



Tennessee Department of Health
Receipt, Stage, Store (RSS)
Warehouse Taskforce

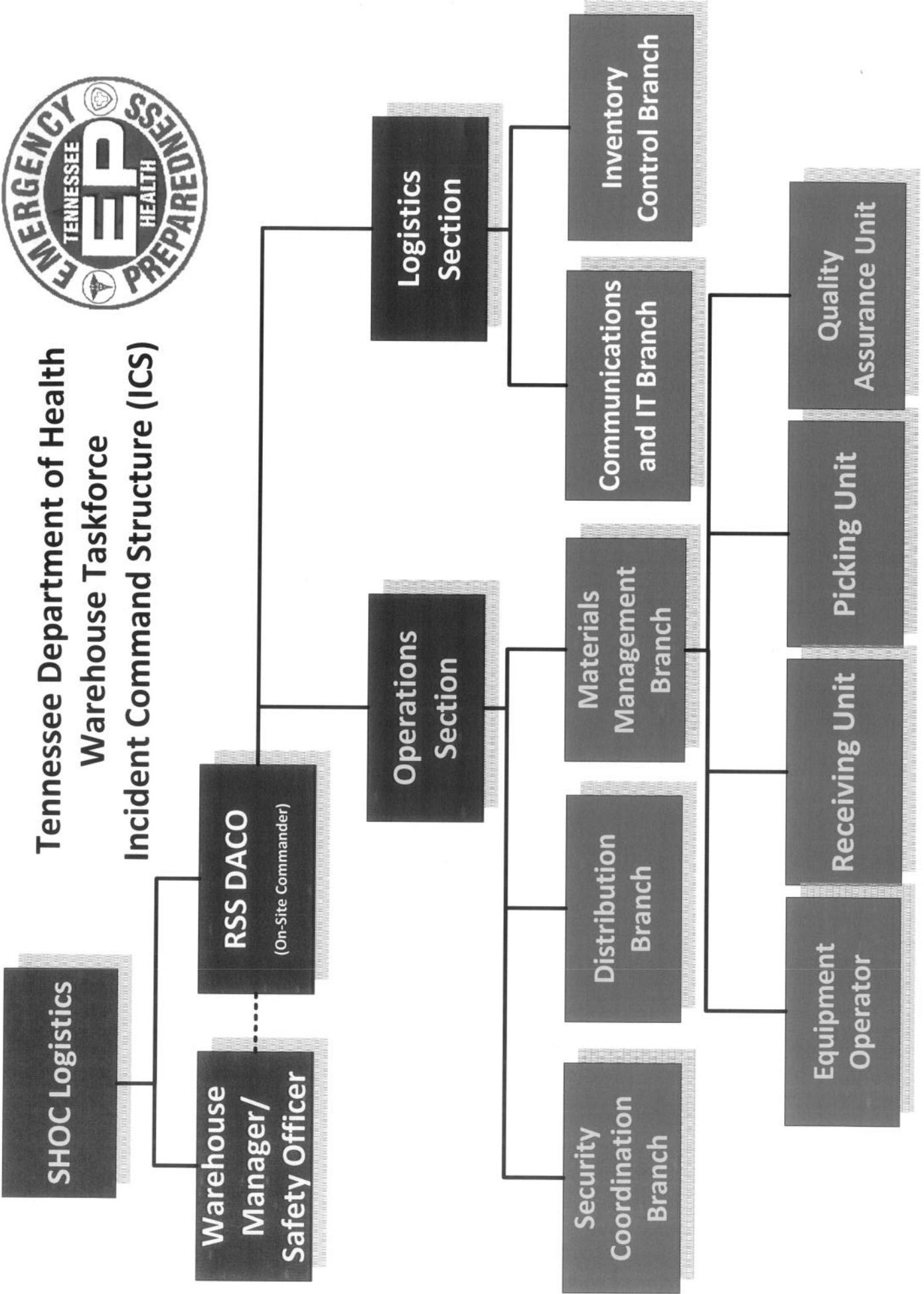
TNCRN Inventory Management

PICKING

Step-By-Step & Quick Guides



Tennessee Department of Health Warehouse Taskforce Incident Command Structure (ICS)



