



# OPERATIONS APP USER GUIDE

A manual for our  
Operations App

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# OPERATIONS APP MANUAL

## Table of Contents

MADE WITH LOVE BY:  
AIFI

<b>SEC. 01</b>	<b>GETTING TO KNOW THE APP</b>	<b>04</b>
	Download and Login	04
	Home Overview	04
	Product Detail's Overview	05
	Expanded Product Location	05
	Planogram Overview	06
	Hidden Product Menu	07
	Planogram segment selection	07
<b>SEC. 02</b>	<b>HOW TO USE THE APP?</b>	<b>08</b>
	Managing the Products	08
	Search for Products	08
	Adding New Products to the Store	08
	Managing the Planograms	09
	Searching for the shelf	09
	Inventory Update	09
	Deleting or Replacing Product	10
	Resetting Planogram	12
	Adding Products to Planogram	13
	To Do List - Managing Tasks	14
	Misplaced Products	14
	Low Inventory	15
	Planogram Check	16

## Section 1 – Getting to know the app

### DOWNLOAD AND LOGIN

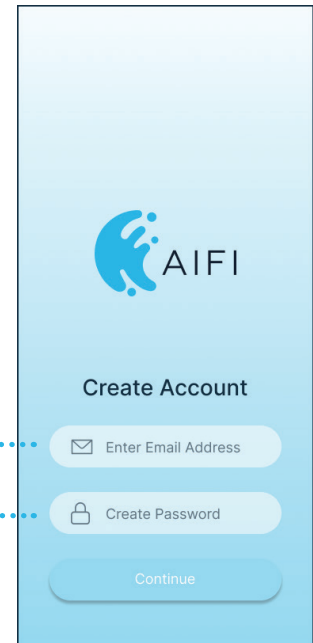
If this is the first time that you are using the app, you will be asked to create a new account. Note that, because AiFi is extremely cautious with the security of all of our applications and platforms, we have restricted the creation of accounts only to **the users that already have their emails pre-stored in the AiFi system**.

With that being said, the first step is to contact your manager or the responsible individual at AiFi to register your email address into our system.

For the next step, go to Google Play and search for **“Operations App AiFi”**, download it and install.

After that is done, you can start creating your account in the app, by clicking on create account, and adding the email address that you shared with AiFi. Then, you just need to create a 4-digit pin to enter the app. Done!

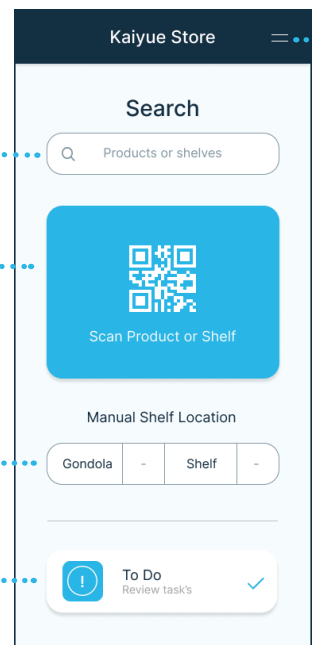
Once you have logged in to the app, you will see the home screen with a couple of features and fields that you can interact with. To give this a start, let's take some time to understand the purpose of each of these fields in the home overview below.



### HOME OVERVIEW

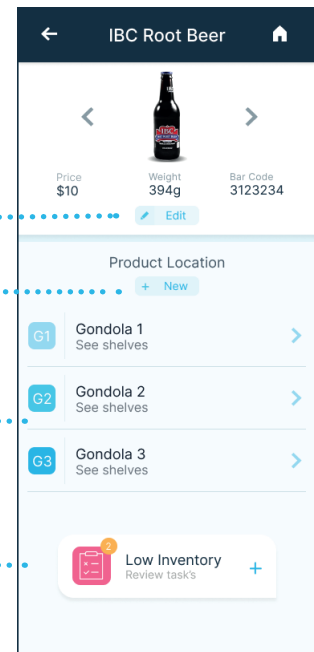
The operations App Dashboard consists of 4 main components

- 1.- **Search Bar:** Search for any product catalogued in the store.
- 2.- **Scan Product Button:** Use the device's camera to quickly locate a product or shelf on your store.
- 3.- **Manual Shelf Location:** Input the gondola and shelf number to access the shelf's planogram and inventory.
- 4.- **To do List:** View all the pending tasks related to your store. This includes misplaced products, low inventory and planogram check and more to come in the future.
- 5.- **Settings Menu:** Use this section to adjust the language, currency, and measurement system. You can also send us your feedback via the feedback form and also see a tutorial of using the app in the how to subsection



