

TQS Technologies Inc.

TQS Fusion 2

Version 1.7

Quick Start Guide

Rev. 5 | January 2017

Contents

- Contents 2
- Legal Information 3
- Getting Started 4
- Dashboard 4
- Transactions 6
- Operations 8
- Inventory 10
- Fusion 2 Mobile 11
- Printer Agent 11
- Administrative Functions 12
- Reports 14
- Plugins 15
- Symbols 17
- Support 18

Legal Information

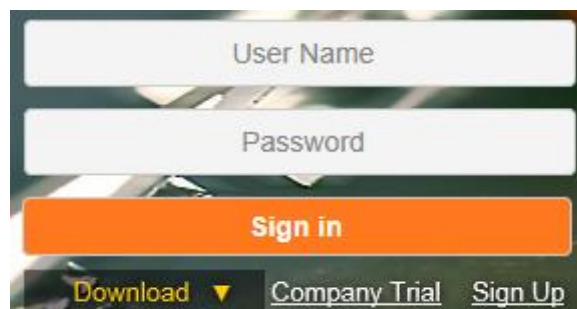
Copyright © 2015 TQS Technologies. All rights reserved. A ThreePL Quality Systems Inc. Company.

This document is subject to change. This document and the information herein are provided for the sole use of the intended recipient(s) and for information purposes only. This document contains contents which are the confidential and proprietary information of TQS and/or its licensors. TQS may have patents, patent applications, trademarks, copyrights, or other intellectual property rights covering the subject matter hereof. Unless specifically set forth in a separate written agreement signed by TQS, the furnishing of this document does not give you any license to these patents, trademarks, copyrights, or other intellectual property. TQS, the names of its products, services, and their respective logos are registered trade or service marks of TQS, Technologies. This document may not be modified, reproduced, or transmitted in any form or by any means, electronic or mechanical, for any purpose, without TQS's prior written permission. TQS makes no warranty, express or implied, with this document or the information contained herein.

Getting Started

Getting started with Fusion 2 is simple. Access www.tqsfusion.com and enter your username and password.

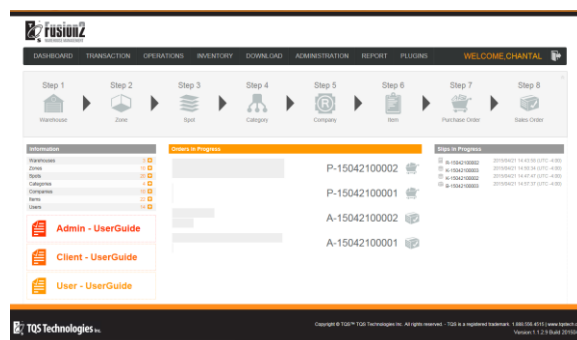
First time users need to sign up for an account.



Dashboard

The Dashboard is the first page you see when you log into Fusion 2. Warehouse Information, In Progress Orders, and In Progress Slips can all be viewed from the Dashboard.

The full User Manual can be downloaded from the Dashboard.



Information Panel

The information pane gives a snap shot of pertinent information regarding your operations.

Information	
Warehouses	13 +
Zones	19 +
Spots	45 +
Categories	3 +
Companies	20 +
Items	65 +
Users	17 +

In Progress Orders

All orders in progress, Sales and Purchase that were created in the last seven days, appear in this list.

Each order has a percentage next to it indicating completeness and an icon designating the type of order.

In Progress Orders		
	A-14081400003	
	A-14080700009	
	A-14080700010	
PICK	80%	
PACK	20%	
	A-14080800004	
	A-14080800005	

In Progress Slips

All slips in progress, receipt, pick, pack and move, appear in this list. Each type of slip has a designated icon to indicate which type of slip.

