

## Par and Cycle Counting User Guide

Version 3.1.1 February 2005 Document Number MPCUG-311W-01

Lawson Healthcare Solutions

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## **Chapter 1**

## **Using this Guide**

#### **User Guide Conventions**

This user guide uses specific text conventions, visual elements, and terminology.

#### **Text Conventions**

Lawson user guides use the following standard text conventions.

This	Represents		
boldA key name or a function key name. For exampleis a key name and Help (F1) is a function key name			
	A value or command that you must type exactly as it appears.		
	A program name or a file name.		
italics	A manual title or form name.		
	An emphasized word or phrase.		
(F1)–(F24)	A function key number. "Press <b>Help (F1)</b> " instructs you to press the key mapped for the <b>(F1)</b> function.		

#### **Visual Elements**

Lawson user guides use the following visual elements.

**STOP** Information that must know before you attempt the procedure or process.

Need More Details? Check out the following concepts:

• Introduces a list of topics that provide additional or background information. Each item in the list includes a cross-reference to the information.

Application integration. Events, required actions, or other consequences that are related to other Lawson applications.

**IMPORTANT** Important information that you must consider when you perform the procedure.



**CAUTION** Cautionary information about actions that involve a risk of possible damage to equipment, data, or software.



**WARNING** Warning information about actions that involve a risk of personal injury or irreversible destruction to the data or operating system.

#### Terminology

The following terms have precise meanings in Lawson documentation.

Term	Meaning
access	Open a Lawson application form or subform.
choose	Start a process.
	"Choose Add" instructs you to click a button or a link on a form to add a record to the Lawson system.
click	Place the cursor over an object (such as a button, link, or tab) and press the left mouse button.
	<b>NOTE</b> This description applies to a standard PC mouse with standard settings. You must translate the meaning of "click" to what is appropriate for your equipment.
define	Use a Lawson form to create a new record for a company, a vendor, a class, a code, or another entity used throughout the Lawson system.
	– or –
	Specify configuration parameters, printers, security roles, data areas, and so on.
select	Identify an item to process. Selecting an item does not start a process.
	To select an item, place the cursor over an item and then click.
	If you use character-based mode, highlight an item to select it. Sometimes, you must also press <b>Mark</b> or <b>Next</b> or choose <b>OK</b> .
type	Press keyboard keys to enter information in a field, then move the cursor to the next field.
	At a command line, type the letters exactly as written in the procedure, then choose <b>OK</b> .

TIP Supplemental information about possible shortcuts to the procedure or your business process. NOTE Supplemental information that might be of interest to you as you complete the procedure.

Term	Meaning
ОК	Choose OK to save or process the data that you entered on the current form.
	<ul> <li>"Choose OK" instructs you to click a button or a link on a form. An "OK" button might be labeled "Update" or show a check mark. An "OK" link might be labeled "OK."</li> </ul>
	<ul> <li>"Choose OK" instructs you to press the keyboard key mapped as Enter.</li> </ul>

#### **Product Documentation**

Lawson offers the following product documentation:

- Online help
- User guides and manuals
- Release notes and installation instructions
- Enhancement and patch documentation

To find Lawson documentation, see the user interface or http://support.lawson.com. To obtain a login password and ID for the Support site, see your organization's Lawson contact or your Lawson client manager.

### **Global Support Center**

Lawson Global Support Center (GSC) services are available to all Lawson customers who are on maintenance support for Lawson products. See the *Global Support Manual* for the following information:

- What information to gather before you contact the GSC
- How to contact the GSC
- How the GSC processes your request
- · How to receive enhancements and patches
- · Which services are standard maintenance and which services are billable

To find the *Global Support Manual*, see http://support.lawson.com. To obtain a login password and ID for the support web site, see your organization's Lawson contact or your Lawson client manager.

### **Documentation Contact**

We welcome your questions or suggestions about Lawson documentation. Please send comments to documentation@lawson.com.

## **Overview of Par and Cycle Counting**

The Lawson Par and Cycle application works in conjunction with Lawson Supply Chain Management to provide an overall solution that integrates supply chain execution with inventory control, planning, purchasing, payroll, and accounting processes for the administration, tracking, and reporting of healthcare operations.

## What is the Lawson Par and Cycle Counting Application?

The Lawson Par and Cycle Counting application is used to simplify and streamline the replenishment and control processes by reducing par and cycle counting time, eliminating paper-based processing and increasing staff productivity and effectiveness.

The Par and Cycle Counting application uses individual workstations equipped with web browsers and wireless handheld devices to manage medical supplies.

The Par and Cycle Counting handheld application contains modules for counting par areas and performing cycle counts.

## How Par and Cycle Counting Integrates with Other Lawson Applications

This section explains how the Lawson Par and Cycle Counting application interfaces with other Lawson applications.

#### **Inventory Control (IC)**

In order to perform Cycle Counting, users must create freeze files in the Lawson Inventory Control application. When cycle counting on the handheld application, the user synchronizes the inventory information available in Inventory Control with the handheld terminal. When performing Pick for Par, each pick transaction is validated against the Lawson Inventory Control application.

### Par and Cycle Counting Process Flow

The Par and Cycle application is broken down into four processes: setup, configuration, processing, and reporting. This section takes a closer look at the Par and Cycle Counting application and at these processes.

#### Setup

The setup part of the process includes adding users, associating them with groups, setting up facilities and locations, and configuring printers.

### Configuration

The configuration part of the process includes configuring the handheld application and how information is communicated between that and the web application.

#### Processing

Users enter cycle and par counts using the handheld terminal application. Cycle counting procedures are performed on the handheld terminal. Par counting procedures are performed on the handheld terminal.

## Supply Chain Management System Processing

#### **Par Counting**

Lawson Supply Chain Management maintains par location data, including which items are in each par location and what the par value is for each item. The Mobile SCM adapter attains this data and the user records the Par Counts on a handheld device. When done counting, the user sends the counts to the Mobile SCM platform and the adapter transmits the count data to Lawson SCM.

#### **Cycle Counting**

Lawson Supply Chain Management generates Count Forms that list which items are to be counted. Each count line includes an item number, bin, and other information to allow the user to efficiently enter count data.

### Reporting

With the current reporting function you can view details about cycle counts, par counts, and the status of counts.

## Par and Cycle Counting: A Big Picture

To represent Par and Cycle Counting's major processes, this user guide is divided into four main parts: Setup, Configuration, Processing, and Reporting. This big picture flow illustrates Par and Cycle Counting's four main processes,

breaks the processes down into sub-processes, and serves as a reminder of where you are in the big picture.





## **Setting Up Par and Cycle Counting**

This chapter explains setup considerations for Lawson Par and Cycle Counting.

**TIP** To skip directly to the procedures, see "Procedures in this Chapter" on page 20 The following concepts provide background and conceptual information for procedures in this chapter.

- "What is User Management?" on page 18
- "What is Location Management?" on page 19
- "How do I Manage Printers?" on page 19

#### What is User Management?

User management refers to the administration of setting up users and grouping them into specific security roles.

#### Lawson Users

Lawson users are individuals with a web user account on the server or platform that hosts the Lawson applications and whose server user account is linked to a user profile and a security class in the Lawson User Security utility.

#### Groups

Groups contain users that perform the same tasks, such as administration, par counting, handheld cycle counting and generating reports. Administrators assign tasks to user groups based on the role of the users in that group. When the users log into the web application, only those tasks that are assigned to them appear.

Location management refers to the administration of setting up facilities and locations for use with the Lawson Par and Cycle Counting application.

#### Facilities

Par and Cycle Counting facilities correspond to companies in the Mobile Supply Chain Management system.

#### Locations

A location is a place, in a company, where inventory is stored. A location can represent a physical place, such as a city, building, or floor of a building. It can also represent a logical classification, such as spare parts, office supplies, and consignment inventory.

Locations in Par and Cycle Counting include par locations and inventory locations.

#### Bins

A bin is a level of storage within a facility location. A bin can be a specific area, rack, shelf, or row at the location. You define bins at the Procurement location level.

### **Report Groups**

A report group is a structuring method you can use to classify a group of locations. You must have at least one report group per facility in order to conduct a physical inventory assessment. In addition to conducting physical inventory, you can use report groups to classify locations for reporting, inquiry, and processing purposes. When you specify a report group in inquiry or report programs, you access only the information related to the locations within that report group.

## How do I Manage Printers?

There are two types of printers used in the Par and Cycle Counting application—Report printers and Label printers. You can set up printers to be used by location and by workstation.

## **Procedures in this Chapter**

This section provides procedural guidance on using the web application to perform administrative procedures for setting up users, locations, items, manufacturers and printers for use with the Par and Cycle Counting application.

- "Logging into the Web Application" on page 20
- "Adding Groups" on page 23
- "Modifying Groups" on page 24
- "Viewing and Printing Groups" on page 26
- "Adding Facilities from Procurement" on page 28
- "Modifying Facilities" on page 30
- "Viewing and Printing Facilities" on page 32
- "Inactivating Facilities" on page 35
- "Adding Locations from Procurement" on page 36
- "Modifying Locations" on page 39
- "Viewing and Printing Locations" on page 43
- "Inactivating Locations" on page 45
- "Printing Location Labels" on page 47
- "Printing Sub Location Labels" on page 48
- "Adding Users from the Portal" on page 50
- "Navigating Search Results" on page 56
- "Modifying Users" on page 56
- "Viewing and Printing Users" on page 59
- "Inactivating Users" on page 61
- "Adding Printers" on page 64
- "Modifying Printers" on page 66
- "Deleting Printers" on page 69
- "Mapping Printers to Locations" on page 72
- "Mapping Label Printers to Workstations" on page 73

#### Logging into the Web Application

Use this procedure to gain access to the Par and Cycle Counting web application. Users able to access the Lawson Portal can pass seamlessly from the Lawson Portal to Mobile SCM.

#### **STEPS** To log into the web application

- 1. Open your web browser.
- 2. Select the Mobile SCM bookmark.

#### The Lawson Mobile SCM login page appears.

Figure 2. Form clip: Lawson Mobile SCM login

	Mobile SCM		
User ID : Password :	Lugin		
Copyright © 2000-2004 Lawson Software Inc.		ersion: 3.1	

3. Consider the following fields.

User ID	Enter the user ID assigned to you by the administrator.		
Password	Enter your password.		

4. Click Login.

The Lawson Mobile SCM main page appears.

Figure 3. Form clip: Lawson Mobile SCM

炎 LAWSON°	Mobile SCM	Welcome, Mpc User	[logout]
Administration User Management Location Management Printer Management Global Reports Par and Cycle Cycle Counting Par Counting	LAWSON®		

5. Select any of the options available in the left navigation bar to proceed.

#### **STEPS** To log out of the application

1. On the Mobile SCM main page, click logout.

The Logged Out page appears.

Figure 4. Form clip: Logged Out

AND SON Mobile S	
	Loaned Out
	Vou have been logged out.
	Back to Login

2. To log back into the application, click Back to Login.

To exit the application completely, close your web browser.

## **Adding Groups**

Use this procedure to add new groups to the Mobile SCM database.

Need More Details? Check out the following concepts:

• "What is User Management?" on page 18

#### **STEPS** To add new groups

- 1. Select User Management in the Administration menu.
- 2. Select Groups > Add on the User Management page.

The Add Group page appears

Figure 5. Form clip: Add Group

炎 LAWSON	Mobile SC	M			Welcome, Mpc User	[logout]
Administration	📸 User Mgmt.	- Users	🕶 Groups			Ū
Location Management Printer Management			Continue	Cancel		
Global Reports Par and Cycle	Add Group					
Cycle Counting Par Counting	Create New Gr	oup Name:				
	-					

- 3. Enter a name in the Create New Group Name field.
- 4. Click Continue.

The Add Roles to Group window appears.

Figure 6. Form clip: Add Roles to Group

炎 LAWSON	<b>J</b> <sup>®</sup> Mobile SC	M			Welcome, Mpc User	[logout]
Administration	📸 User Mgmt.	✓ Users	🗸 Groups			•
Location Management Printer Management			Complete	Cancel		
Global Reports Par and Cycle	Add Roles to	Group				
Cycle Counting Par Counting	Group: MP	c				
	Assigned Pr Roless: P P P P P P P P P P P P P P	k for Par - Handheid Court - Konfiguation Court - My Par Former Court - Par Par Former Court - Par Courts False Court - Par Courts Receiving - Handheid Doc Court - Handheid Doc Court - Handheid	sport k Logging	All Roles: Test << Add Test Remove >> Test Test Test Test Test Test Test Test	ues - Print Item Label Vertory Court - Hansheld Vertory Court - Configuration vertory Court - Configuration vertory Court - Print Bin Label vertory Court - Print Bin Label vertory Court - Print Bin Label ay List - Add Just - Addify ay List - Print	×

5. Select the appropriate roles from the All Roles list, and click Add.

The selected roles appear in the Assigned Roles list.

6. Click Complete when finished you have finished assigning roles to the group.

The Manage Group Roles page appears.

	6		Welcome, Mpc User	[logout]
	Mobile SCM			?
Administration	📸 User Mgmt. 🛛 👻 Users	✓ Groups		
User Management				
Printer Management		OK		
Global Reports				
Par and Cycle	Manage Group Roles			
Cycle Counting				
Par Counting	This user group now has the	following roles:		
	0			
	Group: MPC			
	Current Roles: Pick 1	for Par - Handheld		
	Par C Par C	iount - Configuration iount - My Par Forms		
	Par C	iount - Print Labels iount - Count Status		
	Par C	ount - Par Counts Report		
	Rece Par C	iving - Handheld Dock Logging iount - Handheld		
	Inver	ntory Count - Handheld		
	Inver	ntory Count - Configuration Intory Count - Inventory Counts Report		
	Inver	ntorý Count - Count Status		
	Inver	ntory Count - Print Bin Label		

7. Click OK to return to the main menu.

## **Modifying Groups**

Use this procedure to modify existing groups in Mobile SCM.

Need More Details? Check out the following concepts:

• "What is User Management?" on page 18

#### **STEPS** To modify groups

- 1. Select User Management in the Administration menu.
- 2. Select Groups > Modify on the User Management page.

The Modify Group page appears.

Figure 7. Form clip: Modify Group

	<b>J</b> <sup>®</sup> Mobile SC	M			Welcome, Mpc User	[logout]	
Administration User Management	👬 User Mgmt.	- Users	- Groups			•	
Location Management Printer Management Global Reports			Continue	Cancel			
Par and Cycle Cycle Counting Par Counting	Modify Group						
r a coanang		Celection	•)				

3. Select an existing group from the Modify Existing Group drop-down list and click Continue.

The Modify Group Roles window appears.

Figure 8. Form clip: Modify Group Roles

炎 LAWSON	<b>N</b> <sup>®</sup> Mobile SC	M				Welcome, Mpc User	(logout)
Administration	📸 User Mgmt.	✓ Users	✓ Groups				
Location Management Printer Management			Cor	nplete	Cancel		
Global Reports Par and Cycle	Modify Group	Roles					
Cycle Counting Par Counting	Group: MP	C			All Roles: Durante		1
	Assigned pi Roles: pi Pi Pi Pi Re In In	ck for Par - Handheld ar Count - Handheld ar Count - Configuratic ar Count - My Par Forn ar Count - My Par Forn ar Count - Count Statt ar Count - Count Statt ar Count - Par Counts seceiving - Handheld Do wentory Count - Hand wentory Count - Confi	in is Report bock Logging held guration	Remov	All Roles: User M User M Add User M User M User M User M User M User M User M User M Locatio Locatio	ant - Add New User gmt - Add New From Portal gmt - Woolfy User gmt - View/Print User gmt - Add Group gmt - Modify Group gmt - Modify Group gmt - Modify Group n Mgmt - Add Facility From Proc	urement 💌

- 4. Select the appropriate roles from the All Roles list, and select Add. To remove roles from the group select the appropriate role from the Assigned Roles list and click Remove.
- 5. Click Modify when you have finished modifying the roles for the group.

