

# ASPluris™ V2.3x

## Users Guide



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**Data Technology**  
Hardware • Software  
Design • Consulting

ASPluris is an Australian product by:

ASP Microcomputers  
14 Business Park Drive,  
Notting Hill, Victoria, 3168  
Australia

Telephone: (03) 9578-7600  
FAX: (03) 9578-7727

email: [solutions@asp.com.au](mailto:solutions@asp.com.au)  
World Wide Web: <http://www.asp.com.au>

ASP Microcomputers is a division of Grayline Holdings Pty. Ltd., A.C.N. 004 940 729



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## Introduction

**ASPluris** is an innovative product from ASP Microcomputers that adds mobile solutions to ERP and WMS systems using web services and portable barcode terminals. **ASPluris** is available as a series of modules.

Installation information has been moved to a separate document.

## Using the Barcode Terminal

ASPluris uses the **Casio DT-X8** or **DT-X200** barcode terminals. These terminals are physically quite similar, except that the DT-X8 has a black background to the keypad while the DT-X200 has a grey keypad background.

### Casio DT-X8 and DT-X200 terminals

The Casio DT-X8 (shown on the right) and DT-X200 terminals provide all the durability and performance features required for extremely demanding and tough work environments. They have been designed to meet a drop resistance of three metres to concrete, ensuring that they can survive impacts from the kind of heights likely to be encountered in typical work environments such as warehouses.

The Casio DT-X8 and DT-X200 are dust/splash-proof to IP67, have a 2.7 inch touch-screen LCD that is highly visible even in daylight, and a vibrator alert. A high performance laser scanner is standard, with a 2D imager model available. This manual refers to the standard laser scanner.



To turn the terminal on, press and hold down the power button (just above the R key below the display) until the screen displays “Power On”. To turn the terminal off, press and hold down the power button until the screen goes black.

## Reading Barcodes

Ensure that the terminal is turned on, and at a place in the program where barcodes can be scanned, then press one of the orange edged trigger buttons on the sides of the terminal, or the round button inside the orange circle below the display screen.

Hold the terminal about 3 to 30cm back from the barcode, and direct the scanning beam onto the barcode. When the barcode has been read successfully, the terminal will beep and the indicator LED will flash briefly.

If the terminal fails to read the barcode, change the scanning angle or the distance from the barcode, and try again.

## The Barcode Terminal keypad

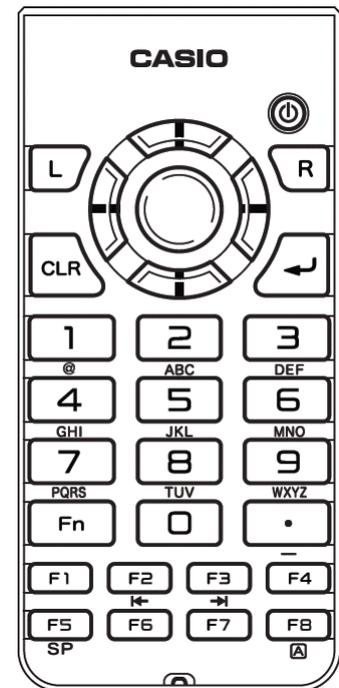
The keyboard layout of the Casio DT-X8 and DT-X200 terminals is shown on the right.

The **Power button** is just above the R button near the top right.

The **Enter key** is at the bottom right of the circular array of keys.

The **CLR key**, which is used most often as a **backspace key**, is at the bottom left of the circular array of keys.

To type a **space** character, press the **F5/SP key** at the bottom left of the keypad. To type a **- dash** (or negative sign) character, press the **F4/- key** near the bottom right.



## Keypad Mode Icon

In most applications, the only time you'll need to use the keypad is to enter data such as quantities, and these are usually numeric only. The barcode terminal was designed to make this kind of data entry fast and simple.

**Numeric input** is the default mode, and this is indicated by a small **1** icon near the top right of the display, below the battery status icon.

In the default **1** mode, you can enter numbers just by pressing the numeric keys.

If you need to enter letters or other characters, the barcode terminal has an upper case and a lower case **Alphanumeric Input** mode, indicated by a small **A** or **a** icon near the top right of the display.



**1**

To change modes, you must be at a prompt that allows keyboard input. Then, press and release the **F8/⌘** key at the bottom right of the keypad to change between **numbers** **1**, **upper case letters** **A**, and **lower case letters** **a**. Each press of the **F8/⌘** key cycles through the available modes, with the current mode indicated by the icon near the top right of the display.

In **numeric** **1** mode, the keypad enters the numbers shown on the key. In **upper case** **A** or **lower case** **a** mode, the letters shown in white on each numeric key can be entered. Pressing a key once enters the first letter on the key, pressing a key twice quickly enters the second letter, and so on, similar to an old-style mobile phone keypad.

To enter a dash, press the **F4/-** key. To enter a space, press the **F5/SP** key. Various punctuation marks can also be entered using the **1/@** key in upper or lower case mode.

### Battery Status Icon

The battery icon at the top right of the screen can show five states.



This icon means that the terminal is in its cradle, and the cradle is connected to its power supply.



This icon shows that the battery is between approximately 75% and 100% charged.



The battery is between approx. 50% and 75% charged.



The battery is between approx. 25% and 50% charged.



The battery is between approx. 0% and 25% charged. You should stop using the terminal and charge the battery immediately.

Please note that the battery status icon is indicative only.

## **Battery Charging**

When the terminal is put into its cradle, and the cradle is connected to a power supply, the terminal's battery will be charged. An indicator above the display shows charging status.

**Orange**                      The battery is being charged.

**Red Flashing**              Charging is halted due to a battery pack error, or the surrounding temperature is out of the charging temperature range. Charging will begin again when the temperature returns to within the charging temperature range of approx 0°C to 40°C.

**Green**                        Battery charging is complete.

## **Power Saving and Auto Off**

To conserve battery power when the terminal is not in active use, the Windows CE Operating System lowers the display brightness a preset amount of time, and then turns off after a further preset time. To restore the terminal to its prior state, just press the Power button briefly.

These battery saving functions are controlled by the Windows CE Power settings. We advise against changing any Windows CE settings.

## **A note about screens shown in this document**

You should note that the screens in this document are examples only, and may not necessarily be consistent with each other where consistency is not important to the function being described. Sometimes we might capture these screens at different times, or changes to the ASPluris program may require us to recapture some screens and we don't want or need to update every example screen.



This means that, for example, one screen in a section may not necessarily show the same order or product as other screens in the same section. The Current User may also not always be the same.

# Barcode Terminal Walkthrough

## Login

The first time the barcode terminal program is started, or after you select **Logout** from the **Main Menu**, the **Login screen** is displayed, as shown on the right.



Log in by tapping on your name, then tapping on the **Door button** at the bottom right of the screen, or by tapping on your name on the screen.

If your name does not appear on the screen, you will need to be added as a user in your ERP/WMS system.



To update this screen after changing employee details in your ERP/WMS, tap on the **Refresh button** at the bottom of the screen.



The **Close button** (shown on the left) exits from the program back to the Windows Desktop.

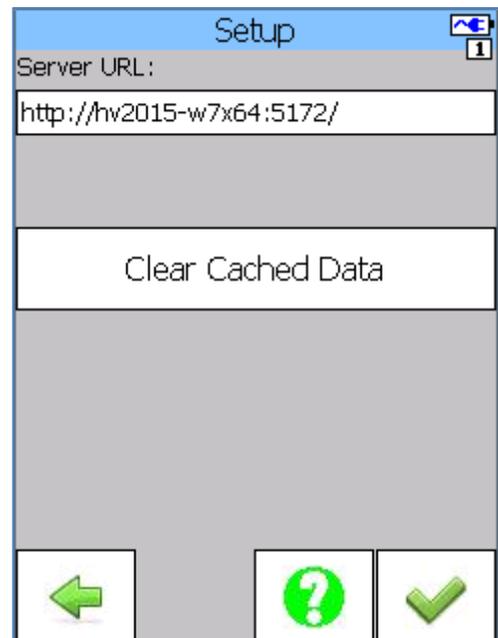
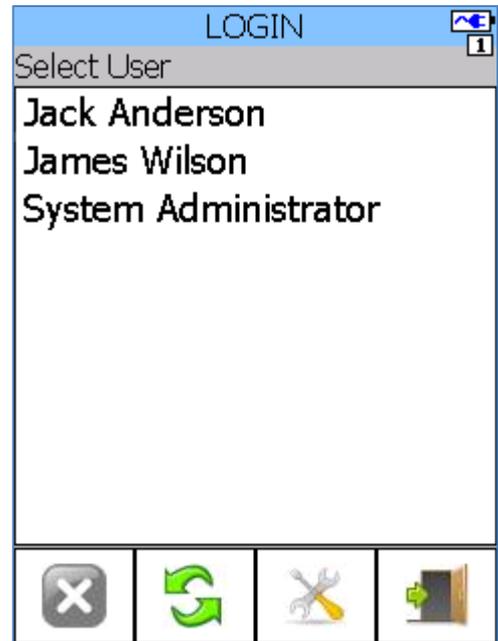


The **Configuration button** opens a Setup screen (shown on the right here) where you can configure the server URL, or clear the data cache.

The **Clear Cached Data** button will delete any partially completed pickings, employees, locations, and orders.

Please see the **Setup** section on page 71 for more information on the Setup screen.

Tap the green arrow button at the bottom left to return to the Login screen.



## Main Menu

After you've logged on, the **Main Menu** will be displayed, as shown on the right. Note that some menu entries shown on the right may not appear on your terminal, or may appear in a different order, depending on which modules are installed and the way that ASPluris is configured. If more menu entries are available than can be fitted on the screen, a scroll bar will appear on the right side. *Note that the menu shown here has been digitally altered to display all menu entries in one image.*

The ASPluris **Main Menu** allows you to select the function that you want to perform.

In the yellow section near the top of the screen, the name of the currently logged in user is displayed. If this is not your name, tap on the **Logout** menu item to return to the Login screen and select your name.

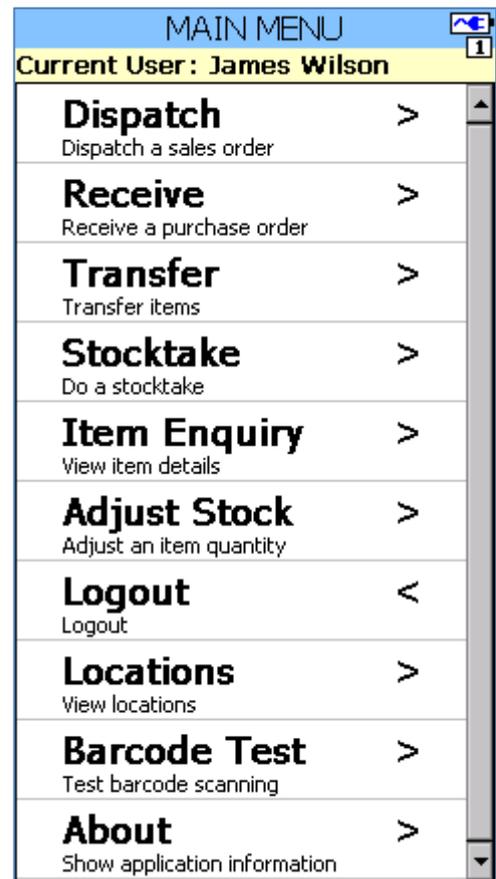


Note that the **Main Menu** shown on the right above does not show all of the available ASPluris menu items – if there are more items than can be shown on the screen at once, there will be a scroll bar on the right that you can slide up and down to display the other menu items.

At the top right of this and every other screen, there are two icons – the top icon shows the battery level, and whether the terminal is being charged – see **Battery Status Icon** on page 3. Below the battery icon, another icon shows the current keyboard state – see **The Barcode Terminal keypad** on page 2 for more details.

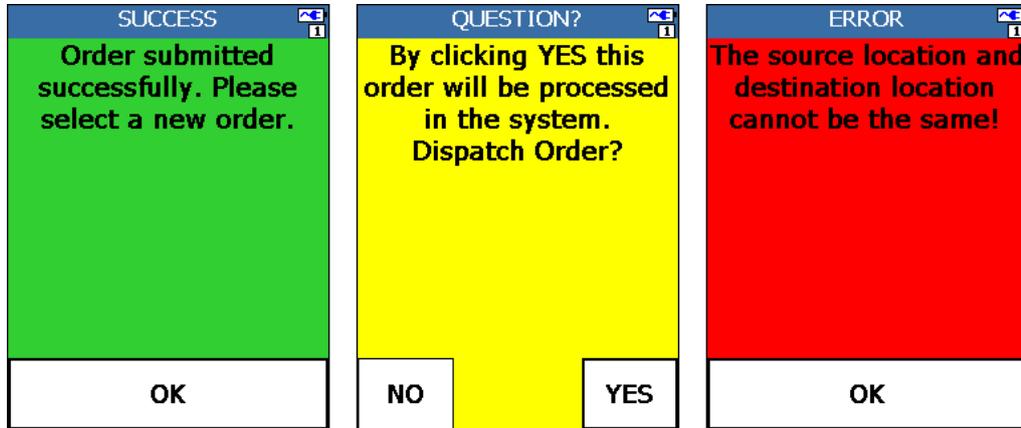
The functions displayed on the **Main Menu** will depend on which ASPluris modules you are licensed to use.

Note that the **Adjust Stock**, **Logout**, **Barcode Test**, and **About** menu items will always appear, regardless of which other modules are installed.



## Screen colour conventions

Most of the screens displayed on the barcode terminal use light colours or shades of grey. When ASPluris has something important to say, though, the terminal will emit a beep, and the screen background will be bright **Green**, **Yellow**, or **Red**. Here are a couple of examples.



A **Green** screen just means that whatever you did was successful. A **Yellow** screen means that there is a question that you need to answer, and a **Red** screen means something has gone wrong.

## Icon conventions used in this manual

We use the following icons in the left margin of this manual when there's something we need to emphasise.



This icon means that you need to take note of what we say in this paragraph – it explains something that might not be apparent.



This icon means that ASPluris configuration options might change what happens at this point. See your system integrator.

All of the other icons in the left margin of this manual (that have a thin black border around them) are icons that are displayed on the screen of the terminal, and the text to the right of the icon describes the function of the icon.

The ASPluris functions are described in the following sections of this manual.

## Dispatch Functions



Depending on the ASPluris options you have purchased, and the configuration of ASPluris and your ERP/WMS system, your menu may not contain all of the functions listed in the screen on the right.

Please also note that the screens in this document are examples only, and may not necessarily be consistent with each other where this is unimportant to the function being described.

For example, one screen in a section may not necessarily show the same order or product as the next screen in the same section. The Current User may also not always be the same.

## Dispatch Menu

Selecting **Dispatch** from the **Main Menu** opens the **Dispatch Menu**, as shown on the right.

From this menu, you can select **Pick & Pack**, **Pick & Store**, **Consolidate**, **Print Labels**, or exit back to the **Main Menu**.

Note that some menu entries shown on the right may not appear on your terminal, or may appear in a different order, depending on which modules are installed and the way that ASPluris is configured.

DISPATCH MENU	
Current User: James Wilson	
<b>Pick &amp; Pack</b>	>
Pick items for a sales order	
<b>Pick &amp; Store</b>	>
Pick order to a virtual location	
<b>Consolidate</b>	>
Consolidate items for dispatch	
<b>Print Labels</b>	>
Print shipping SSCC labels	
<b>Back</b>	<
Back to Main Menu	

Note that the **Pick & Pack**, **Pick & Store**,

and **Consolidate** functions are all quite similar. This manual will describe the Pick & Pack function in detail first, followed by sections for **Pick & Store** and **Consolidate** that highlight the differences rather than duplicate the parts that are the same.



## Pick & Pack

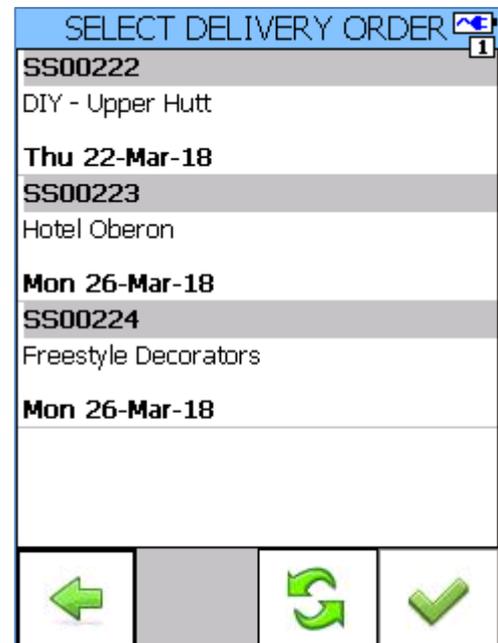
The **Pick & Pack** function allows an operator to gather the items for an order (Pick) and pack the items for delivery to the recipient (Pack).

