

Mapping for Mobile



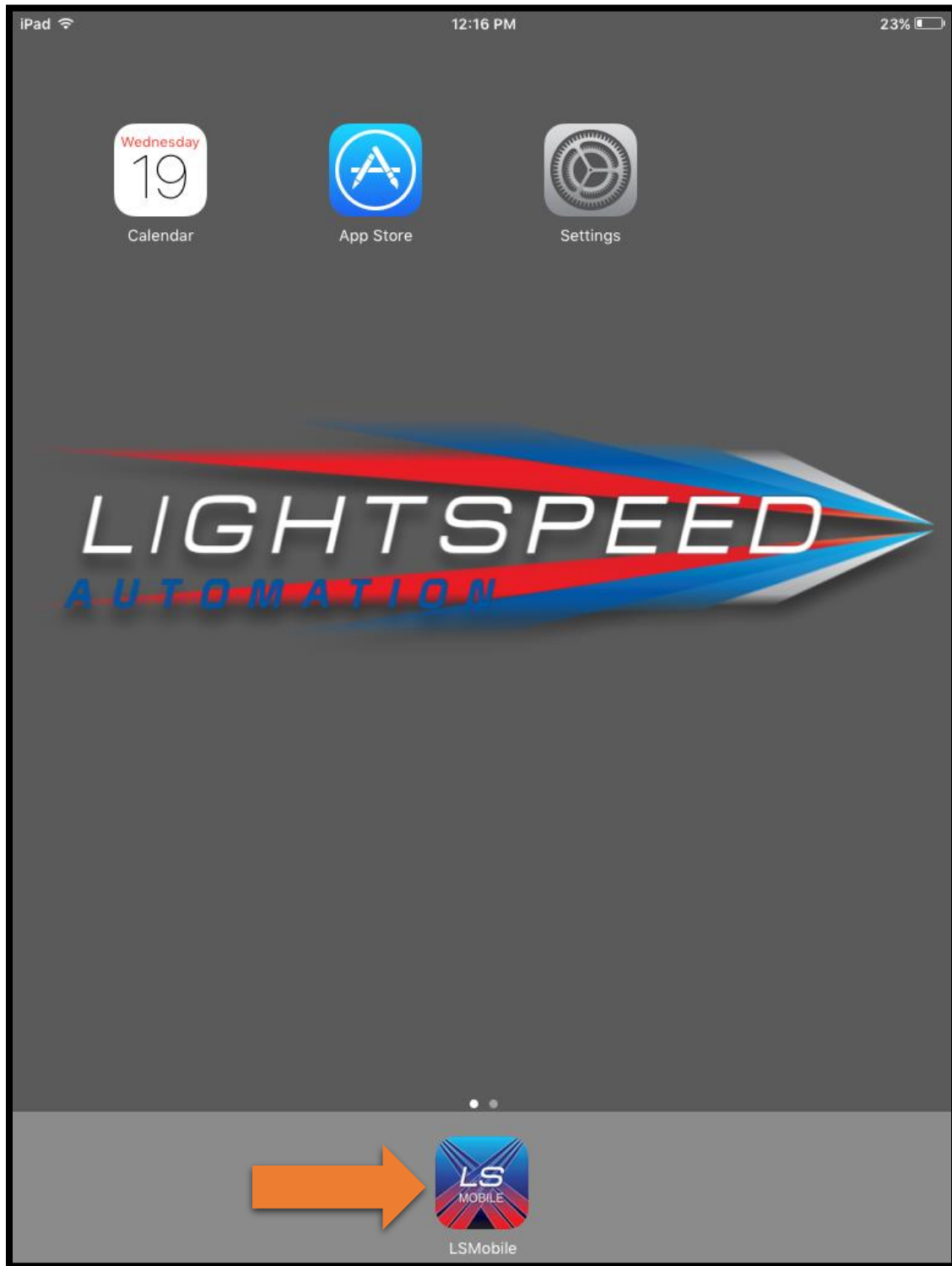
Mapping for Mobile starts at the bottom row at either end depending on the direction you pick. The first Row, "A" will always start on the bottom and each additional row that is needed will stack, like the photo above.