**Tennessee Department of Health - Strategic National Stockpile
 Receipt, Stage, Store (RSS) Warehouse :: Job Action Sheet
 Picking Unit**

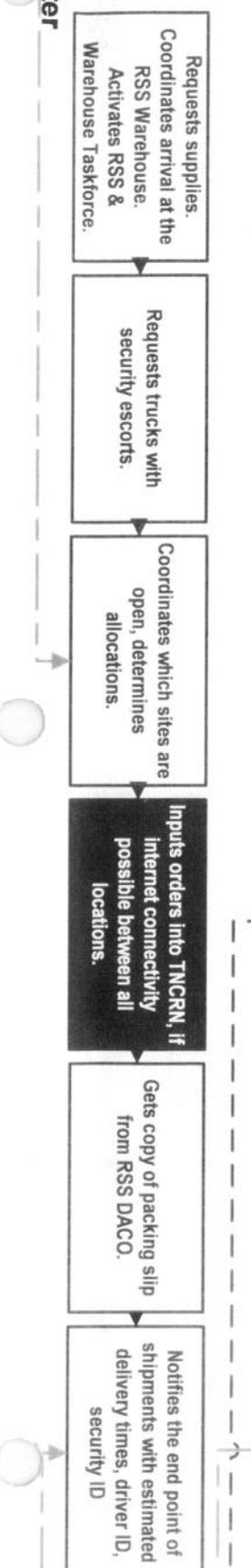
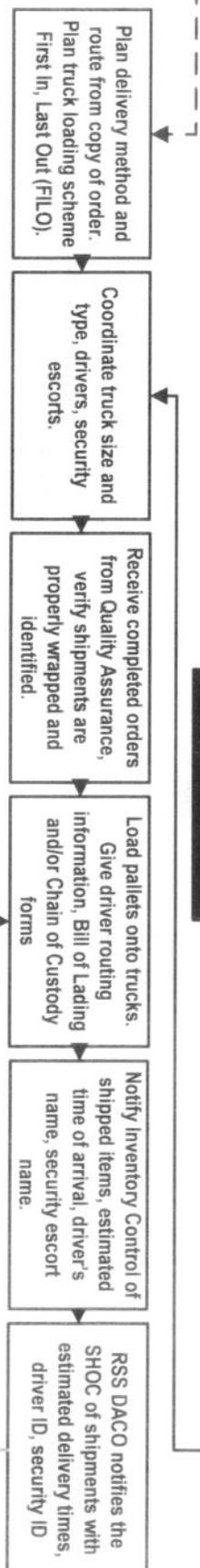
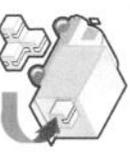
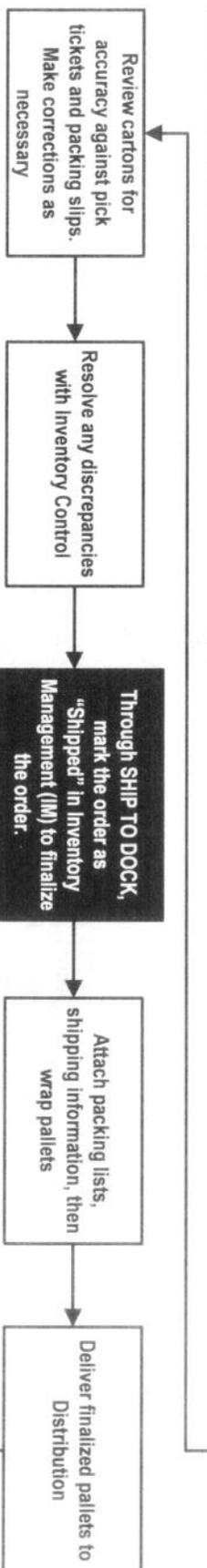
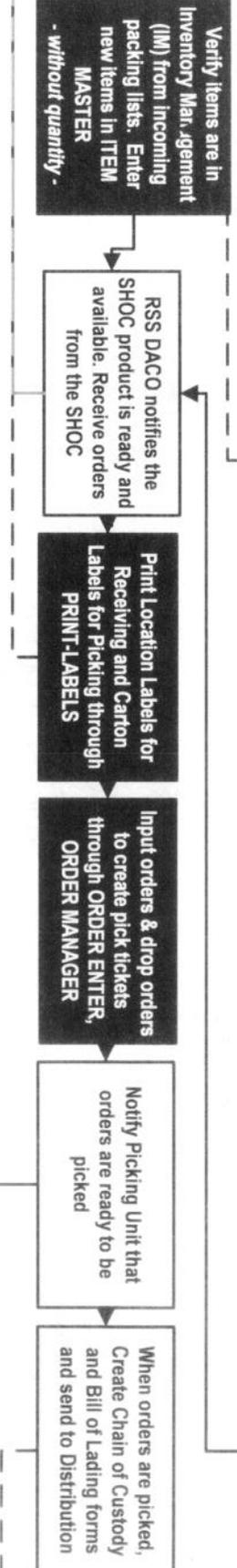
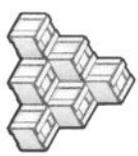
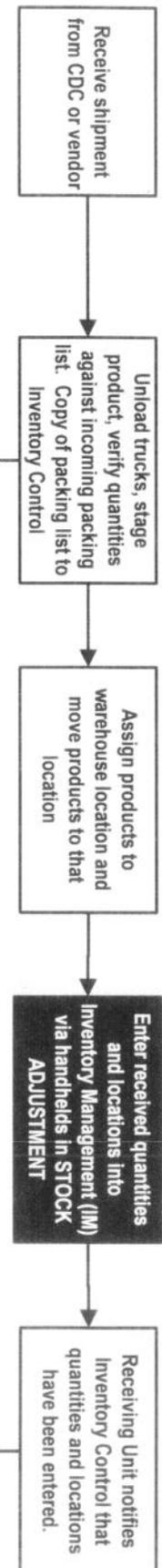
Assigned location	Receipt, Stage, Store (RSS) Warehouse
Functional area	Operations
Reports to	Materials Management Branch Lead
Supervises	Picking Unit support staff
Job description	Provide overall supervision and control over picking and palletizing SNS supplies.
Equipment Needed	Kenwood Radio, TNCRN Inventory Management Handheld, Pallet Jack

