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Chapter 1

Using this Guide

User Guide Conventions

This user guide uses specific text conventions, visual elements, and terminology.

Text Conventions

Lawson user guides use the following standard text conventions.

<table>
<thead>
<tr>
<th>This</th>
<th>Represents</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>bold</strong></td>
<td>A key name or a function key name. For example, <strong>Shift</strong> is a key name and <strong>Help (F1)</strong> is a function key name. A value or command that you must type exactly as it appears. A program name or a file name.</td>
</tr>
<tr>
<td><em>italics</em></td>
<td>A manual title or form name. An emphasized word or phrase.</td>
</tr>
<tr>
<td><strong>(F1)–(F24)</strong></td>
<td>A function key number. “Press <strong>Help (F1)</strong>” instructs you to press the key mapped for the <strong>(F1)</strong> function.</td>
</tr>
</tbody>
</table>

Visual Elements

Lawson user guides use the following visual elements.

STOP Information that must know before you attempt the procedure or process.

Need More Details? Check out the following concepts:

- Introduces a list of topics that provide additional or background information. Each item in the list includes a cross-reference to the information.

Application integration. Events, required actions, or other consequences that are related to other Lawson applications.

IMPORTANT Important information that you must consider when you perform the procedure.
**CAUTION** Cautionary information about actions that involve a risk of possible damage to equipment, data, or software.

**WARNING** Warning information about actions that involve a risk of personal injury or irreversible destruction to the data or operating system.

---

**TIP** Supplemental information about possible shortcuts to the procedure or your business process.

**NOTE** Supplemental information that might be of interest to you as you complete the procedure.

---

### Terminology

The following terms have precise meanings in Lawson documentation.

<table>
<thead>
<tr>
<th>Term</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>access</td>
<td>Open a Lawson application form or subform.</td>
</tr>
<tr>
<td>choose</td>
<td>Start a process.</td>
</tr>
<tr>
<td></td>
<td>“Choose Add” instructs you to click a button or a link on a form to add a record to the Lawson system.</td>
</tr>
<tr>
<td>click</td>
<td>Place the cursor over an object (such as a button, link, or tab) and press the left mouse button.</td>
</tr>
<tr>
<td></td>
<td><strong>NOTE</strong> This description applies to a standard PC mouse with standard settings. You must translate the meaning of “click” to what is appropriate for your equipment.</td>
</tr>
<tr>
<td>define</td>
<td>Use a Lawson form to create a new record for a company, a vendor, a class, a code, or another entity used throughout the Lawson system.</td>
</tr>
<tr>
<td></td>
<td>– or –</td>
</tr>
<tr>
<td></td>
<td>Specify configuration parameters, printers, security roles, data areas, and so on.</td>
</tr>
<tr>
<td>select</td>
<td>Identify an item to process. Selecting an item does not start a process.</td>
</tr>
<tr>
<td></td>
<td>To select an item, place the cursor over an item and then click.</td>
</tr>
<tr>
<td></td>
<td>If you use character-based mode, highlight an item to select it. Sometimes, you must also press <strong>Mark</strong> or <strong>Next</strong> or choose <strong>OK</strong>.</td>
</tr>
<tr>
<td>type</td>
<td>Press keyboard keys to enter information in a field, then move the cursor to the next field.</td>
</tr>
<tr>
<td></td>
<td>At a command line, type the letters exactly as written in the procedure, then choose <strong>OK</strong>.</td>
</tr>
<tr>
<td>Term</td>
<td>Meaning</td>
</tr>
<tr>
<td>------</td>
<td>---------</td>
</tr>
<tr>
<td>OK</td>
<td>Choose OK to save or process the data that you entered on the current form.</td>
</tr>
<tr>
<td></td>
<td>• “Choose OK” instructs you to click a button or a link on a form. An “OK” button might be labeled “Update” or show a check mark. An “OK” link might be labeled “OK.”</td>
</tr>
<tr>
<td></td>
<td>• “Choose OK” instructs you to press the keyboard key mapped as Enter.</td>
</tr>
</tbody>
</table>

**Product Documentation**

Lawson offers the following product documentation:

- Online help
- User guides and manuals
- Release notes and installation instructions
- Enhancement and patch documentation

To find Lawson documentation, see the user interface or http://support.lawson.com. To obtain a login password and ID for the Support site, see your organization’s Lawson contact or your Lawson client manager.

**Global Support Center**

Lawson Global Support Center (GSC) services are available to all Lawson customers who are on maintenance support for Lawson products. See the Global Support Manual for the following information:

- What information to gather before you contact the GSC
- How to contact the GSC
- How the GSC processes your request
- How to receive enhancements and patches
- Which services are standard maintenance and which services are billable

To find the Global Support Manual, see http://support.lawson.com. To obtain a login password and ID for the support web site, see your organization’s Lawson contact or your Lawson client manager.

**Documentation Contact**

We welcome your questions or suggestions about Lawson documentation. Please send comments to documentation@lawson.com.
Overview of Par and Cycle Counting

The Lawson Par and Cycle application works in conjunction with Lawson Supply Chain Management to provide an overall solution that integrates supply chain execution with inventory control, planning, purchasing, payroll, and accounting processes for the administration, tracking, and reporting of healthcare operations.

What is the Lawson Par and Cycle Counting Application?

The Lawson Par and Cycle Counting application is used to simplify and streamline the replenishment and control processes by reducing par and cycle counting time, eliminating paper-based processing and increasing staff productivity and effectiveness.

The Par and Cycle Counting application uses individual workstations equipped with web browsers and wireless handheld devices to manage medical supplies.

The Par and Cycle Counting handheld application contains modules for counting par areas and performing cycle counts.

How Par and Cycle Counting Integrates with Other Lawson Applications

This section explains how the Lawson Par and Cycle Counting application interfaces with other Lawson applications.

Inventory Control (IC)

In order to perform Cycle Counting, users must create freeze files in the Lawson Inventory Control application. When cycle counting on the handheld application, the user synchronizes the inventory information available in Inventory Control with the handheld terminal. When performing Pick for Par, each pick transaction is validated against the Lawson Inventory Control application.

Par and Cycle Counting Process Flow

The Par and Cycle application is broken down into four processes: setup, configuration, processing, and reporting. This section takes a closer look at the Par and Cycle Counting application and at these processes.
Setup
The setup part of the process includes adding users, associating them with groups, setting up facilities and locations, and configuring printers.

Configuration
The configuration part of the process includes configuring the handheld application and how information is communicated between that and the web application.

Processing
Users enter cycle and par counts using the handheld terminal application. Cycle counting procedures are performed on the handheld terminal. Par counting procedures are performed on the handheld terminal.

Supply Chain Management System Processing
Par Counting
Lawson Supply Chain Management maintains par location data, including which items are in each par location and what the par value is for each item. The Mobile SCM adapter attains this data and the user records the Par Counts on a handheld device. When done counting, the user sends the counts to the Mobile SCM platform and the adapter transmits the count data to Lawson SCM.

Cycle Counting
Lawson Supply Chain Management generates Count Forms that list which items are to be counted. Each count line includes an item number, bin, and other information to allow the user to efficiently enter count data.

Reporting
With the current reporting function you can view details about cycle counts, par counts, and the status of counts.

Par and Cycle Counting: A Big Picture
To represent Par and Cycle Counting’s major processes, this user guide is divided into four main parts: Setup, Configuration, Processing, and Reporting. This big picture flow illustrates Par and Cycle Counting’s four main processes,
breaks the processes down into sub-processes, and serves as a reminder of where you are in the big picture.

Figure 1. Procedure flow: Par and Cycle Counting
This chapter explains setup considerations for Lawson Par and Cycle Counting.
What is User Management?

User management refers to the administration of setting up users and grouping them into specific security roles.

Lawson Users

Lawson users are individuals with a web user account on the server or platform that hosts the Lawson applications and whose server user account is linked to a user profile and a security class in the Lawson User Security utility.

Groups

Groups contain users that perform the same tasks, such as administration, par counting, handheld cycle counting and generating reports. Administrators assign tasks to user groups based on the role of the users in that group. When the users log into the web application, only those tasks that are assigned to them appear.
What is Location Management?

Location management refers to the administration of setting up facilities and locations for use with the Lawson Par and Cycle Counting application.

Facilities
Par and Cycle Counting facilities correspond to companies in the Mobile Supply Chain Management system.

Locations
A location is a place, in a company, where inventory is stored. A location can represent a physical place, such as a city, building, or floor of a building. It can also represent a logical classification, such as spare parts, office supplies, and consignment inventory.
Locations in Par and Cycle Counting include par locations and inventory locations.

Bins
A bin is a level of storage within a facility location. A bin can be a specific area, rack, shelf, or row at the location. You define bins at the Procurement location level.

Report Groups
A report group is a structuring method you can use to classify a group of locations. You must have at least one report group per facility in order to conduct a physical inventory assessment. In addition to conducting physical inventory, you can use report groups to classify locations for reporting, inquiry, and processing purposes. When you specify a report group in inquiry or report programs, you access only the information related to the locations within that report group.

How do I Manage Printers?
There are two types of printers used in the Par and Cycle Counting application—Report printers and Label printers. You can set up printers to be used by location and by workstation.
Procedures in this Chapter

This section provides procedural guidance on using the web application to perform administrative procedures for setting up users, locations, items, manufacturers and printers for use with the Par and Cycle Counting application.

