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User Guide

Central Pick Ticket

CCPT

Notes

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Notes

Introduction

The Central Pick Ticket (CCPT) application provides a way for you to optimize how your dealership's Parts Department manages pick ticket printing. Central Pick Ticket handles up to 35 pick ticket printers per Parts logon for as many parts warehouses — throughout your ADP system — as you want to set it up to use.

CCPT allows you to set up rules for when and where to print pick tickets generated from your Parts Invoicing application, based on the bin codes and the ship-via codes you define. You can also set rules for what type of pick tickets (and parts lines) are printed automatically, whether to allow ticket reprints, and other default settings that will apply throughout the department.

How Central Pick Ticket Relates to Your Parts Print Command

Once you have CCPT installed, set up, and activated, the application runs in the background, waiting for pick tickets that a Parts application user has selected to print.

To direct and manage pick ticket printing, you first use CCPT to create warehouse records for all the Parts pick ticket printers and associated queues to which you want Central Pick Ticket to be able to print.

To integrate the Central Pick Ticket features into your operation, use your Parts and Service functions normally, and when you are ready to print a pick ticket, use the applicable **P#** command in function **I** (where # in the P# command name corresponds to the pick ticket printer number that you have defined in the CCPT setups).

The CCPT printing node monitors the Parts application for the P# command and then, based on your Bin Code and Ship-Via setups, directs each pick ticket to print on the appropriate physical printer (or label device) for that warehouse.

***Note.** The pick ticket queue (P1, P2, or whatever other queue number you are using) is part of your standard ADP system's Parts application, not part of the Central Pick Ticket application from ADP Car!nk. **This queue number must be defined in ADP Parts for CCPT to run.** You can define which Parts printing queue you are going to use for CCPT in the setup screen described in Setting CCPT Defaults on page 8.*

Overview

This guide provides information for accessing, setting up, and using the reporting features of the Central Pick Ticket application.

Central Pick Ticket and ADP w.e.b.Suite

As noted in the section on *Accessing CCPT* on page 3, the CCPT function runs under w.e.b.Suite as well as Advanced Elite. This document describes how to use the application in both environments.

Previous Versions of Central Pick Ticket

Earlier versions of the CCPT application ran under different function code names in the Advanced Elite environment, including CPT and CI-CPT.

The function code *CCPT* replaces any earlier code names used on your ADP system. CCPT also appears on the Car!nk (CI) menu on all updated ADP systems (in the Parts application account).

Navigation

- Make sure that the Caps Lock feature is on.
- After typing data into a field, press **Enter** to move to the next field.
-

Accessing CCPT

The CCPT function runs on ADP Advanced Elite systems *and* on w.e.b.Suite 2006 (and higher) systems. This section describes how to access the application in each environment.

The screen and field functionality of Central Pick Ticket is essentially the same in the Advanced Elite and in the w.e.b.Suite environments except that w.e.b.Suite supports navigation with a mouse and allows you to switch to other windows (for additional ADP w.e.b.Suite functions) without exiting the CCPT application.

CCPT in Advanced Elite

Follow these steps to access CCPT from the User Security Menu, in the ADP Advanced Elite environment.

1. Log on to your Parts Inventory (*name-I*) account.

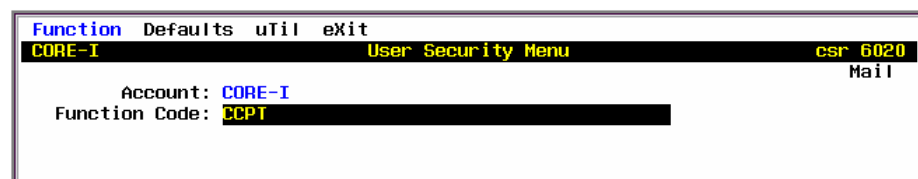


Figure 1. Application Account and CCPT Function Code

2. At the Function Code field, enter CCPT.

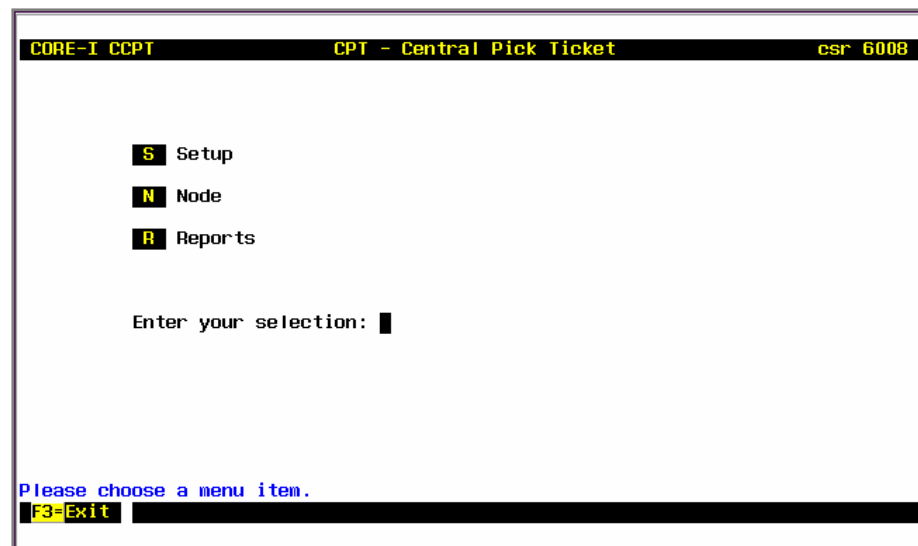


Figure 2. CCPT Main Menu - Advanced Elite Interface

The Car!nk (CI) Menu

CCPT can also be reached through the CI menu on your Parts application account.

Note. The CI menu appears on several application accounts (Accounting, F&I, Service, and so on) and contains a related group of function codes for ADP Car!nk custom applications.

1. Log on to your Parts (*name-I*) application account.
2. At the Function Code field, enter **CI**.

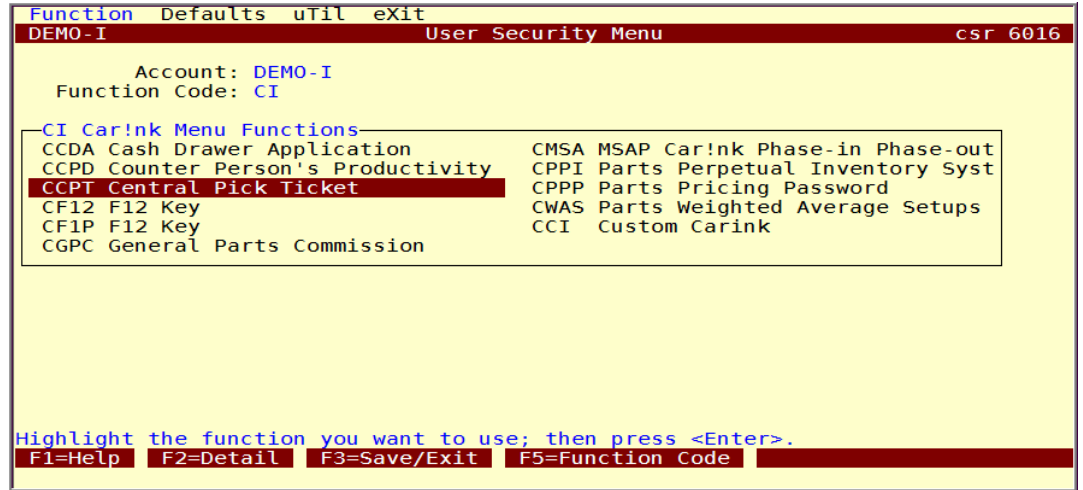


Figure 3. Car!nk (CI) Menu - Advanced Elite View

3. Choose CCPT from the menu.

CCPT in w.e.b.Suite

Follow these steps to access CCPT in the w.e.b.Suite environment.

