

WAREHOUSE U

BETTER WAREHOUSE, BETTER BUSINESS

STUDY HALL



Today's Presenter



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Today's session will cover:

Product Reports

- How to find errors
- Did all of the products get picked?
- Who picked the orders?
- Product shortages
- Employee monitoring reports

It is important to know which reports will yield the best results for your situation

1. Is this product related?
2. Is this order related?
3. Is this for employee monitoring?
4. Are you tracking an error?

Report Definitions defined

1. Order Date vs Pick Date
2. Reports with a date range
3. Singles pick compared to cases picked

Where can you find the reports?

1. Standard reports in the administrator page
2. Each report can be exported to excel, pdf or word
3. Reports can be printed to a full page printer

Product Reports

There are several reports that will show you the number of products brought into LightSpeed to be picked. You can also view reports that show you how many items were picked, shorted or substituted.

- Total Products by Day
- Product Picked by Date Range
- Product List
- Route Summary by Zone
- Changed Products
- Products with Changed Quantity
- Products with Zero Quantity

Product Reports

Total Products by Day

This report gives you a list of all products ordered broken down by cases and singles. It has a bulk rounding feature to have even numbers and can be broken down by zone



Product Reports

Total Products by Day



Daily Pick List Totals

Print Date: 5/24/2016

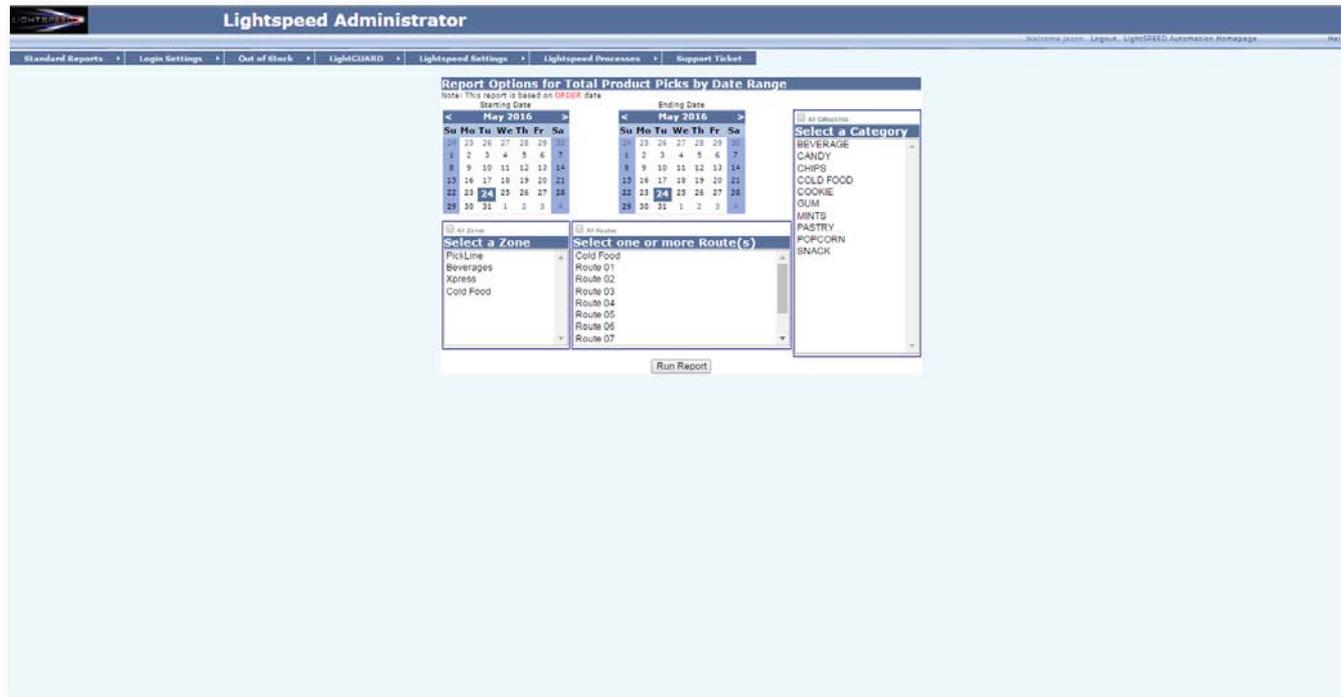
May 25, 2016

Bin	Product	Quantity	Cases	Singles
Warehouse Section: 1				
2-11	3 Musketeers (2662)	149	0	149
2-12	Lays Plain - LSS (1429)	102	0	102
2-13	5 Hour Energy (1007)	216	9	0
2-14	Rice Krispies Treats (2829)	112	0	112
2-15	Andy Capp Hot Fries (1166)	151	0	151
2-16	LifeSavers 5 Flavor (1455)	110	0	110
2-17	Big AZ Bacon (1961)	98	0	98
2-18	Ruffles Original-LSS (2918)	153	0	153
2-19	Big Red Gum (1339)	178	0	178
2-20	M & M Peanut (1047)	140	0	140
Warehouse Section: 2				
1-1	Brookside Pomegranate (1006)	161	4	17
1-2	Skittles Original (1053)	102	0	102
1-3	Butter Lovers Popcorn (1059)	137	0	137
1-4	M & M Plain (1048)	94	0	94
1-5	Cheezit (1423)	68	0	68
