

## **Training Class Outline**

### ***Day 1 (Morning Session)***

1. Introduction/Overview
  - a. Introduction Power Point Slide
2. WMS Product Inquiry Overview
3. WMS Warehouse Setup
  - a. Warehouse Setup Menu
  - b. Warehouse Structure PP Slide
4. Create/Edit Products
5. Receiving - Known Receipt

### **Workshop #1 – Creating/Receiving Product**

6. Receiving – Unknown Receipt

### **Workshop #2 – Receiving Unknown Products**

7. Pulling

### **Workshop #3 - Pulling Products**

8. Miscellaneous Warehouse Functions – Physical Inventory
  - a. Moving, Merging, etc.

### **Workshop #4 – Miscellaneous Warehouse Functions**

---

**(Afternoon Session)**

9. Product Version Control

### **Workshop #5 – Defining Product Versions**

10. Create/Edit Kits

### **Workshop #6 – Defining Kits**

11. Offer Definition & Categorization
  - a. Detailed Explanation of Offers
  - b. Defining Offers
  - c. Setting up Offer Categories

## **Workshop #7 – Create Offer and New Product**

12. Order Entry & Order Inquiry
  - a. Place Order all the way through – Pick/Pack/Ship
  - b. Inquire on Order

## **Workshop #8 – Enter Order/Inquire on Order**

### *Day 2 (Morning Session)*

13. Views & Pre-Registered Users

## **Workshop #9 – Define Additional View**

14. Order Processing Streams & Warehouse Waves

## **Workshop #10 – Create Order Stream**

15. Intercepting Orders & Adjust/Cancel Orders
16. Backorder Processing
17. Discontinuing & Deactivating Products

## **Workshop #11 – Discontinue/Replace Product**

---

*(Afternoon Session)*

18. Size & Color Clusters

## **Workshop #12 – Define Product Cluster**

19. Merchandise Fulfillment

## **Workshop #13 (if needed) – Define Merchandise Information**