To map a product:

1. Tap the LightSpeed App to get started.
2. At the login, enter your passcode (if you don't have a passcode, contact your administrator).
3. Tap and select the Zone you want to map.
4. Tap and select 'Edit Racks'.
5. On the Next screen, select the Rack you want to map.
(This will drill down to the Section)
6. Then, select the section.
(This will drill down to the row)
7. Tap the row you want to edit. The location(s) you can map will populate to the right.
8. Every time you need to map another item on the same row, tap 'New Location'.
9. A list of products you can map will now be available.
(Products available for mapping are determined by the 'Product Filters' you set for the current zone. If you are unable to find a product; first try there. **Admin Page > LightSpeed Settings > Product Category Filters**)
10. The search bar can be used to locate the product you want to map. You can search by Name or Product Code.
11. Select the item you want to map.
 - a. If a photo needs to be taken, click the camera icon located at the bottom left.
(If asked, allow the Lightspeed App to access the camera)
 - b. Click use photo to accept when finished
12. Finally, choose "Select" to map the product.

Notes: Add a new rack when there is a change of direction, the rack is getting too long, the rack splits, or if there is a weight change in products. I.e. Going from candy to chips or pastries.

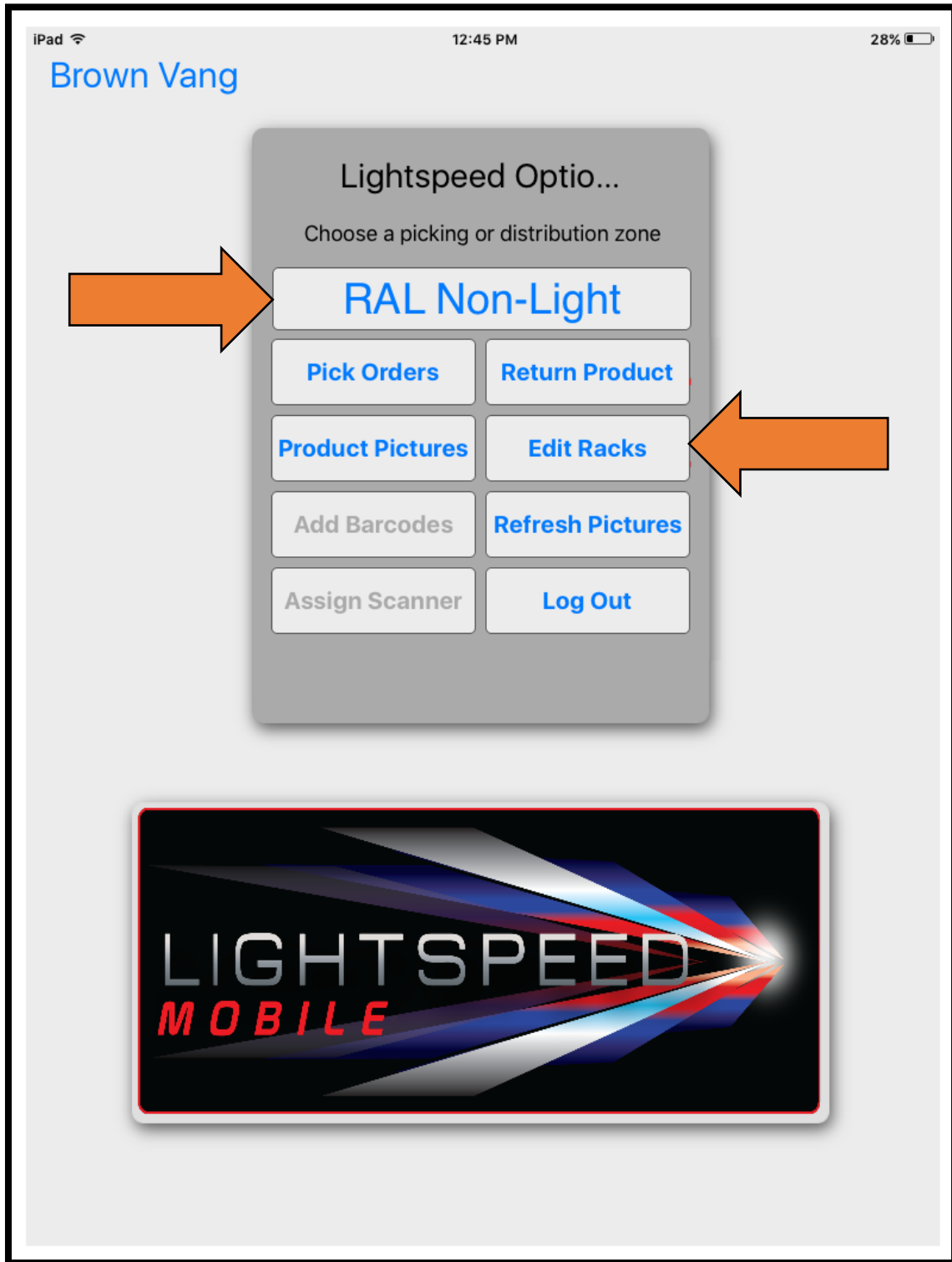
1. Tap the LightSpeed app to get started



