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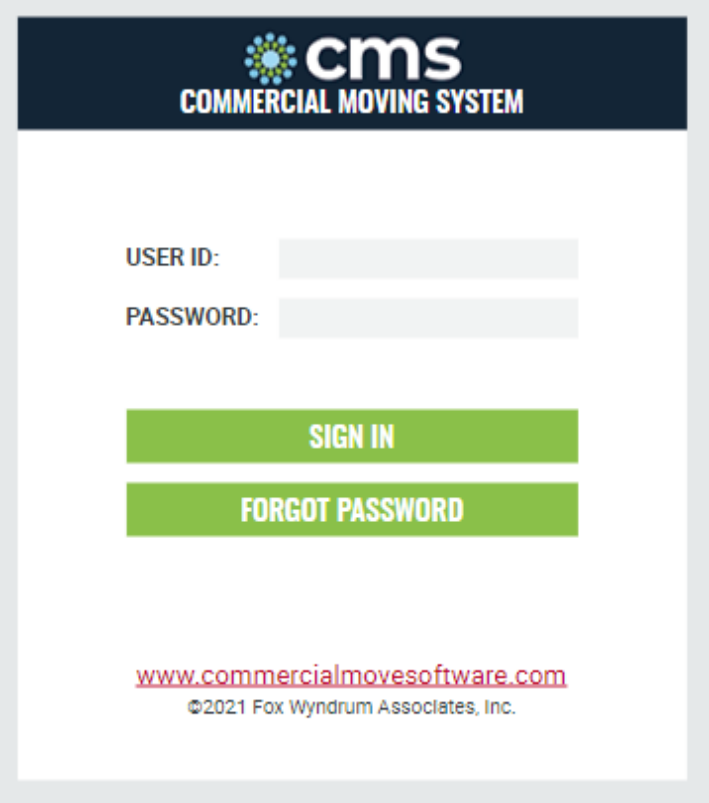
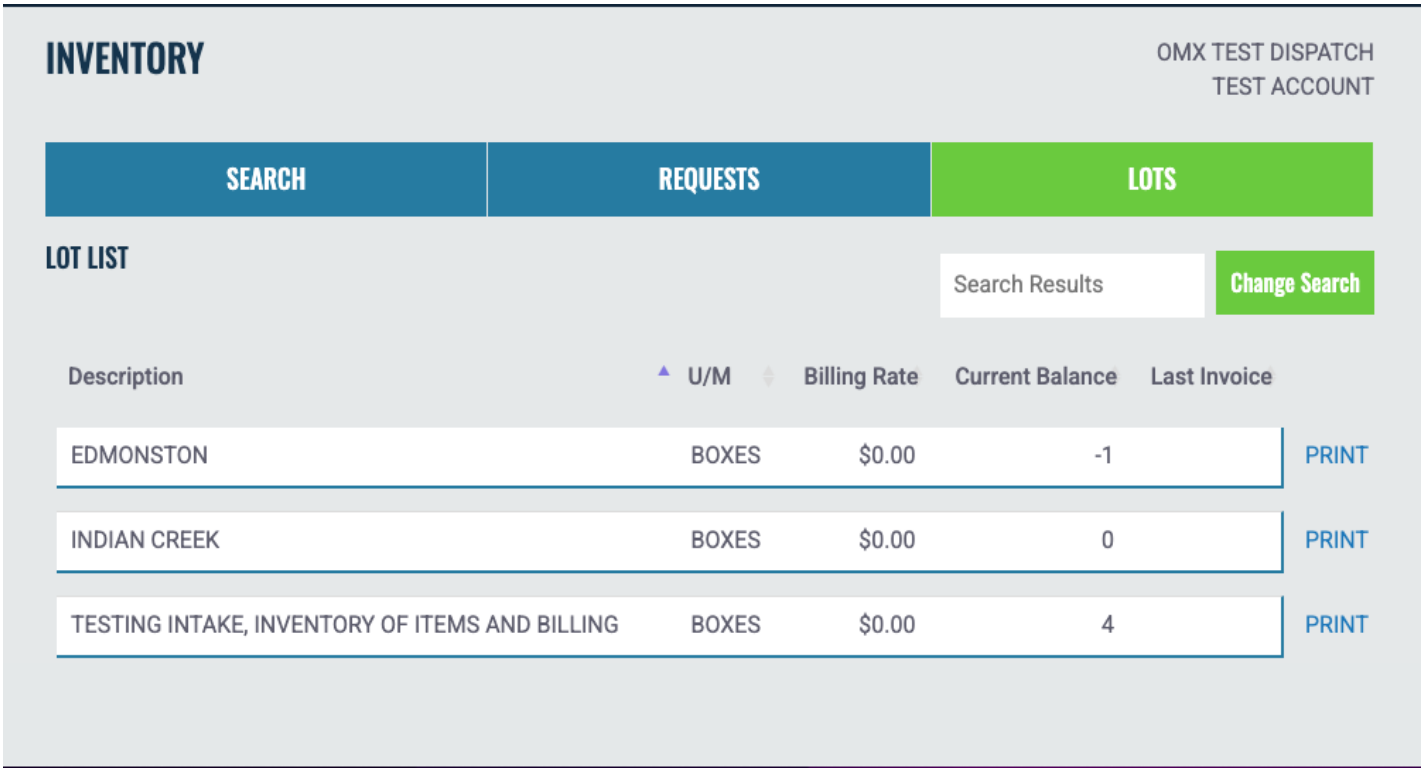
LOGGING IN

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



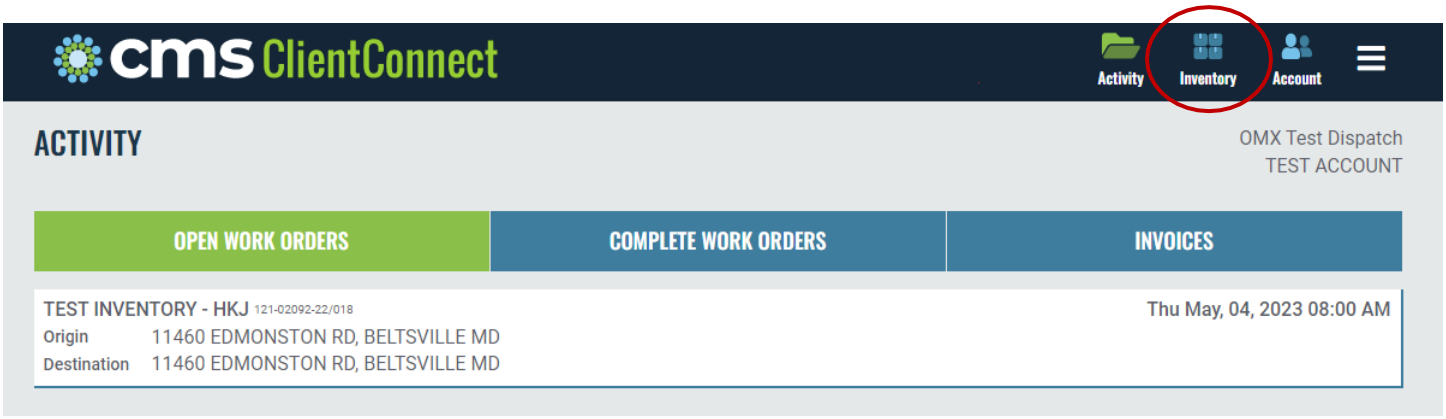
VIEW STORAGE LOTS

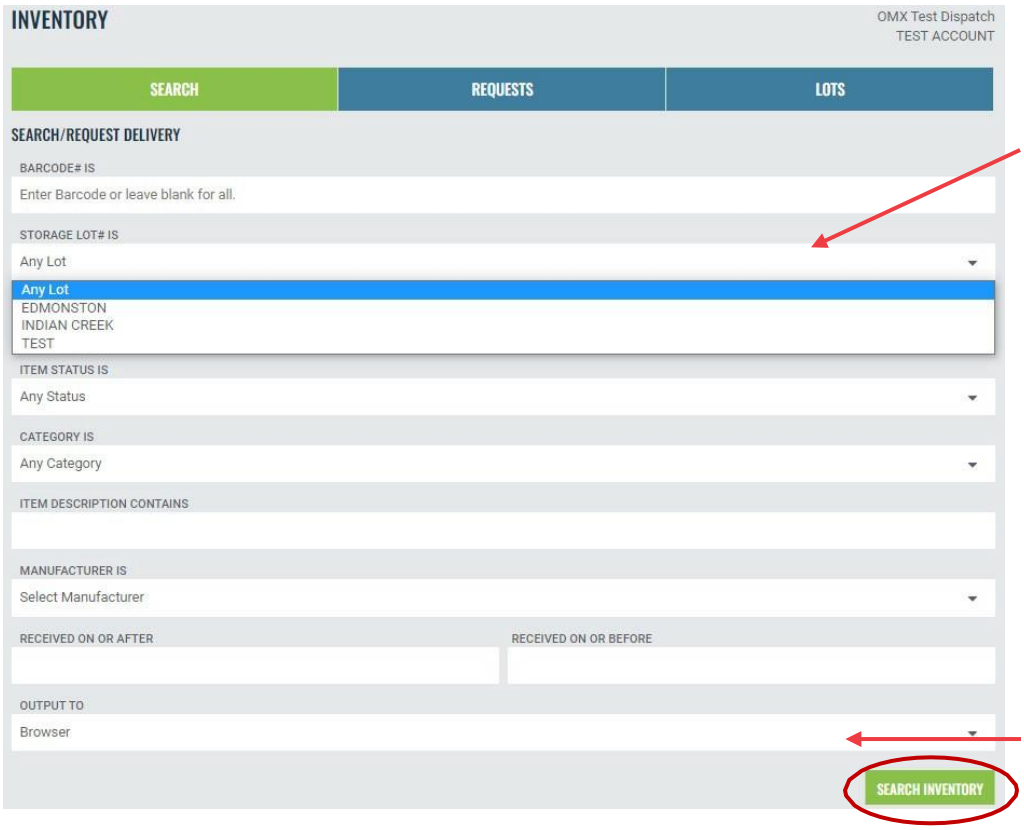
View all available storage lots by clicking on the **LOTS** tab. From here, search by any known details or simply click the green “Search” button at the bottom right to pull up all existing lots. Click on any lot for more storage details or print the latest invoice.



