2020

Auto WHSE Load Sheets S.O.P.

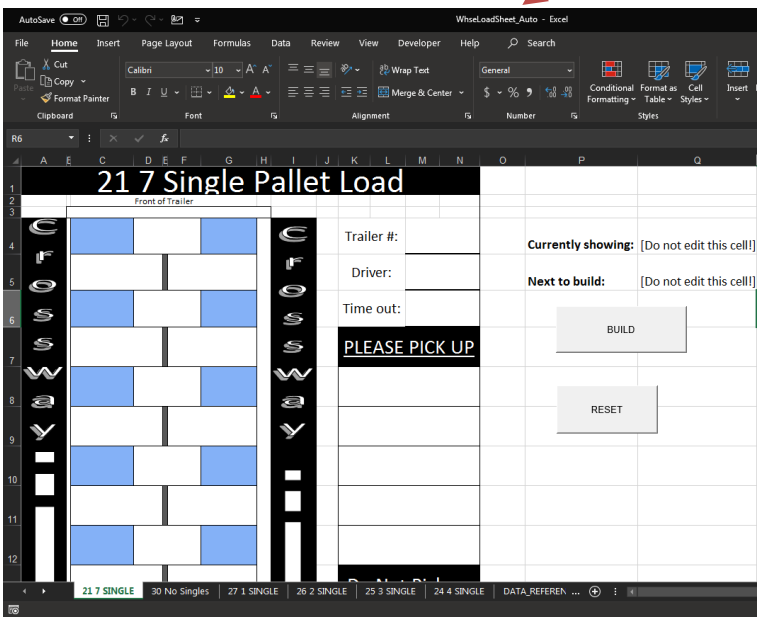
SLEEMAN BREWERIES LTD.

