

# RIOT

## **THE TAG-UP**

How to RFID retro-tag  
your stores

# TABLE OF CONTENTS

- 1 INTRODUCTION ..... 3**
- 2 TAG-UP- THE PROCESS ..... 5**
  - 2.1 PREPARING THE TAG-UP PARTY..... 5
  - 2.2 PRE TAG-UP STORE VISIT ..... 5
- 3 TAG-UP- SETTING UP THE WORKSTATION ..... 6**
  - 3.1 SETTING UP WORKSTATIONS FOR TAG-UP (PROCESS) ..... 6
  - 3.2 PLACEMENT OF LABELS..... 8
- 4 TAG-UP WRAP-UP ..... 9**

# 1 INTRODUCTION

a) The tag-up

A **tag-up** is the process of taking all existing and new stock coming into your store, by attaching a RFID tag to your stock items. If a product does not have a RFID tag the reader will not be able to “scan” the tag and the item will show as a shortage/ underage during your variance investigation.

The **RFID Tag** carries the item name, style number, bar code info et associated with the item so that a **RFID Reader** can “read” this information from the tag.

The scan is uploaded to the store portal where it compares to your Stock on Hand (expected stock).

The **RFID data** can then be used to adjust your stock post your RFID stock take when you are satisfied with your stock count.

Example of an RFID tag from the back and front



b) What do you need for a tag-up:

Component	
Software	Software (Riot encode) needs to be installed to a laptop/ computer for the tag-up.
RFID Kit	<p>Your kit includes the following:</p> <ul style="list-style-type: none"> <li>- Your RFID printers and the necessary cables (power supply and USB cable). Ensure you have enough kits according to the size of your store.</li> <li>- Power strips (multiplug board).</li> <li>- Extensions cords</li> <li>- Some wireless bar code scanners (Very handy as you can scan an area, hang the strip of tags on the merchandise and help your team tag much faster)</li> <li>- Small table or a table trolley to set-up a tagging station</li> <li>- A packet of stickers to mark the shelves already tagged</li> </ul>

	<ul style="list-style-type: none"> <li>- Extra tag rolls</li> <li>- A big plastic bag per tagging station for any wrongly printed or void tags on the day</li> </ul>
Wi-Fi	Stable Wi-Fi connection must be available in store to do your first scan after your tag-up
RFID scanner	Your RFID scanner should have RFID Manager and the RIOT App installed

Example of the Riot Encode software that will be on your laptop/ workstation that you use in the tag-up

The screenshot shows the RIOT Encode software interface. At the top, there is a 'Scan Item Barcode:' section with a text input field and three buttons: 'Verify + Print >>', 'Batch Print', and 'ACA Label Print'. To the right of these buttons is a 'Printed Tag Count: 0' indicator.

Below this is the 'Last Item Detail' section, which contains several input fields for item information:

- Gtin: [input field]
- Description: [input field]
- Style: [input field]
- Material: [input field]
- Item Size: [input field]
- Length Width: [input field]
- Season: [input field]
- Color: [input field]
- Gender: [input field]
- Brand: [input field]
- Price: [input field]

Below the item details is a table with the following columns: Gtin, Description, Style, Material, Color, Length Width, Item Size, Gender, Brand, Season, Price. The table is currently empty.

At the bottom right of the table area is a 'Clear All Items >>' button.

The 'RFID Setup' section is located below the table and includes:

- Printer Communication:** Radio buttons for 'USB' and 'IP Address'. The 'IP Address' field contains '127.0.0.1'. Buttons for 'Test >>' and 'Reset Printer >>' are present.
- Tag Settings:** A dropdown for 'Tag Type' set to '54x34'. A checkbox for 'Print Currency' is unchecked. The 'Currency Symbol' field is empty. 'Partition Value' is set to '5' and 'Tag Retries' is set to '1'.
- Item Master Source:** 'File Path' is 'C:\riot' with a 'Browse >>' button and a 'Reset Item Master' button. 'Gateway IP' is 'rag.riotinsight.com' with a 'Test >>' button and a 'Cancel Update' button.
- EPC Log Path:** 'C:\Users\MartelizeSmit-RIoT\AppData\F' with a 'Browse >>' button and a lock icon.

The bottom status bar shows 'Item Master Update Downloading...', 'v1.0.682', and 'Batch Print Progress:'.

---

## 2 TAG-UP- THE PROCESS

---

### 2.1 PREPARING THE TAG-UP PARTY

- Determine what the store requirements are for tag-up.
- Determine how many tagging stations are required based on the amount of items in the store.
  - Two tagging stations are adequate for a store with approximately 10 000 items. Add one tagging station for every 4000- 5000 items.
  - You need 3 people per tagging station.
  - We always suggest starting with two kits even for a small store, in case you have niggles. Always good to have a back-up!
- Other store requirements to consider include
  - Determine the number of sales floors and back stock areas. You could consider setting up a tagging station per area if the quantity of items in the area requires.
  - How many power points/ plug points do you have in store? Set up your tag-up stations close to these or ensure you have a wireless bar code scanner or long extensions cords and a trolley table to make life easier. If you don't bear in mind you will tag a bit slower 😊
  - Do you have wifi in store? This is not a key requirement during the tag-up but is important post tagging. You will do your first stock take with the RFID scanner but you can use a wifi hotspot to complete.
- Ensure you have enough water, coffee, chocolates and the adequate lunch break to keep the tag team going strong!

