The creation of a 'Class' is the means of grouping a number of system users to a particular operational requirement. Only those processes, or options assigned to that 'Class' will appear in the Menu when the users log in to the system.

For example, the warehouse operators might be assigned to a class that restricts them to Stock and Warehouse Enquiries only, while the Stock Control clerks could be in a class that gave access to all Enquiries, Receipts and Issues functionality. The systems management personnel could be in a class which provided access to the whole system.

Field Name	Description	Options	Values
Class	Name of the class to be created.	10 character field	Defined by client
Description	The full name/description of the class/grouping.	30 character field	Defined by client
Security level	The appropriate security level for the group.	0 -9	0 lowest, 9 highest
Seq	Enter the sequence in which the selected option should appear in the Main Menu.	n/a	n/a
Option	Enter the menu option to be assigned to this class. This option can be obtained from a LOV facility as it must have been previously entered onto the system through the 'Screens/Menu Options' facilities.	n/a	Defined by client
Label	Name of menu	n/a	Defined by client
Buttons			
Copy Class	Will copy the class allowing	n/a	n/a
Resequence	Allows the display order to be changed within the main tree structure	n/a	n/a
Refresh Tree	Saves and updates any changes made	**Any changes made must be refreshed**	n/a

 Note: A new option can be inserted between existing options by the use of decimal points. For example, should a new option be required in the above screen between existing options sequentially numbered 5.0 and 6.0 it can be sequenced as 5.5.
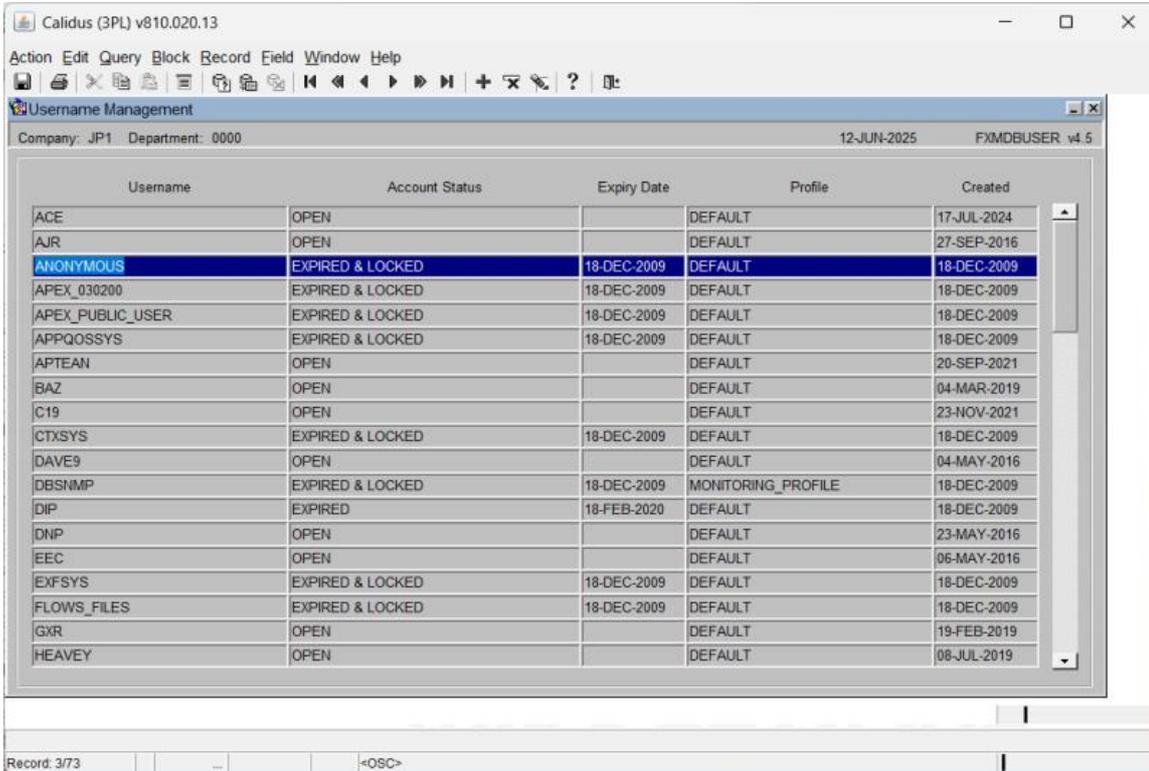
Contents

1 FXMDBUSER

This screen allows you to reset the password or lock/unlock ANY user in the system.

🔴 **Warning**: This is an extremely dangerous screen and should be limited to super users for your entire organisation.

The screen will show you all users in the system, along with some summary information.

You can find the user you want to view/change, click to select it and then double-click against the line in the table - the User Details popup will be shown.

