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Getting Started: Introduction

Introduction

The HighJump One Platform is an HTML5 centric application platform and the foundation upon which HighJump’s web-based solutions are be delivered. The HighJump One Platform provides broad support for browsers and devices and delivers a common experience across HighJump’s product lines. There are three core components to the platform:

- The **HighJump One Platform User Interface (UI)** is a web-based tool which allows you to view and edit data from a database table in an easy-to-use format. By using applications that run inside the HighJump One Platform UI you can view and edit elements like sales orders, work tasks, and locations.

- The **HighJump One Workspace** is a web-based tool that allows administrators to setup and maintain user profiles.

- The **HighJump Page Editor** is a development tool used to design the appearance and behavior of the HighJump One Platform UI pages.

This objective of this class is to provide you with the basic skills required to work with the **HighJump One Platform User Interface (UI)**.

Background Information

**Using this Manual**

This manual contains self-directed exercises for the HighJump One User Interface (UI) VLab. Each exercise contains on-line video instruction and demonstration for a following set of corresponding hands-on activities. The exercises are designed to be stand-alone. However, it is strongly recommended that they be completed in the order they are presented in the manual.

Each on-line lesson must be viewed in its entirety.
Getting Help
If you unable to complete an exercise, revisit the topical videos before contacting HighJump University. If you need to contact an instructor, click the Ask an Instructor button in the panel on the right side of VLab environment.

Providing Feedback
When you complete the course, please fill out the online evaluation. It is completely anonymous and will help HJU improve its training deliverables. You can access the online evaluation by clicking on the Evaluate HJU VLabs button in the panel on the right side of the VLab environment.

Logon Procedures
In this class, you will be working with the HighJump One Platform UI and HighJump One Workspace. The procedures on how to access and open these applications are detailed in this section.

The training exercises in the rest of this manual do not detail these logon processes. If necessary, return to these logon procedures in later exercises.

HighJump One UI
Complete the steps that follow to logon to the HighJump One UI.

- Open an instance of Internet Explorer.
- Enter the following URL in the address bar:

  http://HJU-VLAB:30000/core/default.html
“HJU-VLAB” represents the machine name of the web server used in this VLab class. In a customer environment, “HJU-VLAB” would be replaced by the corresponding machine name of their web server.

The system displays the login screen.

- Choose **Workspace Authentication** in the Authentication drop-down list.
- Enter User Name: **Administrator**
- Enter Password: **HJSPASS**
- Click the **Login** button.

The system loads applications and opens the HighJump One home page.
This home page is the launching pad from which you can view and modify the warehousing data in your Supply Chain Advantage system. In the exercises that follow, you learn the basics on working with this user interface.

The HighJump One Platform UI can be run on browsers supporting HTML5. Internet Explorer and Chrome are available in this training environment.

**HighJump One Workspace**

Complete the steps that follow to logon to the HighJump One Workspace.

- Open another instance (or another tab) of **Internet Explorer**.
- Enter the following URL in the address bar:
  
The system displays the login screen.

- Choose **Workspace Authentication** in the Authentication drop-down list.
- Enter User Name:  **sa**
- Enter Password:  **hj1sapass**
- Click the **Login** button.

The system displays the main page of the HighJump One Workspace.
This home page is the launching pad from which you can view and modify the user profiles for the HighJump One system. In a later exercise, you learn some basics on working with this user interface.

The HighJump One Workspace must be run in an Internet Explorer browser.

If the HighJump One Workspace displays an error connecting to the license management server, click the **Dismiss** button in the bottom right corner of the window. Connection is not required for the VLab.
Class Deliverables

This class is available to customers, partners, and HighJump employees. Partners and HighJump employees are required to demonstrate completion of the class by taking screenshots at specific points in the activities using a screen capture tool called Purrint. Customers are not required to demonstrate completion of the class. Therefore, customers can skip any instruction in the remainder of this manual that is related to the screen capture tool, Purrint.

Partners and HighJump employees, perform the steps below to familiarize yourself with Purrint and the procedures you will use to create the class deliverables.

- Select Start | All Programs | Purrint | Purrint to open the program.

The Purrint icon is added to the system tray in the bottom right corner of the workstation.

- Open your browser and select the tab containing the HighJump One Platform UI.
- Right-mouse click the Purrint icon on the system tray.
- Select Screen Shot from the window.

