



WMS System User Manual

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System Overview

This Warehouse Management System (WMS) is designed for comprehensive logistics operations, supporting everything from inbound receiving to outbound shipping, inventory management, and financial processing. The system uses role-based access control to ensure users see only the functions relevant to their responsibilities.

Key Features

- **Real-time inventory tracking** at pallet and micro-item levels
- **Integrated barcode scanning** for warehouse floor operations
- **Multi-client warehouse management** with separate stock tracking
- **Customs and international shipping** documentation
- **Automated invoicing** tied to warehouse operations
- **Mobile-friendly interfaces** for warehouse workers

Getting Started

Logging In

1. Access the system through your provided URL
2. Enter your credentials



3. The main menu will display options based on your user role

Main Menu Navigation

- **Function Keys (F1-F4):** Quick access to master data
- **Alt + Letter combinations:** Advanced functions
- **Arrow keys:** Quick actions (where available)
- **Escape/Home:** Return to main menu
- **End:** Logout

Scanner & Mobile Tools

Priority Access Tools (Red Buttons)

These tools are prominently displayed for immediate warehouse floor access:

Scanner

- **Purpose:** Primary barcode scanning interface
- **Users:** All warehouse personnel
- **Functions:** Item identification, location verification, quantity confirmation

Mobile Phone Interface

- **Purpose:** Mobile-optimized scanning and data entry
- **Users:** Warehouse workers with mobile devices
- **Functions:** Portable scanning, status updates, location management

Quality Control Tools

- **Micro Check Scan:** Verification of small item accuracy
- **Serial Number Check:** Individual item tracking and verification
- **Pallet Check:** Pallet integrity and content verification
- **Pallet Stock Check:** Real-time pallet inventory verification

Specialized Scanners

- **NEOVO Pallet Scan:** Brand-specific pallet processing
- **Barcode Scanner:** General barcode reading interface
- **Data Check:** System data integrity verification

Usage Tips

- Keep scanners charged and clean



- Verify scan results before confirming
 - Report scanning issues immediately to prevent data errors
-

Warehouse Operations

Inbound Operations

Vessel Management (Hotkey: V)

- **Purpose:** Track incoming shipments by vessel
- **Functions:**
 - Vessel arrival scheduling
 - Cargo manifest review
 - Discharge planning
 - Documentation management

Bill of Lading (Hotkey: Alt+B)

- **Purpose:** Manage shipping documentation
- **Functions:**
 - B/L creation and editing
 - Status tracking
 - Document printing
 - Customs documentation

Inbound Transport (Hotkey: T)

- **Purpose:** Coordinate incoming deliveries
- **Functions:**
 - Delivery scheduling
 - Driver check-in
 - Unloading coordination
 - Receipt confirmation

Inbound Processing (Hotkey: I)

- **Purpose:** Process incoming goods
- **Functions:**
 - Quality inspection



- Quantity verification
- Location assignment
- System registration

Outbound Operations

Forecast (Hotkey: F)

- **Purpose:** Plan outbound shipments
- **Functions:**
 - Demand forecasting
 - Capacity planning
 - Resource allocation
 - Timeline management

Outbound Transport (Hotkey: O)

- **Purpose:** Coordinate outgoing shipments
- **Functions:**
 - Carrier scheduling
 - Loading coordination
 - Documentation preparation
 - Dispatch confirmation

Outbound Orders

- **Purpose:** Process customer orders
- **Functions:**
 - Order picking
 - Packing verification
 - Shipping label generation
 - Delivery scheduling

Micro Operations

Available to Admin/Management only

Micro Outbound Form

- **Purpose:** Handle small-item outbound processing
- **Functions:**



- Small item picking
- Packaging optimization
- Express shipping coordination

Replenishment (Hotkey: R)

- **Purpose:** Manage picking location restocking
- **Functions:**
 - Stock level monitoring
 - Replenishment scheduling
 - Location optimization

Inventory Management

Stock Views

Stock by Client (Hotkey: C)

- **Purpose:** View inventory segregated by customer
- **Functions:**
 - Client-specific stock levels
 - Reserved inventory tracking
 - Available inventory calculation
 - Customer reporting