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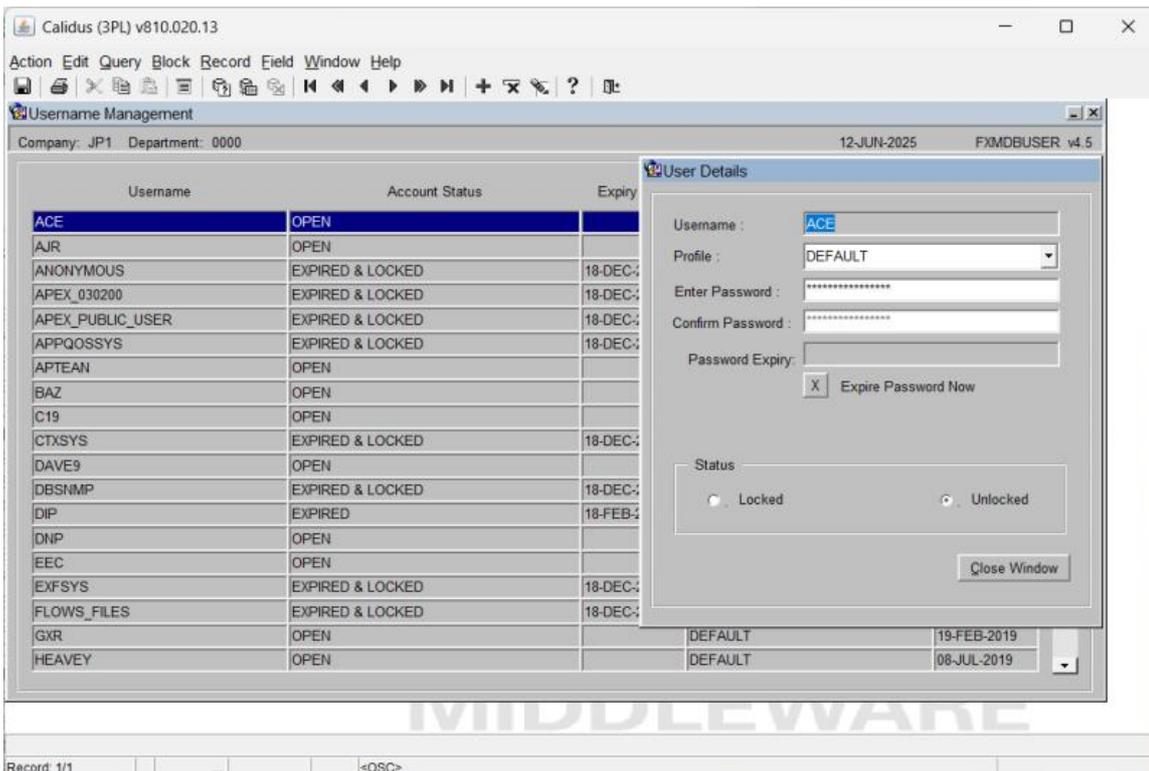
You can change the profile, reset the password, expire a password and lock/unlock a user from here.

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2 FXMDTL Menu Detail List Report

This is the *Menu Detail List* screen (*FXMDTL*).

The following fields document the menu identification and description:

| *Field Name*	*Description*
Menu Name	The unique identifier or short name of the menu being defined or viewed.
(Description Field)	The text field containing the descriptive name for the menu (e.g., A Testing Menu).

Action Buttons:

- **OK**: Runs the report.
- **Cancel**: Closes the screen without running the report.

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3 FXMEXPLR Menu Explorer

Navigation

Warehouse Maintenance is a sub-folder which contains all of the screens you will require throughout this Training Guide. It can be found on the main menu within the Setup folder.
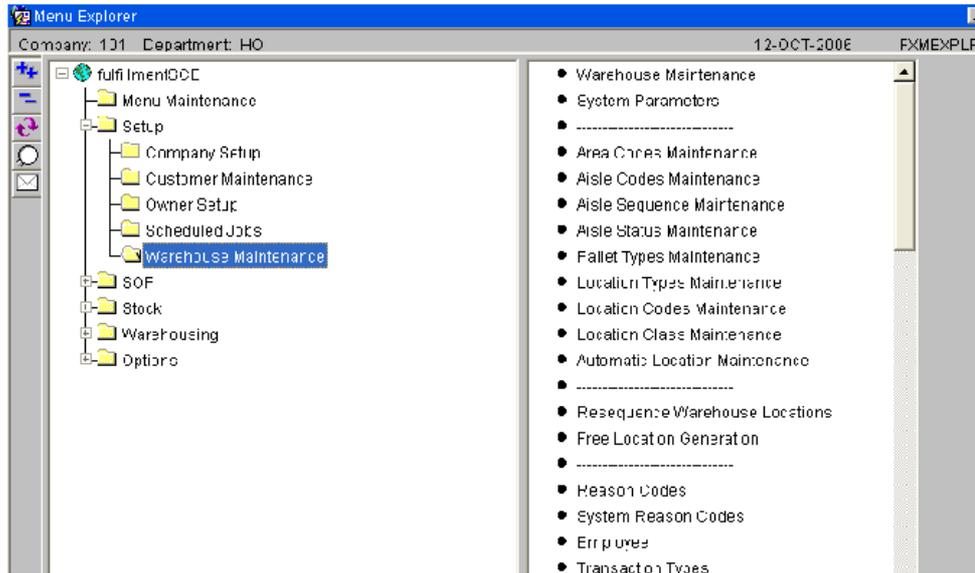
Purpose

A warehouse is made up of physical locations. In order to set up a warehouse, the user must have a clear understanding of how the operation works.   This will enable the user to understand the flow of movement around the warehouse and what format the locations will take.

Note:

- A menu is a grouping of folders and sub folders. Within these folders are the screens that the user will have access to work on within the system
- Only a single mouse click is required to open a folder (left side of menu) but a double mouse click is required to open a screen (right side of menu)
- Folders and sub-folders are displayed on the left side of the menu. Screens that are contained within the folders and sub-folders are displayed on the right side of the menu

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4 FXMLOCKM Lock Monitor

💡 **Note:** All info is shown at database level, so if there is more than one contract using the database then their info will be visible to anyone going into this screen.

First Tab Page - Record Locks

Shows any user or process (e.g. EDI or WCS) holding a record lock. The screen also shows how long they?ve been holding the lock, and which owners & warehouses they have access to.

If the screen shows ?UNKNOWN? for the transaction start time - this means Oracle is unable to provide it, however this is usually correct.

The third line shows that user JYR has been locking records PACK_HEADER & PACK_LEVEL) for approx 10 minutes (screen shots taken at 15:53pm).

