

Ware House

Updated Tuesday, 9th June 2009

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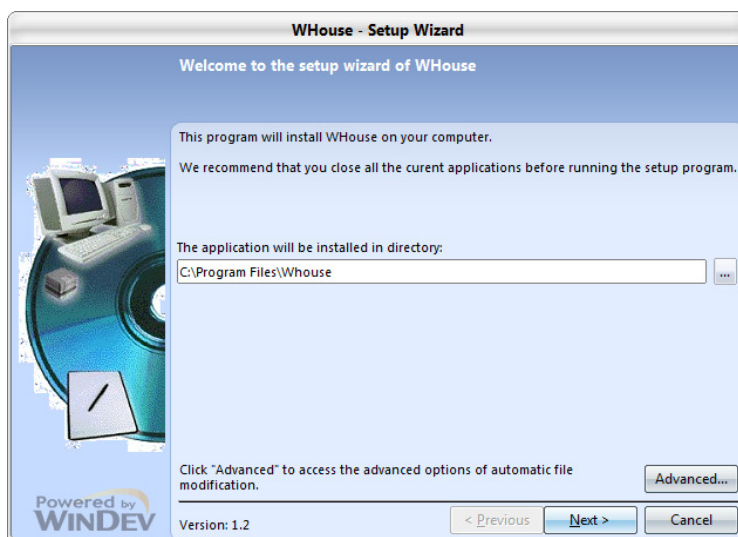
Chapter 1 - Installation

- **Installation and Updates**

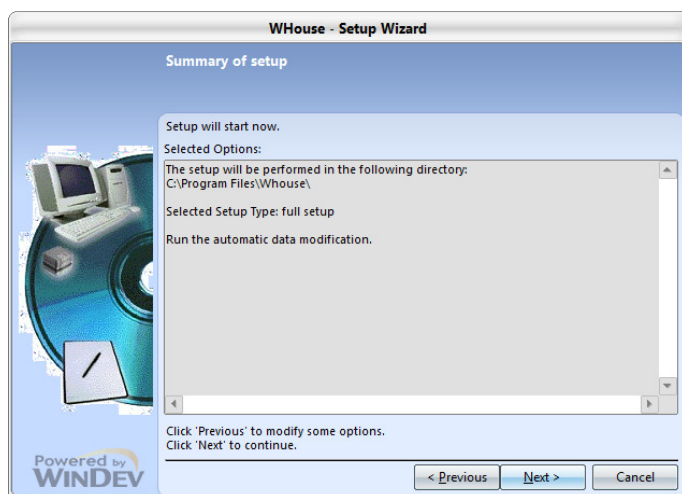
Double-click on the Warehouse.EXE

First Time Installers – follow these screens:

On the first screen keep the application directory as standard, click next.



If asked to create the directory, click "Yes".



Setup summary will then be displayed, click next.

This will then install the Warehouse server and inform you that setup is complete

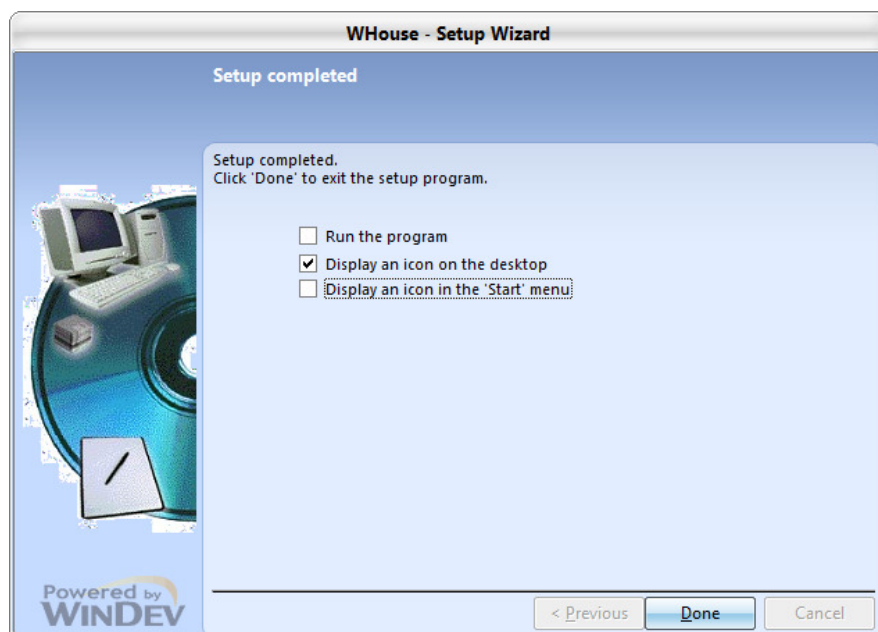
Chapter 1 - Installation

Warehouse will then be installed and on the final screen tick only “desktop shortcut” and complete the setup by clicking done.



If Warehouse has been installed before:

Follow the same screens as above. Except where you get create directory you might get the following screen:



If asked to create a backup directory, select “No”

- **Networking the Program**

If you wish to run the program across a Local Area Network you should install the program on all PC's that are to access the program. You should then look at loading the program on the next page.

Chapter 1 - Installation

- **Loading the Program**

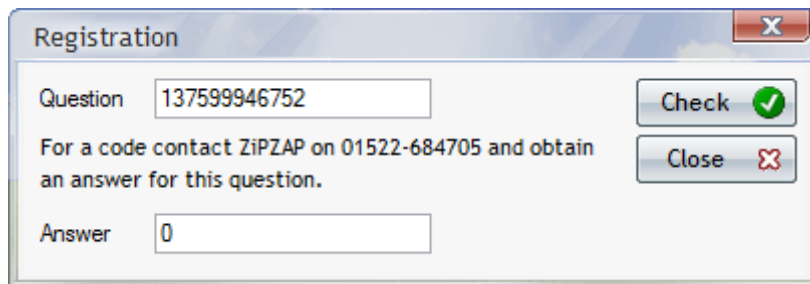
Running Warehouse for the First Time

Double-click the WHouse icon on the desktop.



To run the program across a network, install the program on all workstations and then select a shared folder on a mapped driver for the data. All workstations must point to the same place although it is possible that they are mapped differently. Go to page # for instructions on how to set the data path.

Initially when you open the program you will be asked to register your program. Contact ZipZap to obtain an answer for this question.

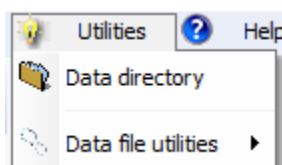
A registration dialog box titled 'Registration'. It contains a 'Question' field with the value '137599946752', a 'Check' button with a green checkmark, a 'Close' button with a red X, and an 'Answer' field with the value '0'. The text below the question field reads: 'For a code contact ZIPZAP on 01522-684705 and obtain an answer for this question.'

Chapter 1 - Installation

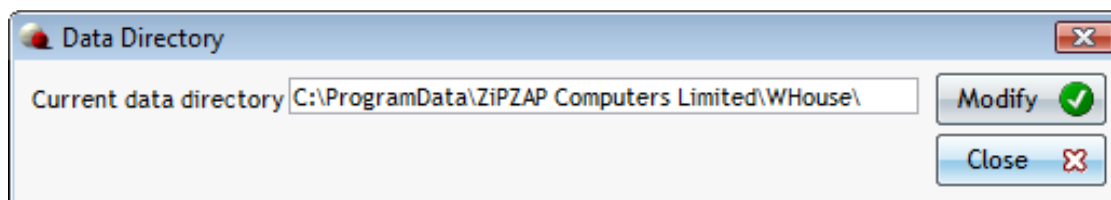
- **Data Path**

To set the data path you should have a mapped folder on the network that everyone has read/write access to.

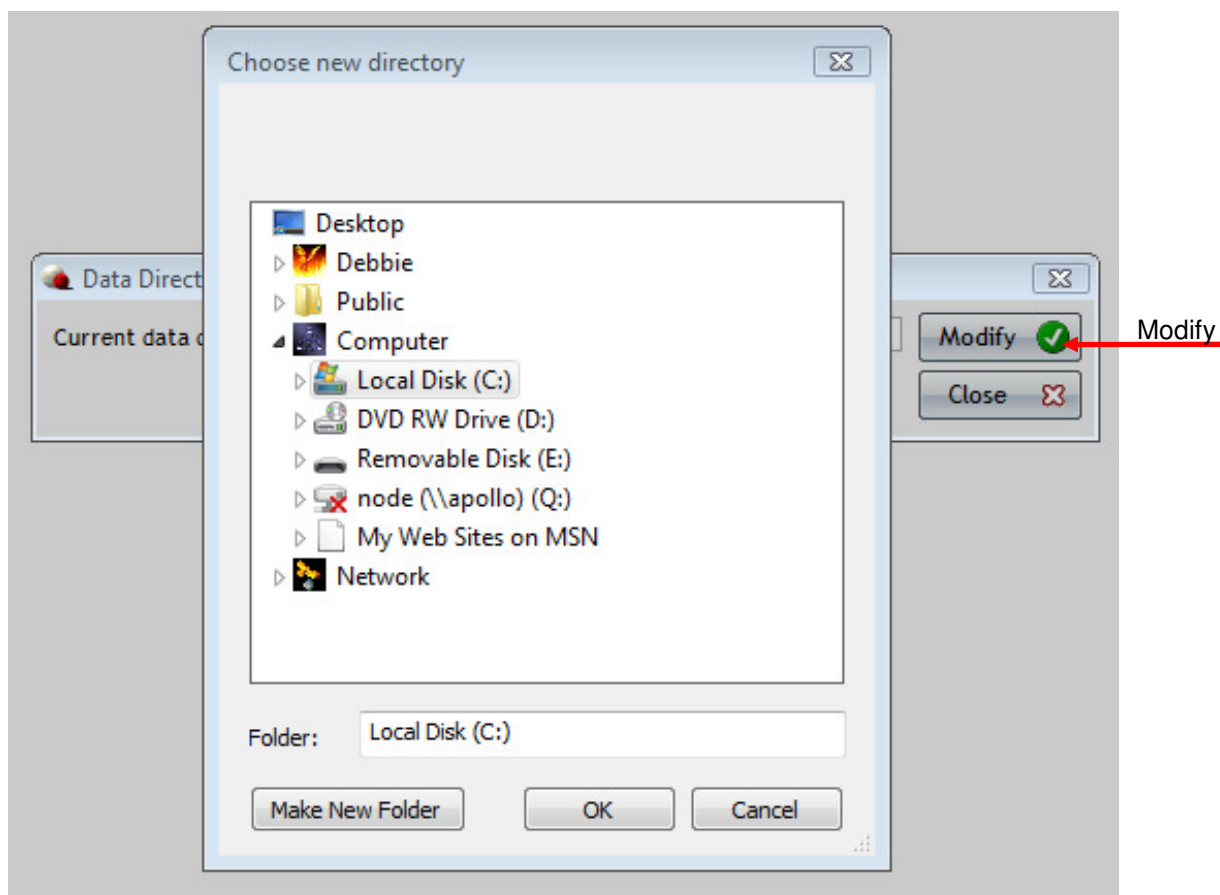
On the Utilities Menu you should select **Set Data Directory**



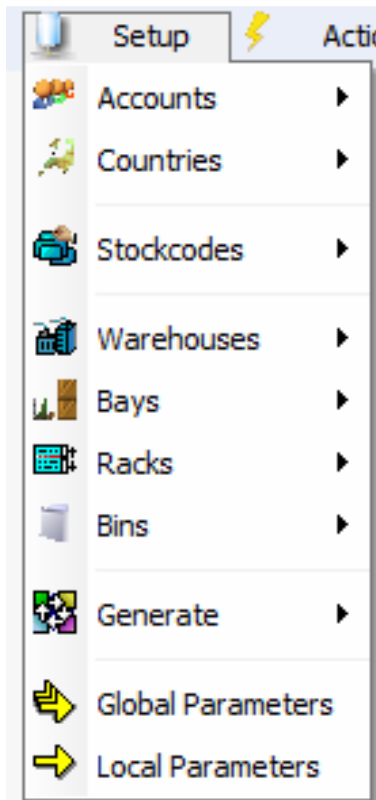
The window below will appear for changing the location of the data. The program will then remember this for future user.



Click Modify and choose a new directory, click OK and Close the Data Directory Window.



Chapter 2 – Initial Setup

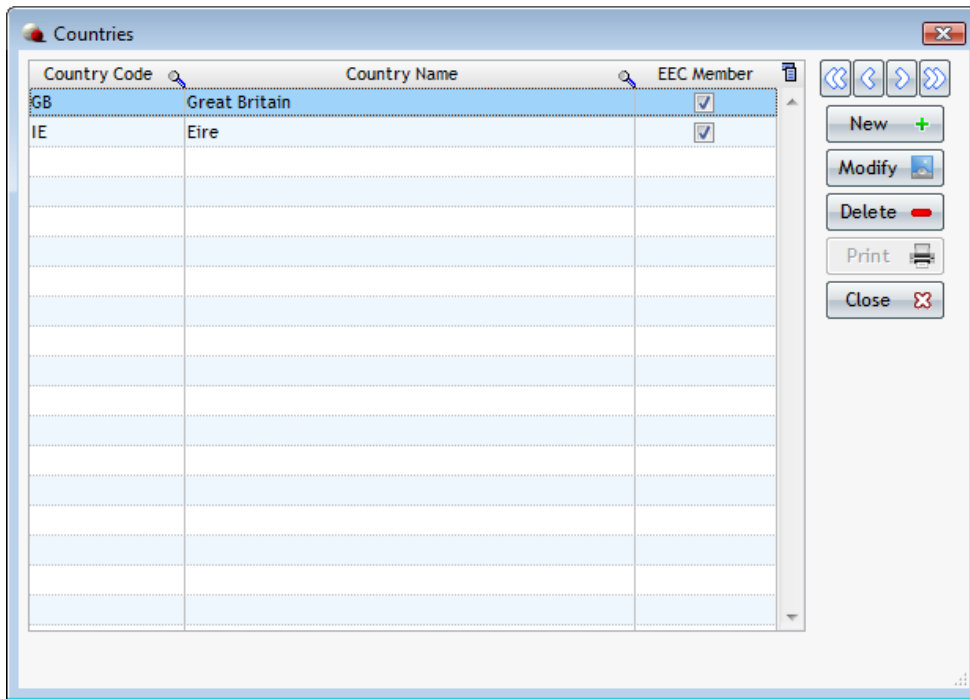


The setup menu - It is important to work through it in the order indicated in this manual.