The Manage Group Roles page appears.

 Mobile SCM
 Welcome, Mpc User
 Topont

 Administration
 User Management
 User MgmL
 User is 
 Oroups

 User Management
 User MgmL
 User is 
 Oroups
 Or

 Printer Management
 User MgmL
 User MgmL
 User MgmL
 Oroups

 Printer Management
 User MgmL
 User group now has the following roles:
 Or

 Par and types
 Cycle Counting
 Par Count - Handheld
 Par Count - Handheld
 Par Count - Handheld

 Par Count - Par Counts Report
 Receiver - Handheld
 Par Count - Status
 Par Count - Par Counts Report

 Par Count - Par Counts - Hendheld
 Par Count - Par Counts Report
 Receiver - Handheld
 Par Count - Par Counts Report

 Par Count - Par Counts Report
 Receiver - Handheld Dock Logging
 Divertory Count - Handheld
 Divertory Count - Handheld

 Par Count - Par Counts Report
 Receiver - Handheld Dock Logging
 Divertory Count - Handheld
 Divertory Count - Handheld

 Par Count - Par Counts Report
 Hivertory Count - Handheld
 Divertory Count - Handheld
 Divertory Count - Par Counts Report

 Paretory - Count - Par Counts Report
 Hivertory Count - Handheld
 Divertory Count - Handheld
 Divertory Count - Handheld
 </tr

Figure 9. Form clip: Manage Group Roles

6. Verify the information and click OK.

#### **Viewing and Printing Groups**

Use this procedure to view or print group information.

Need More Details? Check out the following concepts:

• "What is User Management?" on page 18

#### **STEPS** To view or print groups

- 1. Select User Management in the Administration menu.
- 2. Select Groups > View/Print on the User Management page.

The View/Print Group page appears.

Figure 10. Form clip: View/Print Group

炎 LAWSON	¶ <sup>®</sup> Mobile SC	M			Welcome, Mpc User	[logout]
Administration User Management Location Management	📸 User Mgmt.	- Users	▼ Groups			
Location Management Printer Management Global Reports	View / Print (	Group	Continue	Cancel		
Cycle Counting Par Counting	Sel	ect Group: (select on	e) 🔽			

3. Select the group that you want to view or print from the Select Group drop-down list, and click Continue.

#### The View/Print Groups page appears.

Figure 11. Form clip: View/Print Groups

					Welcome, Mpc User	[logout]
	Mobile SC	м				?
Administration	📸 User Mgmt.	✓ Users	- Groups	]		
User Management Location Management Printer Management Global Reports		_	Print	ОК		
Par and Cycle Cycle Counting	View / Print 0	aroup				
Par Counting	Group Assigned Roles	: MPC : Pick for Par - Handheid Par Count - Nandheid Par Count - Configue Par Count - Configue Par Count - Count Sh Par Count - Count Sh Par Count - Count Sh Par Count - Count Sh Inventory Count - Count Inventory Count - Count Inventory Count - Count Inventory Count - Ch Inventory Count - Pri Inventory Count - Pri	d tion mms sis the part Dock Logging andred mfguration entory Counts Report and Status the That Deck the That Deck	Users in Group:		

- 4. Verify the information and select Print to print the selection.
- 5. Click OK when you are finished printing.

#### **Adding Facilities from Procurement**

Use this procedure to add facilities to Mobile SCM from the Lawson Procurement database.

Need More Details? Check out the following concepts:

"What is Location Management?" on page 19

**STOP** Before you begin, be sure that facilities are defined in the Lawson Procurement (PO) application. In PO, facilities are called companies. They are defined on PO Company Setup (PO01.1). For more information, see the *Procurement User Guide*.

#### **STEPS** To add facilities from Procurement

- 1. Select Location Management in the Administration menu.
- Select Facilities > Add Facility from Procurement on the Location Management page.

The Search for a Procurement Facility to Add to Mobile SCM page appears.

	l <sup>®</sup>	Welcome, Mpc User [logout]
		?
Administration	🕪 Location Mgmt. 🗸 Facilities 🔍 🗸 Locations Sub Locat	ions
Location Management	Search	Cancel
Printer Management Global Reports		
Par and Cycle	Q Search for a Procurement Facility to Add to Mobile SCM	
Cycle Counting	Facility: (all)	
Par Counting	Eacility Description:	
	-	
	4	

Figure 12. Form clip: Search for a Procurement Facility to Add to Mobile SCM

3. Consider the following fields.

Facility	Select the name of the facility you want to add from Procurement.
Facility Description	Enter the facility description you want to add from Procurement.

4. Click Search to display the facilities that match your search criteria.

The Select a Procurement Facility to Add to Mobile SCM page appears.

Figure 13. Form clip: Select a Procurement Facility to Add to Mobile SCM

총 LAWSON	<sup>®</sup> Mobile SCM				Welcome, Mpc User	[logout]
Administration	Section Mgmt.	+ Facilities	- Locations	Sub Locations		
User Management Location Management Printer Management Clobal Reports	Select a Procu	rement Facility to	Search Ag	ain Cancel		
Par and Cycle Cycle Counting Par Counting	Facility ID	Facility Descriptio	m	Previously Added		
	1	COMPANY 1		~	Add to Mobile	SCM
	2	COMPANY 2		✓	Add to Mobile	SCM
	1006	PROC G1			Add to Mobile	SCM
	1007	PROC G2			Add to Mobile	SCM
	1008	PROC G3			Add to Mobile	SCM
	1009	PROC G4			Add to Mobile	SCM
	1010	PROC G5			Add to Mobile	SCM
	Page 1 of 1		Go to F	Page: Go	First Page   Previous   Next	Last

5. Click Add Facility to Mobile SCM next to the facility you want to add to the application server.

The Add Procurement Facility to Mobile SCM page appears.

Figure 14. Form clip: Add Procurement Facility to Mobile SCM

炎 LAWSON	Mobile SC <i>N</i>				Welcome, Mpc User	[logout]
Administration User Management	Nocation Mgmt.	+ Facilities	✓ Locations	Sub Locations	]	
Location Management Printer Management Global Reports	Add Drog Irom	opt Eacility to Mak	< Back to Add	ОК	Cancel	
Par and Cycle Cycle Counting Par Counting	Add Produrement Facility to Mobile SCM?					
	Faci Facility Descr	ity ID: 1006 ption: PROC G1				

- 6. Click OK to add the facility from Procurement.
- 7. To add another facility, click Add Another and follow the preceding steps. When you are finished adding new facilities, click Done.

## **Modifying Facilities**

Use this procedure to modify facilities not associated with Lawson Procurement.

Need More Details? Check out the following concepts:

"What is Location Management?" on page 19

#### **STEPS** To modify facilities

- 1. Select Location Management in the Administration menu.
- 2. Select Facilities > Modify on the Location Management page.

#### The Search for a Facility to Modify page appears.

Figure 15. Form clip: Search for a Facility to Modify

	J° Mobile SCM		Welcome, Mpc User	[logout]
Administration	Location Mamt - Escilition	- Locations Qub Locations		?
User Management	Pacifiles			
Printer Management Global Reports		Search Cancel		
Par and Cycle	Q Search for a Facility to M	noairy		
Cycle Counting Par Counting	Facility: (all )	×		
	Facility Description:	Facility Association: ( all )		
	-			
	4			

3. Consider the following fields.

Facility	Select the facility you want to modify.
Facility Description	Enter the description of the facility you want to modify.
Facility Association	Select the association to Procurement of the facility you want to modify.

4. Click Search to display all facilities that fit your search criteria.

The Select Facility to Modify page appears.

Figure 16. Form clip: Select Facility to Modify

	NI <sup>®</sup>			weico	me, Mpc User
	N Mobile SCA	٨			
nistration	Location Mgmt.	▼ Facilities ▼ Loc	ations Sub Location	IS	
management tion Management er Management al Reports			Search Again Ca	ancel	
d Cyclo	Select Facility	/ to Modify			
Counting Junting	Facility ID	Facility Description	Item Group	Associated to Procurement	
	1004	ASC	1		Mod
	999	ASSEMBLY FACILITY	1		Mod
	1	COMPANY 1	1	✓	Med
	2	COMPANY 2	2	<b>~</b>	Mad
	1000	ML	1		Mod
	1005	ML FLOOR	1		Mod
	1003	MZ	1		Mod
	Page 1 of 1		Go to Page:	Go First Pa	ige   Previous   Next

5. Click Modify next to the facility you want to modify.

**NOTE** You can click Search Again to return to the Search for a Facility to Modify page, or you can click Cancel to return to the Location Management page.

#### The Modify Facility page appears.

Figure 17. Form clip: Modify Facility

Mobile SCM		Welcome, Mpc User	[logout]
🅪 Location Mgmt. 🝷 Facilities	Locations     Sub Locations		
	Modify Cancel		
Modify Facility			
Facility ID: 1004	Associated to Procurement : No		
Facility Description: ASC	Item Group: 1		
-			
	Mobile SCM     Location Mgmt     Facilities     Modify Facility     Facility IDESCRIPTION: BAC	Mobile SCM     Locations     Sub Locations     Modify     Cancel     Modify Facility     Facility Discription:      Issc     Item Group: 1	Mobile SCM     Welcome, Mpc User            Locations         Sub Locations           Sub Locations        Modify     Cancel       Modify Facility          Facility Description: Bacc        Facility Description:     Bacc    Item Group : 1

- 6. Edit the Facility Description as you need.
- 7. Click Modify Facility to save your changes.
- 8. The Modify Facility page displays the newly-modified user information. Click OK to confirm the changes.

#### **Viewing and Printing Facilities**

Use this procedure to view or print facility information for single facilities

Need More Details? Check out the following concepts:

"What is Location Management?" on page 19

#### STEPS

#### To view or print facilities

- 1. Select Location Management in the Administration menu.
- 2. Select Facilities > View/Print on the Location Management page.

#### The Search for Facility to View/Print page appears.

Figure 18. Form clip: Search for Facility to View/Print

	Mobile SCM		Welcome, Mpc User	[logout]
	Mobile SCM			?
Administration	Nocation Mgmt Facilities	✓ Locations		
User Management				
Printer Management		Search Cancel		
Global Reports	<ul> <li>Search for a Eacility to View</li> </ul>	(/Drint		
Par and Cycle		()		
Cycle Counting	Facility: ( all )	Status: (all) 💌		
Par Counting				
	Facility Description:	Facility Association: ( all )	<b>V</b>	
	1			

3. Consider the following fields.

Facility	Select the facility you want to view or print.
Facility Description	Enter the description of the facility you want to view or print.
Status	Select the activity status of the facility that you want to view or print.
Facility Association	Select the association to Procurement of the facility you want to view or print.

4. Click Search to display all the facilities that fit your search criteria.

The Select Facility to View/Print page appears.

Welcome, Mpc User 炎 LAWSON® 🛛 Mobile SCM 🅪 Location Mgmt. 🝷 Facilities - Locations Sub Locations Administration User Management Location Management Printer Management Global Reports Search Again Cancel Select Facility to View/Print Cycle Counting Par Counting Associated to Procurement <u>Status</u> Facility ID Facility Description Item Group 1004 ASC Active View/Print 999 ASSEMBLY FACILITY Active View/Print 1 COMPANY 1 4 Active View/Print 2 COMPANY 2 ~ Active View/Print 1000 ML Active View/Print 1005 ML FLOOR Active View/Print 1003 MZ Active View/Print 1006 PROC G1 V Active View/Print ~ 1007 PROC G2 Active View/Print 1008 PROC G3 V Active View/Print First Page | Previous | Next | Last Page 1 of 2 Go to Page: GO

Figure 19. Form clip: Select Facility to View/Print

5. Click View/Print next to the facility you want to view or print.

The View/Print Facility page appears.

Figure 20. Form clip: View/Print Facility

			Welcome, Mpc User	[logout]
	Mobile SCM			?
Administration	🥪 Location Mgmt. 👻 Facilities 🔹	Locations     Sub Locations	]	
User Management Location Management		Drint Dono		
Printer Management		Print Duie		
Global Reports	View / Print Facility			
Par and Lycle Cycle Counting	Facility ID: 1	Status: Active		
Par Counting	Excitity Description: COMPANY 1	Accepted to		
	Facility Description. Company 1	Procurement : Yes		
	Item Group: 1			

- 6. Click Print to print the facility information.
- 7. Click Print Label to print a facility bar code label.
- 8. Click Done to return to the Location Management page.

## **Inactivating Facilities**

Use this procedure to inactivate facilities that are no longer in use. This does not delete the facility so administrators can maintain a record of a facility's activities.

Need More Details? Check out the following concepts:

• "What is Location Management?" on page 19

#### **STEPS** To inactivate facilities

- 1. Select Location Management in the Administration menu.
- 2. Select Facilities > Inactivate on the Location Management page.

The Search for a Facility to Inactivate page appears.

Figure 21. Form clip: Search for a Facility to Inactivate

	Mobile SCM				Welcome, Mpc User	[logout]
	MODILE SCM					?
Administration	🅪 Location Mgmt. 🝷 Facil	ties 🗸 🗸 Location:	s Sub	Locations		
User Management Location Management			o 1			
Printer Management			Search	Cancel		
Global Reports	Q Search for a Faci	lity to Inactivate				
Par and Cycle	•					
Cycle Counting	Facility: (al	) 🔹	Procuremen	nt Status: 🛛 🚺 💌		
Par counting	Facility Description:		Facility As	sociation: ( )		
				I( di )		

3. Consider the following fields.

Facility	Select the facility you want to inactivate.
Facility Description	Enter the description of the facility you want to inactivate.
Status	Select the activity status of the facility that you want to inactivate.
Facility Association	Select the association to Procurement of the facility you want to inactivate.

4. Click Search to display all facilities that fit your search criteria.

The Select Facility to Inactivate page appears.

Welcome, Mpc User 炎 LAWSON® 🛛 Mobile SCM 🅪 Location Mgmt. 🝷 Facilities - Locations Sub Locations Administration User Management Location Management Printer Management Global Reports Search Again Cancel Select Facility to Inactivate Cycle Counting Par Counting Associated to Procurement Facility ID Facility Description Item Group 1004 450 Inactivate 999 ASSEMBLY FACILITY Inactivate 1 COMPANY 1 • Inactivate COMPANY 2 ~ Inactivate 2 1000 ML Inactivate 1005 ML FLOOR Inactivate 1003 MZ Inactivate 1 1006 PROC G1 V Inactivate ~ 1007 PROC G2 1 Inactivate 1008 PROC G3 Inactivate Go to Page: GO First Page | Previous | Next | Last Page 1 of 2

Figure 22. Form clip: Select Facility to Inactivate

5. Click Inactivate next to the facility you want to inactivate.

The Inactivate Facility page appears.

Figure 23. Form clip: Inactivate Facility

	J <sup>®</sup> Mobile SCM	Welcome, Mpc User	[logout]
			?
Administration User Management	Cocation Mgmt Facilities - Locations Sub Locations		
Location Management	Inactivate Cancel		
Global Reports	To and the PostUke		
Par and Cycle	Inactivate Facility		
Cycle Counting Par Counting	Inactivate the following Facility?		
	Facility ID: 1006		
	Facility Description: PROC G1		
	k i i i i i i i i i i i i i i i i i i i		

- 6. Click Inactivate to inactivate the selected facility.
- 7. The Inactivate Facility confirmation page appears. Click OK to return to the Location Management page.

### **Adding Locations from Procurement**

Use this procedure to add locations from the Lawson Procurement database.
**Need More Details?** Check out the following concepts:

• "What is Location Management?" on page 19

#### **STEPS** To add locations from Procurement

- 1. Select Location Management in the Administration menu.
- 2. Select Facilities > Add Location from Procurement on the Location Management page.

