lucity™

TRAINING GUIDE

Lucity Mobile Warehouse

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Lucity Mobile Warehouse

The Lucity Mobile Warehouse application is an application for iOS and an application for Android which provides key functionality for warehouse managers working away from a desktop computer.

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The Lucity Mobile Warehouse application provides a barcode optimized mobile interface on an Android Phone, iPhone, Android Tablet, or iPad connected live to your Lucity backend Mobile Server for real time access to your warehouse data. It supports the following features:

- A part lookup
- Receiving POs
- Issuing parts to employees
- Transferring parts between locations
- Adding a part to a work order
- Part Stock Counts
- Adjusting Stock Quantities
- Reviewing recent part transactions
- Running transaction templates

Setup

Installing the Application

The application can be installed from the Google Play store from your device or the Apple App store from your apple device.

Search for Lucity Warehouse in the stores to find this application. The icon for the application looks like this:

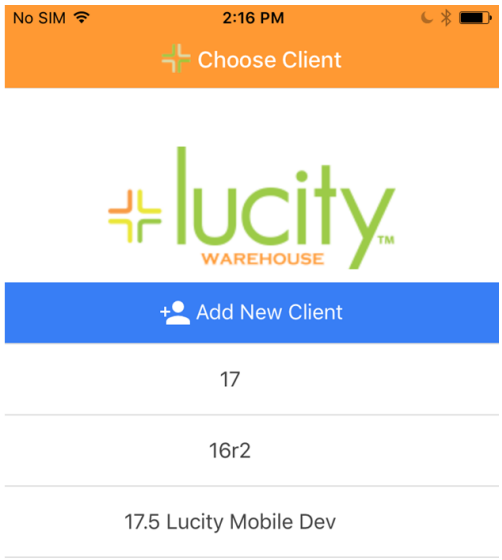
It is free to download from the stores. Licensing is based on Lucity licensing on your server. It will connect to Lucity Mobile Server in your DMZ or VPN. Or if your warehouses are Wi-Fi enabled, on an internal wireless network with access to the web server where Lucity Mobile Server is installed over the port used by the website specified in the installation.

Configuring the Application

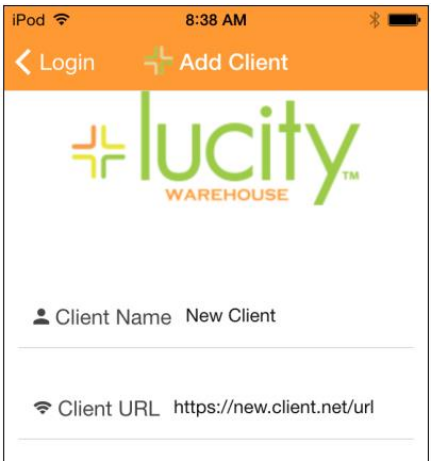
- Configuring a new Client.
    - There are two ways to set up a new client. From the “Add New Client” button or from the menu button via “Configure Clients.”
- *Note: A “Client” refers to a Lucity installation. If you have a production and a test instance of Lucity, you have 2 clients. It can also refer to 2 production instances if you have separate Lucity databases/instances for different departments.*

Client Configuration 1

- From the login screen, select the “Add New Client” button.



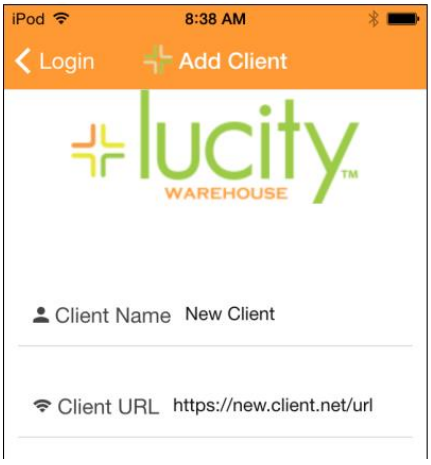
- Enter the client name and URL



- Tap the Save button. You will be returned to the login page and your new client will now be available for selection.

Client Configuration 2

- From the Login screen, tap the button in the top right corner of the screen.
- Select **Configure Clients**.
- Tap the Add New Client button at the top of the **Configure Clients** screen.
- Enter the client name and URL



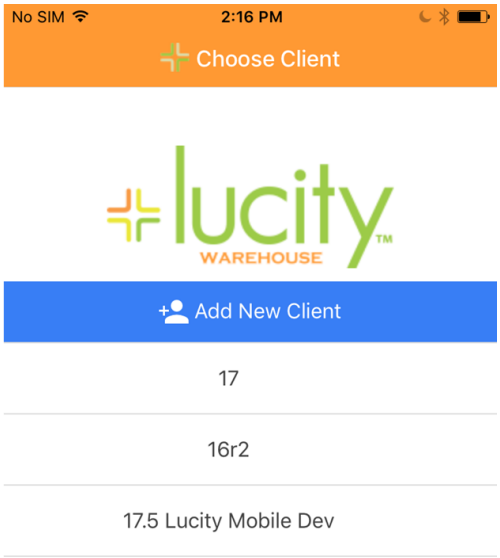
- Tap the Save button. You will be returned to the login page and your new client will now be available for selection.

  The URL specified will follow the pattern:

  http://[IP_or_Server_DNS]/LucityMobileServer

Logging into the Application

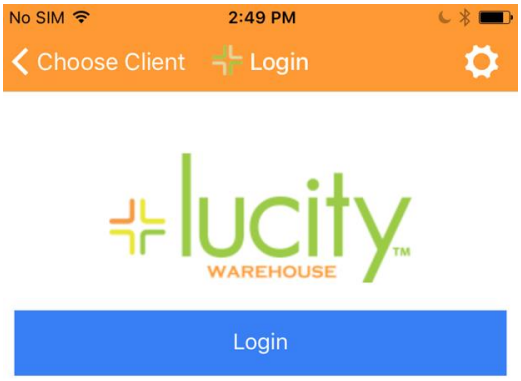
The Choose Client screen is the first thing to appear when the application is opened.



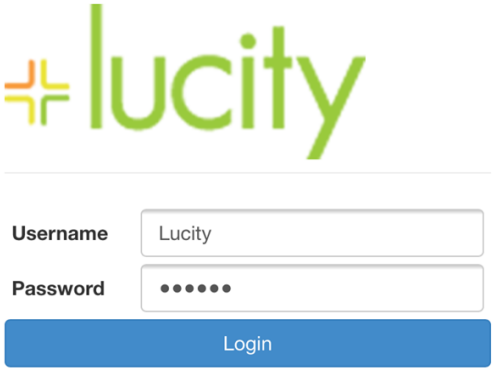
Select a client from the list.

Logging in

- The following screen will appear after choosing a client. Select the Login button.



- The TLS (Transport Layer Security) login screen will display. Enter your user name and password.



- Select the Login button. If the username and password are valid then you will be successfully logged into the app.

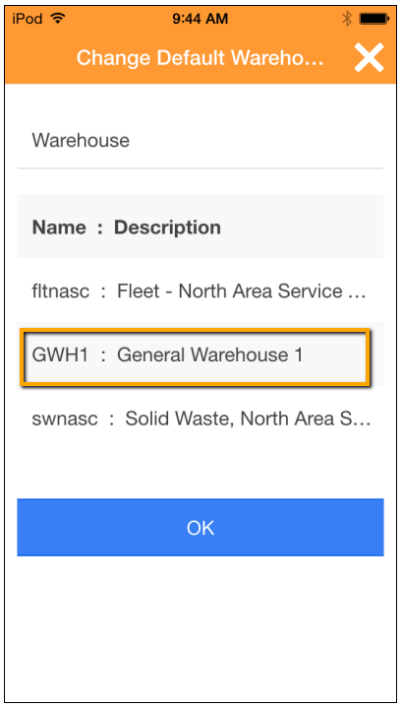
Tools

Selecting a Default Warehouse

A Default Warehouse can be set in 3 ways: (1) Upon initial logon, (2) from the home screen, and (3) from the settings menu.

1. Selecting Default Warehouse upon initial logon

- When you log into the application for the first time, you will be immediately prompted to specify the default warehouse. To do this, tap the Select Default Warehouse button at the top of the screen.
- A screen will open with a list of all available warehouses. Tap on a warehouse to select it from the list.



- Tap OK after you have made your warehouse selection.

