

RIOT

Navigating RFID:
The RIOT Portal

TABLE OF CONTENTS

Contents

- 1 INTRODUCTION 3**
- 2. THE RFID PORTAL 3**
 - 3.1. ACCESS THE PORTAL3
 - 3.4.2.1.Handscan List.....5**
 - 3.4.2.4.Summary Header9**
 - 3.4.2.6.Scan 11**
 - 3.4.2.7.Variance Report 12**

1 INTRODUCTION

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

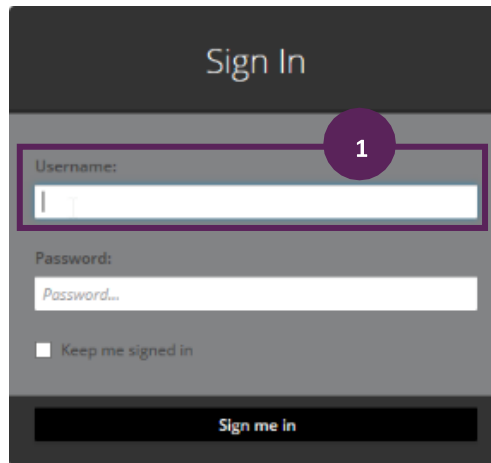
2. THE RFID PORTAL

3.1. ACCESS TO THE PORTAL ...

Store/ Operations specific: Explain where the store staff can access the portal on the store machine or access via the URL, eg. <https://mystore.riotinsight.com> et. RIOT will provide you with a URL.

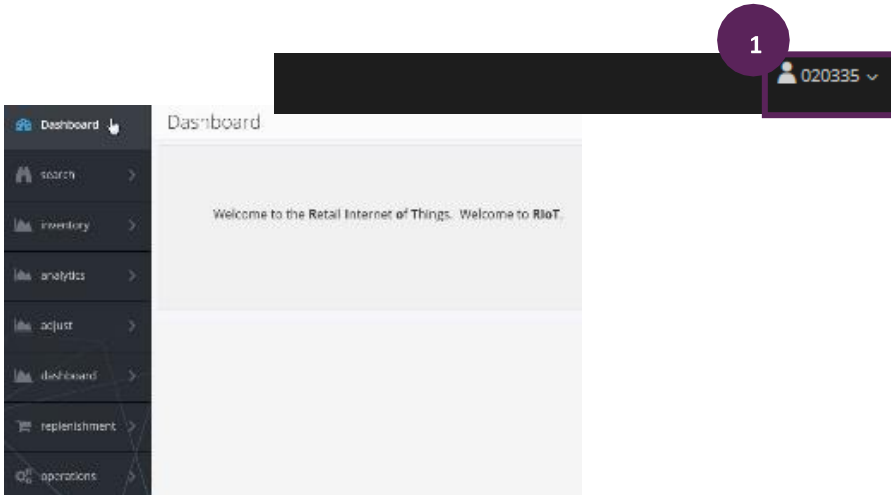
Add your own screen shot

3.2. LOGGING INTO THE PORTAL



Step	Action / Screen
•	For Store Managers, login with your store credentials. This could be your branch code without any letter in it, or the username provided by store ops. For Area Managers, login with the Area Manager credential provided by the Operations team. AM's can login with their company-issued laptops.
	This portal can be accessed from more than one work station in your store at the same time, or from any internet enabled device, using the correct URL (web address) with the correct username and password

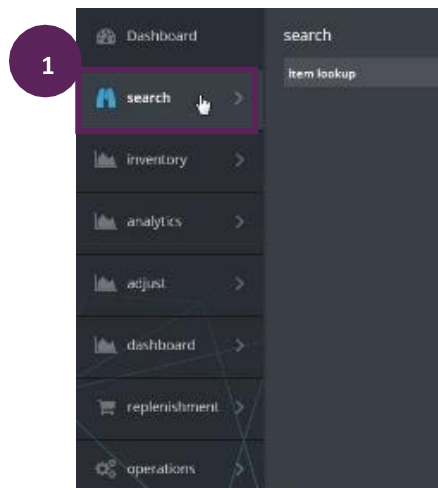
3.3. THE RFID PORTAL LANDING PAGE



Step	Action / Screen
1.	The user name will be displayed in the top right hand corner.
	For AMs, this will reflect as your AM login credentials.

