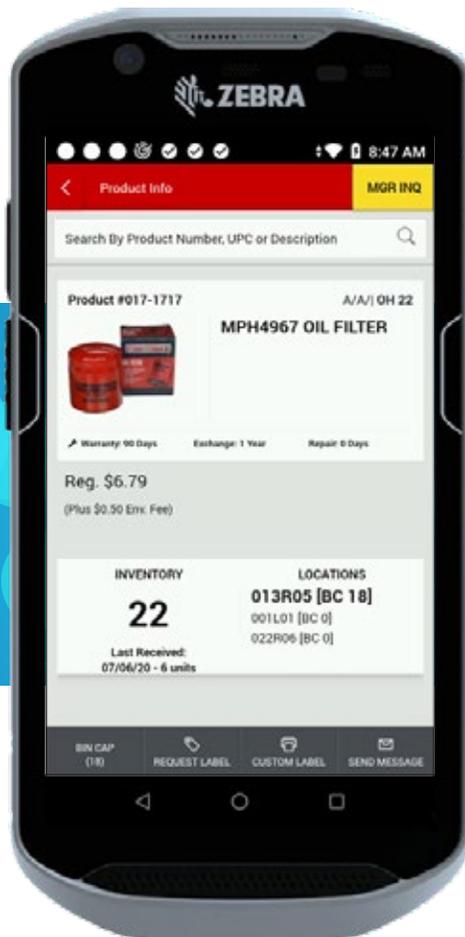


EMPLOYEE FACING DEVICE QUICK REFERENCE GUIDE



The EFD is a handheld mobile device you can use to quickly and easily look-up detailed product information and perform select operational functions.

TABLE OF CONTENTS

Device Features	2
Magnification	4
Product Toolbox Application	5
Global Menu	6
Product Inquiry	7
Product Information	8
Product Details	9
Inventory, Sales and Locations	10
Other Store Inquiry & Store Search	11
Manager Inquiry Section	12
Manager Inquiry: Other Stores	15
Adjustments	16
Sign It	19
Request Label	22
Custom Label	25
Fill It: Create List	26
Fill It: Hole Checker	27
Fill It: Fast Checker	31
Fill It: Work with Pick Lists	33
Send Message	40
Locate It	43
Locate It: Maintain Location	44
Locate It: Add To	45
Locate It: Bin Cap (Mass Bin Capping)	46
Locate It: Remove From	47
Locate It: View All	48
Locate It: Remove All	49
Push To Talk (PTT)	50
Audio Settings	52
Bluetooth	53

DEVICE FEATURES

TO OPERATE THE EFD, FAMILIARIZE YOURSELF WITH THE FOLLOWING FEATURES.



Power Button

Powers on the device.

Push to Talk (PTT)

Functions as a two-way radio with the PTT Express feature. The top button is for a group broadcast and the bottom button is for a private response.

Touch Screen

Use the on-screen keypad to type information. The LED is backlit.

Back Button

Displays the previous screen and closes the keypad if the on-screen keypad is open.

Home Button

Returns to the main application screen, when held for a short period of time.

Headset Jack

Connects a wired headset to the jack located on the bottom of the device.

Volume Control Button

Increases or decreases the audio.

Scan Button

Initiates the scanning process.

HOW TO UNLOCK THE DEVICE

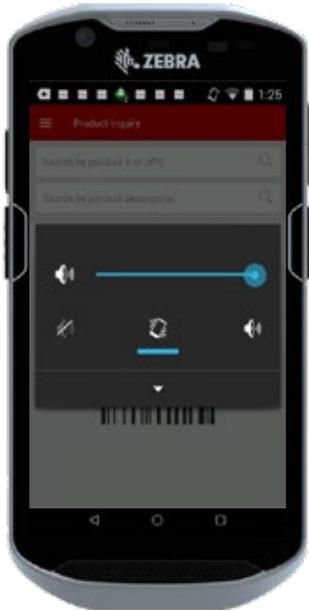
A device PIN is required to unlock the EFD. The device PIN cannot be changed. **If you do not remember your device PIN, please contact Retail Systems Service Desk (RSSD) at 1-866-899-3025.**

1. Press on the **Power** button to wake up the device. The **Lock** screen displays.
2. Type the PIN. If you type the PIN incorrectly five times, you must wait 30 seconds before trying again.

The device automatically goes into sleep mode after 10 minutes of inactivity. If the device has been in sleep mode for 30 minutes or more, you need to re-type your device PIN.

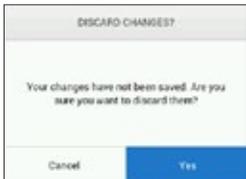
DEVICE FEATURES (CONTINUED)

DEVICE AUDIO AND VIBRATION CONTROLS



The EFD beeps and/or vibrates to notify you of a message or confirmation. Press on the **Volume Control** buttons to increase, decrease or mute the audio. The **Volume Control** buttons can also be used to turn the vibration on or off:

The following chart outlines the situations in which the EFD beeps and/or vibrates to notify you of a message:

<p>Scan a barcode</p>		<p>Single beep Single vibration</p>
<p>Error message</p>		<p>Triple beep Double vibration</p>
<p>Confirmation message</p>		<p>Double beep (high-low sound) Double vibration</p>
<p>Online Order notification</p>		<p>Double beep Single vibration</p>

NOTE:

Depending on the volume settings on your EFD, your device may beep, vibrate or a combination of both.

MAGNIFICATION

Magnification is defaulted to **ON**

1. In order to magnify, tap three times (triple tap) using one finger anywhere on the screen.
2. The screen zooms in. You can pan around by dragging two fingers on the screen.
3. You can zoom in and out by pinching and expanding two fingers on the screen.
4. Triple tap again to return to the normal view.

You can also triple tap and hold your finger down to pan around the screen using a single finger. Lift your finger off the screen to return to the normal view.

The zoom works on most areas of the screen, but not on the keyboard or entry fields where you type.

PRODUCT TOOLBOX APPLICATION

Application Screen



Tap on the **Product Toolbox** icon.

The **Login** screen displays.

Login Screen



Tap in the **PIN** field.

The keypad displays.

Type your four to six digit Frontier/Employee PIN.

The **Product Toolbox** home screen displays.

Product Toolbox Home Screen

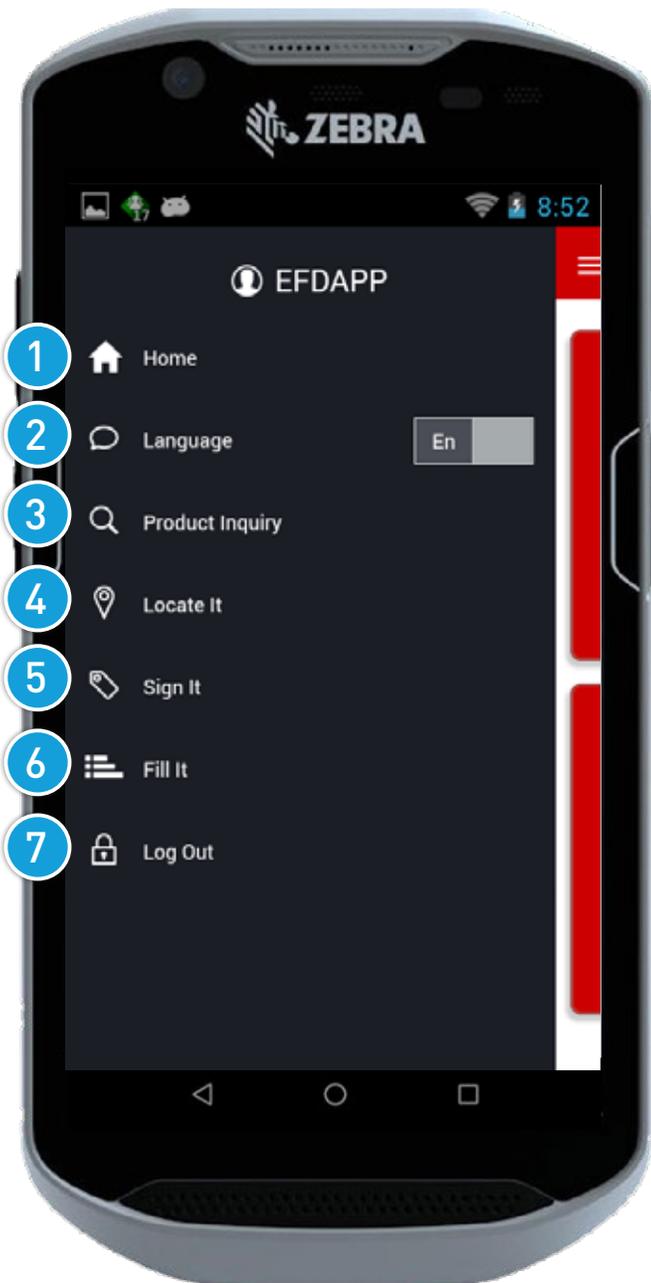


Tap on the application you would like to use:

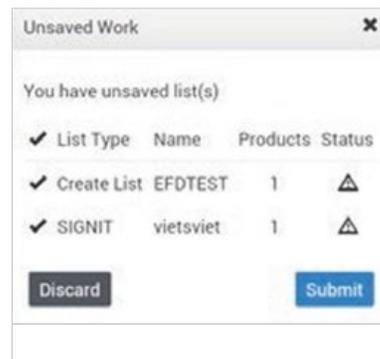
1. Product Inquiry
2. Locate It
3. Sign It
4. Fill It

GLOBAL MENU

The **Global Menu** allows you to navigate between various functions on the device and can be accessed from any application (i.e. Product Inquiry, Sign It, etc.) by swiping from left to right.



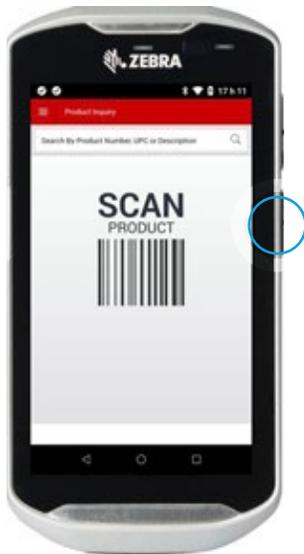
1. **Home:** Return to the **Product Toolbox** Home screen.
2. **Language:** Select English (En) or French (Fr).
3. **Product Inquiry:** Search for product information.
4. **Locate It:** Update and maintain product locations.
5. **Sign It:** Create signs and labels.
6. **Fill It:** Create Pick Lists.
7. **Log Out:** Logs out of the application. If there are no active lists open, you return to the main application screen. If there are any lists open, a prompt displays allowing you to submit or discard the open list(s) upon log out.



PRODUCT INQUIRY

HOW TO SEARCH FOR A PRODUCT

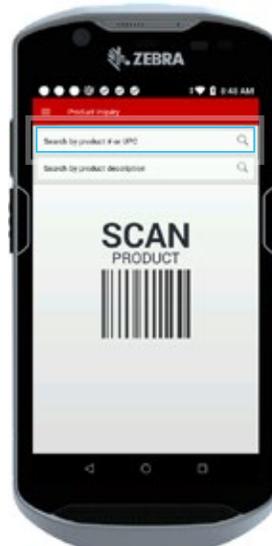
1. Scan the Product's Barcode (UPC).



Press on the **Scan** button on the right side of the device or tap on the **Scan** button on the touch screen.

The **Product Info** screen displays.

2. Type a Product Number or UPC.



Tap in the **Search** field. The keypad displays.

Type a product number/UPC.

Tap on the **Search** icon on the screen or the **Next** button on the keyboard to search.

The **Product Info** screen displays.

3. Type a search word in the Search field.



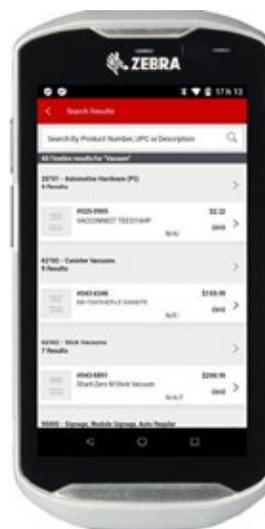
Tap in the **Search** field. The keypad displays.

