

User manual
for
TIE - Plus **LOCAL**
TIE - Plus **ONLINE**
TIE - Enterprise

Version 3.15

As of 11/22/19



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1 TTE – the track and trace solution for explosives

Congratulations for buying your TTE-software, the ideal solution for the track & trace of explosives according to the EU directive 2008/43/EG and its amendment 2012/4/EU. Every company that possesses produces or trades explosives has to fulfill these requirements. TTE-Online / TTE-Local enables you to register from each site and to administrate the system.

This user manual contains the instruction and description for the TTE-Plus Local and TTE-Plus Online.


Please consider that TTE-Plus Local can differ from TTE-Plus Online, as it is a local installation and not a web application.

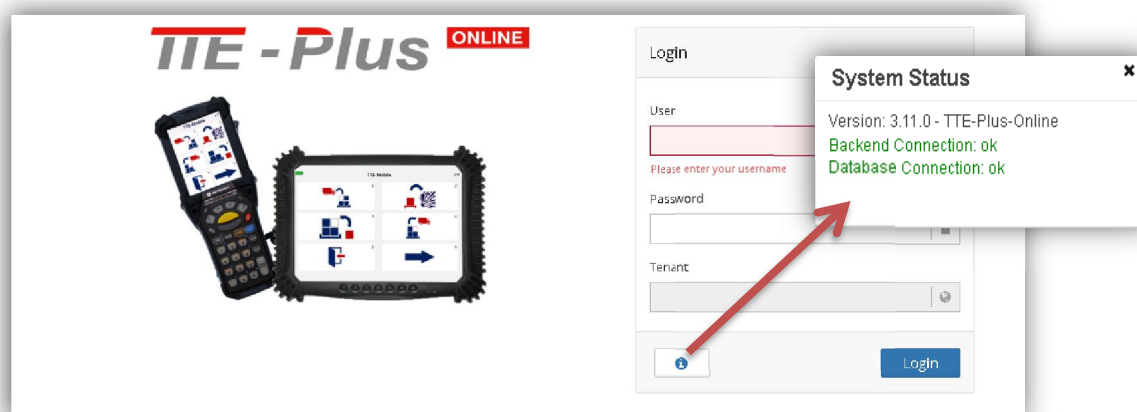
2 System requirements

The following system requirements of your computer have to be fulfilled:

- Windows, at least Version 7 ServicePack1
- Internet Explorer, at least Version 9 or Mozilla Firefox, at least Version 20
- for the TTE-Plus Local version:
 - Prozessor Quad Core with at least 2 GHz
 - At least 8 GB RAM
 - At least 20 GB free space on drive C

3 First steps

In the login mask, you will find the information button . Press it in order to open the information window **System Status**. It shows the state of your current connection and the general system information of your TTE-Online and TTE-Local. This information can be helpful for eventual callbacks by your TTE-contact person.

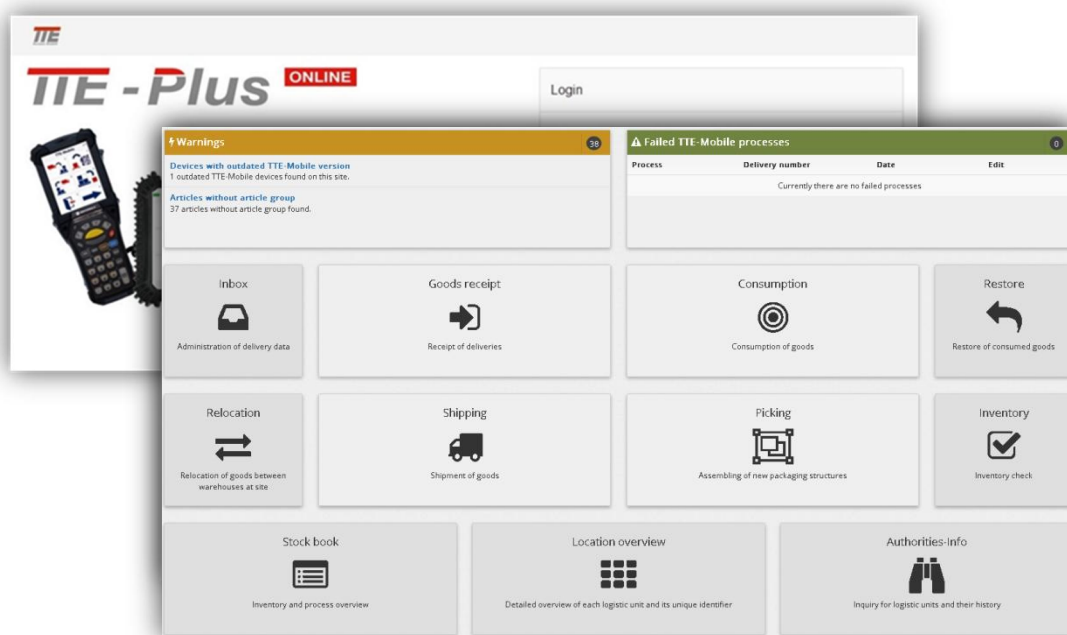


After successful registration as TTE-customer, you will receive all necessary login information by TTE-Europe GmbH:

- Internet address of your access server,
- Name and password of the TTE-user with administrator rights.

This administrator is authorized to use any functionality of TTE-Online / TTE-Local and will be used for the initial setup of your instance in the TTE-Online / TTE-Local, amongst others.

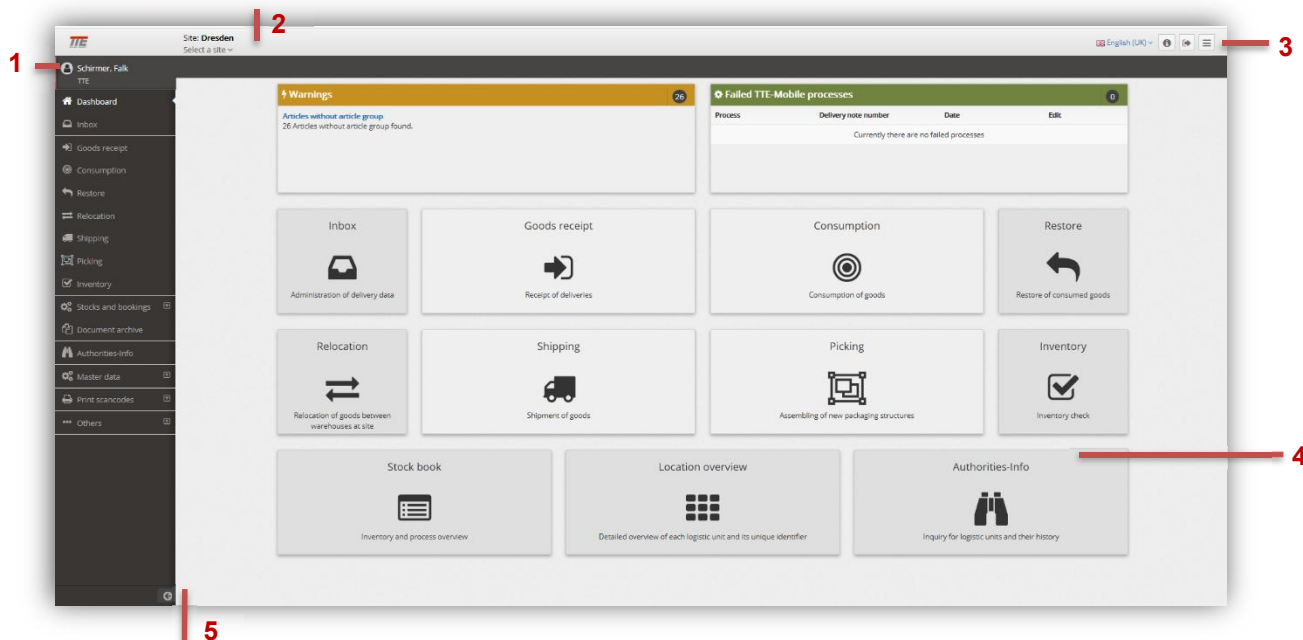
1. The initial setup happens by means of the login data sent by TTE-Europe GmbH.
2. After the login, you will be forwarded to the dashboard / menu.











3. Click the tile-buttons of the dashboard / menu shown above and you will be forwarded directly to the desired menu.

4 General operating instructions

4.1 Symbols



- | | | |
|---|---|---|
| 1 |  | Name of the user logged in. |
| 2 |  | Site selection, where the work with explosives is being performed. |
| 3 |  | Language selection – Bulgarian, German, English UK, English US, French, Greek, Italian, Norwegian, Polish, Portuguese, Romanian, Swedish, Spanish, Czech and Hungarian. |
| |  | Information menu: Displays information as the TTE-Version, user manual download for TTE-Online, TTE-Mobile and TTE-Trustcenter, the TTE-Mobile configurator as well as the barcode generator. |
| |  | Logout for the current user. |
| |  | The navigation menu (left) will be faded out and you will get a bigger desktop. |
| 4 |  | Dashboard / Menu / Widgets* |
| 5 |  | Fading out the navigation menu, whereas the menu's symbols are still displayed. |



*Please note that the widgets are only visible to the user roles Administrator, Site Administrator, and Quality Manager. These are short messages such as alerts or information about failed processes. (See chapter 20 Widgets).




Please note: When changing the language, there is also a change in the belonging number- and date format.

Example:

Date 23.05.2017 (German) vs. 05/23/2017 (English US)

4.2 Information menu

Click on the icon  in the headline of your TTE-Online / TTE-Local to get to the **Information menu**.

4.2.1 Manuals

On this page, you will find the German and English user manuals for TTE-Plus Online / TTE-Plus Local, TTE-Mobile, as well as the user manual for the TTE-Trustcenter and the barcodes for TTE-Mobile configuration. Due to regular maintenance of TTE-Online, documents always have the current status.

4.2.2 System information

This menu shows your current software version.

4.2.3 Barcode generator

The **Barcode Generator** enables you to create barcodes on your own. It is possible to generate barcodes appropriate to the FEEM and to reprint defective barcodes of particular explosives or to transform a free text into a barcode.



This can be an advantage, if you want to scan easily repetitive data or comments, instead of entering them manually or if you would like to login into your TTE-Mobile by scanning your user name instead of entering it on the keypad of your device.



Therefore, enter e.g. your name and click **Generate barcode**. The generated barcode can be downloaded, printed and used as login for your TTE-Mobile.



Please, create login barcodes explicitly for your own user name and enter the password manually. We do not recommend transforming your password into a barcode due to possible misuse.

4.2.4 Release notes


The version indication gives an overview about the new functions and enhancements of the TTE-Online / TTE-Local and TTE-Mobile.

4.2.5 Sum of all new items

The information menu contains the function **Sum of all new items**. There you will get an overview on the total amount of all items, per month and site, which have been registered with your TTE-Online / TTE-Local.

Sum of all new items													
Last update : 02/01/2018													
All sites													
	January	February	March	April	May	June	July	August	September	October	November	December	Sum
2017	10,086	21,886	40,140	29,960	39,120	33,618	34,608	40,193	35,027	26,821	40,103	13,292	364,854
2018	16,246	-	-	-	-	-	-	-	-	-	-	-	16,246
Current site [TTE Dresden]													
	January	February	March	April	May	June	July	August	September	October	November	December	Sum
2017	632	94	465	1,421	514	1,007	864	1,170	1,131	709	1,315	805	10,127
2018	376	-	-	-	-	-	-	-	-	-	-	-	376

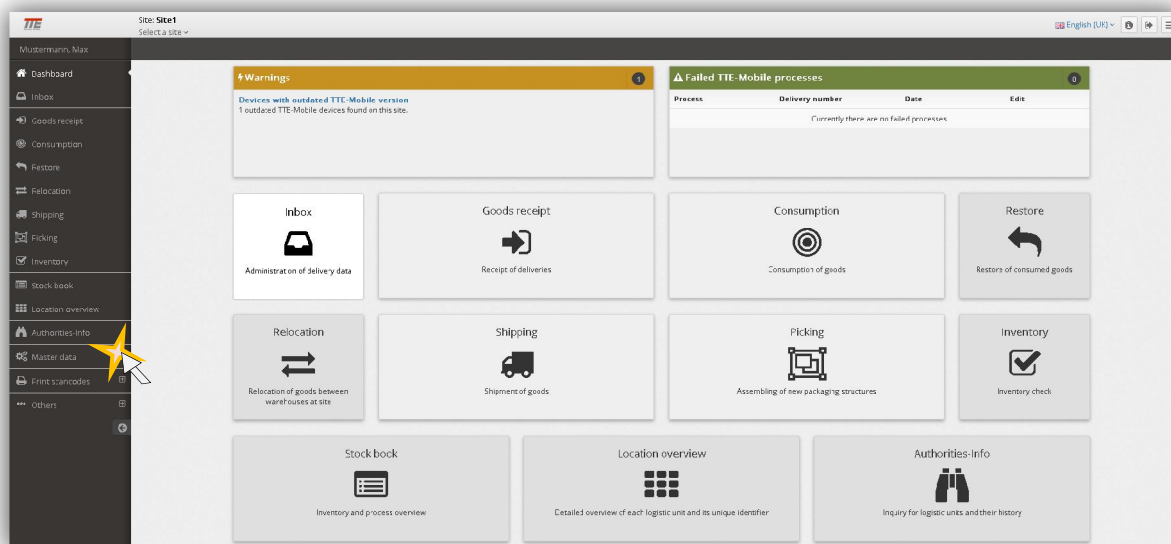
To get more information on another site, please proceed as follows:

- Change the site in the left header line. Confirm your site change with **yes**.
- Click the Symbol  which leads you back into the help-menu. The second table shows the total sum of all items at the selected site.

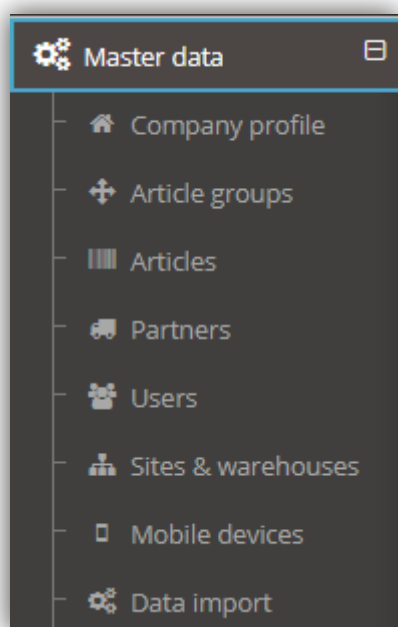
5 Master data

In order to use the full range of the features in TTE and to run your business processes working with explosives, the basic information (called master data) needs to be entered in advance.

- Master data is entered in the **Master data** menu.



- To view the various master data features, click the expand icon (🔍) next to Master data.



Please note that mandatory input fields are marked with asterisks (*).

Also, please note that generally each change to the master data menu is applied only after you have pressed the blue **Save** button at upper right side.

5.1 Company profile

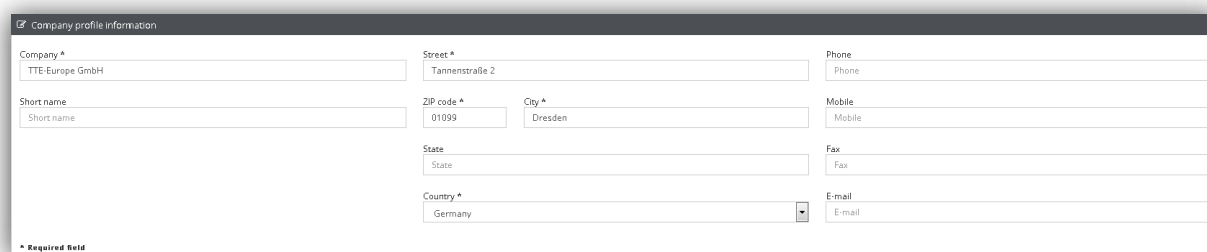
Within this menu, the basic information of your company is registered. Please, fill in the company profile completely, as one part of this information will be taken over into your electronic stock book and will be printed in documents.