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).



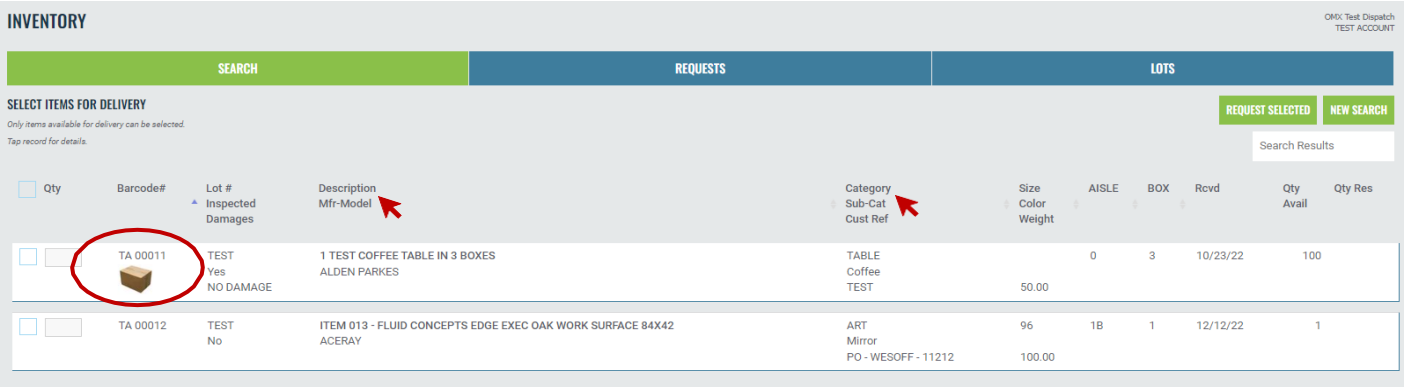


To search inventory by a specific project, use the "**Storage Lot**" Dropdown

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

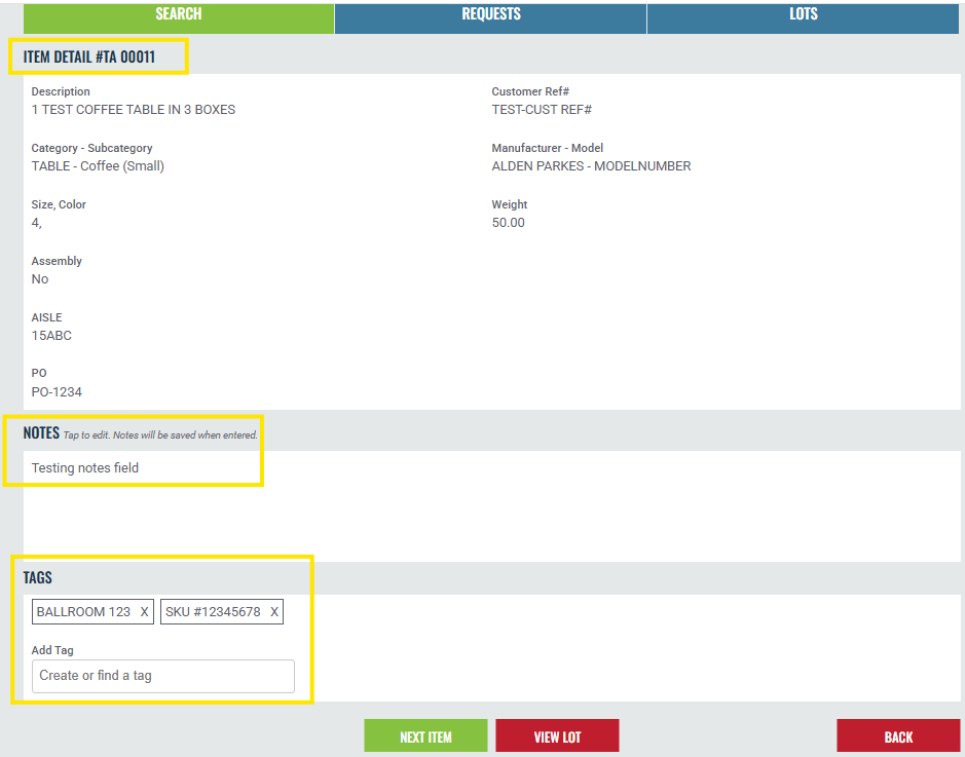
VIEW INVENTORY DETAILS

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, tags** or **category** by clicking on the headers.

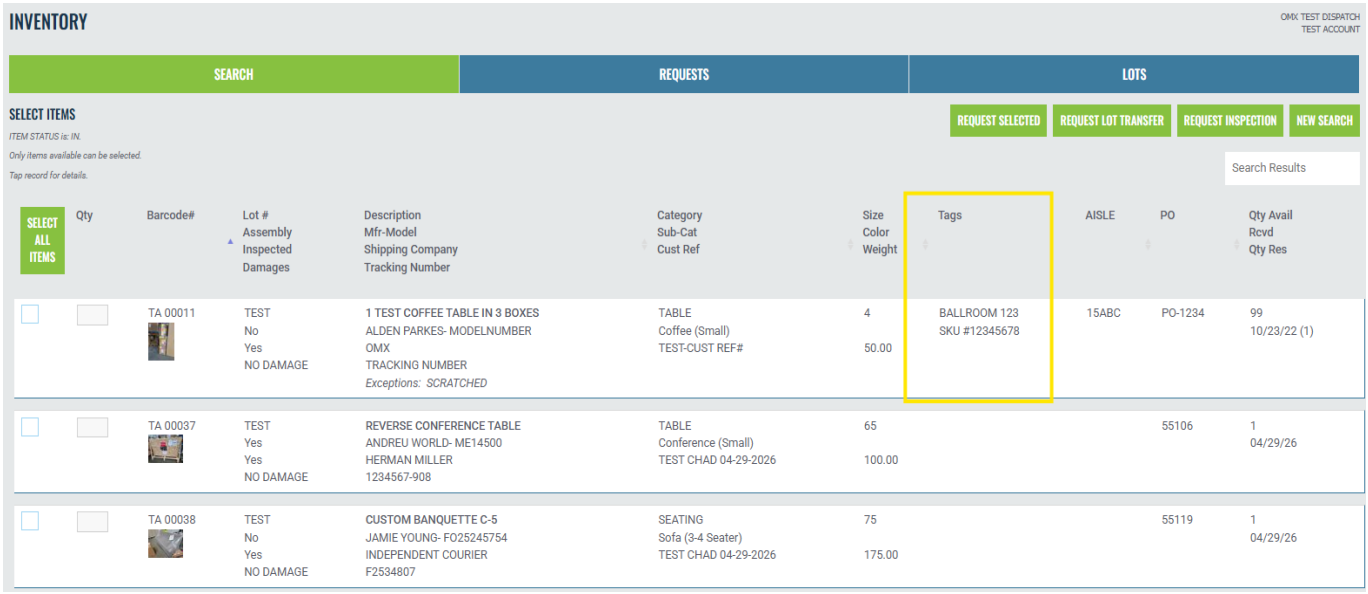


ADD CUSTOM TAGS

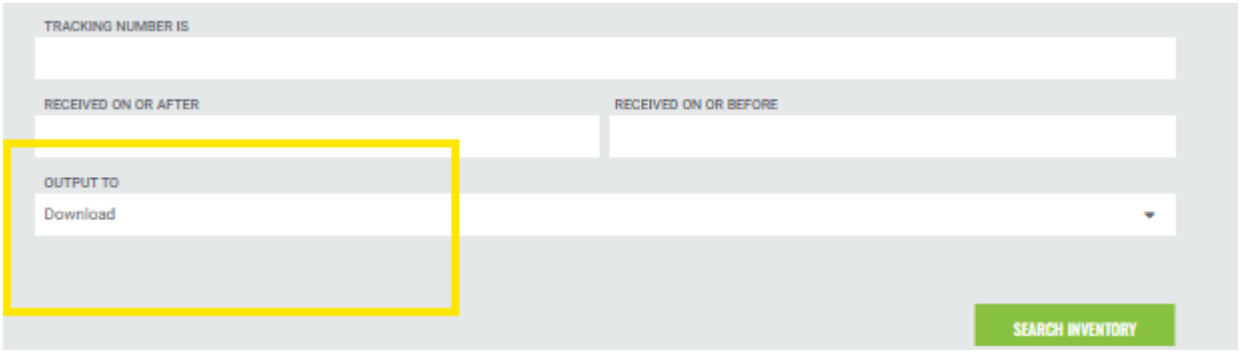
You can assign your own custom tags, terminology and descriptions to your items from the inventory details page. This allows you to use the same naming conventions your team already uses on expediting reports, POs, order sheets and internal tracking to more easily identify and locate your inventory.

