



Product on Hand (POH) and Gaylords Processed



OVERVIEW

Entering product count information is a very important part of a manager's job, as it allows the District Manager to communicate with the Transportation department regarding product/gaylord inventory.

There are two different online forms used to enter this information into Retail One-Stop, Product on Hand (POH) and Gaylords Processed. This information helps a manager report what is in their store, what has been processed, and what is needed in order to keep generating revenue. It also helps keep everyone updated on what is happening in every store.

The purpose of this document is to explain how to enter POH information, gaylords processed, and processor information.

Before beginning the POH or gaylords processed process, make sure to plan enough time to complete your counts. Both processes generally take about an hour combined the first few times you do it. Enter POH by 4 p.m. and gaylords processed upon completion of production.

Counts vary from store to store and are dependent on factors such as production room size and/or layout, and whether or not your store is equipped with a trailer. Here is how these factors impact product count.

- Production room size/ layout matter when counting because you always need to know what raw, pulls, and as-is merchandise you have and where the gaylords are located. Room size also plays a role in production room layout. Bigger stores have more room to play with and can accommodate merchandise easier. Even though we try to standardize the size of our stores, it is impossible to make them identical.
 - If your store has a trailer, fill it for pick up and contact the Transportation department via POH once it is ready.
 - If your store does not have a trailer, contact the Transportation department via POH for pick up. Make sure to store your merchandise inside and prepare it for transport.

Note: The basic process around product count is standard, and you should be able to adapt your store requirements to the standard regardless of size, layout, or trailer location.

PRODUCT ON HAND

Product on Hand information is entered in Retail One-Stop.



Figure 1: Retail One-Stop, Product on Hand

1. To begin, login to Retail One-Stop. Under the Administration category, click **Product on Hand**.

PRODUCT ON HAND, CONTINUED



Figure 2a: Product on Hand (one store)

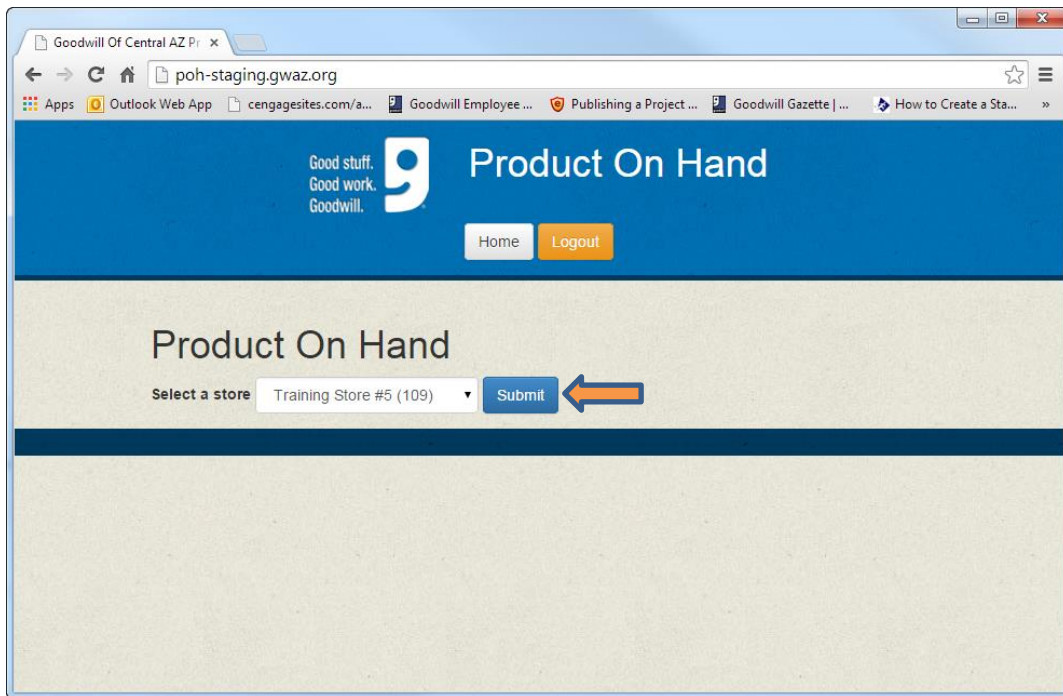


Figure 2b: Product on Hand, Multiple Stores

2. Your store displays with today's day as the default. (See Figure 2a.)

If you have multiple stores assigned to your account, choose your store from the drop-down menu and click **Submit**. (See Figure 2b.)

