

WebLink Introduction – WP51037

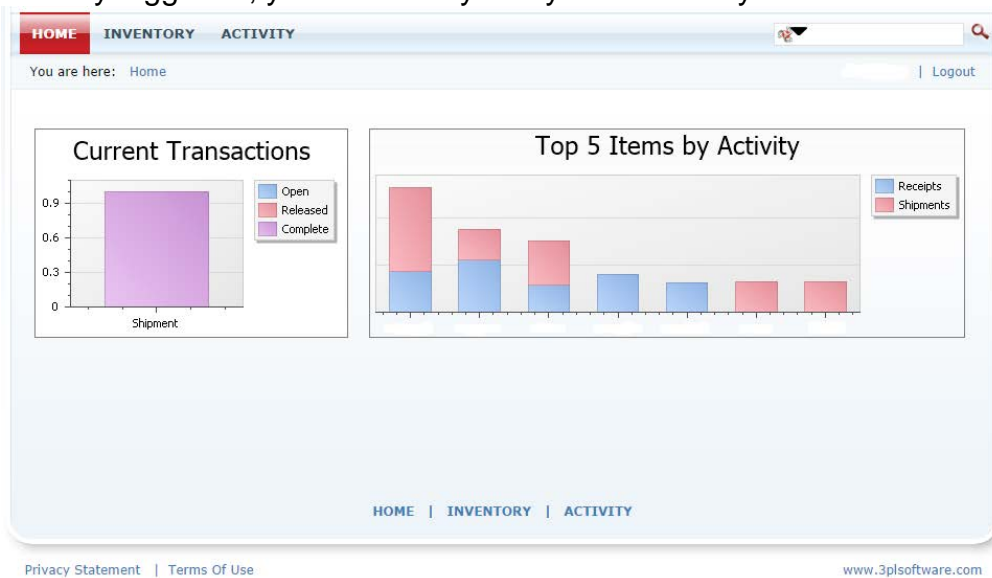
Starting October 1, 2014, your free WebLink Portal will become available at CPL.SamDunnInc.com

- Below is the initial screen:
 - Enter User Name and Password to get to Home page.



- At that point, the Menu Bar will have various selections

Once securely logged in, you will initially see your KPIs on your HOME screen



You also have two other tab options;

- **Inventory**
 - There are Tabs for viewing Inventory by Item, Lot, and Piece.

PW INVENTORY

Item Lot Piece

As of Date*
3/2/2012

Item	Description	Description2	Warehouse	Category	Quantity	Unit	Alt 1 Qty	Unit 1	Weight
A111	CHILDREN'S SHIRTS	15 PER CASE	CENTRAL	APPAREL	130	CASE	13	PLT	1430
A222	ATHLETIC SOCKS	20 HALF DOZEN PACKAGES	CENTRAL	APPAREL	90	CASE	9	PLT	990
A333	KNIT SHIRT ASSORTMENTS	12 PER CASE	CENTRAL	APPAREL	40	CASE	4	PLT	440
A444	FOOTBALL JERSEYS	10 PER CASE	CENTRAL	APPAREL	20	CASE	2	PLT	320
AAA123	MEN'S GOLF SHIRT	12 PER CASE	CENTRAL	APPAREL	200	CASE	20	PLT	4000
					Sum=480		Sum=48		Sum=7180

Additional Fields

Screen Navigation and Functionality

➤ Drill Down

- Click on the “+” sign to drill down on selections to show more detail.

PW INVENTORY

Item	Lot	Piece							
As of Date* 3/2/2012									
Item	Description	Description2	Warehouse	Category	Quantity	Unit	Alt 1 Qty	Unit 1	Weight
+ A111	CHILDREN'S SHIRTS	15 PER CASE	CENTRAL	APPAREL	130	CASE	13	PLT	1430
+ A222	ATHLETIC SOCKS	20 HALF DOZEN PACKAGES	CENTRAL	APPAREL	90	CASE	9	PLT	990
+ A333	KNIT SHIRT ASSORTMENTS	12 PER CASE	CENTRAL	APPAREL	40	CASE	4	PLT	440
+ A444	FOOTBALL JERSEYS	10 PER CASE	CENTRAL	APPAREL	20	CASE	2	PLT	320
+ AAA123	MEN'S GOLF SHIRT	12 PER CASE	CENTRAL	APPAREL	200	CASE	20	PLT	4000
Sum=480							Sum=48		Sum=7180
Additional Fields									