1. At the Welcome page, enter your user ID and password, and then click **Login**.
2. Open the Menu Navigator panel.

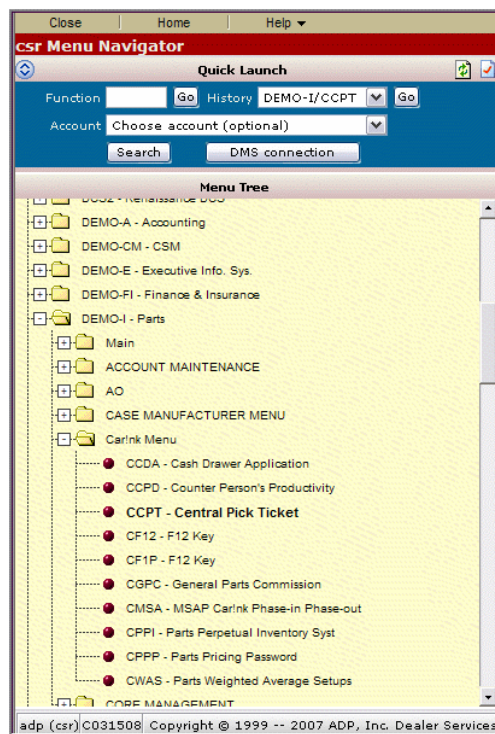


Figure 4. Menu Navigator

3. In the Function field, enter **CCPT**.

-OR-

In the Menu Tree, open the Parts (*name-I*) application group, then open the CarInk Menu, and then select **CCPT-Central Pick Ticket**.

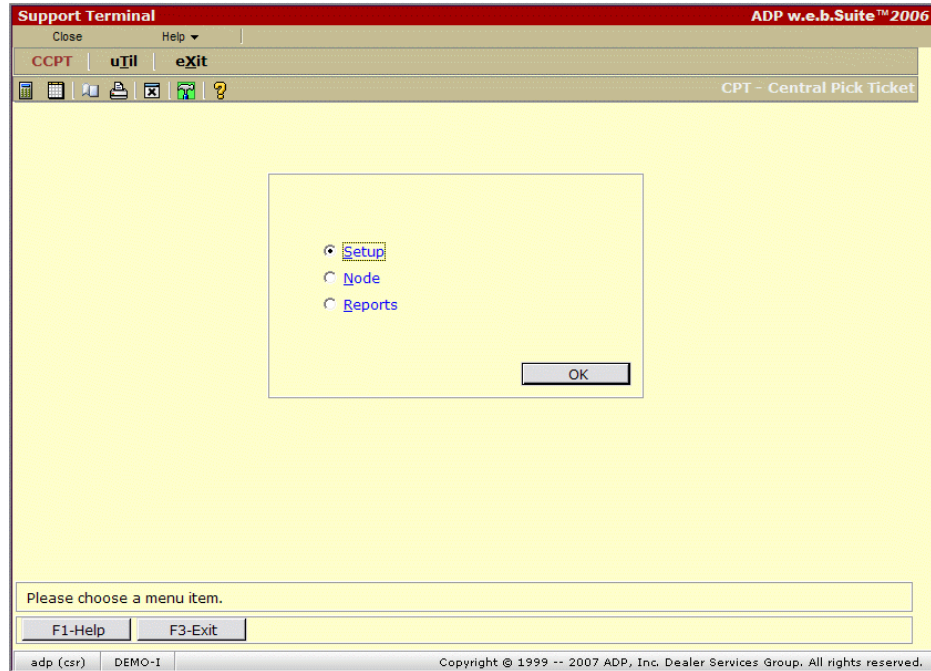


Figure 5. CCPT Menu - w.e.b.Suite Interface

Central Pick Ticket Menu

The CCPT menu provides a list of each group of functions used to control pick ticket printing when Central Pick Ticket is running. See the appropriate section in this *Guide* for the task you want to perform.

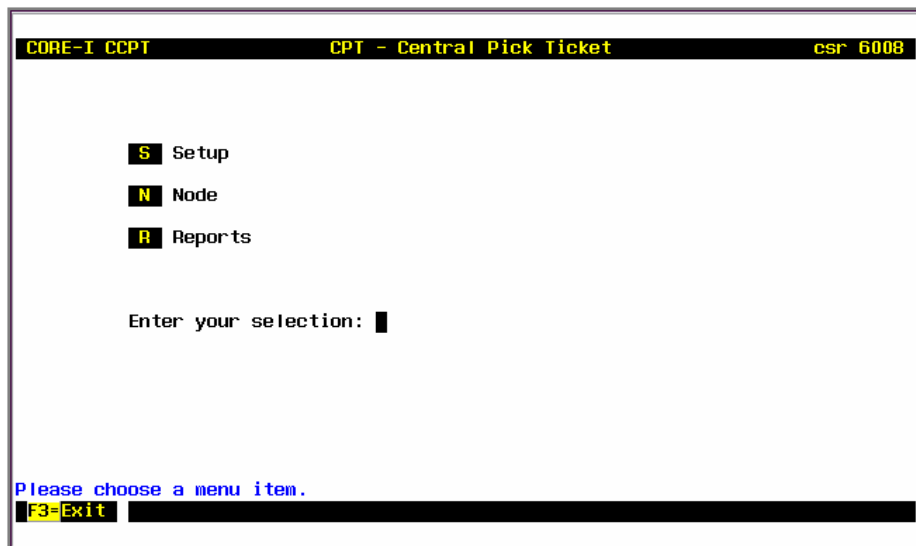


Figure 6. CCPT Menu

To define all the print settings used when Central Pick Ticket is activated, see *Setting Up Central Pick Ticket* on page 8.

To activate (or deactivate) the Central Pick Ticket application by logging on your printing node, see *Activating Your Pick Ticket Printing with CCPT* on page 20.

To generate reports of CCPT settings and pick ticket information, see *Generating CCPT Reports* on page 22.

Additional Functions

- To reprint one or more tickets that have already been printed, see *Reprinting Pick Tickets* on page 25.
- To see the pick ticket printing queue for each warehouse you define, see *Viewing the Pick Ticket Printing Queue* on page 26.

Setting Up Central Pick Ticket

The Setup option in CCPT allows you to define the warehouse locations and other characteristics for your Parts department printers, as well as the default settings for pick ticket printing used throughout the Central Pick Ticket application.