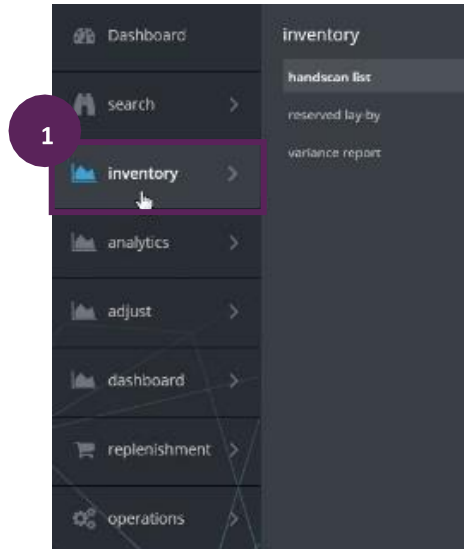
3.4. THE RFID MAIN MENU

3.4.1. SEARCH TAB



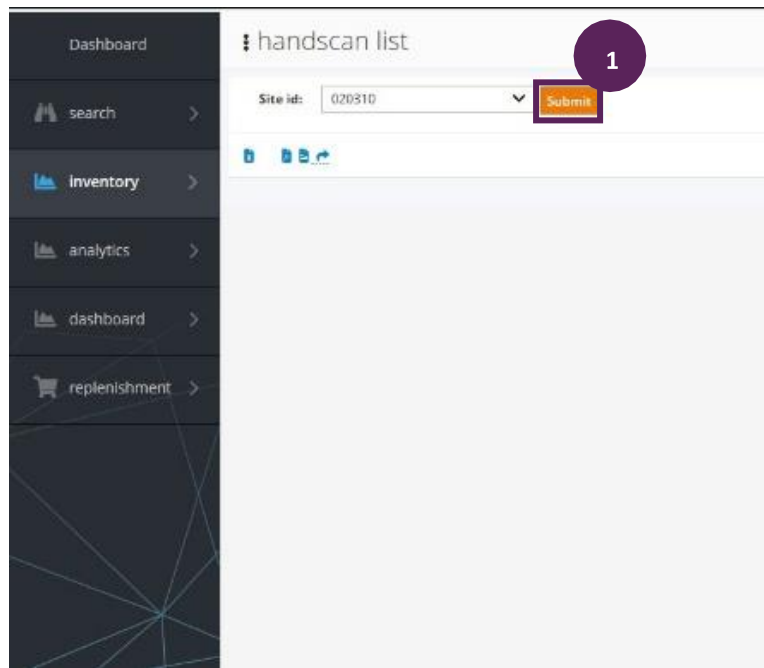
Step	Action / Screen
1.	<ul style="list-style-type: none"> • Item Lookup – Look for an item using the EPC, bar code or style number. This can also be used to view an image of an item that you are searching for. • Tip: Finding the item you are looking for can be aided by the “Item Lookup” on the mobile device.

3.4.2. INVENTORY TAB (Your lifeline 😊)



Step	Action / Screen
1.	<p>Handscan list – shows a list of all items scanned and submitted from the scanner.</p> <p>Reserved – Lay-by (or other reservations items, like customer keep asides, staff uniforms et) – shows a list of lay-bys or other reservations that have been reserved.</p> <p>Variance report – this is the starting point to begin the stock count/stock take.</p>

3.4.2.1. Handscan List

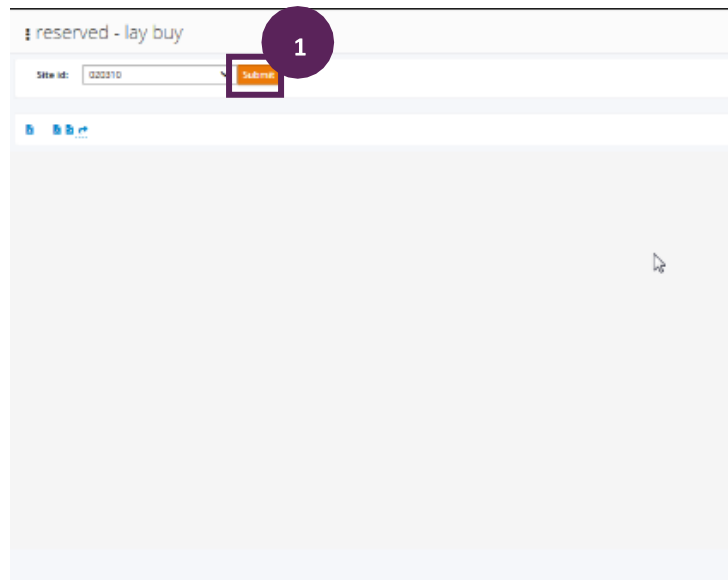


Step	Action / Screen
1.	<ul style="list-style-type: none"> Click Submit to refresh the data.

