

Inbound Tracking

A component of the Wheel Shop Management Suite (WSMS)

User Guide



Contents

- Introduction 1
- System Requirements 2
- Getting Started..... 3
 - Installing Inbound Tracking..... 3
 - Initial Setup 6
 - Database Connection Settings 6
- Log on / Log off 9
- Inbound Tracking 10
 - Home Screen 11
 - Create/Edit Shipment 12
 - Unload Shipment 13
 - Menu Bar 14
 - Log off 14
 - Exit..... 14
 - Connection Settings 14
 - Scanners and Barcodes 14
- Help 20
 - About..... 20
 - Get Support..... 20
- Appendix A: Frequently Asked Questions (FAQ) 21
- Appendix B: License 22
- Appendix C: Contact Information 25

Introduction

Overview

The Inbound Tracking application is used to track shipments that you receive at your facility. The Inbound Tracking system allows you to receive both completed assemblies and loose components

Layout

Inbound Tracking contains two main screen areas. The status bar located across the bottom of the screen and the client area above it. The status bar provides shortcuts to common features like the Home screen and Document Viewer along with displaying the copyright information, version number, and time of day. The client area changes based on the currently selected screen/function. Some examples are the home screen and the data entry screens.

Interface

The day-to-day use is designed to be used with a touch-screen input device. Each data entry element provides an on-screen keyboard or numeric keypad to allow quick entry of data without the need to remove gloves or keep a keyboard clean. However, setting Options or administrative functions may require a mouse and keyboard.

System Requirements

This application has minimum system requirements as described below. These requirements must be met for the application to operate as designed.

This application supports the following Microsoft Windows operating systems.

- Windows 8.1 (x86 and x64)¹
- Windows 10 (x86 and x64)¹

The application requires the Microsoft .Net Framework 4.5 Full which can be obtained from Microsoft at <http://www.microsoft.com/en-us/download/details.aspx?id=30653>

The application requires the following hardware at a minimum.

- 2.0 GHz Processor
- 2 GB installed RAM
- 100 MB available disk space
- Ethernet Adapter or Wireless Network adapter

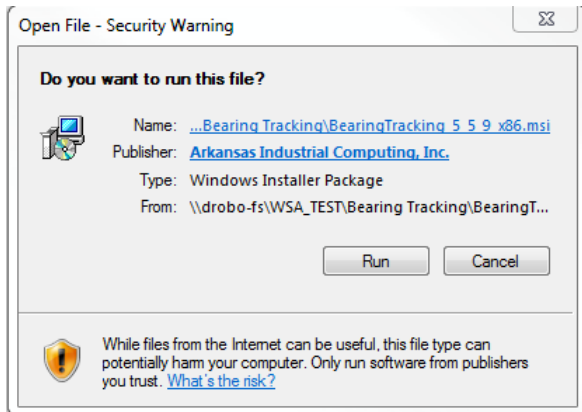
¹ When installed on a 64-bit operating system, the application will run in a subsystem of Windows called WOW64 (Windows-on-Windows 64 bit). WOW64 is included on all 64-bit versions of Windows and is designed to make differences between the operating systems transparent to the user.

Getting Started

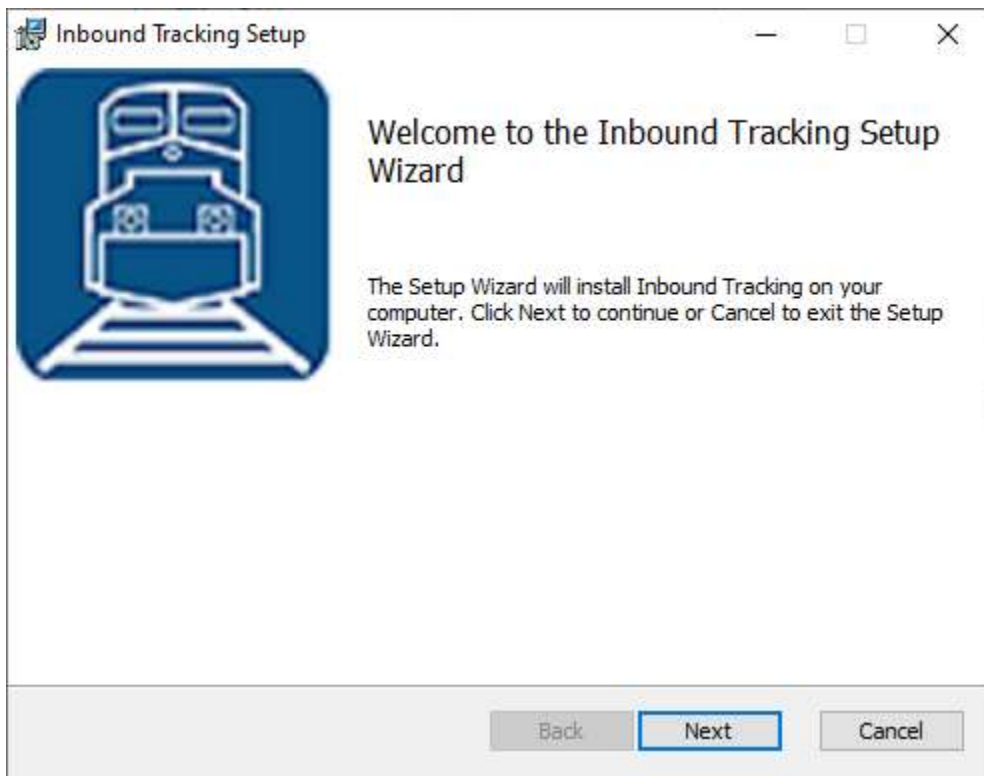
Installing Inbound Tracking

You will need Administrator rights to install Inbound Tracking.

