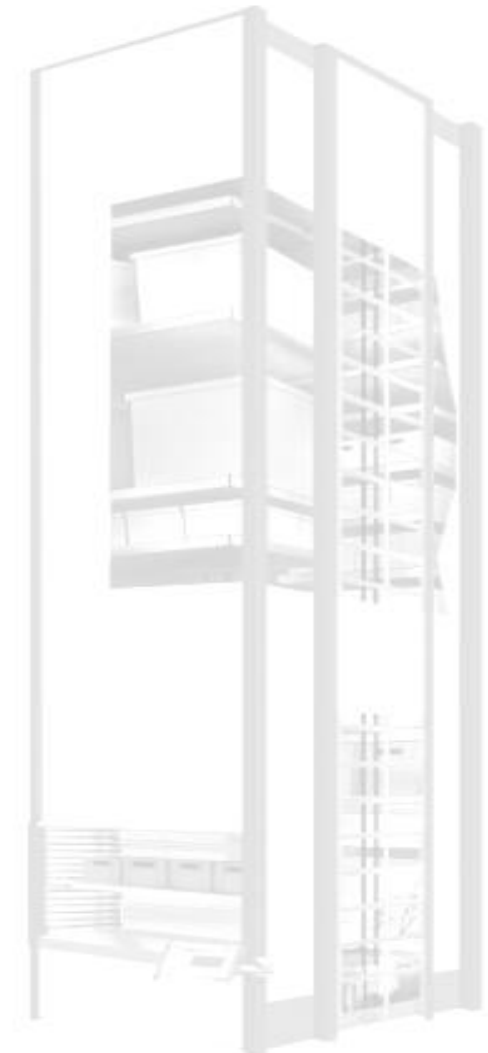
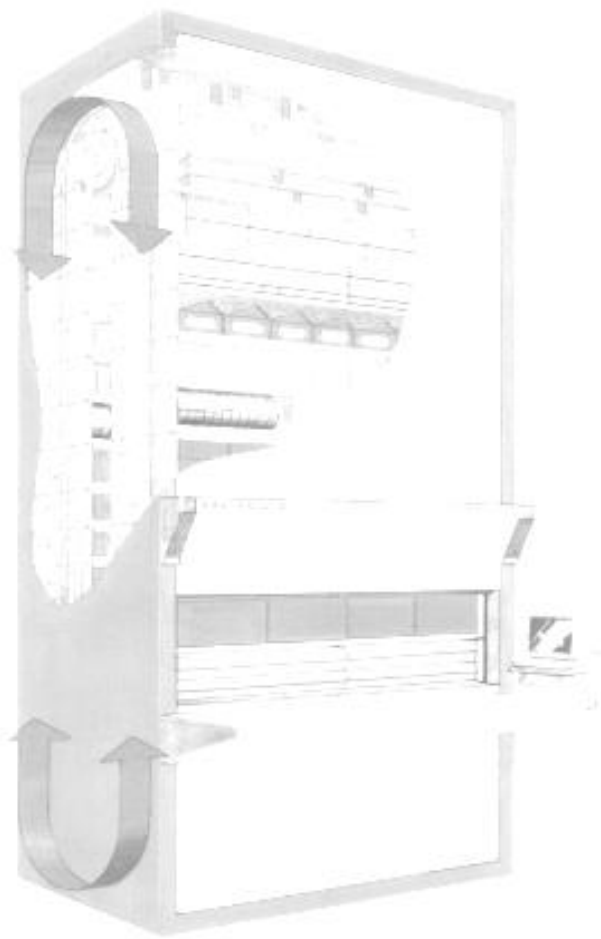




## RackMAN™ Tablet

## User Guide

Issue Date: NOV 2017



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**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 Wi-Fi 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 Pick Slip processing.
- 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
- Dial-up diagnostic support
- Can share the Carousel system KARMAN Database for system simplification and database maintenance.

All forms are colour coded for ease of identification.



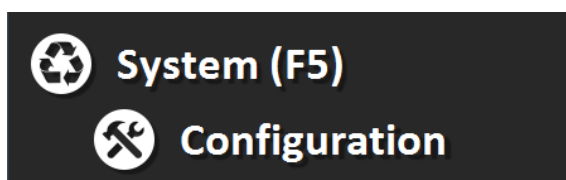
RackMAN Mobile is used by using the touch screen. All menus and forms have been designed with this functionality to use touch screen.

The main operations that RackMAN Mobile offers are:

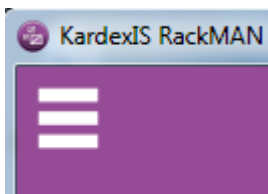
- *Pick*  
For retrieval of items from the static racking
- *Place*  
For storage of items into the static racking
- *Verify*  
For confirmation that location quantities are correct
- *System*

Each of these processes is explained in this manual.

The other operations that RackMAN Mobile offers is via the Configuration Menu in System tab as shown below.

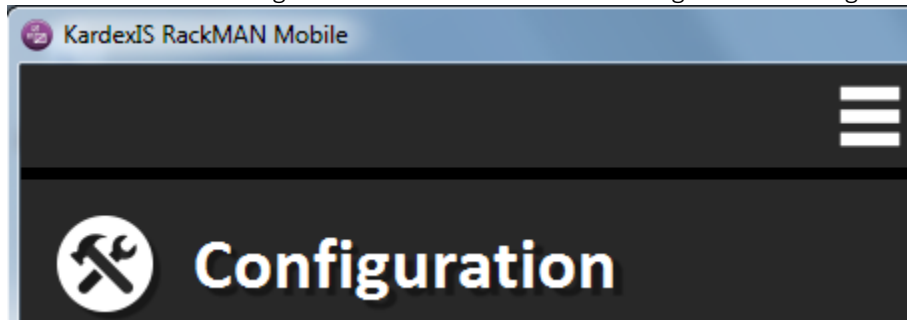


## Configuration



The configuration settings can be accessed by pressing the Menu Button in the top left hand corner.

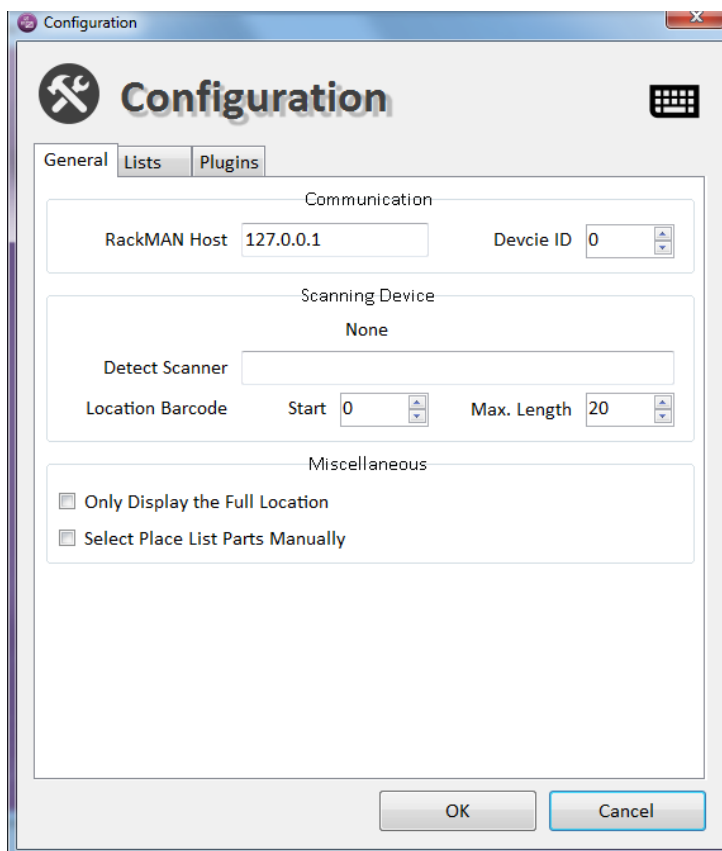
Then click on the configuration button to enter the configuration setting



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.

### 1.1 General

The General tab looks like the following:

A screenshot of the 'Configuration' dialog box, 'General' tab. The dialog has a title bar with 'Configuration' and a close button. Inside, there's a header with a wrench icon and the word 'Configuration'. Below the header are three tabs: 'General', 'Lists', and 'Plugins'. The 'General' tab is active. It contains three sections: 'Communication' with 'RackMAN Host' (text field with '127.0.0.1') and 'Devcie ID' (spin box with '0'); 'Scanning Device' with 'Detect Scanner' (text field with 'None') and 'Location Barcode' (text field with 'Start' 0 and 'Max. Length' 20); and 'Miscellaneous' with two checkboxes: 'Only Display the Full Location' and 'Select Place List Parts Manually'. At the bottom are 'OK' and 'Cancel' buttons.

#### 1.1.1 RackMAN Host

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

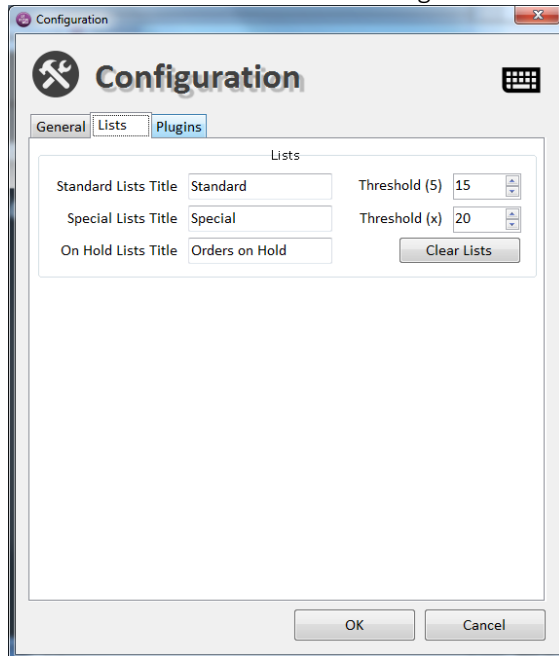


### 1.1.2 Device ID

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.

