LEVEL

ADVANCED INVENTORY MANAGEMENT

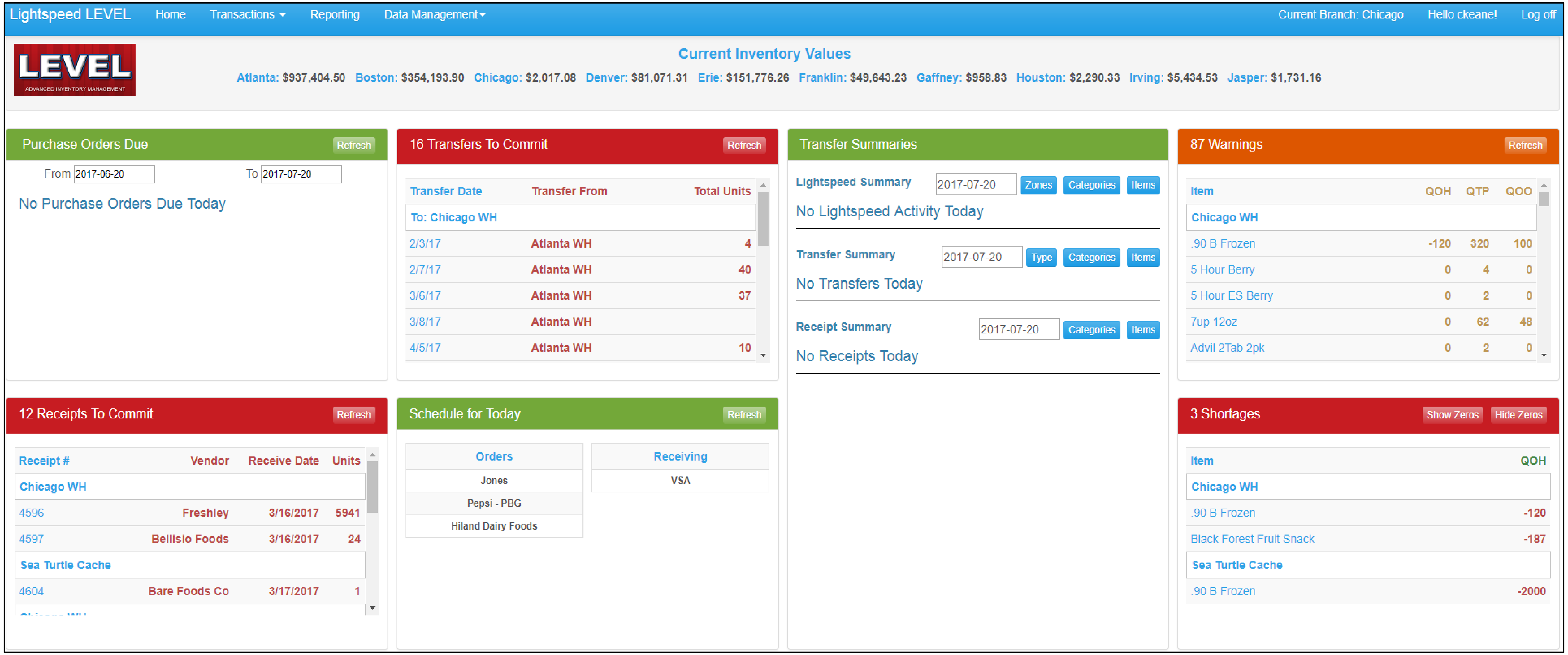
a product of

LIGHTSPEED AUTOMATION

Table Of Contents

Dashboard

The home screen displays an overview of your warehouse.



Green = No attention needed. | Orange = Upcoming attention. | Red = Requires attention.

LIGHTSPEED AUTOMATION

Dashboard

Purchase Orders Due

Purchase orders that are due to be received by the warehouse based on schedule dates.

3 Purchase Orders Due Refresh

From 2017-06-20 To 2017-07-20

Order #	Vendor	Order Date	Due Date	Units
Erie				
6835	Sams	7/7/2017	7/8/2017	360
6837	Coke	7/10/2017	7/11/2017	0
6846	7-Up	7/13/2017	7/14/2017	0

Transfers to Commit

Incoming or outgoing transfers that have yet to be validated / committed.

6 Transfers To Commit Refresh

Transfer Date	Transfer From	Total Units
To: Denver WH		
6/23/17	Atlanta WH	14,977
6/23/17	Atlanta WH	1
6/23/17	Atlanta WH	1
6/23/17	Boston WH	1
6/23/17	Boston WH	1

Transfer Summaries

Summaries of LightSpeed activity, incoming and outgoing transfers, and received orders.

Transfer Summaries

Lightspeed Summary

2017-01-01 Zones Categories Items

Description	Picked	Returned	Updated
Erie WH			
3 Musketeers	66	7	7:41 PM
5 Hour Berry	7	0	7:16 PM
Amp Mt Dew	21	0	8:33 PM
Aquafina 20oz	177	0	8:40 PM
Baked Lays SCO	1	0	6:55 PM
Berk Wrapped Forks	2	0	7:29 PM

Transfer Summary

2017-01-01 Type Categories Items

Description	Transfer In	Transfer Out
Erie WH		
12oz Pop Family	69	0
20oz Pop Family	240	0
20oz Water Family	41	0
Energy Drinks Family	5	0

Inventory Warnings

Inventory items that have approached your defined par levels.

22 Warnings Refresh

Item	QOH	QTP	QOO
Denver WH			
BSB Cinnamon Danish	-9	19	0
Chesters Bcn Chddr Fries LSS	35	565	0
Cinn. Toast Crunch Cereal Bar	0	25	0
CO2 Bottle	0	10	0
Freshley Powdered Mini Donut	-12	16	0

Receipts to Commit

Orders that have been received, but no pricing has been committed.

5 Receipts To Commit Refresh

Receipt #	Vendor	Receive Date	Units
Denver WH			
4469	Freshley	1/31/2017	6016
4548	VSA	2/7/2017	1146
4554	Freshley	2/7/2017	5564
4642	7-Up	3/24/2017	24

Schedule for Today

Vendors that are scheduled to be ordered or received today.

Schedule for Today Refresh

Orders	Receiving
Hiland Dairy Foods	Hiland Dairy Foods
Jones	

Inventory Shortages

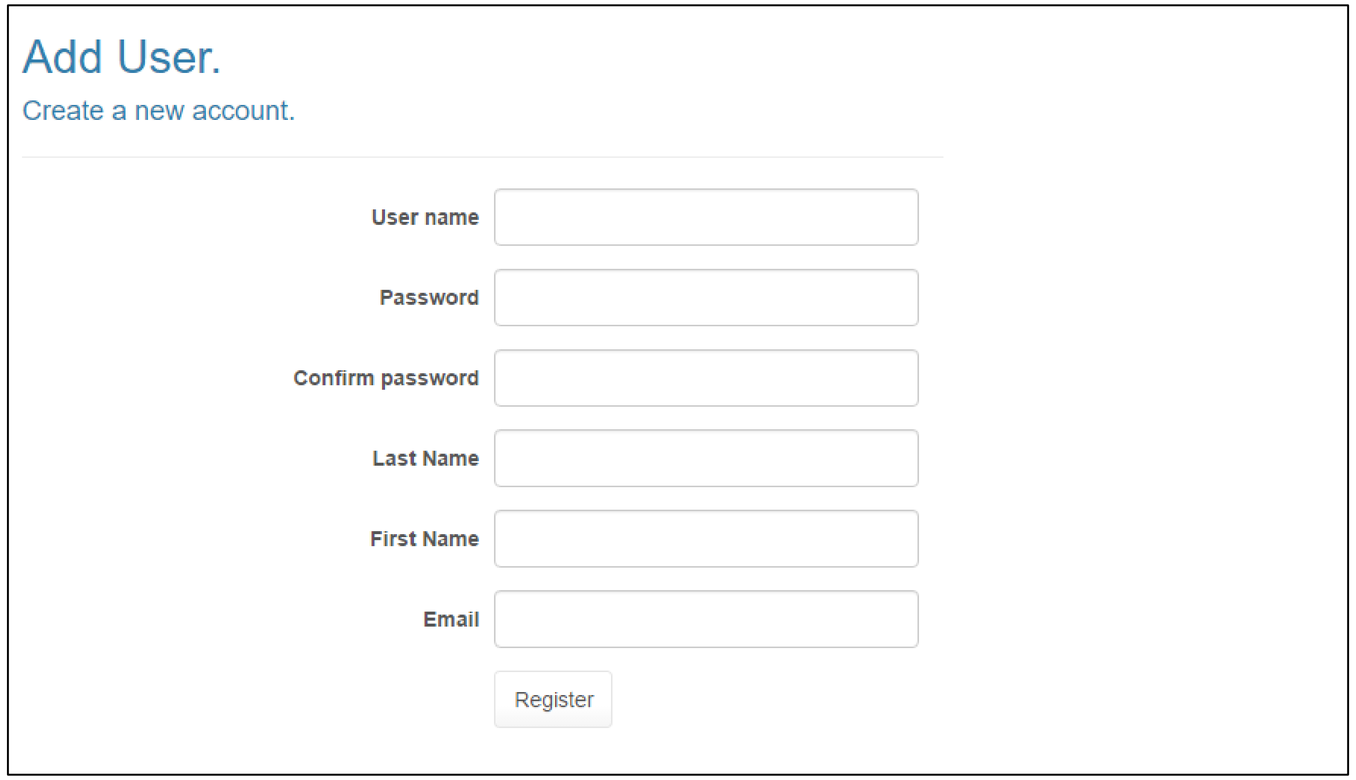
Inventory items that are showing in negative quantities in your warehouse.

7 Shortages Show Zeros Hide Zeros

Item	QOH
Denver WH	
Aspen 1 gal Unsweetened Iced Tea	-200
BSB Cinnamon Danish	-9
Freshley Powdered Mini Donut	-12
Freshley SC Donuts	-55
Kars Sweet & Salty 3.5oz	-8

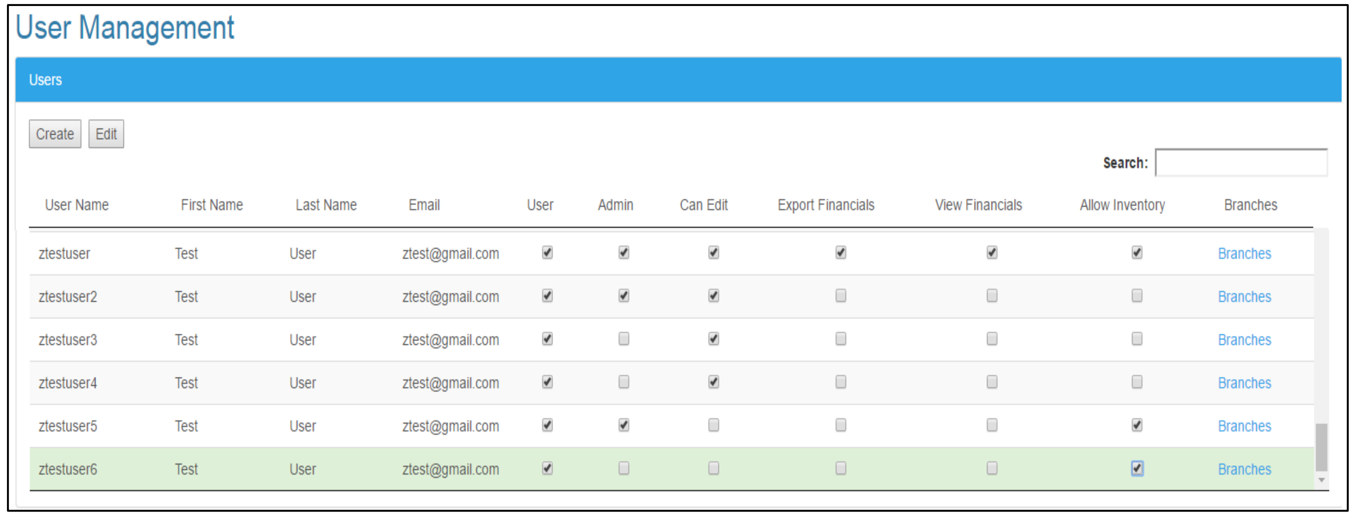
Add A User

1. From Data Management select ‘**Admin**’
2. Select ‘**Create**’
3. Complete the fields (as shown) and select ‘**Register**’
4. *Page refreshes for new user*



Assign Roles

1. Locate user and select the appropriate check boxes from the choices on the right.
    1. **Admin** – See all financial information, create/edit users/assign branches, create ‘transfer to’ locations, update items, and link storage areas to zones.
    2. **Can Edit** –
    3. **Export Financials** – Accounting package export.
    4. **View Financials** – Can view inventory values.
    5. **Allow Inventory** – Allows user to create a Full Inventory. Not needed to join to an existing inventory.



Assign Branches

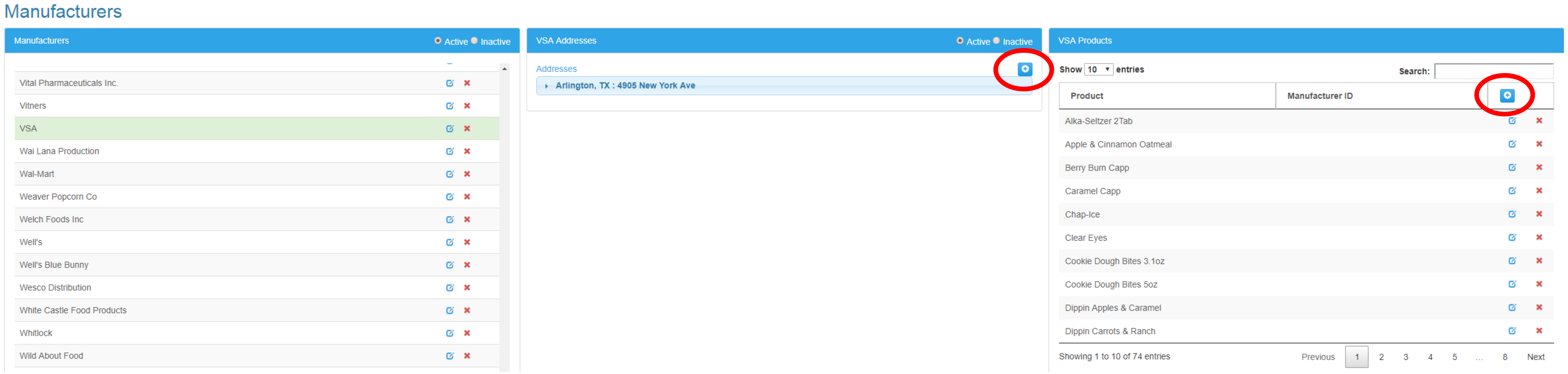
2. Select user and click ‘**Branches**’.
3. Check the branches you would like this user assigned to.
4. Click ‘**Save**’.