The columns for SID, Inst & SERIAL# are for support purposes - they are not relevent to the operation.
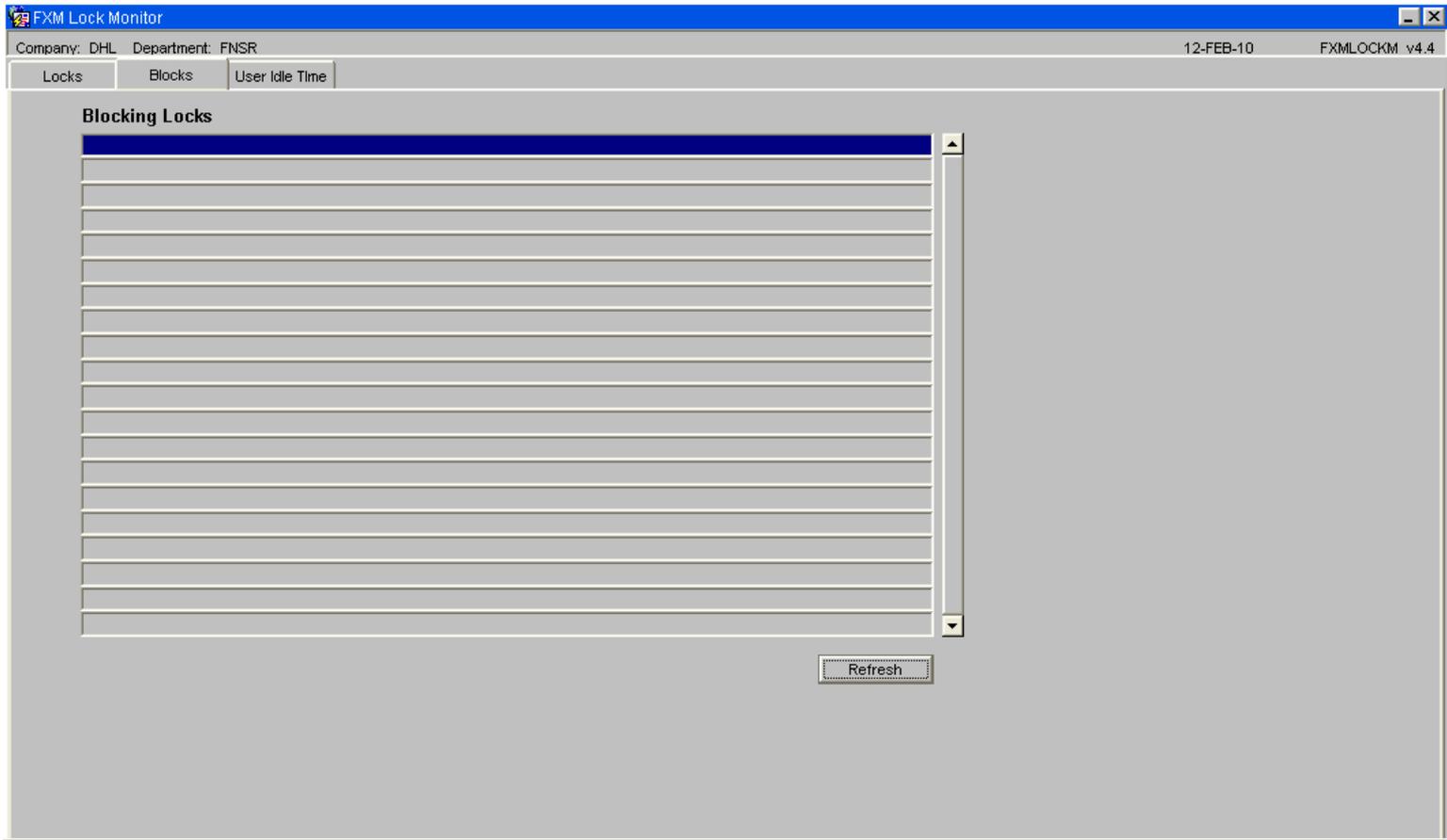

Second tab page - Blocking Locks

This is when one user is holding a lock on a record that another user also wants to update.

The user id of the person locking the record and the user id of the person being locked out are displayed and the table which is being locked.

The SID and instance are for support purposes.

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Third tab page - users on system

This lists the users connected to the system. The initial sort order is by Idle Time (i.e. how long since a user issued a command to the database).

All columns on these page can be used as a sort parameter. Clicking on the heading buttons sorts ascending, then with a second click descending.

Useful columns to site are really Logon Time and Idle Time.

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Fourth tab page - multiple sessions

The fourth tab page shows if users have multiple sessions logged in under the same username. This isn?t an issue as such, but can be useful to ensure users are logged in with the correct usernames and aren?t locking themselves out with multiple sessions

Fifth tab - Jobs Running

The fifth tab page shows any jobs that are running. There are 2 types of jobs that will be seen - EDI runs and the WMS/WCS interface.

In the screenshot below, just the WMS/WCS interface is running - there are always 5 entries for this interface. EDI type jobs will have 1 entry for each - so 1 for products, 1 for orders - but only show when the EDI is actually executing an upload. The interface to WCS is always running.

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5 FXMMAP Menu Map Report

This is the *FXM Menu Map Report* screen (*FXMMAP*).
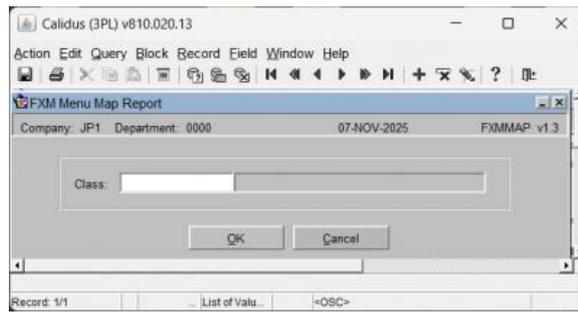
The following field documents the report criteria:

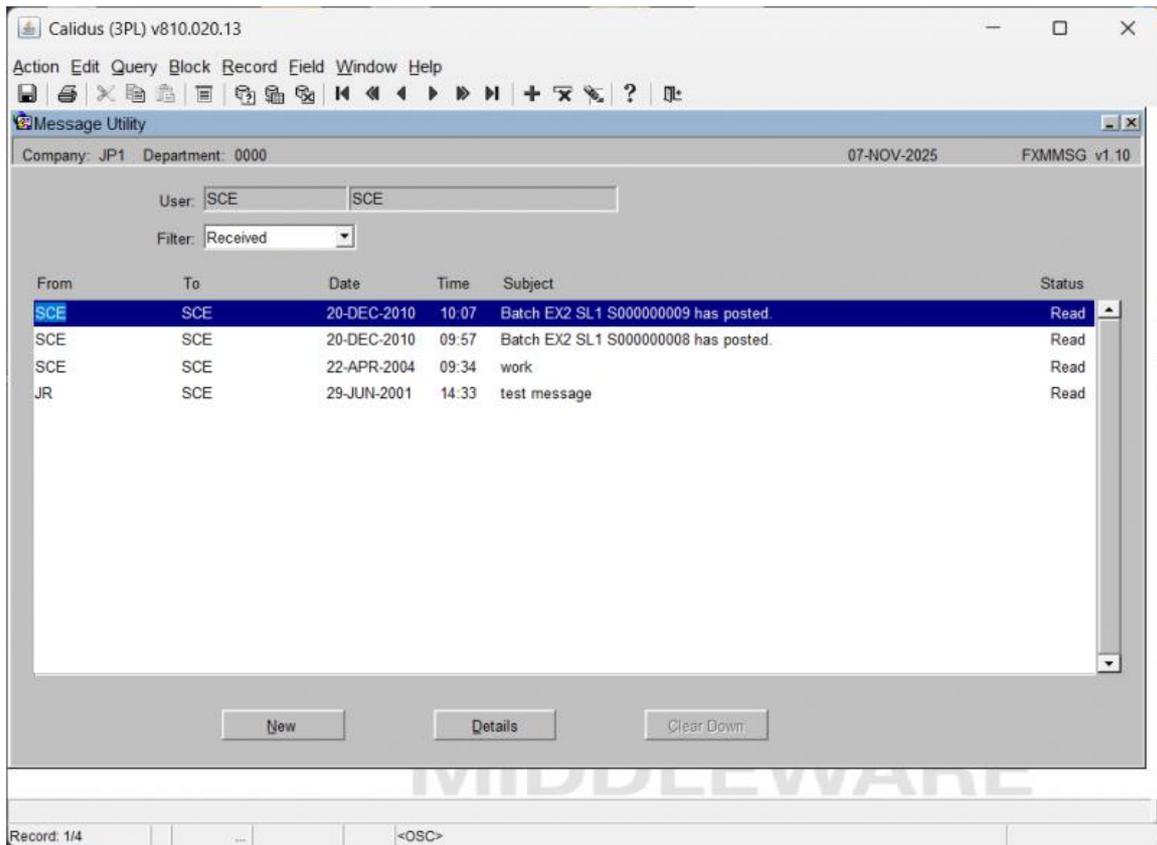| *Field Name*	*Description*
Class	The user class or group for which the menu map is to be reported.

Action Buttons:

- **OK**: Generates the Menu Map Report based on the specified criteria.
- **Cancel**: Closes the screen without generating the report.

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6 FXMMSG Message Utility

This is the *Message Utility* screen (*FXMMSG*).

The following fields document the message filtering criteria:

Field Name	Description
User	The identifier for the user whose messages are being displayed.
Filter	A drop-down menu used to filter messages (e.g., 'Received').

6.1 Message List Grid

This table displays the list of system or internal user messages:

Field Name	Description
From	The user ID that sent the message.
To	The user ID that received the message.
Date	The date the message was sent.
Time	The time the message was sent.
Subject	A summary of the message content or topic (e.g., Batch EX2 SL1 S000000009 has posted).
Status	The read status of the message (e.g., Read).

Action Buttons:

- **New**: Opens a window to compose a new message.
- **Details**: Opens the full content of the selected message.
- **Clear Down**: Executes a function to delete or archive old messages.
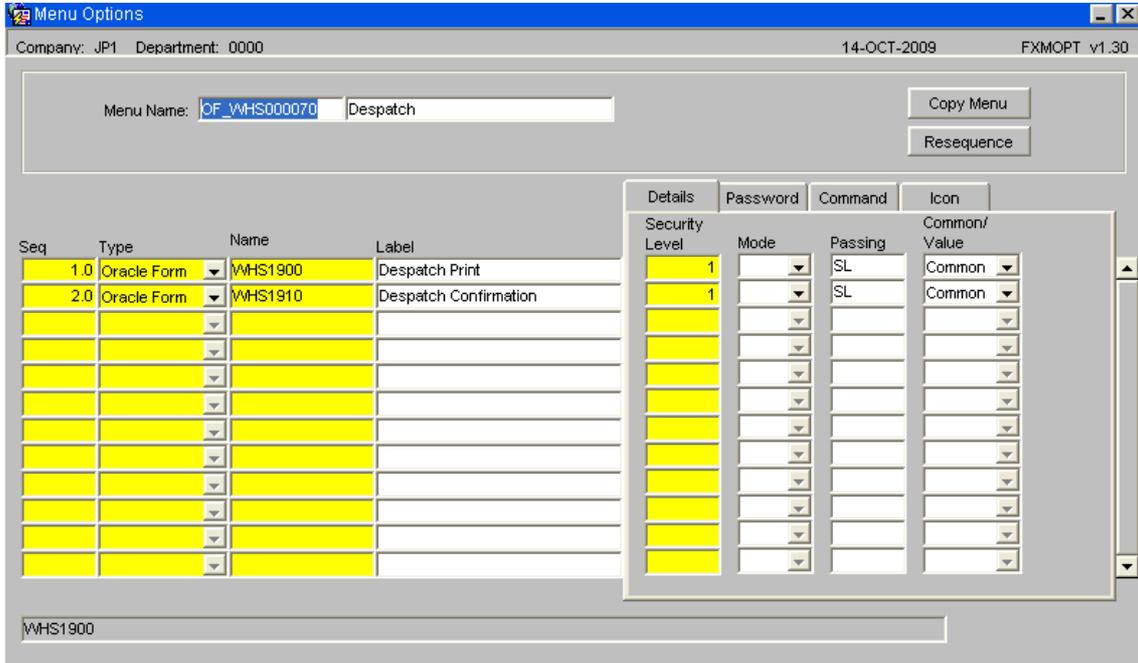
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7 FXMOPT Menu Options

This screen allows the creation and/or amendment of menus and the options they will contain.

The user can create a new menu in entry mode or can add an option to an existing menu by finding that menu, using query mode, and adding an option.

