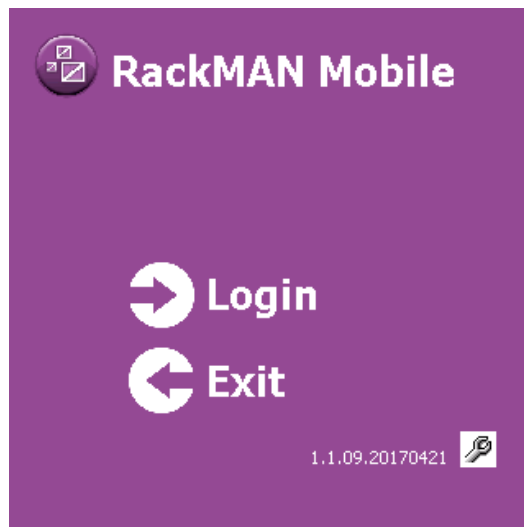


kardexremstar



R a c k M A N TM M o b i l e

U s e r G u i d e

Issue Date: NOV 2017



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TABLE OF CONTENTS

1	Introduction	1
2	Configuration	3
2.1	Communication	3
2.1.1	RackMAN Host	3
2.1.2	Device ID.....	3
2.2	General	4
2.2.1	Configuration Access through Login only.....	4
2.2.2	Only Display the Full Location	4
2.2.3	Do Not Auto Switch Tabs.....	4
2.3	Lists.....	5
2.3.1	Standard Lists Title.....	5
2.3.2	Special Lists.....	5
2.3.3	On Hold Lists Title	5
2.3.4	List Threshold (5)	5
2.3.5	List Threshold (x).....	5
2.4	Scanner	6
2.4.1	Tone 1	6
2.4.2	Tone 2	6
2.4.3	Location Barcode	6
2.5	Plugins	7
2.5.1	Installed Plugins.....	7
3	Getting Started	8
3.1	Logging in to RackMAN Mobile™	8
3.2	Getting around the Main Menu	2
3.3	Logout and Close RackMAN Mobile	2
4	Pick Introduction.....	2
4.1	Pick Methods	3
4.1.1	Pick \ Single	3
STEP 1	Enter Part Number	3
STEP 2	Enter Quantity	3
STEP 4	Confirm Quantity	4
STEP 5	Is Location Empty?.....	5
STEP 5A	Is Location Empty? Yes	5
STEP 5B	Is Location Empty? No	5
STEP 6	Insufficient Stock	6
STEP 6A	Confirm Quantity No – Change Pick Quantity.....	6
STEP 6B	Confirm Quantity No - Insufficient Stock	7
4.1.2	Pick Method – With Lot Number	7
4.1.3	Pick \ List	8

4.1.4	Pick \ List Process.....	9
5	Place Introduction.....	11
5.1	Place Methods	12
5.1.1	Place \ Single	12
STEP 4	Enter Quantity	13
STEP 7	Count and Place Parts	16
STEP 8	Confirm Quantity.....	16
STEP 8A	Confirm Quantity - Yes.....	16
STEP 8B	Confirm Quantity - No	17
5.1.2	Place \ List	18
5.1.3	Place \ List \ Process	19
6	Verify Operation	21
6.1	Verify Methods	21
6.3	Verify \ Single.....	22
STEP 1	Enter Part Number	22
STEP 2	Enter Lot Number	22
STEP 3	Visit Locations	23
STEP 4	Count Location Quantity	23
STEP 5	Confirm Quantity.....	2
7	Find Part Number.....	3
STEP A	Use Find Button (....)	3
STEP B	Enter Text in Part No. Box.....	3
STEP C	Enter Text in Description Box.....	3
STEP D	Enter Text in Part No. and Description Box.....	3
STEP E	Choose Part Number	3
8	Shortcut Keys	4
9	Troubleshooting.....	4

Valid for RackMAN Mobile release 1.1.nn

IMPORTANT NOTICE

This software is made available for use under the terms of your 'Software Licence Agreement'.

For new equipment installations Kardex Vertical Storage System software is configured by our staff and operation of the equipment (Carousel / Shuttle® / SortBench) and utility software is confirmed as part of the commissioning process.

The software warranty will be voided if the Customer or their representative changes, modifies or makes any additions to the hardware and/or software of the Vertical Storage System without the written permission of Kardex VCA Pty Ltd. Kardex will not withhold that permission if the changes will have no material effect on the system operation or performance.

The **Customer** is responsible for the maintenance of all **system** and **data files** including backup and restoration procedures.

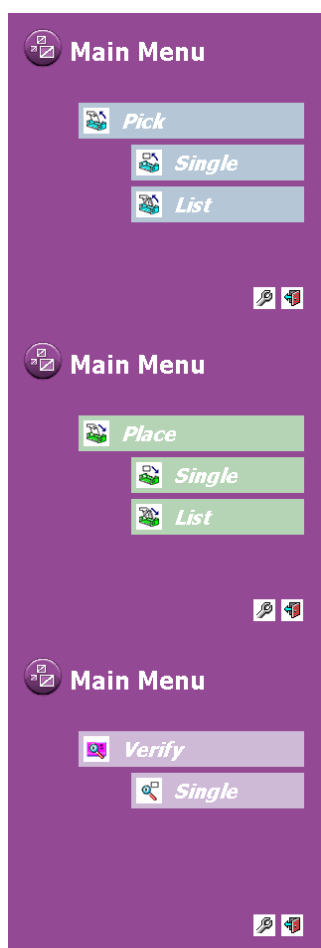
1 Introduction

Kardex has designed RackMAN Mobile™ as an expansion to the PC based RackMAN inventory application for use in small to medium sized warehouses. RackMAN Mobile helps facilitates the simple management of inventory stored in STATIC RACKING or SHELVING by being able to use a mobile device. RackMAN Mobile operates under Windows™ Mobile 5 and using Wifi connectivity.

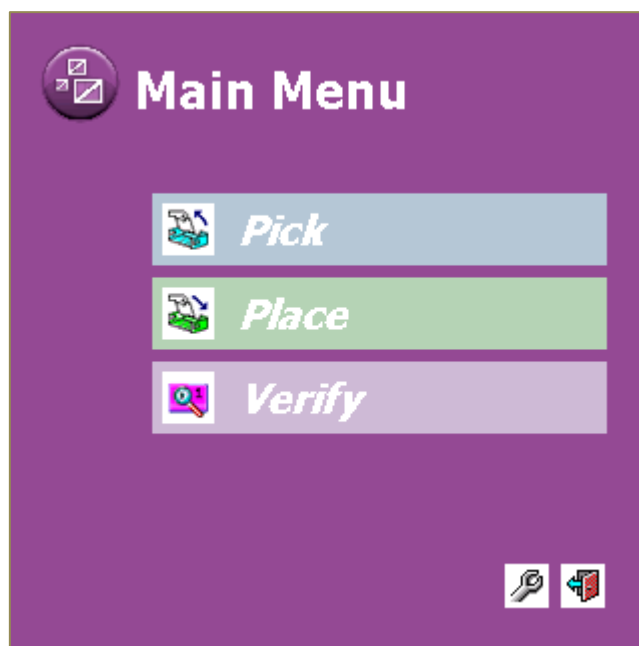
RackMAN Mobile™ functionality is teamed up with RackMAN and based on our proven Carousel inventory management product KARMAN™, and has all the basic features necessary to account for inventory movements in your warehouse. If you are an existing Carousel user, RackMAN Mobile™ will be a transparent introduction into your warehouse and you will benefit from being able to manage all your warehouse orders through the common interface associated with Kardex's Inventory Handling System.

RackMAN Mobile™ is part of Kardex's complete SME Inventory Handling System (IHS) which extends to Management browsers, utility file and data handling, full warehouse order printing, zone distribution, and seamless integration with Kardex's Carousel and SortBench™ for high throughput order picking across the warehouse.

The following functionality is available in the standard RackMAN Mobile™ product:



- Range of Storage (Place) Modes.
- Range of Retrieval (Pick) Modes.
- Barcode Product Identification
- Integrated Lot Number Support
- Comprehensive text file based interface for data exchange and
- Support for peripheral equipment such as Barcode Scanners.
- Individual Cyclic Stocktake (Verify) functionality.
- Support for processing multiple Pick & Place lists for multi orders.
- Customised User Profiles for operator access
- Sorting of locations throughout the warehouse for the most efficient picking path
- Support for customised functionality using system Plug-ins, such as block stock transfer
- All forms are colour coded for ease of identification.
- Dial-up diagnostic support
- Can share the Carousel system KARMAN Database for system simplification and database maintenance.



RackMAN Mobile is used by using the touch screen. All menus and forms have been designed with this functionality to use touch screen.

