

TEAM 2

Staff Check In

1. Staff enters through security area at Dock Door #1
2. Collect or have staff complete Safety Rules and Acknowledgement document. Place in envelope bin.
3. Use Zoho Phone App Time Sheet
4. Assign a t-shirt and scan its bar code
5. Assign a phone in sequential order and scan its bar code
6. Select Staff Name
7. Select Date Time In to set their starting time
8. Direct staff to see their appropriate Team Leader based on their phone bar code number. For example Phones with Bar codes 2401-2421 are assigned to Team 1, Phones with barcode number 2421-2442 are assigned to Team 2 and phones with barcode numbers 2443-2463 are assigned to Team 3

Team Orientation

1. Discuss safety and awareness regarding lift trucks, open boxes, scissor lifts above ground level
2. Log into Zoho Creator phone app. Click Zoho Icon
3. Select Inventory Program
4. The scanning window/laser line is displayed
5. Scan the location label on the shelf for the inventory item
6. Location, Part Number, Description and Inventory Fields populate
7. Match the Part Number on the Phone to the Part Number on the box or inventory item for the location
8. If Part Number Matches, Count the Inventory item Quantity and enter Quantity Counted into the Inventory field on the phone. If Part Number does not match inform Assertive JLG staff
9. Save the record by selecting Update
10. Repeat the process

Team Assignments

1. Team Leaders use the printed sheet to assign staff to specific aisles and scissor lift inventory or floor inventory within the aisle based on their phone barcode numbers
2. Groups of three will be assigned to specific aisles with 1 staff person assigned to Scissor lift to count inventory on shelves above ground level. Two staff members will be assigned to count Floor/ground level inventory. Refer to your Shift Schedule Assignment Sheet for JLG Scissor Lift Operators Name
3. The phone bar code number assigned to staff determines where the staff is placed to conduct the inventory within the warehouse- aisle number and scissor or floor inventory.

Team 2

Team Number	Aisle	JLG Scissor Operator Name	JLG Scissor Operator Name	Assertive Staff Scissor Count	AssertiveStaff Floor Count	Phone Barcode # Scissor Count	Phone Barcode # Floor Count	Phone Barcode # Floor Count
2	42	Jesse Kelly	OR James Whittington	1	2	2422	2423	2424
2	41							
2	40 A	Justin Gearhart	OR Jeremy Schoup	1	2	2425	2426	2427
2	40 B							
2	39							
2	38	Kevin Dennison	OR Justin Keller	1	2	2428	2429	2430
2	37							
2	36	Laura Houck	OR Mathew Burdette	1	2	2431	2432	2433
2	35							
2	34	Mathew Pribilla	OR Melissa Runk	1	2	2434	2435	2436
2	33							
2	32	Matt Frey	OR Michael Ziegler	1	2	2437	2438	2439
2	31							
2	30	Mike Kopish	OR Mike Crooks	1	2	2440	2441	2442
2	29							
				7	14			