

RIOT

Navigating RFID:
The RIOT Mobile Device

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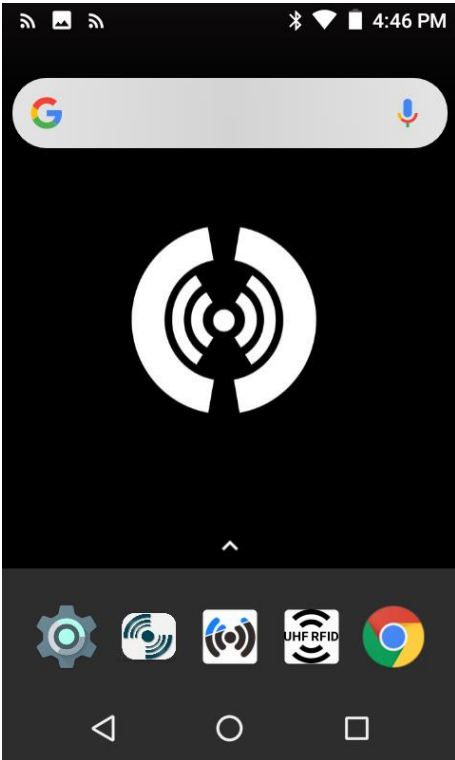
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1 INTRODUCTION

To help you navigate the RFID Portal and use the RFID mobile device and scanner for stock count / stock take activities.

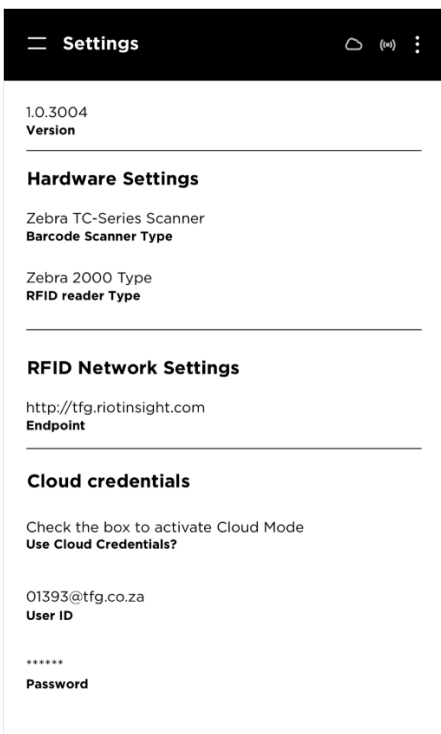
2 THE RFID MOBILE DEVICE

2.1. OPEN THE MOBILE APP



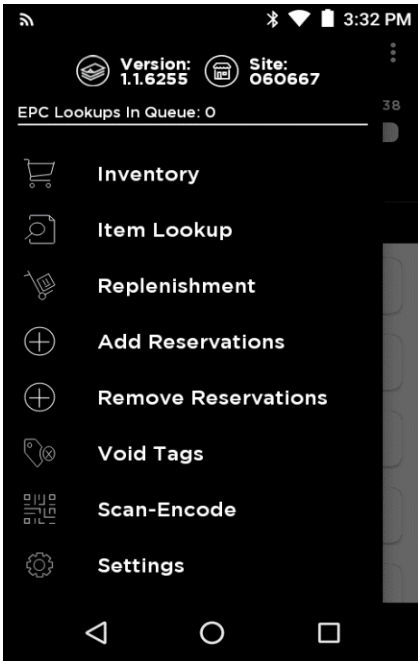
- Retrieve the mobile device and switch it on. To switch on the device, press the power button at the top of the mobile device
- Select the **RiOT logo** on the mobile device to open the app.

2.2. MOBILE DEVICE SETTINGS SCREEN



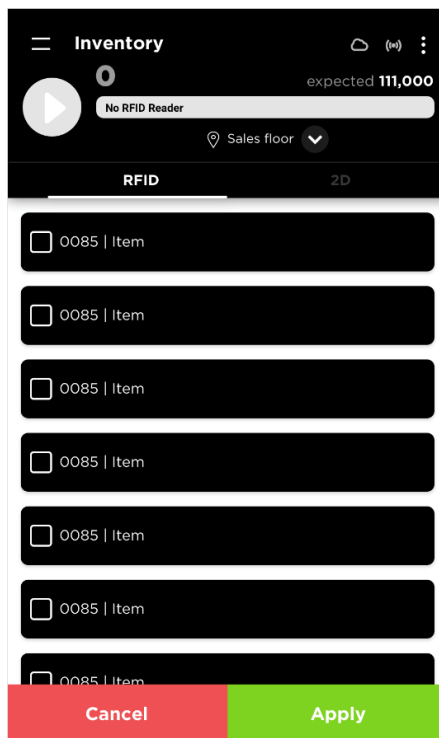
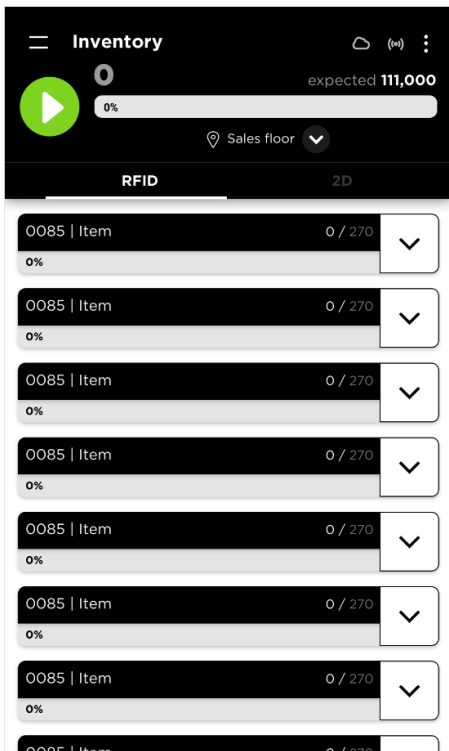
- Hardware settings** – Ensure the correct barcode scanner type and RFID reader type is set for your device
- RFID Network Settings** – Ensure your network is correctly set to endpoint you need to connect to
- Cloud Credentials** – Enter your correct user name under User ID and the correct password
- Cloud Credentials** – The block should be ticked