The main operations that RackMAN Mobile offers are:

- *Pick*

For retrieval of items from the static racking

- *Place*

For storage of items into the static racking


- *Verify*

For confirmation that location quantities are correct

Each of these processes is explained in this manual.


The other operations that RackMAN Mobile offers is via the Tools Menu .

These are:

Configuration [ *Menu*]

To customise RackMAN Mobile for your site

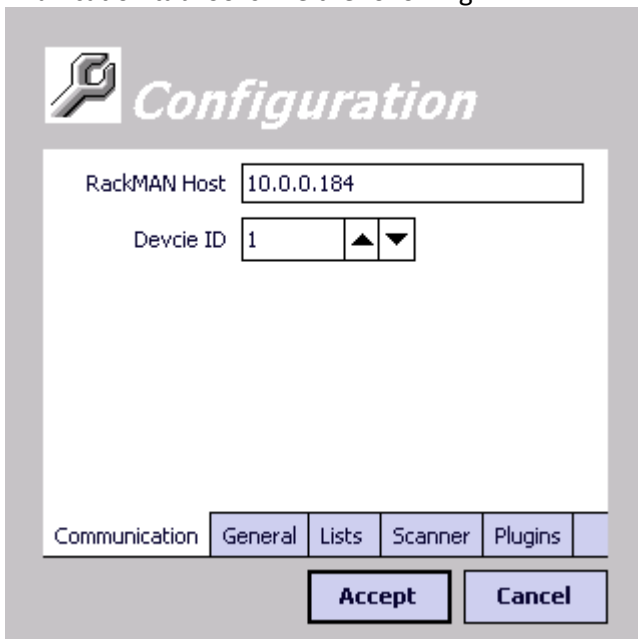
2 Configuration

The configuration settings can be accessed by pressing the spanner symbol () in the bottom right corner. To access you will need to use the stylus pen and click on this button.

If there are any changes made within this area make sure press the accept button with the stylus pen to **Accept** and changes, if you would like to exit press the **Cancel** button.

2.1 Communication

The communication tab looks like the following:



Configuration

RackMAN Host

Device ID ▲ ▼

Communication General Lists Scanner Plugins

Accept Cancel

2.1.1 RackMAN Host

To communicate with the RackMAN host on the PC, in this field needs to be the IP address of RackMAN Host PC.

2.1.2 Device ID

Due to the capabilities of having multiple devices connected to one RackMAN Host, each RackMAN Mobile device needs to have their own individual Device ID set here.

2.2 General

The General tab looks like the following:

2.2.1 Configuration Access through Login only

If the Configuration Access through Login only is ticked on this means that the operator has to log into RackMAN Mobile first to access the configuration settings, but if it's unticked this means the operator can access the configuration settings as soon as RackMAN Mobile is started in the Login main menu.

2.2.2 Only Display the Full Location

This will allow RackMAN Mobile to display your full location instead of individual values of Face, Shelf, Bay and Location.

Not Checked

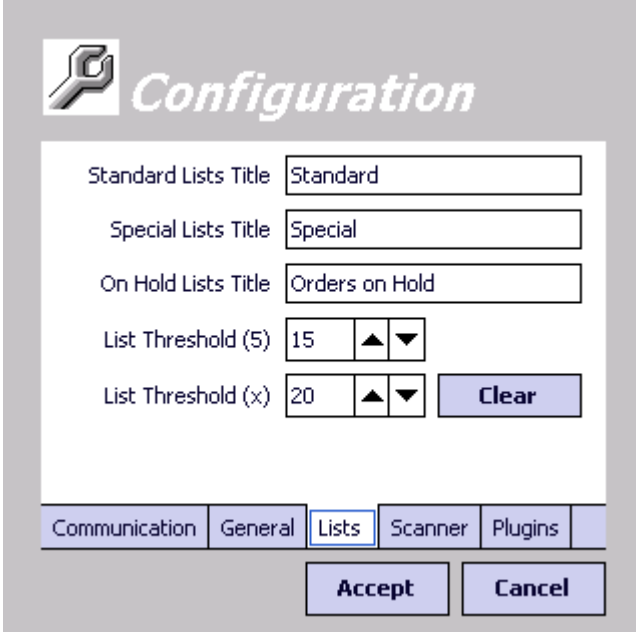
Checked

2.2.3 Do Not Auto Switch Tabs

On default when processing items you will rotate between the 4 tabs Part, Location, Detail and Pick/Place/Verify as shown in Section 4.1.1 Step 3 (Pick), Section 5.1.1 Step 7 (Place) and Section 6.3 Step 3 (Verify).

2.3 Lists

The Lists tab looks like the following:



The screenshot shows a 'Configuration' window with a wrench icon. It contains several text input fields for list titles, two numeric input fields with up/down arrows for thresholds, and a 'Clear' button. At the bottom, there are tabs for 'Communication', 'General', 'Lists' (which is selected), 'Scanner', and 'Plugins'. Below the tabs are 'Accept' and 'Cancel' buttons.

Standard Lists Title	Standard
Special Lists Title	Special
On Hold Lists Title	Orders on Hold
List Threshold (5)	15
List Threshold (x)	20
	Clear

Communication General **Lists** Scanner Plugins

Accept Cancel

2.3.1 Standard Lists Title

This is a text field that displays a heading in the Pick and Place Lists window. Default text for this is 'Standard'.

2.3.2 Special Lists

This is a text field that displays a heading in the Pick and Place Lists window. Default text for this is 'Special'.

2.3.3 On Hold Lists Title

This is a text field that displays a heading in the Pick and Place Lists window. Default text for this is 'Orders on Hold'.

2.3.4 List Threshold (5)

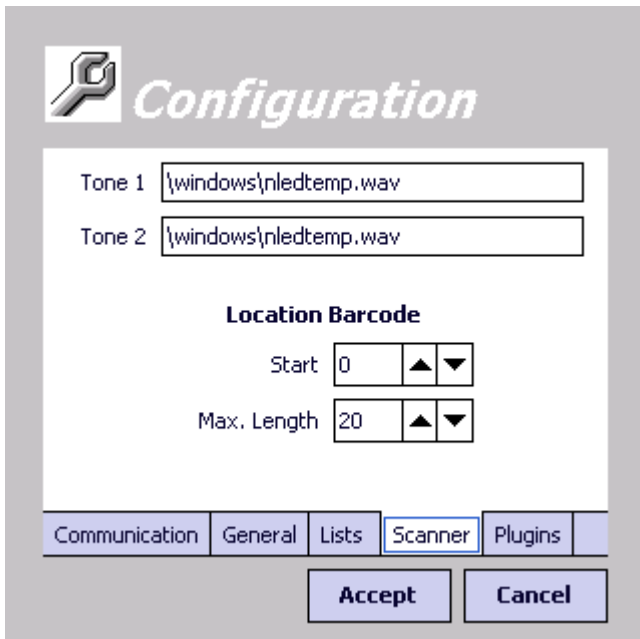
The list threshold is the maximum amount of lines to process when selecting a group of five lists. Once this threshold has been reached, it will stop looking for new lists to process even if the amount of lists is less than five. Default amount is set to 15.

2.3.5 List Threshold (x)

The list threshold is the maximum amount of lines to process when selecting a group of ten lists. Once this threshold has been reached, it will stop looking for new lists to process even if the amount of lists is less than ten. Default amount is set to 20.

2.4 Scanner

The Scanner tab looks like the following:



The screenshot shows a 'Configuration' window with a wrench icon. It has two text input fields for 'Tone 1' and 'Tone 2', both containing the path '\\windows\\nledtemp.wav'. Below these is a 'Location Barcode' section with a 'Start' spinner set to 0 and a 'Max. Length' spinner set to 20. At the bottom, there are tabs for 'Communication', 'General', 'Lists', 'Scanner' (which is selected), and 'Plugins'. Below the tabs are 'Accept' and 'Cancel' buttons.

2.4.1 Tone 1

Tone 1 points to a .wav file which the generic tone used for scanning.

2.4.2 Tone 2

Tone 2 points to a .wav file which is used for special tones in this case only used in the Pick List Tally window.

2.4.3 Location Barcode

2.4.3.1 Start

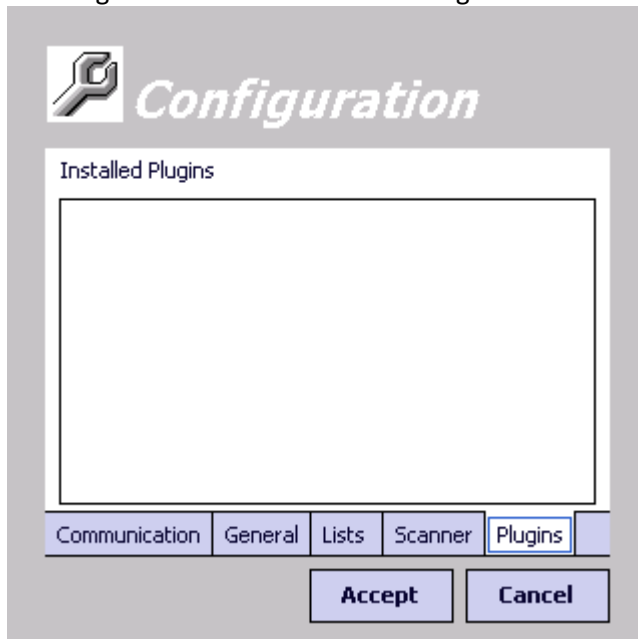
This is where the Location Barcode will start from. The default value of zero will start from the beginning of the scanned code, greater values will skip that amount of characters from the start of the Location Barcode.

