

NEVADA DEPARTMENT OF AGRICULTURE

Warehouse Scheduler Application

Warehouse Scheduler

User Manual

**For the State of Nevada
Warehouse Scheduler Application Users**

TABLE OF CONTENTS

USER MANUAL	1
INTRODUCTION	4
WEB SITE BENEFITS AND FEATURES	4
USER MANUAL	4
.....	5
GETTING STARTED.....	5
ACCESSING THE WEB SITE.....	5
ERROR PROCESSING	6
Input Edits.....	6
Business Rule Edits.....	7
HOME PAGE	8
CONTACT	13
ABOUT	14

TABLE OF FIGURES

Figure 2: Warehouse Home Page	6
Figure 3: Input Error Example	7
Figure 4: Business Rule Success Example	8
Figure 5: Business Rule Warning Example	8
Figure 6: Business Rule Error Example	8
Figure 7: Warehouse information card.....	9
Figure 8: Las Vegas Cold Storage warning	9
Figure 9: Delivery Calendar.....	10
Figure 10: Delivery Calendar.....	10
Figure 11: Schedule Appointment Form	11
Figure 12: Re-Schedule Button	12
Figure 13: Re-Schedule Query Form.....	12
Figure 14: Re-Schedule Form	13
Figure 15: Application Central Home Page.....	14

Introduction

Welcome to the Nevada Department of Agriculture (NDA) user manual for the agency's Warehouse Scheduler application. This system is a software solution for the Food Nutrition Division, utilizing the Internet to implement delivery appointment scheduling for warehouse staff.



Web Site Benefits and Features

This user-friendly web application allows public delivery companies to schedule time for delivery which assists warehouse staff to organize their schedules and prepare for incoming deliveries:

- Public companies can fill out a form and select a time slot for a scheduled delivery. If needed, the company can re-schedule a delivery using known details about their previous appointment.
- Warehouse supervisors and administrative support staff can manage users, roles and other settings related to the delivery locations.
- The ability to save partially completed documentation on-line, allowing the user to complete the process later.
- Individual User IDs and passwords for secure login to program functions and accurate tracking of user behavior.

User Manual

This user manual is intended for use by the Nevada Department of Agriculture state users. It is designed to provide a general understanding of how to use the web site to perform necessary functions of the Dairy and Food Safety program effectively and efficiently. To achieve this objective this manual will provide you with:

- A general explanation of each feature available
- Screen examples of web site pages and forms
- Step-by-step instructions for utilizing the web site features
- Tips and Notes to enhance your understanding of the system.

2

Getting Started

Public users can perform functions without a user account but before state users can access their functions in the system, they must be assigned as a user and granted access to the Warehouse Application by an application administrator or User Manager. Once this is complete, the user may use the Internet and state Email address and password to access and log onto the web site. (Original System Setup is not covered in this manual.)

Accessing the Web Site

You can access the Warehouse module from any computer connected to the Internet by opening your Internet browser and entering the URL (shown below) in the address line:

<https://ndasso.nv.gov> -OR- <https://warehouse.agri.nv.gov>



TIP: You can add this URL to your browser's FAVORITES list or create a shortcut to the web site on your desktop for quicker access to the site. Refer to your browser or operating system help files for further information.