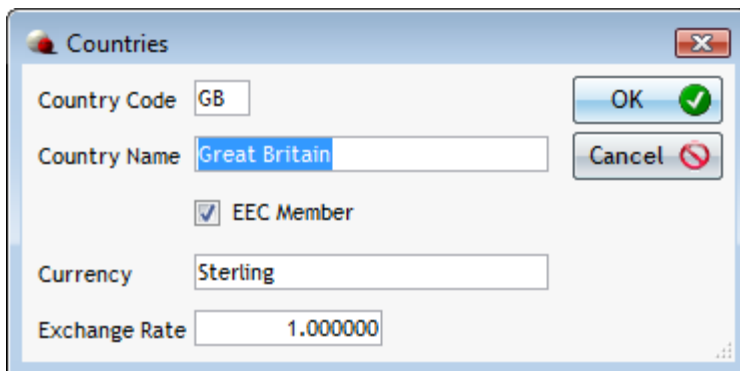
Chapter 2 – Initial Setup

- **Setup, Countries**

Enter here country codes with their currency rates.



Click on New to add a new record or Modify to alter the highlighted record.



- Country Code** Abbreviation for the country
- Country Name** Full name of the country
- EEC Member** Is the country a member of the **European Economic Community (EEC)** (also referred to as simply the **European Community** or the **Common Market**)
- Currency** Name of the currency in the country
- Exchange rate** The rate at which one currency may be exchanged for another

Click OK when you have finished.

Chapter 2 – Initial Setup

- **Setup, Global Parameters**

Enter your company details on the screen as below:

Global Parameters

Basic details Additional

Our name

Address 1

Address 2

Address 3

Address 4

Postal code

Country Code

Country

Phone

Fax

Email

OK

Cancel

For the **Country Code**, click the magnifying glass to browse the country codes, Select the code you want and Click OK.

Select Country

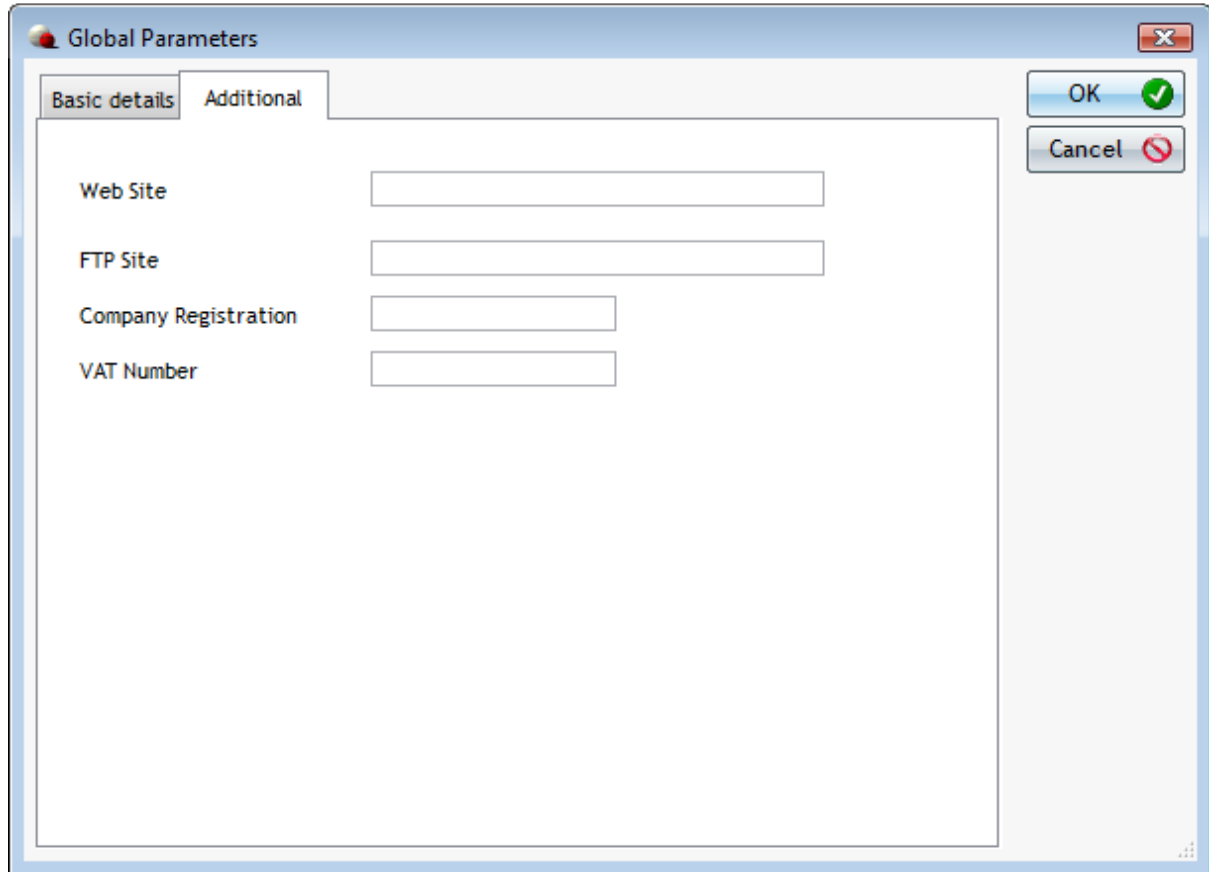
Country Code	Country Name
GB	Great Britain
IE	Eire

OK Cancel

After entering your company details, select the Additional tab.

Chapter 2 – Initial Setup

Enter your company's additional information, all companies should have a company registration and VAT number.



The screenshot shows a software dialog box titled "Global Parameters". It has two tabs: "Basic details" and "Additional", with "Additional" currently selected. The dialog contains four input fields for the following labels: "Web Site", "FTP Site", "Company Registration", and "VAT Number". On the right side of the dialog, there are two buttons: "OK" with a green checkmark icon and "Cancel" with a red 'X' icon. The dialog box has a standard Windows-style title bar with a close button in the top right corner.

Click OK to finish.

Chapter 2 – Initial Setup

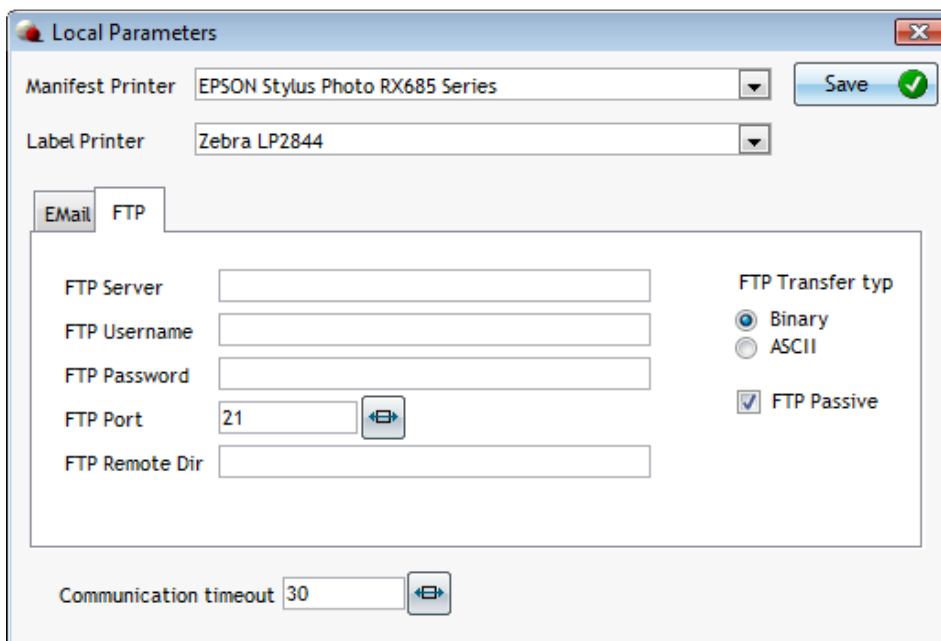
- **Setup, Local Parameters**

These settings are specific to your own local computer. Enter the default settings for your printers, email and ftp.



The screenshot shows the 'Local Parameters' dialog box with the 'EMail' tab selected. The 'Manifest Printer' is set to 'EPSON Stylus Photo RX685 Series' and the 'Label Printer' is set to 'Zebra LP2844'. A 'Save' button with a green checkmark is visible. The 'EMail' section contains the following fields: 'Our Email address' (norman@zipzap.co.uk), 'SMTP Server' (smtp.btconnect.com), 'SMTP Username' (zipzapcomputers), 'SMTP Password' (masked with dots), and 'Send Email to' (norman@zipzap.co.uk). At the bottom, there is a 'Communication timeout' field set to 30.

To enter the FTP settings, click on the tap titled FTP and the screen will change like illustrated below:



The screenshot shows the 'Local Parameters' dialog box with the 'FTP' tab selected. The 'Manifest Printer' and 'Label Printer' settings remain the same. The 'FTP' section contains the following fields: 'FTP Server', 'FTP Username', 'FTP Password', 'FTP Port' (21), and 'FTP Remote Dir'. To the right, there are radio buttons for 'FTP Transfer typ' with 'Binary' selected and 'ASCII' unselected. Below these is a checked checkbox for 'FTP Passive'. A 'Save' button with a green checkmark is visible. At the bottom, there is a 'Communication timeout' field set to 30.

Select what type of FTP transfer you have, binary or ASCII

FTP Passive Check this box to support passive file transfers

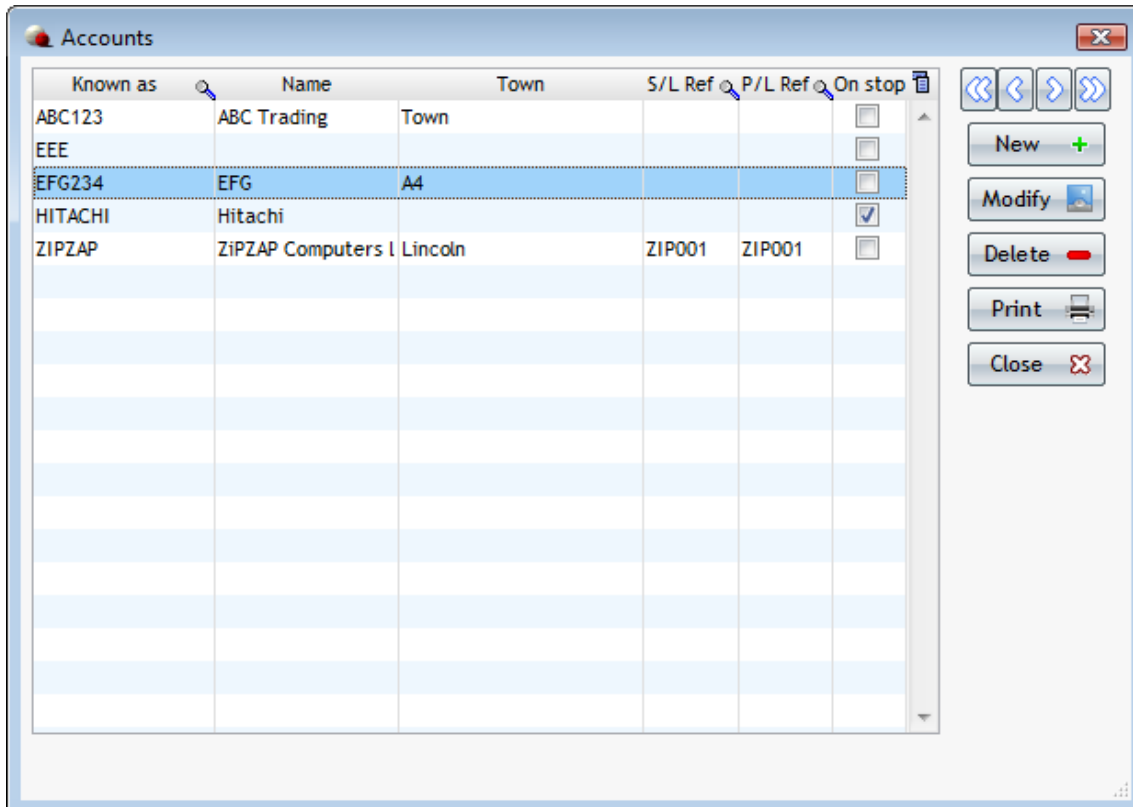
Click **Save** to finish. 

Chapter 2 – Initial Setup

- **Setup, Accounts**

There are 2 ways of setting up your accounts.

1) Browse



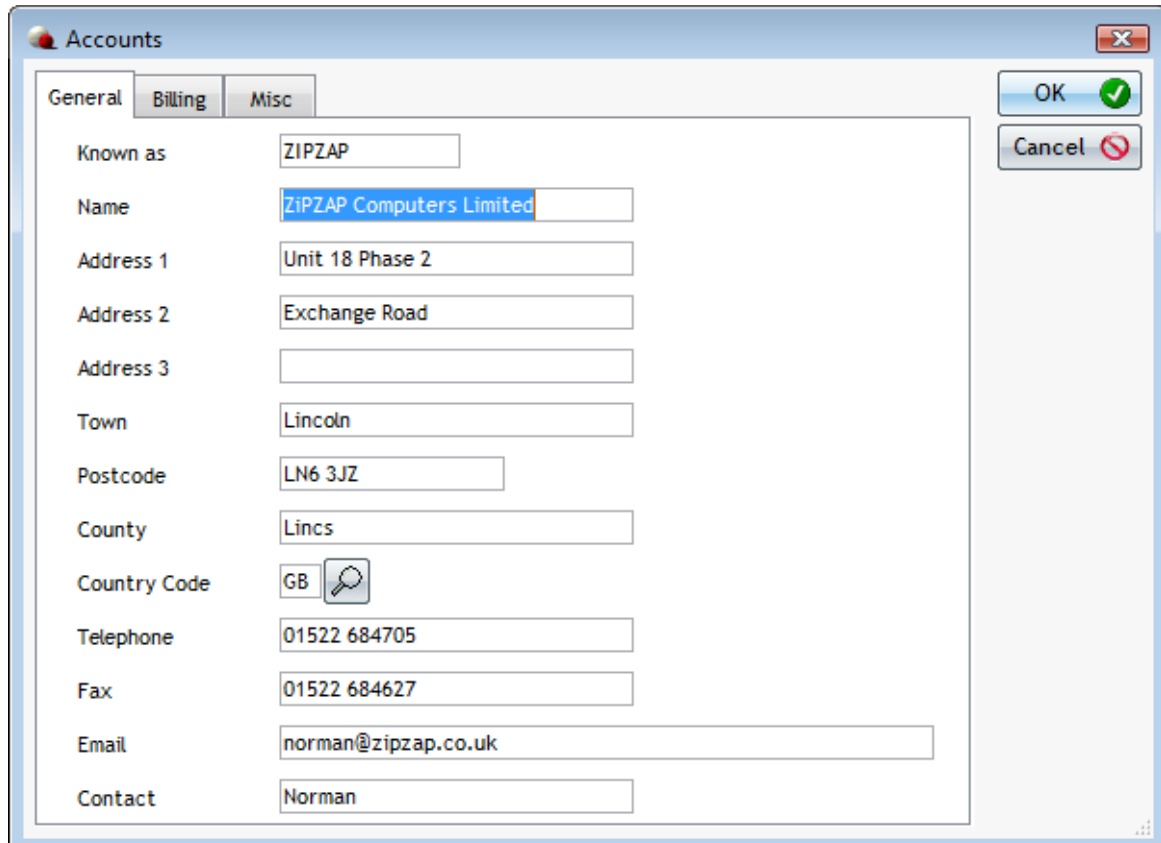
Click on New to add a new record or Modify to alter the highlighted record.