PW INVENTORY

Item	Lot	Piece							
As of Date* 3/2/2012									
Item	Description	Description2	Warehouse	Category	Quantity	Unit	Alt 1 Qty	Unit 1	Weight
+ A111	CHILDREN'S SHIRTS	15 PER CASE	CENTRAL	APPAREL	130	CASE	13	PLT	1430
Lot Quantity Unit Alt 1 Qty Unit 1									
A323	0.00	CASE	0.00	PLT					
A563	30.00	CASE	3.00	PLT					
A601	10.00	CASE	1.00	PLT					
B563	90.00	CASE	9.00	PLT					
Page 1 of 1 (4 items) << < [1] > >> All									
Additional Fields									

➤ Additional Fields

- “Additional Fields” Button allows customization by adding and removing fields as desired.
- To add a field, click “Additional Fields” button, then click and drag from “Field Chooser” box.
- To remove a field, click and drag from screen to “Field Chooser” box.

Item	Lot	Piece							
As of Date* 3/2/2012									
Item	Description	Description2	Warehouse	Category	Quantity	Unit	Alt 1 Qty	Unit 1	Weight
+ A111	CHILDREN'S SHIRTS	15 PER CASE	CENTRAL	APPAREL	130	CASE	13	PLT	1430
+ A222	ATHLETIC SOCKS	20 HALF DOZEN PACKAGES	CENTRAL	APPAREL	90	CASE	9	PLT	990
+ A333	KNIT SHIRT ASSORTMENTS	12 PER CASE	CENTRAL	APPAREL	40	CASE	4	PLT	440
+ A444	FOOTBALL JERSEYS	10 PER CASE	CENTRAL	APPAREL	20	CASE	2	PLT	320
+ AAA123	MEN'S GOLF SHIRT	12 PER CASE	CENTRAL	APPAREL	200	CASE	20	PLT	4000
Sum=480							Sum=48		Sum=7180
Additional Fields									
Field Chooser									
Client									
Qty Reserved									
Quantity (On Hand - Reserved)									

➤ Activity

- **Selecting Activity will show Transactions with different tabs for each transaction grouping**
 - All Transactions, Pending Receipts, Pending Shipments, Posted Receipts, Posted Shipments

PW TRANSACTIONS

PW TRANSACTIONS										
All Transactions Pending Receipts Pending Shipments Posted Receipts Posted Shipments										
Doc Type	Document	Doc Date	Reference	Whse	Container	Consign Code	Consign Name	Status	Pro Number	
+	Shipment	S001	12/12/2002	A111	CENTRAL		A-ST1	ACME CLOTHING STORE	Posted	
+	Shipment	S006	12/19/2002	AAA222	CENTRAL		A-ST	ANDERSON CLOTHING	Printed	1234567
+	Shipment	S009	12/3/2002	AA1122	CENTRAL		A-ST1	ACME CLOTHING STORE	Entered	222333444
+	Receipt	R001	11/25/2002	AAA111	CENTRAL	ABCD1234...	A-RF	ACE APPAREL	Posted	
+	Receipt	R006	12/3/2002	AAA222	CENTRAL		A-RF	ACE APPAREL	Posted	
+	Receipt	R024	12/22/2002	A32123	CENTRAL	ABCD1234...	A-RF	ACE APPAREL	Posted	
+	Receipt	R025	12/20/2002	A52525	CENTRAL	ABCD3456...	A-RF	ACE APPAREL	Printed	
+	Adjustment	A009	1/3/2003		CENTRAL				Posted	
+	Adjustment	A010	1/3/2003		CENTRAL				Entered	
+	Adjustment	SO001	1/3/2003		CENTRAL				Entered	

Page 1 of 2 (11 items) << < [1] 2 > >> All

Additional Fields

➤ Page navigation

- At bottom of grid choose to view Particular Page, Next Page, Last Page, or All

PW TRANSACTIONS										
All Transactions Pending Receipts Pending Shipments Posted Receipts Posted Shipments										
Doc Type	Document	Doc Date	Reference	Whse	Container	Consign Code	Consign Name	Status	Pro Number	
+	Adjustment	A009	1/3/2003		CENTRAL				Posted	
+	Adjustment	A010	1/3/2003		CENTRAL				Entered	
+	Receipt	R001	11/25/2002	AAA111	CENTRAL	ABCD1234...	A-RF	ACE APPAREL	Posted	
+	Receipt	R006	12/3/2002	AAA222	CENTRAL		A-RF	ACE APPAREL	Posted	
+	Receipt	R024	12/22/2002	A32123	CENTRAL	ABCD1234...	A-RF	ACE APPAREL	Posted	
+	Receipt	R025	12/20/2002	A52525	CENTRAL	ABCD3456...	A-RF	ACE APPAREL	Printed	
+	Shipment	S001	12/12/2002	A111	CENTRAL		A-ST1	ACME CLOTHING STORE	Posted	
+	Shipment	S006	12/19/2002	AAA222	CENTRAL		A-ST	ANDERSON CLOTHING	Printed	1234567
+	Shipment	S009	12/3/2002	AA1122	CENTRAL		A-ST1	ACME CLOTHING STORE	Entered	222333444
+	Adjustment	SO001	1/3/2003		CENTRAL				Entered	