2.4.3.2 Max. Length

This is the amount of characters scanned from the desired start of the Location Barcode.

2.5 Plugins

The Plugins tab looks like the following:



2.5.1 Installed Plugins

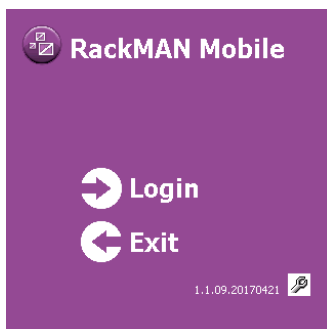
Shown here is a list of all the installed plugins.

3 Getting Started

RackMAN Mobile™ runs when the user double clicks on the RackMAN Mobile Shortcut on the mobile device screen:

- C:\Windows\Desktop\ - For Easy Desktop Access
- C:\Windows\Start Menu\Programs\ - For Easy Programs Access

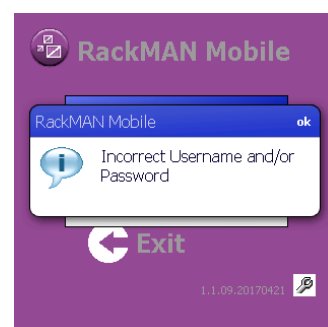
The Welcome screen is the first window seen in RackMAN Mobile™. It has two functions; one is to LOGIN to RackMAN Mobile™ and the other is to EXIT RackMAN Mobile™.



3.1 Logging in to RackMAN Mobile™

When RackMAN Mobile™ is first started, press the Login button on the touch screen. The default user is Admin with no password.

Type your user name in the Name box then **Enter** to the Password box and type your password then press **Enter**. The password and user names are not case sensitive.



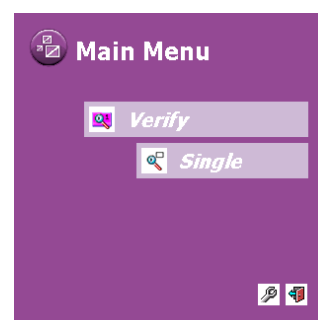
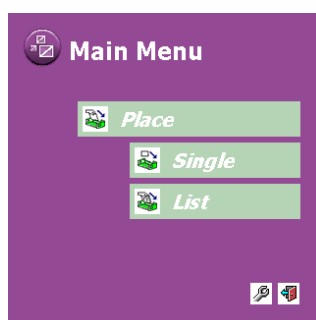
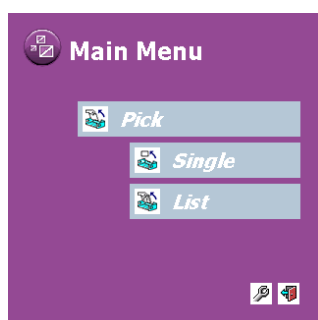
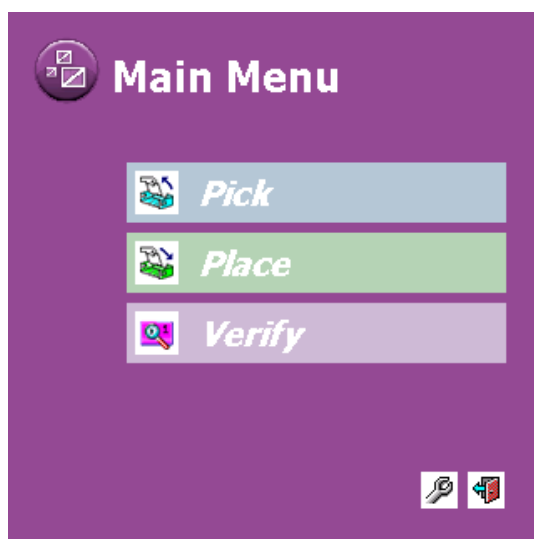
If you enter an incorrect user name or password, an error will be displayed informing you of the reason.

To clear this error, press **Enter** and you will return to the Login screen. Try to Login again. If you are not successful, contact your supervisor for assistance.


3.2 Getting around the Main Menu

The Main Menu is used to select the functions you wish to use in RackMAN Mobile™.

To expand a menu, press one of the main menu buttons on the touch screen and to collapse a menu press the same menu button to go back to the main menu screen.



3.3 Logout and Close RackMAN Mobile

Press the logout button () on the touch screen in bottom right corner to Logout from the Main Menu.

At the confirm message press **Enter** or use the stylus to press the **Yes** button. Pressing FUNC+7 or the **No** button will return you to the main menu.



To exit the application, press the **Exit** button at the Welcome screen.

At the confirm message press **Enter** or use the stylus to press the **Yes** button. Pressing FUNC+7 or the **No** button will return you to the Welcome screen.



4 Pick Introduction

RackMAN Mobile™ has a variety of Bin Selection Modes (BSM) for retrieving parts from static racking. RackMAN Mobile™ also has a variety of Bin Allocation Modes (BAM) for storage of parts. Please see details below:

Bin Allocation Modes (BAM)

When picking parts from static racking, RackMAN Mobile may respond differently i.e. present different information or questions, depending on the type of BAM selected within the RackMAN Console.

Please refer to RackMAN Technical Manual section 6.3 Placing.

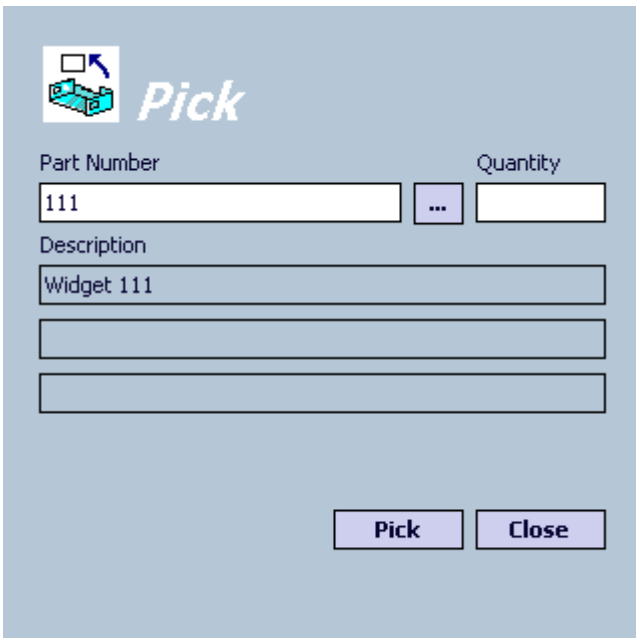
Bin Selection Modes (BSM)

When picking parts from static racking, RackMAN Mobile will have a certain configuration to pick parts. This setting is set within the RackMAN Console.

Please refer to RackMAN Technical Manual section 6.4 Picking.

NOTE: If you are unsure of your RackMAN Mobile setup, please ask your supervisor.

The 'Pick' Screen – at a glance



	Item	Description
1	Part Number Box	Displays the current found part number, Find button and Info button
2	Lot Number Box *	Displays the Lot Number. *This will only be displayed if it is selected in the Placing Configuration form.
3	Description Box	Displays the current parts description
4	Small Quantity Box	Displays the total quantity to Pick



4.1 Pick Methods

The Pick form is available from the Main Menu. Use the stylus pen to press the Pick button on the screen to expand the Pick options and press the Pick button again to collapse the Pick options.

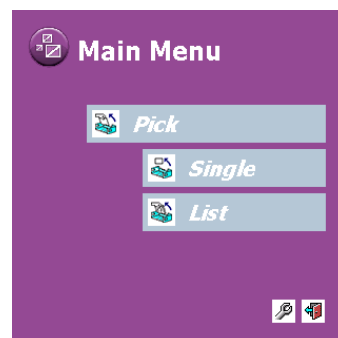
Pick menu items have the following functionality:

Single

Use this method to pick / confirm small numbers of items directly on the RackMAN Mobile. You can manual Enter information or scan a Product or Bit label to enter the data.

List

Use this method to pick a range of items from specific lists by entering the list name in the field, groups of 5 or 10 lists, also by selecting specific number of lists you would like to process and also Special lists as specified by your configuration one at a time.