On the screen above you will notice that one of the records has a tick in the on stop column, this means the account is on stop (Not Trading). This option can be selected on one of the following screens.

Chapter 2 – Initial Setup

General Tab

Enter the company details of the account.



The screenshot shows a software window titled "Accounts" with three tabs: "General", "Billing", and "Misc". The "General" tab is active. The form contains the following fields:

Known as	ZIPZAP
Name	ZIPZAP Computers Limited
Address 1	Unit 18 Phase 2
Address 2	Exchange Road
Address 3	
Town	Lincoln
Postcode	LN6 3JZ
County	Lincs
Country Code	GB
Telephone	01522 684705
Fax	01522 684627
Email	norman@zipzap.co.uk
Contact	Norman

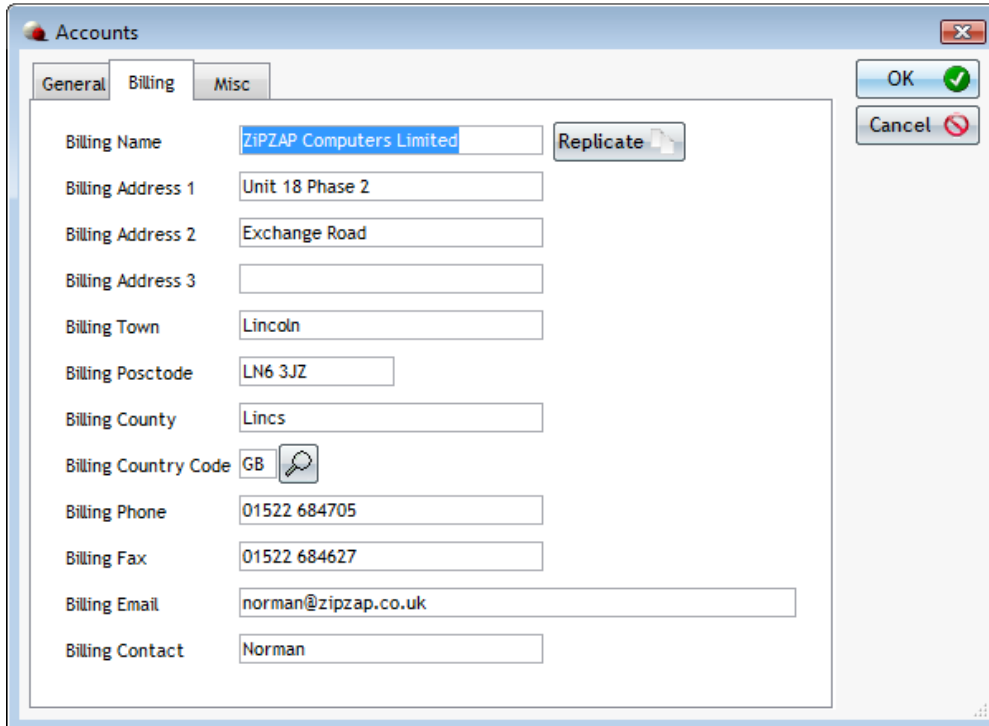
On the right side of the dialog, there are two buttons: "OK" with a green checkmark icon and "Cancel" with a red 'X' icon.

Chapter 2 – Initial Setup

Billing Tab

Enter the accounting details of the company such as the billing address.

If the details are the same, click on the replicate button to duplicate the details.



The screenshot shows a software window titled "Accounts" with a "Billing" tab selected. The form contains the following fields and controls:

Field	Value
Billing Name	ZIPZAP Computers Limited
Billing Address 1	Unit 18 Phase 2
Billing Address 2	Exchange Road
Billing Address 3	
Billing Town	Lincoln
Billing Postcode	LN6 3JZ
Billing County	Lincs
Billing Country Code	GB
Billing Phone	01522 684705
Billing Fax	01522 684627
Billing Email	norman@zipzap.co.uk
Billing Contact	Norman

Additional controls include a "Replicate" button next to the Billing Name field, and "OK" and "Cancel" buttons in the top right corner.

Chapter 2 – Initial Setup

Misc Tab

Accounts

General Billing Misc

Sales Ledger Ref ZIP001

Purchase Ledger Ref ZIP001

On stop

OK ✓

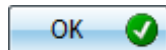
Cancel ✗

SL Acc What is the sales account number for the account.

PL Acc What is the purchase account number for the account.

On Stop Check this box if the company is on stop (Not Trading)

Click **OK** to finish.



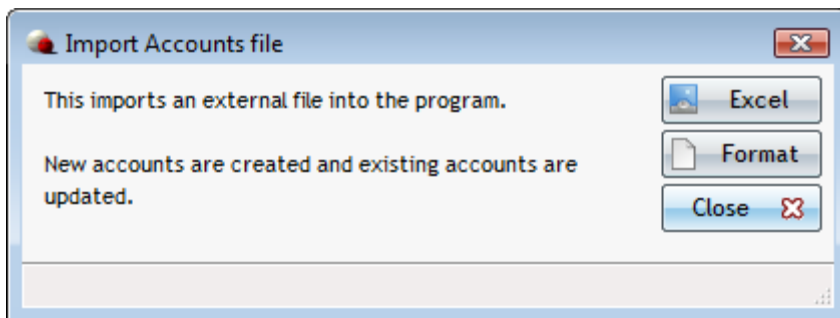
Chapter 2 – Initial Setup

2) Import Accounts

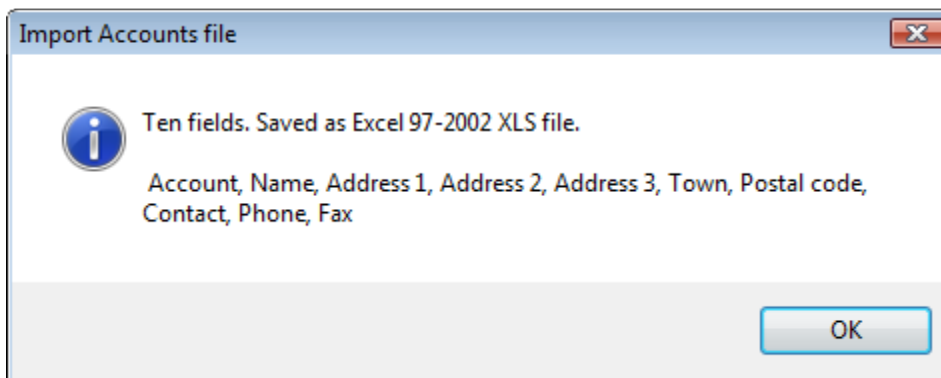
Here you can import your accounts by selecting a file from your computer.

Click on the Import button, select the file that has your accounts data, this file must be compatible to be able to input the data.

By clicking on the format button below the import button; a window will appear with the details of the file layout.

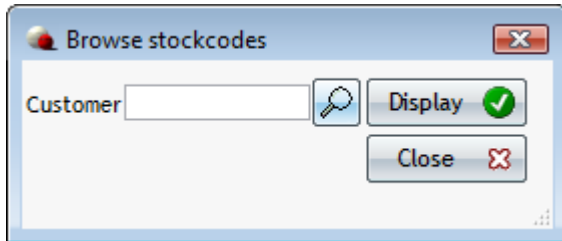


The window below will appear tell you what type of file the import must be and how the data should look inside the file.

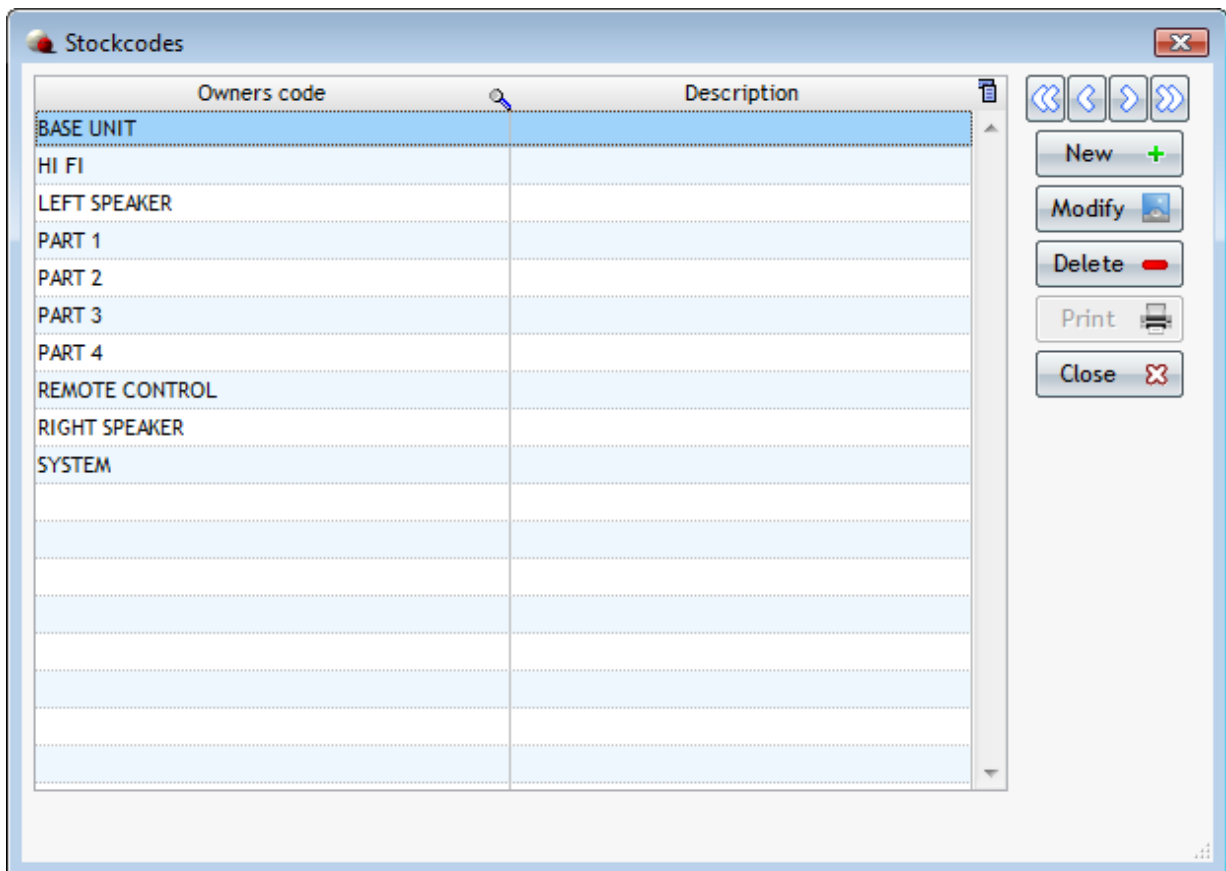


Chapter 2 – Initial Setup

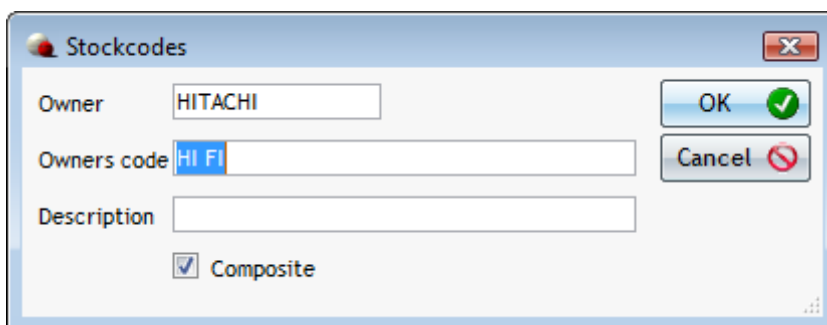
- Setup, Stockcodes, Browse



Select the customer you wish to view by clicking on the magnifying glass.



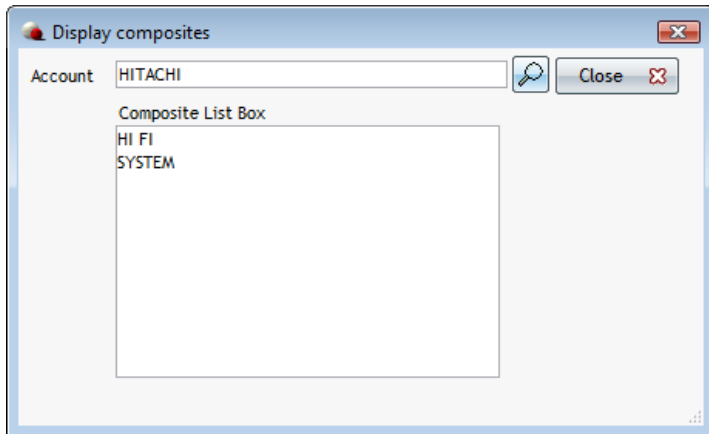
Click on New to add a new record or Modify to alter the highlighted record.



Chapter 2 – Initial Setup

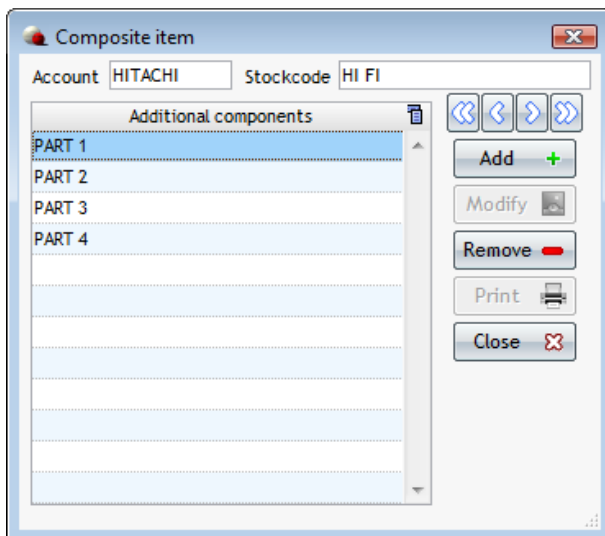
- **Setup, Stockcodes, Browse Composites**

Select the account you wish to view by clicking on the magnifying glass.