handscan_date	handscan_id	uploaded_epcs	imported_epcs	duplicate_epcs	unknown_epcs	invalid_epcs	status
10 Oct 2019 10:53:30	10 Oct 2019refill	508	294	214	2	0	COMPLETE
10 Oct 2019 10:42:49	10 Oct 2019refill	874	128	746	0	0	COMPLETE
10 Oct 2019 10:17:57	10 Oct 2019refill	1067	1041	26	7	0	COMPLETE
10 Oct 2019 10:16:00	10 Oct 2019refill	54	54	0	1	0	COMPLETE
10 Oct 2019 10:15:22	10 Oct 2019	879	0	879	0	0	COMPLETE
10 Oct 2019 10:10:09	10 Oct 2019	175	1	174	0	0	COMPLETE
10 Oct 2019 09:37:03	10 Oct 2019	99	99	0	33	0	COMPLETE
10 Oct 2019 09:35:44	10 Oct 2019	50	50	0	2	0	COMPLETE
10 Oct 2019 09:24:44	10 Oct 2019	19	19	0	3	0	COMPLETE
10 Oct 2019 09:18:36	10 Oct 2019	16743	14898	1845	25	0	COMPLETE
10 Oct 2019 08:45:57	10 Oct 2019	2308	2308	0	185	0	COMPLETE
10 Oct 2019 08:37:00	10 Oct 2019 - Am	1373	1373	0	0	0	COMPLETE
10 Oct 2019 08:24:06	10 Oct 2019	1845	1845	0	3	0	COMPLETE
09 Oct 2019 17:30:57	09 Oct 2019 - 02043,02042pm	11	11	0	0	0	COMPLETE
09 Oct 2019 17:28:45	09 Oct 2019 - 02043,02042pm	3	3	0	0	0	COMPLETE

Step	Action / Screen
2.	Uploaded EPCs – all the EPCs on the scanner that were sent to the Portal (the message you receive on your scanner that says “x amount of tags uploaded”).
3.	Imported EPCs – all the new EPCs or tags that were counted that will be added to the scan on the variance report. If you count with 2 scanners in the store, you won’t duplicate your count if you scan over the same area and submit under the same Count ID.
4.	Duplicate EPCs – EPCs that were already counted that will not be added to the scan again.
5.	Unknown EPCs – Any stray tags.
6.	Invalid EPCs – Non-compliant tag (remember to check if your scanner is set to TID mode. If so and your store is not TID enabled, invalid EPC’s will reflect).

3.4.2.2. Reserved – Lay-buy



Step	Action / Screen
1.	<ul style="list-style-type: none"> Click Submit to refresh the data.

Site id: 020310

Showing 1 to 30 of 30 items

sku	gpn	article number	description	item size	item length	reservation type	transaction date
30348C030303B4FC060709E	023021124599717	21245996	New Core Blue Suit Waistcoat	S		LAYBUY	2019-01-30 12:02:45.328971+02
30348C030303B4FC061089E	023021124599717	21245996	New Core Blue Suit Waistcoat	S		LAYBUY	2019-01-30 12:02:45.328971+02
30348C030303B4FC061448E	023021124599717	21245996	New Core Blue Suit Waistcoat	L		LAYBUY	2019-01-30 12:02:45.328971+02
30348C03034468378110N18	023021304349001	21304344	New Slim Essential Suit jacket	87R		LAYBUY	2019-01-30 12:02:45.328971+02
30348C03034468378110N88	023021304349001	21304344	New Slim Essential Suit jacket	87R		LAYBUY	2019-01-30 12:02:45.328971+02
30348C03034468378110N87	023021304349001	21304344	New Slim Essential Suit jacket	87R		LAYBUY	2019-01-30 19:33:49.199088+02
30348C03034468378110A68	023021304349445	21304344	New Slim Essential Suit jacket	102R		LAYBUY	2019-01-30 12:02:45.328971+02
30348C03034468378110ED8	023021304349445	21304344	New Slim Essential Suit jacket	102R		LAYBUY	2019-01-30 12:02:45.328971+02
30348D084850108064D1CCB9	02322102819860	21028197	Smart Slim Fit Shirt Black	XS		LAYBUY	2019-01-30 12:02:45.328971+02
30348D08485054837811E608	02322102820668	21028205	Smart Slim Fit Shirt White	XS		LAYBUY	2019-01-30 12:02:45.328971+02
30348E93C02564FD64D0EB99	02342128388270	21283880	Relay Applique Goffer Red	S		LAYBUY	2019-01-30 12:05:26.229735+02
303490C888346437811D78A	02372130852735	21308525	Slimy Leg Navy Chino	289		LAYBUY	2019-01-30 12:02:45.328971+02
30349164C869598064D1C4B9	02382130988845	21309884	Premium Leather Tassie Slope	9		LAYBUY	2019-01-30 12:02:45.328971+02
30349164C869598064D1C4A6	02382130992072	21309918	Premium Leather Oxford With B	6		LAYBUY	2019-01-30 12:02:45.328971+02
30349164D16A0037811D90E	02382133313607	21333134	Premium Leather Tassie Slope	6		LAYBUY	2019-01-30 12:02:45.328971+02
30349200C0P547C7D53484D	02392123156978	21231569	Mem Gingham Classic Tie Navy/White			LAYBUY	2019-01-30 12:02:45.328971+02
30349200C0P547C7D53BCAD	02392123156978	21231569	Mem Gingham Classic Tie Navy/White			LAYBUY	2019-01-30 12:02:45.328971+02
30349200C0P547C7D53C0AD	02392123156978	21231569	Mem Gingham Classic Tie Navy/White			LAYBUY	2019-01-30 12:02:45.328971+02
30349640D06063D64D0C489	02462132992346	21329919	Relay Jeans Short Sleeve Deni	M		LAYBUY	2019-01-30 12:02:45.328971+02
30349640D425987D64D1D0B9	02462133395213	21333950	Relay Applique Goffer New Mus	S		LAYBUY	2019-01-30 12:05:26.229735+02