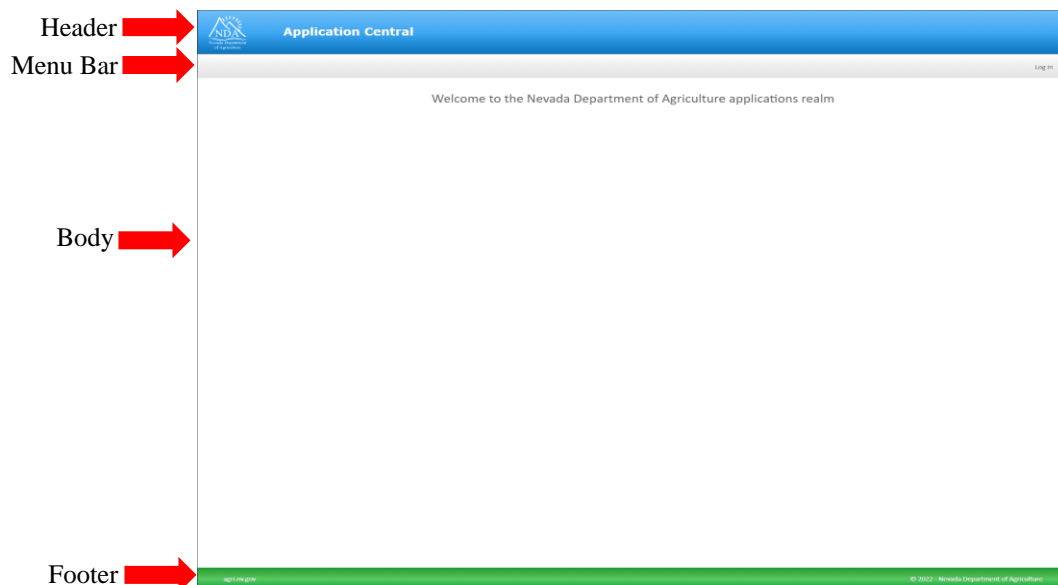


Figure 1: Application Central (NDA SSO) Home Page

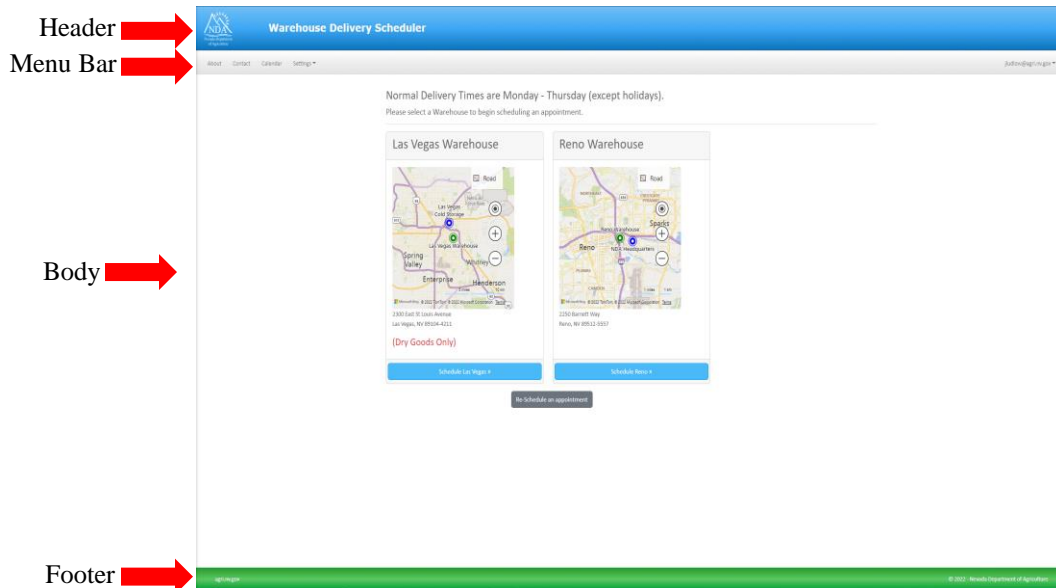


Figure 2: Warehouse Home Page

Error Processing

All information entered and saved on the site is checked to ensure it conforms to data entry guidelines and system rules. The site performs two types of checks on information entered: Input Edits and Business Rule Edits.

Input Edits

Whenever the attempt is made to save information or proceed to a new screen, the site checks for Input Errors. These errors are generally missing data in required fields or typographical mistakes, such as entering a 4-digit Zip Code or entering characters in a numeric field. If a form contains an input error, the screen displays the error and description in red underneath the corresponding input or at the top of the page if there is no corresponding input. These errors must be corrected before you can proceed.

Schedule Delivery for 8/15/2022

Contact Name/Company
The Contact Name or Company is required

Call Back Number Ext.
The callback number is required

Name of Product
The Product Name is required

Vendor/Manufacturer Name
The Vendor or Manufacturer Name is required

PO/USDA Number
The USDA or PO Number is required

Number of Cases
The number of cases is required

Choose Time Slot

A Time Slot required

Select all the applies to the delivery.