The Search for a Procurement Location to Add to Mobile SCM page appears.

Figure 24. Form clip: Search for a Procurement Location to Add to Mobile SCM

炎 LAWSON	<b>J</b> <sup>®</sup> Mobile SCM	١			Welcome, Mpc User	[logout]
Administration User Management Location Management	Cocation Mgmt.	▼ Facilities	- Locations Search	Sub Locations		
Printer Management Global Reports Par and Cycle	Q Search for	a Procurement L	ocation to Add to N	Mobile SCM		
Cycle Counting Par Counting	Fac	lity: (Select One) ID:	V			
	Location Descript	ion:				

3. Consider the following fields.

Facility	Select the facility of the Procurement location you want to add.
Facility ID	Enter the facility ID of the Procurement location you want to add.
Location Description	Enter the description of the Procurement location you want to add.

4. Click Search to display all the Procurement locations that fit your search criteria.

**NOTE** Par location are automatically added for use in Par and Cycle Counting based on their existence in Supply Chain Management. The Select Procurement Location to Add to Mobile SCM page appears.

Figure 25. Form clip: Select Procurement Location to Add to Mobile SCM

	°				Welcome, Mp	oc User	[logout]
	Mobile SCM						?
Administration	🅪 Location Mgmt. 🖵	Facilities	- Locations	Sub Locations			
Location Management							
Printer Management			Coareb Again	Cancel			
Pay and Cyclo			Joean Chi Agailt	Cancer			
Cycle Counting Par Counting	Select Procure	ment Location to A	dd to Mobile SCM				
	Facility ID: Facility Description	1006 : PROC G1					
	Location ID	Location Descript	ion	Previously Added			
	SR#2	STORAGE ROOM#2				Add to Mobile SO	м
Ī	SR#3	STORAGE ROOM#3				Add to Mobile SC	м
	SR#4	STORAGE ROOM#4				Add to Mobile SC	м
	SR#5	STORAGE ROOM#5				Add to Mobile SC	м
	Page 1 of 1		Go to Page:	Ga	First Page	Previous   Next	Last

5. Click Add to Mobile SCM next to the facility you want to add to the application server.

The Add Procurement Location to Mobile SCM page appears.

Figure 26. Form clip: Add Procurement Location to Mobile SCM

				v	Velcome, Mpc User	[logout]
	MODILE SCA	`				•
Administration	Section Mgmt.		- Locations	Sub Locations		-
User Management Location Management						
Printer Management						
Global Reports			Add	Cancel		
Par and Cycle	Add Procuren	ent Location to Mobil	le SCM			
Par Counting						
	Facilit	/ID: 1006	Report Groups :			
	Facility Descrip	tion: PROC G1				
	Location	n ID: SR#2				
	Location Descrip	tion: STORAGE ROOM#2				
	Location Descrip					
	Application	Location Activities	Assign			
		åssembly				
	-	Case Cart Pick				
		Decontamination				
		Instrument Source				
		Sterilization				
		Storage				
		Transfer				
	MPC					
		EXCHANGE CART				
		PAR	🗖 🛛 Par Loca	tions are assigned in Lawsor	n Procurement	
		PICK FOR PAR	Pick for P	ar is only available if Locatio	n is a Par Location	

6. Consider the following fields on the Add Procurement Location to Mobile SCM page.

Exchange Cart	Select this check box if the location is an
	exchange cart.

Par Location	Indicates that the location is a par location.
	<b>NOTE</b> This field can only be set based on the existence of a Supply Chain Management par location.
Pick-for-Par (PFP)	Select this check box if the location is a pick for par location.
	<b>NOTE</b> Pick for Par is only available if the location is a par location.

- 7. Click Print Label to print a bar code label for the location.
- 8. To add another facility, click Back to Search Results and follow the preceding steps. When you are finished adding new facilities, click Done.

# **Modifying Locations**

Use this procedure to modify locations not associated with Lawson Procurement.

Need More Details? Check out the following concepts:

• "What is Location Management?" on page 19

### **STEPS** To modify locations

- 1. Select Location Management in the Administration menu.
- 2. Select Locations > Modify on the Location Management page.

#### The Search for a Location to Modify page appears.

Figure 27. Form clip: Search for a Location to Modify

Administration User Management Location Management Clobal Reports Par and Cycle Cycle Counting Facility: [rem F	
Over management     Search     Cancel       Printer Management     Goal Reports     Q       Goal Reports     Q     Search for a Location to Modify       Par and Cycle     Cycle Counting     Facility: [Cell]	
Q Search for a Location to Modify Par and Cycle Cycle Counting Facility: [Git]	
Cycle Counting Facility:	
Par Counting	
Location Description:	
Location Activities (all) Assembly Case Cart Pick Decontamination Instrument Source Staritation Transfer Par Pick for Par Deliver To Receiving ad Delivery Transfer	

3. Consider the following fields.

Facility	Select the facility of the location that you want to modify.
Location ID	Enter the location ID of the location that you want to modify.
Location Description	Enter the description of the location that you want to modify.
Location Activities	Select the activities associated with the location that you want to modify.
	<b>TIP</b> To select more than one activity, hold down the <b>Ctrl</b> key while selecting activities.
Location Association	Select the association to Procurement of the location that you want to modify.

4. Click Search to display all users that fit your search criteria.

The Select Location to Modify page appears.

**NOTE** For information about navigating search results see "To navigate search results" on page 56. **NOTE** You can click Search Again to return to the Search for a Location to Modify page, or you can click Cancel to return to the Location Management page. Figure 28. Form clip: Select Location to Modify

炎 LAWSON	Mobile	SCM			Welcom	e, Mpc User	[logout]
Administration User Management Location Management Printer Management Global Reports	Cocation M	gmt. 👻 Facilities	✓ Locations Se	Sub Locations	ncel		
Par and Cycle	Select Lo	ation to Modify					
Cycle Counting Par Counting	Facility ID	Facility Description	Location ID	Location Description	Location Activities	Associated to Procurement	
	1	COMPANY 1	PAR1	Par With PFP 1	Par Pick For Par Deliver To	~	Modify
	2	COMPANY 2	PAR1	Par With PFP 1	Par Pick For Par Deliver To	~	Modify
Ī	1	COMPANY 1	PAR2	Par With PFP 2	Par Pick For Par Deliver To	~	Modify
_	2	COMPANY 2	PAR2	Par Non PFP 2	Par Deliver To	✓	Modify
	1	COMPANY 1	TSPAR	Test Par Location	Par Requesting	~	Modify
	Page 1 o	f1		Go to Page:	Go First Page	e   Previous   Ni	exit   Last

5. Click Modify next to the location that you want to modify.

The Modify Location page appears.

	©				Welcome, Mpc User	[logout]
	Mobile SC/	N				?
Administration	Nocation Mgmt.	- Facilities	- Locations	Sub Locations		-
User Management					1	
Printer Management			Modify	Uancel		
Global Reports	Modify Locati	on				
Par and Cycle						
Cycle Counting Par Counting	Facilit	y ID: 1		Associated to Procureme	ent: Yes	
. a country	Facility Descrip	tion: COMPANY 1		Report Grou	ups :	
	Locatio	n ID: PAR1				
	Location Descrip	tion: Par With PEP 1				
	Location Descrip					
	Application	Location Activities	Ass	ign		_
-	- Cart	Assembly				
		Case Cart Pick				
-		Decontamination				
		Instrument Source				
		Sterilization				
		Storage				
		Transfer				
	MPC					
		Par	W.	Par Locations are assign	ed in Lawson Procurement	
		Pick For Par	V	Pick for Par is only availa	able if Location is a Par Location	
	RAD					
		Deliver To	M			

Figure 29. Form clip: Modify Location

6. Click Consider the following fields.

Location Description	Enter a brief description of the selected location.
	<b>NOTE</b> If the location you are modifying was created in Lawson Procurement, this field is display only.

Report Groups	Select the report group you want to associate with the locations. See "Report Groups" on page 19 for information about report groups.
Exchange Cart	Select this check box if the location is an exchange cart.
Par	Indicates that the location is a par location.
	<b>NOTE</b> This field can only be set up in Lawson Procurement.
Pick for Par	Select this check box if the location is a pick for par location.
	<b>NOTE</b> Pick for Par is only available if the location is a par location.

7. Click Modify to save your changes.

The Modify Location page appears.

Figure 30. Form clip: Modify Location

					Welcome, Mpc User	[logout]
	MODILE SCM					?
Administration	📚 Location Mgmt. 🛛	<ul> <li>Facilities</li> </ul>	- Locations	Sub Locations		
User Management Location Management Printer Management			Print Labe	el Done		
Global Reports Par and Cycle	Modify Location					
Cycle Counting Par Counting	🔽 The following	Location was modi	fied:			
	Facility	ID: 1	Associate Procurem	ed to Yes ient:		
	Facility Descript	ion: COMPANY 1	Re Grou	xport ups :		
	Location	ID: PAR1				
_	Location Descript	ion: Par With PFP 1				
-	Location Activ	ties Par Pick For Par Deliver To				

8. Consider the following options.

Print Label	Click this button to print a bar code label for this location.
Done	Click this button to return to the Location
	Management page.

## **Viewing and Printing Locations**

Use this procedure to view or print location information for single locations.

Need More Details? Check out the following concepts:

• "What is Location Management?" on page 19

#### **STEPS** To view or print locations

- 1. Select Location Management in the Administration menu.
- 2. Select Locations > View/Print on the Location Management page.

The Search for a Location to View/Print page appears.

Figure 31. Form clip: Search for a Location to View/Print

i LAWSON	N° Mobile SCM Welcom	a, Mpc User	[logout]
Administration	Cocation Mgmt Facilities - Locations Sub Locations		
Cocation Management Printer Management	Search Cancel		
Par and Cycle	Q Search for a Location to View/Print		
Cycle Counting Par Counting	Facility: 👔 👔 )		
	Location ID: Status: (all)		
	Location Description: Location Association:	¥	
	Location Activities Can teck Asserticity Cecon transmation Instrument Source Steritation Storage Transfer Par Poker To Beceiving and Delivery Transfer Receiving		

3. Consider the following fields.

Facility	Select the facility of the location that you want to view or print.
Location ID	Enter the location ID of the location that you want to view or print.
Location Description	Enter the description of the location that you want to view or print.
Location Activities	Select the activities associated with the location that you want to view or print.
	<b>TIP</b> To select more than one activity, hold down the <b>Ctrl</b> key while selecting activities.
Location Association	Select the association to Procurement of the location that you want to view or print.

4. Click Search to display all users that fit your search criteria.

#### The Select Location to View/Print page appears.

Figure 32. Form clip: Select Location to View/Print

	l° uskal					Welcome, Mpc User	[logout]
	MODILE	e SCM					?
Administration	Nocation	Mgmt. 👻 Facilities	- 1	_ocations	Sub Locations		•
User Management Location Management Printer Management Global Reports				Search Agai	n Cancel		
Par and Cycle	Select L	ocation to View/P	rint				
Cycle Counting Par Counting	<u>Facility II</u>	<u> Facility Description</u>	Location I	D Location Descri	ption Location Acti	Associated to ivities <u>Status</u> Procurement	
	1	COMPANY 1	66666	Best Location		Active	View/Print
	1004	ASC	AC A	AC ASC	Assembly Case Cart Pick Decontaminati Instrument So Sterilazion Storage Transfer Requesting Stock Location	on urce Active	View/Print
	999	ASSEMBLY FACILITY	ASS A	ASSEMBLY LOCA	Assembly Case Cart Pick Decontaminati Instrument So TION Sterilization Storage Transfer Requesting Stock Location	on urce Active	View/Print
	1000	ML	CAN A	CANCEL CASE CA	Assembly Case Cart Pick Decontaminati Instrument So RT Sterlization Storage Transfer Requesting Stock Location	on urce Active	View/Print

5. Click View/Print next to the facility you want to view or print.

The View/Print Location page appears.

Figure	33.	Form c	lip:	View/Print	Location
i iguic	00.	1 01111 01	mp.	10010111000	Docurron

	1°				Welcome, Mpc User	[logout]
	Mobile SCA	٨				?
Administration	Section Mgmt.	- Facilities	- Locations	Sub Locations		
User Management	-					
Location Management			Print	Print Label	Done	
Printer Management						
Global Reports	View/Print Lo	ation				
Par and Cycle						
Cycle Counting	Facilit	:y ID: 1		Status: Active		
Par Counting	Facility Descrip	otion: COMPANY 1	Asso Procu	iated to ement :		
	Locatio	n ID: PAR1		Report Groups :		
	Location Descrip	otion: Par With PFP 1				
	Application	Location Activities		Assign		
	SIM					
		Assembly				
		Case Cart Pick				
		Decontamination				
		Instrument Source				
		Sterilization				
		Storage				
		Transfer				
	MPC					
		Par		~		
		Pick For Par		~		
	RAD					
		Deliver To		~		
		Receiving and Delivery	/ Transfer			

6. Consider the following options.

Print	Click this button to print the location information.
Print Label	Click this button to print a bar code label for this location.
Done	Click this button to return to the Location Management page.

## **Inactivating Locations**

Use this procedure to inactivate locations that are no longer in use. This does not delete the location so administrators can maintain a record of a location's activities.

Need More Details? Check out the following concepts:

• "What is Location Management?" on page 19

#### **STEPS** To inactivate locations

- 1. Select Location Management in the Administration menu.
- 2. Select Locations > Inactivate on the Location Management page.

The Search for a Location to Inactivate page appears.

Figure 34. Form clip: Search for a Location to Inactivate

🧼 LAWSON	¶ <sup>®</sup> Mobile SCM	Welcome, Mpc User	[logout]
Administration	Cocation Mgmt Facilities - Locations	Sub Locations	
Location Management Printer Management Global Reports	Search	Cancel	
Par and Cycle Cycle Counting Par Counting	Facility: ((all)		
Par counting	Location ID:	Procurement ( all )	
	Location Description:	Location ( all )	
	Location Activities (a) Assembly Assembly Assembly Pick Original Contramation Instrument Source Startilization Storage Transfer Par Pick For Par Deliver To Receiving and Delivery Transfer Receiving		

3. Consider the following fields.

Facility	Select the facility of the location that you want to inactivate.
Location ID	Enter the location ID of the location that you want to inactivate.
Location Description	Enter the description of the location that you want to inactivate.
Location Activities	Select the activities associated with the location that you want to inactivate.
	<b>TIP</b> To select more than one activity, hold down the <b>Ctrl</b> key while selecting activities.

Location Association Select the association to Procurement of the location that you want to inactivate.

4. Click Search to display all locations that fit your search criteria.

The Select Location to Inactivate page appears.

Figure 35. Form clip: Select Location to Inactivate

						Welcome, Mpc User	[logou	.t]
	N Mobile	SCM						?
Administration User Management Location Management Printer Management Global Reports	Nocation	Mgmt. 🔻 Facilities	- Loca	tions Sub	Cancel			
Par and Cycle Cycle Counting Par Counting	Select L	ocation to Inactiva	te Location ID	Location Descript	tion Location Activit	Associated to		
	1	COMPANY 1	aaaaa	Best Location			Inactivate	
	1004	ASC	AC A	AC ASC	Assembly Case Cart Pick Decontamination Instrument Source Sterifization Storage Transfer Requesting Stock Location	8	Inactivate	
	999	ASSEMBLY FACILITY	ASS A	ASSEMBLY LOCATI	Assembly Case Cart Pick Decontamination Instrument Source Storage Transfer Requesting Stock Location	3	Inactivate	
	1000	ML	CAN A	CANCEL CASE CAR	Assembly Case Cart Pick Decontamination Instrument Source T Sterilization Storage Transfer Requesting Stock Location	9	Inactivate	
					Accombly			

5. Click Inactivate next to the facility you want to inactivate.

The Inactivate Location page appears.