10 records per page 1 of 3

Step	Action / Screen
2.	Lay-bys are captured and reflected as single line items. Example: If you scan three different lay-by items and submit the entry, 3 different items will reflect in 3 separate lines

3.4.2.3. Variance Report

≡ MARKHAM

Dashboard | **variance report**

3 Site id: 020323-MK VANGATE
 4 dept: All

5 Filter: 0's stray overage shortage

6 Group: department

7 count ID: 23 Apr 2019 - 02

Step	Action / Screen
3.	Site id- this will reflect your user name
4.	Department (by commodity)
5.	Filter: <ul style="list-style-type: none"> • 0's: Stock that matches (so the target match what was scanned). • Stray: Tags that do not match your store's PMM stock quantity. E.g. tags from other brands or stores • Overage: having more units than are reflected on the target count amount • Shortage: having less units than reflected on the target count amount
6.	Group (by department)
7.	Count id- the scan name submitted by your RFID handheld device. You can use the default name (which will be the date of the scan or the date of the scan and the department selected). You can also change the default name but please then ensure every scan is submitted under the same name (with no difference in spacing, use of capital letters et), or else the scan will not be "added" to the same count ID on the portal. It will be viewed as a separate count.

Department Drop Down List

dept:

shortag

ir 2019 - 02

12.48

- All
- 0064 Airtime
- 0085 Handsets
- 0089 Devices
- 0091 Accessories
- 0092 Connectivity
- 0093 One 2 One
- 02030 Formal Jackets
- 02031 Casual Jackets
- 02032 Wovens
- 02034 Knits
- 02035 Knitwear
- 02036 Formal Trouser
- 02037 Casual Bottoms
- 02038 Footwear
- 02039 Accessories
- 02041 Branded Footwear
- 02042 Gstar Markham
- 02043 Levi
- 02044 Guess
- 02046 Rj Tops
- 02047 Rj Bottoms
- 02060 Fragrances
- 02061 Gifting
- 02080 Socks
- 02081 Underpants
- 02082 Boxer

Group Drop Down List

Group :

- barcode
- department
- style

Count id Drop Down List

count ID :

Summary Header

file

stock accuracy

item accuracy

R

absences

category

- 23 Apr 2019 - 02043
- 22 Apr 2019 - 02043
- 21 Apr 2019 - 02043
- 20 Apr 2019 - 02043
- 19 Apr 2019 - 02043
- 16 Apr 2019 - 02043
- 15 Apr 2019 - 02043
- 14 Apr 2019 - 02043,02043
- 13 Apr 2019 - 02043
- 12 Apr 2019 - 02043
- 11 Apr 2019 - 02043
- 10 Apr 2019
- 09 Apr 2019 - 02043
- 08 Apr 2019 - 02043
- 07 Apr 2019 - 02043
- 06 Apr 2019 - 02043
- 05 Apr 2019 - 02043
- 04 Apr 2019 - 02043
- 03 Apr 2019
- 27 Mar 2019
- 22 Mar 2019
- Test 214 Mar 2019
- 14 Mar 2019
- Test 14 Mar 2019

