

Inventory

General information

The inventory module will let you achieve the following:

- Associate packages with a location
- See all the movements of a package
- Associate information with a package, for example its weight
- Associate a package with an AWB
- Print labels for packages using information from the inventory

Quick start guide

To start using the inventory you will have to:

1. Create one or more location, you can do that by selecting "Location" on the left and then add new locations (for example "Reception", "Warehouse A", etc.)
2. Go to the items screen by selecting "Items" on the left and click on "Enter new items"
3. Select the location for the items to scan and click on "Scan"
4. Scan the package or type the bar code or an identifier of the package then optionally enter the weight and notes. Then click on "Scan".
5. You will see the result in the "Result" box, enter as many packages as you want and then close the window.
6. Now you will see the new packages in the inventory. Use the filter to filter the packages that you see. Select a package to see its information. Click on "Scan items" to move packages to a new location or change the status (for example "Delivered")

Associate a package to an AWB

To associate a package to an AWB you have to use the bar code from the "bar codes label" or any barcode with the same format 13 digits format (8 digits for the AWB + 5 digits for the package identifier)

Filter the packages (search)

It is possible to search for packages by using the filter option, using that option you can see the packages in a particular location or the packages associated with an AWB or with a flight. The flight associated to a package is obtained through the associated AWB.

Scan items

You can scan items using the "Scan items" option on the left, there are two types of scan:

Scan items to move them to a new location or change the status

Select the "Set location" or "Set status" option, then click on "scan", each package you scan will have the new location or status set. Use this option when you move packages to a new location or when you deliver them.

Verify items

This can be used to verify that packages are in the right location, this option should be used with the filters. When you scan using this option the location of the package will not be changed, but you will get a warning if the package is not where it should be. This is useful to verify stock.

Scan filter

One useful feature are the filters, when using filter you will only be able to scan packages that pass the filter and if you try to scan a package that did not pass the filter you will get a warning.

This is helpful for example if you are moving the packages related to an AWB, you can enter the AWB number in the filter option. If when scanning by mistake you take a package you should not the program will warn you.

Working with single packages

Form the list of packages/items you can select them to see its information and the location/status history. In the history you can see when the item was checked into each location.

Also you can modify the items, for example the information (weight and notes) as well as the location.

Inventory from the barcoded label

The inventory featured were added to the barcoded label, now from the barcoded label you can enter new items in the inventory as well as using inventory's weight information to print in the labels.

Enter new items from the barcoded label

This option is very helpful when you are receiving a package and would like to print a label for it as well as add it to the inventory, you can do both things at once.

When creating a new label next to the "use inventory data" option click on "edit" to edit the inventory of that AWB.

In the window that pops up you will be able to enter new items, but note that you **should not** enter the bar code here, just the sequence number of the items in the AWB. The first package should have sequence number 1, the second 2, etc. Enter the weight and notes and then click on "Add". Enter all the items you need. All the items will be saved in the inventory and will be associated with the AWB.

Use the weight information to print labels

After you have entered the items in the inventory with their weight you can check the option "use inventory data" and then print the labels; each label will have the corresponding weight that you have entered in the inventory.