- "Logging into the Web Application" on page 20
- "Adding Groups" on page 23
- "Modifying Groups" on page 24
- "Viewing and Printing Groups" on page 26
- "Adding Facilities from Procurement" on page 28
- "Modifying Facilities" on page 30
- "Viewing and Printing Facilities" on page 32
- "Inactivating Facilities" on page 35
- "Adding Locations from Procurement" on page 36
- "Modifying Locations" on page 39
- "Viewing and Printing Locations" on page 43
- "Inactivating Locations" on page 45
- "Printing Location Labels" on page 47
- "Printing Sub Location Labels" on page 48
- "Adding Users from the Portal" on page 50
- "Navigating Search Results" on page 56
- "Modifying Users" on page 56
- "Viewing and Printing Users" on page 59
- "Inactivating Users" on page 61
- "Adding Printers" on page 64
- "Modifying Printers" on page 66
- "Deleting Printers" on page 69
- "Mapping Printers to Locations" on page 72
- "Mapping Label Printers to Workstations" on page 73

Logging into the Web Application

Use this procedure to gain access to the Par and Cycle Counting web application. Users able to access the Lawson Portal can pass seamlessly from the Lawson Portal to Mobile SCM.

**STEPS**  
To log into the web application

1. Open your web browser.
2. Select the Mobile SCM bookmark.
The Lawson Mobile SCM login page appears.

Figure 2. Form clip: Lawson Mobile SCM login

3. Consider the following fields.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>User ID</td>
<td>Enter the user ID assigned to you by the administrator.</td>
</tr>
<tr>
<td>Password</td>
<td>Enter your password.</td>
</tr>
</tbody>
</table>

4. Click Login.
The Lawson Mobile SCM main page appears.

Figure 3. Form clip: Lawson Mobile SCM

5. Select any of the options available in the left navigation bar to proceed.

**STEPS**

**To log out of the application**

1. On the Mobile SCM main page, click logout.

   The Logged Out page appears.

   Figure 4. Form clip: Logged Out

2. To log back into the application, click Back to Login.

   To exit the application completely, close your web browser.
Adding Groups

Use this procedure to add new groups to the Mobile SCM database.

Need More Details? Check out the following concepts:

- "What is User Management?" on page 18

STEPS To add new groups

1. Select User Management in the Administration menu.
2. Select Groups > Add on the User Management page.

The Add Group page appears

*Figure 5. Form clip: Add Group*

3. Enter a name in the Create New Group Name field.
4. Click Continue.
The Add Roles to Group window appears.

*Figure 6. Form clip: Add Roles to Group*

5. Select the appropriate roles from the All Roles list, and click Add.

   The selected roles appear in the Assigned Roles list.

6. Click Complete when finished you have finished assigning roles to the group.

   The Manage Group Roles page appears.

7. Click OK to return to the main menu.

**Modifying Groups**

Use this procedure to modify existing groups in Mobile SCM.
Need More Details? Check out the following concepts:
- "What is User Management?" on page 18

**STEPS To modify groups**

1. Select User Management in the Administration menu.
2. Select Groups > Modify on the User Management page.
   
The Modify Group page appears.

*Figure 7. Form clip: Modify Group*

3. Select an existing group from the Modify Existing Group drop-down list and click Continue.
The Modify Group Roles window appears.

Figure 8. Form clip: Modify Group Roles

4. Select the appropriate roles from the All Roles list, and select Add. To remove roles from the group select the appropriate role from the Assigned Roles list and click Remove.

5. Click Modify when you have finished modifying the roles for the group.

The Manage Group Roles page appears.

Figure 9. Form clip: Manage Group Roles

6. Verify the information and click OK.

Viewing and Printing Groups

Use this procedure to view or print group information.
Need More Details? Check out the following concepts:

- “What is User Management?” on page 18

**STEPS** To view or print groups

1. Select User Management in the Administration menu.
2. Select Groups > View/Print on the User Management page.
   
   The View/Print Group page appears.

   *Figure 10. Form clip: View/Print Group*

3. Select the group that you want to view or print from the Select Group drop-down list, and click Continue.
The View/Print Groups page appears.

Figure 11. Form clip: View/Print Groups

4. Verify the information and select Print to print the selection.
5. Click OK when you are finished printing.

Adding Facilities from Procurement

Use this procedure to add facilities to Mobile SCM from the Lawson Procurement database.

Need More Details? Check out the following concepts:

- "What is Location Management?" on page 19

STOP Before you begin, be sure that facilities are defined in the Lawson Procurement (PO) application. In PO, facilities are called companies. They are defined on PO Company Setup (PO01.1). For more information, see the Procurement User Guide.

STEPS To add facilities from Procurement

1. Select Location Management in the Administration menu.
2. Select Facilities > Add Facility from Procurement on the Location Management page.
The Search for a Procurement Facility to Add to Mobile SCM page appears.

Figure 12. Form clip: Search for a Procurement Facility to Add to Mobile SCM

3. Consider the following fields.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility</td>
<td>Select the name of the facility you want to add from Procurement.</td>
</tr>
<tr>
<td>Facility Description</td>
<td>Enter the facility description you want to add from Procurement.</td>
</tr>
</tbody>
</table>

4. Click Search to display the facilities that match your search criteria.

The Select a Procurement Facility to Add to Mobile SCM page appears.

Figure 13. Form clip: Select a Procurement Facility to Add to Mobile SCM

5. Click Add Facility to Mobile SCM next to the facility you want to add to the application server.
The Add Procurement Facility to Mobile SCM page appears.

Figure 14. Form clip: Add Procurement Facility to Mobile SCM

6. Click OK to add the facility from Procurement.
7. To add another facility, click Add Another and follow the preceding steps. When you are finished adding new facilities, click Done.

Modifying Facilities

Use this procedure to modify facilities not associated with Lawson Procurement.

Need More Details? Check out the following concepts:

- "What is Location Management?" on page 19

STEPS To modify facilities

1. Select Location Management in the Administration menu.
2. Select Facilities > Modify on the Location Management page.
The Search for a Facility to Modify page appears.

*Figure 15. Form clip: Search for a Facility to Modify*

3. Consider the following fields.

- **Facility**
  Select the facility you want to modify.

- **Facility Description**
  Enter the description of the facility you want to modify.

- **Facility Association**
  Select the association to Procurement of the facility you want to modify.

*NOTE* You can click Search Again to return to the Search for a Facility to Modify page, or you can click Cancel to return to the Location Management page.

4. Click Search to display all facilities that fit your search criteria.

The Select Facility to Modify page appears.

*Figure 16. Form clip: Select Facility to Modify*

5. Click Modify next to the facility you want to modify.
The Modify Facility page appears.

Figure 17. Form clip: Modify Facility

6. Edit the Facility Description as you need.
7. Click Modify Facility to save your changes.
8. The Modify Facility page displays the newly-modified user information. Click OK to confirm the changes.

Viewing and Printing Facilities

Use this procedure to view or print facility information for single facilities

Need More Details? Check out the following concepts:

• "What is Location Management?" on page 19

STEPS To view or print facilities

1. Select Location Management in the Administration menu.
2. Select Facilities > View/Print on the Location Management page.
3. Consider the following fields.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility</td>
<td>Select the facility you want to view or print.</td>
</tr>
<tr>
<td>Facility Description</td>
<td>Enter the description of the facility you want to view or print.</td>
</tr>
<tr>
<td>Status</td>
<td>Select the activity status of the facility that you want to view or print.</td>
</tr>
<tr>
<td>Facility Association</td>
<td>Select the association to Procurement of the facility you want to view or print.</td>
</tr>
</tbody>
</table>

4. Click Search to display all the facilities that fit your search criteria.
The Select Facility to View/Print page appears.

Figure 19. Form clip: Select Facility to View/Print

5. Click View/Print next to the facility you want to view or print.

The View/Print Facility page appears.

Figure 20. Form clip: View/Print Facility

6. Click Print to print the facility information.

7. Click Print Label to print a facility bar code label.

8. Click Done to return to the Location Management page.
Inactivating Facilities

Use this procedure to inactivate facilities that are no longer in use. This does not delete the facility so administrators can maintain a record of a facility’s activities.

Need More Details? Check out the following concepts:
- "What is Location Management?" on page 19

STEPS To inactivate facilities
1. Select Location Management in the Administration menu.
2. Select Facilities > Inactivate on the Location Management page.

The Search for a Facility to Inactivate page appears.

Figure 21. Form clip: Search for a Facility to Inactivate

3. Consider the following fields.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility</td>
<td>Select the facility you want to inactivate.</td>
</tr>
<tr>
<td>Facility Description</td>
<td>Enter the description of the facility you want to inactivate.</td>
</tr>
<tr>
<td>Status</td>
<td>Select the activity status of the facility that you want to inactivate.</td>
</tr>
<tr>
<td>Facility Association</td>
<td>Select the association to Procurement of the facility you want to inactivate.</td>
</tr>
</tbody>
</table>

4. Click Search to display all facilities that fit your search criteria.
The Select Facility to Inactivate page appears.

*Figure 22. Form clip: Select Facility to Inactivate*

5. Click Inactivate next to the facility you want to inactivate.

The Inactivate Facility page appears.