Frozen
 Dry
 Refrigerated

Figure 3: Input Error Example

Business Rule Edits

Business rule edits are used to ensure that all required data on a form does not conflict with site guidelines or information entered on the site. For example, if an attempt is made to save a new Licensee that has the same company number as an existing Licensee then an error message will display at the top of the screen.

The site runs business rule edits when a form is saved on the site and when a form is opened. Errors that appear in red must be corrected before the form can be submitted, Warnings appear in orange and indicate something out of the ordinary, but not crucial to the submission of the form.

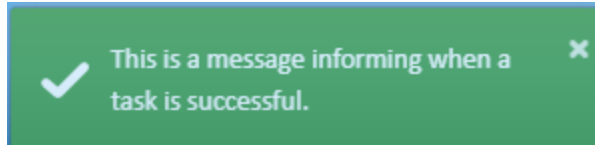


Figure 4: Business Rule Success Example

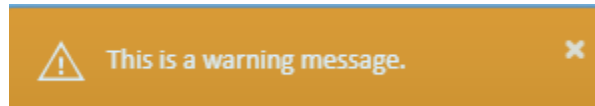


Figure 5: Business Rule Warning Example

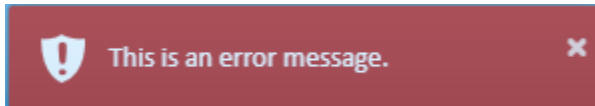


Figure 6: Business Rule Error Example

Home Page

After logging on using your assigned user name and chosen password, you will be taken to the Warehouse Application Home Page. All menu functions are accessible from this screen within the silver menu bar (Figure 2).

To access the Warehouse Application home page

1. Access the system by typing the URL into the address line of your web browser of choice
-OR-
Open the system from your Desktop or Internet Favorites.
2. From any page, click the **NDA Logo** on the header bar.
The Warehouse Application Home Page (Figure 2) displays.

From the home page, you can select a menu item from the silver menu bar at the top of the page. The menu bar contains only menu items specific to the User's Role in the application. The table below describes all the features available for each menu option, which the remainder of this manual will discuss in detail:

Menu Item	Menu Features
About	Information about the application and how to use the application.
Contact	List of locations, general contact and support information.
Calendar	Create, Edit and Delete Calendar Appointments.
Settings	Warehouses – Manage Warehouse settings. Users – Manager User settings. Roles – Manage Role settings. Privileges – Manage application privileges*. Cell Providers – Manage Cell Phone Provider settings.

The home page is also where public users can schedule or re-schedule appointments with a warehouse.

Schedule an appointment

1. Access the system by typing the URL into the address line of your web browser of choice
-OR-
Open the system from your Desktop or Internet Favorites.
2. Click on the blue button at the bottom of the warehouse information card (Figure 7).

