



# iPICK Boss System

MANUAL

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**GENERAL DESCRIPTION  
of the  
iPICK SYSTEM**

Data Processing Services' iPICK System is an advanced automated picking system that increases the speed and accuracy with which invoices are filled. The system is made up of digital displays positioned at each bin which show the quantity to be picked. Pickers move down the line more rapidly because they are not distracted from their picking effort by having to repeatedly glance down at the invoice. The pick quantity is always displayed right at the bins, allowing picking personnel to concentrate on picking units.

Each bin on the tie-line has a separate display. A group of displays (a picking zone) is controlled by a zone master display. Each picker is responsible for a picking zone (a certain number of bins) or an invoice over the whole line. The display shows the quantity to be picked in copies or bundles/copies, and a led beacon lights up on only those displays with a quantity to pick. The bundles will appear in the first two positions on the display, and copies will appear in the last two positions with a colon separating them.

## TERMINOLOGY

### Input/Output Board (IO board)

These circuit boards are placed at the junction of abutting sections of back track. They are used to carry the data and power signals from one piece of track to the next.

### Repeater (485 board)

These circuit boards are placed at the very start of the signal path and then again at 128 display intervals. Their purpose is to amplify and condition the data and power signals.

\*There are two led activity lights on the 485 board.

??One led indicates the board has power, the other led indicates data activity. Need to clarify with Paul, maybe on light indicates send activity and the other indicates receive activity?? Expectatoin is 1 light is lit solid at all times and the other light flickers when there is activity. Both lights lit solid continuously indicates a failure of a display or a short on the two data rails.

### iPICK Display

These circuit boards are the meat and potatoes of the system. These show you what to pick.

### Power Supply

Lambda SWS600-12 power supplies provide 40 amp 12 VDC to power the bin displays.

## Procedures at a Glance

- Code P57, download invoice data from magazine system.
- Code P25, load customer and UPC data
- Code P14 - VIP Exception Report (P44)
- (P58) Code P10, prepare for picking, drop titles from invoice, change bins, correct bundle counts, assign bundle bins.
- (P87) P17, print tote labels
- (P12) P12, start picking
- (P88) P18, main and reweigh scales
- (P90) P19 - Check Reweigh File
- P21, optional, reports who has and hasn't been picked.
- P50, optional, set status, add notes
- P51, delete invoice data from iPICK system.

## GENERAL SYSTEM INFORMATION

Full screen processing gives you a more visual interface to the system. The full screen mode of operation provides you with a full screen of data and the cursor will be stationed at the first data field to either add new or change existing data. Move the cursor to the field you want to add/change, key the data, and press the enter key. You can move the cursor from field to field by pressing the enter key, the arrow keys, or the tab keys. If you press the enter key without having keyed in any data, the field will remain unchanged. When you have completed the screen, press F9 to implement the changes.

Cursor movement is controlled by:

Down Arrow	Will move the cursor down one line on a screen with multiple records. If it is a scrolling screen, when the cursor is on the bottom line and the down arrow is pressed, the lines will all be moved up one and a new Line will display. If it is not a scrolling screen, after the last line displays, the cursor will jump to the first line.
Up Arrow	Moves the cursor up one line and acts just the reverse of the down arrow.
Tab Key	The forward tab key will move the cursor forward one data field at a (Right Arrow) time. When it gets to the end of a line it will go to the next line.
Back Tab	The back tab key will do the reverse of the (Left Arrow) forward key.
Enter Key	Same as Tab Key.

Screen movement is controlled by function keys:

F1	Go backward one screen.
F2	Reserved.
F3	Reserved.
F4	Reserved.
F5	Scroll data up/forward one page.
F6	Scroll data up/backward one page.
F7	Scroll data to the right.
F8	Scroll data to the left.
F9	Process the data entered or end code.
F10	Reserved
ESC	Cancel a screen without processing.

## LOGGING ON TO THE SYSTEM

The PC will be at the login prompt. The login name and password are always entered in lowercase letters.

Login:

Password:

The screen will bring up the DPS main menu. Press the Caps Lock key to activate uppercase letters. The DPS main menu will display "BUNDLE LINE XX" or "PICK LINE XX" depending on which line you have logged into.

## LOGGING OFF OF THE SYSTEM

At any of the DPS menus, type **EXIT**. The terminal will return to login.

## SHUT - REQUEST SYSTEM SHUTDOWN

The system shutdown closes all active operating system programs and prepares the computer to be powered off. You should never power off the computer without first doing a Shut. When the Shut is requested, the following will display.

List active users

user1	terminal id	user login time/date
-------	-------------	----------------------

Do you want to continue?

N - The system will return to the menu and the system shutdown will not take place.

Y - The system shutdown will begin.

Do you want the system to restart immediately?

N - Enter N to be able to power off the PC. When the system shutdown has completed, the terminal will display **\*\*Halt Completed\*\***. At this point you can turn off the power to the PC and all of the peripherals directly attached to it.

Y - This option is used when you want to reboot the PC without having to turn it off. When the shutdown has completed, the system will automatically begin rebooting and all terminals will come up to login when the system is back up.

## RECEIVING PROGRAMS

The following procedure should be used to receive programs from DPS.

Key DPS at the Main Menu.

1 - Start remote file transfer.

The system will dial DPS to receive the programs on your transmit queue.

2 - Review transmitted files.

The review will display the status of the transmission. There are 3 different status messages.

Talking - indicates that the remote file transfer is still in progress.

Caller Script Failed - indicates that the modem line disconnected before the remote file transfer was completed. Use #1 to dial up and continue the file transfer.

Transmission Successful - indicates that the file transfer is complete. The programs that were received will be listed on the screen. Use #3 to accept the received programs.

3 - Accept received files

Use this only after the review displays 'Transmission Successful.'

## PASSWORD PROTECTION

Password protection for the BOSS Picking System is based on the login name of the operator. After the operator logs on to the system, each time he enters a code, the program will check the Password File to verify that his user login is approved for entry into the code he is trying to access. If the operator is approved, he will go right into the code. If the operator is not approved, a message will display denying access, and he must press enter to return to the menu.

Using the code Pass, set up all codes you want password protected, delete any existing operator password, add/delete any codes set up as password protected for the operator, or add new operator passwords and set up codes the operator can request.

Step	Enter	Digits	Comments
1	Code PASS Set up security?	1	Y/N

If you answer yes, the following headings will display. Pick System Programs and Pick System Miscellaneous. Press enter on the heading of your choice to display all the codes within that heading. You can password protect the codes by placing a 'Y' next to the code description. Press F9 when you are finished.

2	Add/Change a password for a user?	1	Y/N (Enter defaults to yes)
3	Password	6	Use up to 6 characters

Enter the first password and press enter. Key in the operator's password again and the name of the operator. All codes that were flagged in 'Set Up Security' will display and allow you to setup security for the individual operator. Place a 'Y' next to the codes you would like the operator to have access to.

You are also given the option to delete an existing operator.

Press F9 when you are finished. Enter the next operator password or F9 to end. You will then be prompted:

4	Do you want a status list?	1	Y/N
5	Print protected codes only?	1	Y/N

The status list is a report showing all codes and whether or not they are password protected. If you select Y to print protected codes only, the status list will only print the codes that have been password protected.

**P07 - Import Zone Configuration Data**

This program is used to build the Zone Master Table by reading a CSV file. This is an alternative to manually building the Zone Master Table with the P15 - Zone Table function.

The import file is read from the directory /home/dps/vip/dataXX and the file must be named ZONELD.csv.

The file layout is:

P07 - IMPORT ZONE CONFIGURATION DATA

DO YOU WANT TO CONTINUE (Y/N):        Y

\*\* RECORDS UPDATED =    1

\*\* RECORDS IN ERROR =    0

**P08 - Bin Number Table (import)**

This program is used to build the Bin Number Table by reading a CSV file. This is an alternative to manually building the Bin Number Table with P09 - Bin Number Table.

The import file is read from the directory /home/dps/vip/import and can have any name. The import file layout is: Bin number 9(5), Display Address 9(5), Zone Number 9(3), Zone Master Display Flag X(1). Note about the Zone Master Display Flag, the value 'Y' indicates that the display is a zone master display, blank or no value indicates that the display is not a master display.

P08 - BIN NUMBER TABLE

FILE NAME TO IMPORT:

---

DO YOU WANT TO CONTINUE (Y/N)?        Y

ZONE NUMBER CANNOT BE ZERO            \_

## P09 - Bin Number Table

This program allows you to manually build or update the Bin Number Table.

- Zone Flag = Y indicates that the bin is a zone master display.