*Figure 23. Form clip: Inactivate Facility*

6. Click Inactivate to inactivate the selected facility.

7. The Inactivate Facility confirmation page appears. Click OK to return to the Location Management page.

---

**Adding Locations from Procurement**

Use this procedure to add locations from the Lawson Procurement database.
Need More Details? Check out the following concepts:
- "What is Location Management?" on page 19

**STEPS**

**To add locations from Procurement**

1. Select Location Management in the Administration menu.
2. Select Facilities > Add Location from Procurement on the Location Management page.
   
The Search for a Procurement Location to Add to Mobile SCM page appears.

*Figure 24. Form clip: Search for a Procurement Location to Add to Mobile SCM*

3. Consider the following fields.

   **Facility**
   Select the facility of the Procurement location you want to add.

   **Facility ID**
   Enter the facility ID of the Procurement location you want to add.

   **Location Description**
   Enter the description of the Procurement location you want to add.

4. Click Search to display all the Procurement locations that fit your search criteria.

**NOTE** Par location are automatically added for use in Par and Cycle Counting based on their existence in Supply Chain Management.
The Select Procurement Location to Add to Mobile SCM page appears.

Figure 25. Form clip: Select Procurement Location to Add to Mobile SCM

5. Click Add to Mobile SCM next to the facility you want to add to the application server.

The Add Procurement Location to Mobile SCM page appears.

Figure 26. Form clip: Add Procurement Location to Mobile SCM

6. Consider the following fields on the Add Procurement Location to Mobile SCM page.

**Exchange Cart** Select this check box if the location is an exchange cart.
Par Location
Indicates that the location is a par location.

NOTE This field can only be set based on the existence of a Supply Chain Management par location.

Pick-for-Par (PFP)
Select this check box if the location is a pick for par location.

NOTE Pick for Par is only available if the location is a par location.

7. Click Print Label to print a bar code label for the location.
8. To add another facility, click Back to Search Results and follow the preceding steps. When you are finished adding new facilities, click Done.

Modifying Locations

Use this procedure to modify locations not associated with Lawson Procurement.

Need More Details? Check out the following concepts:
• "What is Location Management?" on page 19

STEPS To modify locations
1. Select Location Management in the Administration menu.
2. Select Locations > Modify on the Location Management page.
The Search for a Location to Modify page appears.

*Figure 27. Form clip: Search for a Location to Modify*

3. Consider the following fields.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility</td>
<td>Select the facility of the location that you want to modify.</td>
</tr>
<tr>
<td>Location ID</td>
<td>Enter the location ID of the location that you want to modify.</td>
</tr>
<tr>
<td>Location Description</td>
<td>Enter the description of the location that you want to modify.</td>
</tr>
<tr>
<td>Location Activities</td>
<td>Select the activities associated with the location that you want to modify.</td>
</tr>
</tbody>
</table>

**TIP** To select more than one activity, hold down the Ctrl key while selecting activities.

**NOTE** For information about navigating search results see "To navigate search results" on page 56.

4. Click Search to display all users that fit your search criteria.

The Select Location to Modify page appears.
5. Click Modify next to the location that you want to modify.

The Modify Location page appears.

6. Click Consider the following fields.

<table>
<thead>
<tr>
<th>Location Description</th>
<th>Enter a brief description of the selected location.</th>
</tr>
</thead>
</table>

**NOTE** If the location you are modifying was created in Lawson Procurement, this field is display only.
**Report Groups**

Select the report group you want to associate with the locations. See "Report Groups" on page 19 for information about report groups.

**Exchange Cart**

Select this check box if the location is an exchange cart.

**Par**

Indicates that the location is a par location.

**NOTE** This field can only be set up in Lawson Procurement.

**Pick for Par**

Select this check box if the location is a pick for par location.

**NOTE** Pick for Par is only available if the location is a par location.

7. Click **Modify** to save your changes.

   The Modify Location page appears.

   *Figure 30. Form clip: Modify Location*

8. Consider the following options.

   **Print Label**
   
   Click this button to print a bar code label for this location.

   **Done**
   
   Click this button to return to the Location Management page.
Viewing and Printing Locations

Use this procedure to view or print location information for single locations.

Need More Details? Check out the following concepts:
- "What is Location Management?" on page 19

**STEPS** To view or print locations
1. Select Location Management in the Administration menu.
2. Select Locations > View/Print on the Location Management page.

The Search for a Location to View/Print page appears.

Figure 31. Form clip: Search for a Location to View/Print

3. Consider the following fields.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility</td>
<td>Select the facility of the location that you want to view or print.</td>
</tr>
<tr>
<td>Location ID</td>
<td>Enter the location ID of the location that you want to view or print.</td>
</tr>
<tr>
<td>Location Description</td>
<td>Enter the description of the location that you want to view or print.</td>
</tr>
<tr>
<td>Location Activities</td>
<td>Select the activities associated with the location that you want to view or print.</td>
</tr>
<tr>
<td><strong>TIP</strong></td>
<td>To select more than one activity, hold down the Ctrl key while selecting activities.</td>
</tr>
<tr>
<td>Location Association</td>
<td>Select the association to Procurement of the location that you want to view or print.</td>
</tr>
</tbody>
</table>

4. Click Search to display all users that fit your search criteria.
The Select Location to View/Print page appears.

Figure 32. Form clip: Select Location to View/Print

5. Click View/Print next to the facility you want to view or print.
   The View/Print Location page appears.

Figure 33. Form clip: View/Print Location

6. Consider the following options.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Print</strong></td>
<td>Click this button to print the location information.</td>
</tr>
<tr>
<td><strong>Print Label</strong></td>
<td>Click this button to print a bar code label for this location.</td>
</tr>
<tr>
<td><strong>Done</strong></td>
<td>Click this button to return to the Location Management page.</td>
</tr>
</tbody>
</table>
Inactivating Locations

Use this procedure to inactivate locations that are no longer in use. This does not delete the location so administrators can maintain a record of a location’s activities.

Need More Details? Check out the following concepts:
- "What is Location Management?" on page 19

**STEPS**

To inactivate locations

1. Select Location Management in the Administration menu.
2. Select Locations > Inactivate on the Location Management page.
   The Search for a Location to Inactivate page appears.

   *Figure 34. Form clip: Search for a Location to Inactivate*

3. Consider the following fields.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility</td>
<td>Select the facility of the location that you want to inactivate.</td>
</tr>
<tr>
<td>Location ID</td>
<td>Enter the location ID of the location that you want to inactivate.</td>
</tr>
<tr>
<td>Location Description</td>
<td>Enter the description of the location that you want to inactivate.</td>
</tr>
<tr>
<td>Location Activities</td>
<td>Select the activities associated with the location that you want to inactivate.</td>
</tr>
</tbody>
</table>

   **TIP** To select more than one activity, hold down the **Ctrl** key while selecting activities.
4. Click Search to display all locations that fit your search criteria.

The Select Location to Inactivate page appears.

*Figure 35. Form clip: Select Location to Inactivate*

5. Click Inactivate next to the facility you want to inactivate.

The Inactivate Location page appears.

*Figure 36. Form clip: Inactivate Location*

6. Click Inactivate to inactivate the selected location.

7. The Inactivate Location confirmation page appears. Click OK to return to the Location Management page.
Printing Location Labels

Use this procedure to print bar code labels for locations.

**Need More Details?** Check out the following concepts:

- "What is Location Management?" on page 19

**STEPS** To print location labels

1. Select Location Management in the Administration menu.
2. Select Locations > Print Labels on the Location Management page.

The Search for a Location to Print Labels page appears.

*Figure 37. Form clip: Search for a Location to Print Labels*

3. Consider the following fields.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility</td>
<td>Select the facility of the location for which you want to print labels.</td>
</tr>
<tr>
<td>Location ID</td>
<td>Enter the location ID of the location for which you want to print labels.</td>
</tr>
<tr>
<td>Location Description</td>
<td>Enter the description of the location for which you want to print labels.</td>
</tr>
<tr>
<td>Location Activities</td>
<td>Select the activities associated with the location for which you want to print labels.</td>
</tr>
<tr>
<td></td>
<td><strong>TIP</strong> To select more than one activity, hold down the Ctrl key while selecting activities.</td>
</tr>
<tr>
<td>Location Association</td>
<td>Select the association to Procurement of the location for which you want to print labels.</td>
</tr>
</tbody>
</table>

4. Click Search to display all users that fit your search criteria.
The Select Locations to Print Labels page appears.

Figure 38. Form clip: Select Locations to Print Labels

5. Select the check boxes of the location for which you want to print labels.
6. Click Print.
7. On the Print Labels confirmation page click Done to return to the Location Management page.

Printing Sub Location Labels

Use this procedure to print sub location labels.

**STEPS**

To print sub location labels

1. Select Location Management in the Administration menu.
2. Select Sub Locations on the Location Management page.
The Search for Sub-Locations to Manage / Print Labels appears.

Figure 39. Form clip: Search for Sub-Locations to Manage / Print Labels

3. Consider the following fields.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility</td>
<td>Select the facility to which the sub-location belongs.</td>
</tr>
<tr>
<td>Location</td>
<td>Select the location to which the sub-location belongs.</td>
</tr>
<tr>
<td>From Sub Location</td>
<td>Enter a sub-location to search for a range of sub-locations.</td>
</tr>
<tr>
<td>To Sub Location</td>
<td>Enter a sub-location to search for a range of sub-locations.</td>
</tr>
</tbody>
</table>

4. Click Next to display all the sub locations that fit your search criteria.
The Sub Locations page appears.

**Figure 40. Form clip: Sub Locations**

5. On the Sub Locations page, select the check boxes of the sub locations for which you want to print bar code labels.

6. Click Print Labels.

7. When you have finished print sub location labels, click Done.

### Adding Users from the Portal

Users perform specific tasks, depending on the groups they are assigned to. Groups are made up of users who perform similar tasks. When you add users, you assign values to them that determine the data they can access and the tasks they can perform.

