Mobile app manual

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Acquiring the *WAVE reusables* App

The *WAVE reusables* mobile application is available for the Android operating system, and can be freely downloaded from the Google Play store. A search of the app store for either "Wave Reaction" or "WAVE reusables" should display a link to the app as a result.
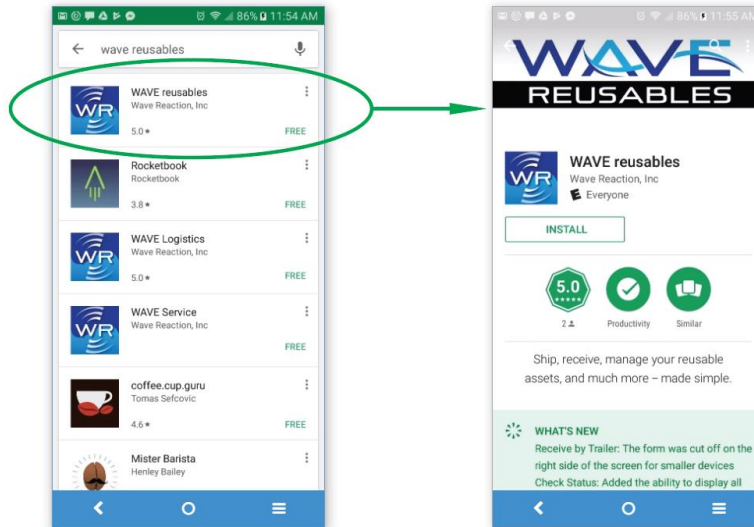
Logging In

Accessing the *WAVE reusables* mobile application requires the user to log in on the login screen. Enter the User Name assigned to you in the **User Name** field, and your password into the **Password** field. Enter your access ID into the **Access ID** field. Your access ID will be assigned to you by a system administrator.

After all the required information has been entered, click the **Log In** button to validate your login information and display the *WAVE reusables* main menu screen.

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Modules and Access

After a successful login, the site will display an interface based on your user permissions.

Standard Users

Standard users will see the main menu screen, with modules that the logged-in user has access rights to displayed in colored icons, while those that are inactive are displayed as grayed-out.

Commission: The Commission function allows the user to commission an RTI, identifying it to be tracked throughout the *WAVE reusables* system. For more information about the Commission function, see page 10.

Ship: Shipping an RTI sets the status of the RTI (or quantity of SKUs) as having been "shipped" from your location. *NOTE: User permissions will also determine which version of the Ship interface is presented.* For more information about the Ship function, see page 11.

Flag: A number of "flags" can be assigned to an RTI to indicate a change in their status, or that quality assurance is required. The Flag function will display a selector to allow the user to Flag an RTI, or clear the Flag from a flagged RTI. For more information about the Flag function, see page 13.

Dock Doors: If your location has dock door hardware integrated with your *WAVE reusables* deployment, their status can be viewed and their functions modified in this module. For more information about the Dock Doors function, see page 13.

Service: The Service function will display a selector to allow the user to record a service action for an RTI, or record RTIs against an existing ticket. For more information about the Service function, see page 15.

Check: Checking the status will display the most recent status assigned to the RTI being scanned. For more information about the Check function, see page 16.

Receive: Receiving an RTI sets the status of the RTI (or quantity of SKUs) as having been "received." *NOTE: User permissions will also determine which version of the Receive interface is presented.* For more information about the Receive function, see page 17.
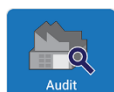
Audit: Audits are performed at the location-level periodically to ensure accurate inventory counts. For more information about the Audit function, see page 18.
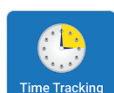
Time Tracking: The Time Tracking module records punch in and punch out events, breaks, and lunches. For more information about the Time Tracking function, see page 19.

More Functions: More Functions will display a selector to allow the user to select any other function for which they have access that is not represented with its own button.

> **Associate RTI:** Associating a related item with an RTI indicates that when the RTI is received, the related item should be presumed to be with it. For more information about the Associate RTI function, see page 19.
>
> **Compliance RTI:** The Compliance RTI function is used to audit RTI usage. For more information about the Compliance RTI function, see page 20.
>
> **Master Label:** The Master Label function is used to create new Master Labels or scan RTIs against existing Master Labels. For more information about the Master Label function, see page 21.
>
> **Inventory Movement:** The Inventory Movement function is used to move a quantity of RTIs (or SKUs) from one location's inventory to another location's inventory when creating and tracking a shipment is not possible. For more information about the Inventory Movement function, see page 21.
>
> **Dock Doors:** This function enables the user to modify the actions performed by the hardware at a specific dock door at the user's location. For more information about the Dock Door function, see page 22.
>
> **Change SKU:** Changing an SKU reassigns an RTI's unique barcode ID to a different SKU. For more information about the Change SKU function, see page 22.
>
> **Change RTI:** Changing an RTI transfers the RTI's transaction history to a different RTI. For more information about the Change RTI function, see page 22.
>
> **Settings:** This contains the settings for the application, including whether the app is in Offline mode, is capturing barcodes or detecting RFID tags, and more. For more information about the Settings, see page 26.

NOTE: Not all users will have access to all modules. Modules that users do not have access to, or are inactive, will be displayed with a grayed-out icon.

Additionally, when the app is set to "Offline Mode," some modules cannot be run. These modules will be displayed with a "banner" overlay indicating the module is unable to be used without an active internet connection.

Administrator Users

If you have Administrator access in *WAVE reusables*, swiping to the right, or tapping on the right dot, will display the Administrator modules, which allow the user to create and modify core solution elements.