**The FXMOPT screen used to create and maintain menus is shown below:**

Field Name	Description	Options	Values
Menu Name	A code or name for identifying the menu	12 alpha/ numeric characters	User Defined
Description	The Name of the menu as it will appear in Menu Explorer in WMS. ⚠ **Warning**: In order for the menu to appear, it MUST have a description.	30 alpha/ numeric characters	User Defined
Seq	Used to control the sequence in which the items on the menu will be listed	0.0 - 99.9	User Defined
Type	Indicate the type of the item being added to the menu	A drop-down list contains valid values	FX Menu is used to add a menu option. Oracle Form is used to add a program. Free Text may be used to insert blank lines that may be used to format the menu.
Name	The name of the program or menu being added.	A valid menu name or program identifier Not applicable if Type = Free Text.	User Defined
Label	The descriptive name that will appear on Menu Explorer	30 alpha/ numeric characters	User Defined
Details			
Security Level	The security level of the item added to the menu	0 - 9	User Defined
Mode	For programs: should the screen open in Entry, Find or Query mode	Select Entry, Find or Query from a drop-down list	User Defined
Passing	For programs: Indicate if a 'Passing' command is to be	n/a	New forms do not require this value, any forms associated with PO will

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Field Name	Description	Options	Values
	associated with the screen		require PL and any Reports and Enquiries for SOP will require SL adding.
Common/ Value	For programs: is the passed information from common or a value	Common or Value.	User Defined
Password			
Enabled	Indicate if this option is to be controlled by a password	Yes or No	Unless entered the assumption will be that no password is required and that the user's security levels will be sufficient
Password	If Enabled = Yes then enter the password	The password will be displayed as asterisks during entry and will then be encrypted to disguise the number of characters it contains	Client defined
Command			
Command	An entry to run a program that is not part of WMS	May only be used if the Type = Command	May be the path name / location of an external program
Icon			
Filename	The filename of the icon associated with a program external to WMS	n/a	n/a
Icon	The icon associated with the filename	n/a	n/a

7.1 Copy Menu

The Copy Menu button may be used to create a copy of the currently displayed menu. The following sub-screen will be displayed:
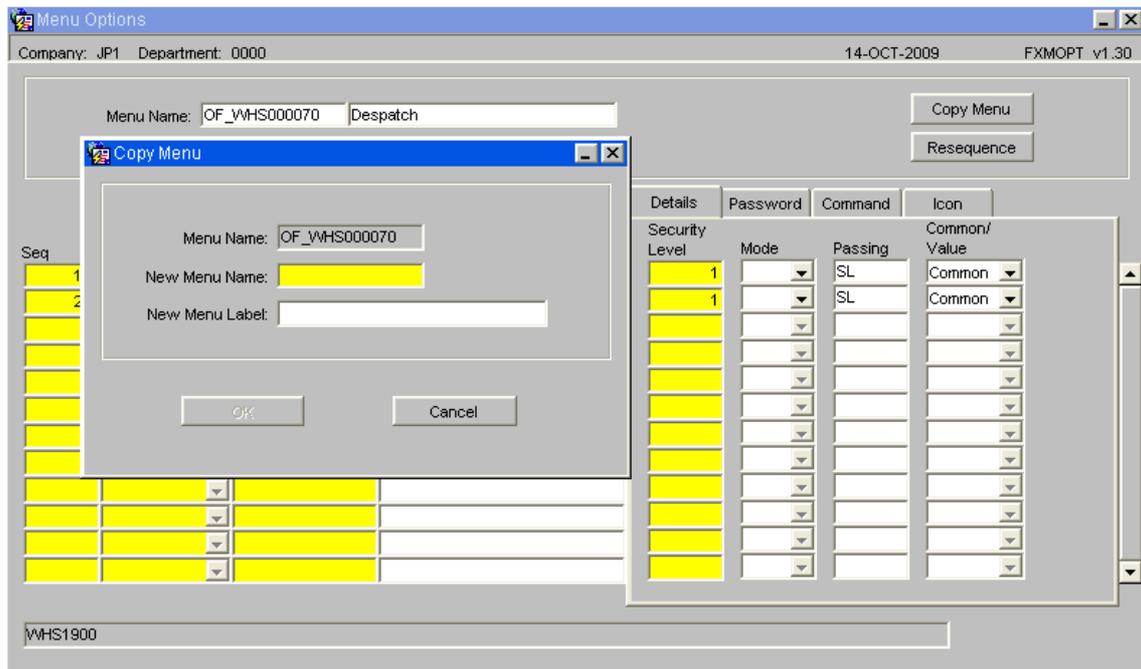
| Field Name	Description	Options	Values
Menu Name	The name of the menu being copied	n/a	Display
New Menu Name	The name to be given to the new menu	12 alpha/ numeric characters	Defined by client
New Menu Label	The descriptive name of the menu	30 alpha/ numeric characters	Defined by client

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7.1.1 Resequence

This button can be used to re-arrange the options on a menu. When adding a new menu item it is possible to use one decimal place. This permits items to be given a number between two other options, which can then be re-sequenced to appear in the desired order on the menu. Re-sequencing will also re-number the menu options so that the insertion process should always be available.

7.1.2 Menu Building

Once the new menu has been created it will be necessary to ensure that it appears within Menu Explorer. This is done by adding the menu to another menu, thus creating a hierarchy. WMS will be supplied to the client with at least one menu level in place; thus, by using identifying the name of this menu it will be possible for the client to build a hierarchy that suits their needs. So, for example, the top-level menu of WMS will be likely contain only other menu items, as shown below:

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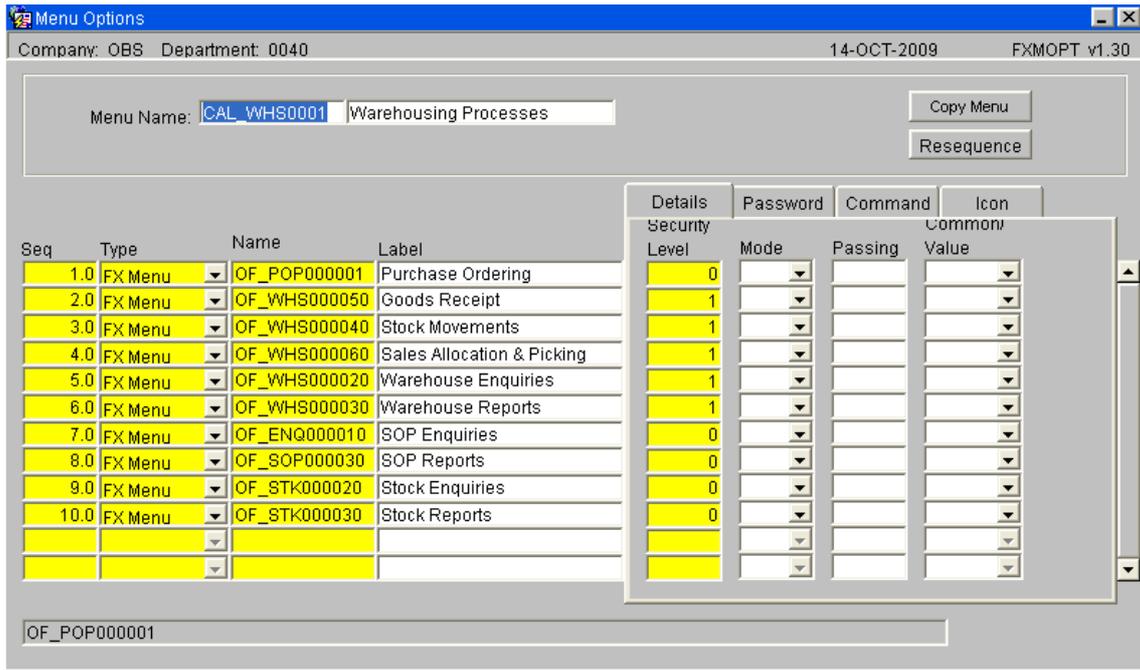
8 FXMPASS Change Password

This screen allows you to change your password.
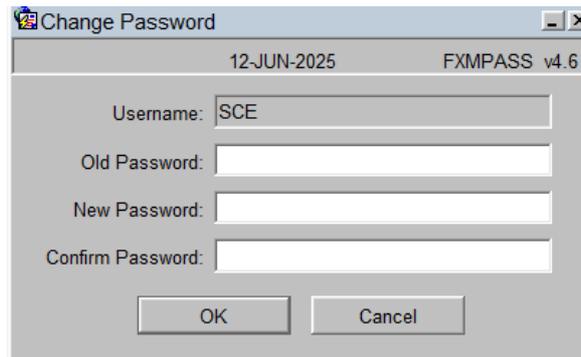
Enter your old password and your new password twice. Then click **OK** - this will change your password. Click **Cancel** if you don't want to change the password.

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9 FXMSCR Menu Screens

This screen contains all the programs that will be available to use from WMS. If a program is not listed on this screen then it will not be possible to add it to the menus.

The screen does not necessarily contain every program that is supplied with WMS but rather those that are pertinent to the operation needs of each client. Therefore, this screen may also be used to make additional programs available; they may be new programs or existing programs containing functionality not previously required.
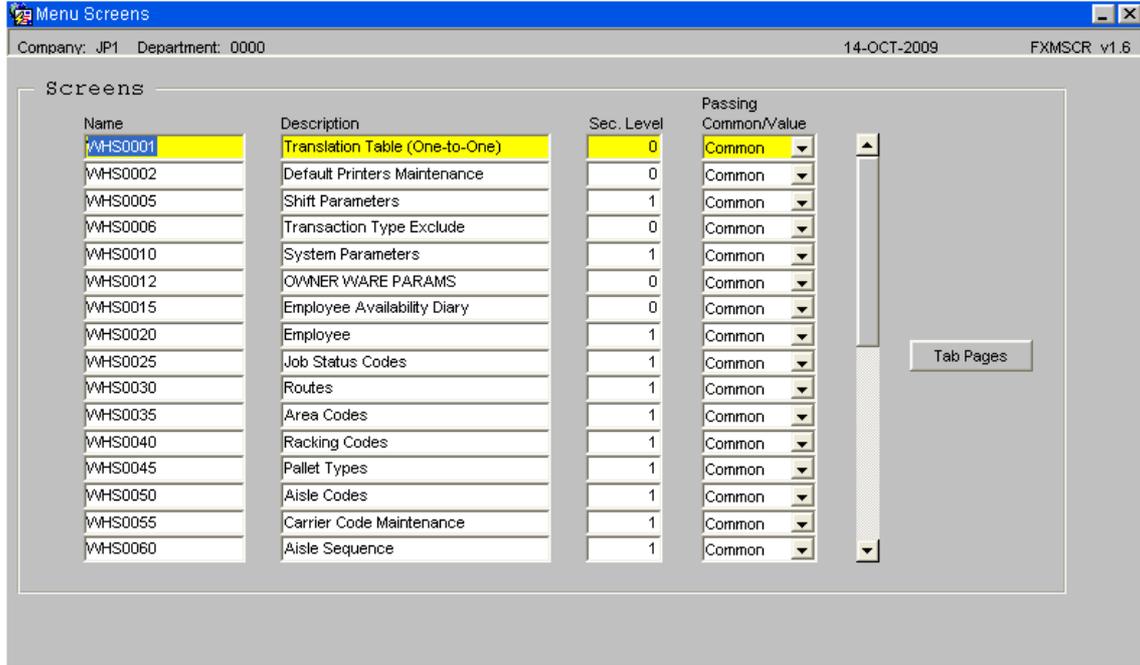

Field Name	Description	Options	Values
Name	The program name (as appears in the top right-hand corner of the screen)	n/a	A valid program.
Description	The descriptive name of the program	n/a	User Definable
Sec. Level	The security level to be applied to this program	0 - 9	0 is low; 9 is high
Passing Common Value	The Passing Value used by the screen control when accessing this program	Common, Value or blank selected from a drop-down list	User Definable

9.1 Tab Pages

This button provides access to a sub-screen where the security levels for screens that contain a number of tab pages can be maintained.

For example, Owner Maintenance, pictured below, has a number of tabs, each of which may have a different security level to the others.