Note: Any previous day's information is read-only and cannot be modified.

PRODUCT ON HAND, CONTINUED

In Store Total: 258						
Donated Goods						
	Cloth	Linen	Misc	Shoe	Book	Electrical
Raw	15	13	19	2	3	7
Pulls	1	1	1	1	1	1
Downstack	0	0	0	0	0	0
Credential	0	0	0	0	0	0
Total Only						
	Total					
As-Is	39					
Empty Gaylords	54					
Shopping Carts	97					
Seasonal						
	Christmas	Easter	Halloween	Other		
Seasonal	2	0	1	0		

Figure 3: POH, In Store Section

3. Enter Raw, Pulls, Downstack and Credential (see note) for each department in the **In Store – Donated Goods** section.

Note: Downstacking is the process of emptying out gaylords from the raw wall and using them to hold new donations. It should only occur when a store is out of empty gaylords. If you need to downstack, empty cloth and linens merchandise first as it is easy to stack and only do this in large quantities. The majority of the time the downtack row should be left empty on POH. Credential is merchandise purchased from an outside vendor that helps supply the stores when donations are low.

4. Enter the total number of as-is gaylords, empty gaylords and shopping carts in the **In Store – Total Only** section.
5. Enter Seasonal by category: Christmas, Easter, Halloween, or Other in the **In Store – Seasonal** section.

PRODUCT ON HAND, CONTINUED

Trailer Total: 35

Number: 5399066-R
Status: Processing
 Ready for Pick Up

Donated Goods

	Cloth	Linen	Misc	Shoe	Book	Electrical
Raw	5	2	6	1	2	1
Pulls	1	1	1	1	1	1

Total Only

Total	
As-is	7

Seasonal

	Christmas	Easter	Halloween	Other
Seasonal	1	0	0	0

Salvage

	Hazardous	Cardboard	Dell	TVs	Plastic	Metal	Mattresses	Loose Items
Salvage	0	2	0	0	0	2	0	0

Status: *Ready for Pickup*
You may **NOT** change these values any longer.

Figures 4a and 4b: POH, Trailer Section and Ready for Pickup Message

This section only displays if a trailer is located at your store. If you have multiple trailers at your store, separate blocks appear for each trailer.

6. The **Trailer** section is where you enter the number of gaylords being loaded to the trailer at your store. Roll-up trailers hold 44 gaylords and swing door trailers hold 66 gaylords. The R and S that identifies each type of trailer shows at the end of the trailer number. The total number of gaylords also displays in the upper, right-hand corner of this section.
7. When the trailer is fully loaded, check the **Ready for Pick Up** checkbox. If your trailer is not full at the end of the day, the numbers entered in this section display the next day and only disappear once the Ready or Pick Up box is selected.
8. The trailer status then updates to 'ready for pickup' in the Trailer Dispatch System (TDS) after the information is saved and submitted. You cannot modify after you save (see 4b image above). If you made a mistake, contact Transportation.

Note: Transportation uses the Trailer Dispatch System (TDS) to track the current location of a trailer, status, etc. Stores can also log in to see the status of the trailer, if the driver is ready to go and pick up the trailer, if there is an ETA, etc. If the trailer currently at your store does not display, contact Transportation and let them know your trailer number is not assigned in POH.

PRODUCT ON HAND, CONTINUED

Figure 5: POH, Salvage Pickup Service Section

9. If your store needs salvage pickup service, check the appropriate box under this section.
 - If your compactor has not been swapped out within 48 hours, send an email to Transportation to follow-up and CC your District Manager. Trash is handled internally, not from city services.
10. Once you are finished, click **Submit**.