Beginning of Shift Duties	<input type="checkbox"/> Sign-in/Check-in with Logistics Section Chief at RSS Warehouse <input type="checkbox"/> Ensure proper RSS identification <input type="checkbox"/> Receive briefing from Materials Management Branch Lead and ensure knowledge of incident <input type="checkbox"/> Review SNS Plan and job action sheets <input type="checkbox"/> Determine staffing needs (schedule/shifts) and acquire appropriate staff resources. Develop on-site staff assignments. <input type="checkbox"/> Brief direct reports to establish chain of command <ul style="list-style-type: none"> ○ Ensure all personnel are equipped for duty ○ Distribute job action sheets and documents to review <input type="checkbox"/> Provide briefing to Material Management Branch Lead <input type="checkbox"/> Conduct Just-In-Time Training to Picking Unit staff as needed
Job Duties	<input type="checkbox"/> Identify and report safety issues <input type="checkbox"/> Acquire equipment and supplies required for RSS functions <input type="checkbox"/> Assist with Receiving Unit as needed <input type="checkbox"/> Communicate understanding of information provided from Inventory Control on picking tickets. Supervise proper completion of picking tickets. <input type="checkbox"/> Communicate and ensure with Quality Control that information listed on picking tickets matches material accompanying the ticket prior to shipment from warehouse <input type="checkbox"/> Supervise support staff. Conduct staff briefings as needed. <input type="checkbox"/> Make decisions and solve problems in the absence of or as directed by the RSS Materials Management Branch Lead <input type="checkbox"/> Keep RSS Materials Management Branch Lead informed of developments, progress, and problems
End of Shift Duties	<input type="checkbox"/> Brief incoming RSS Lead <input type="checkbox"/> Sign-out/Check-out with RSS Materials Management Branch Lead <input type="checkbox"/> Return any RSS equipment and radios <input type="checkbox"/> Participate in After Action Review or Hotwash, as needed



