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The NetView Knowledge Base

Welcome to the NetView Knowledge Base. This guide is divided into six sections covering everything a NetView user would need to know in order to successfully navigate NetView and benefit from its vast functionality. Using screen captures to illustrate points wherever possible, we wrote this guide to act as your user-friendly know-it-all assistant, always there when you need a helping hand.

As always, we at Maves hope that your experience with NetView is an enjoyable and fruitful one. We welcome your comments if you find something that is incorrect or omitted. This will help us continually improve our documentation over time. Or if you have a general comment about the manual, please don't hesitate to let us know.

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- Navigating NetView
- Performing Queries
- Creating Outbounds
- Requesting Reports
- Your Bulletin Board
- Your Preferences



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The NetView Knowledge Base

Navigating NetView

NetView was designed to be as intuitive as possible. Having said that, it's always a good idea to glance at the instructions before building that bookcase, even if it is Swedish for "common sense".

- Logging In and Using the Main Menu
- Requesting a New Password
- Queries and Sorting
- Selecting From a Browse
- Entering Dates
- Seeking Assistance

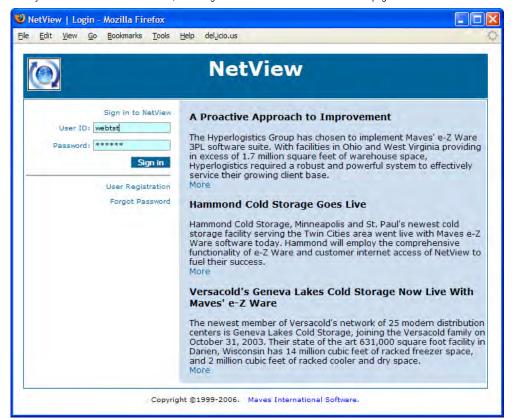


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Navigating NetView

Logging In and Using the Main Menu

At the NetView login screen, simply enter your User ID and Password as given to you by your NetView administrator. Once you have entered this information, click "Sign In" to advance to the NetView home page.



The following is a sample main menu. It may be different for each NetView User depending on which options you are permitted to access. You need only select the appropriate title to access that specific page.

Home | Inbounds | Inventory | Outbounds | Create Outbounds | Account Info | Rates | Transportation | Report Request | Bulletin Board

There is a secondary menu beneath the main menu. These three icons, shown below, represent "Preferences", "Help" and "Logout".

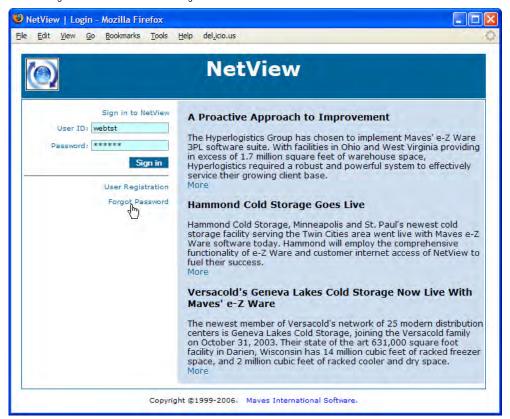


- Logging In and Using the Main Menu
- Requesting a New Password
- 3. Queries and Sorting
- 4. Selecting From a Browse
- 5. Entering Dates
- 6. Seeking Assistance

Navigating NetView

Requesting a New Password

In the event that you forget your password, you can request a new one. To begin the process you must navigate to the NetView "Login" screen and click on the "Forgot Password" link.



On the following page you must enter your NetView User ID and a comment (optional) before clicking the "Submit" button to request a new password.



- Logging In and Using the Main Menu
- Requesting a New Password
- Password
 3. Queries and Sorting
- 4. Selecting From a Browse
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Navigating NetView

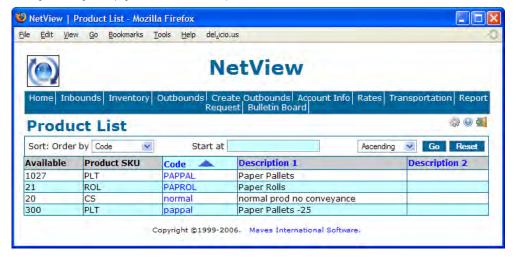
Queries and Sorting

A number of NetView Web Pages allow you to perform queries and also change the sorting (or sequence) of the information.

- 1. Default Sorting
- 2. Other Column Sort Sequences
- 3. Starting the Sort at a Specific Point
- 4. Resetting the Sort Parameters

Default Sorting

Each Web Page initially displays information using a default sort sequence. The highlighted column heading (e.g. Client Reference) represents the current sort sequence. You may also sort the information by any other column that has a heading containing a link (e.g. Warehouse Reference).



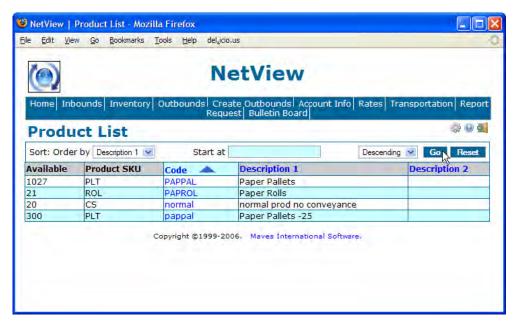
Other Column Sort Sequences

You may sort the information by any column by performing the following steps:

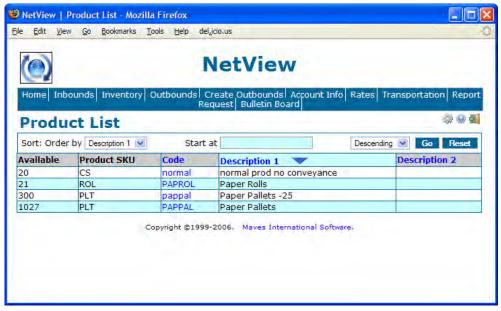
- Click on the drop down list of the "Sort: Order by" input box and select a sequence (e.g. Warehouse Reference)
- Click on the drop down list of the "Ascending/Descending" input box and select a sequence direction (e.g. Descending)
- Click the "Go" button to resort the query

- Logging In and Using the Main Menu
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The following is the result of the above sort. Notice that the information is now sorted by the Warehouse Reference column and in descending order.

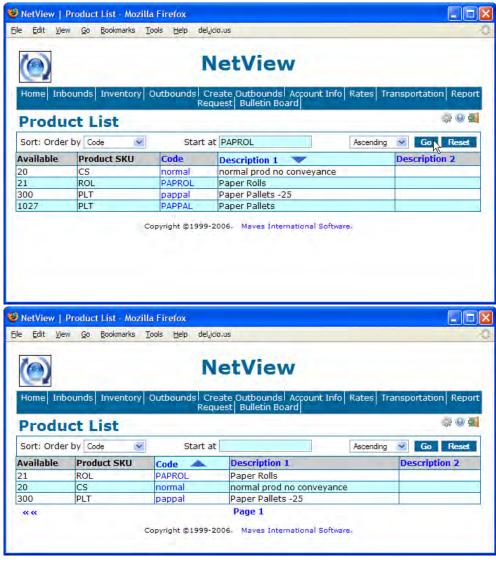


Starting the Sort at a Specific Point

You may also display (and sort) information from a specific point. To do so perform the same steps as above but also enter a full or partial code/description in the "Start at" input box before clicking on the "Go" button. This ability also helps you locate information quickly rather than spending time looking for it in long lists.

In the following sample assume that you need to view details for Invoice "100065".

-1



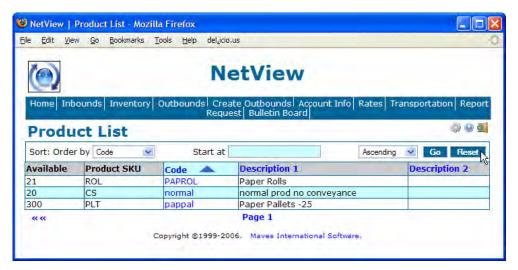
Resetting the Sort Parameters

Scenario:

If you enter sort parameters (i.e. Order By Code, Start At, and Sort Sequence) but determine (before sorting) that the parameters are incorrect then you may "reset" the parameters back to their defaults. This feature also allows you to quickly revert back to the page's initial presentation rather then exiting and returning to the page.

Assume that you have entered the following sort parameters. To restore the default sort parameters simply click on the "Reset" button.

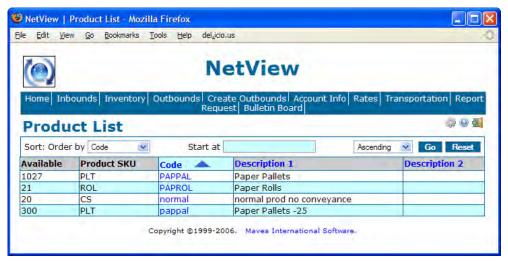
-1



The system will then display the page's default sort parameters.

Example: Inbounds

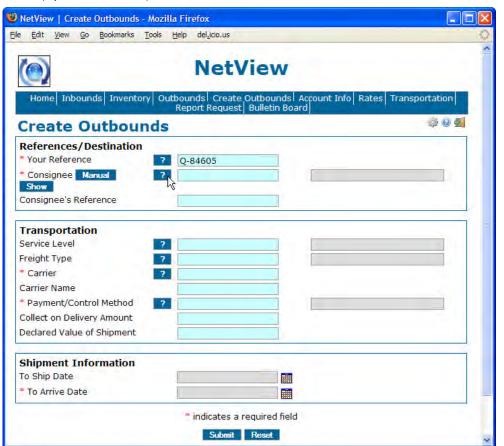
- Order by: Client Reference
- Start: Null (empty)
- Sort Sequence: Ascending



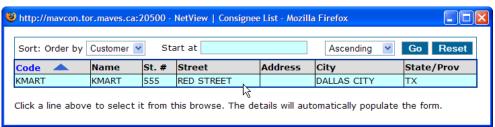
Navigating NetView

Selecting From a Browse

A browse allows you to display and select from a list of choices. You may perform a browse by clicking on any "?" button displayed to the left of an input box.

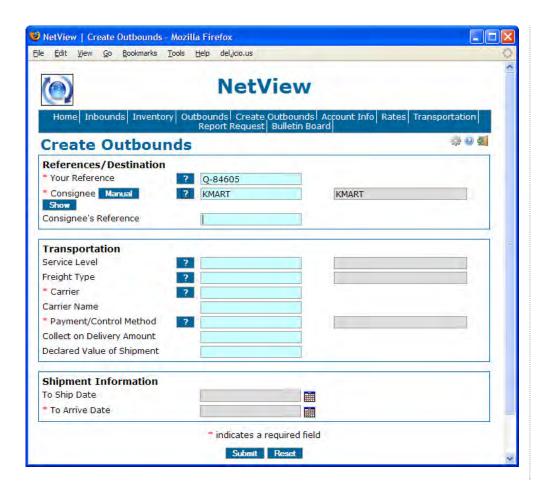


NetView then displays the browse as another window, which you may resize or move. To make a selection from the list simply click the appropriate choice.



NetView then removes the browse window and displays your choice in the main window.

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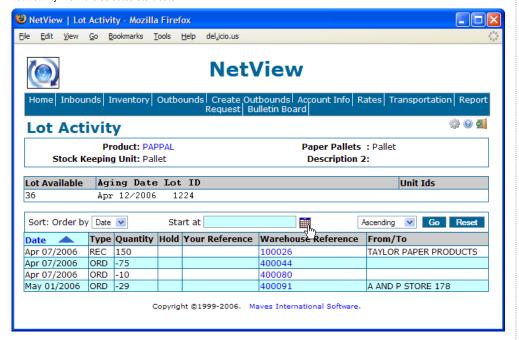
Navigating NetView

Entering Dates

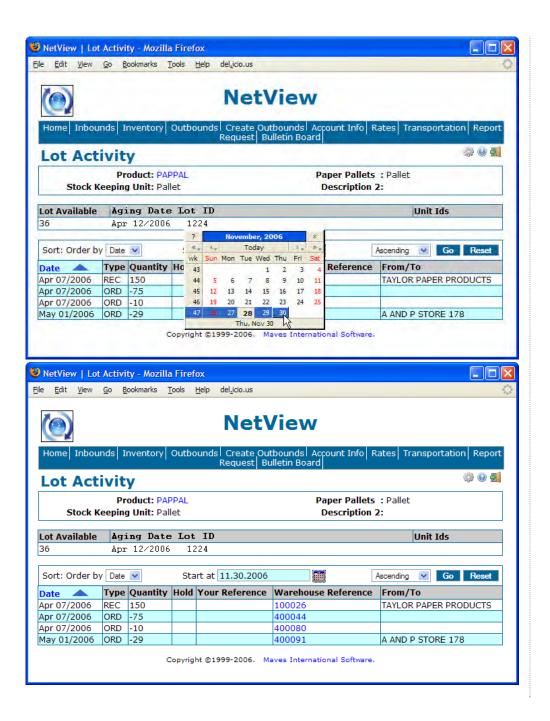
In NetView you may select a date from a "pop up" calendar to start the display of several query pages from a specific point in time or record a date associated with an outbound shipment. Simply click the calendar button (it appears to the right of the date field) to view and select a date. The system will display a calendar containing the current Month and Year and also highlight today's date. You may select this day or any other date in the Calendar. To display a previous or subsequent month simply click on the "<" or ">" buttons. Previous and subsequent years may be selected and displayed by clicking on the "<" or ">>" buttons.