Type the search word(s).

Tap on the **Search** icon on the screen or the **Go** button on the keypad to search.

The **Search Results** screen displays.

You can scan/Type SKU number or search SKU number in the search bar.



The search function finds all products that match the search word(s). The **Fineline** and top-selling product match displays.

Tap on the **Fineline** to display all the products that match the search word(s) within the **Fineline**.

Tap on the top-selling product to display the **Product Info** screen.

NOTE:

Search words must be an **exact** match to the words in the description.

BEST PRACTICES

- Do not leave the EFD unattended.
- Monitor the power throughout your shift and replace with a spare battery if the battery is low.
- Place the EFD in the charger at the end of your shift. It helps prevent taking the device home or losing it.

PRODUCT INFORMATION

Once you have selected a specific product, the **Product Info** screen displays with product details, pricing and inventory information. You can tap on the product image or Inventory / Locations for additional information.



NAVIGATION TIPS

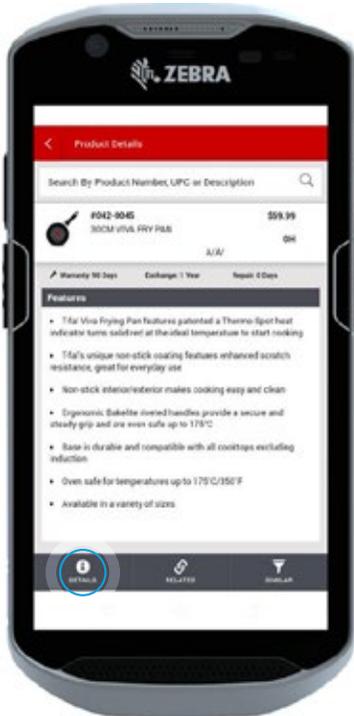
- Scan a UPC to get to a **Product Info** screen at any time. You do not need to return to the **Search** screen.
- To re-activate search bars (for product number/UPC or alpha), enable the Global Menu and re-select **Product Inquiry**.
- Tap on the **Back** icon to return to the previous screen.
- Tap on a product thumbnail (at the top of the screen) at any time, to return to the **Product Info** screen for that product.
- Swipe up and down to scroll on a screen.

1. **Back** icon.
2. Product Number and Description.
3. Status Codes (Store/Corp/Hold) and On Hand.
4. Product Image.
5. Warranty Information.
6. Regular Price.
7. Promo Price.
8. Deal Number and Sale End Date.
9. **Raincheck** Icon – You cannot issue a Raincheck if this icon  displays.
10. Inventory – Total Units On Hand.
11. Last Received Date and Quantity.
12. Location and Bin Cap (Primary location(s) in bold).
13. Bin Cap – Tap on this icon to view or change locations for the product. The Update Location screen displays, tap on the back or save icons to return to the **Product Info** screen.
14. Request Label – Refer to the Request Label section for more information.
15. Custom Label – Refer to the Request Label section for more information.
16. Send Message – Refer to the Send Message section for more information.
17. Alpha/Numeric search.

PRODUCT DETAILS

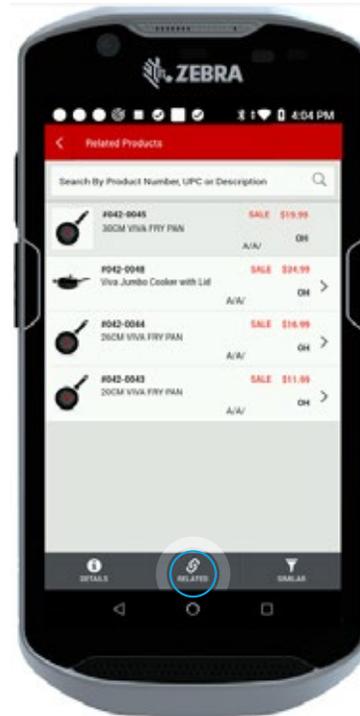
Tap on the product image on the **Product Info** screen. The **Product Details** screen displays.

Product Details



Tap on the **Details** button to learn more about the product features.

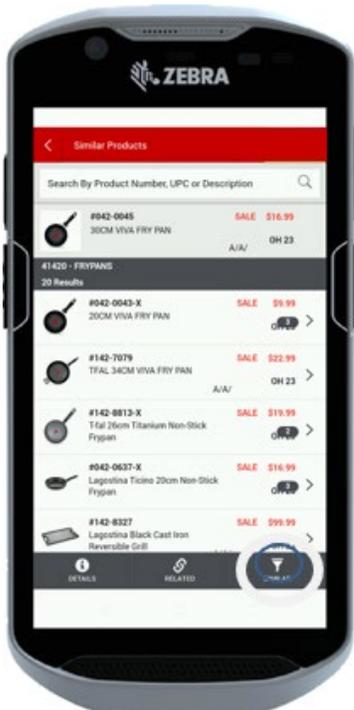
Related Products



Tap on the **Related** button to view products that are related to the displayed product.

For example, vacuum bags for a vacuum cleaner.

Similar Products



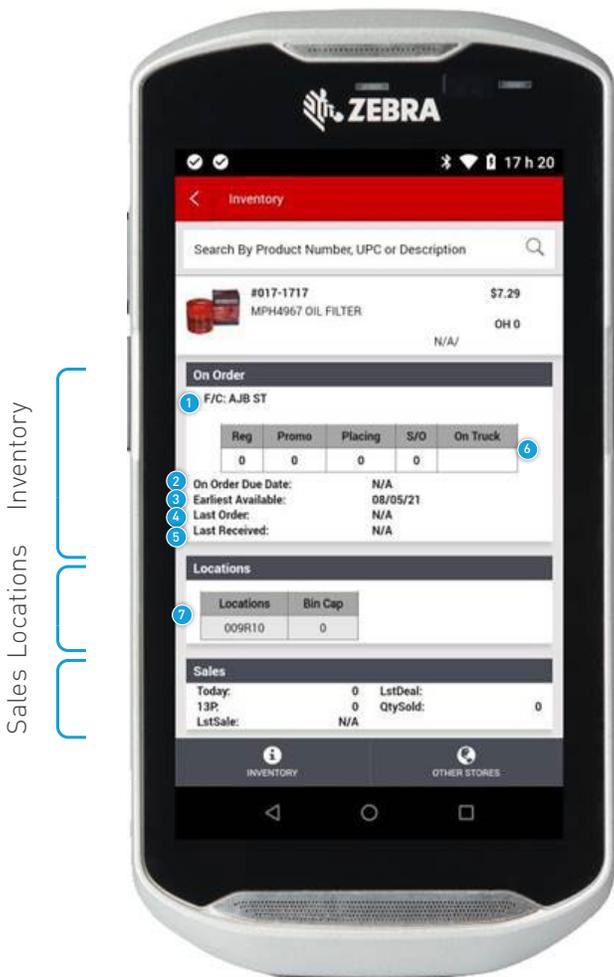
Tap on the **Similar** button for a list of products that are in the same Fineline as the displayed product.

If the product number is part of an X-series, it lists the leading product number.

Tap on the X-series to access the full list of products.

INVENTORY, SALES AND LOCATIONS

Tap on the **Inventory /Locations** button on the **Product Info** screen to access more detailed inventory, sales and product location information. The **Inventory** screen displays.



Inventory
Sales Locations

On Order

1. Regular, Promo, Placing and Standing Orders.
2. Due date for the next order.
3. Earliest available date the order will be received, if ordered today.
4. Date the last order was placed.
5. Date and Number of units last received.
6. On Truck – Total PO quantity on truck to stores.

Locations

7. Refer to the Location information to find out where the product is located in your store or warehouse. Primary location(s) are highlighted in grey. Last known locations also displays if applicable. The last 3 previous locations for this product will display with the date the product was deleted from that location. If there are more than 3 last known locations, tap the **More Locations** button to view them all.

Last known locations		
Locations	Deleted	MORE LOCATIONS
MW0017	09/12/18	
9CANOE	09/12/18	
1RTEST	08/21/18	

Sales

The **Inventory** screen also displays:

- Number of units sold today.
- Number of units sold in the last 13 periods.
- Last date the product was sold in your store.
- Last Deal date.
- Quantity sold on last Deal.

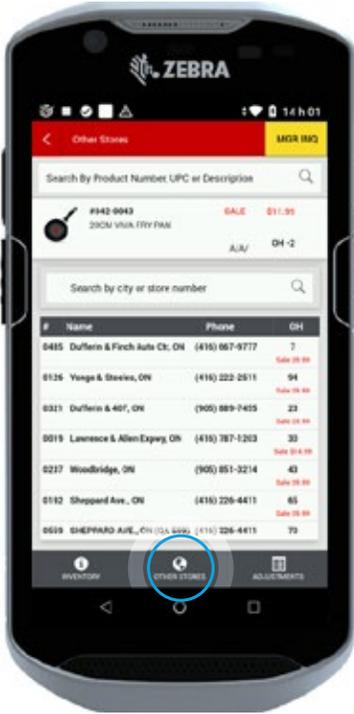
NOTE:

Sales and inventory information are updated in near real time. If the product is out of stock on the retail floor and the On Hand quantity is low, it is possible the item is sold out. You can perform a remote store inquiry to check the inventory at nearby stores for your customer.

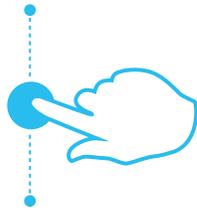
OTHER STORE INQUIRY & STORE SEARCH

Tap on the **Other Stores** button to find the On Hand inventory for the ten closest stores. You can search for other stores using the Search field.

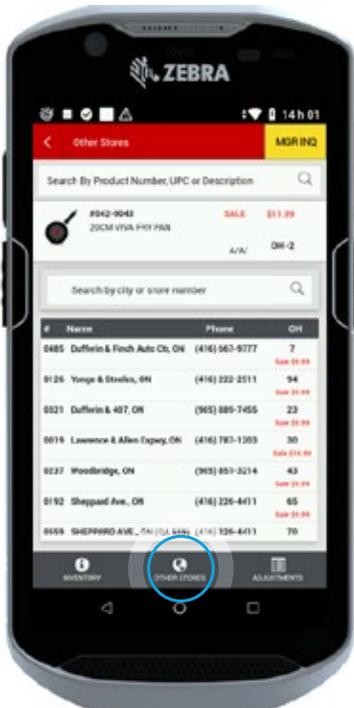
Other Stores



Swipe up and down to scroll through the list.



Other Store Search



Tap in the **Search** field. The keypad displays.

Type the city (full name required), and 2 digit province code.

Examples:
Oakville, ON
Oakville-ON
Oakville ON

Or

Type a four digit store number. Example: 0075.

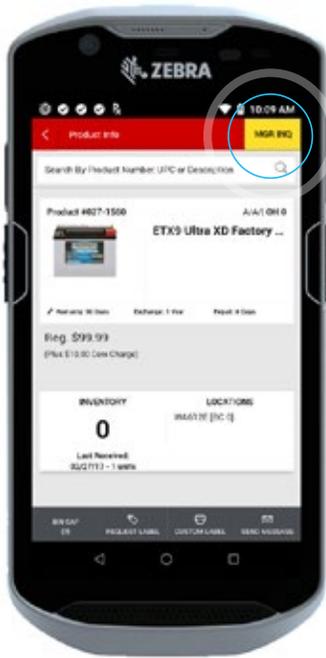
Tap on the **Search** icon on the screen or the **Go** button on the keypad to search.

Tap on the **X** icon on the left side of the **Search** field to return to the original list.

MANAGER INQUIRY SECTION

The Manager Inquiry Section is available to staff that have authority to “Inventory Manager Inquiry”.

Manager Inquiry Button



Only users that have logged in with a Manager Inquiry PIN are able to view the **MGR INQ** button.

Look up a product in product inquiry and you will be brought to the product info page.

Tap on the **MGR INQ** button to display the Manager Inquiry Screen.