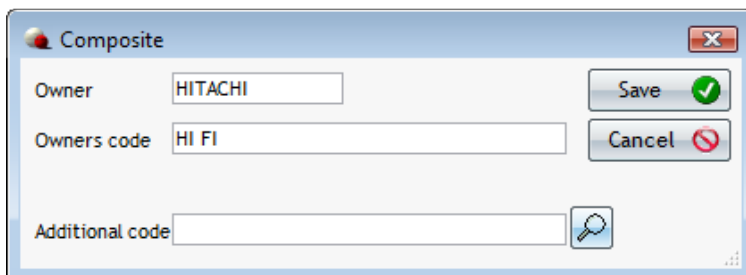


The details for the customer will display in the list box below the account name.

To view the details of a composite, select a composite from the list and the following window will appear.



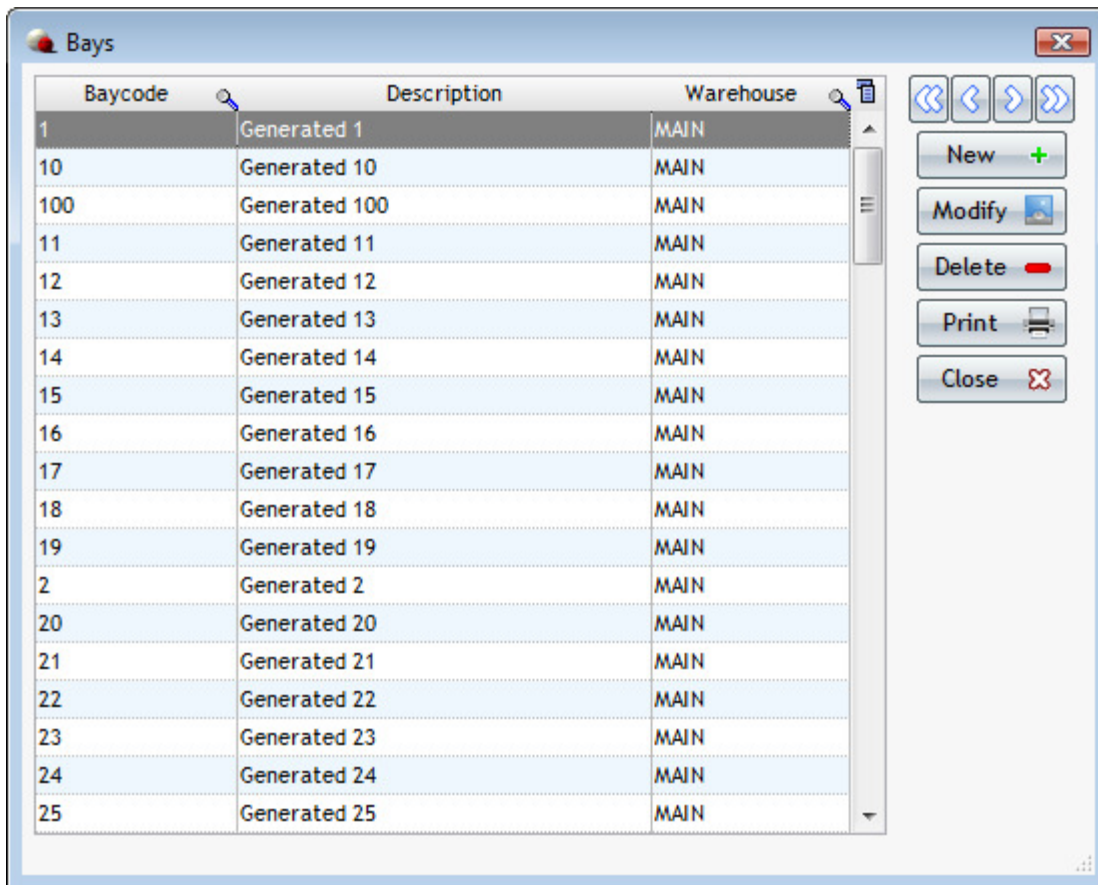
To add another component to this composite, click on the add button and the following screen will appear.



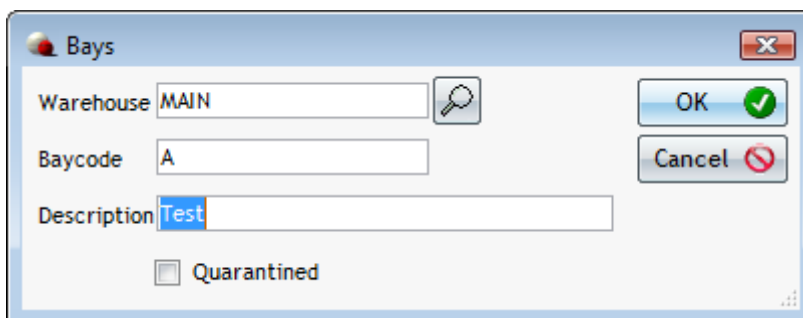
Select the addition code from the stockcodes table by clicking on the magnifying glass, then click save.

Chapter 2 – Initial Setup

- Setup, Bays, Browse Bays



Click on New to add a new record or Modify to alter the highlighted record.

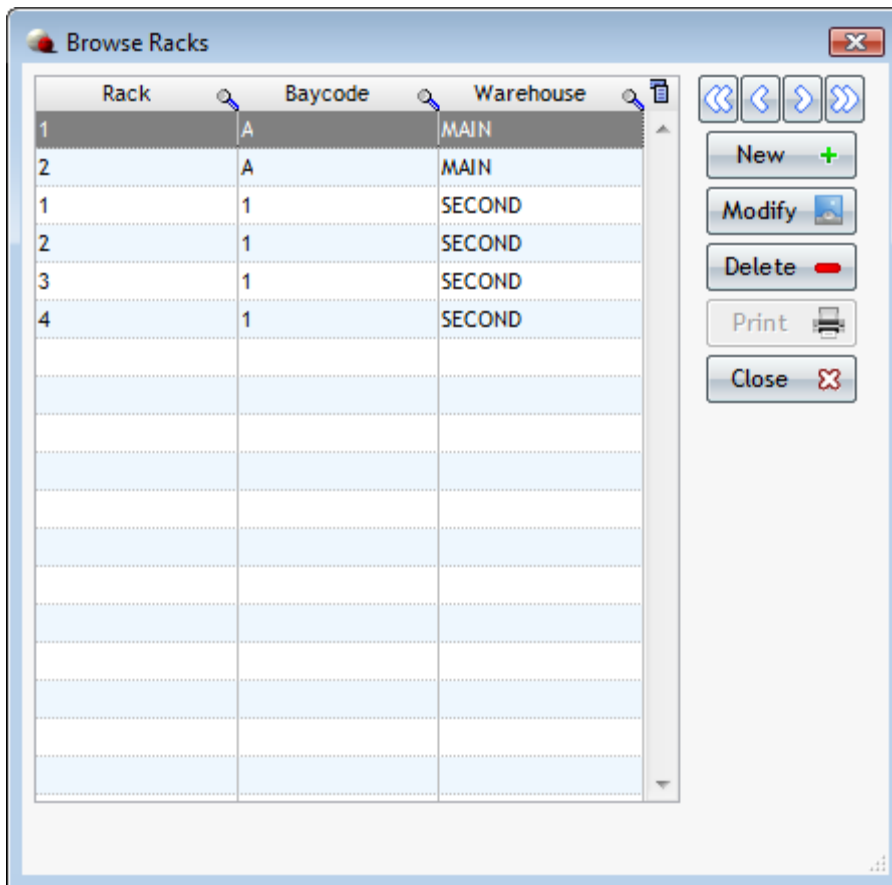


Select the Warehouse in which the bay belongs too by clicking on the magnifying glass. In the Baycode box you need to type in a number or a character. Type in a description for the baycode and click on the OK button to finish.

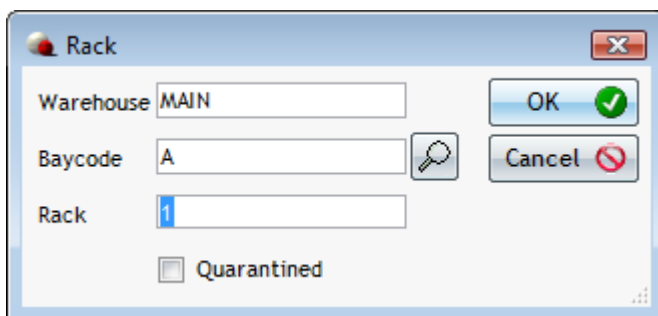
Bays can be generated automatically instead of manually inputted each one, go to page 25 on how to generate bays.

Chapter 2 – Initial Setup

- Setup, Racks, Browse



Click on New to add a new record or Modify to alter the highlighted record.

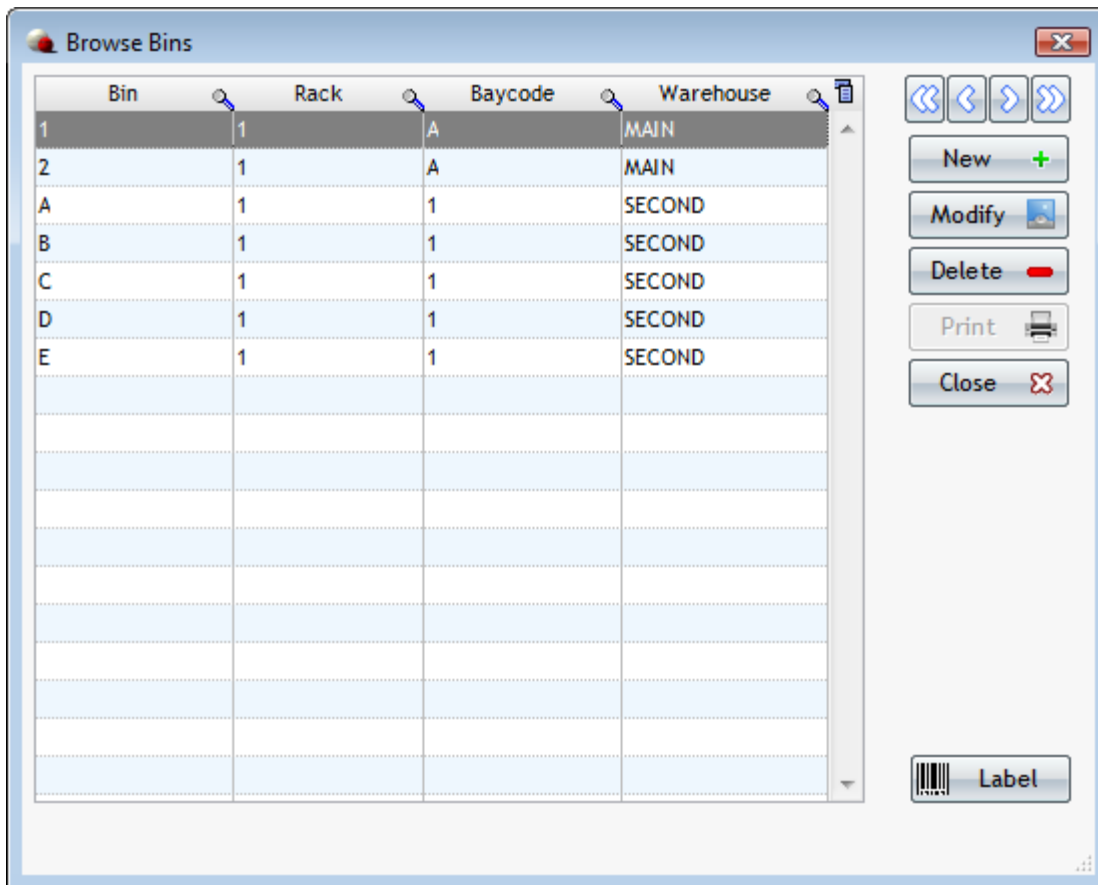


Select the Baycode in which the rack belongs too by clicking on the magnifying glass. In the rack box you need to type in a number or a character. Click on the OK button to finish.

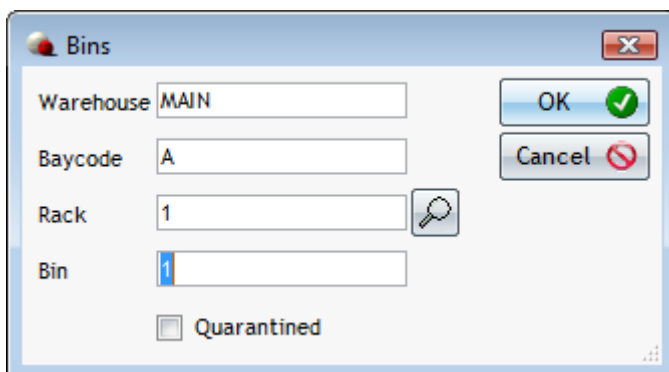
Racks can be generated automatically instead of manually inputted each one, go to page 25 on how to generate bays.

Chapter 2 – Initial Setup

- Setup, Bins, Browse Bins



Click on New to add a new record or Modify to alter the highlighted record.



Select the Rack in which the bin belongs too by clicking on the magnifying glass. In the bin box you need to type in a number or a character. Click on the OK button to finish.

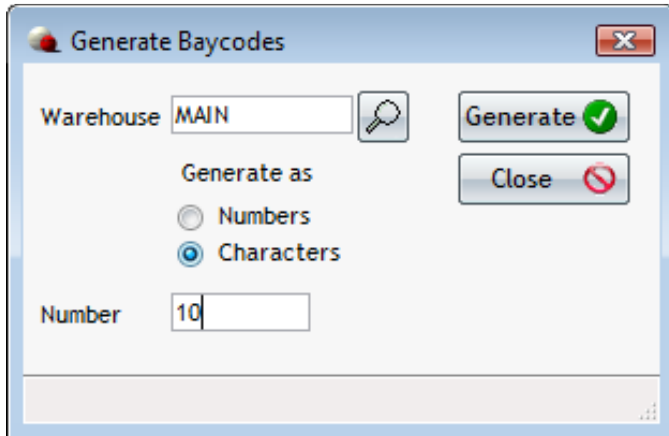
Bins can be generated automatically instead of manually inputted each one, go to page 26 on how to generate bays.

Chapter 2 – Initial Setup

- **Setup, Generate**

Here you can generate bulk Bays, Racks and Bins.