State of TN - RSS Warehouse Workflow update 10-28-13

Indicates item to be done in the TNCRN Inventory Management software

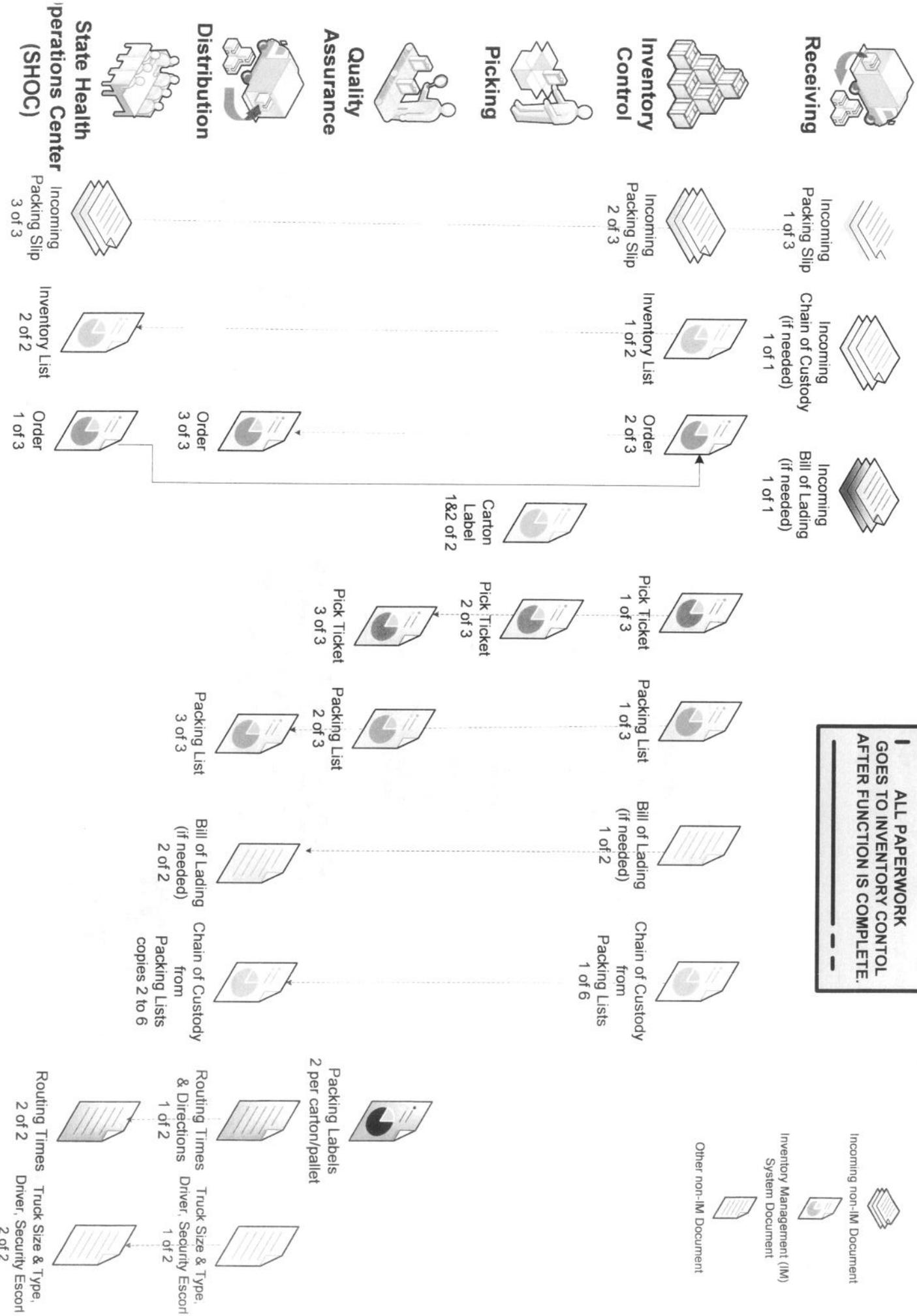




State of TN - RSS Warehouse Paperwork Flow update 28-13

KEY
Copy 1 = where document originates

ALL PAPERWORK GOES TO INVENTORY CONTROL AFTER FUNCTION IS COMPLETE.



TNCRN Inventory Management Quick Guide – RF Login for Internet Connectivity

This quick guide shows how to navigate the RF (handheld) devices and steps for logging in where internet connectivity is available.



Front

Parts of the Device - Front

- Front Speaker
- LED Status Lights
- Touch Screen
- Scanner Button (blue)
- Power On/Off (yellow)
- Qwerty Keyboard
- Enter Key (blue)
- Volume Up/Down
(right side, blue buttons)