MANAGER INQUIRY SCREEN

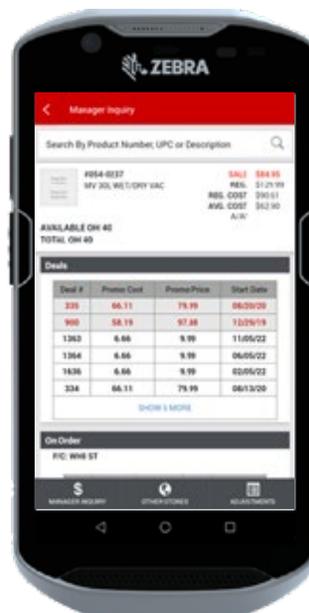


Displays the Available OH and Total OH.

As you scroll down, the On Order, Deals, Locations, On Truck and Last known location will display.

On Order: Displays On Orders. This is the same as shown on the Inventory screen.

Scroll down to view **Deals**.

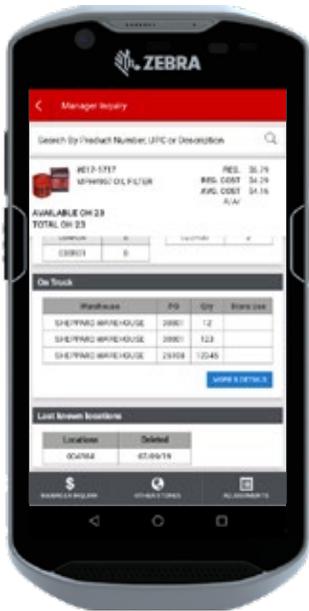


Deals: Displays active deals, upcoming deals, then past deals.

Scroll down to the **Locations** of the screen.

MANAGER INQUIRY SECTION (CONTINUED)

MANAGER INQUIRY SCREEN



Locations: Displays Locations.

Scroll down to view the **On Truck** section of the screen.

On Truck: Displays list of POs that are sorted by invoice date oldest to newest.

Tap on the **MORE & DETAILS** button.



Screen displays more details for POs on truck. Including invoice number and due date.

Tap on the arrow  button to return to the Manager Inquiry screen.

Scroll down to view the Last know locations section of the screen.

Last known locations: Displays past locations of products.

MANAGER INQUIRY SECTION (CONTINUED)

As a reminder: You can confirm user authority for Inventory Manager Inquiry. Authority is granted in Frontier at a user level.

Frontier

```
FR                               Work with Employee Authority          Store #:  
Employee ID . . . . : HOSUPPORT  
Application . . . . : Inquiry  
  
Options, press Enter.  4=Delete authority  8=Grant authority  
  
Auth  Description  
*     Inventory Manager Inquiry  
*     Work with Orders  
*     Remote store inquiry  
*     Remote store access  
      Promo Information  
      Open Orders  
  
it  F12=Previous
```

From Main Menu 59 – 01, go to **Work with Employees** and find the employee on screen EQX8DFR.

The **Select Application for Authorization** screen displays and will have all authorities available.

An asterisk (*) will display to indicate that the user has authority.

MANAGER INQUIRY: OTHER STORES

The Other stores section is now available in Manager Inquiry. View products from other stores as well as pricing and OH Quantities. You can search for other stores using the Search field.

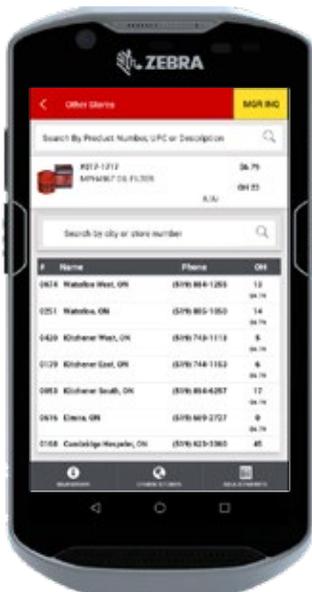
Other Stores



Tap on the **OTHER STORES** button to view other store pricing and OH quantities.

The Other Store screen displays.

Other Stores Search



Tap in the **Search** field.

The keypad displays.

Type the city (full name required), and 2 digit province code.

Examples:
Oakville, ON
Oakville-ON
Oakville ON

OR

Type a four digit store number. Example: 0075

Tap on the **Search** icon on the screen or the Go **GO** button on the keypad to search.

Tap on the **X** icon on the left side of the **Search** field to return to the original list.

ADJUSTMENTS

Users with adjustment authority can make inventory adjustments within the EFD.

Manager Inquiry Screen



Tap the on the **ADJUSTMENTS** button.



A PIN prompt will display.

Type your **PIN**.

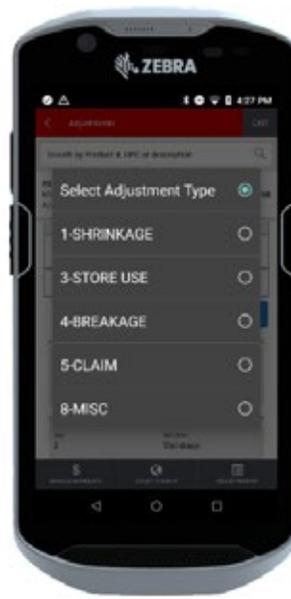
Tap on the **SAVE** button.



Screen displays Available OH and Total OH.

Add or subtract as desired for adjustment. E.g. QTY Add 10 or QTY subtract 3.

Tap the Adjustment Type. This is a mandatory field.



Select the Adjustment type.

ADJUSTMENTS (CONTINUED)



Type an explanation (20 character limit).

Tap on the **SAVE & CONTINUE** button.



The Available Qty OH and Total OH will be updated in the product info section

A check mark displays to indicate adjustment is complete in the Current inventory section.

Scan to the next product.

Adjustment type and comments are saved from the previous entry and can be updated for the new SKU.

Complete all adjustments that are necessary.

Tap on the **EXIT** button.

Manager Inquiry screen will display.

ADJUSTMENTS (CONTINUED)

As a reminder: You can confirm user authority for Adjustments. Authority is granted in Frontier at a user level.

Frontier



```
EQY0DFR                Work with Employee Authority                Store #: 512

Employee ID . . . . : MICHEL
Application . . . . : Quantity on hand

Type options, press Enter.  4=Delete authority  8=Grant authority

Opt  Auth  Description
  1  *    Make adjustments to quantity on hand
  2  *    Access adjustment history
```

From Main Menu 59 – 01, go to **Work with Employees** and find the employee on screen EQX8DFR.

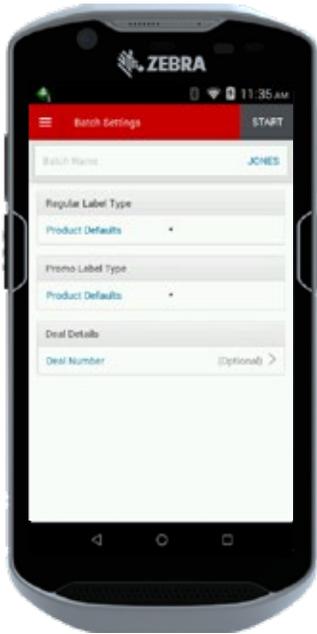
The **Select Application for Authorization** screen displays and will have all authorities available.

An asterisk (*) will display to indicate that the user has authority.

SIGN IT

The Sign It application allows you to print signs and labels for a single product or a list of products. The Sign It batch is sent to the Work With Signage Batches screen and is automatically released to the printer or remains on hold (depending on your settings in Frontier).

Batch Settings Screen

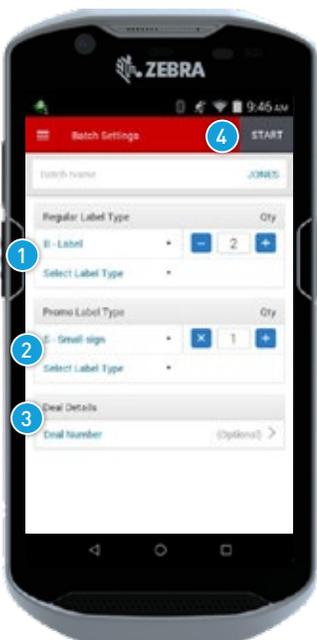


Tap on the **Sign It** button from the Global Menu or **Product Toolbox** home screen. The **Batch Settings** screen displays. Batch settings determine what signs will print. You can change the batch name, but it must be unique.

You have two options for Label Settings:

Use Product Default:

Tap on the **Start** START button to print Regular and Promo Labels (if on an Active Deal) using the product defaults in Frontier. If there are no product defaults in Frontier, it uses the store defaults.

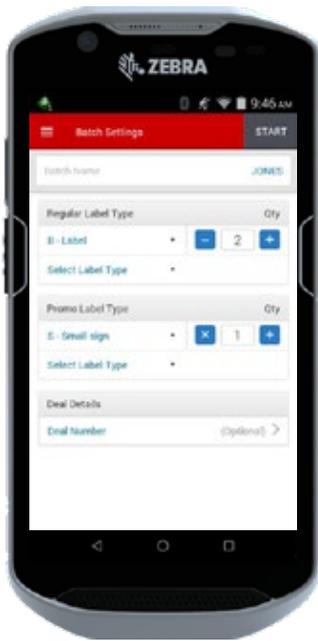


Use Quick Set Up:

1. Tap on the drop down menu to select Regular Label types and quantities.
2. Tap on the drop down menu to select Promo Label types and quantities.
3. Select a Deal (optional).
4. Tap on the **Start** START button.

SIGN IT (CONTINUED)

Select Quantity



When a new label type is selected, the quantity is defaulted to 1.

Tap on the **+** or **-** icons beside the QTY to increase or decrease the quantity.

OR

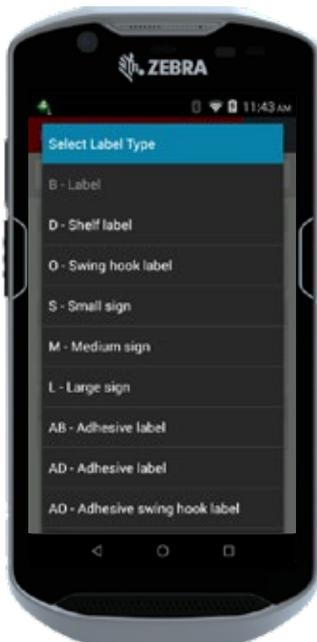
Tap in the **Quantity** field. The keypad displays.

Type a quantity from 1 to 99.

Tap on the **Go**  button or the **Next**  button on the keypad.

The updated quantity displays in the batch settings.

Select Label Types



To create Batch Settings using quick set up:

Tap on the drop down to select a label type for Regular, Promo or both.

Tap on a Label type. You can select one label type at a time. A new row displays for additional labels if required.

To delete a label type:

Swipe from right to left on the screen. A confirmation displays.

Tap on the **Yes** button to delete.

OR

Tap on the **minus** icon until the label quantity changes to 1. An **X** icon displays.

Tap on the **X** icon to delete the label type.

SIGN IT (CONTINUED)

Select a Deal (Optional)



To print labels for a specific deal, tap on the Deal Number that you want to access. The **Select Deal Number** screen displays.

Tap on the Deal Number. The checkmark icon turns green.

You can also search for a deal by tapping in the **Search** field at the top.

If a deal is selected, you must choose a minimum of one Regular or Promo label on the Batch Settings screen.

If a product is scanned but it is not on the selected deal, an error message displays.

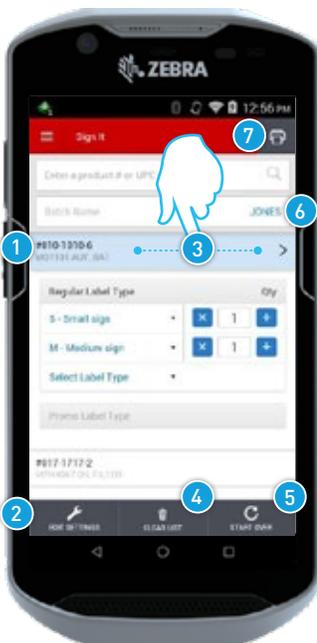
Scan Product



Select the Batch Settings and start creating your Sign It list.