4.1.1 Pick \ Single

STEP 1

Enter Part Number

Enter a Part number by typing or click on Find (🔍) the item you are going to Pick then press Enter. When you press the **Enter** key the cursor will move down to the Lot Number field.

 A screenshot of the 'Pick' form. It has a light blue background with a 'Pick' title and a bin icon. Below the title are two input fields: 'Part Number' and 'Quantity'. The 'Part Number' field contains the text '111'. There is a small blue button with three dots between the two fields.

STEP 2

Enter Quantity

Type in the quantity that you want to Pick then press **Enter**.

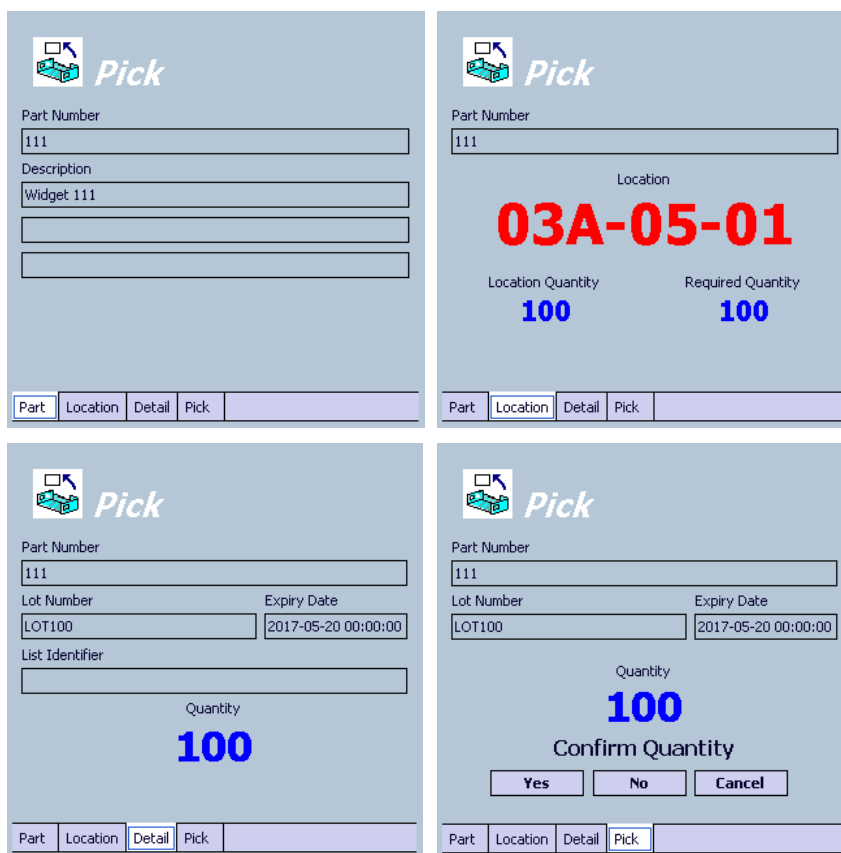
 A screenshot of the 'Pick' form. It has a light blue background with a 'Pick' title and a bin icon. Below the title are two input fields: 'Part Number' and 'Quantity'. The 'Part Number' field contains the text '111'. The 'Quantity' field contains the text '10'. There is a small blue button with three dots between the two fields. Below these fields is a 'Description' field containing the text 'Widget 111'. At the bottom of the form are two buttons: 'Pick' and 'Close'.

RackMAN Mobile™ will then locate the part as determined by the Bin Selection Mode (BSM).

Please refer to RackMAN Technical Manual section 6.4 for 'Pick' configuration details.

STEP 3 Count and Pick Parts

Go to the shelf location shown in large red text in the Location tab and count the parts as you Pick them from storage. There will be 4 tabs that it automatically scrolls through Part, Location, Detail and Pick.



The screenshots show the 'Pick' screen with the following fields and values:

- Part Number:** 111
- Description:** Widget 111
- Location:** 03A-05-01 (in large red text)
- Location Quantity:** 100 (in large blue text)
- Required Quantity:** 100 (in large blue text)
- Lot Number:** LOT100
- Expiry Date:** 2017-05-20 00:00:00
- List Identifier:** (empty field)
- Quantity:** 100 (in large blue text)
- Confirm Quantity:** 100 (in large blue text)
- Buttons:** Yes, No, Cancel

The bottom of each screen shows a tab bar with 'Part', 'Location', 'Detail', and 'Pick' tabs.

STEP 4 Confirm Quantity

To confirm the Pick quantity you must have the Pick tab displayed, if you are on any other window and the **Green** confirm button is used, it will take you to the Pick tab automatically. You can confirm by pressing **Enter** button, the **Green** button or use the stylus pen to click on **Yes**. The quantity to confirm is shown in large blue text on the screen.

At this point the following could be true:

- If the pick quantity reduces the RackMAN Mobile location quantity to zero, proceed to **STEP 5**.
- If there was insufficient stock for you to Pick, proceed to **STEP 6**.
- The Pick operation is now complete. Return to **STEP 1** to pick the next item using Pick \ Single.

NOTE: The range of questions presented in the 'Notification' area on the Pick form will vary depending on the system configuration parameters. The following examples are based on no 'Auto Answer' responses in the RackMAN configuration.

Refer to the RackMAN Technical Manual for details regarding system 'Auto Answer' settings.

STEP 5**Is Location Empty?**

RackMAN Mobile will present the question 'Is Location Empty?'.

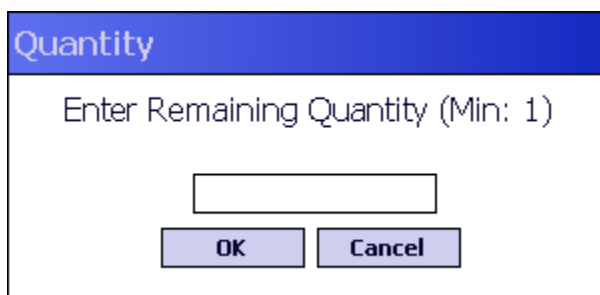

STEP 5A Is Location Empty? Yes

If the location is empty, confirm this by pressing **Enter**, **Green** button or click **Yes** with the stylus pen.

The Pick operation is now complete. Return to **STEP 1** to pick the next item using Pick \ Single.

STEP 5B Is Location Empty? No

If the location is not empty, **Tab** to the No button and press **Enter**, pressing the **Red** button or clicking **No** with the stylus pen. The following 'Quantity' form will be displayed:



Type in the quantity that is left in the bin and press **Enter**.

RackMAN Mobile will update the location with the quantity entered, correcting the stock error. These items will be picked next time the part is required.

The Pick operation is now complete. Return to **STEP 1** to pick the next item using Pick \ Single.

STEP 6 Insufficient Stock

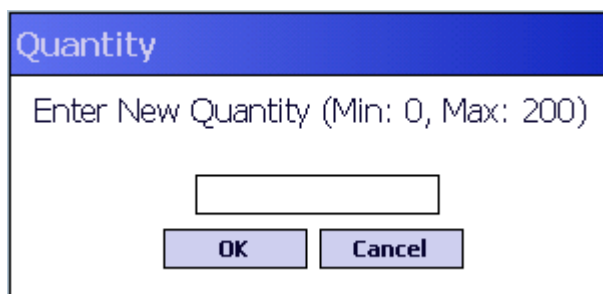
There are two reasons why the quantity should be confirmed as 'No'; either there is insufficient stock in the location or the pick quantity needed to be changed.



Press the **Red** button or click **No** with the stylus pen. RackMAN Mobile will present the following question:

**STEP 6A Confirm Quantity No – Change Pick Quantity**

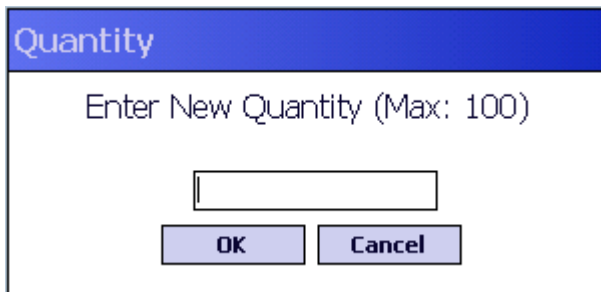
To change the required pick quantity, pressing **Enter**, **Green** button or click **Yes** with the stylus pen. The following form will be displayed:



Enter the new quantity (which must be in the range presented by RackMAN Mobile) and pressing **Enter** or click **OK** with the stylus pen. Return to **STEP 3** and confirm the quantity as normal.

STEP 6B Confirm Quantity No - Insufficient Stock

If there was insufficient stock in the location presented by RackMAN Mobile, you must correct the location quantity:



Enter the actual available quantity (which must be less than or equal to the original quantity) and pressing **Enter** or click **OK** with the stylus pen.

