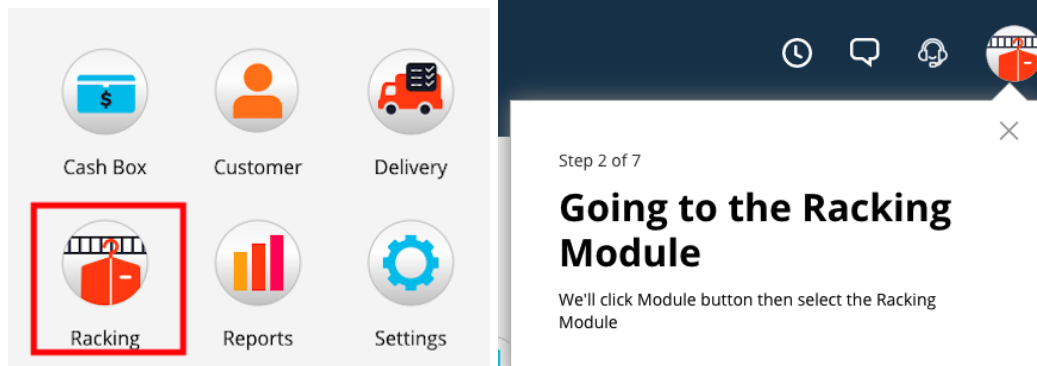


Racking

Step 1) Click on the racking module from the home page or top right corner:



Step 2) Scan your storage barcode on your conveyor/rail/shelf/line etc.



Step 3) After your barcode has been scanned, the rack location will appear (red box) and SMRT will prompt you to scan the barcode on the invoice you would like to rack (green box).



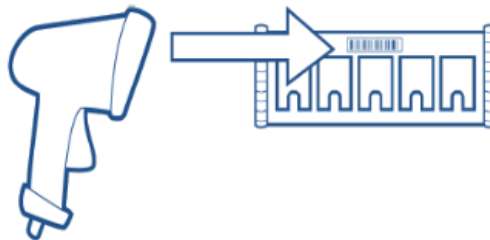
Step 4) After you have scanned the barcode on your invoice, you will see the banner turn green, indicating "Racked". The customer's last name is on the left, and the order number is on the right. If you are scanning multiple orders to one rack location, scan the location once, then you can scan as many orders to the one location without having to go back and forth.



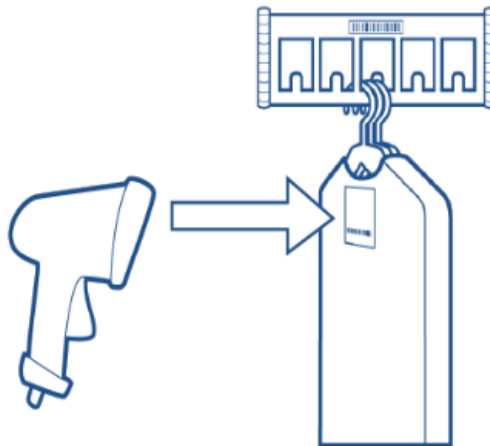
Step 5) After the order has been racked, an automatic text message will be sent to your customer letting them know their order is ready for pick up or available for delivery. If they are an auto pay customer with a card on file, their card will be charged.

Below is the diagram available to you and all your staff using the Resource Center:

1. Open the racking page, and scan location on the rack.



2. Scan the ticket on the bag as you put it into the location.



3. Device will show order name and number racked on that slot. It will show other orders racked there.



Attention: Watch out for these screens:



Order is racked at the wrong store.



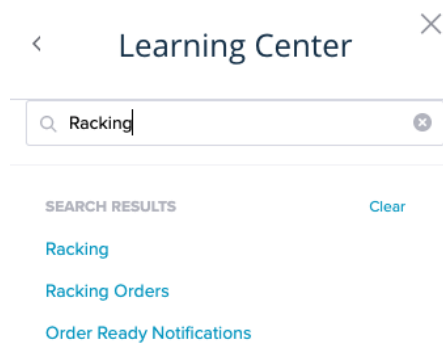
Order moved from one location to another within the same conveyor/rack/shelf.



Alert for lost internet connection.

To find this document, use the link below or click on the question mark in the bottom left hand corner of any screen > click on Learning Center > type in racking

<https://support.smrtsystems.com/hc/en-us/articles/115010559348-Racking->



OR

For the step by step walkthrough, click on the black question mark in the bottom left hand corner of any screen > click on New to SMRT > select the racking guide