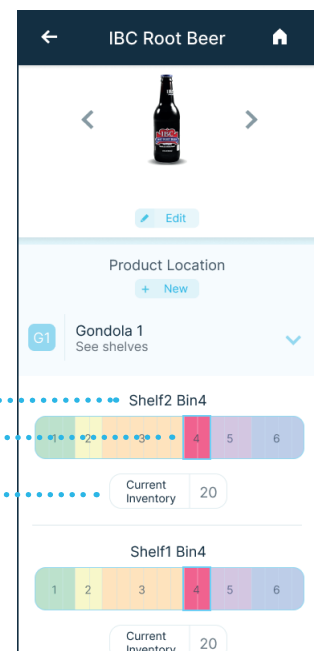
## PRODUCT DETAIL'S OVERVIEW

- 1.- **Edit product information:** Click to edit the name, price, barcode, weight and/or restricted items information.
- 2.- **New Product Location:** Click to add this product to a new location (shelf planogram) in the store.
- 3.- **List of Gondolas:** This section shows all the gondolas in the store that contains the product. Tap on the gondola, to see on which shelf the product is placed on, as well as it's current inventory. See more in "Expanded Product Location".
- 4.- **Pending tasks:** Should there be any pending task related to that product, you can see the alert here.



## EXPANDED PRODUCT LOCATION

- 1.- **Planogram title:** Indicates the Shelf and Bin where the product is located. The shelves on the gondola are always counted from the bottom up. Being the shelf closest to the floor the number 1, the second closest the number 2 etc.
- 2.- **Highlighted bin:** Shows the place in the planogram dedicated to that product. Tap on the planogram to see its details including all other products located on that shelf.
- 3.- **Current Inventory:** Indicates the current inventory of that product in that specific bin. You can adjust the inventory by clicking the number input box.



## PLANOGRAM OVERVIEW

1.- **Gondola (G) button:** Indicates the gondola number of the current planogram details. It also serves as a menu to navigate to another gondola.

2.- **Shelf (S) button:** Indicates the shelf position within that gondola. It also serves as a menu to navigate to another shelf.

### 3.- Planogram Visualization

a.- **Planogram:** Is a visual representation of the shelf to understand how much space each product occupies and in what order they are placed. The planogram is separated by bins and each bin has its segments.

b.- **Bin:** Is the name given to a designated space on the planogram for one specific product. Note that, it is not possible to have more than 1 product per bin. Each Bin has a number and is represented by a different colour for better visualization.

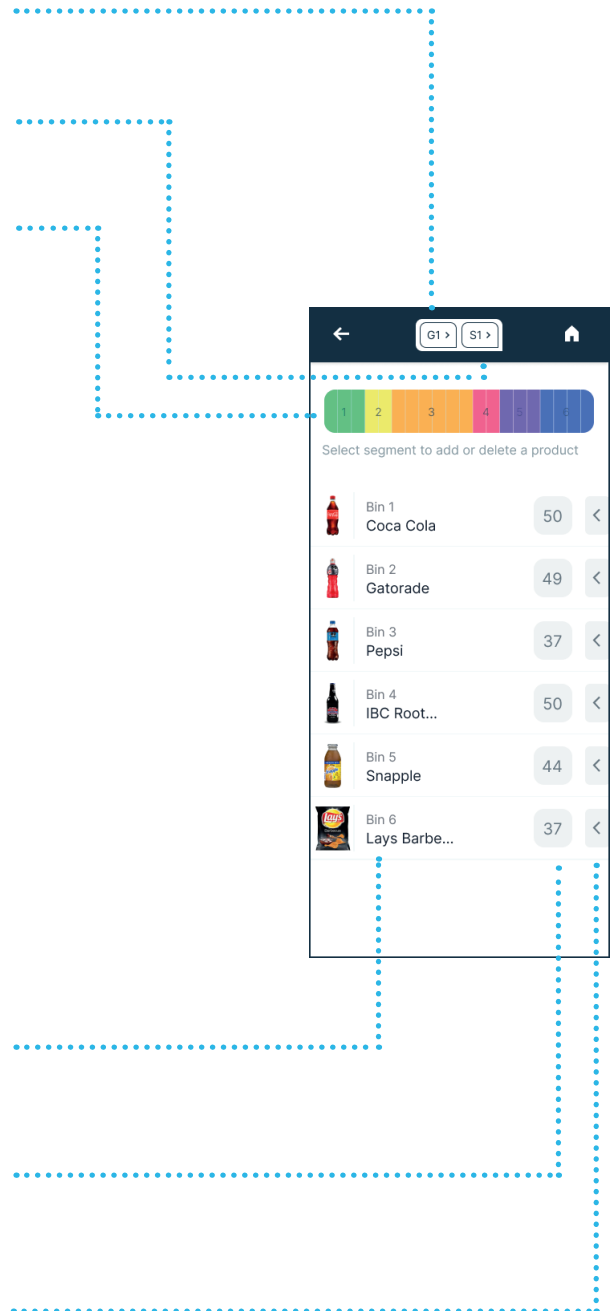
c.- **Segments:** A shelf is divided within a certain number of segments. Although it is not a rule, you can imagine a segment in the app being circa of 5 centimetres (2 inches) in real life. It is not required to set the planogram with the exact dimensions as in reality, but this is to help the users on defining the size relation among the products (bins) on the shelf.

