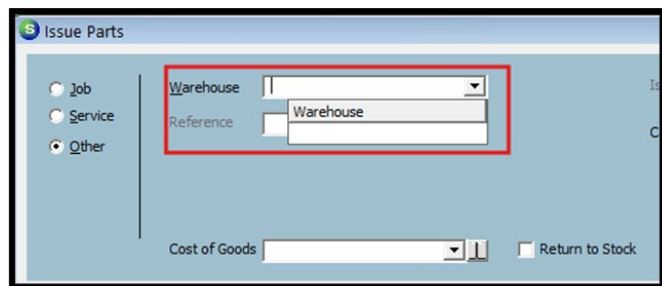


How To Grant Access to Warehouses in the Warehouse Dropdown Menu

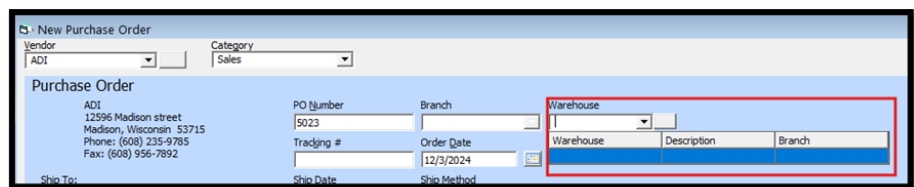
12/09/2024 12:13 pm EST

Issue:

User is experiencing an issue where they are unable to select warehouses in any dropdowns. The menu is blank. This is present anywhere there are dropdown menus for warehouse selection, such as the Issue Parts screen and Purchase Orders.



The screenshot shows the 'Issue Parts' window. On the left, there are radio buttons for 'Job', 'Service', and 'Other'. The 'Warehouse' dropdown menu is highlighted with a red box, and it is currently blank. Below it, there is a 'Reference' field with a 'Warehouse' dropdown menu. At the bottom, there is a 'Cost of Goods' field and a 'Return to Stock' checkbox.

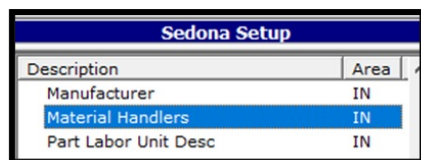


The screenshot shows the 'New Purchase Order' window. It includes fields for 'Vendor' (ADI), 'Category' (Sales), 'Purchase Order' (ADI), 'PO Number' (5023), 'Branch', 'Order Date' (12/3/2024), and 'Tracing #'. The 'Warehouse' dropdown menu is highlighted with a red box, and it is currently blank. Below it, there is a table with columns 'Warehouse', 'Description', and 'Branch'.

Resolution:

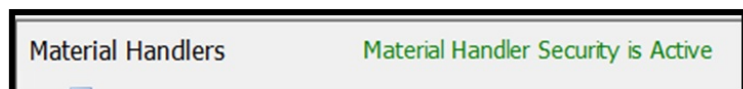
This issue is due to settings. In SedonaOffice there is an option to use something called Material Handlers. If this is enabled, then you are likely to see this with user users.

To check if Material Handlers setting is enabled, go to SedonaSetup > Material Handlers in the IN area.



Sedona Setup	
Description	Area
Manufacturer	IN
Material Handlers	IN
Part Labor Unit Desc	IN

If Material Handlers is active, a message will appear in the Material Handlers window that reads "Material Handler Security is Active".



The screenshot shows the 'Material Handlers' window. It contains the text 'Material Handler Security is Active' in green.

Locate the Employee associated with the user who is unable to see the warehouses.

When they are located, select them and the list of Warehouses should appear in the Warehouse Access area of the Material Handlers window.

Material Handlers Material Handler Security is Active

Employees

Employee Code	First Name	Last Name	Material Handler	Inactive
zzllks	Erick	Skilzz		N
TechUser	Tech	User		N
ash	a	s	N	Y
Woowoo	Nicole	Deglow		Y
JesslynnL	Jesslynn	Lupo		N
Edwin Alvarenga	Elizabeth	Arrington		N
RASBRANCH	Ren	Shaw		N
ReneeS2	Renee	ShawleyS2		N
BrandNew	Brand	New		Y
RenShaw	Ren	Shaw		N
MaterialHandler				Y
FireTech	Fire	Tech		Y
Nicole, Deglow	Nicole	Deglow		N
JohnCage	John	Cage		Y
RASNEWTECH	RENEE	NEWTECH		N
ElaineVisnerDemo	Elaine	Visner		N
CourtneyP	Courtney	P		N

Warehouse Access

Employee Code Name ☐ Material Handler

Branch Selection

Warehouse	Description	GL Code	Branch	Inactive
☐ *Main-MI	Main-Michigan	120000	MI	N
☐ *Main-OH	Main-Ohio	120000	OH	N
☐ *Test Warehouse	*Test Warehouse	120000	FL	N
☐ 03181974	03181974	120000	MI	N
☐ 1121	112121	120000	MI	N
☐ 123	123	120000	MI	Y
☐ 4354564	iytufytdytrdyrd	110300	MI	Y
☐ A RENEE WAREHOUSE	A RENEE WAREHOUSE	120000	OH	N
☐ ABC Service Co	ABC Service Co	120010	MI	Y

The Employee is not marked as a Material Handler and is not enabled for any warehouses. To enable access to warehouses for the employee, first mark the Material Handler box, then mark the warehouses they need access to.

Warehouse Access

Employee Code Name ☐ Material Handler

Branch Selection

Warehouse Access

Employee Code Name ☒ Material Handler

Branch Selection

Warehouse	Description	GL Code	Branch	Inactive
☒ *Main-MI	Main-Michigan	120000	MI	N
☐ *Main-OH	Main-Ohio	120000	OH	N
☐ *Test Warehouse	*Test Warehouse	120000	FL	N
☐ 03181974	03181974	120000	MI	N
☐ 1121	112121	120000	MI	N
☐ 123	123	120000	MI	Y
☐ 4354564	iyufytdytrdyrd	110300	MI	Y
☐ A RENEE WAREHOUSE	A RENEE WAREHOUSE	120000	OH	N
☒ ABC Service Co	ABC Service Co	120010	MI	Y

Then click Apply to save the change.

The user should close out of SedonaOffice and log back in. They will now have access to any warehouses they've been granted access to.

Issue Parts

☐ Job
☐ Service
☒ Other

Warehouse

Reference

Warehouse
 *Main-MI
 The Van