RackMAN Mobile will update the location quantity with the entered quantity and then present the question:

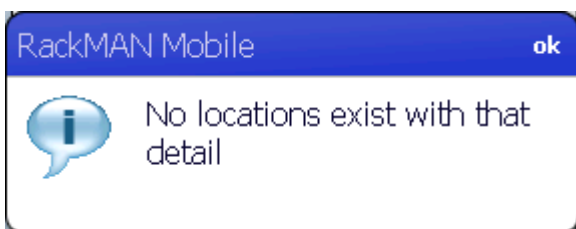


Return to **STEP 5** to complete the operation.

4.1.2 Pick Method – With Lot Number

Lot Number handling is used to uniquely identify items in the storage system. The Lot Number can be alphanumeric and generally signifies a manufacturing batch, date or expiry date.

If the Lot Number does not exist, the following message will be displayed:



NOTE: *If 'Unique Lot Number Support' is active, it is possible to pick by Lot Number alone.*

4.1.3 Pick \ List

When picking by List there are two types of lists, Standard and Special. The Pick List window will have the following appearance:

Standard 5:

By selecting the button 5 with the stylus pen this will start orders within RackMAN Mobile with a maximum of five standard orders at a time.

If there is a line threshold set for Groups of five and this is reached within one list then it will only pick that list (minimum of one list), otherwise it will select what come first the threshold or maximum of five lists.

Please refer to Configurations for the threshold settings.

Standard 10:

By selecting the button 10 with the stylus pen this will start orders within RackMAN Mobile with a maximum of ten standard orders at a time.

If there is a line threshold set for Groups of ten and this is reached within one list then it will only pick that list (minimum of one list), otherwise it will select what come first the threshold or maximum of ten lists.

Please refer to Configurations for the threshold settings.

Standard x:

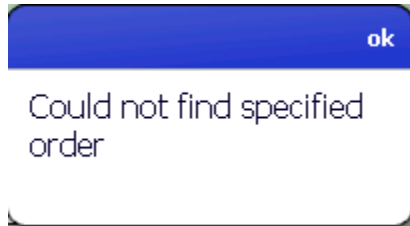
By selecting the button x with the stylus pen within RackMAN Mobile another window will appear asking how many orders you would like to process.

The Pick List window will have the following appearance:

*Enter the amount of list you would like to process and press **Enter** or click **OK** with the stylus pen.*

Order Number:

By manually entering or scanning a matching list and then press **Enter** it will start that list. If there is no matching lists the following message will be displayed:

**Special:**

By selecting the button 1 with the stylus pen this will start one order within RackMAN Mobile that is a Special order. Special orders are defined by customer requirements.

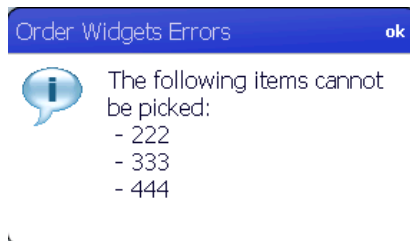
Orders on Hold:

This display shows the user how many orders are in the Hold folder if it's enabled.

Please refer to RackMAN Technical Manual section 6.6 for Hold settings.

4.1.4 Pick \ List Process

When you start to process a list or multiple list if there is a part within a list with insufficient stock quantity the following message will be displayed:

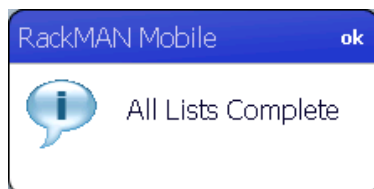


Press Enter to confirm or use the stylus pen to press OK.

When the list or lists have been started to be processed, the standard Pick window will be displayed. The difference will be that the List Identifier will be filled in:

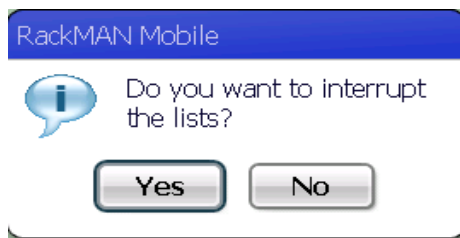
The process to pick items are described in section 3.1.1, steps 3 to 6.

Once all the picks have been completed it will ask if all the picks have completed. It will display the following window:



To confirm this press **ENTER** or use the stylus pen to select Yes or No.

NOTE: If the operator wants to interrupt a list will in the Pick List window press the FUNC + 7 or the Cancel button, the following message will appear.



Confirm by pressing **ENTER** for Yes or by using the stylus pen to press Yes or No. If Yes is selected it will return to the main pick window.

If a list was interrupted, when the operator goes to run a Pick List again it will display the following message:



To resume the list press **ENTER** for Yes or use the stylus pen to press the Yes or No button. If Yes the list will resume from where it was interrupted last or if No is selected it will return to the main pick window.

5 Place Introduction

RackMAN Mobile™ offers a variety of Bin Allocation Methods (BAM) for storage of parts into your static racking. Your system has been configured in one of the ways described below.

Please refer to RackMAN Technical Manual Section 6.3 for more information.

NOTE: *If you are unsure of your system type, please ask your supervisor*

For alternatives when Placing, refer to the following sections:

- 4.1.1


Change Place Quantity

Step 5B
- When placing parts you may have a quantity discrepancy, RackMAN Mobile™ easily allows you to change the quantity you are placing.
- 4.1.1

Split Placing

Step 5B
- When placing parts to a bin that already has stock, you may not be able to fit all the stock in the bin. You can easily Split the Place over multiple locations.

The ‘Place’ Screen – at a glance



Place

Part Number

111

...

Quantity

Description

Widget 111

Place

Close

Item	Description
1	Part Number Box
2	Lot Number Box *
3	Expiry Date Box *
4	Description Box
5	Quantity Box
6	Pick Button
7	Close Button
17	Colour

Green



5.1 Place Methods

The Place form is available from the Main Menu. Use the stylus pen to press the Place button on the screen to expand the Place options and press the Place button again to collapse the Place options:

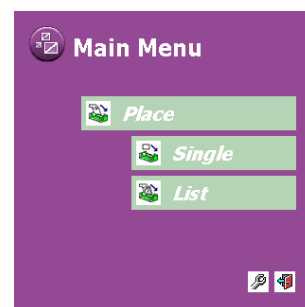
Place menu items have the following functionality:

Single

Use this method to place / confirm small numbers of items directly at the RackMAN Mobile. You can manually enter the information or scan a Product or Bit to enter the data automatically.

List

Use this method to place a range of items from specific lists by entering the list name in the field, groups of 5 or 10 lists, also by selecting specific number of lists you would like to process and also Distribution Partner lists one at a time.



5.1.1 Place \ Single

STEP 1 Enter Part Number

Enter a part number by typing or click on Find (...) the part you are going to Pick by selecting it and press **Enter**.

A screenshot of the 'Place' form. It has a green header with a home icon and the text 'Place'. Below the header are four input fields: 'Part Number' (containing '111'), 'Quantity' (empty), 'Lot Number' (empty), and 'Expiry Date' (empty). Below these is a 'Description' field containing 'Widget 111'. There is a small icon of a stylus and a barcode icon in the top right corner.

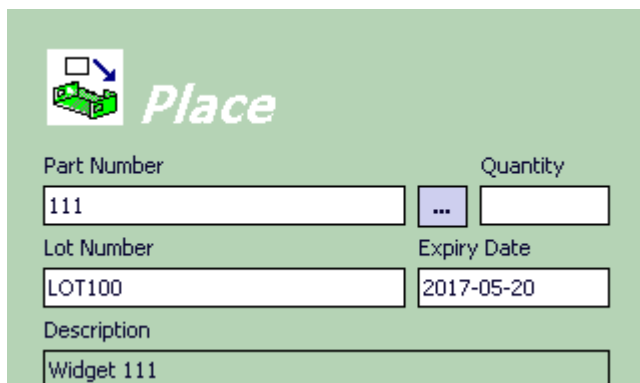
STEP 2 Enter Lot Number

If Lot Number support is enabled, when you press the **Enter** key the cursor will move down to the Lot Number field. Enter the detail you require and press **Enter**.

A screenshot of the 'Place' form. It has a green header with a home icon and the text 'Place'. Below the header are four input fields: 'Part Number' (containing '111'), 'Quantity' (empty), 'Lot Number' (containing 'LOT100'), and 'Expiry Date' (empty). Below these is a 'Description' field containing 'Widget 111'. There is a small icon of a stylus and a barcode icon in the top right corner.

STEP 3 Enter Expiry Date

If Expiry Date support is enabled, when you press the **Enter** key the cursor will move down to the Expiry Date field. Enter the expiry date the product requires and press **Enter**.