2.3. MOBILE DEVICE MENU



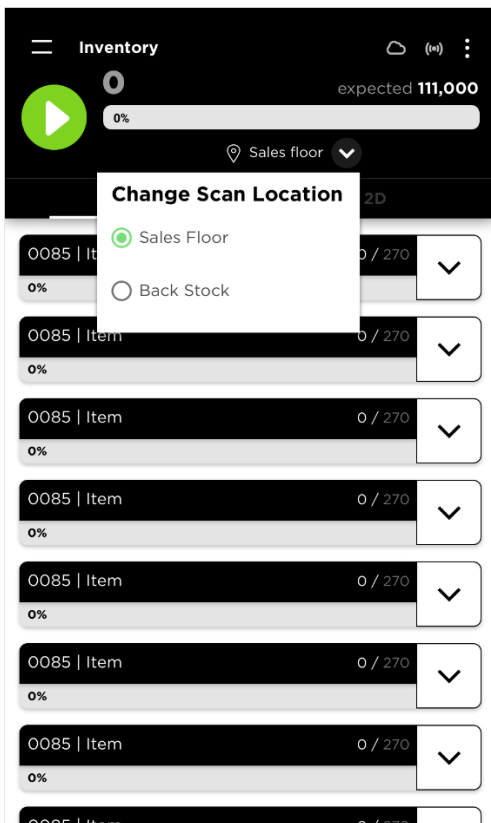
Version – This indicates the App version number
Site – This indicates your user name (in some instances your store code, if the store code is the username)
Inventory – A mobile view of the Portal
Item Lookup – Search for items that have not been scanned
Replenishment – Replenish items sold from the Sale Floor
Add Reservations – Exclude items from a count (off-stock)
Remove Reservations – Add items that were excluded i.e. Lay-bys (on-stock)
Void Tags – Disable RFID tags
Scan Encode – Create RFID tags for non-RFID tagged items.
Settings – Indicates all the settings of your device as per 2.1.

2.4. CHECK THE EXPECTED STOCK QUANTITY & STARTING THE COUNT



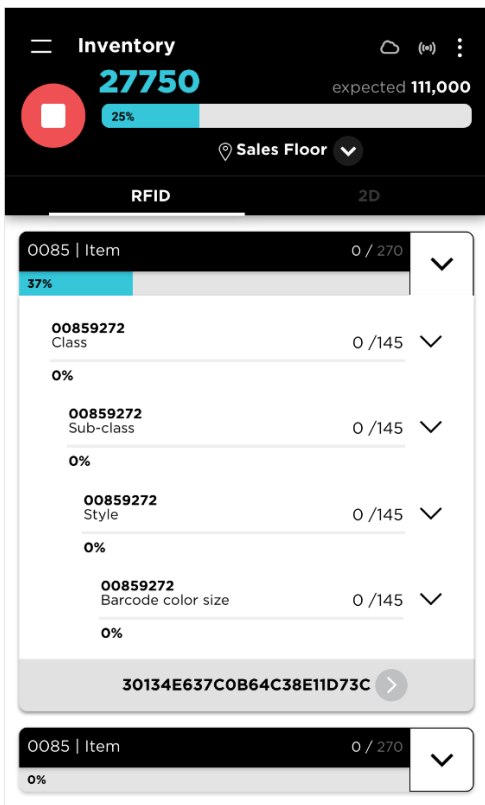
- Check the expected quantity on the mobile device against the variance report target count indicator on the portal.
- If the green **Start** button is displayed, the device is ready to start scanning.
- If the green button is not displayed, the device is not ready to scan. Hold the trigger of the scanner in for 10 seconds to get the reader to switch on and the light to go green.
- If that doesn't wake up the reader, toggle between the RFID and 2D button, or disconnect the mobile device from the reader and push it back in. The light should turn green.
- If it doesn't but the device back on the charger cradle for a few minutes to ensure it's fully charged.