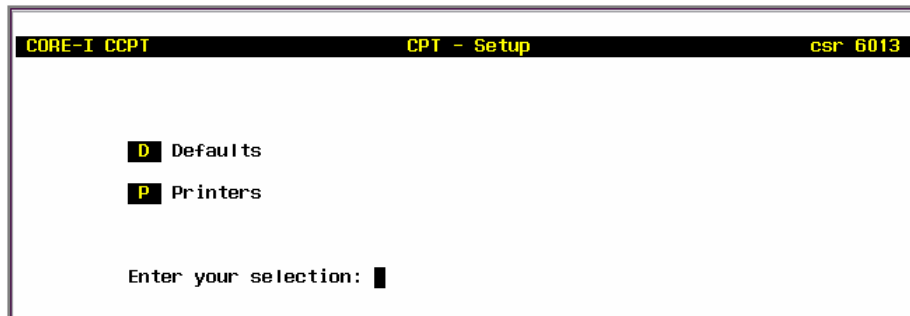


Figure 7. CCPT Setup Menu

To set overall Central Pick Ticket defaults, see *Setting CCPT Defaults* below.

To create and maintain warehouse/prINTER setups, see *Setting Up Parts Warehouse Printers* on page 11.

Setting CCPT Defaults

Use this screen to define the connection to the Parts application pick ticket print queue, and to set the general rules for pick ticket printing through the Central Pick Ticket application. Each option is described in detail below.

1. At the main CCPT menu, enter **S** for Setup.
2. Enter **D** for Defaults.

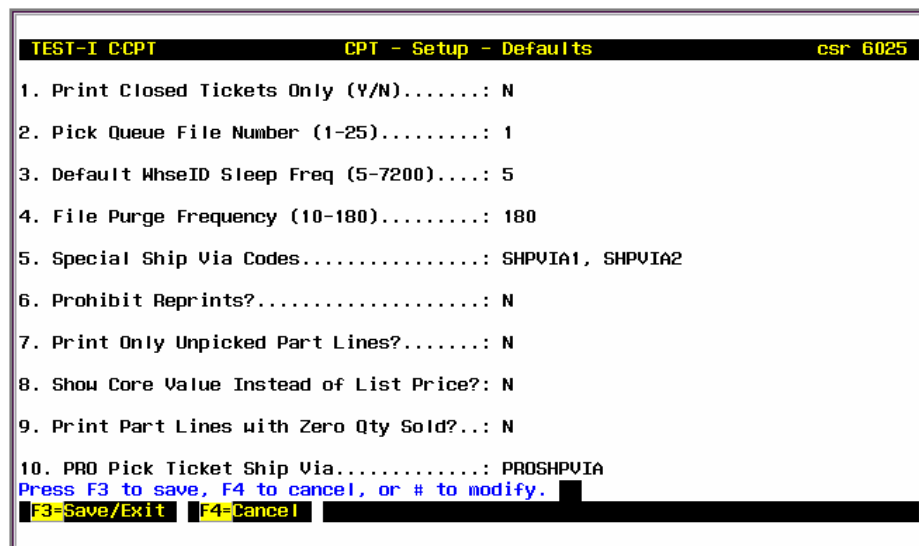


Figure 8. Defaults Setup Screen

To modify settings, type the number of the default option and then press **Enter** to go to the field value. For example, enter **2** to change the setting for the Pick Queue File Number option.

3. For setup option 1, enter **Y** if you want the Central Pick Ticket program to print only closed pick tickets and ignore open pick tickets. The default value is **N** (print both closed and open tickets).
4. For setup option 2, enter the number of the pick queue file from your Parts Inventory (*name-I*) application. The number value here must correspond to the number (#) in the **P#** command (in Parts function **I**) that you want to use when directing pick tickets to print through Central Pick Ticket.

The program has a predefined range of 1 to 25 for the file number.

***Technical note.** The number you enter here also corresponds to the number in a file name used in the Parts application for controlling pick ticket printer queues. That queue number and its corresponding file name are part of your ADP system (even if Central Pick Ticket is not installed on it). For example, if you are using command P3 in Parts function I, which sends pick tickets to the PICK-QUE3 file on the name-I application account, you would enter 3 in this option of the Defaults Setup screen.*

5. For setup option 3, enter the default sleep frequency for warehouses on your system. The Sleep Freq setting controls how long the Central Pick Ticket application waits between cycles before checking each of your warehouse printer queues for pick tickets waiting to be printed. (Individual warehouses can have settings other than this default.)

This field takes a value in seconds, with a pre-defined setting of 5 seconds, which is the minimum value. The upper limit is 7200 seconds (2 hours). The number entered must be a factor of 5.

6. For setup option 4, enter the number of days you want to allow printed pick ticket data to stay on your system before it is purged from the application (and will therefore no longer show up on CCPT reports). The default setting is 180 days.
7. For setup option 5, use the commands in the selection window to define any *special ship-via codes* for pick tickets. **The codes in this field override any sleep schedule or offline schedule settings defined for the printer.** When CCPT processes a pick ticket that contains one of these codes, the program sends it directly to the printer or label device that has been set up to handle the ship-via code (or parts bin), without respect to any sleep schedule or offline schedule settings for the corresponding warehouse.

***Note.** The codes you enter in this field do not necessarily have to match any ship-via codes you enter for specific warehouses in the Printers Setup screen.*

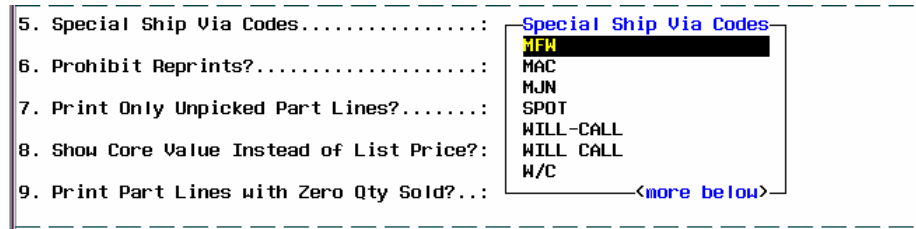


Figure 9. Ship-Via Codes Setup Window

The list contains the complete list of codes.

To add a new code, press **End** to move to the end of the list and then type the new code. Note that you must type the literal, complete code value, not just a prefix. It is also an advantage to enter more than one variant spelling of each special ship-via code to account for inconsistent data entry in your Parts application. For example, to set up a special ship-via code for 'Will Call' parts, you might want to enter codes named WILL CALL, WILL-CALL, W/C, W/CALL, and so on, depending on what your Parts users are likely to enter in the ship-via field in the Parts Invoicing program.

To modify an existing entry, move to that line and type the new code (over the existing entry).

To remove an entry, move to that line, and then press **Del**.

Press **F3** when you are done modifying the list.

8. For setup option 6, enter **Y** if you want the program to disable the Reprint Pick Tickets report feature in CCPT (see *Reprinting Pick Tickets* on page 25). The default value of N allows users to reprint pick tickets on demand.
9. For setup option 7, enter **Y** if you want the program to print only the parts lines that have not been marked as picked, when processing pick tickets through Central Pick Ticket. The default value is N (print all pick ticket part lines).

Note. Setting this flag to Y for Yes is useful in cases where parts are added to an invoice and then pick tickets are printed again — only pick tickets for the new parts will be generated during the second printing. If you always want to print pick tickets for all parts on an invoice, set the field value to N for No.

10. For setup option 8, enter **Y** if you want the pick tickets processed through Central Pick Ticket to show each part's *core value* rather than the list price for the part. The default value is N (print the list price).