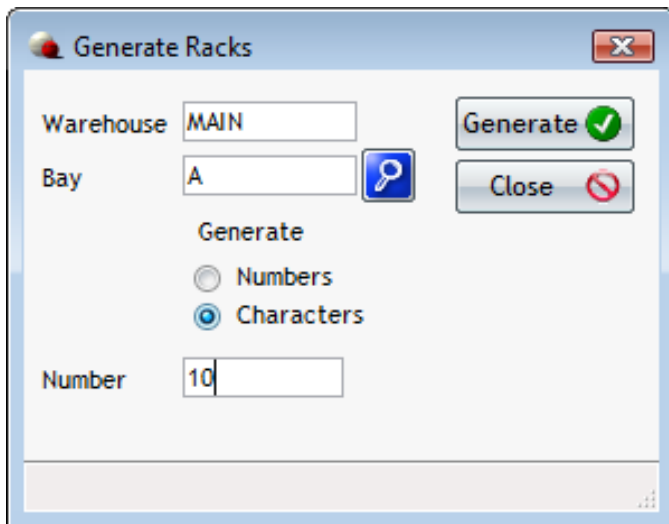
Bays



The screenshot shows a dialog box titled "Generate Baycodes". It contains a "Warehouse" text box with "MAIN" entered and a magnifying glass icon to its right. Below this is a "Generate as" section with two radio buttons: "Numbers" (unselected) and "Characters" (selected). At the bottom is a "Number" text box with "10" entered. On the right side, there are two buttons: "Generate" with a green checkmark and "Close" with a red prohibition sign.

Select the warehouse you wish to generate bays for by click on the magnifying glass, select if you want them generated as numbers or characters. Type in the number of bays you want to generate and click on the generate button to process these bays.

Racks



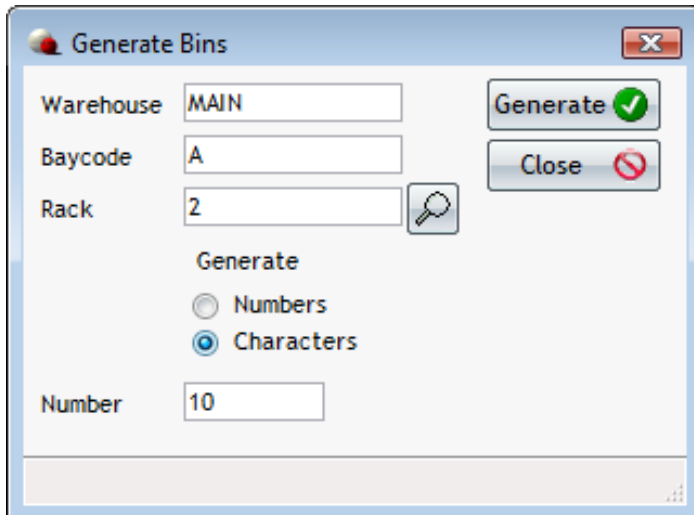
The screenshot shows a dialog box titled "Generate Racks". It contains a "Warehouse" text box with "MAIN" entered and a magnifying glass icon to its right. Below this is a "Bay" text box with "A" entered and a magnifying glass icon to its right. Below that is a "Generate as" section with two radio buttons: "Numbers" (unselected) and "Characters" (selected). At the bottom is a "Number" text box with "10" entered. On the right side, there are two buttons: "Generate" with a green checkmark and "Close" with a red prohibition sign.

Select the bay you wish to generate racks for by click on the magnifying glass, select if you want them generated as numbers or characters. Type in the number of racks you want to generate and click on the generate button to process these racks.

Chapter 2 – Initial Setup

- Setup, Generate

Bins



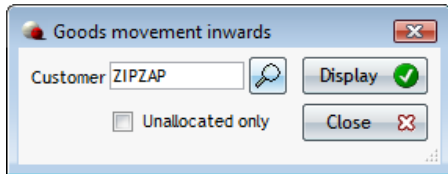
The screenshot shows a window titled "Generate Bins" with a close button in the top right corner. The window contains the following elements:

- Warehouse:** A text box containing "MAIN".
- Baycode:** A text box containing "A".
- Rack:** A text box containing "2" with a magnifying glass icon to its right.
- Generate:** A section with two radio buttons: "Numbers" (unselected) and "Characters" (selected).
- Number:** A text box containing "10".
- Buttons:** On the right side, there are two buttons: "Generate" with a green checkmark icon and "Close" with a red prohibition sign icon.

Select the rack you wish to generate bins for by click on the magnifying glass, select if you want them generated as numbers or characters. Type in the number of bins you want to generate and click on the generate button to process these bins.

Chapter 3 – Actions Menu

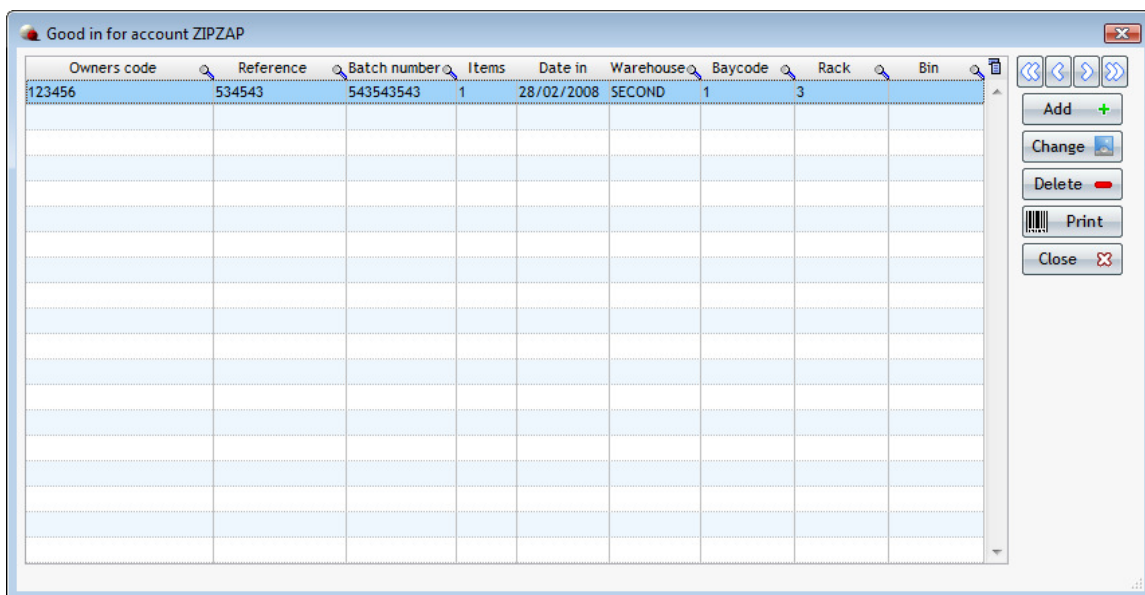
- **Actions, Movement Inwards, Goods Received**



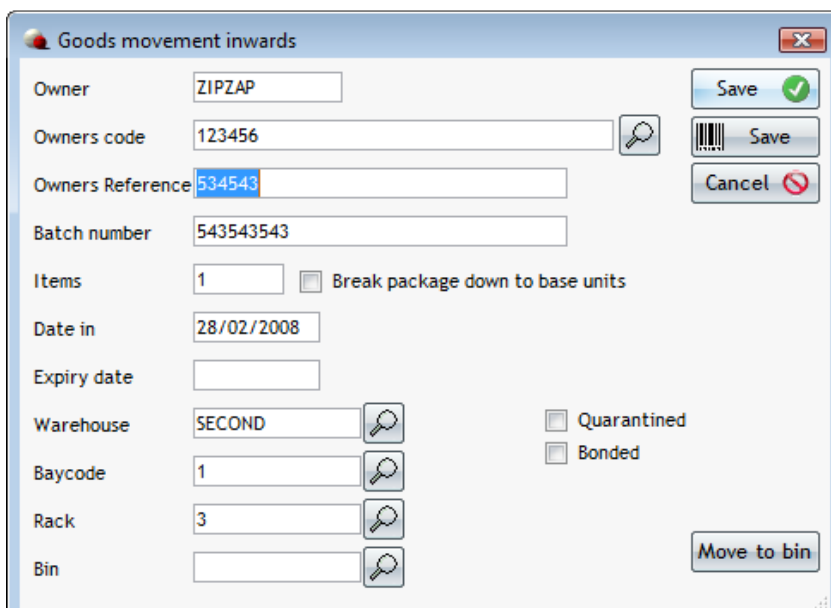
Select the customer you wish to view by clicking on the magnifying glass.

You have the option to just view unallocated only, tick the box if you wish to use this option.

Click on the Display box and the following window will appear



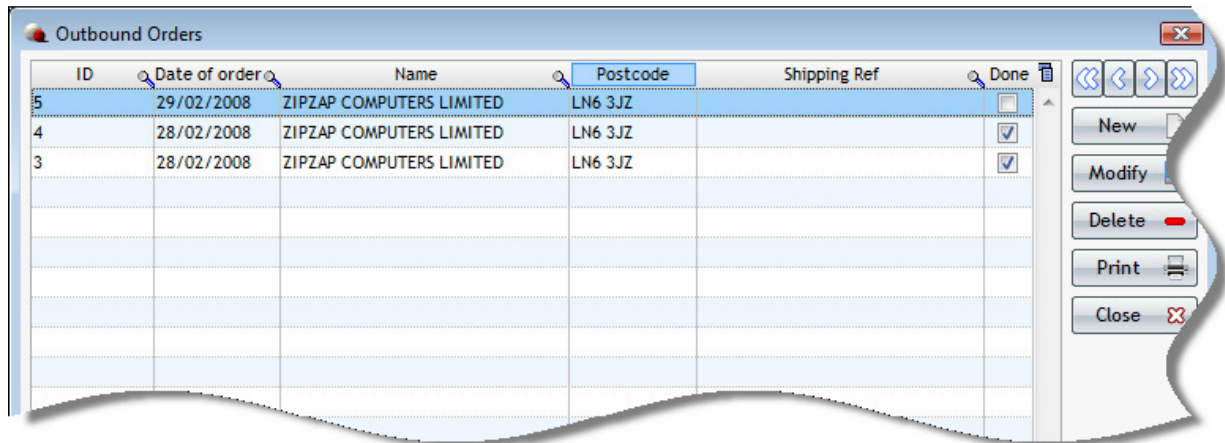
Click on Add to add a new record or Change to alter the highlighted record.



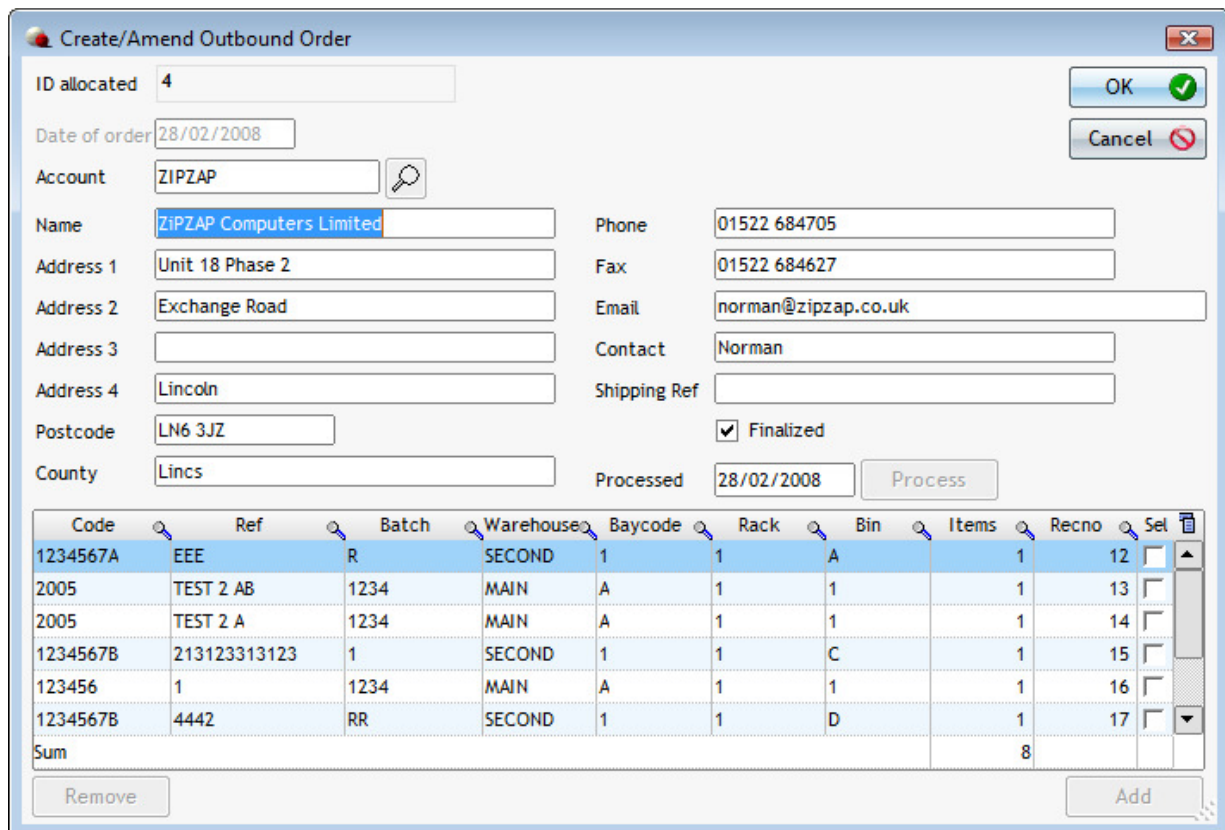
Chapter 3 – Actions Menu

- **Actions, Movement Outwards, Outbound Goods Order**

Here you can create or amend orders.



Click on New to add a new record or Modify to alter the highlighted record.

