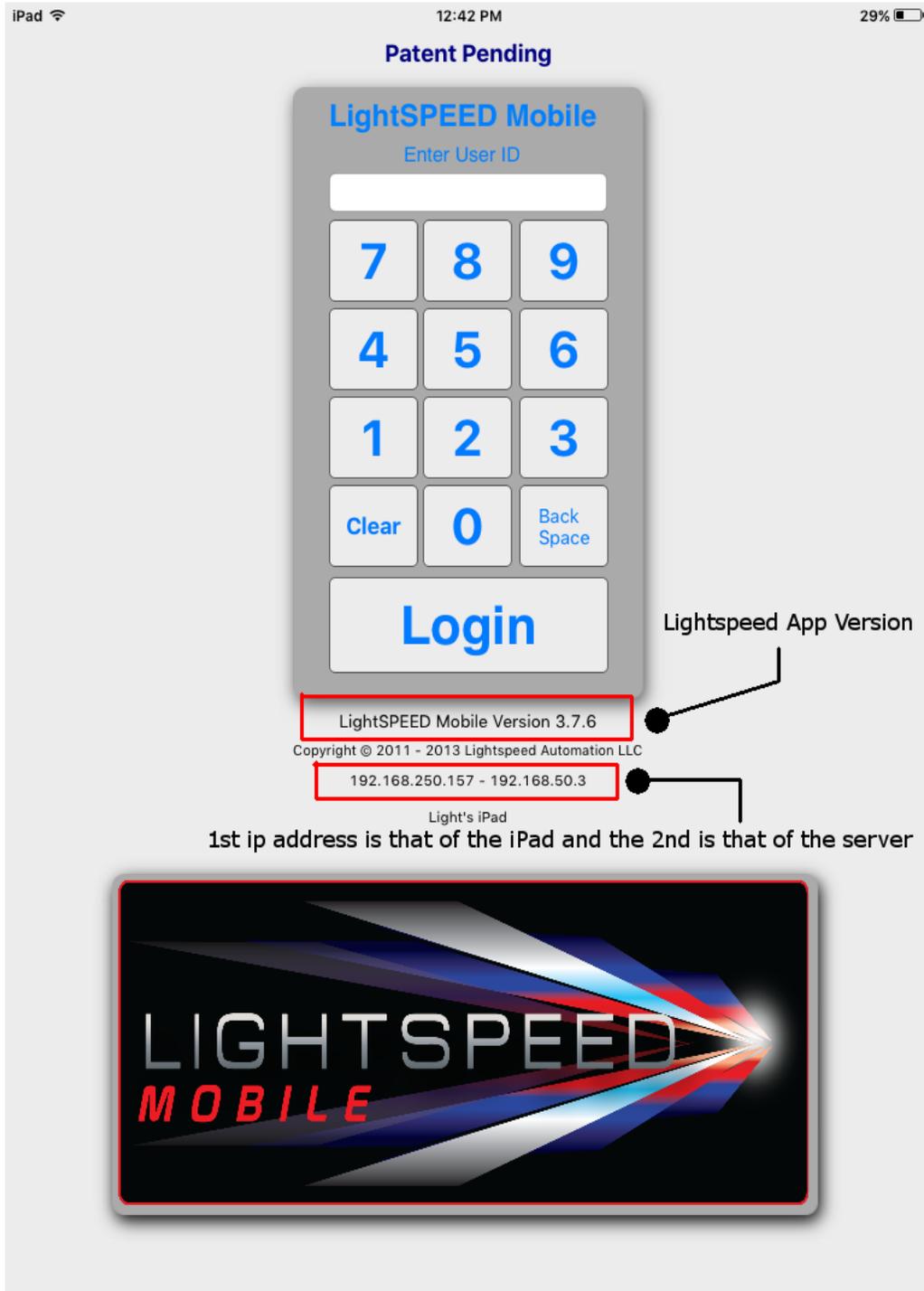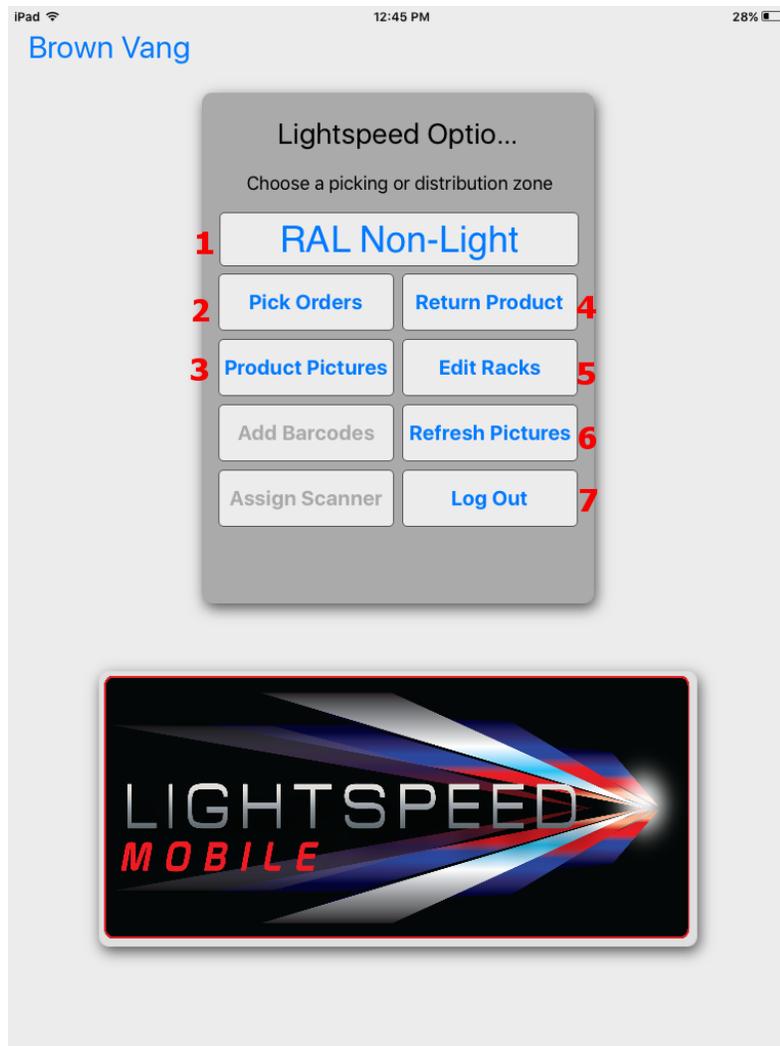# Navigating LS App

