



INVENTORY & DELIVERY GUIDE

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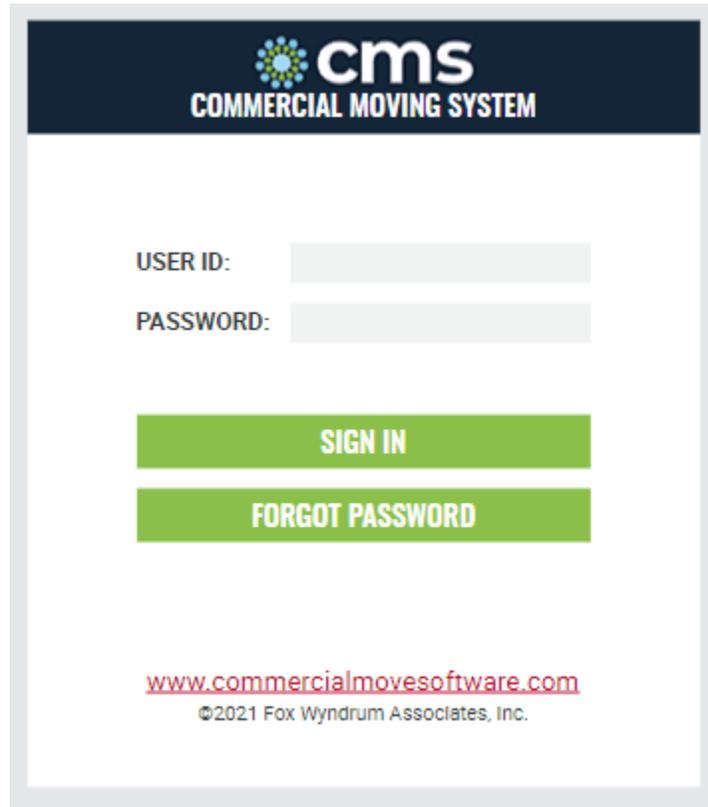
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LOGGING IN

You may check on your inventory, deliveries or request new deliveries at any time by logging in with your assigned username and password at omx.foxwyn.net



The image shows a login interface for the CMS Commercial Moving System. At the top, there is a dark blue header with the CMS logo (a stylized sunburst) and the text "cms COMMERCIAL MOVING SYSTEM". Below the header, there are two input fields: "USER ID:" followed by a light gray text box, and "PASSWORD:" followed by a light gray text box. Below these fields are two green buttons: "SIGN IN" and "FORGOT PASSWORD". At the bottom of the page, there is a red URL www.commercialmovesoftware.com and a copyright notice: "©2021 Fox Wyndrum Associates, Inc."

SEARCH INVENTORY

Once logged in, choose inventory in the top right corner of the banner. You may view ALL of your inventory by simply clicking the **Search Inventory** button at the bottom of the page. If you would like to narrow your search, you may filter by storage lot or use any of the below criteria (not all are required).

cms ClientConnect Activity **Inventory** Account

ACTIVITY OMX Test Dispatch
TEST ACCOUNT

OPEN WORK ORDERS COMPLETE WORK ORDERS INVOICES

TEST INVENTORY - HKJ 121-02092-22/018 Thu May, 04, 2023 08:00 AM

Origin 11460 EDMONSTON RD, BELTSVILLE MD
Destination 11460 EDMONSTON RD, BELTSVILLE MD

INVENTORY OMX Test Dispatch
TEST ACCOUNT

SEARCH REQUESTS LOTS

SEARCH/REQUEST DELIVERY

BARCODE# IS
Enter Barcode or leave blank for all.

STORAGE LOT# IS
Any Lot
Any Lot
EDMONSTON
INDIAN CREEK
TEST

ITEM STATUS IS
Any Status

CATEGORY IS
Any Category

ITEM DESCRIPTION CONTAINS

MANUFACTURER IS
Select Manufacturer

RECEIVED ON OR AFTER RECEIVED ON OR BEFORE

OUTPUT TO
Browser

SEARCH INVENTORY

To search inventory by a specific project, use the **"Storage Lot"** Dropdown

If you wish to download your items to an excel file, change the **"Output"** dropdown option to **"Download"**

VIEW INVENTORY DETAILS

To view item details and additional photos (if available) click on the item or barcode number.

*Items are automatically ordered by most recent. You may also organize by **description** or **category** by clicking on the headers.

INVENTORY OKX Test Dispatch
TEST ACCOUNT

SEARCH **REQUESTS** **LOTS**

SELECT ITEMS FOR DELIVERY **REQUEST SELECTED** **NEW SEARCH**

Only items available for delivery can be selected.
Tap record for details.