2.4.1. SET LOCATION & START SCANNING



- Select the **location** that you will be scanning.
- Ensure that the **setting** on the app is set to **RFID** (the button will be green)
- Click the green **Start** button and start scanning the selected location.
- The scan needs to be stopped before you can submit. Click **Stop** to stop scanning and then submit the scan data
- Select the new location by clicking the current location and selecting the new location from the pop-up

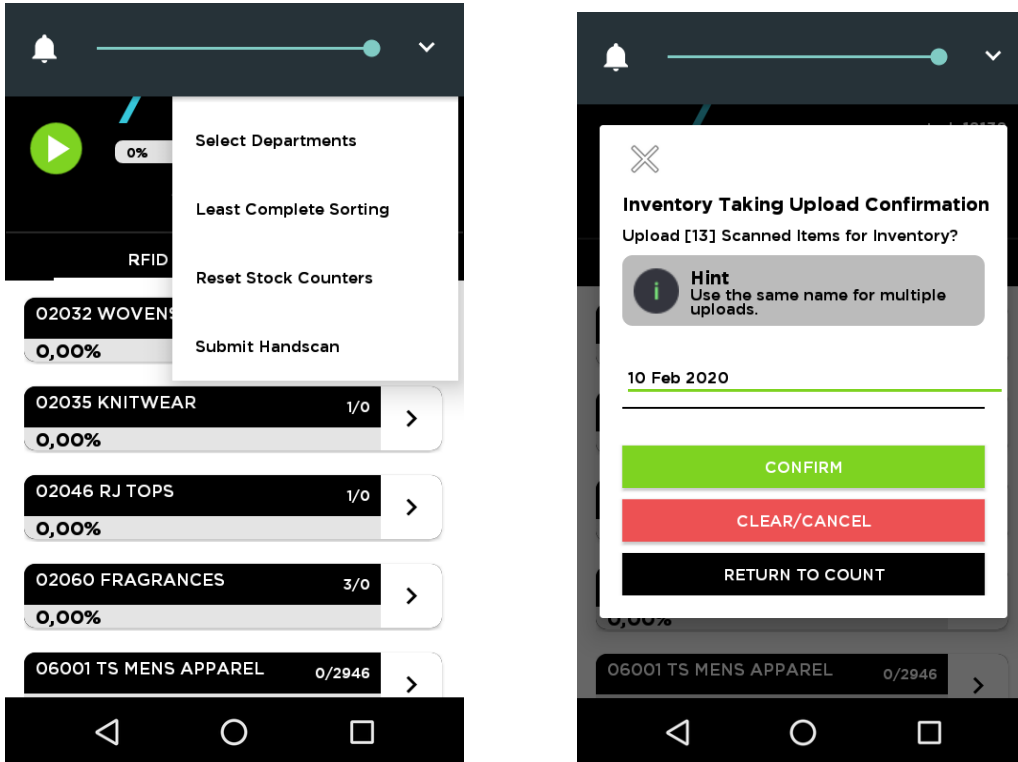
2.4.2. SCAN PROGRESS MOBILE VIEW



- The scan progress can be viewed on both the mobile device and the RIOT Portal.
- Scan progress on the mobile device is updated as items are being scanned and is only shown for items that the specific scanner has scanned.
- The scan progress is shown by department and can be expanded to see an more detailed view at EPC or SKU level.
- The blue line shows the scan progress. The scan progress is also shown as a numeric value as well as a percentage value.