**Need More Details?** Check out the following concepts:

- "What is User Management?" on page 18

**STEPS** To add a user from the Portal

1. Select User Management in the Administration menu.
2. Select Users > Add New from Portal on the User Management page.
The Search for a Portal User to Add to Mobile SCM page appears.

Figure 41. Form clip: Search for a Portal User to Add to Mobile SCM

4. Consider the following fields.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Portal User ID</strong></td>
<td>Enter the user ID for the portal user that you want to add to Mobile SCM.</td>
</tr>
<tr>
<td><strong>First Name</strong></td>
<td>Enter the first name for the portal user that you want to add to Mobile SCM.</td>
</tr>
<tr>
<td><strong>Last Name</strong></td>
<td>Enter the last name for the portal user that you want to add to Mobile SCM.</td>
</tr>
<tr>
<td><strong>Employee ID</strong></td>
<td>Enter the employee ID for the portal user that you want to add to Mobile SCM.</td>
</tr>
</tbody>
</table>

5. Click Search.

The Select a Portal User to Add to Mobile SCM page appears.
6. Click Add to Mobile SCM to add the portal user.

The Add Portal User to Mobile SCM page appears.

7. Consider the following fields and controls.

<table>
<thead>
<tr>
<th><strong>Group</strong></th>
<th>Select the group to which the user is assigned.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Assign Access</strong></td>
<td>Click this button to assign user access to locations. See “To assign user access to locations” on page 53 for steps on how to assign user access.</td>
</tr>
</tbody>
</table>
Assign Defaults  
Click this button to set the default locations for the user. See "To assign locations defaults" on page 55 for steps on how to set location defaults.

8. Click Add User to add the new user information to the application.

The Add New User confirmation page appears with the information for the user you added.

Figure 44. Form clip: Add New User

9. Click OK to return to the User Management page.

**STEPS**  
To assign user access to locations

The Location Access page appears.

**Figure 45. Form clip: Assign Access to Locations**

2. Consider the following fields on the Assign Access to Locations page to assign user access to facility locations.

<table>
<thead>
<tr>
<th><strong>Global Access</strong></th>
<th>A user can have Global Access, which means that they have access to all Facilities and Locations. Any user with Global Access can grant Global Access to other users. If a user does not have Global Access, the Global Access check box does not display.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Facility</strong></td>
<td>Locations are assigned one Facility at a time. The Facility drop-down displays that lists all Facilities for which the user has access to one or more Locations.</td>
</tr>
<tr>
<td><strong>Locations</strong></td>
<td>For each Facility, as an administrator you can grant a user can two levels of access:</td>
</tr>
<tr>
<td></td>
<td>• All Locations: All current Locations for the Facility, as well as any Locations that are added in the future. The All Location option is not displayed if the current user has access to all locations for the facility.</td>
</tr>
<tr>
<td></td>
<td>• Specific Locations: Only the individual Locations that are selected. Only the Locations that the current user has access to will display.</td>
</tr>
</tbody>
</table>

3. Click Add after selecting the locations you want to grant the user access to within a facility.
The Locations are added to the User’s Locations list. If you want to remove locations that the current user should not have access to, click Remove.

4. Click Done when you are finished granting access to locations for the current user.

**STEPS**

**To assign locations defaults**

1. Select Default Locations.

The Assign Locations Defaults page appears.

For each application that is installed, the Default Location settings display.

*Figure 46. Form clip: Assign Location Defaults*

Assign Location Defaults

Assign default locations for Mobile SGM user.

<table>
<thead>
<tr>
<th>Default Locations</th>
<th>Facility</th>
<th>Location</th>
<th>Assigned</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Default Case Cart Pick</td>
<td>(select one)</td>
<td>(select one)</td>
<td></td>
</tr>
<tr>
<td>Default Decontamination</td>
<td>(select one)</td>
<td>(select one)</td>
<td></td>
</tr>
<tr>
<td>Default Instrument Source</td>
<td>(select one)</td>
<td>(select one)</td>
<td></td>
</tr>
<tr>
<td>Default Sterilization</td>
<td>(select one)</td>
<td>(select one)</td>
<td></td>
</tr>
<tr>
<td>Default Storage</td>
<td>(select one)</td>
<td>(select one)</td>
<td></td>
</tr>
<tr>
<td>Default Transfer</td>
<td>(select one)</td>
<td>(select one)</td>
<td></td>
</tr>
<tr>
<td>MPC</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Default EXCHANGE CART</td>
<td>(select one)</td>
<td>(select one)</td>
<td></td>
</tr>
<tr>
<td>Default PAR</td>
<td>(select one)</td>
<td>(select one)</td>
<td></td>
</tr>
<tr>
<td>Default PIVIX FOR PAR</td>
<td>(select one)</td>
<td>(select one)</td>
<td></td>
</tr>
<tr>
<td>RAD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Default Delier:To</td>
<td>(select one)</td>
<td>(select one)</td>
<td></td>
</tr>
<tr>
<td>Default Issue Requesting Loc</td>
<td>(select one)</td>
<td>(select one)</td>
<td></td>
</tr>
<tr>
<td>Default Receiving and Delivery Transfer</td>
<td>(select one)</td>
<td>(select one)</td>
<td></td>
</tr>
<tr>
<td>Default Receiving</td>
<td>(select one)</td>
<td>(select one)</td>
<td></td>
</tr>
<tr>
<td>Default Stock Location</td>
<td>(select one)</td>
<td>(select one)</td>
<td></td>
</tr>
</tbody>
</table>

2. Select the facility and location to set each default location default for the selected user.

3. Click Done.
Navigating Search Results

Use this procedure to navigate through multiple pages of results when performing a search.

**STEPS**  
**To navigate search results**

1. Perform a search.
   
   A search results page appears.

2. Consider the following fields and controls.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Go to Page</td>
<td>Enter a page number in this field and click Go to display the selected page number.</td>
</tr>
<tr>
<td>First Page</td>
<td>Click this link to return to the first page of search results.</td>
</tr>
<tr>
<td>Previous</td>
<td>Click this link to display the previous page.</td>
</tr>
<tr>
<td>Next</td>
<td>Click this link to display the next page of search results.</td>
</tr>
<tr>
<td>Last</td>
<td>Click this page to display the last page of search results.</td>
</tr>
</tbody>
</table>

Modifying Users

Use this procedure to modify user information name, password, employee ID, and group association.

**Need More Details?** Check out the following concepts:

- "What is User Management?" on page 18

**STEPS**  
**To modify a user**

1. Select User Management in the Administration menu.
2. Select Users > Modify on the User Management page.
4. Consider the following fields.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>User ID</td>
<td>Enter the user ID to search for the user that you want to modify.</td>
</tr>
<tr>
<td>First Name</td>
<td>Enter the first name of the user that you want to modify.</td>
</tr>
<tr>
<td>Last Name</td>
<td>Enter the last name of the user that you want to modify.</td>
</tr>
<tr>
<td>User Group</td>
<td>Select the user group the user belongs to that you want to modify.</td>
</tr>
<tr>
<td>Facility</td>
<td>Select the facility of the user that you want to modify.</td>
</tr>
<tr>
<td>User Association</td>
<td>Select the Portal association of the user that you want to modify.</td>
</tr>
</tbody>
</table>

5. Click Search to display the users that fit your search criteria.

The Select a User to Modify page appears.
NOTE You can click Search Again to return to the Search for a User to Modify page.

6. Click Modify next to the user that you want to modify.

The Modify User page appears.

Figure 49. Form clip: Modify User

7. Consider the following fields.

**User ID**

Displays the user ID for the user that you want to modify.

**First Name**

Edit the first name of the new user.

**NOTE** The user ID field accepts alpha characters only. The name you enter here is the same name the user enters on the Login page.
<table>
<thead>
<tr>
<th>Last Name</th>
<th>Edit the last name of the new user.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Password</td>
<td>Edit a user password.</td>
</tr>
</tbody>
</table>

**NOTE** The password must be at least five characters. This is the password the user enters on the Login page.

<table>
<thead>
<tr>
<th>Confirm Password</th>
<th>Edit the password again to confirm.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associated to Portal</td>
<td>Displays the status of the current user’s association to the Portal.</td>
</tr>
<tr>
<td>Employee ID</td>
<td>Edit the employee identification number for the user.</td>
</tr>
<tr>
<td>E-mail</td>
<td>Edit a valid e-mail address for the user.</td>
</tr>
<tr>
<td>Active</td>
<td>Displays the activity status of the user.</td>
</tr>
<tr>
<td>Group</td>
<td>Modify the group to which the user is assigned.</td>
</tr>
</tbody>
</table>

8. Modify user location access and default locations for the user. For more information, see "To assign user access to locations" on page 53 and "To assign locations defaults" on page 55.

9. Click Modify User to save your changes.

10. The Modify User page displays the newly-modified user information. Click OK to confirm the changes.

---

**Viewing and Printing Users**

Use this procedure to view or print information about single users.

