



WMS System Performance Checklist

System Availability & Uptime

Verifies the WMS system is consistently accessible and operational.

Uptime Percentage (Last Month)

Last Downtime Incident Date

Duration of Last Downtime Incident (Hours)

Description of Last Downtime Incident (if applicable)

Server Location

- ☐ On-Premise
- ☐ Cloud - AWS
- ☐ Cloud - Azure
- ☐ Cloud - GCP
- ☐ Other

Average Response Time (Seconds)

Enter a number...

Redundancy Measures in Place?

- ☐ Yes
- ☐ No
- ☐ Partial

Data Accuracy & Integrity

Assesses the reliability and correctness of data within the WMS.

Cycle Count Accuracy (%)

Enter a number...

Inventory Discrepancy Rate (%)

Enter a number...

Data Validation Rules Implemented?

- ☐ Yes
- ☐ No
- ☐ Partially

Description of Recent Data Integrity Issues (if any)

Write something...

Are Audit Trails Enabled?

- ☐ Yes
- ☐ No

Last Data Integrity Audit Date

Enter date...

Inventory Management Performance

Evaluates the efficiency of inventory tracking, cycle counts, and adjustments.

Cycle Count Accuracy Rate (%)

Enter a number...

Inventory Discrepancy Rate (%)

Enter a number...

Cycle Counting Frequency

- ☐ Daily
- ☐ Weekly
- ☐ Bi-Weekly
- ☐ Monthly

Average Inventory Turnover Rate

Enter a number...

Last Full Inventory Audit Date

Enter date...

Description of Significant Inventory Discrepancies (if any)

Write something...

Method for Handling Obsolete Inventory

- ☐ Sale
- ☐ Donation
- ☐ Disposal

Order Fulfillment Efficiency

Measures the speed and accuracy of order picking, packing, and shipping.

Average Order Picking Time (minutes)

Enter a number...

Orders Picked Per Hour

Enter a number...

Order Accuracy Rate (%)

Enter a number...

Shipping Errors per 100 Orders

Enter a number...

Shipping Carrier Used (Primary)

- ☐ UPS
- ☐ FedEx
- ☐ USPS
- ☐ DHL
- ☐ Other

Date of Last Order Fulfillment Process Review

Enter date...

Notes on Order Fulfillment Process Issues & Improvements

Write something...

Receiving & Putaway Processes

Checks the effectiveness of inbound processes, including receiving and storage.

Receiving Accuracy Rate (%)

Enter a number...

Average Receiving Time (minutes)

Enter a number...

Putaway Accuracy Rate (%)

Enter a number...

Average Putaway Time (minutes)

Enter a number...

ASN (Advanced Shipping Notice) Usage

- ☐ Always Used
- ☐ Frequently Used
- ☐ Occasionally Used
- ☐ Rarely Used
- ☐ Never Used

Receiving Document Types

- ☐ Purchase Order
- ☐ ASN
- ☐ Manifest
- ☐ Packing List

Last Cycle Count Completion Date

Enter date...

Notes on Receiving Process Issues

Write something...

User Interface & Functionality

Reviews the usability and effectiveness of the WMS user interface.

Average screen load time (seconds)

Enter a number...

Ease of Navigation

- ☐ Very Easy
- ☐ Easy
- ☐ Neutral
- ☐ Difficult
- ☐ Very Difficult

Describe any usability issues encountered

Write something...

Clarity of data displays

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

Which features are difficult to use? (Select all that apply)

- ☐ Reporting
- ☐ Inventory Lookup
- ☐ Order Management
- ☐ User Management
- ☐ None

Number of clicks required to complete a common task (e.g., create a shipment)

Enter a number...

System Security & Access Controls

Confirms appropriate security measures are in place to protect sensitive data.

Authentication Method Used

- ☐ Username/Password
- ☐ Multi-Factor Authentication (MFA)
- ☐ Single Sign-On (SSO)

Number of User Accounts

Enter a number...

Password Complexity Requirements Enforced?

- ☐ Yes
- ☐ No
- ☐ Partially

Access Control Levels Defined?

- ☐ Warehouse Manager
- ☐ Supervisor
- ☐ Picker
- ☐ Receiver
- ☐ Viewer

Last Security Audit Date

Enter date...

Description of Security Incident Response Plan

Write something...

Integration with Other Systems

Validates seamless data exchange with connected platforms (ERP, TMS, etc.).

Connected Systems

- ☐ ERP (e.g., SAP, Oracle)
- ☐ TMS (Transportation Management System)
- ☐ E-commerce Platform (e.g., Shopify, Magento)
- ☐ Accounting Software
- ☐ Other (Specify)

Data Synchronization Method

Write something...

Data Sync Frequency (Hours)

Enter a number...

Last Integration Validation Date

Enter date...

Description of Data Fields Synced (Example: Order ID, Product SKU)

Write something...

Integration Error Handling Process

- ☐ Automated Alerts
- ☐ Manual Review
- ☐ Combined Approach

Reporting & Analytics

Evaluates the quality and usefulness of generated reports and data analysis.

Report Generation Time (seconds)

Enter a number...

Report Accuracy Validation Method

- ☐ Manual Review
- ☐ Automated Comparison
- ☐ Data Reconciliation

Summary of Key Performance Indicators (KPIs) from Reports

Write something...

Date of Last Report Accuracy Validation

Enter date...

Report Types Regularly Used

- ☐ Inventory Aging Report
- ☐ Order Fulfillment Report
- ☐ Receiving Performance Report
- ☐ Warehouse Utilization Report

Number of Reports Generated Daily/Weekly

Enter a number...

System Maintenance & Updates

Reviews maintenance schedules, update history, and system backups.

Last System Backup Date

Enter date...

Backup Size (GB)

Enter a number...

Description of Last System Update (Version, Changes)

Write something...

Scheduled Next System Maintenance Date

Enter date...

Maintenance Type

- ☐ Scheduled Upgrade
- ☐ Security Patch
- ☐ Hardware Maintenance
- ☐ Performance Optimization

Notes/Observations during Maintenance

Write something...

Backup Logs (Optional)

 Upload File