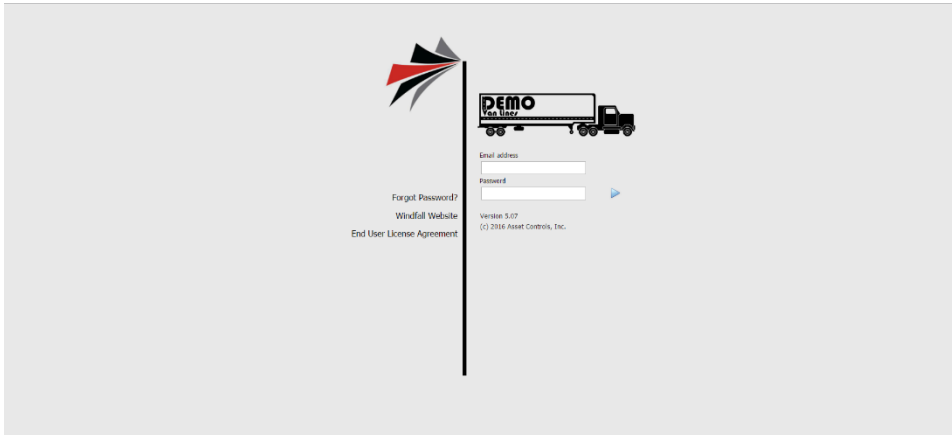


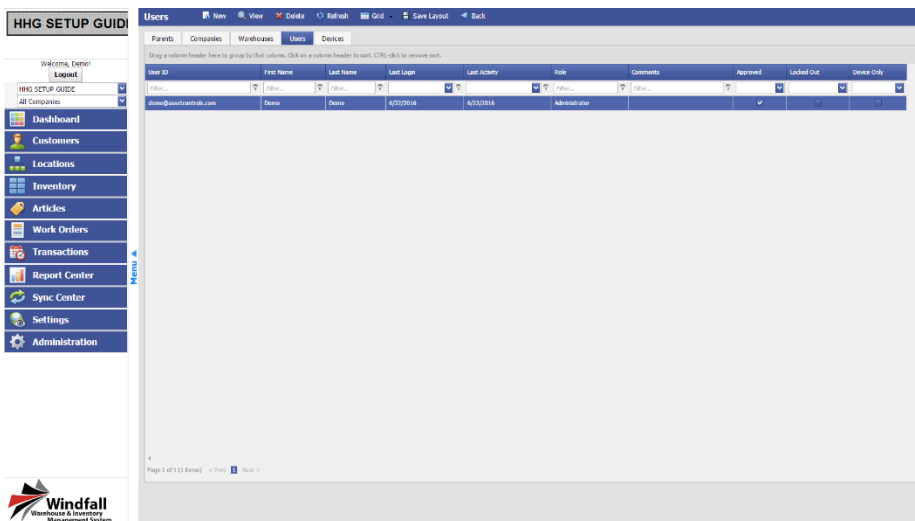
HHG Process – Windfall HHG Setup Guide

- **Admin User Creating Additional Users**

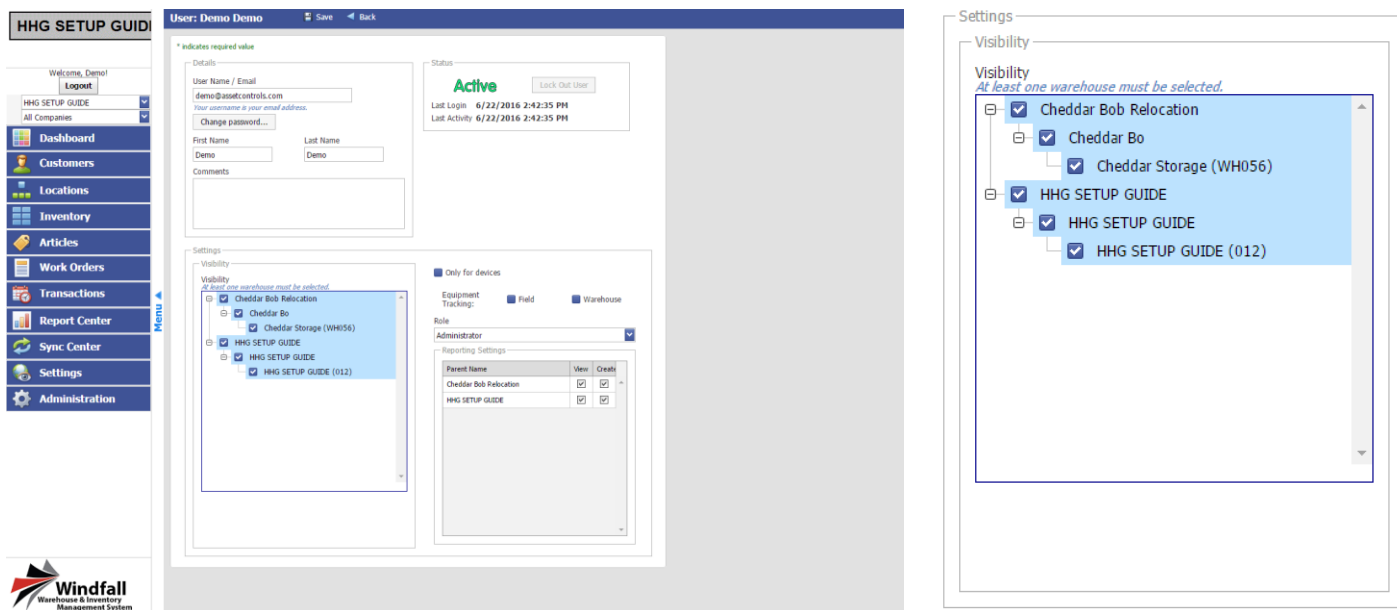
- Log in using the provided Username and Password that has been sent to you.