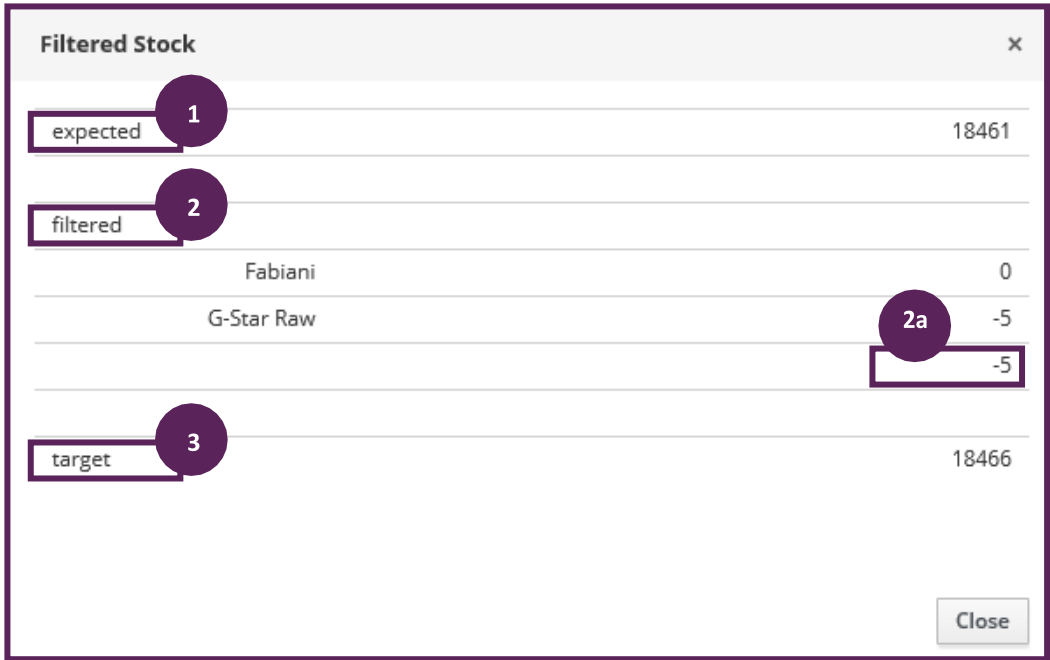
3.4.2.4. Summary Header

Step	Action / Screen
1.	Summary Header will show a summary of the scan. Read from left to right
2.	File: Details about the count e.g. Count id, Scan date
3.	Stock Accuracy: Details pertaining to the PMM and scan values (count completion overall)
3a	<p>Target: The quantity of stock you are counting against (or the scan value that you are working towards). Eg. Target = 5, Scanned = 1, Stock Loss = -4</p> <p>Sometimes the target number can be different from your expected stock numbers. The target number may exclude brands or stock items that should be “filtered out” in your store. Your aim should be to match the count results as closely as possible to the Target amount that is reflected on the variance summary header on the left hand side of your page. The “i” next to the variance summary header will explain which stock items are “filtered out” from the expected stock number.</p>
3b	Scan: The amount of units scanned on the mobile device and sent to the variance report. Remember no stock unit will be counted twice under the same Count ID on the same day
3c	Variance = Scanned – Target (physical stock vs system) “stock loss or gain”
3d	Complete: Percentage to count completion
4.	<p>Item accuracy: Details pertaining to the unit level accuracy</p> <p>Differences = Overages + Shortages (physical stock per SKU vs system) “item accuracy”</p> <p>E.g. Target expected = 5 units of blue denims ... Scanned = 5 units of black denims. The target number was looking for 5 blue denims, so the Difference is therefore still 10 units.</p> <p>This also applies to size. If your target number expects 5 size 34 Levi’s and you scan 5 size 32 Levi’s, the difference value will be 10 (because you are short 5 items that you should have in stock, and over 5 items that you should not have in stock).</p>
4a.	Accuracy: Percentage of unit accuracy measured against the target amount
5.	R: Rand value of units short and over
5a.	Net: The sum of total loss at cost price
6.	Absences: Need clear definition here (SKU’s expected in your store that you do not have any stock off (of any colour and size. Or is this at item level and therefore should have correlation to the difference value in the variance report?)
6a.	NOSBOS (Not On Shelf But On Stock)- Need clear definition here. Is this referring to refill (so items in your back stock that you have no size of on your sales floor?)
7.	Calculate Refill: The button you can use to calculate what needs to be replenished from your back stock to your sales floor i.e. you have no size 32 denims in light blue on your sales floor, but you have 6 in your back stock.

3.4.2.5. The Target value on the variance report summary



Clicking on the **blue information icon** will display the **Filtered Stock** pop up:



Step	Action / Screen
1.	Expected: The total stock amount based on last night's expected stock
2.	Filtered: Any EPCs counted by the scanner which does not belong to your target count
2a.	The total units of all the filtered stock
3.	Target: the expected stock number minus the filtered items (scan value that you are working towards).

3.4.2.6. Scan



Clicking on the **blue information icon** will display the **Scan Details** pop up:



Scan Details		x
scan	17958	
> off stock items	432	
> unknown items	52	
> filtered items	26	
total	18468	

Step	Action / Screen
1.	Scan = Total scanned items – (off stock + unknown + filtered)
2.	Off stock items : Laybuys
3.	Unknown items : stray tags
4.	Filtered items : Any EPCs counted by the scanner which does not belong to your Target (PMM) number.
5.	Total : All imported EPC's on the hand scan queue for the scan ID you are scanning against.

Tips:

- By using the filters, you are now able to clearly identify on stock vs off stock
- The goal is to align the **Complete** and **Accuracy** fields
- Aim to find as many Shortages as possible.
- Aim to reduce as many Overages as possible.
- The Net value reflects the actual rand value stock loss for that count.