### P09 - BIN NUMBER TABLE

ADD/UPDATE (A/U): U

BIN NUMBER	DISPLAY ADDRESS	ZONE NUMBER	ZONE FLAG	TITLE NUMBER	TITLE NAME	DELETE (Y/N)
100	1	1	Y			N
101	2	1				N
102	3	1				N
103	4	1				N
104	5	1				N
105	6	1				N
106	7	1				N
107	8	1				N
108	9	1				N
109	10	1				N
110	11	1				N
111	12	1				N
112	13	1				N
113	14	1				N
114	15	1				N

### **P57 - Get Invoice From Mag System**

This program copies the invoice download files from the magazine system to the IPICK system.

#### **P57 - GET INVOICE FROM MAG SYSTEM**

CLIENT NUMBER: Enter the DPS client number set up in Code EFTP.

INVOICE FILE NAME: Press F4 to display the invoice files available on the magazine system\* or key in the invoice file name. If the message 'Missing EFTP Record' displays, the client number entered is not set up in Code EFTP.

\*A maximum of 15 invoice file names display when F4 is done. Once that maximum is reached you will get the message that Code P51 needs to be run on the RS6000 to delete old files.

### **P25 - Create Retailer and UPC Index Files**

This code must be run for each invoice file to update the UPC file for the scanners and must be run before running Code P58.

INVOICE FILE NAME:

### **P14 - Print VIP Exception Report**

This code must be run for each new invoice file before running P10 to create the picking files. This code checks all of the titles in the invoice file for copy weights and generates a report showing titles with missing weights and other error/warning messages. All titles on the line must have a weight entered or P10 will not process the invoice file. In addition, P14 will compute the bundle weight for bundle titles if no weight is in the download file. It takes the title weight times the number of copies in the bundle to compute it.

Any corrections can be made with Code P22 - Title Weight Issue Add/Update. Run P14 again to verify that the entries that were made in P22 are correct. P14 should be run and P22 updated until no errors are reported.

??P14 should never be run for a new invoice if you are still working an old invoice.

The operator should never answer 'Y' to 'Clear The Bin Address File' if codes P17, P12 or P18 are running.

The only time an operator should answer 'Y' to 'Clear The Bin Address File', is when the operator is preparing to pick a brand new invoice. When preparing for a brand new invoice, key 'Y' at Main and Bundle line.

STEP	ENTER	DIGITS	COMMENTS
------	-------	--------	----------

	CODE P14		
1	INVOICE FILE NAME	8	MMDDYYSS
2	CLEAR THE BIN ADDRESS FILE	(N/Y)	

The following are errors that may occur during P14.

**CONFIG VOLUME VAR IS > THAN TOTE VOLUME** - You probably have a bad volume size keyed

**NO BIN ADDRESS RECORD** - No Bin number was found in P09

**NO WEIGHT RECORD FOUND** - The title has no data in the P22 weight file

**TITLE IS BUNDLE BUT NO BUNDLE WEIGHT FOUND** - Title is identified as a bundle but has no weight

**NO LOOSE TITLE WEIGHT FOUND** - Title has no weight for single copy

**NO TITLE VOLUME FOUND** - Title has no volume for single copy

**THE TYPE OF MAGAZINE IS WRONG MUST BE A - H/Z** - The magazine type is invalid (not found in P15)

**BUNDLE SIZE IS MORE THAN A TOTE SIZE** - The volume for the title is probably incorrect

**TITLE SIZE IS MORE THAN A TOTE SIZE** - The volume for the title is incorrect

**TITLE VOLUME IS > 10 INCHES** - A warning message that the title volume should be double checked will display.

**TITLE WEIGHT > 10LBS** - The title weight is greater than 10 pounds and exceeds the sum of the retailer's weight (Max Tote Wgt + Wgt Tolerance) in Code P20.

## P10 - Create Picking File

This program prepares the invoice download file for picking.

Important functions of this program -

- Move a title to a different bin
- Remove a title from the tie-line
- Update an incorrect bundle count.
- Assign a bundled title to a 'bundle bin'
- Prints tieline audit report

**You cannot "unchange" the bin, the above functions should be done carefully and only at the beginning of an invoice.** If you make a mistake or are only doing a test and you want to put the bin back to the original, use P51 - Delete Picked Invoice File to delete this invoice, reimport it with P57 - Get Invoice From Mag System and rerun P10 - Create Picking File.

P10 - CREATE PICKING FILE

INVOICE FILE NAME: \_\_\_\_\_

```

                                P10 - CREATE PICKING FILE
BIN   TITLE   TITLE           BUNDLE   NEW           BUNDLE
NBR           NAME           SIZE     BIN           BIN
 508  95064   DEAD BEFORE DARK           511
 509  95068   TO BEGUILLE A BEAST
 510  94042   BLOODLINE           13

```

Move a title to a different bin by keying in the new bin number in the 'New Bin' column.

Remove a title from the tie-line by keying in the 'drop bin number' in the 'New Bin' column. The drop bin number is found in the P15 - Pick System Maintenance, #1 - Pick System Configuration screen.

Bundle Counts/Bundle Size can be corrected. Just key in the correct bundle count. Bundle counts can not be added if you forgot to key in the bundle count during the invoice run. You can only update a bundle count if the bundle count was sent in the invoice download file.

When bundle counts are sent for a title, the bin display will show the operator how many bundles and how many loose copies to pull. You can assign the bundle copies to a different bin. Then you can pull the loose copies from one bin and the bundle copies from a different bin.

Press ESC to end without processing. Press F5 to advance to the next page of data or press F6 for previous page.

'Process Complete' displays when P10 is finished.

**P10 - Tieline Report** prints when P10 completes its run. This report lists the retailer, retailer name, invoice number, route/sequence, number of picks and total quantity. The report totals by route, with route totals for total picks and total quantity. 'Total picks' is the sum of all records in the pick file for a retailer/reference number. This equates to the number of titles on the retailers invoice. Total quantity is the total number of copies on the invoice.

### P17 - VIP Select Invoice and Print Label

This code is used to print tote labels. If you have a main and bundle line, key P17 on the printer terminal assigned to each line.

This code adds the invoice records for the retailer keyed to the picking file and prints a label for each of that retailer's totes. The retailer's name, address (address 2), route and delivery sequence print on the tote label from the retailer file on the VIP pick system. A tote sequence number prints on the tote label indicating the order in which the totes will be picked. If a retailer is set up to print return forms, then a return reference number will print on the label. The bundle line label prints the titles that are in the tote.

When a retailer is selected to print by P17, the retailer number and tote sequence numbers are flagged as processed. This is so that if P10 must be rerun to process a title addition or deletion, the retailers that have already been labeled/picked will not be reprocessed and that the tote sequence numbers are not reused.

For weekly deliveries, P17 uses the retailer's Magazine Sequence 2 and prints the day of the week that the product is to be delivered above the date. If Magazine Sequence 2 is:

- 1 - Monday will print on the label.
- 2 - Tuesday will print on the label.
- 3 - Wednesday will print on the label.
- 4 - Thursday will print on the label.
- 5 - Friday will print on the label.

STEP	ENTER	DIGITS	COMMENTS
	CODE P17		
1	INVOICE FILE NAME	8	MMDDYYSS
2	PRINT AS WEEKLY LABEL Y/N?	1	
3	RETAILER NBR	5	
	F3 - REWEIGH EMPTY TOTE		
	F4 - ROUTE/RETAILER STATUS		
	F5 - SELECT NEXT RETAILER IN LINE		
	F7 - MERGE P58 DATA		
	F8 - DISABLE/ENABLE PRINTER/SCALE		
	RETAILER SELECTED	STORE	
	1234 YOUR STORE NAME	77	
	ROUTE 26 ROUTE SEQUENCE	50	
	SEQ NUMBER 43	INVOICE NBR	2245428

### Retailer Nbr Prompt

If it is necessary to pick the totes in a different sequence than they are in the file, P17 is used instead of the P10 option, L - Advance Lead Picker. Key the retailer number and the program will jump to that retailer. The program will then proceed to the next sequential retailer when **F5** is keyed.

If you select or enter a retailer that has already been processed or if you need to reprint labels for a retailer that has already been processed with P17, the screen displays a message.

```
THIS INVOICE IS ALREADY SELECTED
RETAILER 33422 INVOICE 02018469
DO YOU WANT TO PRINT LABELS (Y/N): Y
```

Key Y to print the labels. Key N to return to the Retailer Nbr prompt.

#### F4 - Route/Retailer Status

This can be used to display the pick status of the routes or to select the next route/retailer to be processed. Press **F4** to display the status of the routes. The status of each route displays on the screen. Use F5/F6 to scroll forward and back.

#### P17 - VIP SELECT INVOICE AND PRINT LABEL

RTE	START SEQ	END SEQ	NBR RTLRS	NBR TOTES	STATUS	PERCENT	COMPLETE
24	205	205	1	2	LABELED		0
25	305	340	6	7	LABELED		0
26	145	410	7	8	NOT PICKED		0

To display the detail for a route, press **F4** at that route number. The screen displays the detail by retailer for the selected route.

RTE	SEQ	RTLRL	INVOICE	NBR TOTES	STATUS
24	205	33422	2018649	2	LABELED

The status indicators are the same as used by P19, not picked, labeled, picked, re-weigh, and ready.