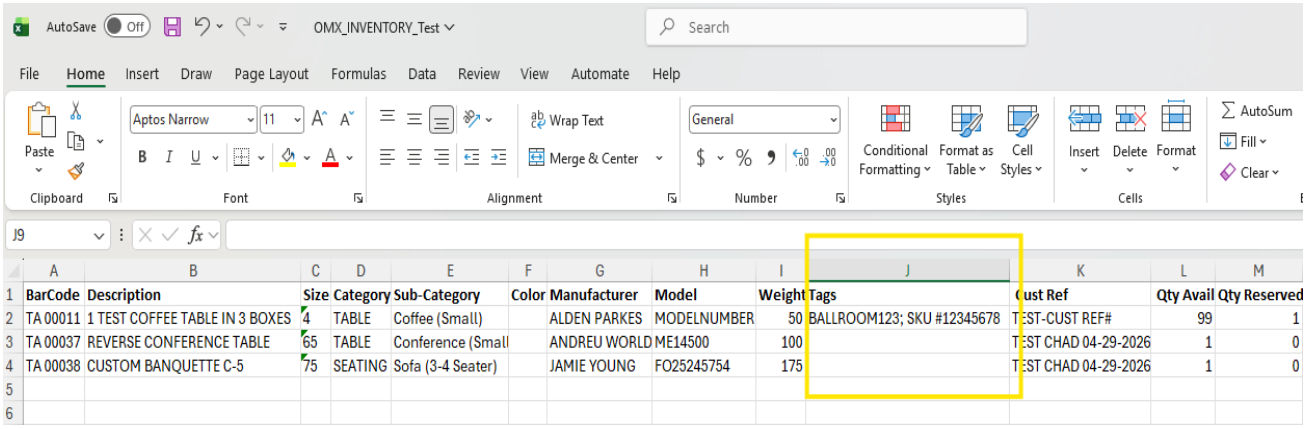


You can then search for your items in the future by use the **Tags** filter:



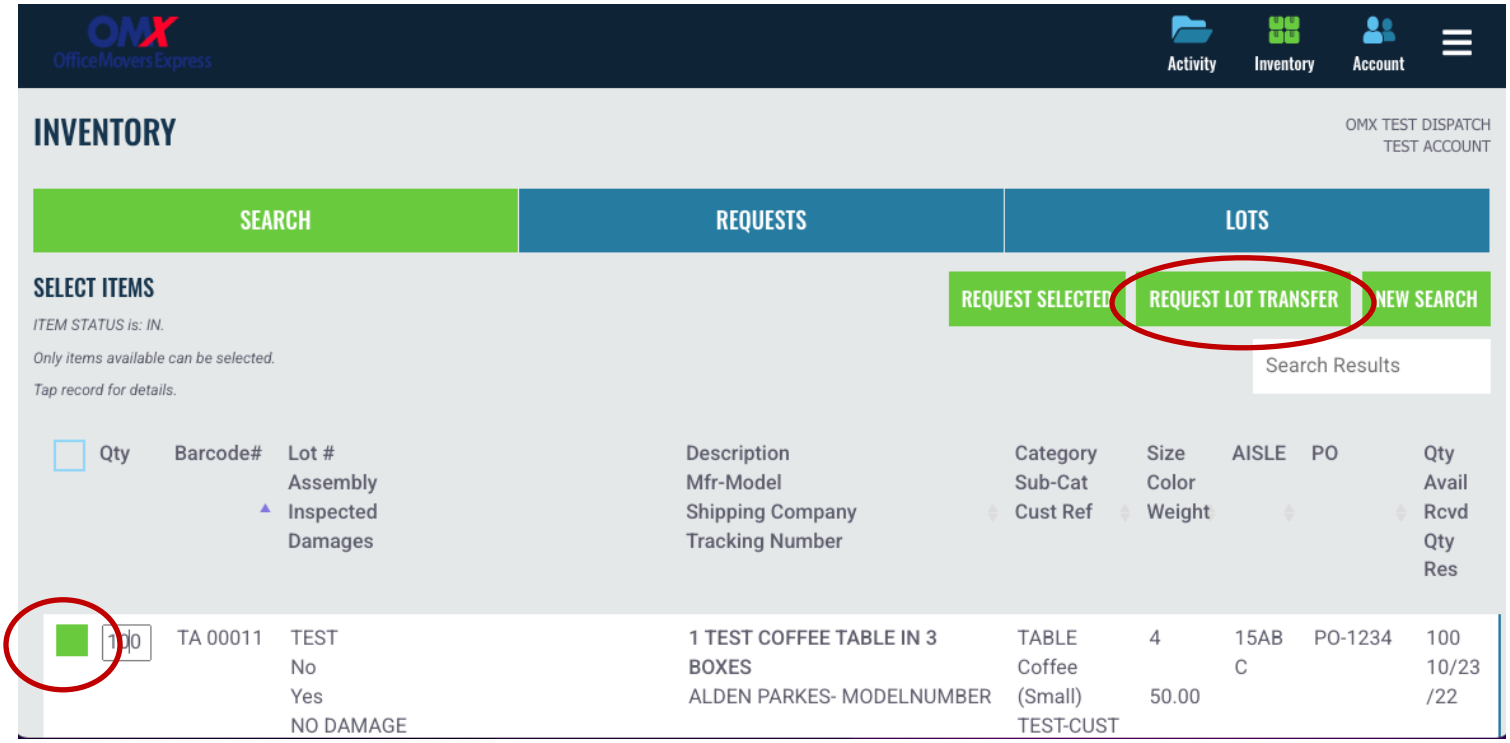
Export an Excel spreadsheet that includes your tags and notes. This gives your team greater flexibility to manage information in a way that supports your existing workflows and reporting requirements.



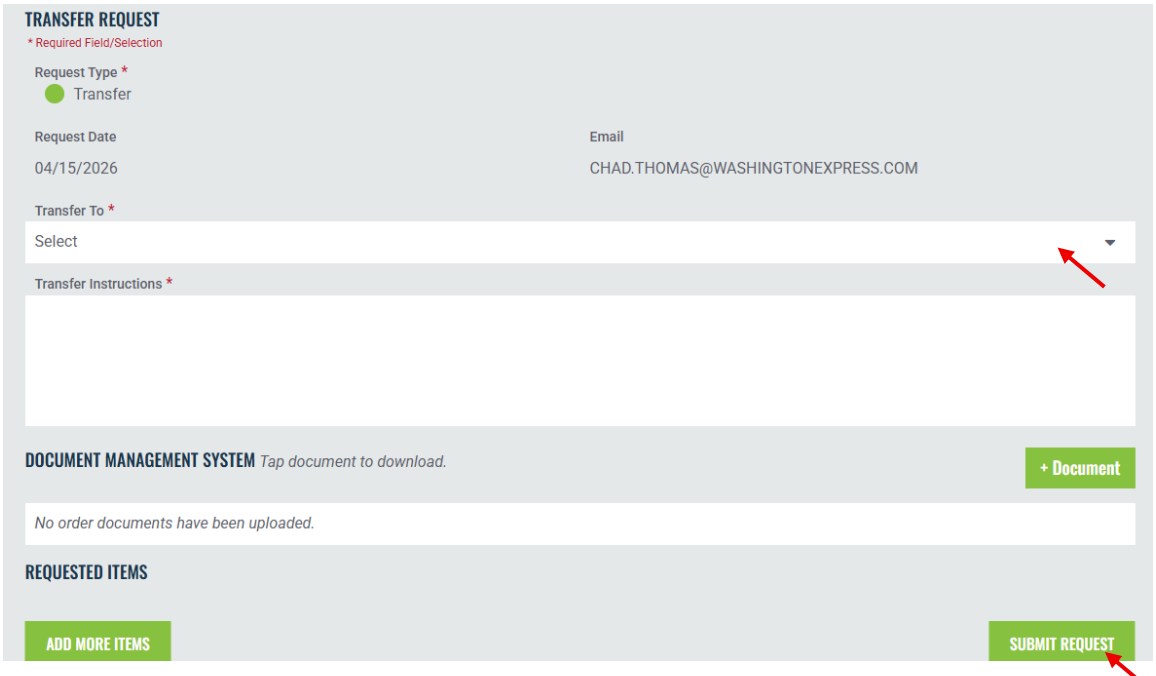


TRANSFER ITEMS TO A DIFFERENT LOT

To transfer an item to another lot, select the item and quantity from your inventory list. Then select “Request Lot Transfer” and on the next page choose “Transfer” (at the bottom right) to move the item to a new lot.