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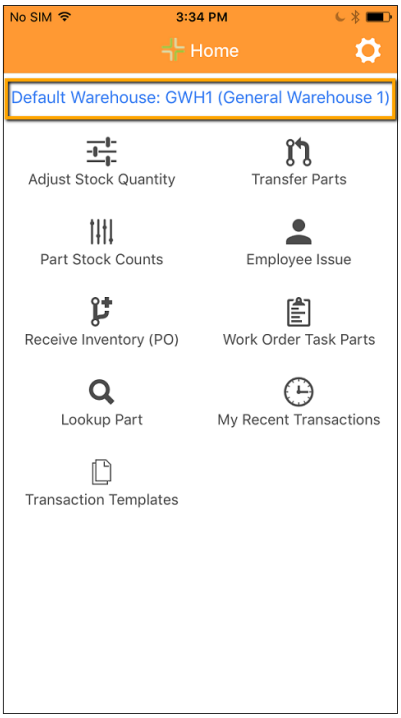
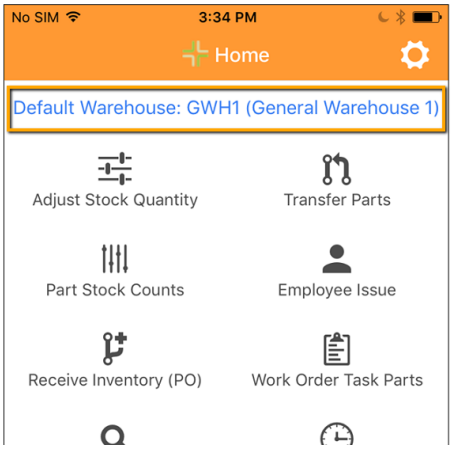
- The warehouse selected will now be set as the default. The application's home screen will now display with the default warehouse listed at the top of the screen.



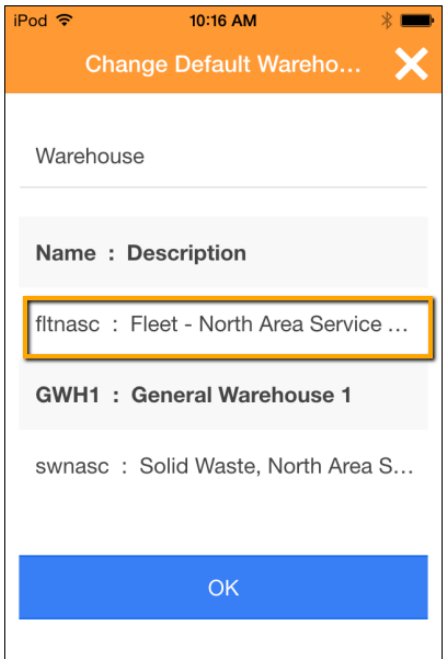
2. Changing the Default Warehouse from the home screen

- Tap the **Default Warehouse** text at the top of the application's home screen.

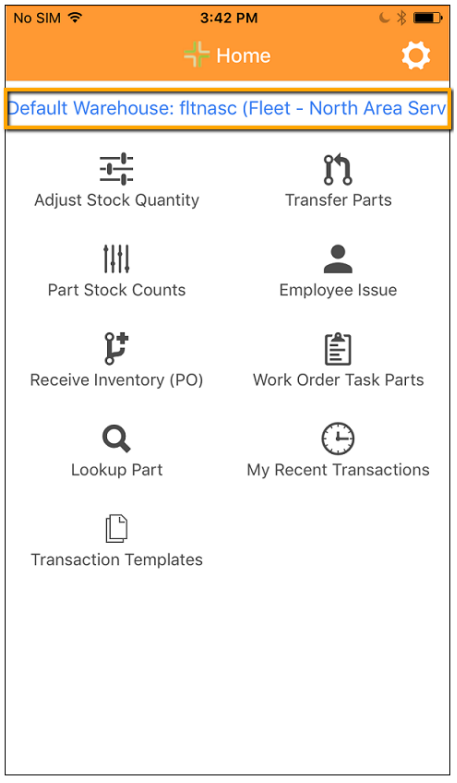


- A screen will open with all available warehouses. The current default warehouse will appear in **bold.**

- Tap on a warehouse to select it from the list.

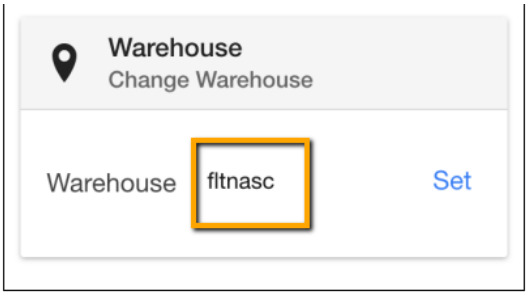


- Tap OK after you have made your warehouse selection.
- The warehouse selected will now be set as the default. The application's home screen will now display with default warehouse listed at the top of the screen.



3. Changing the Default Warehouse from the settings menu

- Tap the icon in the top right of the screen.
- Tap **Settings** in the dropdown menu.
- Scroll to the bottom of the Settings page to where it says **Warehouse**.
- To change the Default Warehouse, select the editable text field and delete the existing value.



- Start typing in the name of the new Default Warehouse. A list of matching warehouses will display below. Select one from the list.
- Tap **Set** to confirm the change.

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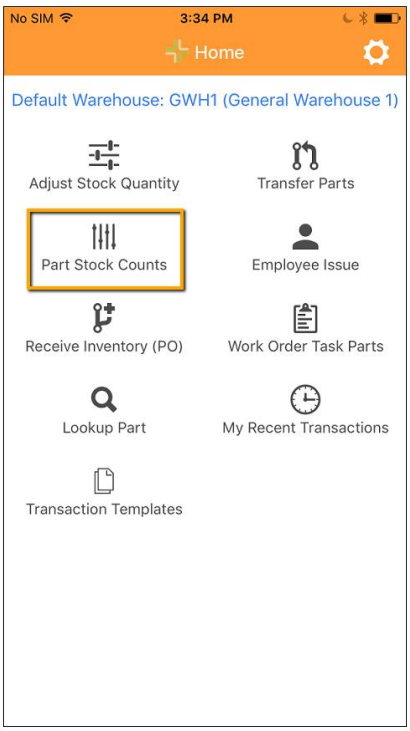
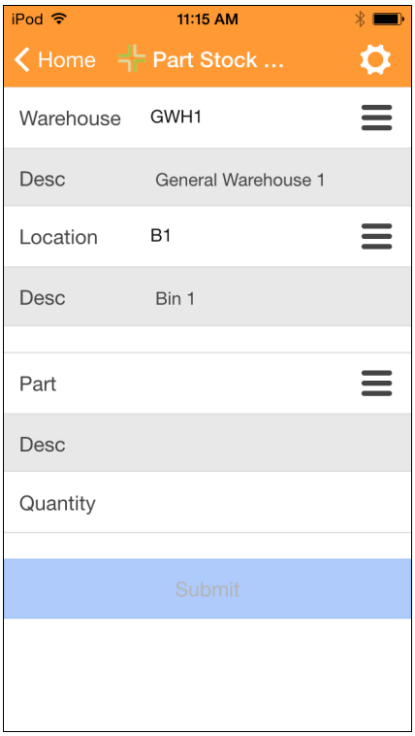
Part Stock Count

The Part Stock Count tool allows the user to enter the total quantity of parts that exist at a particular warehouse location. To access this tool, select the “Part Stock Counts” icon on the application home screen.





Warehouse - This is automatically populated with the Default Warehouse. This can be changed by highlighting the field and scanning in a different Warehouse barcode. You can also search for and select a different Warehouse from a list by tapping ☰ next to the Warehouse field.

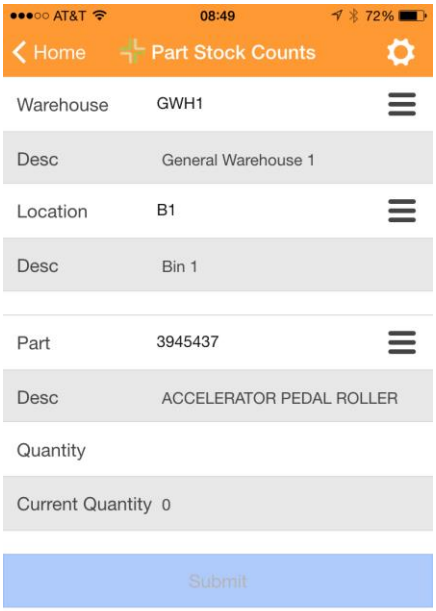
Location - This is automatically populated if there is only one location at the specified Warehouse. To select a location, highlight the field and scan in a different Location Barcode. You can also search for and select a different Location from a list by tapping ☰ next to the Location field.