Sample

In the following example the user will start the display of Lot activity from a specific point in time. After clicking on the "Pop-Up Calendar" button the user clicks on the ">>" button to display the correct year, the ">" button to display the correct month, and finally clicks on the appropriate day. After the user clicks on the "Go" button the system displays the Lot Activity from the selected start date.



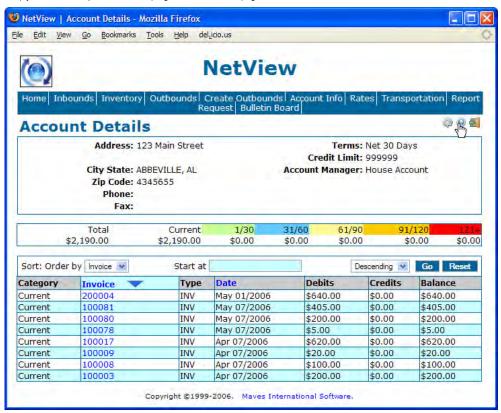
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Navigating NetView

Seeking Assistance

This very guide to NetView is available to you from within NetView by visiting the Help page. Finding this page is easy, simply click the "Help" icon in the top right corner of each page, as shown below.



Two options are available to you. You can click the first link to access this guide or you can click the second link to automatically generate an email to your NetView administrator.

- Logging In and Using the Main Menu
- Requesting a New Password
- 3. Queries and Sorting
- 4. Selecting From a Browse
- 5. Entering Dates
- 6. Seeking Assistance



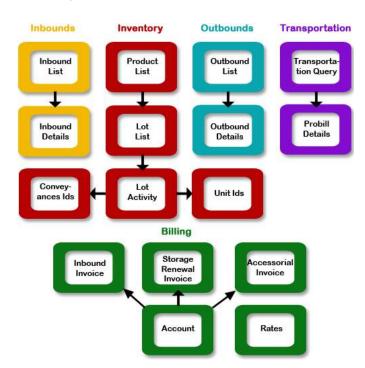
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Performing Queries

In NetView there are a number of web pages (known as Queries) that enable you to view and "drill-up/down" (via "links") into related information. Queries allow you to locate and display specific information of interest quickly and easily rather than requesting, waiting, and searching for data within the details of a report.

The following are the Query web pages within NetView. Click on a Query Page Name link to view an overview, sample screens and links to other pages.

- Inbounds List
- Inbound Details
- Product List
- Lot List
- Lot Activity
- Unit |ds List
- Outbounds List
- Outbound Details
- Conveyance List
- Transportation Query
- Probill Details
- Account Details
- Rates
- Inbound Invoice
- Accessorial Invoice
- Storage Renewal Invoice





Performing Queries

Inbounds List

Overview

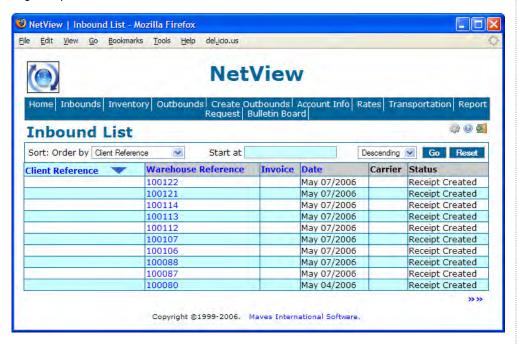
The Inbounds List displays a list of inbound shipments (also known as Receipts) that have been received into a Third Party Logistics Provider (3PL) or Warehouse facility. This page's default sort method is by the Client (i.e. the owner of the stock) reference to the inbound shipment. You may of course change this to other available sorts (e.g. by Warehouse Reference) and sequences (i.e. ascending or descending order).

The default contents of this page include the Inbound Client and Warehouse References, Invoice Numbers, Date Received, Carrier, and Status of the Inbound. However, you may request your Webmaster to customize your view of this page (i.e. add more data, re-sequence the columns, etc.).

Client References may not be present since their entry is optional during the creation of an Inbound. The Invoice number may also not display as Inbounds may be received without being "Rated" (i.e. assigned charges for handling, initial storage, etc.). Once an Inbound is rated the system assigns it an Invoice number; however, "clicking" on the Invoice link will not display the details of the Invoice until the Inbound (and stock levels) have been finalized.

Advance Shipment Notifications (also known as In-Transits) are not displayed on this page.

Page Sample



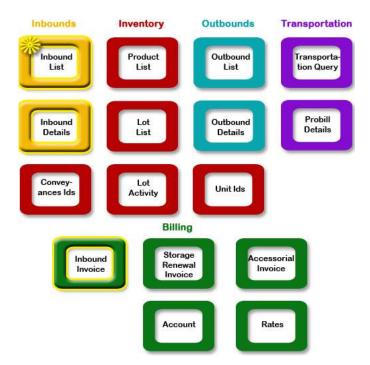
Links

The following table displays the links that will allow you to drill-up / down into related information displayed on another NetView page.

Link	Page
Client Reference	Inbound Details
Warehouse Reference	Inbound Details
Invoice	Inbound Invoice

Chanters:

- 1. Inbounds List
- 2. Inbound Details
- 3. Product List
- 4. Lot List
- 5. Lot Activity
- 6. Unit Ids List
- Outbounds List
 Outbound Details
- 9. Conveyance List
- 10. Transportation Query
- 11. Probill Details
- 11. Probill Details
 12. Account Details
- 13. Rates
- 14. Inbound Invoice
- 15. Accessorial Invoice
- 16. Storage Renewal Invoice



The following table defines terms displayed on the Inbounds List page.

Term	Description
Carrier	The entity that transported the Inbound stock to the Warehouse.
Client	Typically the owner of stock stored in the Warehouse.
Date	The date on which the stock associated with the Inbound was received into inventory.
Status	The current status of the Inbound.
	A Third Party Logistics Provider (3PL) that provides warehousing services (e.g. handling and storage of stock, etc.) to Clients.

Performing Queries

Inbound Details

Overview

The Inbound Details page displays information for a specific inbound shipment (also known as a Receipt). The Inbound Details page is sorted by line number. A line number represents the sequence in which Product/Lot combinations were received into the system.

The header portion of this page displays data that is common to the entire Inbound (e.g. Client Reference, Status, Invoice, Warehouse Reference, Receipt Date, carrier, and Received From). The detail section of the page displays three types of "lines" for Products, Charges, and Remarks. Product lines include the product code, product description, lot, and quantity received. Charge lines are extra service or accessorial charges provided and assigned by the Warehouse during the receiving of stock and display the charge code, charge description, quantity and total charge amount. A remark line typically provides any special receiving instructions or comments requested by the Client or noted by the Warehouse.

Client References may not be present since their entry is optional during the creation of an Inbound. The Invoice number may also not display as Inbounds may be received without being "Rated" (i.e. assigned charges for handling, initial storage, etc.). Once an Inbound is rated the system assigns it an Invoice number; however, "clicking" on the Invoice link will not display the details of the Invoice until the Inbound (and stock levels) have been finalized.

Page Sample

Here is a sample of the page.

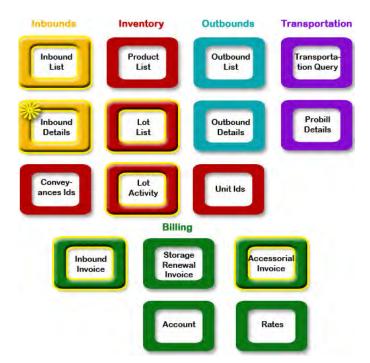


Links

The following table displays the links that will allow you to "drill-up/down" into related information displayed on another NetView page.

Link	Page
Invoice	Inbound Invoice
Product Code	Lot List
Lot	Lot Activity

- 1. Inbounds List
- 2. Inbound Details
- 3. Product List
- 4. Lot List
- 5. Lot Activity
- Unit Ids List
 Outbounds List
- 8. Outbound Details
- 9. Conveyance List
- 10. Transportation Query
- 11. Probill Details12. Account Details
- 13. Rates
- 14. Inbound Invoice
- 15. Accessorial Invoice
- 16. Storage Renewal Invoice



The following table defines terms displayed on the Inbound Details page.

Term	Description
Carrier	The entity that transported the Inbound stock to the Warehouse.
Client	Typically the owner of stock stored in the Warehouse.
Lot	An invariable set of stock characteristics (e.g. size, grade, expiry date, etc.) containing variable content that is used to track, bill, report and rotate stock.
Receipt Date	The date on which the stock associated with the Inbound was received into inventory.
Status	The current status of the Inbound.
Warehouse	A Third Party Logistics Provider (3PL) that provides warehousing services (e.g. handling and storage of stock, etc.) to Clients.

Performing Queries

Product List

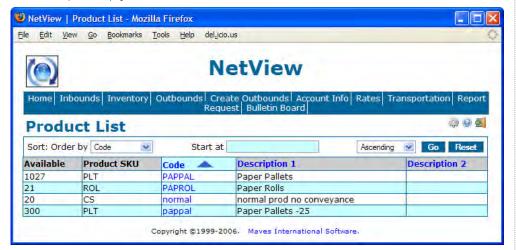
Overview

The Product List page displays all Products that have a non-zero on-hand quantity or a zero on-hand quantity and some activity based on past Inbounds, Outbounds, adjustments, etc. Information on this page may be sorted by either product

The default view of this page includes the product code, descriptions, available quantity, and stock-keeping unit. However, you may request your Webmaster to customize your view of this page (i.e. add more data, re-sequence the columns, etc.).

Page Sample

Here is a sample of the page.

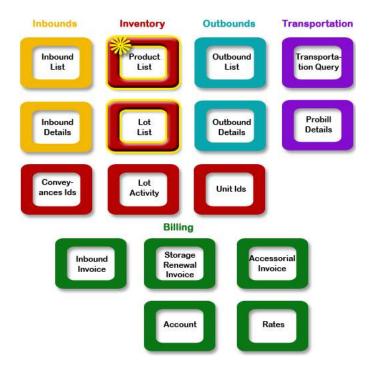


Links

The following table displays the links that will allow you to "drill-up/down" into related information displayed on another NetView page.

Link	Page
Product Code	Lot List

- 1. Inbounds List
- 2. Inbound Details
- 3. Product List 4. Lot List
- 5. Lot Activity
- 6. Unit lds List 7. Outbounds List
- 8. Outbound Details
- 9. Conveyance List
- 10. Transportation Query
- 11. Probill Details 12. Account Details
- 13. Rates
- 14. Inbound Invoice
- 15. Accessorial Invoice
- 16. Storage Renewal Invoice



The following table defines terms displayed on the Product List page.

Term	Description
	The maximum quantity of stock that may be ordered that is not allocated/reserved for other orders, or on hold (either non-shippable or shippable status). Available is calculated as On Hand - On Order - On Hold).
	Stock Keeping Unit. This is the measuring unit (e.g. Case, Drum, Box, Carton) used to track a product's quantity.

Performing Queries

Lot List

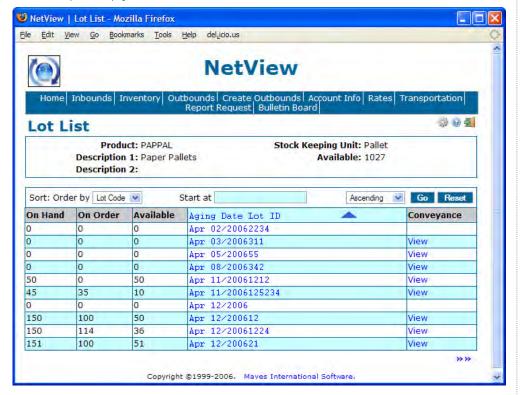
Overview

The Lot List displays all Lots (for a specific Product) that have a non-zero on-hand quantity or a zero on-hand quantity and some activity based on past Inbounds, Outbounds, adjustments, etc. The header portion of the page includes the selected product details while the detail section displays a list of Lots for the selected Product.

The default view of this page includes the Lot's on-hand, on-order, and available quantities, component labels and values, and whether some or all of the Lot's stock resides in/on a Conveyance (Yes/No). You may of course request the Webmaster to customize your view of this page (i.e. add more data, re-sequence the columns, etc.).