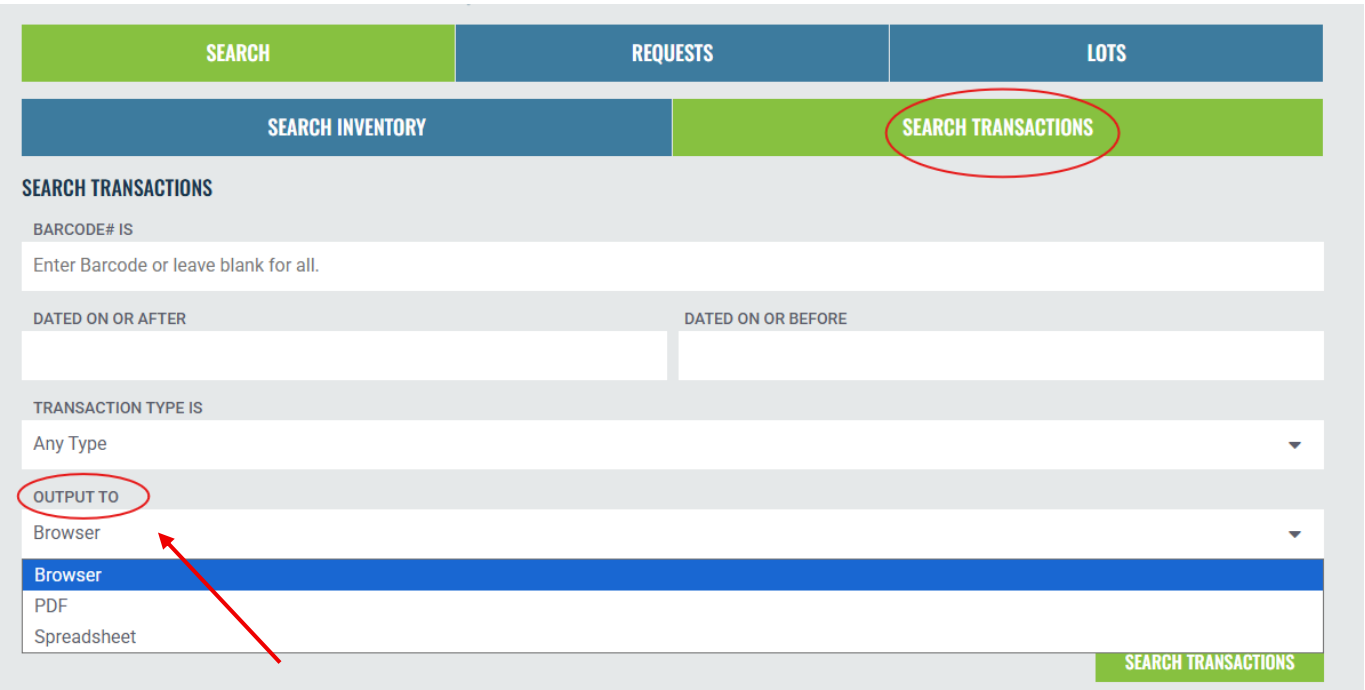


From here you can select the new lot using the drop-down menu along with any additional notes or documents you want to include. Once submitted, you will receive email confirmation that your request is pending.



SEARCH PAST INVENTORY TRANSACTIONS

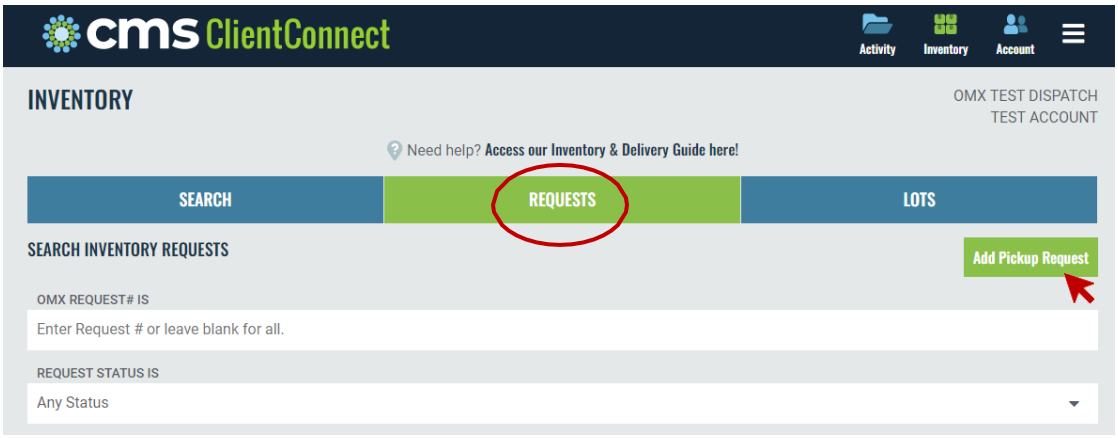
To view past inventory transactions, select **Search Transactions** on the home screen, enter a date range or any specifics you may have, or simply click the **Search Transactions button** to pull up all past inventory and order requests.



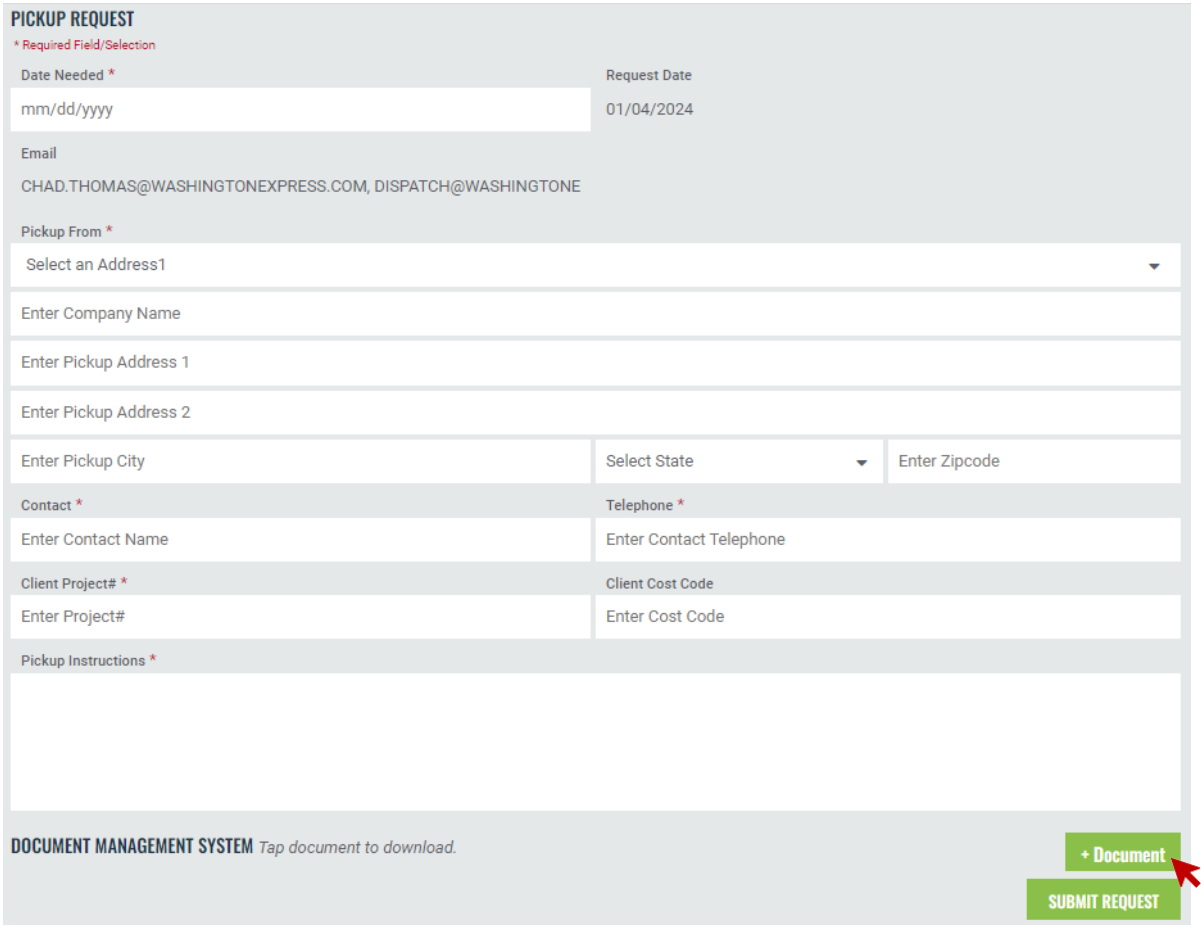
Change the **Output** field to export the information as an Excel or PDF file.