Part - To select a Part, highlight the Part field. When highlighted, manually type in the Part ID or scan the Part Barcode. You can also search for and select a Part from a list by tapping ☰ next to the Part field.

Quantity – To enter a quantity, highlight the quantity field and type in a value. The value that is entered will become the new count for the specified part at the specified warehouse location.

Submit - This button is only active if all fields have been filled in. Tapping on Submit will complete the transaction.

Notes: There are some advanced configuration options for blind part counts. The above screen shots show a blind part count. If you do not want a blind part count, you can disable this in the Warehouse options under the Work Options menu in Lucity Web. This is a sample screen for non-blind part counts:



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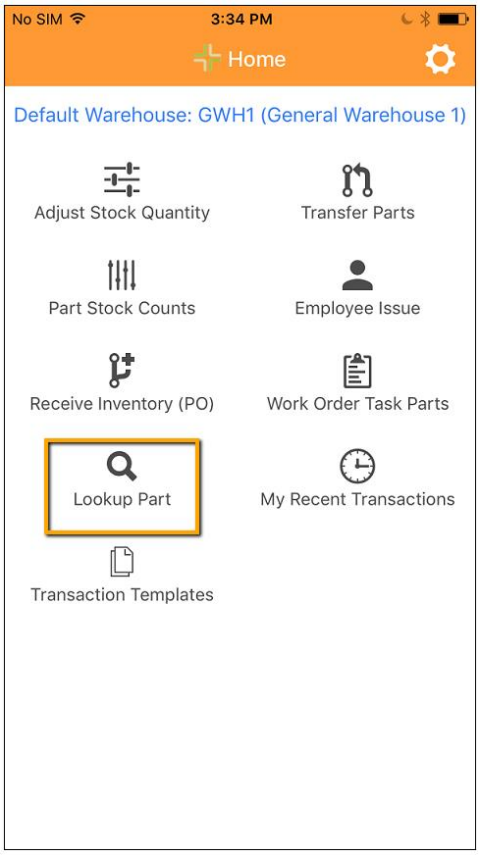
Looking up a part

The Lookup Part tool allows the user to search for a specific part across all warehouses. The tool will return the locations in which the part exists and the current quantity that each location has. The user can also choose to transfer the part to a specified location from inside of this tool. To access this tool, select the “Lookup Part” icon on the application home screen.



Select a Part - To select a Part, highlight the Part field. When highlighted, manually type in the Part ID or scan the Part Barcode. You can also search for and select a Part from a list by tapping ☰ next to the Part field.

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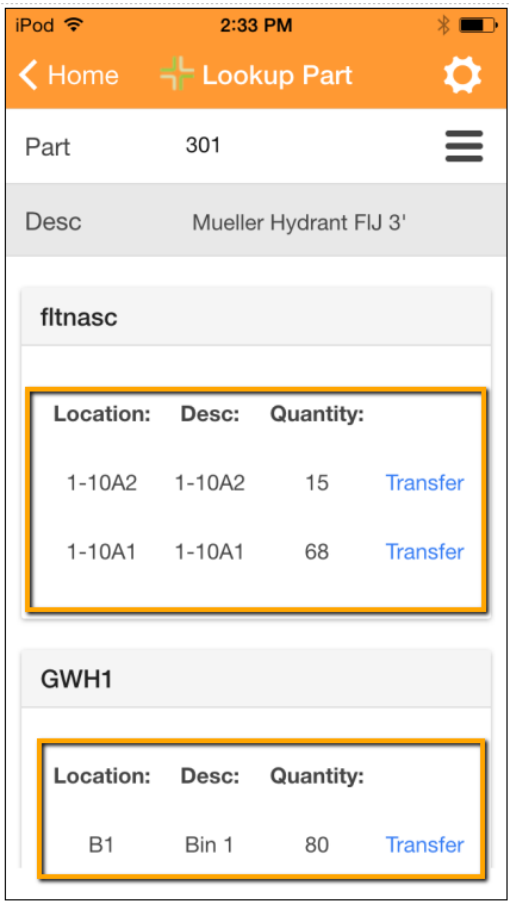
Warehouse Locations – When a part is entered, the warehouse locations that the part exists at displays. The quantity at each location is listed.



Attach Image - You can attach an image to the part you have looked up. This image is added to the Part record. Tap Attach Image at the bottom of the screen. This will open the camera on the mobile device. After you take the picture, you can attach the picture to the part.

View Images - Once you have attached one or more images, the View Images button becomes visible at the bottom of the screen. Tap View Images (1) to see the images you have attached.

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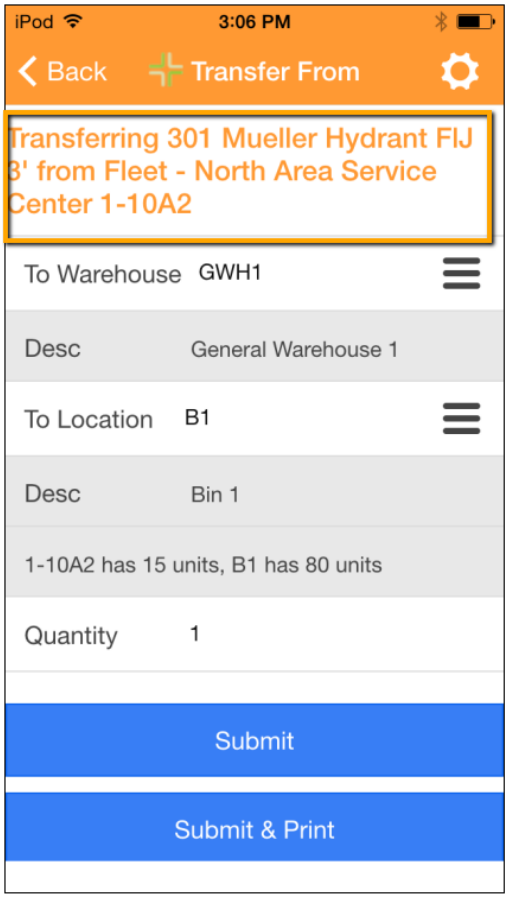
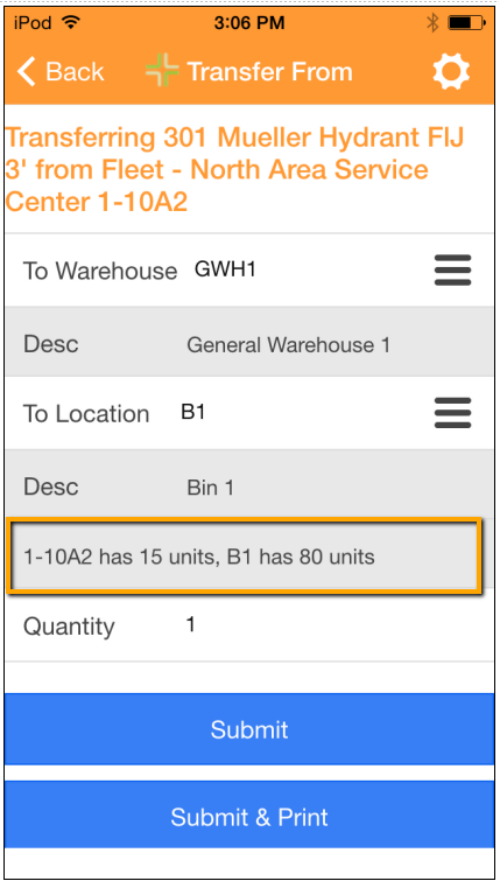
Transfer part– Next to each warehouse location is a Transfer button. Tap Transfer on the location you want to transfer From. The Transfer From screen opens and at the top of the screen the From Warehouse and Location are listed.



To Warehouse –This is automatically populated with the Default Warehouse. This can be changed by highlighting the field and scanning in a different Warehouse barcode. You can also search for and select a different Warehouse from a list by tapping ☰ next to the Warehouse field.

To Location – This is automatically populated if there is only one location at the specified Warehouse. To select a location, highlight the field and scan in a different Location Barcode. You can also search for and select a different Location from a list by tapping ☰ next to the To Location field.