Page 1 of 2 (11 items) << < [1] 2 > >> All

➤ Sorting

- Click on any column to sort grid by that column and click again to reverse sort

PW TRANSACTIONS										
All Transactions Pending Receipts Pending Shipments Posted Receipts Posted Shipments										
Doc Type	Document	Doc Date	Reference	Whse	Container	Consign Code	Consign Name	Status	Pro Number	
+	Adjustment	A009	1/3/2003		CENTRAL				Posted	
+	Adjustment	A010	1/3/2003		CENTRAL				Entered	
+	Receipt	R001	11/25/2002	AAA111	CENTRAL	ABCD1234...	A-RF	ACE APPAREL	Posted	
+	Receipt	R006	12/3/2002	AAA222	CENTRAL		A-RF	ACE APPAREL	Posted	
+	Receipt	R024	12/22/2002	A32123	CENTRAL	ABCD1234...	A-RF	ACE APPAREL	Posted	
+	Receipt	R025	12/20/2002	A52525	CENTRAL	ABCD3456...	A-RF	ACE APPAREL	Printed	
+	Shipment	S001	12/12/2002	A111	CENTRAL		A-ST1	ACME CLOTHING STORE	Posted	
+	Shipment	S006	12/19/2002	AAA222	CENTRAL		A-ST	ANDERSON CLOTHING	Printed	1234567
+	Shipment	S009	12/3/2002	AA1122	CENTRAL		A-ST1	ACME CLOTHING STORE	Entered	222333444
+	Adjustment	SO001	1/3/2003		CENTRAL				Entered	

Page 1 of 2 (11 items) << < [1] 2 > >> All

➤ **Filter**

- Enter a value in blank field within filter row below column heading and press Enter
- Item and Lot inventory screens have an “As of Date” filter to view Quantities up to that cutoff

PW TRANSACTIONS

All Transactions									
Pending Receipts									
Pending Shipments									
Posted Receipts									
Posted Shipments									
Doc Type	Document	Doc Date	Reference	Whse	Container	Consign Code	Consign Name	Status	Pro Number
	%A								
Adjustment	A009	1/3/2003		CENTRAL				Posted	
Adjustment	A010	1/3/2003		CENTRAL				Entered	

Page 1 of 1 (2 items) << < [1] > >> All

Additional Fields

➤ **Move and resize columns**

- Hover over column border in heading row and click and drag to desired width.

➤ **Excel and PDF exports**

- At the bottom of screen there are buttons to send data to Excel or to a PDF.

PW TRANSACTIONS

All Transactions									
Pending Receipts									
Pending Shipments									
Posted Receipts									
Posted Shipments									
Doc Type	Document	Doc Date	Reference	Whse	Container	Consign Code	Consign Name	Status	Pro Number
Shipment	S001	12/12/2002	A111	CENTRAL		A-ST1	ACME CLOTHING STORE	Posted	
Shipment	S006	12/19/2002	AAA222	CENTRAL		A-ST	ANDERSON CLOTHING	Printed	1234567
Shipment	S009	12/3/2002	AA1122	CENTRAL		A-ST1	ACME CLOTHING STORE	Entered	222333444
Receipt	R001	11/25/2002	AAA111	CENTRAL	ABCD1234...	A-RF	ACE APPAREL	Posted	
Receipt	R006	12/3/2002	AAA222	CENTRAL		A-RF	ACE APPAREL	Posted	
Receipt	R024	12/22/2002	A32123	CENTRAL	ABCD1234...	A-RF	ACE APPAREL	Posted	
Receipt	R025	12/20/2002	A52525	CENTRAL	ABCD3456...	A-RF	ACE APPAREL	Printed	
Adjustment	A009	1/3/2003		CENTRAL				Posted	
Adjustment	A010	1/3/2003		CENTRAL				Entered	
Adjustment	SO001	1/3/2003		CENTRAL				Entered	

Page 1 of 2 (11 items) << < [1] 2 > >> All

Additional Fields