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.



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.

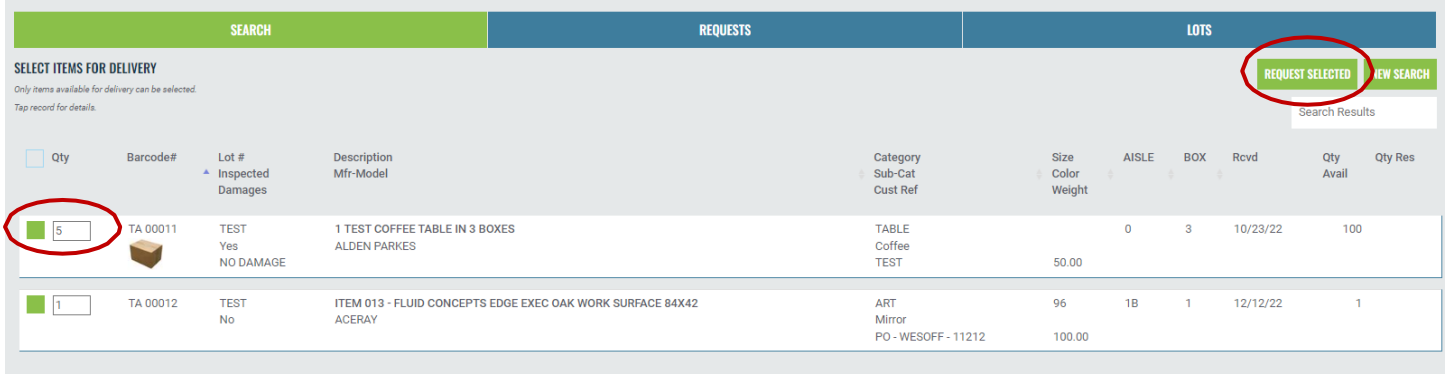


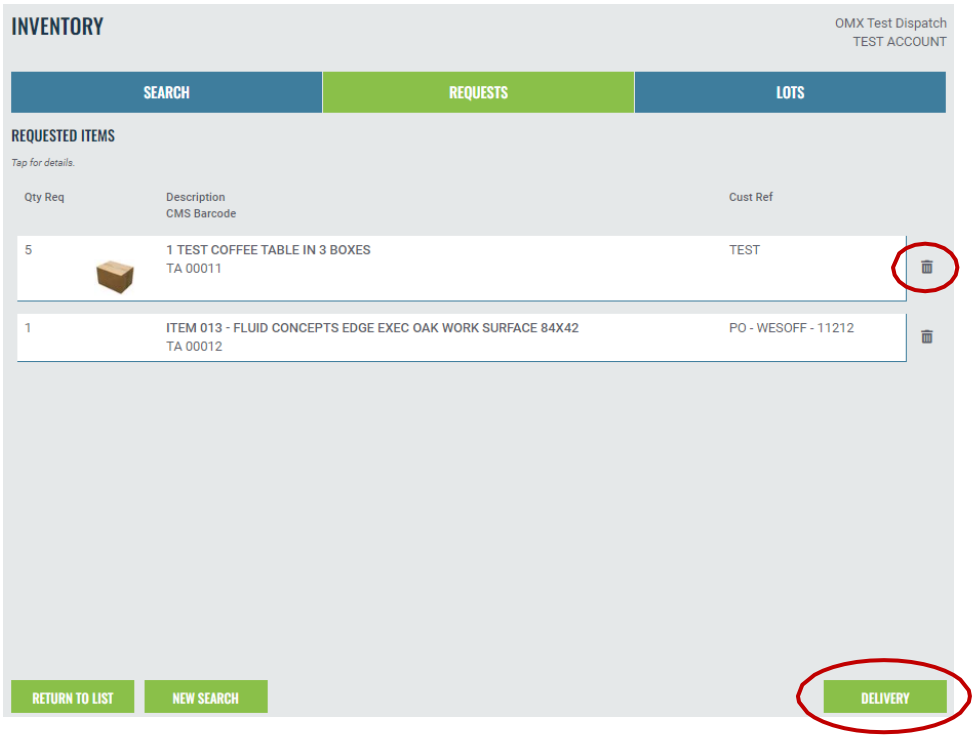
REQUEST ITEMS FOR DELIVERY

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.

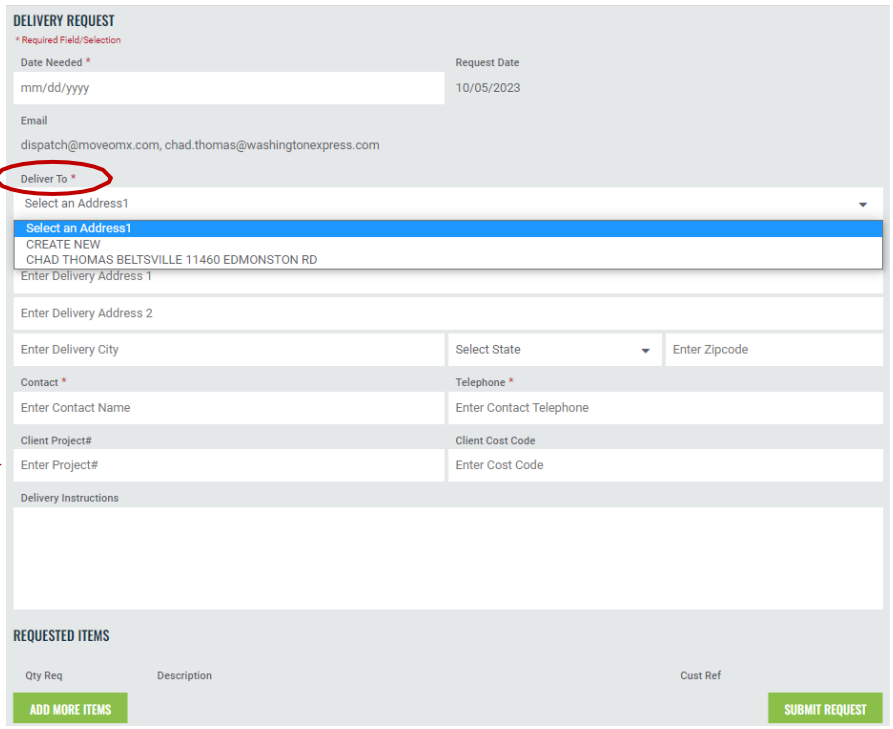
5. You will then be taken to the next screen to review your request. You may remove items by clicking the trashcan icon to the right or move forward with your order by clicking the "**Delivery**" button.



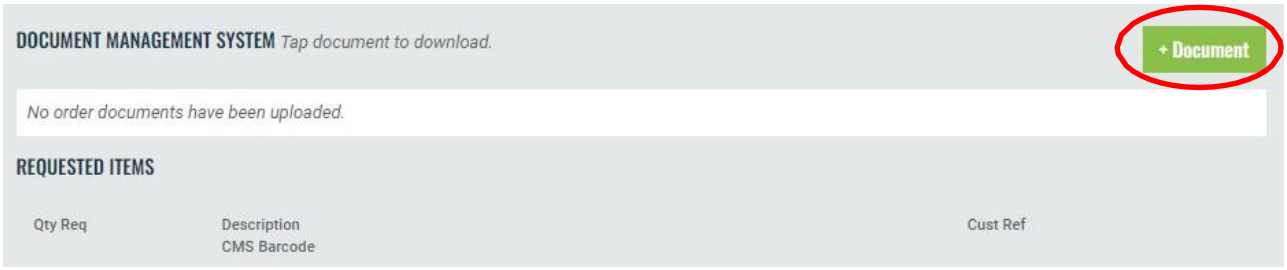


6. Now you will enter your delivery details. You may search for past addresses or create a new address under the "**Deliver To**" dropdown menu.

Enter your internal work order or reference # here.