If Purrint does not display on your VLab’s system tray, take the following actions:

- Right-mouse click on the Windows tool bar.
- Select Start Task Manager.
- Select the Processes tab from the Windows Task Manager.
- Click Show processes from all users.
- Select the Purrint.exe*32 Image Name from the list.
- Click the End Process button.
- Select Start | Log off | Restart from Windows …wait approximately 5 minutes for the VLab to restart.
- Select Start | All Programs | Purrint.
- Open the Purrint using a right-mouse to select Run as administrator.
- Click Yes.
A snapshot of everything that is currently displayed on your monitor (Purrint001.bmp) is saved to the following directory in your VLab: C:\VLab Screen Captures

![Image of file]

**For Partners and HighJump Employees Only**

Your completion of this class cannot be confirmed without the capture of the directed screen prints. Failure to provide this information will mean that credit cannot be applied to your efforts.

The lab exercises in the rest of this manual do not detail the steps to use Purrint. If necessary, return to these logon procedures in later exercises.
Lab Exercise 1: Navigating the User Interface

Introduction

In this exercise you will learn the basic skills related to navigating the menu, accessing pages, and editing data in the HighJump One Platform User Interface (UI).

Online Lesson

The online lessons include explanations and demonstrations that must be viewed to complete the next activity.

- Open the HighJump One User Interface online course.
- Click the Platform UI Layout topic and view the online lesson in its entirety.
- Click the Navigating the UI topic and view the online lesson in its entirety.
- Click the Menu Panel topic and view the online lesson in its entirety.
- Click the Row Operations topic and view the online lesson in its entirety.
- Click the Row Details topic and view the online lesson in its entirety.

Activities

Complete the following activities to demonstrate you have viewed the online lessons and that you have a command of the material.

Activity 1.1 – Adding Record

Scenario: Your warehouse requires a new Put-away Class for hazardous items. It is your responsibility to setup foundational data. Using the HighJump One Platform UI, add the following Put-away Class to the system.

- Navigate to Supply Chain Advantage | Warehouse Advantage | Warehouse Setup | Put-away Classes.
- Search for all Put-away Classes in the Warehouse ID of Warehouse 01.
Use the **Add Put-away Class** option from the menu bar to add the record below.

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warehouse ID</td>
<td>Warehouse 01</td>
</tr>
<tr>
<td>Class ID</td>
<td>HZ</td>
</tr>
<tr>
<td>Description</td>
<td>Hazardous</td>
</tr>
<tr>
<td>Overflow Class</td>
<td>&lt;None&gt;</td>
</tr>
<tr>
<td>Target Put Percentage</td>
<td></td>
</tr>
</tbody>
</table>

Right-mouse click **Purrint** on the System Tray and select **Screen Shot**.

**Activity 1.2 – Using Action Bar**

**Scenario:** There is a team meeting for your Inventory Control department today. Several people seem to be unaware of the meeting and you want to send a reminder to everyone. Use the **HighJump One Platform UI** to complete the steps below.

Navigate to **Supply Chain Advantage | Advantage Dashboard | Employee Messaging | View Employee Messages**.

Search for Employee Messages in the Warehouse ID of **Warehouse 01**.

Use the **Send a Message to Department** option on the Action Bar to send the following message:

**MEETING 10:00 AM IN BREAK ROOM.**

Right-mouse click **Purrint** on the System Tray and select **Screen Shot**.

**Activity 1.3 – Editing Record**

**Scenario:** Your solution was setup with a pick area description that has caused confusion in certain reports. It is your responsibility to maintain foundational data. Use the **HighJump One Platform UI** to modify the Pick Area description.

Navigate to **Supply Chain Advantage | Warehouse Advantage | Warehouse Setup | Pick Areas**.

Search for the Pick Area **CASE** in the Warehouse ID **Warehouse 01**.

From the Pick Area report page, edit the **CASE** pick area description. The new value should be **Picks for cases**.
Activity 1.4 – Deleting Record

**Scenario:** Your solution was setup with a Reason Code that does not apply to the business operations. It is your responsibility to maintain foundational data. Use the HighJump One Platform UI to remove the Reason Code from the system.

- Right-mouse click **Purrint** on the System Tray and select **Screen Shot**.

- Navigate to **Supply Chain Advantage | Warehouse Advantage | Reason Codes**.
- Search for all records in the system.
- From the Reason Codes report page, delete the Reason Code **15 (Missing Paperwork)**.
- Right-mouse click **Purrint** on the System Tray and select **Screen Shot**.