Login Screen
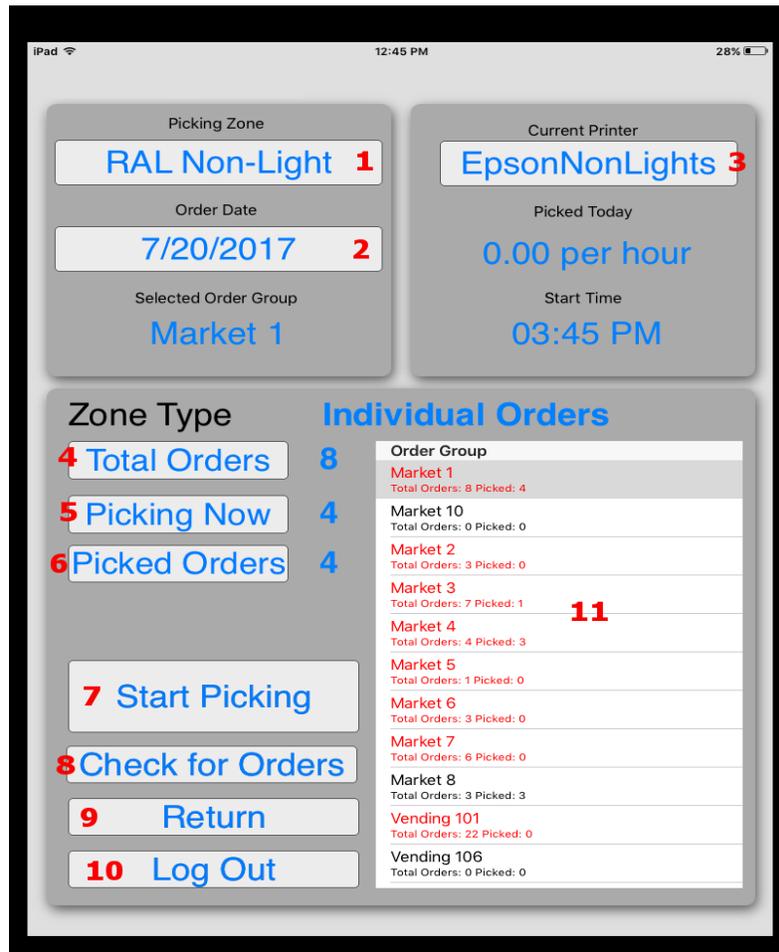
Note: if the login screen is ever black, that means the iPad has no network connection to the server