Select **Company profile** from your **Master data** menu.

Please note that generally each change to the master data menu is applied only after you have pressed the blue **Save** button at upper right side.

5.1.1 Company profile information

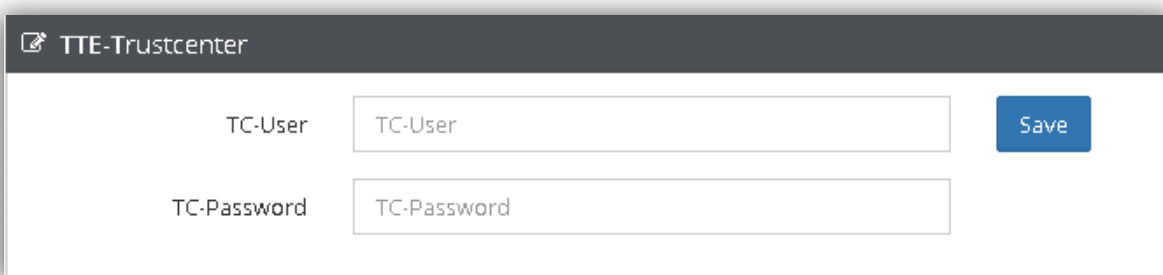
Register the name and the address information of your company in the company profile.



Confirm your entries by pressing **Save**. Press **Cancel** in order to leave the entry mask without saving.

5.1.2 TTE-Trustcenter

In order to create a connection between your TTE-Online / TTE-Local and the TTE-Trustcenter to receive shipment data, it is necessary to enter the Trustcenter-User and the Trustcenter-Password here (also see *chapter 6.1. XML-Upload* and *chapter 22 Connection to TTE-Trustcenter*). TTE-Europe GmbH will provide this data.



Confirm your entries by pressing **Save**.

Please note that generally each change to the master data menu is applied only after you have pressed the blue **Save** button at upper right side!

5.2 Articles and article groups

In order to optimally use TTE-Online / TTE-Local, you have to add any information of the articles that you work with into the system.

You will get an overview on all your articles and article groups that you have defined previously in the menu **Articles** and **Article groups**. Every article has to be assigned to an article group. Multiple assignments are not possible.

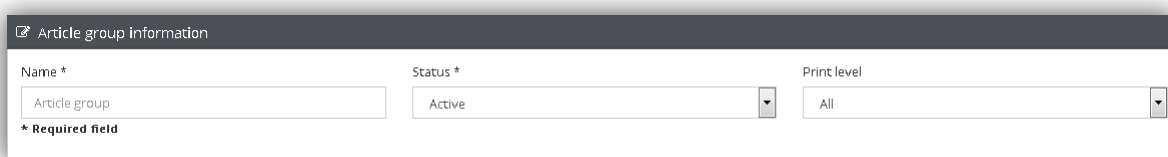


Please make sure that you always fully synchronize all MDE devices before and after changing the master data.

5.2.1 Article groups

The definition of article groups is done to have a better clarity when organizing articles. Each customer does it individually.

1. Select **Article groups** in the **Master data**.
2. In order to add a new article group, choose **Add new article group**. In order to edit the information of an existing article group, click **edit** 



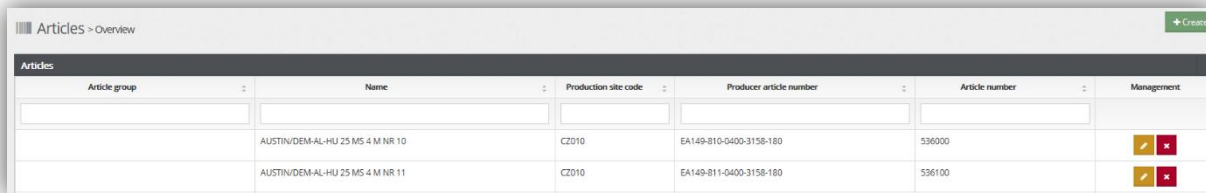
3. Confirm your entries by pressing **Save**. Press **Cancel** in order to leave the entry mask without saving.







Because each customer creates article groups individually, your business partner might use different article groups than your company does.

5.2.2 Articles

1. Click **Articles** in the **Master data**.





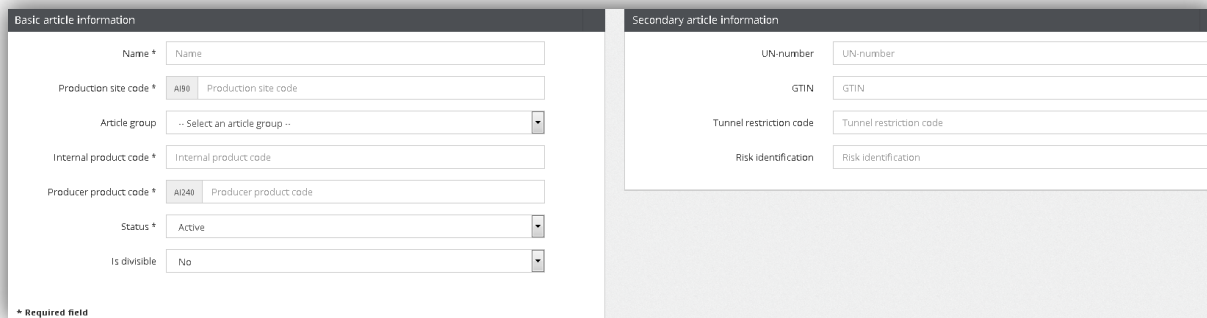
Article group	Name	Production site code	Producer article number	Article number	Management
	AUSTIN/DEM-AL-HU 25 MS 4 M NR 10	CZ010	E4149-810-0400-3158-180	536000	 
	AUSTIN/DEM-AL-HU 25 MS 4 M NR 11	CZ010	E4149-811-0400-3158-180	536100	 

You get an overview of all articles saved in your master data.

To find an article more quickly, an alphabetical sorting can be carried out within the selected column by clicking on the respective column captions **Article group**, **Name**, **Production site code**, **Producer article number** or **Article number**.

It is also possible to filter by entering a character string in one of the upper selection boxes: **Article group**, **Name**, **Production site code**, **Producer article number** or **Article number**.

2. In order to edit existing article master data, press  and in order to delete it, press .
3. In order to add a new article, select **Add new article**.



Basic article information

Name *

Production site code * Production site code

Article group -- Select an article group --

Internal product code *

Producer product code * Producer product code

Status * Active

Is divisible No

* Required field

Secondary article information

UN-number

GTIN

Tunnel restriction code

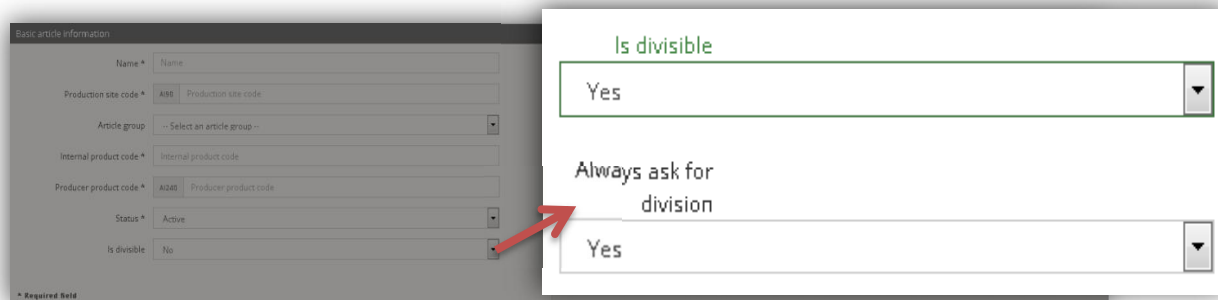
Risk identification



A deleted article will be automatically reactivated, as soon as an XML file has been imported into your TTE-Online / TTE-Local, which contains information of the deleted article.

4. The field **Is divisible** allows a selection if the article is divisible or not. Divisible articles include detonating cord, packages with quantity-based goods and in some cases also cartridged explosives if they are not consumed in one piece.

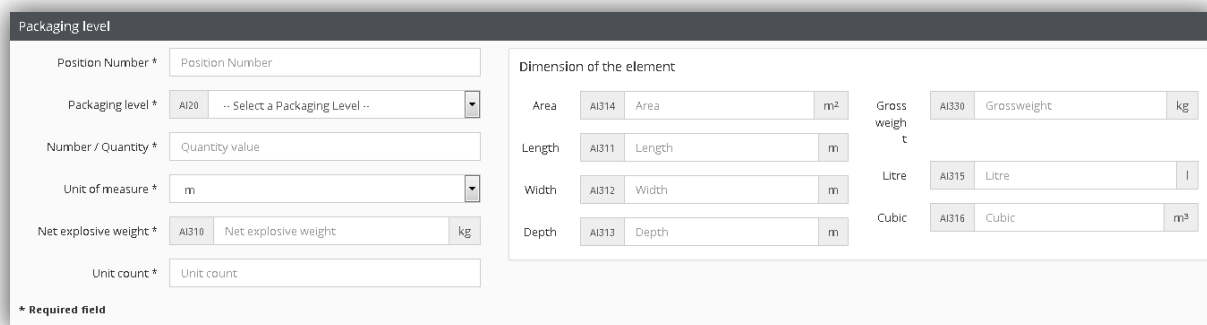
If an article is divisible, a new field shows up: **Always ask for division**



The screenshot shows the 'Basic article information' form. A red arrow points to the 'Is divisible' field, which has a callout box. The callout box contains the text 'Is divisible' and a dropdown menu with 'Yes' selected. Below this, there is another dropdown menu with the text 'Always ask for division' and 'Yes' selected.

Select **Yes** or **No** to define if the user should be asked for division when doing consumption, restore or shipping.

- Having entered all necessary information of the article, information on the **packaging level** can be added below. Please, consider that only manufacturers need detailed information about the packaging level. For consumers or suppliers the levels **item** or **quantity** are sufficient. An exception are labelled packages of quantity-based articles (See also in chapter 5.2.2.1 *Non-labelled articles (e.g. Boosters)*).



The screenshot shows the 'Packaging level' form. It contains several fields for defining the packaging level, including Position Number, Packaging level, Number / Quantity, Unit of measure, Net explosive weight, and Unit count. There is also a section for 'Dimension of the element' with fields for Area, Length, Width, and Depth, each with a corresponding unit (m², m, m, m). Additionally, there are fields for Gross weight, Litre, and Cubic, each with a corresponding unit (kg, l, m³).

6. Add a **position number**

The position number serves the identification of packaging levels in complex structures, e.g.:

Position number	Packaging level
1	item
2	outer packaging
3	pallet

7. Select the **packaging level**

— **Item**

All articles with unique identification label on the explosives or the smallest level packaging (i.e. blasting cord, cartridges, detonators...).

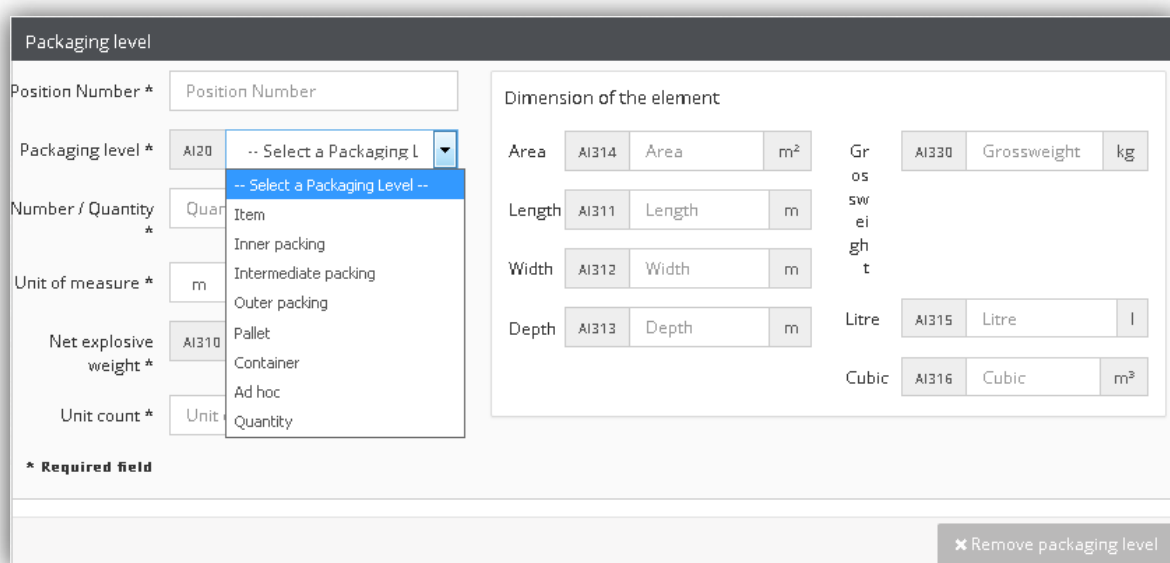
– Quantity

Quantity based articles are non-labelled articles. These articles can only be handled on quantity basis due to their missing identification. Quantity-based articles are defined by the packaging level **quantity**, instead of declaring them “divisible”. It is possible to stock a quantity-based article in labelled packages.



Consider that you also have to give the packaging level „quantity“ for quantity based articles. Otherwise, TTE-Online / TTE-Local cannot process your articles correctly.

If you want to add more packaging levels to an article, click **Add packaging level**.



Starting with the second packaging level, you can choose one of the following packaging levels from the selection list:

- Inner packing,
- Intermediate packing,
- Outer packing,
- Pallet,
- Container,
- Ad hoc

8. Add the **number** of items that are included in the packaging level



Please assure that in the packaging level **item** always 1 is given as amount of the item. Usually this is done automatically.

9. Add the **unit of measure**



The unit of measure of already created articles can be changed. Changing the unit of measure of a certain article, the change will be transferred to all corresponding articles in stock. The program therefore performs an appropriate conversion. This process results in a stock correction, displayed in the stock book by processes. However, changing the unit of measure does not apply to those articles that have already been handled within processes as consumption or shipping.

E.g., An article has by now been treated with the measurement unit [pieces] and shall now be changed into its correct measurement unit [kilogram].

10. Add the **Net explosive weight** for the whole packaging level



If you use English language setting, delimit the decimal for the entry of the net-explosives weight with a point. For any other language, use a comma as decimal delimitation.

11. Add the number of all items included in the packaging level (**unit count**)

Press **Save**, in order to confirm the entries. Press **Cancel**, in order to leave the mask without saving.

5.2.2.1 *Article classes*

Generally, articles can be divided into following classes:

- Cartridge explosives
- Detonators
- Cords (detonating cord, blasting fuse)
- Tins (black powder, propellant powder)
- Bulk explosives (ANFO, black powder, propellant powder)
- Emulsion explosives
- Boosters

In order to correctly register the article in the master data, please follow the instructions:

Cartridge explosives

Cartridge explosives usually are non-divisible articles.