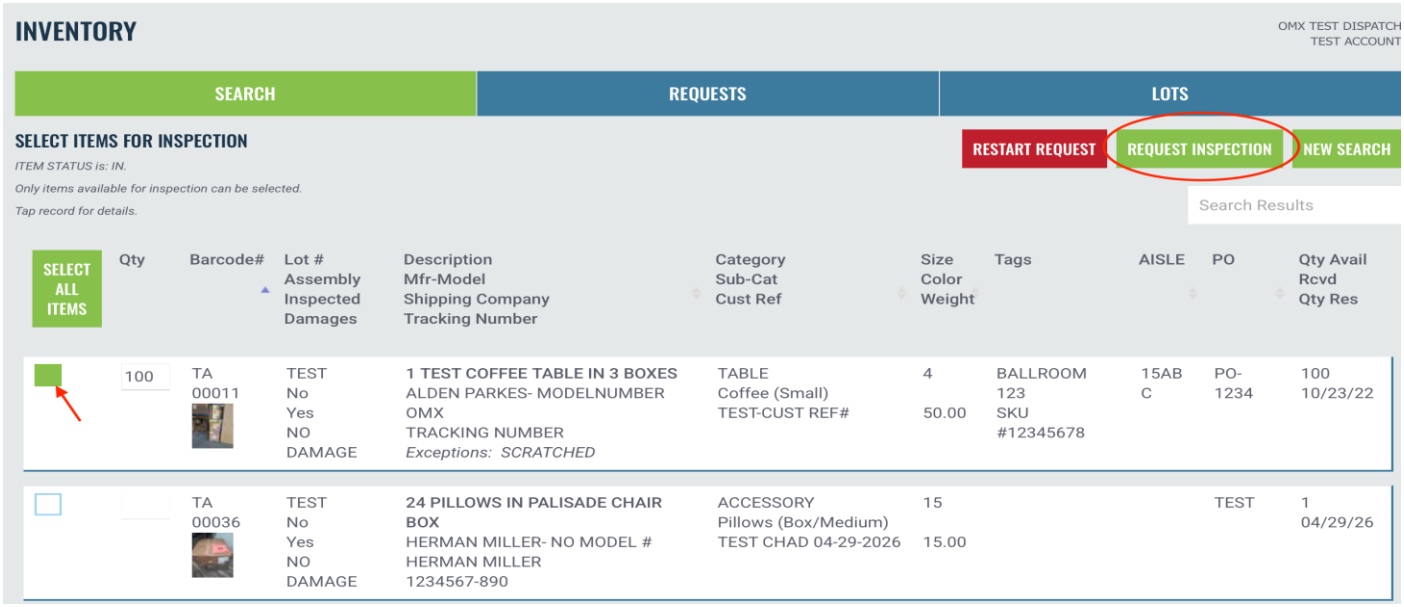
7. You may upload any important documents (i.e., Bill of Lading, receipts, etc.) by clicking the **+Document** button under the **Document Management System** section.



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

REQUEST ITEM INSPECTION

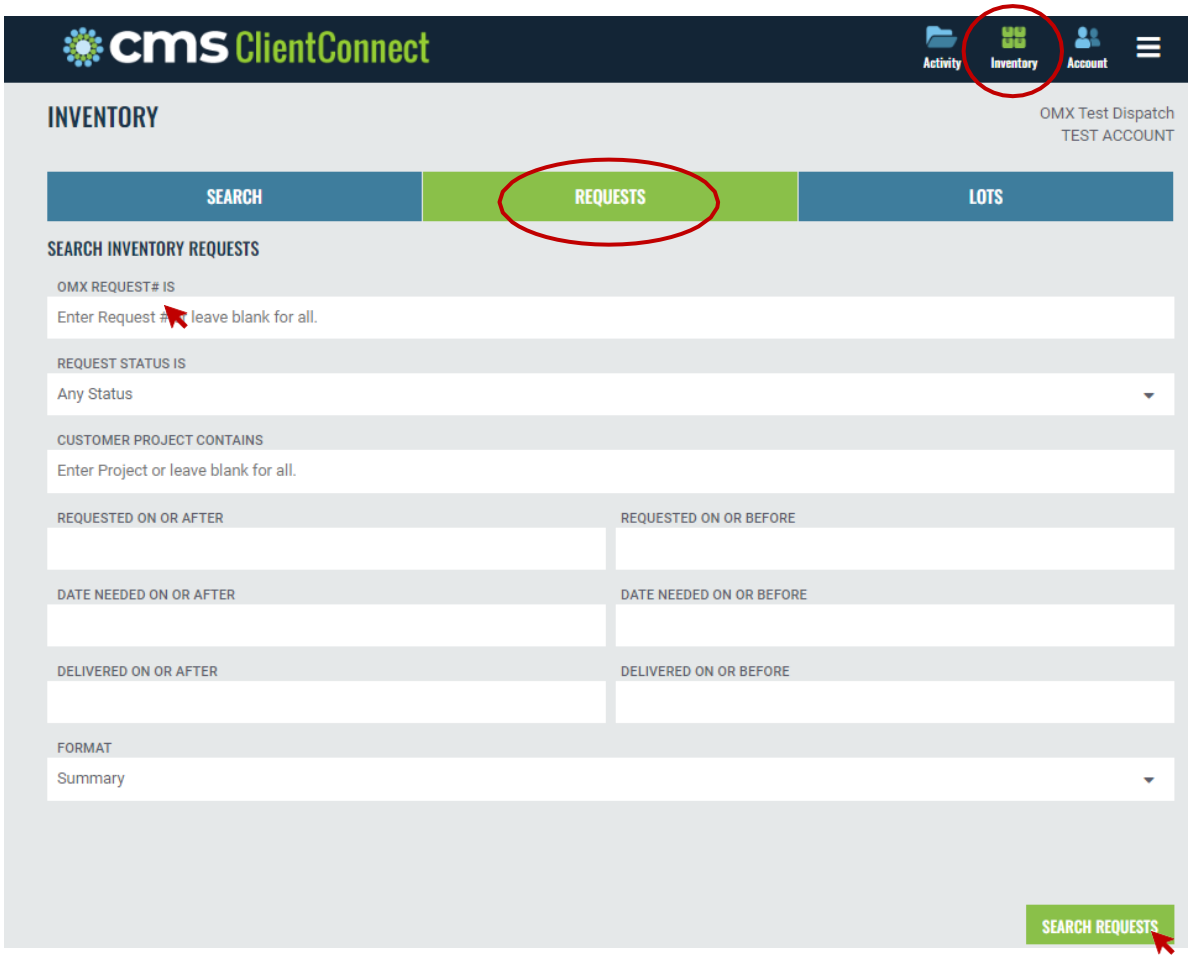
If you would like our team to inspect any items in your inventory, navigate to the select item(s) in your inventory list, check off on the item(s) and select **Request Inspection** in the top right corner.



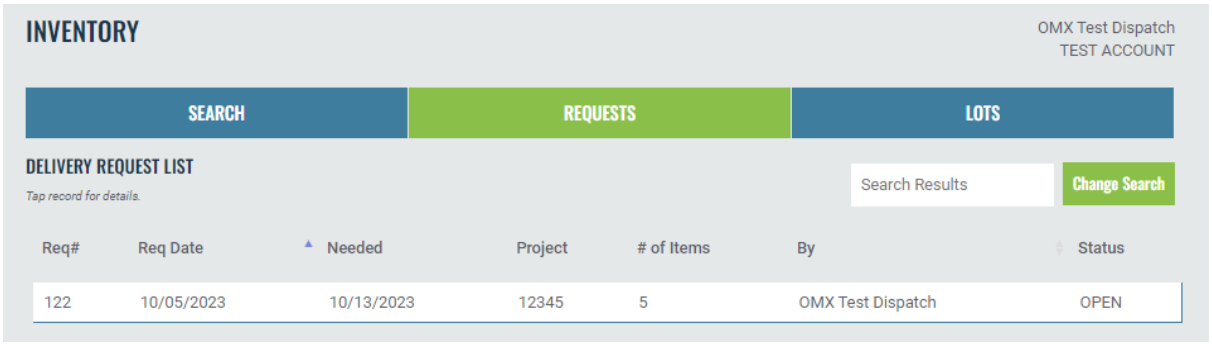
SEARCH PENDING REQUESTS

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.

