



INVENTORY & DELIVERY GUIDE

moveOMX.com

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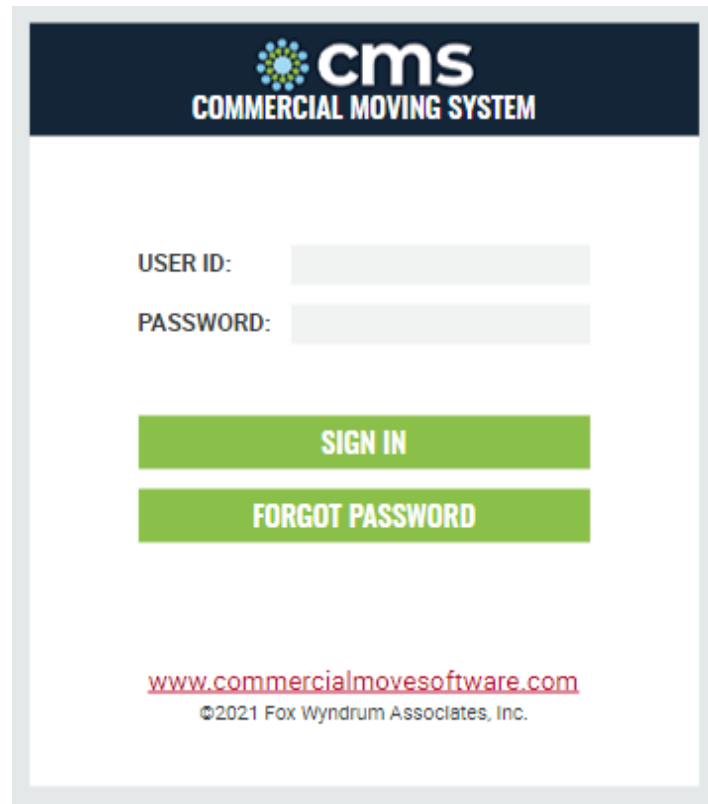
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LOGGING IN

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. It features a dark blue header with the CMS logo and the text 'COMMERCIAL MOVING SYSTEM'. Below the header, there are two input fields for 'USER ID:' and 'PASSWORD:'. Underneath these fields are two green buttons: 'SIGN IN' and 'FORGOT PASSWORD'. At the bottom, there is a red link for 'www.commercialmovesoftware.com' and a copyright notice for '©2021 Fox Wyndrum Associates, Inc.'.

cms
COMMERCIAL MOVING SYSTEM

USER ID:

PASSWORD:

SIGN IN

FORGOT PASSWORD

www.commercialmovesoftware.com

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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).

Activity

Inventory

Account

ACTIVITY

OPEN WORK ORDERS

COMPLETE WORK ORDERS

INVOICES

TEST INVENTORY - HKJ 121-02092-22/018

Origin 11460 EDMONSTON RD, BELTSVILLE MD

Destination 11460 EDMONSTON RD, BELTSVILLE MD

Thu May, 04, 2023 08:00 AM

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

Change the **OUTPUT** field to export as an Excel or PDF file.

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

REQUESTS

LOTS

SELECT ITEMS FOR DELIVERY


Only items available for delivery can be selected.

Tap record for details.

REQUEST SELECTED

NEW SEARCH

Search Results

<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 type="checkbox"/> <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"/> <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	96	1B	1	12/12/22	1

OKX Test Dispatch
TEST ACCOUNT

SEARCH PAST INVENTORY TRANSACTIONS

To view past inventory transactions, select **Search Transactions** on the home screen, enter a date range or any specifics you may have, or simply click the **Search Transactions** button to pull up all past inventory and order requests.

SEARCH **REQUESTS** **LOTS**

SEARCH INVENTORY **SEARCH TRANSACTIONS**

SEARCH TRANSACTIONS

BARCODE# IS
Enter Barcode or leave blank for all.