**Need More Details?** Check out the following concepts:

- "What is User Management?" on page 18

**STEPS**

**To view or print a user**

1. Select User Management in the Set Up menu.
2. Select Users > View/Print on the User Management page.
The Search for a User to View/Print page appears.

Figure 50. Form clip: Search for a User to View/Print

3. Consider the following fields.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>User ID</td>
<td>Enter the user ID to search for the user you want to view or print.</td>
</tr>
<tr>
<td>First Name</td>
<td>Enter the first name of the user that you want to view or print.</td>
</tr>
<tr>
<td>Last Name</td>
<td>Enter the last name of the user that you want to view or print.</td>
</tr>
<tr>
<td>User Group</td>
<td>Select the user group the user belongs to that you want to view or print.</td>
</tr>
<tr>
<td>Status</td>
<td>Select the activity status of the user that you want to view or print.</td>
</tr>
<tr>
<td>Facility</td>
<td>Select the facility of the user that you want to view or print.</td>
</tr>
<tr>
<td>User Association</td>
<td>Select the Portal association of the user that you want to view or print.</td>
</tr>
</tbody>
</table>

4. Click Search to display all users that fit your search criteria.
5. Click Search to display the users that fit your search criteria.

The Select a User to View/Print page appears.
6. Click View/Print next to the user that you want to view or print. The View/Print User page appears.  

[Figure 51. Form clip: Select a User to View/Print]

7. Click Print to print the user information. 
8. Click Done to return to the User Management page. 

Inactivating Users

Use this procedure to inactivate users who no longer use the application. This does not delete the user so administrators can maintain a record of a user’s activities.
Need More Details? Check out the following concepts:
• “What is User Management?” on page 18

**STEPS To inactivate users**
1. Select User Management in the Administration menu.
2. Select Users > Inactivate on the User Management page.

The Search for a User to Inactivate page appears.

*Figure 53. Form clip: Search for a User to Inactivate*

4. Consider the following fields.

<table>
<thead>
<tr>
<th><strong>User ID</strong></th>
<th>Enter the user ID to search for the user you want to view or print.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Name</strong></td>
<td>Enter the first name of the user that you want to inactivate.</td>
</tr>
<tr>
<td><strong>Last Name</strong></td>
<td>Enter the last name of the user that you want to inactivate.</td>
</tr>
<tr>
<td><strong>User Group</strong></td>
<td>Select the user group the user belongs to that you want to inactivate.</td>
</tr>
<tr>
<td><strong>Facility</strong></td>
<td>Select the facility of the user that you want to inactivate.</td>
</tr>
<tr>
<td><strong>User Association</strong></td>
<td>Select the Portal association of the user that you want to inactivate.</td>
</tr>
</tbody>
</table>

5. Click Search to display all users that fit your search criteria.
The Select a User to Inactivate page appears.

Figure 54. Form clip: Select a User to Inactivate

6. Click Inactivate next to the user you want to inactivate.

The Inactivate User page appears.

Figure 55. Form clip: Inactivate User

7. Click Inactivate to inactivate the selected user.

NOTE If you inactivate a user through the portal, Lawson Mobile Supply Chain Management automatically inactivates the corresponding record.

8. The Inactivate User confirmation page appears. Click OK to return to the User Management page.
Adding Printers

Use this procedure to add a printer to your system.

Need More Details? Check out the following concepts:
  • "How do I Manage Printers?" on page 19

**STEPS** To add a printer

1. Select Printer Management in the Administration menu.
2. Select Printers > Add on the Printer Management page.

The Add Printer page appears.

*Figure 56. Form clip: Add Printer*

4. Consider the following fields on the Add Printer page.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Printer Name</strong></td>
<td>Enter the name of the printer you are adding.</td>
</tr>
<tr>
<td><strong>Hostname</strong></td>
<td>Enter the network address or I.P. address for the printer.</td>
</tr>
<tr>
<td><strong>Type</strong></td>
<td>Select the type of printer that you want to add.</td>
</tr>
<tr>
<td></td>
<td>• Report – A printer that prints documents on the standard 8.5 x 11 inch paper stock.</td>
</tr>
<tr>
<td></td>
<td>• Label – A specialized printer for labels that uses a language to describe the layout of information on a label.</td>
</tr>
</tbody>
</table>

**NOTE** See for information for setting up label printers below (Step 4).
Facility
Select the facility you make the printer accessible from.

Facility Default
Select this check box to make the printer you are adding the default printer for the selected facility.

5. Consider the following Label Printer Details fields if you are adding a label printer.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Make</td>
<td>Enter the brand name of the label printer.</td>
</tr>
<tr>
<td>Port</td>
<td>Enter the port that the label printer is connected to.</td>
</tr>
<tr>
<td>Model</td>
<td>Enter the model number of the label printer.</td>
</tr>
<tr>
<td>Protocol</td>
<td>Select the printing protocol your system uses for label printers.</td>
</tr>
<tr>
<td>LPR Server</td>
<td>Enter the server your laser printer is connected to.</td>
</tr>
<tr>
<td>Language</td>
<td>Enter the name of the proprietary language the label printer uses to determine the layout of text on the label.</td>
</tr>
<tr>
<td>User Name</td>
<td>Enter your user name.</td>
</tr>
<tr>
<td>Password</td>
<td>Enter your password.</td>
</tr>
<tr>
<td>Confirm Password</td>
<td>Re-enter your password.</td>
</tr>
<tr>
<td>Max Retries</td>
<td>Enter the number of times that you want the label printer to retry printing if there is an error.</td>
</tr>
<tr>
<td>Retry Timeout</td>
<td>Enter the number of seconds that you want the label printer to wait before trying to print after an error.</td>
</tr>
</tbody>
</table>

6. Click Done to save the printer information.
The Add Printer confirmation page appears.

*Figure 57. Form clip: Add Printer*

7. Click OK to return to the Printer Management page.

## Modifying Printers

Use this procedure to modify a printer connected to your system.

**Need More Details?** Check out the following concepts:
- "How do I Manage Printers?" on page 19

**STEPS To modify a printer**

1. Select Printer Management in the Set Up menu.
The Search for a Printer to Modify or Delete page appears.

Figure 58. Form clip: Search for a Printer to Modify or Delete

3. Consider the following fields.

**Facility**
Select the facility of the printer that you want to modify.

**Printer Name**
Enter the name of the printer that you want to modify.

**Printer Hostname**
Enter the hostname of the printer that you want to modify.

**Printer Type**
Select either Report or Label depending on what type of printer that you want to modify.

4. Click Search to display the printers that fit your search criteria.

**TIP** Click Show All to show all printers in the Surgical Instrument Management system.
5. Click Edit in the row of the printer that you want to modify.

The Modify Printer page appears.

6. On the Modify Printer page, consider the following fields.

**Printer Name**
Edit the name of the printer you are adding.

**Hostname**
Edit the network address or I.P. address for the printer.
Type
Select the type of printer that you want to add.

- Report – A printer that prints documents on the standard 8.5 x 11 inch paper stock.
- Label – A specialized printer for labels that uses a language to describe the layout of information on a label.

NOTE See for information for modifying label printers below (Step 7).

Facility
Select the facility you make the printer accessible from.

Facility Default
Select this check box to make the printer you are modifying the default printer for the selected facility.

7. Consider the following Label Printer Details fields if the printer you are modifying is a label printer.

Make
Edit the brand name of the label printer.

Port
Edit the port that the label printer is connected to.

Model
Edit the model number of the label printer.

Protocol
Select the printing protocol your system uses for label printers.

LPR Server
Edit the server your laser printer is connected to.

Language
Edit the name of the proprietary language the label printer uses to determine the layout of text on the label.

User Name
Edit your user name.

Password
Edit your password.

Confirm Password
Re-enter your password.

Max Retries
Edit the number of times that you want the label printer to retry printing if there is an error.

Retry Timeout
Edit the number of seconds that you want the label printer to wait before trying to print after an error.

8. Click Done to save the printer information.

9. On the Modify Printer confirmation page, click OK to return to the Printer Management page.

Deleting Printers

Use this procedure to delete a printer from your system.
Need More Details? Check out the following concepts:

- "How do I Manage Printers?" on page 19

**STEPS**  
**To delete a printer**

1. Select Printer Management in the Set Up menu.

The Search for a Printer to Modify or Delete page appears.

*Figure 61. Form clip: Search for a Printer to Modify or Delete*

3. Consider the following fields.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility</td>
<td>Select the facility of the printer you want to modify or delete.</td>
</tr>
<tr>
<td>Printer Name</td>
<td>Enter the name of the printer you want to modify or delete.</td>
</tr>
<tr>
<td>Printer Hostname</td>
<td>Enter the hostname of the printer you want to modify or delete.</td>
</tr>
<tr>
<td>Printer Type</td>
<td>Select either Report or Label depending on what type of printer you want to modify or delete.</td>
</tr>
</tbody>
</table>

4. Click Search to display the printers that fit your search criteria.
The Select Printer to Modify or Delete page appears.

Figure 62. Form clip: Select Printer to Modify or Delete

5. Click the delete button in the row of the printer that you want to delete.

The Delete Printer page appears.

Figure 63. Form clip: Delete Printer

6. Click OK to delete the selected printer.

7. Click Done to save the printer information.

8. On the Modify Printer confirmation page, click OK to return to the Printer Management page.
Mapping Printers to Locations

Use this procedure to map printers to the locations in your facility.