From/To Location Current Quantities - The From Location and To Location quantities are displayed under the To Location Description field. These values are ordered "From Location Qty, To Location Qty".



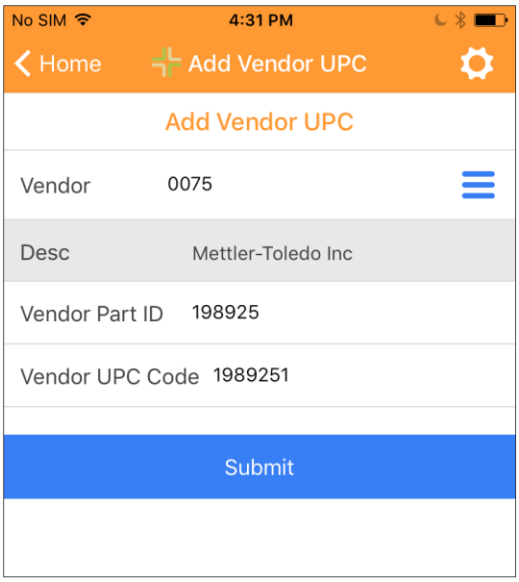
Quantity – This is the number that you want to remove from the **From Location** and transfer to the **To Location.** This field is defaulted to "1".

Submit – This button is only active if all fields have been filled in. Tapping on Submit will complete the transaction.

Submit & Print - This button is only active if all fields have been filled in. Tapping on Submit & Print will complete the transaction and open a printer dialog. When a printer is selected, the Part Transaction record will be printed.

View Vendors – The View Vendors button allows you to see all Part Vendors that have this part record defined.

Attach Vendor UPC – The Attach Vendor UPC button allows you to assign the part to a Part Vendor.



Vendor – This is a list of all vendors in your system. To see and select from the list, tap the ☰ next to the Vendor field.

Vendor Part ID – This is where you define the Part ID for the Vendor you have selected.

Vendor UPC Code – This is where you define the UPC code for the Vendor Part.

Submit – This will save the Vendor Part and UPC information. The Submit button will only activate once all fields have been filled out.

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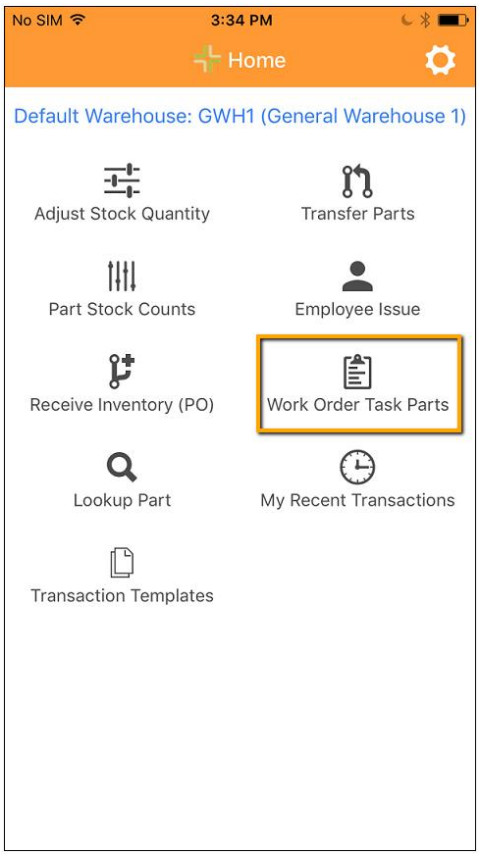
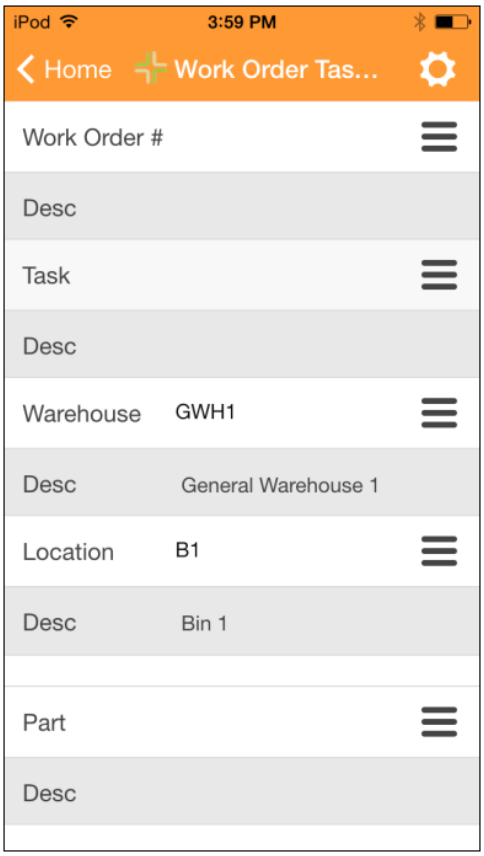
Work Order Task Parts

Work Order Task Parts allows the user to disperse a part to a Work Order Task. To access this tool, select the “Work Order Task Parts” icon on the application home screen.





Work Order # - To select a Work Order, highlight the Work Order # field. When highlighted, manually type in the Work Order #. You can also search for and select a Work Order # from a list by tapping ☰ next to the Work Order # field.

Task – To select a Task, highlight the Task field. When highlighted, manually type in the Task Code. You can also search for and select a Task from a list of tasks that are on the Work Order by tapping ☰ next to the Task field.

Warehouse - This is automatically populated with the Default Warehouse. This can be changed by highlighting the field and scanning in a different Warehouse barcode. You can also search for and select a different Warehouse from a list by tapping ☰ next to the Warehouse field.

Location - This is automatically populated if there is only one location at the specified Warehouse. To select a location, highlight the field and scan in a different Location Barcode. You can also search for and select a different Location from a list by tapping ☰ next to the Location field.

Part - To select a Part, highlight the Part field. When highlighted, manually type in the Part ID or scan the Part Barcode. You can also search for and select a Part from a list by tapping ☰ next to the Part field.

Quantity - This is the number of parts that you want to disperse to the Work Order Task.

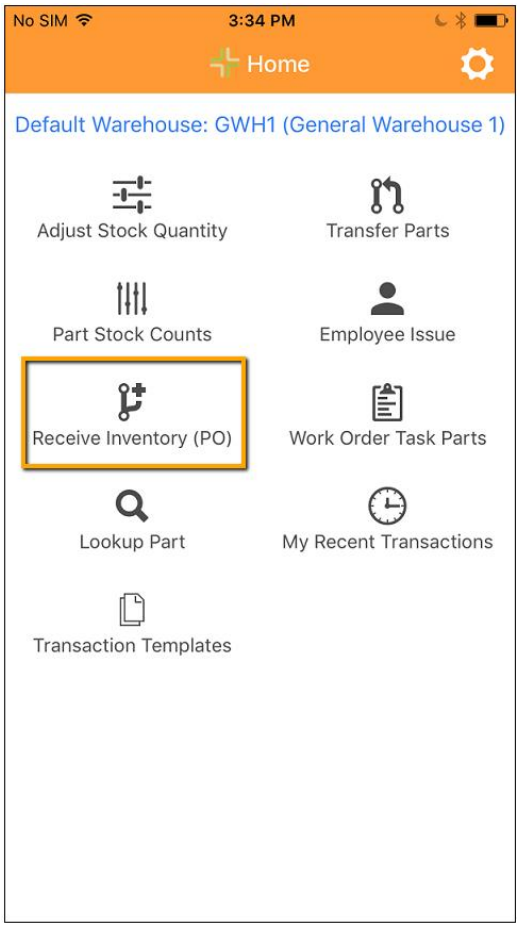
Submit - This button is only active if all fields have been filled in. Tapping on Submit will complete the transaction.