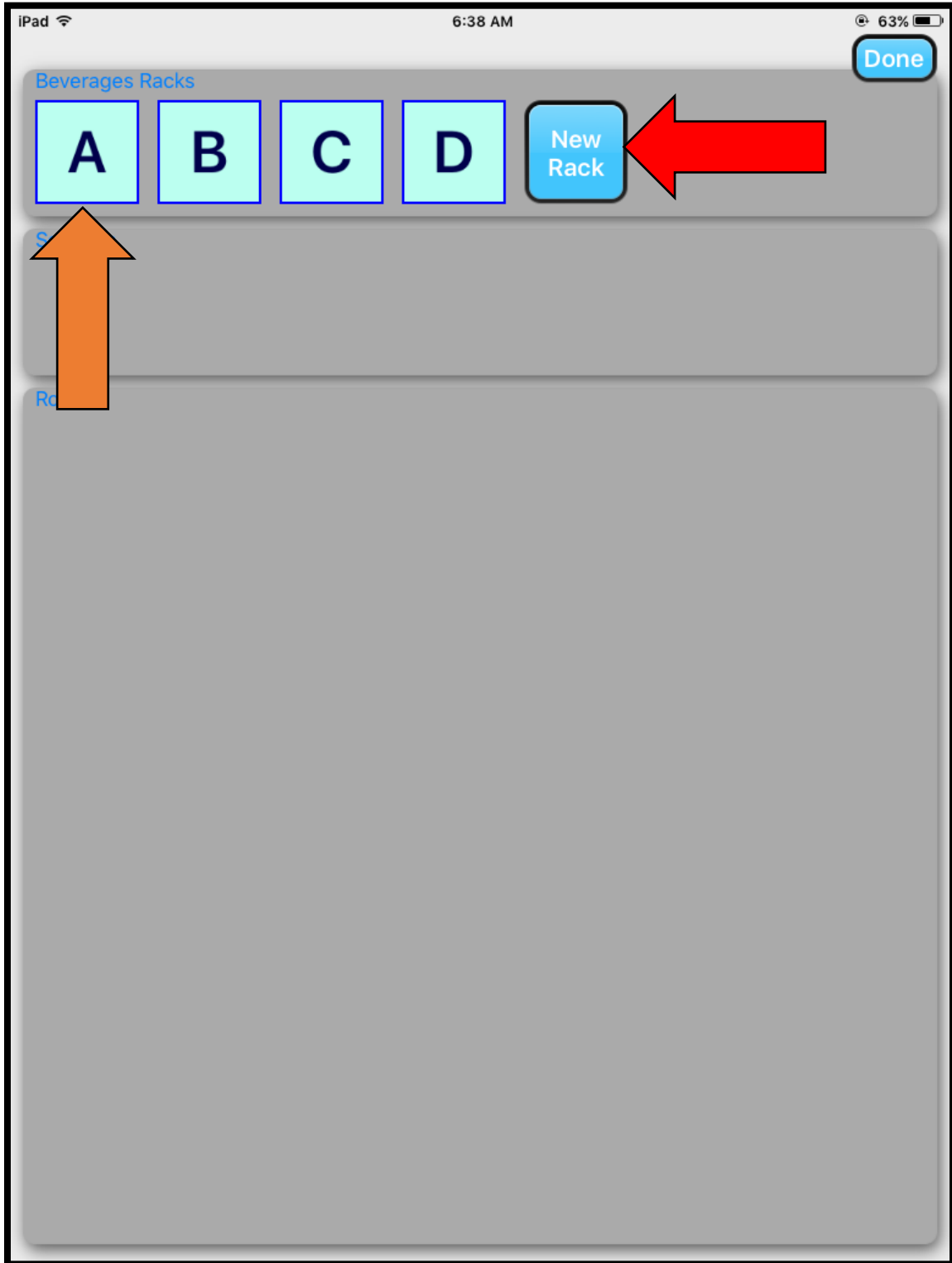
2. At the login, enter your passcode (if you don't have a passcode, contact your administrator)



