GIT In

1. Scan or enter the GIT Reference # to be received.
2. Scan or enter the stock code to be received.
3. Enter the quantity to be received.
4. Enter the destination bin (if applicable).
5. If the stock code is a lot item, scan or enter the lot number.
6. You can optionally enter note text.
7. Tap Post to complete the transfer.

GIT Out

1. Scan or enter the stock code to be transferred.
2. Enter the quantity to be transferred.
3. If the stock code is ECC then enter the Rev / Rel information.
4. Enter the From Warehouse and To Warehouse (and bins if bins apply).
5. If the stock code is a lot item, enter the lot information.
6. You can optionally enter note text.
7. Tap Post to complete the transfer.

Receipt From Inspection

1. Scan or Enter the GRN.
2. Enter the total Qty Counted, tap Post.
3. Enter the Qty Inspected, tap Post.
4. Enter the Qty and tap Post for each Scrap, Reject, Return and Accept, respectively.

WIP Receipt From Insp.

1. Scan or Enter the Reference Number.
2. Enter the Qty Inspected, tap Post.
3. Enter the Qty Scrapped, tap Post.
4. Enter the Qty to Rework, tap Post.
5. Enter the Qty to Accept, tap Post.

Job Receipt

1. Scan or enter the job number.
2. Scan or enter the quantity.
3. Scan or enter the bin.
4. If the item is lot item, enter the lot and concession reference associated with the specific lot, if applicable.
5. Optionally enter a notation.
6. Tap Post to receive the job.

Job Issues

1. Scan or enter the job number.
2. To view the job, tap on the View Job button.
3. Scan or enter the stock code.
4. To view inventory information click on the Inventory Query icon.
5. Scan or enter the quantity, and if they apply, the bin and lot.
6. If the stock code is a “non-stocked” item, enter the Product Class in the P/C text box.
7. Optionally enter a Reference and Notation.
8. Tap Post to issue the material to the job.

Kit Issue

1. Scan or enter the job number
2. You can scroll through the list of allocations by touching the right or left arrow key to view and/or adjust the individual allocations.
3. Tap Post to Kit Issue the Job.

Backflush

1. Scan or enter the Warehouse and Bin where you are making the backflush
2. Scan or enter the stock code.
3. To view inventory information click on the Inventory Query icon.
4. Scan or enter the quantity and, if it applies, lot. If the stock code is ECC then enter the Rev / Rel information.
5. You can optionally enter reference and note text.
6. Tap Post to complete the backflush.

WIP Locator

1. Scan or enter the job number.
2. Scan or enter the operation. Alternately you can view the operations on the job, click the View Job button and select the operation.
3. Enter quantity of material.
4. Scan or enter the location.
5. Tap the Put Away icon.
6. When items are ready for the next operation, scan or enter the job number.
7. Touch the line showing the items to be moved to next operation
8. Tap the Take Away icon

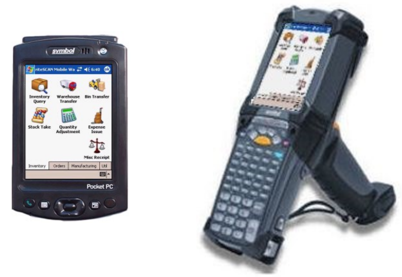
Labor Post

1. Scan or enter the Job number.
2. Scan or enter the Operation, Work Center, Machine, Setup, Startup, Run, and Teardown.
3. Select Rate if available.
4. Enter Employee ID if available.
5. Scan or enter the Quantity Completed.
6. Scan or enter the Scrap.
7. Select Scrap Reason if applicable.
8. Tap Post to complete the Labor Post.

riteSCAN®

Mobile Warehouse for SYSPRO™

Pocket User’s Guide



For Product Support Contact:

riteSOFT
111 College Ave N
St Joseph, MN 56374

Phone: 320.252.6830
Toll Free: 1.866.580.rite
Fax: 320.252.1989
www.ritesoft.com

Inventory Query

1. Scan or enter a stock code.
2. In the top grid you can view the warehouse information.
3. If multiple bins apply, you can see bin location information in the second grid.
4. For more information about a stock code click on the information button.
5. To exit Inventory query tap the OK button in the upper right hand side of the screen.