Figure 36. Form clip: Inactivate Location

	J° Mobile SCM			Welcome, Mpc User	[logout]
Administration User Management Location Management Anitrer Management Clobal Reports Par and Cycle Cycle Counting Par Counting	Mobile SCM     Location Mgmt.      Facilities      Inactivate Location     Facility In I     Facility Description: COMPANY 1	Locations     Inactivate	Sub Locations	Welcome, Mpc User	(logout)
	Location ID: aaaa Location Description: Best Location Location Activities				

- 6. Click Inactivate to inactivate the selected location.
- 7. The Inactivate Location confirmation page appears. Click OK to return to the Location Management page.

## **Printing Location Labels**

Use this procedure to print bar code labels for locations.

Need More Details? Check out the following concepts:

• "What is Location Management?" on page 19

#### **STEPS** To print location labels

- 1. Select Location Management in the Administration menu.
- 2. Select Locations > Print Labels on the Location Management page.

The Search for a Location to Print Labels page appears.

Figure 37. Form clip: Search for a Location to Print Labels

炎 LAWSON	<b>J</b> <sup>®</sup> Mobile SCM	Welcome, Mpc User	[logout]
Administration User Management Location Management Printer Management	Location Mgmt. Facilities Locations Sub Locations Search Cancel		
Global Reports Par and Cycle Ordia Counting	Q Search for a Location to Print Labels		
Par Counting	Facirity: ([(all))		
	Location Description: Loca Associat	tion (al)	
	Location Activities Assembly Case Cart Pol- Dectormination Storage Transfer Par Pol-For Par Define To Receiving and Delivery Transfer Receiving		

3. Consider the following fields.

Facility	Select the facility of the location for which you want to print labels.			
Location ID	Enter the location ID of the location for which you want to print labels.			
Location Description	Enter the description of the location for which you want to print labels.			
Location Activities	Select the activities associated with the location for which you want to print labels.			
	<b>TIP</b> To select more than one activity, hold down the <b>Ctrl</b> key while selecting activities.			
Location Association	Select the association to Procurement of the location for which you want to print labels.			

4. Click Search to display all users that fit your search criteria.

**NOTE** You can click Search Again to return to the Search for a Location to Print Labels page. The Select Locations to Print Labels page appears.

Figure 38. Form clip: Select Locations to Print Labels

	Mob	ile SCM					?		
Administration	🅪 Locat	ion Mgmt. 🝷 Facil	ities 🗸 🗸 Locations	Sub Locations			•		
Location Management Printer Management Global Reports	Soloct	Locations to [	< Search Agai	n Print Labels Cancel					
Par and Cycle Cycle Counting Par Counting	Eabel Pr Rows on Fa <u>Check All</u>	aciity: 1 - COM inter: Q Page: All   <u>Uncheck All</u> Ch	PANY 1 Rows Listed: eck.All   Uncheck.All			Associated to			
	Print	Location ID	Location Description	Location Activities	<u>Status</u>	Procurement	_		
		aaaaa	Best Location		Active	~			
		ELOC1	External LOCATION1	Deliver To Receiving and Delivery Transfer Receiving Requesting Stock Location	Active				
		ELOC2	External LOCATION2	Deliver To Receiving and Delivery Transfer Receiving Requesting Stock Location	Active				
		LLOC1	Local LOCATION1	Deliver To Receiving Requesting Stock Location	Active	~			
		LLOC2	Local LOCATION1	Deliver To Requesting Stock Location	Active	~			
		PAR1	Par With PFP 1	Par Pick For Par Deliver To	Active				
		PAR2	Par With PFP 2	Par Pick For Par	Active				

- 5. Select the check boxes of the location for which you want to print labels.
- 6. Click Print.
- 7. On the Print Labels confirmation page click Done to return to the Location Management page.

# **Printing Sub Location Labels**

Use this procedure to print sub location labels.

#### **STEPS** To print sub location labels

- 1. Select Location Management in the Administration menu.
- 2. Select Sub Locations on the Location Management page.

The Search for Sub-Locations to Manage / Print Labels appears.

Figure 39. Form clip: Search for Sub-Locations to Manage / Print Labels

炎 LAWSON	Mobile SCM				Welcome, Mpc User	[logout]
Administration	🌝 Location Mgmt. 🝷 Faciliti	88	✓ Locations	Sub Locations		•
Location Management Printer Management			Next	Cancel		
Global Reports	Q Search for Sub-Lo	ocations to	Manage / Print Lal	oels		
Cycle Counting Par Counting	Facility:	( select one	e)	•		
	Location:	( select one	e ) 💌			
	From Sub Location:	Leave blank	for first Sub Location			
	To Sub Location:					
		Leave blank	for last Sub Location			

3. Consider the following fields.

Facility	Select the facility to which the sub-location belongs.
Location	Select the location to which the sub-location belongs.
From Sub Location	Enter a sub-location to search for a range of sub-locations.
To Sub Location	Enter a sub-location to search for a range of sub-locations.

4. Click Next to display all the sub locations that fit your search criteria.

#### The Sub Locations page appears.

Figure 40. Form clip: Sub Locations

총 LAWSON	Mobile SCM	Welcome, Mpc User [logout]
Administration	Cocation Mgmt Facilities - Locations Sub Locations	
Location Management Printer Management	Done Car	ncel
Global Reports	Sub Locations	
Cycle Counting Par Counting	Facility: 1000 - ML From Sub Location	Defect
	Label Printer : Q	Reliest
	Rows on Page: Al Rows Listed: Checked Sub-Locations: Check All   Uncheck All Check All   Uncheck All Print Labels Inactivate	Add Sub Locations
	Sub Location Inactivate Procurement Bin 🥑	
_	T A01-A01 🔇	
	🗆 A01-A02 🛛 🔕	
	🗖 A01-A03 🛛 🔕	
	🗆 A01-A04 🛛 🙁	
	🗖 A01-A05 🛛 🙁	
	🗖 A01-A06 🛛 🙁	
	T A01-B01 🔇	
	🗖 A01-B02 🛛 🔇	
	🗖 A01-B03 🛛 🙁	
	🗆 A01-B04 🛛 🙁	
	Page 1 of 58 Go to Page:	Go First Page   Previous   <u>Next</u>   <u>Last</u>

- 5. On the Sub Locations page, select the check boxes of the sub locations for which you want to print bar code labels.
- 6. Click Print Labels.
- 7. When you have finished print sub location labels, click Done.

## Adding Users from the Portal

Users perform specific tasks, depending on the groups they are assigned to. Groups are made up of users who perform similar tasks. When you add users, you assign values to them that determine the data they can access and the tasks they can perform.

Need More Details? Check out the following concepts:

• "What is User Management?" on page 18

#### **STEPS** To add a user from the Portal

- 1. Select User Management in the Administration menu.
- 2. Select Users > Add New from Portal on the User Management page.
- 3. Select Users > Add New from Portal on the User Management page.

The Search for a Portal User to Add to Mobile SCM page appears.

Figure 41. Form clip: Search for a Portal User to Add to Mobile SCM

炎 LAWSO	<b>N</b> <sup>®</sup> Mobile SC	м			Welcome, Mpc User	[logout]
Administration	📸 User Mgmt.	- Users	✓ Groups			
User Management Location Management Printer Management			Search	Cancel		
Global Reports	Q Search fo	or a Portal Use	er to Add to Mobile SCM			
Cycle Counting Par Counting	Porta	User ID:				
	Fir	st Name:				
	La	st Name:				
	Emp	loyee ID:				
	-					

4. Consider the following fields.

Portal User ID	Enter the user ID for the portal user that you want to add to Mobile SCM.
First Name	Enter the first name for the portal user that you want to add to Mobile SCM.
Last Name	Enter the last name for the portal user that you want to add to Mobile SCM.

5. Click Search.

The Select a Portal User to Add to Mobile SCM page appears.

**NOTE** For information about navigating search results see "To navigate search results" on page 56 Figure 42. Form clip: Select a Portal User to Add to Mobile SCM

	°				Wei	come, Mpc User	[logout]
	Mobile SCM						?
Administration	📸 User Mgmt. 🛛	🕶 Users	🕶 Groups				
Location Management			Se	arch Again	Cancel		
Global Reports	Cooreb Beeult	a : Coloct o D	ortol Lloor to A	dd to Mobilo CC	<u>u</u>		
ar and Cycle	Search Result	s . Selett a Pi	urtar user tu A	uu to Mobile Sci	vi		
Cycle Counting Par Counting	Portal User ID	First Name	Last Name	Employee ID	Used in Mobile SCM		
	арех	N	N			Add to Mobile SCN	1
	BAYANGOSJ	JOSHUA B	BAYANGOS			Add to Mobile SCN	1
	BLANSONJ	JARVIS	BLANSON			Add to Mobile SCN	1
	BROWNE	ELINDA	BROWN			Add to Mobile SCN	1
	CARRASCOP	PEDRO M	CARRASCO			Add to Mobile SCN	1
	CHATMANM	MALEEKE	CHATMAN			Add to Mobile SCM	4
	CHUMBIAUCAP	PAMELA M	CHUMBIAUCA			Add to Mobile SCN	4
	DARDENL	LUCIANA B	DARDEN			Add to Mobile SCN	4
	DONOVANK	KAYOKO K	DONOVAN			Add to Mobile SCM	4
	EARLYB	BARBARA	EARLY			Add to Mobile SCN	4
	Page 1 of 4			Go to Page:	Go First F	Page   Previous   <u>Next</u>	t   Last

6. Click Add to Mobile SCM to add the portal user.

The Add Portal User to Mobile SCM page appears.

Figure 43. Form clip: Add Portal User to Mobile SCM

	·		Welcome, Mpc User	[logout]
	Mobile SCM			?
Administration	📸 User Mgmt. 🔍 Users 🔍	Groups		
User Management Location Management		Add Usor Concol		
Printer Management		Audusei		
Global Reports	Add Portal User to Mobile SCM			
Par and Cycle Cycle Counting Par Counting	User Information			
	Portal User ID : EARLYB			
	First Name : BARBARA	Employee ID :		
	Last Name : EARLY	E-mail :		
_	Mobile SCM Information			
1	Group : (select one)	×		
	Location Access : Assign Acces	55		
	Default Locations : Assign Defau	ults		

7. Consider the following fields and controls.

Group	Select the group to which the user is assigned.
Assign Access	Click this button to assign user access to locations. See "To assign user access to locations" on page 53 for steps on how to assign user access.

Assign Defaults Click this button to set the default locations for the user. See "To assign locations defaults" on page 55 for steps on how to set location defaults.

8. Click Add User to add the new user information to the application.

The Add New User confirmation page appears with the information for the user you added.

Figure 44. Form clip: Add New User

						Welcome, Mpc User [logout		
	Mobile SC	m						?
Administration	Si User Mgmt.	- Users		✓ Groups	]			
User Management Location Management					01/			
Printer Management					UK			
Global Reports	Add New Us	er						
Par and Cycle								
Par Counting	The follow	ing user was	added:					
	User I	D: EARLYB		Status: /	Active			
	First Nam	e: BARBARA		Employee ID:				
	Last Nam	e: EARLY		E-mail:				
	Grou	p: ADMIN						
	-							
	Default Locat	ions	Facility IC	) Facility Na	me	Location ID	Location Name	
	- Facility/Locati	ion Access	Facility IC	) Facility Na	me	Location ID	Location Name	

9. Click OK to return to the User Management page.

#### **STEPS** To assign user access to locations

1. On the Add New User page Select Assign Access.

#### The Location Access page appears.

Figure 45. Form clip: Assign Access to Locations

Assign Access to Locat	ions			
Give Mobile SCM user access on the right and then clicking	to Locations by selecting k "Add"	cations		
User's Locations	🗌 Global Access	System Lo	cations	
Exc. ID. Location ID.		Facility: K	electione)	ocation Namo
Fac. ID EDuation ID	LOLATION Name	ADD		ILLOCATION Name ILLOCATIONS for this Facility,
		REMOVE>>		
		-		<b>T</b>
Select All   Deselect All		Select All	Deselect All	
		Done Cancel		

2. Consider the following fields on the Assign Access to Locations page to assign user access to facility locations.

Global Access	A user can have Global Access, which means that they have access to all Facilities and Locations. Any user with Global Access can grant Global Access to other users. If a user does not have Global Access, the Global Access check box does not display.		
Facility	Locations are assigned one Facility at a time. The Facility drop-down displays that lists all Facilities for which the user has access to one or more Locations.		
Locations	<ul> <li>For each Facility, as an administrator you can grant a user can two levels of access:</li> <li>All Locations: All current Locations for the Facility, as well as any Locations that are added in the future. The All Location option is not displayed if the current user has access to all locations for the facility.</li> <li>Specific Locations: Only the individual Locations that are selected. Only the Locations that the current user has access to will display.</li> </ul>		

3. Click Add after selecting the locations you want to grant the user access to within a facility.

The Locations are added to the User's Locations list. If you want to remove locations that the current user should not have access to, click Remove.

4. Click Done when you are finished granting access to locations for the current user.

## **STEPS** To assign locations defaults

1. Select Default Locations.

The Assign Locations Defaults page appears.

For each application that is installed, the Default Location settings display.

Assign Location Defaults			
Assign default locations for Mobile SCM user.			
Default Locations	Facility	Location	Assigned
SIM			
Default Case Cart Pick	(select one) 💌	(select one) 🔽	
Default Decontamination	(select one) 💌	(select one) 🔽	
Default Instrument Source	(select one) 💌	(select one) 🔽	
Default Sterilization	(select one) 💌	(select one) 🔽	
Default Storage	(select one) 💌	(select one) 🔽	
Default Transfer	(select one) 🔽	(select one) 🔽	
MPC			
Default EXCHANGE CART	(select one) 💌	(select one) 🔽	
Default PAR	(select one) 💌	(select one) 🔽	
Default PICK FOR PAR	(select one) 🔽	(select one) 🔽	
RAD			
Default Deliver To	(select one) 🔽	(select one) 🔽	
Default Issue Requesting Loc	(select one) 💌	(select one) 🔽	
Default Receiving and Delivery Transfer	(select one) 🔽	(select one) 🔽	
Default Receiving	(select one) 🔽	(select one) 🔽	
Default Stock Location	(select one)	(select one) 🔽	
Default Stock Location	OK Cancel	(select one)	

Figure 46. Form clip: Assign Location Defaults

- 2. Select the facility and location to set each default location default for the selected user.
- 3. Click Done.

## **Navigating Search Results**

Use this procedure to navigate through multiple pages of results when performing a search.

#### **STEPS** To navigate search results

1. Perform a search.

A search results page appears.

2. Consider the following fields and controls.

Go to Page	Enter a page number in this field and click Go to display the selected page number.
First Page	Click this link to return to the first page of search results.
Previous	Click this link to display the previous page.
Next	Click this link to display the next page of search results.
Last	Click this page to display the last page of search results.

## **Modifying Users**

Use this procedure to modify user information name, password, employee ID, and group association.

Need More Details? Check out the following concepts:

• "What is User Management?" on page 18

#### **STEPS** To modify a user

- 1. Select User Management in the Administration menu.
- 2. Select Users > Modify on the User Management page.
- 3. Select Users > Modify on the User Management page.

#### The Search for a User to Modify page appears.

Figure 47. Form clip: Search for a User to Modify

炎 LAWSON	Mobile SCM			Welcome, Mpc User	[logout]
Administration	📸 User Mgmt.	▼ Users 💽	Proups		Ý
User Management Location Management Printer Management Global Reports	O. Coardh far	s a Llear ta Madifu	Search	Cancel	
Par and Cycle Cycle Counting Par Counting		Jser ID:	_		
	First	t Name:			
	Last	Group: (all)	•		
		Facility: (select one)	×	User Association: ( all )	

4. Consider the following fields.

User ID	Enter the user ID to search for the user that you want to modify.
First Name	Enter the first name of the user that you want to modify.
Last Name	Enter the last name of the user that you want to modify.
User Group	Select the user group the user belongs to that you want to modify.
Facility	Select the facility of the user that you want to modify.
User Association	Select the Portal association of the user that you want to modify.