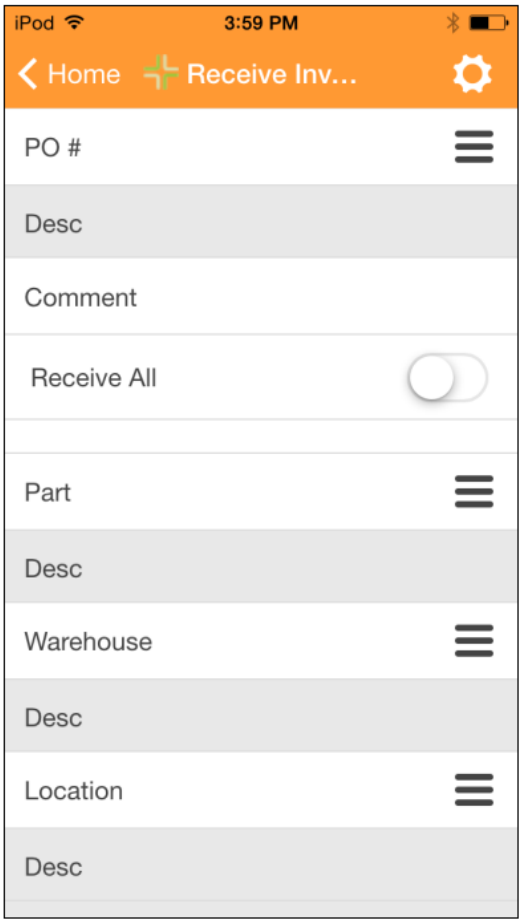
Successful Submission – Upon successful submission, you will be returned to the Work Order Task Part Screen. All fields will remain filled in from the previous transaction except for:

- Part
- Quantity

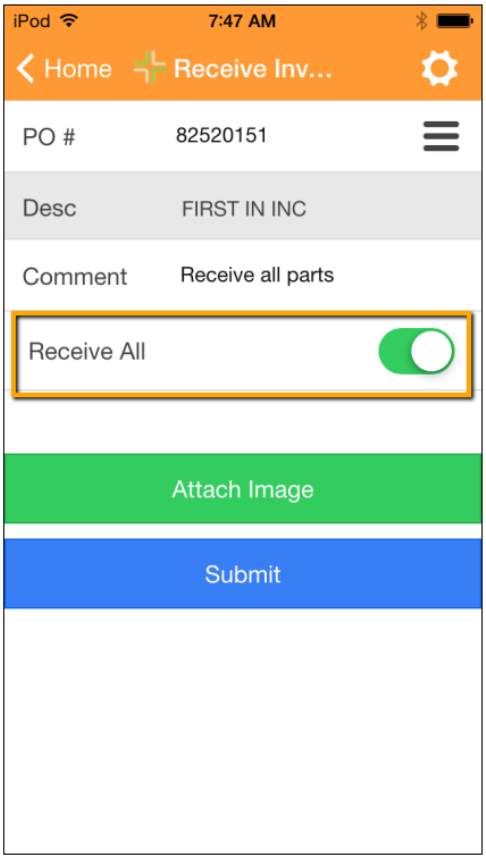
Receive Inventory

This tool allows the user to enter a quantity of parts as "received" on a purchase order. To access this tool, select the "Receive Inventory (PO)" icon on the application home screen.





PO # - To select a Purchase Order record, highlight the PO # field. When highlighted, manually type in the Purchase Order #. You can also search for and select a Purchase Order from a list by clicking ☰ next to the PO # field. The list displays Purchase Orders records that are not set to "Complete."



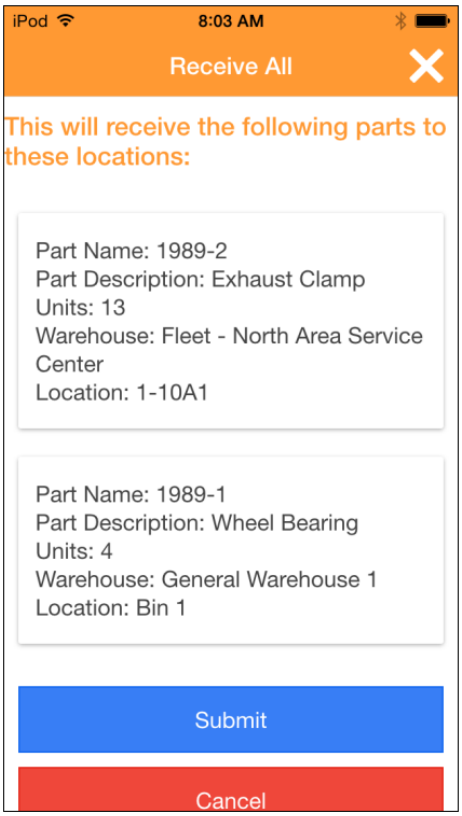
Comment – This is field allows you to enter a comment about the parts being received. This comment will be entered into the resulting **Purchase Order Receipt** record.

Receive All – This field allows you to receive all parts on the purchase order. This should be used only when all parts on the purchase order have been received in full. When this is turned on, the rest of Receive Inventory screen collapses.

Attach Image – Tap the Attach Image button to add a photo to the Purchase Order record.

Submit – To continue to the Confirmation Screen, tap the Submit button.

Confirmation Screen – The Confirmation Screen displays before the "Receive All" transaction is finalized. This allows you to review the parts that are being submitted, the quantities being received, and the Warehouse Locations where they will be received at.



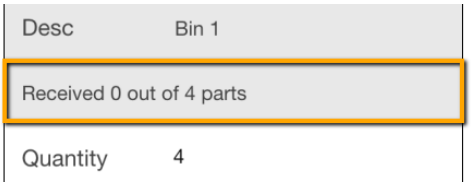
- Tap Submit to complete the "Receive All" transaction.
- Tap Cancel to cancel the "Receive All" and return to the Receive Inventory screen.

Part - To select a Part, highlight the Part field. When highlighted, manually type in the Part ID or scan the Part Barcode. You can also search for and select a Part from a list by tapping ☰ next to the Part field. The list shows all parts that are currently on the Purchase Order record.

Warehouse – This field will automatically populate with the selected part's default warehouse (defined in the Part record). This can be changed by highlighting the field and scanning in a different Warehouse barcode. You can also search for and select a different Warehouse from a list by tapping ☰ next to the Warehouse field.

Location – This field will automatically populate with the selected part's default warehouse location (defined in the Part record). This can be changed by highlighting the field and scanning in a different Location barcode. You can also search for and select a different Location from a list by tapping ☰ next to the Location field.

Received Description – This non-editable field displays the quantity that has been received on the Purchase Order for the selected part. It is important to note that this is displaying **Vendor Units**, not Part Units.



Quantity – This field is where you enter the number of units that are being received. It is important to note that this field represents the **Vendor Units** received, not Part Units.

Received Damaged – This field signifies that the parts being received are damaged. When enabled, it sets the "Damaged" field to TRUE in the corresponding Purchase Order Receipt Detail record.

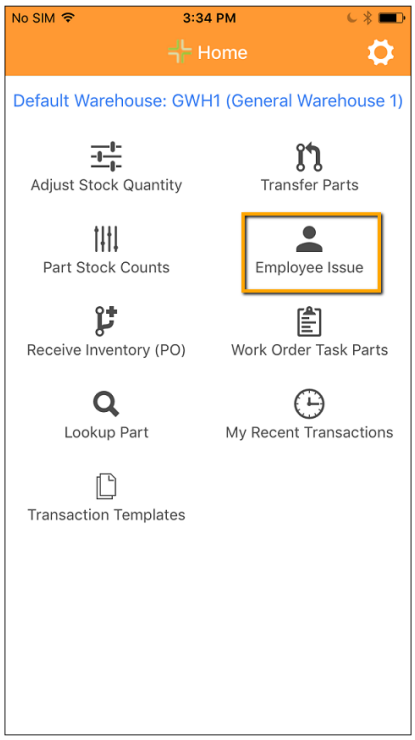
Retired – This field signifies that the part has been retired and is no longer allowed to be received on the purchase order. When enabled it sets the corresponding Purchase Order Part record to "Logged."

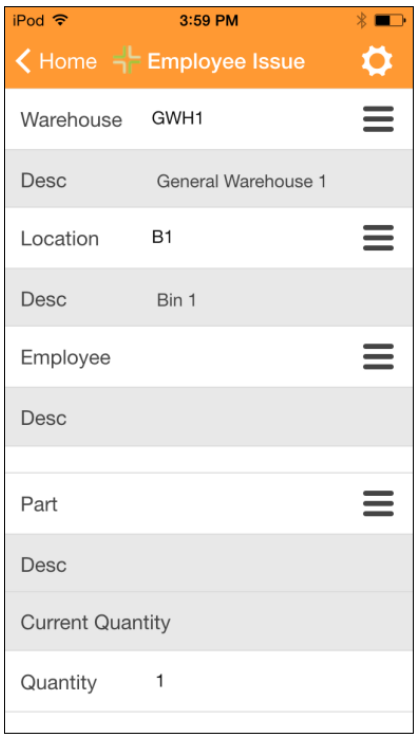
Attach Image - Tap the Attach Image button to add a photo to the Purchase Order record.