DATED ON OR AFTER DATED ON OR BEFORE

TRANSACTION TYPE IS
Any Type

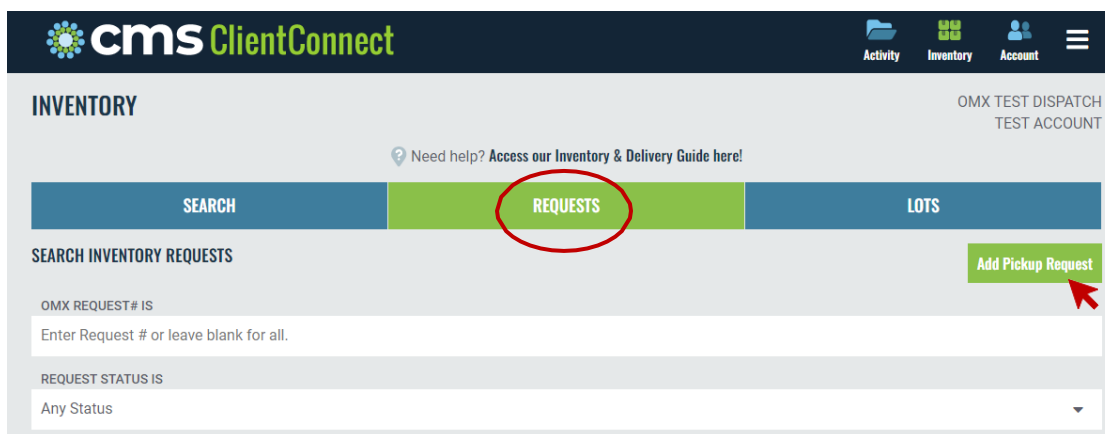
OUTPUT TO
Browser
Browser
PDF
Spreadsheet

SEARCH TRANSACTIONS

Change the **Output** field to export the information as an Excel or PDF file.

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.



cms ClientConnect

Activity Inventory Account

INVENTORY

OMX TEST DISPATCH
TEST ACCOUNT

Need help? Access our Inventory & Delivery Guide here!

SEARCH REQUESTS LOTS

SEARCH INVENTORY REQUESTS

OMX REQUEST# IS

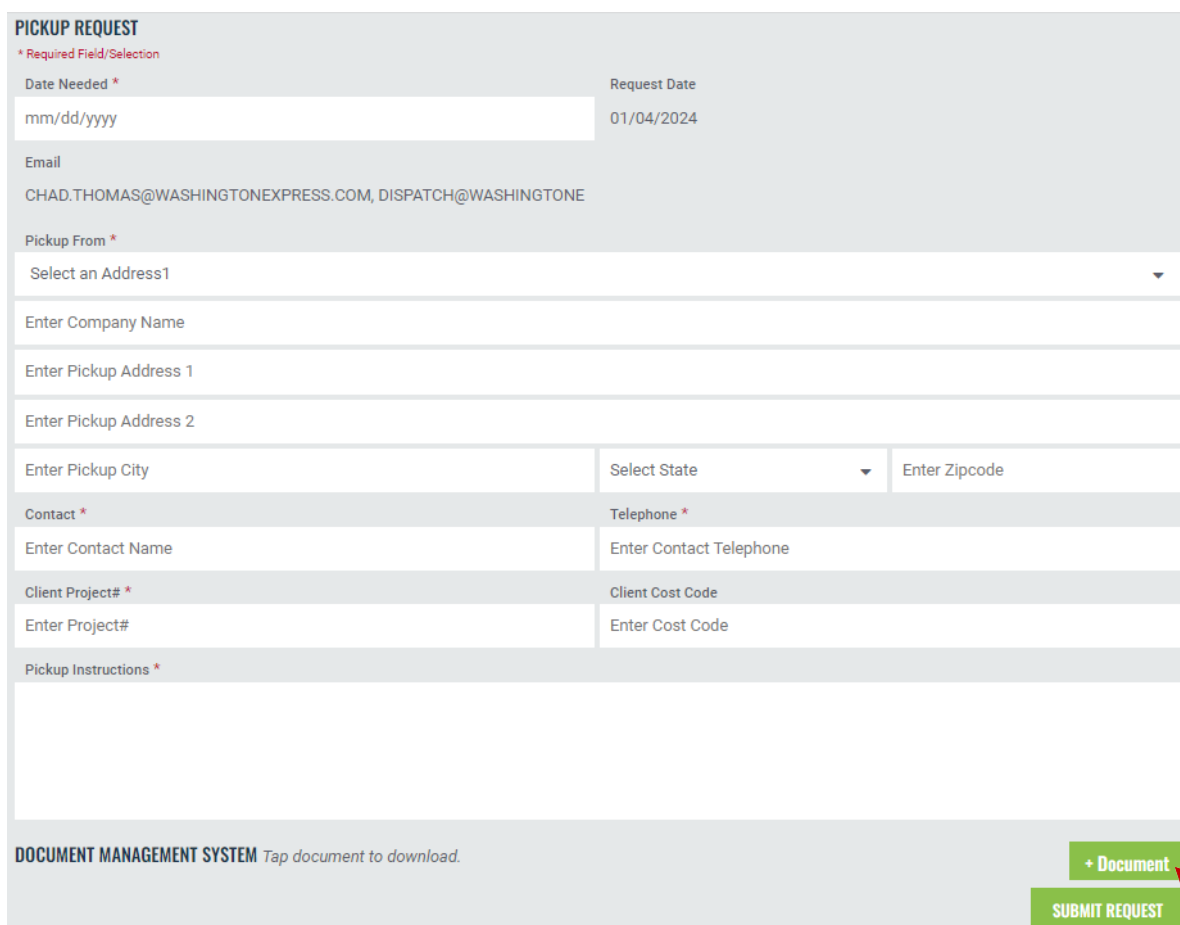
Enter Request # or leave blank for all.