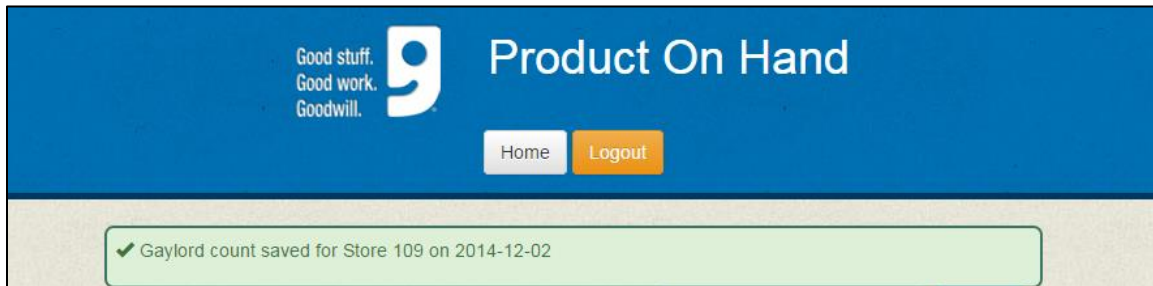


Figure 6: POH, Confirmation Message

11. A message appears at the top of the window that states your information was submitted. The Transportation department will review this report to see your store’s product needs and what excess product they can distribute elsewhere.

The POH portion of this process is now complete.

HOW TO ENTER GAYLORDS PROCESSED

To begin, start counting product. You must count everything; this includes all full gaylords of product on your raw wall, pulls, and downstack product for each department. You also need to count the total number of empty and as-is gaylords. As-is is not itemized by department in POH.

When you complete your count, go to each production station to collect any unused tags or labels and gaylord tags from each processing table. The tags, labels, and gaylord tags identify what type of merchandise was processed.

Important Note: Back out any unused tags or labels, as well as any reprint tag errors, prior to entering POH information or gaylords processed in Retail One-Stop. Backing out tag/labels can occur at any point in the day. Reference the ROBarT manual for more information on backing out tags and labels.

You are now ready to enter Gaylords Processed information into Retail One-Stop.

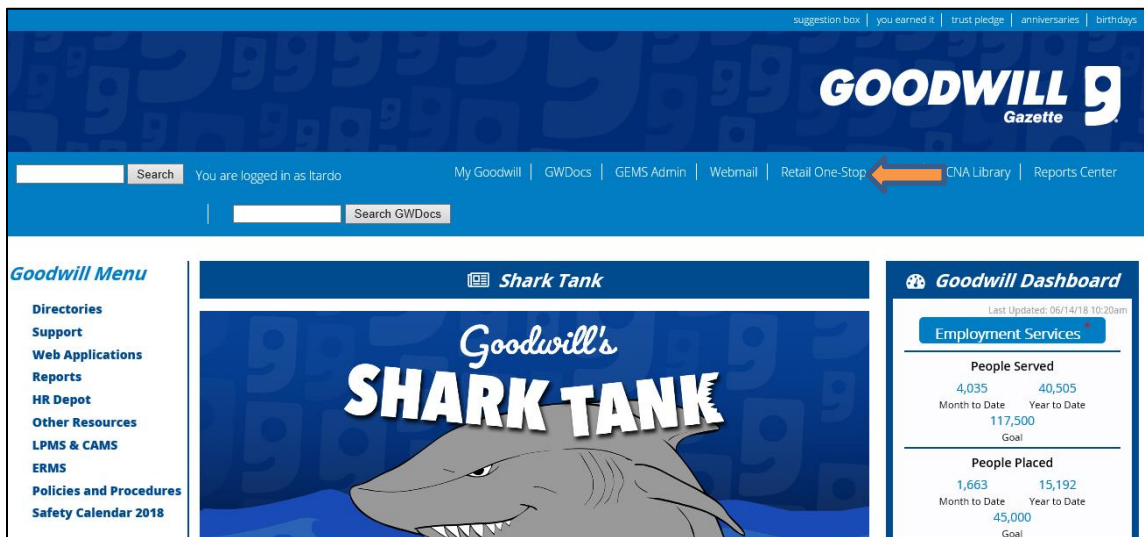


Figure 1: Gazette Home page

1. Open the **Gazette** home page.
2. Click **Retail One-Stop**.

HOW TO ENTER GAYLORDS PROCESSED, CONTINUED



Figure 2: Retail One-Stop Home page

- Under the Production category, click **Gaylords Processed**.

Notes:

HOW TO ENTER GAYLORDS PROCESSED, CONTINUED

Retail One-Stop | Gazette | Log out (Lara Tardo)

Gaylords Processed

Select the **Store** and **Date** you would like to enter gaylords processed data for.

Store:

Date:

←

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Figure 3: Gaylords Processed, Opening Screen

4. Select the date; the date should be today's date. Click **Submit**.

If you are an Administrator or have multiple stores assigned to your account, choose your store from the drop-down menu.