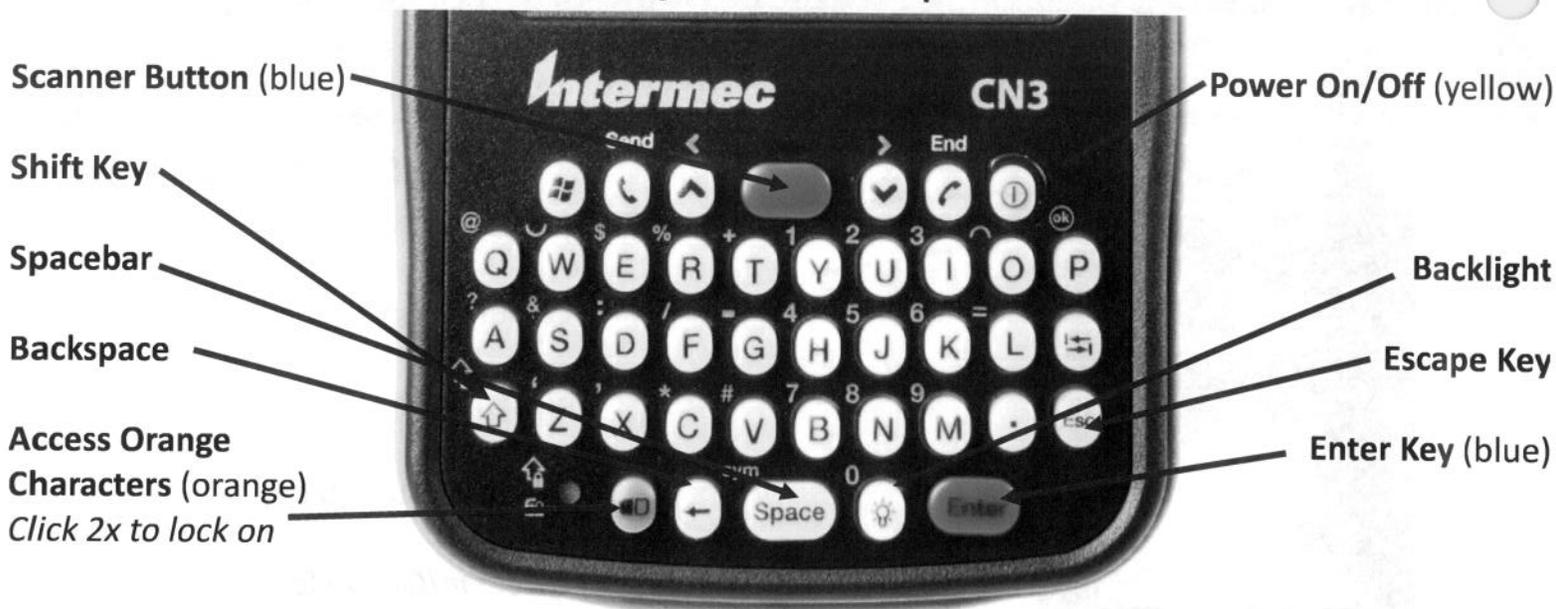
Back

Parts of the Device - Back

- Stylus
- Back Speaker
- Hand Strap
- Battery
- Battery Release Tab



Keyboard Close-Up



Screen Icons Defined



The battery is full.



The battery is low. You need to replace or charge the battery very soon.



The battery is charging.



The volume is turned off. To turn the volume back on, tap this icon and choose your setting.



The computer is connected to the network.



The computer is not connected to the network.



The 802.11b/g radio is connected to the wireless network.



The computer is connected through the USB port to your desktop PC.



The iConnect application icon. Tap it to set up Ethernet or Wireless settings.