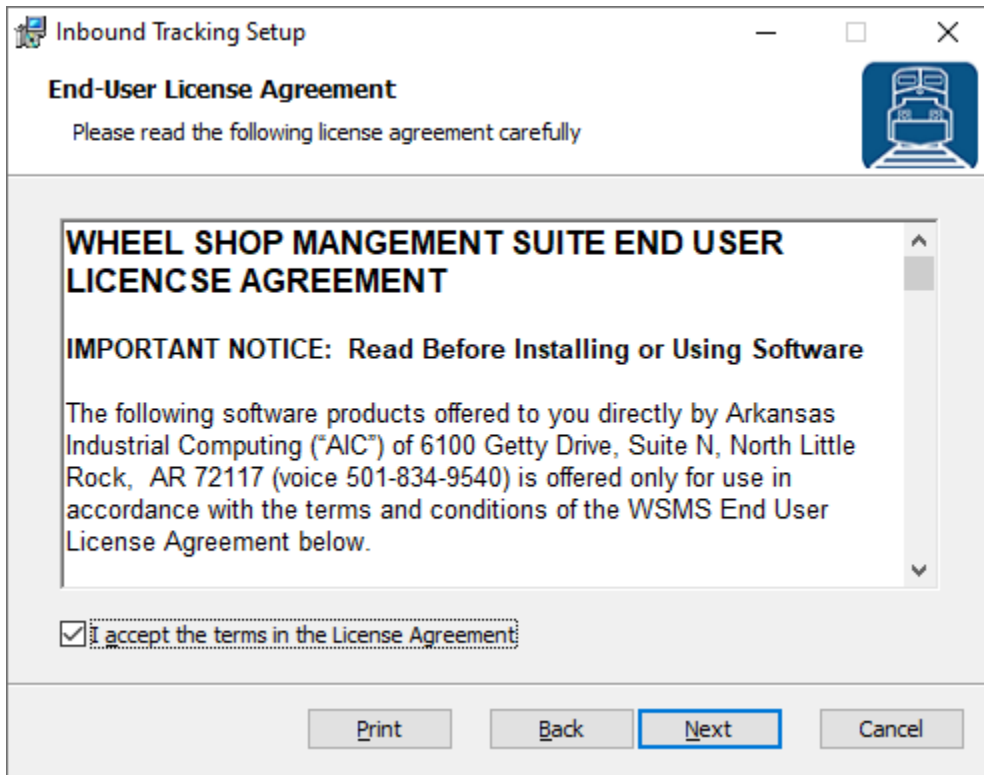
Make sure you have the latest version of our Inbound Tracking Setup program. [Contact](#) our support team for assistance. To install Inbound Tracking, run the setup program and follow the on screen prompts as described below:



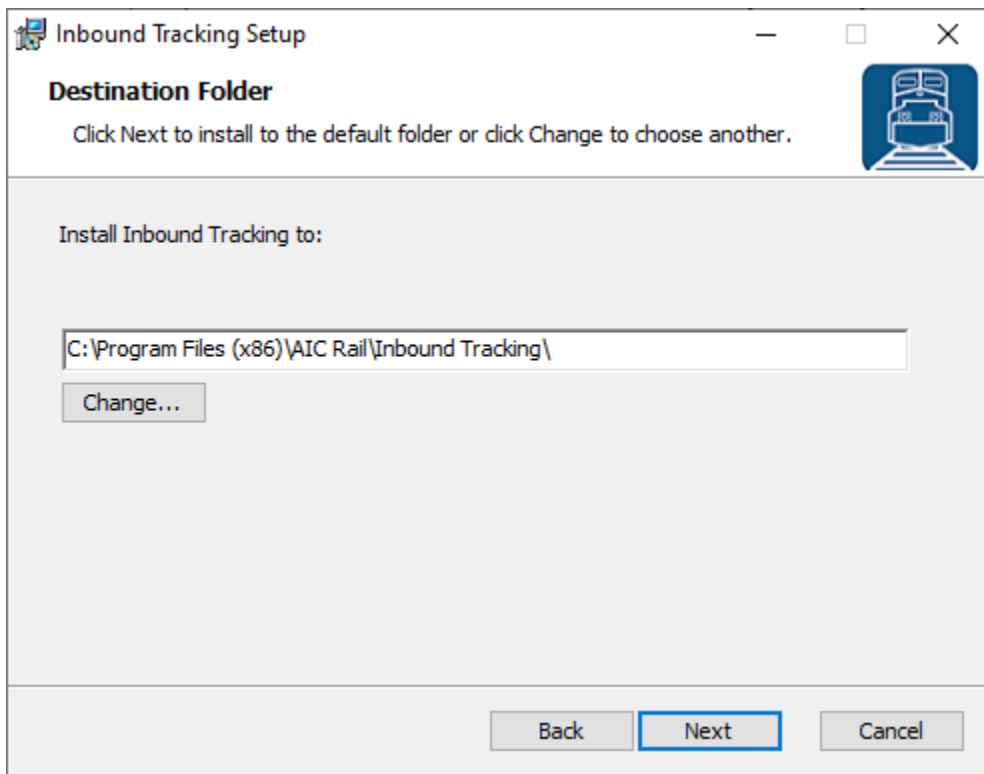
Click NEXT to continue.



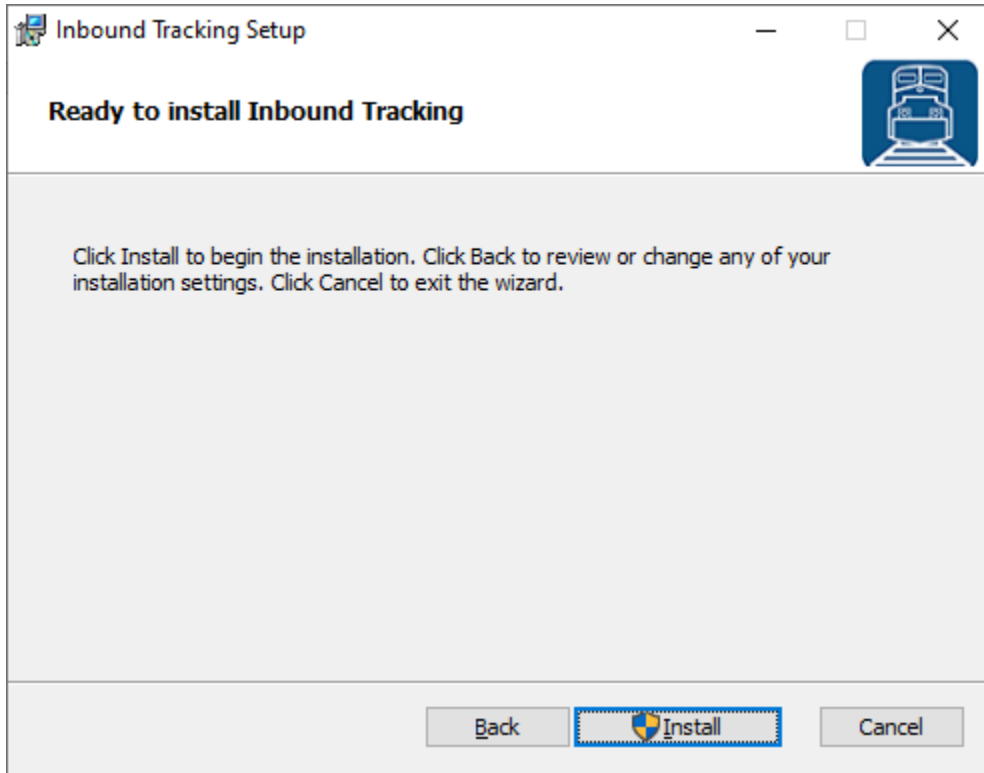
Accept the license agreement and click NEXT.