The screenshot shows the 'Place' screen with the following fields:

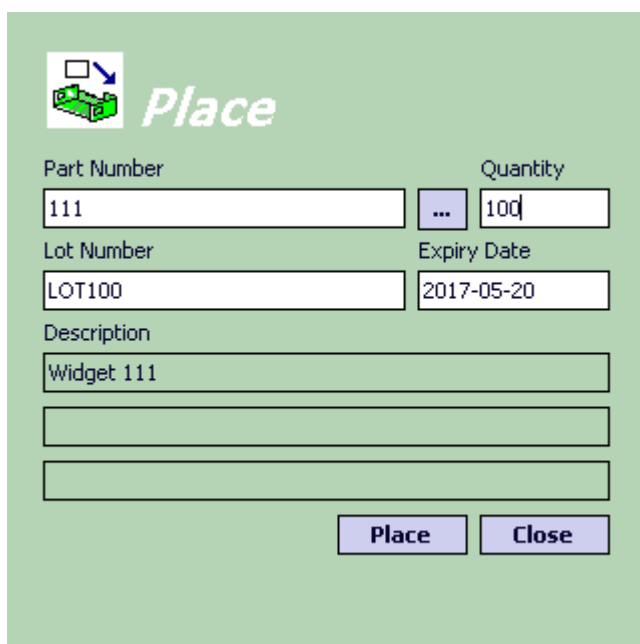
- Part Number: 111
- Quantity: ...
- Lot Number: LOT100
- Expiry Date: 2017-05-20
- Description: Widget 111

The expiry date is expected to be entered in the following manners:

- Two year digits, two month digits and two day digits:
yyymmdd or yy/mm/dd or yy-mm-dd or yy.mm.dd
- Four year digits, two month digits and two day digits:
yyyymmdd or yyyy-mm-dd or yyyy/mm/dd or yyyy.mm.dd
- Two day digits, two month digits, four year digits:
dd-mm-yyyy or dd/mm/yyyy or dd.mm.yyyy

STEP 4 Enter Quantity

Once the required detail has been entered you can now enter the quantity required. Press **Enter** once you have entered the quantity to start the placing process.



The screenshot shows the 'Place' screen with the following fields:

- Part Number: 111
- Quantity: 100
- Lot Number: LOT100
- Expiry Date: 2017-05-20
- Description: Widget 111

At the bottom of the screen, there are two buttons: **Place** and **Close**.

STEP 5 Place Part

This step is a confirmation before you start the process, it allows you to back out one last time, but also in the case of placing lists allows you to find the part before you select a location. Press the **Yes** button to start.

Part	Location	Detail	Place	

STEP 6 Choose Location

RackMAN Mobile is designed to use multiple ways of storing your products. This is reliant on the RackMAN setup for your site and choosing a location may happen only the first time, or every time you place a part.

Placing a part for the first time requires selection of the exact location required. Each of these steps requires the user to click the item, then press the **OK** button to continue. First, select the Location Size:

Location Size
01-24-01

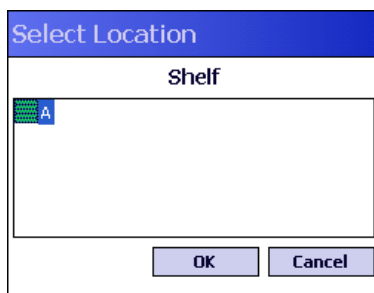
Then a selection of Faces is displayed for you to select from:

Face		
03	08	
05	09	
06	11	
07	12	

You then need to select a Bay to place to:

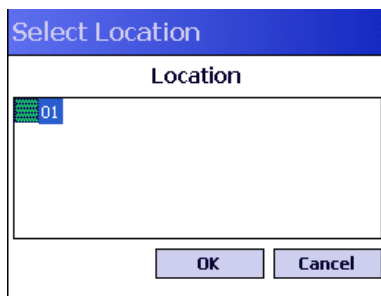
Bay		
05	09	
06	10	
07	11	
08	12	

Then a Shelf:



A screenshot of a mobile application dialog box titled "Select Location". The dialog has a blue header bar with the title. Below the header, the word "Shelf" is centered. A list box contains a single item labeled "A" with a green bar on the left. At the bottom of the dialog are two buttons: "OK" and "Cancel".

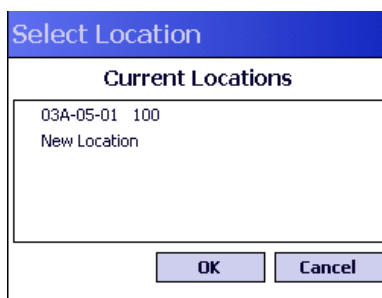
Finally, you need to choose the location:



A screenshot of a mobile application dialog box titled "Select Location". The dialog has a blue header bar with the title. Below the header, the word "Location" is centered. A list box contains a single item labeled "01" with a green bar on the left. At the bottom of the dialog are two buttons: "OK" and "Cancel".

At this point, the placing process will continue to STEP 6.

In the future, placing a product in 'Fixed Multi' mode will give you another choice:



A screenshot of a mobile application dialog box titled "Select Location". The dialog has a blue header bar with the title. Below the header, the text "Current Locations" is centered. A list box contains two items: "03A-05-01 100" and "New Location". At the bottom of the dialog are two buttons: "OK" and "Cancel".

This allows you to place to the same location again, or create a new location.

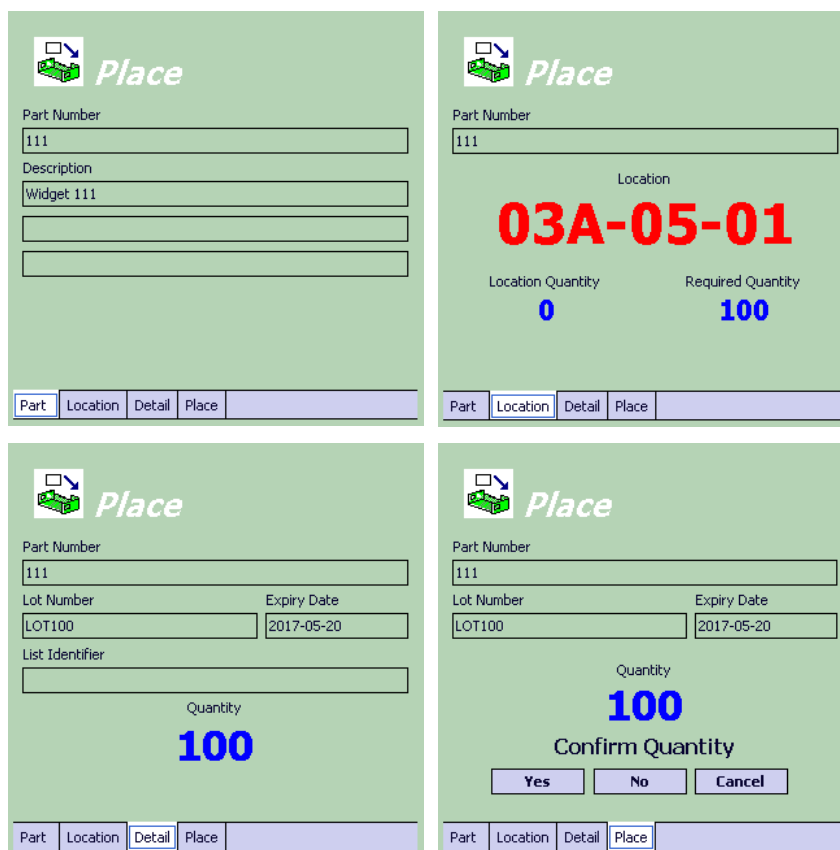
In other modes, Fixed Single will always return you to the location you have already placed to, and Dynamic will give you a new location every time.

Proceed to STEP 6.

STEP 7 Count and Place Parts

There will be 4 tabs that it automatically scrolls through Part, Location, Detail and Pick.

The required location is shown in red text on the screen under the Location tab. Count the parts as you Place the parts away into the location.



The four screenshots show the 'Place' screen in different states:

- Top Left:** 'Part Number' field contains '111', 'Description' field contains 'Widget 111'. The bottom tab bar has 'Part', 'Location', 'Detail', and 'Place' tabs, with 'Place' being the active tab.
- Top Right:** 'Part Number' field contains '111'. The 'Location' field displays '03A-05-01' in large red text. Below it, 'Location Quantity' is '0' and 'Required Quantity' is '100'. The bottom tab bar has 'Part', 'Location', 'Detail', and 'Place' tabs, with 'Location' being the active tab.
- Bottom Left:** 'Part Number' field contains '111', 'Lot Number' field contains 'LOT100', 'Expiry Date' field contains '2017-05-20', and 'List Identifier' field is empty. The 'Quantity' field displays '100' in large blue text. The bottom tab bar has 'Part', 'Location', 'Detail', and 'Place' tabs, with 'Detail' being the active tab.
- Bottom Right:** 'Part Number' field contains '111', 'Lot Number' field contains 'LOT100', and 'Expiry Date' field contains '2017-05-20'. The 'Quantity' field displays '100' in large blue text. Below it, the text 'Confirm Quantity' is shown with 'Yes', 'No', and 'Cancel' buttons. The bottom tab bar has 'Part', 'Location', 'Detail', and 'Place' tabs, with 'Place' being the active tab.