1. **Zone Selection -** allows you to select the active zone
2. **Pick Orders -** will take you to the picking page
3. **Product Pictures -** Lets the user view and change the current product photo(s)
4. **Return Product -** Lets the user return products back through lightspeed
5. **Edit Racks -** Used to make changes and update mapping for the active zone
6. **Refresh Pictures -** The iPad will contact the server to get an updated list of product photos
7. **Log Out -** Logs the user out of the system completely

Order Selection Screen

1. **Picking Zone -** displays the current zone. Users can switch between zones by tapping this button and selecting another

2. **Order Date -** displays the service date the users are picking for. Tapping this button will allow users to change the orderdate if they need to pick orders for another service date.

3. **Current Printer -** displays the current printer the iPad being used will print tote tags to. By default, the "Current Printer" will reference the zone in which the iPad is being used. If the current printer is changed, the iPad will be locked to that specific printer until it is changed again

4. **Total Orders -** Displays the total number of orders when a route is selected

1. **Picking Now -** Displays how many orders for the select route are actively being picked

2. **Picked Orders -** Displays how many orders for the selected route has already been completed

3. **Start Picking -** after the user selects the route the want to pick from the "Order Group" menu. Touching this button will initiate the picking process

8. **Check for Orders -** touching this button will trigger the iPad to contact and check for more orders on the server for the selected route. If no orders for the selected route have been downloaded yet, this process will have the server contact the provider directly for new orders one time each day

9. **Return -** this button will take you back to the main screen

10. **Log Out -** this button will log you out of the application completely

11. **Order Groups -** This field displays a list of available routes the user can select from to start picking.