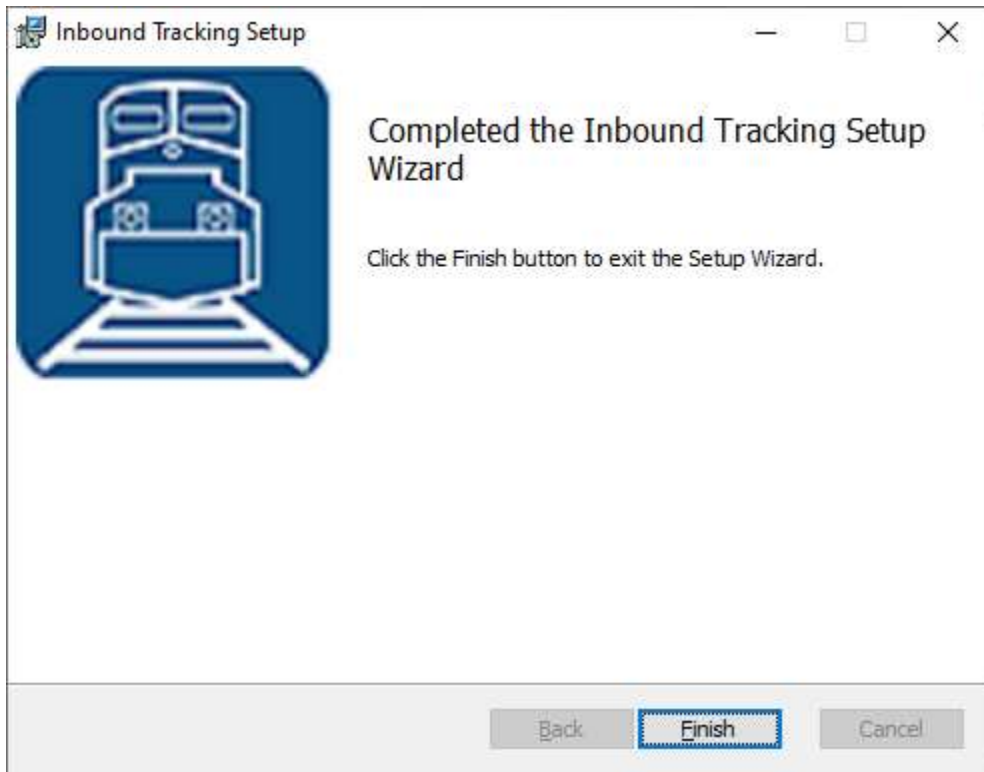
Select the location where you would like to install Inbound Tracking to and click NEXT.



Click INSTALL to begin the installation.



When the installation has completed, click FINISH to close the setup application.



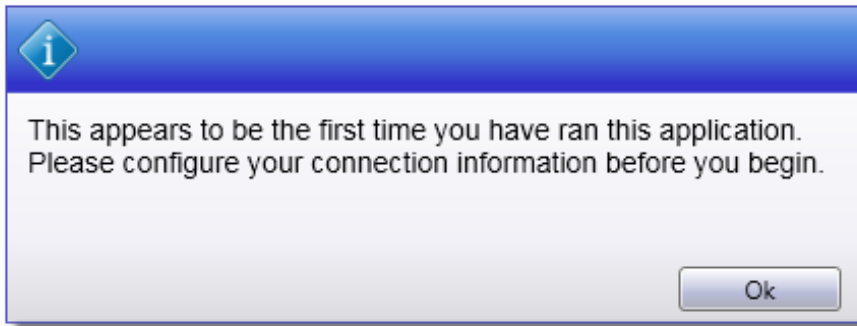
Initial Setup

Once you have installed Inbound Tracking you can double click the desktop shortcut to start the application.

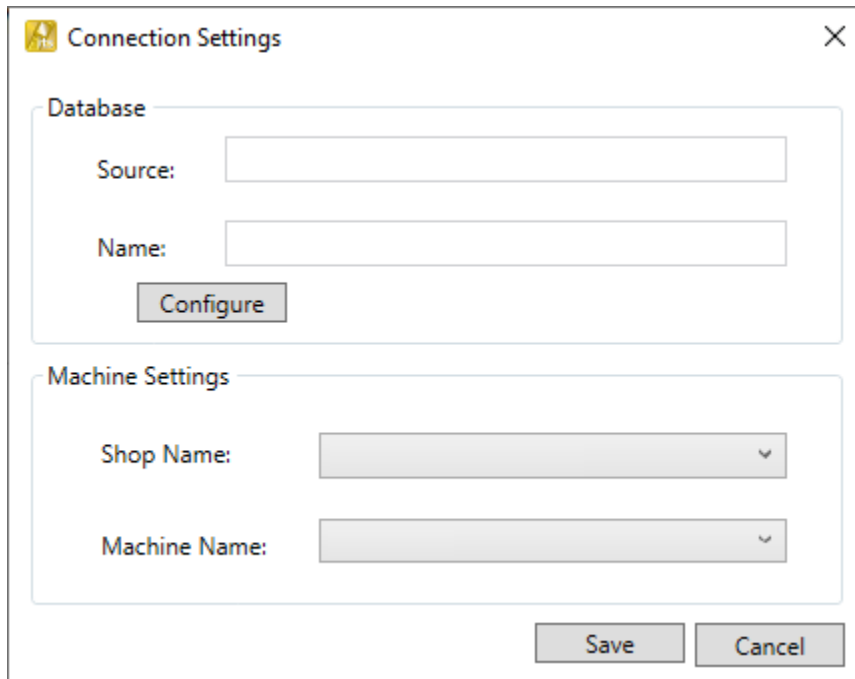
Database Connection Settings

Inbound Tracking requires access to an instance of the WSMS database which can be installed on the same computer or any computer with network access and the required permissions. The first time you run Inbound Tracking you will be prompted to enter your database connection settings.

Click OK to display the Connection Settings dialog.



In the Connection Settings dialog, click CONFIGURE.



Enter the connection settings for the server where the WSMS database is located. If you are unsure contact your IT Department or our [support team](#).

Click OK when you are finished.