Submit – Only active if all fields have been filled in. Tapping on Submit will complete the transaction.

Employee Issue

This tool allows the user to issue a quantity of parts to an employee. To access this tool, select the "Employee Issue" icon on the application home screen.





Warehouse - This is automatically populated with the Default Warehouse. This can be changed by highlighting the field and scanning in a different Warehouse barcode. You can also search for and select a different Warehouse from a list by tapping ☰ next to the Warehouse field.

Location - This is automatically populated if there is only one location at the specified Warehouse. To select a location, highlight the field and scan in a different Location Barcode. You can also search for and select a different Location from a list by tapping ☰ next to the Location field.

Employee – This field is where you define the employee that will be receiving the part. To select an employee, highlight the Employee field. When highlighted, manually type in the Employee ID. You can also search for and select an employee from a list by tapping ☰ next to the Employee field.

Part - To select a Part, highlight the Part field. When highlighted, manually type in the Part ID or scan the Part Barcode. You can also search for and select a Part from a list by tapping ☰ next to the Part field.

Current Quantity – This is a non-editable field that shows the current quantity at the selected warehouse location for the selected part. This gives the user an idea of how many of the parts are available to be issued to an employee.

Quantity – This is where the user defines how many parts are to be issued to the employee. This field defaults to a value of "1."

Submit – This button is only active if all fields have been filled in. Tapping on Submit will complete the transaction.

Submit & Print – This button is only active if all fields have been filled in. Tapping on Submit & Print will complete the transaction and open a printer dialog. When a printer is selected, the Part Transaction record will be printed.

Successful Transaction – Upon submitting a successful transaction, the user will be returned to the Employee Issue screen. All fields will remain populated with the previous transaction's values except for:

- Part
- Current Quantity
- Quantity (will revert to "1")

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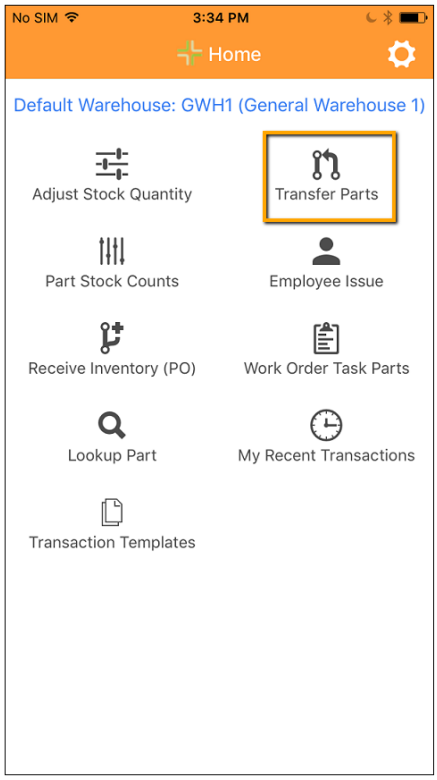
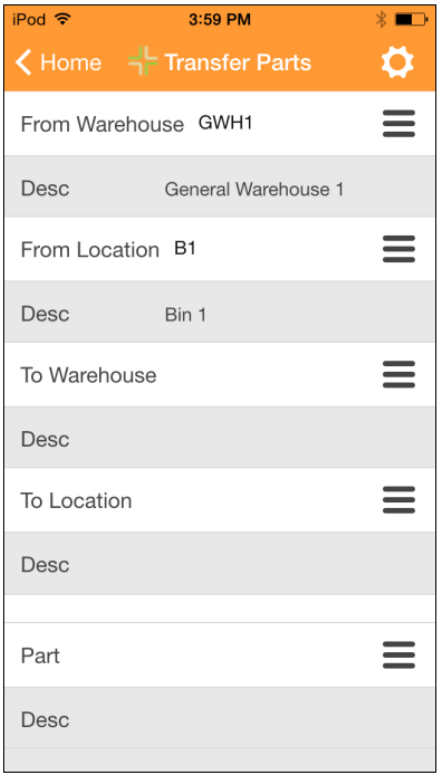
Transfer Parts

This tool allows the user to transfer parts from one warehouse location to another. To access this tool, select the “Transfer Parts” icon on the application home screen.





From Warehouse - This is automatically populated with the Default Warehouse. This can be changed by highlighting the field and scanning in a different Warehouse barcode. You can also search for and select a different Warehouse from a list by tapping ☰ next to the Warehouse field.

From Location - This is automatically populated if there is only one location at the specified From Warehouse. To select a location, highlight the field and scan in a different Location Barcode. You can also search for and select a different Location from a list by tapping ☰ next to the Location field.

To Warehouse - To select a To Warehouse, highlight the To Warehouse field. When highlighted, manually type in the Warehouse ID or scan the Warehouse barcode. You can also search for and select a Warehouse from a list by tapping ☰ next to the To Warehouse field.

To Location – This is automatically populated if there is only one location at the specified To Warehouse. To select a To Location, highlight the field and scan in a different Location barcode. You can also search for and select a different Location from a list by tapping ☰ next to the To Location field.

Part - To select a Part, highlight the Part field. When highlighted, manually type in the Part ID or scan the Part Barcode. You can also search for and select a Part from a list by tapping ☰ next to the Part field.

From/To Location Current Quantities - The From Location and To Location quantities are displayed under the To Location Description field. These values are ordered "From Location Qty, To Location Qty."

Quantity – This is where the user defines how many parts are to be transferred. This field defaults to a value of "1."

Submit – This button is only active if all fields have been filled in. Tapping on Submit will complete the transaction.

Submit & Print – This button is only active if all fields have been filled in. Tapping on Submit & Print will complete the transaction and open a printer dialog. When a printer is selected, the Part Transaction record will be printed.

Successful Transaction – Upon submitting a successful transaction, the user will be returned to the Transfer Parts screen. All fields will remain populated with the previous transaction's values except for:

- Part
- From/To Location Current Quantities

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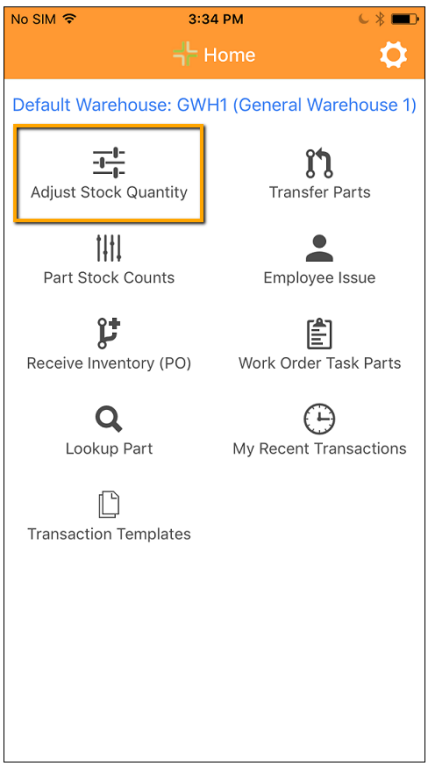
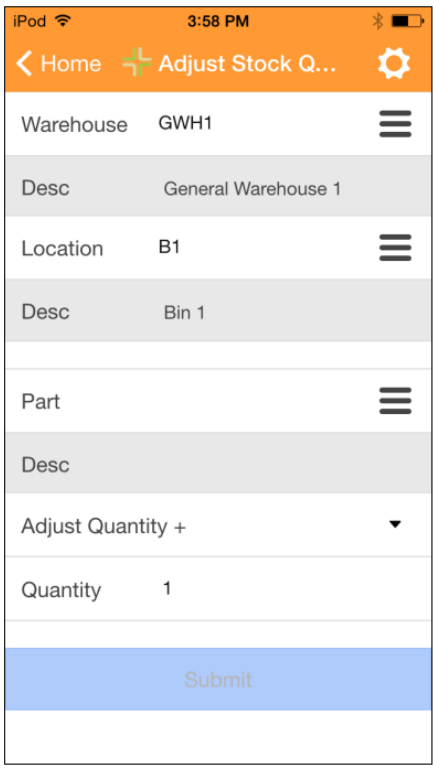
Adjusting Stock Quantity

This tool allows the user to increase or decrease the part quantity at a specified warehouse location. To access this tool, select the “Adjust Stock Quantity” icon on the application home screen.