**Need More Details?** Check out the following concepts:
- "How do I Manage Printers?" on page 19

**STEPS**

To map a printer to a location

1. Select Printer Management in the Set Up menu.
2. Select Printers > Map Printer to Locations on the Printer Management page.

The Map Printers to Location page appears.

*Figure 64. Form clip: Map Printers to Location*

3. Consider the following fields.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility</td>
<td>Select the facility to which you want to map the printer.</td>
</tr>
<tr>
<td>Location</td>
<td>Select the location in the facility to which you want to map the printer.</td>
</tr>
</tbody>
</table>

4. Select the check boxes of the printers in the All Printer in Facility list that you want to map to a location.
5. Click Add.

The printers you selected are added to the Printers Mapped to Location list.

To remove printers from the Printers Mapped to Location list, select the check box next to the printers that you want to remove and click Remove.
6. When you are finished with mapping printers to a location click Done.
Mapping Label Printers to Workstations

Use this procedure to map label printers to the workstations in your facility.

**Need More Details?** Check out the following concepts:
- "How do I Manage Printers?" on page 19

**STEPS** To map a label printer to a workstation

1. Select Printer Management in the Set Up menu.
2. Select Printers > Label Printers to Workstations on the Printer Management page.

The Map Label Printers to Workstations page appears.

*Figure 65. Form clip: Map Label Printers to Workstations*

3. Consider the following fields.

   **Facility** Select the facility to which you want to map a label printer to a workstation.

4. Click Add Workstation.
The Add Label Printer to Workstation Mapping popup window appears.

Figure 66. Form clip: Add Label Printer To Workstation Mapping.

Add Label Printer To Workstation Mapping

Facility:
999 ASSEMBLY FACILITY

Label Printer: (select one) Workstation:

OK Cancel

5. Consider the following fields.

<table>
<thead>
<tr>
<th>Label Printer</th>
<th>Select the label printer that you want to map to the workstation.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workstation</td>
<td>Enter the I.P. address for the workstation to which you want to map the label printer.</td>
</tr>
</tbody>
</table>

6. Click OK.

7. If you already have a label printer mapped to a workstation, but want to change the workstation it’s mapped to, click Edit on the Map Label Printers to Workstations page.
The Edit Label Printer to Workstation Mapping popup window appears.

Figure 67. Form clip: Edit Label Printer To Workstation Mapping

8. Enter the I.P. address for the workstation to which you want to map the label printer.

9. Click OK.

10. If you want to delete label printer and workstation associations, on the Map Label Printers to Workstations page do one of the following.
    • Click Delete in the row of the printer name and click OK when prompted to delete the association
    • Select the check boxes of the rows of printer associations that you want to delete and click Delete Checked.

11. When you are finished adding or modifying printer-workstation associations, click Done.
This chapter explains cycle counting procedures used in the Par and Cycle Counting web application.
The following concepts provide background and conceptual information for the procedures within this chapter.

- "What is Cycle Counting?" on page 78
- "What is a Select ID?" on page 78
- "What is Blind Counting?" on page 78
- "What is a Freeze File?" on page 78

**What is Cycle Counting?**

Cycle counting is the process of counting a subset or inventory items on a schedule throughout the year to verify and update inventory levels.

**What is a Select ID?**

A select ID (selection identifier) is a selection of inventory items that you want to count for a specific inventory purpose. You can have multiple select IDs that are used for different kinds of inventory assessments.

Select IDs are created in the Supply Chain Management system.

**What is Blind Counting?**

Blind counting is a term that indicates that the count sheets or the handheld terminal (HHT) program does not display the current stock-on-hand quantity.

**What is a Freeze File?**

A freeze file is a snapshot of current stock-on-hand item quantities as recorded by the Lawson Inventory Control application.

You can use the freeze file to compare the inventory quantities that you have in stock with the inventory quantities that are recorded in the Inventory Control application.

---

**TIP** To skip directly to the procedures, see "Procedures in this Chapter" on page 79.
Procedures in this Chapter

This section provides procedural guidance on using the web application to perform cycle counting procedures.

- "Configuring Cycle Counting" on page 80
- "Printing Bin Labels" on page 81
- "Printing Item Labels" on page 82
- "Running Cycle Count Reports" on page 84
Configuring Cycle Counting

Use this procedure to configure how users use the cycle counting functions on the handheld application.

**STEPS**

To configure cycle counting

1. Select Cycle Counting in the Par and Cycle menu.
2. Select Configuration on the Cycle Counting page.

   The Cycle Counting Configuration page appears.

   *Figure 68. Form clip: Cycle Counting Configuration*

3. Consider the following fields.

   **Blind Counting**
   
   Select one of the following options.
   
   - Yes – The handheld application does not display the freeze quantity during counting.
   - No – The handheld application displays the freeze quantity during counting.

   **Validate Count against Freeze Qty.**
   
   Select Yes or No to validate cycle counts against the freeze quantity. Freeze quantity is the count quantity that exists in the Par and Cycle Counting application.

   *NOTE* You can select Yes only if the Blind Counting option is set to Yes.

4. Click Update to update the configuration. If you click Cancel, you will return to the Cycle Counting page.
Printing Bin Labels

Use this procedure to print labels for bins that you will count during the cycle counting process.

**STEPS To print bin labels**

1. Select Cycle Counting from the Par and Cycle menu.
2. Select Print Labels > Bins.

The Print Bin Labels page appears.

*Figure 69. Form clip: Print Bin Labels*

3. Consider the following fields.

<table>
<thead>
<tr>
<th><strong>Facility</strong></th>
<th>Select the facility for which you want to print the bin labels.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Location</strong></td>
<td>Select the location in the facility for which you want to print the bin labels.</td>
</tr>
</tbody>
</table>
The system automatically displays a list of items for which to print labels.

*Figure 70. Form clip: Select Bin Labels to Print*

4. Consider the following fields.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Inventory</strong></td>
<td>Select this check box to print an inventory location label for the location you selected.</td>
</tr>
<tr>
<td><strong>Location Label</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Bin Labels</strong></td>
<td>Select the check boxes for the items for which bins you want to print labels.</td>
</tr>
</tbody>
</table>

5. Click Print to print the labels.

6. On the print confirmation page, click Done to return to the Cycle Counting page.

**Printing Item Labels**

Use this procedure to print labels for bins that you will count during the cycle counting process.

**STEPS To print item labels**

1. Select Cycle Counting from the Par and Cycle menu.
2. Select Print Labels > Inventory Items.
The Print Item Labels page appears.

3. Consider the following fields.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility</td>
<td>Select the facility for which you want to print the item labels.</td>
</tr>
<tr>
<td>Location</td>
<td>Select the location in the facility for which you want to print the item labels.</td>
</tr>
</tbody>
</table>

The system automatically displays a list of items for which to print labels.
Running Cycle Count Reports

The Cycle Counting function generates two reports:

- Cycle Counts
- Cycle Count Status

**STOP** You must record cycle counts first in order to run reports. See “Entering Cycle Counts” on page 101 for more information.

**STEPS**

**To run a Cycle Counts Report**

1. Select Cycle Counting in the Par and Cycle menu.
   
   The Search for Cycle Counts Report page appears.

3. Consider the following fields.

   **Facility**
   Select the facility you want to search for.

   **Location**
   Select the inventory location you want to search for.

   **Select ID**
   Enter the specific select ID you want to search for.
**Status**  
Select the status you want to search for:

- Pending Upload – Indicates that the cycle count is finished but not uploaded to the Lawson Back Office server.
- Upload Complete – Indicates that the cycle count is finished and uploaded to the Lawson Back Office server.
- Upload Error – Indicates that there was some error while the user was trying to upload the cycle count.

**User ID**  
Select the user ID you want to search for.

**Item ID**  
Enter the item ID you want to search for.

<table>
<thead>
<tr>
<th>Sync Time From:</th>
<th>Enter the date for the start of the range of synchronization from handheld to server you are searching for in mm/dd/yyyy format.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sync Time From:</td>
<td>Enter the time for the start of the range of synchronization from handheld to server you are searching for in hh:mm format.</td>
</tr>
<tr>
<td>Sync Time To:</td>
<td>Enter the date for the end of the range of synchronization from handheld to server you are searching for in mm/dd/yyyy format.</td>
</tr>
<tr>
<td>Sync Time To:</td>
<td>Enter the time for the end of the range of synchronization from handheld to server you are searching for in hh:mm format.</td>
</tr>
</tbody>
</table>

4. Click Search to display the cycle counts that fit your search criteria.
The Select Cycle Count to View Detail page appears.

Figure 74. Form clip: Select Cycle Count to View Detail

5. Consider the following options.

Search Again  Click this button to enter new search criteria.

Print  Click this button to print the selected report.

Export to Excel  Click this button to export the selected report to an Excel spreadsheet.

6. Click View Detail in the row of the item for which you want to view details.
The Cycle Counts page appears.

Figure 75. Form clip: Cycle Counts Report View Detail

7. Consider the following options.

Search Results
Click this button to return to display the previous cycle count search results.

Search Again
Click this button to enter new search criteria.

Print
Click this button to print the selected report.

Export to Excel
Click this button to export the selected report to an Excel spreadsheet.

Done
Click this button to return to the Cycle Counting page.

**STEPS**
To run a Cycle Count Status Report

1. Select Cycle Counting in the Par and Cycle menu.
3. Consider the following fields.

**Facility**
Select the facility you want to search for.

**Date Range From**
Enter the date for the start of the range of synchronization from handheld to server you are searching for in mm/dd/yyyy format.