## 1.2 Lists

The Lists tab looks like the following:



### 1.2.1 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'.

### 1.2.2 Special Lists

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

### 1.2.3 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'.

### 1.2.4 List Threshold (5)

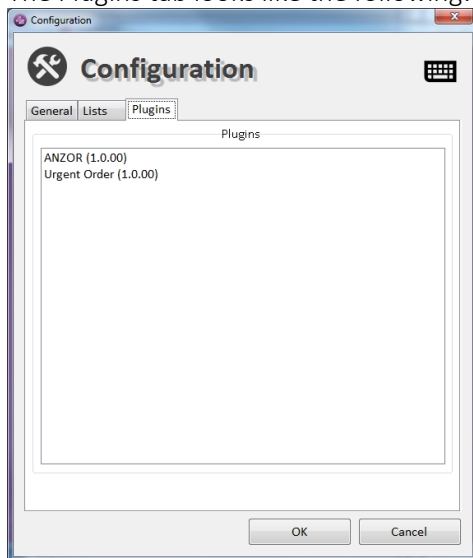
The list threshold is the maximum amount of lines to process when selecting a group of five lists. Once this threshold has been reached, it will stop looking for new lists to process even if the amount of lists is less than five. Default amount is set to 15.

### 1.2.5 List Threshold (10)

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.

## 1.3 Plugins

The Plugins tab looks like the following:



### 1.3.1 Installed Plugins

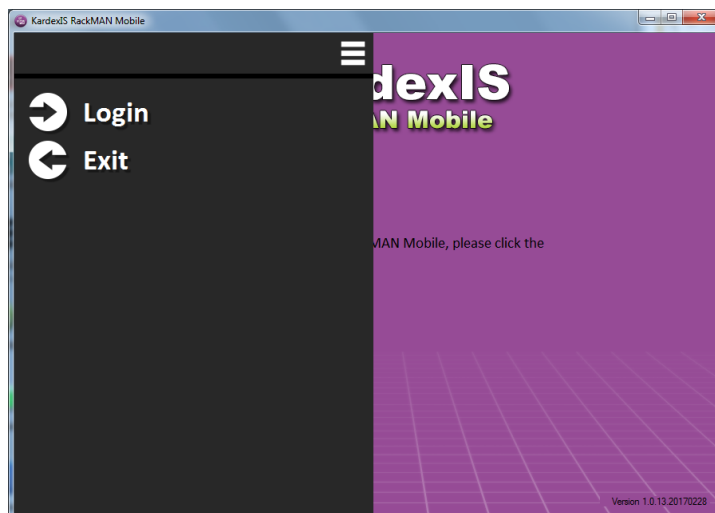
Shown here is a list of all the installed plugins.

## 2 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

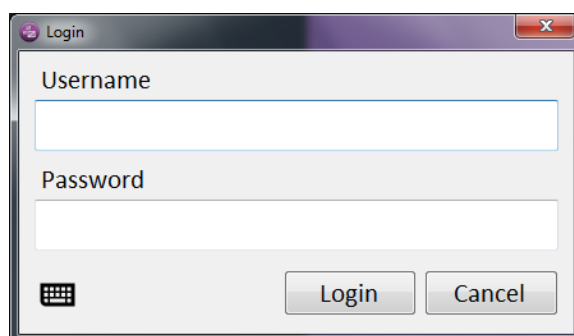
The Welcome screen is the first window seen in RackMAN Mobile™. It has two functions; one is to LOGIN to RackMAN Mobile™ and the other is to EXIT RackMAN Mobile™.



### 2.1 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.



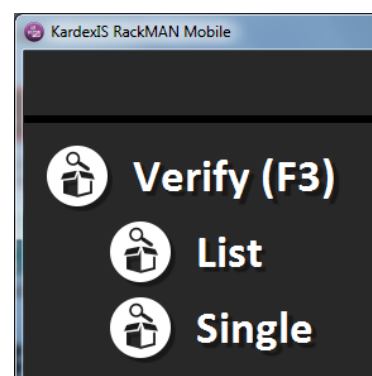
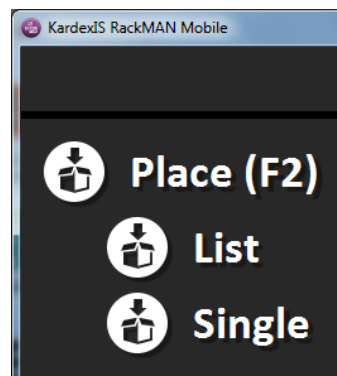
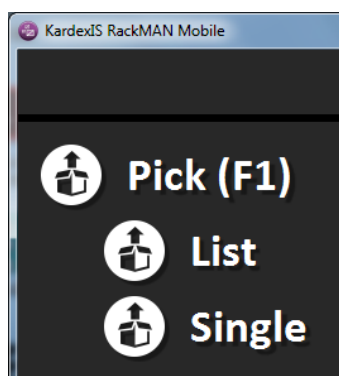
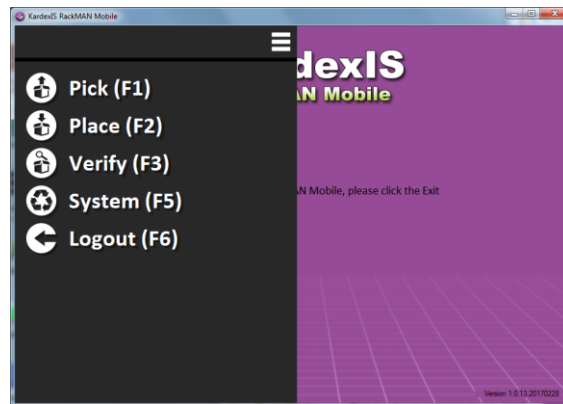
If you enter an incorrect user name or password, an error will be displayed informing you of the reason.

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.

## 2.2 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.



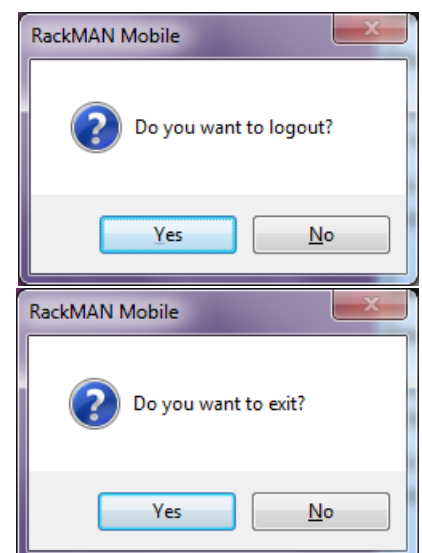
## 2.3 Logout and Close RackMAN Mobile

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.



### 3 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



#### 3.1 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.

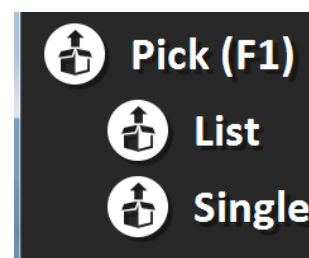
Pick menu items have the following functionality:

##### **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**

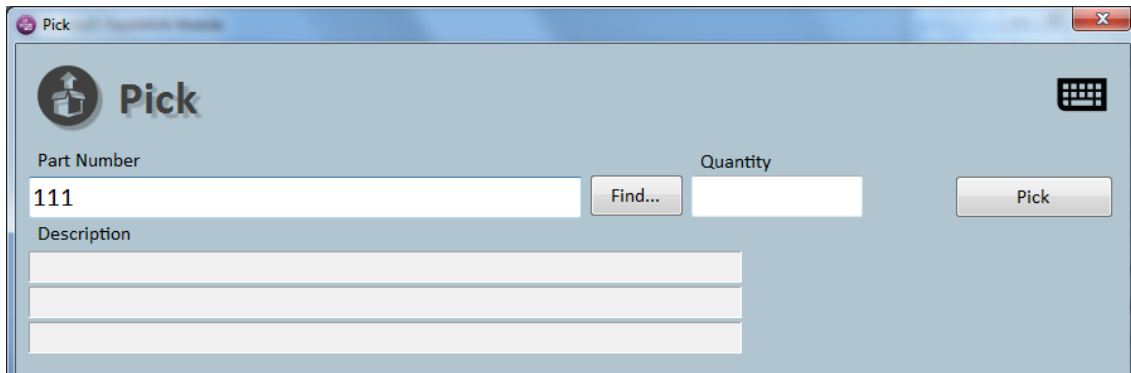
Use this method to pick a range of items from specific lists by entering the list name in the field, groups of 5 or 10 lists, also by selecting specific number of lists you would like to process and also Special lists as specified by your configuration one at a time.