Basic article information	
Name *	Cartridges
Production site code *	{AI90} DETTE
Article group *	Sample
Internal product code *	00001
Producer product code *	{AI240} CART00001TTE
Status *	Active
Is divisible	No

* Required field

Basic article information:

- Fill all mandatory fields marked with *.
- **Is divisible: no**

If you work with divisible cartridge explosives within your company, select the following:

- **Is divisible: yes**
- Another selection appears below:
- **Always ask for division: yes**

Packaging level	
Position Number *	1
Packaging level *	{AI20} Item
Number / Quantity *	2.5
Unit of measure *	kg
Net explosive weight *	{AI310} 2.5 kg

* Required field

Packaging level:

- **Packaging level = Item**
- **Number/quantity = NEM (net explosives weight)**
- **Unit of measure = kg**

Detonators

Basic article information

Name * Detonator

Production site code * {AI90} DETTE

Article group * Sample

Internal product code * 00002

Producer product code * {AI240} DET00002TTE

Status * Active

Is divisible No

*** Required field**

Basic article information:

- Fill all mandatory fields marked with *.
- **Is divisible: no**

Packaging level

Position Number * 1

Packaging level * {AI20} Item

Number / Quantity * 1

Unit of measure * pcs

Net explosive weight * {AI310} 1 kg

*** Required field**

Packaging level:

- **Packaging level = Item**
- **Number/quantity = 1**
- **Unit of measure = pcs**

Detonating cords

Basic article information	
Name *	Detonation Cord
Production site code *	{AI90} DETTE
Article group *	Sample ▼
Internal product code *	00003
Producer product code *	{AI240} COR00003TTE
Status *	Active ▼
Is divisible	Yes ▼
Always ask for division	Yes ▼

* Required field

Basic article information:

- Fill all mandatory fields marked with *.
- **Is divisible: yes**
- **Always ask for division: yes**

If you are a dealer, select **no** in case you only deal with unopened packages.

Packaging level	
Position Number *	1
Packaging level *	{AI20} Item ▼
Quantity value *	100
Unit of measure *	m ▼
Net explosive weight *	{AI310} 4 kg

* Required field

Packaging level:

- **Packaging level = Item**
- **Number / quantity = 100**
- **Unit of measure = m**

Tins

Goods delivered in tins, can be e.g. black powder or propellant powder.

Basic article information	
Name *	<input type="text" value="Tin"/>
Production site code *	<input type="text" value="{AI90} DETTE"/>
Article group *	<input type="text" value="Sample"/>
Internal product code *	<input type="text" value="00004"/>
Producer product code *	<input type="text" value="{AI240} TIN00004TTE"/>
Status *	<input type="text" value="Active"/>
Is divisible	<input type="text" value="No"/>

* Required field

Basic article information:

- Fill all mandatory fields marked with *.
- **Is divisible: no**

Packaging level	
Position Number *	<input type="text" value="1"/>
Packaging level *	<input type="text" value="{AI20} Item"/>
Quantity value *	<input type="text" value="0.5"/>
Unit of measure *	<input type="text" value="kg"/>
Net explosive weight *	<input type="text" value="{AI310} 0.5 kg"/>

* Required field

Packaging level:

- **Packaging level = Item**
- **Number / quantity = NEW (net explosives weight)**
- **Unit of measure = kg**

Bulk explosives

Bulk explosives could be e.g. ANFO or black powder and propellant powder that are delivered in big bags.

Basic article information

Name * Bulk

Production site code * {AI90} DETTE

Article group * Sample

Internal product code * 00005

Producer product code * {AI240} BUL00005TTE

Status * Active

Is divisible Yes

Always ask for division Yes

*** Required field**

Basic article information:

- Fill all mandatory fields marked with *.
- **Is divisible: yes**
- **Always ask for division: yes**

Packaging level

Position Number * 1

Packaging level * {AI20} Item

Quantity value * 25

Unit of measure * kg

Net explosive weight * {AI310} 25 kg

*** Required field**

Packaging level:

- **Packaging level = Item**
- **Number/quantity = NEW (Net explosive weight)**
- **Unit of measure= kg**

Emulsion explosives

Basic article information

Name *	Liquid Explosives
Production site code *	AI90 DETTE
Article group	Sample
Internal product code *	00006
Producer product code *	AI240 LIQ0006TTE
Status *	Active
Is divisible	No

* Required field

Basic article information:

- Fill all mandatory fields marked with *.
- **Is divisible: no**

Packaging level

Position Number *	1
Packaging level *	{AI20} Quantity
Quantity value *	1
Unit of measure *	kg
Net explosive weight *	{AI310} 1 kg

* Required field

Packaging level:

- **Packaging level = Quantity**
- **Quantity value = 1**
- **Unit of measure= kg**
- **Unit count = 1**

Non-labelled articles (e.g. Boosters)

Articles, as e.g. boosters are too small to be labelled. Therefore, only outer packages of these articles are being labelled. The contents of the boxes are registered as quantity-based. In this case, it is important that the barcode contain the packaging level (i.e. “#2003”; 03 stands for “outer package”).

Basic article information	
Name *	Booster
Production site code *	{AI90} DETTE
Article group *	Sample
Internal product code *	00007
Producer product code *	{AI240} BOO00007TTE
Status *	Active
Is divisible	Yes
Always ask for division	Yes

* Required field

Basic article information:

- Fill all mandatory fields marked with *.
- **Is divisible: yes**
- **Always ask for division: yes**

If you are a dealer, select **no** in case you only deal with unopened packages.

Packaging level	
Position Number *	1
Packaging level *	{AI20} Item
Quantity value *	1
Unit of measure *	pcs
Net explosive weight *	{AI310} 1 kg

* Required field

Packaging level 1:

- **Position number: 1**
- **Packaging level = Item**
- **Number / quantity = 1**
- **Unit of measure = pcs**

Packaging level

Position Number *

2

Packaging level *

{AI20} Outer packing

Number / Quantity *

50

Unit of measure *

pcs

Net explosive weight *

{AI310} 2.5 kg

Unit count *

50

* Required field

Packaging level 2:

- **Position number: 2**
- **Packaging level: outer packing**
- **Unit of measure = pcs**

5.2.2.2 Actualization of the Net Explosive Weight (NEW)

In case an article has a Net Explosive Weight of 0 Kilogram written in its master data, and a receipt has been made with elements from the same article, without further NEW definition (XML-file contains no NEW for this article or a free receipt has been done), the received article will come into the system with a weight of 0 Kilogram.

To correct this mistake without Shipping, XML-correction and another Receipt, it is possible to change the NEW of this article in the master data one single time. This change will affect the already stored items of this article. In addition, a correction process will be shown in the stock book by processes.




5.3 Partners

Your business partners are being maintained in your TTE-Online / TTE-Local. Those can be suppliers, customers or shipping companies that are directly in contact with your company.



In order to be able to add partners, click **Partners** in the **Master data menu**.

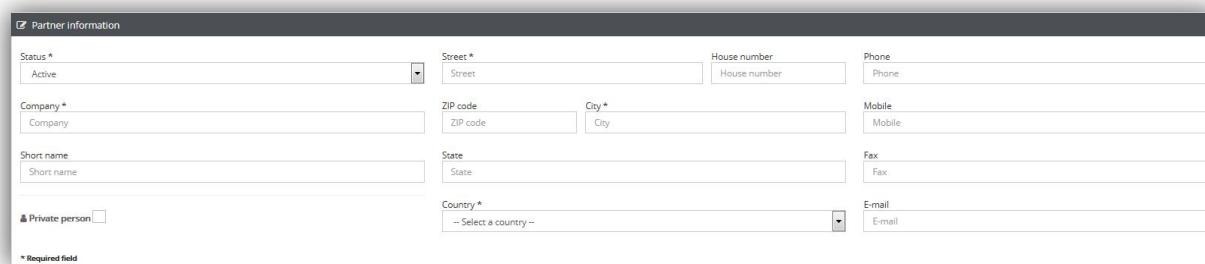
The system displays a list of the business partners you have defined. For further filtering, you can make entries in the **Company/Person** and **Address** fields or select the **Type** of partner using the selection box. You can also sort the data alphabetically by clicking on the **Company/Person** column caption.

Partners > Overview Create

Company / Person	Type	Address	Main contact	Management
Partner1	Partner	Rue Hobel 1 012000 Paris France		 
TTE Europe GmbH	Partner	Tannenstrasse 2 01099 Dresden Germany		

10 25 50 100

To create a new partner, choose **Create**. After saving the new partner, click  in order to edit it.
To delete a partner, press  .



Partner information

Status *
Active

Street *
Street

House number
House number

Phone
Phone

Company *
Company

ZIP code
ZIP code

City *
City

Mobile
Mobile

Short name
Short name

State
State

Fax
Fax

Country *
-- Select a country --

E-mail
E-mail

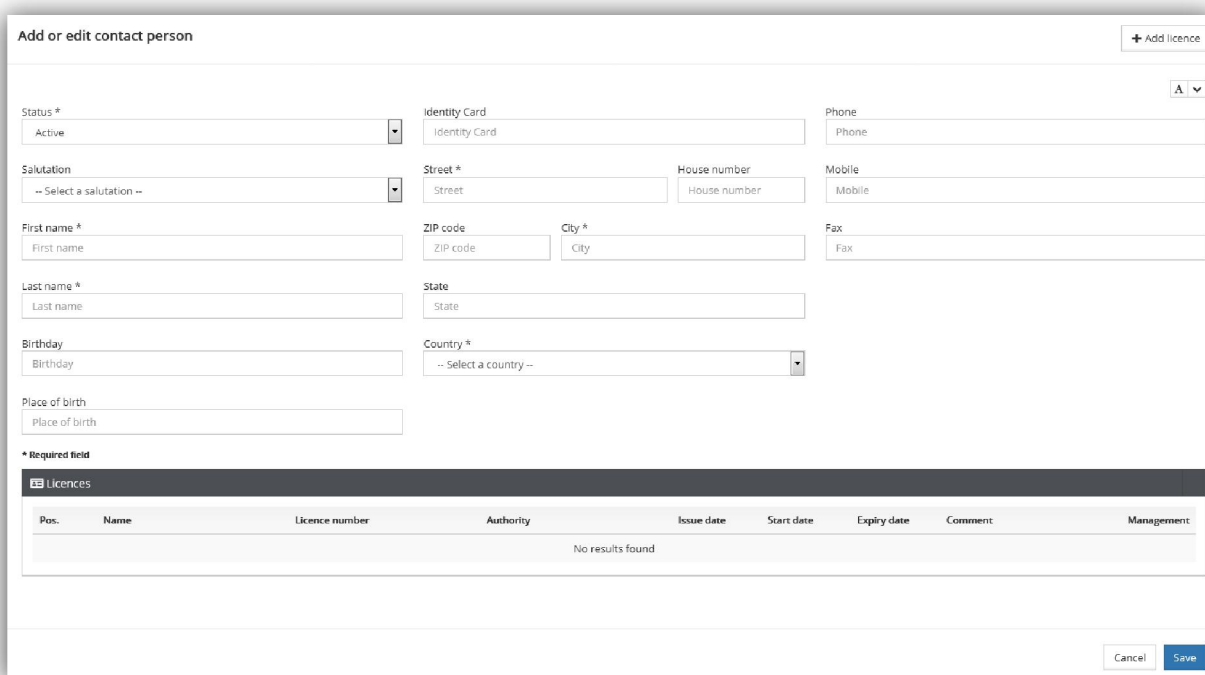
☐ Private person

* Required field

In case, your business partner is a private person (e.g. a buyer of black powder), you can set the check mark into the **Private person** box. You will get additional fields for the name, identity card number and licenses of this customer.

Furthermore, your partner's contact data can be added:

1. Click **Add contact person**. Fill in at least all mandatory fields.



Add or edit contact person + Add licence

Status *
Active

Identity Card
Identity Card

Phone
Phone

Salutation
-- Select a salutation --

Street *
Street

House number
House number

Mobile
Mobile

First name *
First name

ZIP code
ZIP code

City *
City

Fax
Fax

Last name *
Last name

State
State

Birthday
Birthday

Country *
-- Select a country --

Place of birth
Place of birth

* Required field

Licences

Pos.	Name	Licence number	Authority	Issue date	Start date	Expiry date	Comment	Management
No results found								

Cancel Save

2. To add a license for your contact person, press **Add license**, fill all mandatory fields and leave the mask by pressing **Save**.
3. Subsequently, press **Save** in order to take over the contact data of your partner. Press **Cancel**, if you want to leave the mask without saving.

In order to add data on your partner's site:

1. Click **Add new site**. Fill in at least all mandatory fields.

Create or edit site

Status *

Active

Site name *

Site name

Short name

Short name

Site code *

Site code

Street *

Street

House number

House number

ZIP code

ZIP code

City *

City

State

State

Country *

-- Select a country --

* Required field

Cancel

Save

2. Press **Save** to confirm the entries of your partner site. Press **Cancel**, if you want to leave the mask without saving.



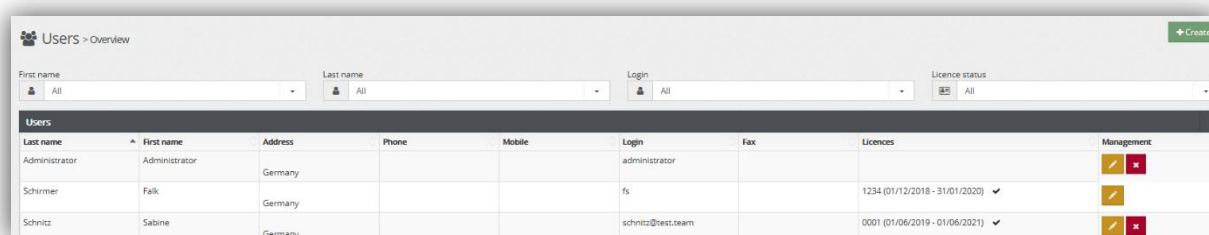
Please contact your business partner to receive his **site code**. This is the only way to assure, that the information transfer, as e.g. the exchange of XML files between you and your partner, can work. Otherwise, no data can be transmitted.

Please note that generally each change to the master data menu is applied only after you have pressed the blue **Save** button at upper right side.






5.4 Users

Your master data contains all the persons that are authorized to work with the software. Depending on the rights that are assigned to the users, they are e.g. authorized to either manage the master data, to perform blastings or solely enter the EU-Information.

In the **Master data**, click **Users**.



The screenshot shows the 'Users > Overview' page. At the top, there are filter boxes for 'First name', 'Last name', 'Login', and 'Licence status', each with a dropdown menu set to 'All'. A '+ Create' button is in the top right corner. Below the filters is a table with the following columns: Last name, First name, Address, Phone, Mobile, Login, Fax, Licences, and Management. The table contains three rows of user data.

Last name	First name	Address	Phone	Mobile	Login	Fax	Licences	Management
Administrator	Administrator	Germany			administrator			 
Schirmer	Falk	Germany			fs		1234 (01/12/2018 - 31/01/2020) ✓	
Schnitz	Sabine	Germany			schnitz@rest.team		0001 (01/06/2019 - 01/06/2021) ✓	 



You receive a tabular overview of the users stored in your software.

To find a user more quickly, you can click on the respective column captions **Last Name**, **First Name**, **Address**, **Phone**, **Mobile**, **Login**, **Fax** and **Licenses** to sort them alphabetically within the selected column.

It is also possible to filter by entering a character string in one of the upper selection boxes **First Name**, **Last Name** and **Login**. By using the License Status selection box, you can quickly identify users with valid or expired licenses.

The initial user that is provided to you by TTE-Europe GmbH generally has administrator rights. See *chapter 5.4.3. User rights* for more information on the user rights in detail.