**Summary**

By completing this exercise, you have learned the basics on navigating the HighJump One Platform User Interface (UI):

- Accessing the Main Menu
- Accessing Application Menus
- Using the Workspace and Action Bar
- Searching for Information
- Viewing Information
- Editing Information
- Adding Information
Lab Exercise 2: 
Working with Spaces

Introduction

In this exercise, you will learn how to work with spaces in the HighJump One Platform User Interface (UI). Spaces are distinct work area containers that can be accessed concurrently. This feature provides an easy method of toggling between the two, or more, data sets.

Online Lesson

The Spaces online lesson includes explanations and demonstrations that must be viewed to complete the next activity.

☐ Open the HighJump One User Interface online course.
☐ Click the Spaces topic.
☐ View the online lesson in its entirety.

Activities

Complete the following activities to demonstrate you have viewed the online lesson and that you have a command of the material.

Activity 2.1 – Opening Spaces

Scenario: Your warehouse experienced a stock-out of some important items yesterday. Receipts for these items are anticipated today. You are responsible for monitoring the inbound receipt of these items and the fulfillment of any related outbound orders. Use the HighJump One Platform UI to complete the steps below.

☐ Open a space for click the Supply Chain Advantage | Advantage Dashboard | Receiving | Inbound Orders menu.
☐ Search for the Order Type of Purchase Orders in the Warehouse ID of Warehouse 01.
☐ View the results in the Inbound Orders report page.
☐ Open a space for the Supply Chain Advantage | Advantage Dashboard | Shipping | Outbound Orders menu.
Search for the Order Type of Sales Orders in the Warehouse ID of Warehouse 01.

View the results in the Outbound Orders report page.

Use the menu bar to display the Inbound and Outbound spaces you just created.

Right-mouse click Purrint on the System Tray and select Screen Shot.

Activity 2.2 – Viewing Spaces

Scenario: You created Inbound and Outbound Spaces to monitor the receipt and fulfillment of some important items today. The last time you checked, no progress had been made with Inbound or Outbound. Your boss just asked you for a status update. Use the HighJump One Platform UI to complete the steps below.

Use the menu bar to toggle between Inbound and Outbound spaces.

Activity 2.3 – Closing Spaces

Scenario: You created Inbound and Outbound Spaces to monitor the receipt and fulfillment of some important items today. All items have been received so the Inbound Orders space is no longer needed. Use the HighJump One Platform UI to complete the steps below.

Remove the Inbound Orders space.

Use the menu bar to display the one remaining space (Outbound).

Right-mouse click Purrint on the System Tray and select Screen Shot.

Summary

By completing this exercise, you have learned the basics on working with spaces in the HighJump One Platform User Interface (UI):

Creating spaces
Viewing spaces
Deleting spaces
Lab Exercise 3: 
Working with Favorites

Introduction

In this exercise, you will learn how to work with favorites in the HighJump One Platform User Interface (UI). Favorites are links to pages that you visit frequently. By adding a page to your favorites list, you can go to that page by simply clicking its name, instead of navigating through the menu.

Online Lesson

The Favorites online lesson includes explanations and demonstrations that must be viewed to complete the next activity.

☐ Open the HighJump One User Interface online course.

☐ Click the Favorites topic.

☐ View the online lesson in its entirety.

Activities

Complete the following activities to demonstrate you have viewed the online lesson and that you have a command of the material.

Activity 3.1 – Creating Favorites

Scenario: Several Outbound Orders for SAMS CLUB (one of your company’s primary customers) were recently overlooked and shipped late from the warehouse. You have been tasked with monitoring this customer’s orders (for the foreseeable future) to make sure it does not happen again. Use the HighJump One Platform UI to complete the steps below.

☐ Navigate to Supply Chain Advantage | Advantage Dashboard | Shipping | Outbound Orders.

☐ Search for all outbound orders in the system with a Ship To Name like SAMS CLUB.

☐ Add the Outbound Orders report page to your favorites.

☐ Use the menu bar to display the favorites (if necessary).

☐ Right-mouse click Purrint on the System Tray and select Screen Shot.
Activity 3.2 – Naming Favorites

**Scenario:** You recently saved an Outbound Orders favorite for a specific customer (SAMS CLUS). It now appears other customers may have been impacted and need similar monitoring. As a result you need a more descriptive name for the existing favorite. Use the HighJump One Platform UI to complete the steps below.