### 3.1.1 Pick \ Single

#### STEP 1 Enter Part Number

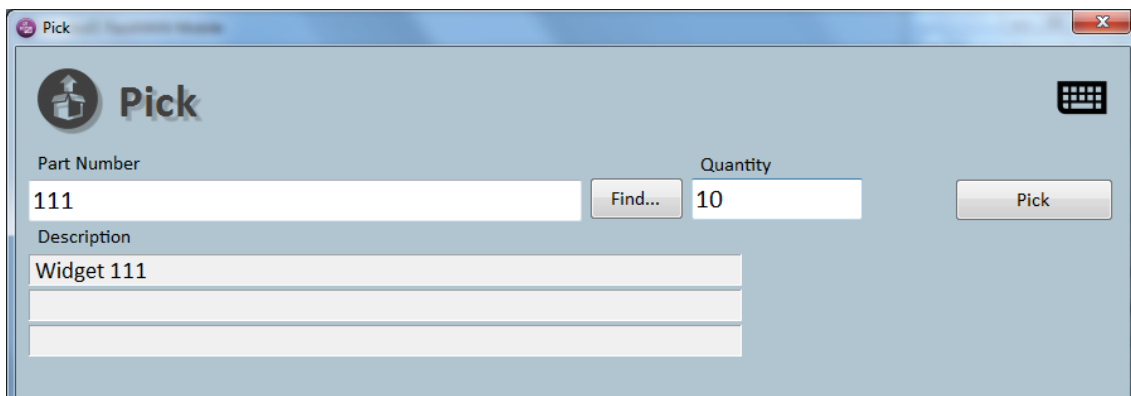
Enter a Part number by typing or click on Find (  ) the item you are going to Pick then press Enter. When you press the **Enter** key the cursor will move down to the Lot Number field.



The screenshot shows the 'Pick' application window. At the top left is a 'Pick' icon and the title 'Pick'. Below this is a 'Part Number' label above a text input field containing '111'. To the right of the input field is a 'Find...' button. Further right is a 'Quantity' label above an empty text input field. To the right of the quantity field is a 'Pick' button. Below these fields is a 'Description' label above three empty text input fields. A keyboard icon is in the top right corner.

#### STEP 2 Enter Quantity

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



The screenshot shows the 'Pick' application window after Step 2. The 'Part Number' field still contains '111'. The 'Quantity' field now contains '10'. The 'Description' field now contains 'Widget 111'. The 'Find...' and 'Pick' buttons remain in the same positions. The keyboard icon is still in the top right corner.

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.

**Pick**

Part Number: 111 Unit: EA Quantity: 10

Description: Widget 111

List Identifier:

Locations:

17A-12-03	600
09A-02-01	100

Face: 17 Shelf: A Bay: 12 Location: 03 Quantity: 10

Notification: **Confirm Quantity**

Yes No Cancel

**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:

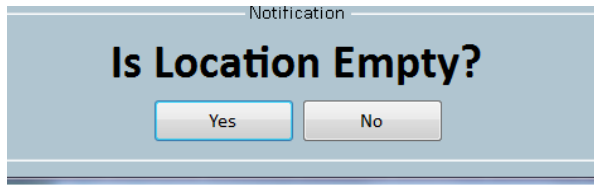
- If the pick quantity reduces the RackMAN Mobile location quantity to zero, proceed to **STEP 5**.
- If there was insufficient stock for you to Pick, proceed to **STEP 6**.
- The Pick operation is now complete. Return to **STEP 1** to pick the next item using Pick \ Single.

*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?'.

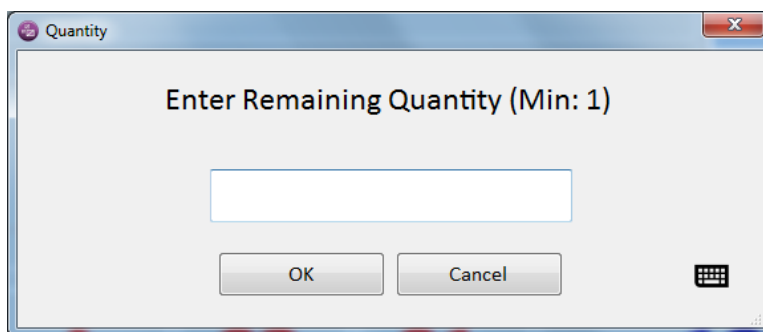
**STEP 5A Is Location Empty? Yes**

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**.

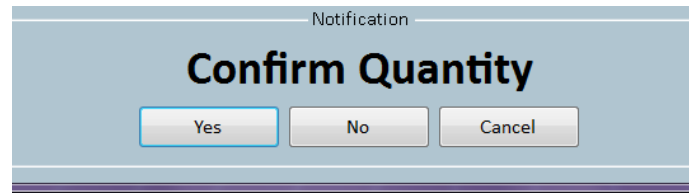
RackMAN Mobile will update the location with the quantity entered, correcting the stock error. These items will be picked next time the part is required.

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



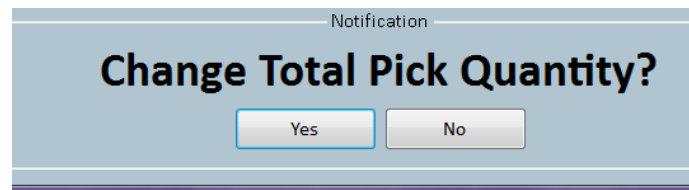
**STEP 6 Insufficient Stock**

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.



A notification dialog box with a light blue header and a white body. The title bar says "Notification". The main text is "Confirm Quantity" in bold. Below the text are three buttons: "Yes" (highlighted with a blue border), "No", and "Cancel".

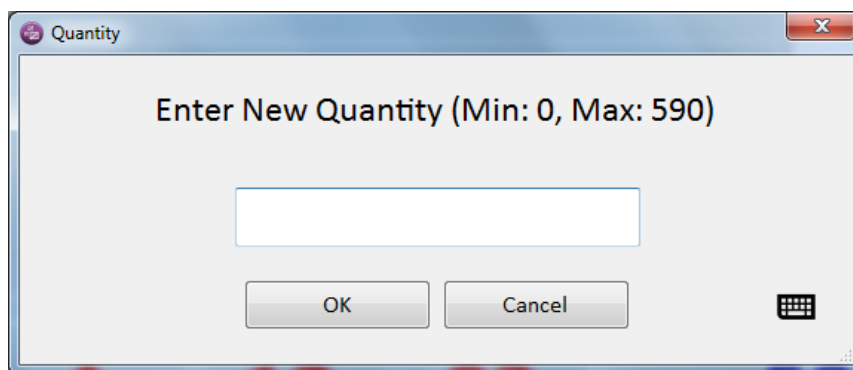
Press the **Red** button or click **No** with the stylus pen. RackMAN Mobile will present the following question:



A notification dialog box with a light blue header and a white body. The title bar says "Notification". The main text is "Change Total Pick Quantity?" in bold. Below the text are two buttons: "Yes" (highlighted with a blue border) and "No".

**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:

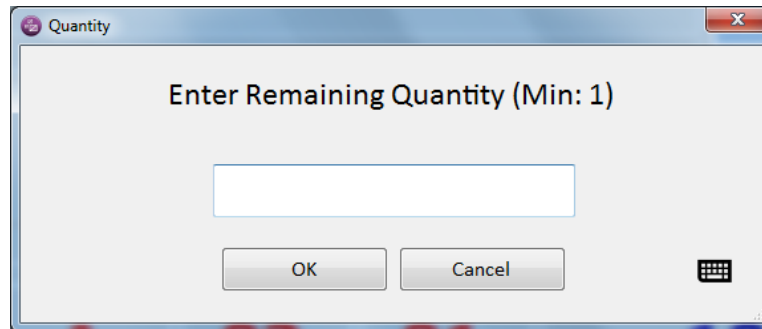


A form window titled "Quantity" with a close button (X) in the top right corner. The main text is "Enter New Quantity (Min: 0, Max: 590)". Below the text is a text input field. At the bottom are two buttons: "OK" and "Cancel". A keyboard icon is visible in the bottom right corner.

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.

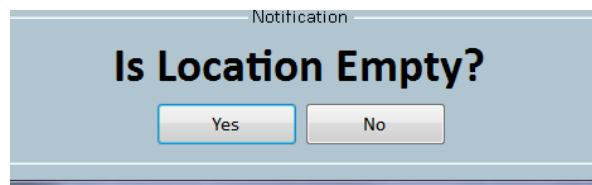
**STEP 6B Confirm Quantity No - Insufficient Stock**

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

A dialog box titled 'Quantity' with a close button (X) in the top right corner. The main text inside the box reads 'Enter Remaining Quantity (Min: 1)'. Below this text is a text input field. At the bottom of the dialog, there are two buttons: 'OK' and 'Cancel'. A small keyboard icon is located in the bottom right corner of the dialog box.

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:

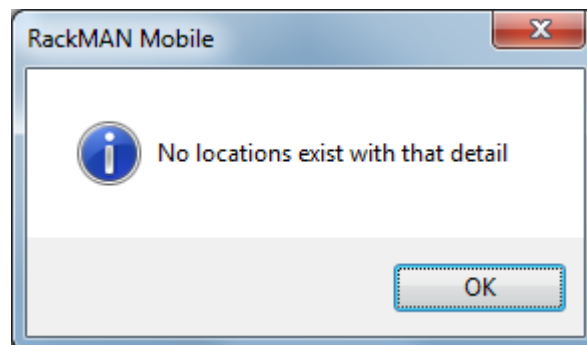
A notification dialog box titled 'Notification'. The main text inside the box reads 'Is Location Empty?'. Below this text are two buttons: 'Yes' and 'No'.