In order to add a user, proceed as follows:

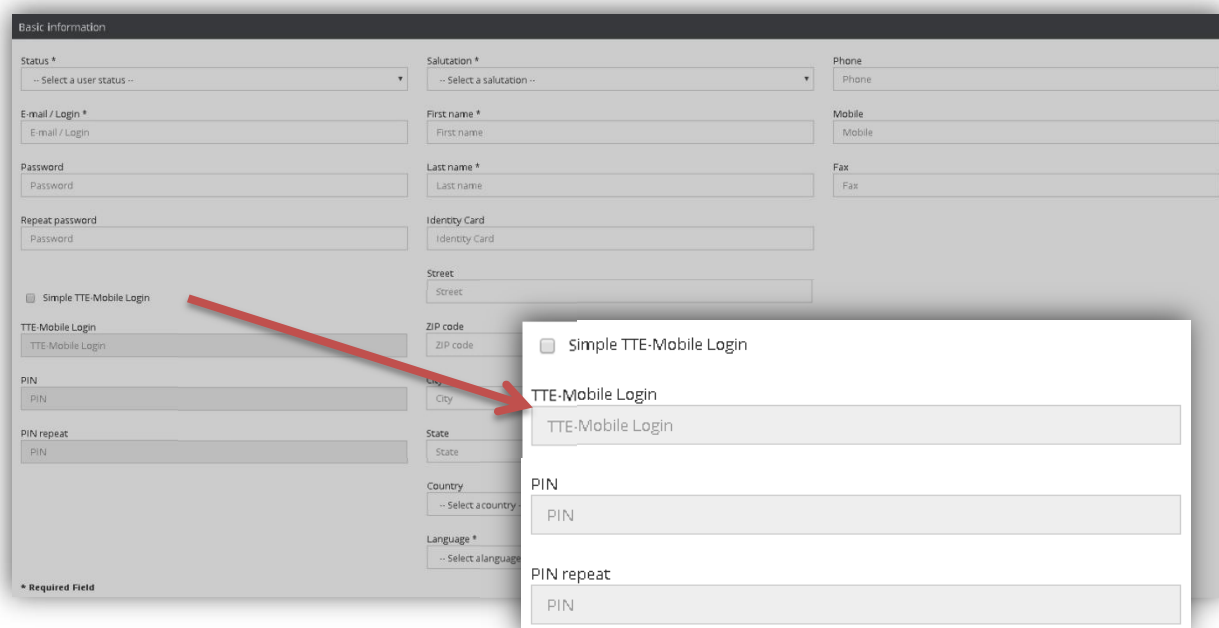
1. Click **Create** in the upper right corner.
2. Information can be added, **edited**  or **deleted** .

Please note that generally each change to the master data menu is applied only after you have pressed the blue **Save** button at upper right side.

5.4.1 User information

Beside the user basic information, a password can be determined, which is both valid for your TTE-Online / TTE-Local and TTE-Mobile.

The **Simple Login** in your TTE-Mobile enables you to login easily and rapidly on your mobile device. The Login is numeric. TTE-Europe GmbH advises any user to assign a 4-6 digits PIN.




The Simple Login data can only be used for registration on your mobile device. Login in TTE-Online / TTE-Local is not possible with this data.

5.4.2 Licenses

Beside the user basic information, corresponding licenses (permits / capacities) can be added. It is necessary to deposit a license in order to be able to perform a consumption or a restore process. The authorized blaster's data is also maintained here. Therefore, choose in the upper right corner the button **Add license**. Enter then the user's license number, the respective authority, the issue date and the validity period (from ... to...).

Licenses								
Pos	Name	License number	Authority	Issue date	Start date	Expiry date	Comments	Management
1	Blasting License	8765	Authority Dresden	01/01/2018	01/01/2018	31/01/2019		Edit Delete

5.4.3 User rights

It is possible to add certain functions to the users in TTE-Online / TTE-Local, which only the TTE-responsible with „Administrator“ function is responsible for. Some functions possess certain rights only at defined sites. These functions are marked with the add-on „site“ (e.g. „site-controller“).



When registering an user in the master data it is possible to select the desired user's role from a drop down list in the **User authorization** menu.



Different authorizations for processes or reading rights can be assigned to the user. There are the following user authorizations disposable:

- **Administrator/Site Administrator:** This user authorization has unlimited authorizations in the whole system.
- **Controller/Site Controller:**
 - Inbox
 - Inventory
 - Stock book
 - Authorities-Info
 - Master data management (except CSV-Import)
- **Stock Manager /Site Stock Manager:**
 - Inbox
 - Goods receipt
 - Relocation
 - Shipping
 - Consumption
 - Restore
 - Picking
 - Synchronization
 - Inventory
 - Stock book
 - Authorities-Info
 - Master data management – read only

- **Stock assistant:**
 - Goods receipt
 - Consumption
 - Restore
 - Relocation
 - Shipping
 - Picking
 - Synchronization
 - Master data management – read only
- **Authorized Blaster:** This is a so-called “passive” role that is only valid in combination with another role, but it is necessary for doing consumption and restore processes (e.g. for authorized blasters that only take responsibility for a blast, but otherwise need no access to the system).
- **Government access:** It contains reading rights only for the Authority-information.
- **Quality manager:** this authorization is only needed if you use the module “Alarm list” or “Quality Assurance” (see the extra user manual “Modules”).



It is possible to assign more than one authorization to one user. The only exception is the function **Government access**. As soon as a user gets it, it will not be possible to assign him more roles.

5.4.4 Site assignment

It is possible to assign only certain sites to every user. In combination with the respective role (site administrator, site controller or site stock manager) it is possible to limit the user to a set site.

Sites

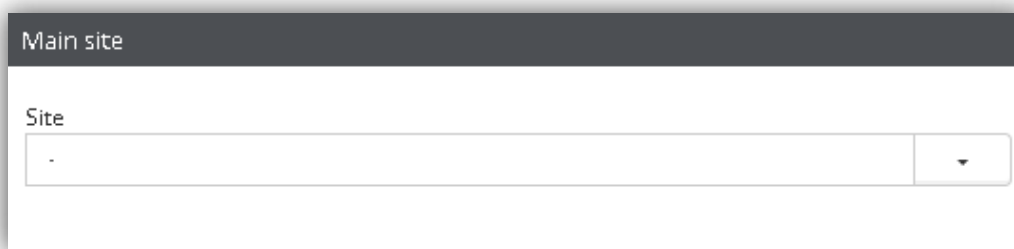
Site(s)



Moreover, the user, who has both – an assigned site and a master data examination authorization, e.g. site administrator – will be displayed only the user-, partner-, warehouse- and mobile device master data for the assigned site.

5.4.5 Main site

Furthermore, it is possible to assign a main site to every user. If the user is doing the login into the TTE system, he will be automatically forwarded to the assigned main site.




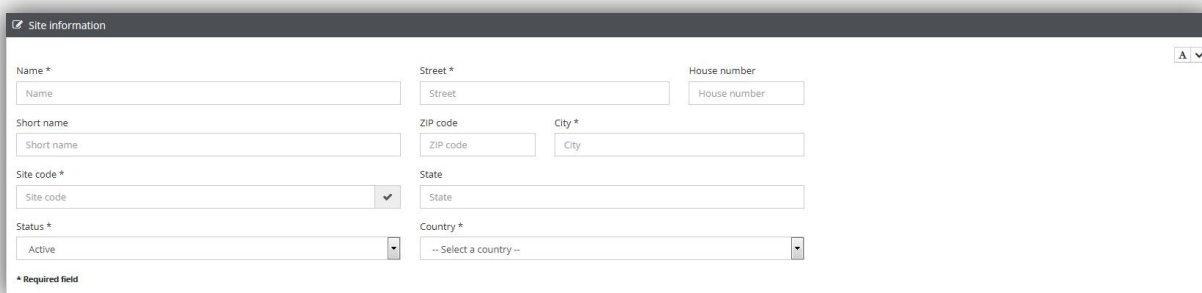
If the user has no site restrictions, the field **Main site** stays empty (and optional). All sites can be selected as the user's main site.

If the user is restricted to one or more sites, only these sites are offered for selection, i.e. if the user is only assigned to one site, this site will automatically be selected as the main site.

5.5 Sites and warehouses

By means of this menu, information on sites and warehouses can be managed. Several warehouses can be edited and added to one site.

To create a new site, click **Create**. Already existing sites can be edited by clicking .




Fill in all mandatory fields.

In order to use the delivery data transfer via TTE-Trustcenter, the **site code** must be entered for each site into the TTE-master data. Please, assure that the **site code** serves the identification of the site as definite code and shall not be assigned twice. Appropriately, to any of your sites an individual code must be assigned. To safeguard a clear identification of a site code, following nomenclature has been developed:

Abbreviation	Signification	Amount letters
ABC.	Company	2-5
DE.	Country code	2
XYZ	City / site	2-5

e.g.: **TTE.DE.DD** (TTE-Europe GmbH, Germany (**D**eutschland), **D**resden)

Please contact us at TTE-Europe GmbH, if any questions occur.

Each site can have several warehouses assigned. Those can be added by pressing **Add new warehouse** and edited by pressing  .

Add new warehouse

Name *

Short name

Net explosive weight (max) *

kg

Status *

Active

* Required field

Cancel

Ok



Please note that generally each change to the master data menu is applied only after you have pressed the blue **Save** button at upper right side. After adding new sites, please login into your TTE-Online / TTE-Local again.

5.6 Mobile data capture devices

If mobile devices have been purchased together with the TTE-Mobile Software, they will have to be registered before their first use in the TTE-Online / TTE-Local.

Select **Mobile devices** from the menu **Master data**.

Mobile devices > Overview

Create

Name



Site

Version

All

All



All

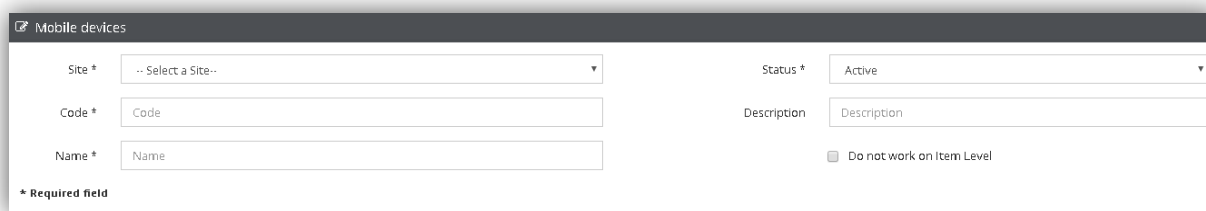
Code	Name	Site	Date of registration	Latest connection	Version	Serial number	IMEI	IMSI	Status	Management
4567788465757-98954756646	MDE1	Dresden	09/09/2019 14:53:07						Active	 

In this menu, an overview will be given on all mobile devices, which exist and have already been taken into service.

To find a mobile device more quickly, click on the respective column captions **Code**, **Name**, **Site**, **Date of registration**, **Latest connection**, **Version**, **Serial number**, **IMEI** (international serial number for GSM or UMTS devices), **IMSI** (international mobile subscriber identification) and **Status** to sort the data alphabetically within the selected column.

You can also use the upper selection boxes **Name**, **Site** and **Version** to filter.

To add a new MDE, select **Create**. After you saved it, press  to **edit** and  to **delete** it.



You will find the **mobile device code** in the TTE-mobile settings. Therefore, switch on your mobile device and then enter **settings** in the **information menu**, the **UUID** is indicated there. This code needs to be entered in the TTE-Online / TTE-Local. See *chapter 24.1. Information* in the TTE- Mobile user manual for more information.

The function „**Do not work on item level**“ can be activated, if you perform processes with many elements. In order to reduce the amount of elements and herewith to fasten the process handling, items can be ignored. Thus, only boxes, pallets, intermediate packages etc. are being taken into account and you will need to scan only the resting packaging levels.

In order to take over the entries, press **Save**. In order to discard them, press **Cancel**.



If the function **Do not work with items** is activated, the corresponding box at the settings of the belonging mobile device must be activated, too. (See *TTE-Mobile manual, chapter 24.11. Miscellaneous 4*)

5.7 Data Import

In order to initially import master data into TTE-Online / TTE-Local, it is possible to use the CSV-Import function. Therefore, you will receive an Excel document from TTE-Europe GmbH, where you enter the necessary master data. This Excel document contains several sheet tabs, which need to be filled with information: company contact, sites, user, article, mobile device, partner information, etc. After this, individual CSV-files can be uploaded under the menu CSV Import.



The CSV-Import should take place in consultation with the technical Support of TTE-Europe GmbH, to assure that this process is being performed correctly. Please contact us, if any questions occur.

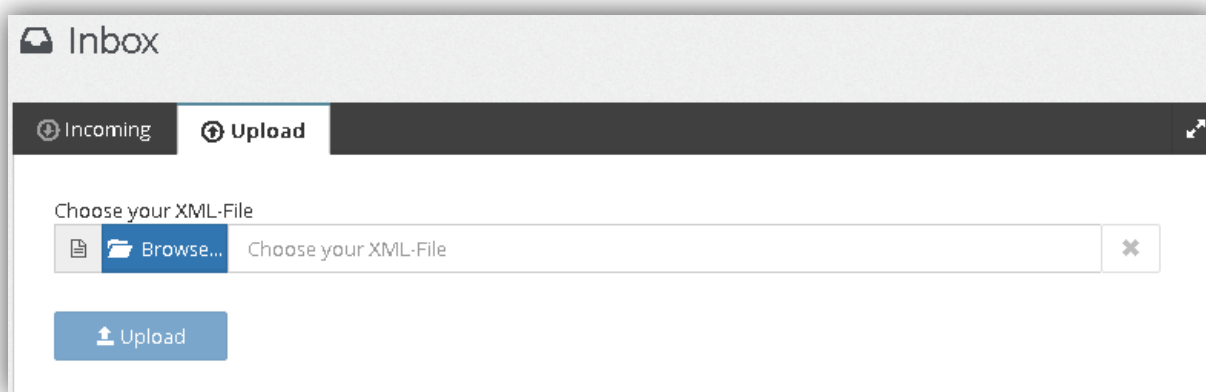
6 Inbox

The inbox contains your received delivery data on goods shipments (XML files), which can be viewed or deleted there. The following describes the possibilities of the data import.

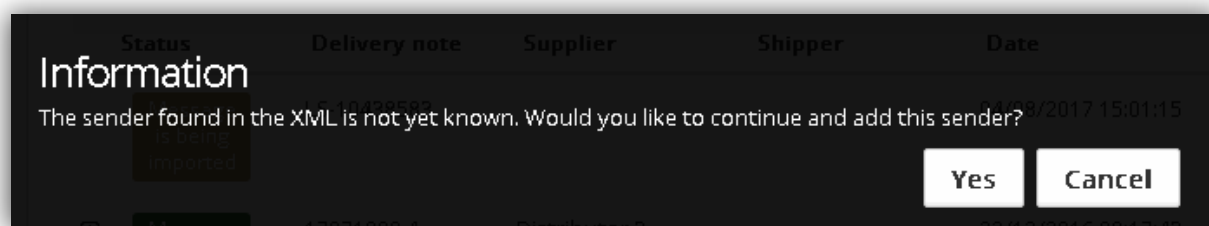
6.1 XML-Upload

There are two ways to transfer the data into the TTE-Online / TTE-Local:

1. **Automated via TTE-Trustcenter:** Incoming delivery data sets enter automatically and without manual interaction into the TTE-System. In order to receive the delivery data sets automatically via TTE-Trustcenter, you should contact your TTE-contact person. We will help you with all further steps. For more information, see *chapter 22 Connection to TTE-Trustcenter*.
2. **Manual upload:** The transfer of an XML file can take place in different ways, for example as an attachment to an e-mail or by means of a storage medium, as e.g. CD-ROM, USB flash, memory card, external hard disk. In order to import the file into your TTE-Online / TTE-Local, you will have to load the file manually by means of the **Upload** button into your inbox.



If an XML file has been chosen manually by means of the Upload-button and the sender data still did not exist in TTE-Online / TTE-Local, an information window will pop up:



Confirm with **Yes** in order to add the respective sender, who directly will be stored in the partner master data.

Select **Cancel** to stop the upload of the XML file.

If you selected **Yes**, the following window will appear:

Select or create the sender of the delivery

XML sender information

Site code	FR005	Street	Rue Cambronne 5
Company	Explosives Blender France GmbH	ZIP code	75006
		City	Paris
		Country	France


Sender *

Please select a sender

Sender's site *

Please select the sender's site

Cancel Take over partner

First click  to create the sender, then create the sender's site in the same way and close the menu using **Take over partner**.