**F9** while in the first (route) screen will select the first retailer from the highlighted route for process. **F9** while in the second screen (retailer) screen will select the highlighted retailer for process. When you use the F9 option to process the highlighted retailer, the message "Route Out Of Sequence - Continue? (N/Y)" displays. This message displays to safeguard against accidentally getting out of sequence.

#### F5 - Select Next Retailer In Line

After P12 is entered and 8's and title numbers have been displayed on all bins for the picking file, press **F5** to automatically print labels and display the first retailer's tote in the picking file on the bins for the first picking zone (lead picker). When the first zone is finished picking the copies and is ready for the next tote, press F5 to get the next tote and press button on the zone

master display to advance to the next tote and display the picks on the displays. If the button on the zone master display is pressed before **F5** is done, all 7's display.

When a route is completed and **F5** is done, the screen displays the message “**THE NEXT INVOICE IS FOR A DIFFERENT ROUTE**”. If picking is being done in the same sequence as P10, just **F5** to continue with the next route in order. If you need to skip to a different route, key in the first retailer number in that route instead of doing **F5**.

### **F7 - Merge P58 Data**

This option is only used when P58 has been reprocessed. It is not necessary to end P17, P12, P19 or P18 to rerun P10. However, the message “**P10 HAS RECREATED A NEW FILE, PRESS F7 TO MERGE DATA**” will display at the bottom of the screen to indicate that a new file has been created. The new P10 file will not be used until **F7** has been done. The message “MERGE IS COMPLETE” will display when the merge has completed.

### **F8 - Disable/Enable Printer/Scale**

This option is used when the label printer or tote weight entry scale is not working. This will allow P17 to process retailers when the label printer is not working so that they can be picked with Code P12. If the scale goes down, this allows P17 to use the “Actual Tote Box Weight” from the P15 - System Configuration. Press F8 repeatedly to scroll through the various combinations of enabled/disabled. For example, press the F8 button one time to disable the printer and scale. Press F8 a second time, and the printer will be disabled, the scale enabled. Press F8 a third time and the printer will be enabled and the scale disabled.

### **Walgreens Tote Labels**

Code P17 reads the Retailer File - Label Type field and if this field is ‘WG’ then Walgreens specific labels are printed.

These labels print an SSCC18 Barcode label.

### **SSCC-18 ID Number Layout for GP only (As of 10/18/06)**

X 168 12345678 12345 9

X - Identifies the warehouse

2 - GP mags

4 - GP books (Computac) *determined if the file ends with ‘50’*

12345678 - Invoice number

12345 - Tote number

9 - check digit (calculated)

**SSCC-18 ID Number Layout for SA only**

00 00 00 00 15 123456789 X

15 - SA magazines (MJ)

15 - SA books (Computac)

123456789 - Tote serial number

X - check digit

## P12 - BOSS Pick Processing

This is the program that does the work. The program records your progress. This means you can exit the program and when you run the program again, it will pick up where you left off.

### P12 - BOSS PICK PROCESSING

PICK FILE NAME.....:

The screen will prompt for "PICK FILE NAME". Key in the invoice download file name and press enter.

P12 - BOSS PICK PROCESSING

PROCESSING USING FILE  
FOR SECTION NBR  
PICKING IS NOW ACTIVE

*INVOICE FILE NAME*

PRESS ENTER KEY TO STOP PICKING

When you start P12 for the first time on new invoice download file the screen will display 'PICKING IS NOW ACTIVE'.

1. All displays will display the iPICK logo, followed by the DPS logo, and then finally the display will show the customer's logo. Bin Number, Bipad Number, Title Name, and each display button will light in red, each zone master display in green.
2. Press the zone master display of each zone. Each Bin Display will show the item number of the item assigned to it as a test for correct pick line setup.
3. Press the button on each zone master display. The pick-ID/invoice number will display on the zone master for the starting invoice. All bin displays with the red beacon lit will have a quantity displayed to be picked. If the item does not have a pick, the beacon will not light up.
4. Pick/Pack/Press; picking is active, pull the product from the bins as indicated, pack the



Figure1End of Pick Graphic

4. product, press the light to confirm the pick, press the zone master display to advance to the next invoice.
5. When the picker comes to a bin display showing the end of pick graphic (figure 1), there are no more picks in the zone beyond that bin for the invoice being picked. \*If there are no items assigned to an entire zone for a Picking Session, when P58 creates the picking file, it will tell the system to ignore those zone when picking is active.
6. The 'stop' sign graphic (figure 2) displays for two conditions 1) Stop Sign and Green Light means you have missed a pick in the zone. You are not allowed to advance if you have not

cleared all of the displays. 2) Stop Sign and Yellow Light means you trying to advance the pick past the lead picker.



Figure 2- Do Not Advance The close box graphic (figure 3) is an optional graphic for users with more advanced warehouse automation. This graphic lets the operator know that the tote can bypass the rest of the tie-line and be sent directly to the QC stations for review.



Figure 3- Close Box **RESTART PICK PROCESS**

If the picking process is being brought up to continue after being terminated through operator control on the previous day without completing the session, after entering the pick file name, all zones will automatically be restarted with the same pick-ID they were on the previous day when the system was terminated.

### **OPERATOR CONTROL**

If picking is not completed at the end of the day or if picking needs to be stopped for any reason to be continued at a later time, press "Enter" on the PC to interrupt the picking processing. The following will display:

#### **T - TERMINATE PICKING PROCESS**

Enter "T" to end picking process. Remember, however, that the system will remember the Pick ID on each Zone Master display and can be restarted at any time as detailed above. Thus, for security reasons, it is best to use the T option if the picking area will be unattended.

#### **R - RESTART A ZONE AT A SPECIFIED CUSTOMER**

This will restart a zone master at a specific pick-ID number for a re-pick. This options is usually used if the zone master button is pressed twice by accident causing the picker to skip an invoice.

ZONE NUMBER: 9999

STARTING PICK-ID: XXXXXXXXX

### **L - ADVANCE THE LEAD PICKER**

If the "LEAD PICKER" option in the system configuration is set to "Y", the system will go into a follow-the-leader mode. This mode allows the lead picker to restart at any retailer number in the invoice run and have all remaining pickers follow his lead. For example, if the lead picker picks customer 1, 2 and 3 and then restarts at customer 5, the remaining pickers will automatically go to customer 5 after they have finished picking customer 3.

ZONE NUMBER: 9999

STARTING PICK ID: XXXXXXXXXX

**NOTE:** You cannot advance the lead picker at the beginning of the file when the 8888's and title numbers are displayed. You have to clear these in all zones and then when all zones are on the first dealer, you can select the Lead Picker Option.

The Lead Picker function can operate differently depending upon how the field 'Maximum Allowed Advances' is set up in P80 option 3 Zone Master Setup. Those options are:

- A. If Maximum Allowed Advances is equal to 0 for all zones, then the "LEAD PICKER" option will not allow a picker to advance to the next pick-ID until all previous zones have advanced to that pick-ID. If a picker tries to get ahead, the system will send all 7's to the zone master display.
- B. If Maximum Allowed Advances is equal to 2 for all zones (except zone 1 should always be 0), then each zone can get 2 picks ahead of the previous zone but can not get ahead of the lead picker, zone 1.
- C. If Maximum Allowed Advances is entered as 9999, then that zone can go as far ahead of the lead picker as he wants, but when he gets ahead of the lead picker, all zones after that zone will no longer follow the lead picker.

### **N - NEW PICKING SESSION**

Enter "N" to start a new picking session. This will clear the lead picker table and then allow you to key in the lead picker zone and the starting pick-ID number. If you want to start at the beginning of the pick file, enter all 8's for the pick-ID number. Be sure all zones have stopped on the same pick-ID before selecting this option.

ZONE NUMBER: 9999

STARTING PICK ID: XXXXXXXXXX

### **D - DROP A ZONE**

Enter "D" to drop a zone from picking on the tie line. This will put the zone selected into stand alone diagnostics mode and allow the other zones to continue picking until the

problem in the dropped zone can be corrected. This zone will have to be manually picked to keep up with the remaining zones.

#### **A - ADD BACK A DROPPED ZONE**

Enter "A" to add back a previously dropped zone. System will prompt for the zone number and the dealer number for that zone to start picking.

#### **P - PICK/NO PICK TITLE**

Enter "P" to pick/no pick a title. This option is used when Galley titles are included in the pick file but have not yet been received into the warehouse. The code will prompt for bin and title number. When this bin has picks, it will now display 0000. As picking continues, the bundle and loose copies are accumulated until the title is activated again by this option. When picking is completed for this file, use code P66 - Galley Copies Not Picked Report to determine how many bundles and copies are required for each route's deliveries for the unpicked quantities.

**NOTE:** On the download file from your host system, the type 2 record has to have the route number contained in the file for each dealer to print the quantity of unpicked titles by route.