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

**3.1.2 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.

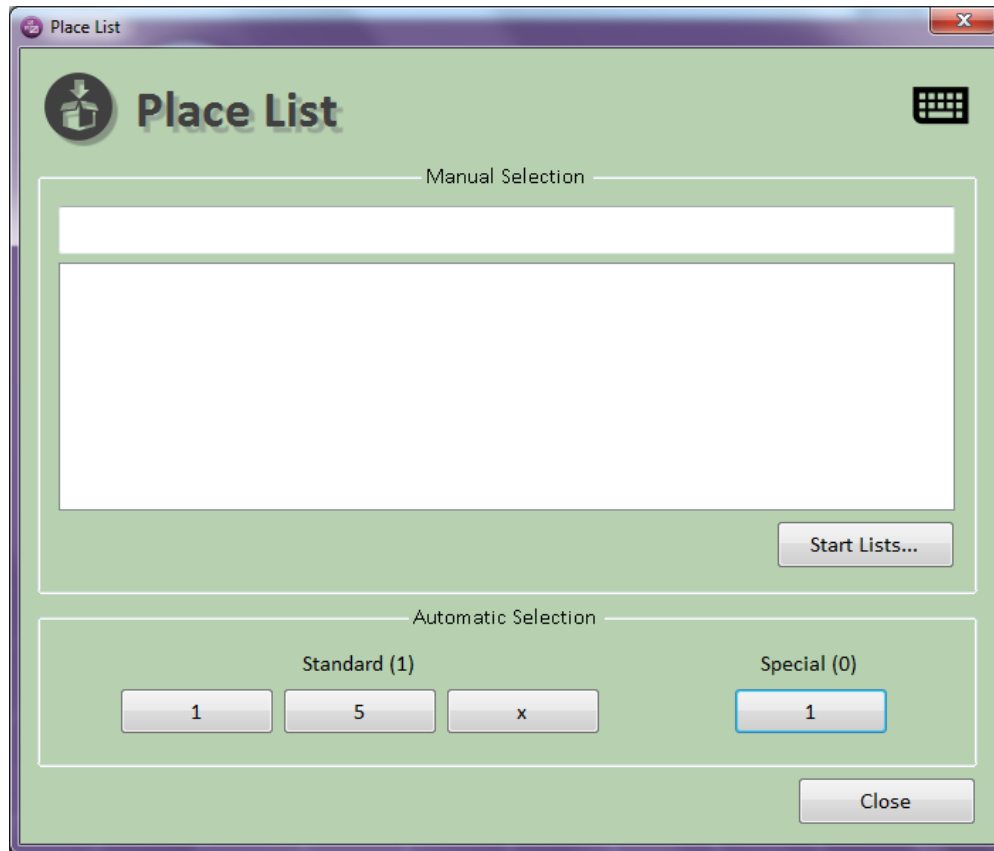
If the Lot Number does not exist, the following message will be displayed:

A dialog box titled 'RackMAN Mobile' with a close button (X) in the top right corner. The main text inside the box reads 'No locations exist with that detail'. To the left of this text is a blue circular icon with a white 'i' inside. At the bottom right of the dialog, there is an 'OK' button.

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

### 3.1.3 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.*

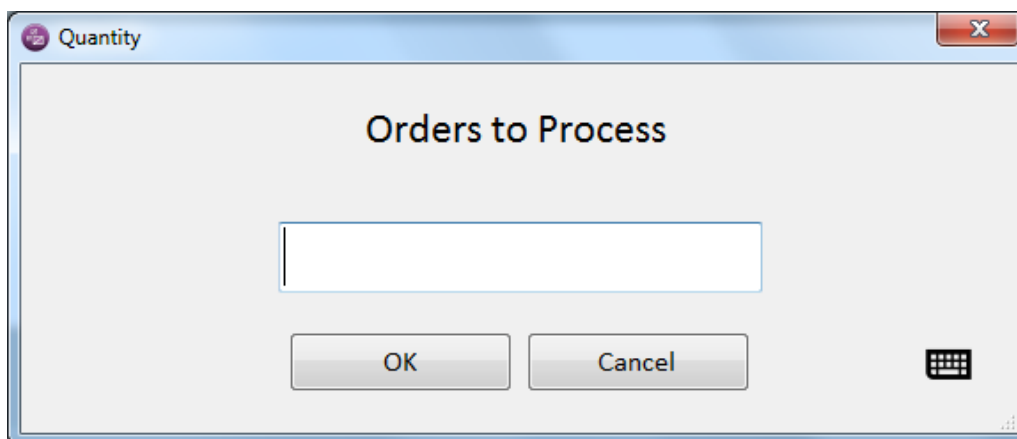
*If there is a line threshold set for Groups of ten and this is reached within one list then it will only pick that list (minimum of one list), otherwise it will select what come first the threshold or maximum of ten lists.*

*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.*

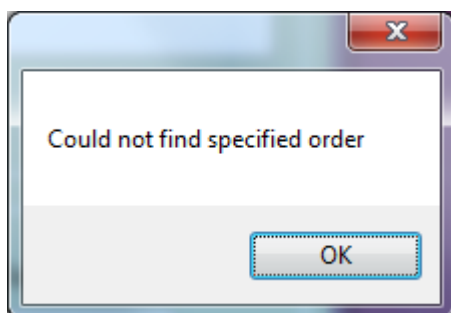
The Pick List window will have the following appearance:



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.

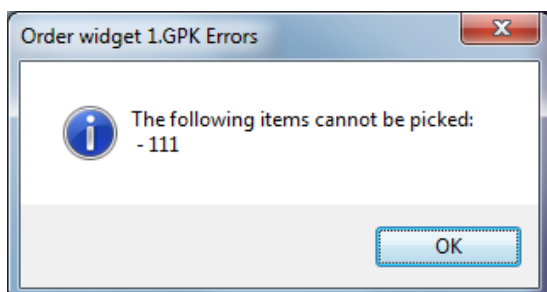
#### Orders on Hold:

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.

#### **3.1.4 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:

Part Number	Unit	Quantity
222	EA	1000

Locations
03A-06-01 1000

Face	Shelf	Bay	Location	Quantity
03	A	06	01	1000

Notification

**Confirm Quantity**

Yes No Cancel

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:

RackMAN Mobile

**i** All Lists Complete

OK

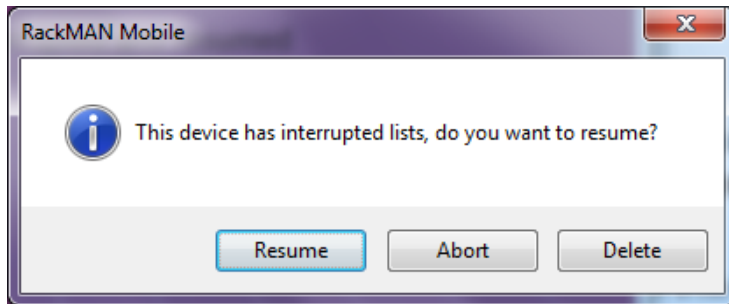
To confirm this press **ENTER** or use the stylus pen to select Yes or No.

RackMAN Mobile

**i** Do you want to interrupt the lists?

Yes No

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.

### 3.1.5 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<br>Step 5B | <ul style="list-style-type: none"><li>• When placing parts you may have a quantity discrepancy, RackMAN Mobile™ easily allows you to change the quantity you are placing.</li></ul>                                |
| 4.1.1 Split Placing<br>Step 5B         | <ul style="list-style-type: none"><li>• 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.</li></ul> |

The 'Place' 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 Expiry Date Box *	Displays the Expiry Date. *This will only be displayed if it is selected in the Placing Configuration form.
4 Description Box	Displays the current parts description
5 Quantity Box	Displays the total quantity to Place
6 Place Button	Will move on to Locations
7 Close Button	Will close the window



3.2 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:

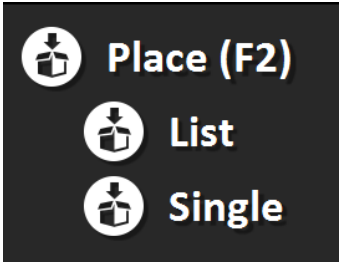
Place menu items have the following functionality:

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

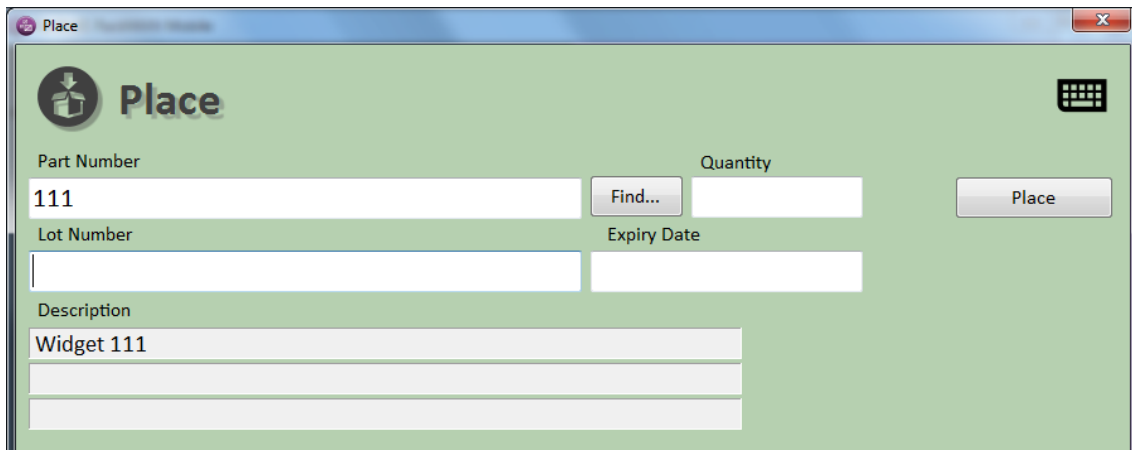
Use this method to place a range of items from specific lists by entering the list name in the field, groups of 5 or 10 lists, also by selecting specific number of lists you would like to process and also Distribution Partner lists one at a time.