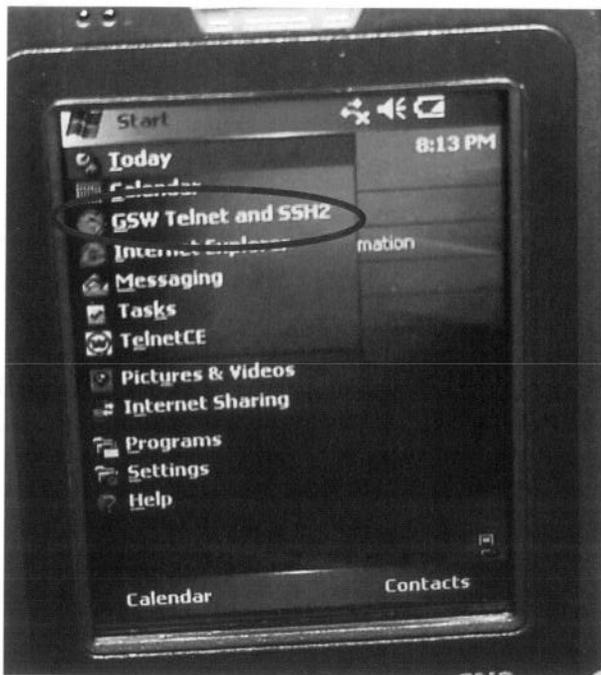


Start Menu

- 1 Press the yellow power button to turn on the RF Handheld device.

The unit runs Windows Mobile, so functionality is similar to a normal PC or laptop with a Windows operating system.

- 2 Tap the "Start" menu on the screen with the stylus or your finger.



Start Menu

- 3 Click "GSW Telnet and SSH2" from the Start menu.

Test or Production

You should now have the choice to select the Test or Production system.

Test is used for training, exercises or development.

Production is used during declared emergencies or for daily use.

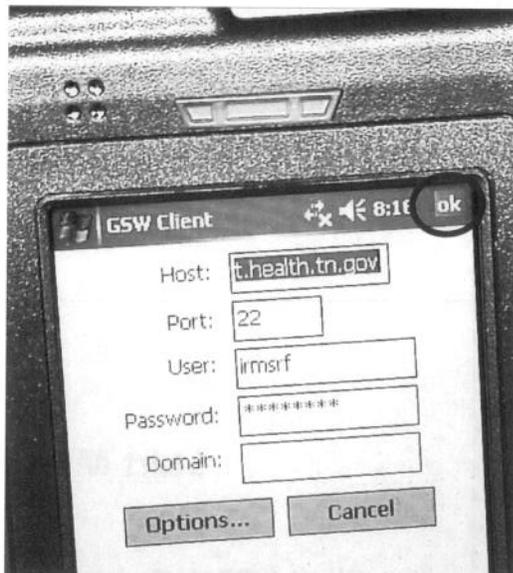


- 4 Double click the correct line.

