

## Creating and Using Mobile Locations for Multiple Pick Tasks

This month's tech tip explains how to assign a forklift or cart as a "mobile location" to perform multiple Pick Tasks. This helps provides greater visibility into the warehouse processes by identifying where items are at all times when multiple items are being picked. There are three main steps relating using mobile locations:

1. Create a mobile location in your Magaya system
2. Configure mobile equipment
3. Perform the task on the handheld

A mobile location can only be used with multiple Pick Tasks, not single Pick Tasks. For details on creating multiple Pick Tasks, please see [last month's tip](#).

### What is a Mobile Location?

Trucks and warehouse equipment such as fork lifts or carts can be defined as Mobile Locations in your Magaya system.

Locations			
Locations			
Status	Code	Description	Type
Used	RECA	Receiving Area A	Receiving
Empty	RFT	Refrigerated Truck	Mobile
Empty	FL1	Forklift 1	Mobile
Empty	C2	Cart 2	Mobile
Empty	C1	Cart 1	Mobile
Used	BAY A	Bay area A	Shipping

The benefit of assigning mobile location is to save a record of the movement as items are scanned and moved from one location to another. Since the system saves the data during a Pick Task, a battery failure in a handheld scanner doesn't lose any information. Employees can select or change the piece of mobile equipment from the WMS Mobile handheld screen. Let's see how it works.

### 1. Create a Mobile Location:

- a) Go to Warehousing > Locations. Click "Add."
- b) In the dialog box, enter a description of the mobile location such as a name for the cart or forklift. Tip: Remember this name; you will use it in the next step.

Location

Identification

Custom

Code:

C2

Description:

Cart 2

Type:

Mobile

Zone:

Mobile Locations

Customer:

Length:

30.00

in

Width:

16.00

in

Height:

22.00

in

☐ Inactive

OK

Cancel

Help

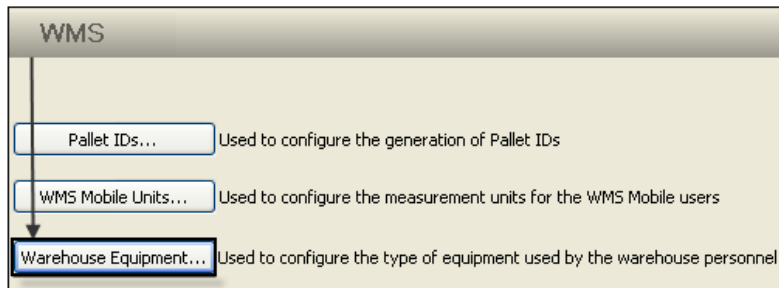
- Select the Type "Mobile"
- Select the Zone "Mobile Locations"
- Enter dimensions (optional but helpful to define capacity of this cart)

Click OK to save.

## 2. Configure the Mobile Equipment:

a) Go to Maintenance > Configuration > WMS.

b) Click "Warehouse Equipment."



c) Click "Add." In the dialog box, enter the following information for this mobile location:

Description	Make	Model	Serial	Employee
Cart 2	Edsal	T9A2350		
Forklift 1	Hyster	HD100		
Cart 1	Edsal	T9A2351		

**Warehouse Equipment**

General

Description:

Make:

Model:

Serial:

Mobile Location:

Tasks that can be executed with this equipment

☒ Receive ☒ Move

☒ Pick ☒ Count

☒ Load

Current User:

OK Cancel Help

- Description: Enter the name for the mobile equipment
- Make: Enter the make (or brand)
- Model: Enter the model number/name
- Serial: Entering a serial number of the equipment is optional
- Mobile Location: Select the same mobile location that you created previously.
- Tasks: All are checked (active) by default. Uncheck any if needed.
- The field "Current User" will only display a user name when the equipment is in use by an employee. The user can be cleared from this field to release the equipment if the user does not log out of the handheld.

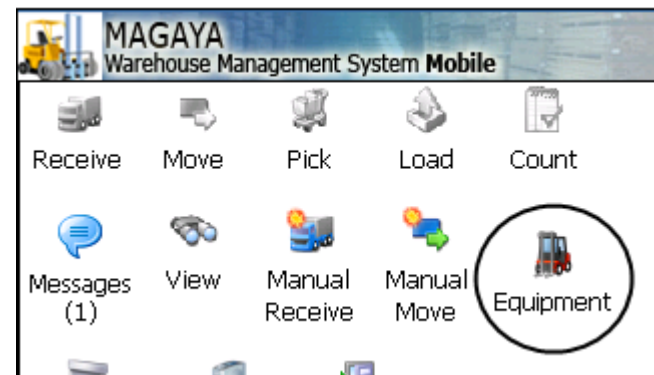
Click OK to save.