Moreover you can import the XML files directly into your mobile device, therefore see *chapter 25 XML-Import via USB* of the TTE-Mobile user manual. Load the data by means of an adaptor from a USB flash drive directly onto the mobile device.

Please consider that this adaptor by now is only available for the Omnii XT 15.



Your inbox shows the current status of your XML upload, there are 4 different message conditions:

- olive green: Message is being imported. Please note that bigger files might need longer time for upload!
- dark green: Message was imported successfully and is now ready for further processing.
- red: An error occurred while importing the file. To get further information about the problem, click inside the red status box.
- blue: The processing of the message is finished; the file is no longer available for further processing.

Incoming Upload

Download new shipments

Status

Import failed - Error in content

Message was imported

Import failed - Error in content

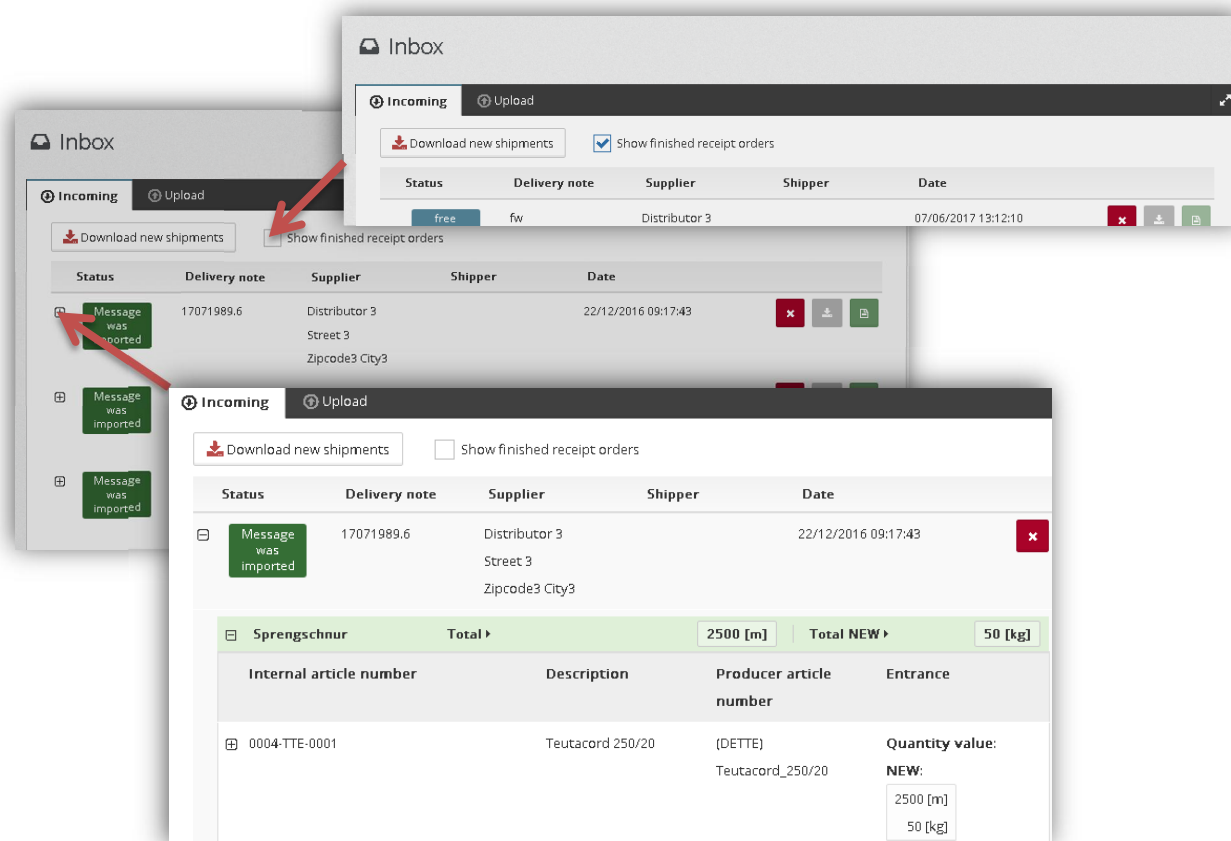
The following elements are not allowed for reimport (the first 100 barcodes are shown):

90DETTE#250tte50500160811004641,
90DETTE#250tte50500160811004643,
90DETTE#250tte50500160811004644,
90DETTE#250tte50500160811004645,
90DETTE#250tte50500160811004647,
90DETTE#250tte50500160811004649

Zipcode3 City3

6.2 Further functionalities of your inbox

The function **Show finished receipt orders**, enables you to decide, whether the goods receipts, which have already been finished should be shown in the inbox.



The content of the delivery can be viewed by clicking the (+) symbol in front of the message status box, in order to compare it e.g. with the order.

In the last column of your inbox you also find the following functionalities:

- remove the message from your inbox by pressing



- upload the message again to your inbox (from the TTE - Trustcenter) by pressing



- save the XML-file to your PC locally by pressing



Please note that if there are differences between the article master data and the digital delivery note (XML file), the values from the XML file are the primary used information for the goods of the delivery.

7 Goods receipt

The goods receipt enables you to accept deliveries completely or partly, both with as well as without XML delivery data.

By means of the goods receipt, following explosives that are subject to the EU-identification directive can be taken over into the warehouse:

- Already labelled explosives, with barcode and
- Non-labelled explosives, without barcode.

Explosives, which are not subject to the EU-identification directive, as e.g. ammunition, and goods, which are produced directly at the blasting site, can also be stored by means of the goods receipt.

7.1 Goods receipt with delivery data (receipt with order)

7.1.1 Step 1 – Enter basic information



In the first step, you will be asked to enter the delivery note number, given on the goods' delivery note. This delivery note number should correspond (be identical) to the entered **delivery note number** in the XML file. There are three ways, to register the delivery note number:

1. Click **Select delivery note**. The delivery notes that are in the inbox, however have not been stored yet, are displayed in a selection list. Select one delivery note.
2. Enter the delivery note number manually with the keyboard of your PC.
3. Scan the delivery note number contained in the barcode, which is displayed on the delivery note of your supplier.

Optionally, you can select a **Shipper**.

Press **Next** in order to get to step 2 – Random sampling.

7.1.2 Step 2 – Perform random Sampling



By means of an integrated random sampling function, you may check the correspondence of the delivered data to the received XML delivery data sets.

In order to perform the sampling, scan the barcodes of the present goods or enter the information with your keyboard. After a successful entry, information will be displayed on which packages or items are or are not contained in the delivery.

You can perform as many samplings as you wish or just jump this step.

If you are sure that the delivery data corresponds to the present goods, you may proceed with the next step. Confirm with **Next**.

7.1.3 Step 3 – Scan goods




Complete takeover of the delivery:

You get a message box **Do you want to include the entire delivery in your stock?** This can be answered with **Yes** or **No**.

Select **Yes** to take over the full shipment of goods into your inventory. The content of the whole shipment will be shown. After that, you have the possibility to further add items by scanning the desired items and packages or enter the desired quantity based article. Afterwards press **Enter**.

Items:

In order to add items to your delivery, scan the barcodes of the goods or enter the information with your keyboard and press **Enter**.

If you have wrongly scanned an item, you can undo it by changing the scan direction. Therefore, press the respective button  **Change scan direction**.

The barcode entry field will be marked in red. For example, items can be scanned out of a packaging, which means that it will not be taken over into the warehouse.





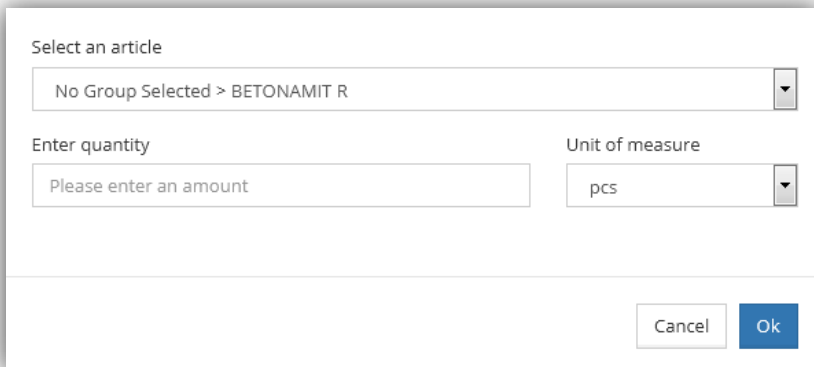
Packages can only be registered, if an appropriate XML file has been imported. Otherwise, only item based activities can be performed. Only exception: quantity based boxes.

Quantity based articles:

If you would like to take over quantity-based articles into your goods receipt, press the button



An inquiry field pops up where you may select your desired article and determine its quantity.



Select an article

No Group Selected > BETONAMIT R

Enter quantity

Please enter an amount

Unit of measure

pcs

Cancel Ok

Confirm your entries with **OK**

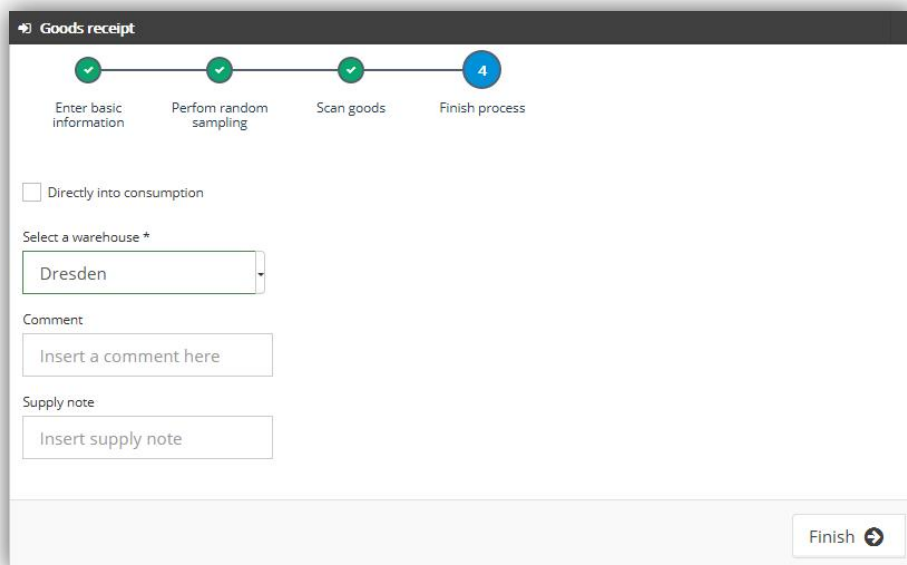
Partial takeover of the goods:

In case you selected **No** at the question **Do you want to completely take over the goods?** you have to scan or enter manually all desired items and packages to add them into your receipt.

7.1.4 Step 4 – Finish process



The last step of the goods receipt process is to select the target warehouse, where the delivered goods should be stored. Precondition is that at least one warehouse is stored in the master data.



Goods receipt

Enter basic information Perform random sampling Scan goods Finish process

☐ Directly into consumption

Select a warehouse *

Dresden

Comment

Insert a comment here

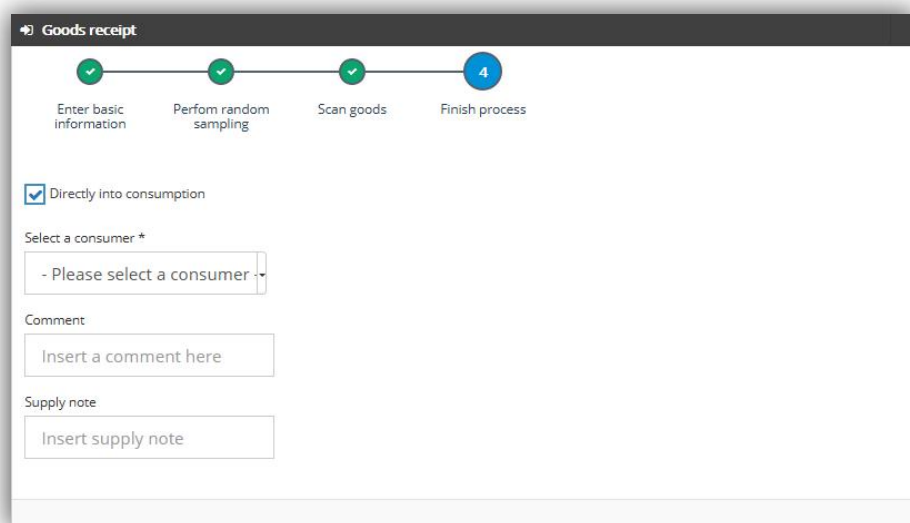
Supply note

Insert supply note

Finish ➔

You have the possibility to add a comment and a supply note.

If you like to book your delivery directly into consumption and not into your warehouse. Please select **Directly into consumption**, choose the consumer and enter the password of the consumer.




Precondition for doing a consumption process is the necessary authorization of the selected user (see also *chapter 5.5. User*).

The button **Finish** completes the goods receipt and books your delivery into the stock. You will automatically receive a report as .pdf file. This document can also be found in your stock book by processes (see *chapter 14.1. Stock book*) and in the menu **Document archive** (see *chapter 17 Document archive*).

7.2 Goods receipt without delivery data (free receipt)

7.2.1 Step 1 – Enter basic information



In this first step, please enter the delivery note number and press **Enter**. If there are no delivery data sets for this shipment, the following message will appear:

Delivery note not found

The delivery note could not be found in your database or in the TTE-Trustcenter.

Would you like to perform a free receipt of goods?

No
Yes

Select **Yes** to enter exact shipment information about this delivery.

Delivery information

Receiver's site

Sender *
 Create

Sender's site *
 Create

Delivery date

Shipper

Besides selecting the **Sender** and the **Sender's site**, those two entries can also be created in the receipt process. In this case, press the belonging button **Create**.

When all entries are filled, please confirm them with **Next**. Subsequently, you will be forwarded to step 2 of the manual entries. Therefore, please, proceed as described in *chapter 7.1. Goods receipt with delivery data*.

Select **No** to cancel the process.

7.3 Cancellation of a goods receipt

This function serves to cancel erroneous goods entries. The cancellation can also be performed, if goods were booked directly into consumption.

Open the **stock book** by processes and search the receipt process by using the filter functionality, which you like to cancel. Click on the button **Further actions** in the last column.

Stock book

By processes | By articles

Warehouse: All | Date from: 01/06/2019 | Date to: 09/09/2019

More filters

Search

Date	Process	Shipper	Sender	Receiver	Goods handover to	Comment	
05/06/2019 07:40:02	Consumption 100317.1		Schirmer, Falk	TTE Europe GmbH Tannenstr.2 01099 Dresden Germany Schirmer, Falk			<div> <div>Documents</div> <div>Documents</div> <div>Further options</div> <div>Goods handover to</div> <div>Cancellation</div> <div>Documents</div> <div>Further actions</div> </div>
05/06/2019 07:39:59	Receipt 100317.1		Partner1 Rue Nobel 1 01200 Paris France	TTE Europe GmbH Tannenstr.2 01099 Dresden Germany Schirmer, Falk			

Press **Cancellation** in order to cancel the selected goods receipt. Afterwards a window will be shown, where you will be asked, whether you want to cancel the process or not. Press **Yes**, if you would like to cancel this process and **No**, if you do not want to cancel it.

Attention !

Are you sure you want to cancel this process?

Date	Process	Shipper	Sender	Receiver	Goods handover to	Comment	
17.02.2016 13:34:53	Receipt LS-20130405-01		TTE Europe GmbH Tannenstraße 2 01099 Dresden Germany	TTE Europe GmbH Tannenstraße 2 01099 Dresden Germany			<div>Yes</div> <div>No</div>

The cancelled process will be marked with a red **Cancelled** icon.