Note. The core value is not necessarily displayed on every pick ticket format for any given printer. Before using the Y for Yes value in this field, make sure the pick ticket format you have selected for each printer will in fact display the core value if present.

11. For setup option 9, enter **N** if you want the program to print only the parts lines that have a quantity-sold value of 1 or higher, and not parts lines that have a zero quantity-sold value, when processing pick tickets through Central Pick Ticket. The default value is Y (print all pick ticket parts lines). Typically, this field should be set to N for No, as a zero quantity usually indicates that a part will not be shipped.

12. Setup option 10 allows you to set a specific ship-via code that will be virtually applied to any parts orders coming from the Parts Charges for Repair Orders (PRO) function interfaced to your Service (*name-S*) application account (or the custom CI-PRO function sold by ADP Car!nk).

Note. In order for the CCPT node to identify parts orders in PRO or CI-PRO, they must be routed through the same P# pick queue that is used in Parts function I for invoices sent to the CCPT node.)

As the Central Pick Ticket printing node receives PRO or CI-PRO parts tickets, it will treat them as if they are ship-via print jobs, using whatever printer is served by the code in this Defaults setup field. As with other ship-via parts requests, these invoices are printed automatically, regardless of any applicable Sleep or Offline schedules that have been defined for the print queue. (See *Sleep Schedules and Offline Schedules* on page 18 for more details.)

For setup option 10, enter the ship-via code that you want to apply to PRO or CI-PRO parts tickets.

13. To save your changes to the Defaults, press **F3=Save/Exit**. (To cancel all changes, use the F4 command key.)

Setting Up Parts Warehouse Printers

Each warehouse in your dealership environment is defined separately in the CCPT setups. A *warehouse* can be any kind of logical grouping of parts bins (it does not have to be a separate building). Typically, most dealerships would use Central Pick Ticket to direct tickets for a given group of parts bins to come out on the printer that is closest to those bins. Therefore, you can think of a warehouse in CCPT as a separate building, a separate floor in one building, an aisle or group of aisles in your parts room, or whatever makes sense for your dealership's Parts department.

Generally, each warehouse you define will use a different printer queue on your ADP system. Use the Printers Setup function in CCPT to define the printer queue, bins, and ship-via prefixes that apply to each warehouse.

How CCPT Filters the Print Jobs for Pick Tickets

The codes you enter in each warehouse definition control where the pick tickets are directed, according to the following rules:

- First, the program checks for a Ship-Via code on the invoice. If it finds a match in the *Ship Via Prefixes* or *Additional Ship Via* fields for a warehouse, it directs the pick ticket to that printer queue.
- Next, the program checks the bin code(s) for the parts on the pick ticket. If it finds a match in the *Bin Prefixes*, *Bin Range*, or *Additional Bins* fields, it directs the pick ticket to that printer queue. (The *Bin Exclude* field can be used here to filter out matches within a bin range.)
- If the program does not find an exact match, or a match on a bin prefix or a bin number range, it looks for a warehouse that is set up with the EXCEPTION keyword, and directs the job to that printer queue.
- The program can be set to print a complete pick ticket (every line that appears on each invoice), or to print each part line separately according to the bin where the

part is stored. Typically, this setting is used to define warehouses that print to ordinary paper printers (standard letter-size sheets) versus those that print to label output devices.

- CCPT can send pick tickets to **more than one printer queue**, if you set up overlapping bin ranges or bin codes for different warehouse definitions. In some circumstances this can be an advantage, such as if you are doing a departmental audit, or monitoring productivity.

Setting up logical groups of bins, ship-via codes, and exceptions may take some experimentation, depending on the complexity of your dealership's group of pick ticket printers. If you believe that some pick tickets are not printing as expected, you may want to use the Queue Viewer feature to see if print jobs are stacking up for one or more of the warehouses you have defined. See *Viewing the Pick Ticket Printing Queue* on page 26.

Examples

Say you have a series of bins that are labeled with the codes A, B, C, and so on through Z, and another series with the labels AA, BB, CC, and so on through ZZ.

If you set up a warehouse printer using the Bin Prefix code 'A', any parts lines in bins A or AA would come out on that warehouse printer.

The Bin Range field works with numeric-labeled bins rather than alphanumeric prefixes. Say you have a series of bins with the numeric labels 1 through 60. If you set up a warehouse printer with a Bin Range of 5-25, and another with a range value of EXCEPTION, the first printer would print out parts pick tickets for parts in bins 5, 6, 7, and so on through 25, and the second printer would print out pick tickets for parts in bins 1 through 4 and also the series 26 through 60.

Now say you have both the series of bins labeled A-Z and AA-ZZ, and the series of bins numbered 1-60. If you set up one warehouse printer with Bin Prefix codes 'A' and 'B' as well as a Bin Range of 1-25, that printer would print pick tickets for parts in bins A, AA, B, BB, and also 1 through 25. To print the tickets for parts in bins CC through ZZ you would have to define a warehouse printer with CC, DD, EE, and so on through ZZ in the Bin Prefix field, or simply set one up with the EXCEPTION keyword in the Bin Range field. To print the pick tickets for parts in bins 26-60, you would have to add that bin range to one of your warehouse setups, or use the EXCEPTION keyword again for those parts.

To review your warehouse setups all at once on a printed report, see *Warehouse Setups Report* on page 23. This report can help troubleshoot any problems you may encounter with the flow of pick tickets on your various printers.

Tip! *When first using CCPT, it may be an advantage to set up one printer that prints every pick ticket, so that you will not inadvertently miss any.*

Choosing a Sort Method

In addition to the bin numbers and codes that you use to direct pick tickets to the appropriate output devices in your warehouses, you must determine how you want the part lines to be sorted as each group of invoices is processed in the CCPT queue and sent to the printer(s). Your warehouse setups can sort and print the pick tickets either by the invoice number of the parts order, or by the bin number from which the parts will be picked.

The instructions in step 17 below describe the two options for sorting pick tickets printed through the Central Pick Ticket application.

Defining a New Central Pick Ticket Warehouse

To create a new warehouse definition:

1. At the main CCPT menu, enter **S** for Setup.
2. Enter **P** for Printers.

```

CORE-I CCPT          CPT - Setup - Printers          csr 6013
Warehouse ID: ██████████

1. Description.....:
2. Printer Queue.....:
3. Printer Type.....:
4. Bin Prefixes.....:

5. Bin Range.....:
6. Additional Bins.....:
7. Bin Exclude.....:
8. Ship Via Prefixes....:
9. Additional Ship Vias.:
10. Available?.....:
11. Backup Warehouse ID..:
12. OffLine Schedule.....:
13. Sort Criteria.....:
14. Sleep Schedule.....:

Please enter warehouse id from 1 to 9999.
F3=Exit ██████████

```

Figure 10. Printers Setup Screen

3. At the Warehouse ID field, enter the number for the new warehouse ID.
To save a warehouse definition in the Printers Setup screen, you must select a printer type (field 3), an Available setting (field 10), and a sort criteria setting (field 13), and you must set a value in at least one of the following fields:
 - Bin prefixes (field 4)
 - Bin Range (field 5)
 - Additional Bins (field 6)
 - Bin Exclude (field 7)
 - Ship Via Prefixes (field 8)

Continue with the steps that follow for descriptions of each field in the setup screen.