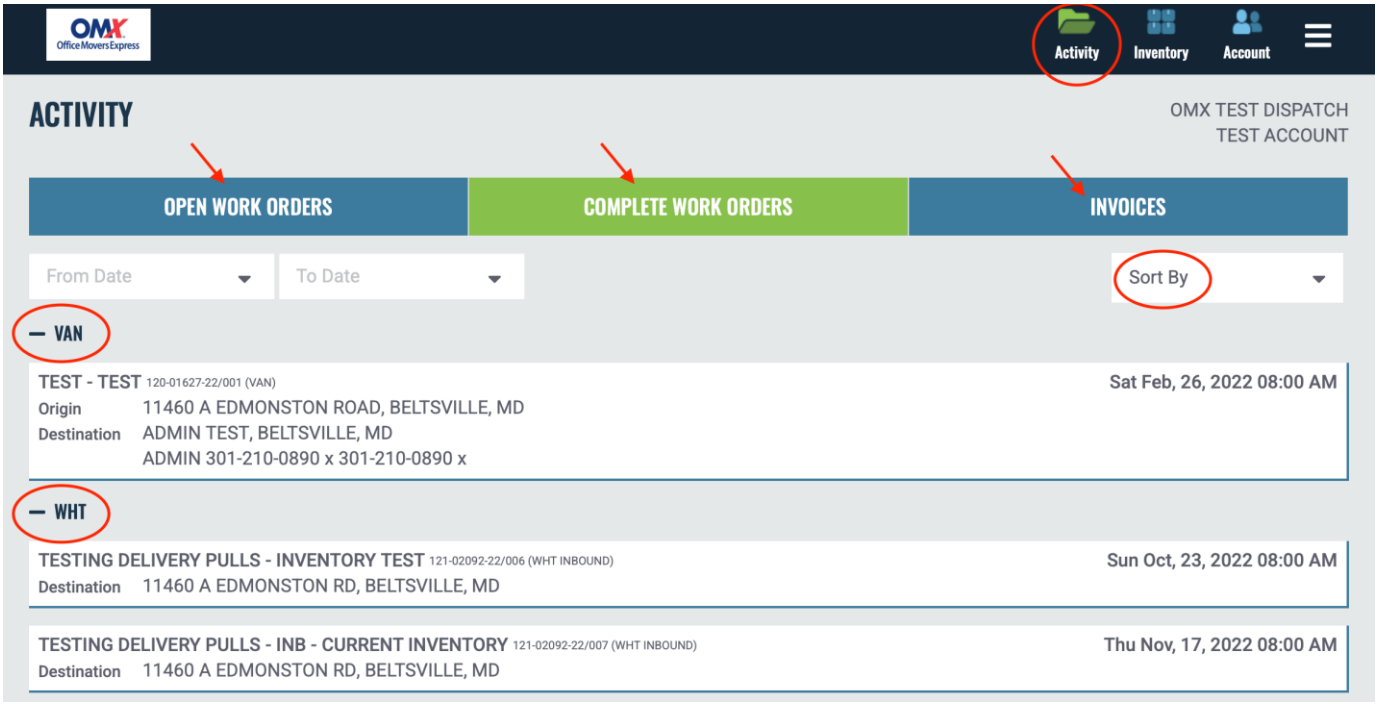


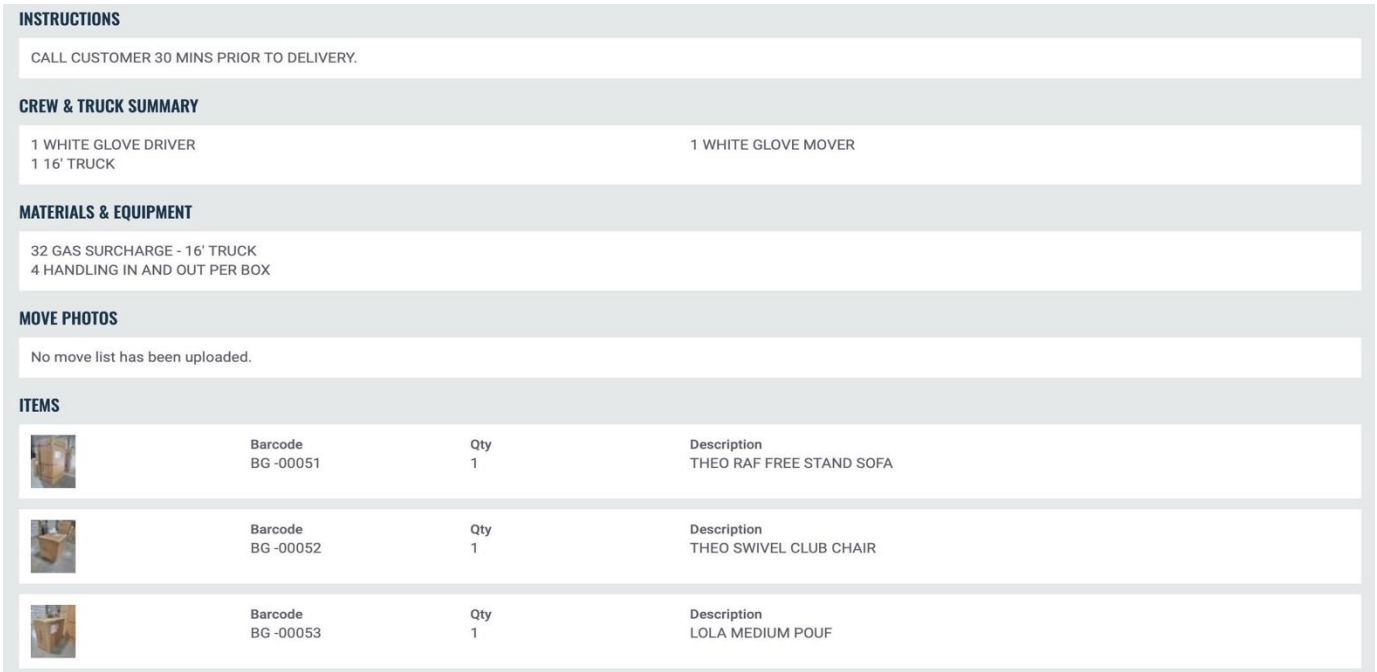
You will then be able to view what requests are scheduled, the # of items and current order status.



SEARCH ACTIVE OR PAST REQUESTS

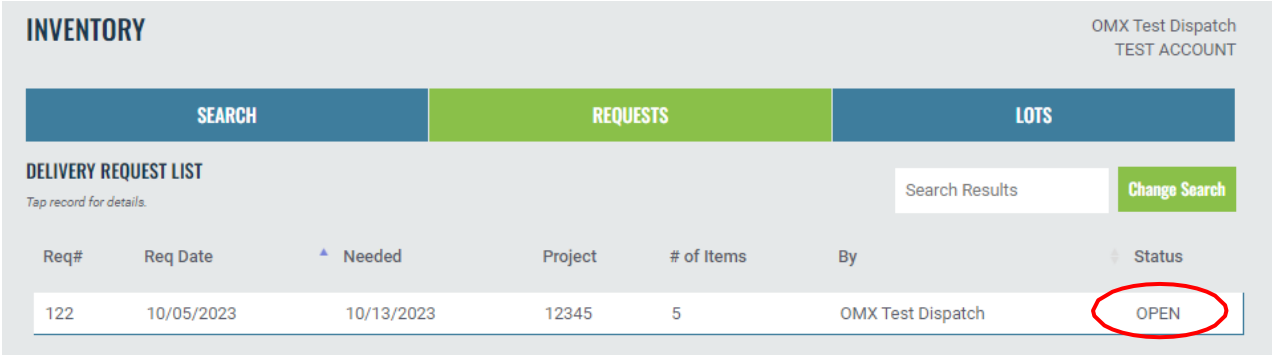
To review active or past requests and warehouse activity, navigate to **Activity** on the Home Page (top right in banner). There you will be able to view any open or closed delivery orders (categorized as **VAN**), open or closed warehouse tickets (categorized as **WHT**) and past invoices. You may further sort by date, project or origin/destination. 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.