### Pick & Pack: Select order

Selecting the **Pick & Pack** function from the **Dispatch Menu** opens the screen on the right, which displays a list of orders that are ready to be picked. There are three orders shown on this example screen.

The terminal screen may briefly display a “**Loading orders**” message while it’s downloading the orders from your ERP/WMS system.

To select an order to Pick & Pack, tap on the order on this screen. If there are more orders than will fit on the screen, scroll bars will appear on the right side of the screen.



ASPluris can be configured to prompt you to print labels after you have selected an order. See **Label Printing** on page **72** for more details.

The buttons along the bottom of this screen are, from left to right, **Back**, **Refresh**, and **Select**.



To select an order for picking, you can either tap once on the order and then tap on the green “tick” **Select** button, or tap on the order in the main area of the screen.



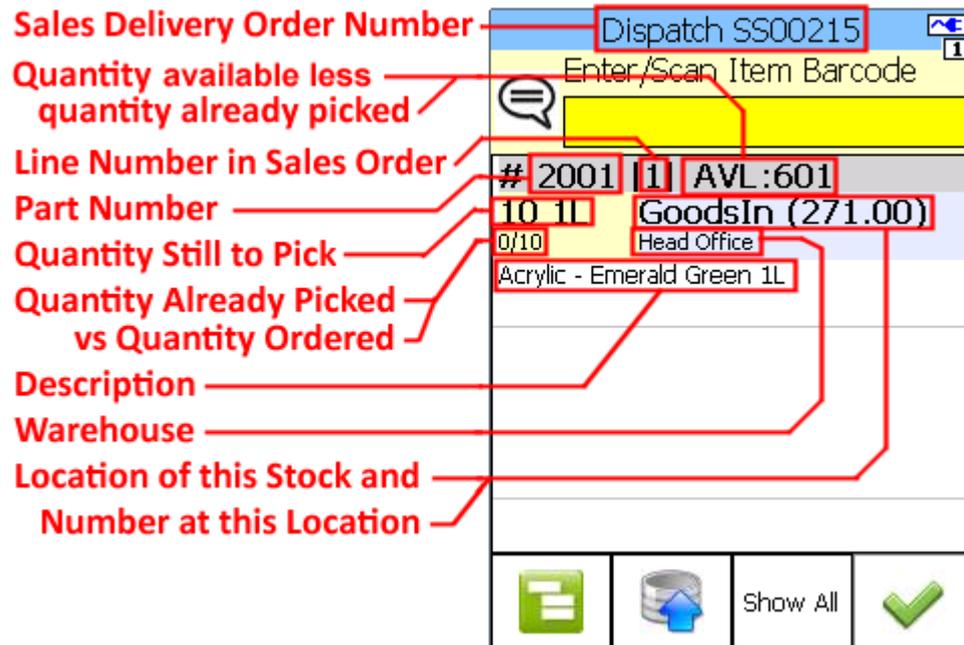
To exit from this screen back to the **Dispatch Menu**, tap on the **Back** button (the one with the green arrow).



Tap the **Refresh** button to update this screen from your ERP/WMS system, so that you can be sure you are viewing the most up to date list of orders.

## Pick & Pack: Picking screen

Once you've selected an order to pick and pack from the screen on the previous page, a list of the items that need to be picked for this order is displayed, as shown in the annotated screen image below.



For each item in the order (in the example screen above, there is only one item in the order), the first line shows the **Item Code** (**2001** for the item on the example screen), followed by the **Order Line Number** (the **1** between the vertical lines on the example screen above), followed by the **Quantity available less the number already picked**.

The second line begins with the **Quantity still to be picked** (**10** in the example above) and the **Unit of Measurement** (**1L** in the example above), followed by the **Location** (**GoodsIn** in the example), followed by the available **Quantity** in that location in brackets (**271.00** in the example).

On the third line, the **Quantity Already Picked** (**0**) versus the **Quantity Ordered** (**10**) is displayed as **0/10** on the left, then the **Warehouse Location** (**Head Office** in the example).

The final one or two lines display the **Description** of the item.

## Pick & Pack: Picking screen buttons

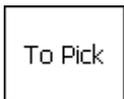
The buttons along the bottom of the Pick & Pack screen on the previous page are, from left to right, **Menu**, **Show All/To Pick**, **Update ERP/WMS**, and **Select**.



The **Menu** button opens a menu that allows various functions to be performed. This menu is described on page **16**.



The **Show All/To Pick** button swaps between displaying all items in the order (even those already picked), or showing only those items that still need to be picked. Note that the label on this button shows what will be displayed after you tap the button, rather than what the screen is already showing.



While an order is being picked, the picking information is stored in the terminal. When the order is completed, the picking information is sent to your ERP/WMS system. By tapping the **Update ERP/WMS** button, you can force the picking information to be sent at any time. This could be used, for example, if a picking operation could not be completed for some reason, or if the user was deliberately only picking one section or category of the order. You can continue the Pick & Pack of this order later.



The **Select** button selects the currently highlighted item so that the quantity picked can be entered.

## Pick & Pack: Carton labels option



If the **Use Carton Labels** option (in the **Cartons** section of the **Dispatch** configuration) is checked, you will be prompted to scan a carton label before scanning items, as shown on the right. Note that ASPluris configuration options can only be changed by your **system integrator**.

After you've scanned a carton label, that carton label will be displayed at the top of the otherwise standard Pick & Pack screen, as shown on the right.



Note that all the items that you pick must be placed in the currently active carton.

When the current carton is full, just scan the next carton barcode into the **Enter/Scan Item Barcode** field. The carton number at the top will be updated, and you can then start placing the next items that you pick into the new carton.

Dispatch SS00224	
Scan Carton Barcode:	
# 2001	1   AVL:186
5 1L	Consolidation (2)
0/5	Melbourne
Acrylic - Emerald Green 1L	
# 2002	2   AVL:77
10 1L	GoodsIn (77)
0/10	Melbourne
Acrylic - Forest Green 1L	
# 2011	3   AVL:1500
2.5L - GoodsIn (1500)	
	Show All

Dispatch SS00224	
<b>Carton: 00093212640000000140</b>	
Enter/Scan Item Barcode	
# 2001	1   AVL:186
5 1L	Consolidation (2)
0/5	Melbourne
Acrylic - Emerald Green 1L	
# 2002	2   AVL:77
10 1L	GoodsIn (77)
0/10	Melbourne
Acrylic - Forest Green 1L	
# 2011	3   AVL:1500
	Show All

## Pick & Pack: Picking an item

To pick an item from the **Pick & Pack** screen, you can either scan or type in its barcode, or tap on the item on the screen, using the scroll bar on the right to locate the item in the list.

## Pick & Pack: Manual entry screen

Note that when you scan or manually enter the barcode label of an item, the quantity is set by the barcode. In this case, you will not be prompted to enter a quantity, so you won't see the screen below.

If you tap on an item on the **Pick & Pack** screen, you will be prompted to enter a location and a quantity, as shown on the right.

The "Enter Location" section near the top of this example screen shows a **Location** that the item is being picked from, which must be scanned or entered by the user – see *Pick & Pack: Selecting a location* on page 15.

The blue section shows the item part number and description.

The yellow section shows the quantity of this item that has already been picked versus the quantity ordered (**0/10** in this example screen), followed by the **Quantity Available (AVL) less the number already picked (77** in this example screen).

The next section is where you manually type in the **Quantity** that you have picked. The right of this line shows the currently selected **Unit of Measure** for this item, from the sales order. You can change the unit of measure by tapping on it.

You can type in the quantity picked using the terminal's keypad.

Note that if you try to enter a quantity greater than has been ordered, an error message screen will be displayed, and the quantity will not be recorded. Similarly, if you try to enter a quantity greater than is available on hand, an error message screen will be displayed, and the quantity will not be recorded. This behaviour can be changed in the ASPluris configuration.



ITEM DETAILS	
Enter Location	
2002	Acrylic - Forest Green 1L
0/10	AVL:77 1L
Qty:	1 1L

If this item is configured in your ERP/WMS system as having an **Expiry Date**, or a **Serial Number**, or a **Batch Number**, **Colour**, **Grade**, **Size**, etc, or any combination of those options, this screen will prompt you to enter values for those options.

## Pick & Pack: Manual entry screen buttons

The buttons along the bottom of this screen are, from left to right, **Back**, **View Pickings**, **View Inventory**, and **Select**.



To exit from the **Item Details** screen back to the **Pick & Pack** screen without picking this item, tap on the **Back** button (the one with the green arrow).



To display a history of the pickings that have been performed on this terminal for the current item for the current order, tap on the **View Pickings** button.



To display a list of all locations that hold stock of the currently selected item, tap on the **View Inventory** button. You might use this function if the current location does not contain enough stock of the current item to fulfil the current order. See page **17** for details.



Once you have entered the quantity picked, and any option information required, tap on the green “tick” **Select** button to finish the entry. You will then be returned to the **Pick & Pack** screen, where you can pick further items.

Once all items on the Dispatch Order have been picked, the order will be submitted automatically, and you will be returned to the **Select Order** screen.

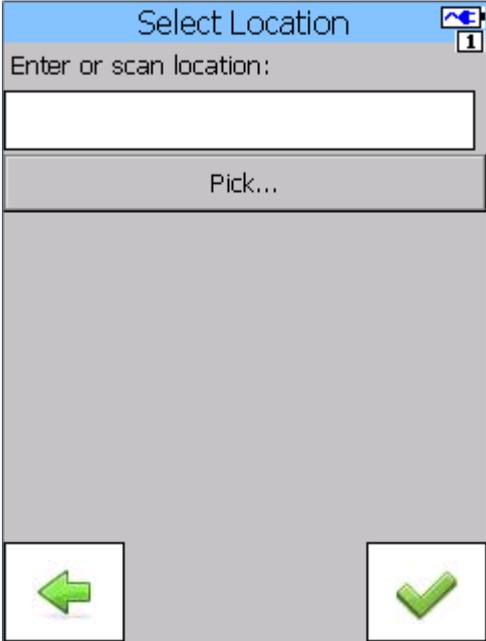


ASPluris can be configured to prompt you to print labels after you have submitted an order. See **Label Printing** on page **72** for more details.

## Pick & Pack: Selecting a location

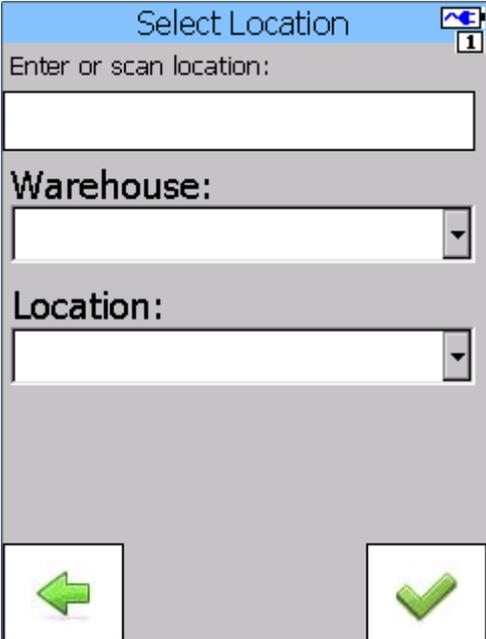
Tap on the white **Location** field on the **Item Details** screen (shown on page 13) to open the screen shown on the right.

From this screen, you can scan or enter a Location barcode, or tap on the **Pick** button to manually select the **Warehouse** and the **Location** from drop-down lists, as shown on the second screen below.



The screenshot shows a mobile application screen titled "Select Location". At the top, there is a blue header with the title and a back arrow icon. Below the header is a grey bar with the text "Enter or scan location:". Underneath is a white text input field. Below the input field is a grey bar with the text "Pick...". At the bottom of the screen, there are two white buttons: a green left-pointing arrow on the left and a green checkmark on the right.

Depending on which part of the scanner program you're in, either all Warehouses and Locations will be listed for selection, or only those Warehouses or Locations where stock is available will be listed.



The screenshot shows a mobile application screen titled "Select Location". At the top, there is a blue header with the title and a back arrow icon. Below the header is a grey bar with the text "Enter or scan location:". Underneath is a white text input field. Below the input field is a grey bar with the text "Warehouse:". Underneath is a white drop-down menu. Below the drop-down menu is a grey bar with the text "Location:". Underneath is a white drop-down menu. At the bottom of the screen, there are two white buttons: a green left-pointing arrow on the left and a green checkmark on the right.

## Pick & Pack: Picking screen menu button



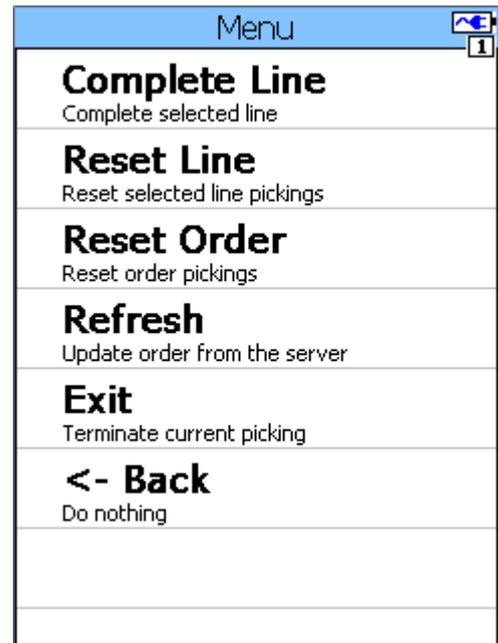
Tapping the **Menu** button at the bottom right of the **Pick & Pack** picking screen opens the menu shown on the right.

### Complete Line

This menu item marks the currently selected line item as finished, even if you were not able to pick the required quantity (for example, because there was not enough stock). Your ERP/WMS system will put the remaining quantity on back order.



ASPluris can be configured to prompt you to print labels after you have submitted an order. See **Label Printing** on page 72 for more details.



### Reset Line

This function resets the **Quantity Already Picked** value back to zero for the currently selected line item. You will need to pick this item again.

### Reset Order

The **Reset Order** function resets the **Quantity Already Picked** value back to zero for all items in the current order. You will need to pick all items again.

### Refresh

This function updates this Dispatch order from your ERP/WMS system, so that you can be sure you are viewing the most up to date data.

### Exit

Tapping **Exit** quits the current picking operation and returns you to the **Select Delivery Order** screen, where you can select a different order. Any picking you have already done for the current order is saved, and you can return to that order later.

### Back

The **Back** function simply takes you back to the previous screen.



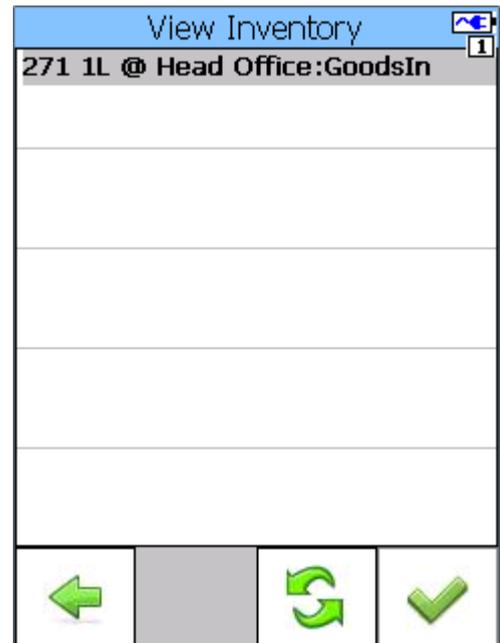
Note that if you have already used the **Update ERP/WMS** button to save part of the picking operation for this order, the **Reset Line** and **Reset Order** functions will *only* affect picking you have done *since* using the **Update ERP/WMS** button. Any picking details already updated cannot be reset.

## Pick & Pack: Item details inventory screen

Tapping the **View Inventory** button (introduced on page 14) on the Manual Entry screen displays the screen shown on the right, which shows all locations that have stock of the current item.

In this example screen, there is only one location shown as holding stock - there are 271 items stored at location **Head Office:GoodsIn**.

If this item was available at more than one location, the quantities and locations would all be shown here.



The buttons along the bottom of this screen are, from left to right, **Back**, **Refresh**, and **Select**.



To exit from the **View Inventory** screen back to the previous screen, tap on the **Back** button (the one with the green arrow).



Tap the **Refresh** button to update this screen from your ERP/WMS system, so that you can be sure you are viewing the most up to date data.



The **Select** button also exits back to the previous screen.