#### **S - ENTER STOP PICK ID**

Enter "S" to stop the entire line on the same pick id (i.e. At the end of the day). The system will prompt for the pick id number. When each zone has picked this dealer/title number, the zone master display will return to 'DPS'.

#### **P21 - Total Picked Invoices Report**

INVOICE FILE NAME: \_\_\_\_\_

PRINT DETAIL (Y/N)?

This report prints a summary of the total number invoices in an download file, the number of invoices that have been picked and the total number of invoices left to be picked. The detail option prints the summary data as well as on line per invoice in the download file. The detail record lists the retailer number and name, invoice number, route/sequence, and status (picked or not picked).

### P18 - Verify Items Picked

P18 is run at both the weigh scale and at the reweigh stations on the main line and at the weigh scale on the bundle line. The system is setup to let P18 know what type of station it is running on.

If the message "No Loose Weight" displays in P18, this indicates that a bin number was changed in P58 in the middle of the pick session. If it is necessary to change a title's bin after beginning to pick, process all the totes that have been displayed with P12 with P18 at the weigh and reweigh stations. End P12. Run P19 and 804 to print invoices. Use P51 - Delete Picked Invoice File to delete the invoice and import it again with P57 - Copy Picking Data. Then rerun P58 - Create Picking File and reassign the bin number.

The message "Invalid Invoice File" indicates that P17 has not been run to process any retailers yet.

If the message "All Files Are Done" displays, press enter to return to the main menu. Enter P18 to start up again.

### Main Line - Weigh Station

If P18 is running on a weigh station, all boxes get either accepted or rejected to the reweigh area. The system compares the 'Computed Weight' to the 'Actual Scale Weight' of the tote box and calculates the difference. If the 'Variance' displayed is greater than the entered 'Weight Tolerance' determined for this retailer, the 'In-Motion' tie line will stop. The tote is rejected and diverted to the reweigh area.

When P18 is started at the main scale station the prompt 'ENTER SEQ NBR' displays. The tote sequence number for the next tote in line to be weighed will display on the screen. If the tote number that displays is correct, press the enter key to start the scale. If the tote number that displays is not the next tote in line, then key in the proper tote number. The message 'XXX TOTES WILL BE SKIPPED - CONTINUE? Y/N'. When you answer 'Y' the skipped totes will be flagged as being sent to re-weigh., and can then be verified at the re-weigh stations.

P18 - VERIFY ITEMS PICKED		
RETAILER	NAME	STORE
1005	MANN'S MARKETS, INC.	325
SEQ NBR 618	TOTE BOX	1 OF 5
COMPUTED	ACTUAL SCALE WEIGHT	VARIANCE
26.52	23.47	3.05

### Main Line - Reweigh Station

A tote box flagged as 'OUT OF BALANCE' requires the operator at the reweigh station to enter the rejected tote box sequence number and choose the required action to correct the 'Out of

Balance' situation. As corrections are made to the magazine's actual weigh, subsequent totes that were rejected may come up in variance.

### **Bundle Line - Weigh/Reweight Station**

If a scale is set up on the bundle line, an out of variance tote is not diverted. P18 displays the menu to correct the tote immediately before the next tote can be weighed and verified.

### **P18 - VERIFY ITEMS PICKED**

RETAILER	NAME	STORE
1005	Mann's Markets, Inc.	325
COMPUTED WEIGHT	ACTUAL SCALE WEIGHT	VARIANCE
33.5	31.2	2.3
F1 - CHECK THE WEIGHT		
F2 - VIEW TITLES IN TOTE		
F6 - BY-PASS TOTE FOR RETAILER (PROCESS)		
F8 - REWEIGH TOTE		

OPTION TO DO: \_\_

#### **F1 - Check the Weight**

This option requires the tote box to be re-packed and then re-weighed. Each title/issue displays on the screen indicating what was invoiced and what the system thinks is in the box. Short and over copies display. As each title/issue is verified and put in the tote the weight is recalculated and the remaining variance for the entire tote displays. When the variance is 0, the tote is accepted.

#### **F2 - View Titles in Tote**

This option was designed especially for the bundle line but could be used on the main line for prepacked books and bundle items. The title/issues in the tote box display on the screen so that a sight verification can be made against what is actually in the tote. The correct product can be swapped in and the operator can then proceed to **Option to Do - F8**.

#### **F6 - By-Pass Tote for Retailer (Process)**

This allows the tote to be flagged as ready without being verified. The invoice will print the product as it was billed not as it was picked.

#### **F8 - Reweight Tote**

This option allows the tote box to be reweighed after adjustments have been made (usually with **Option to Do - F2**), without having to go to the menu to do step by step.

### **MOUNT EMPTY TOTE, PRESS ENTER WHEN READY**

Remove the out of balance tote box and place an empty tote box on the scale. The system will prompt the operator to key in the tote number from the label. This is done to update the P75 file with tote weights.

**P18 - VERIFY ITEMS PICKED**

RETAILER	NAME	STORE	
1005	MANN'S MARKETS, INC.	325	
INVOICED	10 COPIES	WEIGHT	8 COPIES
	2 BUNDLES		2 BUNDLES
	2 COPIES SHORT		0 COPIES OVER
	0 BUNDLES SHORT		0 BUNDLES OVER
LOAD TITLE	10227 PEOPLE WEEKLY	BIN NUMBER	152
	VARIANCE LEFT		1.52

F1 - WEIGH THAT TITLE

F2 - VIEW TITLES IN TOTE

F4 - RECALCULATE WEIGHT AND UPDATE WEIGHT FILE

F7 - ACCEPT SHORT COPIES

F8 - REWEIGH THE TOTE

OPTION TO DO: \_\_

**F1 - Weigh That Title**

The system instructs the operator to put the quantity of the title displayed in the tote box (the last item picked; last in, first out method). When this is done, press F1 to weigh the tote with those titles placed in it. The tote box will then be re-weighed and indicates if the items' weight is in balance with the computed weight. This process is repeated until the short/over item is found and the tote box is in variance.

**F2 - View Titles In Tote**

This option is used to view all titles that should be in the tote. This feature is helpful when a picker misses multiple titles. Titles that have already been processed with the F1 - Weigh That Title option display with an asterisk (\*) in the first position. F5 & F6 can be used to scroll through the data. Press "enter" at a highlighted title to weigh that title, if the title has already been processed an error message will display. The title number, name, bin number, and expected copies will display.

**F4 - Recalculate Weight and Update Weight File**

If the tote box was picked accurately, then the weight of the magazine out of balance has changed since the initial weigh of the item. If this is the case, press F4 to recalculate the weight of the item displayed. The weight will be recalculated and the adjusted weight of the magazine will be updated to the Title/Issue weight file for the remainder of the pick process.

**F7 - Take Weight and Adjust Files**

If the tote box is actually short/over the invoiced quantity, press F7 and the invoice discrepancy will be recorded so the retailer's invoice can print correctly when Code 804 is run. If P35 - Pick

System Configuration, Accept Short Copies, is set to N, the screen displays “F7 Invalid” and the short/over copies must be corrected to continue.

**F8 - Recompute the Weight**

When the tote box has been corrected with the proper quantity of items, and all items are once again in the tote box, press F8 to recompute the weight of the tote box and continue the weighing process.

## P19 - Check Reweigh File

This code allows you to select by route the totes that have been processed through the weigh and reweigh scales (status = ready) since the last time P19 was run.

Since a Status and a Percent Complete display for each route, P19 can be used to monitor pick line progress. The route display is in the same order as the P58 printout.

Code P12 and Code P18 do not have to be ended for normal P19 processing. See instructions for running P19 if the main and/or bundle line scales are down.

### P19 - CHECK REWEIGH FILE

INVOICE FILE NAME: \_\_\_\_\_

Enter the invoice file name being picked. To process routes with a Ready status, key X in the SL column and press F9. If routes are selected and for some reason you do not want to process invoices yet, use F1 to exit the code without update.

After a retailer is picked and processed with P19, it cannot be re-picked without doing P58 again.

If just checking the tie line progress, do not enter X in the SL column. You can use F1 to exit the code. If you F9, the message "No Routes Have Been Selected" displays before returning to the main menu.

Under rare circumstances, such as P58 being run when totes are still being processed, P12 being stopped and restarted, picking out of sequence in P12, there could be stray records displaying in P19. Enter O to process these totes. **It is recommended that you contact DPS, before doing the O, to determine why there are stray records.** The **P19 - VIP Exception Report** will print the customer, reference and tote with the comment "Override not Ready" for any records that had "O" entered in P19.

The **P19 - VIP Exception Report** always prints every time completed routes are processed. If there have been no exceptions, the report will list "0 Message Lines".