Page Sample

Here is a sample of the page.

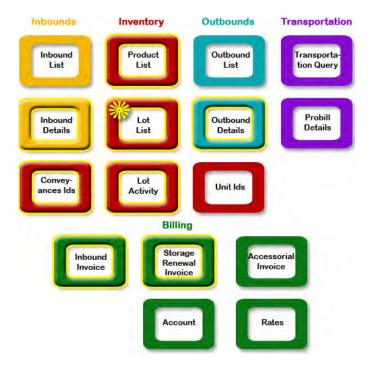


Links

The following table displays the links that will allow you to "drill-up/down" into related information displayed on another NetView page.

Link	Page
Lot Code	Lot Activity
Conveyance (Yes)	Conveyance List

- 1. Inbounds List
- 2. Inbound Details
- 3. Product List
- 4. Lot List
- 5. Lot Activity
- 6. Unit lds List
- 7. Outbounds List
- 8. Outbound Details 9. Conveyance List
- 10. Transportation Query
- 11. Probill Details
- 12. Account Details
- 13. Rates 14. Inbound Invoice
- 15. Accessorial Invoice 16. Storage Renewal Invoice



The following table defines terms displayed on the Lot List page.

Term	Description	
Available	The maximum quantity of stock that may be ordered that is not allocated/reserved for other orders, or on hold (either non-shippable or shippable status). Available is calculated as On Hand - On Order - On Hold).	
Conveyance	A conveyance is an identified object used to "hold" and "transport" goods, Pallets or Containers that have an attached license plate and an identifier representing its stock contents are examples of Conveyances.	
Lot	An invariable set of stock characteristics (e.g. size, grade, expiry date, etc.) containing variable content that is used to track, bill, report and rotate stock.	
On-Hand	A quantity of stock that physically resides in the Warehouse but may have any status (available, on-order, on-hold, etc.).	
On-Order	A quantity of stock that has been requested for shipment to a destination.	
SKU	Stock Keeping Unit. This is the measuring unit (e.g. Case, Drum, Box, Carton) used to track a product's quantity.	

Performing Queries

Lot Activity

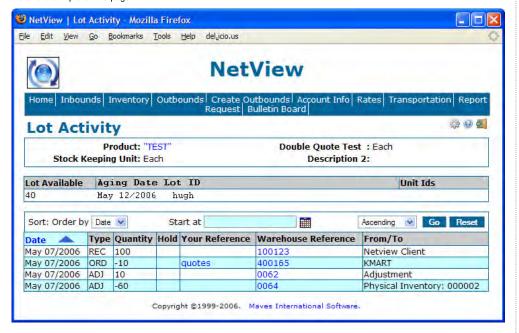
Overview

The Lot Activity page displays the transaction details (e.g. inbound and outbound quantities) associated with a selected Lot. The heading and sub-heading portions of the page include the product and lot details while the main body of the page displays the transaction details. You may start/sort the transaction details by date to view a specific time-frame or display the activity in descending sequence to view the Lot's most recent activity.

The default activity line view includes the transaction date, type (e.g. inbound, outbound, adjustment, etc.) quantity, hold code (if applicable), Client Reference, Warehouse Reference, and the From/To Entity (e.g. Consignee/Customer if applicable). However, you may request your Webmaster to customize your view of this page (i.e. add more data, resequence the columns, etc.).

Page Sample

Here is a sample of the page.

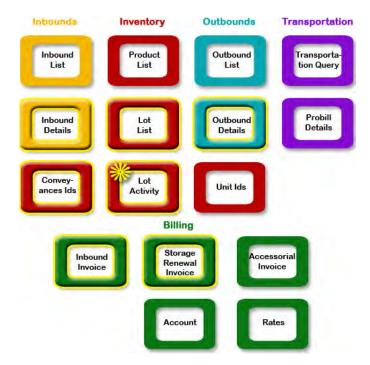


Links

The following table displays the links that will allow you to "drill-up/down" into related information displayed on another NetView page.

Link	Page
Product Code	Lot List
Client Reference	Inbound Details
Client Reference	Outbound Details
Warehouse Reference	Inbound Details
Warehouse Reference	Outbound Details
Lot Code	Unit ld List

- 1. Inbounds List
- 2. Inbound Details
- 3. Product List
- 4. Lot List 5. Lot Activity
- 7. Outbounds List
- 8. Outbound Details
- 9. Conveyance List
- 10. Transportation Query
- 11. Probill Details
- 12. Account Details 13. Rates
- 14. Inbound Invoice
- 15. Accessorial Invoice
- 16. Storage Renewal Invoice



The following table defines terms displayed on the Lot Activity List page.

Term	Description
Available	The maximum quantity of stock that may be ordered that is not allocated/reserved for other orders, or on hold (either non-shippable or shippable status). Available is calculated as On Hand - On Order - On Hold).
From/To	Represents the origin/destination of Inbound or Outbounds or describes the reason the transaction was performed (e.g. Physical Count 09672. Hold Code Description, etc.).
Hold	A Hold is a status assigned to stock that is typically used to prevent stock from being "shipped". A Hold may also be assigned to stock that has a unique status (e.g. promotional goods) that may be explicitly requested (by hold/status code) for order and shipment and is known as a "shippable" hold. There are three types of Holds, A Physical is applied to specific stock that is located in a specific location. Blanket Holds are attached to an entire Lot. Finally a Fungible hold is applied to a quantity of stock but does not identify the location of the stock. This hold is typically used to ensure a quantity of stock is still present for inspection on a future date.
Lot	An invariable set of stock characteristics (e.g. size, grade, expiry date, etc.) containing variable content that is used to track, bill, report and rotate stock
Туре	This code represents the specific type of transaction or activity associated with a Lot. Valid transaction types include: REC = Inbound (or Receipt) ORD = Outbound (or Ordered - but not yet Shipped) SHP = Shipped RIT = Inbound In-Transit (i.e. not yet in Inventory) ADJ = Adjustment (e.g. because of a Physical or Cycle Count) NON = Non Inventory Quantity change (e.g. a Hold)
SKU	Stock Keeping Unit. This is the measuring unit (e.g. Case, Drum, Box, Carton) used to track a product's quantity.

Performing Queries

Unit Ids List

Overview

This page displays the Unit Ids (also known as Serial Numbers) for a selected Lot. The heading portion of the page displays the product and lot details. The main body displays the Units ID Primary/Secondary Ids and Gross and Net Weight.

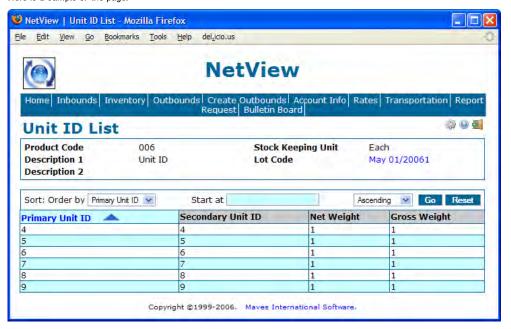
It is possible that the system will not display any Unit Ids for a selected Lot (i.e. this page is empty). This may occur if the selected product has not been defined to track stock at the Unit Id level (i.e. known as a "Normal Product") or the user has the option of whether to record the stock's Unit Ids (i.e. known as Unit Control 3 or 4).

Perform the following steps to view the Unit Ids List page.

- 1. Access the Product List page and select a Product that uses Unit Ids.
- 2. From the Lot List page select a Lot that has Unit Ids.
- 3. From the Lot Activity page "click" on the Lot Code.

Page Sample

Here is a sample of the page.

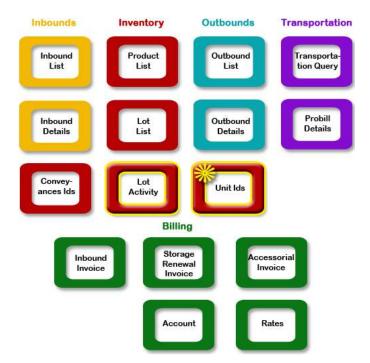


Links

The following table displays the links that will allow you to "drill-up/down" into related information displayed on another NetView page.

Link	Page
Lot Code	Lot Activity

- 1. Inbounds List
- 2. Inbound Details
- 3. Product List
- Lot List
 Lot Activity
- Lot Activity
 Unit Ids List
- 7 Outbounds List
- 8. Outbound Details
- Conveyance List
- Transportation Query
- 11. Probill Details
- 12. Account Details
- 13. Rates
- 14. Inbound Invoice
- 15. Accessorial Invoice
- 16. Storage Renewal Invoice



The following table defines terms displayed on the Unit Ids List page.

Term	Description	
	An invariable set of stock characteristics (e.g. size, grade, expiry date, etc.) containing variable content that is used to track, bill, report and rotate stock.	
Primary Id	The first portion of a Unit Id. This portion is mandatory if specific stock is identified and tracked with a Unit Id	
	ry The second portion of a Unit Id. Based on the definition of the product this portion may be either mandatory or optional when stock is identified for tracking with a Unit Id.	
	An alphanumeric code used to identify a specific piece of inventory. It is also known as a serial number and is typically used to track high-valued goods (e.g. electronic goods, industrial paper rolls, etc.).	

Performing Queries

Outbounds List

Overview

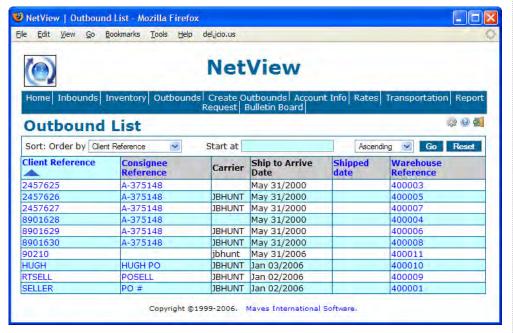
This page displays a list of Outbound shipments (also known as Orders) from a Third Party Logistics Provider (3PL) or Warehouse facility. The Outbounds displayed on this page may also have any status (e.g. Created, Pick Slip printed, Bill of Lading printed, Shipped, etc.) The default sort method for the page is by the Client (i.e. the owner of the stock) reference to the outbound shipment. You may of course change this to other available sorts (e.g. by Consignee or Warehouse Reference) and sequences (i.e. ascending or descending order).

The default contents of this page include the Client's Consignee (i.e. Customer and destination for the shipment) and Warehouse References, Carrier, requested Ship-to Arrive Date and the actual Shipped Date. However, you may request your Webmaster to customize your view of this page (i.e. add more data, re-sequence the columns, etc.).

Two types of Orders (i.e. Deferred and Regular) are displayed on this page. A Deferred order is typically created for future dated shipments and as a result no stock is reserved/allocated. Stock is typically allocated for Deferred orders prior to the requested ship date which allows orders with more immediate ship dates to be filled and shipped. A Regular order is simply an order that has allocated stock.

Page Samples

Here is a sample of the page.

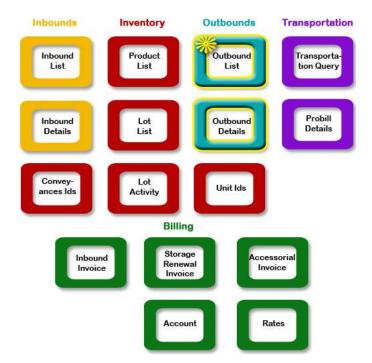


Links

The following table displays the links that will allow you to "drill-up/down" into related information displayed on another NetView page.

Link	Page
Client Reference	Outbound Details
Consignee Reference	Outbound Details
Warehouse Reference	Outbound Details

- 1. Inbounds List
- 2. Inbound Details
- 3. Product List 4. Lot List
- 5. Lot Activity
- 7. Outbounds List
- 8. Outbound Details
- 9. Conveyance List
- 10. Transportation Query
- 11. Probill Details
- 12. Account Details 13. Rates
- 14. Inbound Invoice
- 15. Accessorial Invoice
- 16. Storage Renewal Invoice



The following table defines terms displayed on the Outbounds List page.

Term	Description
Carrier	The entity that transported the Inbound stock to the Warehouse.
-	The entity to which the stock on the Outbound is shipped. This entity is also known as a Customer.
	A Third Party Logistics Provider (3PL) that provides warehousing services (e.g. handling and storage of stock, etc.) to Clients.

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Performing Queries

Outbound Details

Overview

The Outbound Details page displays information for a specific outbound shipment (also known as an Order). The Outbound Details page is sorted by line number that represents the sequence in which stock (i.e. Product/Lot) was

The header portion of this page displays data that is common to the entire Outbound (e.g. Client/Consignee/Warehouse Reference, Status, Consignee Name, Carrier, and Ship Date). The detail section of the page displays three types of "lines" for Products, Charges, and Remarks. Product lines include the product code, product description, lot, and quantity to ship. Charge lines are accessorial charges assigned by the Warehouse during the creation, picking and shipment of the outbound. This type of line displays the charge code, charge description, quantity and total charge amount. A Remark line typically provides any special shipping instructions or comments requested by the Client or noted by the

Client and Consignee References may not be present since their entry is optional during the creation of an Outbound.