d.- **How to use:** You can select or drag your finger across the planogram visualization to delete or replace the products assigned to the segments or bins selected. the shelf. better visualization.

4.- **Product Information:** The Bin number corresponds to the location of the product in the shelf. There you can also see the Product Name and its image.

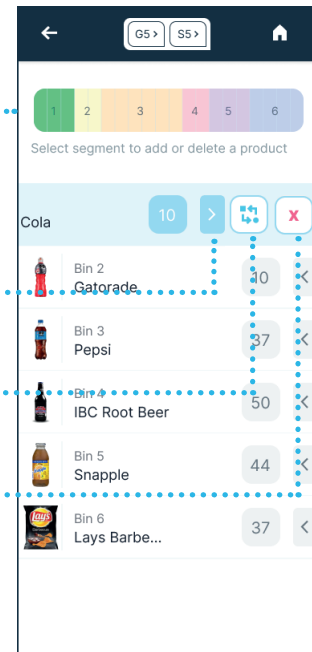
5.- **Product Inventory** - Indicates the current inventory of the product in that bin. Tap to modify it.

6.- **Hidden Menu** - Tap/swipe on the arrow (to the left) to show the hidden menu of actions for that bin. Find more in the "Hidden Product Menu" section.



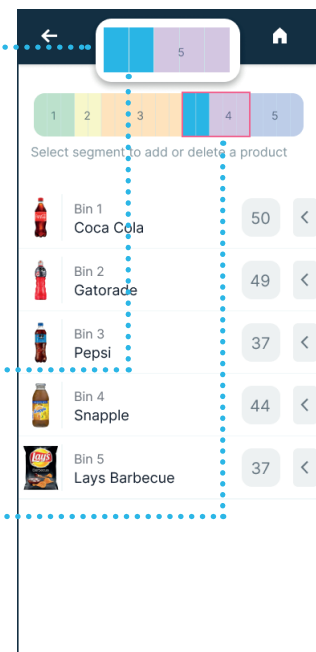
## HIDDEN PRODUCT MENU

- 1.- **Selected Bin** – The bin that is selected will be in full color in the planogram to identify it clearly from the rest of the products.
- 2.- **Arrow Button**: Tap to close this hidden menu.
- 3.- **Replace Button**: Tap to replace the current product with another product.
- 4.- **Delete Button**: Tap to delete the product in the bin.



## PLANOGRAM SEGMENT SELECTION

- 1.- **Magnifier**: Zoomed in section of the planogram while you are swiping to the left or right. This allows you to have more control and visibility when adjusting the bin size in the planogram.
- 2.- **Selected Segment**: The segments painted in blue refers to the selected segment for the new bin. This is to help you on visualizing the bin that will be part of the bin with the others.
- 3.- **Navigator**: The red stroke indicates what part of the planogram is currently being represented in the magnifier.





## Section 2 – How to use the app?

### Managing the Products

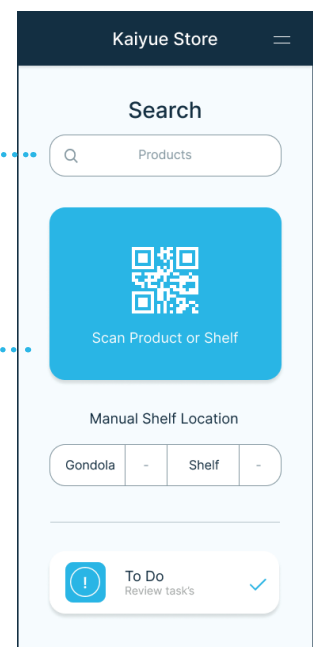
Products are the very first thing that you should have in the store, so that you will be able to create planograms, manage inventory etc. So, let's take a look on how to manage the products with the Operations App.