### 3.2.1 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**.



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

Part Number	Quantity
111	

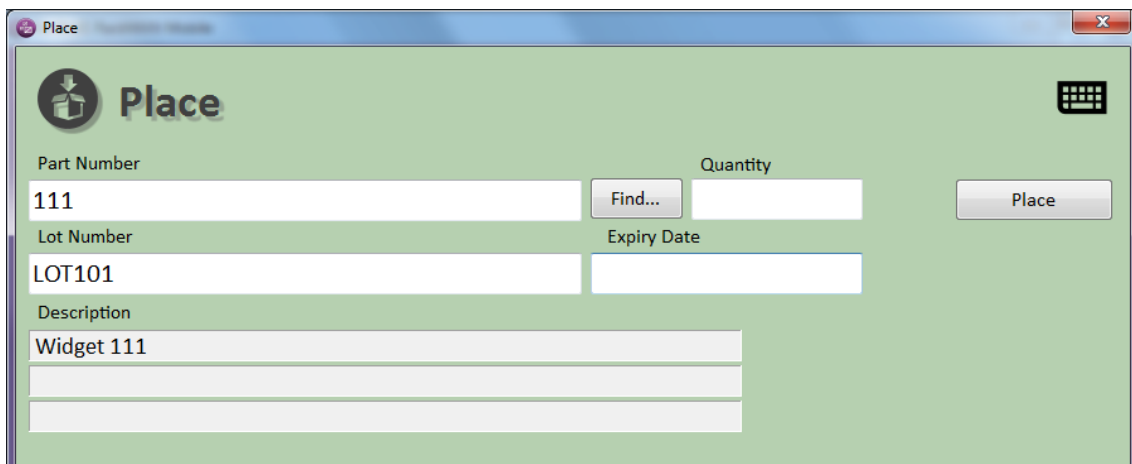
Below the 'Part Number' field is a 'Find...' button. Below the 'Quantity' field is a 'Place' button.

Below the 'Find...' button is the 'Lot Number' field, which is empty. Below the 'Place' button is the 'Expiry Date' field, which is empty.

Below the 'Lot Number' and 'Expiry Date' fields is the 'Description' field, which contains 'Widget 111'.

#### 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 'Place' screen with the following fields and values:

Part Number	Quantity
111	

Below the 'Part Number' field is a 'Find...' button. Below the 'Quantity' field is a 'Place' button.

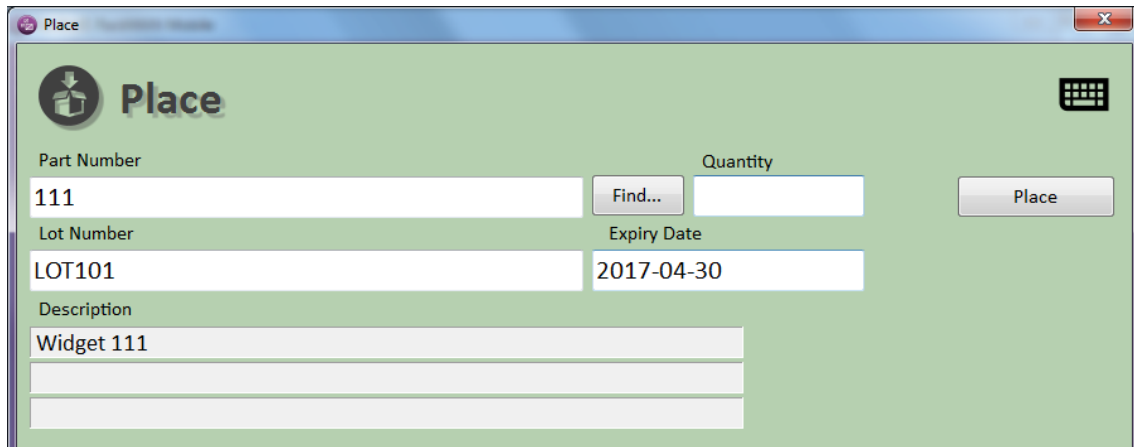
Below the 'Find...' button is the 'Lot Number' field, which contains 'LOT101'. Below the 'Place' button is the 'Expiry Date' field, which is empty.

Below the 'Lot Number' and 'Expiry Date' fields is the 'Description' field, which contains 'Widget 111'.



### 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**.



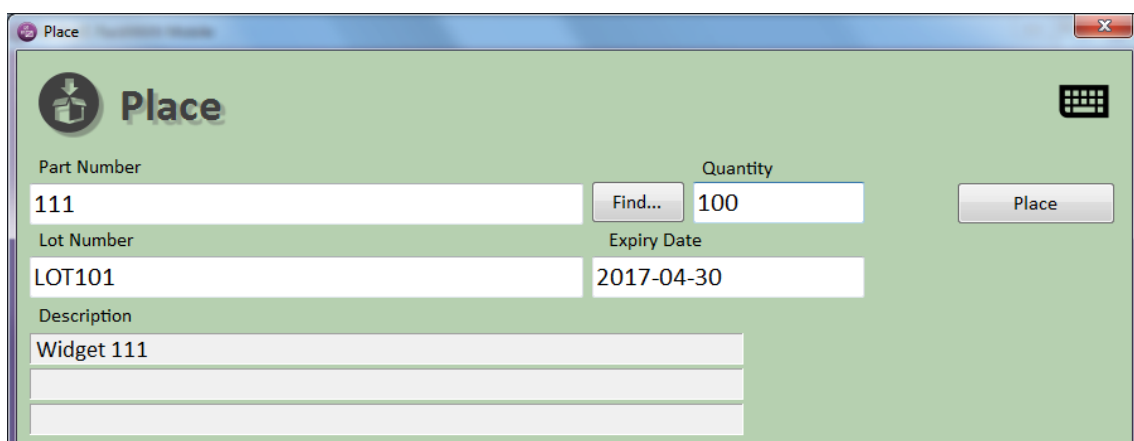
The screenshot shows the 'Place' application window. The 'Part Number' field contains '111', the 'Lot Number' field contains 'LOT101', and the 'Expiry Date' field contains '2017-04-30'. The 'Description' field contains 'Widget 111'. The 'Quantity' field is empty. A 'Find...' button is located between the Part Number and Lot Number fields. A 'Place' button is located to the right of the Quantity field.

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

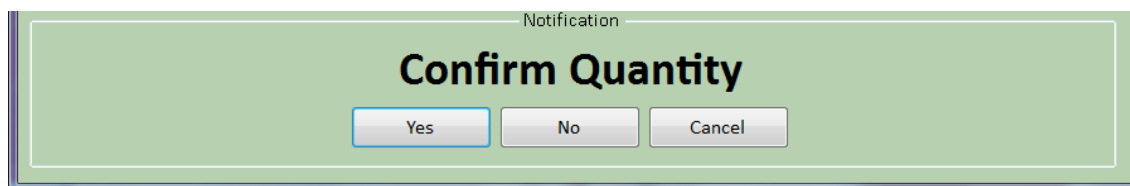
Once the required detail has been entered you can now enter the quantity required. Press **Enter** once you have entered the quantity to start the placing process.



The screenshot shows the 'Place' application window. The 'Part Number' field contains '111', the 'Lot Number' field contains 'LOT101', and the 'Expiry Date' field contains '2017-04-30'. The 'Quantity' field now contains '100'. The 'Description' field contains 'Widget 111'. A 'Find...' button is located between the Part Number and Lot Number fields. A 'Place' button is located to the right of the Quantity field.

## STEP 5 Place Part

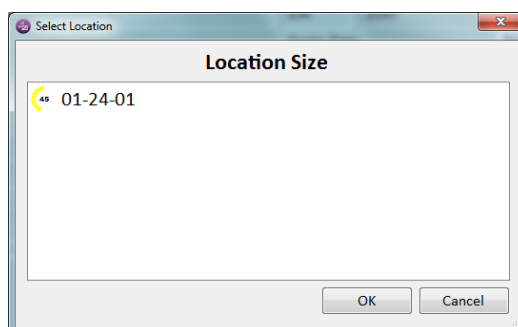
This step is a confirmation before you start the process, it allows you to back out one last time, but also in the case of placing lists allows you to find the part before you select a location. Press the **Yes** button to start.



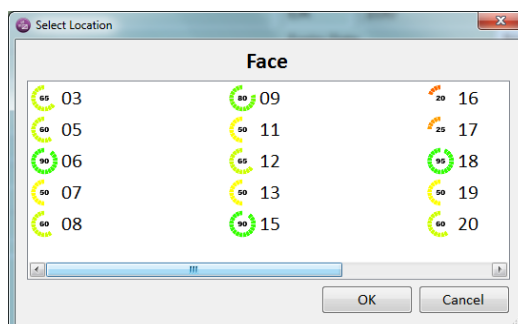
## STEP 6 Choose Location

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.

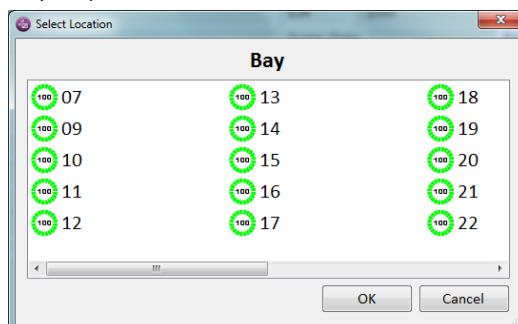
Placing a part for the first time requires selection of the exact location required. Each of these steps requires the user to click the item, then press the **OK** button to continue. First, select the Location Size:



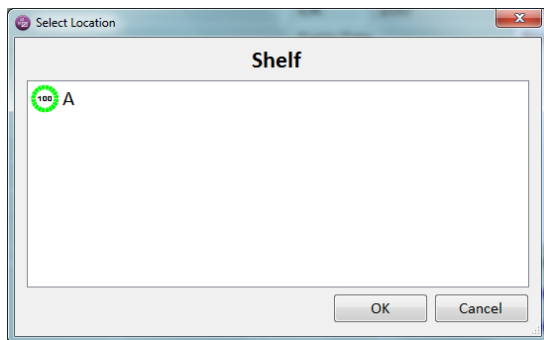
Then a selection of Faces is displayed for you to select from:



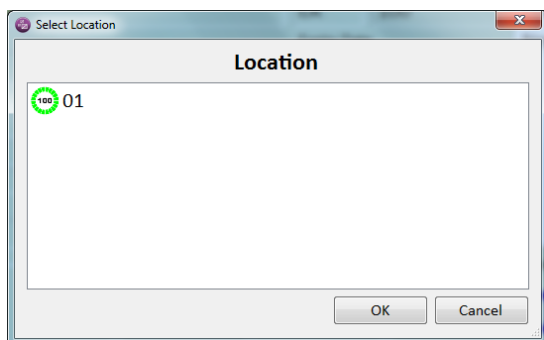
You then need to select a Bay to place to:



Then a Shelf:

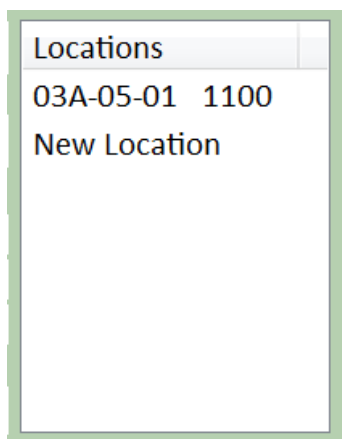


Finally, you need to choose the location:



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:



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

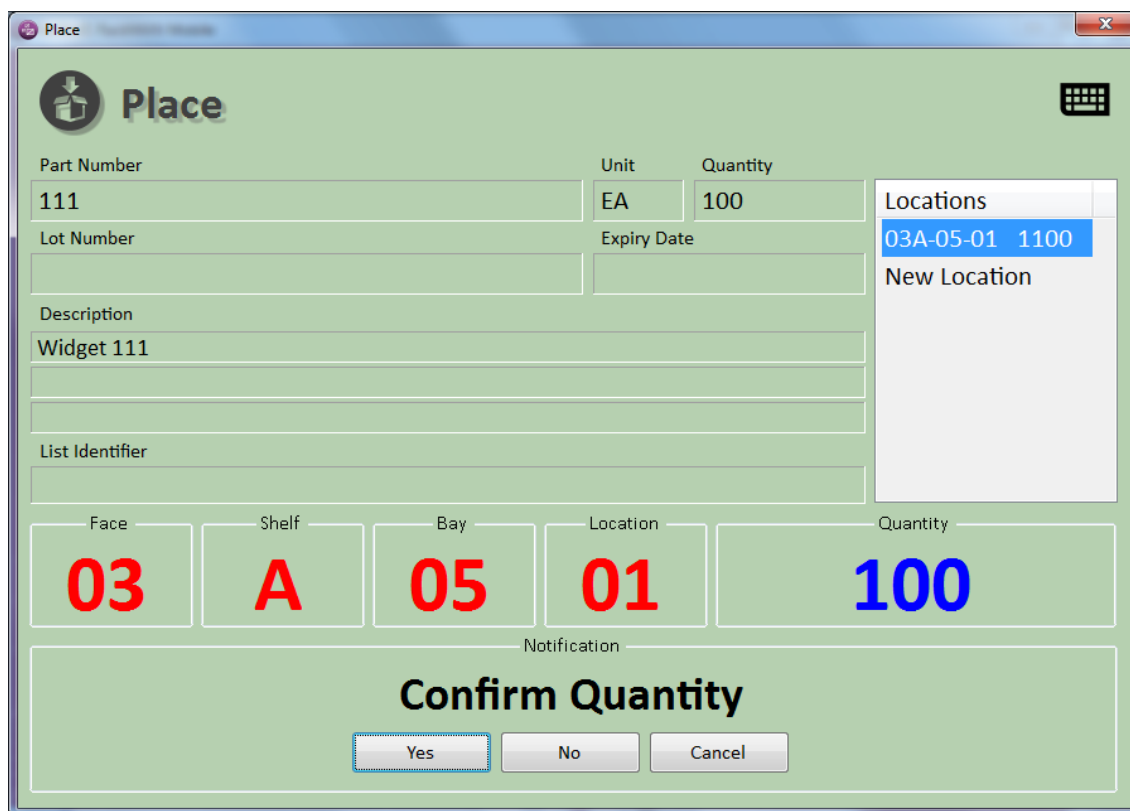
In other modes, Fixed Single will always return you to the location you have already placed to, and Dynamic will give you a new location every time.

*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.

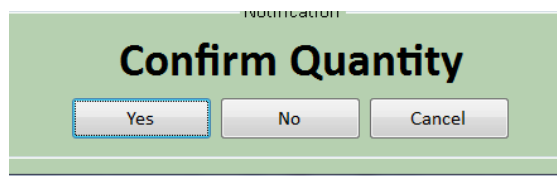


## STEP 8 Confirm Quantity

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.

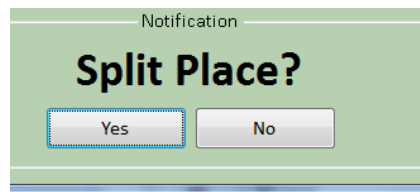


After a part is placed, RackMAN Mobile™ will record the location and quantity details for the item.

The Place process is now complete. Return to STEP 1.

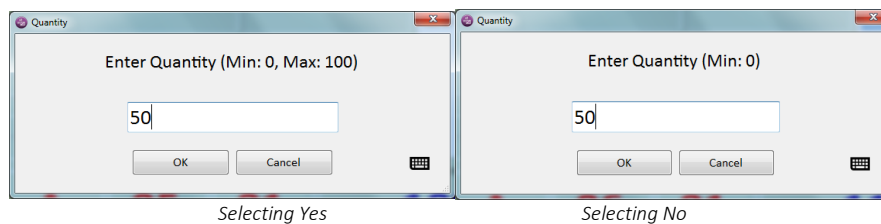
**STEP 8B Confirm Quantity - No**

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.

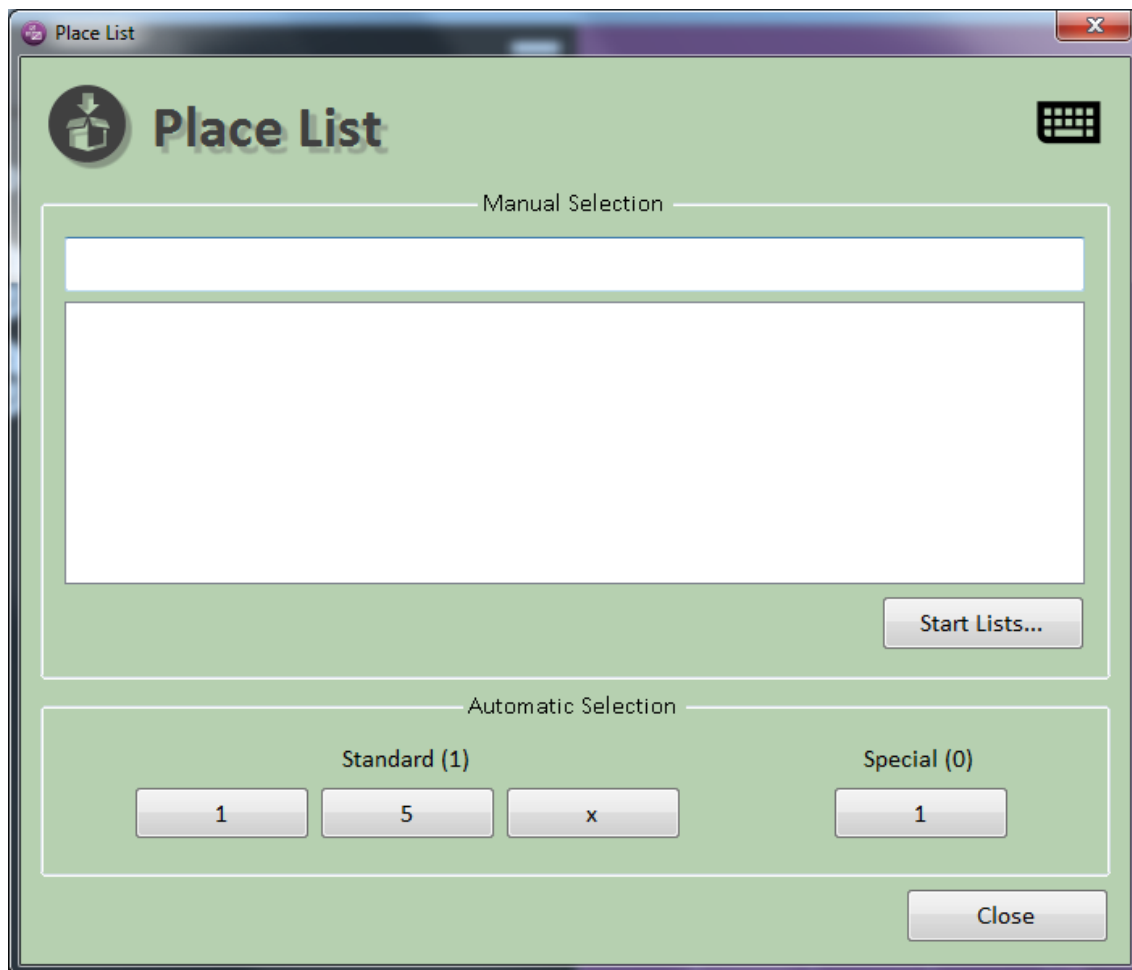


You now need to enter the adjusted or split stock amounts you require for this location.