**Time Range From**
Enter the time for the start of the range of synchronization from handheld to server you are searching for in hh:mm format.

**Date Range To**
Enter the date for the end of the range of synchronization from handheld to server you are searching for in mm/dd/yyyy format.

**Time Range To**
Enter the time for the end of the range of synchronization from handheld to server you are searching for in hh:mm format.

4. Click Search to display the count forms that fit your search criteria.
The Select Cycle Count to View Detail page appears.

**Figure 77. Form clip: Select Cycle Count to View Detail**

5. Consider the following options.

| Search Again | Click this button to enter new search criteria. |
| Print        | Click this button to print the selected report. |
| Export to Excel | Click this button to export the selected report to an Excel spreadsheet. |

6. Click View Detail in the row of the cycle count for which you want to view status details.
The Cycle Counts page appears.

Figure 78. Form clip: Cycle Counts

7. Consider the following options.

- **<< Search Results** Click this button to return to display the previous cycle count status search results.
- **Search Again** Click this button to enter new search criteria.
- **Print** Click this button to print the selected report.
- **Export to Excel** Click this button to export the selected report to an Excel spreadsheet.
- **Done** Click this button to return to the Cycle Counting page.
This chapter explains par counting procedures used in the Par and Cycle Counting web application.
What are General Par Terms?

The Mobile Par and Cycle (MPC) application uses a number of terms to refer to inventory quantities. Here is a small glossary of terms. For more glossary terms, see the Lawson Master Glossary, located on the Lawson Knowledge Base.

**Par** – also called par level – is an optimum quantity of an item maintained by the inventory system.

**Par form** is a list of items grouped together for Inventory purposes.

The **par count** is a list of par form items and its current quantity as entered by a Materials Tech.

A **par form item** is one of the items in a par form. The same item may have different par levels in different Par Forms. Pick for Par is a par form that will usually be replenished from a stock location requisition is the result of a Par Count submitted to the Procurement server.

A **pick list** is list of items that will be picked from a stock location in response to a pick for par. It should not to be confused with a pick list generated by the Inventory Control (IC) back office application.

What is Par Counting?

Par counting is the process of counting items in a par location for the purpose of replenishing the items.

The par replenishment process brings the items stored at a location up to a predefined, or par, level. A par level is an amount that indicates the maximum supply quantity based on established quotas from previous use that is needed for an item, in a particular par location until the next replenishment.

What is Above Par?

Above par -- or additional quantity -- is an extra quantity entered into the Handheld Par Count screen. For example, par level is 20 of an item, but you would like to order 40 because you know it will deplete quickly. When you configure MPC, you determine the maximum additional quantity that can be ordered above par.
What is a Par Location?

A par location represents supply cupboards, exchange carts, and par level supply carts that store established quantities of supplies. The location can be a stationary or mobile supply area. The stationary supply area can be a closet, a shelf or shelves, or a non-moving cart. The mobile supply area can be a par level cart or an exchange cart. Par locations use a replenishment process that brings stock-on-hand quantities up to a par level. Par location is synonymous with par form.

Par locations are set up in Supply Chain Management with unique qualities similar to requisition templates. A par location stores established quantities of supplies in predefined arrangements. Par location processing simplifies transaction processing for frequent turnover areas in health care companies.

An exchange cart is an identical floor or stocking cart that is used to quickly replenish supplies by swapping it with another fully stocked cart. For inventory valuation purposes, the system doubles item quantities for an exchange cart.

A par level cart is a supply cart that is replenished to the par level.

What are "My Par Forms?"

The My Par Forms feature allows administrators to create a list of frequently used par forms for each user. On the handheld, the user can choose to view their My Par Forms list or view all par forms.
Procedures in this Chapter

This section provides procedural guidance on using the web application to perform par counting procedures.

- "Configuring Par Counting" on page 94
- "Modifying My Par Forms" on page 95
- "Printing Par Labels" on page 96
- "Running Par Count Reports" on page 96

Configuring Par Counting

Use this procedure to configure how users use the par counting functions on the handheld application.

**STEPS**

To configure par counts

1. Select Par Counting in the Par and Cycle menu.
2. Select Configuration > General on the Par Counting page.

   The Par Counting Configuration page appears.
3. On the Par Counting Configuration page, consider the following field.

   **First Par Item**
   
   **Detail**
   
   Select one of the following options:
   
   - Data for First Par Item — Select this option if you want to populate the Item detail screen with data for the first Par Item, which is based on Par Sequence.
   - Blank — Awaiting Scan — Select this option if you want to leave the Item detail screen blank. You can scan the first item you want to record a count for.

4. Click Update to update the configuration. If you click Cancel, you will return to the Par Counting page.

**STEPS**

To configure maximum additional quantities

1. Select Par Counting in the Par and Cycle menu.
2. Select Configuration > Max. Additional Qty. on the Par Counting page.

   The Configure Maximum Additional Quantities: Select Facility page appears.
3. Select a facility ID in which to configure maximum additional quantities.

   The Configure Maximum Additional Quantities page appears.
4. For each par location ID, type a number in the check box to indicate the factor by which the par quantity can be ordered. For example, if the par quantity is 50 and you want to be able to order 150, type 3 in the checkbox.
5. When you are satisfied with the quantities, click Save.
Modifying My Par Forms

Use this procedure to create and modify the My Par Forms personalized lists of par forms for each user.

Need More Details? Check out the following concepts:

- "What are "My Par Forms?"" on page 93

**STEPS**

To modify My Par Forms

1. Select Par Counting in the Par and Cycle menu.
2. Select Par Counting > My Par Forms.
   The Search for a User to Modify User's My Par Forms page appears.
3. Consider the following fields.
   **User ID**
   Enter the user ID for the user whose My Par Forms you want to modify.

   **First Name**
   Enter the first name of the user whose My Par Forms you want to modify.

   **Last Name**
   Enter the last name of the user whose My Par Forms you want to modify.

   **Group**
   Select the group of the user whose My Par Forms you want to modify.

   **Status**
   Select the activity status of the user whose My Par Forms you want to modify.

4. Click Search to display all users that fit your search criteria.
   The Select User to View User's Par Forms page appears.
5. Click Modify My Par Forms in the row of the user you want to manage par forms for.
   The Edit User's Par Form Set page appears.

NOTE You can click Search Again to enter new search criteria, or click Cancel to return to the Par Counting page.

6. Select the check boxes next to the par forms you want to include in the current user’s par form set. To remove a par form from the set, clear the appropriate check box.
   To copy a par form set from a facility or another user, select the facility and the user ID from the drop-down lists.
7. Click Update.
   When the system prompts you to continue, click OK.
8. Click Done on the Edit User’s Par Form Set page to confirm the changes.
Printing Par Labels

Use this procedure to print bar code labels for the items attached to a par location.

**STEPS**

**To set up bar code labels**

1. Select Par Counting in the Par and Cycle menu.
2. Select Labels on the Par Counting page.
   
   The Print Par Labels page appears.
3. Consider the following fields on the Print Par Labels page.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility</td>
<td>Select the facility for which you want to print the par labels.</td>
</tr>
<tr>
<td>Par Location</td>
<td>Select the par location in the facility for which you want to print the par labels.</td>
</tr>
</tbody>
</table>

   The system automatically displays a list of items for which to print labels.
4. Consider the following fields.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location Label</td>
<td>Select this check box to print a location label for the par location you selected.</td>
</tr>
<tr>
<td>Item Labels</td>
<td>Select the check boxes for the items for which you want to print labels.</td>
</tr>
</tbody>
</table>

5. Click Print to print the labels.
6. On the print confirmation page, click Done to return to the Par Counting page.

Running Par Count Reports

The Par Counting function generates two reports:

- Par Counts
- Par Count Status

**STOP** You must record par counts first in order to run reports. See "Entering Par Counts" on page 107 for more information.

**STEPS**

**To run a Par Counts Report**

1. Select Par Counting in the Par and Cycle menu.
2. Select Reports > Par Counts on the Par Counting page.
   
   The Search for Par Counts Report page appears.
3. On the Search for Par Counts Report page, consider the following fields.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility</td>
<td>Select the facility you want to search for.</td>
</tr>
</tbody>
</table>
**Par Form Location**  Select the par form location you want to search for.

**Par Form Description**  Enter the specific description of the par form you want to search for.

**Status**  Select the status you want to search for.

**Par Form Type**  Select the par form type you want to search for.
- Pick for Par – Displays par forms that the administrator has designated Pick for Par
- Par Count – Displays par forms that are not designated as Pick for Par

**User ID**  Select the user ID you want to search for.

**Item ID**  Enter the item ID you want to search for.

**Sync Time From:**
- **Day**  Enter the date for the start of the range of synchronization from handheld to server you are searching for in mm/dd/yyyy format.
- **Time**  Enter the time for the start of the range of synchronization from handheld to server you are searching for in hh:mm format.

**Sync Time To:**
- **Day**  Enter the date for the end of the range of synchronization from handheld to server you are searching for in mm/dd/yyyy format.
- **Time**  Enter the time for the end of the range of synchronization from handheld to server you are searching for in hh:mm format.

4. Click Search.

The Select Par Count to View Detail page appears.

5. Consider the following options.

- **Search Again**  Click this button to enter new search criteria.
- **Export to Excel**  Click this button to export the selected report to an Excel spreadsheet.
- **Done**  Click this button to return to the Par Counting page.