5. Click Search to display the users that fit your search criteria.

The Select a User to Modify page appears.

**NOTE** You can click Search Again to return to the Search for a User to Modify page.

Figure 48.	Form clip:	Select a	User	to Modify
	· · · · · · · · · · · · · · · · · · ·			

Schweicher Sch Welcome, Mpc Welcome, Mpc					Welcome, Mpc User	[logout]
Administration	📸 User Mgmt. [	• Users	• Groups			
Location Management Printer Management			Search Again	Cancel		
Global Reports	Search Result	5				
Par and Cycle Cycle Counting Par Counting	User ID	First Name	Last Name	Group	Associated to Portal	
	MENAM	MARCO	MENA	SUPERUSER		Modify
	MENDOZAM	MICHAEL J	MENDOZA	ADMIN		Modify
	MOLINAT	TANIA M	MOLINA	ADMIN		Modify
	MPCUSER	Мрс	User	MPCUSER		Modify
	- MSCMADMIN	MSCMADMIN	MSCMADMIN	ADMIN		Modify
	PARKS	SUN	PARK	ADMIN		Modify
	PHILLIPSF	FIRDI H	PHILLIPS	ADMIN		Modify
	REYESD	DOLORES B	REYES	ADMIN		Modify
	RIVERAF	FRITZEN GLORIA C	RIVERA	ADMIN		Modify
	SANTIAGON	NESTOR P	SANTIAGO	ADMIN		Modify
	Page 3 of 5		Go to Page:	Go	First Page   Previous	Next   Last

- **NOTE** For information about navigating search results see "To navigate search results" on page 56
- 6. Click Modify next to the user that you want to modify.

The Modify User page appears.

Figure 49. Form clip: Modify User

	о <sup>6</sup> н. н. н. есн.	Welcome, Mpc User	[logout]
	Mobile SCM		?
Administration User Management	Sin User Mgmt. Vsers Vorups		
Location Management Printer Management	Modify User Cancel		
Global Reports	Modify User		
Par and Cycle Cycle Counting Par Counting	User Information		
	User ID : MPCUSER		
	First Name : Mpc Associated to Portal : NO		
	Last Name : User Employee ID :		
	Password : E-mail :		
	Confirm Password : Active : Yes		
	User Assignments		
	Group : MPCUSER -		
	Location Access : Assign Access		
	Default Locations : Assign Defaults		

7. Consider the following fields.

User ID	Displays the user ID for the user that you want to modify.
	<b>NOTE</b> The user ID field accepts alpha characters only. The name you enter here is the same name the user enters on the Login page.
First Name	Edit the first name of the new user.

Last Name	Edit the last name of the new user.
Password	Edit a user password.
	<b>NOTE</b> The password must be at least five characters. This is the password the user enters on the Login page.
Confirm Password	Edit the password again to confirm.
Associated to Portal	Displays the status of the current user's association to the Portal.
Employee ID	Edit the employee identification number for the user.
E-mail	Edit a valid e-mail address for the user.
Active	Displays the activity status of the user.
Group	Modify the group to which the user is assigned.

- 8. Modify user location access and default locations for the user. For more information, see "To assign user access to locations" on page 53 and "To assign locations defaults" on page 55.
- 9. Click Modify User to save your changes.
- 10. The Modify User page displays the newly-modified user information. Click OK to confirm the changes.

## **Viewing and Printing Users**

Use this procedure to view or print information about single users.

Need More Details? Check out the following concepts:

"What is User Management?" on page 18

## **STEPS** To view or print a user

- 1. Select User Management in the Set Up menu.
- 2. Select Users > View/Print on the User Management page.

The Search for a User to View/Print page appears.

Figure 50. Form clip: Search for a User to View/Print

	l° Hobilo SC			Welcome, Mpc User [logout]
	mobile sc	m		
Administration User Management	User Mgmt.		- Groups	
Location Management			Search	Cancel
Global Reports	Q Search f	or a User to View /	Print	
Par and Cycle				
Par Counting		User ID:		
	E F	rst Name:		
		act Name:		
	Us	er Group: (all)	•	
	i l	Status: (all) 💌		
		Facility: (select one)	) 🔹	User Association: ( all )

3. Consider the following fields.

User ID	Enter the user ID to search for the user you want to view or print.
First Name	Enter the first name of the user that you want to view or print.
Last Name	Enter the last name of the user that you want to view or print.
User Group	Select the user group the user belongs to that you want to view or print.
Status	Select the activity status of the user that you want to view or print.
Facility	Select the facility of the user that you want to view or print.
User Association	Select the Portal association of the user that you want to view or print.

- 4. Click Search to display all users that fit your search criteria.
- 5. Click Search to display the users that fit your search criteria.

The Select a User to View/Print page appears.

**NOTE** For information about gating search results see "To navigate search results" on page 56. Figure 51. Form clip: Select a User to View/Print

.AWSO	<b>N</b> ° Mobile SC	м				Welcome,	Mpc User
n	📸 User Mgmt.	🕶 Users	🕶 Groups				
igement ement			Sea	rch Again	Cancel		
s	Search Resu	ults					
	<u>User ID</u>	First Name	Last Name	Group	<u>Status</u>	Associated to Portal	
	ADAM	ADAM	LAINE	USERS	Active		View / Print
	BAILEYM	MONICA M	BAILEY	ADMIN	Active		View / Print
	BENOITM	MICHELLE J	BENOIT	ADMIN	Active		View / Print
	BOBA	BOB	AINSBURY	USERS	Active		View / Print
	- BOCOGC	CHRIS	BOCOG	ADMIN	Active		View / Print
	CAESARK	KENNETH	CAESAR	ADMIN	Active		View / Print
	CARRASCOS	SALVADOR	CARRASCO	ADMIN	Active		View / Print
	DANIELSM	MICHAEL	DANIELS	ADMIN	Active		View / Print
	DEWSK	KEITH	DEWS	ADMIN	Active		View / Print
	DUBONA	ANNA A	DUBON	ADMIN	Active		View / Print
	Page 1 of 5			Go to Page:	Go	First Page	Previous   <u>Next</u>

6. Click View/Print next to the user that you want to view or print.

The View/Print User page appears.

Figure 52.	Form c	lip: Vie	w/Print	User
------------	--------	----------	---------	------

×					Welcome, Mpc User	[logout]
	Mobile SCM					?
Administration	States Mant Lisers		irouns			
User Management	1120x 222 mgmm		iloopo			
Location Management			Drint	Dope		
Printer Management			- THIC	Done		
Global Reports	View / Drint Lloor					
Par and Cycle	view / Princ Oser					
Orcle Counting						
Par Counting	User ID: MPCUS	R	Status: Active			
	First Name: Mpc		Employee ID:			
	Last Namo: Likor		Email			
	Last Name. Osci		L. Trons			
	Group: MPCUSE	२				
	Default Locations	Facility ID	Facility Name	Location ID	Location Name	
	Facility/Location Access	Facility ID	Facility Name	Location ID	Location Name	
-	-	1	COMPANY 1	ELOC1	External LOCATION1	
		1	COMPANY 1	ELOC2	External LOCATION2	
		1	COMPANY 1	LLOC1	Local LOCATION1	
		1	COMPANY 1	LLOC2	Local LOCATION1	
		1	COMPANY 1	PAR1	Par With PFP 1	
		1	COMPANY 1	PAR2	Par With PFP 2	
		1	COMPANY 1	PFP1	Par PFP 1	
		1	COMPANY 1	PFP2	Par PFP 2	
		1	COMPANY 1	TMAIN	Test Main Location	
		1	COMPANY 1	TSPAR	Test Par Location	
		1	COMPANY 1	TCYCL	Test Cycle Location	

- 7. Click Print to print the user information.
- 8. Click Done to return to the User Management page.

# **Inactivating Users**

Use this procedure to inactivate users who no longer use the application. This does not delete the user so administrators can maintain a record of a user's activities.

Need More Details? Check out the following concepts:

• "What is User Management?" on page 18

#### **STEPS** To inactivate users

- 1. Select User Management in the Administration menu.
- 2. Select Users > Inactivate on the User Management page.
- 3. Select Users > Inactivate on the User Management page.

The Search for a User to Inactivate page appears.

Figure 53. Form clip: Search for a User to Inactivate

炎 LAWSON	<b>N</b> <sup>®</sup> Mobile SC	M				Welcome, Mpc User	[logout]
Administration User Management Location Management Clobal Reports Par and Cycle Cycle Counting Par Counting	V Mobile SC	M Users or a User to Inactiv ker ID: Name: Name: Group: (al) facility: (select one)	Vate	uarch	Cancel	Welcome, Mpc User	

4. Consider the following fields.

User ID	Enter the user ID to search for the user you want to view or print.
First Name	Enter the first name of the user that you want to inactivate.
Last Name	Enter the last name of the user that you want to inactivate.
User Group	Select the user group the user belongs to that you want to inactivate.
Facility	Select the facility of the user that you want to inactivate.
User Association	Select the Portal association of the user that you want to inactivate.

5. Click Search to display all users that fit your search criteria.

#### The Select a User to Inactivate page appears.

Figure 54. Form clip: Select a User to Inactivate

						Welcome, Mpc	User [lo
	Mobile SCA	٨					
inistration	👬 User Mgmt.	▼ Users					
r Management ation Management iter Management hal Penorte			Search	i Again	Cancel		
and Conta	Search Resu	lts					
le Counting Counting	User ID	First Name	Last Name	Group	Status	Associated to Portal	
	ADAM	ADAM	LAINE	USERS	Active		Inactivate
	BAILEYM	MONICA M	BAILEY	ADMIN	Active		Inactivate
	BENOITM	MICHELLE J	BENOIT	ADMIN	Active		Inactivate
	BOBA	BOB	AINSBURY	USERS	Active		Inactivate
	- BOCOGC	CHRIS	BOCOG	ADMIN	Active		Inactivate
	CAESARK	KENNETH	CAESAR	ADMIN	Active		Inactivate
	CARRASCOS	SALVADOR	CARRASCO	ADMIN	Active		Inactivate
	DANIELSM	MICHAEL	DANIELS	ADMIN	Active		Inactivate
	DEWSK	KEITH	DEWS	ADMIN	Active		Inactivate
	DUBONA	ANNA A	DUBON	ADMIN	Active		Inactivate
	Page 1 of 5		Gi	o to Page:	Go	First Page   Pre	wious   <u>Next</u>   <u>La</u>

6. Click Inactivate next to the user you want to inactivate.

The Inactivate User page appears.

Figure 55. Form clip: Inactivate User

	6			We	icome, Mpc User	[logout]
	Mobile SCM					?
Administration	📸 User Mgmt. 🔍 Users	🕶 Gr	oups			
User Management						
Printer Management			Inactivate	Cancel		
Global Reports	Inactivate User					
Par and Cycle	_					
Par Counting	Inactivate the following	user?				
	User ID: MPCUSE	R	Active: YES			
	First Name: Mpc		Portal User: NO			
	Last Name: User		Employee ID:			
	Group: MPCUSER		E-mail:			
	Default Locations	Facility ID	Facility Name	Location ID	Location Name	
	Facility/Location Accord	Eacility ID	Eacility Namo	Location ID	Location Name	
-	Fucincy/ Edeation Access	( all Facilities )	( all Facilities )	( all Locations )	( all Locations )	

- 7. Click Inactivate to inactivate the selected user.
- 8. The Inactivate User confirmation page appears. Click OK to return to the User Management page.

**NOTE** If you inactivate a user through the portal, Lawson Mobile Supply Chain Management automatically inactivates the corresponding record.

## **Adding Printers**

Use this procedure to add a printer to your system.

Need More Details? Check out the following concepts:

• "How do I Manage Printers?" on page 19

#### **STEPS** To add a printer

- 1. Select Printer Management in the Administration menu.
- 2. Select Printers > Add on the Printer Management page.
- 3. Select Printers > Add on the Printer Management page.

The Add Printer page appears.

Figure 56. Form clip: Add Printer

炎 LAWSON	N° Mobile SCM	Welcome, Mpc User	[logout]
Administration	Printer Mgmt. • Printers		
Location Management Printer Management	Add Cancel		
Global Reports	Add Printer		
Cycle Counting Par Counting	Printer Name : Facility : (select on	e) 💌 *	
	Hostname : Facility Default :		
	Type : (select one ) 💌 "		
	-		
	-		
	Type: [(selectione)] 🖬 *		

4. Consider the following fields on the Add Printer page.

Printer Name	Enter the name of the printer you are adding.				
Hostname	Enter the network address or I.P. address for the printer.				
Туре	Select the type of printer that you want to add.				
	<ul> <li>Report – A printer that prints documents on the standard 8.5 x 11 inch paper stock.</li> </ul>				
	<ul> <li>Label – A specialized printer for labels that uses a language to describe the layout of information on a label.</li> </ul>				
	<b>NOTE</b> See for information for setting up label printers below (Step 4).				

	Facility	Select the facility you make the printer accessible from.	
	Facility Default	Select this check box to make the printer you are adding the default printer for the selected facility.	
5.	Consider the following label printer.	Label Printer Details fields if you are adding a	
	Make	Enter the brand name of the label printer.	
	Port	Enter the port that the label printer is connected to.	
	Model	Enter the model number of the label printer.	
	Protocol	Select the printing protocol your system uses for label printers.	
	LPR Server	Enter the server your laser printer is connected to.	
	Language	Enter the name of the proprietary language the label printer uses to determine the layout of text on the label.	
	User Name	Enter your user name.	
	Password	Enter your password.	
	Confirm Password	Re-enter your password.	
	Max Retries	Enter the number of times that you want the label printer to retry printing if there is an error.	
	Retry Timeout	Enter the number of seconds that you want the label printer to wait before trying to print after an error.	

6. Click Done to save the printer information.

The Add Printer confirmation page appears.

Figure 57. Form clip: Add Printer

	©		Welcome, Mpc User	[logout]
	Mobile SCM			?
Administration	Printer Mgmt.			
Location Management		OK		
Printer Management Global Reports				
Par and Cycle	Add Printer			
Cycle Counting Par Counting	The Following printer was added:			
	Printer Name : Label 1	Facility : 1 - C	OMPANY 1	
	Hostname : localhost	Facility Default : Yes		
	Type : Label			
	Label Printer Details :			
	Make : ZEBRA	Port : 9100	)	
	Model : 105SL	Protocol : RAW	SOCKET	
	LPR Server :	Language : ZPL2	1	
	Username :	Max Retries : U		
	Password :	Retry Timeout : U Sei	conds	

7. Click OK to return to the Printer Management page.

# **Modifying Printers**

Use this procedure to modify a printer connected to your system.

Need More Details? Check out the following concepts:

"How do I Manage Printers?" on page 19

#### **STEPS** To modify a printer

•

- 1. Select Printer Management in the Set Up menu.
- 2. Select Printers > Modify/Delete on the Printer Management page.

The Search for a Printer to Modify or Delete page appears.

Figure 58. Form clip: Search for a Printer to Modify or Delete

炎 LAWSON	Mobile SCA	M				Welcome, Mpc User	[logout]
Administration	Printer Mgmt.	✓ Printers					
Location Management Printer Management Clocked Program			Show All	Search	Cancel		
Par and Cycle	Search for P	rinter to Modify or [	elete				
Cycle Counting Par Counting		Facility	: (all)		•		
		Printer Name	:				
		Printer Hostname					
		Printer Type	: (all)	•			
	4						

3. Consider the following fields.

**TIP** Click Show All to show all printers in the Surgical Instrument Management system.

Facility	Select the facility of the printer that you want to modify.
Printer Name	Enter the name of the printer that you want to modify.
Printer Hostname	Enter the hostname of the printer that you want to modify.