Note. *The settings in the fields listed above are interdependent, as described in the steps below. Follow the instructions carefully to get the results you want for your Parts department.*

4. Enter a short description for the warehouse.
5. At the Printer Queue field, enter the name of the queue (on the ADP system print spooler) for the printer at this pick ticket location. The form queue name is validated against the list of your existing ADP system Form Queues.

Printer Types	
BA2X4L	Blaster Advantage 2x4 Labels Landscape
BA2X4P	Blaster Advantage 2x4 Labels Portrait
BA4X2L	Blaster Advantage 4x2 Labels Landscape
BA4X6P	Blaster Advantage 4x6 Labels Portrait
CR2X4L	Code Ranger 2x4 Labels Landscape
CR2X4P	Code Ranger 2x4 Labels Portrait
LP8X11	Laser/Line Printer 8x11 Paper

Figure 11. Printer Types

6. At the Printer Type field, use the Up and Down arrow keys to find the printer type, and then press **Enter** to select it. (See also *Set Timeout Command* on page 18.)
7. At the Bin Prefixes field, enter the first few characters — either letters or numbers — for the bin (or group of bins) that should be served by the printer for this warehouse. Separate multiple prefixes with spaces. The CCPT program matches parts in any bin that starts with the prefix(es) in this field to direct the pick ticket to this printer queue.
Enter **<BLANK>** (including the angle brackets) in this field if you want this printer queue to handle pick tickets for parts lines where no bin is specified.
If you want to omit one or more specific bins that start with a prefix entered here, enter the complete code(s) to be omitted in the Bin Exclude field (step 10 below).
8. For Bin Range, enter a numeric sequence, using a hyphen as a separator (such as **0-60**). The CCPT program matches parts in any numeric bin whose code falls in the range, and directs the pick ticket to this printer queue. *Alphanumeric bins are not included in these matches.*
A range entered in this field works with any Bin Prefix entered above or any Additional Bins entered below. To omit one or more specific bins that fall inside the range, enter the complete code(s) to be omitted in the Bin Exclude field (step 10 below).
You can also enter keywords in the Bin Range field to cover specific circumstances:
 - Enter **ALL** here if you want the printer queue for this warehouse to print all available part lines on all pick tickets (unconditionally, no matter what bin the parts are in).
 - Enter **EXCEPTION** if you want this warehouse printer to print pick tickets that do not match any other bin range, bin prefixes, or ship-via codes for any other warehouse setup.
9. At the Additional Bins field, enter the complete bin code (or more than one, separated by spaces) for any parts bins for which you always want to use this printer queue. You can use this field by itself, or combine it with the values in the Bin Prefix or Bin Range fields, above.
Enter **<BLANK>** (including the angle brackets) in this field if you want this printer queue to also handle pick tickets for parts lines where no bin is specified.
10. At the Bin Exclude field, enter the complete bin code (or more than one, separated by spaces) that you want to *exclude* from any matches on Bin Prefixes in step 7 or on a Bin Range in step 8.

Note. Remember that if you exclude a bin using this field for one warehouse setup, you should provide a match for the excluded bin in some other setup (either by specifying it as an additional bin, or by creating a setup in which you use the EXCEPTION keyword in the Bin Range field).

11. At the Ship Via Prefixes field, enter the first few letters for the ship-via code(s) that should be served by the printer for this warehouse, separated by spaces. The CCPT program matches invoices that contain a ship-via value starting with the prefix(es) in this field, and directs the pick ticket to this printer queue.
To set this warehouse printer to print all pick tickets that include a ship-via code, enter the **ALL** keyword here.

Important! Ship-via code matches override any bin code settings you define in steps 7 through 10.

12. Enter any additional complete ship-via codes, separated by spaces, for which you want to direct invoices to the printer queue.
13. At the Available field, enter **Y** to mark the printer queue for this warehouse ID as available for CCPT to direct pick tickets to it. Generally, each warehouse ID should be set to *Available* unless the physical device for this queue has been disabled for maintenance or repair.

Enter **N** here to make the CCPT warehouse printer unavailable. (The print queue continues to operate normally for other ADP system applications.)

You can also use the spacebar here to switch between the two available values.

14. At the Backup Warehouse ID, enter a valid warehouse ID that you want to use to print pick tickets matching the bin code and ship-via code settings for this warehouse printer, whenever this warehouse is set with an Available value of 'N' for No, in the previous step.

Note. If you do not enter a backup warehouse ID here when the current warehouse printer is unavailable, when the program processes a pick ticket that matches this warehouse's bin code or ship-via codes, the pick ticket will remain (unprinted) in the queue until deleted or until the warehouse is made available again.

15. The Offline Schedule day selection window opens automatically. This feature controls time ranges for which the application will not print any pick tickets sent to this warehouse's printer queue (but will hold them in the queue instead).

Note. As described in step 7 in the section on Setting CCPT Defaults on page 8, invoices that contain a special ship-via code (in the Defaults screen) override any offline schedule you set up for this warehouse.



Figure 12. Offline Schedule Days

Use the Up and Down arrow keys to find the day for which you want to set an offline schedule, and then press **Enter** to select it. (To leave this field without setting any schedule, press **F3=Exit Day Selection** instead.)

OffLine	OnLine
04:00AM	04:15AM
██████	

Figure 13. Offline Schedule Time Settings

16. In the Offline Schedule window, enter the time to take the warehouse setup offline and the time for it to come back online, using any standard ADP time format (or enter **M** for midnight or **N** for noon). Enter as many pairs of offline and online times as required for the operation of this warehouse in your Parts department.

To remove a line, move to that row and press **Del**.

To enter settings for another day of the week, press **F5=Change Day**, and then resume at step 15.

Press **F3=Exit** to save the offline schedule. The Offline Schedule field in the Printers Setup screen lists the days of the week in which a schedule is defined.

For more information on setting Sleep and Offline schedules for warehouses, see *Sleep Schedules and Offline Schedules* on page 18.

17. At the Sort Criteria field, enter **I** to sort pick tickets by Invoice, or **B** to sort by Bin.

The Invoice setting sorts each pick ticket (all parts lines) to print in order by the invoice number by bin by part number on the ticket. This setting should only be used when you are printing to a full-size paper format (such as a letter-size laser printer device). Each page includes a page header, just as a customer invoice would.

The Bin setting sorts the pick tickets to print in order by the bin number for each part line. This setting is commonly used when the printer queue is connected to a label device, so that the labels will come out in the same order as the sets of bins in your warehouse.

The Bin setting does not include a header line, and may mix part lines from different invoices. With the Invoice setting, all part lines from an invoice are printed together, and parts from different invoices are not mixed.

In effect, the Invoice setting groups the printed pick tickets by customer order so that all parts for one order are printed together, in a group of 'related' pick tickets. The Bin setting, by contrast, sorts the tickets for the benefit of the parts picker's efficiency in moving through the warehouse, bin by bin.

If you are using a label-type printer but you select the 'Invoice' setting, the parts labels are printed (one at a time) in invoice number order, rather than bin code order.

You can also use the spacebar here to switch between the two available values.

18. The Sleep Schedule day selection window opens automatically. This setting allows you to customize the default cycle — for this warehouse's printer queue only — on which the Central Pick Ticket application will check the queue for pick tickets to print.