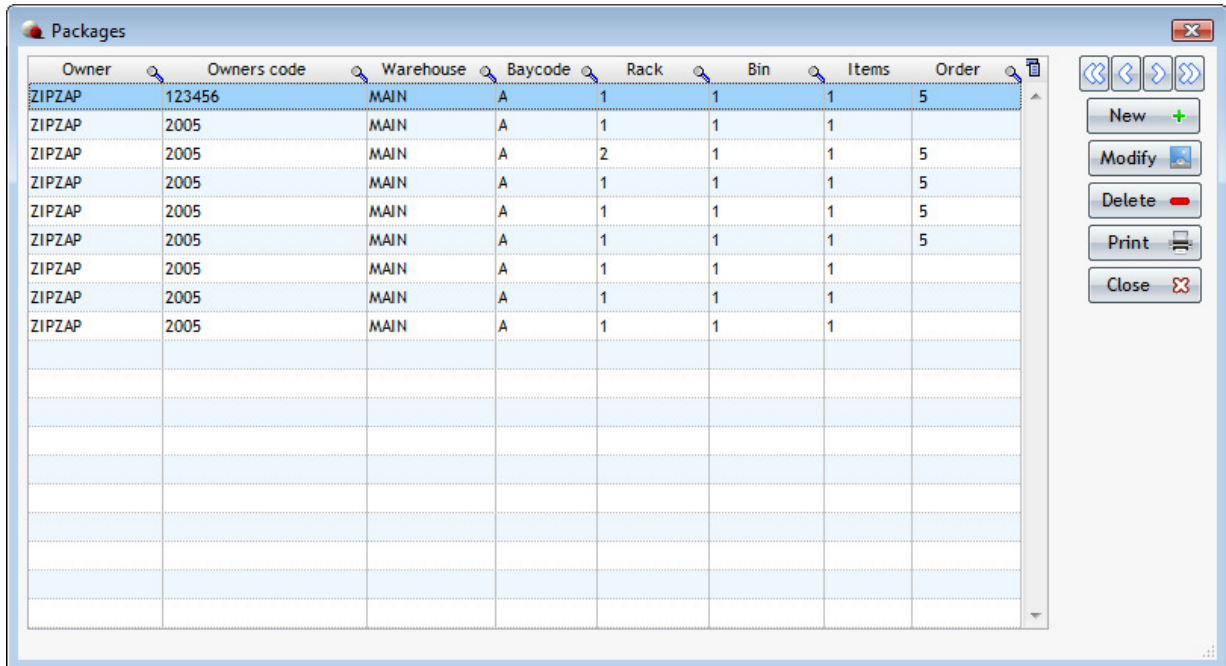


- **Actions, Internal Movement, Manual Movement**

A manual movement is where you completely over-ride the system and move items internally from one place to another. It could be done for a variety of reasons such as grouping items of a similar type together.

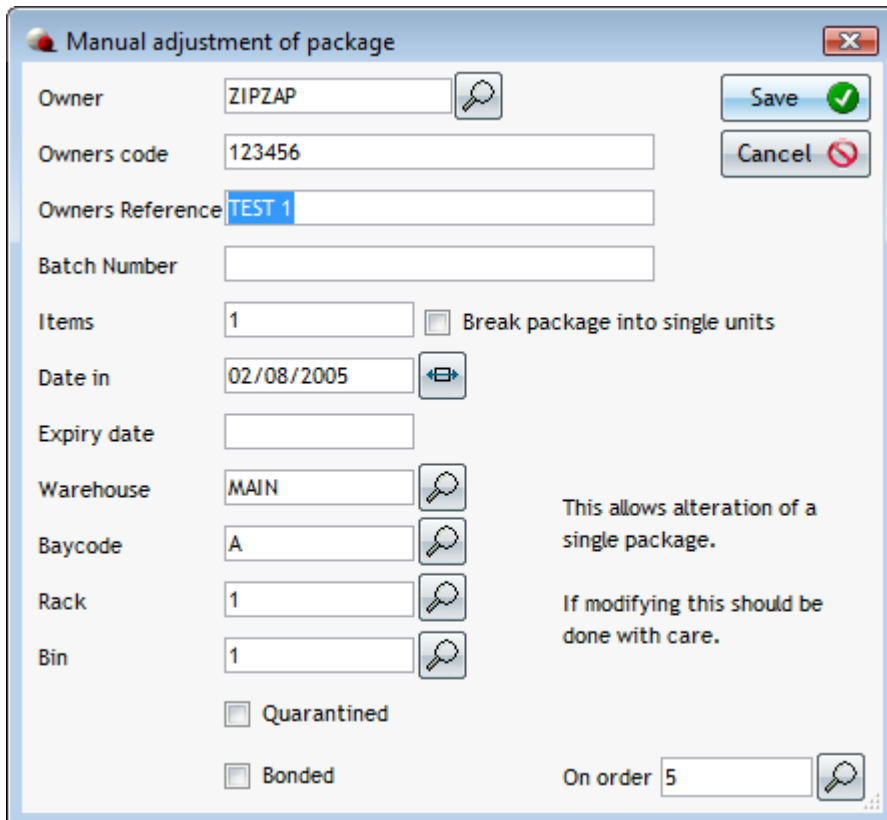
Chapter 3 – Actions Menu

- **Actions, Packages, Browse Individually**



Owner	Owners code	Warehouse	Baycode	Rack	Bin	Items	Order
ZIPZAP	123456	MAIN	A	1	1	1	5
ZIPZAP	2005	MAIN	A	1	1	1	
ZIPZAP	2005	MAIN	A	2	1	1	5
ZIPZAP	2005	MAIN	A	1	1	1	5
ZIPZAP	2005	MAIN	A	1	1	1	5
ZIPZAP	2005	MAIN	A	1	1	1	5
ZIPZAP	2005	MAIN	A	1	1	1	
ZIPZAP	2005	MAIN	A	1	1	1	
ZIPZAP	2005	MAIN	A	1	1	1	

Click on New to add a new record or Modify to alter the highlighted record.



Manual adjustment of package

Owner: ZIPZAP

Owners code: 123456

Owners Reference: TEST 1

Batch Number:

Items: 1 Break package into single units

Date in: 02/08/2005

Expiry date:

Warehouse: MAIN

Baycode: A

Rack: 1

Bin: 1

Quarantined

Bonded

On order: 5

Buttons: Save, Cancel

Text: This allows alteration of a single package. If modifying this should be done with care.

Alter the details you want and click on the save button.

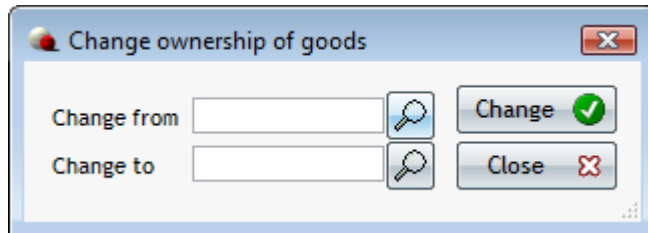
Chapter 3 – Actions Menu

- **Actions, Packages, Explode Composite Package**

Composite items are complete items which are made up from parts which could be items in their own rights. An explosion breaks the one composite item into its constituent parts.

- **Actions, Ownership, Change Ownership of Goods**

Here you can change stock codes from one account to another.



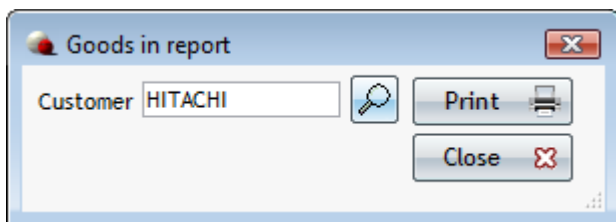
Select the account of the stock codes you want to change from by selecting the magnifying glass.

Select the account you want to change the stock codes to selecting the magnifying glass.

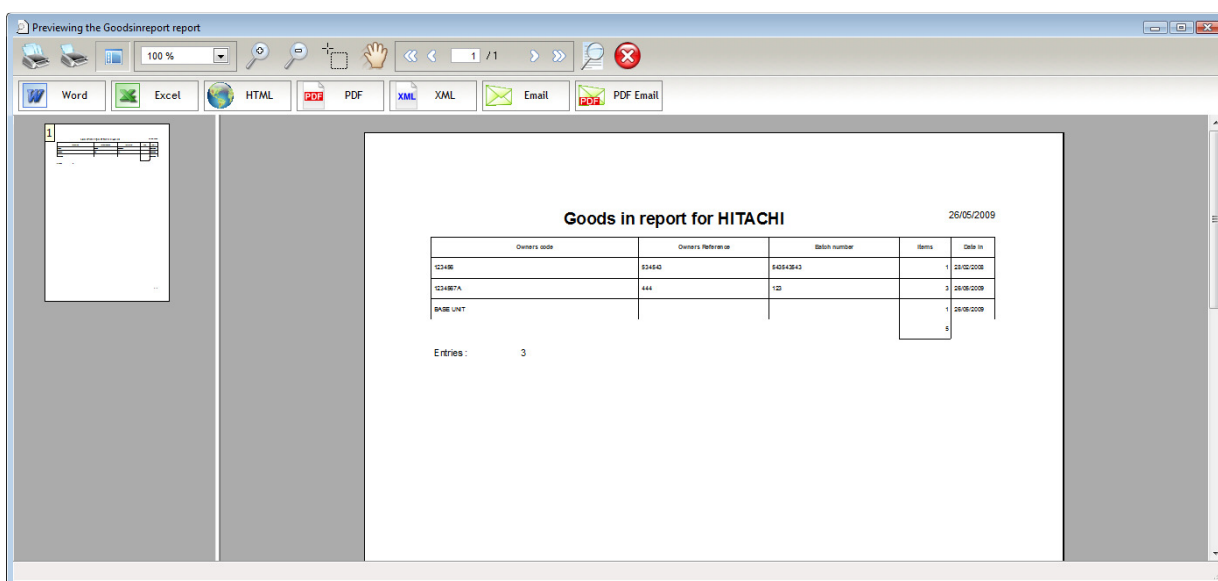
Click on the change button and the changes will be made.

Chapter 4 – Reports Menu

- Reports, Goods In Received

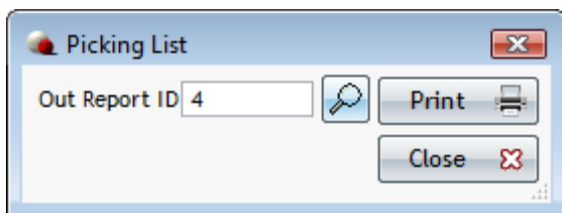


Select the customer of the report you wish to print by clicking on the magnifying glass. Click on the print button and a print preview of the report will appear.

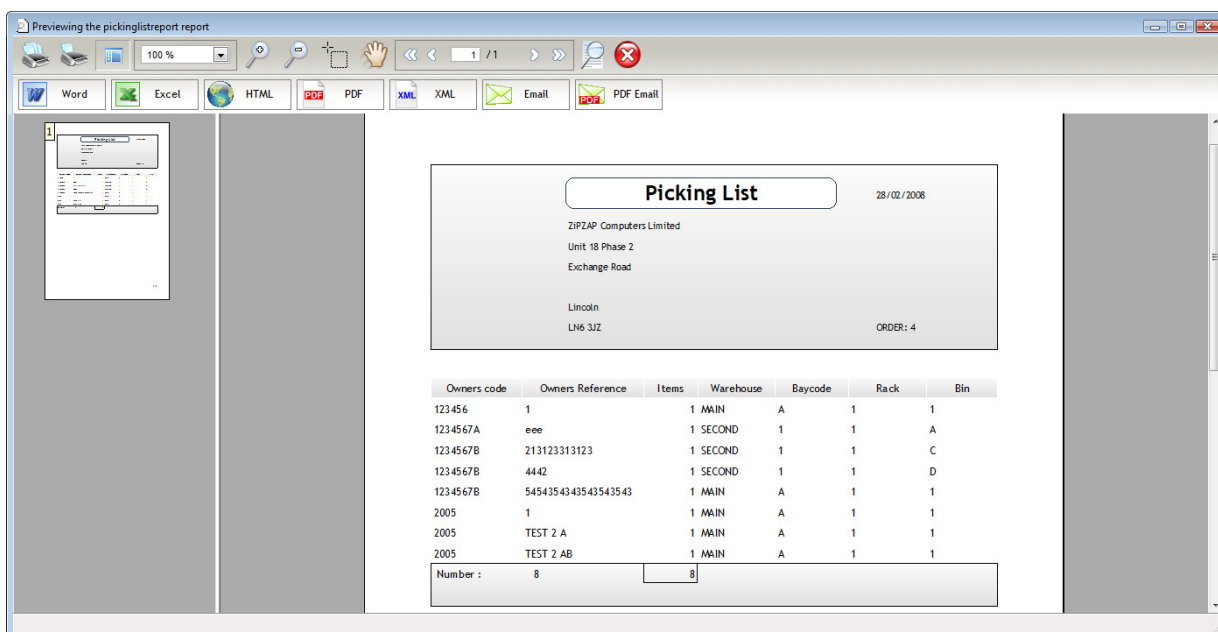


Chapter 4 – Reports Menu

- Reports, Goods Out, Picking List

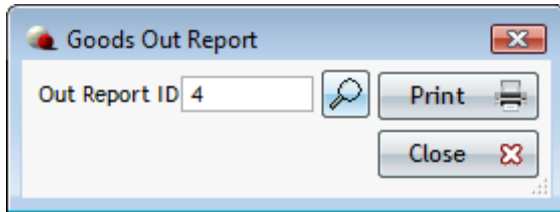


Select the order number of the report you wish to print by clicking on the magnifying glass. Click on the print button and a print preview of the report will appear.

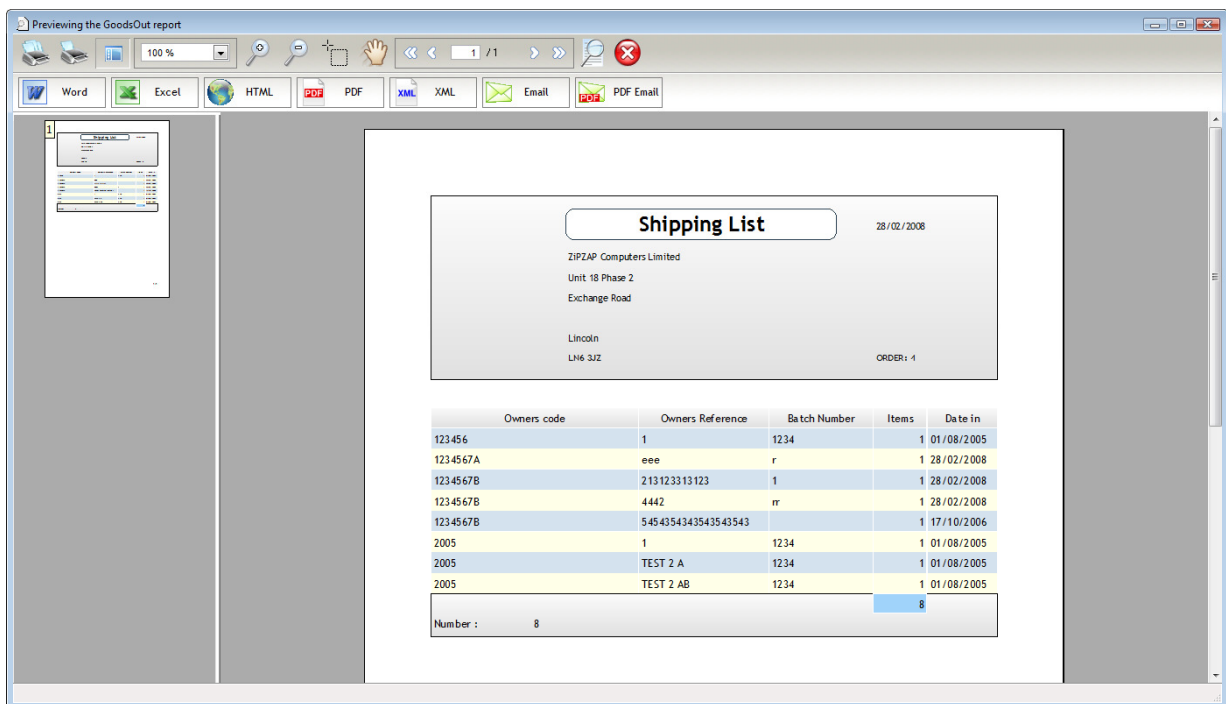


Chapter 4 – Reports Menu

- Reports, Goods Out, Shipping Report



Select the order number of the report you wish to print by clicking on the magnifying glass. Click on the print button and a print preview of the report will appear.