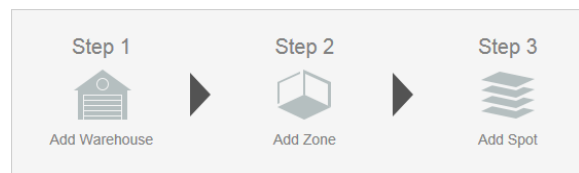
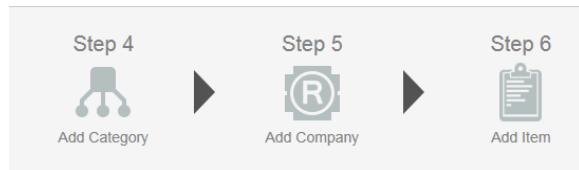
In Progress Slips		
	R-14070900002	7/9/2014 10:16:30 PM
	R-14070900004	7/9/2014 10:23:01 PM
	R-14071000005	7/10/2014 5:19:46 AM
	R-14071400010	7/14/2014 10:10:16 PM
	B-14071500001	7/15/2014 10:03:45 PM
	K-14071500002	7/15/2014 10:07:32 PM
	B-14071600001	7/16/2014 5:30:17 AM

Setting up a Warehouse

Follow steps 1 through 6 from the Dashboard to set up your warehouse.

Click on the icon of the task you want to perform.

Note: Steps need to be completed in order. A warehouse must be added before a zone is added, but a warehouse doesn't need to be added every time a zone is.

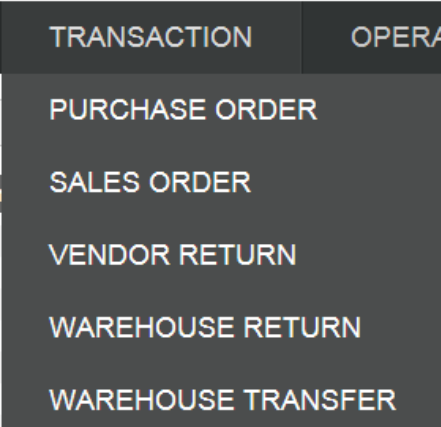


Transactions


Transactions include any orders, returns, kits, and transfers.

Mouseover Transactions and click your selection to view a list.


Each Transaction page will have a list of all current transactions, organized by most recent. The icons on the right of the list indicate which options are available to you. See [Symbols](#).




PURCHASE ORDER		Search By Number	Search				
Order Number	Vendor	Billing Address	Contact	Status	Date Created	Receipt Rate	
P-1408300002	TVend	76 N Street, Edmonton	Contact	Filled	2014/08/29 23:03:47 (U...	100%	🔍 📄
P-14082800006	PVendor (Pate test vend...	ac,ac,ca,Canada	pate	Filled	2014/08/28 05:05:19 (U...	100%	🔍 📄
P-14082800005	TVend	76 N Street, Edmonton	Contact	Outstanding	2014/08/28 02:20:44 (U...	62.5%	🔍 📄 📄
P-14082800003	TVend	76 N Street, Edmonton	Contact	Outstanding	2014/08/28 01:36:24 (U...	25%	🔍 📄 📄
P-14082700005	KV005 (ken test vend...	fdsa,ds,ds,Canada	fdsa	Filled	2014/08/27 04:29:13 (U...	100%	🔍 📄
P-14082700004	TVend	76 N Street, Edmonton	Contact	Filled	2014/08/26 10:32:00 (U...	100%	🔍 📄
P-14082700001	KV002 (knnethlest vend...	fdsa,dsa,ds,Canada	fds	Filled	2014/08/26 23:54:23 (U...	100%	🔍 📄
P-14082600002	TVend	76 N Street, Edmonton	Contact	Filled	2014/08/25 23:21:15 (U...	50%	🔍 📄
P-14082600001	TVend	76 N Street, Edmonton	Contact	Filled	2014/08/25 23:08:36 (U...	100%	🔍 📄
P-14082500012	TVend 2	35 Broad St, Toronto	Contact	Filled	2014/08/25 11:18:38 (U...	100%	🔍 📄
P-14082500006	TVend	76 N Street, Edmonton	Contact	Filled	2014/08/25 04:23:53 (U...	100%	🔍 📄
P-14082500005	Company 1 (Test compa...	123 Fort,Hamilton,ON,C...	Conrad Tactman	Outstanding	2014/08/25 02:18:53 (U...	0%	🔍 📄 📄
P-14082500003	TVend	76 N Street, Edmonton	Contact	Outstanding	2014/08/24 23:51:38 (U...	0%	🔍 📄 📄 ✕
P-14082200015	TVend 2	35 Broad St, Toronto	Contact	Outstanding	2014/08/22 14:41:57 (U...	0%	🔍 📄 📄 ✕
P-14082200014	TVend 2	35 Broad St, Toronto	Contact	Filled	2014/08/22 14:41:02 (U...	100%	🔍 📄