4. Click Search to display the printers that fit your search criteria.

**NOTE** For information about navigating search results see "To navigate search results" on page 56 The Select Printer to Modify or Delete page appears.

Figure 59. Form clip: Select Printer to Modify or Delete

i LAWSON	® Mobile	SCM			Welcome, Mpc User	[logout]
Administration User Management	🔒 Printer Mg	gmt. 🔻 Print	ers			
Location Management Printer Management Clobal Reports				Search Again Done		
Par and Cycle	Select F	Printer to M	lodify or Delete			
Par Counting	Type	Facility ID	Facility Default	Printer Name	Hostname	
	Label	1	<b>~</b>	Label 1	localhost EDIT	8
	Label	1003		Label Printer Best Label Print	10.14.0.32 EDIT	8
Ī	Page 1 of	1		Go to Page: Go	First Page   Previous	Next   Last
1						

5. Click Edit in the row of the printer that you want to modify.

The Modify Printer page appears.

Figure 60. Form clip: Modify Printer

	1°			۷	Velcome, Mpc User	[logout]
	Mobile SCM					?
Administration	Printer Mgmt.					
User Management						
Printer Management			Done	Cancel		
Global Reports	Modify Printer					
Par and Cycle						
Cycle Counting	Printer Name :	Label 1	Facility :	1 COMPANY 1	•	
Par counting	Hostname :	localhost	Facility Default :	V		
	Type :	Label Printer				
	Label Printer Detail	5:				
	Make :	ZEBRA	Port :	9100	*	
	Model :	105SL	Protocol :	RAWSOCKET 💌 *		
	LPR Server :		Language :	ZPL2	*	
	Usemame :		Max Retries :	0	*	
	Password :		Retry Timeout :	0	Seconds *	
	Confirm Password :					

6. On the Modify Printer page, consider the following fields.

Printer Name	Edit the name of the printer you are adding.
Hostname	Edit the network address or I.P. address for the printer.

Туре	Select the type of printer that you want to add.				
	<ul> <li>Report – A printer that prints documents on the standard 8.5 x 11 inch paper stock.</li> </ul>				
	<ul> <li>Label – A specialized printer for labels that uses a language to describe the layout of information on a label.</li> </ul>				
	<b>NOTE</b> See for information for modifying label printers below (Step 7).				
Facility	Select the facility you make the printer accessible from.				
Facility Default	Select this check box to make the printer you are modifying the default printer for the selected facility.				
Consider the following modifying is a label pr	Label Printer Details fields if the printer you are inter.				
Make	Edit the brand name of the label printer.				
Port	Edit the port that the label printer is connected to.				
Model	Edit the model number of the label printer.				
Protocol	Select the printing protocol your system uses for label printers.				
LPR Server	Edit the server your laser printer is connected to.				
Language	Edit the name of the proprietary language the label printer uses to determine the layout of text on the label.				
User Name	Edit your user name.				
Password	Edit your password.				
Confirm Password	Re-enter your password.				
Max Retries	Edit the number of times that you want the label printer to retry printing if there is an error.				
Retry Timeout	Edit the number of seconds that you want the label printer to wait before trying to print after an error.				

- 8. Click Done to save the printer information.
- 9. On the Modify Printer confirmation page, click OK to return to the Printer Management page.

## **Deleting Printers**

Use this procedure to delete a printer from your system.

7.

Need More Details? Check out the following concepts:

• "How do I Manage Printers?" on page 19

#### **STEPS** To delete a printer

- 1. Select Printer Management in the Set Up menu.
- 2. Select Printers > Modify/Delete on the Printer Management page.

The Search for a Printer to Modify or Delete page appears.

Figure 61. Form clip: Search for a Printer to Modify or Delete

炎 LAWSON	${f N}^{*}$ Mobile SCM	Welcome, Mpc User [logout]
Administration User Management	Printer Mgmt.	V
Location Management Printer Management Global Reports	Show All Search Cancel	
Par and Cycle Cycle Counting	Search for Printer to Modify or Delete Facility : (all)	
Par Counting	Printer Name :	
	Printer Hostname :	
	(incorrige) ((di)	

3. Consider the following fields.

**TIP** Click Show All to show all printers in the Surgical Instrument Management system.

Facility	Select the facility of the printer that you want to modify or delete.
Printer Name	Enter the name of the printer that you want to modify or delete.
Printer Hostname	Enter the hostname of the printer that you want to or delete.

4. Click Search to display the printers that fit your search criteria.

**NOTE** For information about navigating search results see "To navigate search results" on page 56 The Select Printer to Modify or Delete page appears.

Figure 62. Form clip: Select Printer to Modify or Delete

炎 LAWSON	Mobile S	CM.			Welcome, Mpc User	[logout]
Administration	Printer Mgmt	✓ Print	ers			
Location Management Printer Management Clobal Researce				Search Again Done		
Par and Cycle	Select Prin	nter to M	lodify or Delete			
Cycle Counting Par Counting	<u>Type Fa</u>	ility ID	Facility Default	Printer Name	Hostname	
	Label 1		<b>~</b>	Label 1	localhost EDIT	8
	Label 1	103		Label Printer Best Label Print	10.14.0.32 EDIT	8
-	Page 1 of 1			Go to Page: 60	First Page   Previous	Next   Last
1						

5. Click the delete button in the row of the printer that you want to delete. The Delete Printer page appears.

Figure 63. Form clip: Delete Printer

🖪 Warning
Do you really want to delete printer SW1025PS and all associations?
OK Cancel

- 6. Click OK to delete the selected printer.
- 7. Click Done to save the printer information.
- 8. On the Modify Printer confirmation page, click OK to return to the Printer Management page.

## **Mapping Printers to Locations**

Use this procedure to map printers to the locations in your facility.

Need More Details? Check out the following concepts:

• "How do I Manage Printers?" on page 19

#### **STEPS** To map a printer to a location

- 1. Select Printer Management in the Set Up menu.
- 2. Select Printers > Map Printer to Locations on the Printer Management page.

The Map Printers to Location page appears.

Figure 64.	Form	clip:	Мар	Printers	to	Location
------------	------	-------	-----	----------	----	----------

🔧 LAWSON	N <sup>®</sup> Mobile SCM	Welcome, Mpc User
Administration	Printer Mgmt Printers	
Location Management	Dave. Ca	ncel
Printer Management		
Global Reports	Map Printers to Location	
Par and Cycle		
Cycle Counting Par Counting	<ol> <li>Select Facility and Location to view current printers at this Location.</li> </ol>	<ol><li>Select printers from Facility and click "Add"</li></ol>
Par counting	Printers Manned to Location	All Printers in Facility
	Facilitar	Facility:
	(selectione.)	
	Location: ( select one )	
	Default << ADD	Type Printer Name Hostname
	Type Printer Name Hostname Label Report	Select All   Deselect Al
	Colort ALL Decelect All	
	Select Mi Deselect Mi	
	-	

3. Consider the following fields.

Facility	Select the facility to which you want to map the printer.
Location	Select the location in the facility to which you want to map the printer.

- 4. Select the check boxes of the printers in the All Printer in Facility list that you want to map to a location.
- 5. Click Add.

The printers you selected are added to the Printers Mapped to Location list.

To remove printers from the Printers Mapped to Location list, select the check box next to the printers that you want to remove and click Remove.

6. When you are finished with mapping printers to a location click Done.
# **Mapping Label Printers to Workstations**

Use this procedure to map label printers to the workstations in your facility.

Need More Details? Check out the following concepts:

• "How do I Manage Printers?" on page 19

#### **STEPS** To map a label printer to a workstation

- 1. Select Printer Management in the Set Up menu.
- 2. Select Printers > Label Printers to Workstations on the Printer Management page.

The Map Label Printers to Workstations page appears.

Figure 65. Form clip: Map Label Printers to Workstations

炎 LAWSON	<b>N</b> <sup>®</sup> Mobile SCM		Welcome, Mpc	User [logout]
Administration User Management	Printer Mgmt. 🔽 Printers			
Location Management Printer Management Global Reports		Done		
Par and Cycle	Map Label Printers to V	Vorkstations		
Par Counting	Facility: 1 COMPANY	1		
	* Facility Default		Add Workstation	Delete Checked
	Printers		Workstations	
	Type Printer Name	Status Hostname	Workstation	Edit Delete
	-			
	_			

3. Consider the following fields.

Select the facility to which you want to map a label printer to a workstation.

4. Click Add Workstation.

The Add Label Printer to Workstation Mapping popup window appears.

Figure 66. Form clip: Add Label Printer To Workstation Mapping.

Add Label Printer To Workstation Mapping
Facility: 999 ASSEMBLY FACILITY
Label Printer: Workstation:
OK Cancel

5. Consider the following fields.

Label Printer	Select the label printer that you want to map to the workstation.
Workstation	Enter the I.P. address for the workstation to which you want to map the label printer.

- 6. Click OK.
- 7. If you already have a label printer mapped to a workstation, but want to change the workstation it's mapped to, click Edit on the Map Label Printers to Workstations page.

The Edit Label Printer to Workstation Mapping popup window appears.

Figure 67. Form clip: Edit Label Printer To Workstation Mapping

Edit Label Printer To Workstation Mapping
Facility: 999 ASSEMBLY FACILITY
Label Printer: Workstation: Label 1 DW2K45219991
OK Cancel

- 8. Enter the I.P. address for the workstation to which you want to map the label printer.
- 9. Click OK.
- 10. If you want to delete label printer and workstation associations, on the Map Label Printers to Workstations page do one of the following.
  - Click Delete in the row of the printer name and click OK when prompted to delete the association
  - Select the check boxes of the rows of printer associations that you want to delete and click Delete Checked.
- 11. When you are finished adding or modifying printer-workstation associations, click Done.

Chapter 4

# Using the Cycle Counting Web Application

This chapter explains cycle counting procedures used in the Par and Cycle Counting web application.

# **Concepts in this Chapter**

**TIP** To skip directly to the procedures, see "Procedures in this Chapter" on page 79.

The following concepts provide background and conceptual information for the procedures within this chapter.

- "What is Cycle Counting?" on page 78
- "What is a Select ID?" on page 78
- "What is Blind Counting?" on page 78
- "What is a Freeze File?" on page 78

## What is Cycle Counting?

Cycle counting is the process of counting a subset or inventory items on a schedule throughout the year to verify and update inventory levels.

### What is a Select ID?

A select ID (selection identifier) is a selection of inventory items that you want to count for a specific inventory purpose. You can have multiple select IDs that are used for different kinds of inventory assessments.

Select IDs are created in the Supply Chain Management system.

### What is Blind Counting?

Blind counting is a term that indicates that the count sheets or the handheld terminal (HHT) program does not display the current stock-on-hand quantity.

## What is a Freeze File?

**NOTE** You can use select IDs to create freeze files that contain specific items.

A freeze file is a snapshot of current stock-on-hand item quantities as recorded by the Lawson Inventory Control application.

You can use the freeze file to compare the inventory quantities that you have in stock with the inventory quantities that are recorded in the Inventory Control application.

# **Procedures in this Chapter**

This section provides procedural guidance on using the web application to perform cycle counting procedures.

- "Configuring Cycle Counting" on page 80
- "Printing Bin Labels" on page 81
- "Printing Item Labels" on page 82
- "Running Cycle Count Reports" on page 84

# **Configuring Cycle Counting**

Use this procedure to configure how users use the cycle counting functions on the handheld application.

#### **STEPS** To configure cycle counting

- 1. Select Cycle Counting in the Par and Cycle menu.
- 2. Select Configuration on the Cycle Counting page.

The Cycle Counting Configuration page appears.

 Welcome, Mpc User
 Transaction

 User Management
 Configuration
 PrintLabels
 Reports

 Printer Management
 Update
 Cancel
 Configuration

 Cycle Counting
 Configuration
 Cycle Counting
 Cycle Counting

 Par and Cycle
 Cycle Counting
 C NO
 Validate Count against
 C NO

 Validate Count against
 C NO
 Validate Count gainst
 C NO

 Validate Count against
 C NO
 Validate Count gainst
 C NO

Figure 68. Form clip: Cycle Counting Configuration

3. Consider the following fields.

Blind Counting	<ul> <li>Select one of the following options.</li> <li>Yes – The handheld application does not display the freeze quantity during counting.</li> <li>No – The handheld application displays the freeze quantity during counting.</li> </ul>			
Validate Count against Freeze Qty.	Select Yes or No to validate cycle counts against the freeze quantity. Freeze quantity is the count quantity that exists in the Par and Cycle Counting application.			
	Counting option is set to Yes.			

4. Click Update to update the configuration. If you click Cancel, you will return to the Cycle Counting page.

# **Printing Bin Labels**

Use this procedure to print labels for bins that you will count during the cycle counting process.

#### **STEPS** To print bin labels

- 1. Select Cycle Counting from the Par and Cycle menu.
- 2. Select Print Labels > Bins.

The Print Bin Labels page appears.

Figure 69. Form clip: Print Bin Labels

参 LAWSON	<sup>®</sup> Mobile SCM				Welcon	ie, Mpc User	[logout]
Administration User Management Location Management Printer Management Global Reports	Cycle Counting	Configuration		Reports  Cance	el		
Par and Cycle Cycle Counting Par Counting	Print Bin Labels Print: First Bin Labels: First Labels: First Bin	Facilty : (select C Location : (select C sation Label	ne )		Rows on Page: Check Al   Uncheck Al	Al Rows Listed: Check Al   Uncheck A	1

3. Consider the following fields.

Facility	Select the facility for which you want to print the bin labels.
Location	Select the location in the facility for which you want to print the bin labels.

The system automatically displays a list of items for which to print labels. *Figure 70. Form clip: Select Bin Labels to Print* 

	°				Welcom	ie, Mpc User	[logout]
	Mobile SCA						?
Administration	Cycle Counting	Configuration	✓ Print Labels	✓ Reports			
Location Management							
Printer Management Global Reports			Print	Can	cel		
Par and Cycle	Print Bin Label	5					
Par Counting		Facility : Location :	1 - COMPANY 1 ELOC2 - External LO	CATION2			
	Print:	ation Label					
	Bin Labels:				Rows on Page: Check All   Uncheck All	All Rows Listed: Check All   Uncheck All	
-	Bin No						
	E BINI						
-	E BIN2						
	Page 1 of 1		Go to I	1) (D)	Go Erst P	ana I Presious I Nevi	l Lact
	Page I OF I		do to F	aye.	au Piste	age   Frevious   Next	i j Last

4. Consider the following fields.

Inventory Location Label	Select this check box to print an inventory location label for the location you selected.
Bin Labels	Select the check boxes for the items for which bins you want to print labels.

- 5. Click Print to print the labels.
- 6. On the print confirmation page, click Done to return to the Cycle Counting page.

## **Printing Item Labels**

Use this procedure to print labels for bins that you will count during the cycle counting process.

#### **STEPS** To print item labels

- 1. Select Cycle Counting from the Par and Cycle menu.
- 2. Select Print Labels > Inventory Items.

#### The Print Item Labels page appears.

Figure 71. Form clip: Print Item Labels

	l <sup>®</sup> habita co				Welcom	ne, Mpc User	[logout]
	Mobile SC	n					?
Administration	Cycle Counting	Configuration	✓ Print Labels	✓ Reports			
Location Management							
Global Reports			Print	Can	el		
Par and Cycle	Print Item Lab	els					
Par Counting		Facility : (Select ( Location : (Select (	One)				
	Print:	cation Label					
	Item Labels:				Rows on Page: Check All   Uncheck All	All Rows Listed: Check All   Uncheck A	L
	1						

3. Consider the following fields.

Facility	Select the facility for which you want to print the item labels.
Location	Select the location in the facility for which you want to print the item labels.