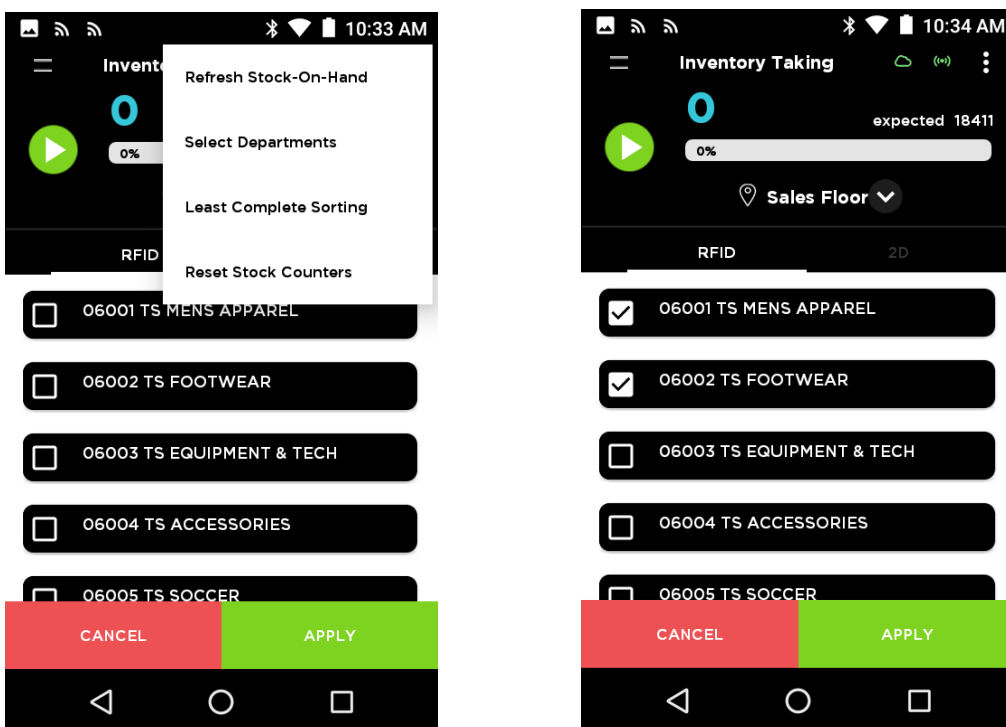
2.4.3. SUBMIT

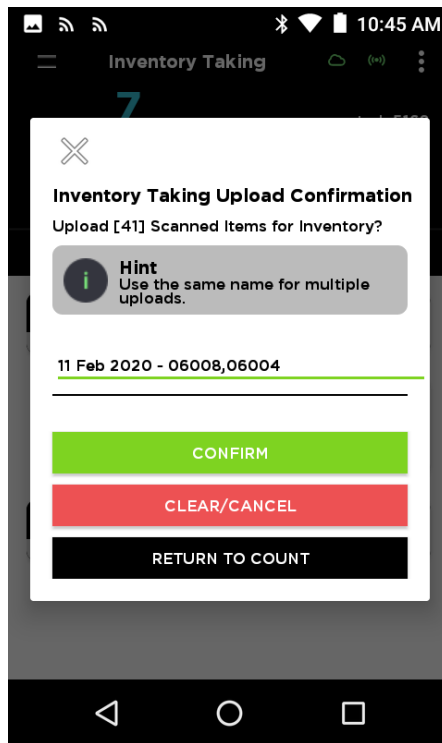
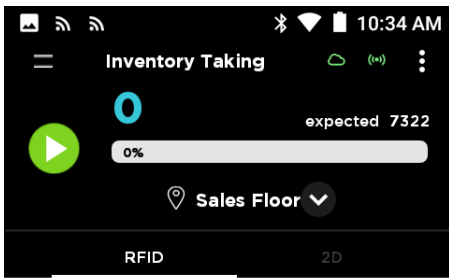
The scan results from the mobile device will be available as a hand-scan list on the RIOT Portal.



- To submit the data, stop the scan and click Submit Items.
- Remember to Submit using the same scan ID for multiple uploads to ensure your scan “merge”.
- If you want to start a different count, then change the count ID by simple typing a new scan ID before you upload your count.

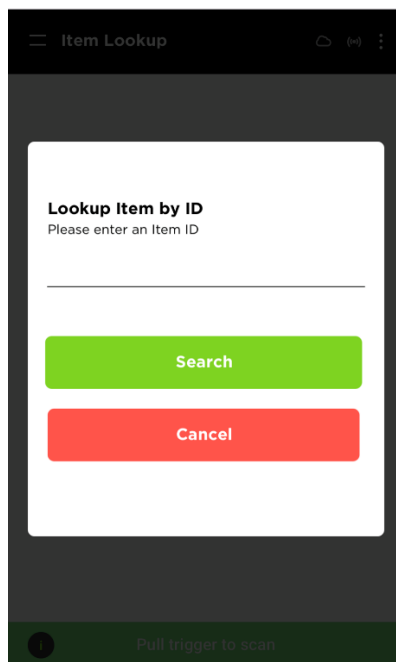
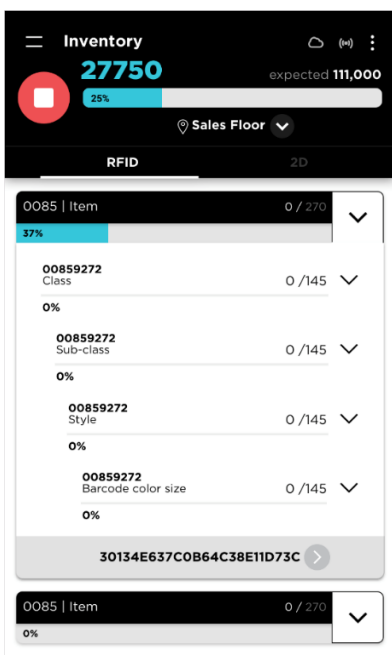
2.4.4. DEPARTMENT COUNTS