#### SEARCH FOR PRODUCTS

There are three ways of searching for products using the app.

- 1.- **Search Bar** - Type the product name in the search bar.
- 2.- **Scan Button** - Tap the Blue Scan Button to open your devices camera and scan the products barcode.
- 3.- **Devices Scan Button** - Press your devices scan button and scan the products barcode.

Note whenever there is the scan symbol in the app (📷) it is possible to directly use the device scanner.



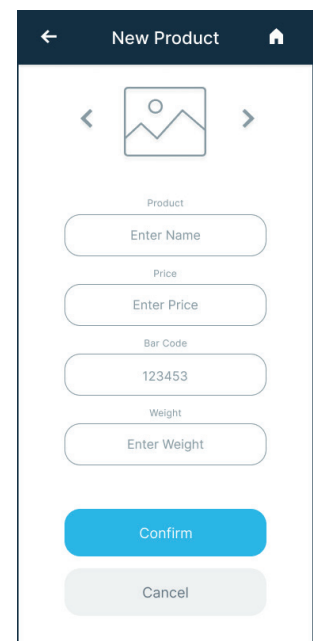
#### ADDING NEW PRODUCTS TO THE STORE

AiFi will always help the you on adding the first batch of products to the system. However, as you acquire different products to sell, you will need to add them to the system.

Adding products to the Operations App is very easy. All you have to do is to scan the barcode of the new product and, as the app will not find that barcode in the system, the app will automatically open the screen for adding a new product.

At this point, you just need to add the required information add a product picture, name and price (the barcode should be pre-filled) - and save.

A new product has just been added to your store!





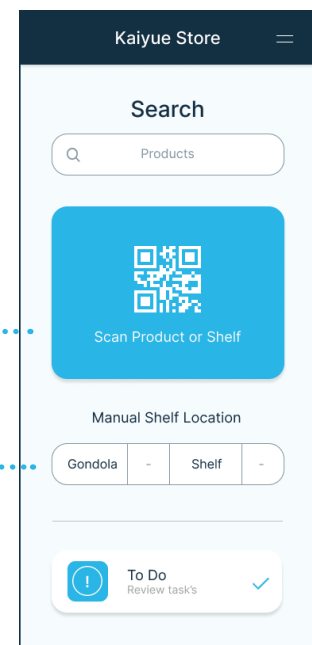
## Managing the Planograms

Here is where the fun part begins! The planogram is one of the most important parts of your autonomous store! Remember that keeping them up to date is extremely important for the accuracy of the OASIS System! So, let's get into it!

### SEARCHING FOR THE SHELF

In order to make any changes in to the planogram, you need to first locate the shelf in which you want to make those changes. Just like for the product, you also have three different ways of searching for the shelf.

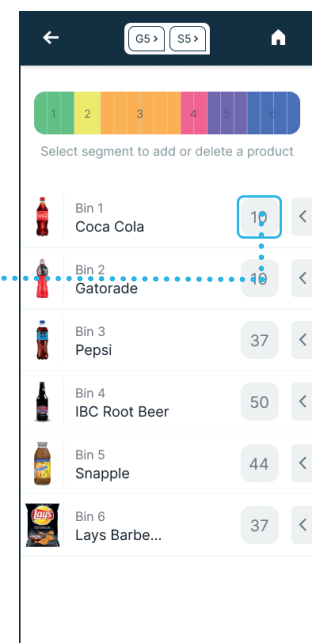
- 1.- **Scan Button** - Tap the Blue Scan Button to open your devices camera and scan the shelf's QR code.
- 2.- **Manual Shelf Location** - Enter the gondola and shelf number to locate the shelf.
- 3.- **Devices Scan Button** - Press your devices scan button and scan the shelves QR code.



### INVENTORY UPDATE

Once you are at the Planogram Details, you will visualise the list of products placed on that shelf, the inventory of each of them, the range of each of the bins on the shelf, etc. And all of it is adjustable in a matter of few clicks.

You may edit the inventory by tapping on the products inventory box highlighted in blue.