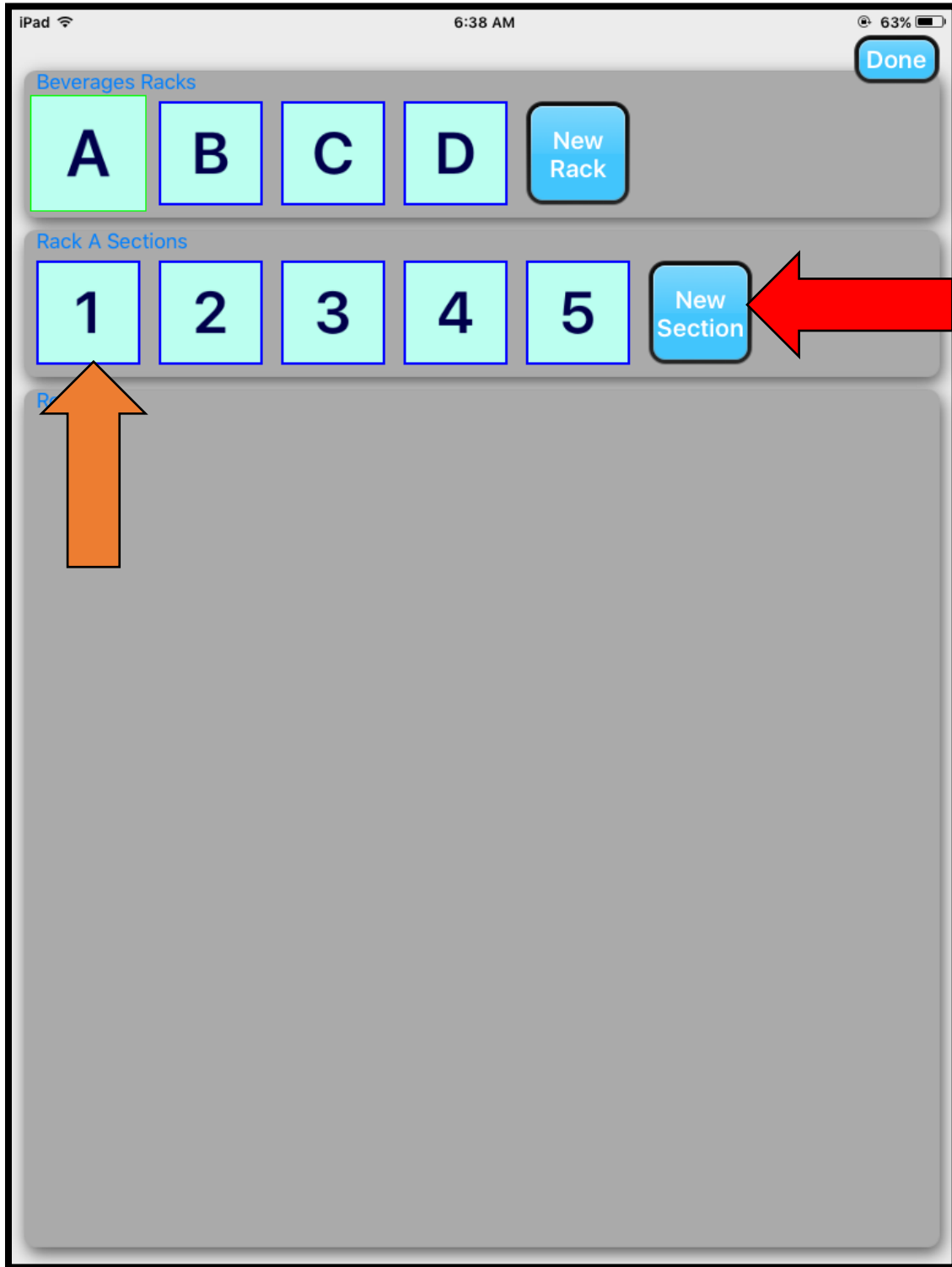
3. Tap and select the Zone you want to map
4. Tap and select "Edit Racks"



5. On the Next screen select the Rack you want to map. Doing so will drill down to the Sections
- a) If you want to add a new rack, you can tap "New Rack".