- Modify the name for the Outbound Orders favorite to **Outbound Orders – SAMS CLUB**.
- Use the menu bar to display the favorites (if necessary).
- Right-mouse click **Purrint** on the System Tray and select **Screen Shot**.

Activity 3.3 – Deleting Favorites

**Scenario:** The dust has settled and your company has addressed the operational exceptions that led to late shipments for an important customer. As a result, you no longer need to monitor Outbound Orders for SAMS CLUB. You want to remove this favorite. Use the HighJump One Platform UI to complete the steps below.

- Delete the **Outbound Orders – SAMS CLUB** favorite.
- Use the menu bar to display the favorites (if necessary).
- Right-mouse click **Purrint** on the System Tray and select **Screen Shot**.

**Summary**

By completing this exercise, you have learned the basics on working with favorites in the HighJump One Platform User Interface (UI):

- Creating favorites
- Viewing favorites
- Deleting favorites
Lab Exercise 4:
Working with Page Preferences

Introduction

In this exercise, you will learn how to work with page preferences in the HighJump One Platform User Interface (UI). Pages display with a default view in the UI. Users have options to alter that defaulted view and set their own preferences for pages.

Online Lesson

The Page Preferences online lesson includes explanations and demonstrations that must be viewed to complete the next activity.

- Open the HighJump One User Interface online course.
- Click the Page Preferences topic.
- View the online lesson in its entirety.

Activities

Complete the following activities to demonstrate you have viewed the online lesson and that you have a command of the material.

Activity 4.1 – Sorting Column

Scenario: The ASNs report page default displays information in order of Warehouse ID and ASN. However, your role as Manager of Warehouse Vendor Relations requires an alternative perspective. You prefer that this information display in ascending order of the vendor’s name whenever you view this page. Use the HighJump One Platform UI to complete the steps below.

- Navigate to Supply Chain Advantage | Advantage Dashboard | Receiving | ASN.
- Search for all ASNs in the system.
- Modify the ASNs report page to display information in the ascending order of Vendor Name.
- Save the page preferences.
Activity 4.2 – Selecting Columns

Scenario: The Inbound Orders report page default displays the Order Type and Print – Put List columns that are not used in your solution. You prefer to not display these columns whenever you view this page. Use the HighJump One Platform UI to complete the steps below.

- Right-mouse click Purrint on the System Tray and select Screen Shot.
- Navigate to Supply Chain Advantage | Advantage Dashboard | Receiving | Inbound Orders.
- Search for all Inbound Orders in the system.
- Modify the Inbound Order report page to not display the Order Type and Print – Put List columns.
- Save the page preferences.
- Right-mouse click Purrint on the System Tray and select Screen Shot.

Activity 4.3 – Reordering Columns

Scenario: The Inventory by Lot report page default displays the first five columns in the following order: Warehouse ID; Client Code; Item Number; Lot Number; Attributes. Your searches are always for a specific Warehouse ID so it is not necessary to have it be the first column displayed on the page. You also prefer that the Lot Number display in the first column. Use the HighJump One Platform UI to complete the steps below.

- Navigate to Supply Chain Advantage | Advantage Dashboard | Inventory | Lots.
- Search for all Locations in the Warehouse 01 Warehouse ID.
- Reorder the display of the first four columns to the following order: Lot Number; Client Code; Item Number; Attributes; Warehouse ID.
- Save the page preferences.
- Right-mouse click Purrint on the System Tray and select Screen Shot.

Activity 4.4 – Setting Items per Page

Scenario: The Items report page default displays 18 records per page. However, the browser on your workstation can display only 10 records per page without requiring that the user scroll-down to view the bottom 8 records. You prefer to not scroll to view information and would like to adjust the items per page setting accordingly. Use the HighJump One Platform UI to complete the steps below.

- Navigate to Supply Chain Advantage | Advantage Dashboard | Inventory | Items.
Search for all items in the system.

Modify the Items per Page setting to 10.

Save the page preferences.

Right-mouse click Purrint on the System Tray and select Screen Shot.

## Activity 4.5 – Resizing Columns

**Scenario:** On some occasions, the Reusable Container report page has not displayed the full Container Number. You want to resize the column to ensure that the full data string is displayed on the page. Use the HighJump One Platform UI to complete the steps below.