A pop up will appear in which the current inventory will be shown in grey. You just need to enter the amount you wish to add or remove in the "Adjust by" box, and the final quantity will be adjusted automatically.

If you prefer you can also add the value directly in the "Final Quantity" box, and the "Adjust by" field will be updated automatically.

Find below a short description of each of the three input boxes.

- 1.- **Current quantity:** The amount of product currently in stock in that specific Bin.
- 2.- **Adjust by:** Enter the amount of inventory you wish to add or remove from current quantity.
- 3.- **Final quantity:** Your grand total; this takes into consideration the total of Current Quantity +/- the number of products added or removed in the Adjust by input box.

**Inventory Update**

Current quantity 10

Adjust by 3

Final quantity 13

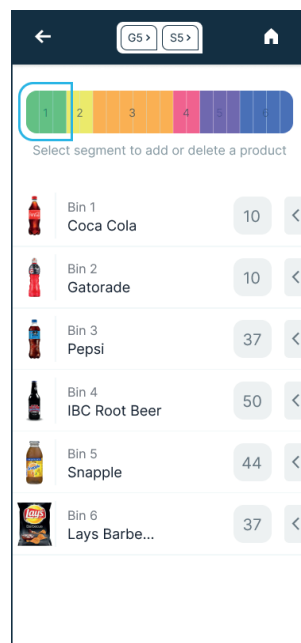
Cancel

1 2 3  
4 5 6  
7 8 9  
0 ✓

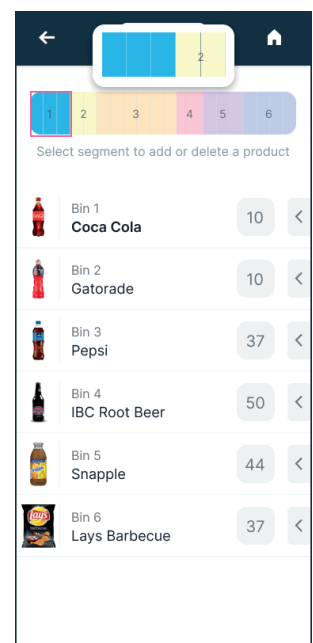
## DELETING OR REPLACING PRODUCT

There are two different approaches to delete or replace a product from the shelf.

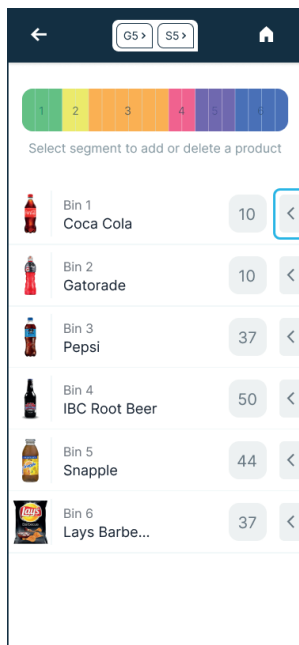
- 1.- You can tap and drag the segment in the planogram that you wish to delete or replace. With this option, you can decide, for example, to remove the whole product from the shelf or just partially remove it.



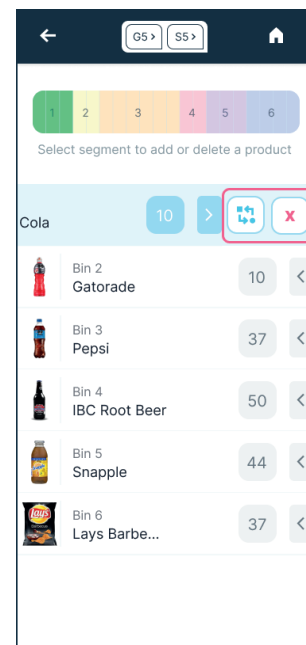
Note that, as you are selecting the desired segments a zoomed in view will appear above the planogram. This is to give you more control and visibility over the selected segments. In the planogram, as well as in the magnifier, the selected segments will be shown in blue. To end your selection just release your finger.



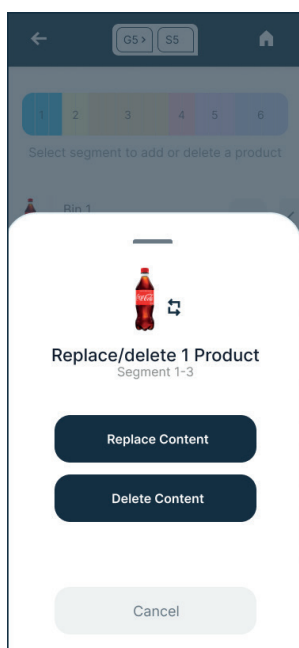
2.- The second way of adjusting the bin is by swiping the arrow next to the Bin you wish to delete or replace to show the hidden menu.