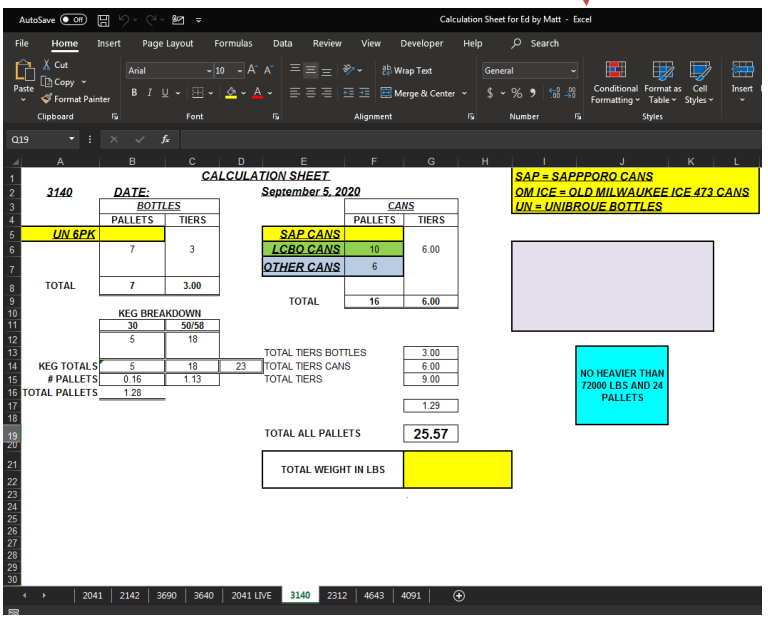
BY MATT RUETZ

Method 1 – Data from Calculation Sheets

1.0 – Preparation

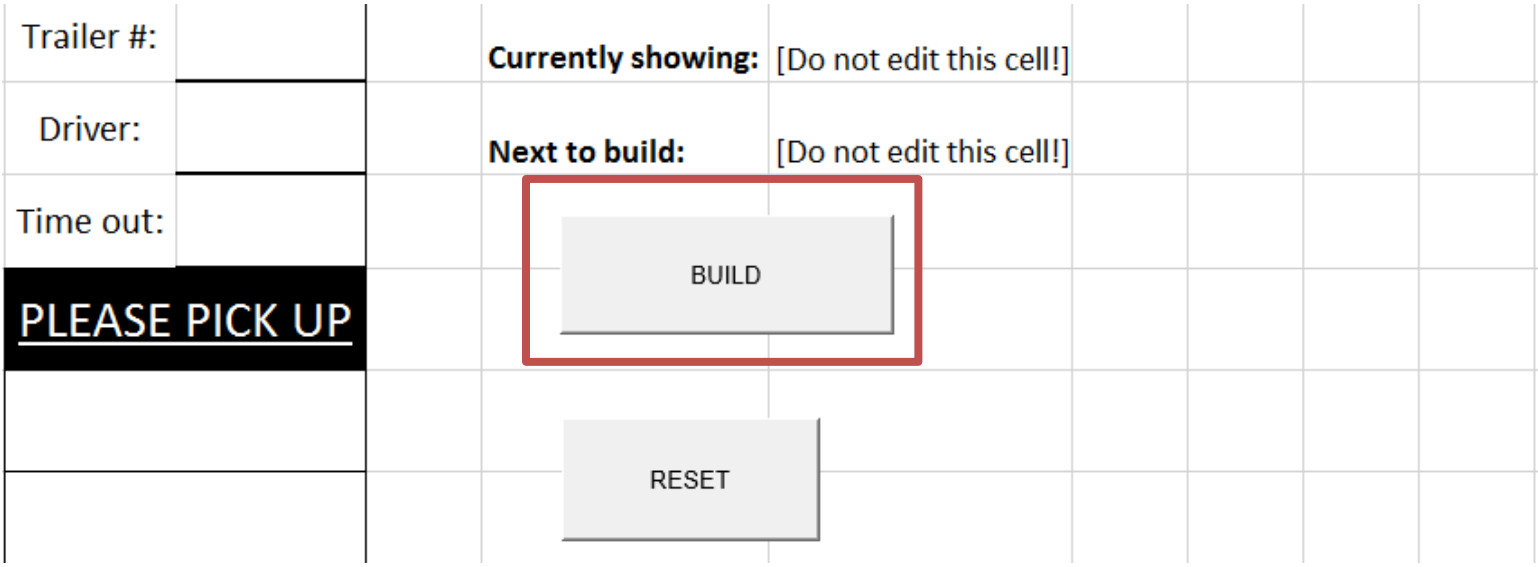
First make sure you have **both** the WhseLoadSheets_Auto file AND the calculation sheet file for the current day open in Excel.



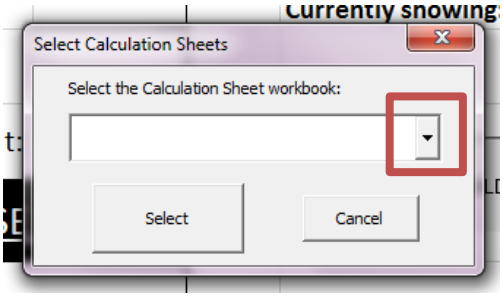


2.0 - Running the Auto-Builder

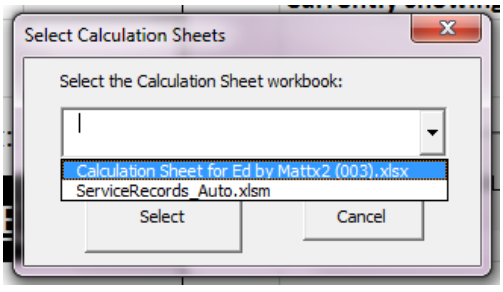
To begin building the warehouse load sheets, go to any page of the WhseLoadSheets_Auto workbook, and press the button labelled “BUILD”.