P19 will display "Cannot Find The Original Bundle Line Bin" if the code determines that there are problems with the Bin Table. P19 will still create a file for 804 to process. The **P19 - VIP Exception Report** will print "Cannot Find The Original Bin for Bundle Line Bin XXX" (XXX = the bin number). If you get the "cannot find the original bundle line bin" message you should contact DPS for assistance with determining the cause. Also, the invoices should be checked carefully. If there were loose and bundle copies, then it is possible that only the loose copies will show up. If there were only bundle copies, then it is possible that they will print as galley titles, i.e. At the top of the invoice with no tote number.

### P19 - CHECK RE-WEIGH FILE

## SELECT ALL ROUTES THAT ARE READY

S	START	END	NBR	NBR			
L	RTE	SEQ	SEQ	RTLRS	TOTES	STATUS	PERCENT COMPLETE
	3	308	480	6	6	NOT PICKED	[ 80 ]
	4	215	470	12	16	PICKED	[ 0 ]
	5	215	465	15	20	NOT PICKED	[..... 25 ]

The status of each route displays on the screen. Use F5/F6 to scroll forward and back. To display the detail for a route, press F4 at that route number. The screen displays the detail by retailer for the selected route.

	RTE	SEQ	RTLRS	TOTES	STATUS
	3	308	50002	1	READY
	3	310	50004	2	NOT PICKED
	3	320	53835	1	PICKED
	3	440	37844	1	RE-WEIGH
	3	470	60800	1	PICKED
	3	480	53860	1	PICKED

Press F4 at a retailer to display the detail for that retailer by tote.

	RTE	SEQ	RTLRS	TOTE	STATUS
	3	310	50004	45	NOT PICKED
	3	310	50004	50011	READY

**P19 Status Descriptions**

**Ready** - Indicates that the retailer/tote has been picked with P12 and has gone across the scales (main and/or reweigh).

**Reweight** - Indicates that the retailer/tote has been picked with P12, has been diverted from the main scale and has not gone across the reweigh scale.

**Picked** - Indicates that the retailer/tote has been picked with P12 but has not gone across the main scale.

**Labeled** - Indicates that a retailer's tote labels have been printed with P87.

**Not Picked** - Indicates that the retailer/tote has not been picked with P12.

**P19 - Printing VIP Invoices When Scales Are Down**

There is an option that allows the operator to print invoices by tote number when the scale is down on the main and/or bundle line.

Make sure that P18 is not running on any terminal. If the scale has been down or not used, P18 should not have been keyed.

When all the totes for the last retailer picked by the lead picker have cleared the main scale, end Code P12. The pickers must not press the button to advance to This means that all totes up to and including the last retailer the lead picker did must be past the main scale before P12 is ended.

At the main scale terminal on the main pick line, key P19. At the Invoice File Name prompt, press F1. The message, "Create Data From P12 File" will display for the main line and "Create Data From Bundle P12 File" (if you have a bundle line scale). Key "Y" for yes for the line that has the down scale. P19 will create a file for code 804 to process. The **P19 - VIP Exception Report** will print "not weighed" for these retailers.

### **P23 - Weight File List**

This report lists differences in weight/volume and should be checked if a lot of boxes are being rejected. It prints the bin, title, issue, type, bundle size, bundle weight, copy weight and volume. Next to the volume field an "\*" prints if the volume is less than .10.

The weight and volume originally keyed for the title at receiving time print in the left hand columns. The weight that P88B is using prints in the right hand columns. These columns start out identical. The weights that display in the right hand column are updated depending on the circumstances. When the P88B - F4 Recalculate Weight option is used the P88 CTR is advanced by one. The P88 CTR is reset to 0 each time P23 is run.

After a box has been diverted, and the operator is using the F4 - Weigh That Title to verify the proper quantity of a title is in the tote, if the weight that the system has calculated differs from the actual weight, but not enough to cause an out of variance condition, we take the difference between the calculated weight and the actual weight, divide that by the number of copies. We then add the result to the original copy weight. When this occurs we do not advance the P88 counter. Examples of this will appear on the P23 report as titles with very small differences (for ex. .001 or .002) and no P88 CTR.

This weight can be different due to copies varying but there should not be a big difference. If the difference is greater than .1 or .2, you should investigate. Typically this is caused by operator error when using the P88B - F4 Recalculate the Weight option. For Example, the operator has already used the F1 - Weigh That Title option. This option has called for 10 copies. The operator mistakenly puts in 15 copies, does the F1, it tells the operator still out of variance. Assuming that the correct number of titles were placed in the box, the operator uses the F4 - recalculate the weight option. The system then takes the weight of 15 copies and divides by the 10 copies that the system thinks are in the box. This causes the copy weight of the title to be overstated. As soon as totes with that title in it start arriving at the main scale, you will start to see excessive diversion.

If you find that the P88B - F4 Recalculate Weight option has caused a title's weight to be over/understated, you can run P22 - Title/Issue Weight Add/Update for that title/issue. After

keying in the session number or the invoice file name, bin number, title number, and issue number, the weight and volume that were entered originally during receiving will display. F9 to process and end the code. This will reset the weight that the system is using to the original weight.

STEP	ENTER	DIGITS	COMMENTS
1	CODE P23 INVOICE FILE NAME	8	If using a session number and that session number is “working”, enter the session number. If using an invoice file name instead of a session, enter that invoice file name.

### P50 - Set Session Disposition

This program is a electronic post it note and status display. It shows you the invoice files that have been downloaded to your system, and allows you to set the invoice status and leave a description about the status.

Use the program to keep track of the invoice file you are working on, and to leave notes for the next shift.

```

                P50 - SET SESSION DISPOSITION
INVOICE      SESSION      STATUS      DESCRIPTION
4300900
05150905      ON-HOLD      WAITING FOR SHIPMENT

```

*F4 at the status field displays the possible status*

Press the F4 function key with the cursor at the status field to display a listing of the possible status: INVOICE, CREATE, INVOICE COPIED, ON HOLD, WORKING, COMPLETE.

\*Note Create and Invoice Copied status were system generated status indicators, and are 'hang-overs' from former VIP system processes at SFID Harrisburg facility.

### P51 - Delete Invoice Files

This program is used to delete invoice download files after they have been completely picked.

```

                P51 - DELETE INVOICE FILES
INVOICE FILE NAME:      Enter the invoice file name to
                        delete, then press enter.

CONTINUE WITH DELETE? (Y OR N) Respond 'Y' to continue with
                        the delete.

```

### P92 - Bin Maintenance Report

This program prints a report of data in the Title Adjustment file (ttladj). Data is written to the title adjustment file when changes are made in Code P53- Add/Delete Bins from File and P58 - Create Picking File. The report lists new bin, old bin, bundle count, status code, and either 'address' or 'controler/display', depending on the type of system (iPick vs old school display).

INVOICE FILE NAME: \_\_\_\_\_



## **P15 - Pick System Maintenance**

This program sets up the system parameters and is used to perform diagnostic tasks. The following options are shown when you enter this program.

### 1 - Pick System Configuration

This menu option is for configuration of system software parameters

### 2 - Diagnostics and Utilities

The functions within this menu are used for hardware diagnostics.

### 3 - Hardware Configuration

The functions within this menu are used to configure the pick system hardware.

### 4 - Zone Table

This menu option is used to setup the zone configuration.

## **2 - Diagnostics and Utilities**

### **1 - Poll Displays**

This option sends a request to the display to provide information back to the host computer.

#### P15 - PICKING ZONE DIAGNOSTICS

##### 1. POLL ALL MASTER DISPLAYS

Requests information back from all displays defined as a master display in the zone configuration setup

##### 2. POLL ALL DISPLAYS IN A ZONE

Requests information back from all displays from a particular zone. Prompts for zone number.

##### 3. POLL A DISPLAY

Requests information back from a particular single display. Prompts for display hardware display address. Enter 99999 to poll all displays.

#### CHOOSE A POLL TYPE (BY NUMBER)

### **2 - Send Data To Display**

This option sends a data string shown on the specified display. Use display number 99999 to send data to all of the displays. The F2 through F7 function keys have been setup with predefined messages.

ENTER DISPLAY ADDRESS : \_\_\_\_\_

### **3 - Display Address**

ENTER DISPLAY ADDRESS : \_\_\_\_\_

**4 - Clear Display**

This option sends the 'display cleared' graphic to the display. This is "----".

**5 - Clock Display On/Off**

Each display can show its internal clock. This option turns the clock on or off. Probably should leave this off as it will interfere with the other graphics.

**6 - Invert Display Dark/Light**

This option toggles the display from light foreground over dark background to dark foreground over light background.

**7 - Pixel Check**

This option instructs the display to activate each pixel on the LCD. The result should be a gray box.

**8 - Display Graphics**

This option makes the displays light up in your choice of pretty colors and graphics.