Configure Server Connection

Server Name

Refresh

Log on to the server

Use Windows Authentication

Use SQL Server Authentication

User Name: wmslogin

Password: ●●●●●●

Save my password

Connect to a database

Select or enter a database name

Attach to a database file

Browse

Logical Name

Test Connection

OK Cancel

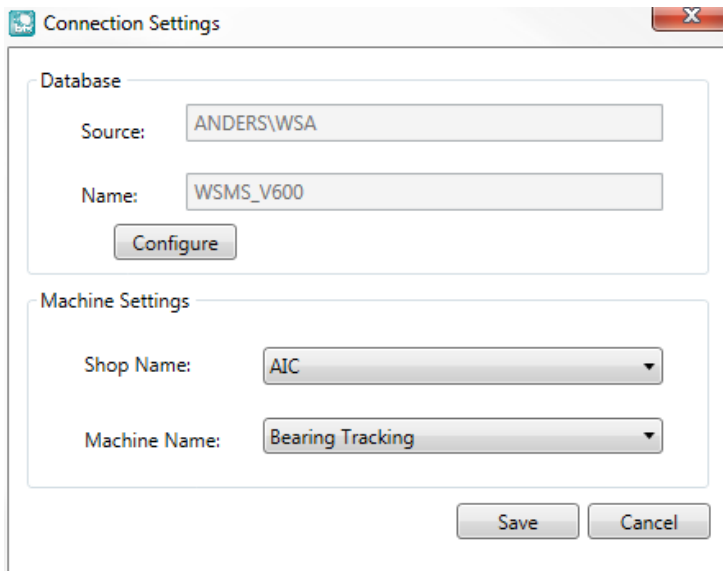
Click TEST CONNECTION to verify your settings.

Test Connection Succeeded

OK

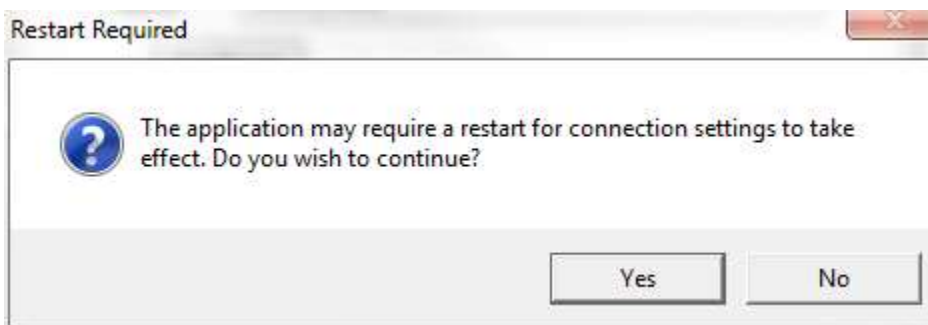
Click the Shop Name drop down to select the location for which you want to configure this installation. WSMS can support multiple locations or 'shops' hosted in one database. In order to isolate the data and settings to your location you must provide this information.

After you have selected the Shop Name click on Machine Name and select the machine you are installing on. Some settings are stored per machine so this setting will be used to differentiate each installation.



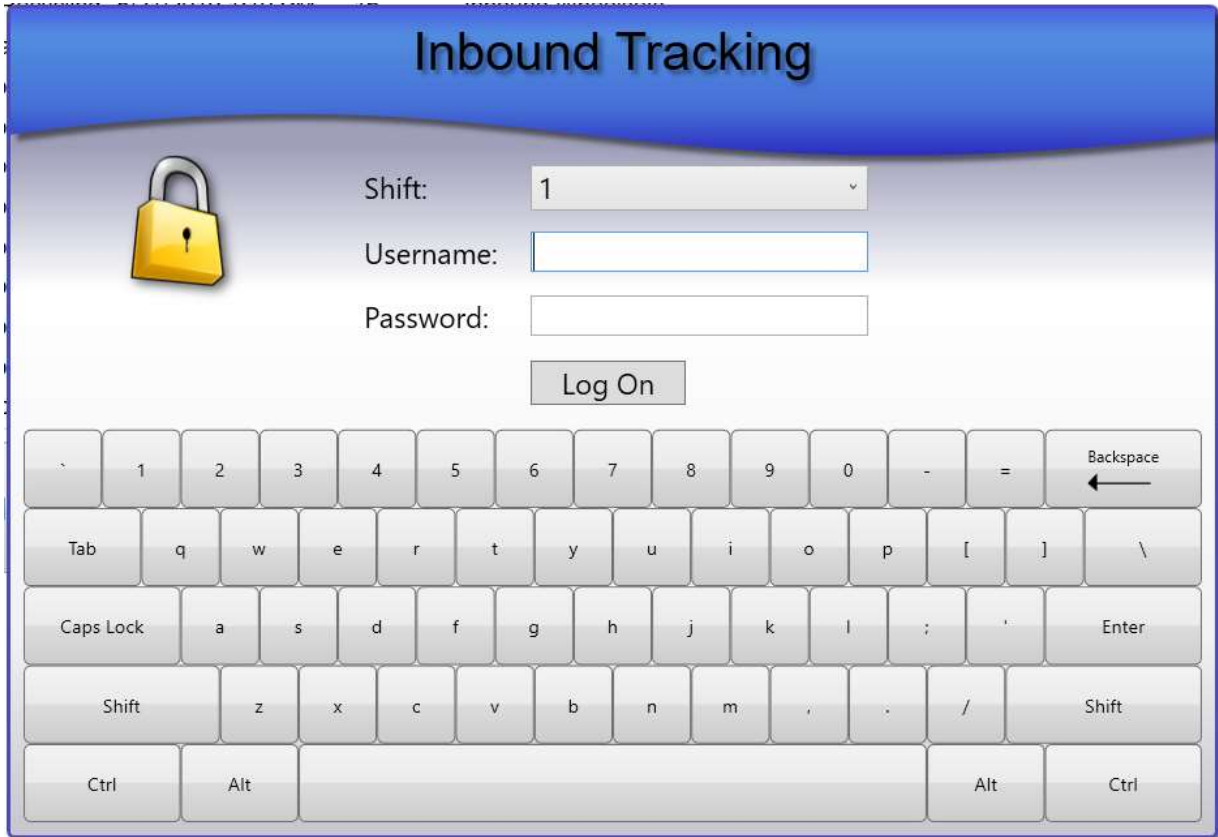
Click OK to save your changes.

In order for the connection settings to take effect you will be prompted to restart the application. Click YES.



Log on / Log off

Each user is given a unique username and password for the WSMS system for authentication and accountability. You must provide your username and password each time Inbound Tracking starts before you can begin. Your log on also determines what functions you have permissions to perform. If you do not have this information, contact your manager or a system administrator.



When working in Inbound Tracking, to log off the current user select Log off from the menu bar.