Transactions are created by clicking the new icon  at the top right of each Transaction page.

Purchase Orders

Purchase Orders are used when purchasing items from a Vendor. Click the new icon  on the Purchase Order page to create.

Vendor Return


A Vendor Return is created when an item or items are being returned to a vendor. Click the new icon  on the Vendor Return page to create.

Warehouse Transfers


To move an item from one warehouse to another, a Warehouse Transfer must be created.

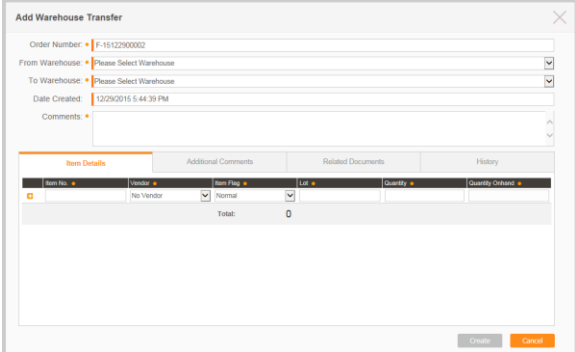
Once a Warehouse Transfer has been created, Pick and Pack slips are created at the origin warehouse and a Receipt slip is created at the destination warehouse.

Sales Orders

Sales orders are used when selling items to a dealer. Click the new icon  on the Sales Order page to create.

Warehouse Return

A Warehouse Return is created when an item or items are returned to your warehouse. Click the new icon  on the Warehouse Return page to create.



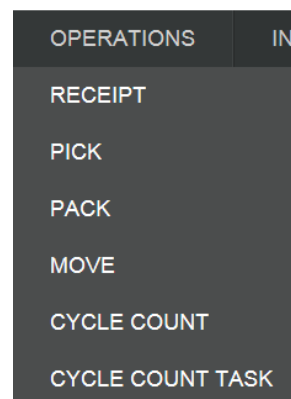
Item No.	Vendor	Unit Price	Lot	Quantity	Quantity Outward
	No Vendor	Normal			
Total:				0	

Operations


Operations include all slips.

Mouseover Operation and click your selection to view a list of those slips.

Each Operation page will have a list of all current slips, organized by most recent. The icons on the right of the list indicate which options are available to you. See [Symbols](#).



Receipt Number	Status	Warehouse Name	Date	
R-14091000001	Received	5000	2014/09/10 10:09:57 (UTC -4:00)	
R-14083000003	Received	600(Pate Warehouse)	2014/08/29 19:09:23 (UTC -4:00)	
R-14083000002	Received	200	2014/08/29 23:07:27 (UTC -4:00)	
R-14082800012	Received	300(test)	2014/08/28 05:49:04 (UTC -4:00)	
R-14082800011	Received	200	2014/08/28 05:48:01 (UTC -4:00)	
R-14082800010	Received	200	2014/08/28 05:10:09 (UTC -4:00)	
R-14082800006	Received	200	2014/08/28 04:11:00 (UTC -4:00)	
R-14082800005	Received	200	2014/08/27 23:07:46 (UTC -4:00)	
R-14082800004	Received	5000	2014/08/28 02:22:14 (UTC -4:00)	
R-14082800003	In Progress	600(Pate Warehouse)	2014/08/28 01:46:29 (UTC -4:00)	
R-14082800002	Received	5000	2014/08/27 21:40:05 (UTC -4:00)	
R-14082800001	In Progress	600(Pate Warehouse)	2014/08/27 20:06:31 (UTC -4:00)	
R-14082700010	Received	200	2014/08/27 05:30:37 (UTC -4:00)	
R-14082700009	Received	300(test)	2014/08/27 05:29:44 (UTC -4:00)	
R-14082700008	Received	200	2014/08/27 05:27:29 (UTC -4:00)	

