TASK

•'Task Manager' allows users to manage different kinds of tasks in the Warehouse.

•Users can sort the tasks as desired, by choosing the filtering option present on each of the columns.

•Users can also group columns as desired.

Accessing Task

1.Open the 'iMake' application and enter the login details.

2.Select 'Warehouse'.

3.In the 'Warehouse' menu, double-click 'Task'. This opens the screen as shown below:

Figure 344: Task Configuration

The fields in the 'Task Configuration' manager screen are listed below:

Field	Description
Task ID	Displays the BOL number. Used to group tasks for a particular Order
Truck ID	Displays the truck ID number
Task Type	Displays the type of task. Relates to either Inbound or Outbound order processing
Task Status	Displays the status of the task
Assigned To	Displays the name of the user to whom the task is assigned
Qty	Displays the Task SKU quantity
Container	Displays the ID of the SKU Container
From Unit	Displays the current Unit of the SKU
To Unit	Displays the destination Unit of the SKU
SKU	Displays the SKU ID
Lot Code	Displays the Lot code
Material Name	Displays the name of the Material
Description	Displays the description of the material
Sequence	Displays the order in which tasks are executed
Priority	Displays the priority of the task
Release Date	Displays the date when the task is made available to the Warehouse worker
Comment	Displays the comment provided for the task
Ship To Address	Displays the address where the SKU needs to be shipped
Weight	Displays the weight of the SKU

Clicking 'View Detail' opens the Task Detail screen: (Precondition: Select a task)

Figure 346: Task Detail

NOTE: This screen can also be accessed by either right-clicking a task and selecting 'Edit Task' or by double-clicking a task. A task can be permanently deleted using the Delete button from this screen.

The fields in the 'Task Detail' screen are listed below:

Field	Description	Type	Example	Validation
Task ID	Displays the BOL number of the order. Used to group tasks for a particular Order	Display Text	730943	NA
Task Type	Displays the type of task Relates to either Inbound or Outbound order processing	Display Text	PICK	NA
Task State	Displays the status of the task	Display Text	ASSIGNED	NA
Task Priority	Select the priority of the task	Drop-down List	NORMAL	Mandatory
Assigned To	Assign a task to a Warehouse worker This changes the Task State from UNASSIGNED to ASSIGNED	Drop-down List	Leon	Mandatory
Sequence	Enter a number to set the order in which tasks are executed	Text Box	10	Optional
Material Name	Displays the name of the Material Clicking opens the Material Detail screen	Display Text	WAWA 2-1.5 GAL X-SWT LTC	NA
From Unit	Displays the current Unit of the SKU	Display Text	NC0230C<	NA
To Unit	Displays the destination Unit of the SKU	Display Text	OUTBOUND	NA
Container	Displays the ID of the SKU Container Clicking opens the Container Detail screen	Display Text	0001271248	NA
Release Date	Select the date when the task should be made available to the Warehouse worker Time is automatically displayed	Calendar	2/28/2012 10:32:00	Mandatory
SKU	Displays the SKU ID Clicking opens the SKU Detail screen	Display Text	PRI1111127	NA
Qty	Displays the Task SKU quantity	Display Text	18	NA
Assigner Comment	Task assigner can enter a comment	Text Box		Optional
Assignee Comment	Warehouse worker can enter a comment	Text Box		Optional
Last Updated By	Displays the name of the user who last updated the task detail screen	Display Text	Thomas	NA
Last Updated On	Displays the date and time of last update	Display Text	2/29/2012 02:13:20	NA

Important

A Task cannot be deleted if it is assigned to anyone or if it is in progress.