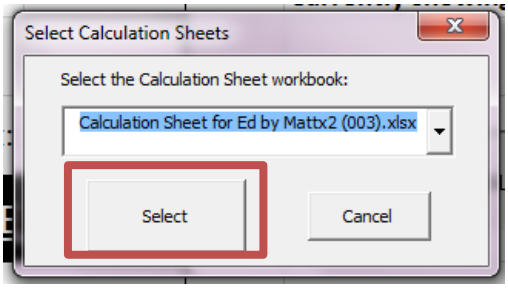
If the name of the Calculation Sheet workbook does not match the name listed on the DATA_REFERENCE sheet, then the following window will appear:



Select the down-arrow to show a list of all excel workbooks that are currently open (except for the WHSE Load Sheets)



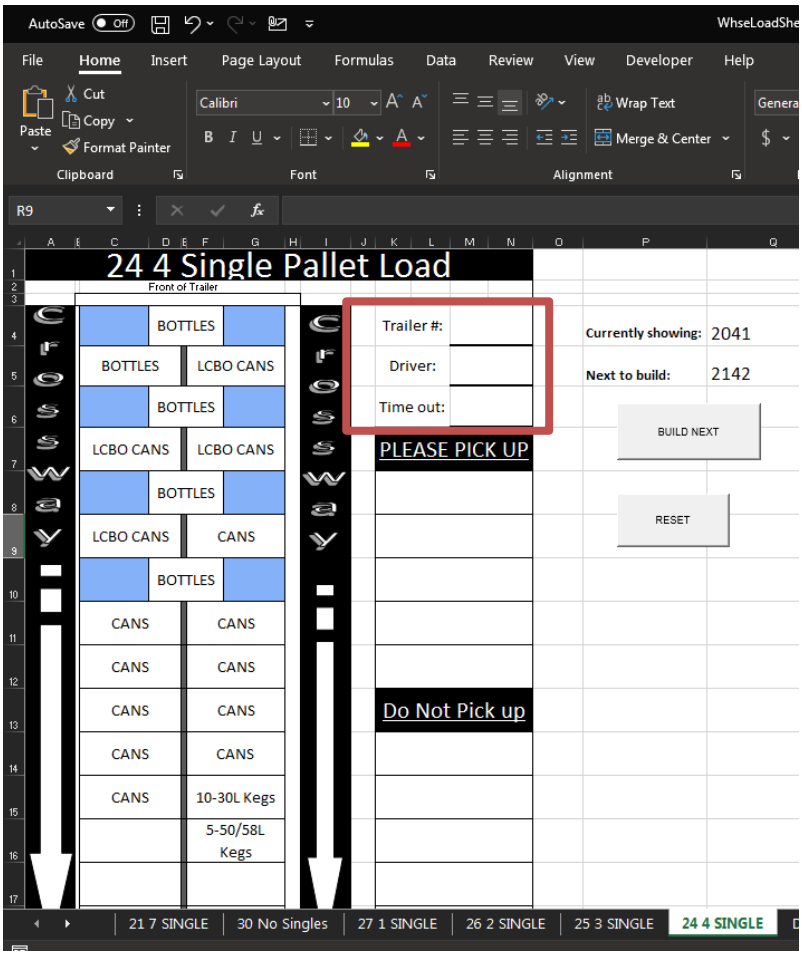
Click on the name of the Calculation Sheet workbook that you wish to build load sheets for.



Finally, click the “Select” button to begin building load sheets for the selected Calculation Sheet workbook.

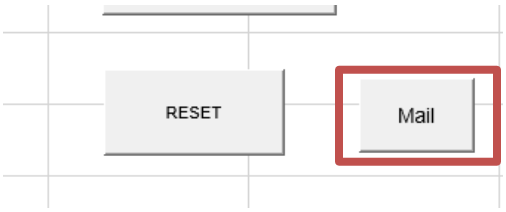
NOTE: This will also change the name listed for the Calculation Sheets book on the DATA_REFERENCE page, for future use.

The program will now automatically build the first sheet in the Calculation Sheet workbook.