Operations are created by clicking the new icon  at the top right of each Operation page or using an add icon from a Transaction page.

Add Receipt

Receipt Number: R-15123000002

Order Number: []

Status: In Progress

Warehouse: Please Select Warehouse

Date Created: 12/30/2015 10:00:05 AM



Comments: []

Item No.	Vendor	Spot	Item Pkg	Lot	Quantity	Op. 11 Position
	No Vendor		Normal			
Total: 0						

Create Cancel



Receipt Slips

Receipts show which items from a Purchase Order or Warehouse Return that have been received to the warehouse.

Receipt slips are created from the Purchase Order or Warehouse Return pages using the Add Receipt icon  or from the Receipt Slip page by page using the New icon .

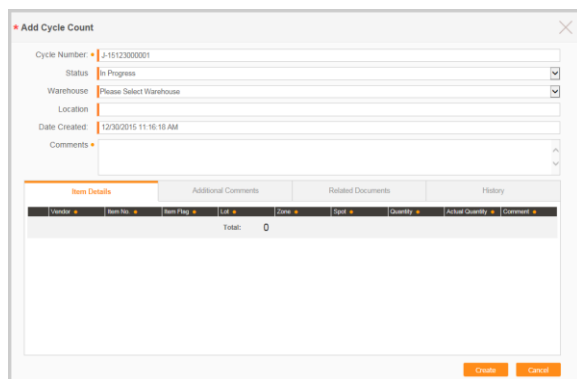
Pack Slips

Pack slips indicate which items need to or have been packed and are ready to ship from a Sales Order or Vendor Return.

Pack slips are created from the Sales Order or Warehouse Return pages using the Add Pack icon  or from the Pack Slip page by page using the New icon .



Cycle Count

Cycle Count is used to help keep track of your inventory. Add new and manage existing Cycle Counts from the Cycle Count page.




Pick Slips

Pick slips indicate which items need to or have been pulled from the stock of a warehouse from a Sales Order or Vendor Return.

Pick Slips are created from the Sales Order or Vendor Return pages using the Add Pick icon  or from the Pick Slip page by using the New icon .

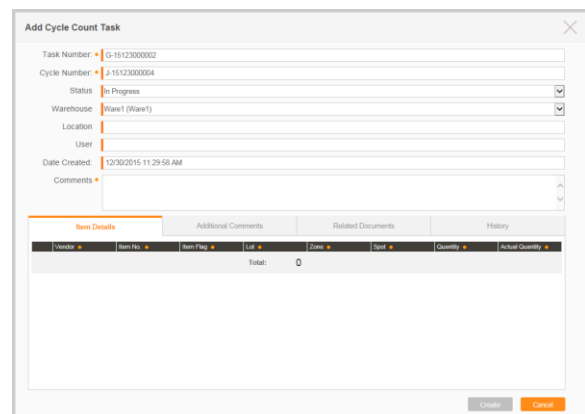
Move Slips

Move slips are used to move items from one zone or spot to another, within the same warehouse.

Move slips are created from the Move Slip page by using the New icon .

Cycle Count Task

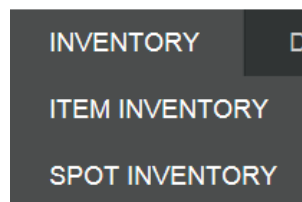
Cycle Count Tasks can be managed through the Cycle Count Task page. Add Cycle Count Tasks to assign the Cycle Count to a worker.