Credential Information

This screen should be pre-configured with the handheld's credentials.

DO NOT ATTEMPT TO ENTER ANY INFORMATION ON THIS SCREEN.

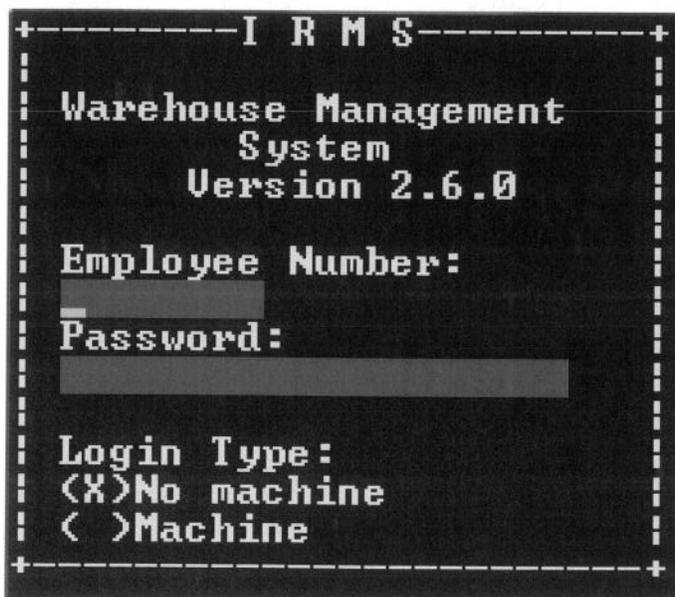


- 5 Click "OK" to continue.

It may take a moment to connect to the database.

Login to application

After the handhelds connect to the database, you will get the login screen.



- 6 Input your user name and password to login. Press the blue "Enter" key on the keypad for "No Machine".



TNCRN Inventory Management Quick Guide – Standard Picking

This guide identifies the steps for logging in and picking inventory through Standard Picking.

1 Enter Employee Number. Press "Enter."
Enter Password. Press "Enter."

```

I R M S
Warehouse Management
System
Version 2.6.0
Employee Number:
I rms
Password:
Login Type:
<X>No machine
<>Machine
    
```

1

2 Enter CO/WH. If needed, use the ↓ and ↑ keys to highlight and select a Warehouse. Press "Enter."

3 Login Type = No Machine. Press "Enter."

```

I R M S
Warehouse Management
System
Enter CO/WH
Co Mh Name
TDH RCWH Rother
>LDH RSS UNDOH
TDH SCR1 South
<>No machine
<>Machine
    
```

2

3

```

IRMS Radio Frequency
RSS Main Menu
1) Receiving
2) Inventory Control
3) Order Picking
4) Shipping
5) Returns
6) Print
7) System Inquiry
8) Return to Logon
Name: John Q. I rms
    
```

4

```

Order Picking
Main Menu
1) RSS Quick Pick
2) Standard Picking
3) Undo Picking
8) Return to Main Menu
    
```

```

Order Picking
Pick Options
1) <>Wave
2) <X>Order
3) <>Zone
8) <>Exit
Truck Plt:
    
```

Navigate Menus & Pick Options

- 4** Select Option 3 – Order Picking.
- Select Option 2 – Standard Picking.
- Select Option 2 – Order.

```

Inquiry Screen
Order: 000000343 Sfx:
> Order Sfx Lines
    
```