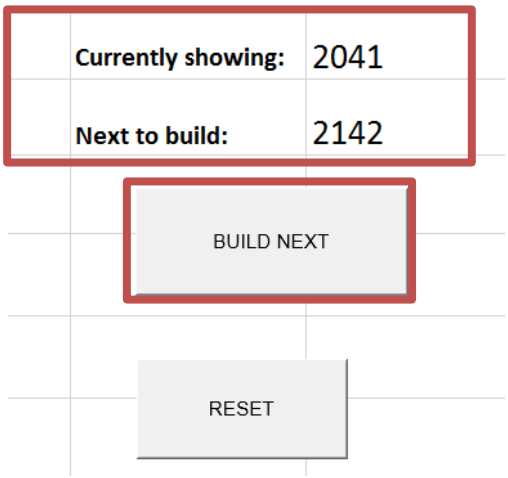
Now, you can enter the **Trailer #, Driver** and **Time Out** information, as supplied on the schedule.

The sheet can now be e-mailed to the contacts (as listed on the DATA_REFERENCE sheet) by pressing the "Mail" button next to the sheet. This will open an Outlook draft window with the Excel workbook attached. Simply hit Send when satisfied.



3.0 - Building the Next Sheet

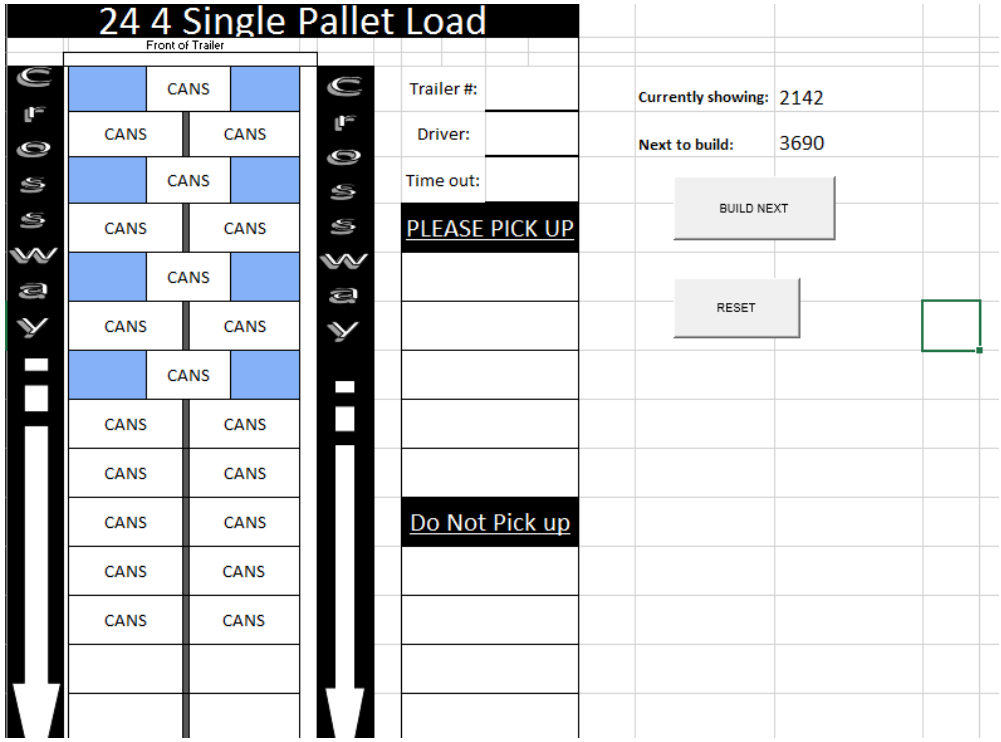
Once the first sheet is finished building, the "BUILD" button on all pages will be changed to "BUILD NEXT". Something like the following text will be shown above the "BUILD NEXT" button on all pages:

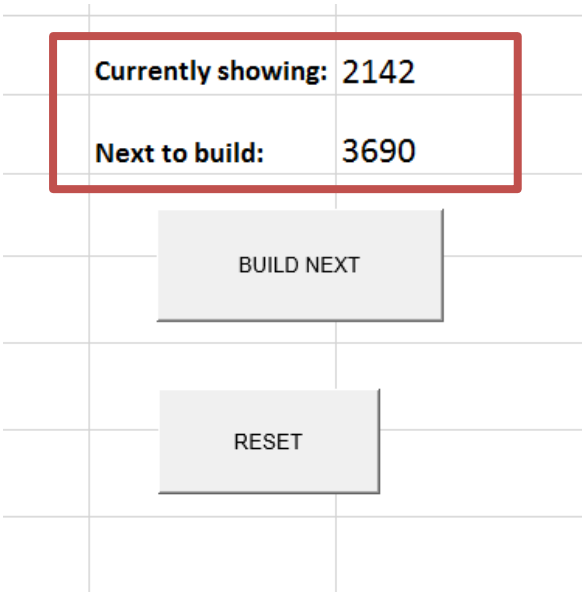


To the right of "Currently Showing:" it will show the **warehouse number for the currently visible load sheet**.

To the right of "Next to Build:" will be the **warehouse number for the load sheet that will be built next.**

To build the sheet designated as "Next to Build" (2142 in this case), select the "BUILD NEXT" button on any page:



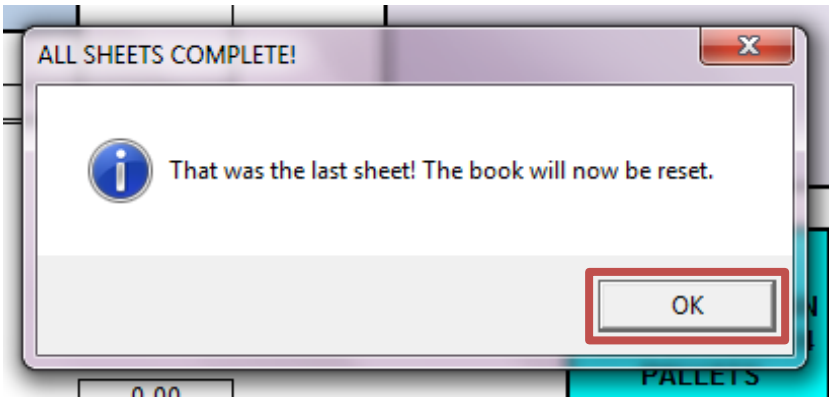


Notice that the values beside “Currently showing” and “Next to Build” have changed to show the updated state of the process.

Once this sheet is printed / saved / sent, you can once again hit the “BUIILD NEXT” button to build the next sheet (now, 3690 in this case).

NOTE: Selecting the RESET button will reset any load that is currently displayed AND will reset progress back to the first calculation sheet.

Continue selecting BUILD NEXT to get the next load sheet. When the following window pops up, there are no more sheets to build in the Calculation Sheet file:



Press “OK” to close this message. The program will automatically reset to its starting state.

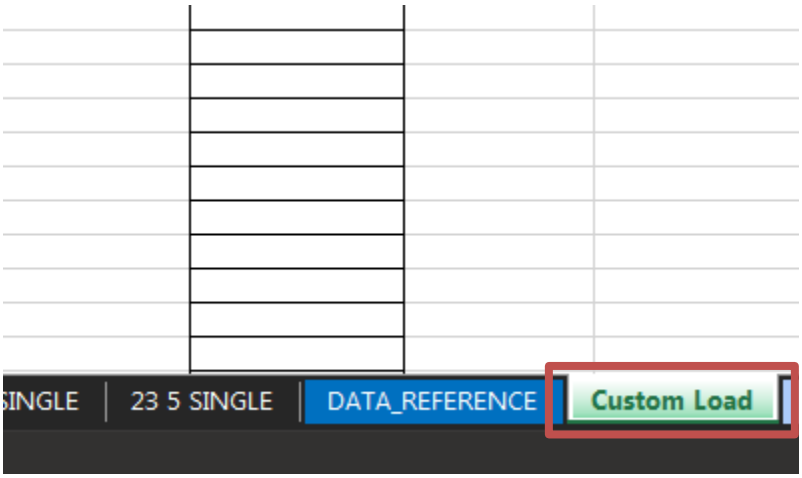
<u>You are now finished building the Warehouse load sheets. Nice!</u>