## Pick & Store

**Pick & Store** allows you to pick parts of an order at different times. For example, you may want to pick non-perishable items the day before delivery, but you don't want to pick perishable items until just before delivery.

ASPluris holds the picked items in a temporary "virtual bin" tagged with the order number. Once you've finished picking the whole order, you can then proceed to delivery.



An important point to bear in mind with **Pick & Store** is that the picked items are not actually removed from stock until the order is delivered.

**Pick & Store** operates very similarly to **Pick & Pack**, so instead of repeating the last few pages again, we'll only highlight the differences here.



ASPluris can be configured to prompt you to print labels after you have selected an order. See **Label Printing** on page 72 for more details.

### Pick & Store: Select sales order

Selecting the **Pick & Store** function from the **Dispatch Menu** opens the **Select Sales Order** screen, which allows you to select an order.

The main difference on this screen over **Pick & Pack** is that orders may have a user's name displayed at the top right, as in this example. If a name is shown, it means that the named user is currently or has previously picked items for that order.

The buttons along the bottom of this screen are, from left to right, **Back**, **Refresh**, and **Select**.



To select an order for picking, you can either tap and hold on the order and then tap the green "tick" **Select** button, or just tap on the order in the main area of the screen.



To exit from this screen back to the **Dispatch Menu**, tap on the **Back** button (the one with the green arrow).



Tap the **Refresh** button to update this screen from your ERP/WMS system, so that you can be sure you are viewing the most up to date list of orders.

## Pick & Store: Picking menu

After you've selected an order to **Pick & Store**, the menu on the right will be displayed.

### Pick n line(s)

Tap the top menu item (**Pick 6 line(s)** in this example) to pick this order – in this example, the menu item is showing that 6 lines remain to be picked for this order.

### Return Picked Lines

If you have already picked any items for this order, the **Returned picked lines** menu option will be displayed. See page 21 for more information on this option.

### Refresh

Tap **Refresh** to ensure that you have the most up-to-date details about this order – it might be that someone else is also picking items for this order.

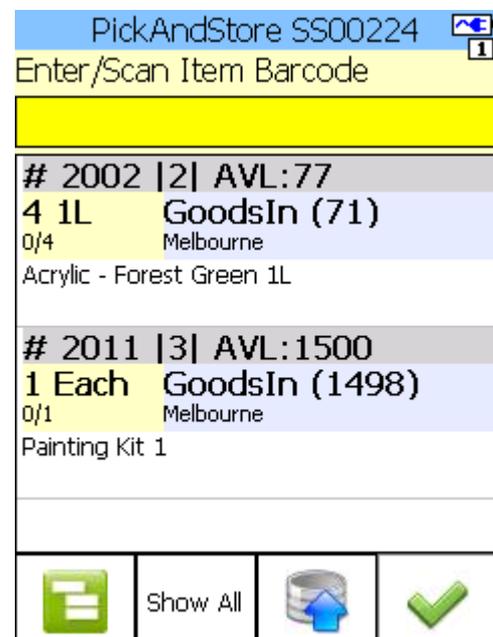
### Back

Tapping **Back** will return you to the previous screen, where you can select another order to Pick & Store, or exit back to the **Main Menu**.



## Pick & Store: The picking screen

As far as actually picking items for the order is concerned, **Pick & Store** works just like **Pick & Pack** – see page 10 for details.



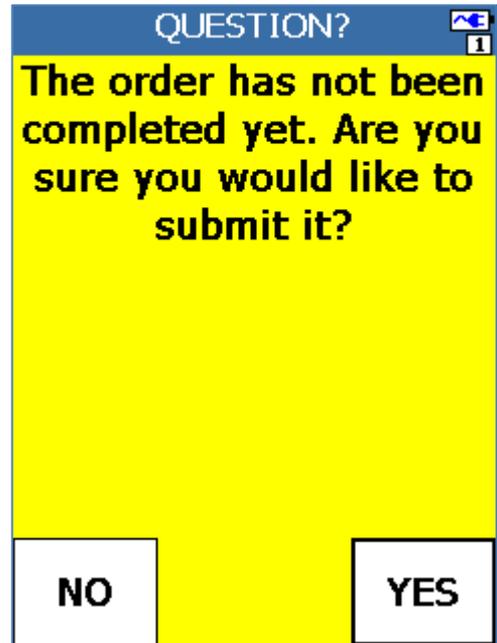
## Pick & Store: Saving a partial Pick & Store



While an order is being picked, the picking information is stored only in the terminal. To move the items that you've picked so far to the virtual bin, you can tap the **Update ERP/WMS** button at the bottom of the screen. You'll see the message on the right.

Tap **YES** to move the partially completed Pick & Store to the virtual bin and return to the **Picking Menu**, or **NO** to return to the Picking Screen without updating the virtual bin.

You can return to and continue the Pick & Pack of this order later.



## Pick & Store: Finishing the Pick & Store

Once you've picked all of the items on the order, the **Pick & Store** operation will be automatically completed, and the menu on the right will be displayed.

### Return picked lines

This function allows you to return items that you've already picked for this order. See page **23** for more information.

### Check and complete

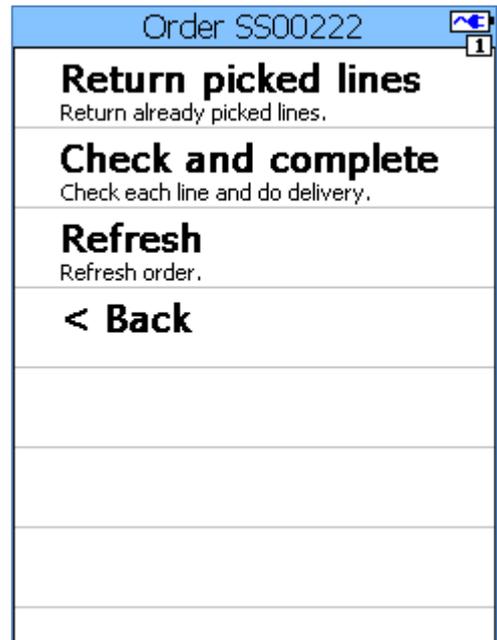
See page **21** for more information.

### Refresh

This function updates the order from your ERP/WMS system, so that you can be sure you are viewing the most up to date data.

### Back

The **Back** function simply takes you back to the previous screen.



ASPluris can be configured to prompt you to print labels after you have submitted an order. See **Label Printing** on page **72** for more details.

## Pick & Store: Check and complete

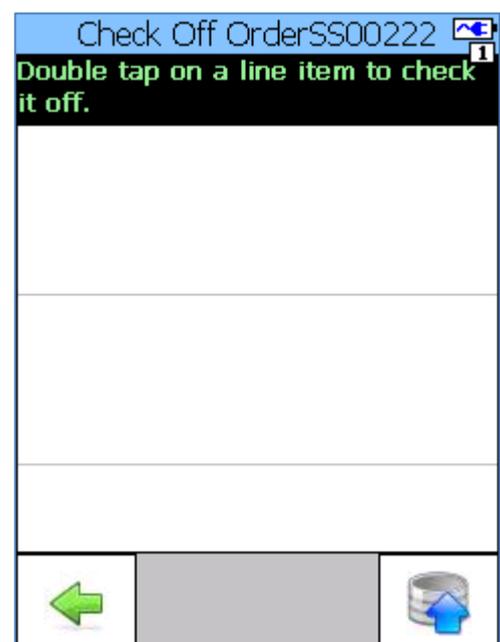
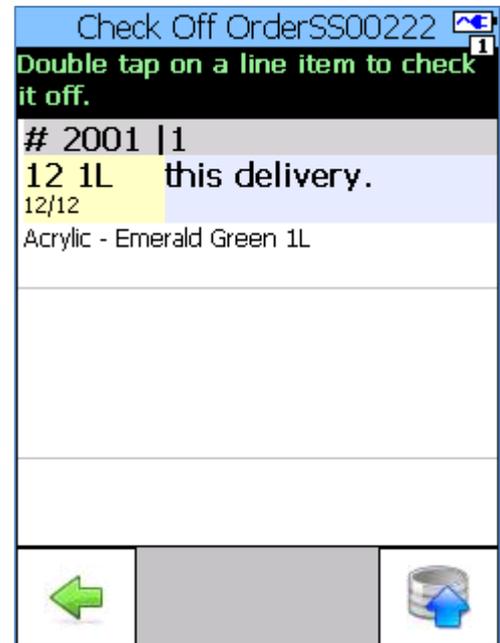
Because **Pick & Store** doesn't remove items from stock until the operation is completed (it stores the items in a virtual bin, and it's possible for other orders to take that stock), you will need to check that all the items and quantities are correct before you can dispatch the order. The **Check and complete** function is where this happens.

When you select **Check and complete** from the previous menu, a list of items on the order will be displayed, as shown on the right here (there is only one item on this example order).

In the yellow area of this screen, the large numbers (**12 1L**) show that the virtual bin should contain 12 of this item. The smaller numbers with the slash between them (**12/12**) show that **12** of this item have been picked out of the **12** items that were ordered. In the normal course of events, all these numbers should be the same.

If the item itself and the quantity in the virtual bin agree with the item and the larger number on this screen, tap the item to mark that it has been checked. The item will then be removed from the screen.

Once all the items have been checked, and this screen doesn't contain any further items (as shown on the right), tap on the **Update ERP/WMS button** on the bottom right to submit the order for delivery. This will display the yellow confirmation screen shown on the next page.



Once you click on the YES button on this screen, the items that have been picked will be removed from stock, the virtual bin will be cleared and closed, and a delivery order will be created.

QUESTION?

By clicking YES this order will be processed in the system. Dispatch Order?

NO YES



If your **system integrator** has set the **Scanner Prompts** option in the **Scanner Prompts** division of the **DISPATCH** section of the **ASPluris configuration** to **VOLUME**, **WEIGHT**, **CON-NOTE**, and/or **FREIGHT**, the operator will be prompted to enter this extra information before the Pick & Store operation can be completed.

In the example screen on the right, this field was set to **CON-NOTE!** with the exclamation mark making this field mandatory – that is, the program will not proceed until you enter the consignment note information.

If more than one option is set in this field, the operator will be prompted for each field.

Enter Con-Note

←

→

✓

The Pick & Store operation is now complete, and the program will return to the initial **Pick & Store: Select sales order** screen.

## Pick & Store: Return picked lines

Selecting **Return picked lines** opens the screen shown on the right, which lists items that have already been submitted for this order.



Note that only items that have been submitted (by using the **Update ERP/WMS** button) can be returned. This means that if you want to return something that you've picked, you need to submit the pick first.

In the light yellow area to the left of each item listed on this screen, the large numbers (**5 1L** on the first item) show that **5** of this item have been picked. The smaller numbers with the slash between them (**0/5**) show that **0** of this item have been returned out of the **5** items that were picked.



The **Menu** button at the bottom left of this screen opens a menu that allows you to cancel returns that you have just made. This menu is described on page **25**.

Show All

To Pick

The **Show All/To Pick** button swaps between displaying all items in the order (even those already returned), or showing only those items that are still available to be returned. Note that the label on this button shows what will be displayed after you tap the button, rather than what the screen is already showing.



While items are being returned, the return information is stored only in the terminal. By tapping the **Update ERP/WMS** button, you can force the return information to be submitted at any time.



The **Select** button selects the currently highlighted item so that the quantity to return can be entered.



Note that if you return every item on a Pick & Store operation, the returns will be automatically processed, leaving you with no items picked, and so the Pick & Store operation will be cancelled.

To return some or all of an item from the list shown on the previous page, tap on the item to select it. This will bring up the **Item Details** screen shown on the right below.

The light yellow area of this screen shows the quantity of this item that has already been returned, which will usually be zero when you first select an item.

To return some or all of this item, first tap on the white **Enter Return Location** field at the top to select where you want to return the item to, then enter the number or quantity of items that you want to return into the dark yellow **Qty** field. If necessary, you can change the unit of measure.



To exit from the **Item Details** screen back to the **Return picked lines** screen without returning this item, tap on the **Back** button.



To display a history of the pickings that have been performed on this terminal for the current item for the current order, tap on this button.



To display a list of all locations that hold stock of the currently selected item, tap on the **View Inventory** button.



Once you have entered the quantity to return, tap on the green “tick” **Select** button to return the item. You will then be taken back to the **Return picked lines** screen, where you can return further items.

## Pick & Store: Cancel returns menu

This menu allows you to cancel the return of items that you have just returned and submitted.

### Reset Item

Selecting **Reset Item** cancels the return of the item that you are currently returning. A yellow confirmation screen (shown below) will be displayed, and if you tap **YES**, the cancellation of the return is processed, and you are then taken back to the **Pick & Pack: Picking screen**, described on page 10.

### Reset All Items

Selecting **Reset All Items** cancels the return of all items that you have just returned. A yellow confirmation screen is displayed (shown on the right), and if you tap **Yes**, the cancellation of the return is processed, and you are then taken back to the **Pick & Pack: Picking screen**, described on page 10.

### Done

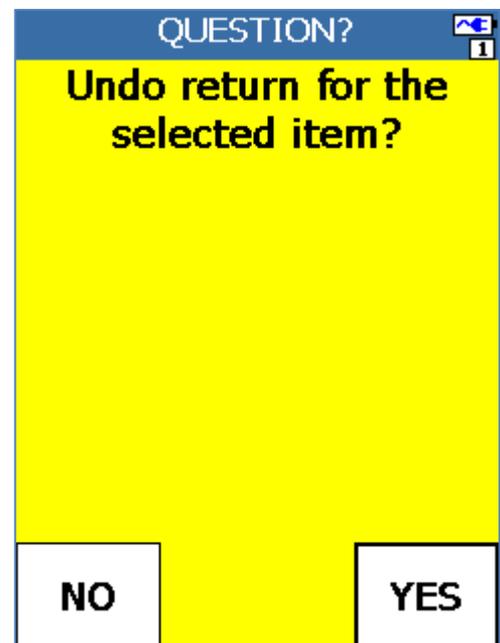
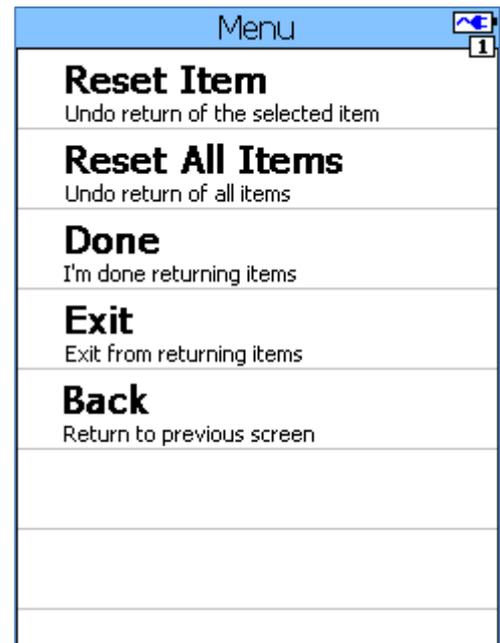
The **Done** function submits the items that you've returned, then returns you to the **Return Picked Lines** screen, described on page 21.

### Exit

The **Exit** function returns you to the **Pick & Store Picking** menu, described on page 19.

### Back

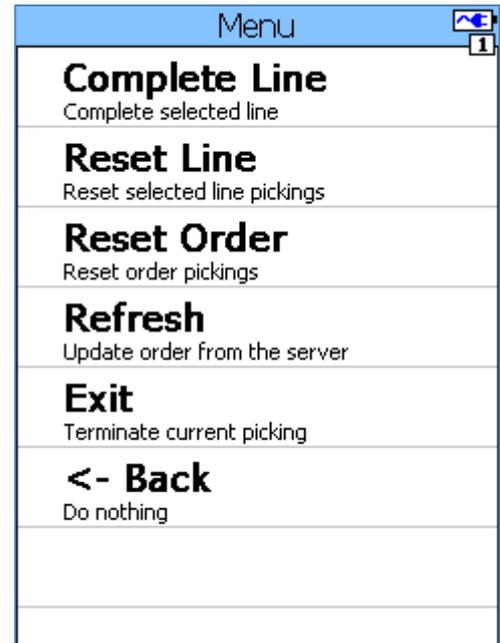
The **Back** function simply takes you back to the previous screen.



## Pick & Store: Finish picking



Once you've picked all of the items that you want to pick for this order (which is probably not all of them, since you're doing a Pick & Store), tap the **Menu** button at the bottom left of the picking screen to open the menu shown on the right here.



### Complete Line

This function marks the currently selected line item as finished, even if you were not able to pick the required quantity (for example, because there was not enough stock). Your ERP/WMS system will put the remaining quantity on back order.

