjustment code.

If you entered **Yes** in the **O/T Pay** field, enter the amount by which to multiply an employee's standard pay rate in the **O/T Mult** field.

5. Press **Esc** to save the assignments and exit the screen.

▶ To create an employee type:

1. From the **System > System Files > User Control** menu, select **User Maintenance** to display the User Maintenance screen.
2. In the **User ID** field, enter the ID for the employee to whom you want to assign a type.

3. Use the **Addl** hot key and then the **Time Clock** hot key to display the Time Clock Options screen.
4. In the **Employee Type** field, enter the employee type to assign to the displayed user ID, such as part-time.
5. Press **Esc** to save all changes.

See Also:

Equipment Maintenance Overview

Tracking Users' Hours With Equipment

Setup Requirements for Equipment Maintenance

Manual Warehouse Management Setup Overview

Setup Requirements for Detail Lot Maintenance

Following are the control maintenance records and authorization keys used for Detail Lot Maintenance:

Control Maintenance Records

Set the following control maintenance records:

- Default Detail Lot Country Codes
- Display Detail Lot Selection Screen
- Exclude Detail Lot Items From Available On-Hand Calculation
- Prompt For Detail Lot ID On Process Of W/O
- Valid Detail Lot Certification Codes
- Valid Detail Lot Cost Adder Codes
- Valid Detail Lot Country Codes
- Valid Detail Lot Hold Codes
- Valid Detail Lot Product Quality Ranks
- Valid Detail Lot Q/C Inspection Levels
- Valid Detail Lot Special Feature Codes

Authorization Key

Assign the following authorization key:

- PRD.LOCATION.MAINT

See Also:

Detail Lot Maintenance Overview

Setting Up for Detail Lots

Manual Warehouse Management Setup Overview

Setting Up for Detail Lots

Before using Detail Lot Maintenance, you must identify the following:

- The products you sell as detail lot items.
- The customers who buy detail lot items requiring quality control.
- The vendors from whom you buy detail lot items.

For customers to whom you sell detail lot items, set quality control inspection levels, and quality product rankings for the purchases they make. Perform these setup tasks so you can create Detail Lot records and assure the highest quality for your customers.

Detail lots are not currently supported in an RF warehouse environment.

When creating detail lot records, complete the following tasks:

- Identify a product as a detail lot.
- Set quality control parameters for customer purchases.
- Designate vendors as detail lot providers.

►To identify a product as a detail lot item:

1. From the **Whse Mgt** menu, select **Product Location Maintenance** to display the Product Location Maintenance screen.
2. In the **Branch** field, enter the branch or territory where the detail lot item is stocked.
3. In the **Product** field, enter the product that you want to set as a detail lot item.
4. In the **Control Type** field, press **F10** and select **Detail Lot**.
5. Press **Esc** to save the entries.

►To set a quality control inspection level and quality product ranking for the purchases a customer makes:

1. From the **Files** menu, select **Customer** to display the Customer Maintenance screen.
2. In the **Customer** field, enter the customer for whom you are setting the inspection levels and product ranks.
3. Use the **Add'l** hot key to display the Additional Information screen.
4. Use the **Detail Lot Track** hot key to display the Parameters screen for inspection level and product rank.
5. In the **Acceptable Q/C Inspection Level** field, press **F10** and select the minimum level that the customer accepts for the detail lot item.

Note: Q/C Inspection Levels are defined in the Valid Detail Lot Q/C Inspection Levels control maintenance record.

6. In the **Acceptable Product Quality Rank** field, press **F10** and select the minimum level that the customer accepts for a detail lot item.

Note: Quality Ranks are assigned in the Valid Detail Lot Product Quality Ranks control maintenance record.

7. Press **Esc** to save the assignments.
8. Press **Esc** to return to the previous screen.

▶ **To designate a vendors as a detail lot provider:**

1. From the **Files** menu, select **Vendor** to display the Vendor Maintenance screen.
2. In the **Vendor** field, enter the vendor whom you want to flag as a detail lot item provider.
3. In the right column, place an asterisk next to **Manufacturer** to flag the vendor.
4. If the vendor is a manufacturer of military specification parts, use the **Add'l Data** hot key to display the Additional Vendor Information screen.
5. In the **Cage Code** field, enter the Cage Code to which to default for the vendor.

Note: A Cage Code is a government rating for military specification parts and identifies the vendor and manufacturer as an authorized supplier to the military.

6. Press **Esc** to save the Cage Code and return to the Vendor Maintenance screen.
7. Press **Esc** to save the entries.

See Also:

Detail Lot Maintenance Overview

Creating, Viewing, and Editing Detail Lot Products

Setup Requirements for Detail Lot Maintenance

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