3.4.2.7. Variance Report

category	description	pmm	scan	var	difference	ext cost	ext price	loss	scan %
02039 Accessories		901	797	-104	96	-207.66	-200.00	-207.66	99.56%
02047 Rj Bottoms		1714	1700	-14	72	-2,501.00	-2,012.00	-2,501.00	99.16%
02082 Dower		54	52	-2	3	92.00	220.00	92.00	101.62%
02042 Ustar Markham		493	477	-16	46	12,093.28	19,427.00	12,093.28	105.35%
01065 Gitting		93	1	-92	98	648.36	0.98	648.36	0.09%
02010 Rj Tops		1,610	1,610	0	89	3,272.00	8,066.00	3,272.00	102.15%
02041 Branded Footwear		44	41	-3	3	-1,605.22	-1,799.00	-1,605.22	93.18%

Step	Action / Screen
1.	<p>The column headers are: (from left to right)</p> <ul style="list-style-type: none"> Category: Department name Description: Description of the item PMM: Stock quantity on PMM Scan: Quantity for the current count Variance: The difference between PMM and the scanned Difference: The sum of shortages and overages Ext Cost: Extended Cost Ext Price: Extended Price Loss: Rand value amount Scan %: Completion accuracy for the category

3.4.2.8. Drilling down for details

2		02039 Accessories	
		0203901 Belts	
		Belts Casual Rpl	
3	10317542	Relay Premium Leather Buckle	3
		Medium Brown	
		02391031754313	S 91.72 250.00
		02391031754443	M 91.72 250.00
		02391031754580	L 91.72 250.00
		02391031754610	XL 91.72 250.00
	21025151	Relay Jeans Metal Loop Buckle Belt Black	

Step	Action / Screen
2.	Click on each arrow to expand the line and see the details.
3.	View the style, description and EPC.
4.	When looking for an item, click on the style number to view the image.
	Data will display on multiple pages. When expanding, scroll to the following page to view details of all current departments.

▲ Caramel 19

5		02985625299306	10	198.00	650.00	2
		02985625299160	8	198.00	650.00	6
	6	▼ Back Stock	1			
		3034863A641D37037E11E436				
	7	▼ Sales Floor	5			
		3034863A641D37037E11E3FA				
		3034863A641D37037E11E42C				
		3034863A641D37037E11E409				
		3034863A641D37037E11E406				
		3034863A641D37037E11E438				

Step	Action / Screen
5.	Click on the green icon to view the location of the SKU.
6.	View Back Store quantity.
7.	View Sales Floor quantity.

3.4.2.9. Confirm Adjustment (Store Manager)

Site id: 020305 MK PAROW CENTRE | Handscan id: 24 Sep 2019 | Submit

Confirm Adjustment

target: 18235

Adjustment header

file count ID: 24 Sep 2019 handscan date: 24 Sep 2019

stock accuracy target: 18,235 scans: 17,958 variance: -277 complete: 98.48%

item accuracy short: -696 over: 419 differences: 1,115 accuracy: 93.89%

R short: -95,536.02 over: 51,287.72 net: -44,248.30

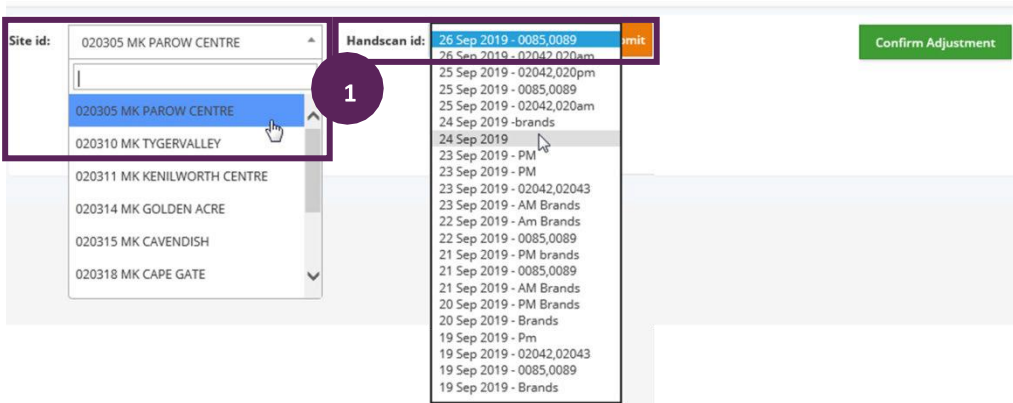
absences critical: 157 nosbos: 927

Showing 1 to 25 of 25 Items

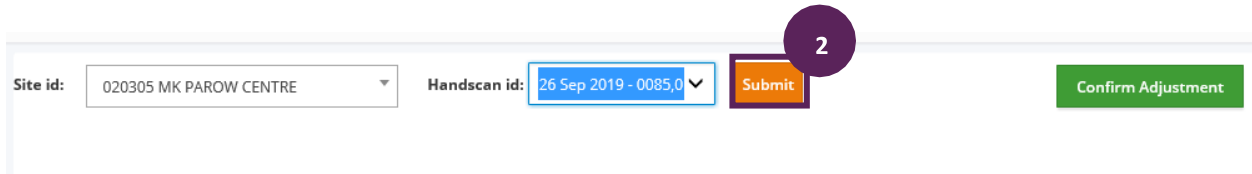
dept	target	RFID	accuracy	adjustment	loss	accept
0085 Handsets	250	248	99.20%	✓ -2	-8,424.86	✓ ✗
0089 Devices	38	36	94.74%	✓ -2	-3,335.22	✓ ✗