Scan products or tap in the **Search** field to type the product number/UPC.

Sign It List Screen



1. **Active Product** : Displays product number, description, the labels and quantities selected for the batch.

You can edit an individual active product by tapping on the Label Type or Quantity. If you rescan a product, the Label Quantity increases by one.

2. **Edit Settings**: Tap on the **Edit Settings** button to make changes. You cannot change the list name or Deal Number. The changes only apply to new products added to the list.

3. **Remove Product**: Swipe from right to left to remove a product from the list. A confirmation message displays.

4. **Clear List**: Tap on the **Clear List** button to clear the existing products from the batch. A confirmation message displays.

5. **Start Over**: Tap on the **Start Over** button to reset the batch settings and start again.

6. **Product Info Screen**: Tap on the **chevron** icon to go to the **Product Info** screen.

7. **Print**: Tap on the **Print** icon to send the list to Frontier when the list is complete. A confirmation message displays.

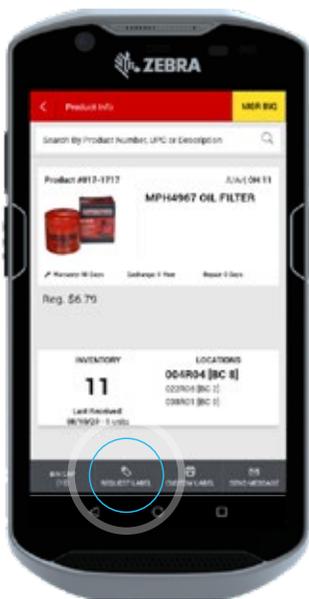
REQUEST LABEL

The **Request Label** button displays in multiple areas of the Product Toolbox. It is important to use Sign-It batches instead of printing single labels.

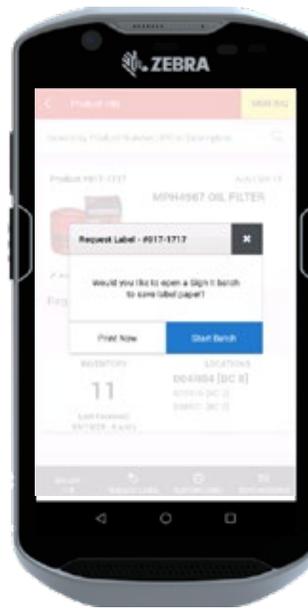
NOTE:

You can find the **Request Label** button from any menu in the Product Toolbox app, including the list below:

- Product Inquiry – Product Info
- Fill It – Create List
- Fill It – Fast Checker
- Locate It – Bin Cap
- Locate It – Add To
- Bin Cap Maintenance
- Product Info Page - Multiple entry points to this screen (this is a different product info screen).



Tap on the **Request Label** button.



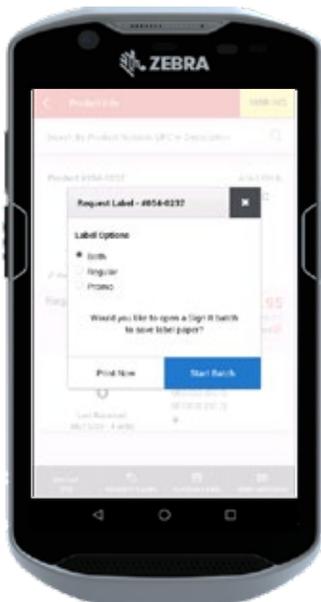
If no Active Sign It Batch is open & Product is regular price:

The Request Label pop-up displays. Two buttons will display. Use **Print Now** only when one label is needed.

A best practice is to open a batch and keep adding labels.

Tap on the **Start Batch** button.

REQUEST LABEL (CONTINUED)



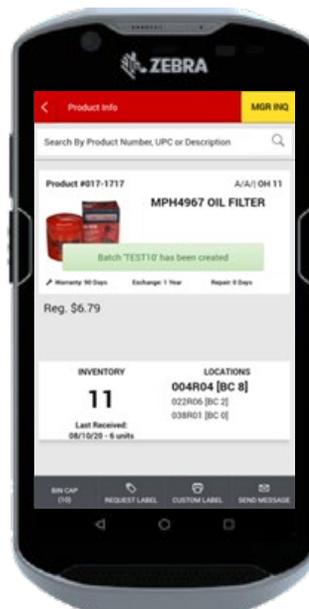
If no Active Sign It Batch is open & Product is promo price:

The Request Label pop-up displays. It will default to Both. Now you can select whether you want Regular or Promo labels.

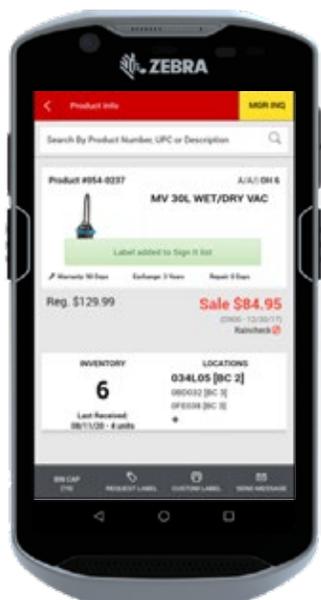
Two buttons will display. Use **Print Now** only when one label is needed.

A best practice is to open a batch and keep adding labels.

Tap on the **Start Batch** button.



Confirmation will display that batch has been created.

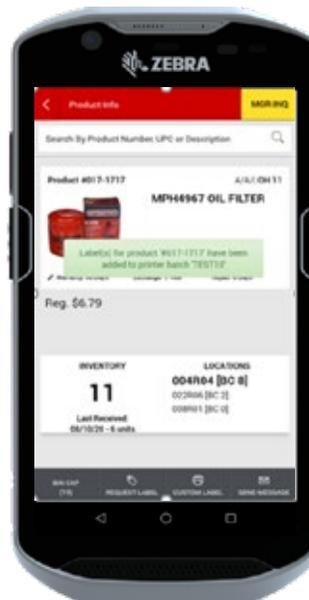


Once a batch is open, continue to add labels.

A confirmation displays that label has been added to the Sign-It list.

You can now continue to request labels. All requests will be added to the Sign It Batch. The label(s) are added to the existing batch using the product defaults.

If there are no product defaults, the store defaults are implemented.



If you do not wish to Open a Sign It batch and want to print one label:

Tap on the **Print Now** button.

Confirmation will display that product has been added to printer batch.

REQUEST LABEL (CONTINUED)

Active Sign It Batch



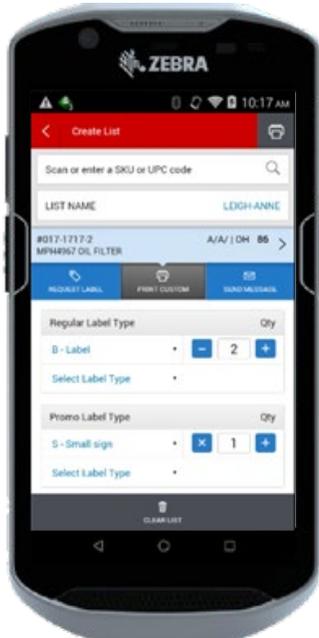
All label requests added to the batch are displayed in the Sign It screen.

Review and edit labels added to the Sign It batch.

Tap on the **Printer**  button to send labels to Frontier to print.

CUSTOM LABEL

You can request custom labels for a specific product from other applications if you do not want to use the product defaults.



Tap on the **Custom Label**  button. The button changes to the **Print Custom**  button.

Tap on the **Label Type** drop down to select the type of regular and/or promo label you want to print.

Tap on the  or  icon or tap in the **Qty** field to change the quantity if required.

Tap on the **Select Label Type** drop down to select additional labels.

Tap on the **Print Custom**  button to send the label request once you are finished selecting the label types and quantities that you would like to print.

FILL IT: CREATE LIST

Create List creates a list of products. The list goes to the **Store Analysis Maintenance** screen in Frontier, when submitted.

Fill It Home Screen



Tap on the **Fill It** button from the Global Menu or the **Product Toolbox** home screen

Tap on the **Create List** button from the **Fill It** menu.

The **Create List** screen displays.

Create List Home Screen



Scan products or tap in the **Search** field to type the product number/UPC.

Create List Screen



- 1. Active Product:** Displays product number, description, status codes and On Hand quantity.
- 2. Request Label /Custom Label:** Refer to the Request Label section for more information.
- 3. Send Message:** Refer to the Send Message section for more information.
- 4. Remove Product:** Swipe right to left to remove the product from the list. A confirmation message displays.
- 5. Clear List:** Tap on the **Clear List**  button to clear the list and start again. A confirmation message displays.
- 6. Product Info:** Tap on the **chevron**  icon to go to the **Product Info** screen.
- 7. Print:** Tap on the **Print**  icon to submit the list to Frontier. A confirmation message displays.

FILL IT: HOLE CHECKER

Hole Checker creates a list of products with holes and near holes on the retail floor. When the hole checker list is finished, the electronic Pick List is generated in the **Fill It: Work With Pick** Lists screen. This functionality is available for Fast Find Phase II stores & Fast Find Proactive stores.

Fill It Home Screen



Tap on the **Fill It** button from the Global menu or the Product Toolbox Home screen.

Tap on the **Hole Checker** button from the Fill It menu.

The **Hole Checker** screen displays.

Hole Checker Home Screen

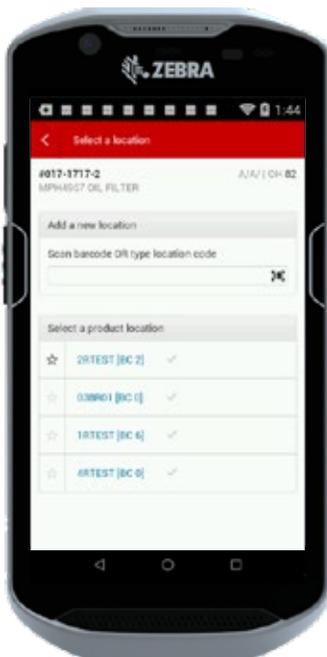


Scan products or tap in the **Search** field and type the product number/UPC.

If you scan a product that has only one location, the **Hole Checker List** screen displays.

If you scan a product that has more than one location, the **Select a Location** screen displays.

Select a Location (For products with more than one location)



Tap on the **checkmark** icon beside the location you are picking for.

The primary location is indicated by a highlighted **star** ☆ icon. You can change the primary location by tapping on a different **star** ☆ icon. A confirmation message displays.

FILL IT: HOLE CHECKER (CONTINUED)

Hole Checker List Screen



- 1. Active Product:** Product number, description, status codes and On Hand quantity.
- 2. Total Pick (TP):** Total Pick is the cumulative pick quantity for all locations of the same product.
- 3. Prime Location:** The location you are picking for. Tap on the **Location** to return to the Location Selector (if applicable) to change the location you are picking for.
- 4. Bin Cap:** Tap in the **Bin Cap** field to get to the **Bin Cap Maintenance** screen. Refer to the Locate It section for more information.
- 5. On Shelf:** Tap in the **On Shelf** field to type the quantity of the product currently on the shelf, peg, etc.
- 6. Pick:** The quantity you need to pick for the product in this location. It is automatically calculated based on Bin Cap, On Shelf and On Hand.
- 7. Add'l Qty:** Tap in the **Add'l Qty** field to add any additional quantities required, over and above what has been calculated for pick.
- 8. Clear List:** Tap on the **Clear List**  button to clear the list and start again. A confirmation message displays.
- 9. Remove Product:** Swipe right to left to remove the product from the list. A confirmation message displays.
- 10. Product Info Screen:** Tap on the **chevron**  icon. The **Product Info** screen displays. You can Send Message, Request Label, or remove the product from this screen.
- 11. Print:** Tap on the **Print**  icon to submit the list to Frontier. A confirmation message displays.

NOTE:

If you scan a product that has 0 On Hand and 0 On Order, a tag **Message Sent** confirmation displays.

FILL IT: HOLE CHECKER (CONTINUED)

Here is an example to help you understand how **Hole Checker** works on the EFD:

Step 1



Scan a product and select a location.