Date	Process	Shipper	Sender	Receiver	Goods handover to	Comment
17.02.2016 13:34:53	Cancelled Receipt LS-20130405-01		TTE Europe GmbH Tannenstraße 2 01099 Dresden Germany	TTE Europe GmbH Tannenstraße 2 01099 Dresden Germany TTE_Support, TTE_Support		



A cancellation of a receipt is only possible as long as there are no following processes with the same goods. If there are follow-up processes, the system refuses to cancel the receipt.

In case the receipt should be repeated, upload the XML file again into your Inbox (see also *chapter 6. Inbox*).

8 Consumption

This process serves the usage of explosives through an authorized user.

8.1 Step 1 – Enter basic information



- Enter the **order code**, this can be assigned internally.
- Select a **consumer**, who possesses a valid blasting license.



Precondition for doing a consumption process is the necessary authorization of the selected user (see also *chapter 5.5. User*).

- Enter the password of the consumer.

Click **Next** in order to get to the next step.

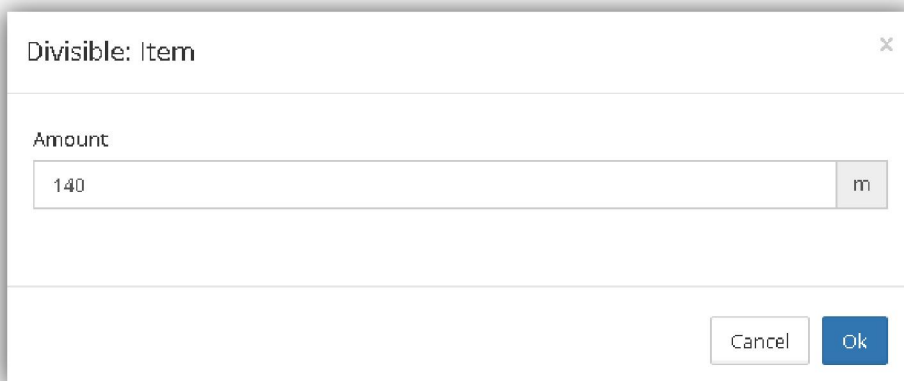
8.2 Step 2 – Scan goods



The second step of this process is to scan the barcode or enter manually the barcode of the item to be consumed and then to press the **Enter** button on your keyboard.

Divisible items:

If your scanned item is a divisible item, the following message box appears:



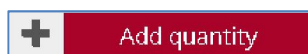
Enter the desired amount and confirm with **OK**.



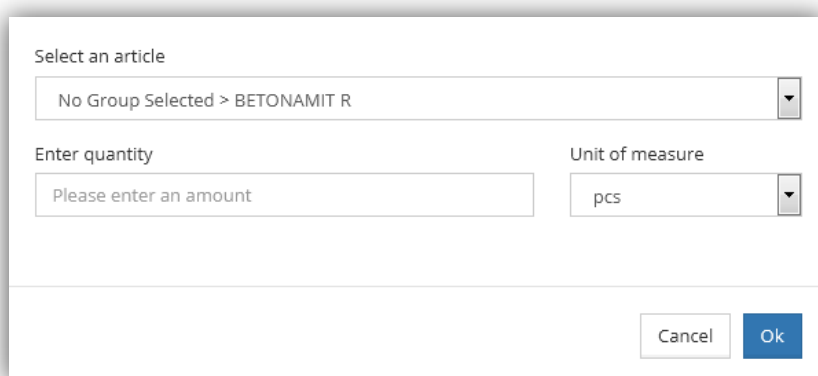
TTE-Europe GmbH advises to book the whole amount into consumption when performing consumption of divisible articles. Afterwards all articles, which have not been used completely, can be registered back into the system by means of the restore process. This avoids that the restored item loses its connection to the barcode (i.e. become a quantity-based article).

Quantity-based articles:

In case you want to consume quantity-based articles, press the button



An inquiry field opens, where you choose the source warehouse, your desired article and the needed quantity. Confirm your entries with **OK**.



Repeat this until all articles to be consumed are selected.

Click **Next** in order to get to the next step.

8.3 Step 3 – Finish process



You can optionally leave a comment. The button **Finish** completes the consumption process. You will automatically receive a report as .pdf file. This document can also be found in your stock book (see *chapter 14.1. Stock book*) and under the menu **Document archive** (see *chapter 17 Document archive*).

9 Restore

The restore process serves the return of non-consumed items that are already booked into consumption back into the TTE-system. The goods can be moved back into a warehouse or sent back to a distributor.

9.1 Step 1 – Enter basic information



In the first step of this process, enter the **Order code** and **Select a destination warehouse** (If you only have one warehouse at the location, this step is not necessary).

Afterwards, **Select a consumer**.



Precondition for doing a restore process is the necessary authorization of the selected user (see also *chapter 5.5. User*).

Enter consumer's password. His licenses and their validity periods will be displayed. Click **Next** in order to get to the next step.

9.2 Step 2 – Scan goods



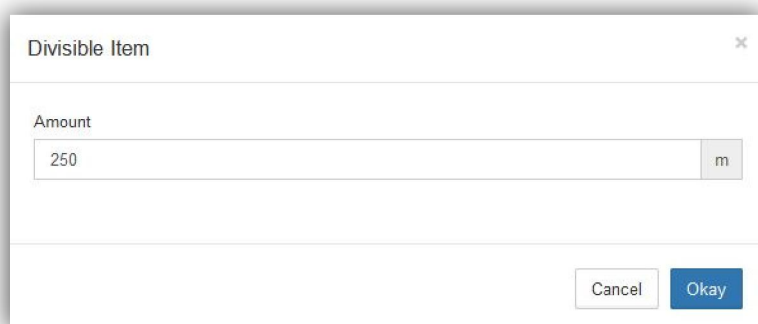
Register all items, which were not consumed. Therefore, enter the barcode manually and press **Enter** or scan all items. Repeat this process until having registered all items to be consumed.



Each package that has been opened is not allowed for the restore process. Each item from this package has to be scanned individually!

Divisible items:

If the scanned item is divisible, the following window appears:



Enter the desired amount and confirm with **Ok**. Repeat this process until having registered all items to be restored.



In case, your article is a piece of blasting cord without a barcode (because it has been cut off from the roll), the restore process must be done for a quantity-based article.

Quantity-based articles:

If you like to restore quantity-based articles, press the button



An inquiry field opens, where you are enabled to select the desired article and the needed quantity to be restored. Enter the respective amount and confirm with **OK**.

Select an article

No Group Selected > BETONAMIT R

Enter quantity

Please enter an amount

Unit of measure

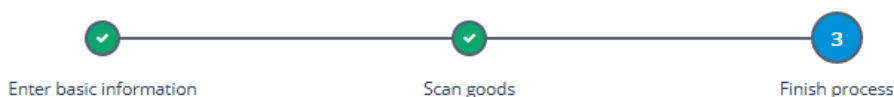
pcs

Cancel

Ok

Repeat this process until having registered all items to be restored. Click **Next** in order to get to the next step.

9.3 Step 3 – Finish process



You can optionally leave a comment.

The button **Finish** completes the restore process.

You will automatically receive a report as .pdf file. This document can also be found in your stock book by processes (see *chapter 14.1. Stock book*) and in the menu **Document archive** (see *chapter 17 Document archive*).

10 Relocation

Goods movements between the warehouses can be performed and displayed, if there are several warehouses at one site. Labelled and non-labelled goods can be relocated by giving the source- and the destination warehouse. Completing, you will have the possibility to print a report.

10.1 Step 1 – Enter basic information



First, enter the **order code** and select the **source warehouse** and the **destination warehouse**. Then, press **Next**.

10.2 Step 2 – Scan goods

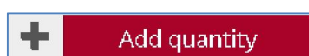


Second, process items and / or outer packages by means of scanning or manual entry.

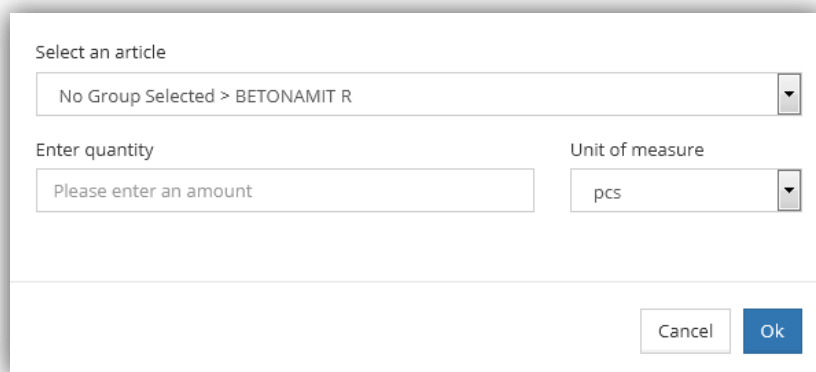
- If you have scanned a wrong item, you can undo it by changing the **scan direction**. Therefore, press the respective button. The barcode entry field will be marked in red. For example, items can be scanned out of a packaging, which means that it will not be relocate.



In case you want to send quantity-based items press the button



An inquiry field opens where you are enabled to select your desired article and to determine the corresponding amount. Confirm your entries with **OK**.



Select an article

No Group Selected > BETONAMIT R

Enter quantity

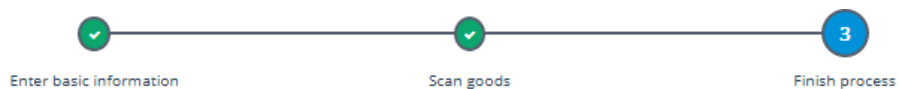
Please enter an amount

Unit of measure

pcs

Cancel Ok

10.3 Step 3 – Finish process



You can optionally leave a comment and a supply note. The button **Finish** completes the relocation process. You will automatically receive a report as .pdf file. This document can also be found in your stock book by processes (see *chapter 14.1. Stock book*) and in the menu **Document archive** (see *chapter 17 Document archive*).

11 Shipping

11.1 Step 1 – Enter basic information




Please, enter the **order reference number** (optional) and generate a **delivery note number** in the system.



Generate

Choose a **receiver** from the previously defined master data.



Create

If the receiver is not included in your partner master data, you can create the company and the site master data by pressing the belonging **Create** button out of the shipping process.

If the receiver has several **sites**, the respective one can be chosen from a selection menu.

Furthermore, it is possible to handover the goods directly to a **contact person** or a **shipper** with the appropriate license. To do so, mark the appropriate checkbox **Goods handover to**. Now you can select the person or **Create** a new one.

Click **Next** to confirm your entries.

11.2 Step 2 – Scan goods



Scan the items and / or outer packages to be sent or enter the barcode, respectively.

- If it becomes necessary to remove items and / or outer packages from the processes, this can be done by means of changing the scan direction. Therefore, press the button



The barcode entry field will be marked red.

←

Scan the items and / or outer packages to be removed or enter the barcode, respectively.

- If your scanned article is divisible, the following message box appears:

Divisible: Item
×

Amount

m

Cancel
Ok

Enter the desired amount and confirm with **OK**. Repeat this process until having registered all items to be shipped.

- If you would like to ship quantity based articles press the button



An inquiry field opens where you may select your desired article and determine the quantity. Confirm your entries with **OK**.

Select an article

No Group Selected > BETONAMIT R
▼

Enter quantity

Please enter an amount

Unit of measure

pcs

▼

Cancel
Ok

11.3 Step 3 – Finish process



This step lets you add a **comment** and a **supply note**, optionally.

Press **Finish** to go to the next step.

11.4 Step 4 – Files and documents



You will automatically receive a report as .pdf file. This document can also be found in your stock book by processes (see *chapter 14.1. Stock book*) and in the menu **Document archive** (see *chapter 17 Document archive*).

In this last step of the shipping process, you also may decide to perform three options. Therefore, click the appropriate button and follow the instructions.

- By means of **TTE-Trustcenter**, you are enabled to send additionally to the shipping process the delivery data to the receiver.
- The **XML Export** serves to save or to open the delivery data on your PC in order to e.g. send them via e-mail or USB flash to the receiver. Alternatively, it is also possible to perform the XML Export via stock book by processes. Hereunto you will find more information in *chapter 14.1. Stock book*.
- **Printing** delivers you a confirmation on the units booked into the shipping process.



12 Picking

By means of picking, you can create new or complement existing packaging hierarchies. The respective items or packaging units will be registered or re-combined. You will receive new packaging hierarchies, which subsequently can be used for further processes.

12.1 Enter basic information



In order to perform this process, add optionally an **order number** and press **Next**.

The field **order reference number** is used only when using the module “Guided Picking” (See *chapter 23 Optional Modules for your TTE-software*).

12.2 Scan goods



The next step lets you scan the barcodes of the desired items.

The scanned items are listed in the line **Scanned children**.

- If it becomes necessary to remove items and / or outer packages from the processes, this can be done by means of changing the scan direction. Therefore, press the button



The barcode entry field will be marked red.



Scan the items and / or outer packages to be removed or enter the barcode, respectively.

After you finished scanning of all desired items, press the button



Now you can scan or enter manually the code of the outer packaging.

The next step lets you define the packaging level of the outer packaging.

Finish this step with **OK**.



When defining the packaging level, it will be added to the existing code in the form of the AI20, i.e. the original code will be extended.
Example: 90DETTE#25012345#2009 („09“ equates the packaging level „Ad Hoc“)

After confirming your selection with **Ok**, you get a summary of your picking process. The field **Picking result** shows you the barcode of the outer packaging, article name, the amount and also the Net explosive weight.

By confirming with **Next**, you get to the next step of this process.

12.3 Select the destination warehouse



Now you can select the destination warehouse for your picked goods.

Press **Finish** to go to the last step.

12.4 Finish process



Finally, you will receive a confirmation of the successfully completed picking process.

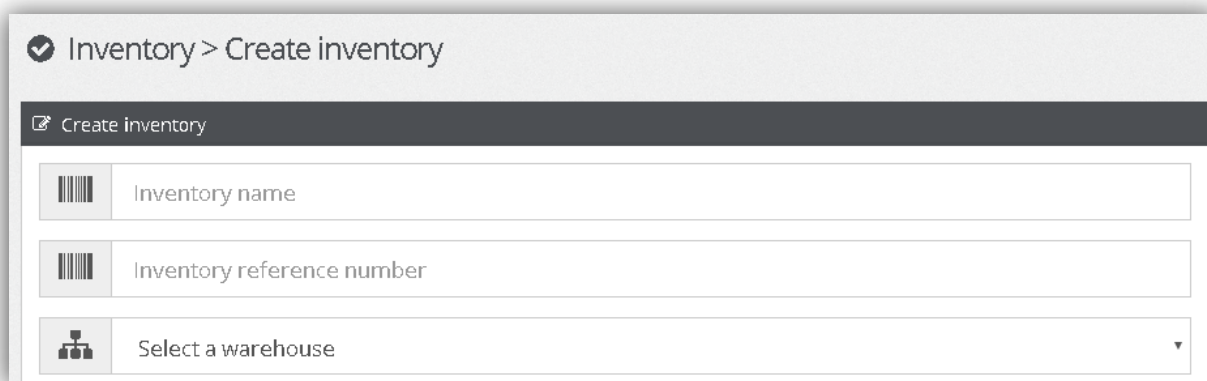


The report of the picking process lists all involved items, not only the items included in the picking result.
Example: an item scanned out of the package while doing the picking process will also be included in the report, though it is not included in the picking result.

13 Inventory

The inventory serves the comparison of physical and electronic storage. The inventory can be limited to warehouses and / or articles.


- Press **Create Inventory**.
- Enter the **Inventory name** and the **Inventory reference number**. Choose a **warehouse** and the corresponding **article**, which you would like to create the inventory for.



- Click **Create inventory** and then **Ok**.