REQUEST STATUS IS

Any Status

Add Pickup Request

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.



PICKUP REQUEST

* Required Field/Selection

Date Needed * Request Date

mm/dd/yyyy 01/04/2024

Email

CHAD.THOMAS@WASHINGTONEXPRESS.COM, DISPATCH@WASHINGTONEXPRESS.COM

Pickup From *

Select an Address1

Enter Company Name

Enter Pickup Address 1

Enter Pickup Address 2

Enter Pickup City Select State Enter Zipcode

Contact * Telephone *

Enter Contact Name Enter Contact Telephone

Client Project# * Client Cost Code

Enter Project# Enter Cost Code

Pickup Instructions *

DOCUMENT MANAGEMENT SYSTEM Tap document to download.

+ Document

SUBMIT REQUEST

REQUEST ITEMS FOR DELIVERY

3. 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.
4. Once you have selected your items, click the “**Request Selected**” button.
5. 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

Only items available for delivery can be selected.

Tap record for details.

REQUEST SELECTED

NEW SEARCH

Qty	Barcode#	Lot # Inspected Damages	Description Mfr-Model	Category Sub-Cat Cust Ref	Size Color Weight	aisle	BOX	Rcvd	Qty Avail	Qty Res
<div><div></div><div>5</div></div>	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	
<div><div></div><div>1</div></div>	TA 00012	TEST No	ITEM 013 - FLUID CONCEPTS EDGE EXEC OAK WORK SURFACE 84X42 ACERAY	ART Mirror PO - WESOFF - 11212	96 100.00	1B	1	12/12/22	1	

INVENTORY

OMX Test Dispatch
TEST ACCOUNT




SEARCH

REQUESTS

LOTS

REQUESTED ITEMS

Tap for details.

Qty Req	Description CMS Barcode	Cust Ref	
5	 1 TEST COFFEE TABLE IN 3 BOXES TA 00011	TEST	
1	ITEM 013 - FLUID CONCEPTS EDGE EXEC OAK WORK SURFACE 84X42 TA 00012	PO - WESOFF - 11212	

RETURN TO LIST

NEW SEARCH

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

Deliver To *

Select an Address1

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
ADD MORE ITEMS		

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.