Manage Manufacturers

- From the Data Management▾ dropdown, select 'Manage Manufacturers'.
- The list is broken down between 'Active' or 'Inactive'. You can toggle between either.

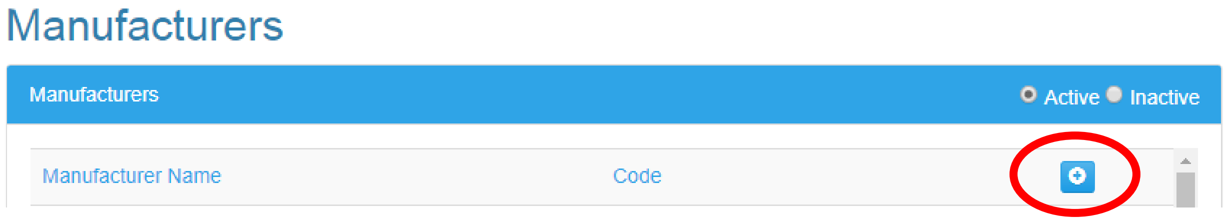
You can:

1. Select the desired Manufacturer | 2. Add addresses | 3. Assign products to the Manufacturer



Add A Manufacturer

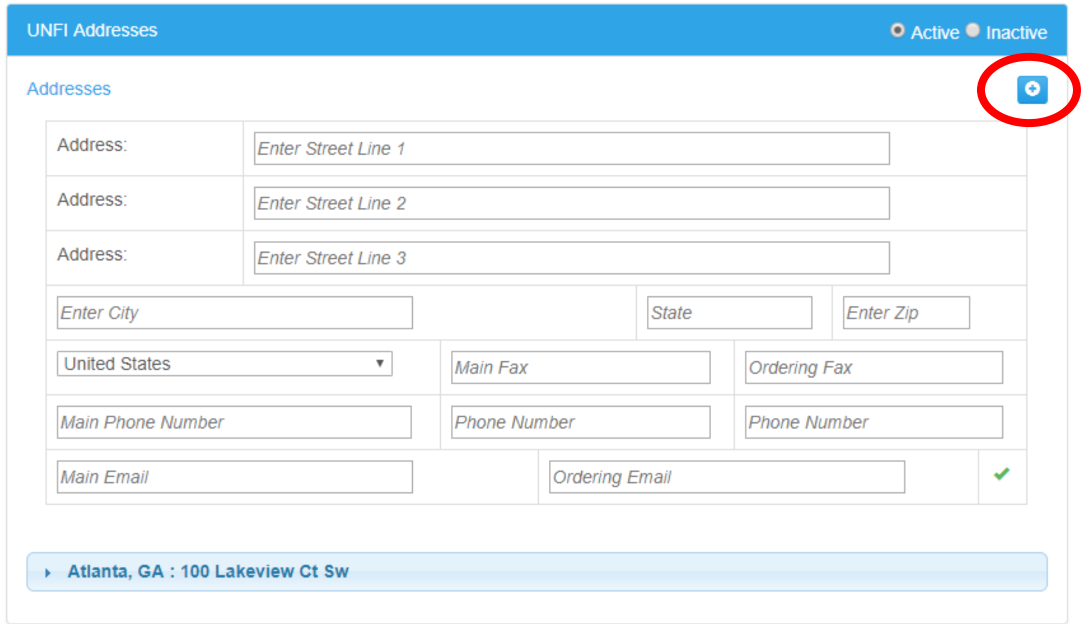
1. From the Manufacturers page, select the *plus* button as shown.
2. Enter Manufacturer name and code.
3. Use the buttons to add addresses and assign products.



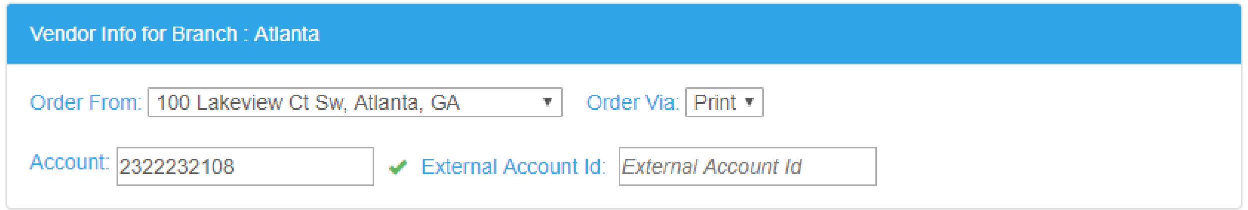
Manage Vendors

- From the **Data Management** dropdown, select **'Manage Vendors'**.
- The list is broken down between '**Active**' or '**Inactive**'. You can toggle between either.

1. Select the desired Vendor.
2. Add addresses by clicking

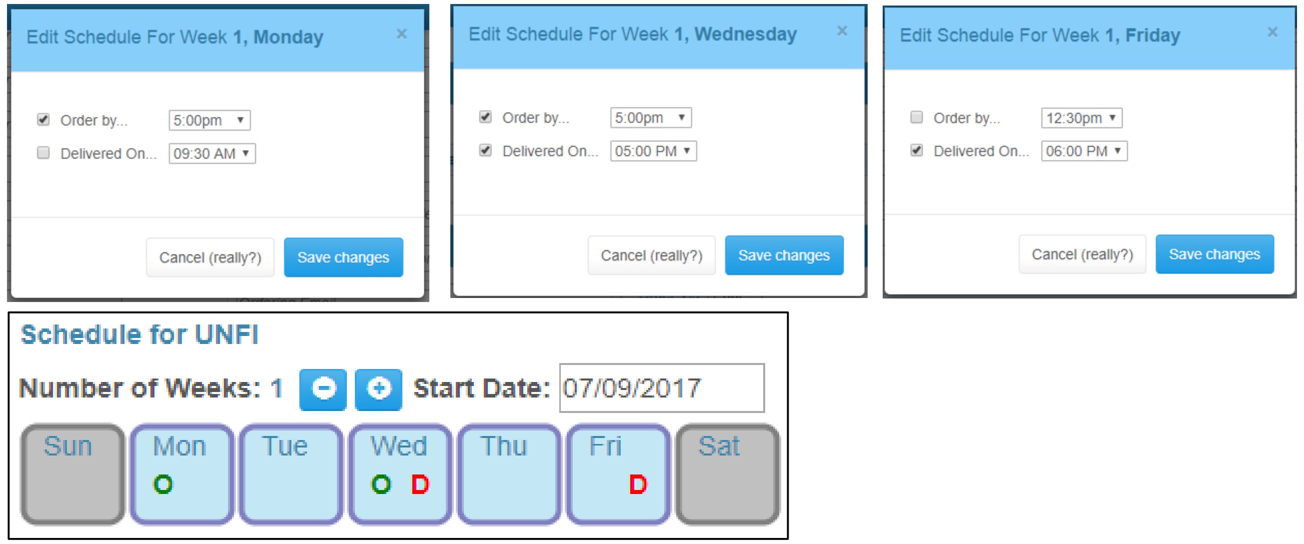


3. Add order details and account numbers.

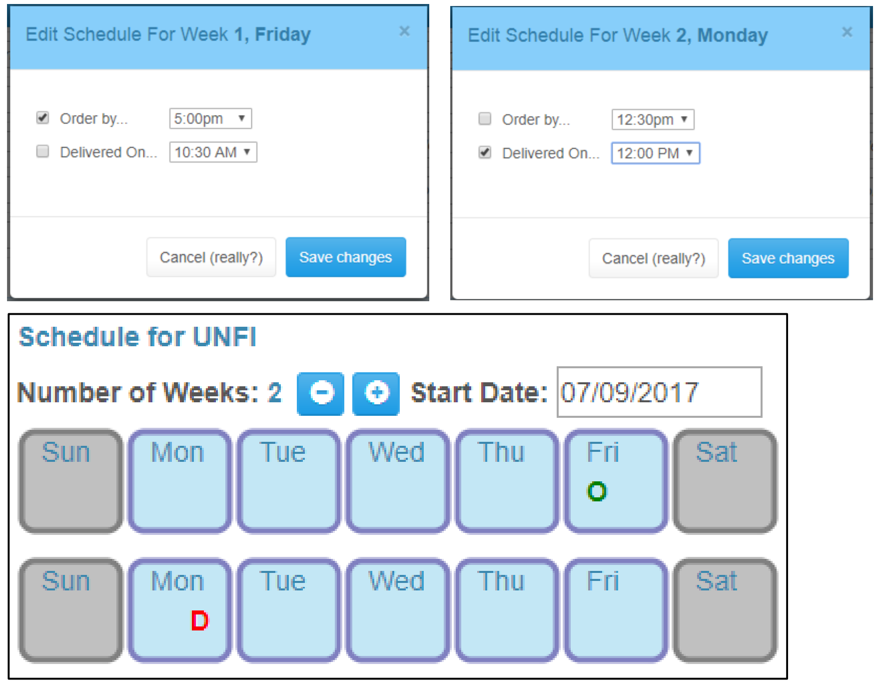


4. Schedule '**Order By**' and '**Deliver By**' days.

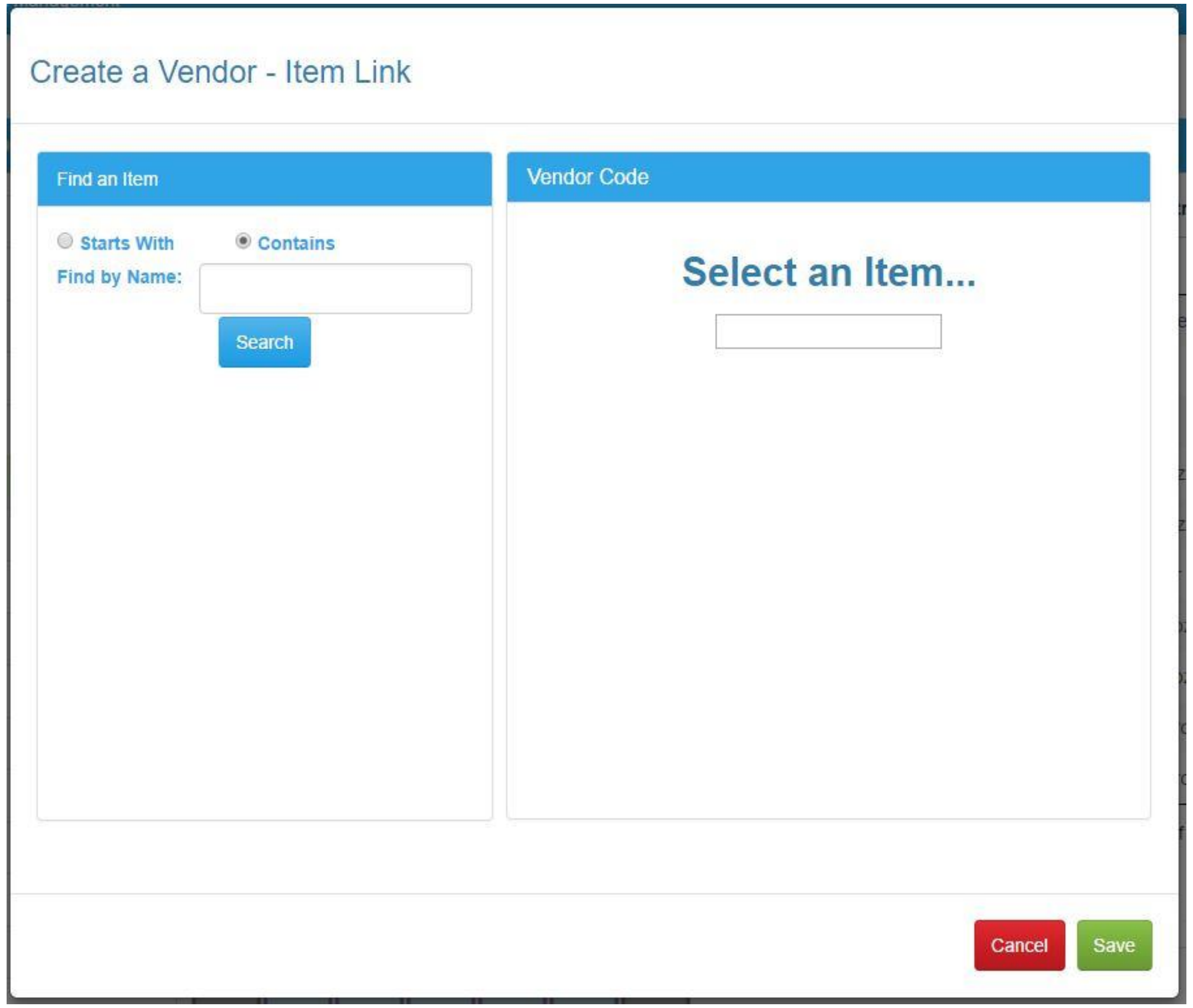
Example 1: If you can order for the vendor UNFI by end of day on Mondays for delivery Wednesday and by end of day Wednesday for delivery on Fridays, your scheduler will be setup as below.



Example 2: If you can order for the vendor UNFI by end of day on Fridays and their delivery schedule is the following Monday by 12pm, your scheduler will be setup as below.

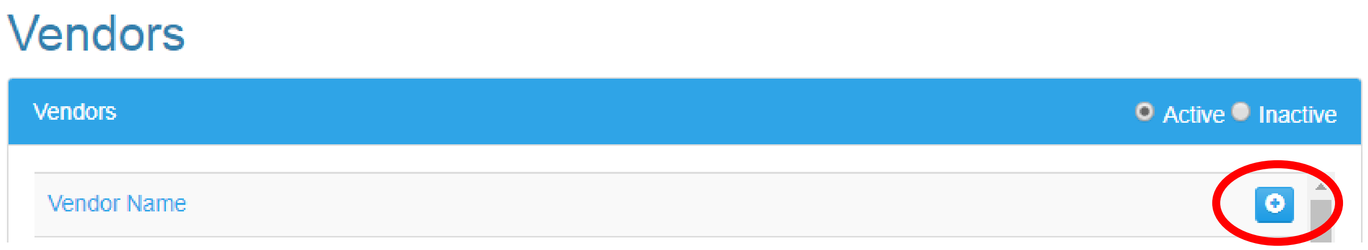


5. To associate Items to a specific Vendor
    a) Select the in the upper right corner of the '**Products**' section.
    b) Locate the item by searching the name of the Item, select and click '**Save**'.