SKUs: SKUs (Stock Keeping Units) represent the asset types being tracked. Tapping the SKUs button will display a selector to allow the user to choose between configuring a new SKU, or viewing the details of an SKU. For more information about the SKUs Admin function, see page 23.

Locations: Locations represent physical locations in your enterprise that assets can be shipped to and received from. Tapping the Locations button will display a selector to allow the user to choose between configuring a new Location, or viewing the details of a Location. For more information about the Locations Admin function, see page 24.

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Continuous Scanning

Several modules make use of your mobile device's camera to facilitate rapid capturing of barcodes. Tapping the Scan Capture button (shown right) will open your mobile device's camera.

To capture a barcode, align the barcode with the guideline(s) displayed in the camera interface to capture the barcode in the form. An audible beep should be heard to confirm each time a barcode has been captured. Multiple barcodes can be captured without navigating away from the camera interface, and capturing a single barcode multiple times will not cause duplication of capture data.

Interface Elements

The *WAVE reusables* mobile application makes use of various interactive elements and icons throughout the functions. These elements will be detailed here for reference purposes when encountered within a function:

Text fields
WAVE reusables allows the user to input information in several formats. When the user has the option to manually enter text, a rectangular field will be displayed. Tap the field to "focus" the keyboard entry on it.

BLUE FIELDS represent information input that is required.

GRAY FIELDS represent information input that is optional.

Drop-down selectors
When a line item from an existing list can be used to populate a form, the drop-down selector interface will be shown. Tap the field to display the list of contents that can be selected. Typing in characters on the keyboard will narrow the list displayed to items that match the input.

BLUE FIELDS represent information input that is required.

GRAY FIELDS represent information input that is optional.

Icon buttons
Several buttons will be displayed in the context of the forms or during capture events.

The SCAN CAPTURE button will be displayed beside fields when the data can be captured via the camera scanner. Tapping the Scan Capture button will open your mobile device's camera. Align the barcode with the guideline(s) displayed in the camera interface to capture the barcode in the form.

The DELETE button will be displayed after capturing a photograph to be associated with a new SKU entry or support ticket. Tapping the Delete button will immediately delete the photograph.

The ZOOM button will be displayed beside photographs to indicate that a larger view is available. Tapping the Zoom button will display the higher-resolution photograph.

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The FLASHLIGHT button will be displayed the camera capture interface when applicable. Tapping the Flashlight button will activate your mobile device's camera flash to act as illumination while capturing images and barcodes from the camera capture interface.

The TRUCK button is exclusive to the "Ship RTI" function, and allows the user to enter and modify several optional values related to the shipment. See the "Ship RTI" module section for more information on the Truck button.

The AUTHORIZED LOCATIONS button will display all locations that can ship and/or receive an RTI. This button will be displayed on the "Check Status" form.

The TOGGLE button will be displayed in functions that can apply to both serialized and non-serialized assets. As different input is required based on if your asset is serialized or non-serialized, using the Toggle button may update the fields displayed on the form.

Menu bar indicators

Icons in the menu bar indicator serve a variety of purposes:

The REFRESH icon, when tapped, will update the currently-open module with any new records from the database waiting in the queue.

The NUMBER icon will be displayed when a number of actions have been performed in quick sequence, such as commissioning non-serialized SKUs or capturing a large volume of barcodes, to assist the user in keeping track of how many times they've performed an action or how many of something they've captured in a continuous session. Tapping this number will reset it back to 0.

The MESSAGE icon will be displayed if a message has been pushed to your user login. Tap the Message icon to display the Messages interface.

Modules

Commission

Commissioning an RTI identifies an RTI to be tracked throughout the WAVE reusables system. RTIs can be commissioned as "serialized," with each RTI assigned a unique ID, or "non-serialized," which will commission a quantity of SKUs.

COMMISSIONING A SERIALIZED RTI

Ensure that the toggle in the upper right-hand corner of the screen is set to "SERIALIZED."

> **Select SKU:** Select an SKU to be commissioned from the drop-down menu
>
> **Enter RTI#:** Enter a new ID into the "RTI" field provided. This field can also be populated by tapping the associated "Scan Capture" button and scanning the RTI's barcode.

After both required fields are populated, the "Commission" button will become activated.
Tap "Commission" to save your entry. Commissioned RTIs will be added to the inventory of the location associated with the app user.

ALERT: A new RTI must be entered to be added; RTIs that already exist in *WAVE reusables* will be rejected.

COMMISSIONING A QUANTITY OF NON-SERIALIZED SKUs

Ensure that the toggle in the upper right-hand corner of the screen is set to "NON-SERIALIZED."

> **Select Non-Barcoded:** Select an SKU to be commissioned from the drop-down menu. When "Non-Serialized" is toggled, this list will be populated only by SKUs that have been approved for bulk commissions.
>
> **Enter Quantity:** Enter the quantity of the SKU you wish to commission.

After both required fields are populated, the "Commission" button will become activated.
Tap "Commission" to save your entry. Commissioned RTIs will be added to the inventory of the location associated with the app user.

Ship

NOTE: The shipping terms specified in the Contract between shipping locations will determine which version of the "Ship" function the user will be able to perform.

ALERT: The options displayed below will not be shown simultaneously. Users will only see the version their login privileges allow them to perform, as determined by the shipping terms specified on the contracts related to their location.

Shipping Against an Existing Shipment:

Ship To Location: Select the location RTIs are being shipped to from the drop-down selector.

BOL#: Enter OR select the Bill of Lading number in the "BOL#" field provided. This field will contain BOLs that have been created for shipments going to the ship-to location you have selected.
This field can also be populated by tapping the associated "Scan Capture" button and scanning the BOL barcode.

