

# Eagle Mobile Location Code Maintenance

If you've ever needed to help a customer find products on the shelves or determine where to put up new stock, you know the value of using location codes, those identifying codes for each wall, aisle, and end cap in your store.

Finding products quickly is just one advantage of using location codes, however. Location codes also allow you to see information regarding your inventory such as inventory value and inventory adjustments which can show areas of shrinkage. This can assist you in managing theft.

Sales and profit dollars can also be viewed by location, showing how different areas of the store are contributing to your overall revenue.

We'll start this module with a quick overview of how to set up location codes for your store if you don't currently use them. Then you'll learn how to update location codes using Eagle Mobile. While you can update location codes in Eagle Mobile using Inventory Maintenance, Physical Inventory mode, and Location Maintenance, we're going to focus on Location Maintenance in this module. You'll learn how to adjust the settings and use the application.

Let's get started!

## Topics

- Set Up Location Codes
- Adjust Eagle Mobile Settings
- Use Location Maintenance
- Update Location Codes

## Set Up Location Codes

The first thing that needs to be considered before using location codes is what range of codes are going to be used to identify your locations.

The location field is 5-digit long. It can be a mix of numbers and letters.

We also need to consider that the code we use falls in logical range for the Eagle and the logical flow for your store.

Ideally you would like to be able to walk your store from your first location to the last location without having to retrace your steps.

The Eagle reads location codes from left to right so when using numbers your code should include a zero ahead of single digit numbers one through nine.

The common organization of location codes would be the separate store aisles by left side, right side, and outside walls.

For example, aisle 1's location code might be applied in the following way: 01R01

This is known as a common sense location because there's a literal meaning to the code.

The location is found on the right side of aisle 1. It is the first 4 feet of the gondola.

It follows that 01R02 is the second 4-ft gondola on the right side of the isle and 01L01 is the first location in isle 1 on the left. Outside walls can be denoted 01W01.

This should be the location associated with isle 1 set against the outside wall. It is the first wall location associated with this isle.

This form of location codes makes it very easy for employees to find locations without using a location map because the code tells them precisely where to go.

In this example, the location is aisle 1, right side, and the second gondola.

Not all stores can use the previously mentioned locations setup due to the way that the store is laid out.

In this case a standard numbering system can be used.

Just keep in mind that the Eagle reads numbers from left to right, so if you're using a numerical system, be sure to use leading zeros in the location codes.

For example, if you plan on using a four-digit code for your first location, it would be 0001.

You will continue using leading zeros until you get to 1000.

Interior location codes typically represent a 4-foot section of gondola when you have the flexibility to adapt the code to your store's needs. Just remember -- anywhere that you have inventory you should have a location code.

Exterior locations used for locating items in the yard are typically larger and they represent sections of warehouse racking or large sections of the yard where lumber is merchandised.

A good rule for exterior locations is to keep them small enough that someone could count the items in that location in approximately 30 minutes. This allows for more accurate cycle counting in the yard where the business is open.

## Adjust Eagle Mobile Settings

Now that you know how to set up location codes, let's take a look at updating location codes with Eagle Mobile's Location Maintenance. This process updates inventory directly, so there are no reports to run afterwards.

In Location Maintenance, as with other Eagle Mobile apps, you can change some of the default settings by tapping the Tools icon.

This opens a screen where you can temporarily change default settings for this session. At Assign Location, select how the location field acts when scanning items.

For example, selecting Keep Prior Location means that once you enter the location Eagle Mobile keeps using that location till you change it again. Naturally, this makes updating location codes simple. Just enter the location, then scan all the items in a 4-foot section. Each item will be assigned the same location code. When you change sections, enter the new location code. As you might expect, this is the recommended method for assigning location codes.

There are times when other methods work best, so let's take a look at each of them. With Manual Entry, you enter the location after each item is scanned. Use this when you only have a few items to scan and you are moving around to different sections often.

Increment Location means you start with a numeric location that increases by the amount in the Increment By field each time you scan an item. Use this method if you want each item to have a unique location.