The system automatically displays a list of items for which to print labels.

Figure 72. Form clip: Select Item Labels to Print

	· · · ·					,	Welcome, Mpc User	[logout]
	Mot	oile SCM						?
Administration	E Cycle	Counting	Configuration	✓ Print Labels				
User Management Location Management Printer Management Global Reports				Print	C	ancel		
Par and Cycle	Print If	tem Label:	s					
Cycle Counting Par Counting	Print:		Facility : Location :	1 - COMPANY 1 ELOC1 - External L	OCATION1			
	□ Inv Ite	ventory Loca m Labels:	tion Label			Rows on Page: Check All   Unch	All Rows Listed: eck All Check All   Uncheck.	All
		<u>Item No</u>	Description		UOM	Mfr. Cat. No.		
		10001	REGULAR ITEM		EA			
		10002	BIN TRACKED ITEM	l .	EA			
		10003	LOT TRACKED ITEM	4	EA			
		10004	SERIAL TRACKED I	ТЕМ	EA			
		10005	LOT AND BIN TRAC	KED ITEM	EA			
		10006	SERIAL AND BIN TR	ACKED ITEM	EA			
	E	20001	REGULAR ITEM		EA	-		
		20002	BIN TRACKED ITEM	l	EA			
		20003	LOT TRACKED ITEM	4	EA			
		20004	SERIAL TRACKED I	TEM	EA			
	Page :	1 of 2		Go to	Page:	Go	First Page   Previous   N	ext   Last

# **Running Cycle Count Reports**

The Cycle Counting function generates two reports:

- Cycle Counts
- Cycle Count Status

**STOP** You must record cycle counts first in order to run reports. See "Entering Cycle Counts" on page 101 for more information.

#### **STEPS** To run a Cycle Counts Report

- 1. Select Cycle Counting in the Par and Cycle menu.
- 2. Select Reports > Cycle Counts on the Cycle Counting page.

The Search for Cycle Counts Report page appears.

Figure 73. Form clip: Search for Cycle Counts Report

🧼 LAWSON	Mobile SCM	Welcome, Mpc User	[logout]
Administration	Configuration	✓ Reports	
Location Management Printer Management Global Reports	Sea	rch Cancel	
Par and Cycle	Q Search for Cycle Counts Report		
Par Counting	Facility: (all )		
	Location: (all)	User ID:	
	Select ID:	Item ID:	
	Status (all)		
	Sync Time		
	- From :	To :	
	Day: 5 format: mm/dd/yyyy	Day: 5 format: mm/dd/yyyy	
	Time: AM 💌	Time: AM 💌	

3. Consider the following fields.

Facility	Select the facility you want to search for.
Location	Select the inventory location you want to search for.
Select ID	Enter the specific select ID you want to search for.

Status	Select the status you want to search for:			
	<ul> <li>Pending Upload – Indicates that the cycle count is finished but not uploaded to the Lawson Back Office server.</li> </ul>			
	<ul> <li>Upload Complete – Indicates that the cycle count is finished and uploaded to the Lawson Back Office server.</li> </ul>			
	<ul> <li>Upload Error – Indicates that there was some error while the user was trying to upload the cycle count.</li> </ul>			
User ID	Select the user ID you want to search for.			
Item ID	Enter the item ID you want to search for.			
Sync Time From: Day	Enter the date for the start of the range of synchronization from handheld to server you are searching for in mm/dd/yyyy format.			
Sync Time From: Time	Enter the time for the start of the range of synchronization from handheld to server you are searching for in hh:mm format.			
Sync Time To: Day	Enter the date for the end of the range of synchronization from handheld to server you are searching for in mm/dd/yyyy format.			
Sync Time To: Time	Enter the time for the end of the range of synchronization from handheld to server you are searching for in hh:mm format.			

4. Click Search to display the cycle counts that fit your search criteria.

#### The Select Cycle Count to View Detail page appears.

Figure 74. Form clip: Select Cycle Count to View Detail

炎 LAWSON	<sup>®</sup> Mobile	SCM				Welcom	e, Mpc Use	r [logout]
Administration	E Cycle Cour	nting Co	nfiguration	Print Labels     ■	✓ Reports			
Location Management Printer Management Global Reports			Sea	irch Again	Print Expo	ort to Excel		
Par and Cycle Cycle Counting	Search R	esults: 9	Gelect Cycle Cou	nt to View De	etail			
Par Counting	Select ID	Fac. ID	Fac. Description	User ID	Sync Time	<u>Status</u>	<u>Notes</u>	
	MYCYC	1	COMPANY 1	MSCMADMIN	12:17:02 PM 09/14/2004	Pending Upload	-	View Detail
	PHYS1	1	COMPANY 1	MSCMADMIN	12:17:02 PM 09/14/2004	Pending Upload	- ]	View Detail
	MYCYC	1	COMPANY 1	apex	12:17:02 PM 09/14/2004	Pending Upload		View Detail
-	TSEL	1	COMPANY 1	apex	12:17:02 PM 09/14/2004	Pending Upload	- ]	View Detail
	MYCYC	1	COMPANY 1	MSCMADMIN	12:37:30 PM 09/14/2004	Pending Upload	- ]	View Detail
	Page 1 of Mobile SCM ge	1 nerated th	nis report on 09/15/2	Gi 2004 at 11:27 AN	o to Page:GO	First Pa	ge   Previ	ous   Next   Last

5. Consider the following options.

Search Again	Click this button to enter new search criteria.
Print	Click this button to print the selected report.
Export to Excel	Click this button to export the selected report to an Excel spreadsheet.

6. Click View Detail in the row of the item for which you want to view details.

#### The Cycle Counts page appears.

Figure 75. Form clip: Cycle Counts Report View Detail

炎 LAWSON	Mobile	e SCM							W	elcome,	Mpc User	[logout]
Administration User Management	🌍 Cycle Co	unting Configuration	👻 Pri	nt Labels	✓ Rep	orts						
Location Management Printer Management Global Reports		<< Search Results	Sea	rch Again	Pr	int		Expor	t to Ex	cel	Done	
Par and Cycle	Cycle G	ounts										
Par Counting												
	Facility:	COMPANY 1	9	Sync Time :	12:17:02 PN 09/14/2004	1						
	Select ID	): MYCYC	U	Jser ID:	MSCMADMIN	1						
	Status :	Pending Upload	P	lotes :								
	Item ID	Item Description	Loc. ID	Loc. Des	cription	<u>Bin</u>	<u>Lot</u>	<u>Serial</u>	Count	<u>t uom</u>	<u>Status</u>	Notes
-	10001	REGULAR ITEM	ELOC1	External L	OCATION1				Ę	5 EA	Pending Upload	
1	10002	BIN TRACKED ITEM	ELOC1	External L	OCATION1	BIN1			ţ	5 PK	Pending Upload	-
-	10003	LOT TRACKED ITEM	ELOC1	External L	OCATION1				7	7 EA	Pending Upload	-
	10004	SERIAL TRACKED ITEM	ELOC1	External L	OCATION1				ţ	5 PK	Pending Upload	-
	Page 1 o	f1		G	o to Page:		GG		F	irst Page	Previous   1	Next   Last
	Mobile SCM ç	generated this report on O	9/15/2004	at 11:28 AM	4							

7. Consider the following options.

<< Search Results	Click this button to return to display the previous cycle count search results.
Search Again	Click this button to enter new search criteria.
Print	Click this button to print the selected report.
Export to Excel	Click this button to export the selected report to an Excel spreadsheet.
Done	Click this button to return to the Cycle Counting page.

#### **STEPS** To run a Cycle Count Status Report

- 1. Select Cycle Counting in the Par and Cycle menu.
- 2. Select Reports > Cycle Count Status on the Cycle Counting page.

#### The Search for Count Form Status Report page appears.

Figure 76. Form clip: Search for Count Form Status Report

	l <sup>®</sup> habita con				Welcome, Mpc User	[logout]
	Mobile SCA	^				?
Administration	Cycle Counting	Configuration	✓ Print Labels	✓ Reports		
User Management Location Management			Search	Cancel		
Printer Management Global Reports			bearen	Cancer		
Par and Cycle	Q. Search fo	or Count Form Stat	us Report			
Cycle Counting						
Par Counting	Fac	slity: (all)	•			
	Date Ra	ange				
	F	om :	1	To :	1	
	1	format: mm/dd, Time:		format: m Time:		
		format: hh:mm	Part -	format: hhs	nim	
	-					

3. Consider the following fields.

Facility	Select the facility you want to search for.
Date Range From	Enter the date for the start of the range of synchronization from handheld to server you are searching for in mm/dd/yyyy format.
Time Range From	Enter the time for the start of the range of synchronization from handheld to server you are searching for in hh:mm format.
Date Range To	Enter the date for the end of the range of synchronization from handheld to server you are searching for in mm/dd/yyyy format.
Time Range To	Enter the time for the end of the range of synchronization from handheld to server you are searching for in hh:mm format.

4. Click Search to display the count forms that fit your search criteria.

#### The Select Cycle Count to View Detail page appears.

Figure 77. Form clip: Select Cycle Count to View Detail

炎 LAWSON	<sup>®</sup> Mobile	SCM				Welcom	e, Mpc Use	[logout]
Administration	E Cycle Cour	nting Co	nfiguration	Print Labels     ■	✓ Reports			
Location Management Printer Management Global Reports			Sea	irch Again	Print Expo	ort to Excel		
Par and Cycle Cycle Counting	Search R	esults: 9	Gelect Cycle Cou	nt to View De	etail			
Par Counting	Select ID	Fac. ID	Fac. Description	User ID	Sync Time	<u>Status</u>	<u>Notes</u>	
	MYCYC	1	COMPANY 1	MSCMADMIN	12:17:02 PM 09/14/2004	Pending Upload	- 1	View Detail
	PHYS1	1	COMPANY 1	MSCMADMIN	12:17:02 PM 09/14/2004	Pending Upload	- 1	View Detail
	MYCYC	1	COMPANY 1	apex	12:17:02 PM 09/14/2004	Pending Upload	- 1	View Detail
-	TSEL	1	COMPANY 1	apex	12:17:02 PM 09/14/2004	Pending Upload	- 1	View Detail
	MYCYC	1	COMPANY 1	MSCMADMIN	12:37:30 PM 09/14/2004	Pending Upload	- ]	View Detail
	Page 1 of Mobile SCM ge	1 nerated th	nis report on 09/15/2	Gi 2004 at 11:33 AM	o to Page: GO	First Pa	ge   Previ	ous   Next   Last

5. Consider the following options.

Search Again	Click this button to enter new search criteria.
Print	Click this button to print the selected report.
Export to Excel	Click this button to export the selected report to an Excel spreadsheet.

6. Click View Detail in the row of the cycle count for which you want to view status details.

#### The Cycle Counts page appears.

Figure 78. Form clip: Cycle Counts

炎 LAWSON	Mobil	e SCM							w	elcome,	Mpc User	[logout]
Administration User Management Location Management	E 😭 Cycle Co	configuration	▼ Pri	nt Labels	✓ Rep	orts						
Printer Management Global Reports		< Search Results	Sea	rch Again	Pr	int		Expor	t to Ex	cel	Done	
Par and Cycle Cycle Counting	Cycle C	ounts										
Par counting	Facility:	COMPANY 1	s	Sync Time :	12:17:02 PM 09/14/2004	1						
	Select II Status :	) : MYCYC Pending Upload	L N	Jser ID: Notes :	MSCMADMIN	1						
	<u>Item ID</u>	Item Description	Loc. ID	Loc. Des	cription	<u>Bin</u>	<u>Lot</u>	<u>Serial</u>	Coun	<u>t uom</u>	<u>Status</u>	<u>Notes</u>
-	10001	REGULAR ITEM	ELOC1	External L	OCATION1				3	5 EA	Pending Upload	
	10002	BIN TRACKED ITEM	ELOC1	External L	DCATION1	BIN1				5 PK	Pending Upload	
-	10003	LOT TRACKED ITEM	ELOC1	External L	OCATION1					7 EA	Pending Upload	
	10004	SERIAL TRACKED ITEM	ELOC1	External L	OCATION1					5 PK	Pending Upload	-
	Page 1 c	f 1		G	o to Page:		Go		F	irst Page	Previous	Next   Last
	Mobile SCM (	generated this report on O	9/15/2004	at 11:34 AM	4							

7. Consider the following options.

<< Search Results	Click this button to return to display the previous cycle count status search results.
Search Again	Click this button to enter new search criteria.
Print	Click this button to print the selected report.
Export to Excel	Click this button to export the selected report to an Excel spreadsheet.
Done	Click this button to return to the Cycle Counting page.

# Chapter 5

# **Using the Par Counting Web Application**

This chapter explains par counting procedures used in the Par and Cycle Counting web application.

# **Concepts in this Chapter**

•

**TIP** To skip directly to the procedures, see "Procedures in this Chapter" on page 94 The following concepts provide background and conceptual information for the procedures within this chapter.

- "What are General Par Terms?" on page 92
- "What is Par Counting? " on page 92
- "What is Above Par?" on page 92
- "What is a Par Location?" on page 93
- "What are "My Par Forms?"" on page 93

#### What are General Par Terms?

The Mobile Par and Cycle (MPC) application uses a number of terms to refer to inventory quantities. Here is a small glossary of terms. For more glossary terms, see the *Lawson Master Glossary*, located on the Lawson Knowledge Base.

**Par** – also called par level – is an optimum quantity of an item maintained by the inventory system.

A par form is a list of items grouped together for Inventory purposes.

The **par count** is a list of par form items and its current quantity as entered by a Materials Tech.

A **par form item** is one of the items in a par form. The same item may have different par levels in different Par Forms. Pick for Par is a par form that will usually be replenished from a stock location requisition is the result of a Par Count submitted to the Procurement server.

A **pick list** is list of items that will be picked from a stock location in response to a pick for par, It should not to be confused with a pick list generated by the Inventory Control (IC) back office application.

## What is Par Counting?

Par counting is the process of counting items in a par location for the purpose of replenishing the items.

The par replenishment process brings the items stored at a location up to a predefined, or par, level. A par level is an amount that indicates the maximum supply quantity based on established quotas from previous use that is needed for an item, in a particular par location until the next replenishment.

## What is Above Par?

Above par -- or additional quantity -- is an extra quantity entered into the Handheld Par Count screen. For example, par level is 20 of an item, but you would like to order 40 because you know it will deplete quickly. When you configure MPC, you determine the maximum additional quantity that can be ordered above par.

Par and Cycle Counting User Guide

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# What is a Par Location?

A par location represents supply cupboards, exchange carts, and par level supply carts that store established quantities of supplies. The location can be a stationary or mobile supply area. The stationary supply area can be a closet, a shelf or shelves, or a non-moving cart. The mobile supply area can be a par level cart or an exchange cart. Par locations use a replenishment process that brings stock-on-hand quantities up to a par level. Par location is synonymous with par form.

Par locations are set up in Supply Chain Management with unique qualities similar to requisition templates. A par location stores established quantities of supplies in predefined arrangements. Par location processing simplifies transaction processing for frequent turnover areas in health care companies.

An exchange cart is an identical floor or stocking cart that is used to quickly replenish supplies by swapping it with another fully stocked cart. For inventory valuation purposes, the system doubles item quantities for an exchange cart.

A par level cart is a supply cart that is replenished to the par level.

# What are "My Par Forms?"

The My Par Forms feature allows administrators to create a list of frequently used par forms for each user. On the handheld, the user can choose to view their My Par Forms list or view all par forms.

# **Procedures in this Chapter**

This section provides procedural guidance on using the web application to perform par counting procedures.