Method 2 – Custom Item Names

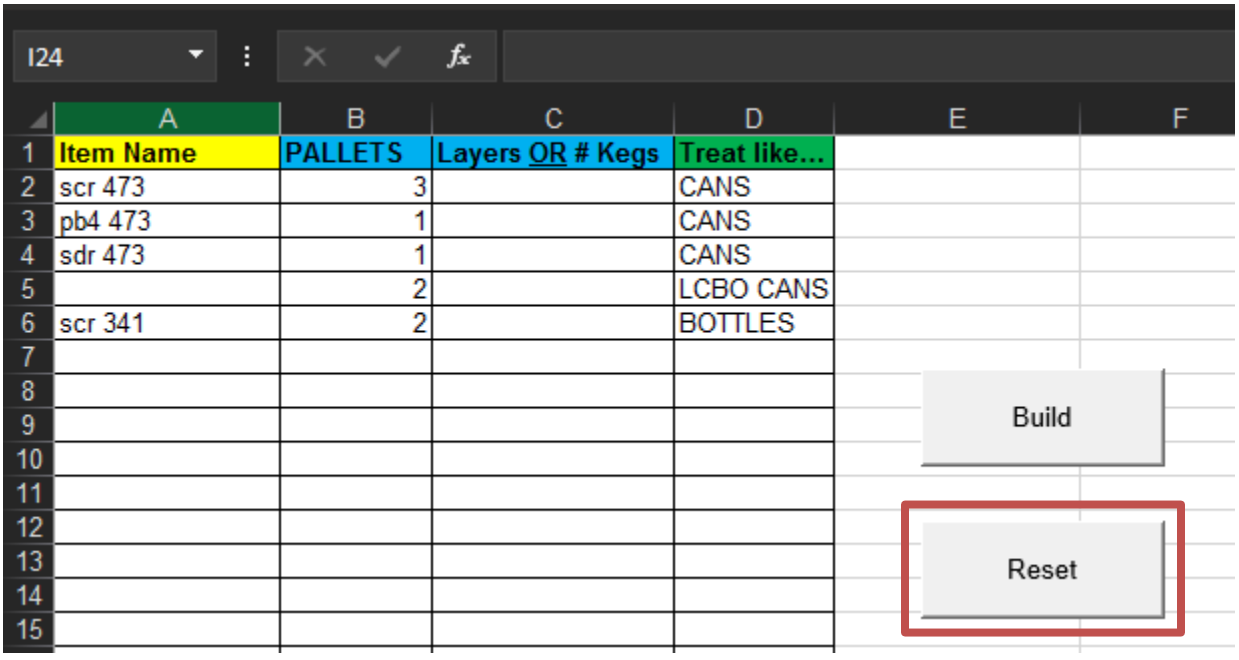
The WHSE builder can also create sheets with custom item names for each pallet on the load.

1.0 – Preparation

To begin, select the sheet with the green tab, labelled "Custom Load"