The next setting- Capture UPCs - can be set to Yes or No depending on whether you wish to link UPCs to SKUs while you are setting locations.

The options for Print labels are Yes, No, and Prompt. Choosing Yes means that labels will automatically print using the label format and number selected here.

The Prompt setting tells Eagle Mobile to ask each time whether you'd like to print labels for the item. No, of course, means that no labels will be printed. Keep in mind that, even if you say No, you can use the printer icon on the screen to print labels if you unexpectedly need to.

Let's take a quick look at Label format before moving on. This setting allows you to select the default label if you are printing labels. This is handy when you are using labels for different purposes, such as display the label that has the UPC to reorder but doesn't show the price.

Next up is Number of Locations. This field allows you to update up to three locations as you scan. This is useful if you have a lot of back stock or endcaps.

Update Locations offers two ways to update the changes you are making with Eagle Mobile. If you choose Direct to IMU, the location codes are updated immediately.

Selecting FIL/RFL sends all the changes to a holding file in Flexible Inventory Load. You must then run the Flexible Inventory Loading Report to finalize the changes.

Although this selection requires more steps, it does allow the option of reviewing all the changes before they are finalized.

After setting the temporary defaults, tap OK.

Back at the Main Menu screen, notice that the Location Maintenance tools are now yellow. This indicates that changes have been made to the options for this session.

## Use Location Maintenance

Now that you've double-checked the settings and adjusted them as necessary, tap the words Location Maintenance to begin using the application.

This is the screen where all the real work is done. Here you can scan an item's UPC, type the UPC, or type the SKU number to display an item.

If you don't scan the item, you have to press Enter after typing the UPC or SKU to display the item.

Information about the item appears here, such as Quantity on Hand, current location, and retail price.

Notice the Location 1 field here. This is where you enter the new location for the item. As you type the new location code, it replaces the original. If you are updating directly to IMU, you can update up to three locations for each item. Otherwise, you'll only see Location 1.

After changing the location to 12R02, tap the Change button to save your changes. Simply scanning the next item also saves the changes.

Notice that when the next item is scanned, it keeps the 12R02 location code that was entered previously. This is because we selected Keep Prior Location in the settings.

The benefits of continuing to scan items without having to retype the location each time are obvious.

Keep in mind, though, that if you are updating more than one location code for an item, all of the subsequent items' location codes for Location 1, 2 and 3 will be set the same as the first item's.

If you make a mistake when entering the new location code, simply tap C to clear the field and re-enter the code. If you need to revert to the original location code, tap the current location to add that code to the location field.

After all location codes have been updated, tap OK to exit the Location Maintenance app. If you need to do something else but plan to return to Location Maintenance, tapping Menu leaves the app running. When you return, you can pick up where you left off.

## Update Location Codes

As I mentioned earlier, you have the option of saving the location changes to a Flexible Inventory Loading file before finalizing the changes in the Flexible Inventory Loading Report. This gives you the opportunity to review all the location changes and correct any mistakes before posting them to Inventory Maintenance. Let's quickly review this process.

After updating location codes using the Eagle Mobile handheld unit, the changes are saved in a Flexible Inventory Load file on Eagle. To review them, type FIL in the browser Launch bar and select eMobile in the Flex Name field. After the changes display in the grid, review the information, making any necessary changes. Then press Change.

You're now ready to finalize the changes by running the Flexible Inventory Loading Report. After launching RFL, select F – Finalize in the Options and eMobile as the Flex Name. Then press Run.

As you can see, Eagle Mobile's Location Maintenance allows you to update locations very quickly, especially if you chose the Direct to IMU updating mode.

Even relocating items is easy. Simply move the stock to a new location. Scan one, enter the new location, then scan each of the remaining items. All the new location codes are saved to Inventory Maintenance and you're ready to move on to another task.

With up-to-date location codes, you'll be able to provide better customer service as well as analyze your inventory's performance by sales area.

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