Page Sample

Here is a sample of the page.

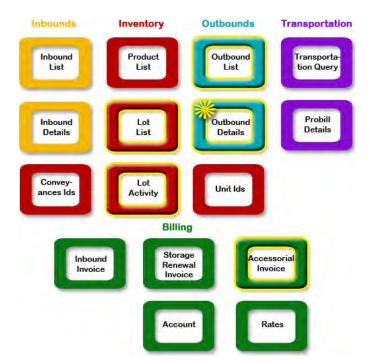


Links

The following table displays the links that will allow you to "drill-up/down" into related information displayed on another NetView page.

Link	Page
Product Code	Lot List
Lot Code	Lot Activity

- 1. Inbounds List
- 2. Inbound Details
- 3. Product List 4. Lot List
- 5. Lot Activity
- 6. Unit lds List 7. Outbounds List
- 8. Outbound Details
- 9. Conveyance List
- 10. Transportation Query
- 11. Probill Details 12. Account Details
- 13. Rates
- 14. Inbound Invoice
- 15. Accessorial Invoice
- 16. Storage Renewal Invoice



The following table defines terms displayed on the Outbound Details page.

Term	Description
Carrier	The entity that transported the Inbound stock to the Warehouse.
Client	Typically the owner of stock stored in the Warehouse.
Consignee	The entity to which the stock on the Outbound is shipped. This entity is also known as a Customer.
	An invariable set of stock characteristics (e.g. size, grade, expiry date, etc.) containing variable content that is used to track, bill, report and rotate stock
	The current status of the Outbound (Deferred Order, Pick Slip Printed, Bill of Lading Printed, Shipped, etc.).

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Performing Queries

Conveyance List

Overview

This page displays the Conveyances that are used to physically "hold" stock for a selected Lot. Stock may reside in/on an identified Conveyance (e.g. a Pallet, Container, etc.). Heading and sub-heading portions of the page display the product and lot details. The main body displays the On-Hand, On-Order, and Available quantities, and the Conveyance Identifier, Reference and Type (e.g. Pallet, Container, etc.).

Page Sample

Here is a sample of the page.

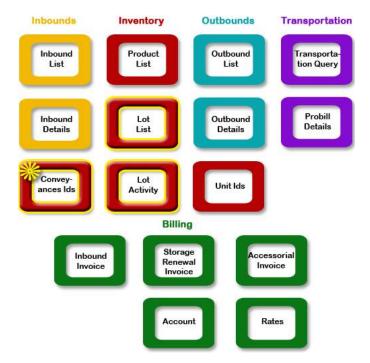


Links

The following table displays the links that will allow you to "drill-up/down" into related information displayed on another NetView page.

Link	Page
Lot Code	Lot Activity

- 1. Inbounds List
- 2. Inbound Details
- 3. Product List
- 4. Lot List
- 5. Lot Activity
- 6. Unit Ids List
- 7. Outbounds List 8. Outbound Details
- 9. Conveyance List
- 10. Transportation Query
- 11. Probill Details
- 12. Account Details 13. Rates
- 14. Inbound Invoice
- 15. Accessorial Invoice16. Storage Renewal Invoice



The following table defines terms displayed on the Inbound Details page.

Term	Description		
Carrier	The entity that transported the Inbound stock to the Warehouse.		
Client	Typically the owner of stock stored in the Warehouse.		
Date	The date on which the stock associated with the Inbound was received into inventory.		
Lot	An invariable set of stock characteristics (e.g. size, grade, expiry date, etc.) containing variable content that is used to track, bill, report and rotate stock.		
Status	The current status of the Inbound.		
Warehous	e A Third Party Logistics Provider (3PL) that provides warehousing services (e.g. handling and storage of stock, etc.) to Clients.		

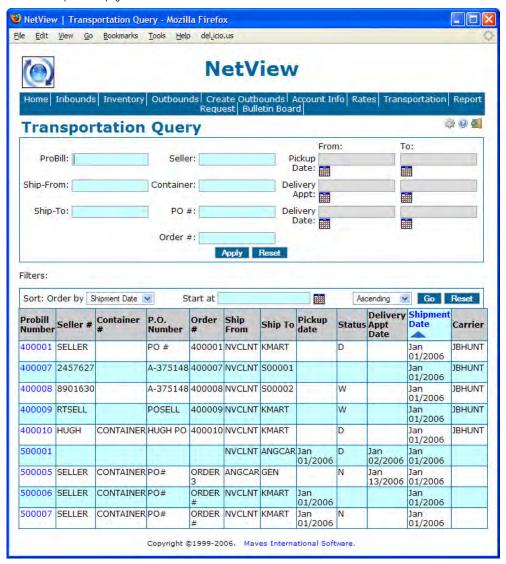
Performing Queries

Transportation Query

Overview

Page Sample

Here is a sample of the page.



- 1. Inbounds List
- 2. Inbound Details
- 3. Product List 4. Lot List
- 5. Lot Activity
- 6. Unit Ids List 7. Outbounds List
- 8. Outbound Details
- 9. Conveyance List 10. Transportation Query
- 11 Probill Details
- 12. Account Details
- 13. Rates
- 14. Inbound Invoice
- 15. Accessorial Invoice
- 16. Storage Renewal Invoice

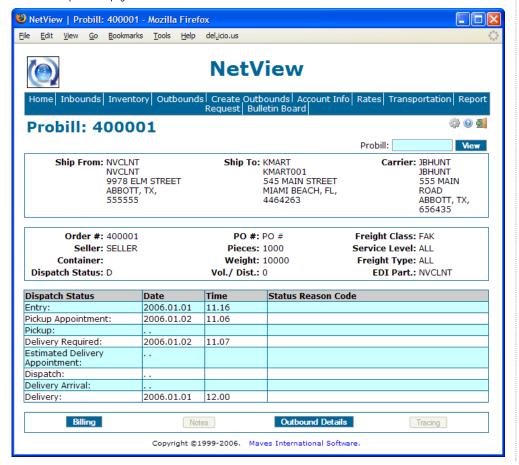
Performing Queries

Probill Details

Overview

Page Sample

Here is a sample of the page.



- 1. Inbounds List
- 2. Inbound Details
- 3. Product List 4. Lot List
- 5. Lot Activity
- 6. Unit lds List
- 7. Outbounds List 8. Outbound Details
- 9. Conveyance List
- 10. Transportation Query
- 11. Probill Details 12. Account Details
- 13. Rates
- 14. Inbound Invoice
- 15. Accessorial Invoice
- 16. Storage Renewal Invoice

Performing Queries

Account Details

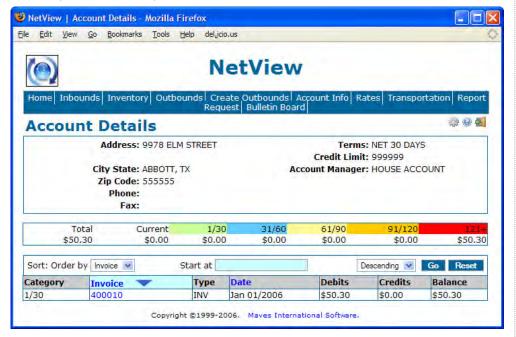
Overview

This page displays a list of outstanding Invoices created by the Warehouse and billed to a Client. It allows Accounts Receivable (e.g. from the Warehouse) and Accounts Payable (e.g. from the Client) personnel to quickly view the status and details of their account and invoices and perform appropriate actions/tasks.

The heading portion of the page contains the Client details (e.g. name, address, and credit limit and account manager) and the total amount owed by the Client to the Warehouse broken down by invoice age category (e.g. current, 1-30 days overdue, 31-60 days overdue, etc.). The main body displays an invoice's current status, type (e.g. invoice, credit note, etc.), original amount, payments, and balance.

Page Samples

The following is a sample of the page.



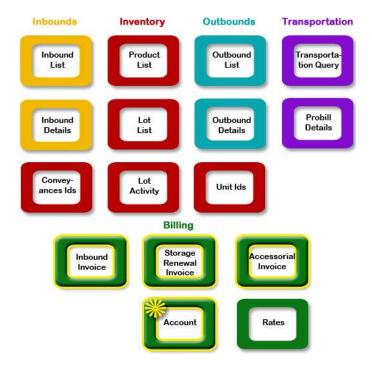
Links

The following table displays the links that will allow you to "drill-up/down" into related information displayed on another NetView page.

Link	Page	
Invoice	nbound Invoice	
Invoice	Storage Renewal Invoice	
Invoice	Accessorial Invoice	

Chapters:

- 1. Inbounds List
- 2. Inbound Details
- 3. Product List
- 4. Lot List
- 5. Lot Activity
- 6. Unit Ids List
- Outbounds List
 Outbound Details
- 9. Conveyance List
- 10. Transportation Query
- 11. Probill Details
- Account Details
 Rates
- 14. Inbound Invoice
- 15. Accessorial Invoice
- 16. Storage Renewal Invoice



Terminology

The following table defines terms displayed on the Account List page.

Term	Description
	A period of time used to age invoices. Example: Current represents an invoice that is not yet overdue, 1-30 represents an invoice that is 1 to 30 days overdue, etc.
	Invoice Types include the following:
1 ''	INV = Regular Invoice
	CRN = Credit Note

Performing Queries

Rates

Overview

On this page you may review the negotiated rates for services provided by the Warehouse to the Client. These rates may be automatically charged during transaction processing (e.g. handling and initial storage for a specific product) or manually attached to a transaction (i.e. an order) or an invoice.

Note: Only rates that have been defined specifically for the selected Client are displayed on this page. General rates, that may be used to calculate charges for one or more Clients, are not displayed on this page for reasons of confidentiality.

Page Samples

The following is a sample of the page.



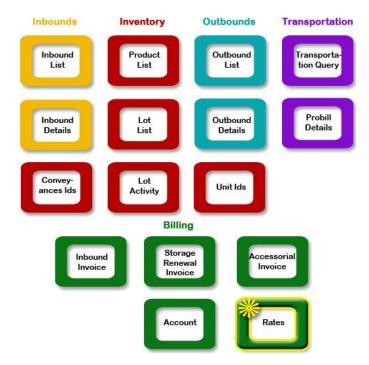
Links

The following table displays the links that will allow you to "drill-up/down" into related information displayed on another NetView page.

Link	Page
No Links on this Page	No Links to other Pages

Chapters:

- 1. Inbounds List
- 2. Inbound Details
- 3. Product List 4. Lot List
- Lot Activity
- Unit Ids List
- 7. Outbounds List 8. Outbound Details
- 9. Conveyance List
- 10. Transportation Query
- 11. Probill Details
- 12. Account Details 13. Rates
- 14. Inbound Invoice
- 15. Accessorial Invoice
- 16. Storage Renewal Invoice



Terminology

The following table defines terms displayed on the Rates page.

Term	Description
Maximum Quantity	A number of rate types are based on quantity (e.g. the larger the quantity received the lower the rate). The maximum quantities are used to indicate the "cut-off" point for specific rates. In the example of \$2.00 for a quantity of 1 to 100, and \$1.50 for a quantity of 101-200 the maximum quantities are 100 and 200.
Qualifying Units	A charge is based on a Rate multiplied by some quantity. The Qualifying Units represent the "measuring unit" for that quantity. Qualifying Units may be based on weight, units, pallet or occurrences (e.g. number of invoices, lines, lots, etc.).
Туре	A rate "type" controls how a rate is used in calculating a charge. The three most common types are Single, Break, and Multiple. A Single Rate type multiples a "single" rate by the actual quantity of qualifying units (e.g. If 10 cases are received and the handling rate is \$.60/case then the charge is \$6.00). A Break Rate type uses the corresponding rate associated with the quantity (e.g. If the handling rates are \$1.00 for a quantity of 1-60 and \$.50 for a quantity of 61 - 999999 and 80 are received then the system would use the \$.50 rate and calculate the charge as \$40.00). A Multiple Rate type is similar to a Break Rate except the rate used is blended (e.g. If the handling rates are \$1.00 for a quantity of 1-60 and \$.50 for a quantity of 61 - 999999 and 80 are received then the system would calculate the charge as \$70.00 or 60 x \$1.00 + 20 x \$.50).