Search Results

Qty	Barcode#	Lot # Inspected Damages	Description Mfr-Model	Category Sub-Cat Cust Ref	Size Color Weight	AISLE	BOX	Rcvd	Qty Avail	Qty Res
<input type="checkbox"/>	TA 00011	TEST Yes NO DAMAGE	1 TEST COFFEE TABLE IN 3 BOXES ALDEN PARKES	TABLE Coffee TEST	50.00	0	3	10/23/22	100	
<input type="checkbox"/>	TA 00012	TEST No	ITEM 013 - FLUID CONCEPTS EDGE EXEC OAK WORK SURFACE 84X42 ACERAY	ART Mirror PO - WESOFF - 11212	100.00	1B	1	12/12/22	1	

REQUEST ITEMS FOR PICK-UP

1. To schedule item(s) to be picked-up, navigate to the “Requests” tab on the home screen and click on the “Add Pickup Request” button.

The screenshot shows the cms ClientConnect interface. At the top, there is a navigation bar with 'Activity', 'Inventory', and 'Account' tabs. The 'REQUESTS' tab is highlighted in green and circled in red. Below the navigation bar, there is a 'SEARCH INVENTORY REQUESTS' section with a search bar and a dropdown menu for 'REQUEST STATUS IS'. A green button labeled 'Add Pickup Request' is located on the right side of the search bar, with a red arrow pointing to it.

2. You will then be directed to the Pickup Request page. Fill out all required info including any relevant pickup instructions. You may also add any pertinent documents by clicking on the green **+Document** button.

The screenshot shows the 'PICKUP REQUEST' form. The form contains several input fields and a dropdown menu. The 'Date Needed' field is required and has a placeholder 'mm/dd/yyyy'. The 'Request Date' field is pre-filled with '01/04/2024'. The 'Email' field is pre-filled with 'CHAD.THOMAS@WASHINGTONEXPRESS.COM, DISPATCH@WASHINGTONEXPRESS.COM'. The 'Pickup From' field is a dropdown menu with the placeholder 'Select an Address1'. The 'Enter Company Name', 'Enter Pickup Address 1', and 'Enter Pickup Address 2' fields are empty. The 'Enter Pickup City' field is empty, and the 'Select State' dropdown menu is set to 'Select State'. The 'Enter Zipcode' field is empty. The 'Contact' field is required and has a placeholder 'Enter Contact Name'. The 'Telephone' field is required and has a placeholder 'Enter Contact Telephone'. The 'Client Project#' field is required and has a placeholder 'Enter Project#'. The 'Client Cost Code' field is empty and has a placeholder 'Enter Cost Code'. The 'Pickup Instructions' field is required and is empty. At the bottom of the form, there is a green button labeled '+ Document' with a red arrow pointing to it, and a green button labeled 'SUBMIT REQUEST'.

REQUEST ITEMS FOR DELIVERY

- To schedule an item(s) to be delivered, select the checkbox next to the item or choose the “Qty” button at the top to select all. Then enter the quantity of the item you’d like to be delivered (you can see how many items are currently in inventory to the far right). *A checkbox will only appear for items available to be delivered.
- Once you have selected your items, click the “Request Selected” button.
- You will then be taken to the next screen to review your request. You may remove items by clicking the trashcan icon to the right or move forward with your order by clicking the “Delivery” button.

SEARCH		REQUESTS				LOTS				
SELECT ITEMS FOR DELIVERY <small>Only items available for delivery can be selected. Tap record for details.</small>										
<input type="checkbox"/> Qty	Barcode#	Lot # Inspected Damages	Description Mfr-Model	Category Sub-Cat Cust Ref	Size Color Weight	AISLE	BOX	Rcvd	Qty Avail	Qty Res
<input checked="" type="checkbox"/> 5	TA 00011	TEST Yes NO DAMAGE	1 TEST COFFEE TABLE IN 3 BOXES ALDEN PARKES	TABLE Coffee TEST	50.00	0	3	10/23/22	100	
<input checked="" type="checkbox"/> 1	TA 00012	TEST No	ITEM 013 - FLUID CONCEPTS EDGE EXEC OAK WORK SURFACE 84X42 ACERAY	ART Mirror PO - WESOFF - 11212	100.00	96	1B	1	12/12/22	1

INVENTORY			OMX Test Dispatch TEST ACCOUNT
SEARCH		REQUESTS	LOTS
REQUESTED ITEMS <small>Tap for details.</small>			
Qty Req	Description CMS Barcode	Cust Ref	
5	1 TEST COFFEE TABLE IN 3 BOXES TA 00011	TEST	<input checked="" type="checkbox"/>
1	ITEM 013 - FLUID CONCEPTS EDGE EXEC OAK WORK SURFACE 84X42 TA 00012	PO - WESOFF - 11212	<input type="checkbox"/>
RETURN TO LIST		NEW SEARCH	<input checked="" type="button" value="DELIVERY"/>

6. Now you will enter your delivery details. You may search for past addresses or create a new address under the “**Deliver To**” dropdown menu.