6. Click View Detail to view the details for the selected par count.
The Par Counts page appears.

7. Consider the following options.

Consider the following options.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search Again</td>
<td>Click this button to enter new search criteria.</td>
</tr>
<tr>
<td>Print</td>
<td>Click this button to print the selected report.</td>
</tr>
<tr>
<td>Export to Excel</td>
<td>Click this button to export the selected report to an Excel spreadsheet.</td>
</tr>
<tr>
<td>Done</td>
<td>Click this button to return to the Par Counting page.</td>
</tr>
</tbody>
</table>
Chapter 6

Using the Par and Cycle Counting Handheld Application
The following concepts provide background and conceptual information for
the procedures within this chapter.

- "What is a Handheld Terminal?" on page 100
- "What is Pick for Par?" on page 100

What is a Handheld Terminal?

A handheld terminal (HHT) is a small, portable computer used to automate
the par location replenishment process. You manually enter item counts into
the HHT and the counts are uploaded into Par and Cycle Counting.

What is Pick for Par?

Pick For Par is a term used to describe picking items from an inventory
location based on the par count. If the par form is a pick for par type, then
items on that par that are replenished from inventory locations will be
available for picking by using the Pick For Par module.
Procedures in this Chapter

This section provides procedural guidance on using the handheld terminal application to perform par counting and cycle counting procedures.

- "Launching the Handheld Application" on page 101
- "Entering Cycle Counts" on page 101
- "Entering Par Counts" on page 107
- "Picking for Par" on page 110

Launching the Handheld Application

Use this procedure to log in to the handheld terminal.

**Need More Details?** Check out the following concepts:

- "What is a Handheld Terminal?" on page 100

**STEPS** To access the Handheld program

1. To turn the device on, select a handheld device and press the power button. The Main menu appears.
2. Select Start > Lawson Mobile SCM or click the Lawson Mobile SCM icon. The Login page appears
   **NOTE** The password is case sensitive.
3. On the Login page, enter your user ID and password.
4. Tap Login or press **Enter** on the handheld device to enter the Lawson Mobile SCM application. The Lawson Mobile SCM main menu appears.
5. Tap MPC to enter the Par and Cycle Counting application. The MPC main menu appears.

Entering Cycle Counts

Use this procedure to record cycle counts with the handheld terminal. You can scan or enter items, locations, bins, and facilities.

**STOP** Before you record cycle counts with the handheld application, you or your administrator must configure Cycle Counting in the web application. See "Configuring Cycle Counting" on page 80 for more information.
Need More Details? Check out the following concepts:

- "What is Cycle Counting?" on page 78
- "What is a Select ID?" on page 78
- "What is Blind Counting?" on page 78
- "What is a Freeze File?" on page 78

Figure 79. Procedure flow: Cycle counting on handheld

**STEPS**

1. From the Main Menu, select Cycle Counting.
The Download Count Forms screen appears.

Figure 80. Form clip: Download Count Forms

2. Select the facility ID from the drop-down list to view the locations available for your facility.
NOTE The application warns you if you have made selections in the cycle count for one facility and then change to another facility. You cannot count cycle count forms for multiple facilities.

3. Select the check boxes next to the forms you want to count and tap Download.

The handheld application downloads the count forms you selected.

The Ready to Count screen appears.

*Figure 81. Form clip: Ready to Count*

4. Select the check box for the cycle count row you want to count in the list and tap Count.
The Cycle Count screen appears.

Figure 82. Form clip: Cycle Count

5. Consider the following options based on how the handheld application is set up.

**Non-Blind Count**  This option displays the freeze quantity and count.

**Blind Count**  This option does not display the freeze quantity.

6. In the Count field, enter the count. You can also use the Up ( ▲ ) or Down ( ▼ ) arrow keys to increase or decrease the count.

7. Tap the Next ( ► ) arrow to enter the cycle count for the item and to move to the next item.

8. Tap Done when you have finished the current cycle count form.

**TIP**  To go to a specific item that you want to counts, scan the bar code label for the item.
The Ready to Count page appears.

Figure 83. Form clip: Ready to Count

9. Consider the following status items.

<table>
<thead>
<tr>
<th>Blank Circle</th>
<th>This indicates that the cycle count form was not counted.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Half-Filled Circle</td>
<td>This indicates that the cycle count was partially counted.</td>
</tr>
<tr>
<td>Full Circle</td>
<td>This indicates that the cycle count was fully counted.</td>
</tr>
</tbody>
</table>

10. Continue counting cycle count items for the remaining count forms using the same steps.
11. Select the check boxes of the completed cycle counts you want to send to the main server and tap Send.
12. When the system prompts you send the counts, tap OK.
The system displays a progress bar showing the synchronization with server.

13. When the system displays a message telling you that the cycle counts have been sent, tap OK.

14. If you are finished counting cycle count forms, tap Exit.
   
   To continue counting the remaining count forms, go to Step 4.
   
   If no forms are left to upload, the system prompts you to exit the application. Tap OK to exit.

**Entering Par Counts**

Use this procedure to record par counts with the handheld terminal application.

STOP Before you record par counts with the handheld application, you or your administrator must configure Par Counting and print par labels in the web application. See "Configuring Par Counting" on page 94, "Modifying My Par Forms" on page 95, and "Printing Par Labels" on page 96 for more information.
**Steps** To enter par counts

1. From the Main Menu, tap Par Counting.

---

Need More Details? Check out the following concepts:

- "What is Par Counting?" on page 92
- "What is a Par Location?" on page 93

*Figure 84. Procedure flow: Par counting on handheld*
The Download Par Forms screen appears.

2. Select the facility ID from the drop-down list to view the par locations available for your facility.

3. Select the check boxes next to the par locations you want to count and tap Download.

   The Ready to Count screen appears.

4. Select the check boxes next to the par forms that you want to count and tap Count.

   The Par Location screen appears. Consider the following field:

   **QOO (Quantity on Order)**

   **NOTE** The QOO field shows only for companies that are configured to display this field.

   If this is a vendor-replenished item, the quantity on order displays.

   If this is an inventory-replenished item, zero will display in the field.

5. In the Count field, enter the count. You can also use the Up (▲) or Down (▼) arrow keys to increase or decrease the count. Consider the following field:

   **Add. Qty. (Additional Quantity)**

   **NOTE** Add. Qty appears only if you have rights to the Above Par role.

   Enter the additional request quantity. You can also use the Up (▲) or Down (▼) arrow keys to increase or decrease the count.

   The highest number you can enter in this field is determined in the Above Par setup. For example, depending on the factor entered in setup, you might be able to enter three times the normal par quantity.

6. Tap the Next (►) arrow to count the next item.

7. Tap Done when you have finished the current par form.

   The Ready to Count page appears.

8. Consider the following fields:

   **Blank Circle** This indicates that the par form has not yet been counted.

   **Half-filled Circle** This indicates that the par form was partially counted.
Full Circle  This indicates that the Par Form was fully counted

9. Continue counting par items for the remaining par forms using the same steps.

10. Select the check boxes of the completed par counts you want to send to the main server and tap Send.

11. When the system prompts you to send the par forms, tap OK.
    The system displays a progress bar showing the synchronization with server.

12. When the system displays a message telling you that the par counts have been sent, tap OK.

13. If you are finished counting par forms, tap Exit.
    If no forms are left to upload, the system prompts you to exit the application. Tap OK to exit.

Picking for Par

Use this procedure to perform a directed pick based upon items that have been counted in one or more par forms.

Need More Details? Check out the following concepts:
• "What is Pick for Par?" on page 100

STEPS To pick items for par
1. Access Lawson MPC on the handheld terminal.
2. From the Main Menu, tap Pick for Par.
The Pick for Par screen appears.

*Figure 85. Form clip: Pick for Par*

3. Consider the following fields.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility</td>
<td>Select the facility of the inventory location from which you want to pick par items.</td>
</tr>
<tr>
<td>Inventory Location</td>
<td>Select the inventory location from which you want to pick par items.</td>
</tr>
</tbody>
</table>

4. Select the check boxes next to the par forms from which you want to pick and tap Download.
The Ready to Pick screen appears.

Figure 86. Form clip: Ready to Pick

5. Select the check boxes for the par forms from which you want to pick and tap Pick.
The Par Location screen appears.

Figure 87. Form clip: Par Location

6. In the Pulled field, enter the quantity you picked or press the Up (▲) or Down (▼) arrow keys to select the correct amount.
7. Tap the Next (►) arrow to move to the next item.
8. Tap Done when you have finished the current par form.
9. Consider the following status items.

<table>
<thead>
<tr>
<th>Blank Circle</th>
<th>This indicates that the par form has not yet been counted.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Half-filled Circle</td>
<td>This indicates that the par form was partially counted.</td>
</tr>
<tr>
<td>Full Circle</td>
<td>This indicates that the Par From was fully counted</td>
</tr>
</tbody>
</table>

10. Continue picking items from the remaining pick for par lists using the same steps.
11. Select the check boxes of the completed pick for par lists you want to send to the main server and tap Send.
12. When the system prompts you to send the pick for par lists, tap OK.
   The system displays a progress bar showing the synchronization with server.
13. When the system displays a message telling you that the pick for par lists have been sent, tap OK.
14. If you are finished picking from the pick for par lists, tap Exit.
   If no lists are left to upload, the system prompts you to exit the application. Tap OK to exit.
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