Performing Queries

Inbound Invoice

Overview

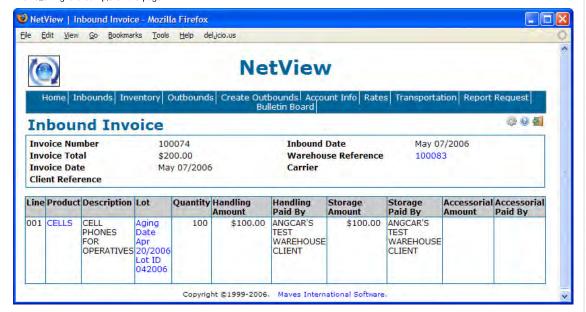
An Inbound Invoice contains charges associated with receiving stock into the Warehouse. These charges may be automatically applied (e.g. handling and initial storage) based on negotiated product rates or manually assigned for any extra service provides during receiving (e.g. labeling, repackaging, shrink-wrapping, etc.). The invoice also identifies whether a specific charge is assigned to a Client or a Third Party (e.g. a Carrier, Consignee/Customer).

In additional to charges this page also displays the stock details (products, lots, and quantities) associated with the Inbound shipment.

Some Clients may prefer to receive a "single" invoice for all Inbound charges for a specific period of time (e.g. weekly, monthly, etc.). In this scenario Inbound invoices are NOT generated and instead these charges accumulate and are generated/printed on an Accessorial Invoice. This is known as Unitary Billing.

Page Samples

The following is a sample of the page.



Links

The following table displays the links that will allow you to "drill-up/down" into related information displayed on another NetView page.

Link	Page
Product Code	Lot List
Lot Code	Lot Activity
Warehouse Reference	Inbound Details

Chapters:

- 1. Inbounds List
- 2. Inbound Details
- 3. Product List
- 4. Lot List
- 5. Lot Activity
- 6. Unit lds List
- 7. Outbounds List
- 8. Outbound Details
- 9. Conveyance List
- 10. Transportation Query
- 11. Probill Details
- 12. Account Details
- 13. Rates
- 14. Inbound Invoice
- 15. Accessorial Invoice
- 16. Storage Renewa Invoice

Transportation



Terminology

The following table defines terms displayed on the Inbound Invoice page.

Term	Description
Accessorial	An extra service charge recorded and assigned to the Inbound during Receiving.
Client Reference	An option Client (i.e. owner of the stock on the Inbound) reference or code associated with the Inbound shipment.
Handling	A charge applied to unloading, and locating inbound stock into the Warehouse.
	An invariable set of stock characteristics (e.g. size, grade, expiry date, etc.) containing variable content that is used to track, bill, report and rotate stock.
Storage	The Initial Storage charge for the defined period (e.g. calendar month, 30 days, etc.) upon receiving stock into the Warehouse.

Performing Queries

Accessorial Invoice

Overview

This page displays the details of an Accessorial Invoice. An Accessorial invoice typically contains a "collection" of extra service charges that were manually or automatically applied to Outbounds or recorded and accumulated for later generation and printing on an invoice.

The heading portion of the page displays the invoice total and date. Each line in the detail portion displays the charge description, date applied, warehouse reference (e.g. outbound number), quantity, rate, measuring unit (e.g. Case) and amount.

Some Clients may prefer to receive a "single" invoice for all their charges for a specific period of time (e.g. weekly, monthly, etc.). In this scenario Inbound and/or Storage Renewal invoices may not generated and instead these charges accumulate and are generated/printed on an Accessorial Invoice. This is known as Unitary Billing.

Page Sample

The following is a sample of the page.



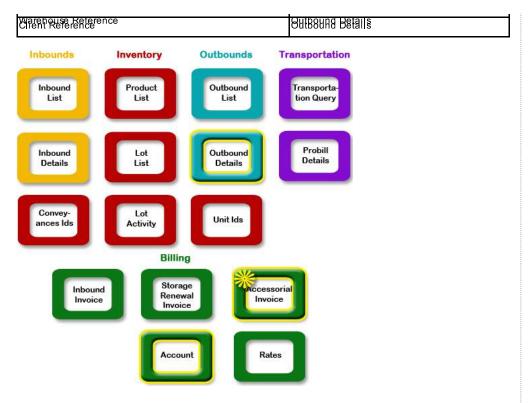
links

The following table displays the links that will allow you to "drill-up/down" into related information displayed on another NetView page.

Link	Page
Warehouse Reference	Inbound Details
Client Reference	Inbound Details

Chapters:

- 1. Inbounds List
- 2. Inbound Details
- Product List
 Lot List
- Lot Activity
- 6. Unit Ids List
- 7. Outbounds List
- 8. Outbound Details
- 9. Conveyance List
- 10. Transportation Query
- 11. Probill Details
- 12. Account Details
- 13. Rates
- 14. Inbound Invoice
- 15. Accessorial Invoice
- 16. Storage Renewal Invoice



Terminology

The following table defines terms displayed on the Accessorial Invoice page.

Term	Description
Warehouse Reference The reference assigned by the Warehouse to a transaction (e.g. an inbound,	
	outbound, etc.).

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Performing Queries

Storage Renewal Invoice

Overview

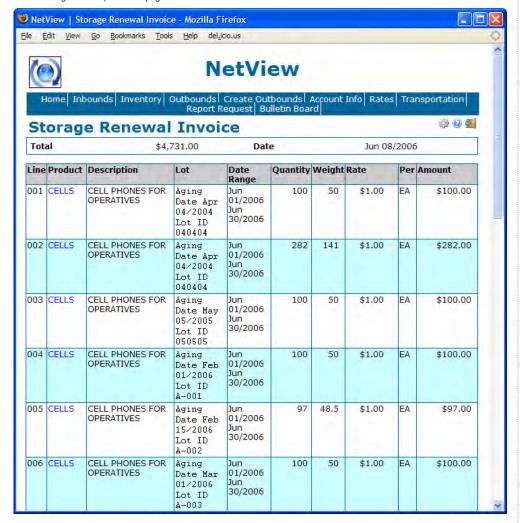
This page displays the details of a specific Storage Renewal Invoice. Storage Renewal Invoices are generated for stock that resides in the Warehouse after the Initial or subsequent Storage periods (e.g. a calendar month, on the monthly anniversary of the day the stock was first received, etc.).

The heading portion of the page displays the invoice total and date. Each line in the detail portion of the page represents a unique Product/Lot that was charged recurring storage and includes the storage period (from/to date range), stock quantity, weight, storage rate, measuring unit (e.g. Case), and amount.

Some Clients may prefer to receive a "single" invoice for all their charges for a specific period of time (e.g. weekly, monthly, etc.). In this scenario Storage Renewal invoices are NOT generated and instead these charges accumulate and are generated/printed on an Accessorial Invoice. This is known as Unitary Billing.

Page Sample

The following is a sample of the page.

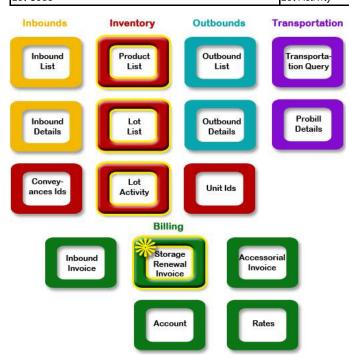


Chapters:

- 1. Inbounds List
- 2. Inbound Details
- 3. Product List 4. Lot List
- Lot Activity
- Unit Ids List
- 7. Outbounds List
- 8. Outbound Details
- 9. Conveyance List
- 10. Transportation Query
- 11. Probill Details
- 12. Account Details 13. Rates
- 14. Inbound Invoice
- 15. Accessorial Invoice
- 16. Storage Renewal Invoice

The following table displays the links that will allow you to "drill-up/down" into related information displayed on another NetView page.

Link	Page
Product Code	Lot List
Lot Code	Lot Activity



Terminology

The following table defines terms displayed on the Inbound Invoice page.

Term	Description	
Lot	An invariable set of stock characteristics (e.g. size, grade, expiry date, etc.) containing variable content	
	that is used to track, bill, report and rotate stock.	

{ Home Navigating Performing Queries Outbounds Reports Bulletin Board Preferences }

The NetView Knowledge Base

Creating Outbounds

Use this option to request an Outbound shipment of stock from the Warehouse to a Consignee (also known as a Customer). To complete the request for an Outbound shipment you need to provide all the mandatory information displayed on the Header page (e.g. References/Destination, Transportation and Shipment Information) and Detail page (e.g. Product Code and Quantity) before submitting the request to the Warehouse Management System (WMS).

Since the Outbound only exists as a "request" in NetView then no stock is allocated/reserved as Outbound data (e.g. Product and Quantity) is entered. After the Outbound request is submitted the WMS will create the Outbound as either a "Deferred" or "Regular" type of shipment which may then be viewed in various NetView query pages (e.g. Outbounds List, Outbound Details, Bulletin Board - Status, etc.).

A Deferred Outbound does not contain allocated/reserved stock and is typically used for Clients (i.e. owners of stock) that require future dated shipments (e.g. two weeks from today). Just prior to the Outbound shipment date if the Warehouse determines there is not enough stock to fill the Outbound then the Client will be contacted for instructions. After a Deferred Outbound is "allocated" (i.e. stock is reserved at the Lot level for the requested Products) the Outbound changes from Deferred to Regular status.



Header Information



Detail Information



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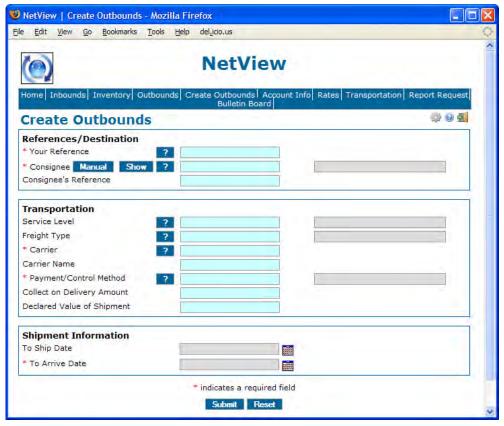
Creating Outbounds

Header Information

- General
- Your Reference
- Selecting an Existing Consignee
- Consignee's Reference
- Service Levels and Freight Types
- Carrie
- Payment Control Method and Collect on Delivery Amount
- Declared Value of Shipment
- To Ship Date
- To Arrive Date
- · Submitting the Header

General

The Header page includes data that is common to the entire Outbound and includes three sections: References/Destination, Transportation and Shipment Information. An optional section, Consignee Details, may also be invoked. After entering all the mandatory data in the header page (i.e. fields with a red "*") you may click on the "Submit" button to move to the Detail page.



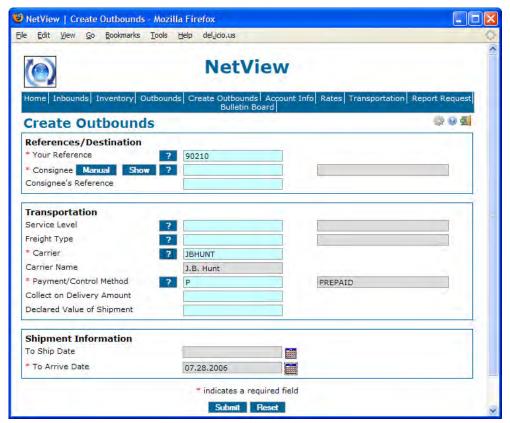
Your Reference

This field refers to the Client's reference/code/number for the Outbound. You can recall the details of a previously submitted order by clicking the "?" button located to the left of the "Your Reference" field and selecting an order from the browse. Doing so recalls all previously entered information and introduces a sub menu that allows you to toggle between this Header page and the Detail page. An example of this is shown below.

Chapters:

- 1. Header Information
- 2. Detail Information

1

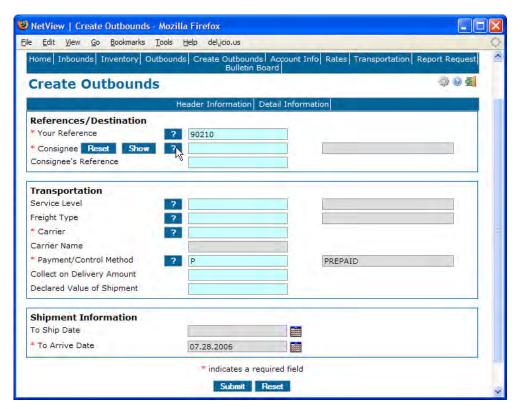


Selecting an Existing Consignee

To select an existing Consignee from a list click on the "?" button located to the left of the Consignee field.

If the Consignee that you wish to ship the Outbound does not exist in the displayed list then you may create a manual (or one-time) Consignee or contact your Webmaster and ask that the Consignee be created permanently.

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The system will then display a new window that contains a list of Consignees that have been defined for the specific Client. You may use the scroll bars to view more Consignees before "clicking" on the appropriate Consignee for the Outbound.



Consignee's Reference

This field refers to the Consignee (or Customer) reference/code/number for the Outbound. Later you may sort and view Outbounds by the Consignee Reference on the Outbounds List page.

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Service Levels and Freight Types

Service Levels and Freight types are typically entered if you request that the Warehouse to arrange for appropriate transportation of an Outbound shipment. If, however, you contact and arrange for a Carrier to transport the Outbound then these fields are left empty.