5

```

Inquiry Screen
Order: _ Sfx:
> Orde ines
--Question--
Do you want to view
all the order's?
<Yes> <No >
    
```

OR

6

```

Inquiry Screen
Order: 000000443 Sfx:00
Order Sfx Lines
I XT381 1
R 000000383 00 1
R CCWH82 00 1
R 000000392 00 1
R 000000398 00 1
R 000000400 00 1
> 200000443 00 3
    
```

Select Order: Do One of the Following:

- 5** Order: Scan/enter an Order number and press "Enter." Or,
- 6** Just press "Enter," and select "Yes" in response to the "view all...?" prompt. Use the ↓ and ↑ keys to highlight and select an Order. Press "Enter."

```

Order Picking
Pick Selection
-----
Ord:0000000443 Sfx:00
Item:0409-4777-02
Loc:AU10 Qty: 2.00
-----
Zone Aisle Location
>| 0 3U10
| 1 0 dock1
| 1 0 dock1
-----

```

7

```

Order Picking
Pick From Label
-----
Pick Id 1000001565
Loc:AU10 Lot:242
UPC #: 0409-4777-02
Ciprofloxacin soln. for
Wave:245 Class:WH
Ord:000000044300 Type:R
Cs: 24 UOM:CS Qty: 2
-----
Verify Pick
Loc:AU10 BY: I
Item: 0409-4777-02
Qty Picked: 2
Ctn/Pal: 1
-----

```

8

```

Order Picking
Pick From Label
-----
Pick Id 1000001565
Loc:AU10 Lot:242
UPC #: 0409-4777-02
Ciprofloxacin soln. for
Wave:245 Class:WH
Ord:000000044300 Type:R
Cs: 24 UOM:CS Qty: 2
-----
Verify Pick
Loc:AU10 BY: I
Item: 0409-4777-02
Qty Picked: 2
Ctn/Pal: 1
-----

```

9

```

Order Picking
Pick From Label
-----
Pick Id 1000001565
Loc:AU10 Lot:242
UPC #: 0409-4777-02
Ciprofloxacin soln. for
Wave:245 Class:WH
Ord:000000044300 Type:R
Cs: 24 UOM:CS Qty: 2
-----
Verify Pick
Loc:AU10 BY: I
Item: 0409-4777-02
Qty Picked: 2
Ctn/Pal: 1
-----

```

11



Bar Code Label Carton ID

```

Order Picking
Pick From Label
-----
Pick Id 1000001566
Loc:dock1 Lot:1234
-----
Question
Print Packing List?
-----
<Yes> <No>
-----
Cs: 1 UOM:BX Qty: 5
Verify Pick BY: I
Loc:dock1
Item: 0009-00047-22
Qty Picked: 3
Ctn/Pal: C215239147
-----

```

13

Select Item & View Pick Details

7 Items to be picked are displayed. Press "Enter" to select the first line.

8 Pick details are displayed, including:

- **Loc:** Where you pick from
- **Item:** What item to pick
- **Lot:** The Lot number to pick

In this example, pick Item 0409-4777-02, Lot number 242, from Location AV10.

Picking – Enter Quantity & Scan Carton

9 **Qty:** Number expected to be picked, in the Unit of Measure (here, CS=Cases). In this example, 2.

10 **Qty Picked:** Enter the number you are actually picking. This can be equal to or less than the Qty expected. Here, 2.

11 **Ctn/Pal:** Scan the Carton ID. That is, the box/pallet bar code. The number will start with C followed by 9 digits.

Here, the Carton ID is C987654321. Use only 1 Carton for each Pick. But as many Cartons as you need for each Order or Pallet.

In Most Cases, Do Not Print Packing List

12 Repeat from Step 7 (select another Item to pick) to continue picking for the Order, as needed.

13 **Print Packing List?:** When complete, answer "No" to skip the Packing List.

NOTE: In selected situations, it may be possible to print directly from the handheld. Check with your system administrator.