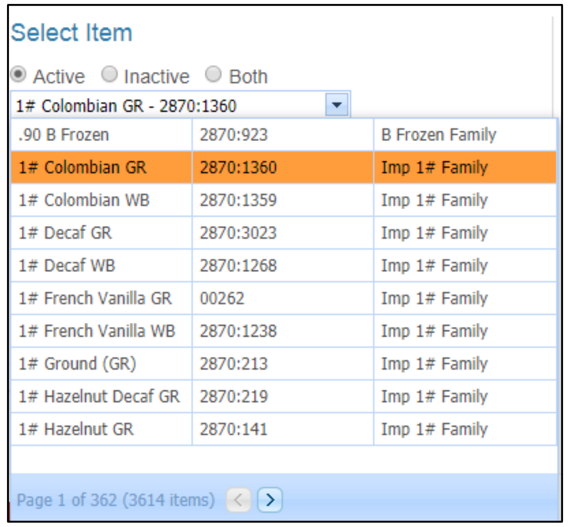
Add A Vendor

1. From the Vendors page, select the *plus* button as shown.
2. Enter Vendor name.
3. Use the button to add addresses.
4. Add Vendor Info.
5. Set Vendor schedule.
6. Assign products.



Manage Items

- From the Data Management dropdown, select '**Manage Items**'.
- The list is broken down between '**Active**', '**Inactive**' or '**Both**'.

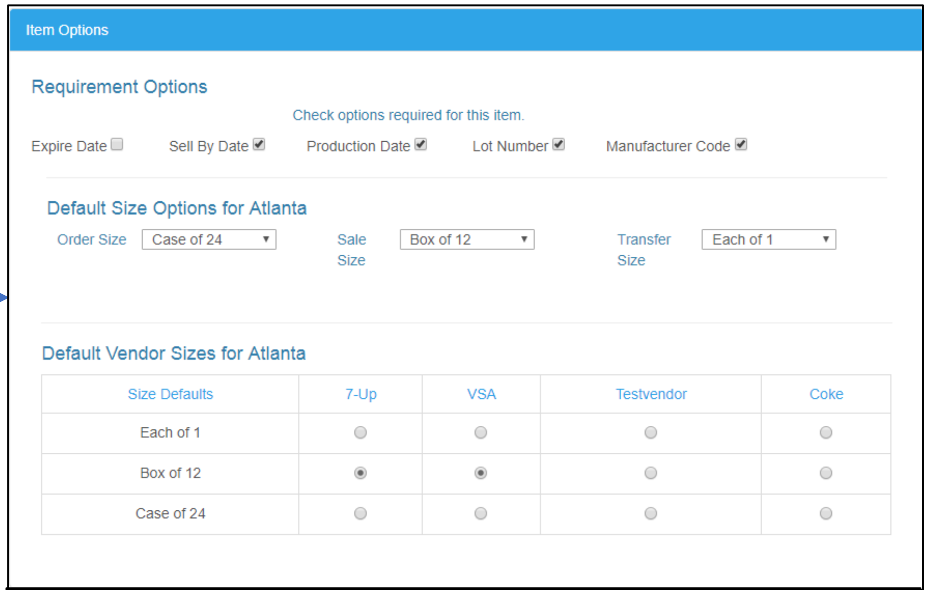


You can:

1. Search the Item by:
   a) Name
   b) Product Code
2. You can also narrow your search results by selecting a vendor.

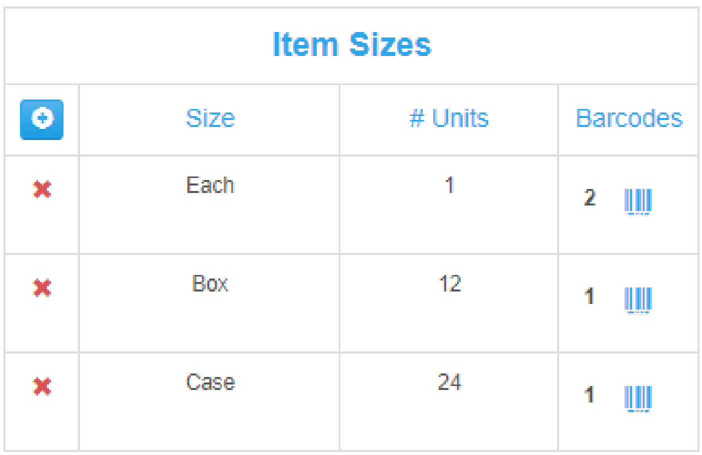
- Once you have selected your item, the Item Details will populate on the right.
- From here, you can manage:
  a) If the item is active or not
  b) Assign a manufacturer
  c) Give a default product cost
  d) Add/adjust the product code
  e) Shelf Life (days)
  f) Minimum Remaining Shelf Life

Shows item cost-history averages over various lengths of time.



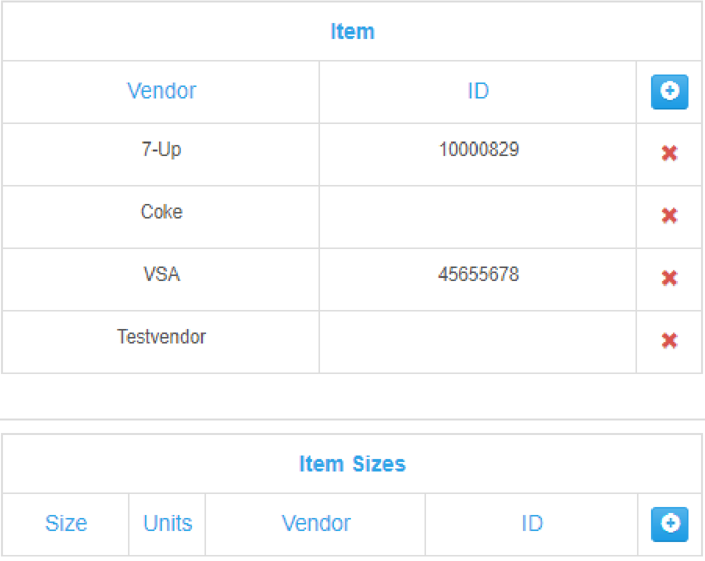
This screen allows you to give requirements for the item.

1. Set default order, sale and transfer sizes
   (This is the size you want to order, sell and transfer the item in)
2. Set default vendor sizes
   (This is the size the vendor wants you to purchase the item in, LEVEL will do the conversions for you)



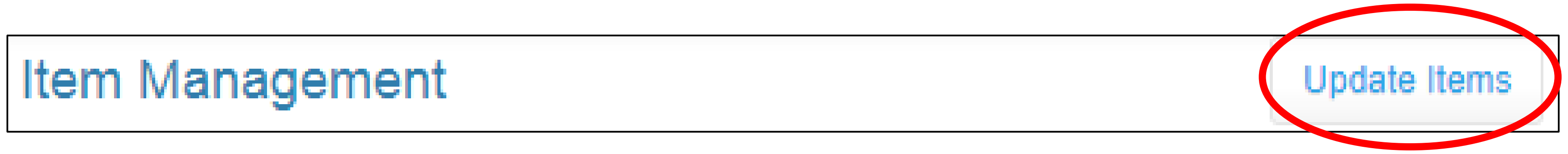
- Displays the different sizes and barcodes for that specific product.
- Add a new size or barcode by the
- Delete a size or barcode by the

- Allows you to set a separate ID for each linked vendor.
- Allows you to set individual vendor size ID's for that specific item.
- You can also link vendors and item sizes through this screen by the



Update Items

If you are assigned the ‘**Admin Role**,’ you can see the below link.



This will update your items from **LightSpeed**.

When selecting the ‘**Update Items**’ button, LEVEL:

1. Updates category names
2. Pulls in new categories
3. Updates items with changed categories
4. Updates item names
5. Updates item codes
6. Pulls in new items
7. Pulls in new item sizes
8. Updates item size description
9. Updates item size units
10. Updates if an item size is active or not
11. Pulls item images where there was none
12. Pulls items size barcodes
13. If duplicate barcode, Level deletes the old
14. Links barcodes to vendor through item size
15. Links price to item through vendor

Assign Areas (Warehouses)

1. From the Data Management ▾ dropdown, select **'Areas (Warehouses)'**.
2. The list will display all active Warehouses.
3. Select the icon beside the warehouse you would like to edit.
4. You can edit the name and/or select the branch that particular warehouse belongs to.

Name	Branch	
Atlanta WH	Atlanta	

5. Select the icon to save.

Set Area (Warehouse) Pars

1. From the same '**Areas (Warehouses)**' page,
2. Select the desired Warehouse

*The left pane will populate with items.

Show 10 entries ☑ Active Items Only Search: coke

Item Name	Vendor	Code	Par	Reorder	On Hand
Cherry Coke 20oz	Coke	7:064	2016	624	288
Cherry Coke 20oz	Love Bottling	7:064	2016	624	288
Cherry Coke Zero 12oz	Coke	6:004	0	0	0
Cherry Coke Zero 20oz	Coke	2870:7499	1008	576	0
Coke 12oz Bottle	Coke	2871:4601	0	0	0
Coke 12oz Can	Coke	6:051	7488	4992	-216
Coke 12oz Can	Love Bottling	6:051	7488	4992	-216
Coke 20oz	Coke	7:017	8064	4032	0
Coke 20oz	Love Bottling	7:017	8064	4032	0
Coke 8.5oz Alum Bottle	Coke	2871:4759	0	0	0

Showing 11 to 20 of 168 entries (filtered from 4,192 total entries) Previous 1 2 3 4 5 … 17 Next

4. You can search by item or by vendor.
5. Set the desired Par and Reorder points (in UNITS) and press the TAB key or select out of the field to save your entry.

NOTE: If the same item is assigned to multiple vendors, it will appear multiple times. You only need to set the par and reorder points for ONE. The others will populate upon refresh.

Inventory

There are 2 types of inventory counts in Level:

- **Partial** – This allows you to adjust quantities of only the items you select
- **Full** – Overrides all quantities. Any items not counted will adjust to '0'

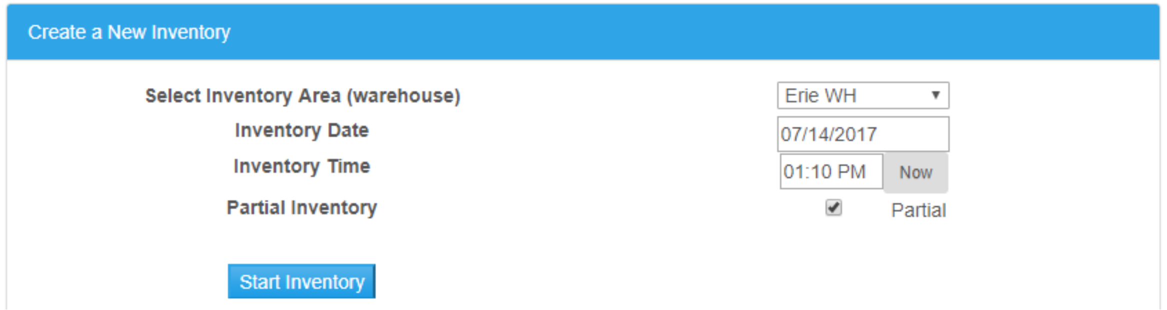
Inventories are typically done through the handheld (Reference **Pg.30**) but can also be done through the webpage.

Create a New Inventory

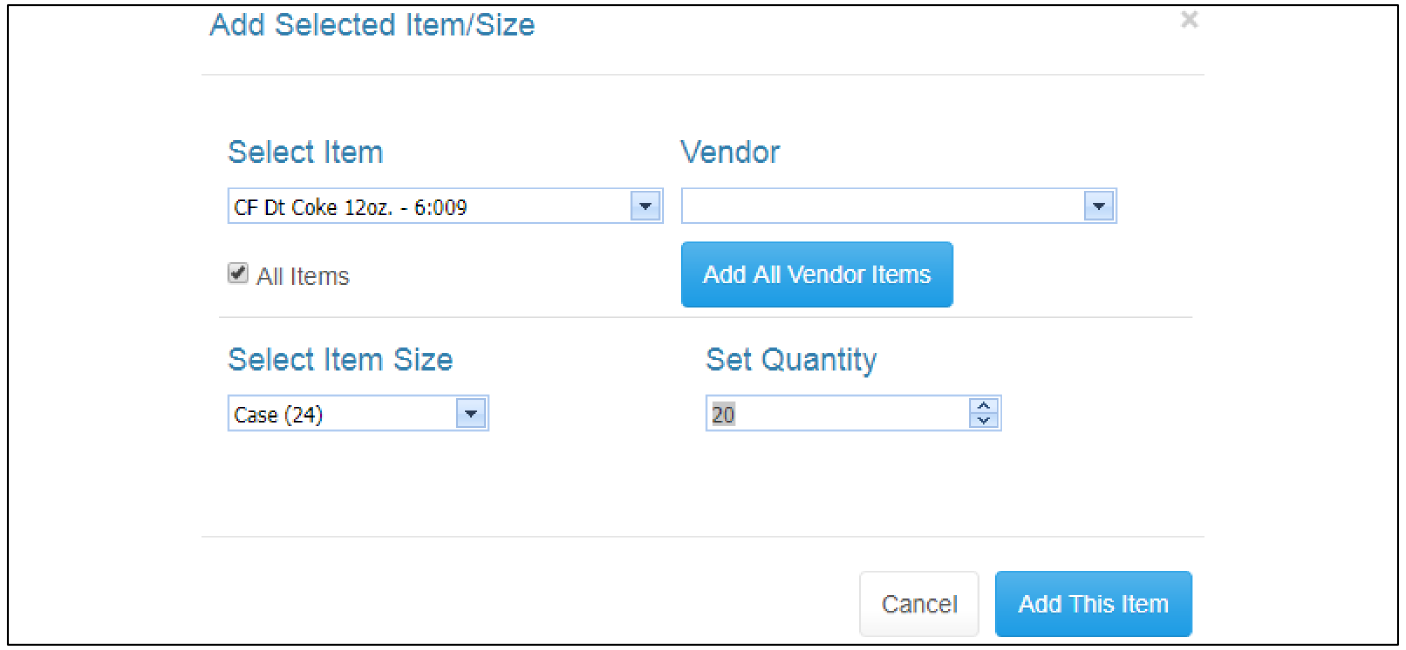
1. From Transactions select '**Inventory**'.
2. Select '**Inventory Area (warehouse)**'
3. Select '**Inventory Date**'
4. Select '**Inventory Time**'

If you are an admin, you will have the option to unselect '**Partial**' which brings you into a FULL inventory.