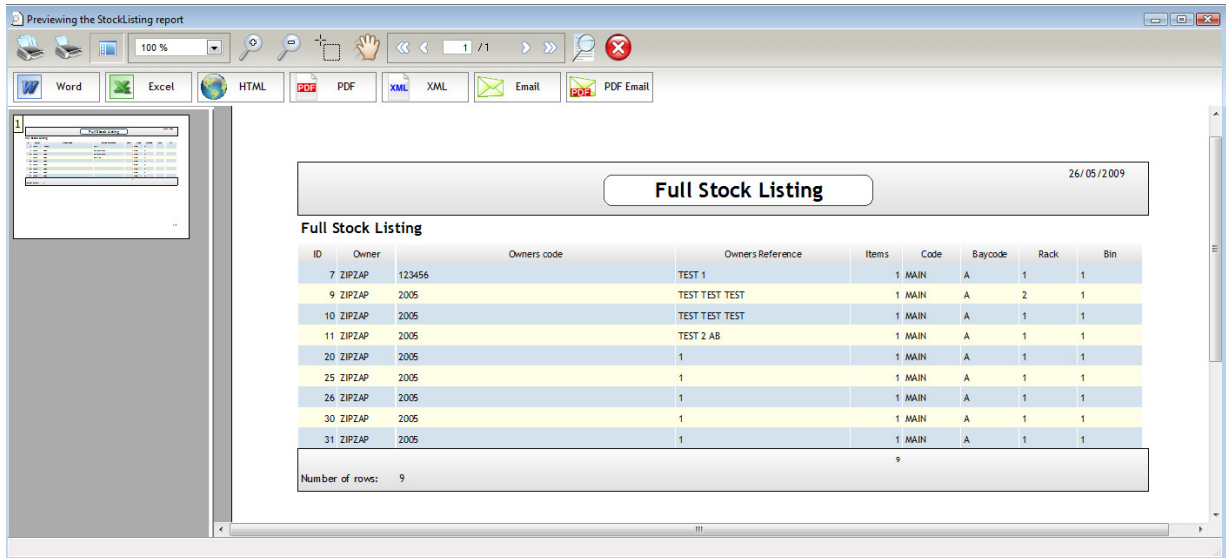


Owners code	Owners Reference	Batch Number	Items	Date in
123456	1	1234	1	01/08/2005
1234567A	eee	r	1	28/02/2008
1234567B	213123313123	1	1	28/02/2008
1234567B	4442	rr	1	28/02/2008
1234567B	5454354343543543		1	17/10/2006
2005	1	1234	1	01/08/2005
2005	TEST 2 A	1234	1	01/08/2005
2005	TEST 2 AB	1234	1	01/08/2005
Number :			8	

Chapter 4 – Reports Menu

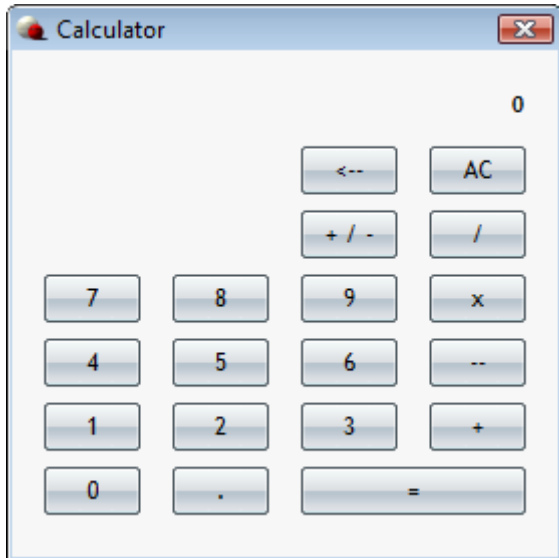
- Reports, Stock Listing, Full Stock Listing

This option brings up a full stock listing report in print preview.

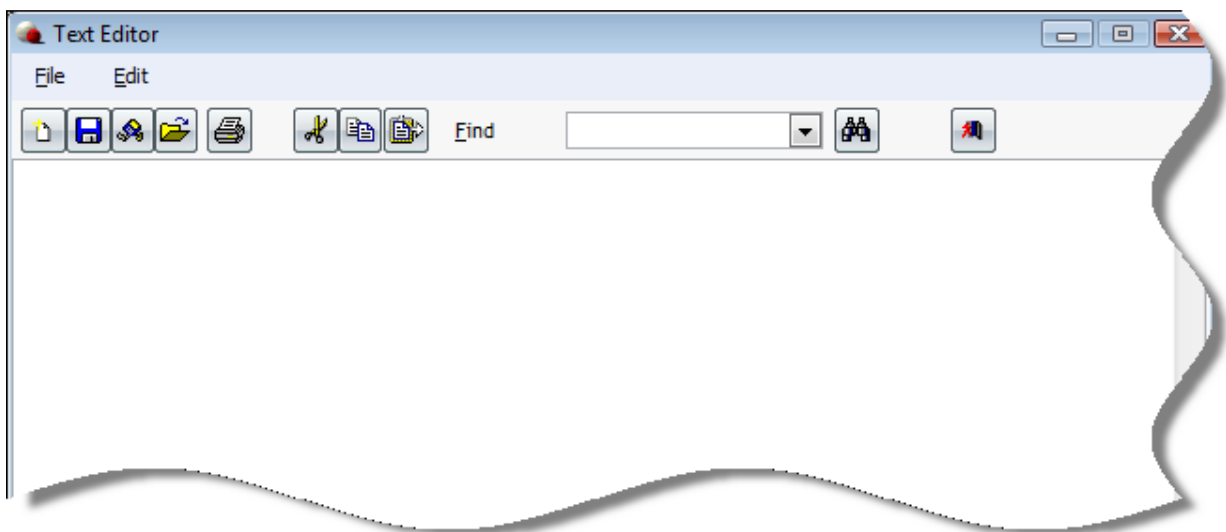


Chapter 5 – Extras Menu

- **Calculator**



- **Notebook**

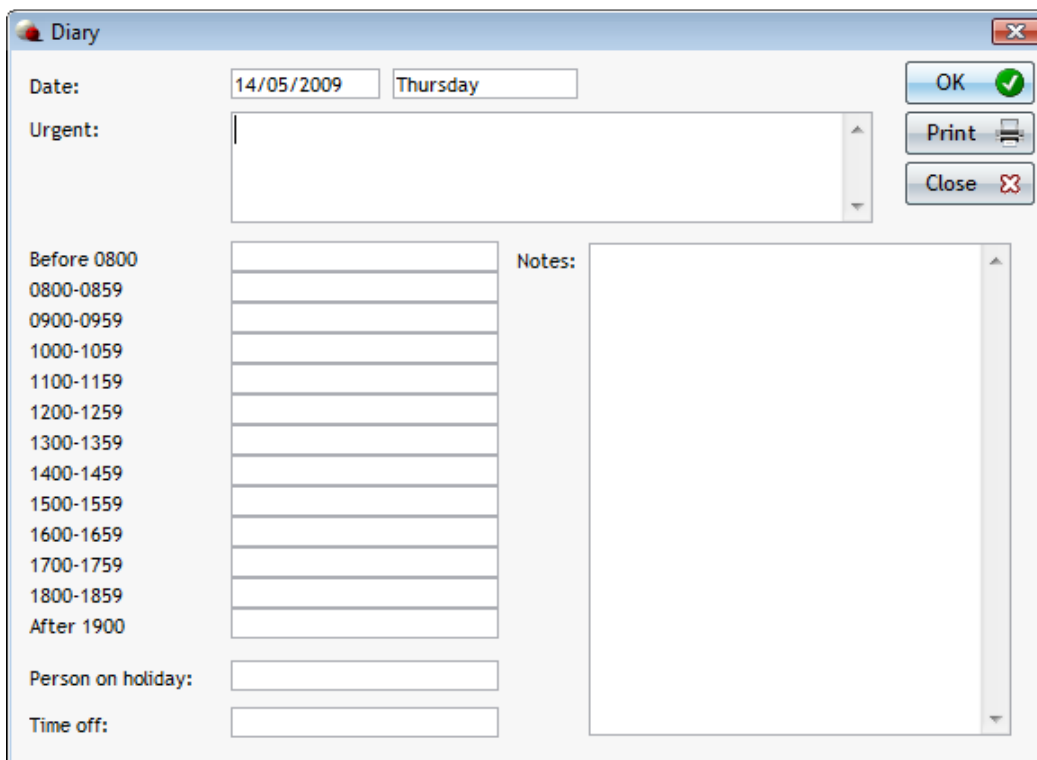


Chapter 5 – Extras Menu

- **Diary**



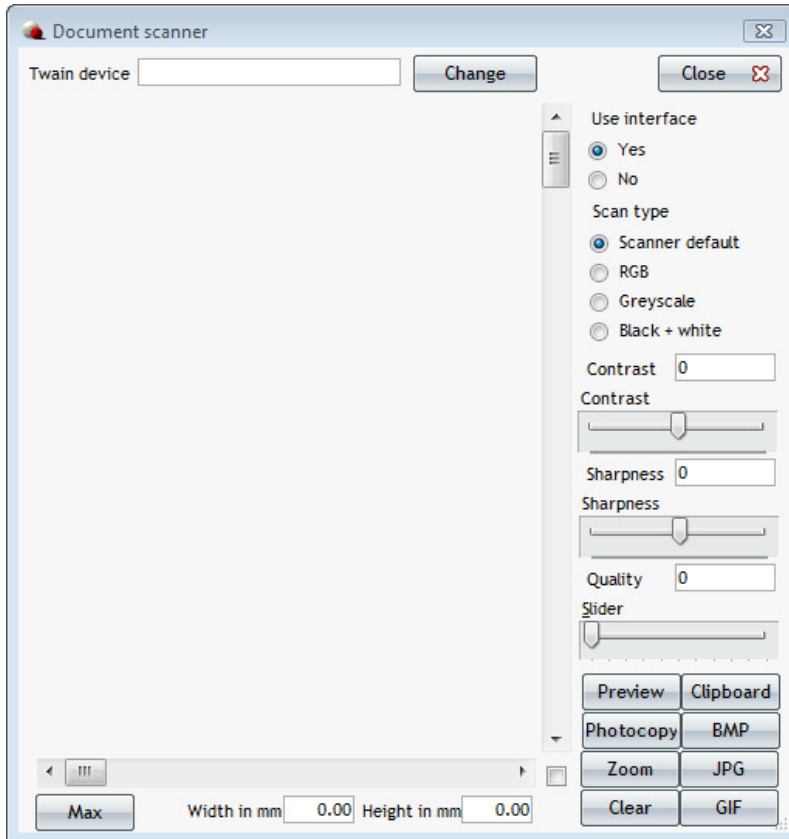
Double click on a Date to enter or view data.



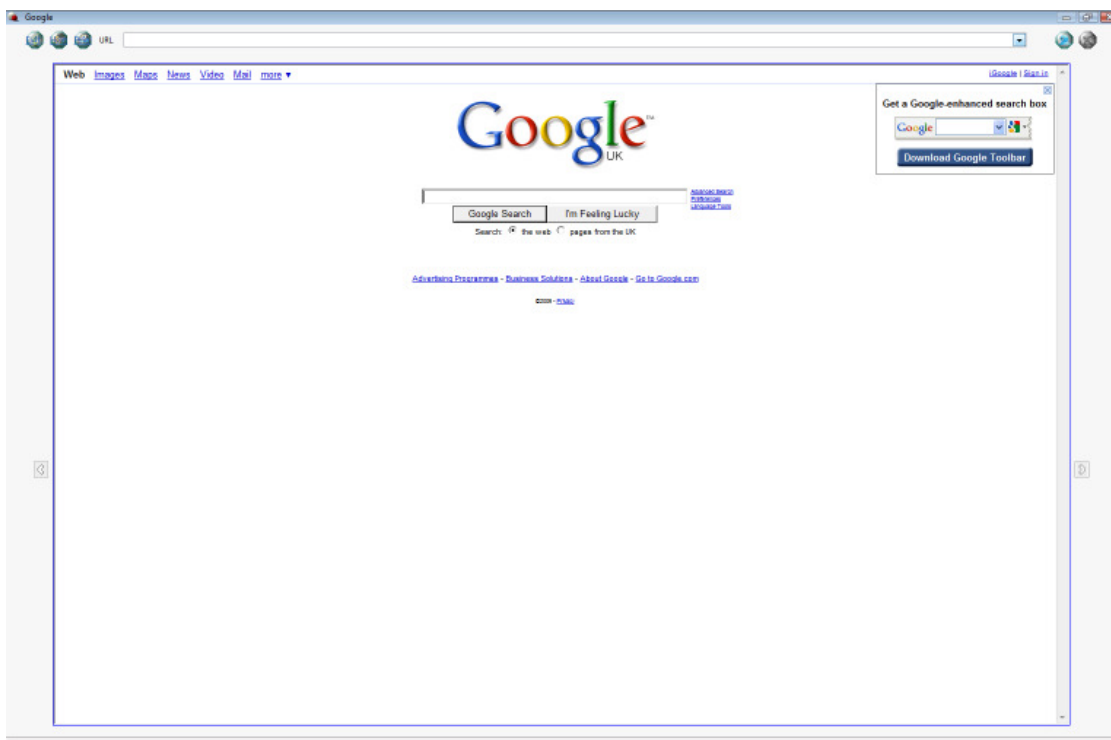
Click on the OK button to save any changes, you can also print the diary entry.