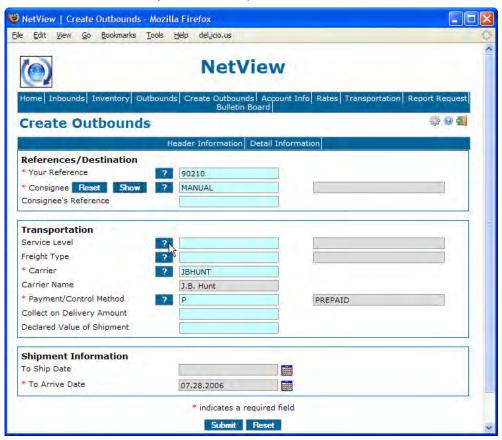
A service level indicates the required "speed" in which an Outbound must be delivered (e.g. over night, next day, expedited, etc.) to the Consignee. Freight Types describe the manner/mode in which the Outbound needs to be shipped (e.g. over the road, rail, ocean, air, etc.).

The Warehouse may have defined a number of Carriers that can provide specific Service Level and Freight Types so that you may select an appropriate Carrier for the Outbound. However, if you select a specific Service Level and Freight Type then you may only select a Carrier that provides those capabilities or the carrier "TBD" (i.e. "To be Determined").

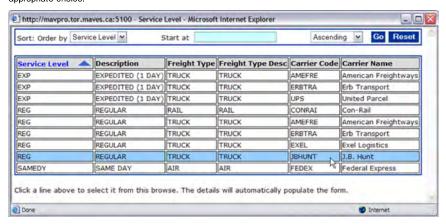
If the Warehouse is actively using a Transportation Management System (TMS) then the Carrier is normally set to "TBD" so the system may later select a Carrier that can provide the appropriate service level and freight type at the most cost

Carrier

The Carrier is a mandatory field in the creation of an Outbound. If you normally allow the Warehouse to select the Carrier then browse and select Carrier "TBD" (i.e. To be Determined).



After clicking on the "?" button to the right of the Service Level field the system will display a list of defined Service Levels and any associated Freight Types and Carriers. To select a Service Level simply highlight and click an appropriate choice.



The system will then display the selected information. If you wish to change the values of the Freight Type or Carrier fields (e.g. leave the Freight type empty and change the Carrier to "TBD") simply move to those fields and delete their contents.

The payment control method refers to how transportation costs will be paid (e.g. Prepaid by the Client, Collect by Carrier, etc.). The system can be set-up to default this field to the most common method used (contact your Webmaster if this is required). You may also browse and select a method by clicking on the "?" button that is located to the right of the field. If a Collect method is selected then the amount may be entered in the "Collect on Delivery Amount" field.

Declared Value of Shipment

This optional field is the estimated value of the Outbound stock. If entered this data will display on the printed Bill of Lading that accompanies the Outbound.

To Ship Date

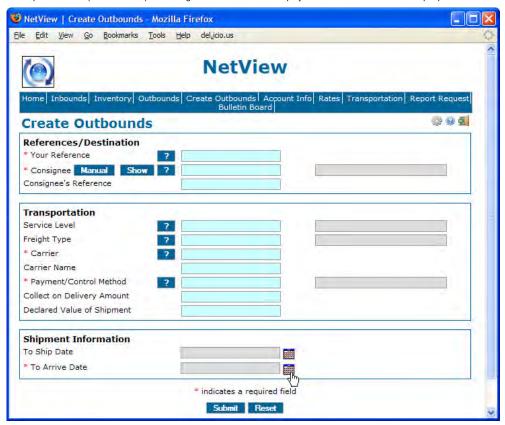
You may record the optional To Ship Date (i.e. the date the Outbound should be shipped from the Warehouse) by either manually entering the date in the required format (MMDDYYYY) or clicking on the ".." button to display and select a date from a "Pop-Up Calendar".

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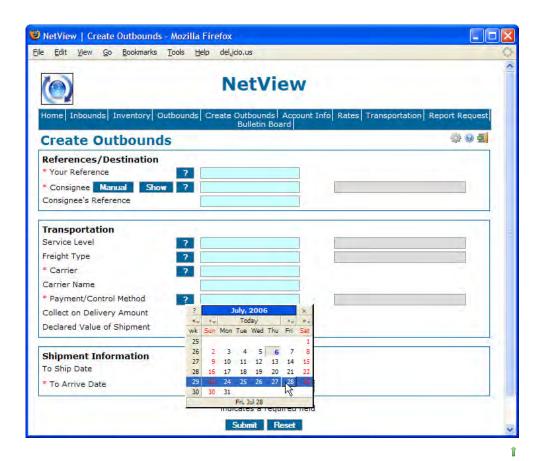
To Arrive Date

You may record the mandatory Arrival Date of the Outbound at the Consignee by either manually entering the date in the required format (MMDDYYYY) or clicking on the ".." button to display and select a date from a "Pop-Up Calendar".



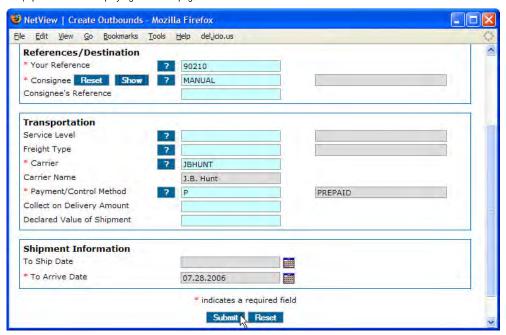
After the "Pop-Up Calendar" window displays you may select a previous/subsequent month by clicking on the "<" or ">>" buttons or display a previous/subsequent year by clicking on the "<<" or ">>" buttons before clicking on an appropriate date

The system will reject any invalid date selections (e.g. an Arrival Date prior to today, an Arrival Date prior to the To Ship Date, etc.).



Submitting the Header

To signify the completion of the Header click on the "Submit" button. The system will validate that all mandatory fields are populated before displaying the Detail page.



Creating Outbounds

Detail Information

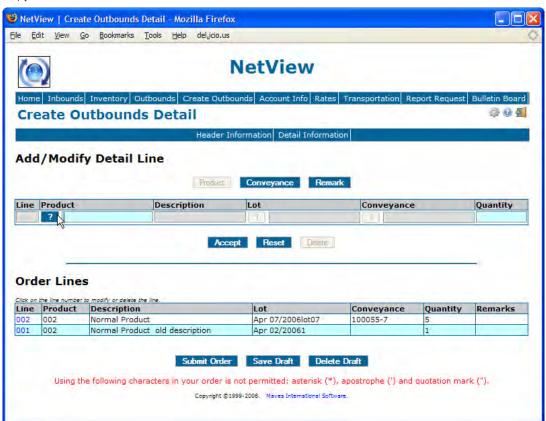
- Tabs
- Browsing and Selecting a Product Code
- Accepting a Line
- Adding a Remark
- Editing a Line
- Deleting a Line
- Browsing and Selecting a Lot
- Browsing and Selecting a Conveyance
- Submitting an Order

Tabs

After successfully submitting the Header page the system will display the Detail page and a sub menu that will allow you to move between the Header and Detail pages.

Browsing and Selecting a Product Code

A Product code may be entered manually or selected from a menu. To display and select an existing Product Code from a list, simply click on the "?" button to the left of the Product field.



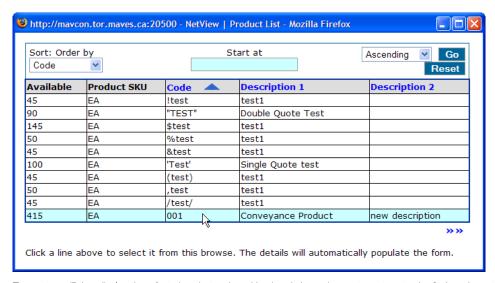
The system will then open another window and display any/all Products that currently have an available quantity (i.e. not on order or on hold). You may sort the Product list by either Product Code or Description in ascending or descending sequence before highlighting and clicking an appropriate Product.

Chapters:

- Header Information
- 2. Detail

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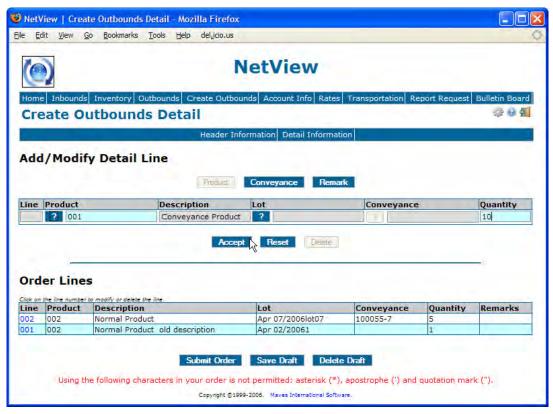


The system will then display the selected product code and its description and prompt you to enter the Outbound quantity.

Accepting a Line

To complete the Outbound line click on the "Accept" button located below the Product code. If you choose not to accept this line then you may "click" on the "Reset" button which will clear the Product, Description, and Quantity fields and place the cursor in the Product field

As stated earlier an Outbound is simply a "Request" until the entire Outbound has been submitted to the WMS which automatically creates the Outbound as either a Deferred or Regular Outbound. As a result the requested outbound quantity will NOT reduce the selected Product's available quantity nor display as a change in the "Product Available for Order" browse. However, the results of changes made to Product availability via the WMS (e.g. outbound allocation, shipment, etc.) will be reflected and displayed each time this menu is invoked.

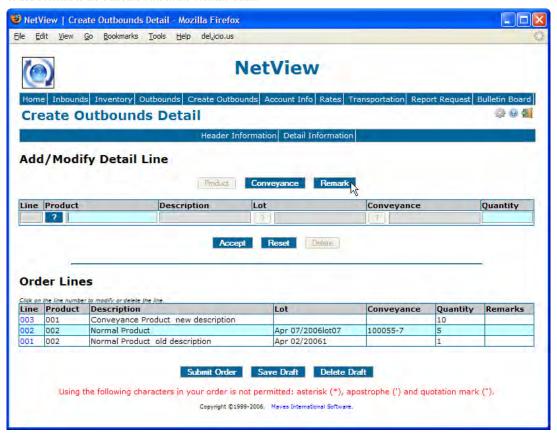


After each Outbound line is accepted the system will display it (in descending line sequence) within the lower portion of the detail page. This allows you to quickly view the status of your Outbound request to determine if all lines have been entered or specific lines need to be edited.

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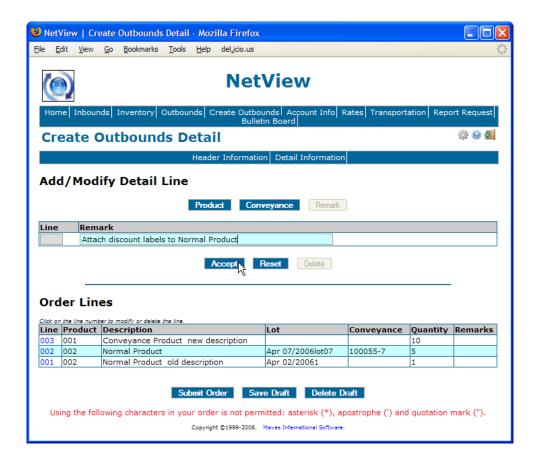
Adding a Remark

To add a remark to the Outbound click on the "Remark" button.



You may then enter an instruction or comment regarding the entire Outbound or concerning a specific line. Remarks will print on the Picking Slip and Bill of Lading associated with the Outbound. Click on the "Accept" button to complete the Remark line.

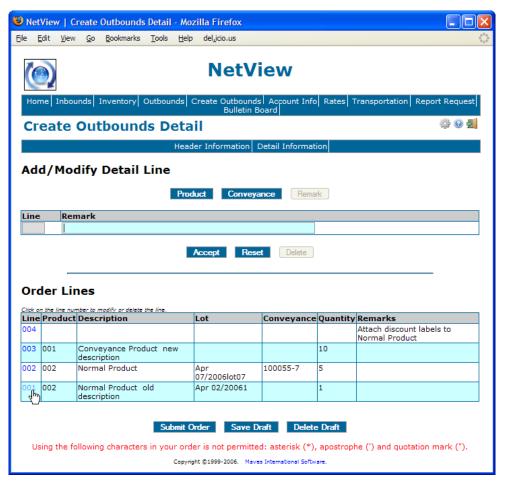
Important: Certain characters are not permitted in your Remarks. Please refrain from using the asterisk (*), apostrophe (') or quotation mark (").