1-7	Clif Bar (1020)	165	0	165
1-8	Milky Way Bar (1055)	129	0	129
2-9	Doritos Nacho (2833)	85	0	85
Warehouse Section: 3				
2-31	Duplex Sandwich Cremes (1424)	116	0	116
2-32	Moon Pie (1841)	115	0	115
2-33	Eclipse Spearmint (2875)	174	0	174
2-34	Snickers (1046)	200	0	200
2-35	Famous Amos Cookies (1282)	183	0	183
2-36	Nestle Crunch (1035)	198	0	198
2-37	Fritos (1422)	199	0	199
2-38	Sunmaid Raisins (1811)	171	0	171
2-39	Gobstoppers (2556)	163	0	163

Product Reports

Product Picked by Date Range

Based on a date range, zone, route and category this report generates a list of all products picked within a date range and can be narrowed down to a specific criteria based upon client needs. The report returns the total ordered, and total picked for each product and includes a total of all specified information



Product Reports

Product Picked by Date Range

All Product Picked From 4/25/2016 To 5/24/2016

All Zones

Snack

Product	Total Ordered	Total Picked	Singles Picked	Cases Picked
Jolly Fruit Gum (2388)	86	13	13	0 (0)
Lays BBQ Chips (1162)	177	13	13	0 (0)
Cheezit (1423)	74	11	11	0 (0)
Clif Bar (1020)	32	9	9	0 (0)
Skittles Original (1053)	74	9	9	0 (0)
Butter Lovers Popcorn (1059)	92	7	7	0 (0)
Quaker Apple Crisp (1015)	74	7	7	0 (0)
M & M Peanut (1047)	55	6	6	0 (0)
Duplex Sandwich Cremes (1424)	56	5	5	0 (0)
Junior Mints (1005)	61	4	4	0 (0)
Big AZ Bacon (1961)	122	3	3	0 (0)
Doritos Nacho (2633)	96	3	3	0 (0)
Andy Capp Hot Fries (1166)	39	2	2	0 (0)
Fritos (1422)	100	2	2	0 (0)
LifeSavers 5 Flavor (1455)	51	2	2	0 (0)
Raisinets (1019)	87	2	2	0 (0)
Snickers (1046)	128	2	2	0 (0)
Sunmaid Raisins (1811)	111	2	2	0 (0)
Famous Amos Cookies (1282)	44	1	1	0 (0)
M & M Plain (1048)	63	1	1	0 (0)
Ruffles Original-LSS (2918)	77	1	1	0 (0)
Snack Totals	1699	105	105	0
Totals	1699	105	105	0
Total for all routes, all categories	1699	105	105	0

Product Reports

Product List

This gives a list of all products for a specified zone and their locations. It tells you their product category and case count as well. This tool is useful when looking for a specific product and determining with product category it is in. The search tool at the top allows you to quickly find data without going through all pages. This can also be exported to excel, pdf or word