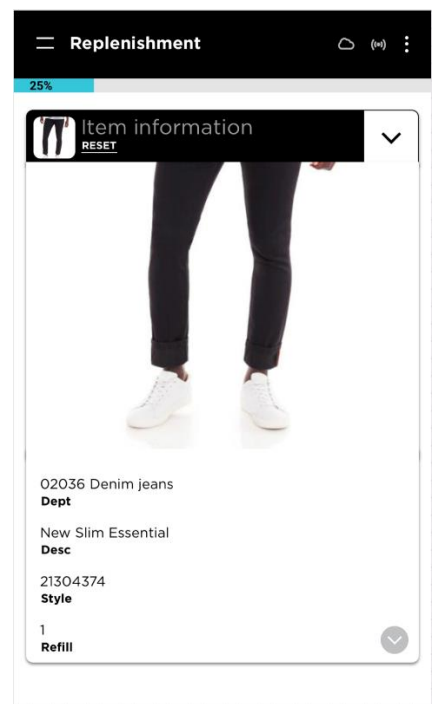
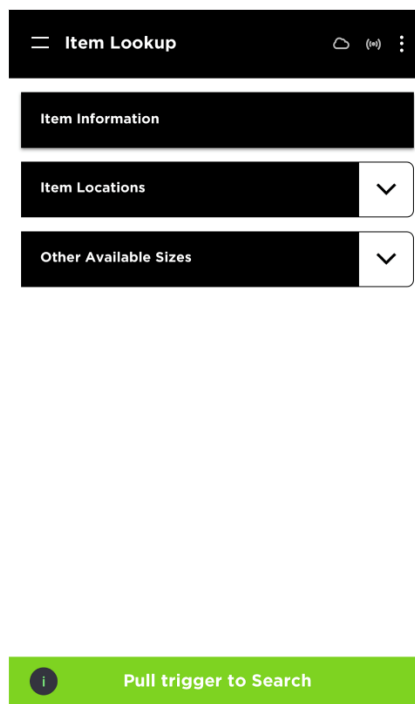
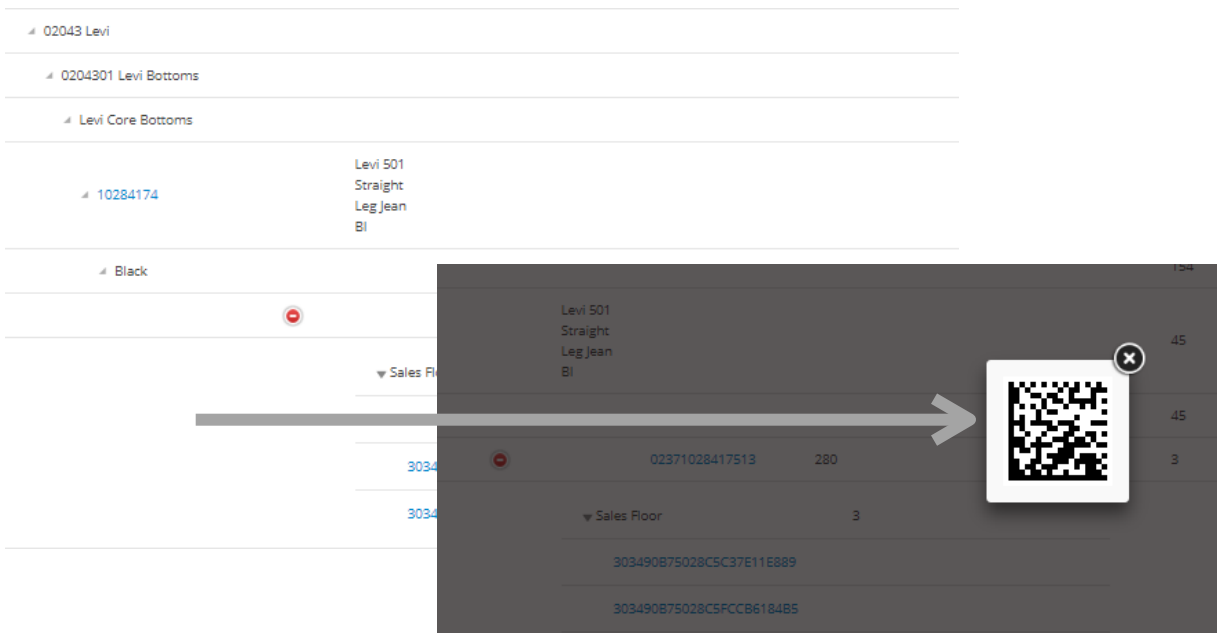
- TO do a department count select the top right menu icon. Select departments.
- Then tick the departments you would like to count and hit the apply button.
- The departments selected will display on your scanner. Please note you can select multiple departments to count by clicking on the checkbox. Click **Apply** to reflect the expected stock quantities.
- The departments will reflect and be saved under the **Count id** on the Portal.
- **Note:** For department counts, this will show the date AND the department ID.

2.4.5. INVESTIGATE USING YOUR PORTAL A& YOUR MOBILE DEVICE



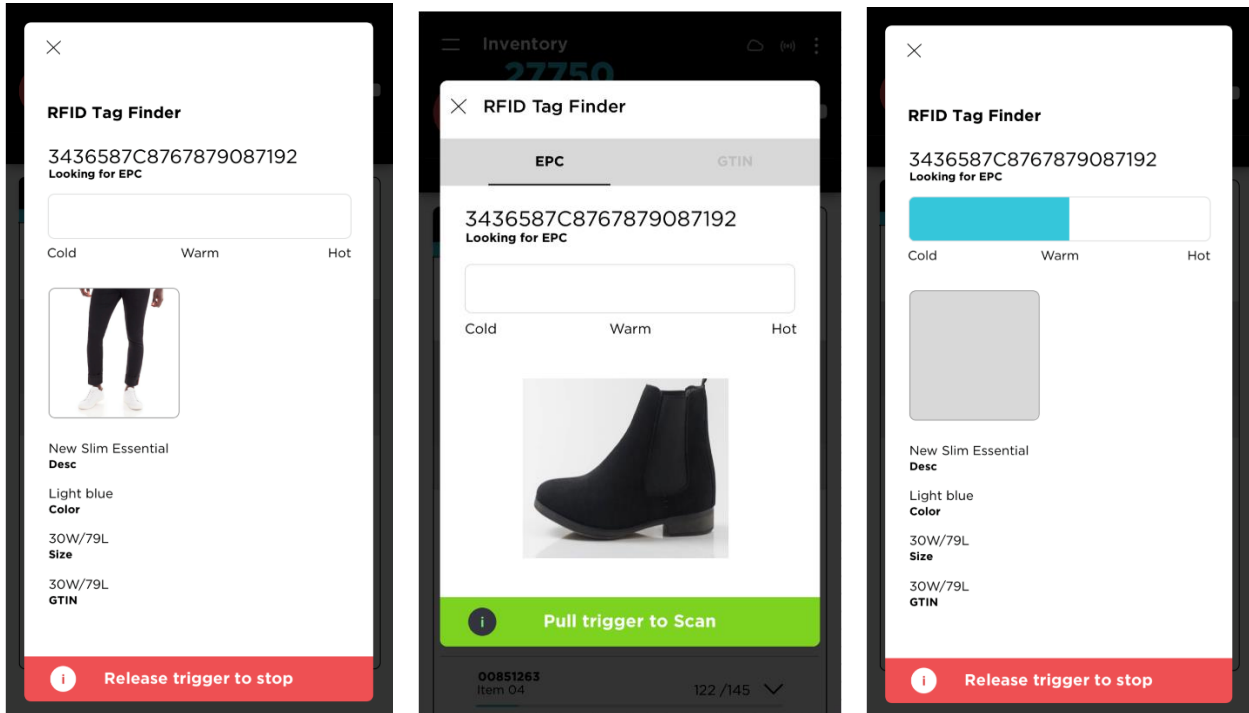
- Use the variance report on the RFID portal to view variances
- All overages and shortages must be investigated.
- Use the Search and Find functionality to find items. View the scan progress on the mobile device by drilling down to EPC level and selecting an EPC number to search for.
- The Item Lookup functionality can be used to locate items that have not been scanned by the scanner.
- The EPC can be obtained in three ways:
 1. Enter the EPC number manually
 2. Scan the QR code on a similar item tag
 3. Click on the ECP number on the Riot portal to display a QR code that can be scanned