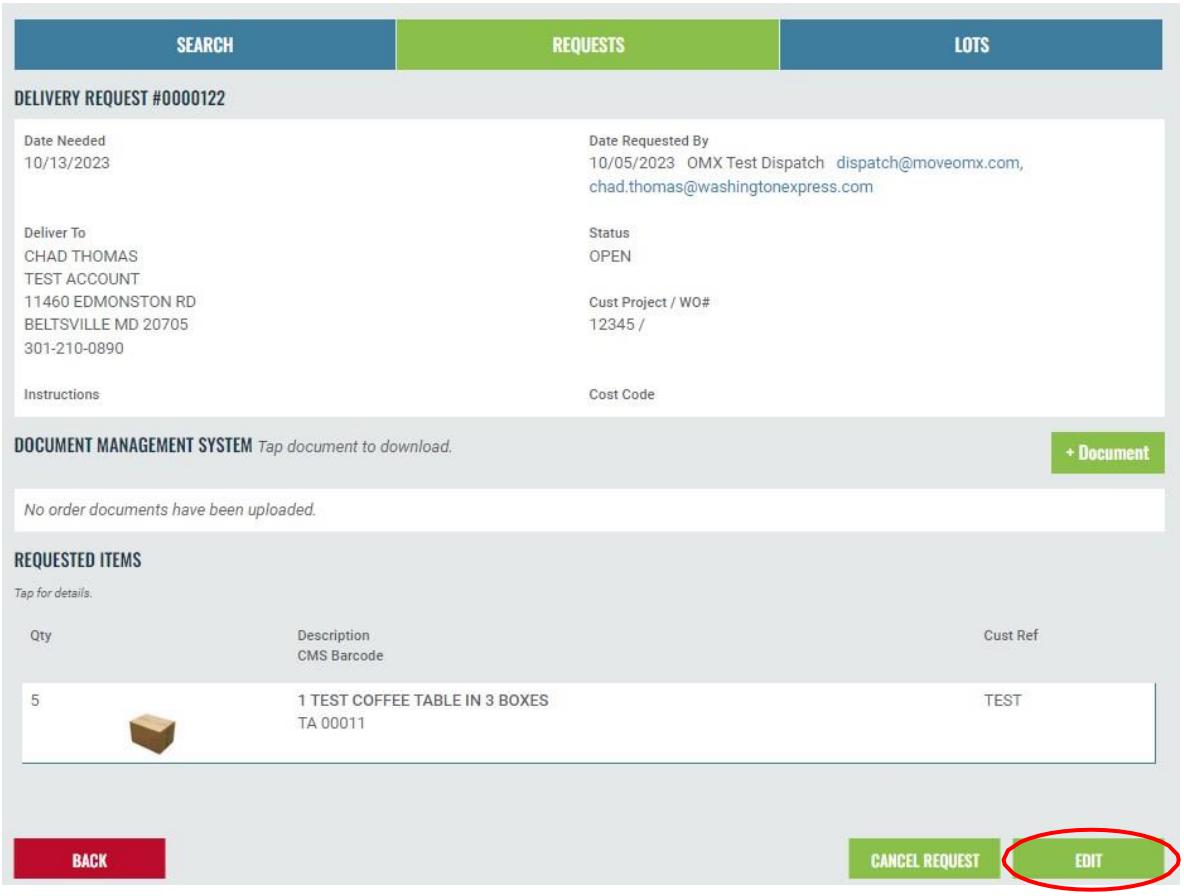


EDIT/CANCEL YOUR ORDER

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

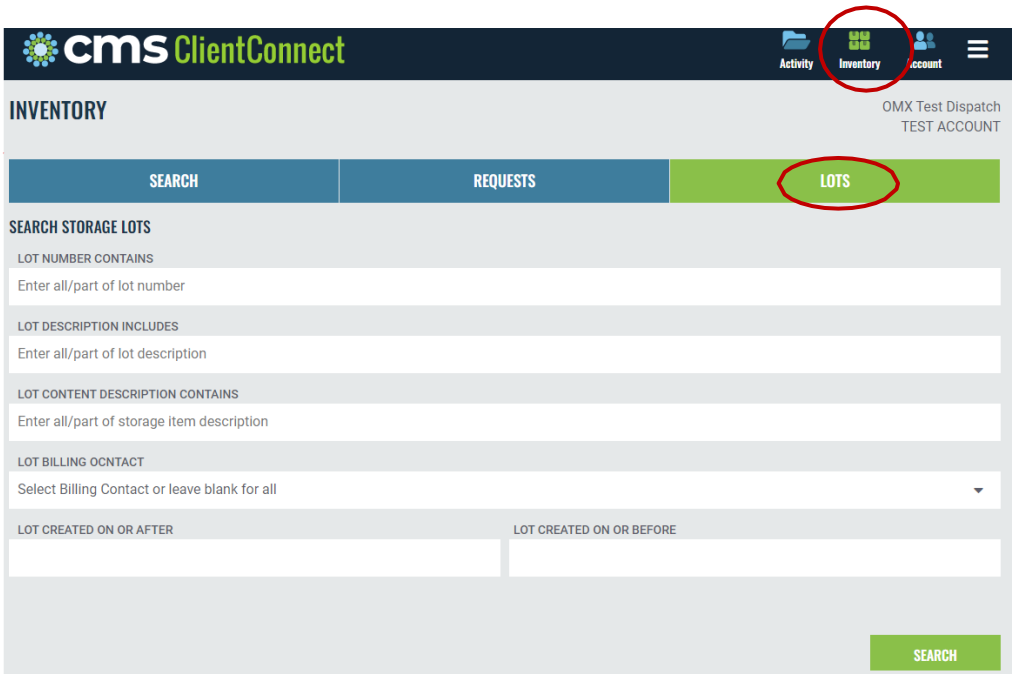


Click on your request to view more details. You will find the option to edit your delivery or cancel (if available) at the very bottom. You can add any relevant documents to the order by clicking "**+Document**" button in the **Document Management** section.

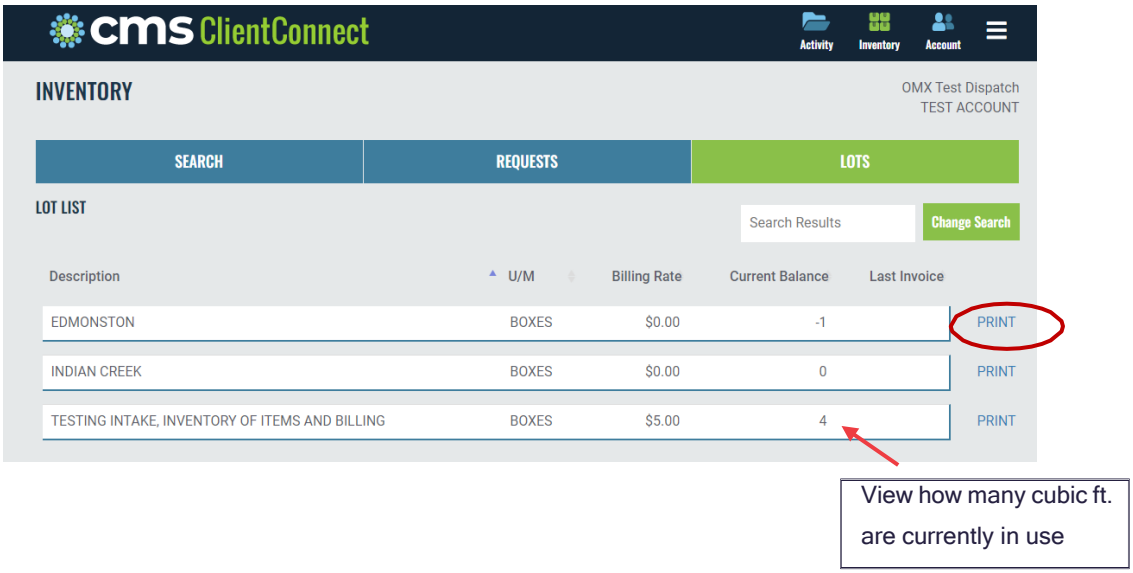


CHECK STORAGE SPACE/VIEW INVOICE

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.



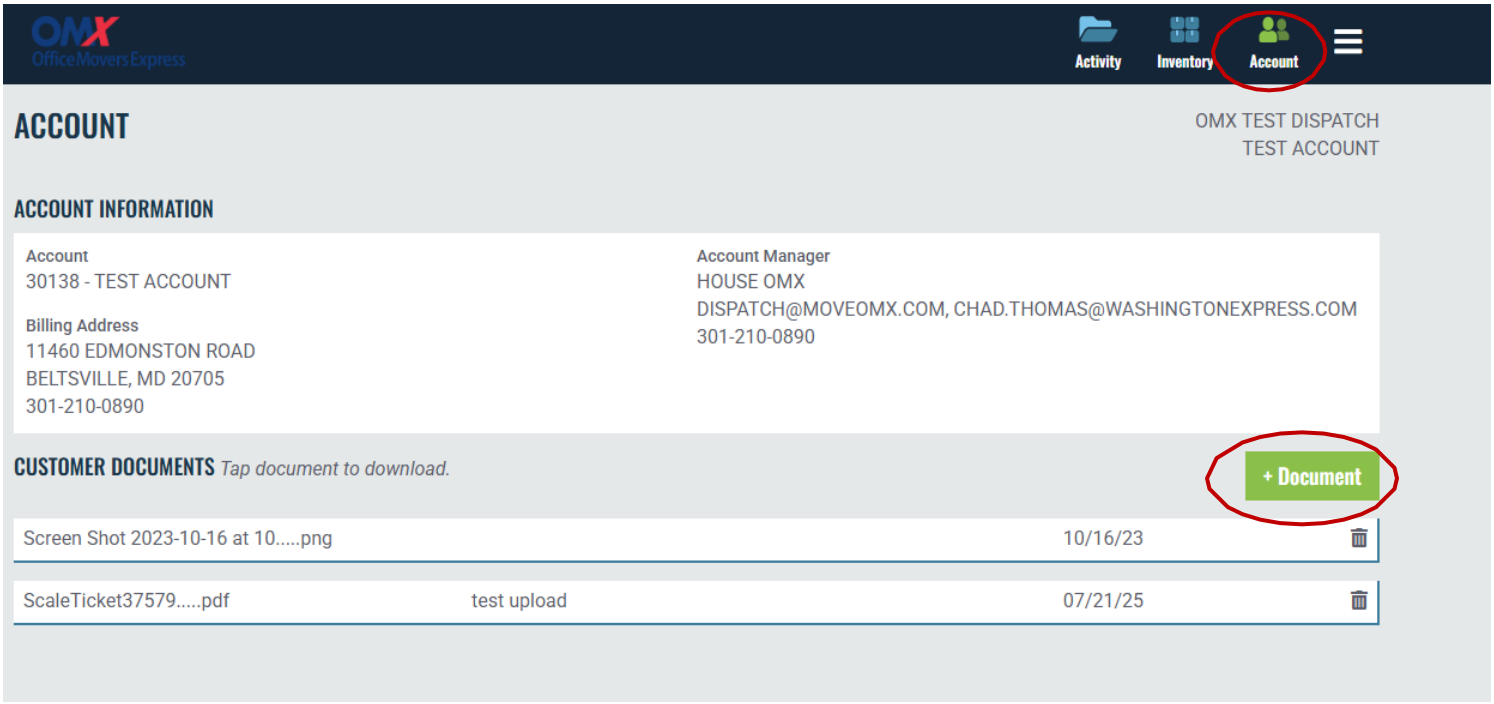
Once the report populates, you may **download/print the most recent invoice** by selecting the **PRINT** option to the right.



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.



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