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

### 3.2.2 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:

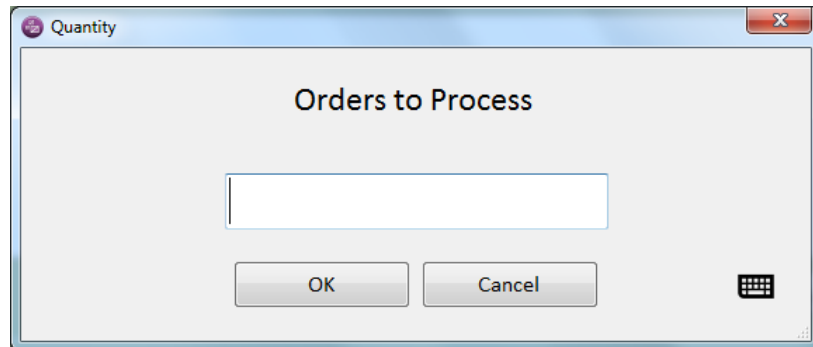
*By selecting the button 10 with the stylus pen this will start orders within RackMAN Mobile with a maximum of ten standard orders at a time.*

*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:

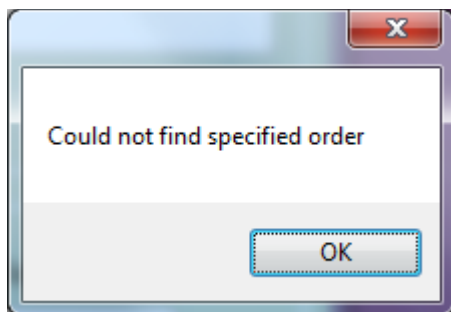
By selecting the button x with the stylus pen within RackMAN Mobile another window will appear asking how many orders you would like to process.



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

Order Number:

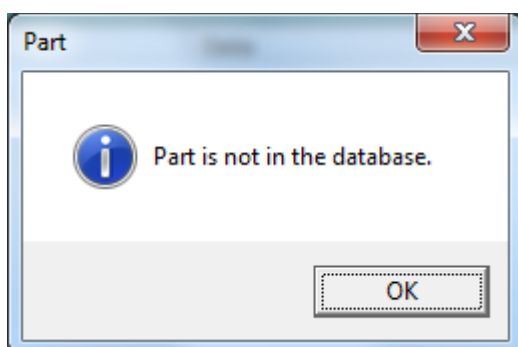
By manually entering or scanning a matching list and then press **Enter** it will start that list. If there is no matching lists the following message will be displayed:

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.

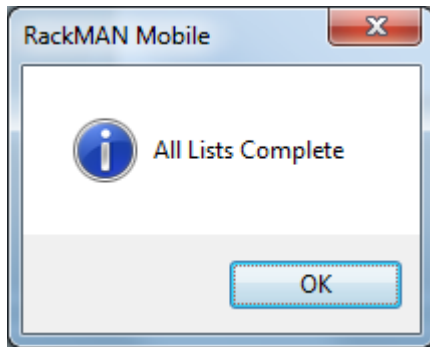
### 3.2.3 Place \ List \ Process

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



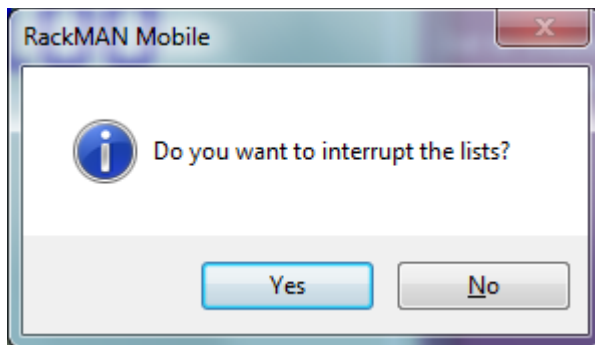
The process to place items is described in section 4.1.1, steps 5 to 8.

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



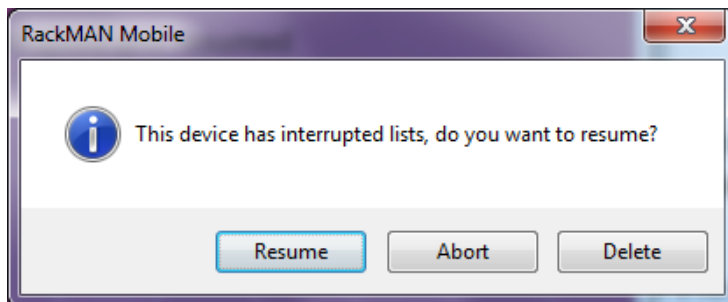
To confirm this press, **ENTER** or use the stylus pen to select Yes or No.

**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:



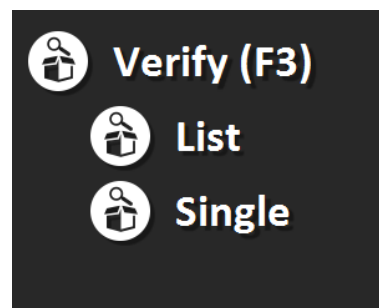
To resume the list press, **ENTER** for Yes or use the stylus pen to press the Yes or No button. If Yes, the list will resume from where it was interrupted last or if No is selected it will return to the main pick window.



## 4 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:

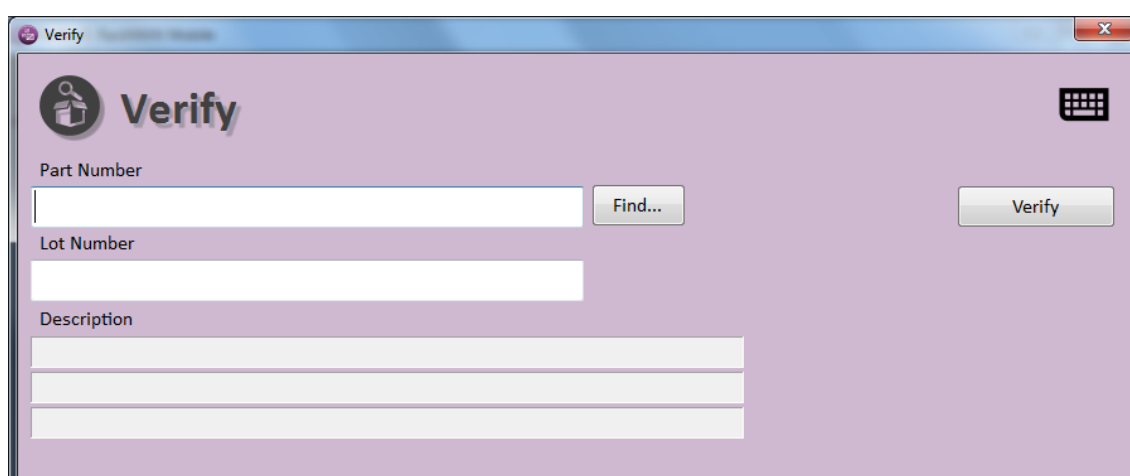


### 4.1 Verify Methods

#### 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:

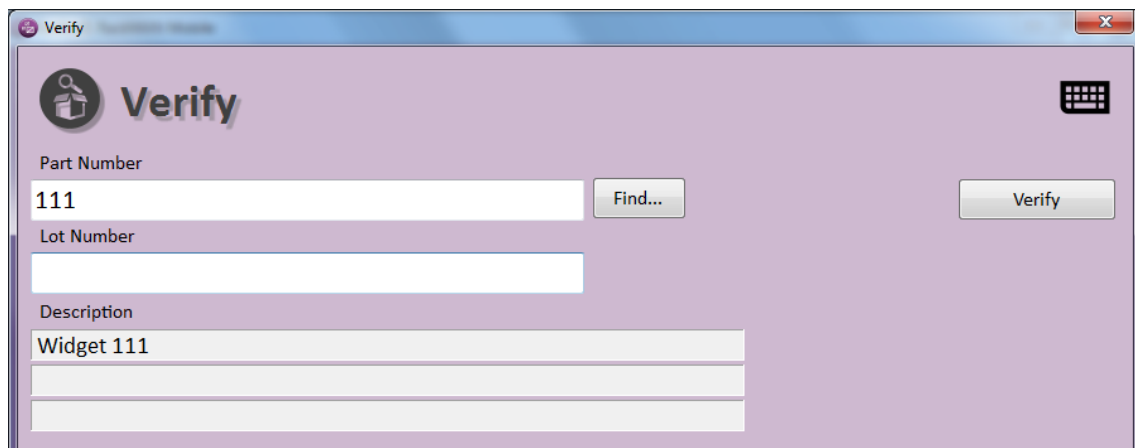
	<i>Item</i>	<i>Description</i>
1	Part Number Box	Displays the current found part number, Find button and Info button
2	Lot Number Box *	Displays the current parts Lot Number. *Will only be displayed if chosen in configuration.
3	Pick Button	Will move on to Locations
4	Close Button	Will close the window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



### 4.3 Verify \ Single

#### STEP 1 Enter Part Number

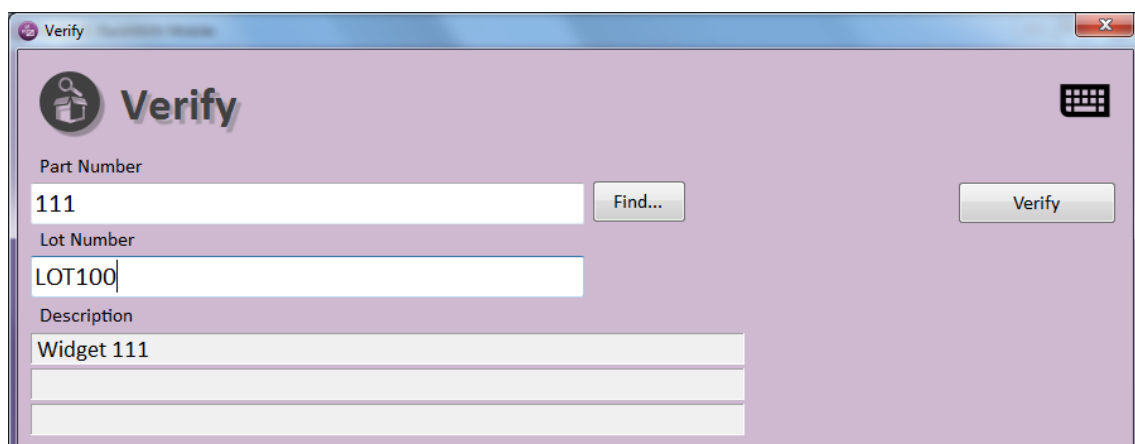
Enter a part number by typing or click on Find the part you going to verify then press **Enter**.