+ Document

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 'cms ClientConnect' interface. The top navigation bar includes 'Activity', 'Inventory' (highlighted with a red circle), and 'Account'. Below this, the 'INVENTORY' section has three tabs: 'SEARCH', 'REQUESTS' (highlighted with a red circle), and 'LOTS'. The 'REQUESTS' tab is active, displaying a 'SEARCH INVENTORY REQUESTS' form. The form includes fields for 'OMX REQUEST # IS' (with a red arrow pointing to the input field), 'REQUEST STATUS IS' (set to 'Any Status'), 'CUSTOMER PROJECT CONTAINS', and several date filters: 'REQUESTED ON OR AFTER', 'REQUESTED ON OR BEFORE', 'DATE NEEDED ON OR AFTER', 'DATE NEEDED ON OR BEFORE', 'DELIVERED ON OR AFTER', and 'DELIVERED ON OR BEFORE'. A 'FORMAT' dropdown is set to 'Summary'. At the bottom right, a green 'SEARCH REQUESTS' button is highlighted with a red arrow.

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

INVENTORY

OMX Test Dispatch
TEST ACCOUNT

SEARCH

REQUESTS

LOTS

DELIVERY REQUEST LIST

Tap record for details.

Search Results

Change Search

Req#	Req Date	<div><div></div></div> Needed	Project	# of Items	By	<div><div></div></div> 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 'cms ClientConnect' interface. The 'ACTIVITY' section is active, displaying a list of work orders and invoices. The 'OPEN WORK ORDERS' tab is selected, showing two entries. The first entry, 'WHITE GLOVE DELIVERIES - OTBD-BGI/LEON', is circled in yellow, along with its origin and destination details. The second entry, 'WHITE GLOVE DELIVERIES - OTBD-BGI/SALIL', is also visible. The 'INVOICES' tab shows two entries, with the first one, 'Tue Oct, 17, 2023 08:00 AM', circled in yellow.

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 detailed view of a work order. It includes sections for 'INSTRUCTIONS', 'CREW & TRUCK SUMMARY', 'MATERIALS & EQUIPMENT', 'MOVE PHOTOS', and 'ITEMS'.

INSTRUCTIONS

CALL CUSTOMER 30 MINS PRIOR TO DELIVERY.

CREW & TRUCK SUMMARY

1 WHITE GLOVE DRIVER
1 16' TRUCK

1 WHITE GLOVE MOVER

MATERIALS & EQUIPMENT

32 GAS SURCHARGE - 16' TRUCK
4 HANDLING IN AND OUT PER BOX

MOVE PHOTOS

No move list has been uploaded.

ITEMS

Image	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

Search Results

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

Date Needed
10/13/2023

Date Requested By
10/05/2023 OMX Test Dispatch dispatch@moveomx.com,
chad.thomas@washingtosexpress.com

Deliver To
CHAD THOMAS
TEST ACCOUNT
11460 EDMONSTON RD
BELTSVILLE MD 20705
301-210-0890

Status
OPEN

Cust Project / WO#
12345 /

Instructions

Cost Code

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.

cms ClientConnect

Activity **Inventory** Account

INVENTORY OMX Test Dispatch
TEST ACCOUNT

SEARCH REQUESTS LOTS

SEARCH STORAGE LOTS

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 LOT CREATED ON OR BEFORE

SEARCH

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

cms ClientConnect

Activity **Inventory** Account

INVENTORY OMX Test Dispatch
TEST ACCOUNT

SEARCH REQUESTS LOTS

LOT LIST

Search Results **Change Search**

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

View how many cubic ft.
are currently in use

UPLOAD DOCUMENTS TO ACCOUNT

Upload any relevant documents like expediting reports or tracking information of items being sent to our warehouse by navigating to the **Account tab** and clicking the **Add Document** button. Our team will immediately be alerted of any uploads.

OMX
OfficeMovers Express

Activity Inventory **Account**

ACCOUNT OMX TEST DISPATCH
TEST ACCOUNT

ACCOUNT INFORMATION

Account 30138 - TEST ACCOUNT	Account Manager HOUSE OMX
Billing Address 11460 EDMONSTON ROAD BELTSVILLE, MD 20705 301-210-0890	DISPATCH@MOVEOMX.COM, CHAD.THOMAS@WASHINGTONEXPRESS.COM 301-210-0890

CUSTOMER DOCUMENTS Tap document to download.

Screen Shot 2023-10-16 at 10.....png	10/16/23	
ScaleTicket37579.....pdf	test upload	07/21/25

+ Document

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