Product Reports

Product List



Product List

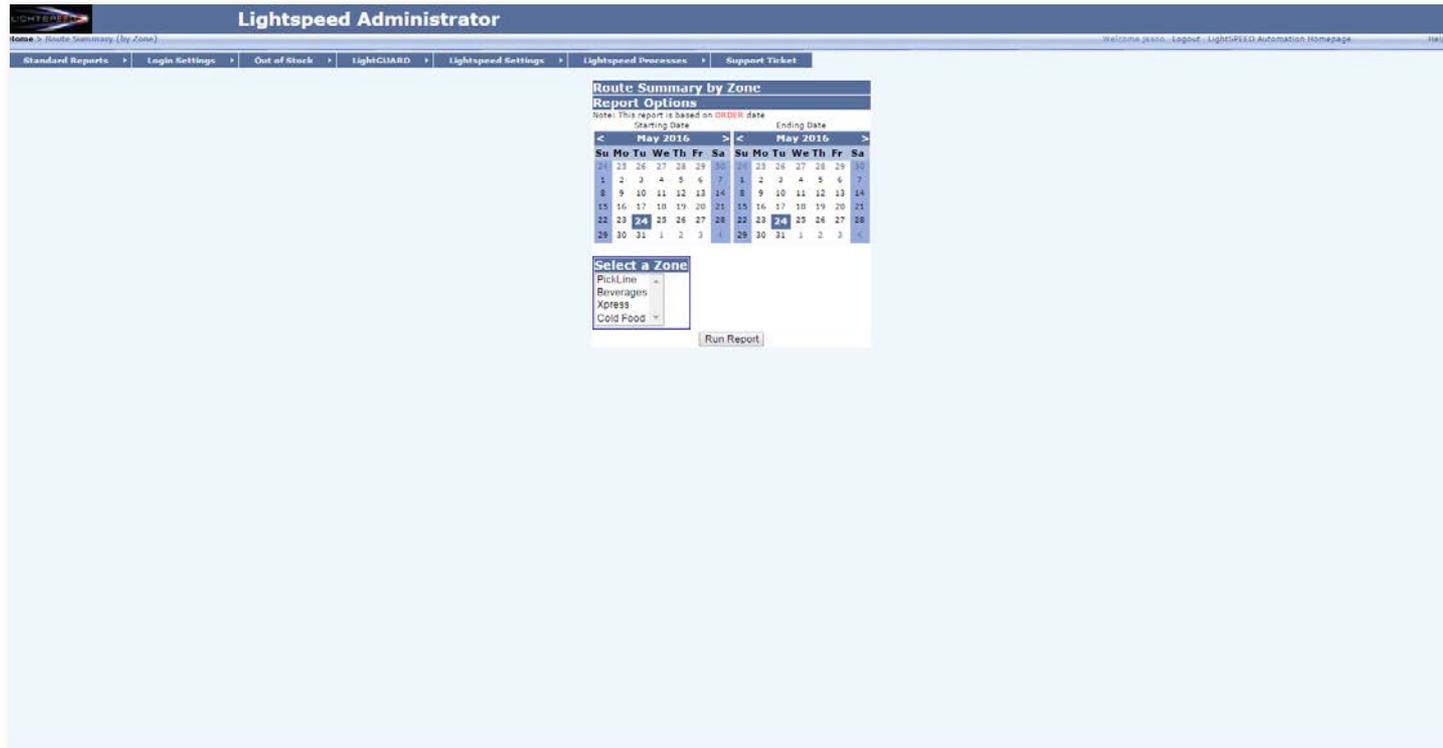
Print Date: 5/24/2016

Product	Category	Case Count	Gateway ID	Tag Address
PickLine - Section 1				
3 Musketeers (2662)	Snack		1	11
Lays Plain - LSS (1429)	Snack		1	12
5 Hour Energy (1007)	Snack	24	2	13
Rice Krispies Treats (2829)	Snack		2	14
Andy Capp Hot Fries (1166)	Snack		2	15
LifeSavers 5 Flavor (1455)	Snack		2	16
Big AZ Bacon (1961)	Snack		2	17
Ruffles Original-LSS (2918)	Snack		2	18
Big Red Gum (1339)	Snack		2	19
M & M Peanut (1047)	Snack		2	20
PickLine - Section 2				
Brookside Pomegranate (1006)	Snack	36	1	1
Skittles Original (1053)	Snack		1	2
Butter Lovers Popcorn (1059)	Snack		1	3
M & M Plain (1048)	Snack		1	4
Cheezit (1423)	Snack		1	5
			1	6
Clif Bar (1020)	Snack		1	7
Milky Way Bar (1055)	Snack		1	8
Doritos Nacho (2833)	Snack		1	9
			1	10
PickLine - Section 3				
Duplex Sandwich Cremes (1424)	Snack		1	31
Moon Pie (1841)	Snack		1	32
Eclipse Spearmint (2875)	Snack		2	33
Snickers (1046)	Snack		2	34
Famous Amos Cookies (1282)	Snack		2	35
Nestle Crunch (1035)	Snack		2	36
Fritos (1422)	Snack		2	37
Sunmaid Raisins (1811)	Snack		2	38
Gobstoppers (2556)	Snack		2	39
Pringles SCO (2557)	Snack		2	40

Product Reports

Route Summary by Zone

This report gives a summary of each route for a specified zone. It shows total picking time, total numbers of orders, how much was picked and the average picks/cases by hour. This report is run on a date range and can also be exported for ease of access



Lightspeed Administrator

Home > Route Summary (By Zone) Welcome jason, Logout, LIGHTSPEED Automation Homepage Help

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

Route Summary by Zone

Report Options

Note: This report is based on ORDER date

Starting Date: May 2016 Ending Date: May 2016

May 2016							May 2016						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
22	23	24	25	26	27	28	29	30	31	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

Select a Zone

- PickLine
- Beverages
- Xpress
- Cold Food

Product Reports

Route Summary by Zone