The Pick and Total Pick fields automatically update to 10.

Since there are 0 on the shelf, a quantity of 10 is needed to fill the shelf.

Step 2



There are 6 units already on the shelf.

Tap in the **On Shelf** field. A keypad displays. Type 6.

Tap on the **Go** button on the keypad or the **Next** button to return to the **Hole Checker List** Screen.

Step 3

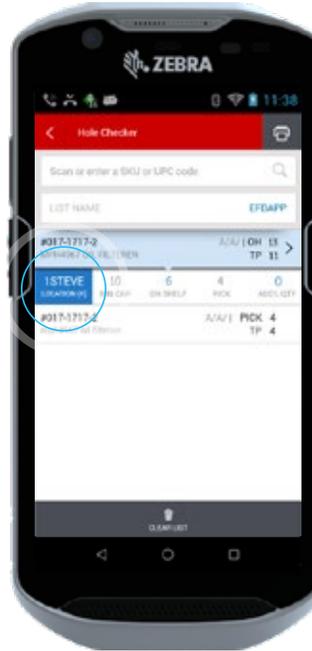


The **On Shelf** field updates to 6.

The Pick and Total Pick recalculates to 4.

Since there are 6 on the shelf, a quantity of 4 is needed to fill the shelf.

Step 4:



Continue to scan products and add to the list.

If you rescan the same product but select another location, a new line is added to the list.

FILL IT: HOLE CHECKER (CONTINUED)

Step 5



You need some additional inventory for the top shelf.

Tap in the **Add'l Qty** field.

A keypad displays. Type 3.

Tap on the **Go**  button or the **Next**  button on the keypad to return to the **Hole Checker List** screen.

Step 6



The **Add'l Qty** field updates to 3.

Pick is 4 since there are 6 on the shelf.

Total Pick is 11 since it is a cumulative total.



FILL IT: FAST CHECKER

Fast Checker creates a list of products with required pick quantities. This functionality is for Fast Find Phase II stores only. This should not be used in Fast Find Proactive stores, as this type of Pick List does not communicate with the Proactive dashboard. For Fast Find Phase II stores, a submitted list also goes to the RF gun (as it does today).

Fill It Home Screen

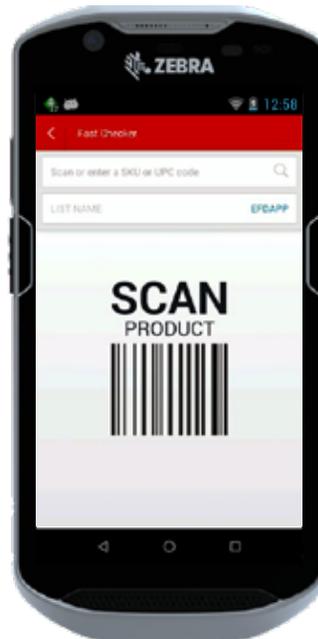


Tap on the **Fill It** button from the Global Menu or the **Product Toolbox** home screen.

Tap on the **Fast Checker** button from the Fill It menu.

The **Fast Checker** screen displays.

Fast Checker Home Screen



Scan products or type the product number/UPC.

Pick Quantity



The keypad displays after you scan a product.

Type a Pick quantity.

Tap on the **Go** **GO** button or the **Next** **Next** button on the keypad.

FILL IT: FAST CHECKER (CONTINUED)

Fast Checker List Screen



- 1. Active Product:**
Displays product number, description, status codes and On Hand quantity.
- 2. Request Label/Custom Label:**
Refer to the Request Label section for more information.
- 3. Send Message:**
Refer to the Send Message section for more information.
- 4. Pick Quantity:**
Tap on the **Pick Quantity** button to change the Pick quantity.
- 5. Clear List:**
Tap on the **Clear List** button to clear the list and start again. A confirmation message displays.
- 6. Remove Product:**
Swipe from right to left to remove the product from the list. A confirmation message displays.
- 7. Print:**
Tap on the **Print** icon to submit the list to Frontier. A confirmation message displays.
- 8. Product Info Screen:** Tap on the **chevron** icon to go to the **Product Info** screen.

NOTE:

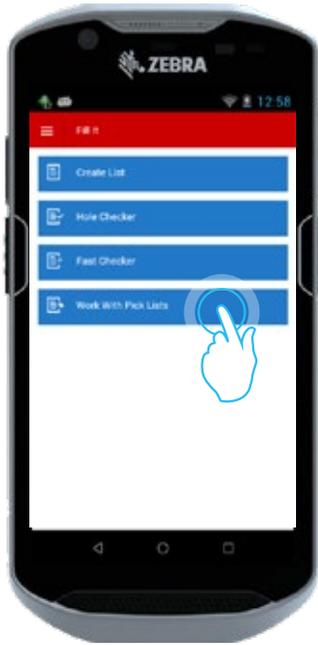
Fast Checker is not recommended for use by Proactive stores. These lists do not communicate with the Proactive dashboard and will cause over picking.



FILL IT: WORK WITH PICK LISTS

Work with Pick Lists allows you to action lists created in Hole Checker, Fast Checker or Proactive. The lists available depend on what phase of Fast Find a store is in.

Fill It Home Screen

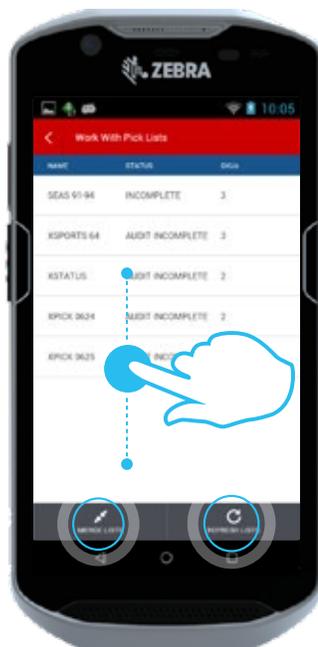


Tap on the **Fill It** button from the Global Menu or the **Product Toolbox** home screen.

Tap on the **Work with Pick Lists** button from the **Fill It** menu.

The **Work with Picks Lists** screen displays.

Work with Pick Lists Screen



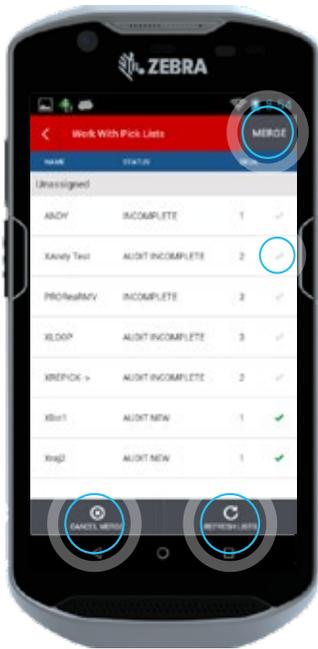
Tap on a Pick List to begin working on one list or tap on the **Merge Lists** button if you want to merge two or more lists together.

Tap on the **Refresh Lists** button to refresh the Pick Lists displayed on the screen.

Scroll up and down to view all of the available lists.

FILL IT: WORK WITH PICK LISTS (CONTINUED)

Merge Lists



Tap on the **checkmark** icon beside the lists that you want to merge. The **checkmark** icon turns green when selected.

Tap on the **checkmark** icon again to deselect the list.

Once you have selected all of the lists you want to merge, tap on the **Merge** button.

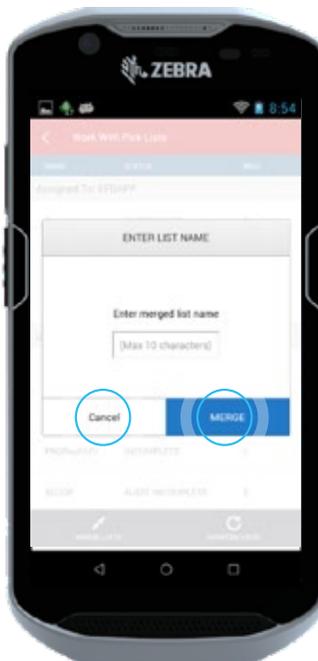
You can merge a maximum of 20 lists. Once you select 20 lists, the system automatically prompts you to type a new list name.

You can refresh the lists displayed at any time by tapping on the **Refresh Lists** button.

Scroll up and down to view all of the available lists.

If you change your mind and no longer want to merge the lists, tap on the **Cancel Merge** button.

Name Merged List



Tap in the **Enter List Name** field to enter a new name for the merged lists.

A keypad displays.

Type a list name.

Tap on the **Save List** button to save the merged list.

Tap on the **Cancel** button to cancel the merge.

FILL IT: WORK WITH PICK LISTS (CONTINUED)

Hole Checker or Proactive Product Screen

Once you have selected a specific Pick List, the **Product Screen** displays for the first product in your list.



1. **Back** icon.
2. **List Information:**
List name and number of SKUs in the list.
3. **Active Product:**
Product image, product number, description, status codes and On Hand quantity.
4. **Product Info Screen:**
Tap on the **chevron** icon to go to the **Product Info** screen. This screen displays On Order and Adjustment History information.
5. **Bin Cap:**
The number of units that will fit in a product location. Tap in the **Bin Cap** field to update, view or change the location details for a product.
6. **Current Location:**
The location you are picking in.
7. **Zone:**
The area of the warehouse you are picking in. The zone displays in red when you are picking the first product in that zone.
8. **Qty to Pick:**
The quantity you need to pick for this product.
9. **Enter Qty Found:**
Tap in the **Enter Qty Found** field to type the quantity found in this location. A keypad displays where you can type the quantity and delete the location if required. Refer to the Enter Quantity and Delete Location section for more details.
10. **On Hand.**
11. **Min Pack and Standard Pack size.**
12. **Last Received Date & Quantity:**
The date this product was last received at the store and the quantity received. If the date is highlighted, the product is currently In Receiving.

FILL IT: WORK WITH PICK LISTS (CONTINUED)

13. Locations:

The Primary location(s) is in bold. If there are more than five locations, tap on the **More Locations** button to view them all.

14. Exit List:

Tap on the **Exit List** button to go back to the **Work with Pick Lists** screen.

15. Ghost Location:

Tap on the **Ghost Location** button if the location you are picking in does not contain the product you are looking for. For storage (alpha) locations, the product is removed from that location and an audit record is sent. It moves to the next product/location in the list.

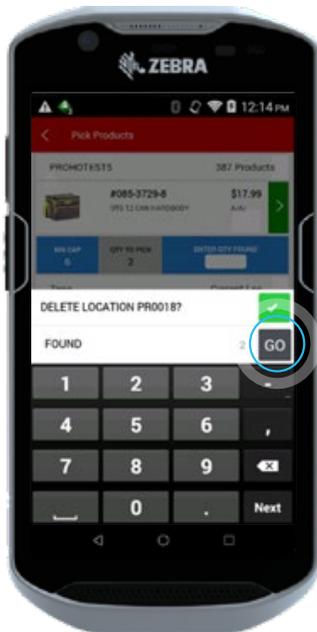
16. In Receiving:

If the Last Received Date & Quantity is highlighted, the **In Receiving** button will be enabled. Tap on the **In Recv** button to skip the product.

17. Audit:

Tap on the **Audit** button to flag a problem with this product location. Refer to the **Audit** screen for more details.

Select Quantity



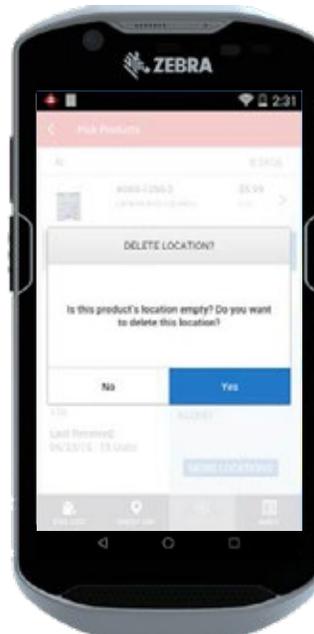
Tap in the **Enter Qty Found** field. A keypad displays.

Type the amount of product you found on the shelf.