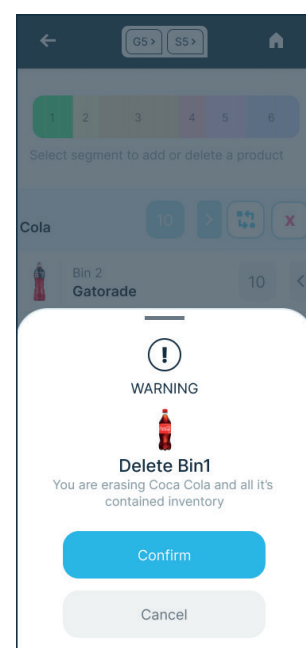
Once the hidden menu appears, you can tap the replace or X buttons (highlighted in red), to either replace or delete that bin from the shelf.



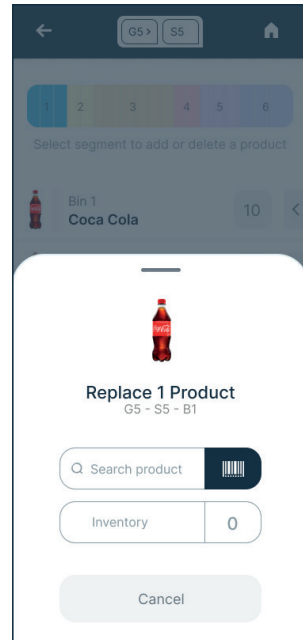
A pop up will then appear giving you the option to replace or delete the content.



If you select delete content a pop up will appear to confirm your action and avoid any mistake. Press Confirm to delete.

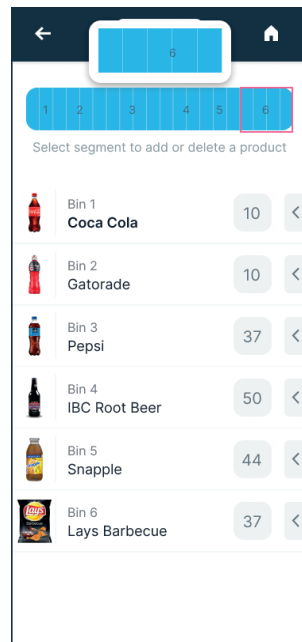


If you select replace content you must then search for the product that you would like to replace with and add the inventory.

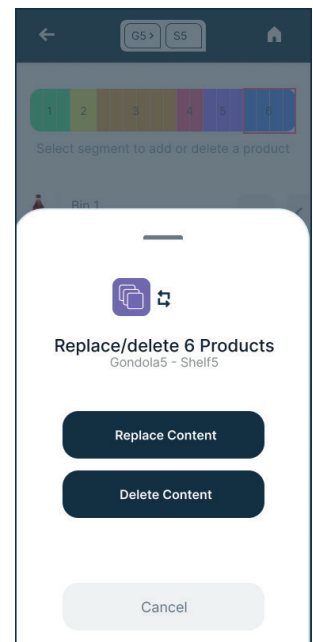


## RESETTING PLANOGRAM:

To reset a planogram, select all the segments/bins inside the shelf.



A pop up will appear. Select Delete Content.

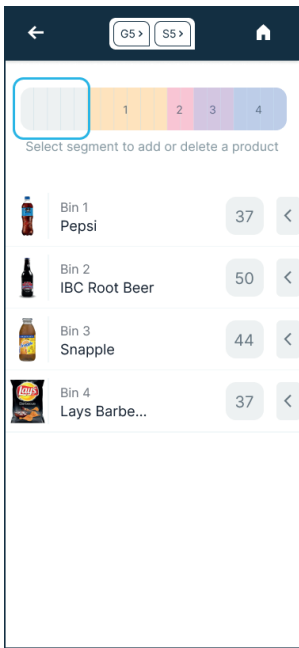


After deleting the content, the planogram will be empty.