Notes:

HOW TO ENTER GAYLORDS PROCESSED, CONTINUED

Begin by entering hours worked and gaylords processed (raw). As you enter the numbers for each processor, only enter actual hours worked; **do not include lunch or any other unpaid hours**. In this example, the processor worked a 7-hour shift from 8:00 to 2:30 and took a half hour lunch, so their actual hours are 6.5.

Home | Gaylords Processed | Production Summary | Detailed Production Summary | Retail One-Stop | Gazette | Log out

Books | Clothing | Electrical | Furniture | Linens | Misc | Seasonal | Shoes

Gaylords Processed: Dec 02, 2014
Store#109

Enter gaylords processed for: Books

Gaylords	
Total Hours	6.50
Raw	4.00
Asis	.00
Pulls	.00
Seasonal	.00

[View Total Items for: Books](#)

Enter gaylords processed for: Clothing

Gaylords		
Total Hours	25.00	.25
Raw	6.00	.00
Asis	.00	.00
Pulls	.00	.00
Seasonal	.00	.00

[View Total Items for: Clothing](#)

Figure 4: Gaylords Processed

5. Enter the gaylords processed for each department and processor into the **Total Hours** and **Raw** text fields.

For the Clothing section, add up the total hours worked for all the cloth processors and enter that number into the **Total Hours** text field. Also add the total number of gaylords the team processed into the **Raw** text field.

HOW TO ENTER GAYLORDS PROCESSED, CONTINUED

Enter gaylords processed for: Seasonal

Gaylords										
Total Hours	1.00	1.00	1.00	1.00	.50	.50	.50	.50	.50	.25
Raw	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
Asis	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
Pulls	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
Seasonal	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00

View Total Items for: Seasonal

View Total Items for: Seasonal

Price Point										
0.00	1	10	17							
0.99	16	30	10	8						
1.49	13									
1.99	76	10	17	13	1					
2.49	1									
2.99	56	5	10	6		2				
3.99	28	5	25	2	4	2				
4.99	1	5	16					1		
5.99	1			2		4	1			
6.99	4			1			1			
7.99	2			1						
9.99	6				4	1				
12.99		5		1						
14.99	1									
17.99	2							1		
26.99	1							1		
36.99								1	1	1
Total Items Processed	209	70	95	34	9	10	2	3	1	1

Figure 5: Gaylords Processed, Shoes, and View Total Items Example

- If you need to view price point details for processors in a specific department, click the **View Total Items for:** link under the department’s section. The total number of items processed by price points and the individual who processed them displays. This example shows Seasonal.

HOW TO ENTER GAYLORDS PROCESSED, CONTINUED

The figure displays five screenshots of the 'Enter gaylords processed for' screen for different department categories. Each screen has a title bar with the category name and a 'Gaylords' section with input fields for Total Hours, Raw, Ash, Pulls, and Seasonal. Below each section is a 'View Total Items for: [Category]' link.

- Electrical:** Total Hours (6.50, 6.50, .25, .25), Raw (4.00, 5.00, .00, .00), Ash (.00, .00, .00, .00), Pulls (.00, .00, .00, .00), Seasonal (.00, .00, .00, .00).
- Furniture:** Total Hours (.25, .50, .50, .25, .50).
- Linens:** Total Hours (6.50, 6.50), Raw (6.00, 9.00), Ash (.00, .00), Pulls (.00, .00), Seasonal (.00, .00).
- Misc:** Total Hours (6.50, 6.50, 6.50), Raw (5.00, 7.00, 5.00), Ash (.00, .00, .00), Pulls (.00, .00, .00), Seasonal (.00, .00, .00).
- Shoes:** Total Hours (6.50), Raw (4.00), Ash (.00), Pulls (.00), Seasonal (.00).

The 'Shoes' screenshot also features a 'Save Gaylords Processed' button with a blue arrow pointing to it.

Figure 6: Gaylord Processed Screen, Other Department Categories

7. Scroll to the bottom of the page to enter information for all departments. Hours are required if gaylords are entered. If hours are missing, an error displays. If you need to stop for any reason during this process, click the **Save Gaylords Processed** link at the bottom of the page and continue later.
8. Once you enter all information, click the **Save Gaylords Processed** link at the bottom of the screen.