Note. As described in step 7 in the section on Setting CCPT Defaults on page 8, invoices that contain a special ship-via code (in the Defaults screen) override any sleep schedule you set up for this warehouse.

Use the Up and Down arrow keys to find the day for which you want to set a sleep schedule, and then press **Enter** to select it. (To leave this field without setting any schedule, press **F3=Exit Day Selection** instead.)

From	Through	Freq
12:00AM	06:30AM	10
08:00PM	12:00AM	60

Figure 14. Sleep Schedule Time Settings

19. In the Sleep Schedule window, enter a time range in which you want to override the default sleep cycle, using a standard ADP time format (or enter **M** for midnight or **N** for noon).
20. In the Freq(ueency) column, enter the number of seconds the Central Pick Ticket application should wait between cycles before checking the printer queue for this warehouse for any pick tickets waiting to be printed. (The value you enter here should be different than the value for the default sleep frequency entered in the Defaults Setup screen.)

Note. Use caution with this setting. As noted in the instructions for setting application defaults (see Setting CCPT Defaults on page 8), the sleep frequency setting should not be increased unless your network has a light pick ticket printing load at the specified time.

Enter as many sets of sleep times and frequency values as required for the operation of this warehouse in your Parts department.

To remove a group of settings, move to that row and press **Del**.

To enter sleep settings for another day of the week, press **F5=Change Day**, and then resume at step 18.

Press **F3=Exit** to save the sleep schedule. The Sleep Schedule field in the Printers Setup screen lists the days of the week in which a schedule is defined.

For more information on setting Sleep and Offline schedules for warehouses, see *Sleep Schedules and Offline Schedules* below.

21. At the command prompt for the Printers Setup screen, press **F3=Save/Exit**.

Tip! To return to any of the fields in the screen to make additional changes before saving, enter the field number at the Command prompt. You can also clear the value of any data-entry field by typing a space and pressing **Enter**.

22. Enter another warehouse ID to add or update, or press **F3=Exit** to return to the Setups menu.

Sleep Schedules and Offline Schedules

The Sleep Frequency settings in CCPT provide a way for you to balance system performance against the particular demands of your Parts department. The Central Pick Ticket application, as described in the *Introduction* on page 1, runs in the background and checks your Parts application periodically to see if any pick tickets need to be printed. The sleep frequency controls how long the CCPT program "sleeps," or waits, between each check. The lower the number, the faster pick tickets move off the queue, but the greater the demand on your system, since more checks are made. The higher the number, the lower the impact on your system performance, but the longer (potentially) you have to wait for jobs in the pick ticket queues to be sent to your printers.

By default, all the warehouse printer queues you set up in CCPT use the Sleep Frequency setting defined in the Defaults Setup screen (see *Setting CCPT Defaults* on page 8). If you define a Sleep Schedule for an individual warehouse, those settings will override the default for the days and time ranges you specify. In general, it is an advantage to set the program to check your warehouse printer queues less frequently when you do not typically have a high demand for pick ticket printing, such as after your Service department closes for the day.

The Offline schedule, by contrast, lets you set up ranges of time in which the queue will not print any pick tickets. This feature is handy when you want to keep all pick ticket printing requests on hold while the printers are not attended (such as during a department staff meeting or a lunch hour) so that they will not be misplaced or lost.

Set Timeout Command

If you select one of the Code Ranger printer types, the Printers Setup screen adds a related command key to the list at the bottom of the screen.

After saving the warehouse setup, press **F8=Set Code Ranger PowerSave** to turn on the printer's battery-conserving option.

Updating a Central Pick Ticket Warehouse

To make changes to one of your warehouse definitions:

1. At the main CCPT menu, enter **S** for Setup.
2. Enter **P** for Printers.
3. At the Warehouse ID field, enter the number for the warehouse you want to update. The program displays the current settings.

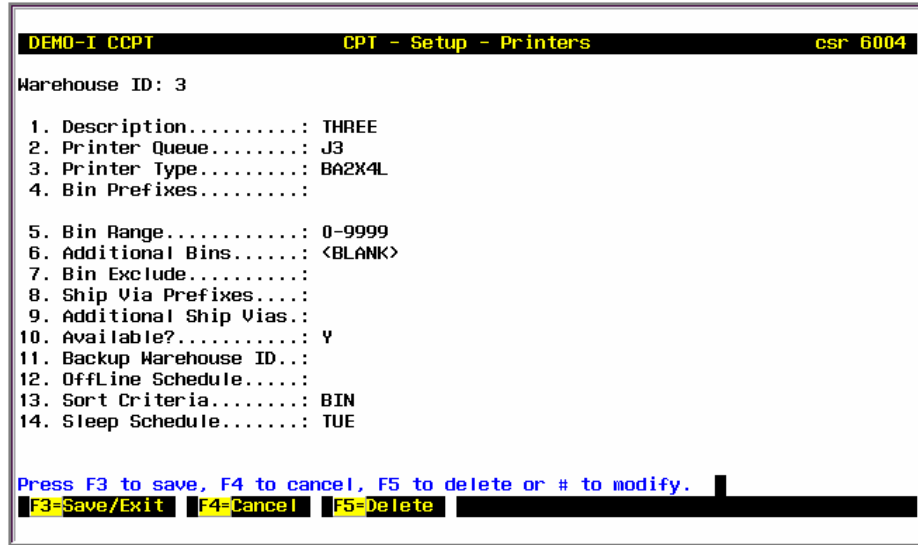


Figure 15. Printers Setup Screen (example data)

4. At the command prompt at the bottom of the screen, enter the field number for the setting you want to enter or change. For example, enter **1** to move to the first field, where you can type a new description.

For more detail on editing the fields in the Printers Setup screen, see the instructions in *Defining a New Central Pick Ticket Warehouse* on page 11.

Note that you can clear the value of any data-entry field by typing a space and pressing **Enter**.

When you are done editing a field, the program returns you to the command prompt.

***Tip!** To return to the command line without editing the field you are in, enter a period (.) at the beginning of the field.*

5. Repeat the previous step for each field you want to update, as needed.
6. When you are done editing, press **F3=Save/Exit** at the command prompt.
7. Enter another warehouse ID to add or update, or press **F3=Exit** to return to the Setups menu.

Deleting a Central Pick Ticket Warehouse

To remove a warehouse definition:

1. At the main CCPT menu, enter **S** for Setup.
2. Enter **P** for Printers.
3. At the Warehouse ID field, enter the number for the warehouse you want to update.
4. Press **F5=Delete**.
5. At the confirmation prompt, enter **Y** to remove the warehouse record.
6. Press **F3=Exit** to clear the deletion message, and then press **F3** again to return to the Setups menu.

Activating Your Pick Ticket Printing with CCPT

To start using the Central Pick Ticket application to manage pick ticket printing in your Parts department, you must *log on* the printing node.

To turn off the Central Pick Ticket application temporarily, *log off* the node. You can check the status of the printing node at any time using commands on the Node menu.

Coordinating Central Pick Ticket with PIK Printing

The printer node managed by the Parts routine PIK (Print Pick Tickets) takes precedence over the node defined for CCPT. This means that if you are using both PIK and CCPT to print pick tickets, you must log off the PIK node if it has been set up to run on the same queue as CCPT. You must also log on the CCPT printing node each time your ADP system is rebooted. It will not resume automatically.