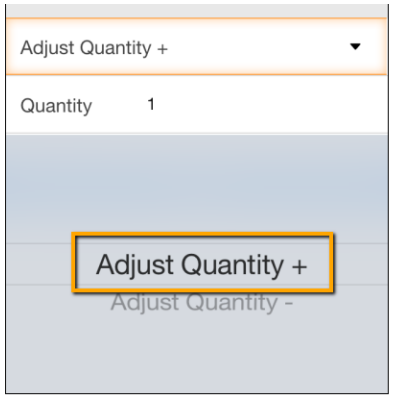


Warehouse - This is automatically populated with the Default Warehouse. This can be changed by highlighting the field and scanning in a different Warehouse barcode. You can also search for and select a different Warehouse from a list by tapping ☰ next to the Warehouse field.

Location - This is automatically populated if there is only one location at the specified Warehouse. To select a location, highlight the field and scan in a different Location Barcode. You can also search for and select a different Location from a list by tapping ☰ next to the Location field.

Part - To select a Part, highlight the Part field. When highlighted, manually type in the Part ID or scan the Part Barcode. You can also search for and select a Part from a list by tapping ☰ next to the Part field.

Adjust Quantity (+/-) – This field specifies whether the user is removing or adding a quantity. This field defaults to "+" or Add. To change this, tap on the field to expose a dropdown menu. **Note:** You cannot change this field if there isn't a Part selected on this screen.



Submit – This button is only active if all fields have been filled in. Tapping on Submit will complete the transaction.

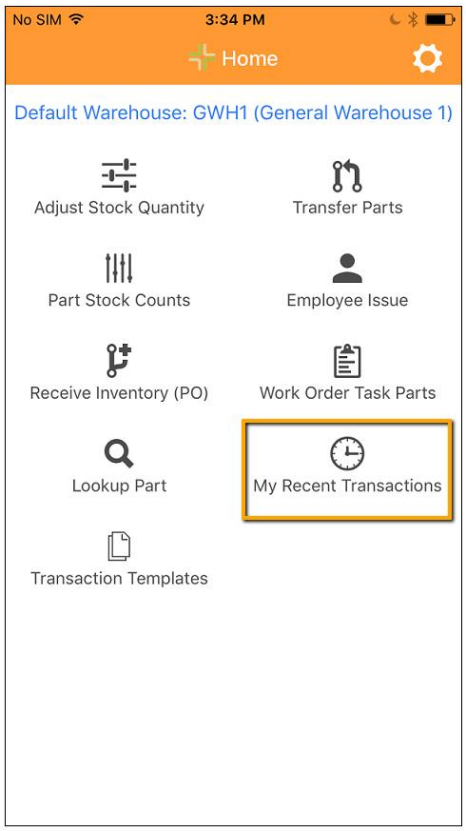
Successful Transaction – Upon submitting a successful transaction, the user will be returned to the Adjust Stock Quantity screen. All fields will remain populated with the previous transaction's values except for:

- Part
- Adjust Quantity +/- (Returns to default of "+")
- Quantity (Returns to default of "1")

NOTE: If Part is entered before Location, then Location will automatically populate if the part exists at a single location at the specified warehouse. If Location is already populated, then it won't be overwritten when a Part is selected.

My Recent Transactions

This tool tracks all Part transactions that the logged in user has made. To access this tool, select the “My Recent Transactions” icon on the application home page.



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When the “My Recent Transactions” screen is opened, a list of transactions records will be presented. Each transaction record is separated into its own box. The transactions records that show in this list are based on a user-specified date range that is established in **Settings**. This set up will be discussed in the next section.

Part – This is the Part ID for the part that was used in the transaction.

Description – This is the Part name for the part that was used in the transaction

Type – This is the type of action that was performed.

From Location – This is the warehouse location where the transaction occurred. For transfers, this is the From Location.

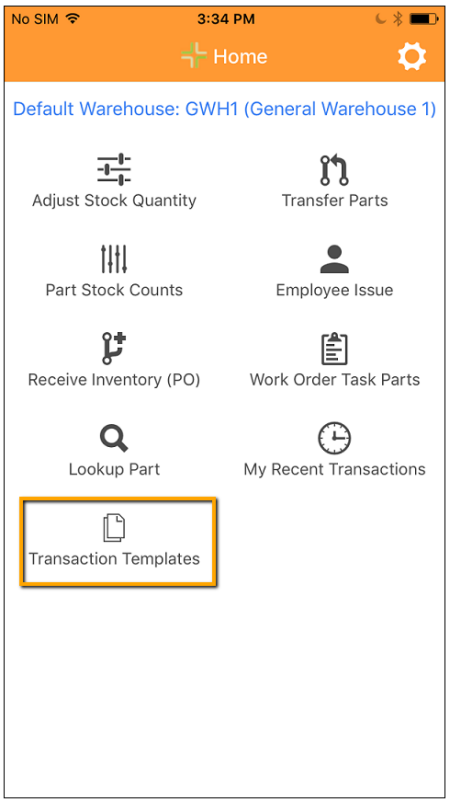
Units – This is the part quantity that was adjusted.

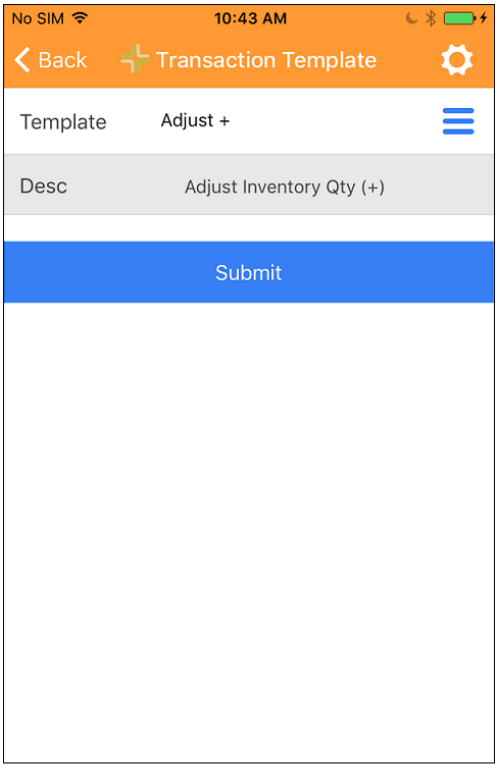
Date/Time: This is the date and time when the transaction record was created.

Reference: This is the application where the transaction was made.

Transaction Templates

This tool allows you rapidly complete part transactions that are similar.



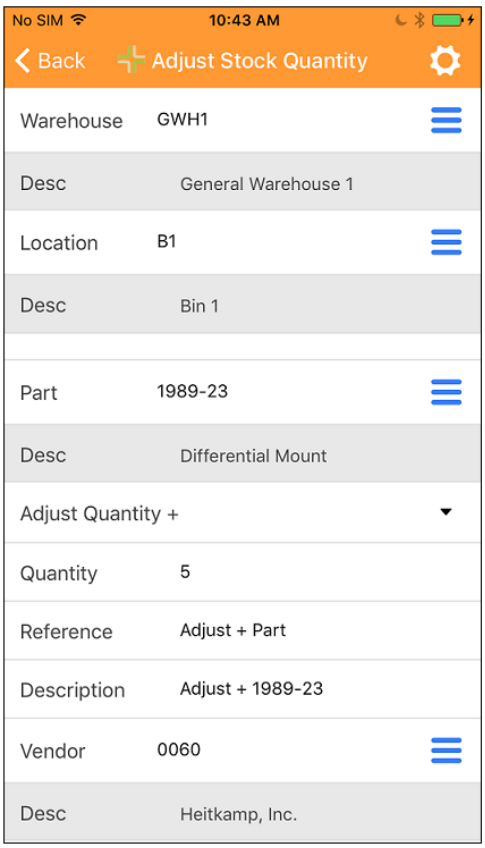


When the Transaction Templates tool is opened, you will need to select the template you wish to use. Tap the ☰ see a list of templates to select from.

The following transactions templates can be used in the Lucity Mobile Warehouse application:

- Adjust Inventory Qty (+):This template will increase the quantity of a part at a specified Warehouse Location.
- Adjust Inventory Qty (-): This template will decrease the quantity of a part at a specified Warehouse Location.
- Issue Parts (To Employee): This template will transfer a quantity of a part to an employee.
- Transfer Parts: This template will transfer a quantity of a part to a different location.