Enter RTI#: Enter the barcode ID of the RTI being shipped into the "RTI" field provided. This field can also be populated by tapping the associated "Scan Capture" button and scanning the RTI's barcode.
NOTE: Populating fields in the Truck button may be necessary before capturing barcodes is successful.

The "Truck" button will become activated after a BOL# has been entered/selected. Tapping the Truck button will display a pop-up form containing eight optional fields. Based on the BOL# selected, some of these fields may already have data associated with them

Pick Up Location: Select the location at which the shipment is being picked up from the drop-down selector.

Type: Select the shipment's type from the "Type" drop-down selector. Choose from TL, LTL, MS, or Tendered.
NOTE: When "Tendered" is selected, an additional "Reference #" field will be displayed. Enter the reference number associated with the Tender action.
NOTE: When "MS" (multi-stop) is selected, an additional "Stop #" field will be displayed. Enter the number of this stop.

Carrier: Select the Carrier delivering the shipment from the "Carrier" drop-down selector.

Truck: Select the truck from the "Truck" drop-down selector.

Trailer #: Enter a Trailer number into the "Trailer #" field. This field is optional.

Dock: Select the Dock at your location at which the shipment is being built from the "Dock" drop-down selector. This field is optional.

Weight: Enter the trailer weight into the "Weight" field. This field is optional.

Route#: Enter the route number into the "Route#" field. This field is optional.

Pro #: Enter the PRO number into the "PRO#" field. This field is optional.

Seal #: Enter the SEAL number into the "SEAL#" field. This field is optional.

Additionally, after a BOL# has been entered/selected, the "Details" button, represented with the magnifying glass icon, will become activated. Tapping the magnifying glass button will display a form containing the list of SKUs intended to be shipped with the shipment, the number of each SKU requested, and the number of SKUs that have currently been scanned already to count toward the requested amount.

After each individual RTI is scanned, or after the user had finished a continuous scan and tapped the "Close" button, the "Scanned" quantity should be updated.

After all fields are populated, the "Ship" button will become activated.
Tap "Ship" to update the RTI's history to reflect it having been shipped against the shipment.
After all RTIs have been shipped against the shipment, tap the "Complete" button to mark the shipment record as having been completed.

ALERT: The status of the RTI will remain as "shipped" by the user's location until another transaction occurs to change the status.

Shipping To A Location:

SHIPPING SERIALIZED RTIs

Ensure that the toggle in the upper right-hand corner of the screen is set to "SERIALIZED."

Select Location: Select the location RTIs are being shipped to from the drop-down selector.

BOL#: Enter OR select the Bill of Lading number in the "BOL#" field provided. This field will contain BOLs that have been created for shipments going to the ship-to location you have selected.
This field can also be populated by tapping the associated "Scan Capture" button and scanning the BOL barcode.

NOTE: If your location is configured to ship without referencing a Bill of Lading, the "BOL#" field will be hidden.

Enter RTI#: Enter the barcode ID of the RTI being shipped into the "RTI" field provided. This field can also be populated by tapping the associated "Scan Capture" button and scanning the RTI's barcode.

After all fields are populated, the "Ship" button will become activated.
Tap "Ship" to update the RTI's history to reflect it having been shipped to the location specified.

ALERT: The status of the RTI will remain as "shipped" by the user's location until another transaction occurs to change the status.

SHIPPING NON-SERIALIZED SKUs

Ensure that the toggle in the upper right-hand corner of the screen is set to "NON-SERIALIZED."

Select Location: Select the location RTIs are being shipped to from the drop-down selector.

BOL#: Enter the Bill of Lading number into the "BOL#" field provided. This field can also be populated by tapping the associated "Scan Capture" button and scanning the BOL barcode.

NOTE: If your location is configured to ship without referencing a Bill of Lading, the "BOL#" field will be hidden.

Select Non-Barcoded: Select an SKU to be shipped from the drop-down menu. When "Non-Serialized" is toggled, this list will be populated only by SKUs that have been approved for bulk shipping.

Enter Quantity: Enter the quantity of the SKU you wish to ship.

After all fields are populated, the "Ship" button will become activated.

Flag

A number of "flags" can be assigned to an RTI to indicate a change in their status, or that quality assurance is required. The Flag function will display a selector to allow the user to Flag an RTI, or clear the Flag from a flagged RTI.

FLAGGING SERIALIZED RTIs

Select Flag: Select the flag being assigned to the RTI from the drop-down.

NOTE: If your location has a specific flag status pre-configured, the "Select Flag" field will be hidden.

Enter RTI#: Enter the barcode ID of the RTI being flagged into the "RTI" field provided. This field can also be populated by tapping the associated "Scan Capture" button and scanning the RTI's barcode.

Capture Image (Optional): To capture an image of the RTI being flagged for reference purposes, tap the associated "Scan Capture" button to open your mobile device's camera interface.

After the RTI field is populated, the "Submit" button will become activated. Tap "Submit" to flag the RTI.

FLAGGING NON-SERIALIZED SKUs

Select Flag: Select the flag being assigned to the RTI from the drop-down.

NOTE: If your location has a specific flag status pre-configured, the "Select Flag" field will be hidden.

Select SKU: Select the type of SKU being flagged from the "Select SKU" drop-down menu.

Enter Quantity: Enter the quantity of SKUs being flagged into the "Enter Quantity" field.

Capture Image (Optional): To capture an image of the SKU type being flagged for reference purposes, tap the associated "Scan Capture" button to open your mobile device's camera interface.

After the RTI field is populated, the "Submit" button will become activated. Tap "Submit" to flag the RTI.