Editing a Line

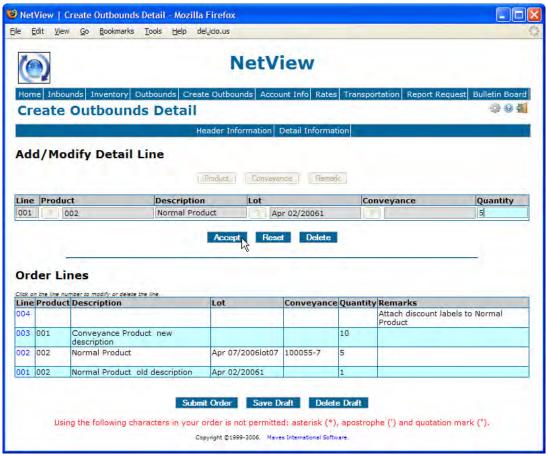
To edit the contents of an Outbound line (e.g. change a quantity) simply click on an existing line number that displays in the lower portion of the Details page.

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The system will then display the selected line in the top portion of the page (as if you entered the line details) and allow you to change the information (e.g. change the quantity) before accepting the line.

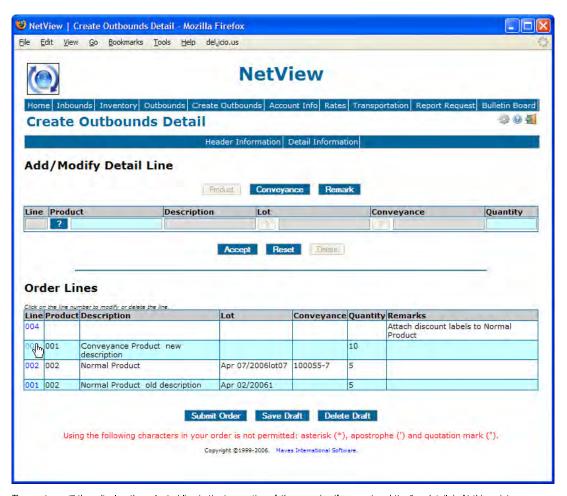
The quantity for this line was changed back to its original quantity before the entire Outbound was submitted.



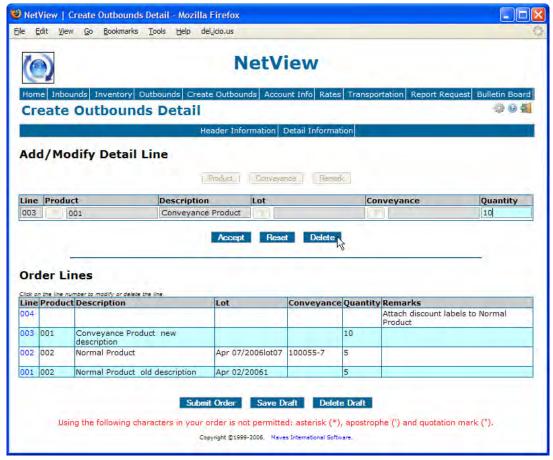
Deleting a Line

To delete a line from an Outbound click on the appropriate line number.

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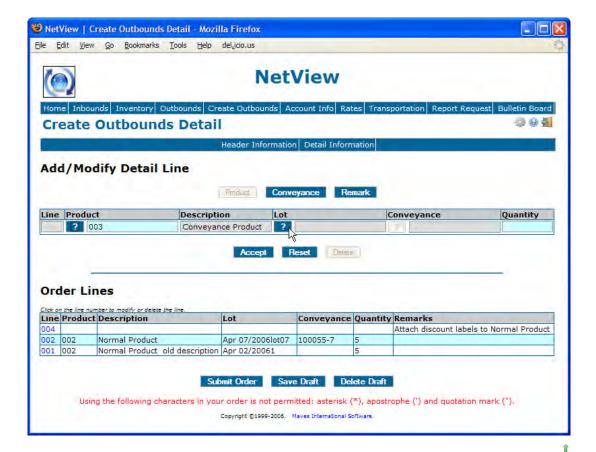
The system will then display the selected line in the top portion of the page (as if you entered the line details). At this point you may click on the "Delete" button to delete the selected line.



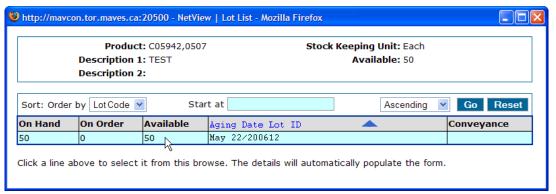
Browsing and Selecting a Lot

Once you've manually entered or selected from a browse a product code, you can select a lot associated with that product code by clicking the "Select Lot" button.

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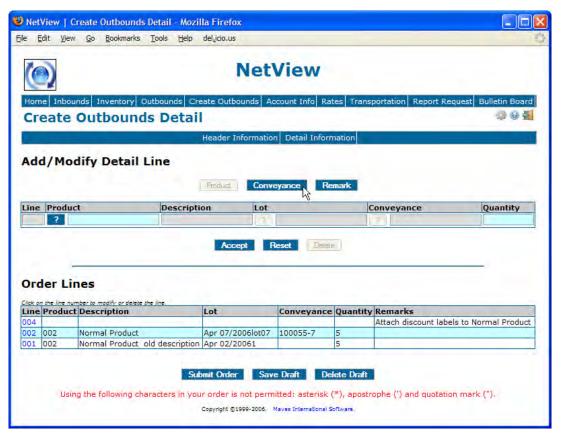


The system will then open another window and display any/all Lots that are associated with the previously selected Product. To choose the appropriate Lot, simply click that line with your mouse.

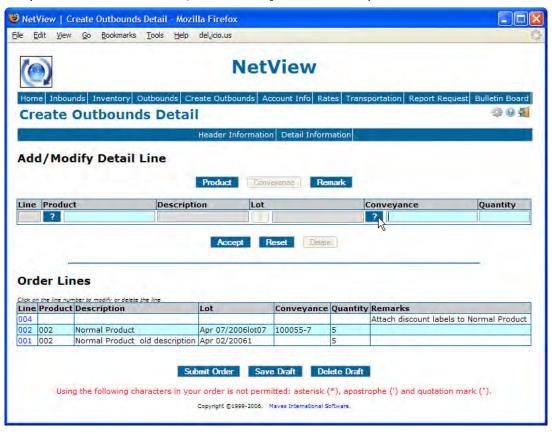


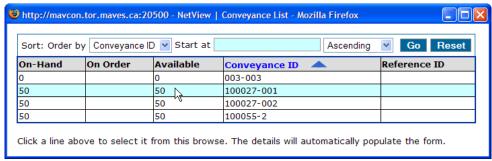
Browsing and Selecting a Conveyance

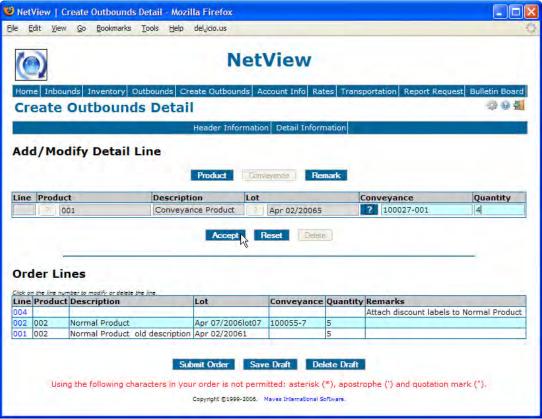
In addition to selecting a product or lot associated with a product, you may select a conveyance. It's as simple as clicking the "Conveyances" tab, as shown below.



You now have three options. You may simply enter the conveyance code or you may enter a product code and then select from a menu only those conveyances that contain that product, or you may select a product and lot and select from a menu only those conveyances that contain that lot. The example below is the straight selection of a conveyance from the menu.





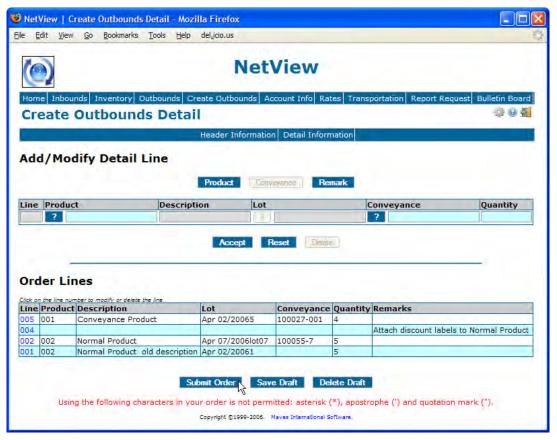


Submitting an Order

Once the Outbound has been validated as being accurate you may signify it as complete by clicking on the "Submit" button. This action transfers the Outbound request to the WMS so the Outbound is automatically created as either a Deferred or Regular Outbound and made visible to various NetView query pages (e.g. Outbounds List, Outbound Details, Bulletin Board - Status, etc.).

Clicking on the "Cancel" button will prompt you to confirm the cancellation of the Outbound before erasing the Outbound request and returning you to the Outbound Header page.

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Requesting Reports

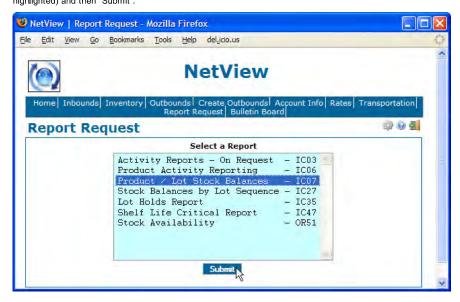
- 1. Selecting a Report
- 2. Printing a Report with Default Settings
- 3. Viewing a Report
- 4. Printing a Report with Specific Settings
- 5. Choosing a Report Format
- 6. Selecting a Report Sequence
- 7. Entering Ranges
- 8. Selecting Options
- 9. Submitting a Report
- 10. Reports

Selecting a Report

Click "Report Request" from the main menu to display a list of reports that your Clients may request.



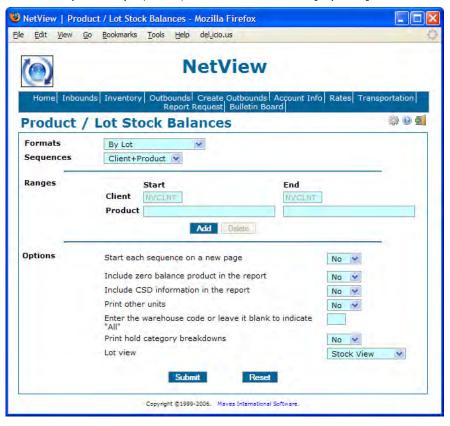
NetView will display all the reports that your Clients may request. Simply click on the report you wish to print (it will be highlighted) and then "Submit".





Printing a Report with Default Settings

Your Clients may immediately request a report with its most common settings by clicking "Submit".



Viewing a Report

To learn how to view a submitted report, click here.

Printing a Report with Specific Settings

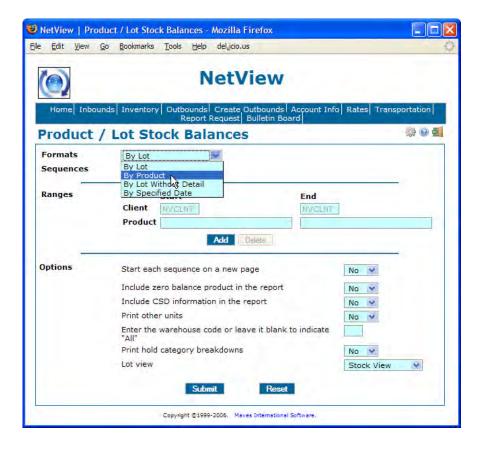
Your Clients may also request a report that

- contains various types of summarized information (i.e. a format)
- is sorted in a different fashion (i.e. a sequence)
- contains a specific range of information (i.e. a range)
- meets a series of conditions (i.e. options)

Choosing a Report Format

Your Clients may control the amount of information displayed on their report. For example, a summary versus detail. Simply click on the format's "drop down" icon and then select the appropriate format.

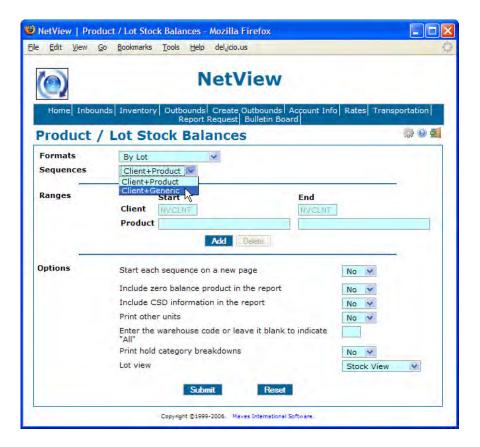
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Selecting a Report Sequence

After picking their report format they may also choose how to sort the report by clicking on the sequence's "drop down" icon and selecting the appropriate sort sequence.