5. Select '**Start Inventory**'



6. Select '**New**' to add Item/Size and set a Quantity



7. Select '**Add This Item**'
8. Repeat steps 6-7 until all items and quantities have been added.

*When doing a Full Inventory, <u>ALL</u> items must be added or they will be adjusted to a '0'.

9. Once you have confirmed your count, select the orange '**Commit Inventory(Done)**' button.

***You will no longer be able to edit.**

10. To save your work without committing yet, select the green '**Close Inventory**' button from the top

Edit An Inventory Count (uncommitted)

To pull up an inventory saved but not yet committed

1. Select the Transactions tab
2. Select ‘**Inventory**’
3. Find the appropriate inventory and click Edit

Edit An Inventory Count (uncommitted)

Inventory Date	Id	Last User	Storage Area	Edit	View
7/1/17 1:05 PM	3294	cpirtle	Erie WH		
7/14/17 1:10 PM	3296	ckeane	Erie WH		
7/14/17 1:20 PM	3297	ckeane	Erie WH		

4. Continue where you left off until all items and quantities have been added.
5. Once you have confirmed your count, select the orange ‘**Commit Inventory(Done)**’ button.

Completed Inventory Counts

Here you can view inventories that have already been committed during a selected date range.
Committed inventories cannot be edited once they have been closed.

Completed Inventory Counts

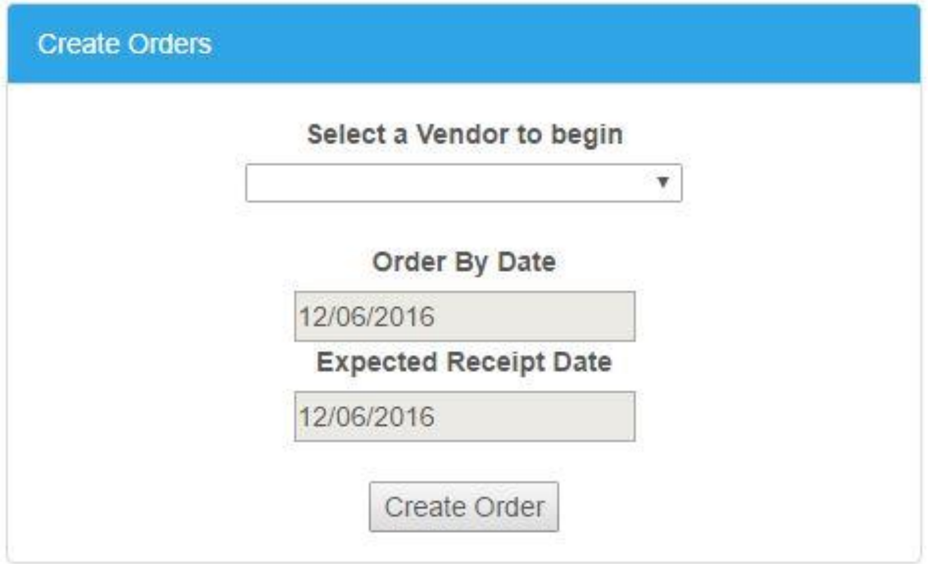
Inventories From: 01/01/2017

Inventories To: 07/14/2017

Date	Id	Storage Area	Units	View
1/12/17	2143	Erie WH	1443	
1/16/17	2147	Erie WH	394	
1/17/17	2148	Erie WH	68	
1/20/17	2158	Erie WH	48522	
1/27/17	2180	Erie WH	270650	
2/3/17	2202	Erie WH	22603	

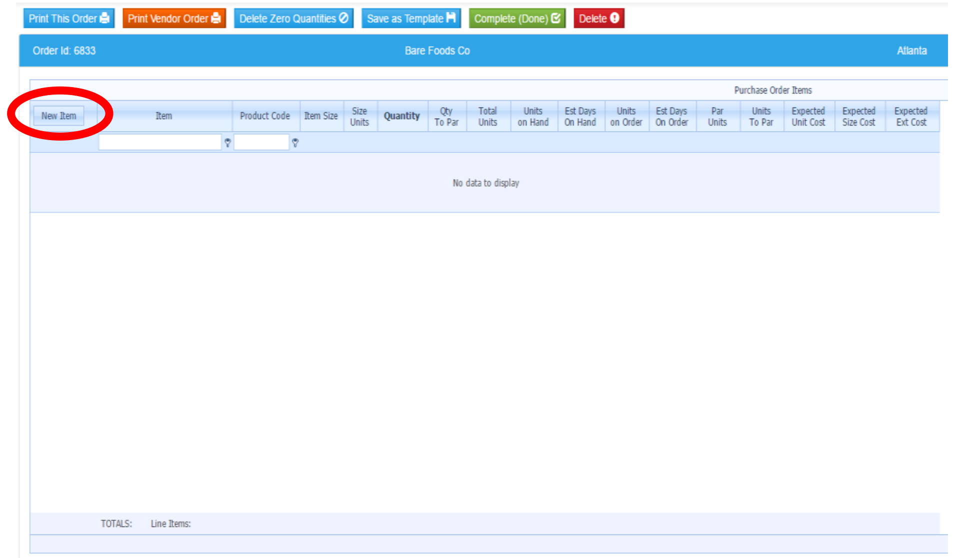
Create a New Purchase Order

1. From Transactions select ‘**Purchase Orders**’.
2. Select a Vendor from the dropdown.
3. Select your '**Order By**' and '**Expected Receipt**' dates.
4. Select ‘**Create Order**’.

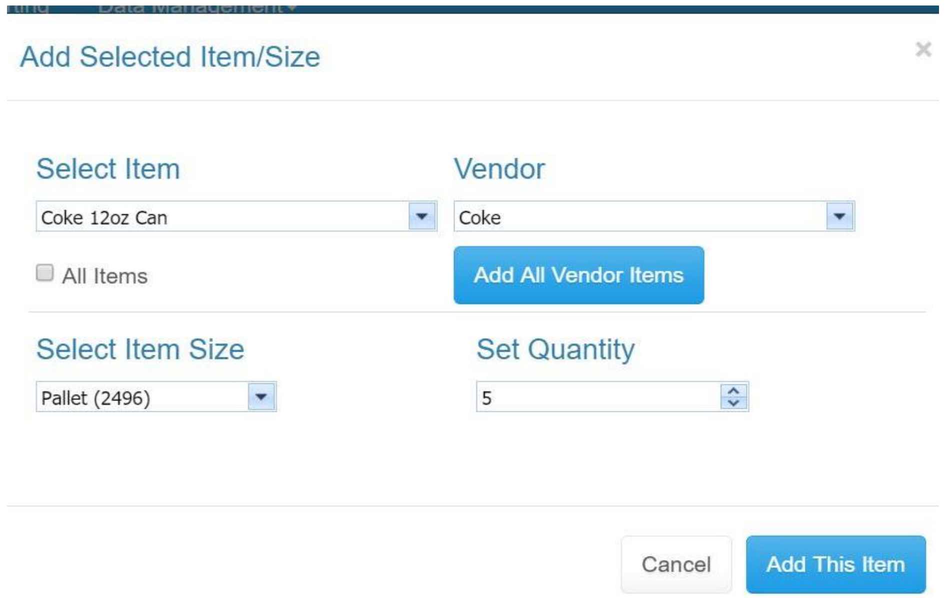


*This brings up a blank Purchase Order.

***Order By Date** and **Expected Receipt Date** will populate from the set vendor schedule if one has been entered.



5. To add items, select '**New**' on the top left.



*This brings up a window where you can select your product, size, and quantity.

6. Select '**Add This Item**', and the item will be added to the P.O.
7. Repeat these steps until you have added all of the items you would like on your P.O.
8. Click ‘**Save**’ from the bottom right.
9. Once you have added all of the items to the P.O., select the '**Complete (Done)**’ button at the top.

COLUMN HEADERS:

- **Item:** Item description
- **Product Code:** Product code of the item
- **Item Size:** Ordered size
- **Size Units:** Units in ordered size
- **Quantity:** Quantity of ordered size
- **Qty To Par:** Quantity of this size to meet par
- **Total Units:** Ordered amount broken down to units
- **Units On Hand:** Total units on hand (at current branch)
- **Est Days On Hand:** Est days on hand based on 30 day trend (at current branch)
- **Units On Order:** Quantity of units on ALL open orders (at current branch)
- **Est Days On Order:** Est days added to current based on 30 day trend (at current branch)
- **Par Units:** The par value in units (set at current branch)
- **Units To Par:** Number of units to reach par (at current branch)
- **Expected Unit Cost:** Exp cost per unit historically
- **Expected Size Cost:** Exp cost of ordered size historically
- **Expected Ext Cost:** Exp unit cost multiplied by total units

Create a Purchase Order Template

1. Complete steps 1-7 of ‘**Create an Order**’
2. Select '**Save as Template**' from the options across the top.
3. Name and select ‘**Create New Template**’.

Save Order as Template ×

Save as a new Template

Template Name:

Create New Template

Create Order from Template

1. Select desired Template name from list.
2. Click Create

Create Order from Template

Vendor	Description	Create	View	Delete
Coke	Coke Monday			

Edit Orders

To revisit a P.O. at any time until it has been received, you can select ‘**Open**’ from the **'Edit Orders'** table on the left.

Edit Orders

Ordered	Expected	Vendor Name	Id	Last User	Edit	View	Vendor
03/21	03/22	International Paper	5752	cpirtle			
03/21	03/22	Lavazza Premium Coffees Corp	5753	cpirtle			

Create from Recent Receipt

This allows you to duplicate an order from a previous receipt.

1. Select your date range.
2. Select the desired order and click Create

Create Order from Recent Receipt

Receipts From: 07/06/2017

Receipts To: 07/13/2017

Date	Vendor	Id	Storage Area	Create	View
7/12/17	7-Up	5748	Erie WH		

Printing a Purchase Order

Click the View button.

This will allow you to view, print, and/or export your purchase order in your <u>default order sizes</u> (in **Item Management**).

Click the Vendor button.

This will allow you to view, print, and/or export your purchase order in your <u>default vendor sizes</u> (in **Item Management**).

Emailing a Purchase Order

If the vendor’s email is set up (in **Vendor Management** > **Addresses**), the option Email To Vendor will appear at the top left of your Purchase Order screen.

Once clicked, you have the option to cc another recipient.

Click ‘**Yes, this order is complete!**’

LEVEL ADVANCED INVENTORY MANAGEMENT

Receiving

Receiving puts items INTO your inventory.

This is a 2 step process within Level:

1. Validating items and quantities, and
2. Validating pricing.

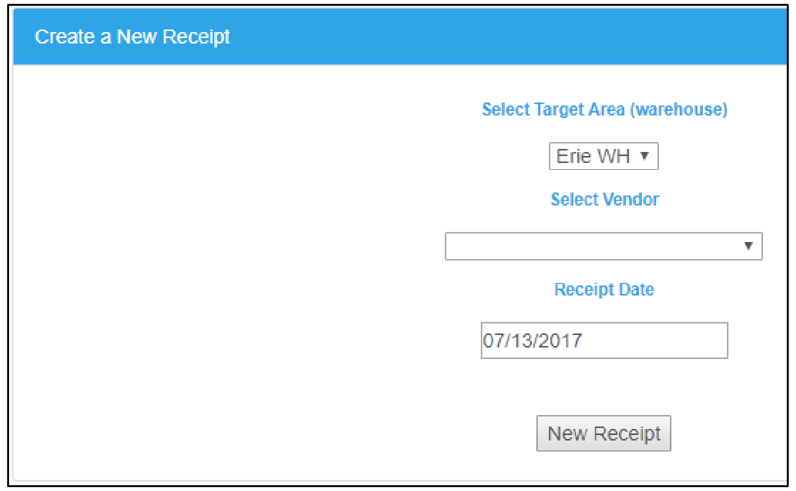
COLUMN HEADERS:

- **Item:** Item description
- **Product Code:** Product code of the item
- **Item Size:** Ordered size
- **Size Units:** Units in ordered size
- **Quantity Ordered:** Quantity of ordered size
- **Expected Size Cost:** Exp cost of ordered size historically
- **Expected Ext Cost:** Exp unit cost multiplied by total units
- **Actual Ext Cost:** Actual cost from vendor invoice
- **Size Cost Diff:** Difference between actual and expected size cost
- **Actual Size Cost:** Actual cost from vendor broken down
- **Promo?:** Check this box if you received promo pricing that you do no want to reflect in the item cost history
- **Qty Received:** Actual quantity received
- **Expire Date:** Expiration date of the item
- **Validated?:** Check this box once the quantity has been verified
- **Validated By:** Populates the user who marked the validated box
- **Total Units:** Total units on order
- **Fill Rate:** Percentage rate that this item is filled to order by vendor
- **Quantity on Hand:** Quantity on hand in units

Create a New Receipt

You can receive items without creating a Purchase Order or Transfer from either the handheld (Reference **Pg. 32**) or under the Receiving tab on the webpage.

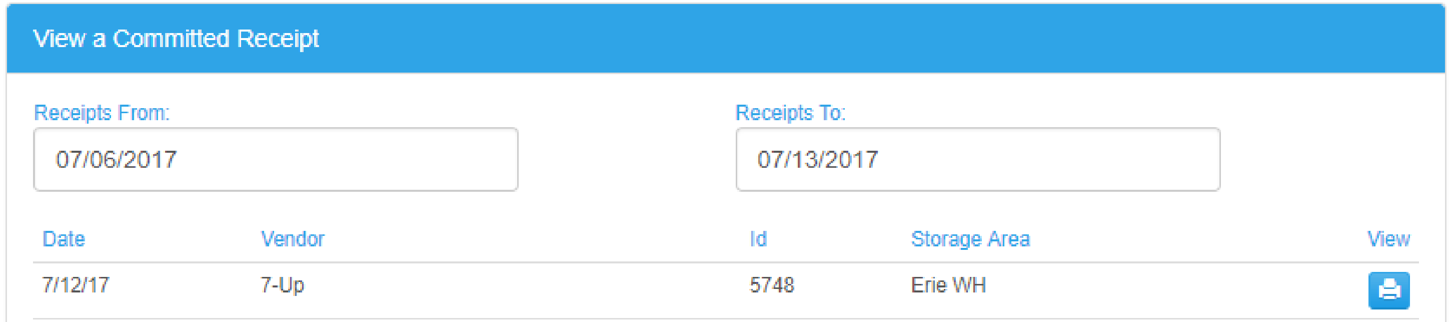
1. From Transactions select '**Receiving**'.
2. Select '**Target Area (warehouse)**'.
3. Select '**Vendor**'.
4. Select '**Receipt Date**'.
5. Click '**New Receipt**'



View A Committed Receipt

Here you can view receipts that have already been committed during a selected date range.