HOW TO ENTER GAYLORDS PROCESSED, CONTINUED

Home | Gaylords Processed | Production Summary Production Summary | Retail One-Stop | Gazette | Log out ()

Books | Children's Clothing | Electrical | Furniture | Linens | Men's Clothing | Misc | Seasonal | Shoes | Women's Clothing

Production Summary: Dec 02, 2014

Store#

Department: Books

Processor	Total Hours	Gaylords Processed	Items Processed	Avg. Price	Total \$ Processed
	6.50	4.00	806	\$2.22	\$1,793.04
Total	6.50	4.00	806	\$2.22	\$1,793.04
Quota			800	\$2.15	\$1,720.00
Difference			6	\$0.07	\$73.04

Figure 7: Gaylords Processed, Production Summary Link

9. You are now ready to print your summary, which consists of all that was produced for the current day. Select the **Production Summary** link from the anchor menu located on the top of the page.

Notes:

HOW TO ENTER GAYLORDS PROCESSED, CONTINUED

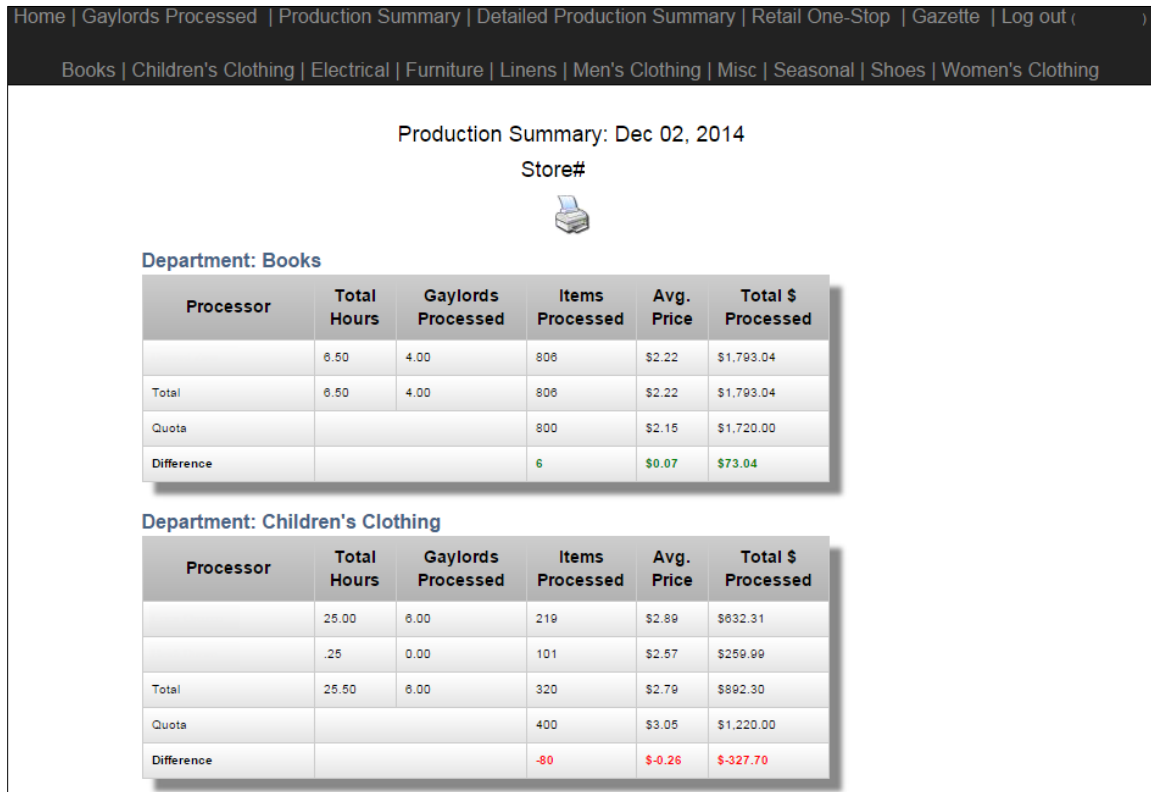


Figure 8: Gaylords Processed, Report Summary

10. The report summary now displays. The result is a breakdown of everything that was processed by department and displays the actual, quota, and difference for each category. A red number identifies a shortage amount and a green number identifies an excess amount.

This is the end of the Gaylords Processed process.