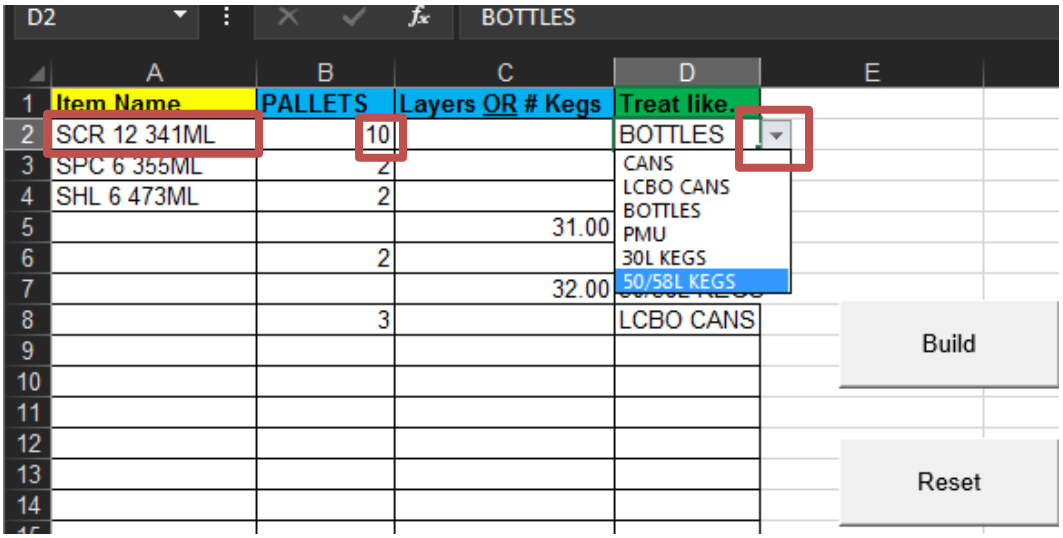
If there is already data in columns B, C, and D, these cells can be cleared by pressing the "RESET" button to the right of column D. The item names in column A will stay unaffected for convenience of future use, but these can be removed too by manually selecting and clearing the cells.



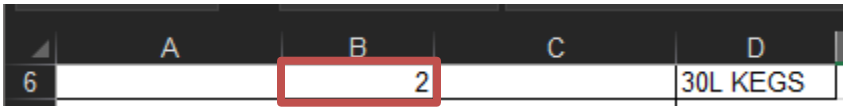
2.0 – Entering the Custom Load

Next, enter all the information of the items which will be in this load according to the **type** of item that it is, as explained below:

For CANS, BOTTLES, or LCBO CANS: Enter the Item Name in column A, and the number of pallets of this item in column B. *Column C will be ignored for these and can be left blank*. In column D, select the cell in that row, press the down arrow to open the drop-down menu, and select the option that describes the type of item (CANS, BOTTLES, or LCBO CANS). **If column A is left blank, the label in column D will be used in place of a custom name.** Repeat this process for all items of these 3 types.



For PMU, 30L KEGS, or 50/58L KEGS: Since these items contain multiple different products on each pallet, *column A will be ignored for these, and can be left blank.* Enter the number of full pallets for the item in column B, and number of extra layers OR KEGS in column C. Repeat this process for all PMU and KEGS.