CLEARING A SERIALIZED RTI's FLAG

Enter RTI#: Enter the barcode ID of the flagged RTI being cleared into the "RTI" field provided. This field can also be populated by tapping the associated "Scan Capture" button and scanning the RTI's barcode.

After the RTI field is populated, the "Submit" button will become activated. Tap "Submit" to clear the flag from the RTI.

Dock Doors

If your location has dock door hardware integrated with your *WAVE reusables* deployment, their status can be viewed and their functions modified in this module.

Each dock door will be represented with a button displaying the dock door's name, an indicator of if the RFID reader associated with the dock door is either online or offline, and the status of the assets that are being processed at the dock door:

> **SHIP:** Items processed at this dock door are being shipped
> **RECEIVE:** Items processed at this dock door are being received
> **BOTH:** The dock door is being used to both ship and receive
> **TEST:** This status is only assigned when the dock door hardware is being configured
> **NONE:** The dock door is not currently being used for transactions

The icon will display whether the dock door is currently in use or not.

View Testing

Tests can be performed from within the "Dock Doors" module, when a door is set to "Test" function. Selecting the "View Testing" option from the dock door pop-up will display the "Tests" form, which will be used in conjunction with dock door as a test of settings.

When viewing a test, the test number will be displayed in the upper left-hand corner of the form, while the number of the "run" of the test will be displayed in the upper right-hand corner of the form. Each time a test is "started," this number will increase by one.

The values of the Total Master RTIs and the Total Master Group associated with the Test being run will be displayed in a row below the Test number and Run number.

> **START TEST:** When the "Begin Test" button is tapped, the grid field below the buttons will begin displaying the data that is being detected by the RFID antenna and collected by the reader, and the "Begin Test" button will become an "End Test" button.
>
> The data collected will be displayed accompanied by the following icons:
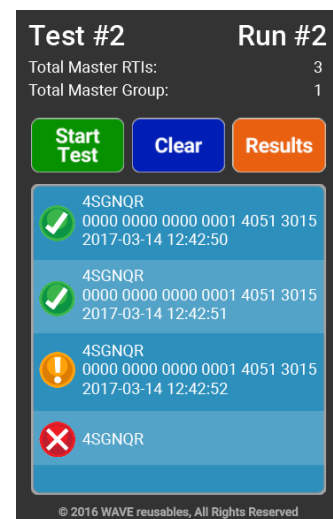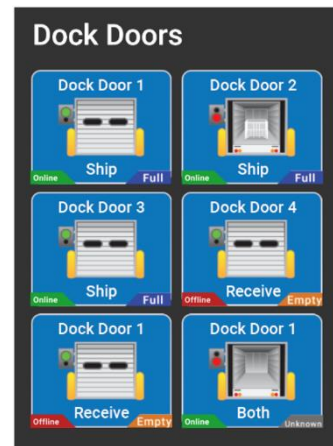
✅ CAPTURE SUCCESS: This asset was captured successfully and was part of the list of RTIs.

❌ CAPTURE FAILED: This asset was part of the list of RTIs, but it was not captured

⚠️ CAPTURE EXTRA: This asset was captured, but it was not on the list of RTIs.

The "Results" button will display an animated icon while a test is in progress. Data collection will continue until this "End Test" button is tapped.

END TEST: Tapping the "End Test" button will stop data collection and display it in the field, and the "End Test" button will return to its "Begin Test" state.

CLEAR: Tapping the "Clear" button will erase any data displayed in the field below the buttons. This action can be performed at any time, including while a test is in progress.

RESULTS: Tapping the "Results" button will display a pop-up window containing six values from the last test that was run:

# of Sessions: The total number of sessions in the last test.
Accuracy % of Sessions: The percentage accuracy of the reads of the total sessions.
# of Total RTIs: The total number of RTIs captured in the last test.
Accuracy % of Total RTIs: The percentage accuracy of the total RTI reads.
# of Groups: The total number of groups in the last test.
Accuracy % of Groups: The percentage accuracy of the group reads.

NOTE: You can tap the "Results" button while a test is in progress, but the results will be incomplete.

Modifying a Dock Door

To modify a dock door's current function, tap on its icon. A form will be displayed with fields to modify the door's function, the status of the assets being processed, and the location associated with the function.

Dock Door 1
Select Function
Select Status
Select Location

SELECT FUNCTION: This drop-down will contain the functions that can be assigned to the dock door:
Receive: Items processed at this dock door are being received
Both: The dock door is being used to both ship and receive
Test: This status is only assigned when the dock door hardware is being configured
None: The dock door is not currently being used for transactions
SELECT STATUS: This drop-down will contain the statuses that assets can be received as.
Empty: The assets associated with the shipment are empty.
Full: The assets associated with the shipment are full.
Unknown: The status of the assets associated with the shipment are unknown.
SELECT LOCATION: This drop-down will contain the locations to be associated with the action selected in the "Function" drop-down.
Note: When the selected function is "Both," the user will need to select both the location assets are coming from ("Select Location") and are going to ("Outbound Location").
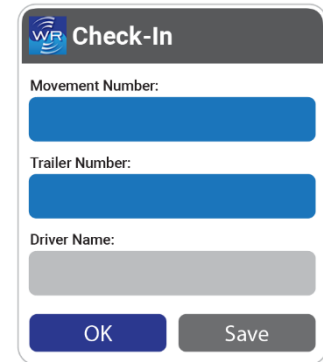
Check-In / Check Out

Selecting "Check-In" or "Check Out" will display a pop-up form allowing the user to check in or check out a shipment, depending on the function the dock door is currently configured to perform.

> **MOVEMENT NUMBER:** Enter the shipment's movement number into the top field.
> **TRAILER NUMBER:** Enter the shipment's trailer number into the middle field.
> **DRIVER NAME (optional):** Enter the name of the driver who is moving the shipment into the bottom field.