Step	Action / Screen
1.	Handscan id: Select the count to be adjusted. <u>Only one count can be applied per day.</u> All other count ids will be cleared from the Handscan id drop down after an adjustment is done.
2.	Target (previously PMM): The stock number reflected on PMM (SOH, DSM) for today will be reflected in the top right corner.
3.	Sync/Validate: You are able to confirm the adjustment if you are satisfied with the values displayed on the Adjustment Header. Any rejected departments will affect your Adjustment Header. When you reject departments you have to then click Sync . . If you don't press Sync you will get an error message . Once you click Sync the Adjustment Header is updated and you will see that the triangle changes to a green tick. This means that all the rejected departments have been successfully included in your count results.
4.	Click Confirm Adjustment to apply the results.

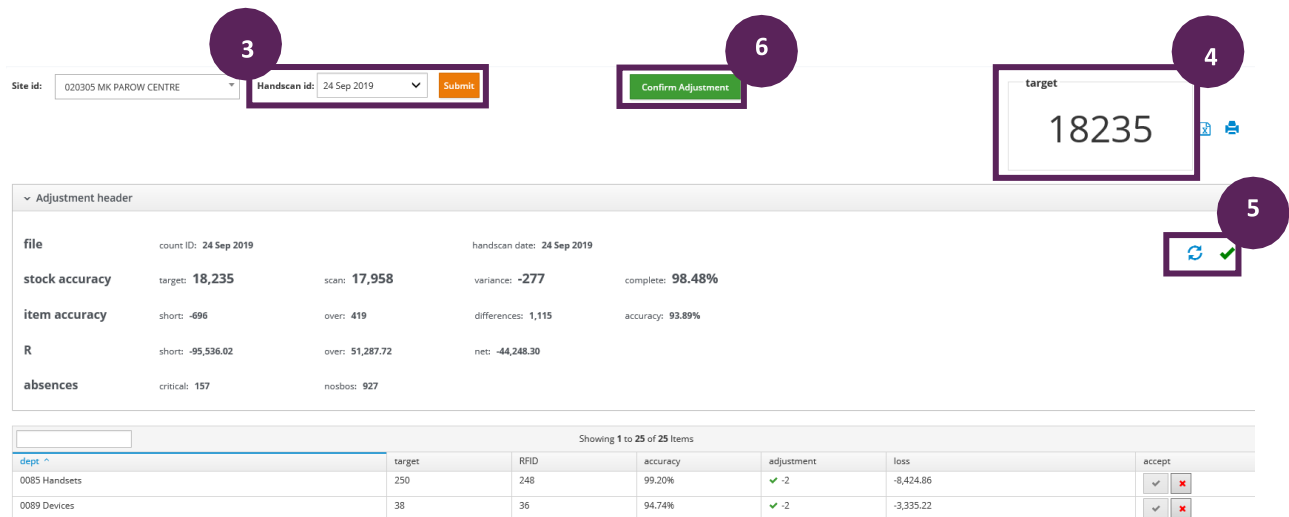
3.4.2.10. Confirm Count (Area Manager)






Step	Action / Screen
1.	Select the store from Site ID and the date of the count from Handscaan id .



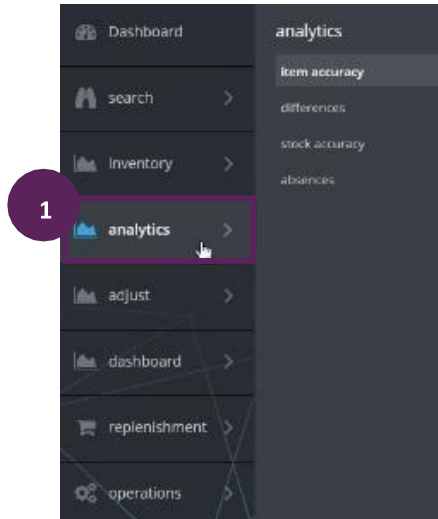
Step	Action / Screen
2.	Click Submit to refresh the data.