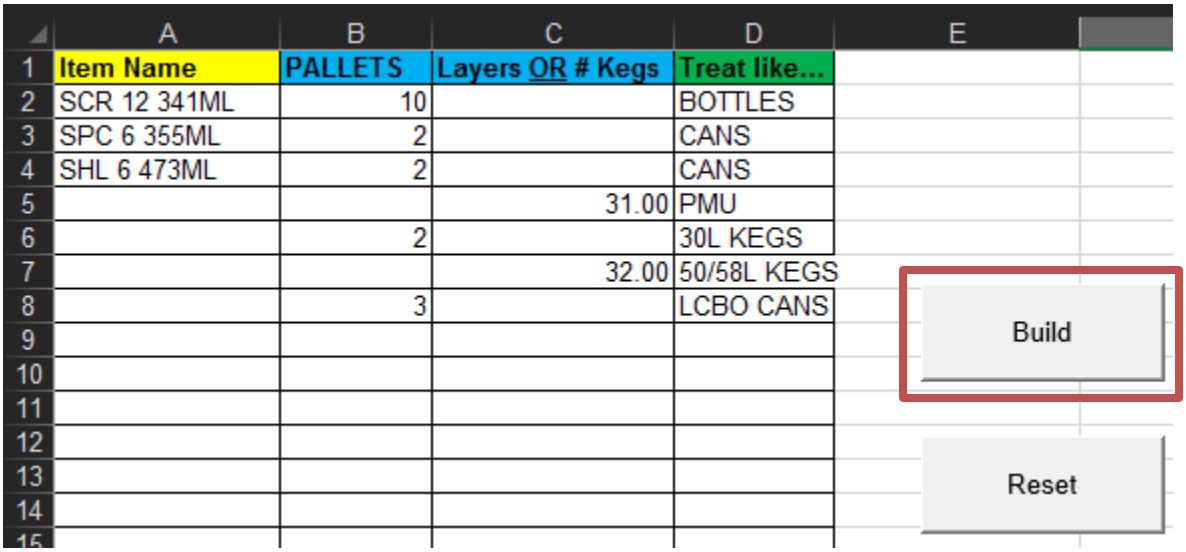


Alternatively, the full number of layers or kegs can be entered in column C, with column B left blank, as shown below. Here, the program will condense this number into full pallets when run.

In this example, the progam will place 2x full pallets, since there are 16x 50/58L kegs in a full pallet.

3.0 – Running the Auto-Builder

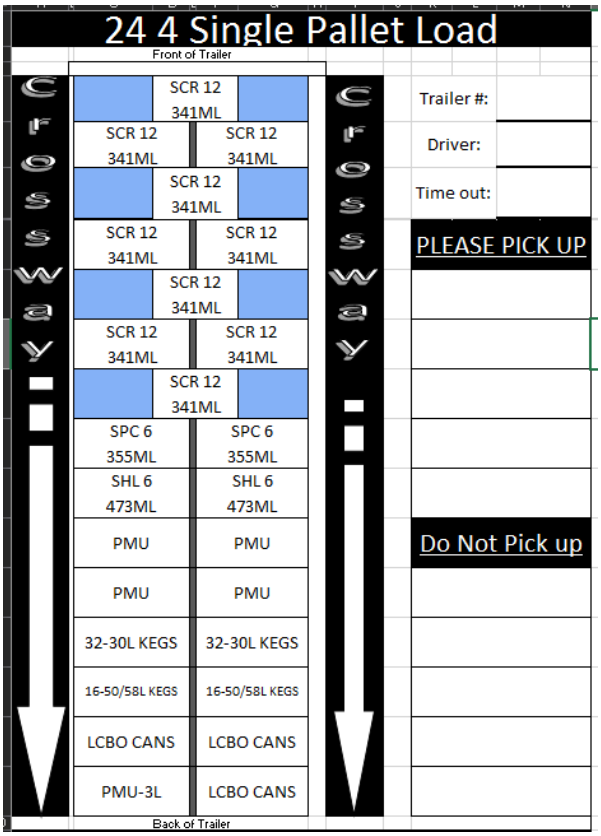
Once all items for the load are properly entered (as they are in the example shown below), simply press the “Build” button to run the Auto-Builder.



	A	B	C	D
1	Item Name	PALLETS	Layers OR # Kegs	Treat like...
2	SCR 12 341ML	10		BOTTLES
3	SPC 6 355ML	2		CANS
4	SHL 6 473ML	2		CANS
5			31.00	PMU
6		2		30L KEGS
7			32.00	50/58L KEGS
8		3		LCBO CANS
9				
10				
11				
12				
13				
14				

Note: Since the Item Name for the LCBO CANS on **row 8** is left blank, the name used in the finished sheet will be “LCBO CANS” rather than a custom name. The same would apply for CANS and BOTTLES items.

The program will select the appropriate layout for this load, and build the load on that sheet. Once complete, the completed load sheet will be displayed, similar to the image below:



4.0 – Finalize and Send

Now, you can enter the **Trailer #, Driver** and **Time Out** information, as supplied on the schedule.

The sheet can now be e-mailed to the contacts (as listed on the DATA_REFERENCE sheet) by pressing the "Mail" button. This will open an Outlook draft window with the Excel workbook attached. Simply hit Send when satisfied.