Stock by Bill of Lading (Hotkey: B)

- **Purpose:** Track inventory by shipping document
- **Functions:**
 - B/L-specific inventory
 - Discharge tracking
 - Documentation reconciliation

Stock by Container (Hotkey: N)

- **Purpose:** Container-level inventory tracking
- **Functions:**
 - Container contents verification
 - Unpacking status



- Location tracking

Stock per Micro Item (Hotkey: T)

- **Purpose:** Detailed small item inventory
- **Functions:**
 - Individual item tracking
 - Serial number management
 - Quality status monitoring

Location Management

Locations (Hotkey: L)

- **Purpose:** Manage warehouse locations
- **Functions:**
 - Location creation and editing
 - Capacity management
 - Access control
 - Optimization planning

Pickup Locations (Hotkey: P)

- **Purpose:** Manage order picking locations
- **Functions:**
 - Pick face management
 - Replenishment triggers
 - Efficiency optimization

Order Processing

Inbound Orders

1. **Receipt Planning:** Schedule incoming deliveries
2. **Quality Control:** Inspect incoming goods
3. **Put-away:** Assign storage locations
4. **System Update:** Register inventory increases

Outbound Orders

1. **Order Review:** Verify customer requirements



2. **Inventory Allocation:** Reserve required items
3. **Pick List Generation:** Create picking instructions
4. **Picking:** Collect items from storage
5. **Packing:** Prepare for shipment
6. **Documentation:** Generate shipping papers
7. **Dispatch:** Hand over to carrier

Special Processes

Crossdock Operations (Hotkey: C)

- **Purpose:** Direct transfer without storage
- **Process:**
 1. Receive incoming goods
 2. Immediate sorting
 3. Direct loading to outbound transport
 4. Minimal storage time

Vehicle Export Staging

- **Purpose:** Prepare export shipments
- **Functions:**
 - Export documentation
 - Customs preparation
 - Vehicle loading coordination

Invoicing & Financial Operations

Outgoing Invoices (Hotkey: Alt+U)

Standard Invoice Processing

- **Open and New:** Current active invoices
- **Ready for Export:** Completed invoices awaiting transmission
- **Weekly Invoice Preparation:** Batch processing for regular customers

Applied Actions

- **Purpose:** Track billable warehouse activities
- **Functions:**



- Storage charges
- Handling fees
- Special services
- Custom processing

Incoming Invoices (Hotkey: Alt+I)

Vendor Invoice Management

- **Status Exact:** Integration with accounting system
- **Draft/Empty:** Incomplete invoices requiring attention
- **Processing:** Approval workflows

Billing Integration

- The system automatically generates charges based on:
 - Storage duration
 - Handling activities
 - Special services
 - Client-specific rates

Master Data Management

Companies & Contacts

All Companies (Hotkey: F1)

- **Purpose:** Central company database
- **Functions:**
 - Company profiles
 - Contact information
 - Credit terms
 - Service agreements

Suppliers (Hotkey: F2)

- **Purpose:** Vendor management
- **Functions:**
 - Supplier profiles
 - Performance tracking



- Contract management
- Quality ratings

Customers (Hotkey: F3)

- **Purpose:** Client management
- **Functions:**
 - Customer profiles
 - Service levels
 - Billing preferences
 - Special requirements

Transporters (Hotkey: F4)

- **Purpose:** Carrier management
- **Functions:**
 - Carrier profiles
 - Service capabilities
 - Rate structures
 - Performance metrics

Product Data (*Admin/Management Only*)

WMS Items (Hotkey: Alt+A)

- **Purpose:** Product master data
- **Functions:**
 - Item specifications
 - Storage requirements
 - Handling instructions
 - Classification codes

Product Groups (Hotkey: Alt+G)

- **Purpose:** Product categorization
- **Functions:**
 - Category management
 - Default settings
 - Reporting groups



- Rate assignments

Pricing & Rates

Weekly Storage Rates (Hotkey: Alt+W)

- Pallet storage charges
- Time-based pricing
- Client-specific rates

Handling Tariffs (Hotkey: Alt+I)

- Inbound processing fees
- Special handling charges
- Activity-based pricing

Invoice Methods (Hotkey: Alt+M)

- Billing frequency
- Payment terms
- Invoice formats

Packaging Materials (Hotkey: Alt+V)

- Container specifications
- Packaging requirements
- Material costs

Pallet Management (Hotkey: Alt+P)

- Pallet inventory
- Pallet quality tracking
- Replacement scheduling

Reporting

Report Menu

Access comprehensive reporting through the main report menu button.