- From the Dashboard click on the Administration Button
- The Windfall Administration screen appears. Click on the Users Tab.
- The Users Tab will be active and any existing users will be listed in the grid.
- Click the New Button.
- The New User Window will appear to enter the user information.



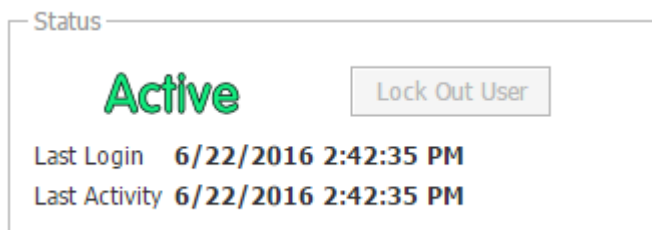
- In the setting box:



The screenshot shows the 'User: Demo Demo' settings page. The 'Details' section shows the user is 'Active' with a 'Lock Out User' button. The 'Settings' section includes 'Visibility' options where several warehouses are checked, including 'HHG SETUP GUIDE' and 'HHG SETUP GUIDE (012)'. There is also an 'Only for devices' checkbox and a 'Role' dropdown set to 'Administrator'.

- **Visibility:** Assign a warehouse to the specific user by checking the boxes next to desired warehouse in the Visibility options.
- **Only for Devices:** If this user has limited access to the warehouse the option to check only for devices limits the user to only have access to Windfall through the Windfall Mobile Pro application.
- **Role:**
 - **Administrator:** full access to Windfall. The user is able to create other users as well as full utilization of the warehouse functions.
 - **Standard User:** The user has no access to the Administration function in Windfall but is still able to utilize all the functions within the warehouse.
- **Report Roles:** If the users' need access to the reports in Windfall check this box.

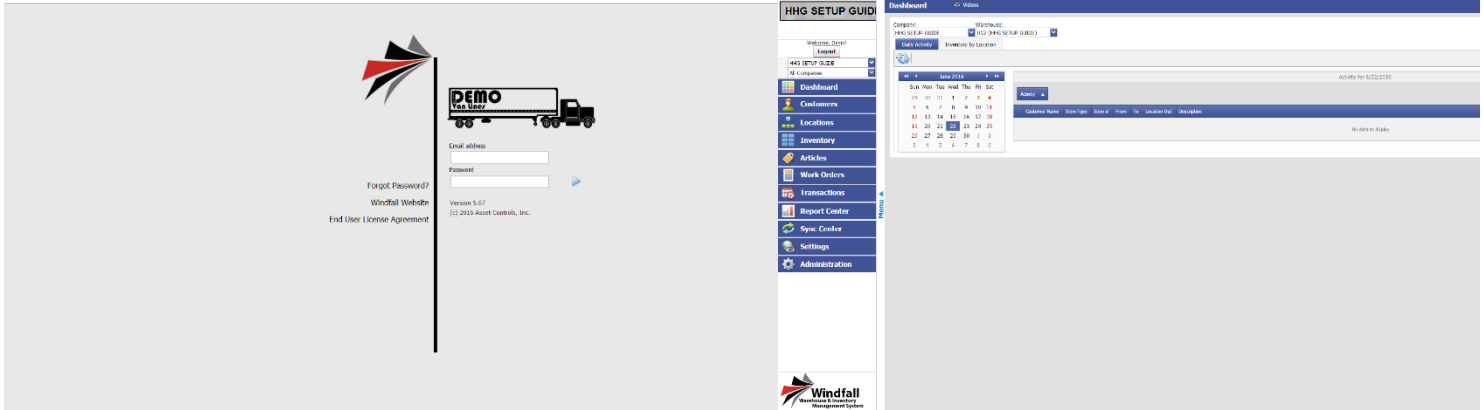
- Within the Status Box:



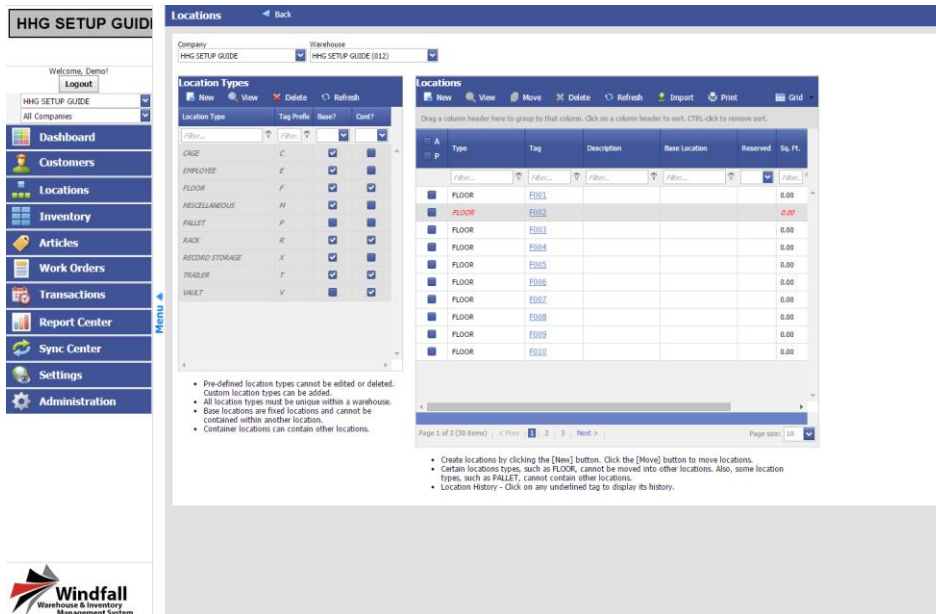
The status box displays the user's current status as 'Active' in green text. To the right is a 'Lock Out User' button. Below the status, it shows the 'Last Login' and 'Last Activity' both as '6/22/2016 2:42:35 PM'.

- **Lock Out User:** If a user needs to be restricted from Windfall the Lock Out User will not let them log in with their assigned user id and password.
- **Last Login:** Displays when the user last logged in.
- **Last Activity:** when the user last recorded activity.

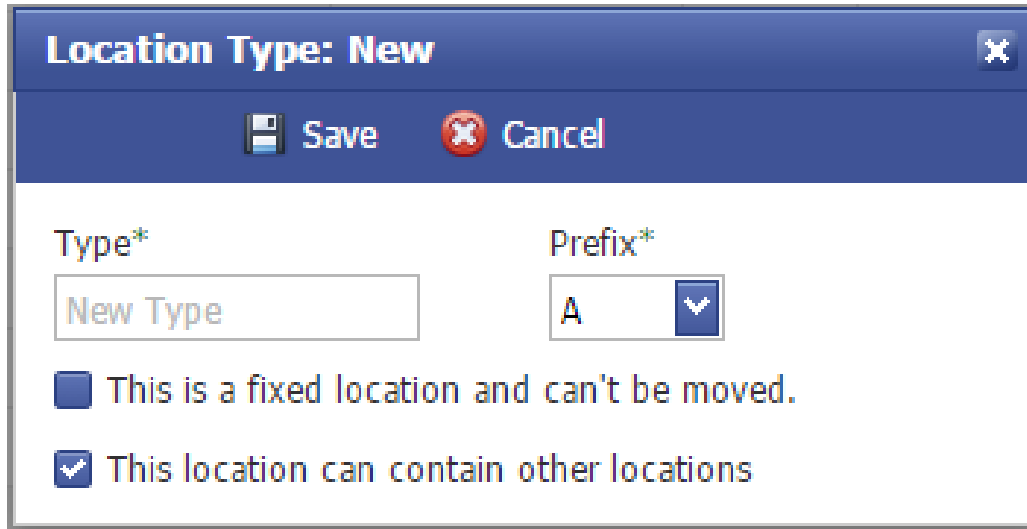
- Click the save and exit button. The user will now be created and ready to login.
- **Log into Windfall**
 - Log into Windfall with assigned username and password.
 - The Dashboard will appear.



- **Add Locations**
 - From the Dashboard click on the Locations button.
 - The Locations screen appears.
 - The locations are divided into two sections.



- **Location Types:** Location types are added by default and additional types may be added.
- **Locations:** The specific position within a location type.
- To add a **New Location Type** click the new button on the Location types section of the screen.
- The New Location Type pop up will appear.