Route Summary For PickLine Zone																				
Order Date: 5/10/2016																				
Route	Start	End	Time	Number of distinct...					Ordered Qty		Picked Qty		No Light Qty		Each Picked Per...			Case Picked Per...		
	Time	Time	Picking	Cust.	Loc.	Mach	Prods	Tote	Each	Case	Each	Case	Each	Case	Mach	Hour	Tote	Mach	Hour	Tote
Route 01	5:14 PM	5:27 PM	00:01:35	5	5	15	26	15	433	0	81	0	0	0	5	3069	5	0	0	0
Route 02			00:00:00	5	5	15	30	15	462	0		0	0	0		0	0	0	0	0
			00:01:35	10	10	30	56	30	895	0	81	0	0	0						

Product Reports

Products with Changed Quantity

This report gives a list of all products with changed quantities by route. This report can be broken down by date, route and zone and is based on order date

The screenshot shows the Lightspeed Administrator web interface. At the top, there is a navigation menu with items like 'Standard Reports', 'Login Settings', 'Out of Stock', 'LightGUARD', 'Lightspeed Settings', 'Lightspeed Processes', and 'Support Ticket'. The main content area is titled 'Products with Changed Quantity Report Options'. It includes a calendar for 'May 2016' with the 24th selected. Below the calendar are two dropdown menus: 'Select a Zone' (with options: PickLine, Beverages, Xpress, Cold Food) and 'Select a Route' (with options: Cold Food, Route 01, Route 02, Route 03, Route 04, Route 05, Route 06, Route 07). A 'Run Report' button is located at the bottom of the form.

Product Reports

Products with Changed Quantity

Products With Changed Quantities

5/25/2016

Route: Route 01
Bravo Business - Building 2
Snack1 - 1-1

	Singles Ordered	Cases Ordered	Singles Picked	Cases Picked
Gobstoppers (2556)	5	0	3	0
Sunmaid Raisins (1811)	10	0	12	0

Snack11 - 1-11

	Singles Ordered	Cases Ordered	Singles Picked	Cases Picked
M & M Peanut (1047)	2	0	1	0
Sunmaid Raisins (1811)	9	0	11	0

Snack6 - 1-6

	Singles Ordered	Cases Ordered	Singles Picked	Cases Picked
3 Musketeers (2682)	3	0	8	0
5 Hour Energy (1007)	10	0	0	0

Xpress Snack1 - 1-1

	Singles Ordered	Cases Ordered	Singles Picked	Cases Picked
Big Red Gum (1339)	5	0	0	0
Gobstoppers (2556)	5	0	2	0
Sunmaid Raisins (1811)	10	0	0	0