Standard Reports

- **Inventory Reports:** Current stock levels and movements
- **Activity Reports:** Warehouse operations and productivity
- **Financial Reports:** Billing and cost analysis



- **Performance Reports:** KPIs and operational metrics
- **Compliance Reports:** Regulatory and audit documentation

Crossdock Reporting (Hotkey: C)

Specialized reports for direct-transfer operations:

- Throughput analysis
- Efficiency metrics
- Cost allocation
- Customer performance

User Management & Settings

Notification Settings (Hotkey: Alt+N)

Configure system alerts and notifications:

- **Inventory Alerts:** Low stock, overstock warnings
- **Operational Alerts:** Delays, exceptions, quality issues
- **Financial Alerts:** Billing reminders, payment status
- **Security Alerts:** Access violations, system issues

System Administration

Available to administrators for:

- User role management
- System configuration
- Data maintenance
- Security settings

Keyboard Shortcuts Reference

Master Data Access

- **F1:** All Companies
- **F2:** Suppliers
- **F3:** Customers
- **F4:** Transporters

Core Operations



- **V:** Vessel Management
- **T:** Inbound Transport
- **I:** Inbound Processing
- **O:** Outbound Operations
- **F:** Forecast
- **C:** Stock by Client
- **B:** Stock by Bill of Lading
- **N:** Stock by Container

Advanced Functions

- **Alt+U:** Outgoing Invoices
- **Alt+I:** Incoming Invoices
- **Alt+B:** Bill of Lading
- **Alt+A:** WMS Items
- **Alt+G:** Product Groups
- **Alt+W:** Weekly Storage Rates
- **Alt+N:** Notification Settings
- **Alt+M:** Invoice Methods
- **Alt+V:** Packaging Materials
- **Alt+P:** Pallet Management

Navigation

- **Home/Escape:** Return to Main Menu
- **End:** Logout

Role-Based Access Guide

Warehouse Workers (Loodsmedewerker)

Primary Access:

- Scanner tools and mobile interfaces
- Inbound transport coordination
- Stock verification tools



- Basic inventory queries

Restricted From:

- Financial operations
- Master data changes
- Advanced configuration
- Cross-company data

General Users

Standard Access:

- All warehouse operations
- Basic reporting
- Customer and supplier data
- Order processing
- Invoice viewing

Administrative Staff

Enhanced Access:

- Financial operations
- Master data management
- Advanced reporting
- System configuration
- Multi-client management

Management (Admin/Directie)

Full Access:

- All system functions
- User management
- System administration
- Micro operations
- Advanced analytics
- Configuration changes

Specialized Roles

BARSAN Users



- Special micro outbound operations
- Location management
- Specific operational workflows

Customs (Douane) Users

- Customs documentation
- International shipping
- Regulatory compliance
- Declaration management

Support & Troubleshooting

Common Issues

1. **Scanner Not Working:** Check battery, clean lens, verify connection
2. **Cannot Access Function:** Verify user role permissions
3. **Data Discrepancy:** Run data verification tools
4. **System Slow:** Contact IT support for performance optimization

Getting Help

- Contact system administrator for access issues
- Report technical problems immediately
- Use data check functions for inventory discrepancies
- Reference this manual for operational procedures

System Information

- **Technology:** TSQL.APP Framework
- **Solution Provider:** TDS B.V.
- **Technology Provider:** UX1 B.V.

This manual covers the core functionality visible through the system menu. For detailed operational procedures and advanced features, consult with your system administrator or training coordinator.