**P15 - PICKING ZONE DIAGNOSTICS**

- 0 = OFF
- 1 = GREEN
- 2 = BLUE
- 3 = AQUA
- 4 = RED
- 5 = YELLOW
- 6 = PURPLE
- 7 = WHITE

ENTER LED COLOR BY NUMBER 0 - 7

ENTER THE 2 DIGIT GRAPHIC ID

- '00' - Client Logo
- '01' - DPS logo
- '02' - iPICK logo
- '03' - '----', display cleared graphic
- '04' - end-of-pick graphic (no parking)
- '05' - Do Not Advance graphic
- '06' - Close box graphic
- '07' - Florida Gators logo
- '08' - Florida Seminoles logo

**9 - Display Version****10 - Display Bin Numbers**

ENTER DISPLAY ADDRESS : \_\_\_\_\_

Use display address 99999 to check all displays or enter the hardware address of the individual display to be checked.

### **11 - Display Titles**

PICK FILE NAME :

This function shows the bipad and title name of the titles in the bin displays.

Example

```
-----  
Bin Number  
BIPAD  
Title Name  
-----
```

Example with bundle count

```
-----  
Bin Number  
BIPAD  
Title Name  
Bundle Size Count  
-----
```

### 3 - Hardware Diagnostics

The functions in this menu are used to setup the iPICK hardware and should be used with caution.

#### P15 - HARDWARE CONFIGURATION

1. SET DISPLAY ADDRESS
2. SET CLOCK
3. INITIAL SETUP MODE
4. FACTORY DEFAULTS
5. SET CONTRAST
6. UPLOAD GRAPHIC BITMAP

ENTER OPTION 0

#### 1 - Set Display Address

This function is used to assign an address to a physical bin display. You must first know what address the display has currently. The displays are assigned the default address of 99998 from the factory. If you are not sure, you can use the P15 - Pick System Maintenance - #2 Pick System Utilities - #3 Display Address function to show the addresses of the bin displays.

ENTER DISPLAY ADDRESS : 99998

The system loads 99998 as the default.

ENTER NEW DISPLAY ADDRESS

ENTER DISPLAY ADDRESS : 309

#### 2 - Set Clock

This option is used to set the internal clock within each display

#### 3 - Initial Setup Mode

This option is used to assign a hardware address to each display in the system. After this option is activated, press the button on each display to assign a hardware address to that display. The hardware addresses are assigned sequentially, starting at 1, as the button on each display is pressed.

After the button on the display is pressed, you must wait (expect about 2 seconds) as the system communicates with the display. The display will then show the hardware address that it has been assigned. You can proceed to the next display once the system has returned the address to the display. If the system does not return the display's new physical address then DO NOT proceed. Return to the console and press enter to stop the program. Power cycle the displays.

Use P15 #2 - Pick System Utilities and choose #3 Display Address and display #99999. This is to find out the last display that did get assigned a physical address. Take the last physical address that was assigned and add +1 to it. This will be the 'starting address' when you start the 'Initial Setup Mode' again.

#### **4 - Factory Defaults**

This option is part of the process of resetting all displays back to the factory default. All displays have the hardware address of 99998 when they leave the factory.

ENTER DISPLAY ADDRESS : \_\_\_\_\_

Enter 99999 at the prompt above. All displays will be set to hardware address "-1", and the displays will display the 'close box' graphic. Power cycle the displays, when power is restored to the displays they will revert to the factory default hardware address of 99998.

#### **5 - Set Contrast**

This option allows you change the contrast of the LCD display.

ENTER DISPLAY ADDRESS : \_\_\_\_\_  
ENTER CONTRAST NUMBER 0-255

Use display address 99999 to change all displays or enter the hardware address of the individual display to be changed. The contrast can be adjusted from the low value of '0' to the highest contrast of 255.

#### **6 - Upload Graphic Bitmap**

This option allows you load a custom bitmap to be shown on the display.

ENTER DISPLAY ADDRESS : \_\_\_\_\_

ENTER NAME OF BITMAP FILE

## Pick File Statistics and Reports

### P27 - Schedule File Maintenance

This code sets up a schedule for the pick line so that codes such as P63 can report errors broken down by shifts. Up to three shifts and seven days of scheduling can be entered. Day 1 starts with Sunday and is sequential through Day 7 (Saturday). Enter the shift start (START) and end (STOP) times, total time allotted for breaks (BRK) and the number of pickers (NBR) per shift.

#### P27 - SCHEDULE FILE MAINTENANCE

DAY	----- SHIFT 1 -----				----- SHIFT 2 -----				----- SHIFT 3 -----			
	START	STOP	BRK	NBR	START	STOP	BRK	NBR	START	STOP	BRK	NBR
6 FRI	__ :00	__ :00	__ :00	18	__ :00	__ :00	__ :00	__	__ :00	__ :00	__ :00	__
7 SAT	5:30	16:00	1:00	18	__ :00	__ :00	__ :00	__	__ :00	__ :00	__ :00	__
2 MON	8:30	16:00	1:00	18	__ :00	__ :00	__ :00	__	__ :00	__ :00	__ :00	__
3 TUE	5:45	16:00	1:00	18	__ :00	__ :00	__ :00	__	__ :00	__ :00	__ :00	__
4 WED	5:30	16:00	1:00	18	__ :00	__ :00	__ :00	__	__ :00	__ :00	__ :00	__
5 THR	5:30	16:00	1:00	5	__ :00	__ :00	__ :00	__	__ :00	__ :00	__ :00	__
_	__ :00	__ :00	__ :00	__	__ :00	__ :00	__ :00	__	__ :00	__ :00	__ :00	__

### P61 - Clear Picking Statistics

This code will allow for the clearing, deleting, and dropping of certain pick statistics data. Each one having a different meaning. Initially there will be a prompt for the 'Invoice Nbr' where either the invoice number or Session can be entered. Then there will be 2 more prompts 'Clear or Delete' and 'Drop Date'.

#### 'Clear or Delete' prompt:

This code will either delete the entire table or will clear the data that has accumulated in the table while picking is in progress and only applies to the VIPSTAT2 and BINSTAT files. "Copies Picked" is the cumulative number of copies picked by a zone for the invoice file currently being picked. This field is not cleared by the P61 "clear" option.

Choose "D" for delete if, A) the pick file has to be deleted with P51 after a P58 has been run and a new file has been downloaded to the pick system or B) you have made corrections and have to rerun P58 for the corrections to take effect. Delete must be done before P58 is run. This deletes the entire table.

Choose "C" to clear when you want to continue picking on the same file but want to gather fresh statistics. For example, if you are finishing up a pick started yesterday, choose clear to gather fresh statistics for the picking that will occur today.

#### 'Drop Date' prompt:

This code will drop records from the PICKERR that are less than or equal to the 'Drop Date' entered and are on the Inv File initially entered.

### P26 - Zone Name Maintenance

This code allows you to enter the name of the picker for each zone, 25 character maximum. The name entered displays in Code P68.

## P26 - ZONE NAMEMAINTENANCE

ZONE		
NBR	NAME	
1	STATION	1 _____
2	STATION	2 _____
3	STATION	3 _____
4	STATION	4 _____
5	STATION	5 _____
6	STATION	6 _____
7	STATION	7 _____
8	STATION	8 _____
9	STATION	9 _____
10	STATION	10 _____
11	STATION	11 _____
12	STATION	12 _____
13	STATION	13 _____
14	STATION	14 _____
15	STATION	15 _____

**P68 - Display Picking Statistics**

This code displays or prints the picking statistics by picker.

When you enter Code P68, the working session number or invoice file name will display at the 'Invoice File Name' prompt. Press enter to display the data or press F1 to go to printer selection to print the data. Select your printer and the cursor will return to the 'Invoice File Name' prompt displaying the working session number or invoice file name. Press enter and the data will print. The screen will return to the main menu.

Data is displayed in **red** for zones which are above the acceptable error rate, and in **green** for zones which are below the acceptable error rate. "Copies Picked" is the cumulative number of copies picked by a zone for the invoice file currently being picked. This field is not cleared by the P61 "clear" option. \*\* The message "Invalid Invoice File" will display if the P61 delete option has been done and P58 has not been rerun." \*\* The data displayed will refresh automatically every 2 1/2 minutes.

## P68 - DISPLAY PICKING STATISTICS

INVOICE FILE NAME:

If using a session number and that session number is "working", the session number will automatically display. If using an invoice file name instead of a session, enter that invoice file name.

To print the data instead of displaying, press F1.

ZONE	NAME	COPIES PICKED	PICK RATE HR	TOTE ERRORS	TITLES REQ	TTL PCK ERRORS	ERR RATE
1	Station 1	6,520	160	1	648	3	•
2	Station 2	6,391	185		910	6	*
3	Station 3	5,120	156		662	8	1

F5/F6 TO VIEW :

## Field Definitions

**Copies Picked:** Total number of actual copies picked by the zone.

**Pick Rate Hr:** Copies picked/time spent picking.

**Tote Errors:** If a tote had any errors in it (can be 1 or 100), 1 is added to this value.

**Titles Req:** Count of 1 for each bin that has a pull in it. Doesn't matter if pick is 1 or 50.

**Ttl Pck Errors:** If a box is audited and pick is wrong, whether high or low, 1 is added to value.

**Err Rate:** Ttl Pck Errors/Titles Req.

## P63 - Picking Error Report

This code reports the errors recorded in the PICKERR file by P88B. There is the option to Select/Sort on Invoice, Shift, and Bin. It will report by Invoice, Shift, and Bin the Title, Title Name, Total Errors, Total Over, Total Short, Total Over Bundles, Total Short Bundles.