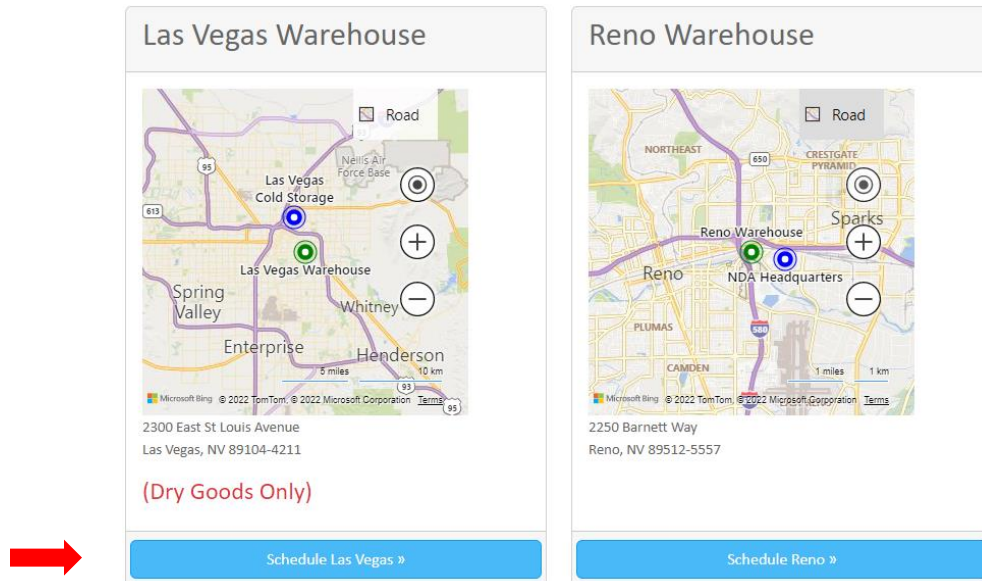


Figure 7: Warehouse information card

3. If scheduling for Las Vegas, an information window (Figure 8) will pop up explaining that the warehouse only accepts dry goods at this time and contains contact information for Las Vegas Cold Storage. Click Continue to proceed.

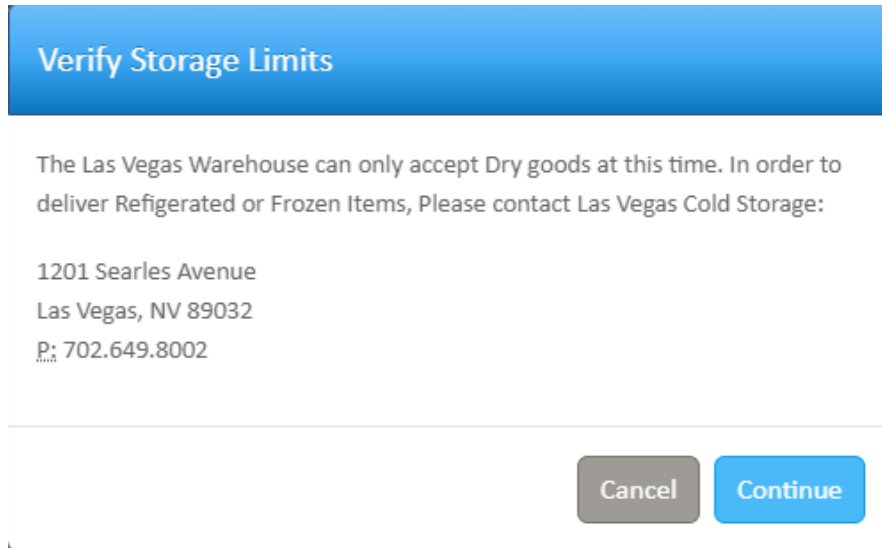


Figure 8: Las Vegas Cold Storage warning

- The Delivery Calendar is displayed (Figure 9). Click on a date to schedule an appointment for the desired date.

Note: Days that are gray, light red or light blue are not able to be scheduled. Also, the Warehouses require 24 hours notice for appointments so clicking on the current date or the date immediately following the current date will produce a message (Figure 10) explaining that a phone call is required to schedule an appointment.