### Reset Line

This function resets the **Quantity Already Picked** value back to zero for the **currently selected** line item. You will need to pick this item again.

### Reset Order

The **Reset Order** function resets the **Quantity Already Picked** value back to zero for **all items** in the current order. You will need to pick all items again.

### Refresh

The **Refresh** function updates this order from your ERP/WMS system, so that you can be sure you are viewing the most up to date data.

### Exit

This function quits the current **Pick & Store** operation and returns you to the *Pick & Store: Picking menu* screen, described on page 19.

### Back

The **Back** function simply takes you back to the previous screen.



If you've picked anything for this order, but not submitted what you've picked (by tapping the **Update ERP/WMS** button), the screen at the right will be displayed.

Tap the **Yes** button to send the unsubmitted pick to your ERP/WMS system.

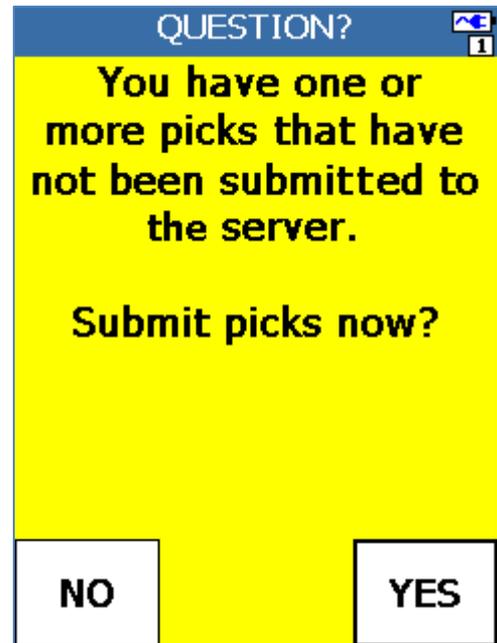
If you do not want to send the unsubmitted pick at this point, tap the **No** button.



Note that the pick is still saved in the terminal, so you can continue with the pick by re-entering the **Pick & Store** function.

### **Back**

The **Back** function simply takes you back to the previous screen.



## Consolidate

Instead of picking each order separately, the **Consolidation** function allows you to select multiple orders and pick them as if they were one order. The picked goods are stored in a single dedicated location, and a second picking operation is then conducted from that single location for each separate order.



Before you can use the Consolidate function, you **must** make certain that you have at least one location to put the consolidated items in. Most likely, you will already have this location (or locations) defined in your ERP/WMS system. If not, you need to create it or them before you can continue.

Once you've done that, you need to tell ASPluris which location(s) you will be using for Consolidation. Please see the **Locations** section of the installation manual or configuration program.

If you do not have at least one location tagged in ASPluris for Consolidation, you will not be able to consolidate orders.

### Consolidate: Menu

Selecting the **Consolidate** function from the **Dispatch Menu** opens the screen on the right, which allows you to select the orders that you want to consolidate.

There are three options for selecting which orders you want to consolidate.

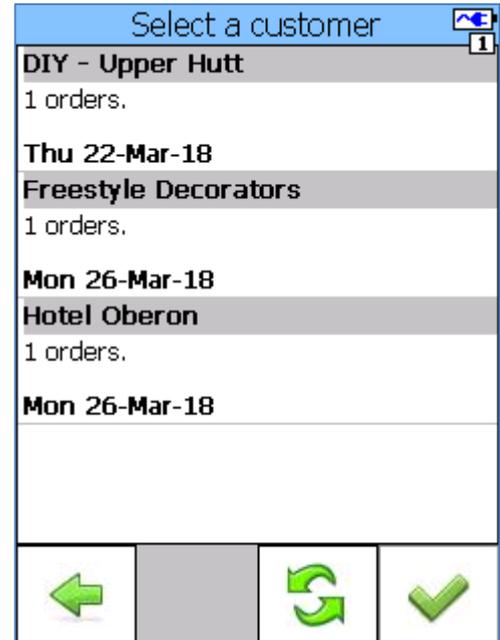
CONSOLIDATION MENU 	
Current User: James Wilson 	
<b>Multi Orders</b>	>
Select orders to consolidate	
<b>By Customer</b>	>
Select orders by customer	
<b>All Orders</b>	>
Consolidate all orders for dispatch	
<b>Back</b>	<
Back to Main Menu	

## All Orders

If you want to consolidate all open orders, select **All Orders** on this screen.

## By Customer

If you want to consolidate all open orders from a single company, select **By Customer** on this screen. A list of customers with open orders, and how many open orders that company has open, will be displayed. Tap on a customer to select all open orders for that customer.



To exit from this screen back to the Consolidation Menu, tap on the **Back** button (the one with the green arrow).



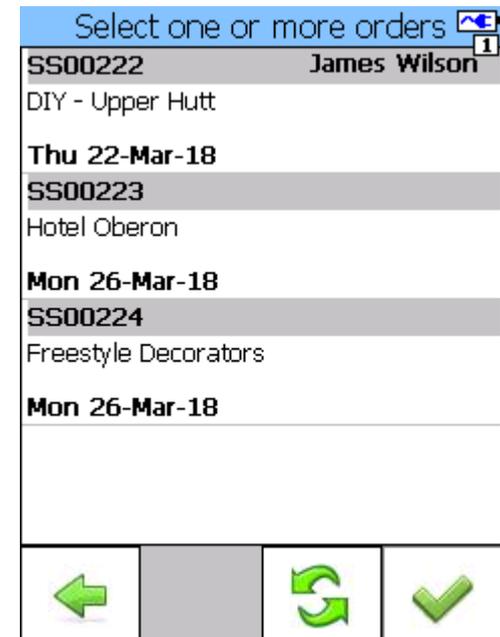
Tap the **Refresh** button to update this screen from your ERP/WMS system, so that you can be sure you are viewing the most up to date orders.



Tap on the green “tick” **Select** button once you’ve selected the customer whose orders you want to consolidate.

## Multi Orders

If you want to choose particular orders, select **Multi Orders** on this screen. A list of all open orders will be displayed, as shown on the right, and you can then tap on the orders you want to consolidate to select them. You can tap on an already selected order to de-select it.



To exit from this screen back to the Main Menu, tap on the **Back** button (the one with the green arrow).



Tap the **Refresh** button to update this screen from your ERP/WMS system, so that you can be sure you are viewing the most up to date orders.



Tap on the green “tick” **Select** button once you’ve selected all of the orders you want to consolidate.

## Consolidate: Picking screen

At this point, **Consolidation** works just like **Pick & Pack** – see page 10 for details.



ASPluris can be configured to prompt you to print labels after you have selected the orders. See **Label Printing** on page 72 for more details.

As with **Pick & Pack** and **Pick & Store**, the pick will be automatically completed and submitted when you pick the final items.

## Consolidate: Picking menu



Tap the **Menu** button at the bottom left of the picking screen to open the menu shown on the right here.

### Hide Line

This function simply hides the currently selected line item. It does not finish picking the hidden item.

To show any hidden line items again, tap on the **Show All** button at the bottom of the Picking screen.

### Reset Line

This function resets the **Quantity Already Picked** value back to zero for the currently selected line item. You will need to pick this item again.

### Reset All

The **Reset All** function resets the **Quantity Already Picked** value back to zero for **all** items in the consolidated order. You will need to pick all items again.

### Exit

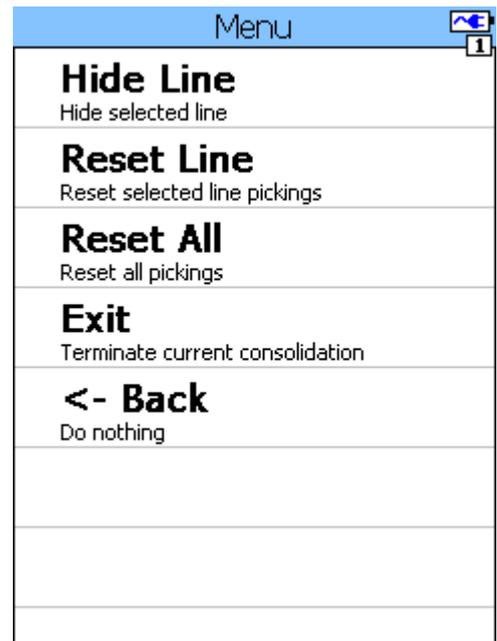
Tapping **Exit** quits the current picking operation and returns you to the **Select Delivery Order** screen, where you can select a different order.



Note that any picking you have already done for the consolidated order is **discarded**, and you **cannot** resume to this order later.

### Back

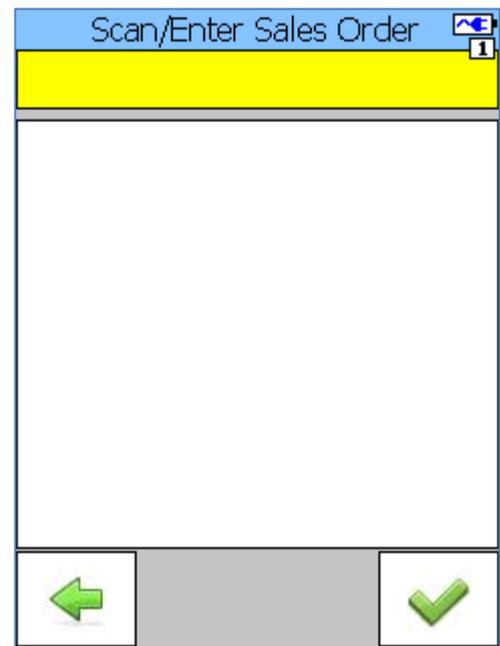
The **Back** function simply takes you back to the previous screen.



## Print Labels

Selecting the **Print Labels** function from the **Dispatch Menu** opens the screen on the right, which allows you to print labels.

See *Label Printing* on page **72** for more details.



## Receive Functions



Depending on the ASPluris options you have purchased, and the way your **system integrator** has configured ASPluris and your ERP/WMS system, your system may not contain all of the functions described in this section.

Please also note that the screens in this document are examples only, and may not necessarily be consistent with each other where this is unimportant to the function being described.

For example, one screen in a section may not necessarily show the same order or product as the next screen in the same section. The Current User may also not always be the same.

## Receive Menu

Selecting **Receive** from the **Main Menu** opens the **Receive Menu**, as shown on the right.

From this menu, you can select **Receive**, **Import Costing**, **Put Away**, **Print Labels**, or exit back to the **Main Menu**.

Note that some menu entries shown on the right may not appear on your terminal, or may appear in a different order, depending on which modules are installed and the way that ASPluris is configured.

RECEIVE MENU	
Current User: James Wilson	
<b>Receive</b>	>
Receive a purchase order	
<b>Import Costing</b>	>
Receive a shipment	
<b>Put Away</b>	>
Put away received items	
<b>Print Labels</b>	>
Print labels fro receipted items	
<b>Back</b>	<
Back to Main Menu	

## Receive

Selecting the **Receive** function from the **Receive Menu** opens the screen on the right, which display a list of purchase orders that have been placed. Each order on this screen starts with the purchase order number, and ends with the date that the order was created.

The terminal screen may briefly display a “**Refreshing orders**” message while it’s downloading the purchase orders from your ERP/WMS system.

If there are more orders than will fit on the screen, a scroll bar will appear on the right side of the screen.



ASPluris can be configured to prompt you to print labels after you have selected an order. See **Label Printing** on page **72** for more details.

The buttons along the bottom of this screen are, from left to right, **Back**, **Refresh**, and **Select**.



To select an order for receiving, you can either tap once on the order and then tap on the green “tick” **Select** button, or tap on the order in the main area of the screen.



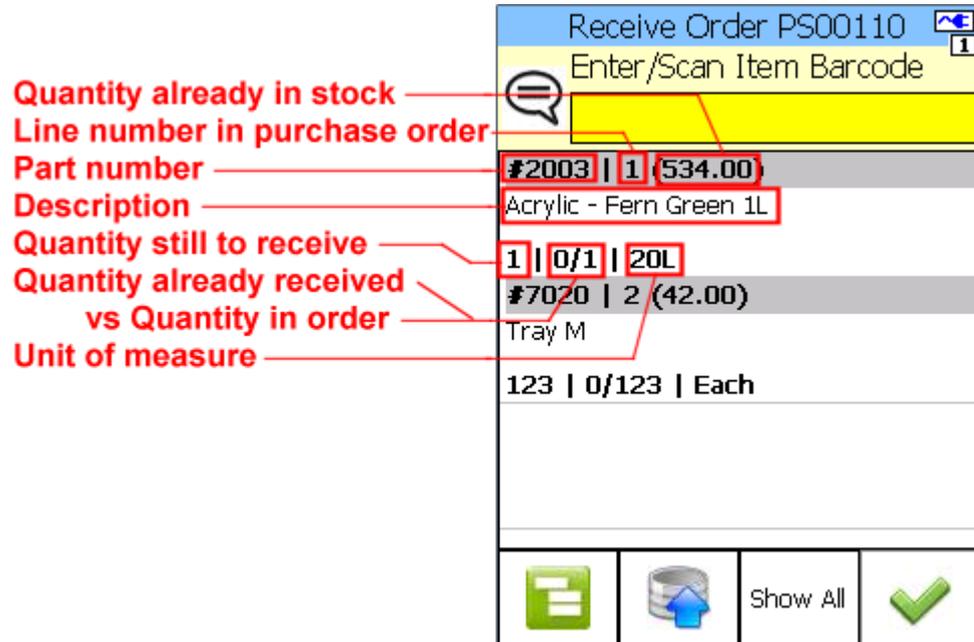
To exit from this screen back to the Main Menu, tap on the **Back** button (the one with the green arrow).



Tap the **Refresh** button to update the list of orders from your ERP/WMS system, so that you can be sure you are viewing the most up to date data.

## Receive: Main order screen

After you've selected an order, the screen will display a list of the items that need to be received for this order, as shown in the annotated screen image below.



Note that this screen shows two items, #2003 and #7020. The second item starts at the second grey bar. The annotations are of the first item only.

For each item, the first line shows the **Item Code** or **Part Number** (2003 for the first item on the example screen), followed by the item's **Line Number** (the 1 between the vertical line and the open bracket on the example screen above). The final item on the first line is the quantity of this item that is already in stock.

The next one or two lines display the **Description** of the item.

The bottom line begins with the **Quantity still to be received** (1 in the example above), followed by the **Quantity already received** (0) versus the **Quantity ordered** (1), displayed as 0/1, followed by the **Unit of Measurement** (20L in the example).

## Receive: Receive order buttons

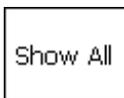
The buttons along the bottom of this screen are, from left to right, **Menu**, **Update ERP/WMS**, **Show All/To Pick**, and **Select**.



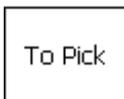
The **Menu** button opens a menu that allows various functions to be performed. This menu is described on the next page.



While items are being received, the item information is stored in the terminal. When you have finished receiving the order, the item information is sent to your ERP/WMS system. By tapping the **Update ERP/WMS** button, you can force the stored information to be sent to your ERP/WMS system at any time. This could be used if a receiving operation could not be completed for some reason, or if the user was deliberately only receiving one section or category of the order.



The **Show All/To Pick** button swaps between displaying all items in the order (even those already received), or showing only those items that have not yet been received. The label on this button shows what will be displayed after you tap the button, rather than what the screen is already showing.



The **Select** button selects the currently highlighted item so that the quantity received can be entered.

If the quantity to be received is different from the unit measurement, other information will be displayed on this line.

To receive an item from the **Receive Order** screen, you can either scan or type in its barcode, or tap on the item on the screen, using the scroll bar on the right to locate the item in the list.

## Receive: Menu button



Tapping the **Menu** button at the bottom left of the **Receive Order** screen opens the screen shown on the right.

### Complete Line

Select this to mark the currently selected line item as finished, even if you did not receive the required quantity. This allows you to complete the order even if all the items have not been received.

### Reset Line

This function resets the **Quantity Already Received** value back to zero for the currently selected line item. You will need to receive this item again.

### Reset Order

This resets the **Quantity Already Received** value back to zero for all items in the current order. You will need to receive all items again.

### Refresh

The **Refresh** function updates this order from your ERP/WMS system, so that you can be sure you are viewing the most up to date data.