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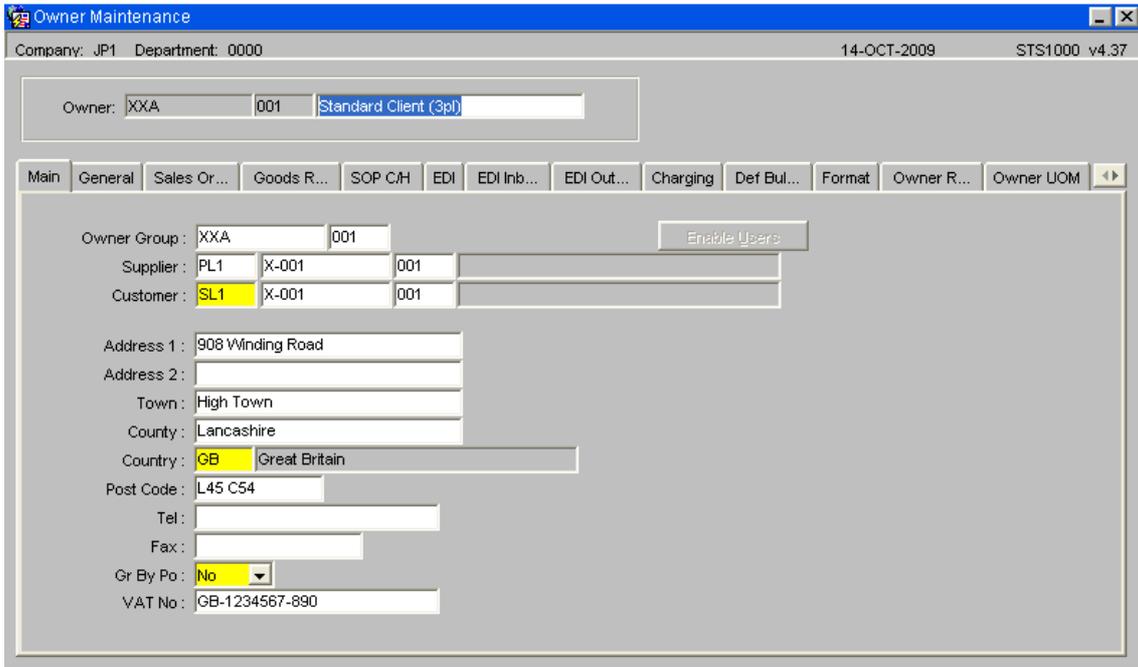
Using the Tab Pages button from the Menu Screens program it is possible to assign a security level that is different from the overall security of the screen. For example, the Charging tab page may have a higher security because it contains cost details.

The Tab Pages screen, see below, can be used to maintain the security details for the Charging tab page.
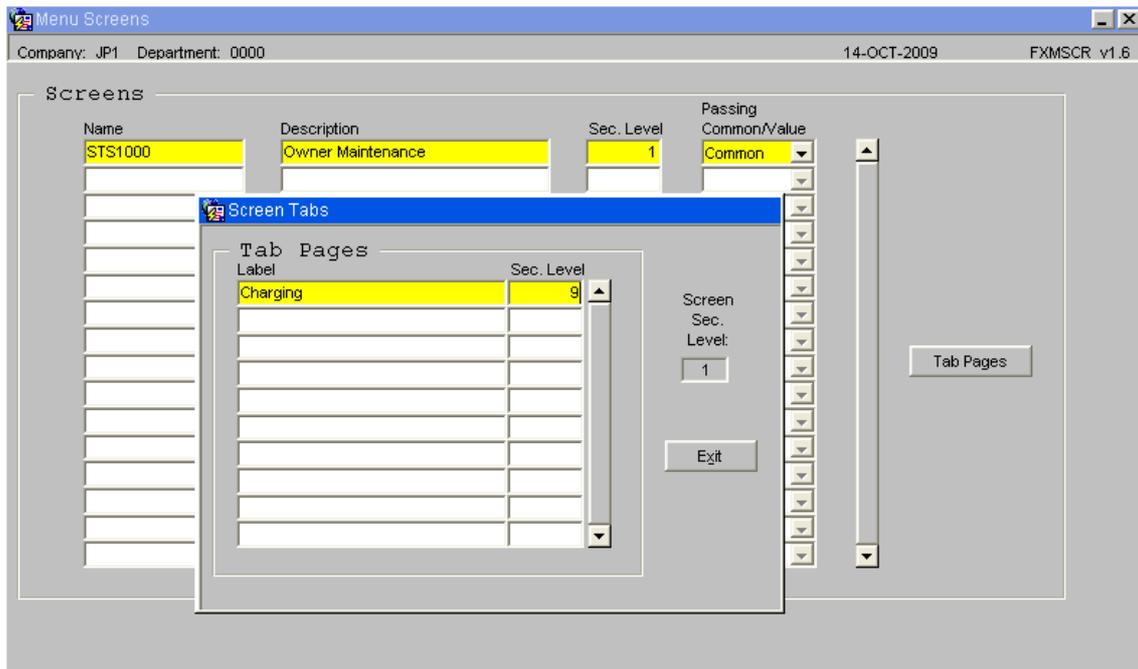
Field Name	Description	Options	Values
Label	The Label as it appears on the tab page of the screen	n/a	As per the form
*Sec. Level**	The security level that will be applied to this tab page	0 - 9	0 is low; 9 is high
Screen Sec. Level	This field displays the security level of the screen on which the tab page occurs	Display	0 - 9 A reference to compare the security level being assigned to the tab page