Status	Inventory Order Number	Warehouse	Date of creation	Date of conclusion	
	Wkugl6gL	Bunker Dresden 1	22.02.2016		 

- The chart shown above gives an overview of the newly created inventory.
- Print a list of articles to be checked by pressing 

First level check:

- Check your stock in your warehouse and
- Enter the manually investigated number of units in the overview shown below.
- Click **Check**.

Inventory > First level check

✕ Go to overview Print report


First level check

Inventory Number:	d_fBullq	Date of creation:	07/06/2017 15:24:25
Inventory Order Number:	0222tp1A		
Warehouse:	Warehouse 1		


Inventory: [d_fBullq] - Warehouse 1

Article				Status
0003-TTE-0001	Teutonator 12m / 0,25	<input type="text"/>	pcs	

Check Go to overview

- If the check and the entry are right, the picking gets the status  and a **report** can be printed.

Second level check:

If you have made wrong entries, the picking gets the status  and a second level check becomes necessary.

- Press Details
- Click either Create stock-based inventory or Create unit-based inventory.
- **Stock-based inventory:** therefore, give the counted unit amount.
- **Unit-based inventory:** the items will be displayed and you will be able to tick the checked items.
- Click **Check**.

A **report** can be printed for any inventory process.

14 Stocks and bookings

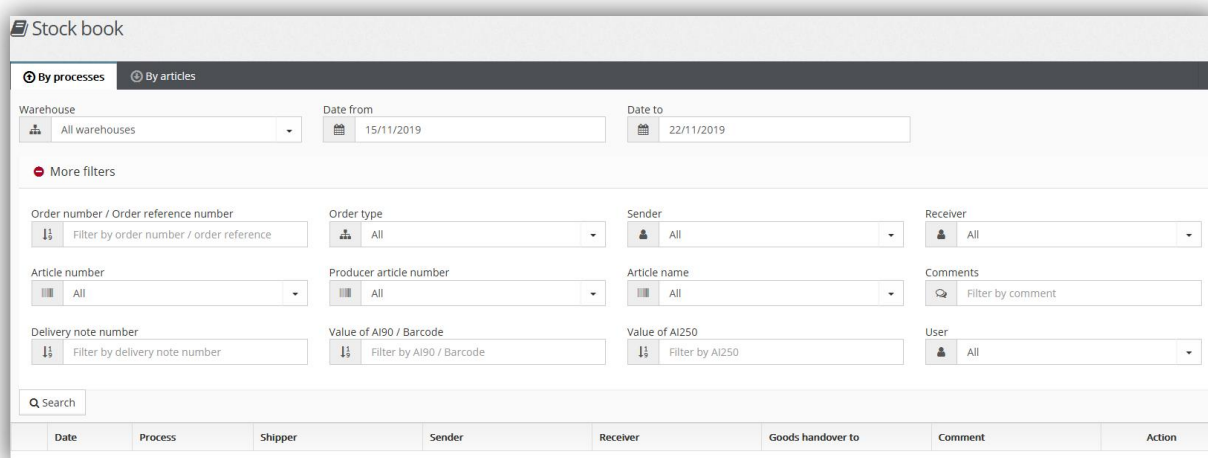
This menu item allows you to document and store all stock receipts and issues in accordance with national laws and regulations. In addition to the Stock book and the Current stock, there is also a Location overview as well as the Closing, which will be explained in more detail in the next chapter.

14.1 Stock book

The stock book allows you to view all goods movements sorted **By processes** or **By articles**. Please select the appropriate tab in the menu.

In order to limit the search on necessary data, you have the possibility to filter the view according to certain criteria (**More filters**):

- Order number / Order reference number
- Order type (the executed process)
- Sender
- Receiver
- Article number
- Producer article number
- Article name
- Comments
- Delivery note number
- Value of AI90 / Barcode
- Value of AI250
- User




The screenshot shows the 'Stock book' interface. At the top, there are two tabs: 'By processes' (selected) and 'By articles'. Below the tabs, there are input fields for 'Warehouse' (set to 'All warehouses'), 'Date from' (15/11/2019), and 'Date to' (22/11/2019). A 'More filters' section is expanded, showing various filter options: 'Order number / Order reference number' (with a search icon), 'Order type' (dropdown set to 'All'), 'Sender' (dropdown set to 'All'), 'Receiver' (dropdown set to 'All'), 'Article number' (dropdown set to 'All'), 'Producer article number' (dropdown set to 'All'), 'Article name' (dropdown set to 'All'), 'Comments' (with a search icon), 'Delivery note number' (with a search icon), 'Value of AI90 / Barcode' (with a search icon), 'Value of AI250' (with a search icon), and 'User' (dropdown set to 'All'). At the bottom, there is a 'Search' button and a table header with columns: Date, Process, Shipper, Sender, Receiver, Goods handover to, Comment, and Action.

In order to start the search, click **Search**. You will receive an overview on your stock, your entries and withdrawals.

By pressing **Print** you can create a document with the chosen selection.



Please note that the processes *Receipt directly into consumption* and *Restore directly into shipping* are only visible when ALL warehouses are selected, since these processes involve physically no warehouse.

Stock book by processes and stock book by articles offer the possibility to view details about the process by pressing the  symbol.

In addition, the last column of the stock book by processes (also visible when using the detailed view of the stock book) offers **Further actions**:

Falk	TTE Europe GmbH Tannenstr.2 01099 Dresden Germany Schirmer, Falk			<div>  Documents ▼ </div> <div> Further actions  </div>
be GmbH rasse 2 esden	TTE Europe GmbH Tannenstrasse 2 01099 Dresden Germany Schirmer, Falk			<div>  Documents ▼ </div> <div> Documents  Documents Further options  Goods handover to </div>
Falk	TTE Europe GmbH Tannenstr.2			

- **Documents:** Access to the reports belonging to the respective process and, if applicable, the XML file (see *Chapter 15 Advanced Reports*).
- **TTE-Trustcenter:** by using this action the delivery data (XML files) of your shipment are transmitted automatically to the recipient for a second time by means of TTE-Trustcenter (only available for process *Shipping*, see also *chapter 23 Connection to TTE-Trustcenter*)
- **Goods handover to:** if not yet happened, you may complete the persons data and permits, whom the delivery was handed to (only available for processes *Goods Receipt* and *Shipping*)
- **Cancellation:** Enables you to cancel a goods receipt (available only in the *Goods Receipt* process).

Furthermore, the stock book by processes informs you about the status of the automatical XML-upload to the Trustcenter (see also *chapter 23 Connection to TTE-Trustcenter*) via message boxes in the column **Process**.

14.2 Current stock

This menu point shows the currently available amount in the respectively selected warehouses, sorted by article groups and their articles.

Several filters can be used for refining your search here, too.

- Article group
- Article number
- Producer article number

- Article name

Current stock


Warehouse:

More filters

Search

Print

Artikelgruppe VA	Total ▶	20 pcs	Total NEW▶	0 kg
Articles without article group	Total ▶	1,927 pcs	72 kg	Total NEW▶ 73.5204 kg

By clicking on  you will be shown more details about the individual items and their storage location.



Please note that one article number can be assigned for different AI90 / AI240 combinations. And thus when selecting an article number, two articles can be displayed.

14.3 Location overview

In the location overview you can, sorted by articles, have an insight on the barcodes of the articles stored in the warehouse.

Location overview


More filters

Export as Excel Export as PDF

Refresh

AI90	AI250	Warehouse	Packaging level	Quantity value	NEW	Production date	Batch number	Article group	Article number	Name	Producer article number	Management
<input type="text"/>	<input type="text"/>	All warehouses						All	All	All	All	
90E5008#2501203190723000010		test	Outer packing	210 pcs	0.042 kg	29/07/2019		Connectors	90E5008#240SDME00 B0360	RIONEL SCX 42 ms 3.6 m	SDME00B0360	
90E5008#2501203190723000011		test	Outer packing	210 pcs	0.042 kg	29/07/2019		Connectors	90E5008#240SDME00 B0360	RIONEL SCX 42 ms 3.6 m	SDME00B0360	
90E5008#2501203190820000075		test	Outer packing	210 pcs	0.042 kg	21/08/2019		Connectors	90E5008#240SDME00 B0360	RIONEL SCX 42 ms 3.6 m	SDME00B0360	

You will get an overview on all elements, sorted by the barcodes of the highest packaging level. A variety of filters is available to help you find one or more specific elements more quickly:

1. To filter for **AI90**, **AI250** or **Batch number**, enter the searched value into the corresponding field below the column name
2. To filter for **Warehouse**, **Article group**, **Article number**, **Name** or **Producer product code**, select the desired value from the corresponding dropdown menu below the column name.
3. The shown elements can be sorted by **AI90**, **AI250**, **Warehouse**, **Packaging level**, **Production date**, **Batch number**, **Article group**, **Article number**, **Name** and **Producer product code** by clicking the corresponding column name.
4. To get a structure overview of a packaging level, press the  button in front of the packaging level.

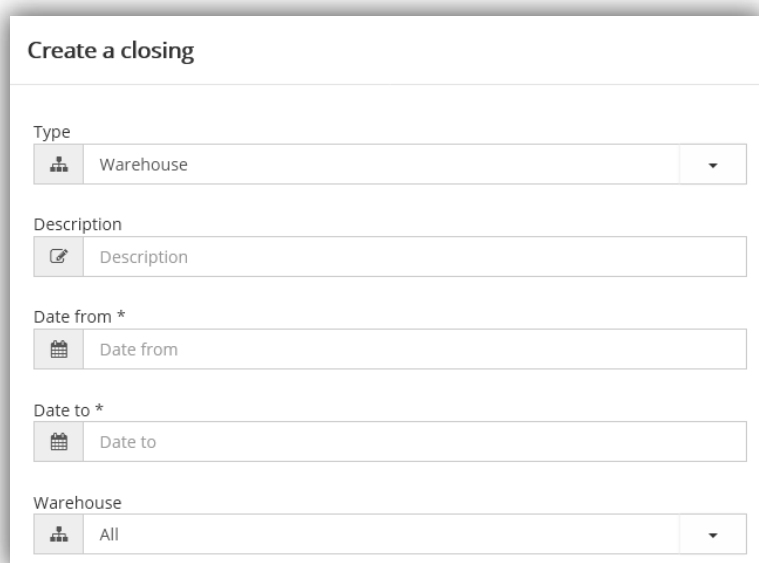
- Alternatively, by pressing  **More filters** , **Mixed handling units, Packaging units** and **Stock relevance** can be shown or hidden.

It is also possible to export your location overview in Excel or PDF format. To do this, press the corresponding blue button. You can then use a selection to specify whether you want to export an overview of all elements or only the elements of the highest packaging level. A previously performed filtering remains active for the export.

14.4 Closing



The closing enables you to create a document, which shows the initial stock, the entries, withdrawals, and the end stock of one or more warehouses or a whole site for a certain period.

- Choose the button **Create a closing**, select the type (warehouse or site) and enter the required information:



The screenshot shows a web form titled "Create a closing". It contains the following fields:

- Type:** A dropdown menu with a warehouse icon and the text "Warehouse".
- Description:** A text input field with a document icon and the placeholder text "Description".
- Date from *:** A date selection field with a calendar icon and the placeholder text "Date from".
- Date to *:** A date selection field with a calendar icon and the placeholder text "Date to".
- Warehouse:** A dropdown menu with a warehouse icon and the text "All".

- Finish your action by pressing **Save**.
- To view the closing, select the time and, if necessary, a warehouse and press **Search**.
- An overview on all already saved closings within the selected period is disposable.
- Any closing can be viewed or printed as a .pdf file by pressing the  button. In addition, there is the possibility to delete a closing by pressing the  button.



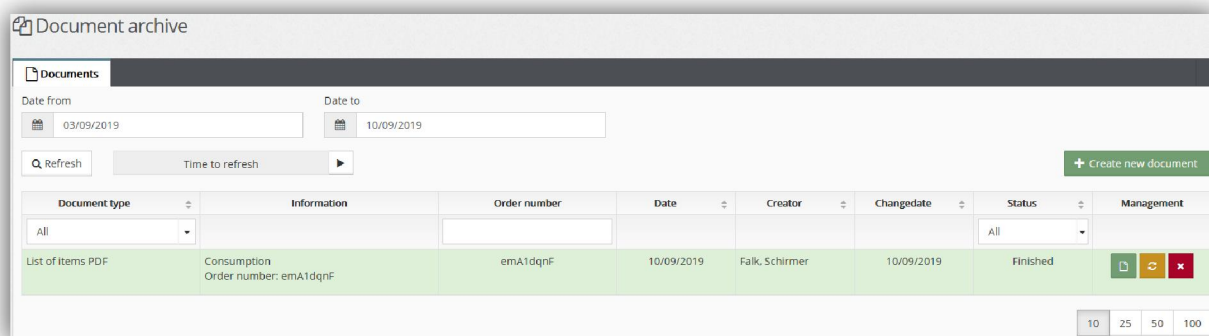
In case a site has no warehouse, the closing can only be done for the site.



Please note that the processes *Receipt directly into consumption* and *Restore directly into shipping* are not visible in a closing for a warehouse, since these processes involve no warehouse physically. To view these processes in the closing document, select the closing for the whole site.

15 Document archive

This document management system enables quick access to the print documents that have already been created.






The screenshot shows the 'Document archive' interface. At the top, there's a 'Documents' tab. Below it, there are filters for 'Date from' (03/09/2019) and 'Date to' (10/09/2019). A 'Refresh' button and a 'Time to refresh' dropdown are also present. A '+ Create new document' button is in the top right. The main area is a table with columns: Document type, Information, Order number, Date, Creator, Changedate, Status, and Management. The table shows one document: 'List of items PDF' with status 'Finished'. The Management column has icons for Save, Delete, and Reload. At the bottom right, there are pagination controls: 10, 25, 50, 100.

By selecting the desired period (**Date from** and **Date to**) and clicking the **Refresh** button, you obtain a chronological list of the documents belonging to the processes at the active location.

To find a document more quickly, click on the respective column captions **Document type**, **Date**, **Creator**, **Changedate** and **Status** to sort it alphabetically within the selected column.

It is also possible to filter by entering a character string in the Order number field.

You can edit the displayed documents using the corresponding buttons in the **Management** column:

- **Save** 
- **Delete** 
- **Reload** 

When a document is reloaded, it is recreated. **Refresh** the view and the newly created document is available again.

The colored background of the table row belonging to the respective document shows the following states:

- Green: already created document, available
- Yellow: document in the creation process, in processing



Please note that a document in the creation process (yellow background) cannot be deleted, this is only possible when processing has been completed (green background).

16 Authorities-Info

According to the EU-Guidelines, any company that possesses explosives is obligated to give information on any item to the competent authority. Precondition for an information summary is the complete entry of the producer code and the serial number. The information to the authority must contain following:

- Barcode
- Producer article number
- Article name
- Status
- Date of storage
- Date of removal
- Receiver
- Consumer
- Action

Enter consecutively in the corresponding fields, the AI90 and AI250, which are indicated on the label of the item or the packaging level. Alternatively, you can also scan the barcode given on the label with a scanner.

Authorities-Info

Authorities-Info

Value of AI90

Value of AI250

Filter barcode

ES008

9201170424000100

90ES008#2509201170424000100

Search

Barcode	Producer article number	Article name	Status	Date of storage	Date of removal	Receiver	Consumer	Action
90ES008#250920117042400100	SSEB0250000	RELES MICRORET. 25 MS EMB. 1.45	Stored internally Test test	21/11/2019				Details



In order to fulfill the 24/7 information obligation towards the authorities, you can open the EU-Information (authority access) user. The rights of this user are limited by means of the function "authority access". The authority herewith receives only the access to the EU-Information. More information hereunto is to be found in the *chapter 5.5.3. User rights*.

Beside the numerous filter options in the stock book by processes, the authorities' info also offers a possibility to search information about performed processes of an item or package. To do so, press the **Details** button in the last column.