If you emptied the shelf, tap on the **checkmark** icon beside **Delete Location** field. The **checkmark** icon turns green when selected.

Tap the **Go** button to go to the next product or location in the Pick List.

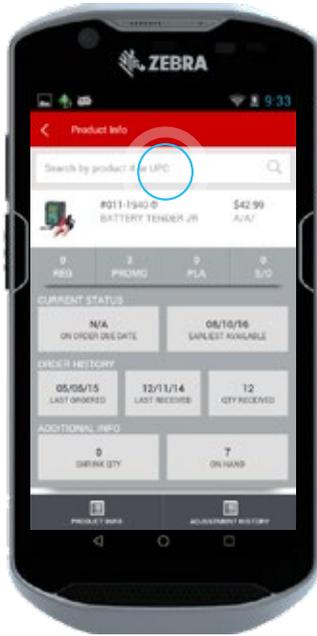
Delete Location



If the Qty Found matches the On Hand quantity but the Delete Location checkmark was not selected, you are prompted to delete the location before being able to move on to the next product.

FILL IT: WORK WITH PICK LISTS (CONTINUED)

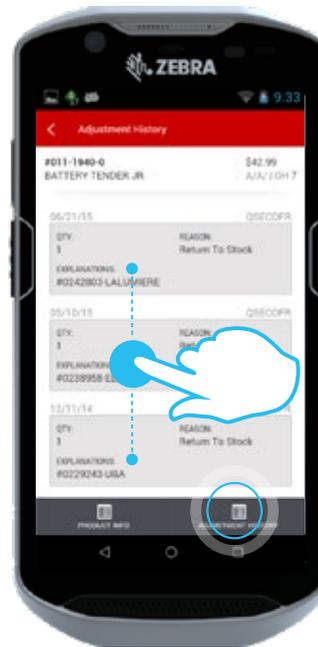
Product Info



Tap on the **chevron** icon to go the **Product Info** screen.

To obtain product info on a different product, scan a barcode or tap in the **Search** field to type a product number/UPC.

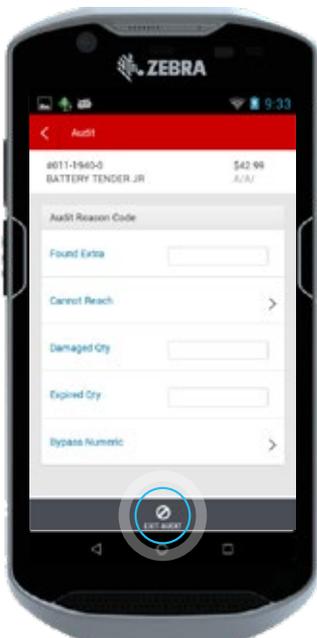
Adjustment History



Tap on the **Adjustment History** button to view the Adjustment History for the product.

Scroll up and down to view all of the available records.

Audit Screen



Tap on the appropriate **Audit Reason Code** to flag a problem with this product location.

If you tap in the **Found Extra**, **Damaged Qty** or **Expired Qty** fields, a keypad displays so you can type a quantity.

If you tap on the **Cannot Reach** button, the audit message is sent automatically.

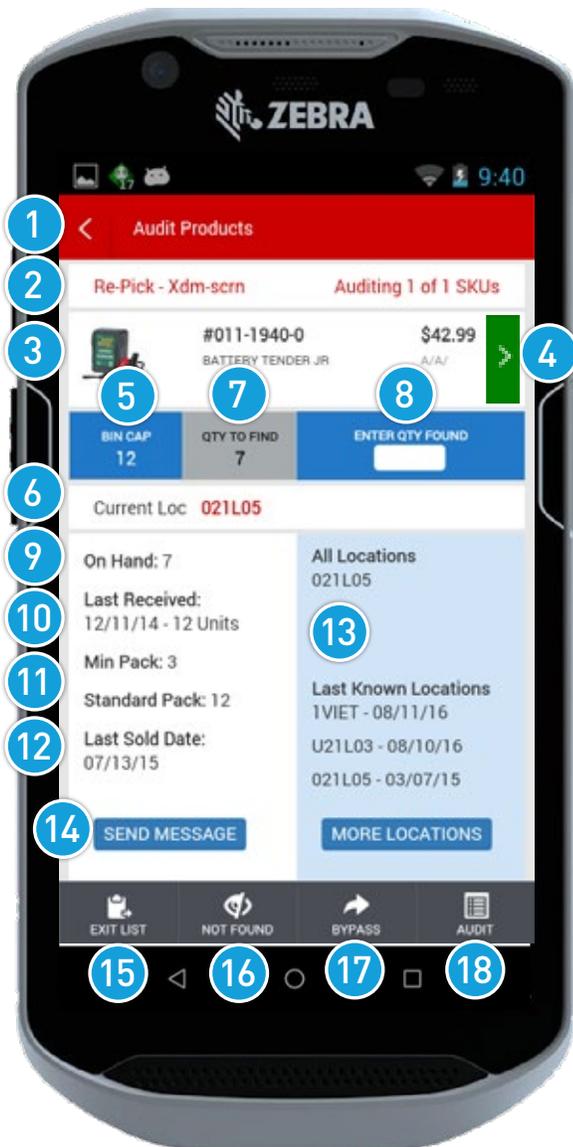
If you are in a retail floor location and do not wish to pick the product, tap on the **Bypass Numeric** button.

Tap on the **Exit Audit** button to cancel.

FILL IT: WORK WITH PICK LISTS (CONTINUED)

X Pick Product Screen

Once you have selected a specific Pick List, the **Product Info** screen displays for the first product in your list.



1. **Back** icon.
2. **List Information:** List name and number of SKUs in the list.
3. **Active Product:** Product image, product number, description, status codes and On Hand quantity.
4. **Product Info Screen:** Tap on the **chevron** icon to go to the **Product Info** screen. This screen displays On Order and Adjustment History information.
5. **Bin Cap:** The number of units that fit in a product location. This displays the total Bin Cap for the product. Tap on the **Bin Cap** field to update, view or change the location details for a product.
6. **Current Location:** The location you are picking in.
7. **Qty to Find:** The quantity you need to find for this product.
8. **Qty Found:** Tap in the **Enter Qty Found** field to type the quantity found in this location. You can also delete the location if you picked the entire available product in this location.
9. **On Hand.**
10. **Last Received Date & Quantity:** The date this product was last received at the store and the quantity received. If the date is highlighted, the product is currently In Receiving.
11. **Min Pack and Standard Pack Size.**
12. **Last Date Sold:** The last time this product was sold at the store.
13. **Locations and Last Known Locations:** The primary location(s) is in bold. Tap on the **More Locations** button for more locations.
14. **Send Message:** Tap on the **Send Message** button to send an order request or one-off message to the office.
15. **Exit List:** Tap on the **Exit List** button to go back to the **Work with Pick Lists** screen.
16. **Not Found:** Tap on the **Not Found** button if you cannot find the product.
17. **Bypass:** Tap on the **Bypass** button to skip the product for now and move on to the next product in the list.
18. **Audit:** Tap on the **Audit** button to flag a problem with this product location. Refer to the **Audit** screen for more details.

FILL IT: WORK WITH PICK LISTS (CONTINUED)

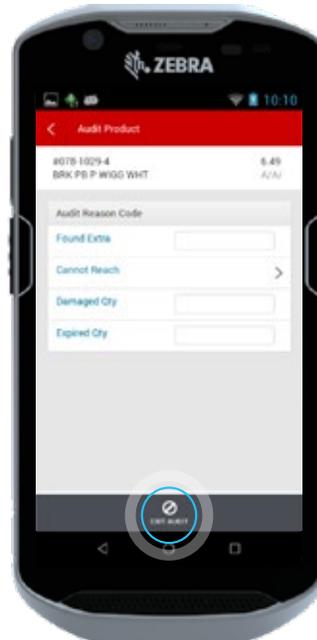
Qty to Find Screen



Tap in the **Qty to Find** field. A keypad displays. Type the amount of product you found on the shelf.

Tap on the **Go**  button to go to the next product or location in the Pick List.

Audit Reason Code Screen



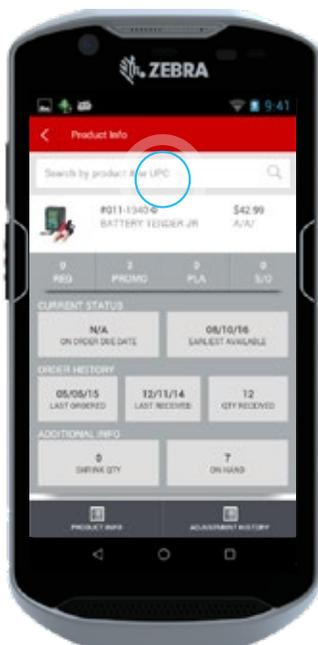
Tap on the appropriate Audit Reason Code to flag a problem with this product location.

Tap in the **Found Extra**, **Damaged Qty** or **Expired Qty** fields to display a keypad so you can type a quantity.

If you tap on the **Cannot Reach** button, the audit message is sent automatically.

Tap on the **Exit Audit** button to cancel.

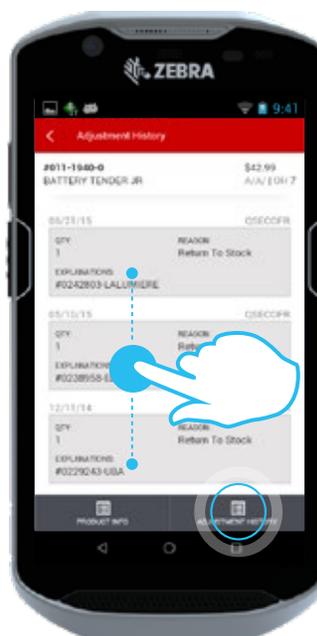
Product Info



Tap on the **chevron**  icon to go the **Product Info** screen.

To obtain product info on a different product, scan a barcode or tap in the **Search** field to type a product number/UPC.

Adjustment History



Tap on the **Adjustment History**  button to view the Adjustment History for the product.

Scroll up and down to view all of the available records.

SEND MESSAGE

You can send a message about a specific product using a store defined message or a one-off message. Tap on the **Send Message**  button.

Send Message Home Screen



- 1. Product Information:**
Displays product number and description.
- 2. Store Defined Message:**
Messages are taken from each store's Frontier. If you click on a pre-defined message, it is automatically sent.
- 3. One-Off Message:**
Tap on option **99** for a One-Off Message.

One-Off Message



Tap on the **Send**  button if you create a One-Off Message.

A confirmation message displays and you return to the previous screen you were working on.

LOCATE IT

The **Locate It** application allows you to add and maintain location information. Frontier is updated in real time.

Locate It Home Screen



Tap on the **Locate It** button from the **Global Menu** or **Product Toolbox** home screen. **The Locate It** home screen displays.

You have two options:

1. Update a location for a specific product.

Type or scan the product number/UPC. The **Update Location** screen displays.

2. Maintain a specific location.

Type or scan a location barcode with an action code to navigate to the corresponding screens.

Update Location Screen



Tap on the location you want to update after you scan a product.

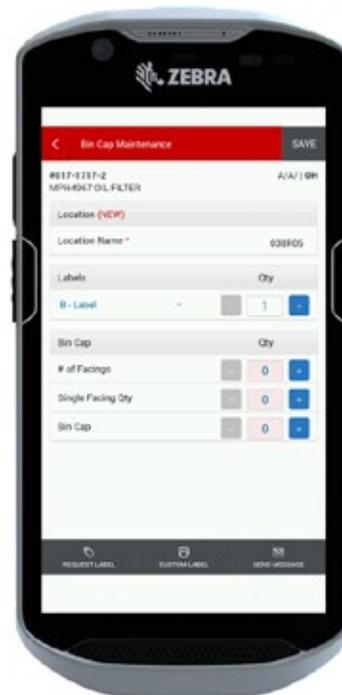
The primary location is indicated by a highlighted **star** ☆ icon. You can change the primary location by tapping on a different **star** icon.

A confirmation message displays.

Swipe from right to left to remove a location.

A confirmation message displays.