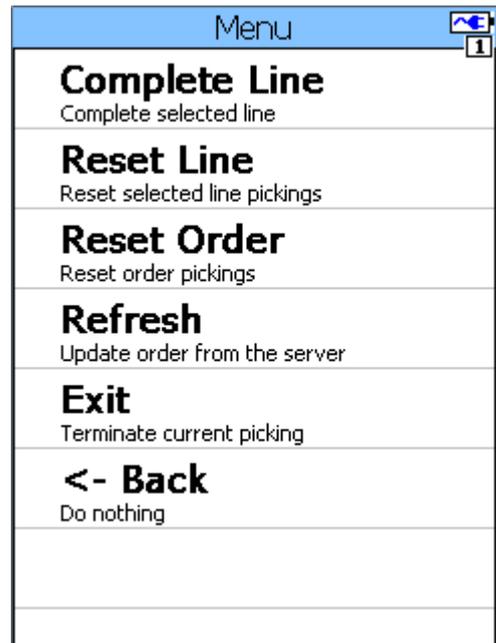
### Exit

The **Exit** function quits the current receive operation and returns you to the **Select Purchase Order** screen, where you can select a different order. Any receipts you have already done for the current order are saved, and you can return to this order later.

### Back

The **Back** function simply takes you back to the previous screen.

Please note that if you have already used the **Update ERP/WMS** button to save part of the receiving operation for this order, the **Reset Line** and **Reset Order** functions will only affect receiving you have done *since* using the **Update ERP/WMS** button. Any receiving details already updated cannot be changed.



## Receive: Manual entry screen

Note that when you scan or manually enter the barcode label of an item, the quantity is set by the barcode, so you will not be prompted to enter a quantity, which means you won't see the screen below.

If you tap on an item on the **Receive Order** screen, you will be prompted to enter a quantity, as shown on the right.

To enter the location, tap in the Location field. See *Pick & Pack: Selecting a location* on page 15 for more details.

The second and third lines show the item part number and description.

The next line shows the quantity of this item that has already been received versus the quantity on the purchase order (**0/1** in this example screen).

The screenshot shows a mobile application interface titled "ITEM DETAILS". At the top right, there is a small icon of a terminal and a number "1". Below the title is a "Location:" field with a white input box. The next line is "2003 Acrylic - Fern Green 1L" in a light blue background. The following line is "0/1 AVL :26.7 20L" in a yellow background. Below that is a "Qty:" field with a yellow input box containing "0.05" and a green box containing "20L". At the bottom, there is a navigation bar with four icons: a green left arrow, a list icon with numbers 1, 2, and 3, a 3D cube icon, and a green checkmark icon.

The next line is where you manually type in the **Quantity** that you have picked. The right of this line shows the **Unit of Measure** for this item – **20L** in this example.

You can type in the quantity picked using the terminal's keypad.



Note that if you try to enter a quantity greater than has been ordered, an error message screen will be displayed, and the quantity will not be recorded.

If this item is configured in your ERP/WMS system as having an **Expiry Date**, or a **Serial Number**, or a **Batch Number**, **Colour**, **Grade**, **Size**, etc, or any combination of those options, this screen will prompt you to enter values for those options.



Once you have entered the quantity received, and any option information required, tap on the green "tick" **Select** button to finish the entry. You will then be returned to the **Receive Order** screen, where you can receive further items.

Once you have received the correct quantity of each item, that item will be removed from the list of items to be received, and you will be returned to the **Receive Order** screen.

## Receive: Manual entry screen buttons

The buttons along the bottom of this screen are, from left to right, **Back**, **View Received**, **View Inventory**, and **Select**.



To exit from the **Item Details** screen back to the **Receive Order** screen without making any changes, tap on the **Back** button (the one with the green arrow).



To display a history of the receive operations that have been performed on this terminal for the current item for the current order, tap on the **View Received** button.



To display a list of all locations that hold stock of the currently selected item, tap on the **View Inventory** button. You might use this function if the current location does not contain enough room to store all of the current item that have been received on the current order.



To finish this transaction and entry and return to the **Receive Order** screen, tap the **Select** button.

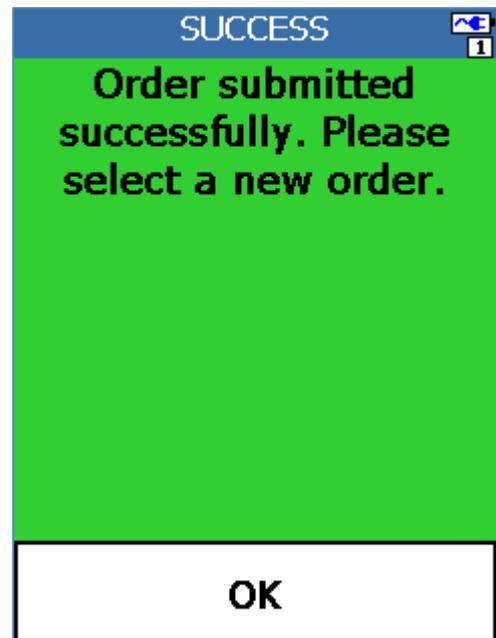
## Receive: Finishing the receive process

Once all items on the order have been received, the order will be submitted automatically, and the message on the right will be displayed.

Tapping the OK button will return you to the Receive **Select Order** screen.



ASPluris can be configured to prompt you to print labels after you have submitted an order. See **Label Printing** on page 72 for more details.



## Import Costing

**Import Costing** allows you to receive an order, but with special additional handling regarding costs. Importing goods from overseas usually involves extra costs, such as exchange rates, customs fees, freight, and duties and taxes, over and above the costs of locally sourced goods.

The **Import Costing** function allows those extra costs to be imported into your ERP/WMS system when the imported goods are received.



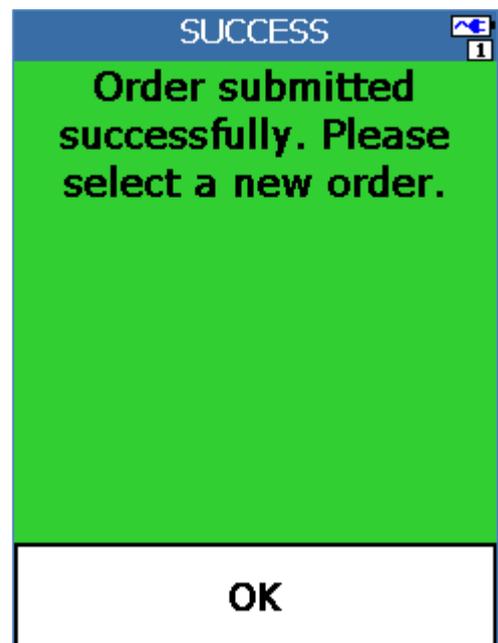
Note that your ERP/WMS system must have built-in support for these costs.

When you enter the **Import Costing** function, you will be prompted to select a purchase order, as shown on the right. Note that only purchase orders specifically tagged for import costing will be listed here.

After selecting an order, ASPluris will allow you to receive the order in the same manner as it does for the normal Receive function.

Once you've completed receiving the purchase order, ASPluris will display the message shown on the right, then save the extra import cost data in a format suitable for your ERP/WMS system.

To finalise import costing, you will need to perform the steps needed by your ERP/WMS system to import the costing data. Consult the documentation for your ERP/WMS system for specific instructions.

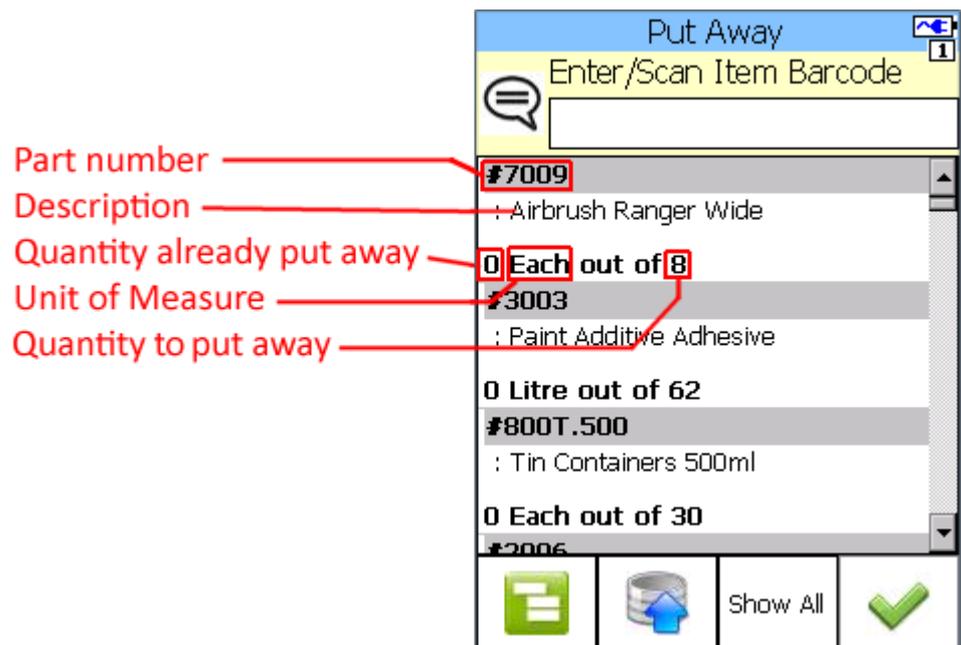


## Put Away

Selecting the **Put Away** function from the **Receive Menu** first opens a screen allowing the operator to select the location of the items to be put away – see *Pick & Pack: Selecting a location* on page 15 for details.

Once you've selected a location, the unit displays a list of the items that can be put away, as shown in the annotated screen image below.

The terminal screen may briefly display a “**Downloading Put Away Items**” message while it's collecting the data from your ERP/WMS system.



The buttons along the bottom of this screen are, from left to right, **Menu**, **Update ERP/WMS**, **Show All/To Pick**, and **Select**.



The **Menu** button opens a menu that allows various functions to be performed. This menu is described at the end of this section.



While items are being put away, the transaction data is stored in the terminal. When the put away operation is completed, the data is sent to your ERP/WMS system. By tapping the **Update ERP/WMS** button, you can force the information to be sent to your ERP/WMS system at any time. This could be used if a put away operation could not be completed for some reason.


 Show All

The **Show All/To Pick** button swaps between displaying all items to be put away (even those already put away), or showing only those items that have not yet been put away. Note that the label on this button shows what will be displayed after you tap the button, rather than what the screen is already showing.

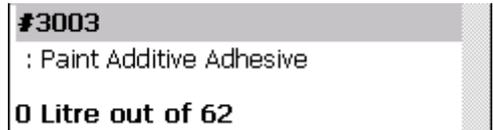

 To Pick


The **Select** button selects the currently highlighted item so that the quantity put away and the location can be entered.

## Put Away: Main screen

The main Put Away screen displays a list of the items that need to be put away, as shown in the annotated screen image on the previous page, and on the right below.

For each item, the shaded first line shows the **Item Code** (**3003** for the example on the right), followed by one or two lines displaying the **Description** of the item.



#3003  
: Paint Additive Adhesive  
0 Litre out of 62

The bottom line begins with the **Quantity already put away** (**0** in the example above), followed by the **Unit of Measurement** (**Litre** in this example), then the total number of this item to be put away (**62** in the example).

### [Putting away an item](#)

To actually put away an item from the **Put Away** screen, you can either scan or type in its barcode, or tap on the item on the screen, using the scroll bar on the right to locate the item in the list.

## Put Away: Manual entry screen

Note that when you scan or manually enter the barcode label of an item, the quantity is set by the barcode, so you will not be prompted to enter a quantity, so you won't see the screen below.

If you tap on an item on the **Put Away** screen, you will be prompted to enter a **Location** and a **Quantity**, on a screen as shown on the right.

You can scan or select the location where you want to put away this item to in the first field on this screen. To set the location, tap in the white Location field at the top of the screen. See **Pick & Pack: Selecting a location** on page 15 for more details.

The light blue section of the screen, below the **Location** field, shows the item part number and the description of the item.

The next line shows the quantity of this item that has already been put away versus the quantity available to put away (**0/62** in this example screen), followed by the **Available quantity (AVL)**.

The next line is where you manually type in the **Quantity** that you are putting away. The right of this line shows the **Unit of Measure** for this item – **Litre** in this example.

You can type in the quantity put away using the terminal's keypad.



Note that if you try to enter a quantity greater than the number of items available to put away, an error message screen will be displayed, and the quantity will not be recorded.

If this item is configured in your ERP/WMS system as having an **Expiry Date**, or a **Serial Number**, or a **Batch Number**, **Colour**, **Grade**, **Size**, etc, or any combination of those options, this screen will prompt you to enter values for those options.



Once you have entered the location and the quantity put away, and any option information required, tap on the green "tick" **Select** button to finish the entry. You will then be returned to the **Put Away** screen, where you can put away further items.

Once you have put away the correct quantity of each item, that item will be removed from the list of items to be put away, and you will be returned to the **Put Away** screen.

Once all items have been put away, the put away data will be submitted automatically, and you will be returned to the **Put Away** screen.

## Put Away: Manual entry screen buttons

The buttons along the bottom of this screen are, from left to right, **Back**, **View Pickings**, **View Inventory**, and **Select**.



To exit from the **Item Details** screen back to the **Put Away** screen without making any changes, tap on the **Back** button (the one with the green arrow).



To display a history of the put aways that have been performed on this terminal for the current item, tap on the **View Put Aways** button.



To display a list of all locations that hold stock of the currently selected item, tap on the **View Inventory** button.



To finish this transaction and entry and return to the **Put Away** screen, tap the **Select** button.

## Put Away: Menu button

Tapping the **Menu** button at the bottom right of the main **Put Away** screen opens the screen shown on the right.

### Complete Line

The **Complete Line** function allows you to mark the currently selected line item as finished, even if you did not put away the total quantity. This allows you to complete the order even if all of the items have not been put away.

### Reset Line

The **Reset Line** function resets the **Quantity Put Away** value back to zero for the currently selected item. You will need to put away this item again.

### Reset Order

The **Reset Order** function resets the **Quantity Put Away** value back to zero for all items. You will need to put away all items again.

### Refresh

The **Refresh** function updates the put away details from your ERP/WMS system, so that you can be sure you are viewing the most up to date data.

### Exit

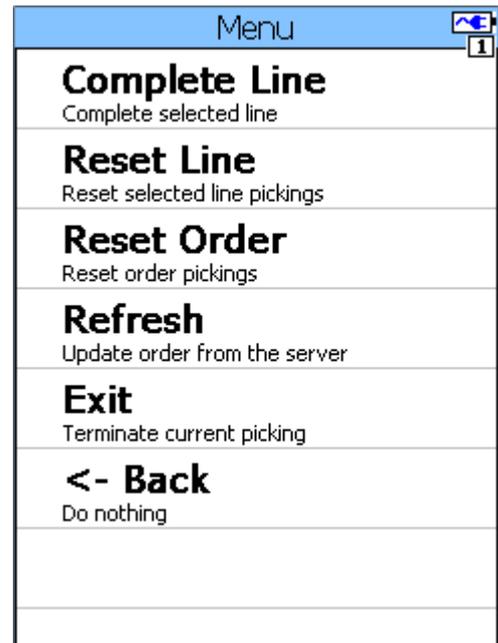
The **Exit** function quits the current put away operation and returns you to the main **Put Away** screen. Any put aways that you have already done are saved, and you can return to this function later.

### Back

The **Back** function simply takes you back to the previous screen.



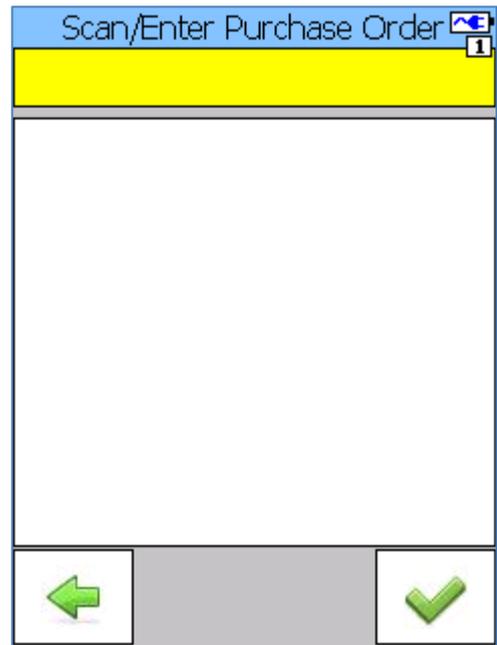
Please note that if you have already used the **Update ERP/WMS** button to save part of the put away operation for this order, the **Reset Line** and **Reset Order** functions will only affect items that you have put away *since* using the **Update ERP/WMS** button. Any put-aways already updated cannot be changed.



## Print Labels

Selecting the **Print Labels** function from the **Receive Menu** opens the screen on the right, which allows you to print labels.

See **Label Printing** on page **72** for more details.



## Transfer Functions



Depending on the ASPluris options you have purchased, and the way your **system integrator** has configured ASPluris and your ERP/WMS system, your system may not contain all of the functions described in this section.