Inbound Tracking

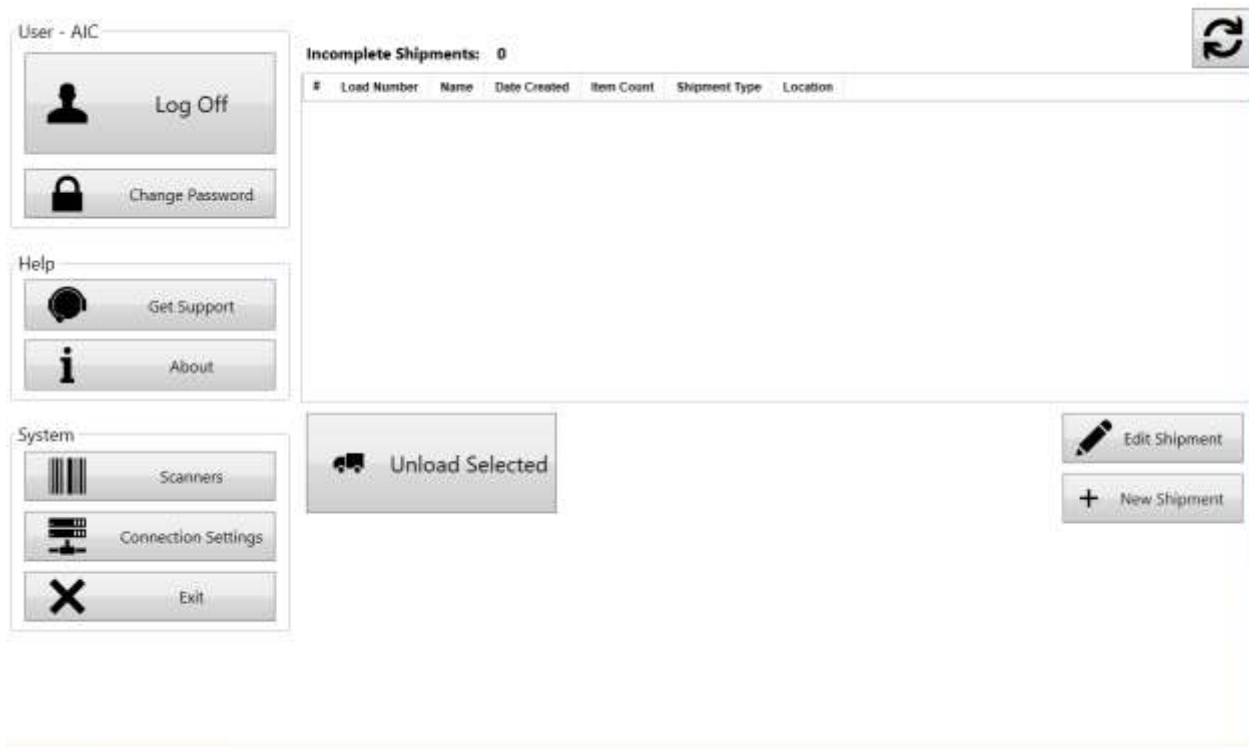
The Inbound Tracking application is used to track shipments that you receive at your facility. The Inbound Tracking system allows you to receive both completed assemblies and loose components.

Inbound tracking allows you to track shipment information such as the shipment type, load number, customer, carrier, bill of lading, purchase order, and more. A new shipment is entered either from this application, or from Shop Manager™.

Each inbound shipment has one of three statuses:

1. **Incomplete** – indicates the customer and carrier information has been entered but the truck or rail car has not been unloaded by the operator.
2. **Completed** – indicates the truck or rail car has been unloaded by the operator but has not been reviewed.
3. **Reviewed** – indicates the shipment has been unloaded and reviewed for accuracy.

Home Screen



The Home screen contains two sections. On the left is the Menu that provides a link to most of the application features and settings. See the [Menu](#) section below for more information on each option.

On the right is the list of 'Incomplete' shipments and controls for adding, editing, and unloading those shipments. Each feature is described in more detail below:

- **Refresh** - Refreshes the list of Incomplete Shipments.
- **Unload Selected** – Allows user to receive assemblies or components on the selected load. See the [Unload Shipment](#) section for more details.
- **Edit Shipment** – Edits the shipment information for the selected load. See the [Create/Edit Shipment](#) section for more information.
- **New Shipment** – Creates a new Inbound Shipment. You must select which Shipment Configuration you want to use. Shipment configurations can be configured using Shop Manager™. See the [Create/Edit Shipment](#) section for more information

Create/Edit Shipment

The Create/Edit Shipment screen allows you to enter the information on the shipment to be unloaded. This includes fields like the Customer (Account) and Location, Shipping Carrier and Method, Order number and Bill of Lading #, etc. When you have entered all the information you want to include at this time, click 'Save' to save and return to the Inbound Shipments screen. Click 'Cancel' to close without saving.

When creating a new shipment the Load Number will automatically get generated sequentially. You can enter a different load number as long as that number is not already in use.

Inbound - 10000

Type	Inbound Wheelsets
Load #	<input type="text" value="10000"/>
Bill of Lading	<input type="text"/>
Order #	<input type="text"/>
Account	<input type="text" value=""/>
Location	<input type="text" value=""/>
Method	<input type="text" value="Truck"/>
Carrier	<input type="text" value=""/>
Trailer #	<input type="text"/>
Status	<input type="text" value="Incomplete"/>
Comment	<input type="text"/>

Unload Shipment

The Unload Shipment screen is customizable and so it will look different depending on your specific configuration. In general, you must first select the type of assembly/component you are unloading. This may require selecting the type of assembly/component from a list or it could be specified in the Shipment Type settings.

Next, you must enter the data for each assembly/component that you are unloading. You can enter them one at a time or use the Quantity field to create multiple assemblies/components with the same information. Click on 'Add' to accept the data and add the item(s) to the shipment.

The screenshot shows two overlapping windows. The left window is titled 'Wheels 983-?' and contains fields for Disposition (Turnable), Axle (5.5x10 150 Ton), and various wheel specifications. The right window is titled 'Select Component' and shows 'COMBO' selected, with sub-options for 'Combo 2 3' and 'Disposition' (Control). It also includes checkboxes for 'Inventories', 'Warranty', and 'Daily Warning'.

In most configurations you will be able to see the complete list of items that have been added to the shipment and be able to modify them or remove them if necessary.

Wip Id	Disposition	Axle Size	Axle Scrap	Wheel Size	Wheel Scrap	Wheel 1 Rim/Flange	Wheel 2 Rim/Flange	Bearing 1	Bearing 2
983-1	Turnable			38				Ok	Ok
983-2	Scrap Wheels			38	73 - Thin Rim			Ok	Ok
983-3	Scrap Wheels			38	73 - Thin Rim			Ok	Ok
983-4	Scrap Wheels			38	73 - Thin Rim			Ok	Ok
983-5	Scrap Wheels			38	73 - Thin Rim			Ok	Ok
983-6	Scrap Wheels			38	73 - Thin Rim			Ok	Ok

When you are finished unloading this shipment you must save your work by using either the 'Save' or 'Save and Complete' buttons. If you plan to come back to this shipment and add more items at a later time then click 'Save' to save all items and add them to the shipment but keep the shipment status as 'Incomplete'. If you are finished with this load click 'Save and Complete' to save all items and add them to the shipment as well as mark the shipment status as 'Completed'



Menu Bar

The menu bar is used to navigate between the various functions of Inbound Tracking as described below.

