



WAREHOUSE U

BETTER WAREHOUSE, BETTER BUSINESS

STUDY HALL



Today's Presenters

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Today's session will cover:

Common mistakes and how to avoid them:

- Changing a bad light
- Choosing the right date when picking Markets vs. Vending
- Black iPad screen
- Moving LightSpeed network devices
- Resending provider updates
- Product swaps vs overrides
- Editing existing orders

Changing a bad light

When replacing a bad light, make sure to renumber the light that you are replacing. For example, light number 30 in section 2 is not working and needs to be replaced.

1. Attach a new light and wait for it to light up then turnoff.
2. Press the left two buttons and as you hold them, push the light button once then let go.
3. Push the light button after changing each digit place – 100, 10, 1.
4. The light should read 030, then push the light until it turns off.
5. From the FastTrack program, make sure to select **Check All Lights** to verify that you get a Green message that states “All Product Lights are Ok”.

Choosing the right date when picking Markets vs. Vending

Usually you will plan vending orders on the next day (delivery date) and Market Orders the same day (except Avanti)

- Inform your pickers what date you are creating a vending or market order for.
- Train your pickers to CHECK ALL ZONES before leaving for the day so they won't miss any orders.
- Remember to verify the date when picking past midnight.

Choosing the right date when picking Markets vs. Vending

Lightspeed Administrator

Home > Select Orders

Standard Reports | Login Settings | Out of Stock | LightGUARD | Lightspeed Settings | Lightspeed Processes | Support Ticket

Get or Refresh Orders from Nama

Select Order Date Select Route All Routes

Market Orders:
Market orders are downloaded the day of "picking" except for Avanti orders where you can choose what day to create the order on.

Vending Orders:
Vending orders will always the next day "delivery date"

July 2016						
Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

- Route 01 - Orders: 0
- Route 02 - Orders: 0
- Route 03 - Orders: 0
- Route 04 - Orders: 0
- Route 05 - Orders: 0
- Route 06 - Orders: 0
- Route 07 - Orders: 0
- Route 08 - Orders: 0
- Route 09 - Orders: 0
- Route 10 - Orders: 0

Get Orders Refresh all lists (products, categories, etc.)

Black iPad Screen

When a picker tries to launch the LSMobile app and they see a black screen, please check the following:

- Verify you are connected to the dedicated LSMobile Wi-Fi signal.
- If this is a new iPad, please call tech support to make sure the LSMobile app is configured correctly.

Moving LightSpeed network devices

If at any time you decide to move a networked device, please contact Tech Support FIRST.

- If a network device, such as a Mobile printer, is being moved from one location to another, we will need to make sure the device is connected to the same network. If it is not, we will need to test to make sure we can still see the device on your local network.
- Moving devices without our knowledge can lead to picking issues when you are ready to use your LightSpeed system.
- This will keep us in the loop for any technical errors that might occur before hand.

Resending provider updates

Lightspeed - Send/Re-send Order Updates to Order Provider

Order Date	Orders:	Selected Orders																																																	
<p>< July 2016 ></p> <table border="1"><thead><tr><th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th></tr></thead><tbody><tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>1</td><td>2</td></tr><tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr><tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr><tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr><tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr><tr><td>31</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr></tbody></table>	Su	Mo	Tu	We	Th	Fr	Sa	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	<p><input type="checkbox"/> All Orders</p> <div style="border: 1px solid gray; height: 300px;"></div>	<p>There are 0 orders selected to update</p> <div style="border: 1px solid gray; padding: 10px; width: 100px; margin: 20px auto;">Send Order</div>
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<p>Source Route</p> <div style="border: 1px solid gray; padding: 5px;"><p>Cold Food</p><p>Route 01</p><p>Route 02</p><p>Route 03</p><p>Route 04</p><p>Route 05</p><p>Route 06</p><p>Route 07</p><p>Route 08</p><p>Route 09</p><p>Route 10</p></div>																																																			

Product swaps vs overrides

Select products to override, and assign effective dates

Override This Product	Replace With This Product																																																																																																			
<input type="text"/>	<input type="text"/>																																																																																																			
Effective Date	End Date																																																																																																			
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Product swaps vs overrides

Current Product Overrides for PickLine Zone

< July 2016 >						
Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	1	2
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Override This Product	Replace With This Product	Effective Date	End Date	
3 Musketeers	Milky Way Bar	8/1/2016 12:00:00 AM	8/5/2016 12:00:00 AM	Edit

Add New Override

Editing existing orders

Order Editor

Order Date

< July 2016 >

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	1	2
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Select a Zone

All Zones (Source Order)

PickLine
Beverages
Xpress

Select a Route

Cold Food
Route 01
Route 02
Route 03
Route 04
Route 05
Route 06
Route 07

Orders

- Alpha Associates - Area 1
 - Area 1 - Alpha Associates
 - Xpress Snack0 - 1-0
 - Xpress Snack10 - 1-10
 - Xpress Snack5 - 1-5
 - Bravo Business - Building 2
 - Charlie Company - Campus 3
 - Delta Department - District 4
 - Echo Enterprise - Environment 5

Product	Singles Ordered	Cases Ordered	Singles Picked	Cases Picked	Cart
Junior Mints (1005)	3	0		0	
M & M Peanut (1047)	5	0		0	
Skittles Original (1053)	5	0		0	
Famous Amos Cookies (1282)	14	0		0	

Sign up for the next Study Hall today!

Thursday, August 25, 2016 @ 3pm EST

lightspeedautomation.com/warehouse-u/study-hall/