Enter your internal work order or reference # here.

DELIVERY REQUEST

* Required Field/Selection

Date Needed * Request Date 10/05/2023

Email ddispatch@moveomx.com, chad.thomas@washingtonexpress.com

Deliver To *

Select an Address1

CREATE NEW
CHAD THOMAS BELTSVILLE 11460 EDMONSTON RD

Enter Delivery Address 1

Enter Delivery Address 2

Enter Delivery City Select State Enter Zipcode

Contact * Telephone *

Enter Contact Name Enter Contact Telephone

Client Project# Client Cost Code

Enter Project# Enter Cost Code

Delivery Instructions

REQUESTED ITEMS

Qty Req	Description	Cust Ref
<input type="button" value="ADD MORE ITEMS"/> <input type="button" value="SUBMIT REQUEST"/>		

7. You may upload any important documents (i.e., Bill of Lading, receipts, etc.) by clicking the **+Document** button under the **Document Management System** section.

DOCUMENT MANAGEMENT SYSTEM *Tap document to download.*

No order documents have been uploaded.

REQUESTED ITEMS

Qty Req	Description	Cust Ref
	CMS Barcode	

8. Click “**Submit Request**” at the bottom to complete your order. You will soon receive email confirmation of your request.

SEARCH PENDING REQUESTS

To review pending requests, go back to the **Inventory** Home Page and choose the “**Requests**” header. You may enter the **OMX Request #** found in your confirmation email subject line OR use any of the below filters to narrow your search.

*To pull up ALL requests, simply click the “**Search Requests**” button.

The screenshot shows the 'Inventory' section of the cms ClientConnect interface. The 'REQUESTS' tab is highlighted in green and circled in red. Below the tabs are several search filters: 'OMX REQUEST# IS' with a text input field containing 'Enter Request #', 'REQUEST STATUS IS' with a dropdown menu set to 'Any Status', 'CUSTOMER PROJECT CONTAINS' with a text input field, and four date-based filters (Requested, Date Needed, and Delivered) each with 'ON OR AFTER' and 'ON OR BEFORE' options. A 'SEARCH REQUESTS' button is located at the bottom right, also circled in red.

You will then be able to view what requests are scheduled, the # of items and current order status.

The screenshot shows the 'Inventory' section of the cms ClientConnect interface. The 'REQUESTS' tab is highlighted in green. Below the tabs is a 'DELIVERY REQUEST LIST' table. The table has columns for 'Req#', 'Req Date', 'Needed', 'Project', '# of Items', 'By', and 'Status'. A 'Search Results' box and a 'Change Search' button are also visible.

Req#	Req Date	Needed	Project	# of Items	By	Status
122	10/05/2023	10/13/2023	12345	5	OMX Test Dispatch	OPEN

SEARCH ACTIVE OR PAST REQUESTS

To review active or past requests, navigate to the **Activity** Home Page. There you will be able to view any open work orders, past work orders and past invoices. You may sort by date, project or origin/destination.

The screenshot shows the 'ACTIVITY' page in the cms ClientConnect system. The page header includes the logo and navigation icons for Activity, Inventory, Account, and a menu. The user is identified as THERESE GURNEY, BARON GURNEY INTERIORS. Below the header is a table with three columns: OPEN WORK ORDERS, COMPLETE WORK ORDERS, and INVOICES. Two rows of data are visible, each with a yellow circle highlighting the 'VAN' indicator and the date/time. The first row is for 'WHITE GLOVE DELIVERIES - OTBD-BGI/LEON' with origin '11460 A EDMONSTON RD, BELTSVILLE, MD' and destination '9401 PERSIMMON TREE ROAD, POTOMAC, MD', dated 'Tue Oct, 17, 2023 08:00 AM'. The second row is for 'WHITE GLOVE DELIVERIES - OTBD-BGI/SALIL' with origin '11460 A EDMONSTON RD, BELTSVILLE, MD' and destination '2700 VIRGINIA AVE, NW, WASHINGTON, DC', dated 'Fri Oct, 13, 2023 12:30 PM'.

OPEN WORK ORDERS	COMPLETE WORK ORDERS	INVOICES
WHITE GLOVE DELIVERIES - OTBD-BGI/LEON 121-01532-22/067 (VAN) Origin 11460 A EDMONSTON RD, BELTSVILLE, MD Destination 9401 PERSIMMON TREE ROAD, POTOMAC, MD		Tue Oct, 17, 2023 08:00 AM
WHITE GLOVE DELIVERIES - OTBD-BGI/SALIL 121-01532-22/063 (VAN) Origin 11460 A EDMONSTON RD, BELTSVILLE, MD Destination 2700 VIRGINIA AVE, NW, WASHINGTON, DC		Fri Oct, 13, 2023 12:30 PM

Next to each order you will notice **(VAN)** indicating a delivery order or **(WHT)** indicating a warehouse order. Click on the order to view further details, including any special instructions, crew details and each item that will be stored or placed on the truck for delivery.