Log off

Logs off the currently logged on user and disables all menu items that require security permissions.



Exit

Close the application and return to the Windows desktop.



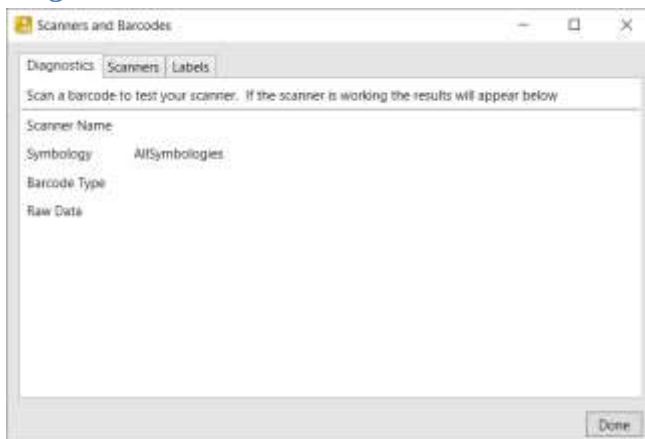
Connection Settings

The Connection Settings dialog opens a menu to change the database connection settings. To perform this action, you must be logged in with administrator privileges. Refer to [Connection Settings](#) for more information.



Scanners and Barcodes

Diagnostics



Test your existing scanners and barcode labels by scanning any barcode while on the Diagnostics tab. If the scanner is set up correctly the barcode data will appear under the 'Raw Data' section along with the Barcode Type and Symbology.

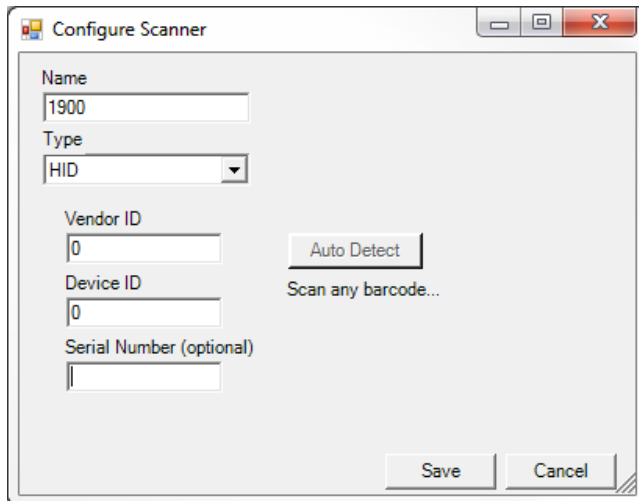
Scanners

Lists all scanners currently configured for use with the application.

- Delete – Remove a barcode scanner from use.
- Add – Configure a new barcode scanner for use with the application.
- Scanner Selection – Select which scanner(s) correspond to which components. If only one scanner exists, or if the same scanner is used for all components the scanner will toggle back and forth between components each time a barcode is scanned.

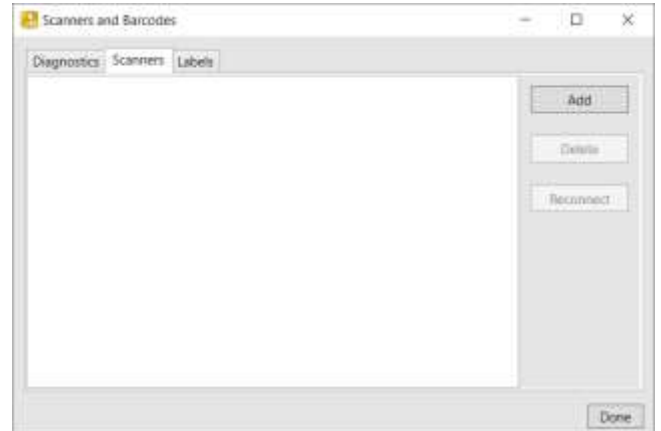
To add a new scanner, Click ADD. Give the scanner a name, select the scanner Type use the AutoDetect feature (if available) or manually enter the scanner settings.

For the scanner types that support Auto Detect, click the Auto Detect button and then scan any barcode, (other than a programming barcode), while the “Scan any barcode...” message is visible.

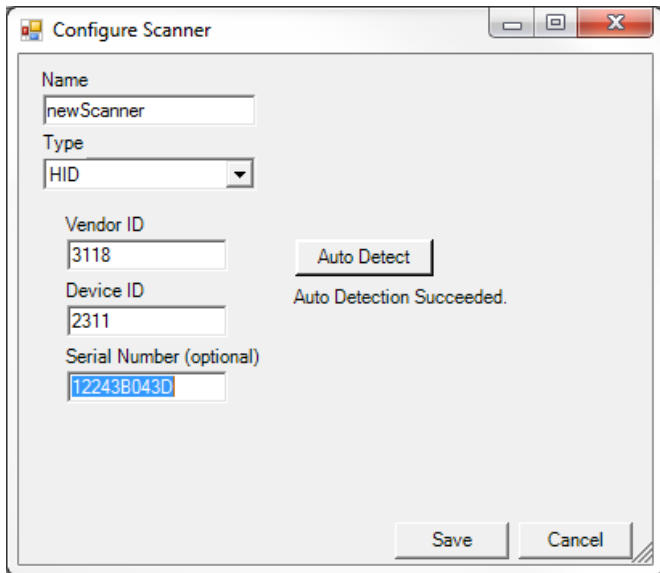


The 'Configure Scanner' dialog box is shown with the following fields and controls:

- Name: 1900
- Type: HID
- Vendor ID: 0
- Device ID: 0
- Serial Number (optional):
- Buttons: Auto Detect, Save, Cancel
- Message: Scan any barcode...



A message will appear below the Auto Detect button to indicate if the auto detection was successful. If successful the settings will automatically populate. Click SAVE.