Navigate to Supply Chain Advantage | Advantage Dashboard | Inventory | Reusable Containers.

Search for all Reusable Containers in the system.

Resize the Container Number column to be approximately twice its current width.

Save the page preferences.

Right-mouse click Purrint on the System Tray and select Screen Shot.

## Activity 4.6 – Reverting Preference

**Scenario:** Earlier you modified the Items report page and saved a preference to display 10 records per page. However, you just upgraded to a new monitor that can display the original page default of 18 records per page. Use the HighJump One Platform UI to complete the steps below.

Navigate to Supply Chain Advantage | Advantage Dashboard | Inventory | Items.

Search for all items in the system.

Revert the page preference.

Right-mouse click Purrint on the System Tray and select Screen Shot.

## Summary

By completing this exercise, you have learned the basics on working with page preferences in the HighJump One Platform User Interface (UI):

- Sorting Columns
- Selecting Columns
- Reordering Columns
- Setting Items per Page
- Resizing Columns
- Reverting Page Preferences
Lab Exercise 5:  
Working with Data Filters

Introduction

In this exercise, you will learn how to work with data filters in the HighJump One Platform User Interface (UI). Report pages display information from filters established in the UI (i.e. Search Pages). Users have options to add additional filters after the initial results are displayed.

Online Lesson

The Data Filters online lesson includes explanations and demonstrations that must be viewed to complete the next activity.

- Open the HighJump One User Interface online course.
- Click the Data Filters topic.
- View the online lesson in its entirety.

Activities

Complete the following activities to demonstrate you have viewed the online lesson and that you have a command of the material.

Activity 5.1 – Filtering Data

Scenario: The Locations report page can be searched on by Warehouse ID, Location ID, and Location Type. On occasion, you need to limit the results to a specific Pick Area. The frequency of this need does not justify a code change. Use the HighJump One Platform UI to complete the steps below.

- Navigate to Supply Chain Advantage | Advantage Dashboard | Inventory | Locations.
- Search for all Locations in the Warehouse 01 Warehouse ID.
- Apply a filter on the results in the Locations report page to display only records in the CASE Pick Area.
- Right-mouse click Purrint on the System Tray and select Screen Shot.
Summary

By completing this exercise, you have learned the basics on working with data filters on report pages in the HighJump One Platform User Interface (UI):
Lab Exercise 6: Working with New Users

Introduction

In this exercise, you will learn how to create a new user profile for the HighJump One Platform User Interface (UI). Anyone who wants access to the HighJump One Platform UI must have a HighJump One Platform profile defined in the HighJump Workspace tool. The profile includes the user name, password, culture, and a set of parameters that dictate which pages the user can access.

Online Lesson

The Creating New Users online lesson includes explanations and demonstrations that must be viewed to complete the next activity.

- Open the HighJump One User Interface online course.
- Click the Creating New Users topic.
- View the online lesson in its entirety.

Activities

Complete the following activities to demonstrate you have viewed the online lesson and that you have a command of the material.

Activity 6.1: Creating New User

Scenario: Francisco Sneed is a new hire, and he is going to start his new role in the warehouse next week. It is your responsibility to grant Francisco access to the HighJump One Platform UI. Because he will operate in an administrative capacity, he needs full access to all pages. Use the HighJump One Workspace and the table below to create a new user profile.
Activity 6.2: Confirming New User

Scenario: Francisco Sneed’s new user has just been setup. Use the HighJump One Platform UI to complete the steps below.

- Use Logout menu option near the upper right corner to log off of the Administrator session.
- Choose Workspace Authentication in the Authentication drop-down list.
- Enter User Name: Francisco
- Enter Password: HJSPASS
- Click the Login button.
- Navigate to Supply Chain Advantage | Advantage Dashboard | Inventory | Lots.
- Search for all Lots in the Warehouse 01 Warehouse ID.
- Right-mouse Purrint on the System Tray and select Screen Shot.
Summary

By completing this exercise, you have learned the basics on creating a new user profile for the HighJump One Platform User Interface (UI).
Lab Exercise 7: Working with User Settings

Introduction

In this exercise, you will learn how to modify user settings through the HighJump One Platform User Interface (UI). A User button in the UI provides access to a Settings menu. Personal information, security questions, and passwords can be updated from this menu. The UI logout option is also located in this menu.