The screenshot shows the details for a specific order. It is divided into several sections: INSTRUCTIONS, CREW & TRUCK SUMMARY, MATERIALS & EQUIPMENT, MOVE PHOTOS, and ITEMS. The INSTRUCTIONS section contains the text 'CALL CUSTOMER 30 MINS PRIOR TO DELIVERY.' The CREW & TRUCK SUMMARY section lists '1 WHITE GLOVE DRIVER' and '1 16' TRUCK' on the left, and '1 WHITE GLOVE MOVER' on the right. The MATERIALS & EQUIPMENT section lists '32 GAS SURCHARGE - 16' TRUCK' and '4 HANDLING IN AND OUT PER BOX'. The MOVE PHOTOS section states 'No move list has been uploaded.' The ITEMS section is a table with three rows, each showing a small image of an item, its barcode, quantity, and description.

Barcode	Qty	Description
BG -00051	1	THEO RAF FREE STAND SOFA
BG -00052	1	THEO SWIVEL CLUB CHAIR
BG -00053	1	LOLA MEDIUM POUF

EDIT/CANCEL YOUR ORDER

Once you have found your request, you will see the status of your delivery to the right.

INVENTORY
OMX Test Dispatch
TEST ACCOUNT

SEARCH
REQUESTS
LOTS

DELIVERY REQUEST LIST

Tap record for details.

Change Search

Req#	Req Date	▲ Needed	Project	# of Items	By	Status
122	10/05/2023	10/13/2023	12345	5	OMX Test Dispatch	OPEN

Click on your request to view more details. You will find the option to edit your delivery or cancel (if available) at the very bottom. You can add any relevant documents to the order by clicking “+Document” button in the **Document Management** section.

SEARCH
REQUESTS
LOTS

DELIVERY REQUEST #0000122

<p>Date Needed 10/13/2023</p> <p>Deliver To CHAD THOMAS TEST ACCOUNT 11460 EDMONSTON RD BELTSVILLE MD 20705 301-210-0890</p> <p>Instructions</p>	<p>Date Requested By 10/05/2023 OMX Test Dispatch dispatch@moveomx.com, chad.thomas@washingtongexpress.com</p> <p>Status OPEN</p> <p>Cust Project / WO# 12345 /</p> <p>Cost Code</p>
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DOCUMENT MANAGEMENT SYSTEM Tap document to download.

+ Document

No order documents have been uploaded.

REQUESTED ITEMS

Tap for details.

Qty	Description CMS Barcode	Cust Ref
5	1 TEST COFFEE TABLE IN 3 BOXES TA 00011	TEST

BACK

CANCEL REQUEST
EDIT

CHECK STORAGE SPACE/VIEW INVOICE

To check how much storage space a current project/lot is taking up, go to the **Inventory** homepage and select the “**Lots**” header. From there, you may enter the specific lot # or click the Search button at the bottom of the page to view ALL.

The screenshot shows the 'Inventory' section of the cms ClientConnect interface. The 'LOTS' tab is highlighted with a red circle. Below the tabs is a search form titled 'SEARCH STORAGE LOTS' with the following fields:

- LOT NUMBER CONTAINS: Enter all/part of lot number
- LOT DESCRIPTION INCLUDES: Enter all/part of lot description
- LOT CONTENT DESCRIPTION CONTAINS: Enter all/part of storage item description
- LOT BILLING CONTACT: Select Billing Contact or leave blank for all
- LOT CREATED ON OR AFTER: [Empty field]
- LOT CREATED ON OR BEFORE: [Empty field]

A green 'SEARCH' button is located at the bottom right of the form.

Once the report populates, you may **download/print the most recent invoice** by selecting the **PRINT** option to the right.

The screenshot shows the 'Inventory' section with the 'LOTS' tab selected. Below the tabs is a 'LOT LIST' table with the following data:

Description	U/M	Billing Rate	Current Balance	Last Invoice
EDMONSTON	BOXES	\$0.00	-1	PRINT
INDIAN CREEK	BOXES	\$0.00	0	PRINT
TESTING INTAKE, INVENTORY OF ITEMS AND BILLING	BOXES	\$5.00	4	PRINT

The 'PRINT' button for the 'TESTING INTAKE, INVENTORY OF ITEMS AND BILLING' lot is highlighted with a red circle. A red arrow points to the '4' in the 'Current Balance' column for this lot.

View how many cubic ft. are currently in use

*For assistance, please email us at Dispatch@moveOMX.com