- "Configuring Par Counting" on page 94
- "Modifying My Par Forms" on page 95
- "Printing Par Labels" on page 96
- "Running Par Count Reports" on page 96

### **Configuring Par Counting**

Use this procedure to configure how users use the par counting functions on the handheld application.

#### **STEPS** To configure par counts

- 1. Select Par Counting in the Par and Cycle menu.
- 2. Select Configuration > General on the Par Counting page.

The Par Counting Configuration page appears.

3. On the Par Counting Configuration page, consider the following field.

First Par Item	Select one of the following options:			
Detail	<ul> <li>Data for First Par Item — Select this option if you want to populate the Item detail screen with data for the first Par Item, which is based on Par Sequence.</li> </ul>			
	<ul> <li>Blank — Awaiting Scan — Select this option if you want to leave the Item detail screen</li> </ul>			

- blank. You can scan the first item you want to record a count for.4. Click Update to update the configuration. If you click Cancel, you will
- return to the Par Counting page.

#### **STEPS** To configure maximum additional quantities

- 1. Select Par Counting in the Par and Cycle menu.
- 2. Select Configuration > Max. Additional Qty. on the Par Counting page.

The Configure Maximum Additional Quantities: Select Facility page appears.

3. Select a facility ID in which to configure maximum additional quantities.

The Configure Maximum Additional Quantities page appears.

- 4. For each par location ID, type a number in the check box to indicate the factor by which the par quantity can be ordered. For example, if the par quantity is 50 and you want to be able to order 150, type 3 in the checkbox.
- 5. When you are satisfied with the quantities, click Save.

# **Modifying My Par Forms**

Use this procedure to create and modify the My Par Forms personalized lists of par forms for each user.

Need More Details? Check out the following concepts:

• "What are "My Par Forms?"" on page 93

#### **STEPS** To modify My Par Forms

- 1. Select Par Counting in the Par and Cycle menu.
- 2. Select Par Counting > My Par Forms.

The Search for a User to Modify User's My Par Forms page appears.

3. Consider the following fields.

User ID	Enter the user ID for the user whose My Par Forms you want to modify.
First Name	Enter the first name of the user whose My Par Forms you want to modify.
Last Name	Enter the last name of the user whose My Par Forms you want to modify.
Group	Select the group of the user whose My Par Forms you want to modify.
Status	Select the activity status of the user whose My Par Forms you want to modify.

4. Click Search to display all users that fit your search criteria.

The Select User to View User's Par Forms page appears.

5. Click Modify My Par Forms in the row of the user you want to manage par forms for.

The Edit User's Par Form Set page appears.

6. Select the check boxes next to the par forms you want to include in the current user's par form set. To remove a par form from the set, clear the appropriate check box.

To copy a par form set from a facility or another user, select the facility and the user ID from the drop-down lists.

7. Click Update.

When the system prompts you to continue, click OK.

8. Click Done on the Edit User's Par Form Set page to confirm the changes.

**NOTE** You can click Search Again to enter new search criteria, or click Cancel to return to the Par Counting page.

# **Printing Par Labels**

Use this procedure to print bar code labels for the items attached to a par location.

#### **STEPS** To set up bar code labels

- 1. Select Par Counting in the Par and Cycle menu.
- 2. Select Labels on the Par Counting page.

The Print Par Labels page appears.

3. Consider the following fields on the Print Par Labels page.

Facility	Select the facility for which you want to print the par labels.
Par Location	Select the par location in the facility for which you want to print the par labels.

The system automatically displays a list of items for which to print labels.

4. Consider the following fields.

Location Label	Select this check box to print a location label for the par location you selected.
Item Labels	Select the check boxes for the items for which you want to print labels.

- 5. Click Print to print the labels.
- 6. On the print confirmation page, click Done to return to the Par Counting page.

# **Running Par Count Reports**

The Par Counting function generates two reports:

- Par Counts
- Par Count Status

**STOP** You must record par counts first in order to run reports. See "Entering Par Counts" on page 107 for more information.

#### **STEPS** To run a Par Counts Report

- 1. Select Par Counting in the Par and Cycle menu.
- 2. Select Reports > Par Counts on the Par Counting page.

The Search for Par Counts Report page appears.

3. On the Search for Par Counts Report page, consider the following fields.

**Facility** Select the facility you want to search for.

Par Form Location	Select the par form location you want to search for.	
Par Form Description	Enter the specific description of the par form you want to search for.	
Status	Select the status you want to search for.	
Par Form Type	Select the par form type you want to search for.	
	<ul> <li>Pick for Par – Displays par forms that the administrator has designated Pick for Par</li> </ul>	
	<ul> <li>Par Count – Displays par forms that are not designated as Pick for Par</li> </ul>	
User ID	Select the user ID you want to search for.	
Item ID	Enter the item ID you want to search for.	
Sync Time From: Day	Enter the date for the start of the range of synchronization from handheld to server you are searching for in mm/dd/yyyy format.	
Sync Time From: Time	Enter the time for the start of the range of synchronization from handheld to server you are searching for in hh:mm format.	
Sync Time To: Day	Enter the date for the end of the range of synchronization from handheld to server you are searching for in mm/dd/yyyy format.	
Sync Time To: Time	Enter the time for the end of the range of synchronization from handheld to server you are searching for in hh:mm format.	
Click Search.		
The Select Par Count	to View Detail page appears.	

5. Consider the following options.

4.

Search Again	Click this button to enter new search criteria.
Export to Excel	Click this button to export the selected report to an Excel spreadsheet.
Done	Click this button to return to the Par Counting page.

6. Click View Detail to view the details for the selected par count.

The Par Counts page appears.

7. Consider the following options.

Consider the following options.

Search Again	Click this button to enter new search criteria.
Print	Click this button to print the selected report.
Export to Excel	Click this button to export the selected report to an Excel spreadsheet.
Done	Click this button to return to the Par Counting page.

Chapter 6

# Using the Par and Cycle Counting Handheld Application

# **Concepts in this Chapter**

**TIP** To skip directly to the procedures, see "Procedures in this Chapter" on page 101 The following concepts provide background and conceptual information for the procedures within this chapter.

- "What is a Handheld Terminal?" on page 100
- "What is Pick for Par?" on page 100

# What is a Handheld Terminal?

A handheld terminal (HHT) is a small, portable computer used to automate the par location replenishment process. You manually enter item counts into the HHT and the counts are uploaded into Par and Cycle Counting.

## What is Pick for Par?

Pick For Par is a term used to describe picking items from an inventory location based on the par count. If the par form is a pick for par type, then items on that par that are replenished from inventory locations will be available for picking by using the Pick For Par module.

# **Procedures in this Chapter**

This section provides procedural guidance on using the handheld terminal application to perform par counting and cycle counting procedures.

- "Launching the Handheld Application" on page 101
- "Entering Cycle Counts" on page 101
- "Entering Par Counts" on page 107
- "Picking for Par" on page 110

# Launching the Handheld Application

Use this procedure to log in to the handheld terminal.

Need More Details? Check out the following concepts:

"What is a Handheld Terminal?" on page 100

#### **STEPS** To access the Handheld program

- 1. To turn the device on, select a handheld device and press the power button. The Main menu appears.
- Select Start > Lawson Mobile SCM or click the Lawson Mobile SCM icon. The Login page appears

The Login page appears

**NOTE** The password is case sensitive.

- 3. On the Login page, enter your user ID and password.
- 4. Tap Login or press **Enter** on the handheld device to enter the Lawson Mobile SCM application.

The Lawson Mobile SCM main menu appears.

5. Tap MPC to enter the Par and Cycle Counting application.

The MPC main menu appears.

# **Entering Cycle Counts**

Use this procedure to record cycle counts with the handheld terminal. You can scan or enter items, locations, bins, and facilities.

**STOP** Before you record cycle counts with the handheld application, you or your administrator must configure Cycle Counting in the web application. See "Configuring Cycle Counting" on page 80 for more information.

Need More Details? Check out the following concepts:

- "What is Cycle Counting?" on page 78
- "What is a Select ID?" on page 78
- "What is Blind Counting?" on page 78
- "What is a Freeze File?" on page 78

Figure 79. Procedure flow: Cycle counting on handheld



#### **STEPS** To enter cycle counts

- 1. From the Main Menu, select Cycle Counting.
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The Download Count Forms screen appears.

Figure 80. Form clip: Download Count Forms

۱	AWSON CC		3:52p
Cye	cle Countin	g	
Do	wnload Co	unt Forms	+
Fac	:ID: 4502		Download
	Select ID	Location	
	ALL	CHICP,MIA	4
			Exit
			<u> </u>
App			<b>•</b>

2. Select the facility ID from the drop-down list to view the locations available for your facility.

**NOTE** The application warns you if you have made selections in the cycle count for one facility and then change to another facility. You cannot count cycle count forms for multiple facilities. 3. Select the check boxes next to the forms you want to count and tap Download.

The handheld application downloads the count forms you selected.

The Ready to Count screen appears.

Figure 81. Form clip: Ready to Count

😹 LAWSON CC		3:53p
Cycle Counting Ready to Count		•
Fac ID: 4502		Send
S Select ID	Location	
	CHICP,MI	A
<u>C</u> ount		E <u>x</u> it
Арр		<b>■</b>  *

4. Select the check box for the cycle count row you want to count in the list and tap Count.

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#### The Cycle Count screen appears.

Figure 82. Form clip: Cycle Count



5. Consider the following options based on how the handheld application is set up.

Non-Blind Count	This option displays the freeze quantity and count.
Blind Count	This option does not display the freeze quantity.

- In the Count field, enter the count. You can also use the Up (▲) or Down
   (▼) arrow keys to increase or decrease the count.
- 7. Tap the Next ( ► ) arrow to enter the cycle count for the item and to move to the next item.
- 8. Tap Done when you have finished the current cycle count form.

**TIP** To go to a specific item that you want to counts, scan the bar code label for the item.

**TIP** Tap List to view all counts for the current cycle count form.

The Ready to Count page appears.

Figure 83. Form clip: Ready to Count

🔀 LAWSON CC	3:58p
Cycle Counting Ready to Count	
Fac ID: 4502	Send
S Select ID	Location
🗹 🔶 ALL	CHICP,MIA
<u>C</u> ount	E <u>×</u> it
Арр	<u>^</u>  ⊞

9. Consider the following status items.

Blank Circle	This indicates that the cycle count form was not counted.
Half-Filled Circle	This indicates that the cycle count was partially counted.
Full Circle	This indicates that the cycle count was fully counted.

- 10. Continue counting cycle count items for the remaining count forms using the same steps.
- 11. Select the check boxes of the completed cycle counts you want to send to the main server and tap Send.
- 12. When the system prompts you send the counts, tap OK.

The system displays a progress bar showing the synchronization with server.

- 13. When the system displays a message telling you that the cycle counts have been sent, tap OK.
- 14. If you are finished counting cycle count forms, tap Exit.

To continue counting the remaining count forms, go to Step 4.

If no forms are left to upload, the system prompts you to exit the application. Tap OK to exit.

## **Entering Par Counts**

Use this procedure to record par counts with the handheld terminal application.

**STOP** Before you record par counts with the handheld application, you or your administrator must configure Par Counting and print par labels in the web application. See "Configuring Par Counting" on page 94, "Modifying My Par Forms" on page 95, and "Printing Par Labels" on page 96for more information.

Need More Details? Check out the following concepts:

- "What is Par Counting? " on page 92
- "What is a Par Location?" on page 93

Figure 84. Procedure flow: Par counting on handheld



#### **STEPS** To enter par counts

- 1. From the Main Menu, tap Par Counting.
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The Download Par Forms screen appears.

- 2. Select the facility ID from the drop-down list to view the par locations available for your facility.
- 3. Select the check boxes next to the par locations you want to count and tap Download.

The Ready to Count screen appears.

4. Select the check boxes next to the par forms that you want to count and tap Count.

The Par Location screen appears. Consider the following field:

#### QOO (Quantity on

Order)

Add. Qty. (Additional

Quantity)

**NOTE** The QOO field shows only for companies that are configured to display this field.

If this is a vendor-replenished item, the quantity on order displays.

If this is an inventory-replenished item, zero will display in the field.

 In the Count field, enter the count. You can also use the Up (▲) or Down (▼) arrow keys to increase or decrease the count. Consider the following field:

**NOTE** Add. Qty appears only if you have rights to the Above Par role.

Enter the additional request quantity. You can also use the Up (  $\blacktriangle$  ) or Down (  $\triangledown$  ) arrow keys to increase or decrease the count.

The highest number you can enter in this field is determined in the Above Par setup. For example, depending on the factor entered in setup, you might be able to enter three times the normal par quantity.

- 6. Tap the Next (  $\blacktriangleright$  ) arrow to count the next item.
- 7. Tap Done when you have finished the current par form.

The Ready to Count page appears.

8. Consider the following fields:

Blank Circle	This indicates that the par form has not yet been counted.
Half-filled Circle	This indicates that the par form was partially counted.

**TIP** Tap List to view all counts for the current par form.

**TIP** Tap My Par Forms

to view the par forms

set up for you by your

**TIP** To go to a specific

item that you want to

counts, scan the bar code label for the item.

administrator.

Full CircleThis indicates that the Par From was fully counted

- 9. Continue counting par items for the remaining par forms using the same steps.
- 10. Select the check boxes of the completed par counts you want to send to the main server and tap Send.
- 11. When the system prompts you to send the par forms, tap OK.

The system displays a progress bar showing the synchronization with server.

- 12. When the system displays a message telling you that the par counts have been sent, tap OK.
- 13. If you are finished counting par forms, tap Exit.

If no forms are left to upload, the system prompts you to exit the application. Tap OK to exit.

#### **Picking for Par**

Use this procedure to perform a directed pick based upon items that have been counted in one or more par forms.

Need More Details? Check out the following concepts:

• "What is Pick for Par?" on page 100

#### **STEPS** To pick items for par

- 1. Access Lawson MPC on the handheld terminal.
- 2. From the Main Menu, tap Pick for Par.

#### The Pick for Par screen appears.

Figure 85. Form clip: Pick for Par

🏥 PFP	10:57a
Pick for Par	
Select PFPs to Down	load
Facility: 1 - COMPANY	1 🔻
Inv. Loc: ELOC2 - Exter	nal LOCAT: 👻
PFPs Ready to Download	1: orio
# Par Luc Des	with pro 2
•	
<u>D</u> ownload	E <u>x</u> it
App PFP PF	<b>™</b>

3. Consider the following fields.

Facility	Select the facility of the inventory location from which you want to pick par items.
Inventory Location	Select the inventory location from which you want to pick par items.

4. Select the check boxes next to the par forms from which you want to pick and tap Download.

#### The Ready to Pick screen appears.

Figure 86. Form clip: Ready to Pick



5. Select the check boxes for the par forms from which you want to pick and tap Pick.

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#### The Par Location screen appears.

Figure 87. Form clip: Par Location



- In the Pulled field, enter the quantity you picked or press the Up (▲) or Down (▼) arrow keys to select the correct amount.
- 7. Tap the Next (  $\blacktriangleright$  ) arrow to move to the next item.
- 8. Tap Done when you have finished the current par form.

#### The Ready to Pick page appears.

Figure 88. Form clip: Ready to Pick



9. Consider the following status items.

Blank Circle	This indicates that the par form has not yet been counted.
Half-filled Circle	This indicates that the par form was partially counted.
Full Circle	This indicates that the Par From was fully counted

- 10. Continue picking items from the remaining pick for par lists using the same steps.
- 11. Select the check boxes of the completed pick for par lists you want to send to the main server and tap Send.
- 12. When the system prompts you to send the pick for par lists, tap OK.

The system displays a progress bar showing the synchronization with server.

- 13. When the system displays a message telling you that the pick for par lists have been sent, tap OK.
- 14. If you are finished picking from the pick for par lists, tap Exit.

If no lists are left to upload, the system prompts you to exit the application. Tap OK to exit.

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