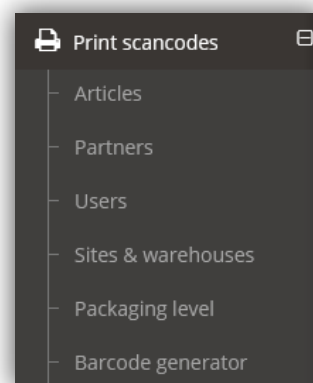
17 Print scancodes

The function **Print scancodes** serves to transform master data information into barcodes. Articles, users, sites / warehouses, partners (e.g. suppliers, shippers) are one example from the master data. Barcodes serve to simplify and to fasten the usage of mobile devices.

Additionally, the **Barcode Generator** can also be found here (see also *chapter 4.2.3. Barcode Generator*).




Please consider that changes in the master data possibly may result in creation of new barcodes in order to be able to proceed working with them.



You may also print the barcode for your user and thus evade entering manually the user data for login on your mobile device. Please, proceed as follows to create a barcode from the master data information:

1. Choose the master data information, which you would like to transfer into barcodes (Articles, Partners, Users, Sites and Warehouses, Packaging level).
2. Tick any data you wish to print as barcode.
3. Press **Print** in the right up corner, which consequently creates a .pdf file. Open and print it.

List of users

Users	Address	DMC
Administrator Administrator	Germany	



Your mobile device is preset to scan and to proceed with the description of the article. Please, shift manually the settings, if you would like to scan and proceed with the AI240 and get the producer article number displayed. For more information, see *chapter 24.11 Miscellaneous 4* of the TTE-Mobile user manual.

Article group

Artikelgruppe VA



Articles	Description	Producer article number	DMC
	VA 4 M #12	DEDV04.0-12C-01	

18 Others

This menu contains two functionalities to check the content of barcodes.



18.1 Structure overview

The structure overview enables you, to view and to check rapidly and easily the structure of your packages.

- Scan or enter manually the barcode of the packages (boxes, container, pallets, etc.) and you will be given the contained packaging structure with the respective items and information about the warehouse where they are stored.

18.2 Barcode validation

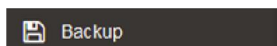
This function serves the validation of barcodes. Therefore, scan or enter manually the desired barcode, press Enter and the content of the barcode will be shown. The content of the barcode is divided into the respective AIs: AI90, AI240 and AI250.

By the way, you can also create FEEM compliant barcodes or barcodes with free text by means of your TTE-Online /TTE-Local. For more information, see *chapter 4.2.3. Barcode generator*.

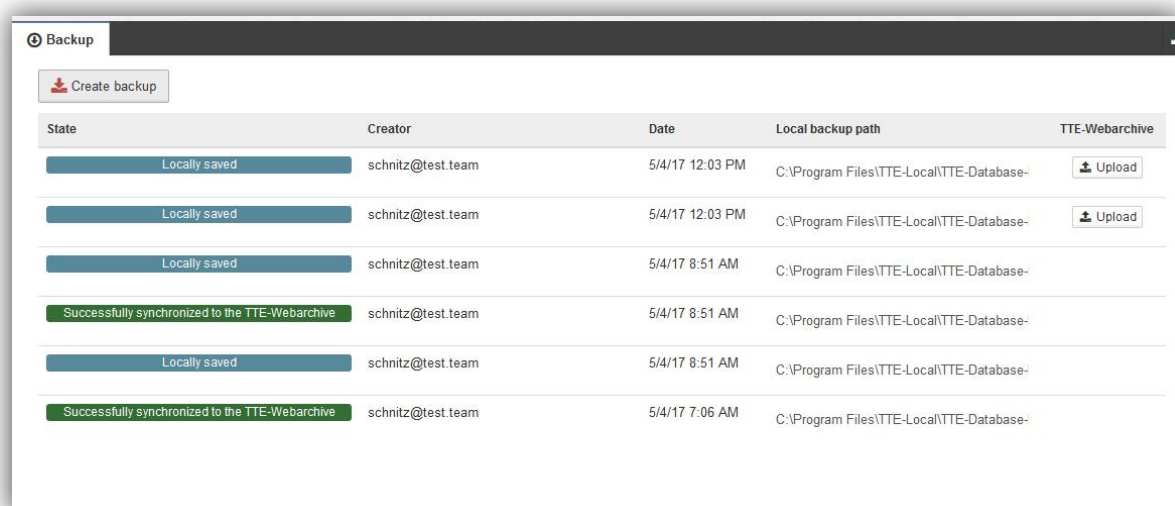
19 Backup

If you possess a TTE-Plus Local, you additionally have a data backup function.

You find it included in the sidebar at lower left:



Therefore, click **Create backup** and your data will be saved in the desired register.



If you have purchased the **TTE-Webarchive** in addition, you can upload your data via internet to the TTE-Webarchive. For further information please contact your TTE partner.

To upload your data into the TTE-Webarchive press the button **Upload**.

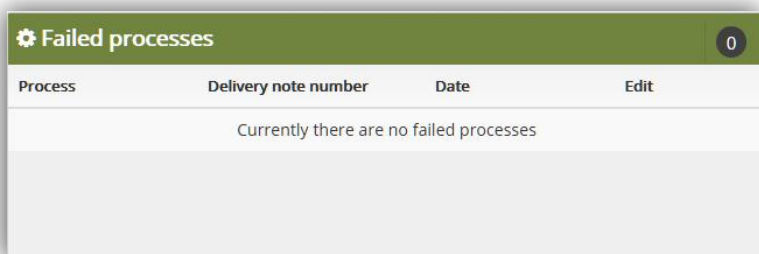
20 Widgets


Widgets are windows that display current information about the TTE system. These are short messages placed centrally on the dashboard, such as alerts, news, help, or a list of recently failed processes. Widgets are only visible to users with the Administrator, Site Administrator and Quality manager roles.

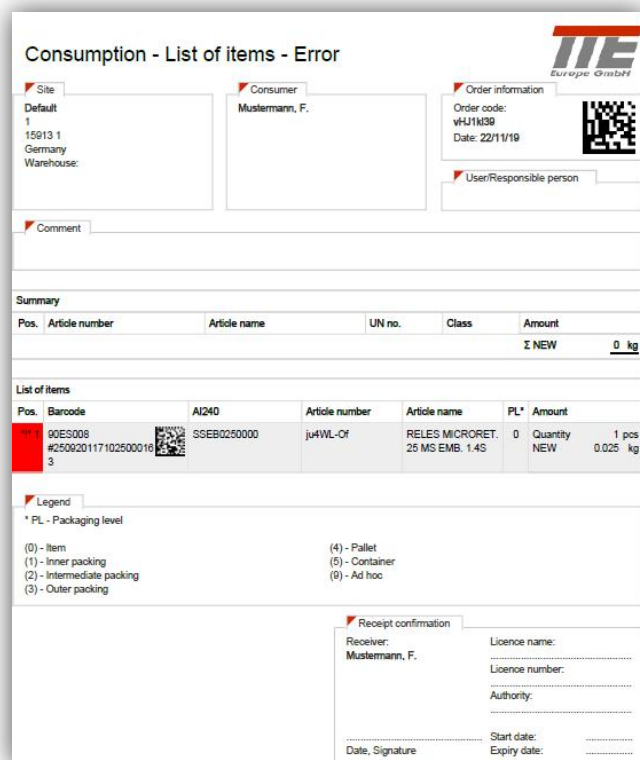
Warnings can indicate, among other things, obsolete MDE versions, faulty article master data, missing article groups or expiring explosion licenses.



Failed processes shows a list of processes that are error-prone and could not be processed completely by the system.



To find out more details about the respective procedures, press the button  behind the particular process. You will receive an error report in which the single piece or single pieces causing the problems are highlighted in red.




The screenshot shows a 'Consumption - List of items - Error' report. It includes fields for Site (Default), Consumer (Mustermann, F.), Order information (Order code: vHJ1K39, Date: 22/11/19), and User/Responsible person. A QR code is also present. Below these fields is a 'Summary' table with columns: Pos., Article number, Article name, UN no., Class, Amount. The table shows a total of 0 kg. Below the summary is a 'List of items' table with columns: Pos., Barcode, AI240, Article number, Article name, PL*, Amount. The table shows a total of 0.025 kg. A 'Legend' section explains the PL* packaging levels. At the bottom, there is a 'Receipt confirmation' section with fields for Receiver, Licence name, Licence number, Authority, Date, Signature, Start date, and Expiry date.

The red marked logistical units are blocking the processing of the synchronized process.


Please check the status, the storage location and the amount of the red marked entries. The following cases are conceivable:

Process	Status	Storage Location	Amount
<i>Receipt</i>	The logistical units cannot be already stored.	-	-
<i>Consumption</i>	The (to be consumed) logistical units must be stored.	The logistical units must be stored at the source location.	The amount to be consumed cannot be more than the amount currently stored.
<i>Restore</i>	The logistical units must be already consumed.	The destination warehouse, which has been chosen, must be set active.	The amount, which has been restored, cannot be more than the amount, which has been consumed.
<i>Shipment</i>	The logistical units must be stored.	The logistical units must be stored at the source location.	The amount to be shipped cannot be more than the amount currently stored.
<i>Relocation</i>	The logistical units must be stored.	The logistical units must be stored at the source location.	The amount to be relocated cannot be more than the amount currently stored.
<i>Picking</i>	The logistical units must be stored.	The logistical units must be stored at the source location.	The amount to be picked cannot be more than the amount currently stored.
<i>Production</i>	The logistical units must be unknown to the TTE-System.	The destination warehouse, which has been chosen, must be set active.	-
<i>Discard</i>	The logistical units must be stored.	The logistical units must be stored at the source location.	The amount to be marked cannot be more than the amount currently stored.
<i>Destruction</i>	The logistical units must be stored.	The logistical units must be stored at the source location.	The amount to be destroyed cannot be more than the amount currently stored.

Pressing the button  removes the respective message from the widget box.

21 Logout

If you have completed all processes in TTE-Online / TTE-Local, please do not forget to Logout by means of the

Logout button .

22 Connection to TTE-Trustcenter

TTE-Trustcenter serves to transfer all relevant information on the shipment as well as a list of all items packed in one shipment to your trading partner. The data is being sent as XML files.

In order to create a connection to your TTE-Trustcenter and TTE-Online / TTE-Local, the following information is necessary:

- Enter the Trustcenter-User and the Trustcenter-Password in the belonging fields in your master data menu **Company profile**. TTE-Europe GmbH will provide this data.
- Enter the site codes of your sites in the master data menu **Sites / Warehouses** (see *chapter 5.6. Sites and warehouses*). It is important, that the site codes that are entered in TTE-Online / TTE-Local do correspond to the ones in Trustcenter, and vice versa. In case any questions occur, please contact TTE-Europe GmbH.

In order to transmit the data to your trading partner, following additional information is necessary:

- In the partner master data, you may enter all site codes of your partners' sites (see *chapter 5.4. Partners*). Contact your trading partners to receive his / her site codes. This is the only way to assure, that the transmission works. Otherwise, no data can be transferred.

23 Optional modules for your TTE-software

You have the possibility to buy the following software modules additionally to your TTE-software. Please do not hesitate to ask us for more information.

23.1 Gun building module

The gun building module provides a simple way of data capture for building and disassembling perforating guns, which are used for extracting oil and natural gas. This functionality is similar to the assembling of different articles into a new article.

The gun building module consists of 3 different processes:

- Gun building
- Gun rework
- Gun downloading

23.2 Order module (includes guided picking)

The order module allows sending predefined shipping and picking orders to the warehouseman and let him process the order at a predefined date.

Orders can be created via the user interface in TTE-Enterprise / TTE-Online or imported via our standard interface automatized into the TTE-software from a third party system.

This allows a better monitoring of the logistic processes and a simple and safe control of the orders by the warehouseman.

23.3 Alarm module

The alarm module allows showing the expiry date of explosives with different warning stages in the location overview. Many explosives are having a shelf life. To know in advance which items should be shipped respectively are no longer allowed to sell, an overview for the warehouseman is necessary. The alarm module provides this functionality.

23.4 QA-module (quality assurance)

The QA module offers the possibility of further processing logistical units directly from the warehouse overview by selecting them via checkbox. This can take place, for example, after the processing of an inspection plan for quality assurance with subsequent release of the goods. The processes Shipping, Relocation and Destruction are available for selection.

24 FAQ

Where do I get my article master data from?

Please contact your supplier, producer or shipper; they will be able to give you the necessary article master data. TTE-Europe GmbH does have some article master data available and will be glad to help you.

What are possible errors at the CSV-Import?

See CSV-Import manual.

What are the possible measurement units?

Unit of measure	m	ft	g	kg	t	l	pcs
description	meter	foot	gram	kilogram	ton	liter	pieces

Can measurement units be changed?

It is possible to perform stock affecting changes of measurement units of an article in its master data. Thus, the new measurement unit will be adapted to all articles on stock and made visible by means of a stock correction in the stock book by processes. Already handled articles are not affected thereby.

When should I synchronize my mobile device with TTE?

It is important to synchronize the mobile devices always the same day when goods movements were performed, in order to assure proper stock book entries.

There is a non-maintained article in my system, which was entered by means of XML Import. What can I do?

If you notice a non-maintained article (article without article group) in your article master data after having performed a goods receipt, please proceed as follows:

1. Edit the new article as described in *chapter 5.3*. Save the changes.
2. Please check if further data that were imported by the XML-file (e.g. NEW) are correct.

25 Help

Please contact us, if more questions occur. We will be glad to help you.

TTE-Europe GmbH

Phone:

For technical support call at + 49 (0) 351 826 65 199

For commercial or administrative issues call at + 49 (0) 351 826 65 100

E-mail: support@tt-e.eu

Internet: www.tt-e.eu

26 Glossary

Status	Especially relevant in all master data: Selection between active and inactive, which activates or deactivates articles, article groups, partners, partner contacts, partner sites, user sites, warehouses and mobile devices. Deactivation means that these data will not any longer be available in the selection list.
Packaging level	To each article, that is going to be created in your TTE-Online / TTE-Local, a packaging level will be assigned. The smallest levels are items and quantity based articles. The added levels must necessarily be higher than the first ones. The highest levels are pallets, container and ad hoc.
Unit count	Is a numeric value that gives the overall quantity of a single article or the completely packaging level. Set the respective unit in the field unit of measure.
Site	Each company partner has at least one site, where explosives are being worked with. It is always given in the master data of TTE-Online / TTE-Local.
Warehouse	Each of the sites stated above can have a warehouse. One site can use any number of warehouses. They are also entered in TTE-Online / TTE-Local.
Site code	The site code will be defined via TTE-Trustcenter and must be entered in the site and partner master data of TTE-Online / TTE-Local. It serves the identification of the site as unique code. It cannot be entered twice.
Delivery data set	Delivery data sets are XML files that by means of data transfer (TTE-Trustcenter, E-mail or storage medium) are going to be imported into your TTE-Online / TTE-Local. Thus, deliveries in the goods receipt can be checked.
Production site code	Also: AI90. Serves the identification of explosives. i.e. in Germany, the AI90 is assigned by the BAM.
Ad hoc	A type of packaging level. It is freely selectable und does not belong to any order. This packaging level may contain individually determined properties.
Mobile device	The mobile device serves the registration and further procedure of information that it receives from a barcode.
UUID	The Universal Unique Identifier is a number, which serves the identification of the respective mobile device.
Shipment number	Corresponds to the delivery note number.
Quantity based items	Quantity-based items are all unlabeled items. These articles can only be processed on a quantity basis due to the missing identification. Quantity-based articles are not declared divisible. Labelled outer packaging with quantity-based articles are an exception, e.g. unlabeled boosters in a labelled box.
Items	All elements with clear marking on the explosives and every smallest packaging unit. (e. g., cartridged explosives, detonator, coil, ignition cord).