   A. Routes highlighted in "red" means there are orders still left to be picked
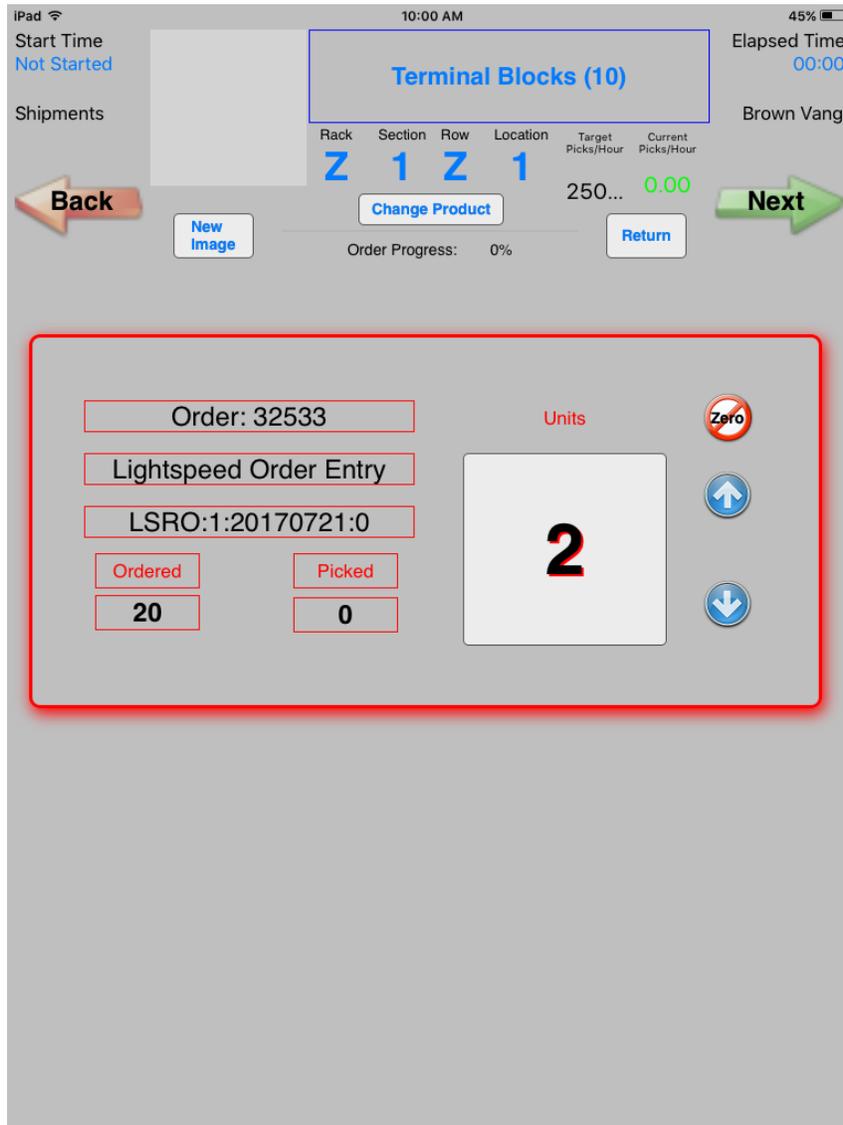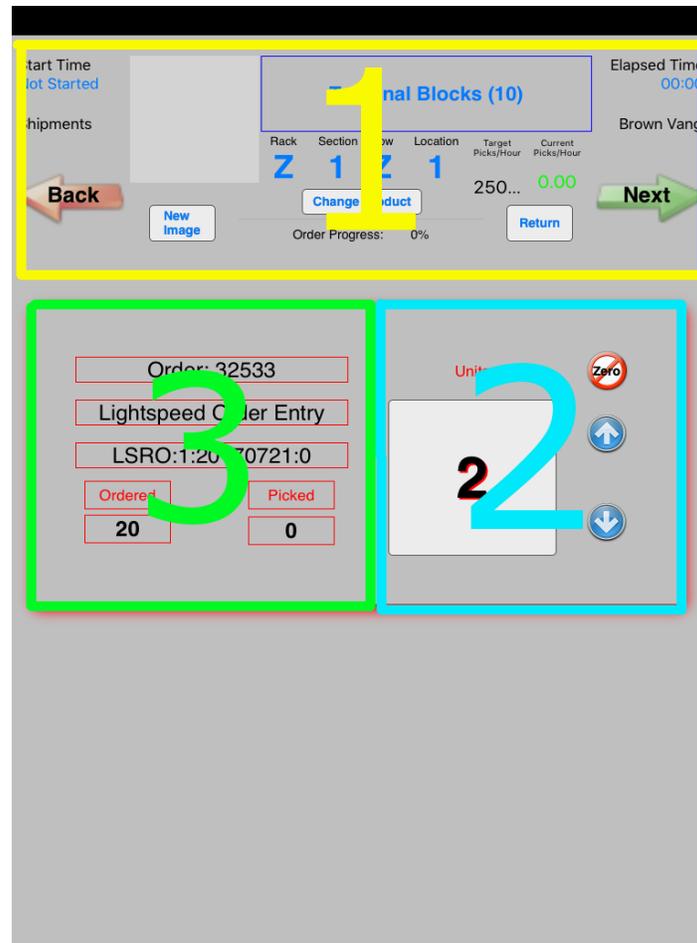   B. Routes that are black means there are no active orders left to pick