Optional Configuration: If you want all items verified after picking, then check the box to "verify items after batch pick." See how this works in the steps below. By default, the option is unchecked to expedite the process.

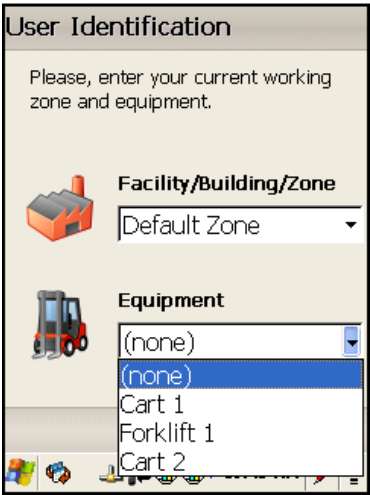
## 3. Perform the Task on the Handheld

a) Select Equipment:

On the handheld scanners, the user can select the mobile equipment they need to use.



While one employee is using that piece of mobile equipment, no other employee can use it (until they select another option or "None"). They can also change to use a different piece of equipment by selecting it here.



1. Select and scan the location. (Under each location is the part number inside that location.)

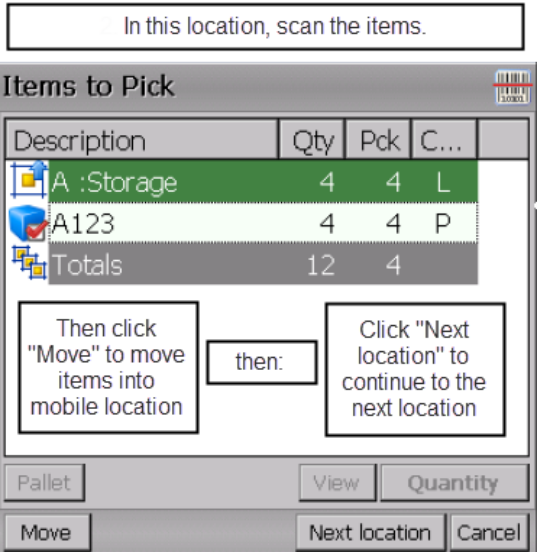
Locations			
Status	Code	Description	Type
<input checked="" type="checkbox"/> Used	RECA	Receiving Area A	Receiving
<input type="checkbox"/> Empty	RFT	Refrigerated Truck	Mobile
<input type="checkbox"/> Empty	FL1	Forklift 1	Mobile
<input type="checkbox"/> Empty	C2	Cart 2	Mobile
<input type="checkbox"/> Empty	C1	Cart 1	Mobile
<input checked="" type="checkbox"/> Used	BAY A	Bay area A	Shipping

Then scan the item and the mobile location. Click the "Move" button. Repeat for all the locations and their items in the task.

The main screen displays the equipment in the bottom taskbar.

b) Fulfill the Multiple Pick Task:

The screen in the handheld shows the multiple Pick Task details such as the locations and quantity of items in each location. Read all of these steps first to ensure how it works and to decide if you want to select the "Quick Finish" option explained below. Also note that the system creates a Cargo Movement document at this point and gives it a status of "Pending."



When all the items are in the mobile location, the status of the items is "In Transit."

2. Move the cart or forklift of items to the final location, scan the barcode of the final location. Depending on the type of "Finish" configured, you may need to scan the barcode of each item as it is removed from the cart and placed in the final location. This is called a "Detailed Finish." Note: No repacking can be done during this process. The system gives you a choice of methods to finish the task:

- A Detailed Finish requires all the items be scanned again as they are removed from the cart and placed in the final location.
- A Quick Finish does not require more scanning of the items. (This is the default setting of the system.)

To change your system to perform Detailed Finishes, go to Maintenance > Configuration > WMS. Check the box "Verify items after batch pick." When this option is unchecked, the system enables a Quick Finish (no verifying).

If using the Quick Finish option, clicking the "Move" button displays the screen for the final location to be scanned. Just scan that location barcode, and all the items are automatically moved there in the system. Just unload the cart/forklift.

When the Pick Task is completed, the system saves a record of all picks in the Cargo Movement document. The status changes to Complete. ■