Scan the 2D from the portal through clicking on the item EPC



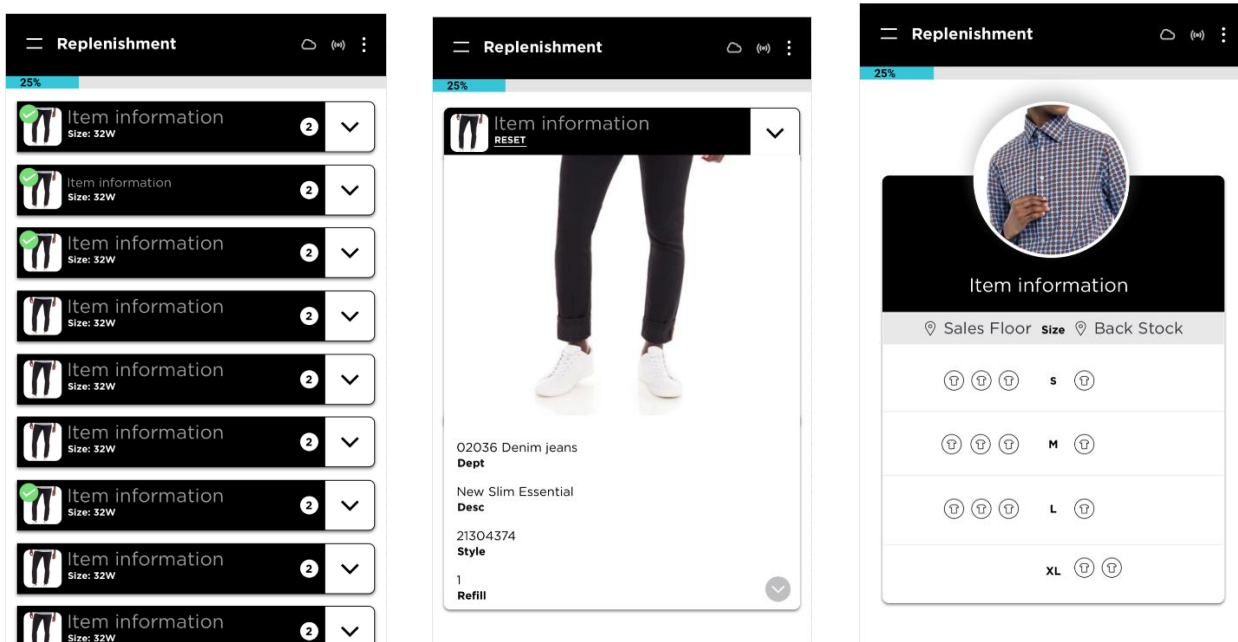
- When you type in the item details in item look-up or scan a similar tag or 2D bar code from the portal, item look-up will display the item information, with item locations and available sizes based on your last scan
- Select the required item and start Geiger to the item you are looking for