Service RTI

The Service function will display a selector to allow the user to Service an RTI, or record actions against an existing Service Ticket.

Servicing an RTI

> **Select Category:** Select the category of service action being performed from the "Select Category" drop-down selector.
>
> **Select Service:** Based on the category of service selected in the Category drop-down, select the service being performed from the "Select Service" drop-down selector.

Based on the Service being performed, additional fields may be displayed. These are typically an RTI# capture field to capture the RTI# being serviced.
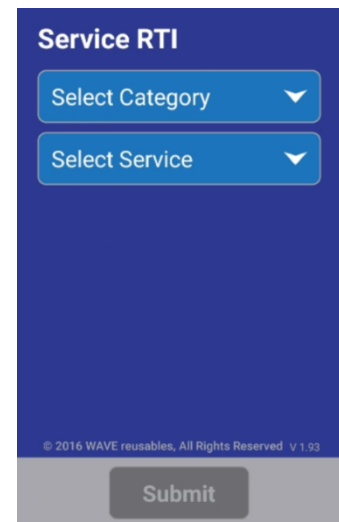
After all the required fields have been populated, the "Submit" button will become activated. Tapping the "Submit" button will save the service information.
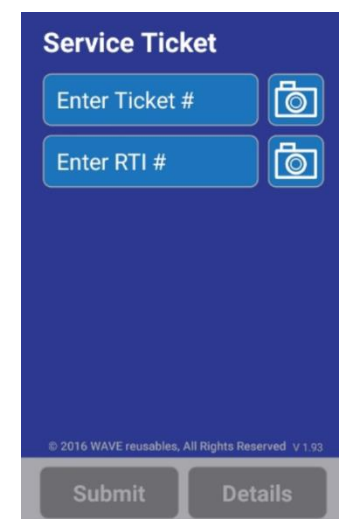
Service Ticket

The "Service Tickets" module is used to record RTIs against existing service tickets, indicating a quality assurance action has been performed on the RTI.

> **Ticket #:** Enter the Ticket number being worked on into the "Enter Ticket" field.
>
> **RTI #:** Enter the RTI that was serviced against the ticket into the "Enter RTI #" field.
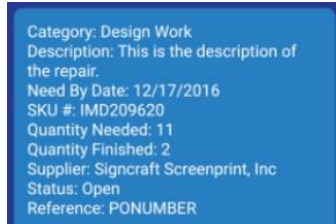
After the Ticket number has been entered, the "Details" button will be activated. Tapping the "Details" button will display a box with columns detailing the RTIs associated with the ticket and the actions already taken against it.

Category: Design Work
Description: This is the description of the repair.
Need By Date: 12/17/2016
SKU #: IMD209620
Quantity Needed: 11
Quantity Finished: 2
Supplier: Signcraft Screenprint, Inc
Status: Open
Reference: PONUMBER

Check

Checking the status will display the most recent status assigned to the RTI being scanned.
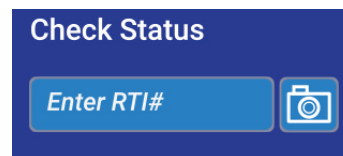
> **Enter RTI#:** Enter the barcode ID of the RTI being status-queried into the "Enter RTI#" field provided. This field can also be populated by tapping the associated "Scan Capture" button and scanning the RTI's barcode.

Tapping the "Check" button will display the status of the RTI in a window below the RTI field.

If an image is associated with the RTI, the "Zoom" button will be displayed in the upper right-hand corner of the form, and tapping the "Zoom" button will display the image for reference.

The "Authorized Location" button will display all locations that are authorized to ship and/or receive the SKU type of the RTI.

The "History" button will display the history of the RTI in a separate window when tapped.

Check Status

Enter RTI#

Check Status

TR0003

SKU #: Basket/Steel - Wire
Basket - T00
Current Location:
(Pool)
WW Logistics
Moline, ILLINOIS 50703
USA
Last Activity: Clear Flag
Last Status: On Hand (Available)
Grid Location:

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Check   History

Receive

NOTE: The shipping terms specified in the Contract between shipping locations will determine which version of the "Receive" function the user will be able to perform.

ALERT: The options displayed below will not be shown simultaneously. Users will only see the version their login privileges allow them to perform, as determined by the shipping terms specified on the contracts related to their location.

Receive From Location

RECEIVING SERIALIZED RTIs

> **Select From Location:** Select the location from which RTIs are being received from the drop-down selector.

> **Enter RTI#:** Enter the barcode ID of the RTI being received into the "Enter RTI#" field provided. This field can also be populated by tapping the associated "Scan Capture" button and scanning the RTI's barcode.

Receive RTI   SERIALIZED

Select From Location ▼

Enter RTI#
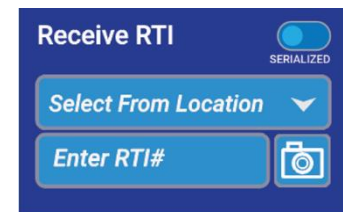
After an RTI has been entered, the "Receive" button will become activated. Tap the "Receive" button to receive the RTI from the location.

RECEIVING NONSERIALIZED SKUs

> **Select From Location:** Select the location from which RTIs are being received from the drop-down selector.

> **Select Non-Barcoded:** Select the type of non-barcoded RTI (or SKU) being received into the "Select Non-Barcoded" field provided.

> **Enter Quantity:** Enter the quantity of SKUs being received into the "Enter Quantity" field.

After the quantity of SKUs has been entered, the "Receive" button will become activated. Tap the "Receive" button to receive the SKUs from the location.