Please note that the screens in this document are examples only, and may not necessarily be consistent with each other where this is unimportant to the function being described.

For example, one screen in a section may not necessarily show the same order or product as the next screen in the same section. The Current User may also not always be the same.

## Transfer

The **Transfer** function is used to move items from one location to another. The first step in this function is to select where the items are being moved from. Then, you select the items you want to move, then the location you want to move the items to.

### Transfer: Select source location

Selecting **Transfer** from the **Main Menu** opens the **Select Source Location** screen, as shown on the right below.

From this screen, you can scan or enter a Location barcode, or tap on the **Pick** button to manually select the **Warehouse** and the **Location** from drop-down lists.

Once you've selected a "source" location to transfer from, the **Transfer From** menu will be displayed, as shown in the next section.

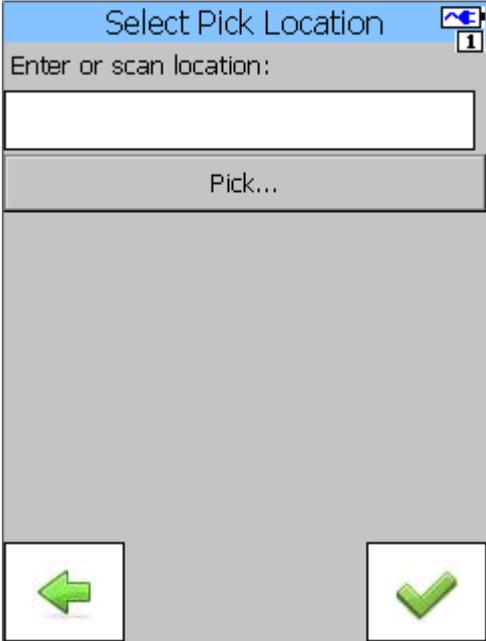
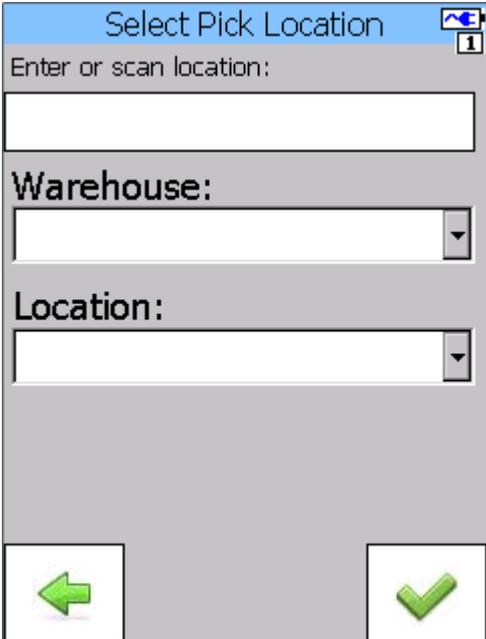


## Transfer: All from a location

The **All from a location** function allows you to easily transfer *everything* from one location to another location.

When you open this function from the Transfer Menu, it displays the screen on the right.

From this screen, you can scan or enter a Location barcode, or you can tap on the **Pick** button to manually select the **Warehouse** and the **Location** from drop-down lists, as shown on the second screen on the right below.

The buttons along the bottom of these screens perform the same functions as elsewhere in the program – **Back** and **Select**.



To exit back to the previous screen, tap on the **Back** button (the one with the green arrow).



Tap the green “tick” **Select** button to select the Warehouse and Location that you have entered or chosen from the drop-down lists.

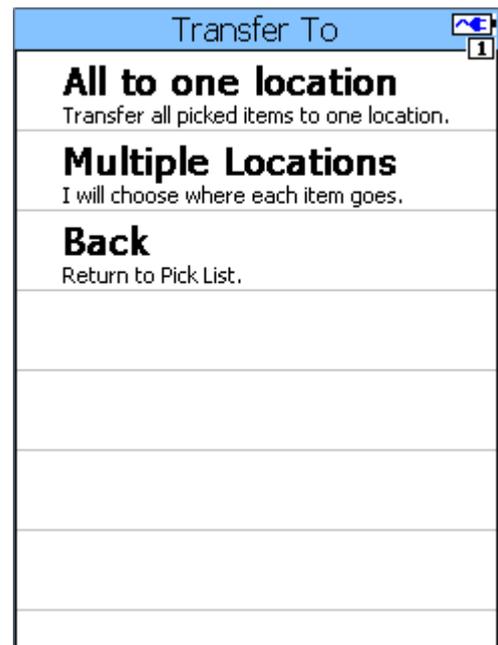
Once you’ve selected a “source” location to transfer from, the program will select every item at that location.

## Transfer: Transfer to

After you've selected the location that you want to transfer from (the "source" location), the menu shown on the right will be displayed. This menu allows you to select where you want to transfer the selected items to.

Select **All to one location** if you want to transfer all items to a single location – see below for details.

Alternatively, you can choose to transfer each separate item to a different location by selecting **Multiple Locations** from this menu – see page 51 for details.



## Transfer: All to One Location

After selecting **All to one location** from the menu above, you will be prompted to select a location to transfer everything to (the "destination" location).

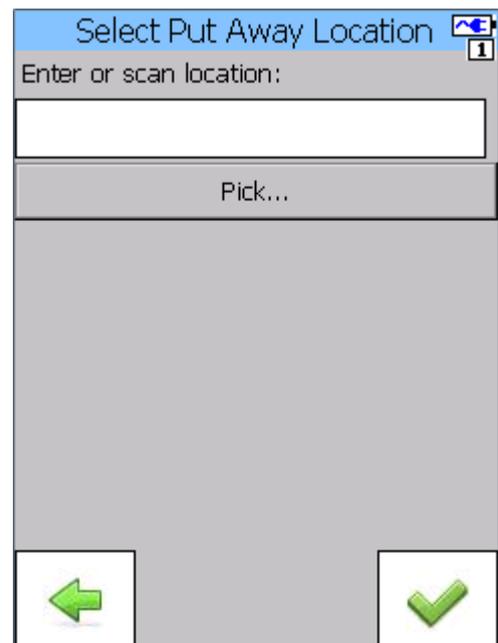
You can either scan the barcode for a location, or tap on the **Pick** button to select a location from a list, as described on the previous page.



To exit from this screen back to the **Transfer To** menu above, without transferring anything, tap on the **Back** button (the one with the green arrow).



Tap this green "tick" **Select** button to select the Warehouse and Location that you have entered or chosen from the drop-down lists, and transfer all items to that location.



Next, a confirmation screen will be displayed for this selection, as shown on the next page.

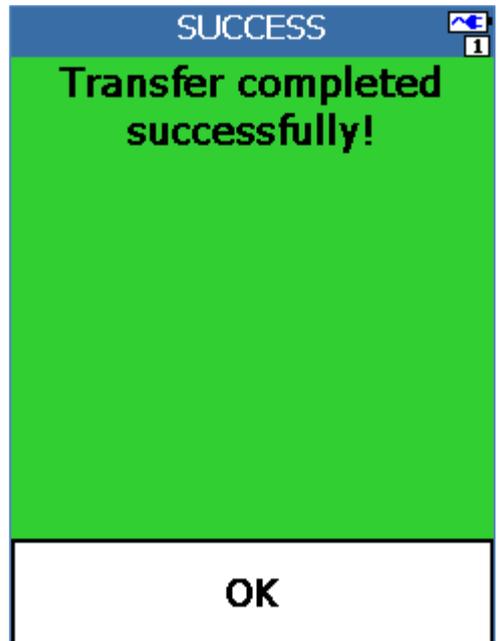
After you've selected the destination location for transferring all from one location, the check and confirm screen on the right will be displayed.

Each item that you have selected to transfer will be listed, along with where the items will be transferred from and to.

If you're sure that everything's okay, tap on the green "tick" button on the bottom right to perform the transfer.

Otherwise, you can tap on the green "back" button on the bottom left to cancel the transfer and return to the previous screen.

If you continue with the transfer, you'll see the screen on the right to show that the transfer has been completed. Tap on the OK button to return to the Main Menu.

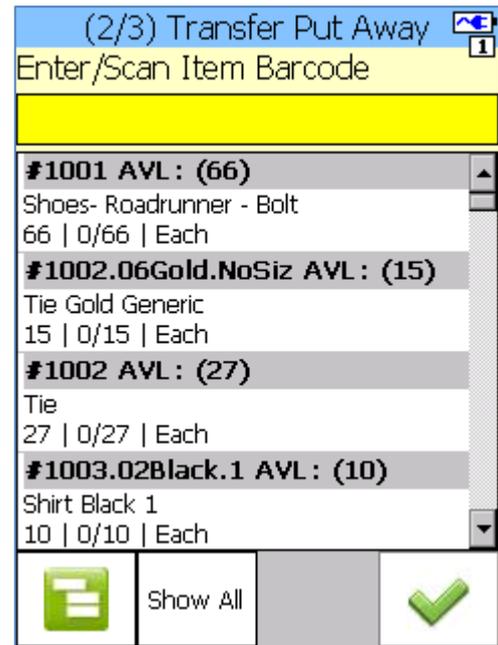


## Transfer: Multiple locations

Selecting **Multiple Locations** from the menu on the **Transfer To** screen will display the screen shown on the right, which lists all of the items at the source location.

From this screen, you can scan or enter the barcode of an item, or tap on an item to transfer.

The screen on the next page will then be displayed, from where you can select the location to transfer to, and the quantity to transfer.



The **Select** button selects the currently highlighted item so that the quantity to put away and the location can be entered.



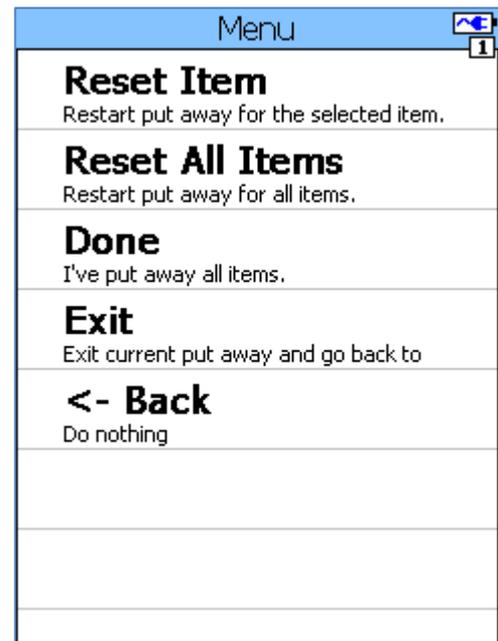
Once you're finished transferring all items you want to transfer, tap the Menu button at the bottom right of the screen to display the **Transfer:** Transfer menu shown below. From this menu, you can:

**Reset Item:** This option removes the currently selected item from the transfer, cancelling the transfer of that item only.

**Reset All Items:** This option removes all items from this transfer, cancelling the whole transfer.

**Done:** Use this option to perform the transfers and return to the Main Menu. Note that until you select this option, the items have not been transferred.

**Exit:** Selecting Exit cancels the transfer and returns to the Main Menu.



**Back:** This option closes this menu and returns you to the previous screen.

## Transfer: Transfer one of the items

Once you've selected an item to transfer, the screen shown on the right will be displayed.



Note that you must enter a **Location** where the item is being transferred to – just tap in the yellow **Location** field at the top of the screen. See page **48** for details.

Next, you need to enter a **Quantity** of this item that you want to transfer to the selected location.

The pale yellow section of this screen shows the quantity of items that have already been transferred.



Once you have entered the location and the quantity to transfer, tap on the green “tick” **Select** button to finish the entry. You will then be returned to the screen at the top of this page, where you can transfer further items.



To display a history of the transfers that have already been performed on this terminal for the current item, tap on the **View Transfers** button.



To display a list of all locations that already hold stock of the currently selected item, tap on the **View Inventory** button.



If you decide that you don't want to transfer this item, just tap on the **green “back” arrow** at the bottom left of the display to return to the previous **Transfer to multiple locations** screen.

## Transfer: Transfer menu

Tapping the **Menu** button at the bottom right of the main **Multiple Locations** screen opens the menu shown on the right.

### Reset Item

The **Reset Item** function resets the **Quantity** value back to zero for the currently selected item. If no item is selected, an error message is displayed.

### Reset All Items

The **Reset All Items** function clears all items so that nothing at all is selected for transfer. A confirmation screen is displayed for this menu selection.

### Done

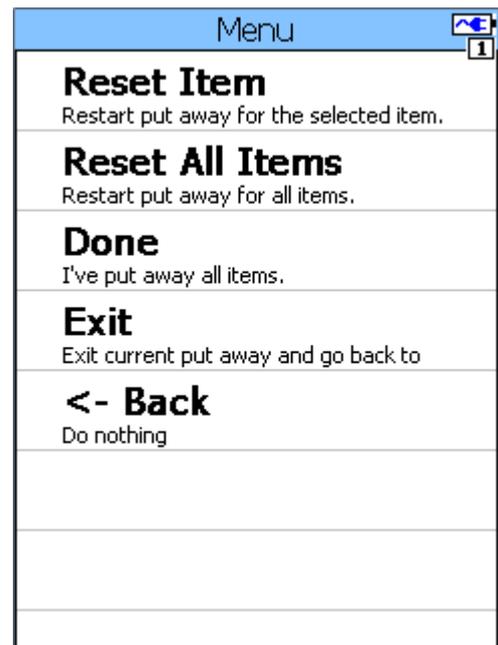
Select **Done** to accept all items selected for transfer and prompt for a location to transfer them to, as shown on the previous page.

### Exit

The **Exit** function quits the current transfer operation and returns you to the **Transfer To** screen, as shown at the top of page 49.

### Back

The **Back** function simply takes you back to the previous Transfer Put Away screen.



## Transfer: Individual items

Selecting **Transfer Individual Items** from the Transfer Menu (on page 46) opens the screen on the right, which allows you to transfer one or more individual items from one location to another.

Once you've scanned or entered an item, the second screen below is displayed, where you can enter the Location and then the Quantity of the item.

Note that the **AVL** (Available quantity) is shown as **0** – this is because you haven't yet selected a location to transfer the item from.

Enter the Location where the item is being transferred from by tapping in the yellow **Location** field at the top of the screen (see page 48). The **AVL** field will be updated to show the quantity available at the selected location, and you can then enter the quantity that you want to transfer into the **Qty** field.

Once you have entered the location and the quantity to transfer, tap on the green "tick" **Select** button to finish the entry. You will be returned to the **first** screen above, and the items selected will be displayed in a list.

To show all transfers that have already been performed on this terminal for the current item, tap on the **View Transfers** button.

To display a list of all locations that hold stock of the currently selected item, tap on the **View Inventory** button.

If you decide that you don't want to transfer this item, just tap on the **green "back" arrow** at the bottom left of the display to return to the first screen above.



After you select each item, the screen at the right will be displayed, which is the same as the screen at the top of the previous page except that the item(s) that you have selected to transfer are displayed in a list.

You can then scan or enter additional items to transfer.

Once you've selected all the individual items that you want to transfer, tap on the Menu button at the bottom left of the screen. This will open the menu screen on the right below.



### [Reset Item](#)

The **Reset Item** function resets the **Quantity** value back to zero for the currently selected item. If no item is selected, an error message is displayed.

### [Reset All Items](#)

The **Reset All Items** function clears all items so that nothing at all is selected for transfer. A confirmation screen is displayed for this menu selection.

### [Done Picking](#)

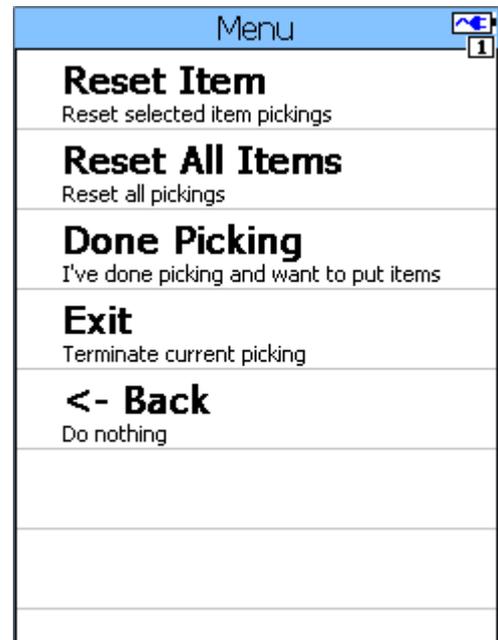
Select **Done Picking** to accept all items selected for transfer and prompt for a location to transfer them to. See **Transfer: Transfer to** on page 49 for more information.