2.4.6. USING GEIGER (SEARCH & FIND WITH ITEM LOOK-UP)



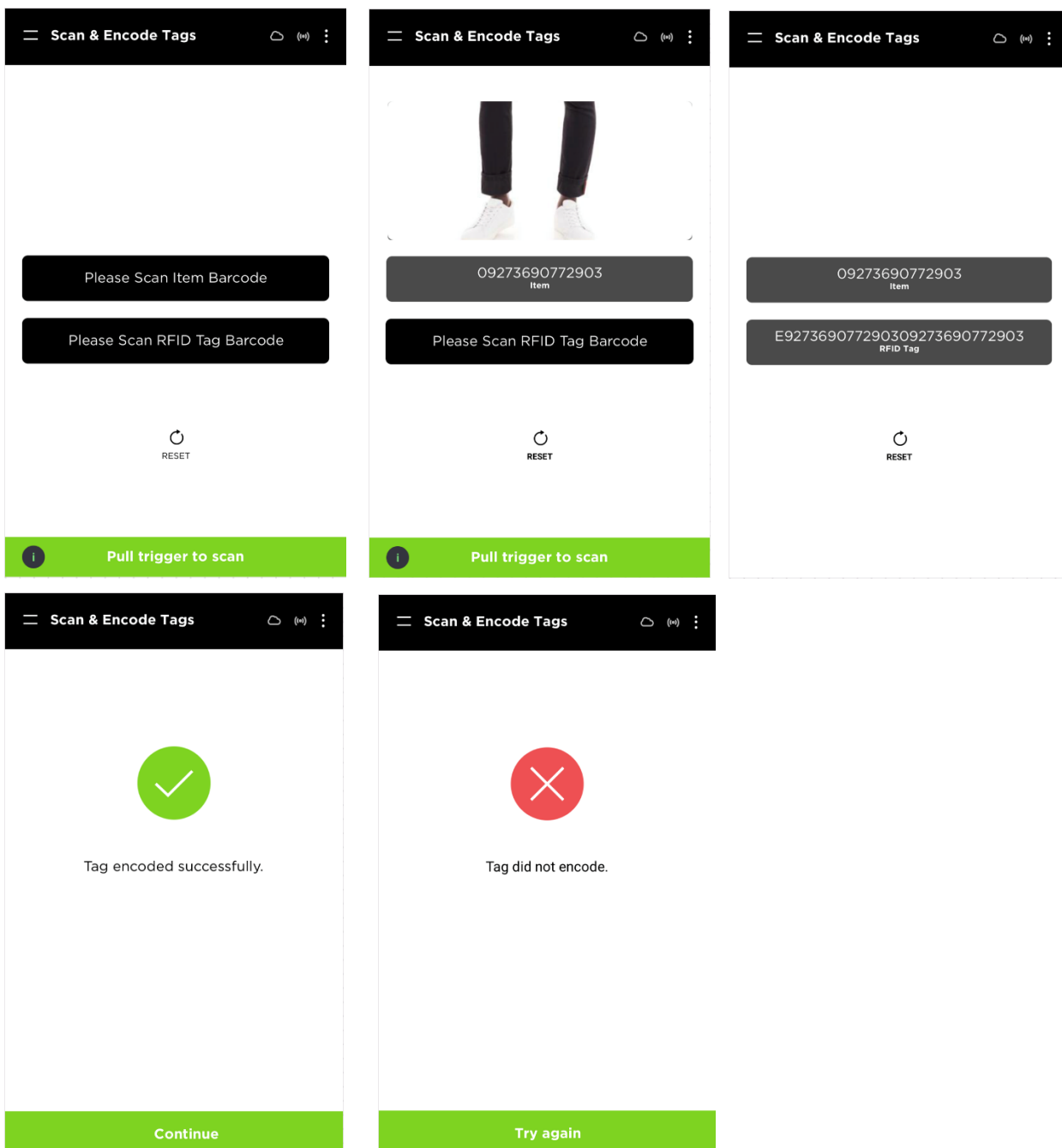
- Use item look-up to find the item you are looking for
- You will see an image and description of the item and sizes
- If you are looking for an item that has many of the same colour, and size you can Geiger using the GTIN/Barcode. If you are looking for a specific item (only one of the required size left in the SKU), then geiger using the EPC.
- Pull the trigger and the scanner will go into find mode. The closer it gets to the item, the louder it will beep and the color blue on the tag finder will start moving to red.

2.4.7. USING REPLENISHMENT



- Refill will determine what you need to restock from back stock to sales floor.
- Complete a thorough scan of both your sales floor and your back stock ensuring you keep the locations correct on your mobile device.
- Log into your portal to access your variance report
- Once you uploaded your scan to your variance portal, click calculate refill log into your portal.
- Give it a few seconds before you go to refill on your device. Your refill list will appear on your scanner.
- You can also review your refill list on your portal, just click on the replenishment menu button and on refill report. The report will match what is presented on your scanner.
- Click on the items listed on your refill list to view the items required to refill.
- You can also click through to the EPC to Geiger to the item if you are unable to spot it in your back stock.