Receive From Trailer:

> **Select Trailer:** Select the trailer from which RTIs are being received from the drop-down selector.

> **Enter RTI#:** Enter the barcode ID of the RTI being received into the "Enter RTI#" field provided. This field can also be populated by tapping the associated "Scan Capture" button and scanning the RTI's barcode.

After an RTI has been entered, the "Receive" button will become activated. Tap the "Receive" button to receive the RTI from the trailer.

After all RTIs contained in the trailer have been received, tap the "Complete" button to mark the trailer as having been completed.

Audit

Audits are performed at the location-level periodically to ensure accurate inventory counts.

> **Enter RTI#:** Enter the barcode ID of the RTI being audited into the "Enter RTI#" field provided. This field can also be populated by tapping the associated "Scan Capture" button and scanning the RTI's barcode.

> **Reference (Optional):** The "Reference" field is intended to provide a reference as to the RTI's location that will be associated with the Audit entry. This field is optional.

> **Current Status:** Select the status of the RTI from the drop-down selector.
> REPAIR: The RTI is in need of repair.
> UNAVAILABLE: The RTI is unavailable for use.
> EMPTY: The RTI is empty.
> FULL: The RTI is full.

> **Select SKU:** Selecting an SKU from this drop-down will limit the SKUs audited to this type. Leaving this value as "All" will include all SKUs.

After the two required fields have been populated, the "Audit" button will become activated. Tapping the "Audit" button will add the information to a local storage file. This file will continue to have audit items added to it until the file is uploaded. To upload the audit file, tap the "Upload" button.

NOTE: After the audit file has been successfully uploaded, the local file will be cleared.
If the upload of the local storage fails, the existing content remains in the file. Any additional audit line items will be stored in the same file until it is successfully uploaded.

Time Tracking

When the user initially opens the "Time Tracking" module, only the "Punch In" button will be activated. No other buttons can be activated until the user has begun tracking their time within a "punched in" session. When the user punches in, the date and timestamp will be displayed in the top portion of the button, and the button will be disabled. The "Start Lunch," "Start Break," and "Punch Out" buttons will become activated.

NOTE: Tapping "Start Lunch" will disable "Start Break," and tapping "Start Break" will disable "Start Lunch."

Each other activity cannot be started until the activity in progress is completed. Starting either a Lunch or a Break will disable "Punch Out."
"Punch Out" cannot be selected until the activity in progress is completed. Starting or stopping any activity will display the date and timestamp in the top portion of the button.

After all functions have a date and timestamp associated with them, the user cannot "punch in" again until the next calendar day after the current date. The time and datestamps will remain visible until the user can punch in again, at which time the time and datestamps will reset.
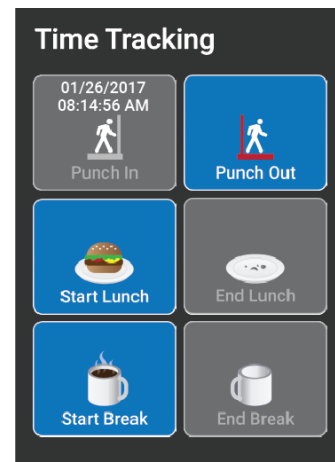
Associate RTI

Associating a related item with an RTI indicates that when the RTI is received, the related item should be presumed to be with it.

> **Related Item #:** Enter the barcode ID of the part being associated with the RTI into the "Related Item #" field provided. This field can also be populated by tapping the associated "Scan Capture" button and scanning the part number barcode.
>
> **Reference #:** Enter the associated reference number into the "Reference #" field provided. This field can also be populated by tapping the associated "Scan Capture" button and scanning the reference number barcode.
>
> **Enter RTI#:** Enter the barcode ID of the RTI being associated with the related item into the "Enter RTI#" field provided. This field can also be populated by tapping the associated "Scan Capture" button and scanning the RTI's barcode.

After all three required fields have been populated, the "Associate" button will become activated. Tapping the "Associate" button will update the RTI's record with the associated item information.
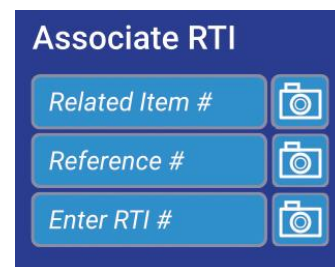
Compliance RTI

The Compliance RTI function is used to audit RTI usage.

NOTE: The Compliance RTI function can be performed on both serialized on non-serialized RTIs. To switch between serialized and non-serialized RTIs, tap the "Toggle" button located at the upper-right corner of the form.

Serialized:

Enter Part#: Enter the barcode ID of the part number associated with the RTI being compliance-audited into the "Enter Part #" field provided. This field can also be populated by tapping the associated "Scan Capture" button and scanning the part number's barcode.

Quantity: Enter the quantity of the part number contained in the RTI into the "Quantity" field provided.

Issues: Select any issues with the RTI or part number from the "Issues" drop-down selector.

% Full: Select the current percentage full the RTI is with the part number from the "% Full" drop-down selector. This field can also be populated by tapping the associated "Scan Capture" button and scanning the "% Full" barcode.

Enter RTI#: Enter the barcode ID of the RTI being compliance-audited into the "Enter RTI#" field provided. This field can also be populated by tapping the associated "Scan Capture" button and scanning the RTI's barcode.

Enter PO# (Optional): Enter the purchase order number associated with the audit action into the "Enter RTI#" field provided. This field can also be populated by tapping the associated "Scan Capture" button and scanning the RTI's barcode.

After all the required fields have been populated, the "Submit" button will become activated. Tapping the "Submit" button will save the compliance audit information.