Warehouse Transfer

1. Scan or enter the stock code to be transferred.
2. To view inventory information click on the Inventory Query icon.
3. Enter the quantity to be transferred.
4. If the stock code is ECC then enter the Rev / Rel information.
5. Enter the From Warehouse and To Warehouse (and bins if bins apply).
6. If the stock code is a lot item, enter the lot information.
7. Optionally enter reference and note text.
8. Tap Post to complete the transfer.

Bin Transfer

1. Enter the Warehouse where you will be transferring.
2. Scan or enter the stock code.
3. To view inventory information click on the Inventory Query icon.
4. Enter the Quantity.
5. If the stock code is ECC then enter the Rev / Rel information.
6. Enter the To and From Bins.
7. If the stock code is a lot item, enter the lot information.
8. Optionally enter reference and note text.
9. Tap Post to complete the transfer.

Stock Take

1. Enter the warehouse setup for stock take.
2. If you use multiple bins in this warehouse enter the bin.
3. Scan or enter the stock code.
4. To view inventory information click on the Inventory Query icon.
5. Enter the quantity counted.
6. If the stock code is a lot item, enter the lot.
7. If the stock code is ECC then enter the Rev/ Rel information.
8. Optionally enter reference and note text.
9. Tap Post to complete the stock capture.

Quantity Adjustment

1. Scan or enter the Warehouse and Bin where you are making the adjustment.
2. Scan or enter the stock code.
3. To view inventory information click on the Inventory Query icon.
4. Enter the quantity. The quantity will be an adjustment (added to inventory) unless you check the Physical Count check box (which will replace the quantity).
5. If the stock code is a lot item, enter the lot.
6. If the stock code is ECC then enter the Rev / Rel information.
7. Optionally enter reference and note text.
8. Tap Post to complete the adjustment.

Expense Issues

1. Scan or enter the Warehouse and Bin where you are making the expense issue.
2. Scan or enter the stock code.
3. To view inventory information click on the Inventory Query icon.
4. Scan or enter the quantity and, if it applies, lot. If the stock code is ECC then enter the Rev / Rel information.
5. Optionally enter reference and note text.
6. Tap Post to complete the expense issue.

Miscellaneous Receipt

1. Scan or enter the warehouse .
2. Scan or enter the bin if applicable
3. Scan or enter the stock code
4. Enter quantity
5. Tap Post to complete the miscellaneous receipt.

Sales Order Picking

1. Scan or enter the Sales Order number.
2. If needed, you can zero out ship quantity by tapping the Zero Ship Quantity button.
3. To view the contents of the order, tap on the View Order button.
4. When viewing an order you can select a line item by tapping on the line then select the Pick button.
5. Scan or enter the stock code, quantity, and if they apply, bin and lot.
6. To view inventory information click on the Inventory Query icon.
7. Tap Post to pick the item.

Purchase Order Receipts

1. Scan or enter the Purchase Order number.
2. To view the contents of the Purchase Order, tap on the View Order button.
3. Scan or enter the stock code.
4. To view inventory information click on the Inventory Query icon.
5. Scan or enter the quantity and, if they apply, bin and lot.
6. To mark an item as complete, check the checkbox labeled Complete.
7. You can optionally enter reference and note text.

PO Receipt All

1. Scan or enter the Purchase Order number.
2. Scan or enter stock code for one of the lines to be received. Alternately tap the line to receive
3. Scan or enter the quantity and, if they apply, bin, lot, note and supplier note
4. To mark an item as complete, check the checkbox labeled Complete.
5. Touch Save (or Post if item is inspectable).
6. Continue as above for all lines to receive.
7. When complete with all lines to receive, tap post.

Sales Order Reserve Stock

1. Scan or enter the Sales Order number.
2. To view the contents of the order, tap on the View Order button.
3. When viewing an order you can select a line item by tapping on the line then select the Pick button.
4. Scan or enter the stock code, quantity, and if they apply, bin and lot.
5. To view inventory information click on the Inventory Query icon.

Dispatch Note

1. Scan or enter the dispatch note number.
2. Scan or enter the quantity.
3. Scan or enter the bin.
4. If the item is lot item, enter the lot and concession reference associated with the specific lot, if applicable.
5. Optionally enter a notation.
6. Tap Post to receive the job.