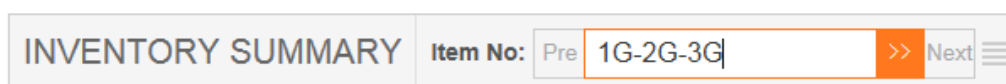
Inventory

Inventory can be viewed by either Item or Spot.

Mouseover Inventory and click **Item Inventory** or **Spot Inventory**.

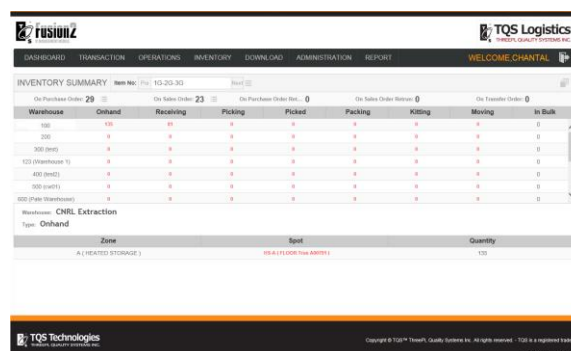


Item Inventory




To view the details of a particular item, enter an item number into the Item No field at the top and click the orange arrow.

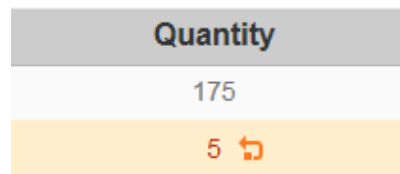
A detailed list of the item appears. The quantity that is on any orders shows above the list while the list shows the quantity in each warehouse and its status.



Quick Move

An item can be moved from one spot to another without having to create a Move Slip.

Beside the Quantity the Quick Move icon  appears when you mouseover the row.




Spot Inventory

To view the details of a spot, enter the spot code into the field and click the arrows.

INVENTORY SUMMARY Spot Code: Pre | >> Next

Inventory Adjustment

To adjust the inventory, click the Adjust Inventory icon  at the top right on the Item or Spot Inventory page.

Inventory Adjustment

Item Number 34-CE-43

Warehouse Name

Spot Name

Adjustment Type Inbound Outbound

Quantity 0

Reason

Save Save & Exit Cancel

Fusion 2 Mobile

Fusion 2 Mobile integrates seamlessly with the Fusion 2 web portal.

Navigate to the Download page and click Download next to Fusion 2 Mobile

[+ Fusion2 Mobile V1.0.0.0 bu... Download](#)



Printer Agent

The Printer Agent allows you to connect different printers to Fusion 2 and Fusion 2 Mobile. You can configure the default printers for different size labels.

Navigate to the Download page and click Download next to Printer Agent

[+ Printer Agent V1.0.0.1 build... Download](#)

Administrative Functions

The Administration tab allows you to manage the different aspects of Fusion 2. Mouseover Administration to view all the functions.

Field Management

Field Management is where you can manage any additional comments made on orders or slips.

FIELD MANAGEMENT	
Subject	
TEST	All
PO1	Purchases Order
PO2	Sales Order
SO1	Receipt Slip
	Pick Slip
	Pack Slip
	Item
	Move
	Transfer Order
	Purchases Order Return
	Sales Order Return

Barcode Management

Barcode Management allows you to manage all the barcodes in the system.

Company Management

Company Management is where you can manage any companies in the system. A company can be a dealer, dock, or vendor.

Corporate Profile

Corporate Profile

The Corporate Profile page is where you can edit and update your own company information.

Item Management

The Item Management page is where items and categories can be managed.

Lot Management

Lots can be created and edited in the Lot Management Page. Lots can be used to distinguish multiple batches of the same product.

Printer Agent Management

The Printer Agent Management page is where printers can be managed. The Printer Agent needs to be installed on the computer before proceeding.