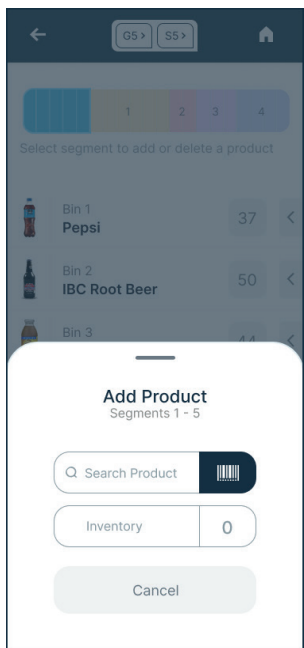


## ADDING PRODUCTS TO PLANOGRAM:

Once the space has been made in the planogram after deleting a segment or product. You may create a new bin by selecting the empty spaces in the planogram as highlighted in blue in the image below.



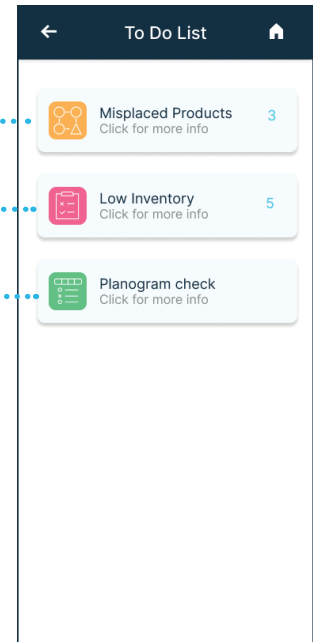
A pop up will appear, and you just need to search or scan for the product you wish to add and input the inventory amount.



## To Do List - Managing Tasks

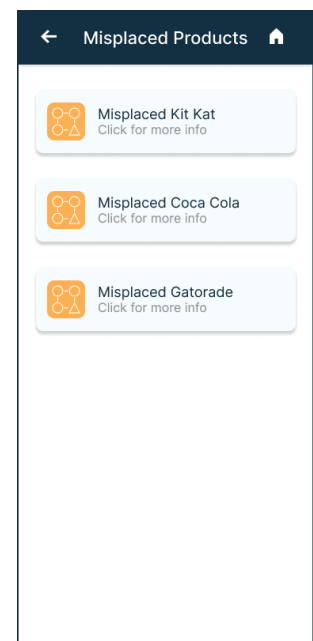
There are 3 categories explained below:

- 1.- **Misplaced Products:** We will enter all the products that our system identifies as misplaced. Remember, it is very important to have 100% of the planogram up to date, so all the products in your store are in the correct location. This directly impacts the accuracy of the system. For this reason, it is very important to tackle the misplaced products tasks as soon as possible too.
- 2.- **Low Inventory:** Here you can keep track of all the products that you are running low on so, you can restock them ASAP.
- 3.- **Planogram Check:** From time to time, our system will indicate or assume that there is inconsistencies between a planogram and the actual products on the shelf. Whenever this occurs, we will trigger this task for the store operator to physically check whether the products on that shelf match the products on the planogram.



### MISPLACED PRODUCTS

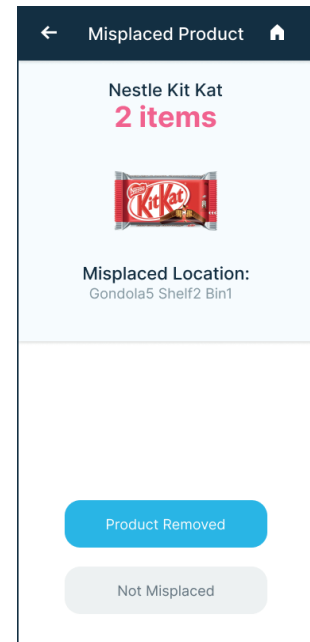
Once you click on Misplaced products in the To Do List section you will be directed to this screen, and each box is a different misplaced product task.



Once the Misplaced Products Detail page is open, the store operator should physically check whether that product is in fact wrongly placed at the indicated “misplaced location”.

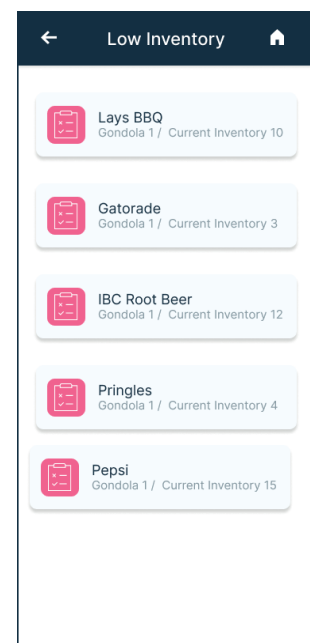
Should that be the case, the operator just needs to remove the item from the misplaced location and click on the “Removed” button.