Committed receipts cannot be edited once they have been closed.



Receive from a Purchase Order

You can receive a purchase order from the handheld (Reference **Pg. 32**), or through the Level webpage.

Receive From a Purchase Order

Ordered	Expected	Vendor Name	Id	Last User	Create	View	Vendor
03/21	03/22	International Paper	5752	ckeane			

Step 1: For validating items and quantities-

1. From Transactions select '**Receiving**'.
2. Select order from '**Receive From a Purchase Order'.**
3. Select Create
4. Enter '**Qty Received**'
5. Enter '**Expire Date**'
6. Mark '**Validated**' to confirm
7. Click '**Save Changes**' from the bottom right
8. Click '**Close Receipt**' from the top to await invoice verification

Edit a Receipt

You can edit a receipt to either make adjustments from Step 1, or move on to Step 2.

Edit A Receipt (not committed)

Date	Vendor	Id	Created	Storage Area	Edit	View
03/21/2017	Aspen Beverage Group	4613	cpirtle	Erie WH		

Step 2: For validating pricing-

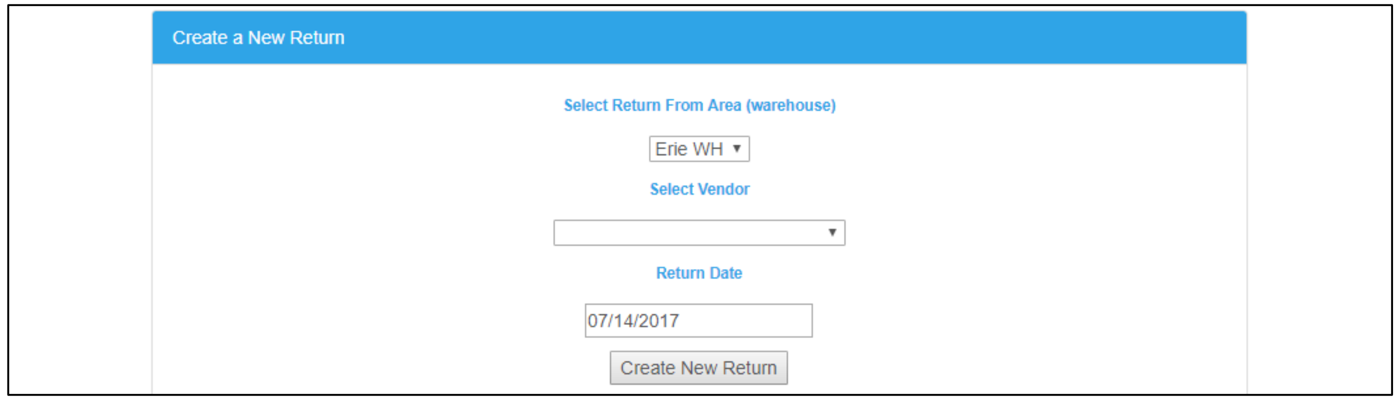
1. From Transactions select '**Receiving**'.
2. Select appropriate order from '**Edit a Receipt**'.
3. Select Edit
4. Under the '**Receipt Information**' column on the left
   1. Enter '**Invoice**' reference (required)
   2. Enter '**Discount Amount**' (if applicable)
   3. Enter '**Comments**' (if applicable)
   4. Click '**Save**'
5. Add '**Actual Size Cost**' from vendor invoice
6. Select '**Promo**' (if applicable)
7. Select '**Commit (Done)**' to save.

***Once you've committed, you can no longer edit.**

Vendor Returns

Return To Vendor

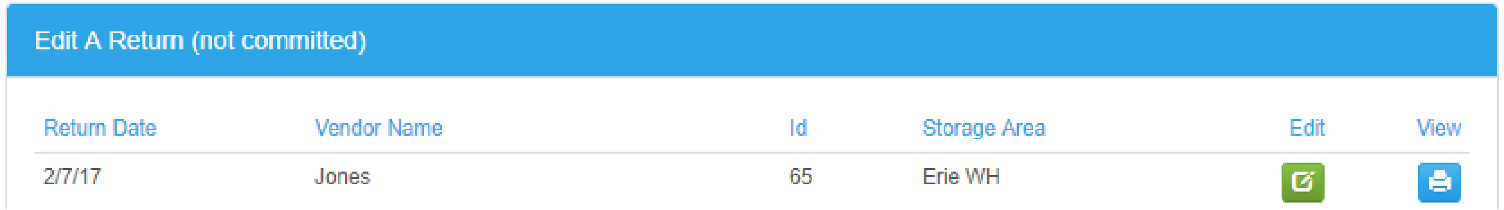
1. From Transcations select '**Return To Vendor**'.
2. Select '**Return From Area (warehouse)**'.
3. Select '**Vendor**'
4. Select the '**Return Date**'
5. Select '**Create New Return**'



1. Select '**New**' to add Items/Sizes and Quantities
2. Select '**Add This Item**'
3. Repeat steps 6-7 until all items have been added.
4. Verify the '**Total Cost**' column
5. Select the '**Validated**' check box to verify you are taking these items OUT of your inventory
6. Select '**Save Changes**' from the bottom right
7. Once you have confirmed all costs and quantities, select '**Commit (Done)**' from the top
8. Or, you can click '**Save (No Commit)**' to return to it later

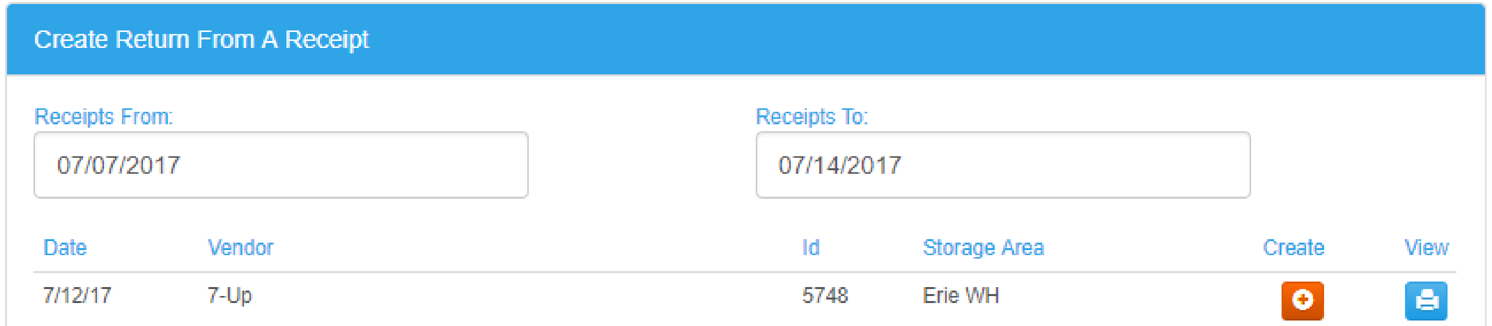
Edit a Return

You can edit a saved return by selecting Edit from the '**Return to Vendor**' page.



Create Return From A Receipt

1. From Transactions select '**Return To Vendor**'.
2. Select date range
3. Find appropriate receipt and select Create



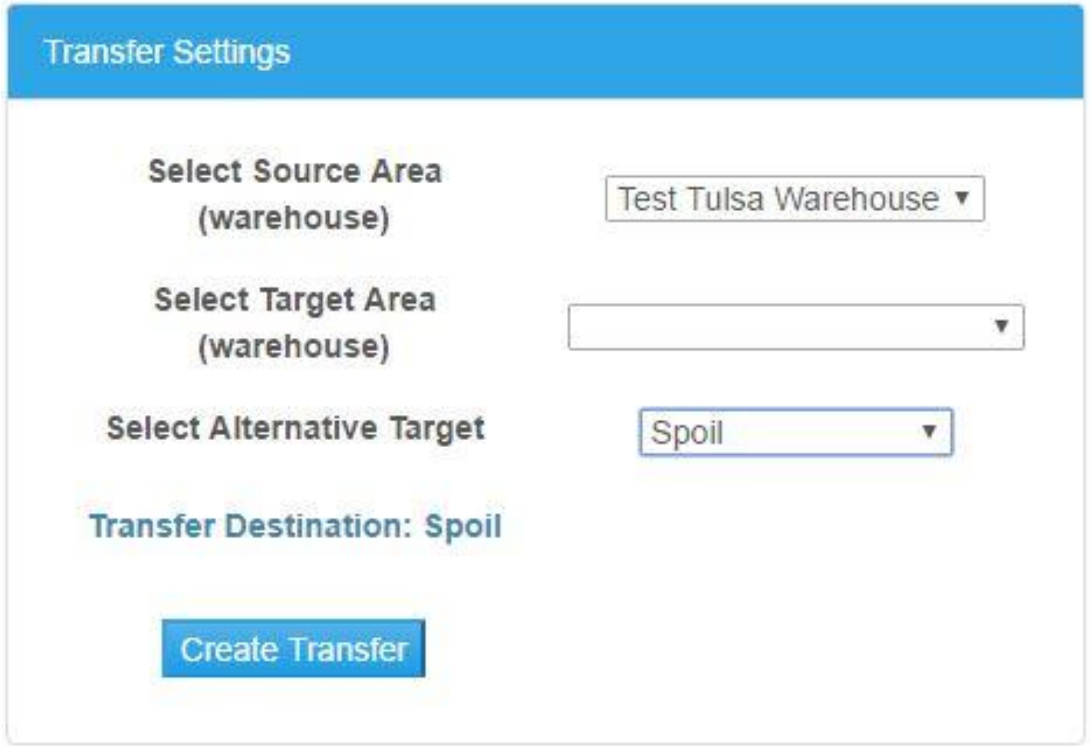
4. Adjust '**Total Cost**' column
5. Adjust '**Return Quantity**' column
6. Select the '**Validated**' check box to verify you are taking these items OUT of your inventory
7. Select '**Save Changes**' from the bottom right
8. Once you have confirmed all costs and quantities, select '**Commit (Done)**' from the top
9. Or, you can click '**Save (No Commit)**' to return to it later

Create a Transfer

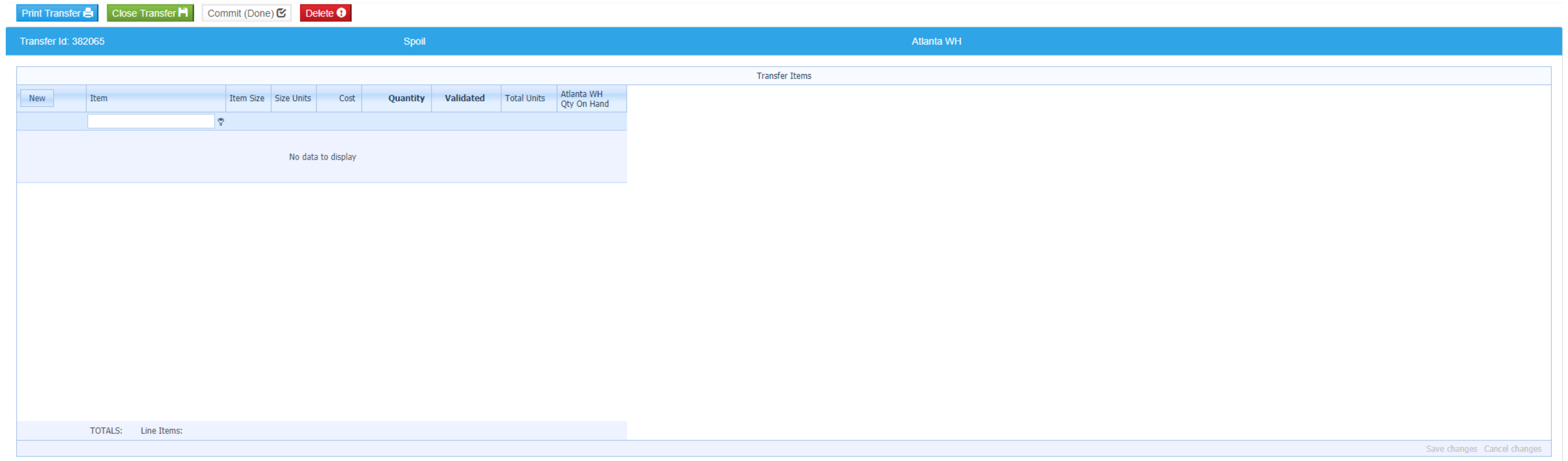
1. From Transactions select '**Transfers**'.
2. Select a FROM '**Source Area (warehouse)**'.
3. Select a TO
    1. '**Target Area (warehouse)**'
    *This allows you to move product across warehouses.
    1. OR an '**Alternative Target**'
    (Spoils, damages, donations, etc.)

Select '**Return**' for product bring backs.

1. Select '**Create Transfer**'.



*This will bring up a blank Transfer.



5. Select '**New**' from the top left.

*This brings up a window where you can select your product, size, and quantity.

6. Once you have done this, select '**Add This Item**', and the item will be added to the Transfer.
7. Repeat these steps until you have added all of the items you would like on your Transfer.
8. Select '**Close Transfer**' to save.

Edit Transfers

*You may edit Transfers at any time until it has been received/committed.