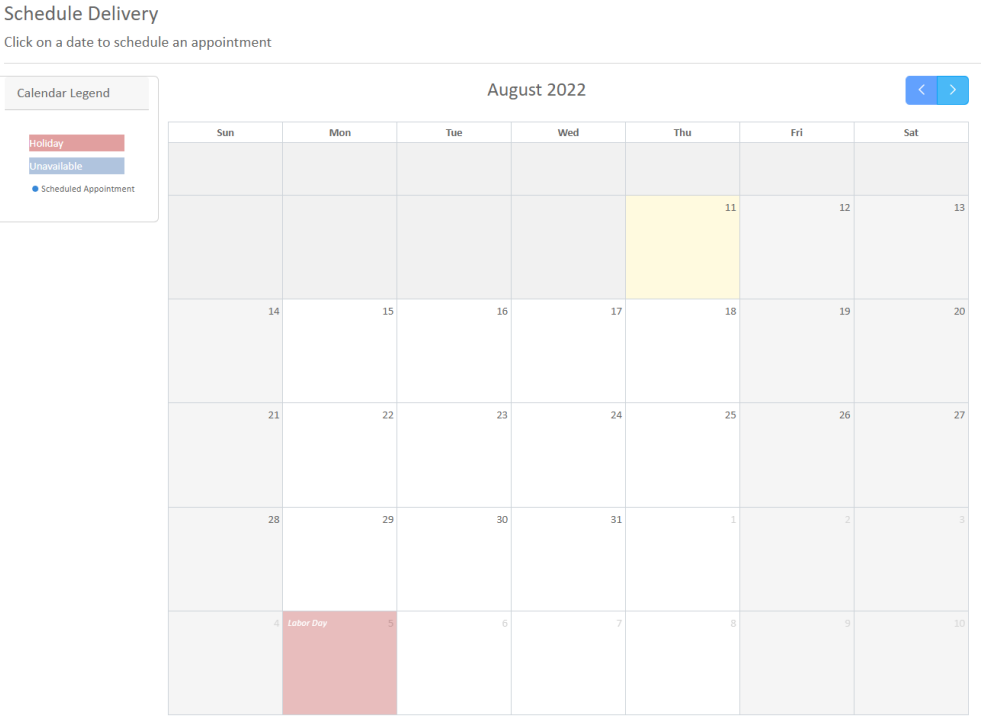


Figure 9: Delivery Calendar

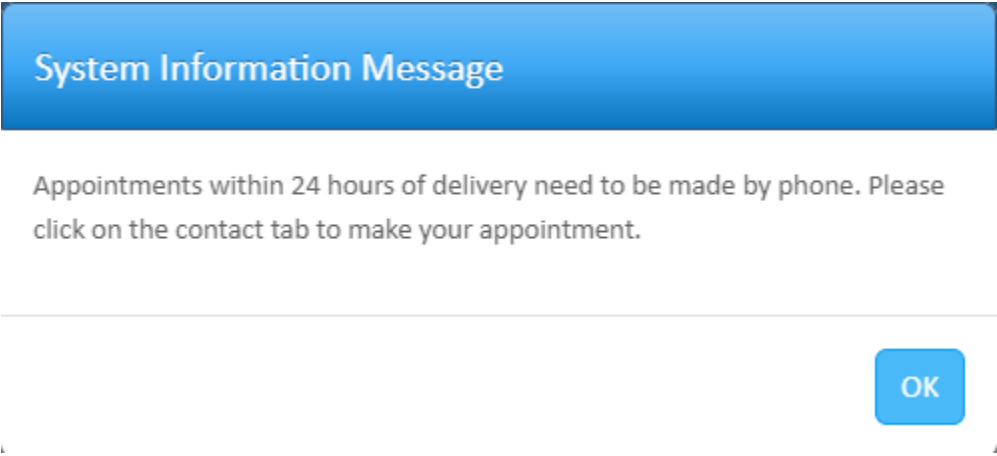


Figure 10: Delivery Calendar

- When an open date is clicked an appointment form window will display (Figure 11). Fill out the form then click Add.

Schedule Delivery for 8/15/2022

Contact Name/Company	<input style="width: 100%;" type="text"/>	
Call Back Number	<input style="width: 100%;" type="text"/>	Ext. <input style="width: 100%;" type="text"/>
Name of Product	<input style="width: 100%;" type="text"/>	
Vendor/Manufacturer Name	<input style="width: 100%;" type="text"/>	
PO/USDA Number	<input style="width: 100%;" type="text"/>	
Number of Cases	<input style="width: 100%;" type="text"/>	
Choose Time Slot	<div style="border: 1px solid #ccc; padding: 5px;"> 07:00 AM 09:00 AM 11:00 AM 01:00 PM 02:00 PM 03:00 PM </div>	
Select all the applies to the delivery.		
<input type="checkbox"/> Frozen <input type="checkbox"/> Dry <input type="checkbox"/> Refrigerated		
		<input type="button" value="Cancel"/> <input style="background-color: #0070C0; color: white;" type="button" value="Add"/>

Figure 11: Schedule Appointment Form

6. The Appointment Calendar will refresh and display the scheduled appointment with the title “Scheduled Delivery”.

Re-Schedule an appointment

1. Access the system by typing the URL into the address line of your web browser of choice
-OR-
Open the system from your Desktop or Internet Favorites.
 2. Click on the gray button below the warehouse information cards (Figure 12).