Charlie Company - Campus 3
Snack12 - 1-12

	Singles Ordered	Cases Ordered	Singles Picked	Cases Picked
Brookside Pomegranate (1006)	10	0	15	0
Clif Bar (1020)	14	0	19	0
Fritos (1422)	6	0	5	0

Delta Department - District 4
Snack3 - 1-3

	Singles Ordered	Cases Ordered	Singles Picked	Cases Picked
Andy Capp Hot Fries (1166)	11	0	13	0

Snack8 - 1-8

	Singles Ordered	Cases Ordered	Singles Picked	Cases Picked
M & M Peanut (1047)	13	0	15	0
Rice Krispies Treats (2829)	12	0	15	0

Xpress Snack3 - 1-3

	Singles Ordered	Cases Ordered	Singles Picked	Cases Picked
Andy Capp Hot Fries (1166)	11	0	0	0
Ruffles Original-LSS (2918)	13	0	0	0
Snickers (1048)	10	0	0	0

Product Reports

Products with Zero Quantity

This report shows all orders that had a product reduced to 0. This report is run on a date range and can be used for ordering and forecasting to avoid running out of product. It shows the original order count, the row/coil and the quantity ordered



The screenshot shows the Lightspeed Administrator interface. At the top, there is a navigation bar with the following tabs: Standard Reports, Login Settings, Out of Stock, LightGUARD, Lightspeed Settings, Lightspeed Processes, and Support Ticket. The main content area displays a report titled "Product zeroed out at pick time" with "Report Options". Below the title, there is a note: "Note: This report is based on ORDER date". There are two date pickers: "Starting Date" and "Ending Date", both set to "May 2016". Below the date pickers is a calendar grid for May 2016. The calendar shows days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and dates. The 24th and 25th of May are highlighted in blue. At the bottom of the calendar grid is a "Run Report" button.

Product Reports

Products with Zero Quantity

Products with ZERO picked quantity between 5/16/2016 and 5/26/2016

Product Name	Order Count	Row/Coil Count	Quantity Ordered
5 Hour Energy	1	1	10
Andy Capp Hot Fries	1	1	11
Aquafina	1	1	23
Big Red Gum	2	2	10
Butter Lovers Popcorn	1	1	3
Clif Bar	1	1	4
Coca Cola	1	1	8
Diet Mountain Dew	1	1	10
Doritos Nacho	1	1	6
Dr. Pepper	3	3	57
Duplex Sandwich Cremes	1	1	3
Eclipse Spearmint	2	2	16
Fanta Orange	1	1	17
Jumbo Honey Bun	1	1	4
Lays BBQ Chips	1	1	6
M & M Peanut	1	1	2
M & M Plain	2	2	18
Rice Krispies Treats	1	1	11
Ruffles Original-LSS	3	3	22
Snickers	2	2	19
Sprite	1	1	15
Sunmaid Raisins	2	2	20
TOTAL	31	31	295

Employee Monitoring Reports

There are a number of reports used to monitor employee picking. How many items were picked, how long it took them to pick and these reports can also be used to identify errors.

- Route Detail by Zone
- Employee Picks
- Employee Picks by Zone
- Employee Time by Date

Employee Monitoring Reports

Route Detail by Zone

This report gives details for every order brought into LightSpeed that is filtered to a specified zone. It shows the pick times and the employee that picks in for tracking purposes. Based on order date and route, this report is useful for employee accountability and the reduction of mistakes



Employee Monitoring Reports

Route Detail by Zone



Route 01 Detail Report for 5/25/2016

Customer:	Alpha Associates Area 1	First Pick Time:	11:18:43 AM	
Machine:	Snack0	Completed Time:	11:18:46 AM	
Machine Code:	1-0	Tickets Printed:	1	
		Pick Date:	05/24/2016	
Product	Ordered Quantity	Picked Quantity	Ordered Cases	Picked Cases
Zone:	PickLine			
Big Red Gum (1339)	12	12	0	0
Doritos Nacho (2833)	9	9	0	0
Fritos (1422)	9	9	0	0
Quaker Apple Crisp (1015)	11	11	0	0
	41	41	0	0