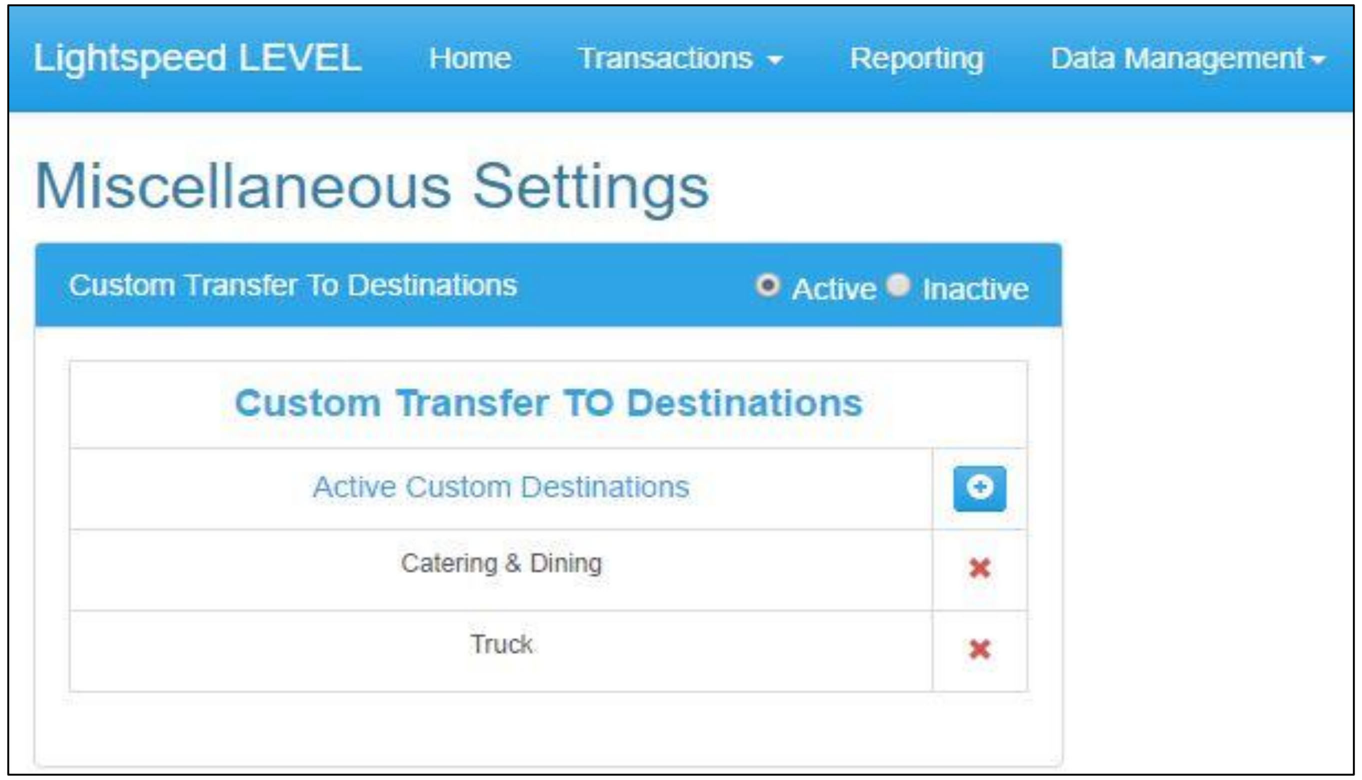
1. Select desired Transfer from the '**Edit Outgoing Transfers**' and '**Edit Incoming Transfers**' tables on the right.
2. Quantities with a **bold** column header may be adjusted.
3. When finished, select '**Commit (Done)**'.

LEVEL
ADVANCED INVENTORY MANAGEMENT

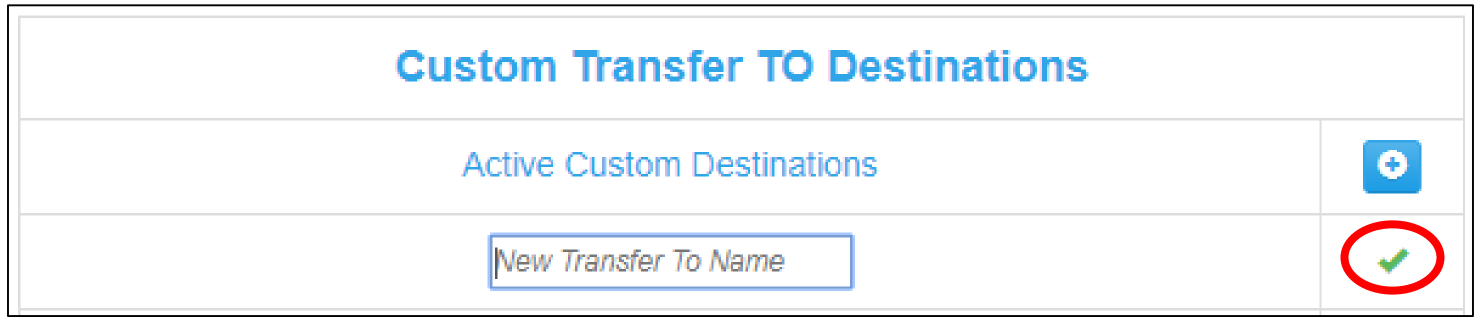
Managing Custom 'Transfer To' Destinations

This page is only available to users that are granted the ‘**Admin Role**’.

- From the Data Management dropdown, select '**Miscellaneous Settings**'
- From here, you can view, delete, or add Custom Transfer To Destinations
  - You can switch between ‘**Active**’ and ‘**Inactive**’ Destinations by selecting the corresponding button



- To remove a Destination from your list, simply select the '**red x**' next to the destination to make it inactive.
- To add a new Destination:
  1. Select from the upper right
  2. Fill in the name of your new Destination, and
  3. Select the '**green check mark**’



Reporting

- **Items Received with Expirations**
  A report of the all items with expiration dates for a specific date range in a specific area (warehouse).
- **Upcoming Expirations after FIFO**
  A report of the all items based on First-In-First-Out for transfers with expiration dates for a specific date range in a specific area (warehouse).
- **Current Total Inventory**
  A report of the complete count of all items currently in your inventory at the time of the report generation. Displays quantities, no pricing.
- **Inventory by Area**
  Breaks down all current inventory by specific 'area'. You may select to view an individual area, or all. Breaks down by category. Displays quantities, no pricing.
- **Inventory by Vendor**
  Breaks down all current inventory by vendor. You may select to view an individual area, or all. Breaks down by category. Displays quantities, no pricing. (Note: if an item is sold by two vendors, the same QOH will appear across both vendors if the reports are ran simultaneously.)
- **Inventory Value by Area**
  A report of the complete count of all items currently in your inventory at the time of the report generation, with pricing (values). You may select to view an individual area, or all. Breaks down by category.
- **Inventory by Date**
  All inventory for a given date/time, in a specified area. With pricing.
- **Inventory Compare Dates**
  Side by side comparison of all inventory on two given dates, in a specified area.
- **Inventory Items Not Counted**
  All inventory items not inventoried since a given date, in a specified area.
- **Inventory Removed by Date**
  All inventory removed, by date, during a specified date range, in a specified area, and by a specified type of transfer.
- **Reorder Report**
  A report of the suggested re-orders of all items currently in your inventory at the time of the report generation based on your set pars and reorder points.
- **Items on Order**
  All items on orders (not yet received) for a specific area (warehouse). Can by filtered by manufacturer, vendor and/or category.
- **Receipt by Vendor, Manufacturer & Date**
  All inventory received by a specified Vendor, during a specified date range, and in a specified area.
- **Today's Expected Purchase Orders**
  A list of Purchase Orders that are expected to be received on the day the report is run.
- **Expected Purchase Orders by Date**
  A list of Purchase Orders that are expected to be received on a specified date.

- **Transfer Summary by Item**
  A report of transfers by item in a specified date range. Can be filtered by zone, transfer location and/or user.

- **Transfer Summary by Branch**
  A report of transfers in a specified date range to a specific transfer location.

- **Transfer Summary by Zone**
  A report of transfers in a specified date range. Can be filtered by zone, transfer location and/or user.

- **Incoming Transfers Not Received**
  A list of incoming Transfers that have not yet been received.

- **Outgoing Transfers Not Picked**
  A list of outgoing Transfers that have not yet been Committed.

- **Completed Inventories**
  This page gives you the ability to search for completed inventories by date range, and then pull up the individual Inventory Detail Reports.

- **Inventory Reconciliation Report**
  This page gives you the ability to search for completed inventories by date range, and then pull up the individual Inventory Reconciliation Reports, where you can see the numbers counted, on hand, whether the items were over/short, and by how much.

- **Receipt Report by ID**
  View any received orders by Receipt ID.

- **Purchase Order Report by ID**
  View any committed Purchase Order by Purchase Order ID.

- **Return Report by ID**
  View any Returned Item Receipt by Receipt ID.

- **Inventory Report by ID**
  View any committed Inventory by Inventory ID.

- **Item Purchase History**
  A report of all receipt activity for a specified item, during a specified date range**.** You may select to view an individual area, or all.

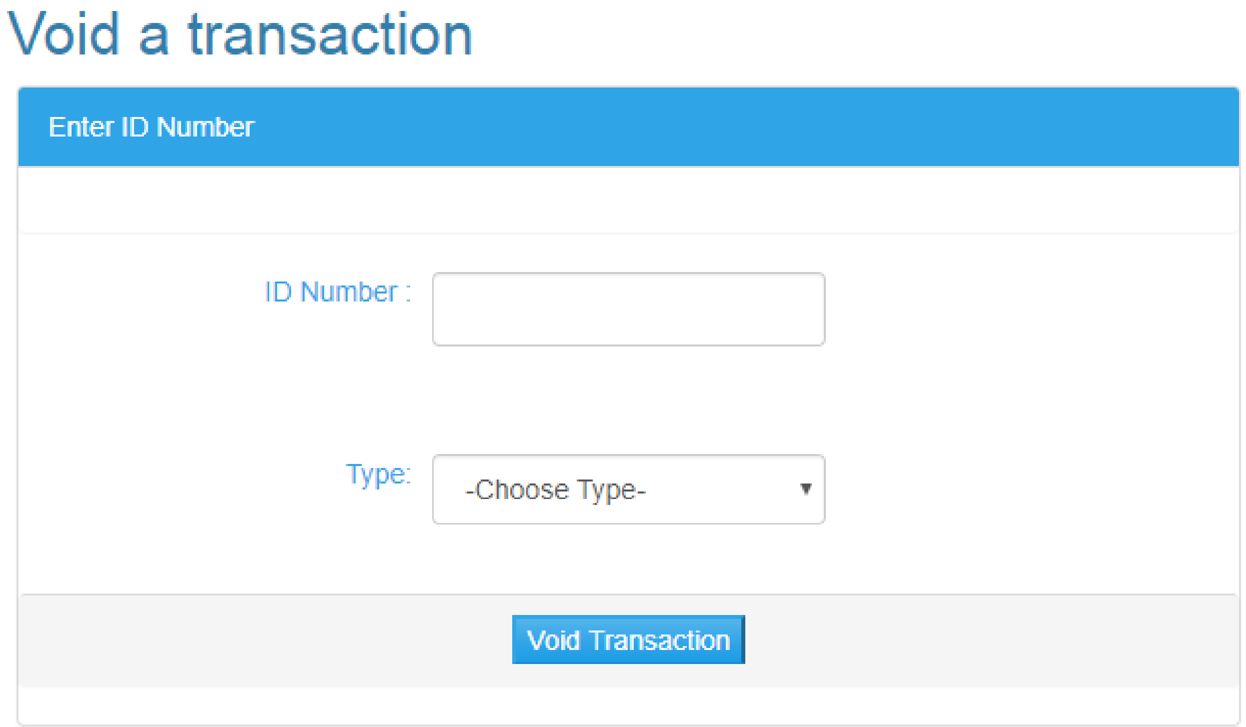
- **Vendor History**
  A report of all activity, for a specified vendor, during a specified date range, and in a specified area.

- **Vendor Fill Rate**
  This report shows you the fill rate percentage that a vendor has for a specified time period at a specified area (warehouse).

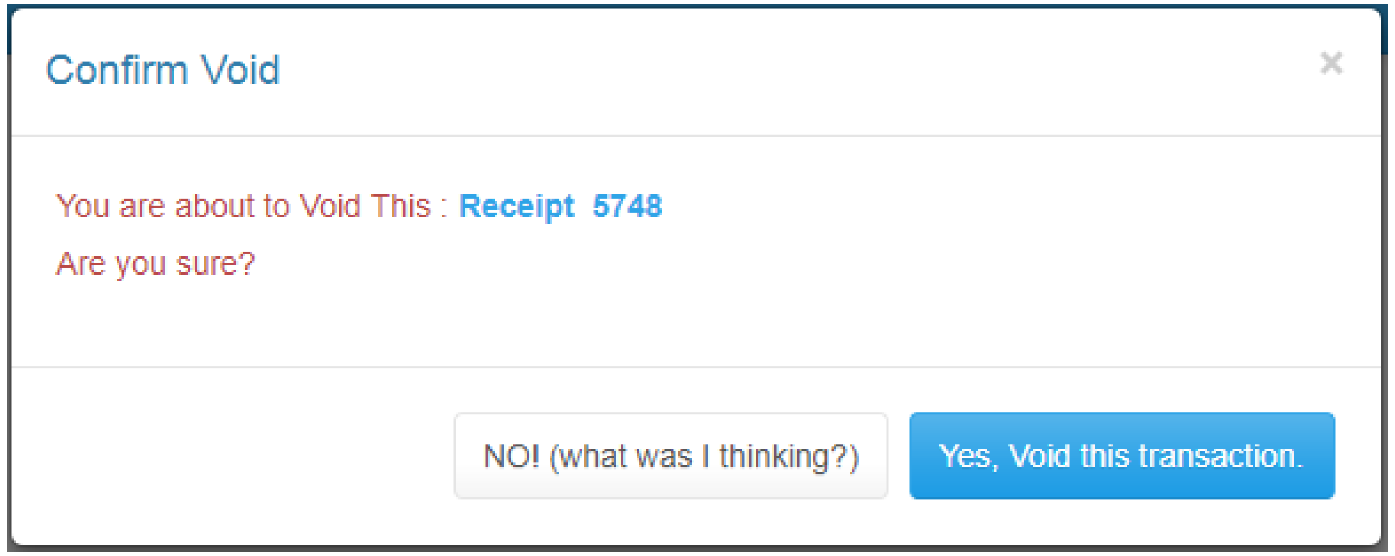
- **Print Barcodes**
  This page gives you the ability to search for, and print, all barcodes for a specific item or all items from a specified Vendor/Category.

Void A Transaction

1. From the Data Management dropdown, select **'Void A Transaction'**.



2. Enter the ID number
3. Select
   1. Count
   2. Receipt
   3. Transfer
   4. Vendor Return
4. Choose '**Void Transaction**'.



5. Select '**Yes, Void this transaction**' to confirm
6. Look for the green '**Transaction XXXX had been voided!**' comment.

LIGHTSPEED AUTOMATION

Settings

LightSpeed Settings

1. From the Data Management dropdown, select **'LightSpeed Settings'**.

Zone Settings:

1. Select the LightSpeed Zone you want to assign.
2. Select the Area (Warehouse) you are assigning the selected zone to.

Lightspeed Zones
Zone Description
Bev- SPR

Level Areas - Source
Storage Areas
Atlanta WH

Branch Settings:

1. Select the LightSpeed Branch you want to assign.
2. Select the Level Branch you are assigning the selected LightSpeed branch to.

Lightspeed Branches
Lightspeed Branch
Tulsa

Level Branches
Level Branches
Atlanta

External Settings

*This is where the connection credentials to your Accounting Package is stored and maintained.