Location Type: New [Close]

Save Cancel

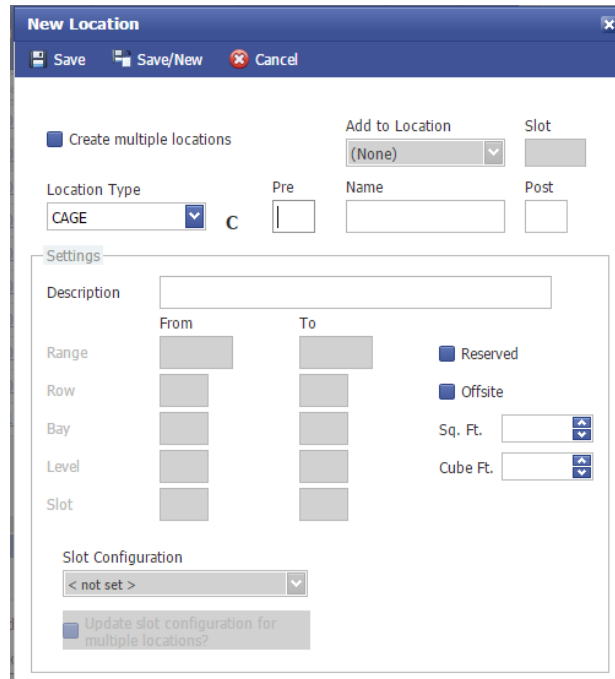
Type* Prefix*

New Type A

This is a fixed location and can't be moved.

This location can contain other locations

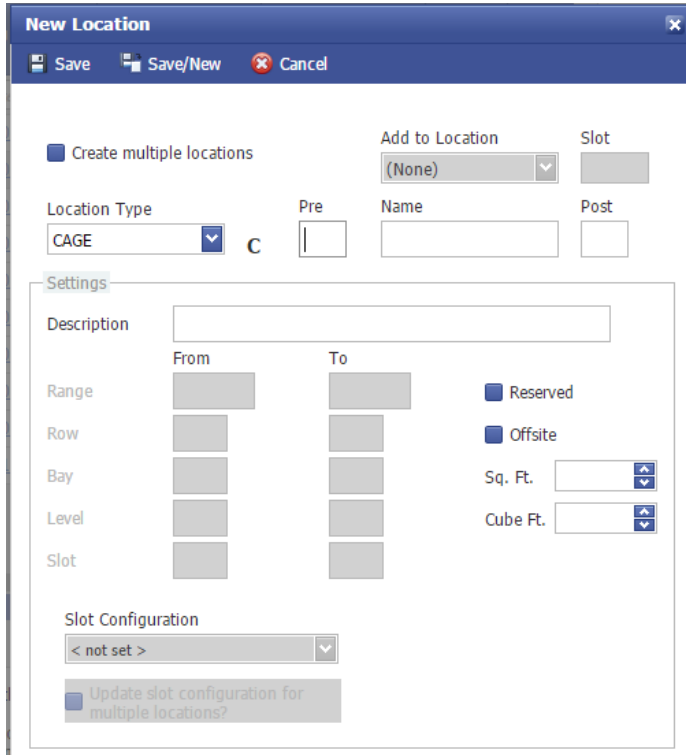
- Enter the New Location Type and a prefix to associate with the location type.
- Specify if the location type is a fixed location type is a fixed location and if the location type can contain other locations.
 - **Fixed Location:** The location cannot be moved throughout the warehouse.
 - **Location can contain other locations:** A location such as a floor can contain a vault location.
- Click Save.
- To Add a New Location click on the new button in the Location section.
- The New Location pop up will appear.



- Select the Location type.
- Enter a Name and any other additional information about the location and click Save to create the Location.
 - **Location Type:** The general classification of the location.
 - **Pre and Post:** Additional fields that could be used in the case of defining a direction in the warehouse (Ex: Floor Pre: N Name: 001 Location would be FN001)
 - **Name:** The title of the physical location. (Ex: 001)
 - **Add to Location:** If this location is going to be located in another location this option will become active. (Ex: Vault 001 will be added to Floor 001)
 - **Reserved:** The Location is locked. Inventory cannot be added to it until reserved is unchecked.
 - **Offsite:** The Location is outside the main warehouse or at another location.
- The location screen will be populated with the newly created location.

- **Creating Multiple Locations**

- To Create Multiple Locations at once check the “Create Multiple Locations” box.
- Enter a range in the From and To boxes.
- Enter any additional information.
- Click the save button. The locations will save. The number of locations created will appear and the locations screen will be populated with the location(s).



New Location [Close]

Save Save/New Cancel

Create multiple locations Add to Location: (None) Slot: []

Location Type: CAGE Pre: C Name: [] Post: []

Settings

Description: []

Range: From [] To [] Reserved

Row: [] Offsite

Bay: [] Sq. Ft.: []

Level: [] Cube Ft.: []

Slot: []

Slot Configuration: < not set >

Update slot configuration for multiple locations?