✅ ChecklistGuro

WMS Automation Validation Checklist

System Configuration

Verify core system settings and parameters are correctly configured.

Warehouse Capacity (Pallets)

Enter a number...

Units of Measure (Default)

☐ Pallets
☐ Cases
☐ Individual Items

Last System Configuration Review Date

Enter date...

Description of System Configuration Changes (if any)

Write something...

Default Picking Strategy

- [ ] FIFO
- [ ] LIFO
- [ ] FEFO
- [ ] Random

Default Batch Size

Enter a number...

Warehouse ID

Write something...

Workflow Validation

Test automated workflows from receipt to shipping.

Receipt Quantity Verified vs. Expected

Enter a number...

Putaway Task Completion Status

- [ ] Completed
- [ ] In Progress
- [ ] Pending
- [ ] Error

Date of First Shipment

Enter date...

Time of Order Picked

Enter time...

Palletization Rules Applied?

☐ Weight

☐ Dimensions

☐ Product Type

Notes on Discrepancies (if any)

Write something...

Shipping Carrier Selected?

☐ Yes

☐ No

Data Mapping and Transformation

Confirm accuracy of data transfer between systems.

Source System for Item Data

- ☐ ERP System
- ☐ Supplier Portal
- ☐ Legacy System

Item Code Length in Source System

Enter a number...

Data Transformation Type (e.g., Concatenation)

- ☐ Concatenation
- ☐ Substring
- ☐ Lookup
- ☐ Conversion

Transformation Rules Description

Write something...

Decimal Precision Conversion

Enter a number...

Unit of Measure Conversion Required?

- ☐ Yes
- ☐ No

Unit of Measure Conversion Details

Write something...

Transformation Validation Date

Enter date...

Exception Handling

Test automated responses to common error scenarios.

Describe the Exception Scenario

Write something...

Exception Code (if applicable)

Enter a number...

Exception Type

☐ Data Validation Error

☐ System Integration Failure

☐ Resource Unavailable

☐ Workflow Timeout

☐ Other

Error Message from System

Write something...

Affected Processes

- ☐ Receiving
- ☐ Putaway
- ☐ Picking
- ☐ Packing
- ☐ Shipping

Exception Occurrence Date

Enter date...

Exception Occurrence Time

Enter time...

User Interface & Task Automation

Assess the usability and effectiveness of automated user tasks.

Task Button Visibility

- ☐ Visible
- ☐ Hidden
- ☐ Conditional

Task Completion Time (Seconds)

Enter a number...

Automated Field Population

☐ Customer Name

☐ Product Code

☐ Ship-to Address

☐ Warehouse Location

Last UI Modification Date

Enter date...

Notes on User Experience

Write something...

Auto-Populate Data Source

☐ ERP

☐ TMS

☐ WMS

Integration Points

Validate communication and data exchange with integrated systems (ERP, TMS, etc.).

ERP System Integration Status

- [ ] Fully Integrated
- [ ] Partially Integrated
- [ ] Not Integrated

Data Transfer Frequency (hours)

Enter a number...

Data Mapping Validation Method

- [ ] Automated Script
- [ ] Manual Review
- [ ] Hybrid Approach

Details of Data Transformation Rules

Write something...

Last Integration Sync Date

Enter date...

Integrated Systems

- [ ] TMS
- [ ] eCommerce Platform
- [ ] Accounting System

Describe any integration errors encountered

Write something...

Reporting & Analytics

Check automated report generation and data accuracy.

Number of Automated Reports Generated

Enter a number...

Report Generation Success Rate

- [ ] 100%
- [ ] 90-99%
- [ ] Below 90%

Last Report Validation Date

Enter date...

Description of any Failed Reports (if applicable)

Write something...

Time taken to generate critical reports (seconds)

Enter a number...

Data Accuracy Validation Type

☐ Manual

☐ Automated

☐ Both

Security & Access Controls

Verify automated access control and security protocols.

Multi-Factor Authentication Enabled?

☐ Yes

☐ No

☐ N/A

Password Complexity Policy Applied?

☐ Yes

☐ No

☐ N/A

Password Expiration Days

Enter a number...

Role-Based Access Controls (RBAC) Implemented?

☐ Inventory Management

☐ Shipping & Receiving

☐ System Administration

☐ Reporting

Privilege Escalation Procedures Defined?

☐ Yes

☐ No

☐ N/A

Last Security Audit Date

Enter date...

Audit Trail Description

Write something...

Performance & Scalability

Assess automated process execution speed and ability to handle increased volume.

Maximum Expected Transactions per Hour

Enter a number...

Current Average Response Time (seconds)

Enter a number...

Peak User Concurrency

Enter a number...

Simulated User Load (for testing)

Enter a number...

Scaling Method (Vertical/Horizontal)

☐ Vertical

☐ Horizontal

Date of Last Performance Test

Enter date...

Observed Performance Degradation Notes (if any)

Write something...

Monitoring & Logging

Review automated logging and monitoring features for identifying and resolving issues.

Log Volume (Events/Hour)

Enter a number...

Log Level (Debug, Info, Warning, Error, Critical)

- [ ] Debug
- [ ] Info
- [ ] Warning
- [ ] Error
- [ ] Critical

Last Log Rotation Date

Enter date...

Next Scheduled Log Backup Time

Enter time...

Summary of Recent Error Logs

Write something...

Alert Notification Method (Email, SMS, Dashboard)

- [ ] Email
- [ ] SMS
- [ ] Dashboard