Non-Serialized:

Enter Part#: Enter the barcode ID of the part number associated with the SKU being compliance-audited into the "Enter Part #" field provided. This field can also be populated by tapping the associated "Scan Capture" button and scanning the part number's barcode.

Quantity: Enter the quantity of the part number contained in the SKU into the "Quantity" field provided.

Issues: Select any issues with the SKU or part number from the "Issues" drop-down selector.

% Full: Select the current percentage full the SKU is with the part number from the "% Full" drop-down selector. This field can also be populated by tapping the associated "Scan Capture" button and scanning the "% Full" barcode.

Enter Non-Barcoded: Select the non-barcoded SKU from the "Enter Non-Barcoded" drop-down selector.

Enter PO# (Optional): Enter the purchase order number associated with the audit action into the "Enter RTI#" field provided. This field can also be populated by tapping the associated "Scan Capture" button and scanning the RTI's barcode.

After all the required fields have been populated, the "Submit" button will become activated. Tapping the "Submit" button will save the compliance audit information.

Master Label

The Master Label function is used to create new Master Labels or scan RTIs against existing Master Labels.

Creating a New Master Label

> **New Master Label:** This field is not editable, as the new Master Label ID will be automatically generated when the entry is saved.

> **Enter RTI #:** Enter or scan the RTI being added to the Master Label.

As RTIs are added to the ticket, the "Details" button will become activated. Tapping the "Details" button will display a list of the totals of RTI and SKU that have been added to the Master Label, and the RTI IDs. After all RTIs have been scanned to the Master Label, tap the "Submit" button to create the new Master Label and save the RTIs to it.

Scanning to an Existing Master Label

> **Existing Master Label:** Enter or scan the ID of the Master Label RTIs are being scanned to.

> **Enter RTI #:** Enter or scan the RTI being added to the Master Label.

After the Existing Master Label field has been populated with a valid Master Label ID, the "Details" button will become activated. Tapping the "Details" button will display a list of the totals of RTI and SKU that have been added to the Master Label, and the RTI IDs. After all RTIs have been scanned to the Master Label, tap the "Submit" button to save the updates to the Master Label and save the RTIs to it.

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Inventory Movement

The Inventory Movement function is used to move a quantity of SKUs from one location's inventory to another location's inventory when creating and tracking a shipment is not possible.

> **To Location:** The "To Location" drop-down menu will contain the list of locations to which the currently logged-in user is authorized to send non-serialized SKUs from the user's currently selected location.

> **Select SKU:** The "Select SKU" drop-down menu will contain the list of SKUs which the user's currently selected location is authorized to ship to the selected "To Location."

> **Enter Quantity:** The "Enter Quantity" field allows the user to enter the quantity of the SKU they wish to move to the selected "To Location."

After all fields have been populated, the "Submit" button will become activated, allowing the user to save the inventory movement.

Dock Doors

This function enables the user to modify the actions performed by the hardware at a specific dock door at the user's location.

> **Select Dock Door:** Select the dock door you wish to modify the function of from the "Select Dock Door" drop-down selector.

> **Function:** Select the function you wish the dock door to perform from the "Function" drop-down selector.

> **Status:** Select the status you wish the dock door to assign RTIs that are captured by the dock door from the "Status" drop-down selector.

> **Location:** Select the location to be associated with the status you've selected in the "Status" selector from the "Location" drop-down selector. For example, if you've selected "Receive," the Location will be where the RTIs are being received from.

After all the required fields have been populated, the "Submit" button will become activated. Tapping the "Submit" button will update the function of the selected dock door.

Change RTI

The Change RTI function allows the user to move an existing RTI barcode's ID and history to be assigned to a new RTI entirely.

Changing an RTI

> **Enter Old RTI#:** Enter the barcode ID of the RTI that is being replaced into the "Enter Old RTI" field provided. This field can also be populated by tapping the associated "Scan Capture" button and scanning the RTI's original barcode.

> **Enter New RTI#:** Enter the new barcode ID that is replacing the old RTI ID into the "Enter New RTI" field provided. This field can also be populated by tapping the associated "Scan Capture" button and scanning the RTI's new barcode.

After both fields are populated, the "Change" button will become activated. Tap "Change" to update the RTI's records.

Change SKU

The Change RTI function allows the user to move an existing RTI barcode's ID and history to be associated with a different SKU. This can be performed with serialized and non-serialized SKUs.

Changing a Serialized SKU

> **Select SKU:** Select the SKU you wish to change the RTI to from the "Select SKU" drop-down selector.
>
> **Enter RTI#:** Enter the barcode ID you are assigning to the new SKU into the "Enter RTI" field provided. This field can also be populated by tapping the associated "Scan Capture" button and scanning the RTI's barcode.

After both fields are populated, the "Change" button will become activated. Tap "Change" to update the RTI's records to reflect the new SKU.

Changing a Non-Serialized SKU

> **Select Old SKU:** Select the SKU you wish to change to a different SKU from the "Select Old SKU" drop-down selector.
>
> **Select New SKU:** Select the SKU you wish to change the old SKU to from the "Select New SKU" drop-down selector.
>
> **Enter Quantity:** Enter the quantity of the old SKU you wish to change into the new SKU into the "Enter Quantity: field.

After all fields are populated, the "Change" button will become activated. Tap "Change" to update the quantities of both non-serialized SKUs.

Administrator Modules

SKUs

SKUs (Stock Keeping Units) represent the asset types being tracked. Tapping the SKUs button will display a selector to allow the user to choose between configuring a new SKU, or viewing the details of an SKU.

New SKU

Enter New SKU: Enter a unique name or ID into the "Enter New SKU" field. The name or number entered here will be referenced throughout the *WAVE reusables* solution when referring to this type of asset.