### [Exit](#)

The **Exit** function quits the current transfer operation and returns you to the **Transfer Pick** screen, as shown at the top of the previous page.

### [Back](#)

The **Back** function simply takes you back to the previous screen.



## Stocktake Functions



Depending on the ASPluris options you have purchased, and the way your **system integrator** has configured ASPluris and your ERP/WMS system, your system may not contain all of the functions described in this section.

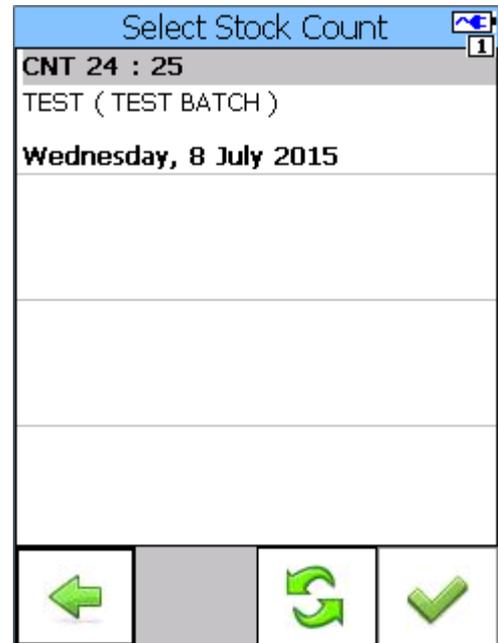
Please also note that the screens in this document are examples only, and may not necessarily be consistent with each other where this is unimportant to the function being described.

For example, one screen in a section may not necessarily show the same order or product as the next screen in the same section. The Current User may also not always be the same.

## Select Stock Count

Selecting the **Stocktake** function from the Main Menu opens the screen on the right, which allows you to select a stock count from those that you have created in the **Stocktake** section of your ERP/WMS system.

The buttons along the bottom of this screen perform the same functions as elsewhere in the program – **Back**, **Refresh**, and **Select**.



To exit from this screen back to the Main Menu, tap on the **Back** button (the one with the green arrow).



Tap the **Refresh** button to update this screen from your ERP/WMS system, so that you can be sure you are viewing the most up to date data.



To select a stock count to use for Stocktaking, you can either tap once on the stock count and then tap on the green “tick” **Select** button, or tap on the stock count in the main area of the screen.

When you select a Stock Count, the program displays the screen on the right.

From this screen, you can scan or enter a Location barcode, or tap on the **Pick** button to manually select the **Warehouse** and the **Location** from drop-down lists, as shown on the screen on the next page.

Once you've selected a location to stocktake from, the program will allow you to scan items in that location, as shown further down on this page.



Note that you can only enter or select a location that has been set as part of this stocktake in your ERP/WMS system.

The buttons along the bottom of this screen (and the screen on the previous page) perform the same functions as elsewhere in the program – **Back** and **Select**.



To exit from this screen back to the Stocktake Menu, tap on the **Back** button (the one with the green arrow).



Tap this green "tick" **Select** button to select the Warehouse and Location that you have entered or chosen from the drop-down lists.

Once you've selected a location, you can now begin scanning, entering, or selecting items in that location on the screen shown on the right.

If the item scanned or entered is not in the database, or not in this location, an "Item not found" error message will be displayed. Otherwise, the item details will be displayed, as shown on page 61.



The **Menu** button at the bottom left of this screen opens the item menu screen shown on the next page.



The **Filter** button opens the **Filter menu**, which is described on the page **60**.



The **Sort** button opens the **Sort menu**, which is described on page **60**.

## Stocktake: Item menu

### Change Location

Select **Change Location** function allows you to select a new location to count from those locations that have been set as part of this stocktake in your ERP/WMS system.

### Reset Item/Location

The **Reset Item/Location** function resets the **count** value back to zero for only the currently selected item. If no item is selected, an error message is displayed.

### Reset All Counts

The **Reset All Counts** function clears the counts for all items, as if nothing has been counted in this session. A confirmation screen is displayed for this menu selection.

### Refresh

The **Refresh** function updates the order from the server.

### Submit

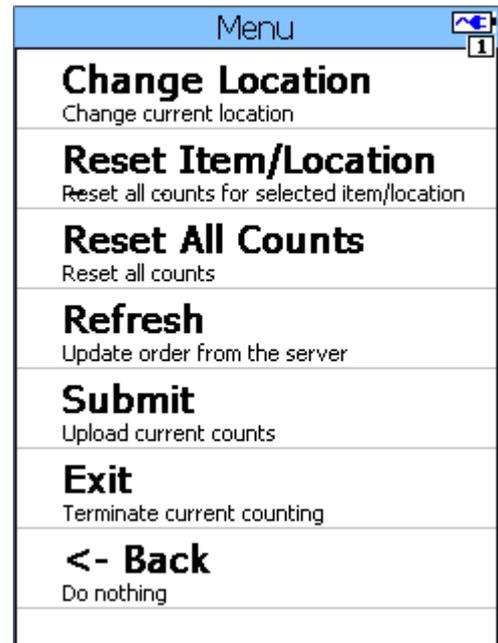
The **Submit** function sends the current counts to your ERP/WMS system for later processing, and clears the counts from the terminal.

### Exit

The **Exit** function quits the current stock count operation and returns you to the **Main Menu** screen. All counts already performed are retained, so you can re-enter this function and continue counting.

### Back

The **Back** function simply takes you back to the previous screen.



## Stocktake: Filter menu



The Filter menu allows you to select which items from the stocktake are displayed on the Enter/Scan Item screen.

### Show All

The **Show All** option, as you'd expect, shows all items in the stocktake.

### Non-Counted

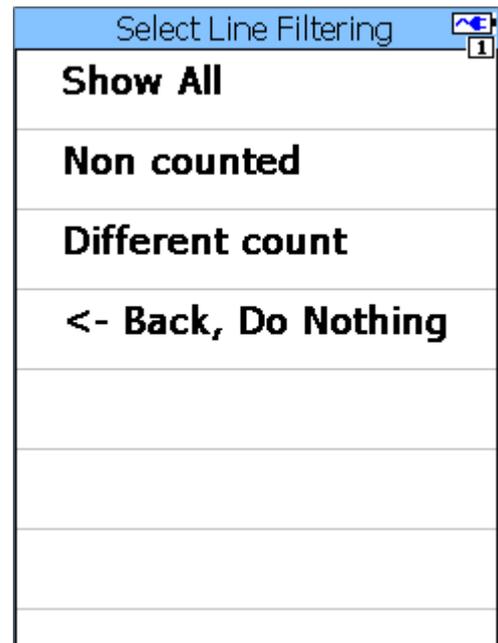
The **Non-Counted** option shows only those items that have not yet been counted in this stocktake. Note that part-counted items will also not be displayed if this option is in effect.

### Different Count

The **Different Count** option shows only those items where the actual count is different to the expected count.

### Back

Tapping **Back, Do Nothing** takes you back to the previous screen.



## Stocktake: Sort menu



The Sort menu allows you to select the order of items displayed on the Enter/Scan Item screen.

### No Sorting

The **No Sorting** option displays the items in the order that they are presented to the scanner by your ERP/WMS system.

### By Item Code

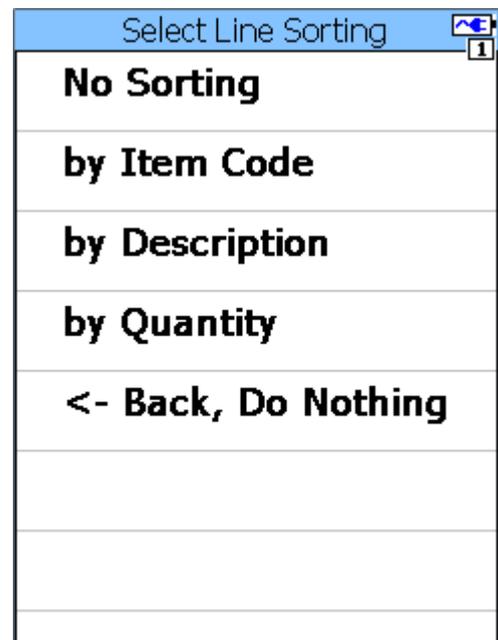
### By Description

### By Quantity

You can sort the items by **Item Code**, **Description**, or **Quantity**.

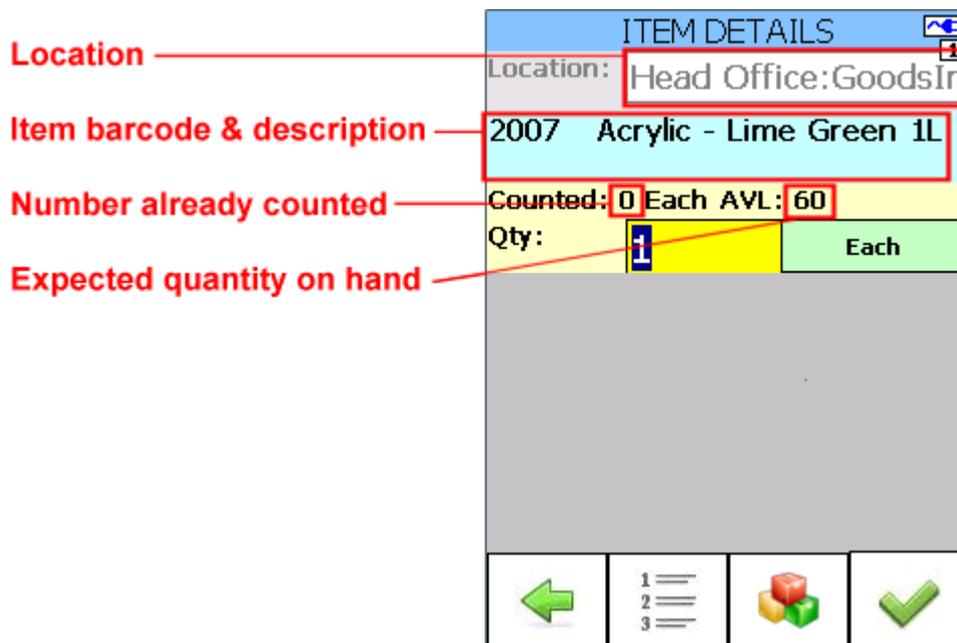
### Back

Tapping **Back, Do Nothing** takes you back to the previous screen.



## Stocktake: Item details

Once you've scanned (or entered) an item, the details of that item will be displayed on the screen, as shown below (unless it's a serialised item, see page 63 for more information):

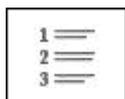


The current location is displayed on the top of this screen, followed by the item barcode and description. The quantity of this item that has already been counted, followed by the available quantity (AVL) is also shown.

At the **Qty** prompt, you can type in the quantity for this item at this location.



If you decide that you don't want to count this item, just tap on the **green "back" arrow** at the bottom left of the display to return to the second screen on the previous page.



To show all counts that have already been performed on this terminal for the current item, tap on the **View Counts** button.



To display a list of all locations that hold stock of the currently selected item, tap on the **View Inventory** button.

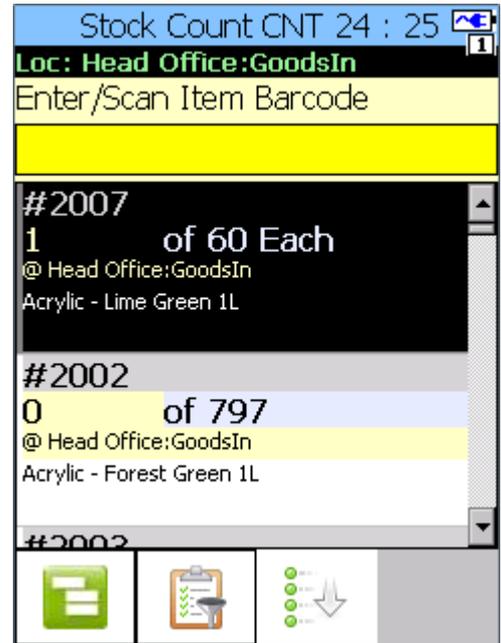


Once you have entered the count, tap on the green "tick" **Select** button to finish the entry. The screen shown on the next page will then be displayed, with a list of items already counted listed below the prompt.

The screen will then return to the scan/enter item barcode prompt, with the item just counted highlighted below the prompt.

In the example screen on the right, a quantity of one of item # 2007 has been counted out of an expected total of 60.

The first line of the highlighted item shows the item barcode. The second line shows the quantity of this item that has already been counted and the expected number in stock. The third line shows the location where the item was last counted, and the fourth line shows the description of the item.



Note that a single item may be stored in more than one location, and a single location might not all be counted at the same time. The expected total field in the example screen above is the total of all locations for the item.

## Stocktake: Serialised items

If the item you've entered or scanned has a serial number, you will be prompted to enter the serial number instead of a quantity, as shown on the right.

When an item has a serial number, the quantity is automatically assumed to be one.

If the items that you are counting have sequential serial numbers, though, you can enter a serial number range by tapping on the **green ... button** to the right of the serial number field. This will open the serial number range screen, which is shown below.

## Stocktake: Entering a serial number range

To enter a range of sequential serial numbers, enter the initial serial number and the number of sequential serial numbers that you want to produce.

When you tap on the **Generate** button, a list of the serial numbers will be displayed for checking. If they're correct, tap on the green tick button at the bottom right, and each of the serial numbers will be counted as an item scanned.

Otherwise, tap on the **Clear** button at the top to remove the list of serial numbers and generate a new set.

Tap on the green back button at the bottom left of the screen to return to the previous screen without creating any serial numbers.

Note that any non-digits in the range of serial numbers are skipped - the next sequential number after **7A9X** would be **8A0X**.

## Item Enquiry

Selecting **Item Enquiry** from the **Main Menu** opens the **Item Enquiry** screen, as shown on the right.

From this screen, enter or scan the item code or barcode of the item that you are enquiring after.



Tap on the **green “back” arrow** at the bottom left of the display to return to the **Main Menu**.

In the example screen on the right, the user has scanned item code **K4980**. The top (light blue) section of the screen shows the details of the item, and below that (in the grey area), the Available quantity (AVL) total is showing that there are two of this item in stock.

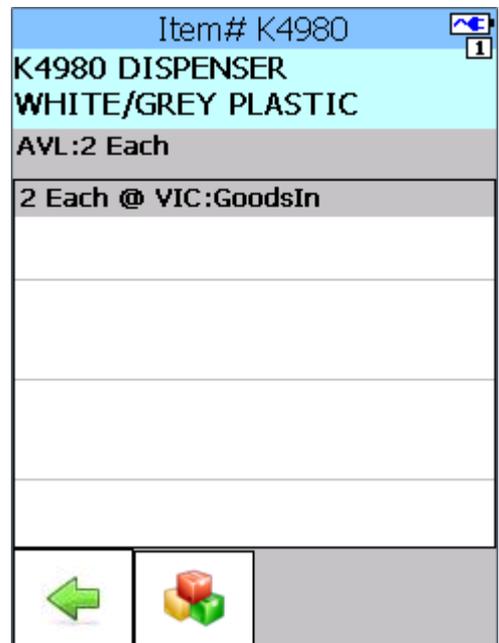
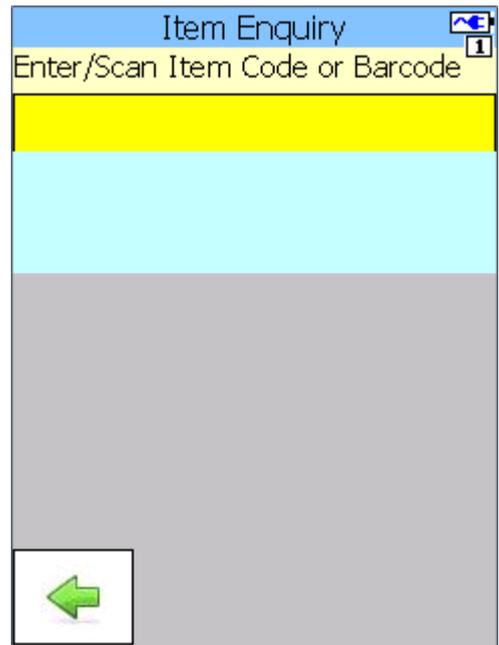
Below that, a summary is shown of all stock and the warehouse location of that stock. In this example, only a single warehouse **VIC:GoodsIn** is holding stock. If there was stock in other warehouses, those warehouses and sub-totals would also be displayed, depending on the **Warehouse Visibility** configuration settings.



To display a detailed list of the stock held stock in each location, tap on the **View Inventory** button. This list includes serialised items, expiry dates, batches, and so on.



Tap on the **green “back” arrow** at the bottom left of the display to return to the **Item Enquiry** screen, to make further item enquiries.