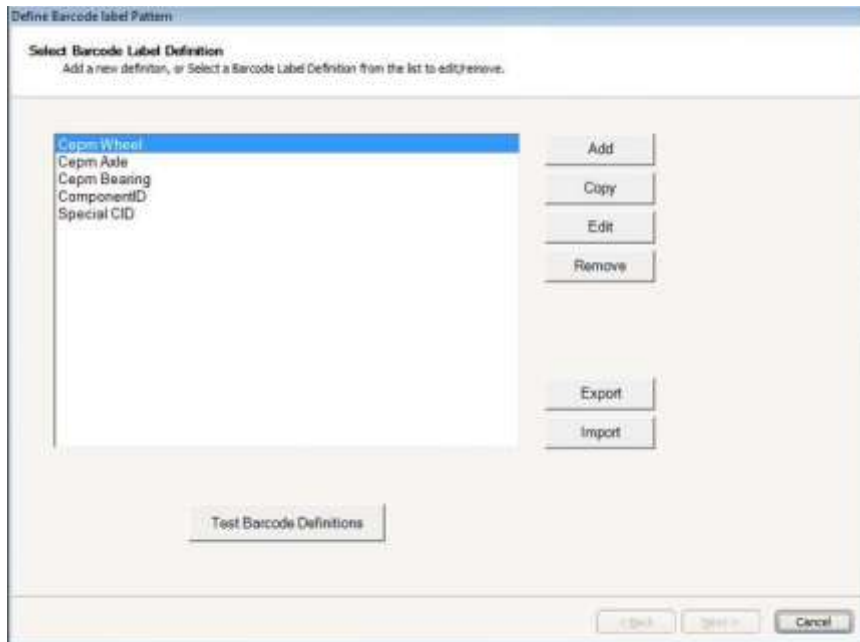
Labels

Lists all barcode label types currently recognized by this application.

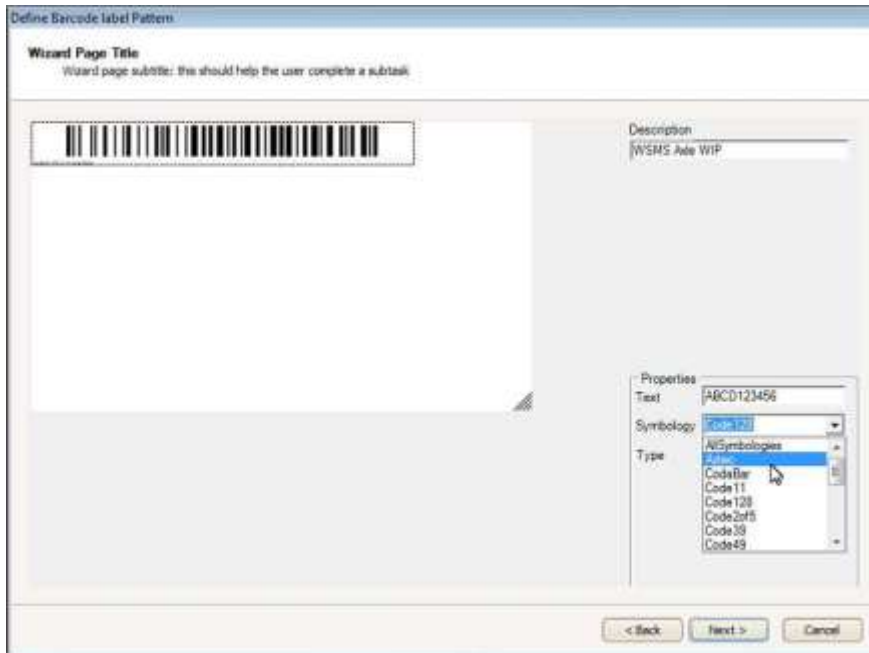
Wizard – Used to add, edit, or remove Barcode Label definitions. Before the application can obtain data from a barcode label it must be configured to recognize the type of label and how to parse the data into the individual data fields.

Define Barcode Label

To add or edit barcode label definitions, click the WIZARD button.



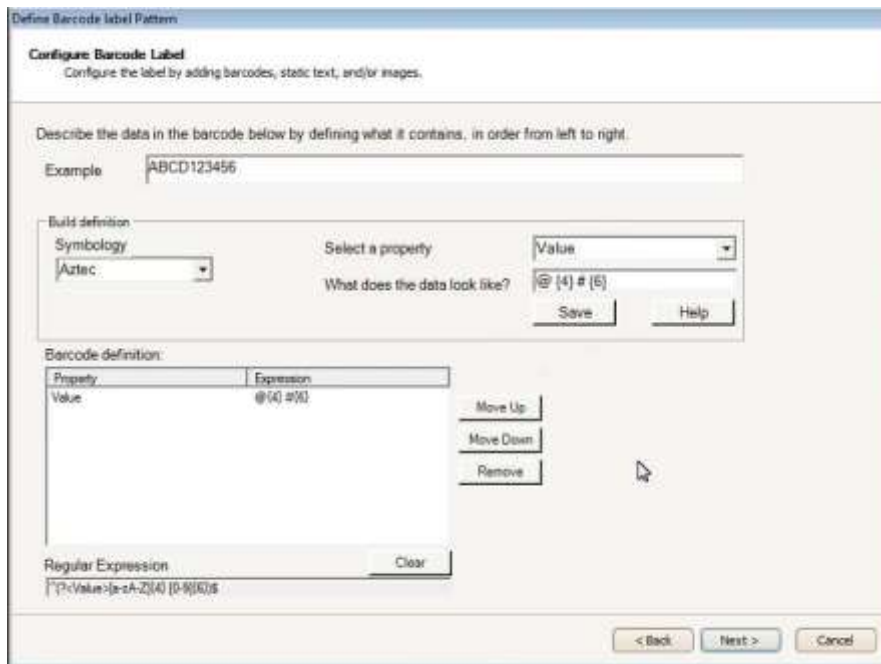
To add a new barcode label definition, click ADD. From here you will add the label definition description and properties such as the Symbology and Barcode type. Click NEXT, to configure the barcode label.

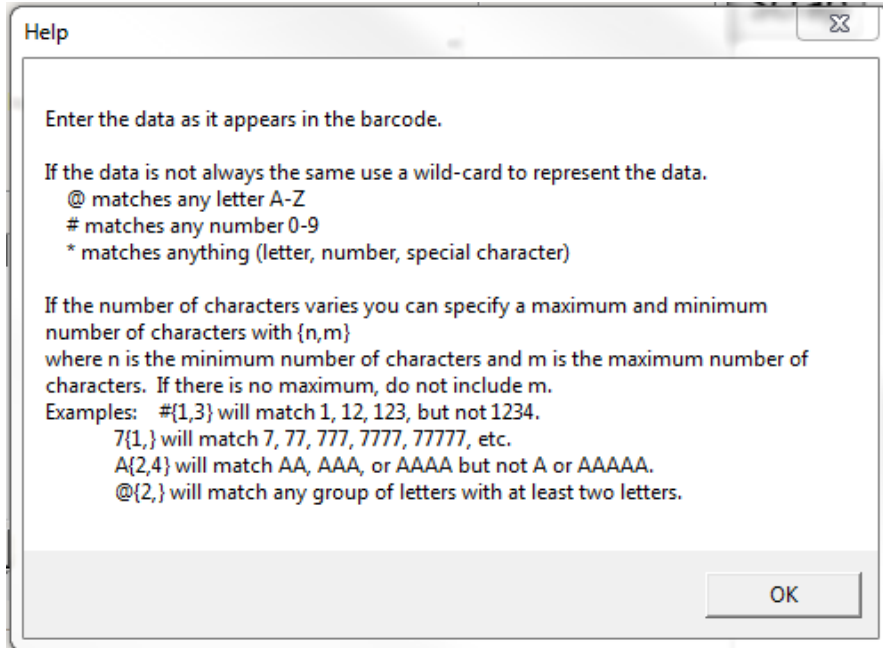


Configure Barcode Label

Configuring the barcode label includes describing the data that will be in the barcode. Define what it contains, in order from left to right. Define individual properties of the data and what the data looks like in the “What does the data look like?” box. Use the Help button to guide you through the correct syntax.

