

# Backroom Ops — User's Manual

## Developed by Lab 137

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Backroom Ops is a lightweight, mobile-friendly web app designed for retail backroom coordination. It helps you track pallets, manage staffing, record quick audits, capture back stock by department, and generate end-of-day (EOD) reports — all saved locally on your device for fast, offline-friendly use. This manual explains the features and provides step-by-step instructions to get productive quickly.

## Key Features

- Pallet Tracking: Start, time, and complete pallets with visual rings, status, and overdue chimes.
- Staffing Dashboard: Track breaks/lunches with timers, roles, and subtasks; chimes + desktop notifications.
- Audit Mode: One-tap category/subcategory counts with a chronological log.
- Back Stock Screen: Log items by category → department → unit (pieces/totes/bins/pallets), with apparel pallet auto-conversion to totes (1 pallet = 32 totes).
- End of Day (EOD): Auto-open when the last pallet completes or via the End Day button; shows start/finish, pallets done, duration, man-hours, average time, most/least productive hours.
- Floor-Ready Summary: Record what's ready to go to the sales floor (department, unit, quantity, notes).
- Reports: One-page consolidated readout including pallets, audits, staff status, back stock by department, and your latest EOD summary.
- Local Data: Everything is saved to your browser's local storage; export/import JSON for backup or transfer.
- Alerts & Audio: Separate chimes for pallets and breaks, volume control, mute, and desktop notifications.
- Compact Mode: Space-efficient card layout for smaller devices.

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# 1. Getting Started

- 1 Open the single■file app (HTML) in a modern browser (Chrome, Edge, Firefox).
- 2 Grant notification permission if you want desktop alerts for overdue breaks and pallets.
- 3 Set your initial number of pallets on the Pallets tab and press “Setup.”
- 4 Optional: Press “Start Day” at the beginning of your shift to capture EOD timing.

## ***Navigation***

Use the top tabs: Pallets • Staffing • Audit • Back Stock • EOD • Reports.

## ***Local Storage***

Your data lives in the browser’s local storage on that device. Export JSON to back up or transfer.

## 2. Pallets

- 1 Set the pallet count and tap “Setup” to create new pallet cards.
- 2 Each card shows a ring timer, remaining time, cartons, and status (Not Started/In Progress/Complete).
- 3 Tap “Start” to begin timing a pallet. The shift start time is automatically recorded when the first pallet starts (if not already set).
- 4 Tap “+1” to increment cartons as you process.
- 5 Tap “Type” to cycle: Standard → 2■Wave → 4■Wave.
- 6 Tap “Complete” to finish a pallet. Overdue pallets chime and visually pulse.
- 7 When all pallets are completed, the EOD tab opens automatically (you can also press “End Day”).

### ***Tips***

- Use “Clear” to wipe pallet cards for a new setup.
- Carton counts and statuses are included in Reports.

### 3. Staffing

- 1 Set the number of employees (1–10). Use “Add/Remove” or change the number directly.
- 2 Assign names quickly using the preset menu and “Name next.” You can also rename any card.
- 3 Tap a staff card (outside the buttons) to cycle status: Working → Break → Lunch → Working.
- 4 Use “Break 15” or “Lunch 45” to start timers at standard lengths. Timers ring on overdue.
- 5 Assign a role (Unloading/Sorting/Hanging/Processing) and, if Processing, a subtask (Shoes/Luggage/Purses/Furniture).
- 6 Filter the grid by role/subtask. Toggle Compact Mode for tighter cards.
- 7 Chimes and notifications are configurable in the Alerts panel (mute/volume, test buttons).

#### ***Man■Hours in EOD***

EOD approximates man■hours as: (Shift duration – per■employee breaks – lunches) × staff present.  
For finer accuracy, keep break/lunch timers current.