## Adjust Stock

Selecting the **Adjust Stock** function from the Main Menu opens the screen on the right, which allows you to adjust the quantity of stock items.

At this prompt, you can scan or enter an item's **barcode**, or enter the **item code**.



If you decide that you don't want to adjust a quantity, just tap on the **green "back" arrow** at the bottom left of the display to return to the Main Menu.

Once you've scanned or entered an item barcode or item code, the terminal will search your ERP/WMS system database and display the details of that item. The screen may briefly show a "Searching" message, as shown on the right.

If the item is not in the database, an "**Item not found**" error message will be displayed.

After an item is scanned or entered, the screen on the right is displayed.

Initially, the pale yellow section of this screen shows the total **Available quantity (AVL)**, which is the number of this item that your ERP/WMS system database says is in stock in all locations.



Note that you must enter a Location – just tap in the **Location** field. See **Pick & Pack: Selecting a location** on page 15 for more details. Once you select a location, the pale yellow section of the screen changes to show the available quantity in this specific location, and the **Total Available** in all locations, as shown on the next page.

In the pale blue area of the screen, just above the available quantity, the item code and description are shown.

Searching...

Qty:		L
------	--	---

At the **Qty** prompt, you can type in the adjustment quantity of this item at this location.

The green box to the right of the **Qty** field shows the **Unit Measurement**. In the example screen, this is **L**, which means that the quantity specifies the number of litres. If this item is configured in your ERP/WMS system as also being stored in other quantities (for example, in boxes of twelve one litre containers), you can change this unit of measurement to count boxes or individual items.



ITEM DETAILS	
Location:	Melbourne:GoodsIn
2003	Acrylic - Fern Green 1L
Total AVL :554	
Qty:	L
	1 2 3

For the purposes of this example, we've discovered that there are in fact 560 litres of this product in this location instead of 554. So we need to type 6 into the **Qty** field and press Enter (since  $554 + 6 = 560$ ), as shown on the example screen on the right below.

(Note that you can also enter a negative number at the **Qty** prompt if there a lesser quantity in this location than your ERP/WMS system shows.)

The screen now asks you to confirm that you want to add 6 to the inventory, and shows what the new quantity in this location will be (560) if you accept.

As you'd expect, tapping the **No button** returns you to the previous screen without adjusting the stock quantity so that you can enter a different adjustment quantity, while tapping the **Yes button** updates the quantity for the selected item.

The program now returns to the **Adjust Stock** screen to allow other items to be adjusted.

QUESTION?	
<p style="text-align: center;"><b>Update quantity for (2003) Add 6 L to the inventory? New qty will be 560 in Melbourne:GoodsIn</b></p>	
NO	YES

NO

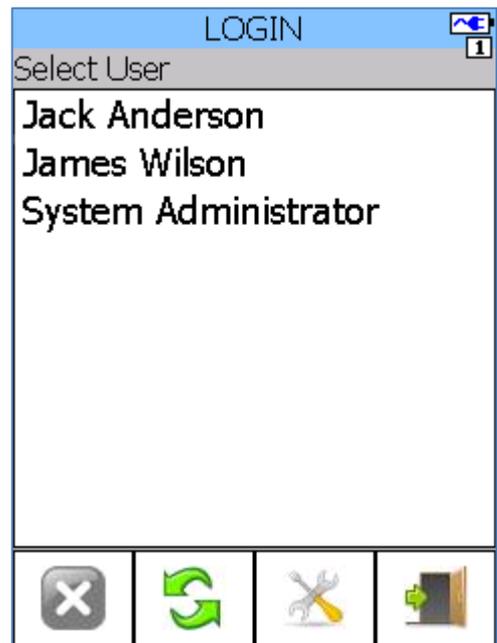
YES

## Logout

Selecting the **Logout** function from the Main Menu returns you to the Login screen, as shown on the right.

Log in by tapping on your name, then tapping on the **Door button** at the bottom right of the screen, or by tapping your name on the screen.

The **Login** screen is described in more detail at the start of the *Barcode Terminal Walkthrough* on page 4.



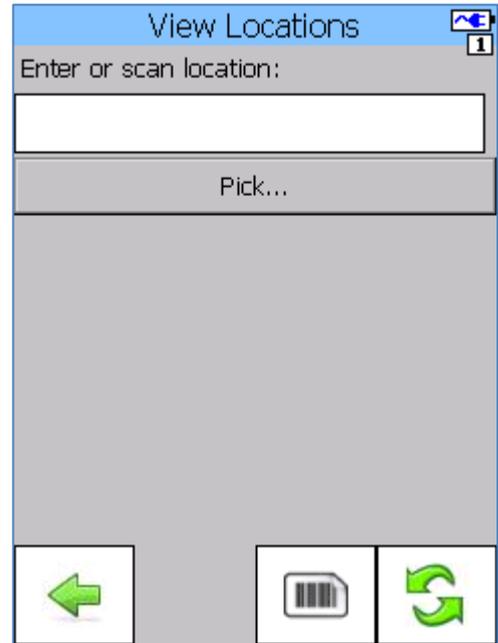
## Locations

Selecting the **Locations** function from the Main Menu opens the screen on the right, which allows you to check location labels, or print bin labels.

To check a location barcode label, just scan it at this prompt. If the label is a valid location, the location will be displayed in the warehouse:bin format.

If the scanned barcode is not a valid location, an error message will be displayed.

To print a location label, you can scan an existing label, or you can pick a location by tapping on the **Pick** button and selecting the warehouse and bin from the drop-down lists.



Tap the **Print Label** icon at the bottom of the screen. A label will be printed in the format and to the printer defined in the printer templates.



To exit and return to the Main Menu, just tap on the **green “back” arrow** at the bottom left of the display.



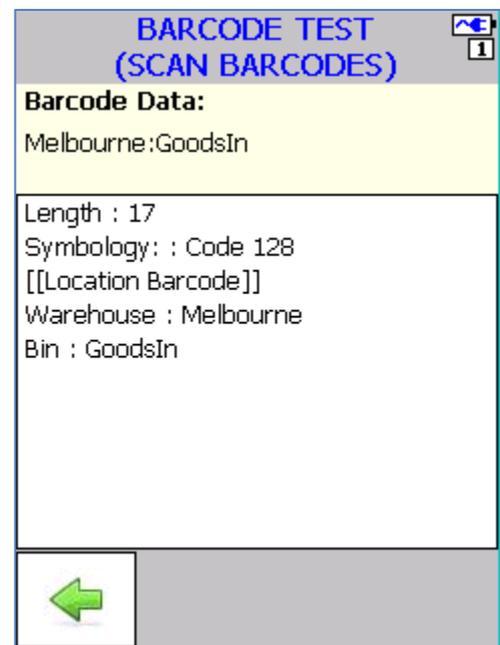
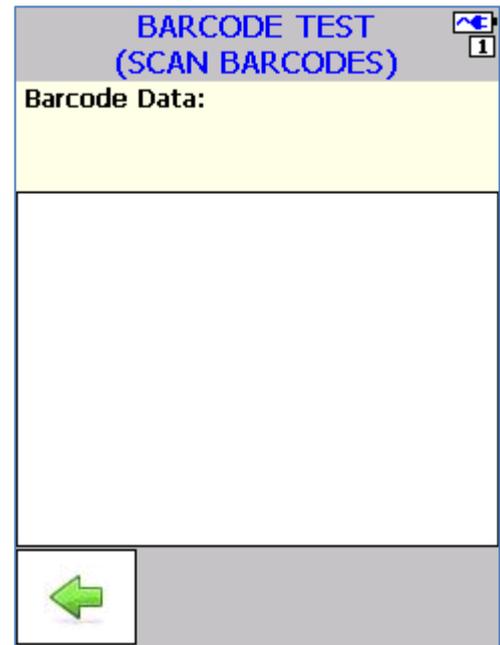
Tap the **Refresh** button to update the locations from your ERP/WMS system, so that you can be sure you are viewing the most up to date data.

## Barcode Test

Selecting the **Barcode Test** function from the Main Menu opens the screen on the right, where you can scan any barcode and display the barcode data, the length of the barcode, and the symbology.

This function is intended for test purposes, so that you can easily ensure that a barcode label is readable, and what it says, without having to scan the barcode into ASPluris.

The second screen on the right shows the barcode test results after scanning a location barcode.



Note that you can also use this function to test any barcode rules that have been defined in the **ASPluris configuration**, as described in the **Installation Manual**.



To return to the **Main Menu**, just tap the green “back” arrow button at the bottom left of the display.

## About

Selecting the **About** function from the Main Menu opens the screen on the right, which displays the program name, version number and date, and copyright information

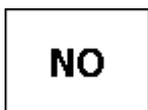


To return to the **Main Menu**, tap the green “back” arrow button at the bottom left of the display.

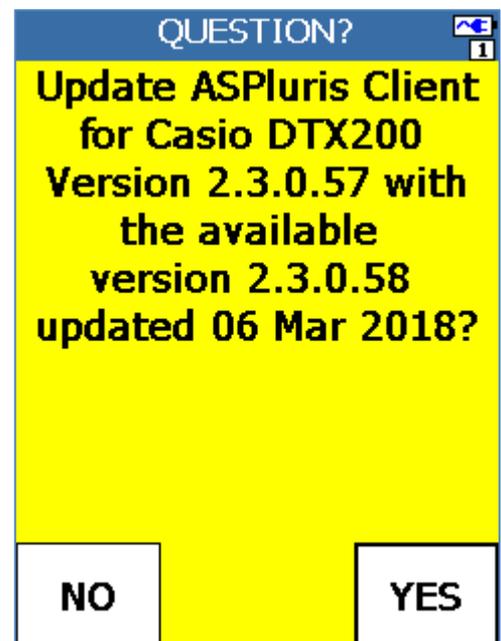
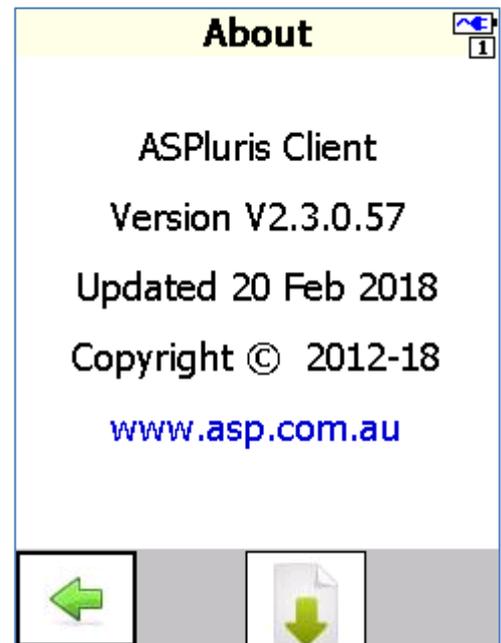
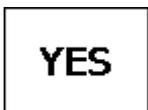


From this screen, you can also manually check to see if a new version of the program is available, by tapping on the green “down” arrow button at the bottom of the display.

The program will then communicate with the update web site, and if a new version of the program is available, a screen similar to that shown on the right will offer the update to you.



Tap the **No button** to refuse the update and return to the About screen, or tap the **Yes button** to download and install the update.



If there is no program update available, the screen will displayed a message to indicate that. Just tap the **OK button** to return to the **About** screen

## Setup

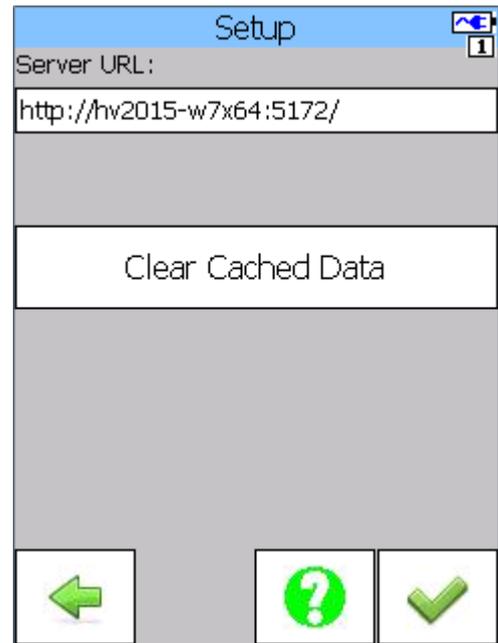


The **Setup** screen, which is accessed by pressing the **Configuration** button on the **Login** screen, is used to set the location of the ASPluris service, so that the terminal program can use the service to communicate with your ERP/WMS system database.

The **Server URL** can be obtained from the ASPluris service once the service has been installed on the computer that is hosting the ERP/WMS system database.

By default, the ASPluris service uses TCP/IP port number **5172** (this can be changed using Microsoft IIS if it conflicts with another program already using that port – see the **Installation Manual** for more details).

The **Clear Cached Data** button will delete any partially completed pickings, employees, locations, and orders. In normal circumstances, you will not need to use this button.



## Label Printing

ASPluris can be configured by your **system integrator** to prompt the user to print labels after selecting an order (or orders) in the **Receiving**, **Consolidation**, **Pick & Pack**, and **Pick & Store** functions, and after completing an order in the **Receiving**, **Pick & Pack**, and **Pick & Store** functions. This same facility is also available directly from the **Dispatch** and **Receive** menus.

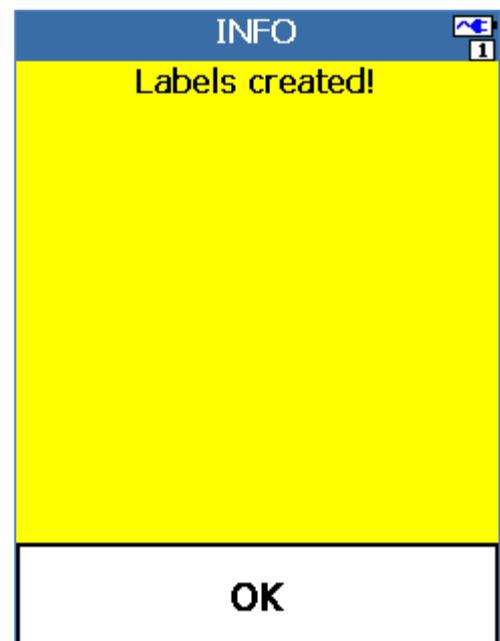
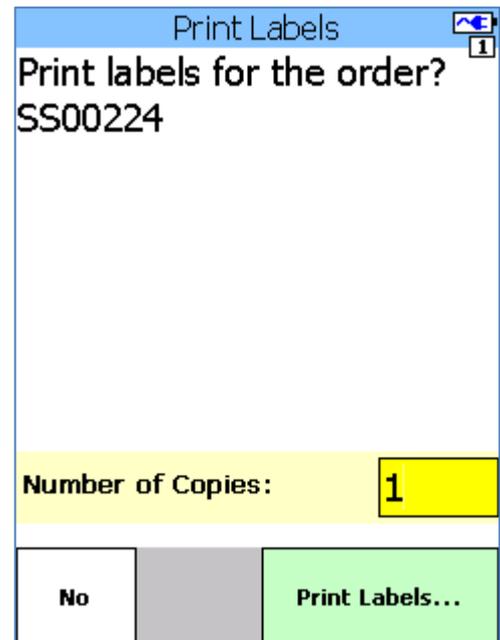
The type and number of labels printed at each point, and which printer they are sent to, is completely configurable by your **system integrator**.

The **Print Labels** screen is shown on the right. The selected order (or orders, for **Consolidation**) is displayed at the top of the screen.

You can set the **Number of Copies** of each labels, with a default of one.

Tap the **Print Labels** button to print the labels. Or, if you don't want to print any labels, just tap the **No** button.

After the labels have printed, the screen on the right is displayed. You can tap the **OK** button to close this screen and return to the function you're in, or the screen will close by itself after a few seconds.



## Multiple Companies module

The optional **Multiple Companies** module and related configuration settings are designed to cover the specific circumstance where a single business operates two completely separate companies, but inventory for both companies is stored in the same warehouses.

In this circumstance, the business maintains two separate ERP/WMS databases, one for each company. Orders, invoicing and stock remain separate for each company, and each company stocks different items - it is not possible for both companies to have the same items in their inventories.

Stock for both companies, however, is stored in the same warehouses. Both companies also share the same employees and scanning equipment.

When this module is enabled, and ASPluris is configured with settings for the second database, there are almost no visible differences as far as the ASPluris barcode terminal is concerned.

Anywhere a list of orders is displayed, that list can contain orders for both companies. This includes **Dispatch** functions (including **Consolidation**) and **Receive** functions. However, **Transfer** functions can only transfer stock within a single company, and **Stocktake** functions can only be conducted on a single company's stock at a time, even though both company's inventory is in the same warehouses.

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