## P69 - Bin View Summary Display

This code displays a summary of the picking statistics by bin.

### P69 - BIN VIEW SUMMARY DISPLAY

INVOICE FILE NAME: 09230299

BIN	BIPAD	NAME	TITLE REQ	TITLE ERRORS	COPIES REQ	COPIES PICKED	UNIT ERRS	ERR PCT
145	15211	VARIETY PUZZLE GAME	40		270	252	18	7%
146	33612	VOLUPTUOUS	28		216	150	66	44%
147	49712	MEN'S EXERCISE: ABDO	20		75	58	17	29%
148	43801	CHILDREN FUN PUZZLES	21		93	82	11	13%
149	26411	ALL EASY XWORDS	26		101	79	22	28%
150	14411	GOOD TIMES XWORD(D)	26		185	162	23	14%
151	44811	HOROSCOPE	20		86	64	22	34%
152	27012	SUPER SEARCH A WORD	42		183	166	17	10%
153	30426	EASY VARIETY WORD GA	37		165	137	28	20%
154	6038	JET	111	1	937	821	116	14%
155	36439	CITY BUSINESS	7		141	83	58	70%
156	31934	FIRST-RATE VARIETY C	39	1	270	220	50	23%
157	21911	MUSCLE MUSTANGS & FA	48		226	203	23	11%
158	91040	WINE SPECTATOR	8		54	54		%

F5/F6 TO VIEW : \_

## Field Definitions

**Title Req:** This field displays the number of picks that each title has had. A "pick" is counted each time a bin lights up in a particular zone. Each time a bin is lighted in a zone, 1 will be added to this value.

**Tote Errors:** This field displays a quantity based on title errors per zone. The system adds 1 to the quantity when there are picking errors with one or more titles in a particular zone. For example, there are 5 zones, each with 5 titles. The tote is packed with all the titles from each of the zones. The tote is out of variance and diverted to the re-weigh area. When re-weighed, it turns out that the tote is short copies from 3 titles from zone 1, and all of the titles from zone 2 are over. In this case, the Tote Error will = 2; +1 for the errors in zone 1, +1 for the errors in zone 2.

**Title Error:** This displays the number of times that the quantity picked for a title does not match the quantity that the system calculated to be picked (over or short). This is updated when an over/short quantity is accepted at the re-weigh scale. This is per title, not per copy. For example, if a tote is supposed to have 10 copies of a magazine, but the tote only has 5 copies - this is counted as one error.

**Copies Requested:** This is the total number of copies that **should have been** picked. This is the sum of the "quantity to pick" that has been displayed on the Bin Display.

**Copies Picked:** This is the total number of copies that **have been** picked. When a box crosses the first scale and is in variance, the units in that tote will be added to the proper zone number. If the box is rejected, then, when the box is fixed, the units will be added then. On the reweigh scale it will add only on the first checking of the tote.

**Unit Errors:** Computed field, this is the difference between Copies Req and Copies Picked.

**Pick Rate:** (hr)This is a computed field based on time spent and copies requested.

**Error Rate %** - computed field.

#### **P24 - Create ASCII Pick Stat Data**

This code creates three flat ASCII files by invoice file that can be imported into other applications. The files created are called ASCIIBIN, ASCIISTAT2, and ASCIERR and put into the /u/dps/pck/export directory. The number of records for VIP and Bin Stats displays on the screen.

#### P24 - CREATE ASCII PICK STAT DATA

INVOICE FILE NAME: 09230299

VIP STAT RECORDS : 50  
BIN STAT RECORDS : 448

**P29 - Purge VIP Stat Data**

This code will remove the data from the Production Status file and the Performance Monitoring file after each invoice has completed picking.

## **Penn Scale - Communications Setup**

Depending on the model series and age of the Pennsylvania scale access to the setup mode is either through the 'cal' button which is located underneath an access panel or through the front panel ZERO, UNITS, and PRINT buttons. Setup is accessed through the front panel buttons on the more recent versions of the scale.

In both cases navigation through the setup menu is done with the ZERO, UNITS and PRINT buttons on the front of the scale. In general the ZERO and UNITS buttons are used to change the values of a parameter and PRINT is used to set the parameter and to step through the various parameters.

With all of the settings that follow, if the parameter value that is blinking is the one you want, just press the PRINT key to advance to the next parameter.

### **Recent versions -**

1. Turn on the scale (plug it in) and wait for it to go through the POST.
2. Press the PRINT key for 4 seconds. The display will start to alternately blink 'Prt 25' and 'Stable'
3. Press the PRINT key. The display will blink 'CFG 60'
4. Press the PRINT key again. The display alternately blink 'bAU 61' and the current baud rate setting. Press the ZERO key until the display shows 9600. Then push PRINT. The display will alternate blink 'bAU 61' and '9600'.
5. Press the PRINT key. This will advance the display to the next parameter. The display will now alternately blink 'LEn 62' and the current length value. Press the ZERO key until the display reads '8'. Then push PRINT. The display will now alternately blink 'Len 62' and '8'.
6. Press the PRINT key. This will advance the display to the next parameter. The display will alternately blink 'SPb 63' and the current value for stop bits. Press the ZERO key until it says 1. Then push PRINT. The display will alternately blink 'SPb 63' and '1'.
7. Press the PRINT button. This will advance the display to the next parameter. The display will alternately blink 'PAr 64' and the current parity value. Press the ZERO key until it says 'nonE'. Then press the PRINT key. The display will alternately blink 'Par 64' and 'nOnE'.
8. Press the PRINT button. This will advance the display to the next parameter. The display will alternately blink 'Ech 65' and the current echo setting. Press the ZERO key until it says 'no Ech'. Then press the PRINT key. The display will alternately blink 'Ech 65' and 'no Ech'.
9. Press the PRINT button. This will advance the display to the next parameter. The display will alternately blink 'Cdr 66' and '0', just press the PRINT key.
10. Finally the display will blink CAL 80. We are through the setup. To exit setup, press the ZERO key. The display will show '0'. Press the PRINT key. The display will alternately blink 'Save ?' and 'No'. Press the ZERO key until 'YES' displays. Press the PRINT key. The display will alternately blink 'Save ?' and 'YES'. Press the PRINT key again to exit setup. The display will return to the weight read-out.

## **Penn Scale - Communications Setup Older Versions -**

The setup on the Pennsylvania Scale is achieved by putting it in setup mode with a button inside the scale and then going through a setup menu with the ZERO, UNITS and PRINT buttons on the front of the scale. In general the ZERO and UNITS buttons are used to change the values and PRINT is used to set it. The following steps will walk you through setting the communication parameters only. Follow them closely or you can easily mess up the weight calibration.

1. Turn on the scale (plug it in) and wait for it to go through the POST.
2. Lift off the top platform. The display will blink ULULUL (Under Load).
3. Put the scale on its side.
4. Open the access panel cover to the setup button by unscrewing the bolt on the bottom of the scale. The bolt you want is on a quarter inch lip with slits on the side.
5. Put the scale back on its feet.
6. Push the setup switch inside the scale. It will now blink CAL and 20.
7. Push and release the ZERO button until it says 6.
8. Push the UNITS button once, it will display 60. Then push the PRINT button. This will select the communications setup.
9. The scale will display CFG 60 for a few seconds and the blink bAU 61 and the current baud rate setting. Push the ZERO button until it says 9600. Then push PRINT. With all of the following settings, if the parameter value that is blinking is the one you want just hit PRINT right away.
10. Now it will blink LEn 62 and the current length value. Push ZERO until it says 8 bit. Then push PRINT.
11. Now it will blink SPb 63 and the current value for stop bits. Push ZERO until it says 1. Then push PRINT.
12. Now it will blink PAr 64 and the current parity value. Push the ZERO button until it says nonE. Then push PRINT.
13. Now it will blink Ech 65 and the echo setting to which it is currently set. Push the ZERO button until it says no Ech. Then push PRINT.
14. Now it will blink Cdr 66 and 0, just push PRINT.
15. Now it will blink Pd 67 and no, just push PRINT.
16. Finally it will blink CFG 70. We are through the setup. To exit, push ZERO, it will display 0. Then push PRINT.
17. It will go through the POST and then blink ULULUL. Put the scale back on its side and replace the access panel cover.
18. Put the scale on its feet and replace the top platform. The weight should go back to zero.