You can manage:

1. Storage Path
2. Tax Code
3. When to send
4. Time to send

Branches

1. From the Data Management dropdown, select **'Branches'**.

Branch Details

#	Branch Id	Branch Name	Accounting Reference
Edit	1	Atlanta	5000000110OK2870
Edit	2	Boston	5000000110OK2871
Edit	3	Chicago	5000000110AR2874
Edit	4	Denver	5000000110AR2876
Edit	5	Erie	5000000110AR2872
Edit	6	Franklin	5000000110OK2877
Edit	8	Gaffney	5000000110OK2878
Edit	9	Houston	5000000110TX2880
Edit	10	Irving	5000000110AR2879
Edit	11	Jasper	5000000110AR2879

1. Select '**Edit**' next to the Branch
2. Enter your Accounting Reference
3. Select '**Update**' to save.

LEVEL ADVANCED INVENTORY MANAGEMENT

Customer Support

[Click here for resolutions to common issues.]

Client Success is available 8am – 6pm EST M-F (Excluding Holidays).
Afterhours requests will be returned the following business day.
If your system is down, please call 678.287.7117 and choose option 1.

There are two convenient ways to open a support request:
#1 Email - support@lightspeedautomation.com
#2 Call - 678.287.7117 and choose option 1.

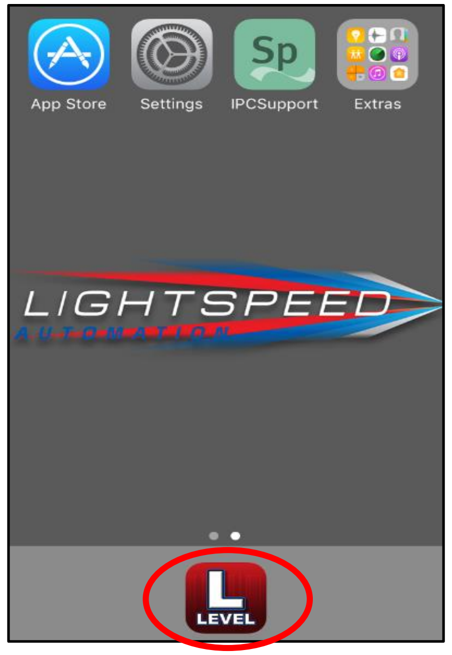
Feature Requests

For Feature Requests, please submit to:
www.lightspeedautomation.com/feature-requests

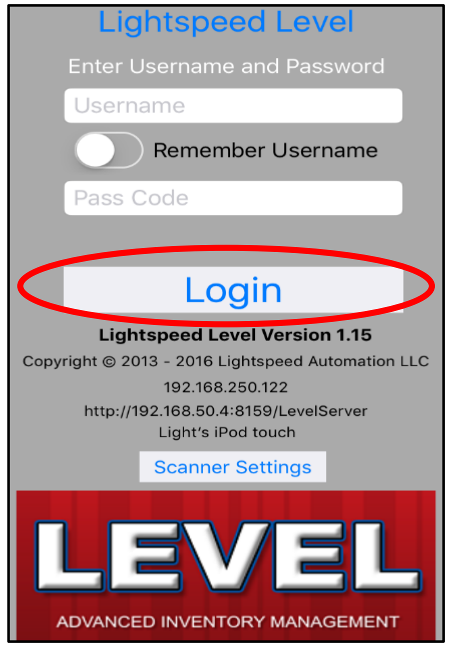
Log In

1. From the handheld’s Lock screen, press the button from the bottom of the device to unlock.

2. Once you are on the Home screen, select the LEVEL icon from the bottom.



3. Once the LEVEL app opens, enter your supplied Username and Password and select '**Login**'.

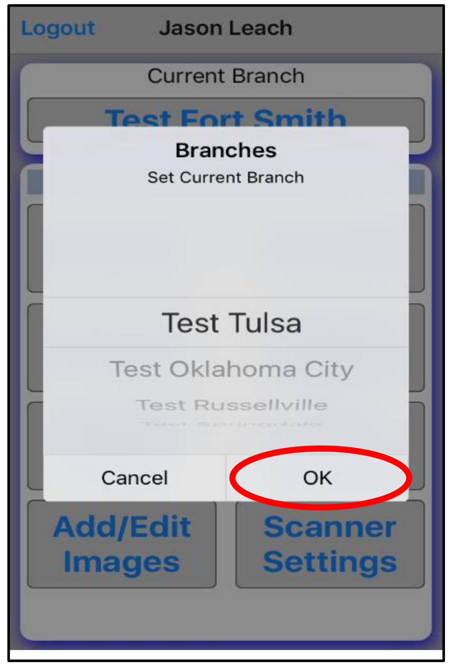


4. This will bring you to the LEVEL home screen where you can select a task to work in.

Select Branch

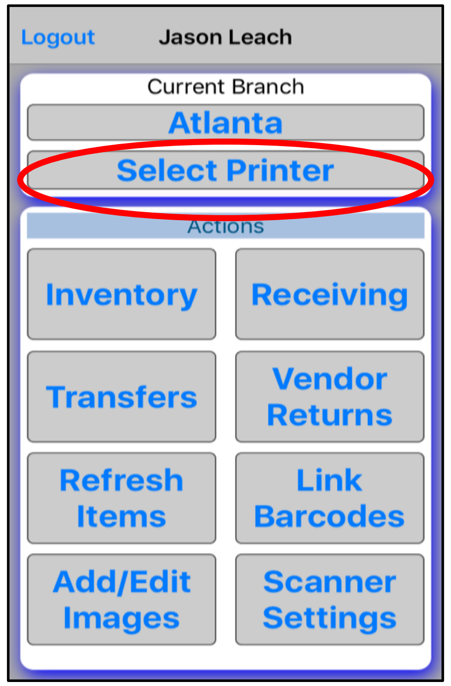
1. From the LEVEL Home screen, select the name of the '**Current Branch**' at the top.

2. From the pop out window, you can select the appropriate Branch and select '**OK**’.

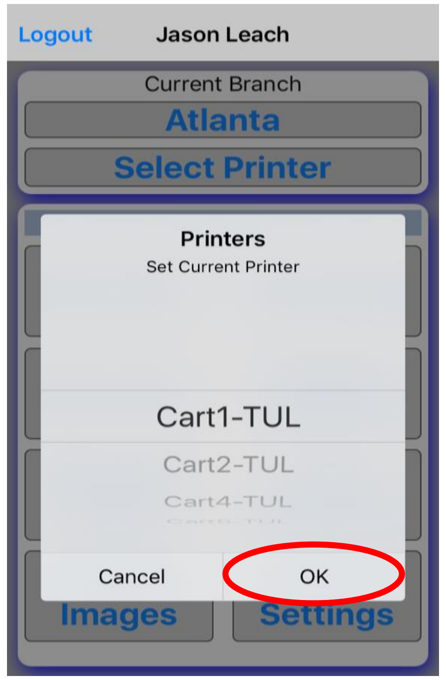


Select Printer

1. From the Home screen, click **‘Select Printer'** at the top.



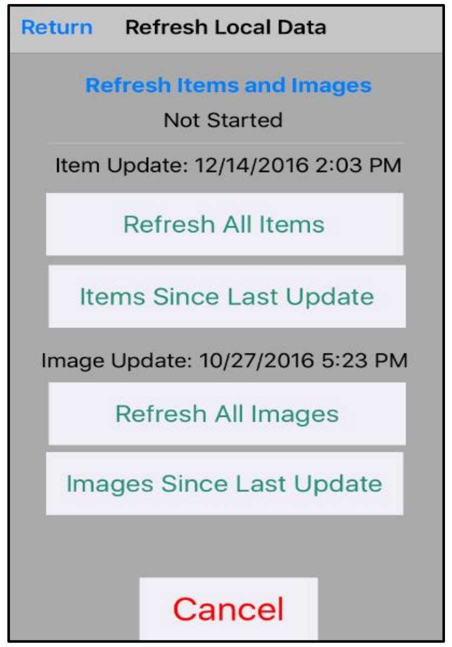
2. From the pop out window, you can select the appropriate Printer and select '**OK**'.



Refresh Items / Pictures

1. From the LEVEL home screen, make sure you are in the correct branch and select '**Refresh Items**'.

2. Here, you are able to either '**Refresh All Items**', or '**Items Since Last Update**'.
3. Once this has completed, you can repeat the process to '**Refresh All Images**' or '**Images Since Last Update**'.
4. Press '**Return**' to return to the Home screen.

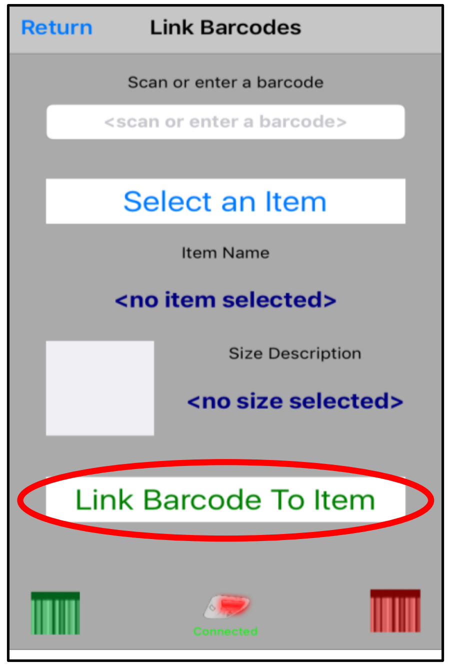


Link Barcodes

In order for the Handheld to recognize the items in your inventory when using the scanner, you must first designate Barcodes to all items and sizes.

1. Select '**Link Barcodes**' from the Home Screen

2. Scan the barcode of the item you wish to enter.
3. Select the item and size you wish to link, and press '**Select**'.
4. Choose '**Link Barcode To Item**'.

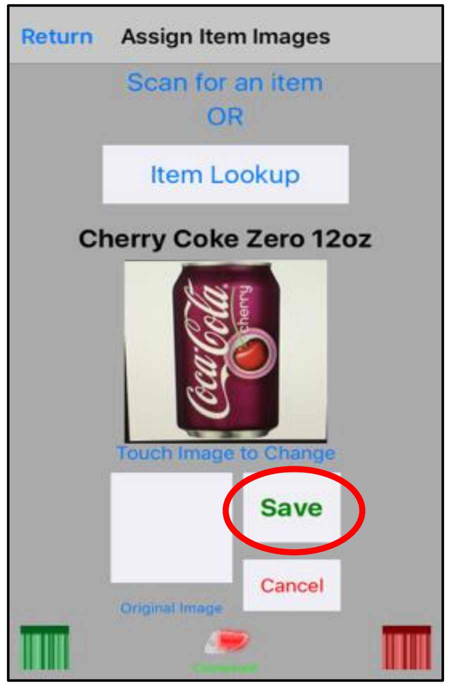


Add/Edit Images

1. From the LEVEL Home screen, select ‘**Add/Edit Images**’.

2. Scan the barcode of the item or select ‘**Item Lookup**’.
3. Choose the item and press '**Select**’.
4. Tap the Image Square in the middle of the screen.

2. Take a picture of the item you wish to link
3. Select ‘**Retake**’ to try again or ‘**Use Photo**’ once you are satisfied.
4. Click ‘**Save**’.

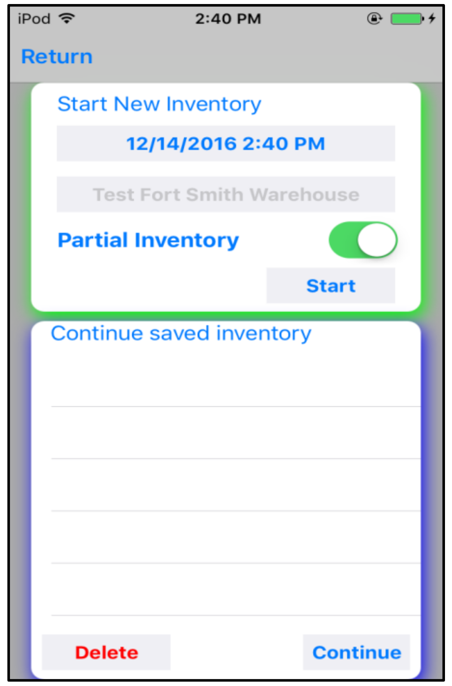


Perform an Inventory

- From the LEVEL home screen, make sure you are in the correct branch and select '**Inventory**'.

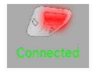
From here, you are able to either '**Start New inventory**', or '**Continue Saved Inventory**'.

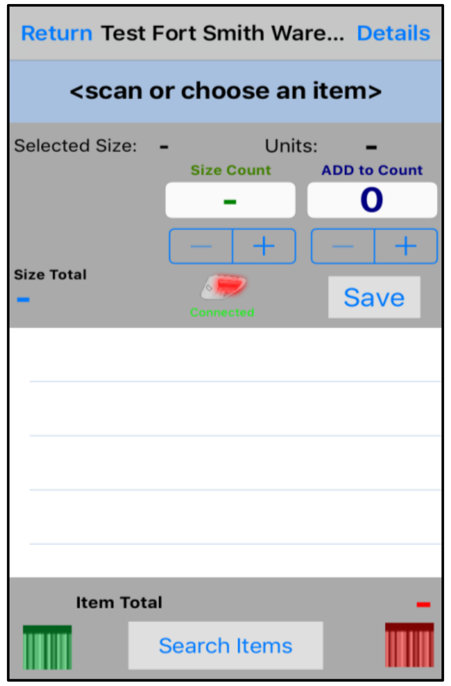
1. To begin a New Inventory, verify the date and Branch, and select '**Start**'.
2. To continue a Saved Inventory, select the Inventory from the list, and select '**Continue**'.



- Be sure 'Partial Inventory' is selected. If this is not selected, any items you do not count will be marked as ZERO in that branch.
- Inventories without 'Partial Inventory' selected is only to be used for FULL COUNTS of entire warehouses.

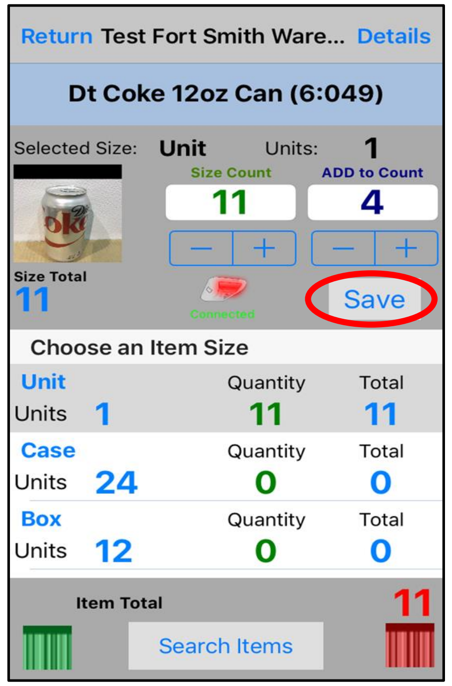
3. Pull up items by either scanning the barcodes or searching for the items with '**Search Items**' at the bottom.