Capture Image (Optional): An image of the SKU can be associated with the new SKU entry. Tapping the "Camera" button will bring up the mobile device's camera interface. After a picture has been taken, it will be displayed in the photo window below the "Enter New SKU:" field.

NOTE: If you are unsatisfied with the picture, tapping the "Camera" button again will re-open the mobile device's camera interface to take a new photo.

"Enter New SKU" is the only required field. The SKU can be further defined by tapping the "magnifying glass" button in the upper right-hand corner of the form to display a pop-up form with additional optional fields.

Description (Optional): Enter a brief description of the SKU into the "Description" field.

Category (Optional): Select the category for the SKU from the "Category" drop-down selector. Categories are configured in the "Categories" utility of the *WAVE reusables* website.

Sub-Category (Optional): Select the sub-category for the SKU from the "Sub-Category" drop-down selector. Sub-categories are configured in the "Sub-Categories" utility of the *WAVE reusables* website.

Color (Optional): Select the color of the SKU from the "Color" drop-down selector. Colors are configured in the "Colors" utility of the *WAVE reusables* website.

Owner (Optional): Select the owner of the SKU from the "Owner" drop-down selector. Owners are configured in the "Owners" utility of the *WAVE reusables* website.

After the "Enter New SKU" field is populated, the "Submit" button will become activated. Tapping the "Submit" button will save the new SKU entry.

View SKU Details

Search for an SKU: To view the details of an SKU, enter its name into the "Search for an SKU" field, and tap the magnifying glass button to submit the search.

Items that match the search parameters will be displayed in the gray field below the "Search for an SKU" field. Select a list item to view the details for that SKU.

Tapping the "magnifying glass" button in the upper right-hand corner of the form will display a pop-up form with additional fields containing any saved data for the SKU.
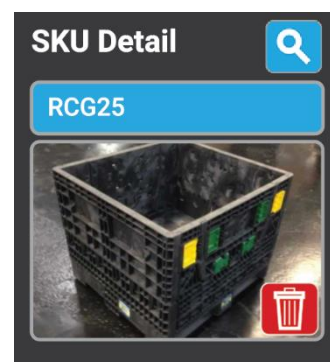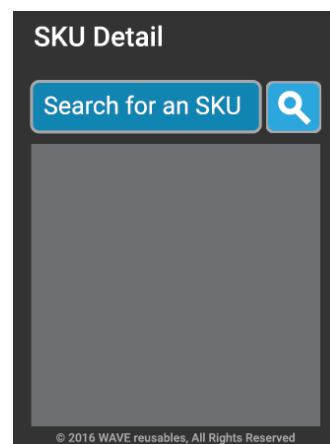
Locations

Locations represent the locations at which RTIs and SKUs are tracked. Tapping the Locations button will display a selector to allow the user to choose between configuring a new Location, or viewing the details of an existing Location.

New Location

Select Category: Select the category of the location being created from the "Select Category" drop-down selector. Categories are configured in the "Categories" utility of the *WAVE reusables* website.

Enter Location Name: Enter a unique location name into the "Enter Location Name" field. The name entered here will be referenced throughout the *WAVE reusables* solution when referring to this location.

Enter Address Line 1: Enter the first line of the location's address.

Enter Address Line 2 (Optional): Enter the second line of the location's address, if it exists. This field is optional.

Country (Optional): Select the country in which the location is located from the "Country" drop-down selector. This field is optional.

State (Optional): Select the state in which the location is located from the "Country" drop-down selector. This field is optional.

City: Enter the city in which the location is located into the "City" field.

Zip code: Enter the zip code in which the location is located into the "Zip code" field.

After the required fields have been populated, the "Submit" button will become activated. Tapping the "Submit" button will save the new Location entry.

View Location Details

> **Search for a Location:** To view the details of an SKU, enter its name into the "Search for an SKU" field, and tap the magnifying glass button to submit the search.

Locations that match the search parameters will be displayed in the gray field below the "Search for a Location" field. Select a list item to view the details for that Location.

Settings

The Settings screen will display your device's serial number and manufacturer for reference purposes, and allows the user to modify a number of system settings.

Online/Offline toggle
Several modules can still be used even when your device does not have an active internet connection. When this toggle is set to "Offline" mode, modules that require an active internet connection will be grayed-out and inaccessible, and those that are still active will store any captured data in a local file. The contents of this file will be automatically uploaded to your enterprise's database when the toggle switch is set back to "Online" and an internet connection is established.

Location Selector (Administrator Only)
Users with Administrator log-in access can change what physical location they are performing functions on behalf of by selecting the location from the drop-down menu. Non-administrator users will not see this drop-down menu.

Data Capture Method
- When using an ALIEN scanner with RFID-scanning capabilities, the user can toggle between using the Barcode scanner, or the RFID scanner.
- When using devices with a camera, the user can toggle between using the Barcode scanner, or the camera interface.

Mask
The value entered into the "Mask" field acts as a filter to limit the data being scanned. This can be a numeric prefix - to limit captures to those that start with "3314," for example.

Decode EPC (RFID Scanner Only)
Checking this option indicates the scanner should decode the EPC when scanned.

Encrypt Barcode (RFID Scanner Only)
If your barcode methodology is encrypted, this option must be checked for the barcode to be successfully captured. Typically, this option is checked when "Decode EPC" is also checked.

dBm Strength (RFID Scanner Only)
This slider determines the strength of the RFID scanner's range, the size of the "bubble" in which RFID tags are read.

Quantity (RFID Scanner Only)
This slider determines the number of RFID tags the scanner should be "expecting" to capture when scanning. This assists in eliminating double-reads and data conflicts.