Online Lesson

The User Settings online lesson includes explanations and demonstrations that must be viewed to complete the next activity.

- Open the HighJump One User Interface online course.
- Click the User Settings topic.
- View the online lesson in its entirety.

Activities

Complete the following activities to demonstrate you have viewed the online lesson and that you have a command of the material.

Activity 7.1: Viewing User Settings

Scenario: Francisco Sneed (a new hire) just received his credentials from the System Administrator. He has been asked to confirm his personal information. Use the HighJump One Platform UI to complete the steps below.

- If necessary, logon as Francisco (User Name Francisco and Password HJSPASS).
- View and confirm the user settings below.
### Activity 7.2: Changing User Settings

**Scenario:** Francisco Sneed just reviewed his credentials and would like to change his first name and password. Use the **HighJump One Platform UI** to complete the steps below.

- If necessary, logon as Francisco (User Name **Francisco** and Password **HJSPASS**)
- Change Francisco’s name and password.

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Old First Name</td>
<td>Francisco</td>
</tr>
<tr>
<td>New First Name</td>
<td>Francis</td>
</tr>
<tr>
<td>Old Password</td>
<td>HJSPASS</td>
</tr>
<tr>
<td>New Password</td>
<td>HJU2020</td>
</tr>
</tbody>
</table>

- Right-mouse *Purrint* on the System Tray and select **Screen Shot**.
- Logout of Francis Sneed’s session.

### Summary

By completing this exercise, you have learned the basics on user settings for the HighJump One Platform User Interface (UI).
Lab Exercise 8: Working with Inline Editing

Introduction

In this exercise, you will learn how to perform work with inline editing in the HighJump One Platform User Interface (UI). Inline editing allows users to edit information directly from report pages. When enabled for a page, this feature provides a more direct editing alternative when compared to the formal method of accessing an edit page.

Online Lesson

The Inline Editing online lesson includes explanations and demonstrations that must be viewed to complete the next activity.

☐ Open the HighJump One User Interface online course.
☐ Click the Inline Editing topic.
☐ View the online lesson in its entirety.

Activities

Complete the following activities to demonstrate you have viewed the online lesson and that you have a command of the material.

Activity 8.1: Using Inline Edit

Scenario: Your warehouse footprint has expanded to a formerly unused area of the facility. This reconfiguration of layout has impacted the Label picking and the default staging location now needs to be updated. Use the HighJump One Platform UI to complete the steps below.

☐ Logon as Administrator (User Name Administrator and Password HJSPASS).
☐ Navigate to Supply Chain Advantage | Warehouse Advantage | Warehouse Setup | Warehouses | Warehouse Controls.
☐ Search for all Warehouse Controls in the Warehouse 01 Warehouse ID.
☐ Select the **DEFAULT_LABEL_STAGE** Control Type record.

☐ Perform and inline edit and update the C1 column value to **S3**.

☐ Right-mouse click **Purrint** on the System Tray and select **Screen Shot**.

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**Summary**

By completing this exercise, you have learned the basics on inline editing for the HighJump One Platform User Interface (UI).
Lab Exercise 9:  
Working with Data Exports

Introduction

In this exercise, you will learn how to work with data exports in the HighJump One Platform User Interface (UI). An Export button in the action bar of report pages allows users to export the result set to a Microsoft Excel document. This feature allows for one-off ad hoc reports to be created outside of the solution.

Online Lesson

The Export Data online lesson includes explanations and demonstrations that must be viewed to complete the next activity.

- Open the HighJump One User Interface online course.
- Click the Export Data topic.
- View the online lesson in its entirety.

Activities

Complete the following activities to demonstrate you have viewed the online lesson and that you have a command of the material.

Activity 9.1: Exporting Data

Scenario: Your warehouse pick line is expanding and you need an editable list of all current locations. This is a one-off situation and you don’t have time to wait for this information from the system administration group. Use the HighJump One Platform UI to complete the steps below.

- Navigate to Supply Chain Advantage | Warehouse Advantage | Warehouse Setup | Locations.
- Search for all Locations with a Forward Pick Location Type in the Warehouse 01 Warehouse ID.
- Export the list to an Excel document.
- Open the Excel document.
Right-mouse click **Purrint** on the System Tray and select **Screen Shot**.

**Summary**

By completing this exercise, you have learned the basics on exporting data from the HighJump One Platform User Interface (UI).