Step	Action / Screen
3.	Handscaan id: Select the count to be adjusted. <u>Only one count can be applied per day.</u> All other count ids will

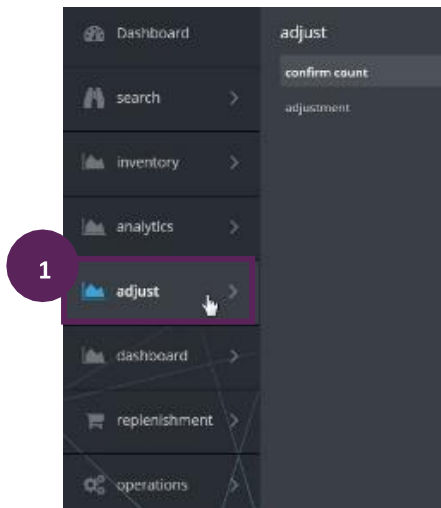
	be cleared from the Handscan id drop down after an adjustment.
4.	Target (previously PMM): The stock number reflected on PMM (SOH, DSM) for today. Your aim should be to match the count results as closely as possible to the Target amount.
5.	Sync/Validate: You are able to confirm the adjustment if you are satisfied with the values displayed on the Adjustment Header. Any rejected departments will affect your Adjustment Header. When you reject departments you have to then click Sync .  . If you don't press Sync you will get an error message  . Once you click Sync the Adjustment Header is updated and you will see that the triangle changes to a green tick.  This means that all the rejected departments have been successfully included in your count results.
6.	Click Confirm Adjustment to apply the results.

3.4.3. ANALYTICS TAB



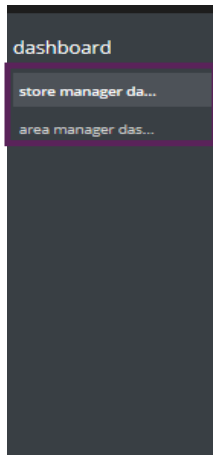
Step	Action / Screen
1.	<ul style="list-style-type: none"> • Item accuracy – The accuracy level of an item including style, colour, size, etc. • Differences – The total difference between overages and shortages. • Stock accuracy – A percentage representing the total items scanned compared to the PMM expected count. • Absences – Critical absences are the items that PMM says are in the store but reflect as zero when scanned.
	<p>Note: Analytics will only become available after an adjusted count has been processed (reflects after 24 hours)</p>

3.4.4. ADJUST TAB



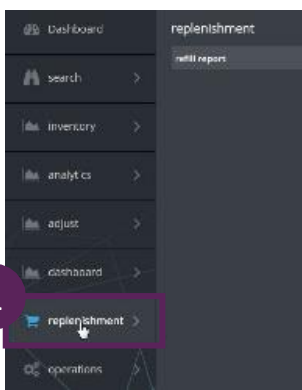
Step	Action / Screen
1.	<ul style="list-style-type: none"> • Confirm count – allows the store manager to view and/apply count results. • Adjustment – A summary of all stock adjustments done with a drill-down for the specific adjusted stock counts/stock takes.

3.4.5. DASHBOARD TAB



The dashboard will reflect as per the profile of the individual who is logged in – either Store Manager or Area Manager.

3.4.6. REPLENISHMENT TAB

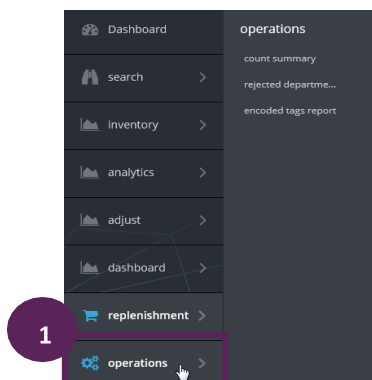


Refill report – A report reflecting items which are not on the Sales Floor that can be replenished from what is currently in Back Stock.

category	description	size	length	backstock	salesfloor	plan	refill
02032 Womens							9
21081519	Smart Regular Fit Shirt White						1
56286129	Short Sleeve Check Shirt With						1
56290688	Textured Short Sleeve Shirt M						1
Misc							1
56290070							1
30348E8A7400B13CCB662CA1							1
30348E8A7400B13CCB662BA2							1
30348E8A7400B13C7D56ACBD							1

Step	Action / Screen
2.	Select the department from the drop down list.
3.	Total Refill – total items in the Back Stock that there are zero of on the Sales Floor.
4.	Refill column – total reflects as 9, and 1 is what should be on the Sales Floor.

3.4.7. OPERATIONS TAB



Step	Action / Screen
1.	<p>Count Summary – Reflects the last count on the device, last adjustment and cumulative adjustments.</p> <p>Rejected Departments – Used by Ops Admin only</p> <p>Encoded Tags Report – Used by Ops Admin only</p>

Tips:

1. It's best to sort the variance report from overages to shortages.
2. To minimise the amount of data displayed on the report, it helps to **exclude all zero variances** (all expected items were counted e.g. Expected = 8 and Scanned = 8)
3. The variance list can be sorted by percentage accuracy, rand value variance and unit number variance
4. When investigating, **work on highest variance in percentage accuracy, rand value and unit count items first. Click on the column name to sort in ascending or descending order.**
5. When investigating variances, check the **transaction date** to see when any lay-bys were last added to the system. All lay-bys should be processed on the RIOT system one day prior to stock take or stock count.

item size	item length	reservation type	transaction date ▾
9		LAYBUY	2019-02-06 09:05:15.631465+02