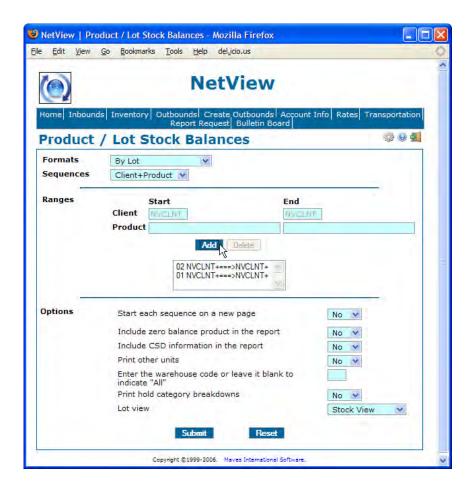
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Entering Ranges

Your Clients may also restrict their report to a specific range of information (e.g. products, start/end date, etc.). A range may be a combination of multiple specific codes/entries (e.g. Product 02020 to 02040) and partial codes/entries (e.g. "A" to "R"). Once a start/end range is entered simply click "Add" and NetView will assign it a range number and display it below the start/end entry fields. A range may be edited by clicking on an existing range line and then clicking "Edit". Ranges are deleted by clicking on an existing range number and then clicking "Delete".

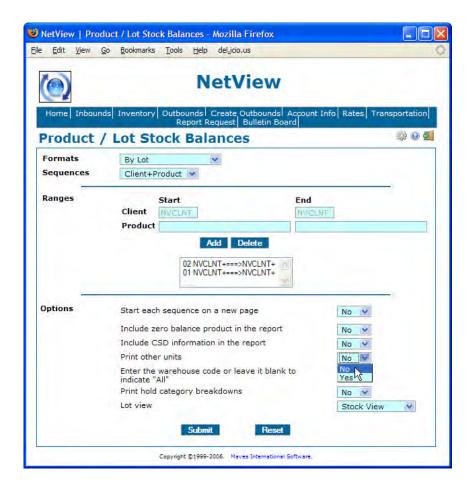
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Selecting Options

To further restrict the report to only the specific information they require, your Clients may select/enter responses to questions known as Options. Making a choice from a drop-down list is the typical manner in which options are set.

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Submitting a Report

Once they are satisfied with their report's format, sequence, range, and options, your Clients simply click "Submit". e-Z Ware will then automatically collect the required data based on their request, build the report, and place it on their personal bulletin board.

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Note: To learn how to view a submitted report, click here.

Reports

The following is a list of Reports that you may request and view within NetView.

- Activity Reports On Request (IC.03)
- Lot Holds Report (IC.35)
- Product/Lot Stock Balances (IC.07)
- Product Activity Reporting (IC.06)
- Shelf Life Critical Report (IC.47)
- Stock Availability (OR.51)
- Stock Balances by Lot Sequence (IC.27)

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{ Home Navigating Performing Queries Outbounds Reports Bulletin Board Preferences }

The NetView Knowledge Base

Your Bulletin Board

Reports

Status

Jobs

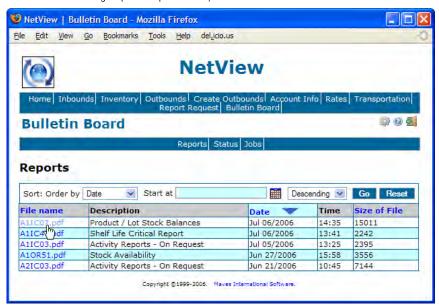


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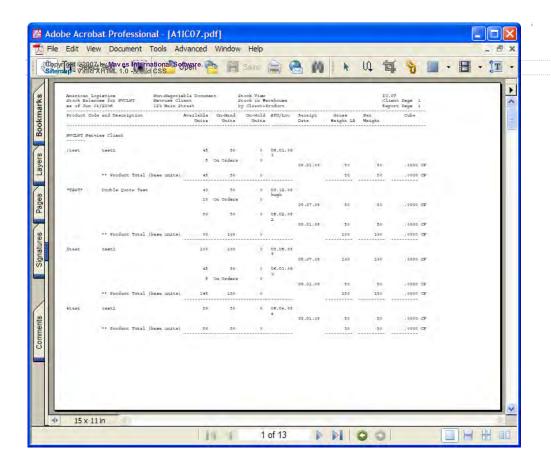
Your Bulletin Board

Reports

You may view a report you requested earlier (via the "Reports" menu option) by selecting "Bulletin Board" from the main menu and then selecting a specific report. It will open in a new window.



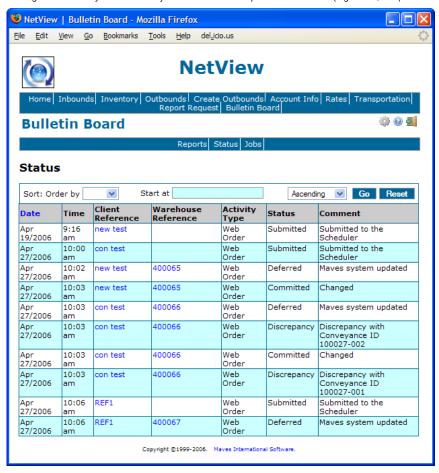
- 1. Reports
- 2 Status
- 3. Jobs



Your Bulletin Board

Status

The Status option displays the status of any/all transactions (e.g. orders) that you created today while using NetView. By clicking on the "links" your Clients may view the details of specific transactions (e.g. Order, etc.).

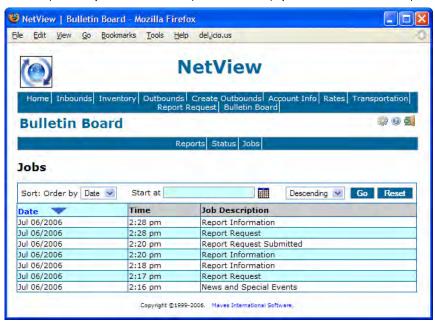


- 1. Reports
- 2. Status
- 3. Jobs

Your Bulletin Board

Jobs

The Jobs option is very similar to Status except that it retains/displays information for an indefinite period of time.



Chapters:

- 1. Reports
- 2. Status
- 3. Jobs

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The NetView Knowledge Base

Changing Your Preferences

- Ohanging the Client
- Editing Your User Profile
- Browser Optimization

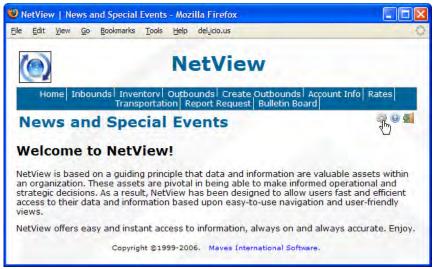


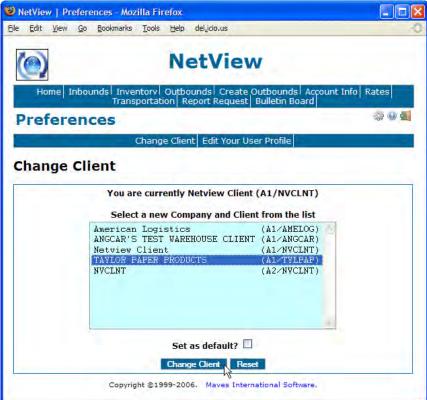
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Changing Your Preferences

Changing the Client

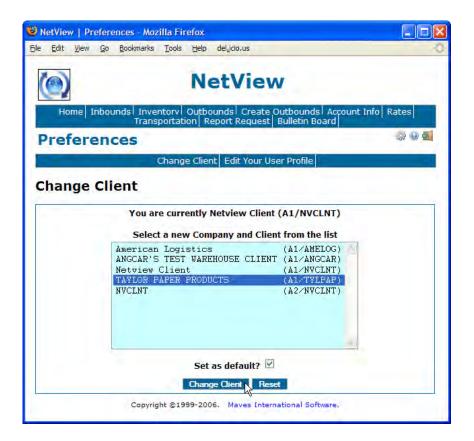
If you're logged into NetView as a user that may access multiple clients, you may change Client by selecting the cog icon from the top right corner, just below the main menu. Then, select the appropriate Client.





In addition to changing clients on this page, you can also assign a client as your default. Your default client is the one associated with your login when you first log in.

- 1. Changing the Client
- 2. Editing Your User Profile
- 3. Browser Optimization

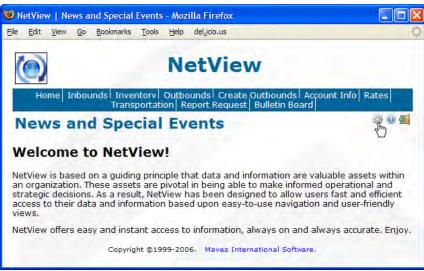


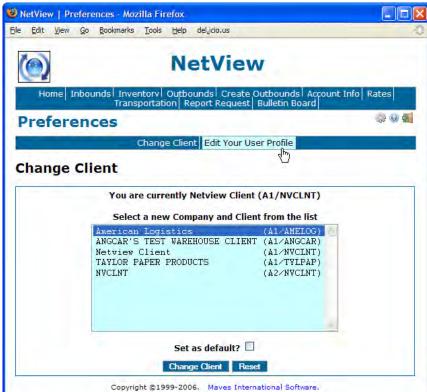
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Changing Your Preferences

Editing Your User Profile

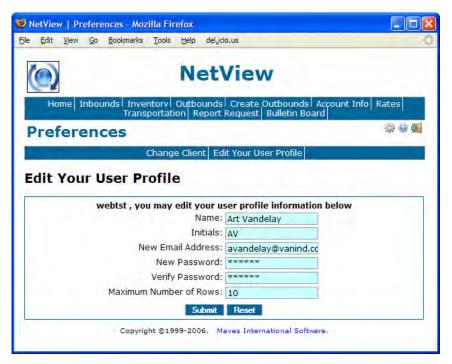
As a NetView user, you have control over the details of your User Profile. You can do this from the "Edit Your User Profile" page under "Preferences".





On your "Edit Your User Profile" page you will find your Name, Initials, Email Address, Password and the maximum number of rows you'd like your queries to be. To change any of this detail, simply make the change and click "Submit".

- 1. Changing the Client
- 2. Editing Your User Profile
- 3. Browser Optimization



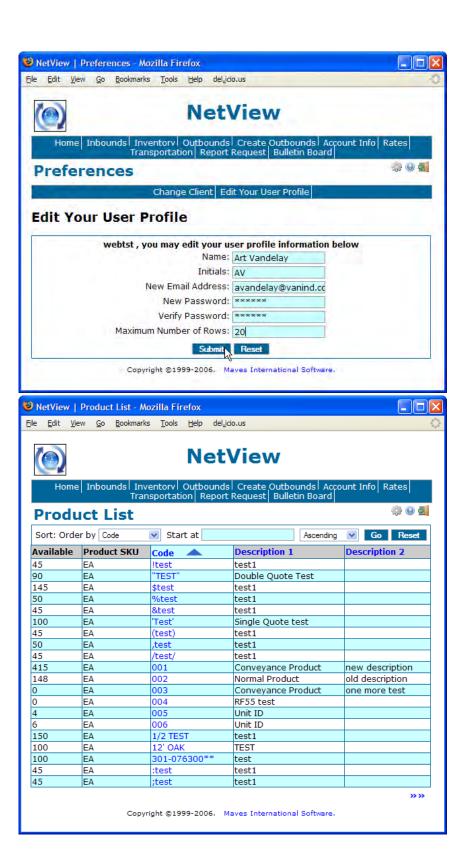
For example, if you wish to change your password, simply delete the existing password and type in your new one. We ask you to enter it twice to ensure you didn't make a typo. Then, click "Submit" and the next time you log in you will be required to enter your new password.





Similarly, if you wish to the maximum number of rows displayed when you view a query in NetView, simply delete the existing number and type in a new one. Then, click "Submit" and you will see this new maximum when viewing "Inbounds", "Inventory", "Outbounds" or any other query within NetView.





{ Home Navigating Performing Queries Outbounds Reports Bulletin Board Preferences }

The NetView Knowledge Base

Changing Your Preferences

Browser Optimization

Adhering to Standards

NetView has been developed utilizing the W3C standards for XHTML and CSS. As a result, this application will function correctly in any current browser.



Firefox is a friend of web standards and, by extension, is a friend of ours. Give it a try and you'll never go back.

Download the latest version of Firefox here: http://www.mozilla.org/products/firefox/



Fear not Internet Explorer faithful. NetView performs brilliantly in your browser as well.

Download the latest version of Internet Explorer here: http://www.microsoft.com/windows/ie/default.mspx

A Note About JavaScript

In some instances JavaScript has been used. As a result, we strongly recommend you enable the use of JavaScript in y our browser.

If JavaScript is disabled in your browser, you will not be able to edit your user profile, create outbounds, submit a report to your bulletin board or use all the sorting features in NetView's various queries.

- 1. Changing the Client
- Editing Your User Profile
 Browser Optimization