The screenshot shows the 'Verify' application window. The title bar says 'Verify'. Inside, there's a header with a circular icon and the word 'Verify'. Below this, there are three input fields: 'Part Number' (containing '111'), 'Lot Number' (empty), and 'Description' (containing 'Widget 111'). To the right of the 'Part Number' field is a 'Find...' button. To the right of the 'Lot Number' field is a 'Verify' button. There is also a keyboard 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**.



The screenshot shows the 'Verify' application window. The title bar says 'Verify'. Inside, there's a header with a circular icon and the word 'Verify'. Below this, there 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 'Find...' button. To the right of the 'Lot Number' field is a 'Verify' button. There is also a keyboard icon in the top right corner.

## 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.

**Verify**

Part Number: 111 Unit: EA

Lot Number: LOT100

Description: Widget 111

List Identifier:

Locations: 05A-05-01 100

Face: 05 Shelf: A Bay: 05 Location: 01

Quantity:

Notification: **Count Location Quantity**

Yes No

To proceed to confirm the quantity counted you can confirm by pressing **Enter** 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.

**Quantity**

Count Location Quantity

OK 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.

The screenshot shows the 'Verify' screen with the following details:

- Part Number:** 111
- Unit:** EA
- Lot Number:** LOT100
- Description:** Widget 111
- Locations List:** 05A-05-01 100 (selected)
- Face:** 05
- Shelf:** A
- Bay:** 05
- Location:** 01
- Quantity:** 100
- Notification:** Confirm Quantity
- Buttons:** Yes, No, Cancel

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**.

## 5 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:



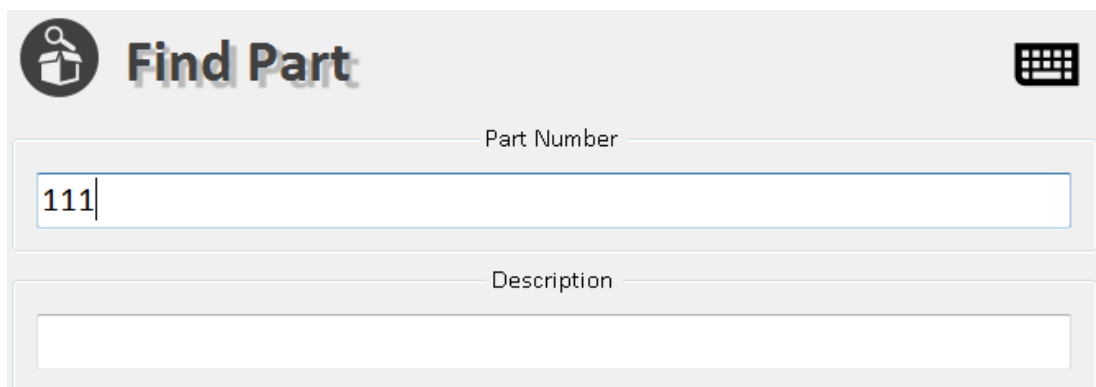
### STEP A Use Find Button

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**).

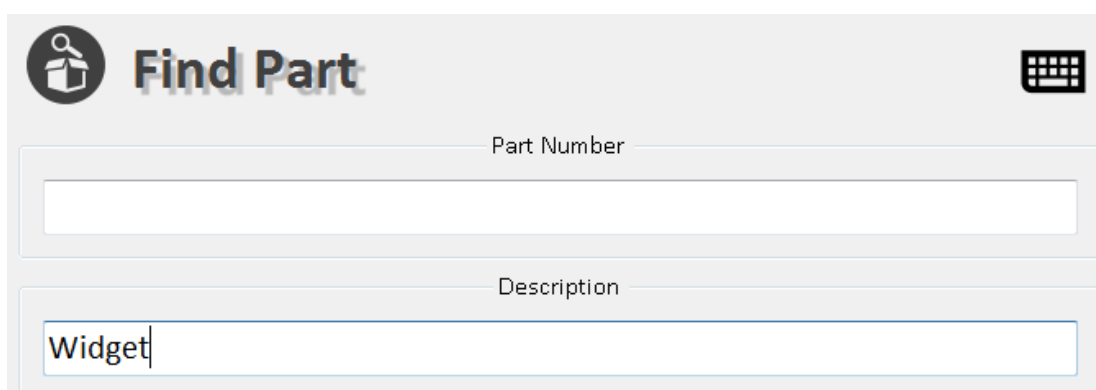
### STEP B Enter Text in Part No. Box

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



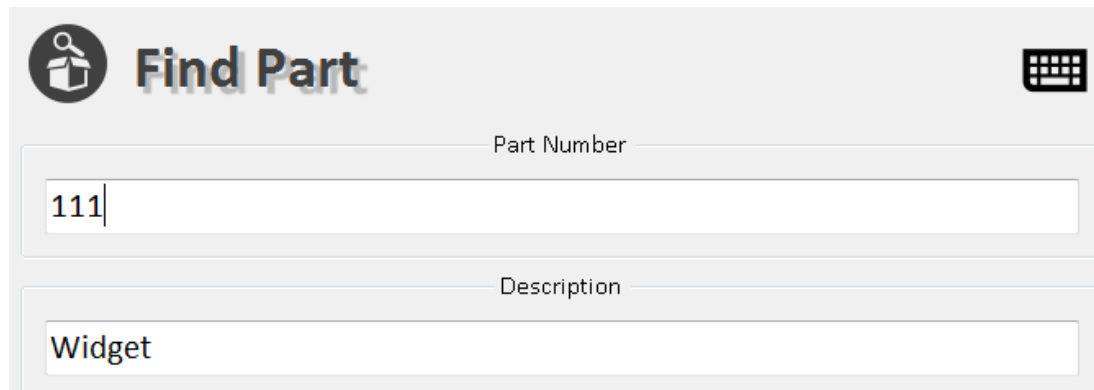
### STEP C Enter Text in Description Box

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



**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**.



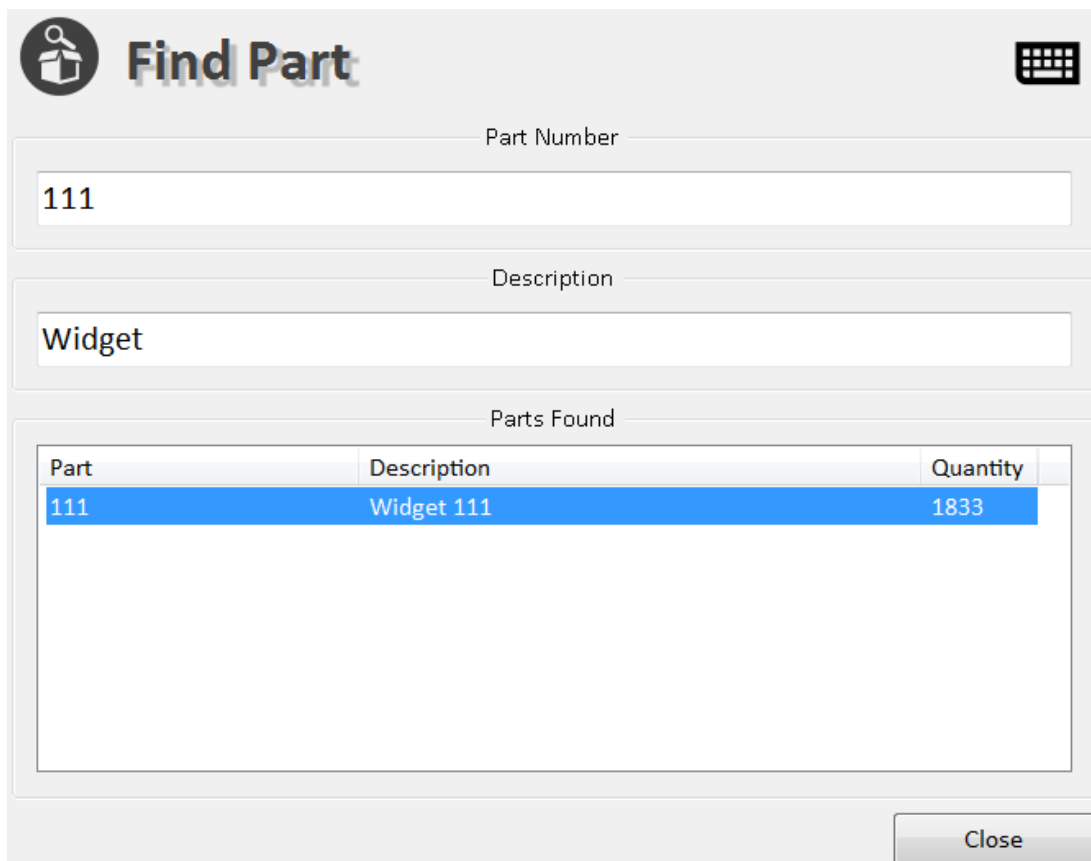
The 'Find Part' screen features a search icon and a keyboard icon in the top right. It contains two input fields: 'Part Number' with the text '111' and a cursor, and 'Description' with the text 'Widget'.

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.



The 'Find Part' screen shows the same input fields as before. Below them is a 'Parts Found' section containing a table with one row of results. A 'Close' button is located at the bottom right.

Part	Description	Quantity
111	Widget 111	1833

## 6 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](mailto:support@kardex.com.au)

Web: [www.kardex.com.au](http://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 license or your service agreement document.