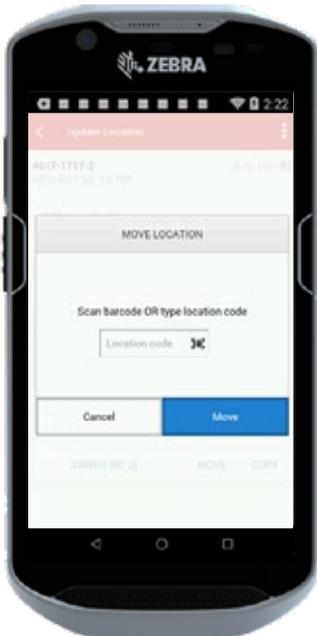
Tap on the **Ellipsis Menu** ☰ icon to return to the **Locate It** home screen.



Scan a MN location barcode or type a location code to add a new location. Sales Floor (Numeric) location codes open the **Bin Cap Maintenance** screen with a default of B label and label quantity of 1. The Bin Cap value flashes displaying 0 to remind you to fill in if needed.

LOCATE IT (CONTINUED)

Move Location



The Move function moves all label and Bin Cap information from one sales floor location to another and deletes the original location.

From the **Update Location** screen:

Tap on the **Move** button. The Move Location pop-up displays.

Scan or type the new location code.

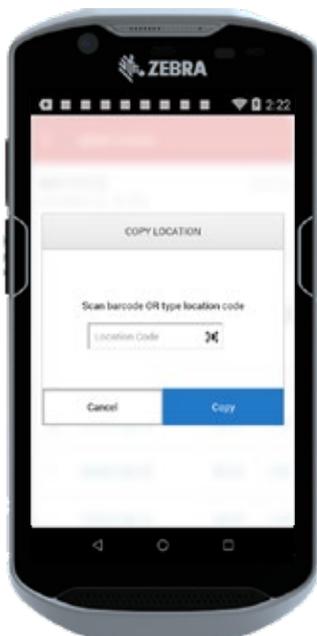
Tap on the **Move** button. The **Bin Cap Maintenance** screen displays.

Tap on the **Save** button to add the Bin Cap details to the new location and delete the product from the old location.

NOTE:

- When moving, the original location is deleted.
- If you are moving to a storage location (Alpha), the label and Bin Cap information is cleared.
- When moving a storage location (Alpha) to a sales floor location (Numeric), the sales floor default settings are used.
- When moving a primary sales floor location, the new sales floor location becomes the primary location.

Copy Location



The Copy function copies all label and Bin Cap information from one sales floor location to another and keeps the original location.

From the Update Location screen:

Tap on the **Copy** button. The Copy Location pop-up displays.

Scan or type the new location code.

Tap on the **Copy** button. The **Bin Cap Maintenance** screen displays.

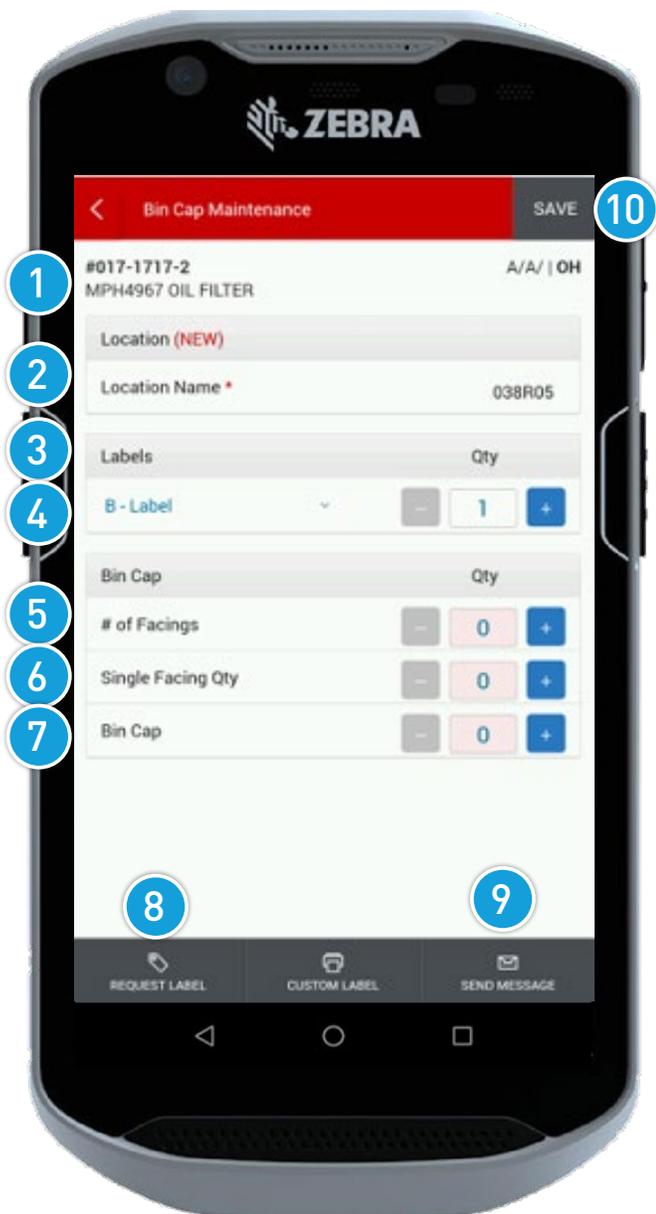
Tap on the **Save** button to copy over all label and Bin Cap details to the new location.

NOTE:

- When copying, the original location remains the same.
- If you are copying to a storage location (Alpha), the label and Bin Cap information is cleared.
- When copying from a storage location (Alpha), to a sales floor location (Numeric), the sales floor default settings are used.
- When copying a primary location, the old location remains as the primary location.

LOCATE IT (CONTINUED)

Bin Cap Maintenance Screen



The **Bin Cap Maintenance** screen pre-populates with the existing settings if you are working on an existing location.

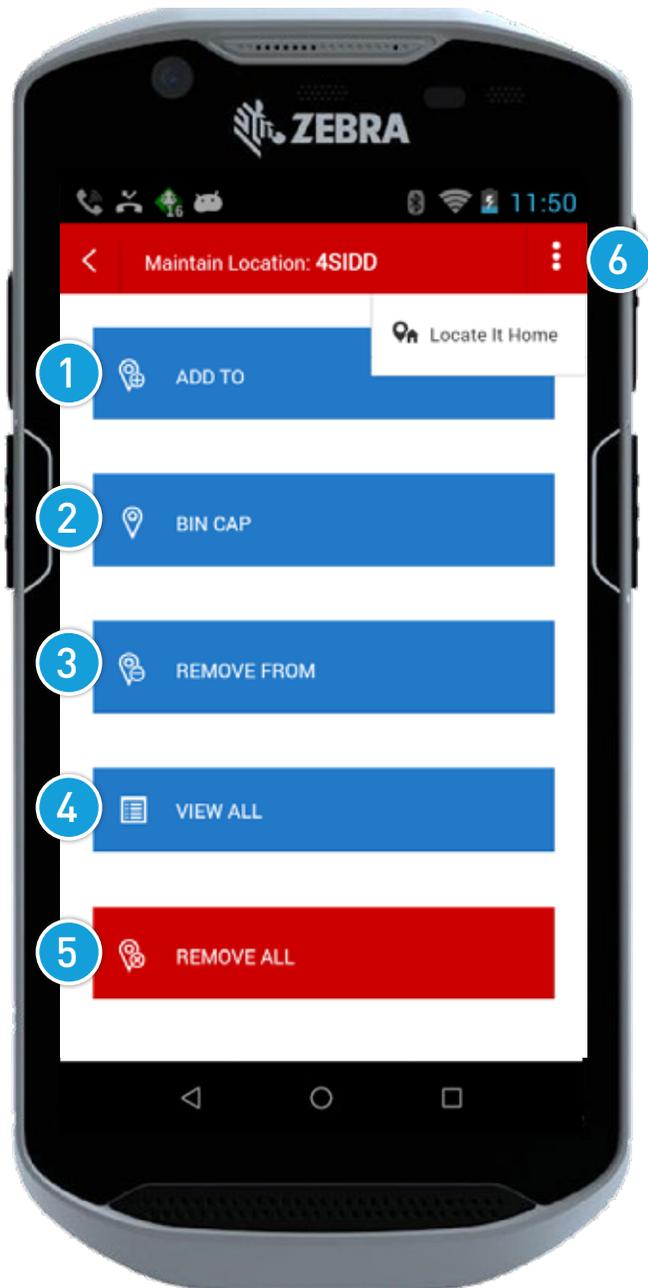
- The settings are blank if you are adding a new storage location (Alpha). Sales Floor location (Numeric) labels default to B Label Quantity 1. The Bin Cap value flashes displaying 0 to remind you to fill in if needed.

1. **Product Information:** Product number, description, status codes and On Hand quantity.
2. **Location Name:** If it is a new location, the **New (NEW)** icon displays.
3. **Label Type:** Tap in the **Label Type** field to select the label types.
4. **# of Labels:** Tap in the **# of Labels** field to select the number of labels.
5. **# of Facings:** Tap in the **# of Facings** field to select the number of facings in the location.
6. **Single Facing Qty:** Tap in the **Single Facing Qty** field to select the number of products in each facing.
7. **Bin Cap:** The quantity of product that fits into this location. When you type a value into the **# of Facings** and **Single Facing Qty** fields, the Bin Cap automatically calculates. Tap in the **Bin Cap** field to override the calculation with another value.
8. **Request Label/Custom Label:** Refer to the Request Label section for more information.
9. **Send Message:** Refer to the Send Message section for more information.
10. **Save:** Tap on the **Save** button to save changes in Frontier. A confirmation message displays.

LOCATE IT: MAINTAIN LOCATION

From the **Locate It** home screen, type or scan a location barcode with the action code MN, the **Maintain Location** screen displays.

Maintain Location



The **Maintain Location** Home screen allows you to complete any of the following actions:

1. **Add To:** Tap on the **Add To** button to add products to a location.
2. **Bin Cap:** Tap on the **Bin Cap** button to Bin Cap products in a location. This is similar to the Mass Bin Capping function on the RF Gun.
3. **Remove From:** Tap on the **Remove From** button to remove products from a location.
4. **View All:** Tap on the **View All** button to view all products in a location.
5. **Remove All:** Tap on the **Remove All** button to view all products in a location.
6. **Ellipsis Menu:** Tap on the **Ellipsis Menu**  icon to return to the **Locate It** home screen.

LOCATE IT: ADD TO

Tap on the **Add To** button on the **Maintain Location** home screen to add a product to a location. The **Add To** home screen displays. You may also navigate to the **Add To** home screen directly by typing or scanning a location barcode with the action code **AD**.

Add To Home Screen



Type or scan a product number/UPC to add products to the location.

You can navigate between **Bin Cap**, **Remove From**, **View All** and **Add To** by tapping on the corresponding icon at the bottom of the screen.

Add To List Screen



1. **Product Information:** Displays product number, description, status code and On Hand quantity.
2. **Bin Cap:** Tap on the **Bin Cap** button to navigate to the **Bin Cap Maintenance** screen.
3. **Request Label/Custom Label:** Refer to the Request Label section for more information.
4. **Send Message:** Refer to the Send Message section for more information.
5. **Product Info:** Tap on the **chevron** icon to go to the **Product Info** screen.
6. **Ellipsis Menu icon:** Tap on the **Ellipsis Menu** icon to return to the **Locate It** home screen.

LOCATE IT BIN CAP: (MASS BIN CAPPING)

Tap on the **Bin Cap** button on the **Maintain Location** home screen to Bin Cap a product. The **Bin Cap** home screen displays.

Bin Cap Home Screen

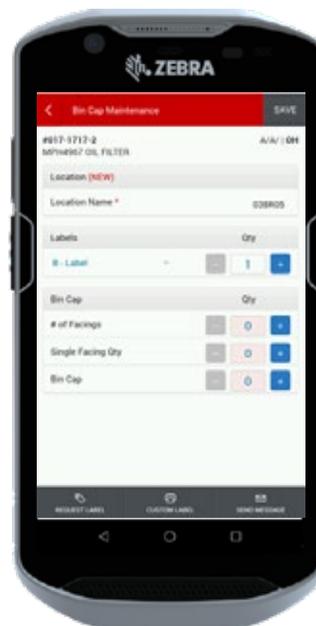


Type or scan a product number / UPC.