Tip! It is not necessary to restart the printing node if you modify your CCPT setups.

Logging On the Printing Node

To set the Node status to **on**:

1. Log on to your Parts Inventory (*name-I*) account.
2. At the Function Code field, enter **CCPT**.
3. At the main menu, enter **N** for Node.

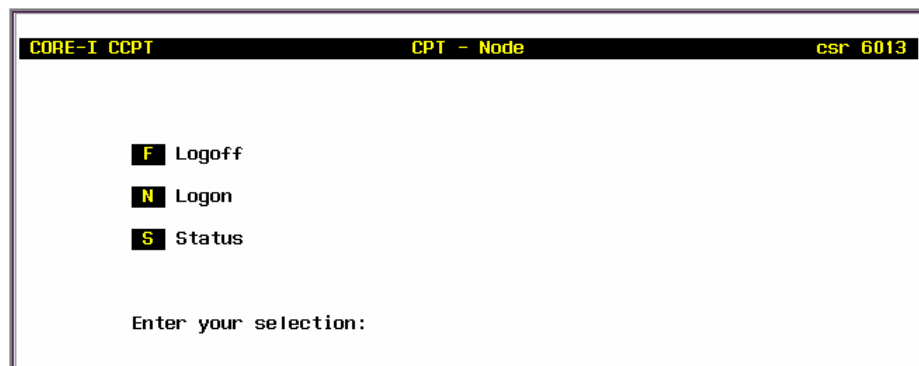


Figure 16. Node Command Menu

4. At the CCPT Node menu, enter **N**.

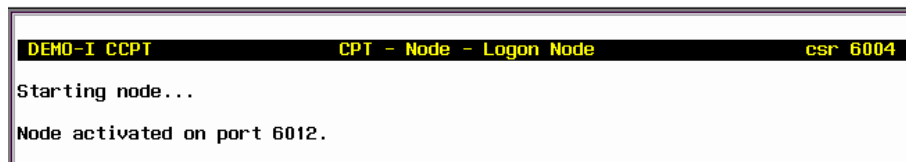


Figure 17. Activating Printing Node

5. At the confirmation message, press **F3=Exit**.

Checking the Node Status

To check whether the printing node is active or inactive:

1. At the main Central Pick Ticket menu, enter **N** for Node.
2. At the Node menu, enter **S**.

```

CORE-I CCPT          CPT - Node - Status          csr 6013
Node Active...: Y
Node Port.....: 6026
  
```

Figure 18. Node Status Screen

The program displays a Y if the node is active, along with the port number for the printing node.

3. Press **F3=Exit** to return to the Node menu.

Logging Off the Printing Node

To deactivate pick ticket printing through CCPT:

1. At the main Central Pick Ticket menu, enter **N** for Node.
2. At the Node menu, enter **L**.

```

DEMO-I CCPT          CPT - Node - Logoff Node      csr 6004
Node running on port 6012 set to log off
  
```

Figure 19. Logging Off Pick Ticket Printing Node

The program displays a message indicating that the node will be logged off.

3. Press **F3=Exit** to return to the Node menu.

Generating CCPT Reports

Use the commands on the Reports menu to generate listings of your Central Pick Ticket setups and to print summaries of the pick tickets printed through the application.

The primary reports are Pick Tickets, which is a summary listing of pick tickets printed through CCPT, and Setup (Warehouse), which is a listing of codes for each warehouse definition.

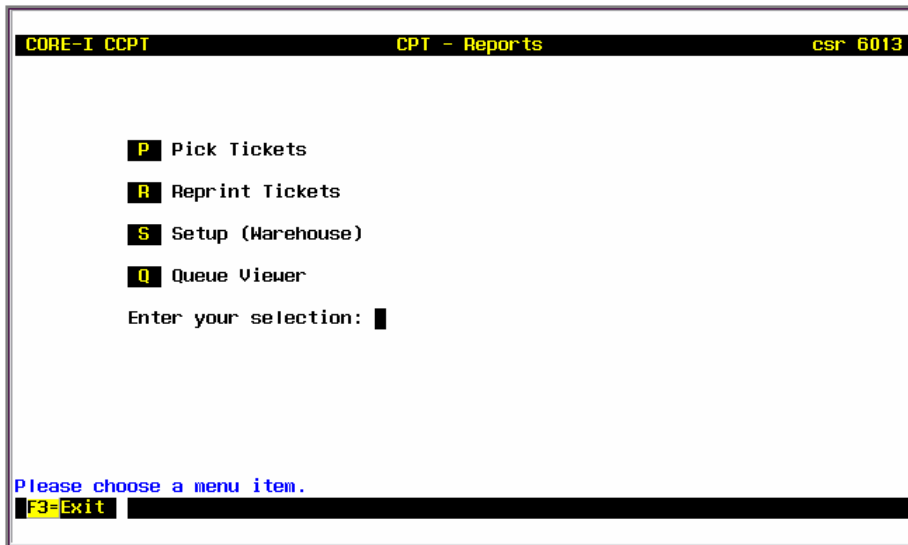


Figure 20. CCPT Reports Menu

If the appropriate default setup is turned on, you can also reprint pick tickets to their original printers. For information on the Reprint feature, see *Reprinting Pick Tickets* on page 25.

The Reports menu also contains the queue viewing feature. See *Viewing the Pick Ticket Printing Queue* on page 26.

Warehouse Setups Report

To print a listing of bin code and ship-via setups for your defined parts warehouses:

1. At the CCPT menu, enter **R**.
2. At the Reports menu, enter **S**.
3. At the Printer Type prompt, enter **P** to print to a lineprinter, **S** to print to your local slave printer, or **T** to display the report on the terminal screen.

```

HILLS ADP MOTORS 3, INC.
11 MAY 2004 06:44PM
                                CI-CPT # Warehouse Setup Report

WH Description..... Queue..... PT BinPrefix.... BinRange..... AddBins..... ExcludeBins.. ShipViaPrefix AddShipVia...
1 ONE                J1          CR A
                   B
                   C
                   D
                   E
                   F
                   Y
                   Z
2 TWO                J2          BA      0-99999999
3 THREE             J3          BA      0-9999    <BLANK>

Press any key to continue.

```

Figure 21. Warehouse Setup Report (example data)

The program displays or prints the list of setups for your defined warehouses.

Note. This report does not include sleep or offline schedule settings.

4. (Terminal display only) Press any key to return to the Reports menu.