It might also happen sometimes, that a product is perceived as misplaced by the system, however, when the operator physically checks it, there is no wrong item in that bin. In this case, the operator can just click on “Not Misplaced” button. We will use this information to keep on teaching our models to not make the same mistake again.



## LOW INVENTORY

Once you tap on Low Inventory in the To Do List section, you will be directed to this screen, and each box is a different product with low inventory. In this screen you can see the name of the product, it's location and inventory.

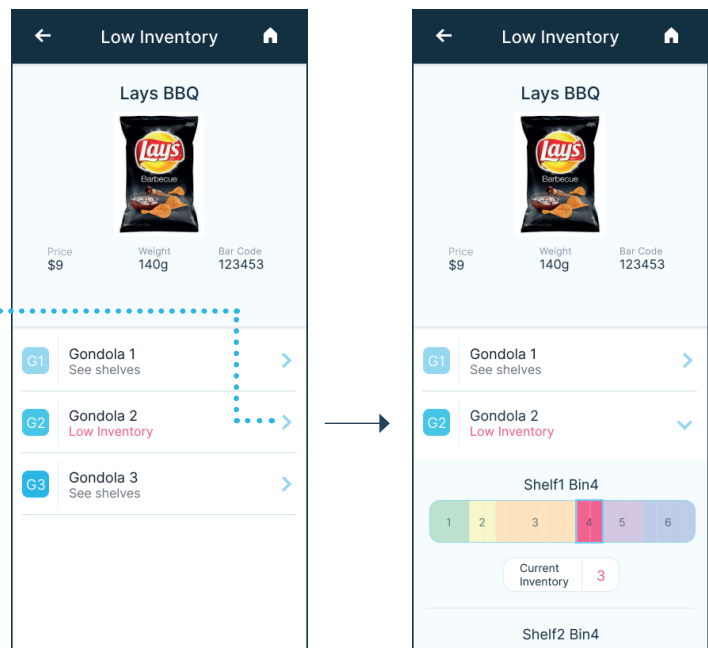




In the Low Inventory details, you will see the location of the product.

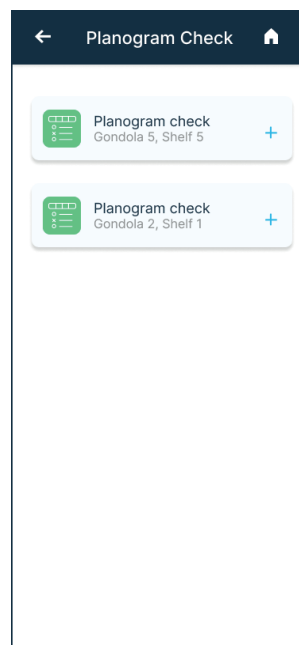
Tap on the gondola with low inventory to show the planogram and tap on the Current Inventory box and enter the amount to restock.

Once you are restocking the product, make sure to update the system with the exact number of items added during the restock. Inventory tracking is a very important information for keeping the performance of the store.

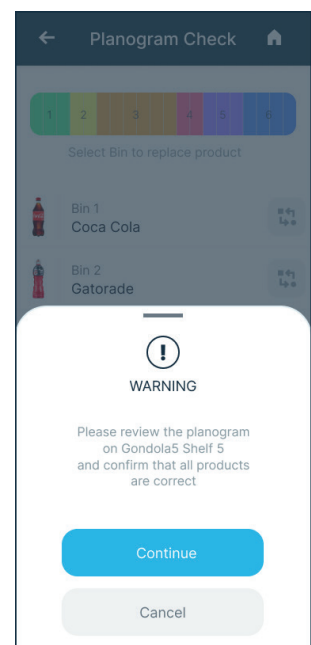


## PLANOGRAM CHECK

In the Planogram Check details, you will see the location of the planogram that needs to be revised.



Tap on the box, you will see a pop up explaining that you must confirm that all the products are in the correct location in the planogram. Tap on continue



In this step, you need to physically check on the store if the location and the type of products are correctly placed on the shelf.

Should that not be the case, you can use the “Replace” button to adjust the product to the correct one.

You may also use the swiping feature over the planogram to correct the planogram accordingly.

Once all the products are on the shelf, tap on the “Planogram is correct button”.