When you have a template selected, tap the Submit button. The resulting form will be prepopulated with all the information that has been setup in the transaction template record.



If no edits need to be made to the transaction, tap Submit to complete the transaction.

Note: Transaction templates can only be created in Lucity Web.

Settings

The settings page allows the application to be customized for the specific user. To access the Settings page:

- Tap the gear icon in the top right corner of the screen
- Tap **Settings** on the drop-down menu

Barcode Scanner (Allow Scanning Without Selection)

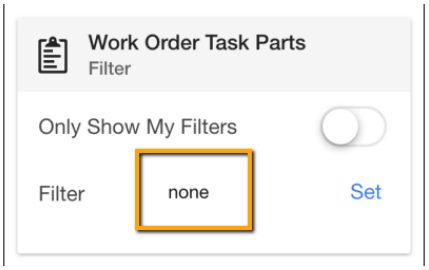
- iOS only
- When this option is turned on, fields do not need to be highlighted (focused) on the form in order for a barcode to be entered. When a barcode is scanned, the uppermost empty field will be populated with the barcode.
- When turned off, a field must be highlighted (focused) in order for scanned barcode to be entered into it.

Barcode Scanner (Use device camera for scanning)

- Instead of using separate scanner to scan barcodes, this option allows you to use your device's camera to scan barcodes.
- When this option is turned on, a camera icon will display next to every input-type field inside of all tools in the application.
- Tap the icon to scan a barcode with your device's camera. The barcode value will be entered into the field.

Work Order Task Parts Filter

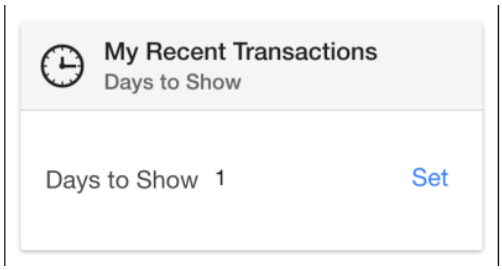
- The Work Order # list in Work Order Task Parts is filtered with this Setting.
- The Filter is set to "none" by default.
- With **Only Show My Filters** turned on, only filters assigned to the logged in user will display in the Filter Search.
- Select the editable text field (where "none" is) and begin typing in the name of a filter. You will see matching filters appear in a list below.



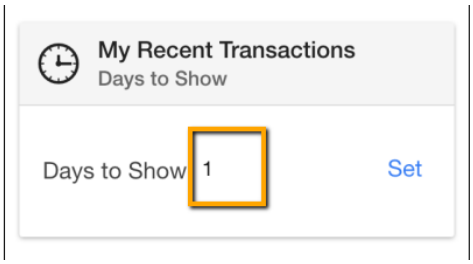
- Select a filter from the list. Tap **Set** to confirm the filter change.

My Recent Transactions (Days to Show)

- The list of transaction records on the **My Recent Transactions** page is limited by this setting. This setting determines how many transaction records are displayed based on their date recorded.
- The application displays transaction records for only the past day by default.



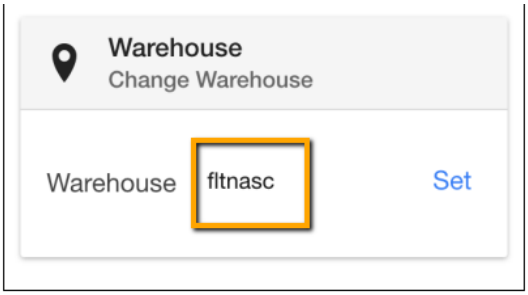
- If you would like to increase the number of days to show, select the editable text field (where "1" is) and type in the number of days in the past you would like to display. **Note:** The value entered must be a whole number.



- Tap **Set** to confirm the change.

Warehouse (Change Warehouse)

- This setting allows you to change the Default Warehouse for the application.
- To change the Default Warehouse, select the editable text field and delete the existing value.



- Start typing in the name of the new Default Warehouse. A list of matching warehouses will display below. Select one from the list.
- Tap **Set** to confirm the change.

Advanced Settings

Parts Barcoding Mobile App Logon Timeout

By default, the system will log out users after being idle for 180 minutes or more. This can be changed in Work Options in Lucity Web (warehouse tab).

Part Counts Should be Blind

By default, this option is on.

Length of ….

Normally the system requires that the focus of the mobile device be in the field that you are scanning. This requires some extra interaction with the screen to get into the field (especially if you are scanning out of order on the screen). It is possible to configure the system to automatically know what you are scanning based on the length of the field you are scanning. This requires that you use a consistent length for scanned fields and requires you do not have the same lengths for warehouse, part, work order, location number, and employee number fields.

For example, if your warehouses are 5 characters, your locations are all 7 characters, parts (UPC) are 10 characters, and employee numbers are 4 characters, you can tell the system these field lengths and when an item is scanned, Lucity will automatically place the data in the correct field even if the focus is not on the entry field (transfer parts has multiple location fields so it cannot auto-figure out both fields).

Prefix for …

A similar option is available using prefixes. You can use prefixes and lengths or a mix of the options. If Lucity can differentiate data based on these criteria, the data entry is a little easier for your end users.

Include fields…

There are four individual fields that can be configured to be displayed or to be hidden in the application. The values entered in these fields will appear on the resulting part transaction records in Lucity.

- **Reference Number:** This is a manual text-entry field.
- **Description:** This is a manual text-entry field.
- **Vendor:** This is a pick-list field that shows all vendors in the system.
- **Transaction Description:** This is a pick-list field that shows all transaction types in the system.

Note: None of these settings are available for configuration in Lucity Desktop. You must use Lucity Web to configure these options.

Barcode Scanner

Submit Command: To speed up the data entry process inside of the application, there is a “Submit” barcode that can be scanned. Once all required data is entered on the form, the “Submit” barcode can be scanned and the form will be submitted.

Permissions

Users who have View/Run permissions in the Parts Module and the Warehouse module will have access to these functions:

- Part Lookup
    - Looking up part to view locations
    - Viewing any attached images

Users with permissions to Add Documents and images in the Parts module will have access to this additional function:

- Part Lookup
- Add Image

Users with edit permissions to the Parts module will have these additional features enabled:

- Part Lookup
    - Transfer Parts
- Part Stock Count
- Adjust Stock Quantity
- Issue to Employee
- Transfer Parts

Users with edit permissions and add document permissions in purchase orders will have these additional features enabled:

- Receive PO
    - Add Image

Users with permission to edit (or edit own) work orders will have access to”

- Add Work Order Parts

> *Note: The work order must be in a state that allows it to be edited by the logged in user. Records processed by financials, closed, or in other special states may require special permissions for the user to be able to edit the work order to add the part.*

Special Warehouse Security

For clients using warehouse security, users will have access to all the above functions based on their permissions but will be limited and only allowed to select warehouses that they have permissions to. If they attempt to scan or use a warehouse they do not have permissions to, the system will tell them the warehouse is not available.

Users without permissions to warehouses will still be able to see warehouses in the part lookup screen but will not be allowed to transfer parts from the part lookup dialogs.

System Requirements

Android and iOS are supported. This application is optimized for medium to large phones and tablets. It will also work on smaller phones but less will be visible on the screen at any one time.

Mobile Device Requirements

The minimum Android OS is 4.4

The minimum iOS OS is 7.0

Server Requirements

This system relies on a wireless connection. The phone or tablet must be able to communicate with Lucity Mobile Server installed in the DMZ, over a VPN, or on an internal wireless network. The port used to communicate with the server depends on the port bindings on the website selected during the Lucity Mobile Server installation.

The minimum server release is Lucity 2015r2.

Barcode Scanner Hardware

This application is optimized for use with a barcode scanner, however it is possible to use the app without a scanner.

Users who want to use iOS should choose an Apple certified scanner, such as the scanners which may be purchased in the Apple App store. These scanners include built in functionality which allow the iOS keyboard to be shown/hidden on command from the scanner (usually with a single or double tap on a scanner button). We do not recommend scanners which do not have this special function for iOS.

Android is less picky about scanners and can support most scanner devices.

This software was developed specifically to work with the HID Bluetooth connection from a barcode device. Some scanners may support some advanced scan configuration functionality with alternatives to HID. These alternate connection techniques may or may not work with this software.