## 4. Audit Mode

Use Audit to record quick counts by category/subcategory (e.g., Home → Kitchen). Tap “Record” to append an entry; “Undo last” removes the latest record. The audit log shows a timestamped history. Audits feed into the Reports tab under “Recent Audits.”

### ***Default Categories***

- Home (Food, Décor, Kitchen, Miscellaneous)
- Assorted (Mixed Home, Mixed Beauty, Random)
- Active (Water Bottles, Weights, Miscellaneous)
- Shoes & Apparel (GOH, Folded)
- Luggage (Large, Small)
- Toys (Large, Small)
- Miscellaneous (Bed Pillows, Baskets, Yoga Mats)

## 5. Back Stock

Track back stock by department with a consistent form: Category → Department # → Unit → Quantity → Description. For Apparel entries measured in Pallets, the app automatically shows the equivalent totes at 1 pallet = 32 totes. Entries are grouped by department, and a quick rollup appears in both the Back Stock screen and Reports.

### ***Add a Back Stock Entry***

- 1 Choose Category: Home, Beauty, Apparel, Furniture, or Luggage.
- 2 Enter Department (e.g., "602 Kitchen", or just the number).
- 3 Select a Unit: Pieces, Totes, Bins, or Pallets.
- 4 Enter Quantity and a short Description (optional).
- 5 Tap "Add." Use "Clear All" to wipe the list when needed.

## 6. End of Day (EOD)

EOD opens automatically when the last pallet is completed, or anytime via the “End Day” button. It compiles shift timing, pallet throughput, man■hours, and productivity by hour, and lets you add “Ready to Floor” entries with notes. You can Share, Copy, or Export the EOD report as JSON.

### ***EOD Metrics Explained***

- Start / Finish: Shift start is set on first pallet “Start” or via “Start Day”; Finish is set when you enter EOD.
- Pallets Completed: Count of pallets marked Complete.
- Duration: Total shift time between Start and Finish.
- Man■hours: Sum over staff of (Shift duration – break – lunch).
- Average per Pallet:  $\text{Duration} \div \text{Pallets Completed}$ .
- Most/Least Productive Hour: Based on pallet completion timestamps, grouped by hour.
- Ready to Floor: Department, Unit (Totes/Bins/Racks/Pieces), Quantity, and optional notes.



## 7. Reports

The Reports tab aggregates key information in one place: • Pallet statuses and carton counts • Recent Audits • Staff statuses and timer snapshots • Back Stock totals by department and unit • The most recent End of Day summary

## 8. Data: Save, Export, Import

- 1 Save: Automatic. All changes are written to local storage immediately.
- 2 Export: In Reports, click "Export JSON" to download a backup file (backroom-data.json).
- 3 Import: Click "Import JSON" and select a previously exported file to restore your data (pallets, audits, staff, back stock, shift, EOD).

## 9. Notifications & Audio

In Staffing → Alerts & Chimes: • Enable desktop notifications (browser permission required). • Mute or adjust volume. • Test break and pallet chimes. Breaks/Lunches and overdue pallets will chime and can optionally notify you on desktop.

## 10. Tips, Troubleshooting & FAQ

- Q: My timers don't make sound. A: Make sure Mute is off, volume is up, and you've interacted with the page (some browsers block autoplay audio). Try the Test buttons.
- Q: No desktop notifications appear. A: Click "Enable desktop notifications" and allow the permission prompt. Check your OS notification settings.
- Q: Data disappeared after using a different browser or device. A: Local storage is device+browser specific. Export JSON on one and import on the other to transfer.
- Q: EOD man■hours feel off. A: Keep break/lunch timers accurate during the shift; EOD uses those values to calculate man■hours.
- Pro Tip: Use Compact Mode to fit more cards on screen during busy periods.

## 11. Privacy & Data Retention

Backroom Ops stores data in your browser's local storage only. No data is transmitted to servers by default. Exported JSON files reside wherever you save them; handle them according to your organization's policies.

## 12. Credits

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