Pick Tickets Report

To print a listing of pick tickets printed in a specified date range:

1. At the CCPT menu, enter **R**.
2. At the Reports menu, enter **P**.

```

DEMO-I CCPT          CPT - Reports - Printed Pick Ticket          csr 6007
-----
Begin Date: 1-1
End Date: 6-1
Printer Type: 1
    
```

Figure 22. Printed Pick Tickets Report Definition Screen

3. Enter a starting date and an ending date for the pick tickets on the report.
4. At the Printer Type field, enter **P** to print to a lineprinter, **S** to print to your local slave printer, or **T** to display the report on the terminal screen.

```

HILLS ADP MOTORS 3, INC.
07 JUN 2004 05:52PM
                                CI-CPT * Pick Tickets Report (01-01-2004 to 06-07-2004)
PICK.DT... PICK.TM EMP.NO.... OPEN.DT... REFER.NO.... SALE.TYPE CUST.NO... CUST.NAME.1..... TOTAL.SALE..
05-24-2004 10:09AM      1 01-28-2002      58065 CASH          1000 FRED SHITH          148.42
05-24-2004 10:10AM     100 05-17-2004      58145 CHG           100 SHITH,SHARON         76.68
05-24-2004 10:45AM     12 04-23-2004      58144 CHG           1538 VIDAL,ANNETTE       78.82
05-24-2004 02:17PM      1 04-15-2004      58125 CHG           27199 BUSH,BARB          2.98
05-24-2004 02:17PM      1 03-22-2004      58112 CHG           123 BROWN,BOB            6.60
05-24-2004 03:12PM      1 04-22-2004      58139 CASH          12345678 HCGOVERN,BRUCE     7.92
***
06-01-2004 04:00PM     11 04-23-2004      58143 CHG           1538 VIDAL,ANNETTE       227.76
06-01-2004 04:33PM      1 04-15-2004      58124 CHG           1561 RINDONE,PAUL         2.30
06-01-2004 04:33PM     10 03-25-2004      58113 CHG           100 SHITH,SHARON         79.10
06-01-2004 04:33PM     10 03-04-2004      58111 CHG           90045 BARE,LIBBY         3947.59
***
    
```

Figure 23. Pick Tickets Report (example data)

The report lists the ticket date and time, the employee number, the date of the repair order, and the related sale information.

5. (Terminal display only) Press any key to return to the Reports menu.

Reprinting Pick Tickets

CCPT allows you to reprint pick tickets exactly as they print from the P# command in the Parts Inventory function I.

The Reprint Pick Tickets report is only available if the Prohibit Reprints option in the Defaults Setup screen is set to 'N'. For information on this setup function, see *Setting CCPT Defaults* on page 8.

To reprint one or more pick tickets:

1. Log on to your Parts Inventory (*name-I*) account.
2. At the Function Code field, enter **CCPT**.
3. At the CCPT menu, enter **R**.
4. At the Reports menu, enter **R**.



Figure 24. Reprinting Pick Tickets

5. At the Reprint prompt, enter one or more pick ticket numbers, separated by spaces.



Figure 25. Reprint Pick Ticket Queue

The program displays the numbers you entered as it adds them back into the printing queue.

6. Press any key to return to the Reports menu.

Viewing the Pick Ticket Printing Queue

The Queue Viewer function allows you to see the pick ticket parts lines currently in the printer queues for the warehouse setups defined in your Central Pick Ticket application. (The contents of the queue change as new parts pick tickets are sent to the queue and as others are printed on the output device.)

Use the information in the queue to monitor the printing activity throughout your Parts department.

Note. Remember that the warehouse printer queues handle individual parts lines based on how the bin code(s) and ship-via code(s) are processed for all the warehouses you have set up. Depending on the parts that are on it, the pick ticket for a single invoice may be printed through more than one printer queue.

To view a queue:

1. Log on to your Parts Inventory (*name-I*) account.
2. At the Function Code field, enter **CCPT**.
3. At the CCPT menu, enter **R**.
4. At the Reports menu, enter **Q**.

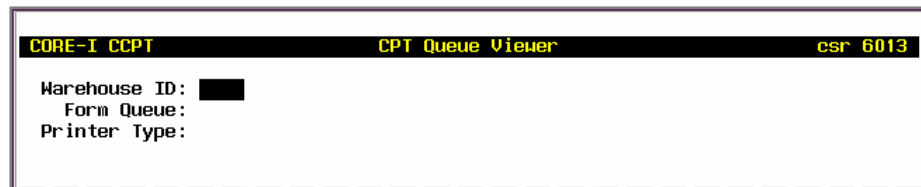


Figure 26. Queue Viewer - Warehouse Prompt

5. Enter the number (1-9999) for the warehouse setup ID. The program displays the queue for the selected warehouse.

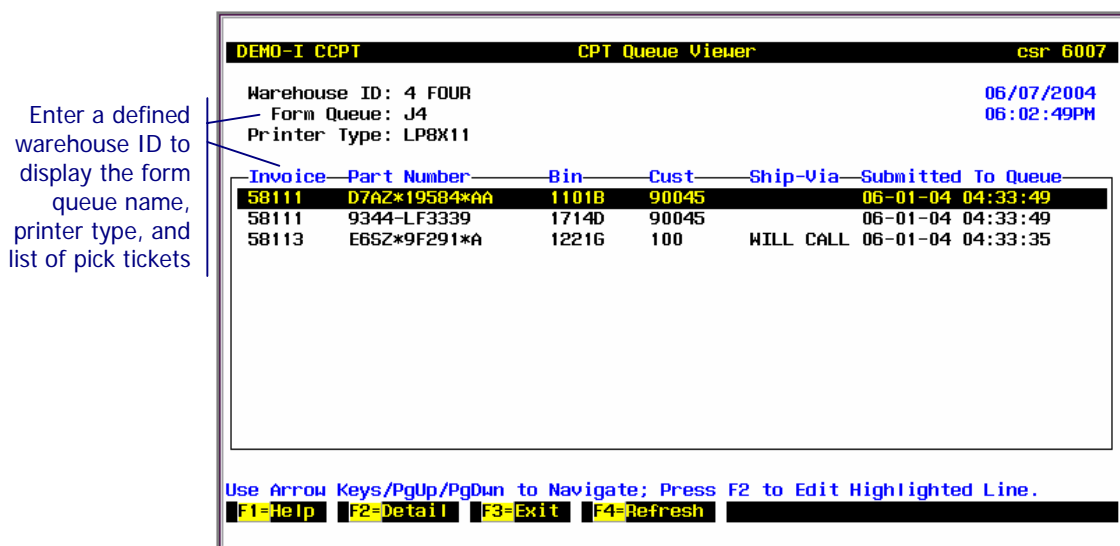


Figure 27. CCPT Queue Viewer Screen

To see up-to-the-minute data on the pick tickets in the current queue, press **F4=Refresh** at any time.

To display the details on any part that appears in the warehouse pick ticket queue, use the Up and Down arrow keys to select a part number item in the table, and then press **F2=Detail**.

DEMO-I CCPT		CPT Queue Viewer		csr 6015	
Warehouse ID:	1 ONE			06/14/2004	
Form Queue:	LABEL			03:19:50PM	
Printer Type:	BA4K2L				
Detail Window					
Invoice.....:	58111				
Bin.....:	C0612D				
Part.....:	V1119907	ALTERNATOR			
On Hand.....:	5				
Sold.....:	1				
Customer.....:	90045	BARE,LIBBY			
Ship Via.....:					
Offline Sched:	MON				
Sleep Sched..:					

Figure 28. Queue Viewer - Pick Ticket Detail Window

The detail window shows you one part line at a time.

Important! While you have the detail window open for a part line in the current queue, the Central Pick Ticket application locks the printing node for the warehouse ID you are viewing, so that no parts printed through that warehouse will move through the printer queue. When you return to the main Queue Viewer window, the printing node is unlocked so that printing can continue.

- To return to the Reports menu, press **F3=Exit**.