- On this screen, you can also verify that your scanner is currently connected and turned on
- Look for  in the middle of the screen.

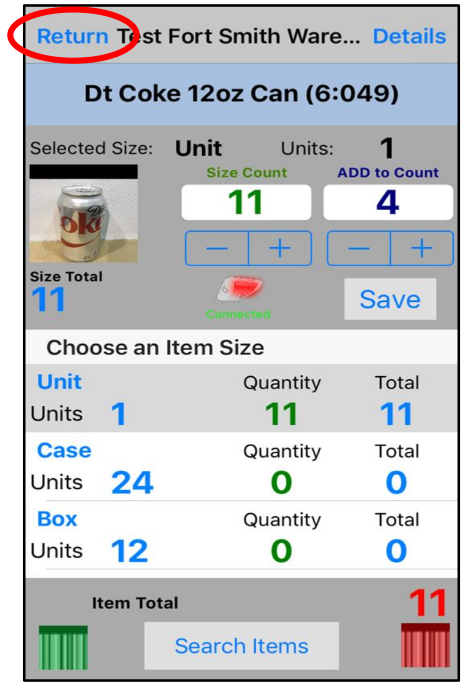


- Once you have scanned an item, your Handheld will bring up all available sizes

4. Select the size you wish to enter.
5. To enter the number of items, you can either:
   - Add the '**Size Count**'
     Gives the total number of that size counted for that day
   - Or, '**ADD to Count**',
     Adds the number entered to the running total for this Inventory.



4. Once you have completed this step, select '**Save**' and scan or enter your next item.
5. Repeat these steps until you have completed counting.
6. To view all items currently in inventory, you can click '**Details**' from the top right.
7. Click '**Return**' when finished.

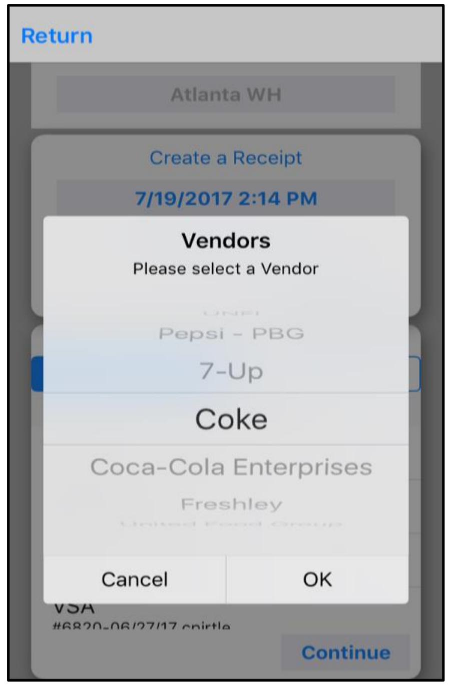


Receiving

1. From the LEVEL Home screen, select '**Receiving**'.
2. You can '**Create a New Receipt**', '**Create From Receipt**', '**Create From Purchase Order**, or '**Continue a Saved Receipt**'.

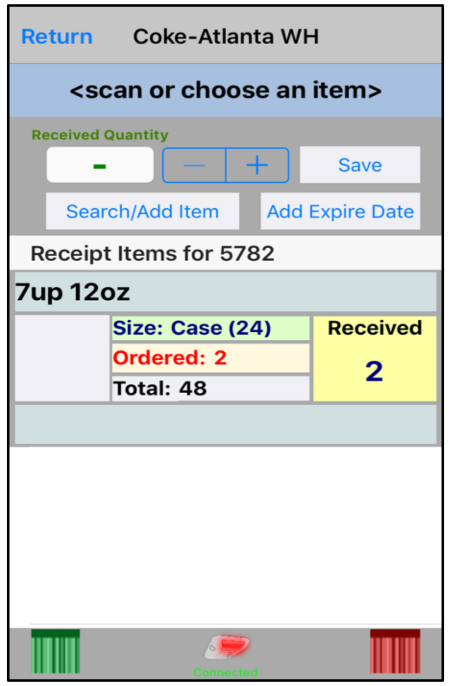
To '**Create a New Receipt**'

1. Select Date and Time.
2. Select Vendor.
3. Select '**Create**'.



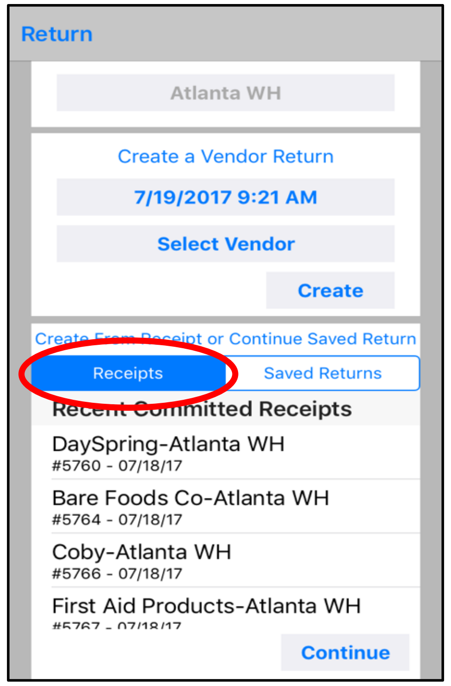
3. Scan or search for the items you wish to Receive.
4. Select the size.
5. Enter the quantity
6. Add expire date and '**Save**'.
7. To validate: tap to mark with a '**green checkbox**'.
8. Once all returns have been entered and validated, you will see '**Receipt is Complete**'.

*Repeat steps 3-8 for '**Saved Receipts**' as well.



To '**Create From Receipt**'

1. Select desired Receipt.
2. Select items.
3. Select the size.
4. Enter the quantity.
5. Add expire date and '**Save**'.
6. To validate: tap to mark with a '**green checkbox**'.
7. Once all returns have been entered and validated, you will see, '**Receipt is Complete**'.

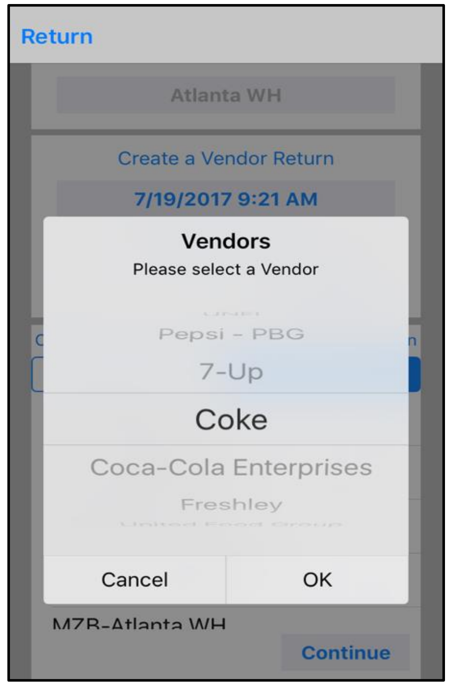


Vendor Returns

1. From the LEVEL Home screen, select ‘**Vendor Returns**’.
2. You can ‘**Create a New Vendor Return**’, ‘**Create From Receipt**, or ‘**Continue a Saved Return**’.

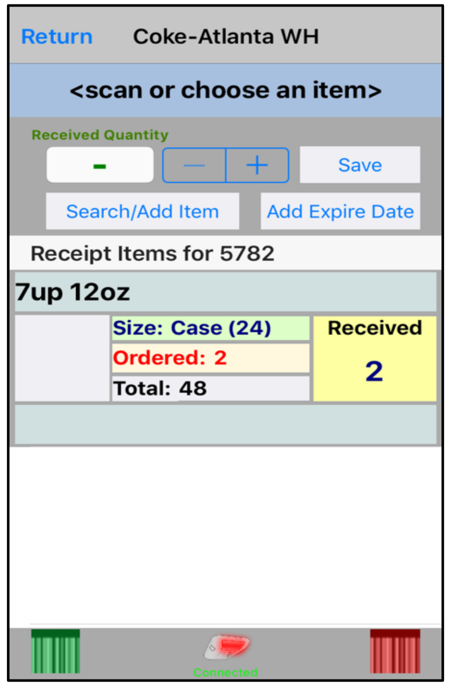
To ‘**Create a Vendor Return**’

1. Select Date and Time.
2. Select Vendor.
3. Select ‘**Create**’.



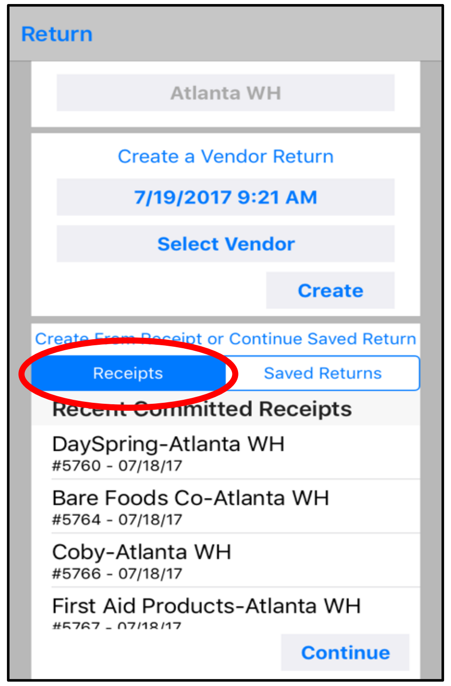
3. Scan or search for the items you wish to Return
4. Select the size.
5. Enter the quantity and ‘**Save**’.
6. To validate: Tap to mark with a ‘**green checkbox**’.
7. Once you’ve entered all returns, click ‘**Done**’.

*Repeat steps 3-7 for ‘**Saved Returns**’ as well.



To ‘**Create From Receipt**’

1. Select desired Receipt
2. Select items.
3. Select the size.
4. Enter the quantity and ‘**Save**’.
5. To validate: tap to mark with a ‘**green checkbox**’.
6. Once you’ve entered all returns, click ‘**Done**’.

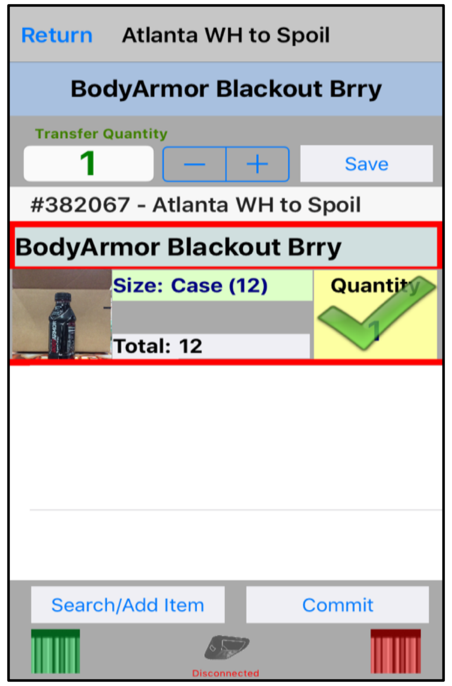


Perform a Transfer

In LEVEL, you are able to transfer inventory OUT of your warehouse.

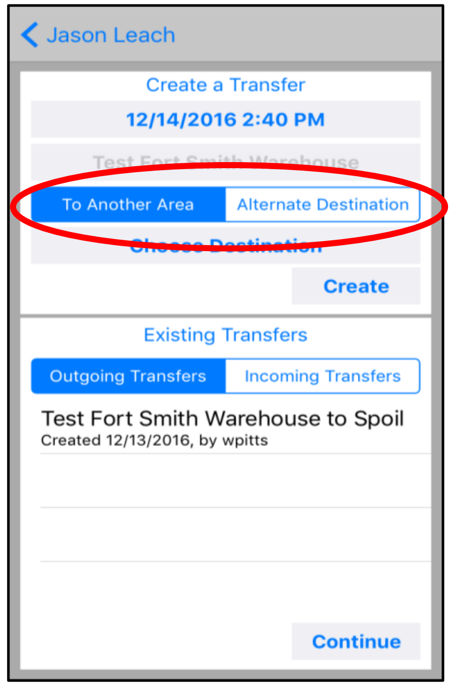
- To Transfer items, select '**Transfers**' from the Home Screen
- From here, you are able to either '**Create a new Transfer**', or complete an '**Existing Transfer**'.

5. Scan or search for the items you wish to Transfer
6. Select the size.
7. Enter the quantity and '**Save**'
8. To validate: tap to mark with a '**green checkbox**'.
1. Once you've entered all items, click '**Commit**'.



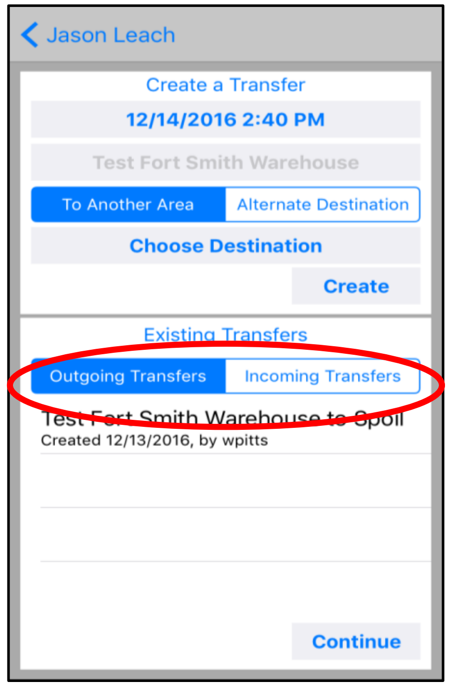
To '**Create A Transfer**',

1. Verify the date
2. Branch,
3. Choose '**Another Area**' (branch) or '**Alternate Destination**'.
   - **Sale**
   - **Spoil**
   - **Damage**
   - **Promo**
   - **TradeLoss**
   - **Donation**
   - **Return** – ***Use this for bring backs**
4. Select '**Create**'.



To continue an '**Existing Transfer**', select the Transfer from the Outgoing or Incoming list, and select '**Continue**'.

1. Scan or search for the items you wish to Transfer
2. Select the size.
3. Enter the quantity and '**Save**'.
4. To validate: tap to mark with a '**green checkbox**'.
5. Once you've entered all items, click '**Commit**'.



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ADVANCED INVENTORY MANAGEMENT