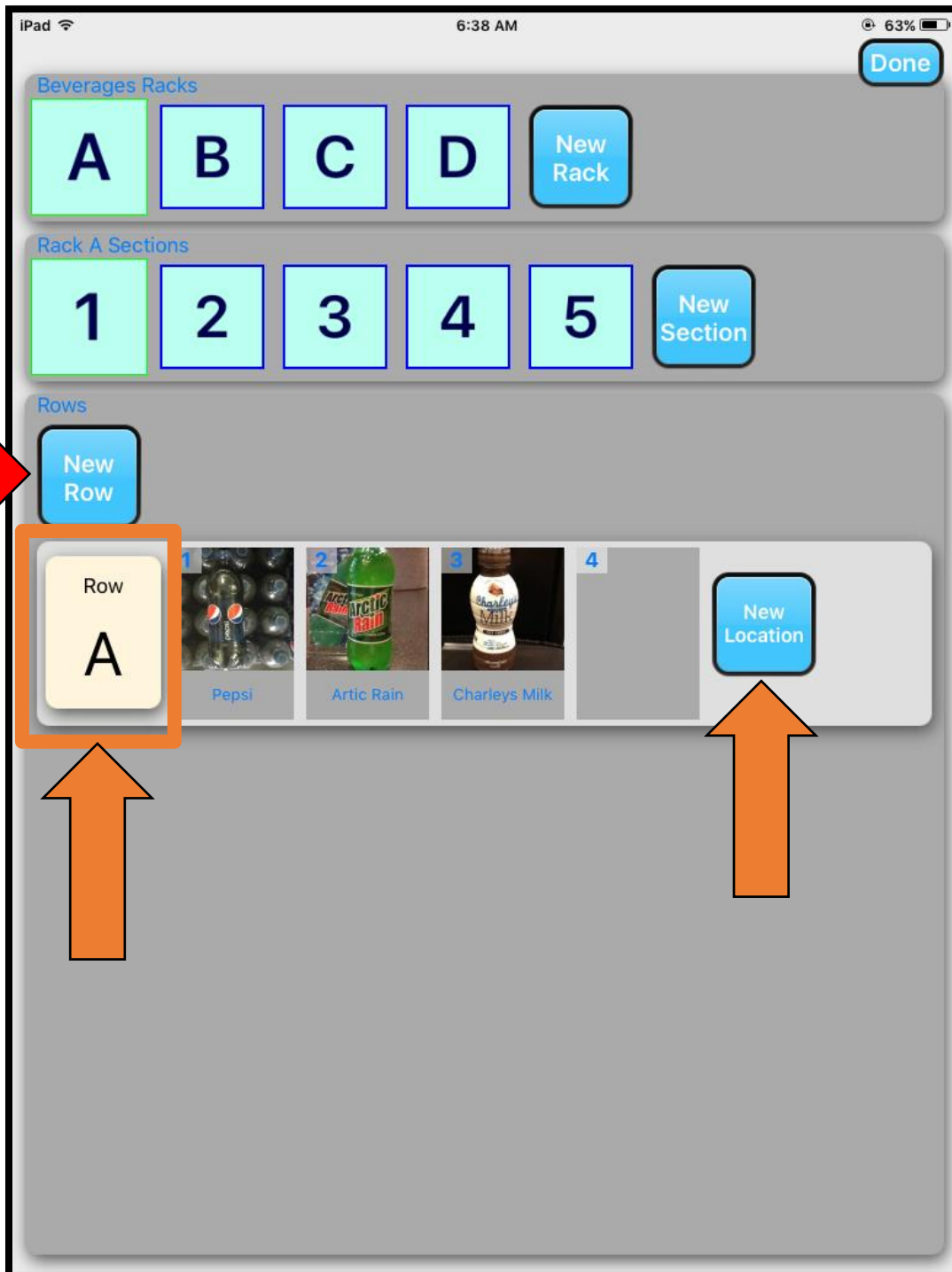
6. Select the first section. Doing so will drill down to the row
a) If you want to create a new section, tap "New Section"



7. Tap the row you want to edit and the location(s) you want to map will populate to the right.

8. Every time you need to map another item on the same row, tap 'New Location'

a) If you need to start a new row, click "New Row"



9. The search bar can be used to locate the product you want to map
10. Tap to highlight and select the item you want to map
 - a) If a photo needs to be taken, click the camera located bottom left. If asked, allow the Lightspeed App to access the camera
 - b) Click use photo to accept when finished



11. Finally touch "Select" to map the product.

Notes: Add a new rack when there is a change of direction, the rack is getting too long, the rack splits, or if there is a weight change in products. I.e. going from candy to chips or pastries.