STEP 8 Confirm Quantity

To confirm the Place quantity you must have the Place tab displayed, if you are on any other window and the **Green** confirm button is used, it will take you to the Place tab automatically. You can confirm by pressing **Enter** button, the **Green** button or use the stylus pen to click on **Yes**. The quantity to confirm is shown in large blue text on the screen.

STEP 8A Confirm Quantity - Yes

The quantity to confirm is shown in large blue text on the screen.



The screenshot shows the 'Confirm Quantity' screen with the 'Quantity' field displaying '100' in large blue text. Below it, the text 'Confirm Quantity' is shown with 'Yes', 'No', and 'Cancel' buttons. The bottom tab bar has 'Part', 'Location', 'Detail', and 'Place' tabs, with 'Place' being the active tab.

After a part is placed, RackMAN Mobile™ will record the location and quantity details for the item.

The Place process is now complete. Return to STEP 1

STEP 8B Confirm Quantity - No

The RackMAN Mobile will then display the following message:

This question is only asked if you are in Fixed Multi or Dynamic mode, and is wanting to know if you are changing the quantity for this location due to not having enough stock or if the location you have selected was too small to contain all the stock.

Selecting **Yes** will split this place over multiple locations but still place the same total stock. Selecting **No** will change the amount of stock you wish to place.

Selecting Yes

Selecting No

You now need to enter the adjusted or split stock amounts you require for this location.

Proceed to STEP 5 for each split location or the adjusted stock for this location.

5.1.2 Place \ List

When placing by List there are two types of lists Standard and Special. The Place List window will have the following appearance:

Standard 5:

By selecting the button 5 with the stylus pen this will start orders within RackMAN Mobile with a maximum of five standard orders at a time.

If there is a line threshold set for Groups of five and this is reached within one list then it will only pick that list (minimum of one list), otherwise it will select what come first the threshold or maximum of five lists.

Please refer to Configurations for the threshold settings.

Standard 10:

By selecting the button 10 with the stylus pen this will start orders within RackMAN Mobile with a maximum of ten standard orders at a time.

If there is a line threshold set for Groups of ten and this is reached within one list then it will only pick that list (minimum of one list), otherwise it will select what come first the threshold or maximum of ten lists.

Please refer to Configurations for the threshold settings.

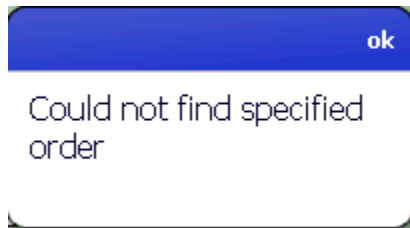
Standard x:

By selecting the button x with the stylus pen within RackMAN Mobile another window will appear asking how many orders you would like to process.

*Enter the amount of list you would like to process and press **Enter** or click **OK** with the stylus pen.*

Order Number:

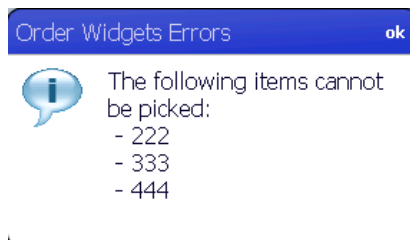
By manually entering or scanning a matching list and then press **Enter** it will start that list. If there is no matching lists the following message will be displayed:

Special:

By selecting the button 1 with the stylus pen this will start one order within RackMAN Mobile that is a Special order. Special orders are defined by customer requirements.

5.1.3 Place \ List \ Process

If there are any part numbers that do not exist or cannot be processed the following message will be displayed:



The process to place items is described in section 4.1.1, steps 5 to 8.

Once all the picks have been completed it will ask if all the picks have completed. It will display the following window:



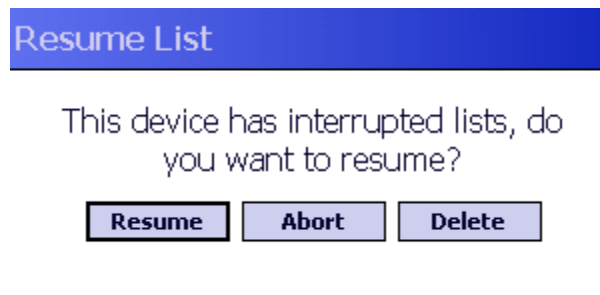
To confirm this press **ENTER** or use the stylus pen to select Yes or No.

NOTE: If the operator wants to interrupt a list will in the Pick List window press the FUNC + 7 or the Cancel button, the following message will appear.



Confirm by pressing **ENTER** for Yes or by using the stylus pen to press Yes or No. If Yes is selected it will return to the main pick window.

If a list was interrupted, when the operator goes to run a Pick List again it will display the following message:

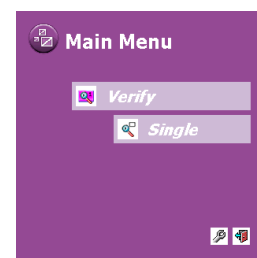


To resume the list press **ENTER** for Yes or use the stylus pen to press the Yes or No button. If Yes the list will resume from where it was interrupted last or if No is selected it will return to the main pick window.

6 Verify Operation

Verify is Kardex's terminology for the stocktake process.

The Verify form is available from the Main Menu. Use the stylus pen to press the Verify button on the screen to expand the Verify options and press the Verify button again to collapse the Verify options:

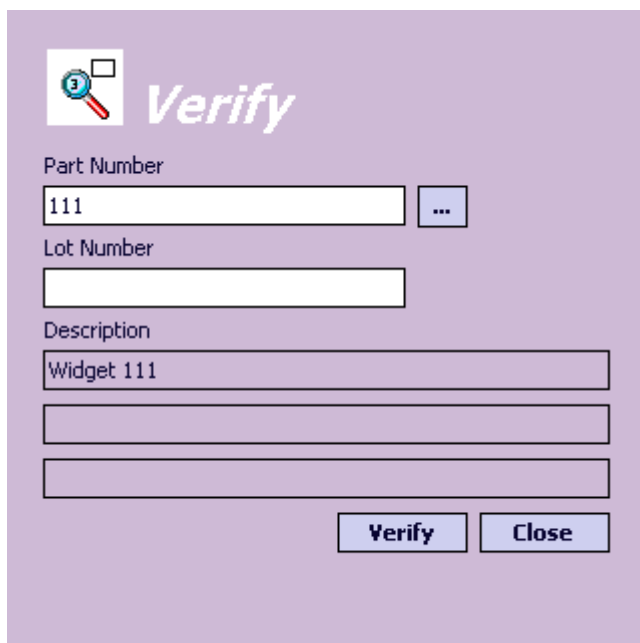


6.1 Verify Methods

Single

Verify \ Single is used to check the location quantity of a single item using RackMAN Mobile. The item may exist in one or more locations. RackMAN Mobile will present the locations sequentially and require the count for each location to be entered. The location quantity will be updated in the system database.

The 'Verify' Screen - at a Glance



The Verify screen shows the following information:

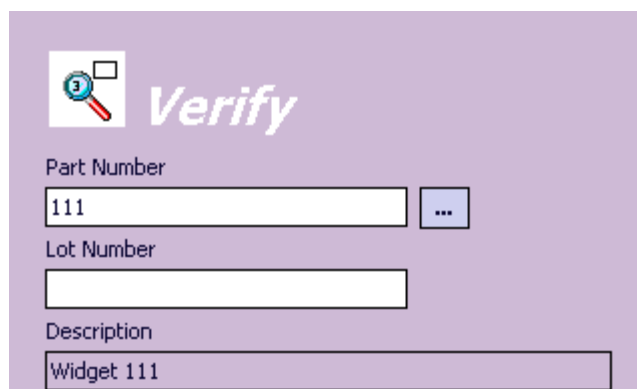
	<i>Item</i>	<i>Description</i>
1	Part Number Box	Displays the current found part number, <u>F</u> ind button and <u>I</u> ntro button
2	Lot Number Box *	Displays the current parts Lot Number. *Will only be displayed if chosen in configuration.
3	Pick Button	Will move on to Locations
4	Close Button	Will close the window
5	Colour	Pink



6.3 Verify \ Single

STEP 1 Enter Part Number

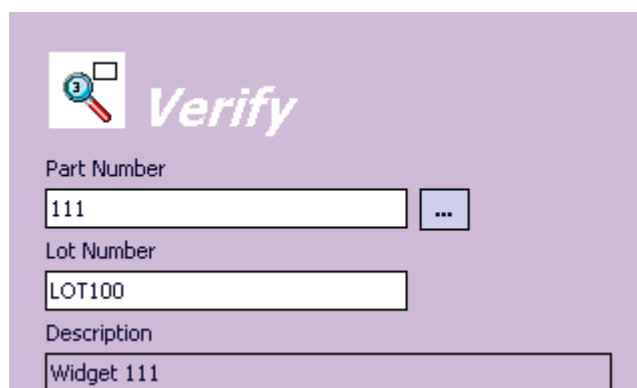
Enter a part number by typing or click on Find (🔍) the part you going to verify then press **Enter**.