User Management

The User Management page displays all the information pertaining to each user. This is where the administrator can add and edit users. There are three user types: Administrator, User, and Client.

Warehouse Management

The Warehouse Management table is where all the information about your warehouse, zones, and spots can be managed.

WAREHOUSE MANAGEMENT	
	Warehouse
Code	Zone Spot

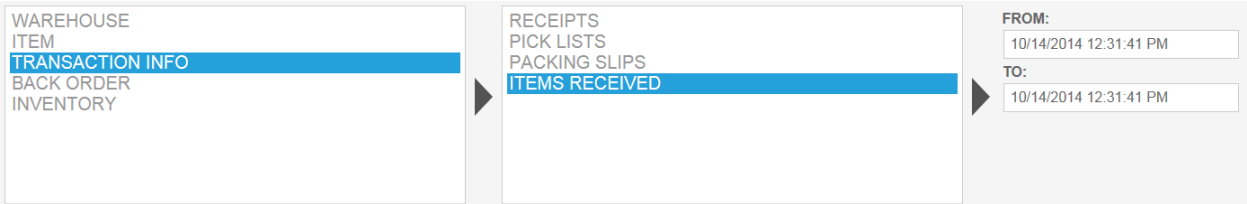
Reports

Reports can be generated for:

- Warehouse
- Items
- Transaction Info
- Back Orders
- Inventory

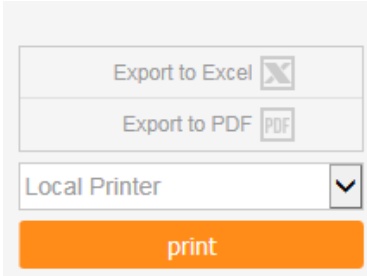
Each type of report has multiple categories to choose from.

Additional information may be needed such as dates, or warehouse information.



Reports can either be exported to PDF, Excel or printed.

To print reports, make sure Printer Agent has been installed on your machine.



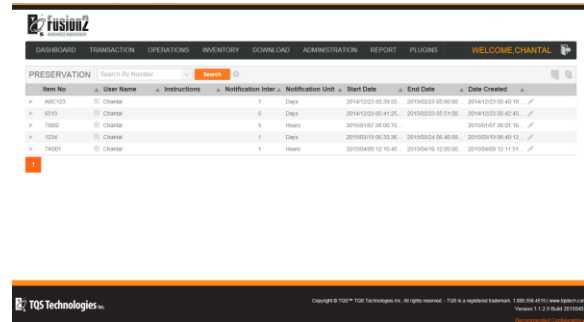
Plugins

Preservation

The Preservation system is used to record necessary maintenance of an item and send out notifications for upcoming maintenance.

The Preservation page shows a list of all current and past preservation items.

A search can be performed by Item, User Name or Instruction

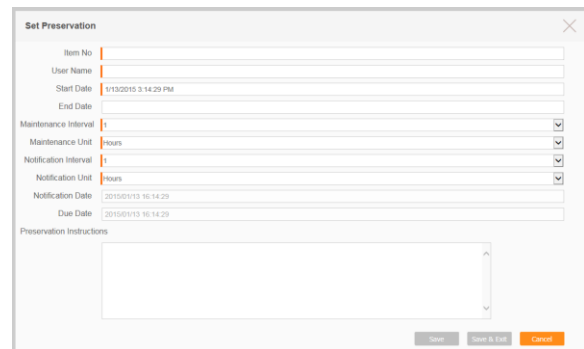


Set Preservation

Add a new preservation to be recorded and set up an email reminder for when the maintenance needs to be performed.

The Notification Date is the date and time the reminder email will be sent out.

The Due Date is the date and time of the expected maintenance.




Maintenance List

A list of all scheduled and performed maintenance for each item is available. Click the arrow on the left of the row to expand the maintenance.

Preservation Log

The Preservation Log for each scheduled maintenance can be updated.