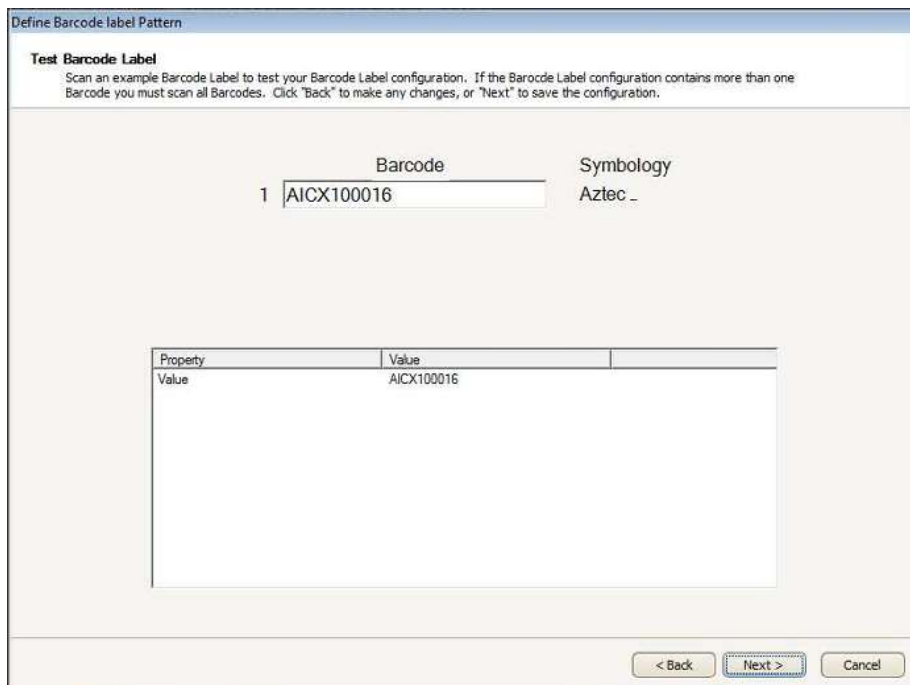
Select the correct barcode symbology





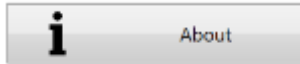
Test Barcode Label

Once you have configured your barcode label you can test the definition. Scan an example barcode label. If the barcode label configuration contains more than one barcode you must scan all barcodes. Click BACK to make any changes, or NEXT to save the configuration.



Help

About – Displays the About dialog.



Get Support – Opens AIC Rail’s support page for the Wheel Shop Management suite. From here you can create a support incident, find contact information, or download user guides.



AIC RAIL

AIC Rail Technical Support

Wheel Shop Management Suite Support Links

- [Main Support Page](#)
- [Software Downloads and Release Notes](#)

Railcar Integrated Maintenance Suite Support Links

- [Main Support Page](#)
- [Product Help](#)

Priority Support and Update Assurance

- Price depends on number of stations in your shop
- Must renew annually

MORE INFORMATION

We would be glad to help resolve your problem. Please choose one of the following methods to contact us.

- [Email to \[support@aicrail.com\]\(mailto:support@aicrail.com\)](#)
- [Call +1 501.634.8940 and press 7 or +1 501.770.8872 direct](#)
- [Open a support ticket here](#)
- [Fill out the form below and someone will contact you.](#)
- [Get remote support](#)

Appendix A: Frequently Asked Questions (FAQ)

Q. What are the different Shipment Types and how do I create or edit them?

A. Shipment Types are configurable for each shop and allow for different types of shipments that each have their own settings and default values. For example you might want to have one shipment type work and return and another for purchased material. Or you may want to create a different shipment type for each type of assembly/component you will be receiving.

To create Shipment Types you must use Shop Manager™. Refer to the Shop Manager user guide for more information.

Q. How do I create user accounts for my user to log in?

A. Users and their permissions can be managed from Shop Manager™. Refer to the Shop Manager user guide for more information.

Q. How do I edit a shipment after I've already marked it as complete.

A. Currently we only show shipments where the status is Incomplete. If you have inadvertently set a shipment to Complete you must use Shop Manager to search for the shipment. From Shop Manager you can edit the Shipment and change the status back to Incomplete. After the status is set back to Incomplete it will appear in the list of shipments on the Home Screen.

Appendix B: License

WHEEL SHOP MANGEMENT SUITE END USER LICENCSE AGREEMENT

IMPORTANT NOTICE: Read Before Installing or Using Software

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TERM: This Agreement commences upon your acceptance (as described above) and will end when terminated. You may terminate this Agreement at any time. It will be deemed to terminate immediately if you fail to comply with any material term herein. Upon termination, your license rights end and you shall immediately destroy all whole or partial copies of all Licensed Software in your possession or control.

GENERAL: This Agreement is governed by and will be construed in accordance with the laws in force in the State of Arkansas, United States of America without regard to the conflict of laws provisions therein. The parties expressly disclaim the provisions of the United Nations Convention on Contracts for the International Sale of Goods. This Agreement constitutes the entire agreement between you and AIC pertaining to the Licensed Software and any associated AIC media, and supersedes all prior or contemporaneous agreements, understandings, negotiations, and discussions, whether oral or written. No amendment or waiver of any term of this Agreement will be binding unless executed in writing by the parties. Subject to the export restrictions provided above, you are entitled to assign this Agreement to a third party who has provided AIC with prior written acknowledgement of their acceptance of the terms and conditions herein. In such a case you will transfer all copies of the Licensed Software and any associated media to the assignee. The provisions of this Agreement will ensure to the benefit of and will be binding upon the parties and their respective successors and permitted assigns. If any provision of this Agreement is held by a court of competent jurisdiction to be illegal, invalid, or unenforceable, the remaining provisions shall remain in full force and effect.

Appendix C: Contact Information

AIC Rail
6100 Getty Drive
Suite N
Sherwood, AR 72117

Online Support

Visit our website at <http://www.aicrail.com/support> for 24/7 technical information and available downloads

Email us at support@aicRail.com

Phone Support (Existing support contract or credit card required)

Call 1-501-834-9540 or 1-877-834-9540 (toll free)