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Note: For fields marked with '*': If all the tab pages on a screen are to have the same security level as the screen then there is no need to complete the Tab Pages information. This option will most likely be used where certain tab pages are to have a higher security level than the screen on which they occur.
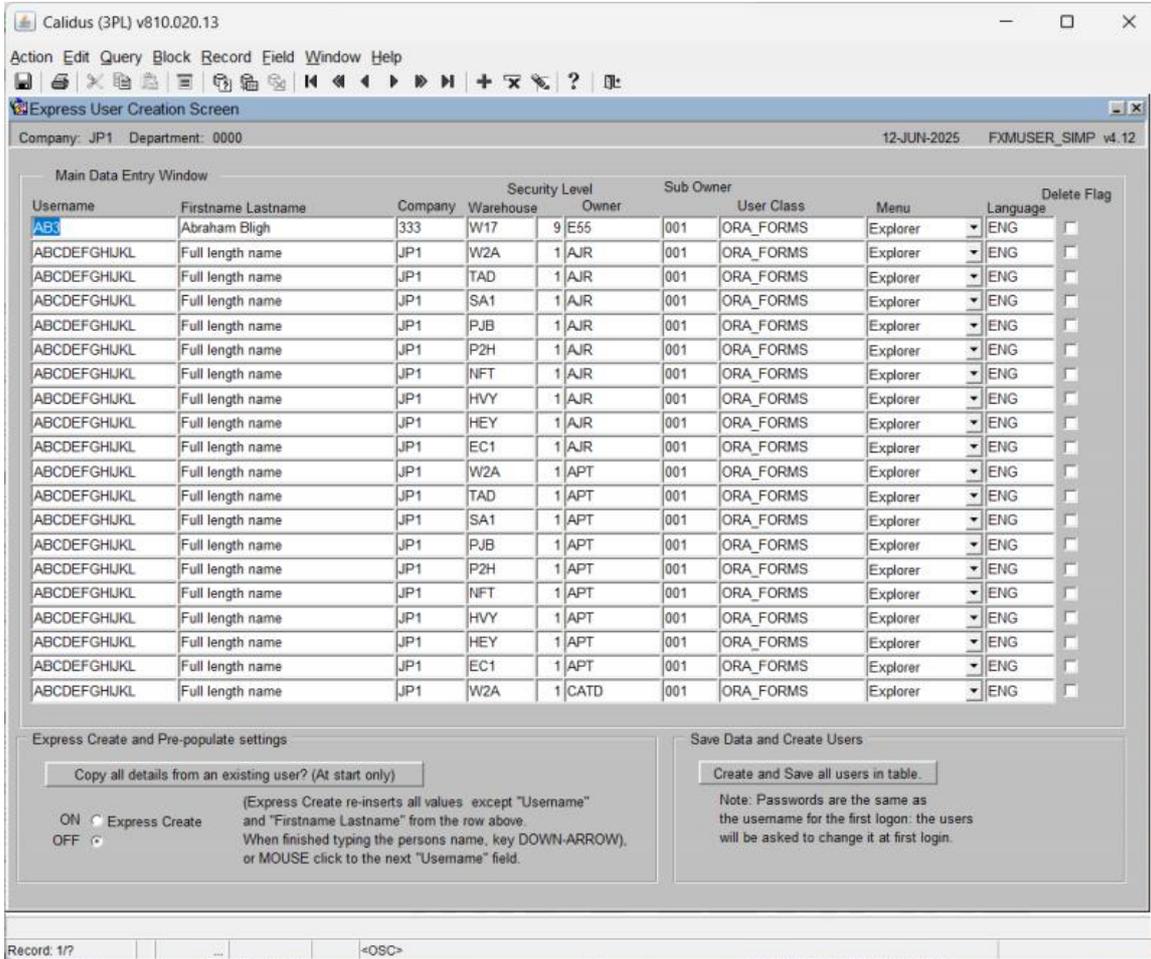
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10 FXMUSER SIMP Express User Creation Screen

🔴 **Warning**: This is an incomplete guide.

This screen provides a quick and simple way of creating and maintaining users in the system.

💡 **Note:** It is always recommended to use the full User Maintenance screen for full functionality (FXMUSER).

11 FXMUSER Users

User records are setup in **FXMUSER** (Maintenance User Maint WMS Admin Users)

The key items that determine the level of access that a user has are:

User Class -

This determines the menus that a user can see when they log into WMS

Security Level - Each screen and submenu is graded with a security level. Users can only see the screens and submenus that are at or below their assigned level. The level can be set at 1 through to 9

Company Details (highlight line and press Details)

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Details - This determines which Owners, Ledgers (PL1/SL1), and Warehouses the user can access

Container Yard Management

Note that the Owner under which you are configuring the user must be configure for Container Yard Management, through Owner Rules (CTMG).

Users are of a specific type

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- Non Container management user (no access at all)
- Admin (access to all container management functions)
- PDA (access to device screens only)
- Customer (access to customer screens only)

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12 SOP Navigation

Navigation - Sales Order Processing (SOP)

The screens used for these processes are held in a sub-folder called Sales Allocation and Picking. It can be found on the main menu within the Warehousing folder. Please note that this may differ based on the Users menu setup.
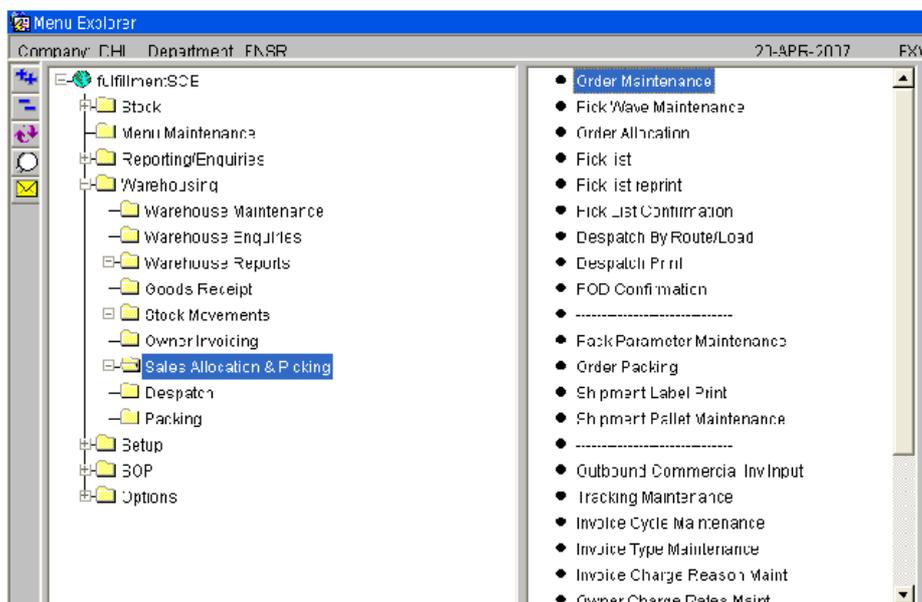
Purpose

Sales Order Processing refers to the process from Orders for Stock coming in to the system via EDI and manually, right the way through to Proof of Delivery (POD) .

The main processes are:

- Order Entry
- Allocation
- Picking
- Picking Confirmation

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