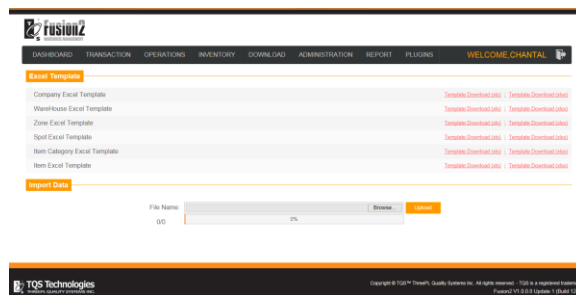
Click the icon  in the corresponding preservation row

User Name	Email	Preservation Status	New Maintenance Date Created	Message	Completed Date
Chantal	celward@tqstech.com	Resolved	2015/01/22 05:52:00 (UTC -4:00)	[Date of Preservation]4/21/2015 [...]	2015/04/21 07:00:00 (UTC -4:00)
Chantal	celward@tqstech.com	Resolved	2015/01/22 04:52:00 (UTC -4:00)	[Date of Preservation]4/21/2015 [...]	2015/04/21 07:00:00 (UTC -4:00)
Chantal	celward@tqstech.com	Resolved	2015/01/21 22:52:00 (UTC -4:00)	[Date of Preservation]4/21/2015 [...]	2015/01/22 05:50:11 (UTC -4:00)
Chantal	celward@tqstech.com	Resolved	2015/01/21 21:52:00 (UTC -4:00)	[Date of Preservation]1/21/2015 [...]	2015/01/21 22:55:42 (UTC -4:00)
Chantal	celward@tqstech.com	Expired	2015/01/21 20:52:00 (UTC -4:00)		2015/01/21 21:53:01 (UTC -4:00)
Chantal	celward@tqstech.com	Expired	2015/01/21 19:52:00 (UTC -4:00)		2015/01/21 20:51:31 (UTC -4:00)

Import Data

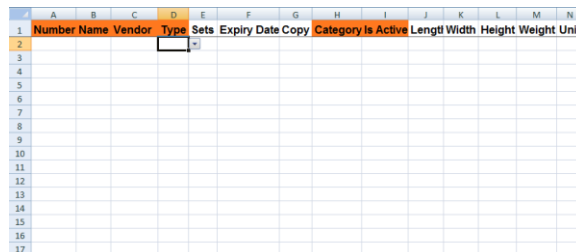
The Import Data function allows you to get all necessary data into Fusion 2 by using the provided templates.

There are templates to import Company, Warehouse, Zone, Spot, Item Category, and Item information.



Templates

Click **Template Download** for the template and format (.xls or .xlsx) you wish to download. Fill in all fields that are highlighted orange, these are the mandatory fields. Some of the fields will have a drop down menu; you must select from the given options.

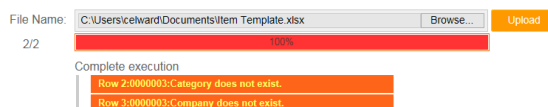


Import































Upload the excel file into TQS Fusion 2.

If the upload was successful, the words Complete Execution will appear.

If the upload was unsuccessful, a list of the errors will appear.



Symbols

Symbol	Meaning	Symbol	Meaning
	Add		Receipt Slip
	Allocate Barcode		Add Receipt
	Advanced Search		Pick Slip
	Advanced Search		New Pick Slip
	Export		Pack Slip
	View Barcode		New Pack Slip
	Print		Change
	Exit		Quick Move
	Edit		Sort
	Changes made		Spot
	New		Expand
	Sign Out		Printer Settings
	Make Default		View List
	Sales Order		Warehouse Return
	Purchase Order		Vendor Return

Support

Please contact TQS Technologies with any concerns:

Toll Free: 1-888-556-4515

Email: info@tqstech.com

Website: www.tqstech.com

Address

2400 Winston Park Drive

Unit #3B, Oakville, ON, L6H 0G7 Canada



TQS Technologies Inc.