



Restocking at the Machine Guide

Steps to Restock using a Keypad Machine:

Step 1:

Unlock and open door, the screen will display current motor status

Step 2:

Press *(Star) for Restock Options

Step 3:

Option 1- Restock to Par Level

If you do not have a Pick List created on your IQ Tech account, you can restock your machine to the par levels set in your planogram

- i. Press 1 to Restock to Par
- ii. Enter Employee ID and press #(Pound) or scan employee badge to continue – you will need to be added as an employee to utilize Restock menu
- iii. You will be alerted that the Restock is Complete
- iv. Press *(Star) to exit the Restock menu

Option 2- Restock to Pick List

If you have a Pick List created on your IQ Tech account, you can restock your machine to the Pick List.

Please note: if your products are set up to track the expiration date and lot number, you must save this information in your Pick List prior to restocking at the machine. If you run your Pick List utilizing your Supply Room this information will be generated in your Pick List.

- i. Press 2 to Restock to Pick List
- ii. Enter Employee ID and press #(Pound) or scan employee badge to continue – you will need to be added as an employee to utilize Restock menu
- iii. Enter Pick List Number, this can be found on the Pick List page, and press #(Pound)
- iv. You will be alerted that the Restock is Complete
- v. Press *(Star) to exit the Restock menu

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Option 3- Restock to Partial Pick List

If you have a Pick List created on your IQ Tech account and you will not be restocking your machine to the total quantity for your selection(s) as shown in your picklist, you can restock your machine to a Partial Pick List and edit the amount you are restocking.

Please note: if your products are set up to track the expiration date and lot number, you must save this information in your Pick List prior to restocking at the machine. If you run your Pick List utilizing your Supply Room this information will be generated in your Pick List.

- i. Press 3 to Restock to Partial Pick List
- ii. Enter Employee ID and press #(Pound) or scan employee badge to continue – you will need to be added as an employee to utilize Restock menu
- iii. Enter Pick List Number, this can be found on the Pick List page, and press #(Pound)
- iv. Enter the Selection number you are restocking and press #(Pound)
- v. Enter the Quantity you are restocking for that selection and press #(Pound)
- vi. You will be alerted that the Restock is Complete
- vii. Repeat steps iv – vi until all selections are restocked
- viii. Press *(Star) to exit the Restock menu

Option 4- Restock to Cycle Count

Cycle count will allow you to restock your machine selections one by one, without the need to run a Pick List or save your Par Levels in your machine planogram. In addition, you can use the Cycle Count feature to adjust the quantity in your selections.

Please note: if your products are set up to track the expiration date and lot number, you will not be able to use this feature

- i. Press 4 to Restock to Cycle Count
- ii. Enter Employee ID and press #(Pound) or scan employee badge to continue – you will need to be added as an employee to utilize Restock menu
- iii. Enter the Selection number you are restocking and press #(Pound)
- iv. The screen will show you the Current Quantity in that selection
- v. To update the quantity, enter the total quantity of products that are in the selection and press #(Pound) i.e. if the current quantity is 5 and you are restocking 5 more you will then enter 10 as your total quantity
- vi. Repeat steps iii – v until all selections are restocked
- vii. Press *(Star) to exit the Restock menu

Step 4:

Verify in your machine planogram online that the products have been updated to the correct quantities

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Steps to Restock using a Touch Screen Machine:

Step 1:

Enter Service Mode – to enter Service Mode you will press the blue button located in the top right corner of the control board

Step 2:

Scroll down and select Inventory

Step 3:

Scan Badge or Enter Employee ID – you will need to be added as an Employee to the account in order to utilize the Inventory menu

Step 4:

Option 1- Restock to Par Level

If you do not have a Pick List created on your IQ Tech account, you can restock your machine to the par levels set in your planogram

- i. Select Restock to Par
- ii. You will be alerted that the Restock is Complete

Option 2- Restock to a Pick List

If you have a Pick List created on your IQ Tech account, you can restock your machine to the Pick List.

Please note: if your products are set up to track the expiration date and lot number, you must save this information in your Pick List prior to restocking at the machine. If you run your Pick List utilizing your Supply Room this information will be generated in your Pick List.

- i. Select Restock to Picklist
- ii. In the Picklist # drop down select your Pick List number and press “Accept”
- iii. You will be alerted that the Restock is Complete

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Option 3- Restock to Partial Pick List

If you have a Pick List created on your IQ Tech account and you will not be restocking your machine to the total quantity for your selection(s) as shown in your picklist, you can restock your machine to a Partial Pick List and edit the amount you are restocking.

Please note: if your products are set up to track the expiration date and lot number, you must save this information in your Pick List prior to restocking at the machine. If you run your Pick List utilizing your Supply Room this information will be generated in your Pick List.

- i. Select Restock to Partial Picklist
- ii. In the Picklist # drop down select your Pick List number
- iii. Select the Selection # field and enter in the selection number you are restocking, press the green double arrow button
- iv. The Picklist qty field will show you the quantity requested in the Pick List
- v. Select the New qty field and enter in the quantity of product you are adding to the selection, press the green double arrow button
- vi. Press Apply Changes, you will be alerted that the Restock is Complete
- vii. Repeat steps iii – vi until all selections have been restocked

Option 4- Restock to Cycle Count

Cycle count will allow you to restock your machine selections one by one, without the need to run a Pick List or save your Par Levels in your machine planogram. In addition, you can use the Cycle Count feature to adjust the quantity in your selections.

Please note: if your products are set up to track the expiration date and lot number, you will not be able to use this feature

- i. Select Cycle Count
- ii. Select the Selection # field and enter in the selection number you are restocking, press the green double arrow button
- iii. The Current qty field will show you the current count that is in that selection
- iv. Select the Actual qty field and enter the total quantity of products that are in the selection (i.e. if the current qty is 5 and you are restocking 5 more you will then enter 10 at your actual qty), press the green double arrow button
- v. Select Update Qty, you will be alerted that the Restock is Complete
- vi. Repeat steps ii – v until all selections have been restocked

Step 5:

Verify in your machine planogram online that the products have been updated to the correct quantities

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