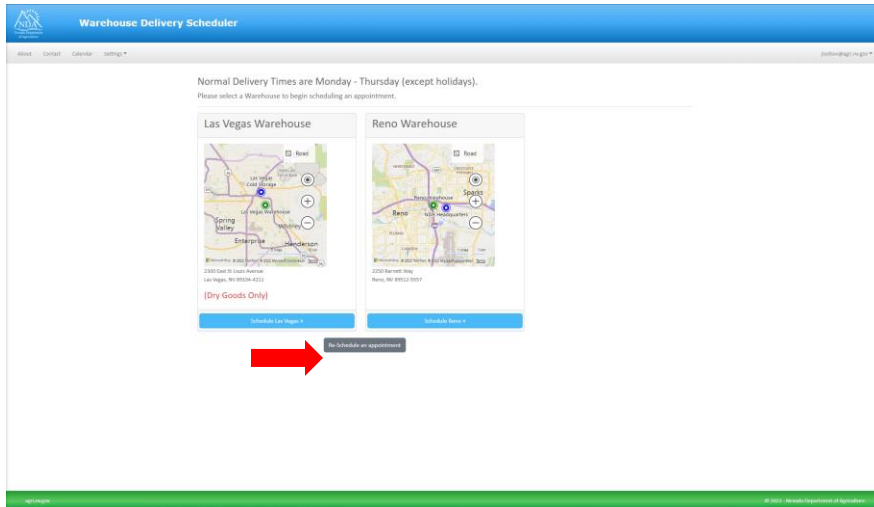


Figure 12: Re-Schedule Button

3. A form will pop up asking for appointment information needed to find your original appointment (Figure 13). Click **Continue** to proceed.

Reschedule Delivery Appointment

Delivery Date

If your appointment contains more than one USDA or PO number, enter just one here:

PO/USDA Number

Figure 13: Re-Schedule Query Form

4. The Re-Schedule form will display (Figure 14). Change the date and/or the Time Slot and click Re-Schedule.

Re-Schedule Delivery for 8/10/2022

NewDate	08/10/2022	📅
Contact Name/Company	Sean Leahy/TQL	
Call Back Number	8005803101	Ext.
Name of Product	school lunches	
Vendor/Manufacturer Name	Integrated Food Service	
PO/USDA Number	NA	
Number of Cases	1,656	
Choose Time Slot	<div style="background-color: #f0f0f0; padding: 2px;">07:00 AM</div> 09:00 AM 11:00 AM 01:00 PM 02:00 PM	
Select all the applies to the delivery.		
<input checked="" type="checkbox"/> Frozen <input type="checkbox"/> Dry <input type="checkbox"/> Refrigerated		
<div style="display: inline-block; border: 1px solid #ccc; background-color: #ccc; padding: 5px 15px; margin-right: 10px;">Cancel</div> <div style="display: inline-block; border: 1px solid #ccc; background-color: #0070C0; color: white; padding: 5px 15px;">Re-Schedule</div>		

Figure 14: Re-Schedule Form

Contact

The Warehouse Contact page displays general contact information for the Department’s main buildings as well as support contact links if problems are encountered while using this application (Figure 15).

Warehouse Contacts

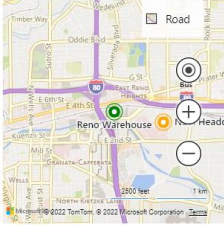
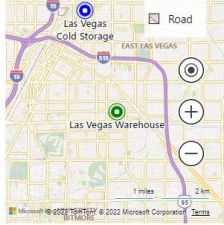
Division Locations and Contact Numbers	
<p>Sparks Headquarters 405 South 21st Street Sparks, NV 89431-5557 P: 775.353.3600</p> 	<p>Las Vegas Headquarters 2300 East St. Louis Avenue Las Vegas, NV 89104-4211 P: 775.668.4590</p> 
<p>Support: Food Nutrition Division</p>	

Figure 15: Application Central Home Page

About

The Warehouse About page is where the user manual and other training documents or videos can be found.