## Check NIC Card Status (Linux Server)

The Dell Linux server is equipped with two NIC (ethernet network interface cards). When the system reboots, sometimes one of the NIC cards does not come back on-line. The following steps will allow you to check the status of the NIC cards and reactivate them as necessary.

At the linux server main console -

1. Login = root, PSWD = souper
2. In the 'applications' menu, select 'system tools', then 'network device control'
3. The 'network device control' window will display the status of the NIC Cards. Example

Status	
Active	eth1
Inactive	eth0

4. Both eth0 and eth1 should show as active, if one or the other shows as inactive then do the following.
5. In the 'applications' menu, select 'network configuration screen'
6. The 'network configuration screen' will show both eth1 and eth0. There will be a 'check' next to the active NIC cards, and nothing next to the inactive NIC cards.
7. Place a 'check' next to the inactive NIC card, then click the big, green check mark button at the top of the screen.
8. The system will display a confirmation window "Question, you have made some changes in your configuration, ....."
9. Click 'Yes'
10. Click 'OK'
11. The message 'activating' will display for a few seconds, then you will be taken back to the 'network configuration menu'. Click the 'X' exit this menu, then you should be good to go.

## Logins

<b>Login</b>	<b>Password</b>	<b>Function (Code)</b>
pck	123456	P82 - Boss Pick Processing and all P81's - Start Scanning Stations
pck2	123456	P82 - Bundle line
pck3	123456	P82 Reorder Line
scanner	123456	P81 - Start Scanning Stations Reorder Line
label	123456	P87 - VIP Label Print
label2	123456	P87 - VIP Label Print
label3	123456	P87 - VIP Label Print
scale1	123456	P88 - Verify Items Picked (Main Scale)_
scale2	123456	P88 - Verify Items Picked (QC Station Scale)
scale3	123456	P88 - Verify Items Picked (QC Station Scale)
scale4	123456	P88 - Reorder QC
scale5	123456	P88 - Reorder QC
invprtr	123456	P90 - Invoice printing
admin	admin	Used to login to the linux desktop

## Diagnostics/Troubleshooting

The data flow of the iPick system is 'serial' communications. 'Serial' means that there is one send/transmit wire that takes the outgoing data all the way to the end of the line and one return/receive wire that brings the data back from the end of the line all the way back to the start.

P15 - #2 -#3 Display Address, This is a good place to start. Do address = 99999 to tell all displays to show their physical address. This command doesn't expect a response back from the displays, it sends only. The result you want is that all displays show their physical addresses. Bad results include individual displays not performing or entire sections after some point not performing. An individual display that does not respond probably just needs to be re-seated in the back track. Just pop it out and pop it back in. Run the #3 Display Address again, hopefully it works now.

An entire section not responding - this means a significant problem with the data flow. Check for unplugged cables and loose I/O boards (popped itself out of the track) and re-seat.

P15 - #2 - #10 Display Bin Number, This is a toss up between the option above as the best place to start. This option expects a response back from each display. The program sends the command to show the address to each bin display in the bin table. The program gets a response from the display, "I'm on now!", before sending the 'on' command to the next display. The 'on' command also lights the pick beacon with a bright red led. When all is good, you will see the red lights race from the start of the line to the very end of the line. If something is amiss, the red lights will race up to the display with the problem and then stop.

### Active Picking and 'Send Data Not Answered'

During active picking you may get the message 'Send Data Not Answered - address XXX bin number yyy', 'terminate yes/no'. Here is a rough guideline on how to recover with minimal downtime.

1) First just try 'terminate' = no. This may allow the program to overcome a very intermittent problem with reading the display that was listed. This problem may not come back on that display at all, or may not come back for a long time.

If problem comes back immediately on the same display

2) Go down to that display and pop it out and pop it back in, return to the console and respond "terminate" = N. Pulling out the display will cause it to reset. The pull out/put back in may eliminate a bad connection. \*At the same time the put back in has the potential to send a rouge data signal down the line which can cause the 485 boards to freeze and or cause nearby displays to lose there physical address.

If the problem comes back immediately, and or additional displays are acting up, you'll need to

3) terminate 'y' and power cycle the displays.

## F1 f1 Fake Pick Testing

1st Up - Client logo

99999111|00| (99999 indicates all displays, 111 indicates all color leds (white), 00 is the graphic id for the customer logo).

2nd - All titles display.

## P12 - BOSS PICK PROCESSING

PROCESSING USING FILE           06120900  
FOR SECTION NBR 07  
PICKING IS NOW ACTIVE

## PRESS ENTER KEY TO STOP PICKING

00002100|1BIN 101|250263|1GUN DIGEST|  
00003100|1BIN 102|208458|1HOUSE BEAUTIFUL|  
00004100|1BIN 103|208833|1TOWN & COUNTRY |  
00006100|1BIN 105|208210|1FRESH HOME|  
00007100|1BIN 106|250263|1GUN DIGEST|  
00008100|1BIN 107|247009|1LIFE BEAUTIFUL |  
00010100|1BIN 109|246178|1LIFE STORY/SELE|

00002 - physical address

100 - color

Each line on display delimited by the pipe sign.

|1BIN 103| 1 indicates the font, the rest is what displays on that line.

POLL 00001 &gt;B

This is pressing the zone master display of zone 1.

99001

STARTING PICK-ID           (XXXXXXXXXX):61

99001

00003100|0Quantity|34|000327366 CUST 00061|  
00004100|0Quantity|33|000327366 CUST 00061|  
00006100|0Quantity|35|000327366 CUST 00061|  
00008100|0Quantity|31|000327366 CUST 00061|  
00010100|0Quantity|36|000327366 CUST 00061|  
00011100|0Quantity|31|000327366 CUST 00061|  
00013100|0Quantity|34|000327366 CUST 00061|  
00014100|0Quantity|34|000327366 CUST 00061|

00016100|0Quantity|37|000327366 CUST 00061|  
00018100|0BUNDLES LOOSE |3 3|000327366 CUST 00061|  
00019100|0Quantity|32|000327366 CUST 00061|  
00020100|0Quantity|34|000327366 CUST 00061|  
00022100|0Quantity|31|000327366 CUST 00061|  
00023100|0BUNDLES LOOSE |3 8|000327366 CUST 00061|  
00024100|0Quantity|33|000327366 CUST 00061|  
00025100|0Quantity|31|000327366 CUST 00061|  
00026100|0BUNDLES LOOSE |3 2|000327366 CUST 00061|  
00027100|0BUNDLES LOOSE |3 8|000327366 CUST 00061|  
00028100|0BUNDLES LOOSE |3 2|000327366 CUST 00061|  
00029100|0Quantity|35|000327366 CUST 00061|  
00030100|0Quantity|31|000327366 CUST 00061|  
00031100|0Quantity|33|000327366 CUST 00061|  
00032100|0Quantity|32|000327366 CUST 00061|  
00034100|0Quantity|34|000327366 CUST 00061|  
00035100|0Quantity|33|000327366 CUST 00061|  
00036100|0Quantity|32|000327366 CUST 00061|  
00037100|0BUNDLES LOOSE |3 2|000327366 CUST 00061|  
00039100|0Quantity|31|000327366 CUST 00061|  
00040100|0Quantity|33|000327366 CUST 00061|  
00042100|0Quantity|31|000327366 CUST 00061|  
00044100|0Quantity|33|000327366 CUST 00061|  
00046100|0Quantity|313|000327366 CUST 00061|  
00048100|0Quantity|36|000327366 CUST 00061|  
00049100|0Quantity|33|000327366 CUST 00061|  
00050100|0Quantity|32|000327366 CUST 00061|  
00052100|0Quantity|35|000327366 CUST 00061|  
00054100|0Quantity|34|000327366 CUST 00061|  
00055100|0Quantity|33|000327366 CUST 00061|  
00056100|0Quantity|31|000327366 CUST 00061|  
00059100|0Quantity|31|000327366 CUST 00061|  
00064100|0Quantity|32|000327366 CUST 00061|  
00065100|0Quantity|33|000327366 CUST 00061|

P12 - BOSS PICK PROCESSING

00067100|0Quantity|31|000327366 CUST 00061|  
00069100|0Quantity|31|000327366 CUST 00061|  
00070100|0Quantity|31|000327366 CUST 00061|  
00073100|0Quantity|32|000327366 CUST 00061|  
00081100|0Quantity|310|000327366 CUST 00061|  
00082100|0Quantity|36|000327366 CUST 00061|  
00083100|0Quantity|35|000327366 CUST 00061|  
00084100|0Quantity|37|000327366 CUST 00061|  
00085100|0Quantity|33|000327366 CUST 00061|  
00086100|0Quantity|32|000327366 CUST 00061|  
00087100|0Quantity|33|000327366 CUST 00061|

00088100|0Quantity|33|000327366 CUST 00061|  
00089100|0Quantity|32|000327366 CUST 00061|  
00090100|0Quantity|31|000327366 CUST 00061|  
00091100|0Quantity|32|000327366 CUST 00061|