The screenshot shows the 'Verify' screen with a purple background. At the top left is a magnifying glass icon with a checkmark. The word 'Verify' is in a large, white, italicized font. Below it are three input fields: 'Part Number' containing '111', 'Lot Number' which is empty, and 'Description' containing 'Widget 111'. To the right of the 'Part Number' field is a small blue button with three dots.

STEP 2 Enter Lot Number

If Lot Number support is enabled, when you press the **Enter** key the cursor will move down to the Lot Number field. Enter the detail you require and press **Enter**.



The screenshot shows the 'Verify' screen with a purple background. At the top left is a magnifying glass icon with a checkmark. The word 'Verify' is in a large, white, italicized font. Below it are three input fields: 'Part Number' containing '111', 'Lot Number' containing 'LOT100', and 'Description' containing 'Widget 111'. To the right of the 'Part Number' field is a small blue button with three dots.

STEP 3 Visit Locations

Go to the shelf location shown in large red text in the Location tab and count the parts. There will be 4 tabs that it automatically scrolls through Part, Location, Detail and Verify.

The four screenshots show the 'Verify' screen at different stages of the process:

- Top Left:** The 'Part Number' field contains '111'. The 'Description' field contains 'Widget 111'. The bottom tab bar shows 'Part', 'Location', 'Detail', and 'Verify'.
- Top Right:** The 'Part Number' field contains '111'. The 'Location' field displays '03A-05-01' in large red text. The bottom tab bar shows 'Part', 'Location', 'Detail', and 'Verify'.
- Bottom Left:** The 'Part Number' field contains '111'. The 'Lot Number' field contains 'LOT100'. The 'Expiry Date' field is empty. The 'List Identifier' field is empty. The bottom tab bar shows 'Part', 'Location', 'Detail', and 'Verify'.
- Bottom Right:** The 'Part Number' field contains '111'. The 'Lot Number' field contains 'LOT100'. The 'Expiry Date' field is empty. The 'List Identifier' field is empty. The 'Count Location Quantity' section shows 'Yes' and 'No' buttons. The bottom tab bar shows 'Part', 'Location', 'Detail', and 'Verify'.

To proceed to confirm the quantity counted you must have the Verify tab displayed and then you can confirm by pressing **Enter**, the **Green** button or use the stylus pen to click on **Yes** to being counting the current locations quantity.

STEP 4 Count Location Quantity

Type the quantity that you counted in the location then press **Enter** or press the **OK** button.

The dialog box has a blue header bar with the text 'Quantity'. Below the header, the text 'Count Location Quantity' is displayed. Underneath is a text input field. At the bottom are two buttons: 'OK' and 'Cancel'.

STEP 5 Confirm Quantity


To confirm the Verify quantity press **Enter** button, the **Green** button or use the stylus pen to click on **Yes**. The quantity to confirm is shown in large blue text on the screen.

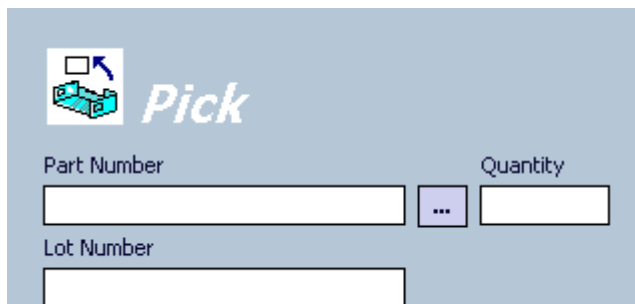


Part	Location	Detail	Verify
------	----------	--------	--------

The Verify Process is now complete for that location. If there are more locations to count, RackMAN Mobile will progress to the next location and repeat the process from **STEP 2**.


7 Find Part Number

The Find button () is available from the Pick, Place or Verify Screens. If you are unsure of a part number you can search for it using this Find button. The following image shows the Pick screen:



The image shows the 'Pick' screen. It has a title 'Pick' with a small icon of a box and a hand. Below the title, there are two input fields: 'Part Number' and 'Quantity'. Between these two fields is a small button with three dots (...). Below the 'Part Number' field is a 'Lot Number' field.

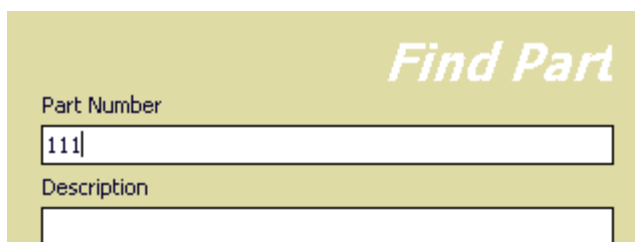
STEP A Use Find Button ()

Use the Find button by pressing the  button with the stylus pen.

You can search by Part number (refer to **STEP B**) or by Description (refer to **STEP C**) or by both (refer to **STEP D**).

STEP B Enter Text in Part No. Box

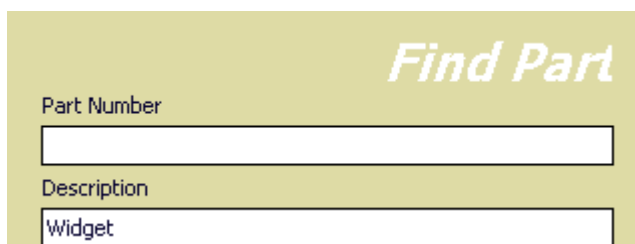
Type in one or more characters in the Part No box and then press **Enter** twice. Proceed to **STEP E**.



The image shows the 'Find Part' screen. It has a title 'Find Part'. Below the title, there are two input fields: 'Part Number' and 'Description'. The 'Part Number' field contains the text '111'.

STEP C Enter Text in Description Box

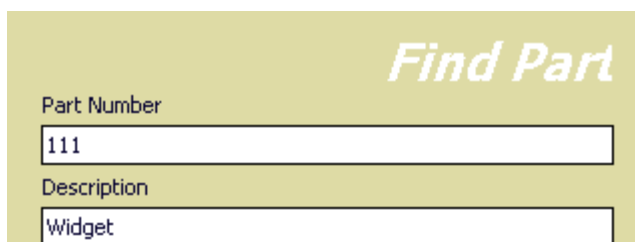
Tab to the description box and type in one or more characters then press **Enter**. Proceed to **STEP E**.



The image shows the 'Find Part' screen. It has a title 'Find Part'. Below the title, there are two input fields: 'Part Number' and 'Description'. The 'Description' field contains the text 'Widget'.

STEP D Enter Text in Part No. and Description Box

Type in one or more characters in the Part No box, then press **Enter** to the Description box. Type in one or more characters then press **Enter**. Proceed to **STEP E**.



The image shows the 'Find Part' screen. It has a title 'Find Part'. Below the title, there are two input fields: 'Part Number' and 'Description'. The 'Part Number' field contains the text '111' and the 'Description' field contains the text 'Widget'.

All the part numbers with those character (or characters) will be displayed.

STEP E Choose Part Number

Choose the required part number by selecting them with the stylus pen and the will be highlighted once selected and then press ENTER for the part you require.

The Pick, Place or Verify screen will then automatically be updated with the part number that you have chosen.

Find Part

Part Number

Description

Widget

Parts Found

Part	Description	Quan...
111	Widget 111	100
222	Widget 222	0
333	Widget 333	200

Close

8 Shortcut Keys

Green Button

The Green Circled button is generically used for YES.

Red Button

The Red Circled button is generically used for NO.

Navigation

The screen is full touch screen. Navigate by using the stylus pen and pressing the on screen buttons.

9 Troubleshooting

If you encounter problems in the use of this application, please contact Kardex for support as follows:

Site Support Team

Wodonga Office

Phone: +61 2 6056 5173

Fax: +61 2 6056 2422

Email: support@kardex.com.au

Web: www.kardex.com.au

Please quote your 'Site ID' code to assist us to find your site details. Your site code is listed on the site software licence or your service agreement document.