**Upload Sheet**

Take picture of inbound sheet that is given to Logistics from the morning.

Turn that picture into an excel sheet.

**Create Draft Transfers**

So now with that excel sheet can create manifests for Ocala and Fort Pierce.

Create transfer

It’ll then fill out the transfer info, bio track, same drivers, same time, could add a pause/manual input for the vehicle in order for the code to continue.

It’ll add products searching by the last 4 of the barcode.

It’ll add 1 at a time, after each one is added, it’ll add the correct unit quantity.

When adding unit quantity it needs to match the last 4 and make sure it’s adding the right quantity to the right sku.

Once everything is added and correct quantity then it presses split, then update draft.

**Downloading Manifests**

After pressing update, then look for the two drafts one going to Ocala Warehouse Hub, and the other is the Ft. Pierce warehouse.

Open one at a time, then locate the manifest download button, download the pdf, open the pdf and print two copies. Repeat this for both stores

**Box Count Sheet**

Simple excel sheet one for FT Pierce, one of Ocala, column 1 is just the number 1-(however many) just to separate them.

Then use the uploaded picture that was turned into an excel sheet, use that info for column 2, column 2 of the excel sheet needs the last 4 of the barcodes.

So for the Ft Pierce (FTP) you need to look for the unit column, then input that data in column 3 of the excel sheet. At the bottom add an extra cell and have the total box count.

Column 4 is just “BOXES” so people know the unit.