

4.21. Pickfaces and Replenishments setup

In a large, busy warehouse it is sometimes useful to designate some shelf locations as pickfaces. These locations are easily accessible for pickers, usually at floor level or the next level up in the racking. These pickfaces are then replenished from other, harder to reach locations somewhere in the warehouse.

Typically, these replenishments take place at a time when the activity does not get in the way of the busy pickers; at the beginning of the day or lunch time. A forklift driver will fetch the stock from the bulk location and place it in or near the pickface so that others can place it or open the cartons ready for picking.

Deciding which locations to replenish when can be hard to keep track of so mSupply has functionality to help and this is what is described here. There is quite a lot of setup involved so that's detailed on this page. The next page ([4.23. Pickfaces and Replenishments](#)) describes the actual functionality and how you use it.

Create pickface and bulk locations

The first thing you need to do is tell mSupply which locations can be used as pickfaces and which are used to store the bulk stock to replenish them with.

If the location doesn't exist in your system create it, if it does then open it for editing (see [4.06. Stock locations and location types](#) for details). You will see this window:



The screenshot shows the 'Edit location' window. The 'Code' field contains 'A22A' and the 'Description' field contains 'Aisle A, position 22, level A'. There are three tabs: 'General', 'Layout', and 'Stock'. The 'General' tab is active. The 'Location type' dropdown is set to 'None'. The 'Replenishment location type' dropdown is also set to 'None' and is highlighted with a red rectangle. The 'Parent' dropdown is set to 'None'. There is a 'Summary' checkbox which is unchecked. Below it is a 'Comment' text area. Further down are 'Total Volume' (1.8 m3), 'Volume used' (0 m3), 'Priority' (0), and a 'Hold' checkbox which is unchecked. At the bottom right are four buttons: 'Delete', 'Cancel', 'OK', and 'OK & Next'.

Click on the Replenishment location type drop down list and select the type this location will be:

- **None:** The default for all locations and means that the location won't be selectable as a pickface and won't take part in replenishments.
- **Pickface:** means that this location can be selected as a pickface for an item and will be replenished.
- **Bulk:** means this location stores bulk stock that can be used to replenish pickfaces. Note that mSupply will **only** use stock in locations with a replenishment type of *Bulk* to replenish other locations. Any other stock in locations not set as *Bulk* type will be ignored in the automatic replenishment process. This means it is possible to protect stock that should not take part in the replenishment process by making sure its location has a replenishment type of *None*.

When you have finished assigning the replenishment type click on the **OK** or **OK & Next** button to save the changes. Repeat this process for all the locations that will be used as pickfaces or that will hold bulk stock that can be used to replenish the pickfaces.

Assign pickfaces to items

The next step is to assign pickfaces to items. To do this, find the item you want to set a pickface for and open its details window (see [4.01. About items](#) for details). Then click on the storage tab:

Item details

General

Storage

Misc

Usage

Stock

Ledger

Quotes

Backorders

Notes

Reconcile

Bill of materials

Purchase Orders

Order options

Dispensing

Reporting

Log

Requisitions

Stores

Barcodes

Custom data

Master lists

Interactions

Item name: Adrenaline (EPINEPHRINE), 1mg/1ml vial

Item code: adr1lv

Store: General

Default

Default shelf location:

Preferred pack size: 1000

Outer pack size: 24000

Volume per pack: 0 m3

Outer pack volume: 0 m3

Weight per pack: 1 kg

Restricted to: None

Pickface

Pickface location: A22A

Pickface pack size: 1000

Trigger replenishment at: 24 packs of 1000 Tab

Replenish up to: 288 packs of 1000 Tab

Bulk

Bulk shelf location: A3A

Trigger replenishment at: 2 packs of 24000 Tab

Replenish up to: 12 packs of 24000 Tab

Delete

OK & Previous

OK & Next

Cancel

OK

On this tab, enter details in the *Pickface* and *Bulk* sections. See the [4.01.02. Items - Storage tab](#) page for details on what the various values mean.

Define the users who can action replenishments

The final setup step is to tell mSupply which users can action replenishments. These are the users you can assign replenishments to.

Open a user for editing (see [25.15. Managing users](#) for details) and go to the *Permissions (3)* tab on the user's details window:

The screenshot shows the 'Edit user' window with the 'Permissions (3)' tab active. The 'User' field contains 'sussol' and the 'Store' dropdown is set to 'General'. The 'Permissions (3)' tab is selected, displaying various permission categories. The 'Can action replenishments' checkbox under the 'Replenishments' section is highlighted with a red box. Other categories include Document management, Virtual Stores, Customer budgets, Registration, Requisitions, Supplier Hub, Assets, and Vaccines. At the bottom are buttons for 'All on', 'Copy', 'Paste', 'Delete', 'Cancel', and 'OK'.

Check the *Can action replenishments* checkbox and click on the **OK** button to save the changes.

Repeat this for every user who can be assigned to action replenishments.

This now completes the setup and you're ready to use the functionality. See the [4.23. Pickfaces and Replenishments](#) page for details on that.

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