Chapter 5 – Extras Menu

- Document Scanner

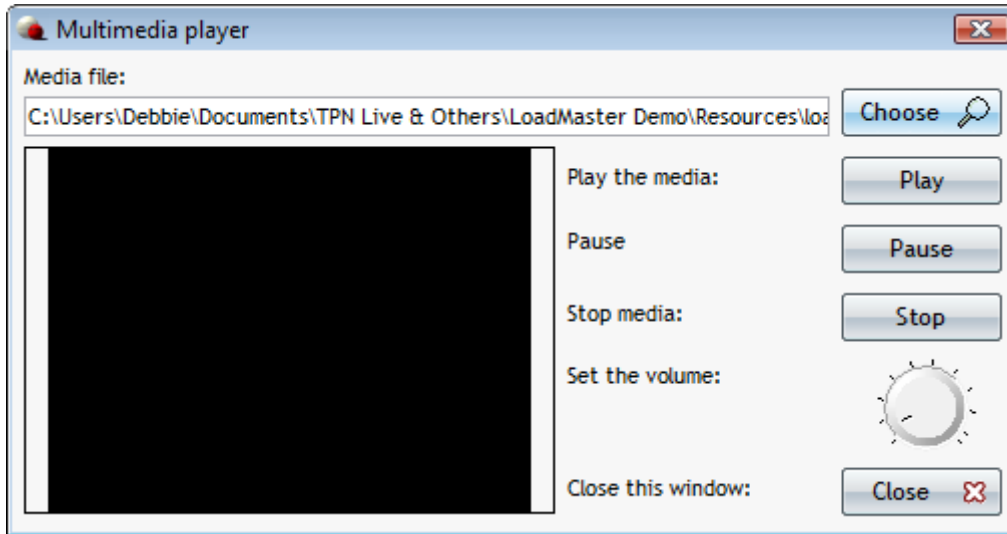


- Internet



Chapter 5 – Extras Menu

- **Media Player**



Click on the choose button and select the file you want to play

The video location will display in the top white box under media file.

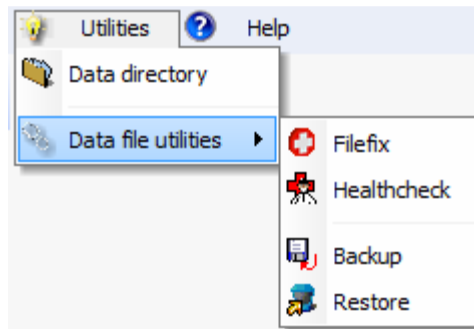
The video selected will play in the empty box under the file path.

Use the buttons on the right to play, pause and stop the video.

There is a volume controller, use your mouse to turn the wheel.

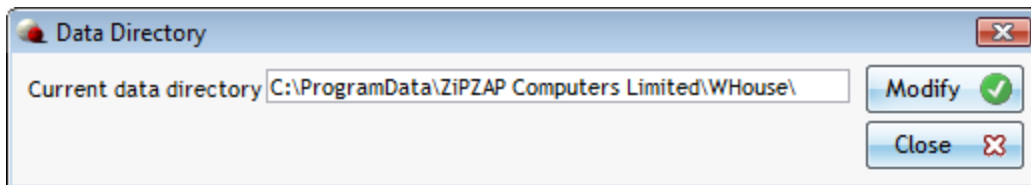
Click close when you have finished.

Chapter 6 – Utilities Menu



- **Utilities, Data directory**

For a multi user environment you would select your shared data folder here.

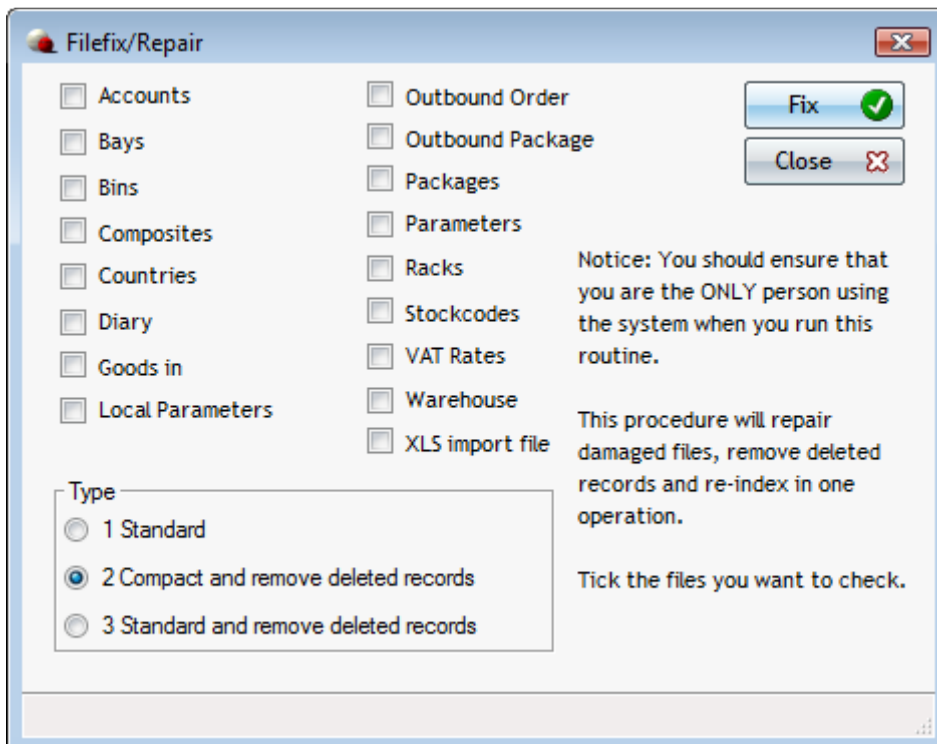


- **Utilities, Data File Utilities, Filefix**

If you encounter problems with data files it is usually possible to repair them using this utility.

If you find yourself fixing files regularly you should look into the cause of the problem.

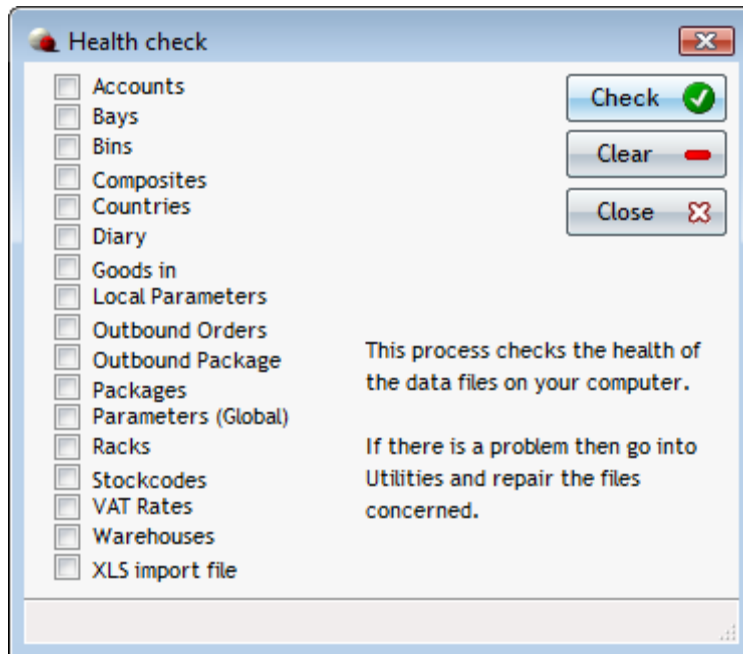
When using a multi user system ensure everyone else is logged out of the system.



Chapter 6 – Utilities Menu

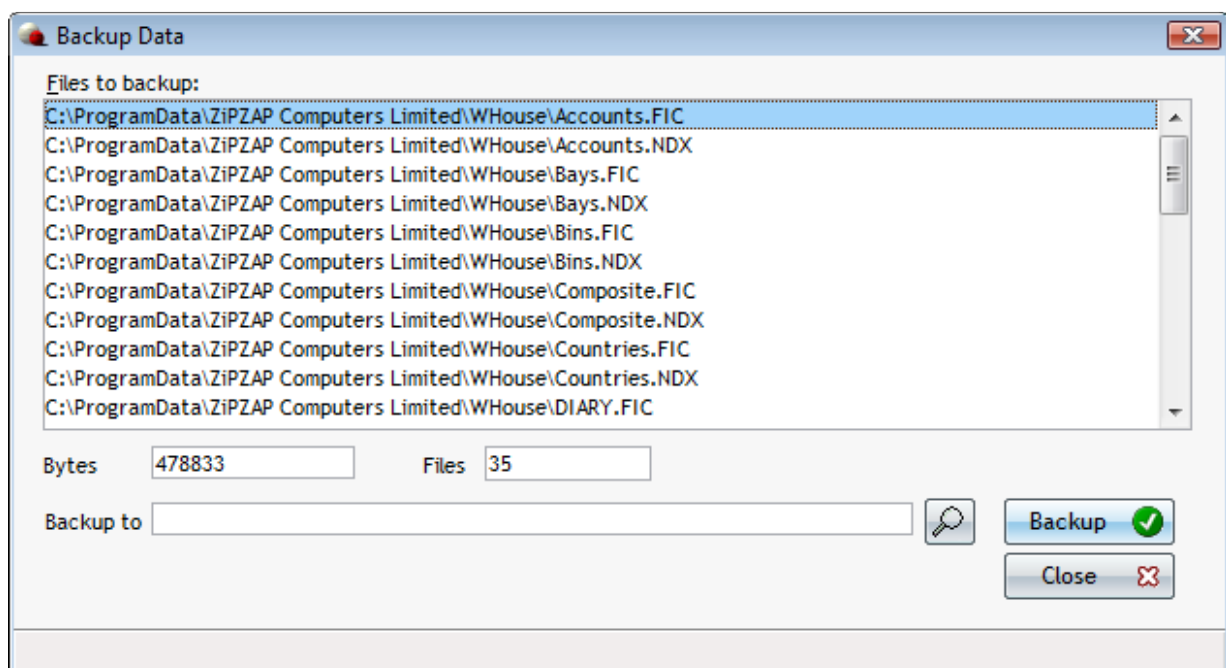
- **Utilities, Data File Utilities, Healthcheck**

This option checks the health of the files on your computer, if there are any errors, use the utility file fix to repair them.



- **Utilities, Data File Utilities, Backup**

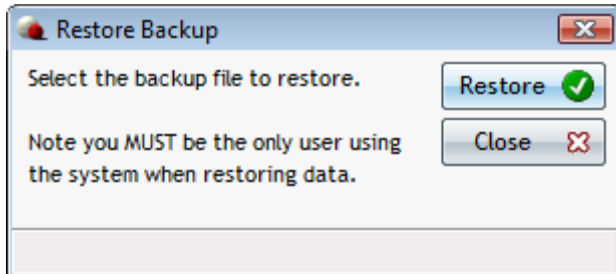
The system will automatically select the data files to backup. You just need to select the location to save the backup file to.



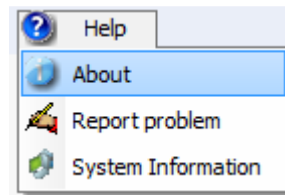
Chapter 6 – Utilities Menu

- **Utilities, Data File Utilities, Restore**

When doing a restore you will need to locate the backup file.

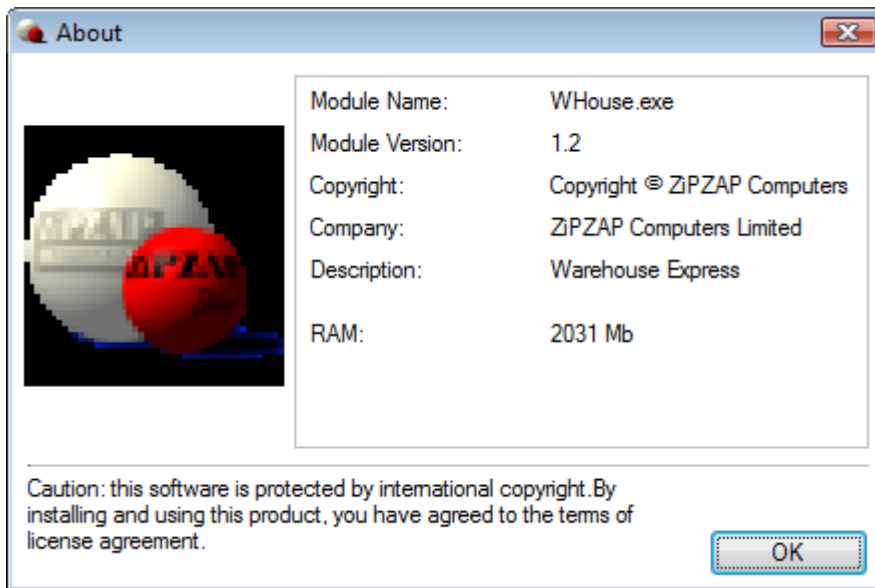


Chapter 7 – Help Menu



- **About**

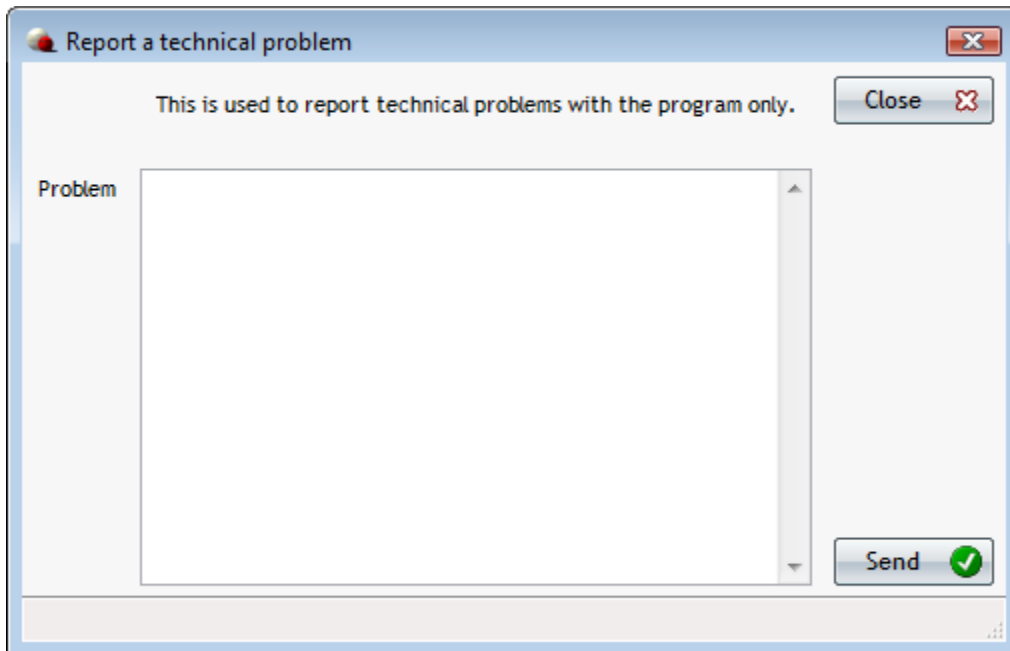
This option tells you all about the program you have installed, e.g. program version.



Chapter 7 – Help Menu

- **Report a Problem**

This option tells you what your computer details are.



- **System Information**

This option tells you what your computer details are and where the programs data is installed.