   The total number of orders and number of orders that have already been completed for that route can be found just below the route name.

At this time, grab a tote or 2 totes depending on the number of default orders they are configured to. (The default number or orders to pick should be set to 2.)

Attached the iPad to the Arm of the cart, select a route and tap Start Picking. Before you start picking, Let's take a moment and go over the picking screen with the customer.

Picking Screen

The Picking Screen can be divided into 3 portions

Section 1

1. The name of the product needing to be picked
2. Image of the product
3. The rack, section, row and location of where the product is mapped
4. The buttons to move forward or backwards within the order
   Note: you can move forwards and backwards within the order so long as you have not finished the order or reached the print screen
5. The change product button
   a. You can only change to a product the is being filtered to the current zone
   b. You cannot change to a product that is already on the order
6. Start time and elapsed time for picking the order
7. Overall order picking progress

Section 2

1. Number of units the order is calling for.
2. Arrows to increase or decrease the number of units being picked
3. The Zero button, so you can zero out any products you're out of quickly compared to pushing the down arrow x amount of times
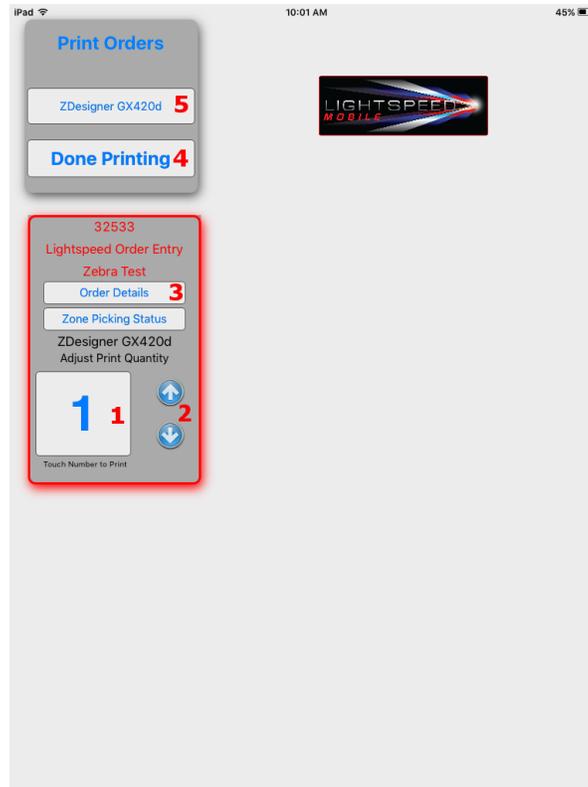
Section 3

1. Order information
2. Number of units ordered vs number of units picked

Tap on the number of units to confirm picking. A green check mark will appear, and the next arrow will now be available allowing you to move forward with picking

When you reach the Print Screen, let's take a moment and go over each aspect of this screen.

1. **Print Button -** Number of tote tags to be printed
   a. Tap the number to initiate printing

2. **Arrows -** Increase or decrease the number of tote tags to be printed

3. **Order Details -** prints an itemized ticket of the order

4. **Done Printing -** will take user back to the order selection screen when they are finished printing

5. **Current Printer -** destination printer for print jobs