The **Bin Cap Maintenance** screen displays.

You can navigate between **Bin Cap, Remove From, View All** and **Add To** by tapping on the corresponding button at the bottom of the screen.

Bin Cap Maintenance



When any field is updated the **Save** button is enabled.

If a brand new product is bin capped, the New **(NEW)** icon displays.

When you Bin Cap a new product, the values will be cached for the next time you Bin Cap another new product to the same location.

Tap on the **Save** button to update Frontier. A confirmation message displays.

NOTE:

When you Bin Cap a new product to the location and successfully save, it displays on both the **Add To** and **Bin Cap** list screens.

LOCATE IT: REMOVE FROM

Tap on the **Remove From** button on the **Maintain Location** home screen to remove a product from a location. The **Remove From** home screen displays. You may also navigate to the **Remove From** home screen by typing or scanning a location barcode with the action code **DL**.

Remove From Home Screen



Type or Scan a product number /UPC.

A confirmation message displays.

You can navigate between **Bin Cap**, **Remove From**, **View All** and **Add To** by tapping on the corresponding button at the bottom of the screen.

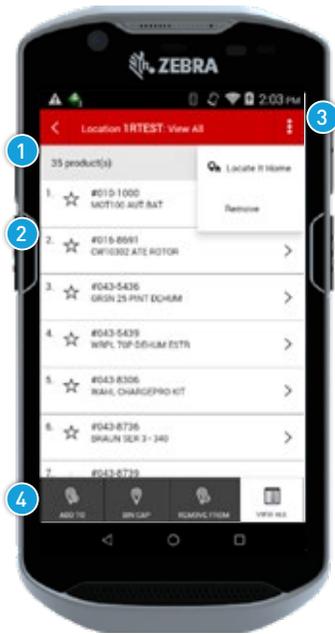
Remove From Confirmation Message



LOCATE IT: VIEW ALL

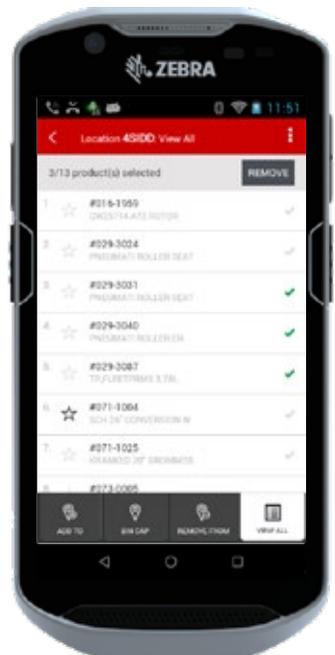
Tap on the **View All** button on the **Maintain Location** home screen to view all products in a location. The **View All** home screen displays. You may also navigate to the **View All** home screen by typing or scanning a location barcode with the action code **VA**.

View All Home Screen



1. All the products in this location display in the **View All** list.
2. If this location is the primary home for a product, a highlighted **star**  icon displays. You cannot modify the primary location.
3. Tap on the **Ellipsis Menu**  icon to enable the drop down options - Locate It Home or Edit.
4. You can navigate between **Bin Cap**, **Remove From**, **View All** and **Add To** by tapping on the corresponding button at the bottom of the screen.

Remove Screen



Tap on the **Ellipsis Menu**  icon.

Tap on the **Remove**  button to remove products from a location.

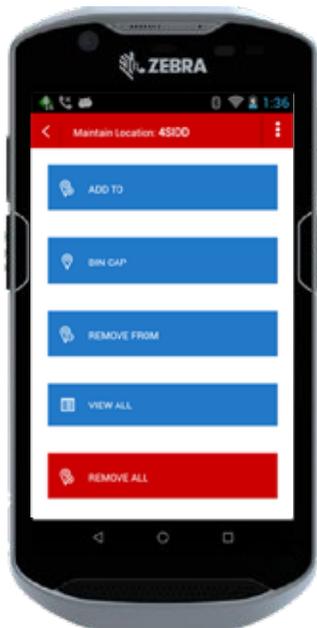
Select the products you would like to remove from the location by tapping on the **checkmark**  icon. The products you select display a highlighted checkmark icon on the right side of the screen.

When at least one product is selected, the **Remove**  button is enabled. Tap on the **Remove**  button to remove the product from the location. A confirmation message displays.

LOCATE IT: REMOVE ALL

AUTHORIZED USERS ONLY! Tap on the **Remove All** button on the **Maintain Location** home screen to remove all products from a location. You may also navigate to the **Remove All** home screen directly by typing or scanning a location barcode with the action code **DA**.

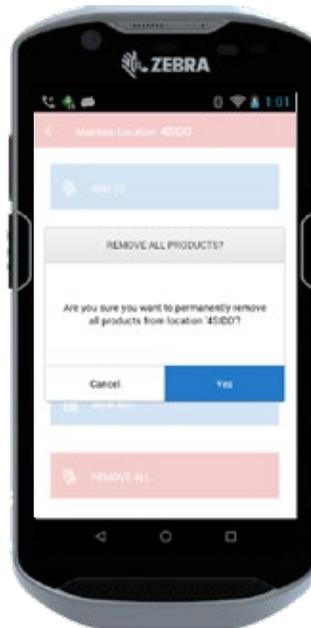
Maintain Location –
Authorized User



Tap on the **Remove All** button.

A confirmation message displays.

Remove All
Confirmation Message



PUSH TO TALK (PTT)

The Push-To-Talk (PTT) application allows users to verbally communicate using their EFD. All PTT devices work on the same premise. The user needs to finish speaking before the message can be transmitted.

Application Screen



Tap on the **Push To Talk** icon on the **Home** screen.

The **PTT Express** screen displays.

PTT Express Screen



If 'Service Enabled' is set to OFF , slide the 'Service Disabled' button right to the ON position to enable the service.

SETTING A CHANNEL

PTT Express Screen



Tap on a channel number to assign a device to a channel.

Note: There is no confirmation screen.

Tap on the **Home** button or the **Back** button to exit the Push To Talk application.

PUSH TO TALK (PTT) (CONTINUED)

USING PTT

As a User:

- Push the top left button to speak to all devices on the same channel (broadcast all TBC).
- Start talking once you hear a beep.
- You must keep your finger on the button at all times. Once you release the button, the message is transmitted.

As a Receiver:

- A beep indicates that someone is starting to send a message.
- Listen to the message. The message plays automatically.
- You can respond privately or to a group of PTT devices.
 - ◇ To respond privately (to the speaker of the last message), press and hold the bottom left button.
 - ◇ To respond to a group (to all devices on the same channel), press and hold the top left button.

CALL STATISTICS AND VERSION NUMBER

Note: Functionality is turned off as a default.

PTT Express Screen



Tap on the **Menu**  icon.

The **PTT Express Settings** screen displays.

PTT Express Settings Screen



If Display Call Statistics is turned on, session information displays on all screens whenever an action button is pressed.

To turn the Display Call Statistics off, tap in the **checkbox**  field to disable the settings option.

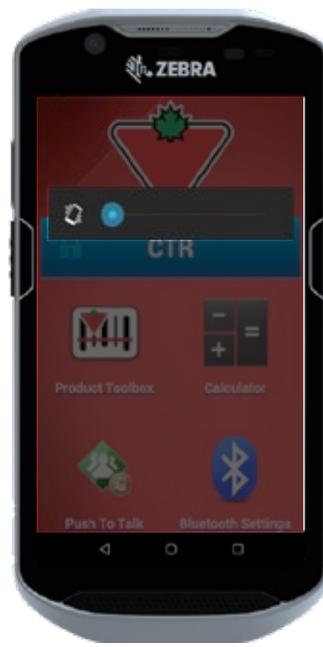
AUDIO SETTINGS

Note: To change audio settings, you must be outside of the Product Toolbox application.



To mute the volume:

Press and hold the button on the top right side of the device. The **mute**  icon displays.



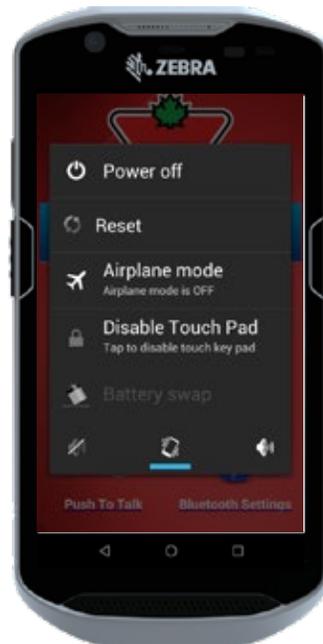
To enable vibrate:

Mute or turn the volume all the way down and then press up once on the button on the top right side of the device. The **vibrate**  icon displays.



To turn up the volume:

Press up on the button on the top right side of the device. The **phone**  icon and a volume bar displays.



You can also change audio settings by pressing the power button.

Tap on the appropriate icon from the menu.

A blue bar displays under the icon indicating your selection.

BLUETOOTH

The Bluetooth Settings menu option allows you to pair the EFD to a headset.

Application Screen



Click on the **Bluetooth** icon on the **Application** screen to access Bluetooth.

The **Bluetooth** screen displays.

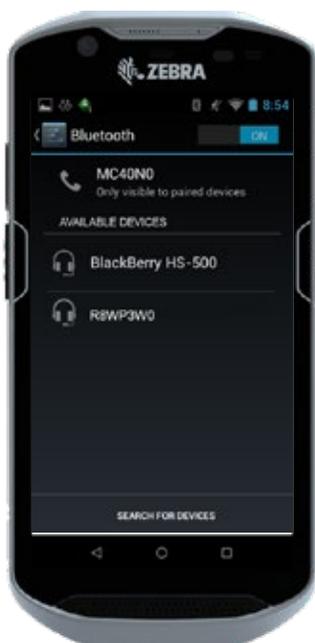
Bluetooth Screen



If the Bluetooth feature is OFF , tap on the **OFF/ON** button to turn ON Bluetooth.

TO PAIR A DEVICE:

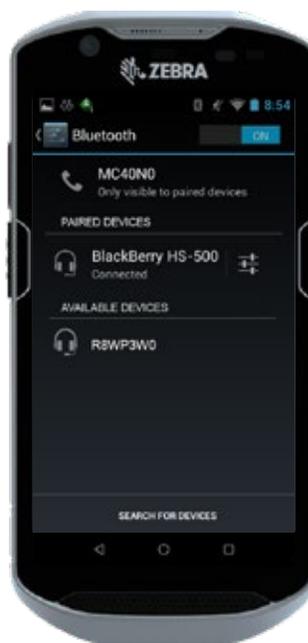
Bluetooth Screen



Tap on the **Search for Devices** button to locate all available devices.

Tap on the device that you want to pair with when the list of available devices displays.

Bluetooth Screen

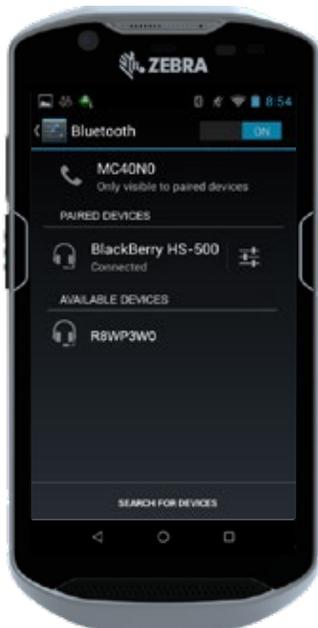


The selected device displays under the Paired Devices list. Also note the Connected status.

BLUETOOTH (CONTINUED)

TO UNPAIR A DEVICE:

Bluetooth Screen



Tap on the **Paired Devices** Menu  icon to the right of the paired device.

The **Paired Bluetooth device** screen displays.

Paired Bluetooth Device Screen



Tap on the **Unpair** button to unpair the device.