Employee Monitoring Reports

Employee Picks

This report gives a detailed list of all products picked by an employee. Based on date range, this tool is useful to determine how many items an employee pulled in their work day. It also shows individual products, what was ordered and what was picked

The screenshot shows the Lightspeed Administrator web application. At the top, there is a navigation bar with the title "Lightspeed Administrator" and a user welcome message "Welcome Jason. Logout. LightsPEED Automation Homepage Help". Below the navigation bar is a menu with the following items: Standard Reports, Login Settings, Out of Stock, LightGUARD, Lightspeed Settings, Lightspeed Processes, and Support Ticket. The main content area is titled "Employee Pick Quantities" and features a "Pick Date" section with a calendar for May 2016. The calendar shows a date range from May 25 to May 29. Below the calendar, there are two radio buttons: "Show Text Report" (which is selected) and "Show Chart Report". A "Run Report" button is located at the bottom of the report area.

Employee Monitoring Reports

Employee Picks

Employee Picks

Order Date: 5/25/2016

Jason
First Pick
 10:38:09

Last Pick
 10:52:30

Beverage

Product	Ordered	Picked
Aquafina	95	60
Artic Rain	35	33
Charleys Milk	86	67
Coca Cola	88	80
Dasani	16	16
Deer Park Water	90	89
Diet Coke	115	115
Diet Mountain Dew	172	466
Dr. Pepper	213	160
Fanta Orange	84	63
Main St Cafe Smoothie	130	131
Minute Maid	62	64
Mountain Dew	49	45
Pepsi	105	157
Push Fruit Punch	48	57
Push Ginger Ale	60	36
Sams Water	93	67
Sprite	199	175
Sprite Zero	103	79
Tribe Tea Peach	77	75
V8 Original	122	122
Veryfine Cherry	56	36
Total for Beverage	2098	2193

Snack

Product	Ordered	Picked
3 Musketeers	24	21
5 Hour Energy	8	8
Andy Capp Hot Fries	26	13
Big AZ Bacon	6	6
Big Red Gum	5	0
Brookside Pomegranate	13	13
Butter Lovers Popcorn	18	14

Page: 1

Employee Monitoring Reports

Employee Picks by Zone

Based on order date, this report shows all employees by zone, their pick times from start to finish, total items pulled and the calculated pick time. This report is useful for finding the average picks per employee per day



Employee Monitoring Reports

Employee Picks by Zone

Beverages Picks on 5/24/2016

Employee	First Pick	Last Pick	Items Picked (Singles)	Total Pick Time
Jason	10:36 AM	10:52 AM	2193	00:06:21
Total for Beverages			2193	

PickLine Picks on 5/24/2016

Employee	First Pick	Last Pick	Items Picked (Singles)	Total Pick Time
Not Assigned	11:18 AM	2:07 PM	1453	00:00:00
Total for PickLine			1453	

Xpress Picks on 5/24/2016

Employee	First Pick	Last Pick	Items Picked (Singles)	Total Pick Time
Jason	10:40 AM	10:45 AM	427	00:01:49
Total for Xpress			427	
Grand Total			4073	

Employee Monitoring Reports

Employee Time by Date

This report is based on pick date and generates a list of all picking time per employee. Narrowed down by zone and route, this report lists first pick, last pick, clock time and pick time. Clock time represents being logged into iPad but not actively pulling a route. This report can be used to determine which routes an employee picked and how long they were picking each route



Lightspeed Administrator

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

Welcome jason... Logout... Lightspeed Automaton Homepage

Employee Time By Date

Starting Date: Ending Date:

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

Employee Monitoring Reports

Employee Time by Date

Employee Pick Times - By Date

Picker	Pick Date	First Pick	Last Pick	Clock Time	Pick Time	Idle Time	Order Count	Orders Per Hour (Pick Time)	Order Per Hour (Clock Time)
Jason	5/24/2016	10:36 AM	10:52 AM	00:20:26	00:08:10	00:12:16	28	205.71	82.22
Jason Totals				00:20:26	00:08:10	00:12:16	28	205.71	82.22

Sign up for the next Study Hall today!

Thursday, June 30, 2016 @ 3pm EST

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

The next session will cover: Customization

- How to customize LightSpeed for your needs
 - Bulk vs Machine Picking
 - Inventory transfers
 - Printing options