### 2.2 PRE TAG-UP STORE VISIT

A store visit before the tag-up is useful (not necessary), but can help with increased efficiency on the tag-up day. Some areas to focus on include:

- Organise the sales floor and back stock area by ensuring the right stock is placed together according to style, colour and size.
- Tidy the store room area and ensure all stock is acknowledged.
- Check to ensure that all items in the store has a valid bar code (price label) attached.
- Ensure stock is separated into the correct "areas", i.e. garments for customer collections are kept aside, all laybys are tagged and kept aside (if applicable) et.

---

### 3 TAG-UP- SETTING UP THE WORKSTATION

---

#### 3.1 SETTING UP WORKSTATIONS FOR TAG-UP (PROCESS)

Image	Explanation
	<p>Ensure that each workstation is set up correctly. You need a laptop, RFID printer and a scanner (a wireless scanner works really). Also ensure you have all the USB cables, the charging cradle and some extension cords. You also need enough rolls of RFID tags</p> <p>Each laptop should be opened and show the encode screen.</p> <p>Remember to hit “reset printer” before you start printing your tags.</p> <p>Also remember to hit “reset printer” every time after you change a roll of tags</p>
 	<p><b>The Super Scanner and Super Taggers!</b></p> <p>Take your wireless scanner* and go and systematically scan an area of stock.</p> <p>Example: walk to a shelf filled with jackets. Scan each barcode on the existing tag, moving from front to back. Tear of the tags printed (remember to always tear upwards when tearing tags from the printer) and hang the string of tags on the jackets scanned.</p> <p>The tag team members applying the labels then need to ensure they apply the labels in the correct order.</p> <p>Accuracy is critical! Apply the label to the item, replacing the existing non-RFID tag. If you make a mistake, carefully remove the wrong label and create a replacement label.</p>



Please do not stick a correct RFID tag over an incorrectly printed RFID tag. The incorrect tag will still scan. Rather remove carefully, throw it in the bin/ plastic bag and replace entirely, or else you will be creating stock babies. (Let's be honest, managing what you have is hard enough. You really don't need extra stock..).

All incorrect tags must be thrown into a plastic bag/ bin that needs to be emptied outside of the store at the end of the tag-up.

Mark the area as tagged by putting a colour sticker on the shelf. Et Voila! Your section is now tagged!

Remember that printer should never stop printing. One person can use the wireless scanner and scan a string of tags in different sections of the store. The super scanner can leave the tags on the correct shelf, table or merchandise, before moving to the next area. The two other team members can apply the tags to catch-up with the scanner.

### 3.1.1. Method without a wireless scanner\*

The process will need to slightly change if you don't have a wireless scanner. We strongly recommend you do for a fast tag-up but if you don't have one do the following:

1. Two people per scanning station needs to bring sections of the stock to the tagging station. Collect the stock in a systematic manner (i.e. start on sales floor, working from left to right, from the top shelves to the bottom shelves)
2. The tag scanner will then scan the stock and provide the labels to each person.
3. Each person needs to apply the tag in the right order to the garments and then take it back to the shelves.
4. The areas tagged must then be marked with a sticker. Pack away the stock in the order collected, marking the section completed using a sticker.

### 3.2 PLACEMENT OF LABELS

Place your tags on items so that they are easy to find, don't fall off and makes it easier to scan.

Some examples of where to place labels during a tag-up



Shoe Boxes



Denims



Accessories - wallets



Accessories – socks

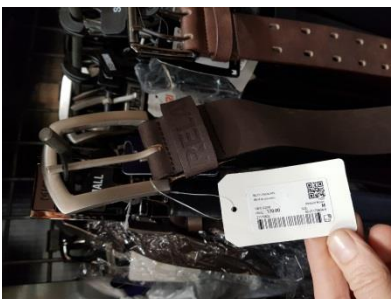


Accessories – watches- avoid placing a tag close to metal.

Rather tag the strap section of the watch



Fragrances – top of the box



Accessories – belts



Deodorant cans – on the plastic lid ONLY. Metal interferes with the tag



---

## 4 TAG-UP WRAP-UP

---

You're done tagging! Well done. Now you are ready for your first count, but before you do, please check the following.

- Ensure your tag teams verify that all merchandise in their areas were tagged.
- Every tag team needs to ensure that all lose tags, incorrect tags and void tags are thrown into the plastic bags and discarded far away from the store. Remember to also check for tags that might be stuck on the floor. Remove them carefully.
- Get one person per team to verify some of the newly tagged items. Check that the right tag is on the right size and colour item.
- Pack your tagging stations away and ensure you pack all cables et, so that you are ready for the next store!

**Now you are ready for your first RFID count!**