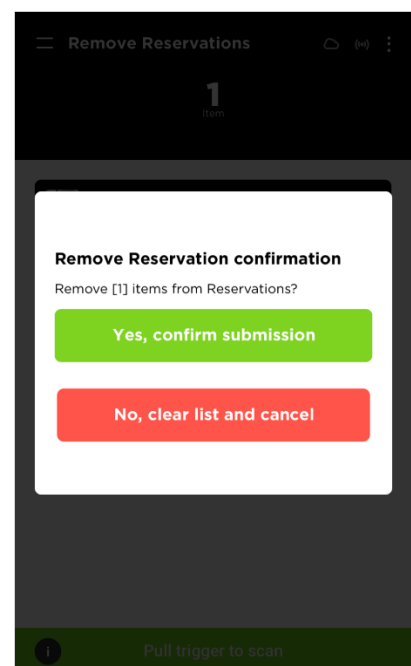
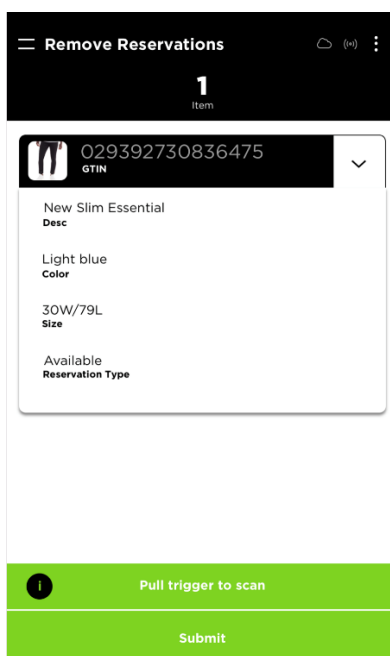
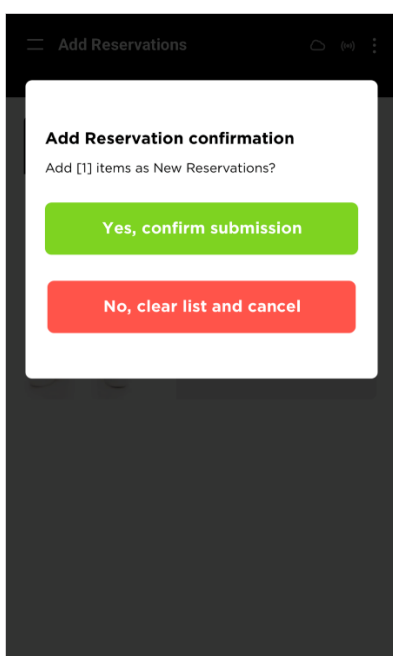
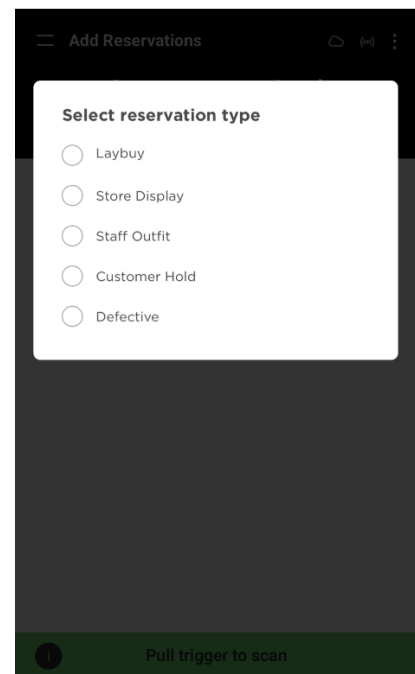
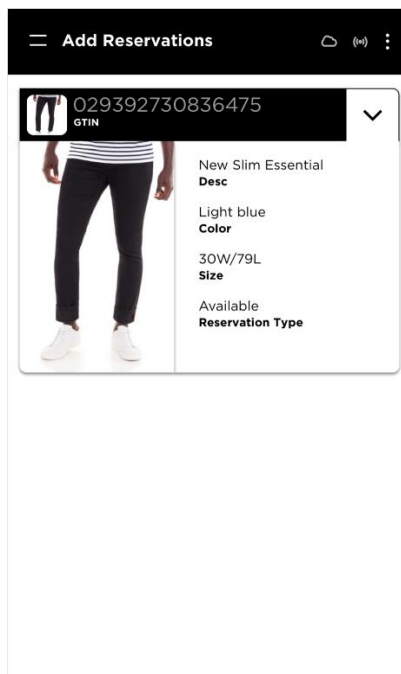
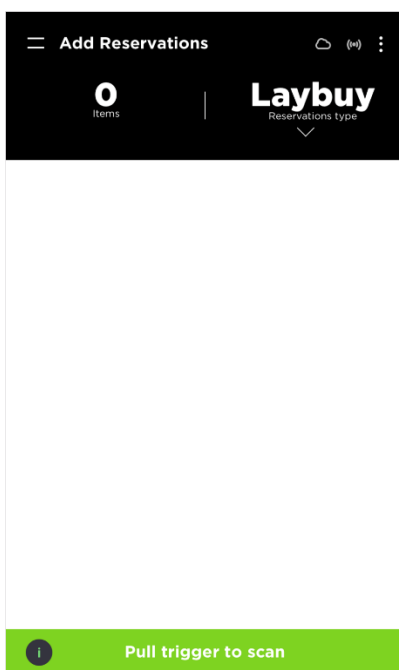
2.4.8. USING SCAN ENCODE



- On the mobile device, go to scan-encode
- Scan the product code you need to create the label for
- Next scan the RFID blank label, when you have removed the RFID label from the other surrounding labels
- Hold the scanner on top of the label until it presents the message “tag encoded successfully”.
- If you want to verify if the tag has been encoded, you can always go and scan it outside the store to verify 😊

On rare occasions you might get “scan encoding failed” message. When that happens, put the tag aside. Use another blank RFID tag and encode the tag successfully

2.4.9. ADDING AND REMOVING RESERVATIONS



- In order to add a reservation, open your RIOT app on your scanner.
- Go to the menu and select add reservation.
- Scan the 2d barcode of the item you would like to reserve.
- Confirm reservation and submit. It will give you a message showing “reservation successfully added”.
- If you need to remove a reservation open the RIOT app and select remove reservation
- Scan the 2d barcode of the item you need to remove
- Confirm and submit. It will give you a message showing “reservation successfully removed”.

After you’ve added or removed a reservation log in to your portal, click on inventory and then on reserve lay-buy, and confirm that the reservation was successfully added or removed.

