

LYIT

LAST YARD
INVENTORY TRACKING

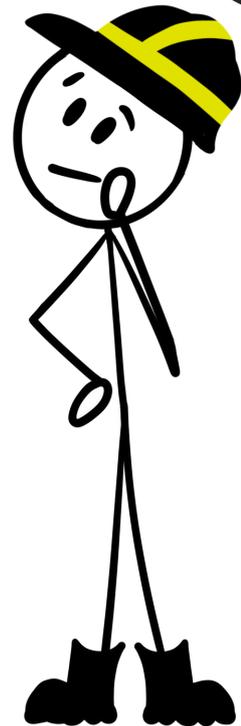
 support@lyit.io

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Why LYIT?



Efficient inventory management

Efficient inventory management is essential for keeping operations running smoothly.

LYIT (Last Yard Inventory Tracking) ensures that the right parts are always available when needed, reducing downtime, improving accuracy, and making stock control past the warehouse, simple.

With LYIT, every part is **tracked in real time**, allowing for **fast retrieval, seamless stock replenishment, and accurate stocktakes**.

Whether you're scanning out parts, restocking inventory, or making adjustments, **LYIT is designed to be quick, reliable, and easy to use**.

This handbook will guide you through the key features and processes to help you get the most out of LYIT.

Know what you have. Find it fast. Keep operations moving.



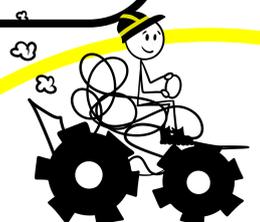
Using LYIT

Retrieving Parts to Use

- 1. Enter the store room**
 - Pick up the scanner from the LYIT terminal.
- 2. Find & scan parts**
 - Locate the parts you need.
 - Scan each part's QR code.
 - For multiple units, scan **each** one separately.
 - Repeat the process for any other parts taken.
- 3. Check your list**
 - Return the scanner to the charging station next to the LYIT terminal.
 - Review scanned parts listed on the screen.
 - Ensure the list matches what you've taken.
- 4. Confirm & finish**
 - If correct, tap "**DONE**" to complete the process.
 - If you scanned too many, or the wrong part, use the +/- buttons to adjust.

IMPORTANT NOTES

- Scan each part the correct number of times.
- Use the +/- buttons on the screen to fix mistakes.
- If you have issues, check the troubleshooting guide.
- **Always return the scanner to the charging station.**



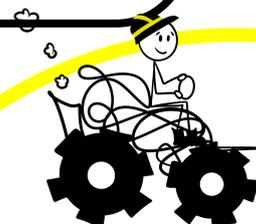
Receiving stock

Adding New Stock

- 1. Enter the store room**
 - Bring the new parts with you.
 - On the LYIT terminal screen, tap "**Maintenance**", and then "**Receive Stock**".
- 2. Scan the part location**
 - Pick up the scanner and go to the location for the part you are adding to the store room.
 - Cross-check the SAP number.
 - Scan the QR code at the parts location.
- 3. Restock the parts**
 - Put the new parts in the correct parts location.
- 4. Log the new stock**
 - Return scanner to the terminal charging station.
 - On the terminal screen enter the quantity of parts added using the keypad.
 - Cross-check the "**Added QTY**"
 - If correct, tap "**RECEIVED**" to confirm.

IMPORTANT NOTES

- Ensure you scan the correct location QR code before adding stock.
- Always enter the **exact** quantity added to keep inventory accurate.
- If unsure, check with the Parts Coordinator.



Stocktake

Count it. Adjust it. Done.

- 1. Enter stocktake mode**
 - On the terminal screen, tap "**Maintenance**", then "**Stocktake**".
- 2. Scan the part**
 - Collect the scanner and scan the QR code at the location of the part you would like to check.
 - The current stock level will appear on the terminal screen.
- 3. Adjust stock if needed**
 - If the stock level is incorrect, enter the correct quantity using the keypad.
 - Tap "**Adjust**" to update the stock level.
- 4. Confirm the change**
 - Exit and re-enter Stocktake mode to double-check the adjustment.
 - If the count is correct, move on to next step.
- 5. Finalising the stocktake**
 - Continue scanning and checking other parts as needed.
 - Adjust stock levels only if required.
 - Once all parts have been checked, tap "Back" to exit Stocktake mode and return to the main screen.

IMPORTANT NOTES

- Always double-check stock levels after making adjustments.
- You can scan multiple parts without exiting Stocktake mode.
- If unsure, check with the Parts Coordinator.



Need Help?

FAQ's & Troubleshooting

Using LYIT on site

How do I retrieve parts from the Store Room using LYIT?

- refer to page 04.

How do I receive new stock into the LYIT system?

- refer to page 05.

What should I do if the stock count in LYIT doesn't match what is in the store room?

- refer to page 06.

The terminal is not working properly, what should I do?

- Restart the LYIT application:
 - Slide your finger down on the top right corner of the tablet screen.
 - Tap "**Close Program**" to exit LYIT.
 - Restart the tablet as normal, and LYIT will reopen automatically.

What should I do if the scanner isn't working or won't scan a QR code?

- Check if the scanner is charged and properly docked.
- Clean the scanner lens if dirty.
- Ensure the QR code is not damaged.
- If the QR code is damaged, email LYIT Support with the SAP number of the part so a replacement sticker can be issued.

What happens if I scan the wrong part?

- If the part is still on the terminal screen, use the +/- buttons to adjust the quantity before completing the process.
- If you've already completed the process, follow the "Stocktake" process (page 06) to correct the stock level for the mistaken part. Once corrected, scan the correct part and continue as usual.



Need Help?

FAQ's & Troubleshooting

Using LYIT on site *(continued)*

What should I do if I forget to scan a part before taking it?

- Return to the Store Room and scan the QR code for the part, then tap "**Done**".

How do I check stock levels without making changes?

- Tap "**Maintenance**" and then "**Stocktake**".
- Scan the QR code of the part.
- The current stock level will be displayed on the tablet screen.

There is a red "Connection Issue" under the time on the tablet screen—what does this mean?

- This means the terminal is not connected to WiFi.
- Minimise the LYIT application and check the WiFi connection.
- LYIT will still work without WiFi, and stock levels will update once the connection is restored.

Can I undo a stock adjustment if I made a mistake?

- Yes. Simply rescan the QR code for that item.
- Enter the correct quantity and tap "**Adjust**" again to update the stock level.

What happens if I accidentally add the wrong quantity when receiving stock?

- Complete a stocktake adjustment to correct the error:
 - Tap "**Maintenance**" and then "**Stocktake**".
 - Scan the QR code and update the quantity.



Need Help?

FAQ's & Troubleshooting

Using LYIT on site *(continued)*

How do I know if a part is out of stock or needs reordering?

- When the stock level reaches the preassigned "**Stock Reorder Limit**", LYIT will automatically generate an email to the Parts Coordinator.
- If you feel the "**Stock Reorder Limit**" needs to be adjusted, inform your Parts Coordinator of the recommended stock quantity e.g. adjust limit to reorder when stock drops to 20 units, instead of 10 units.

What should I do if the stock location is empty?

- Complete a stocktake adjustment to correct the error:
 - Tap "**Maintenance**" and then "**Stocktake**".
 - Scan the QR code and update the quantity.
- Inform your Supervisor so they can order the part as per normal.
- Inform Parts Coordinator to increase the "**Stock Reorder Limit**" so stock will get replenished before they run out.

Who should I contact if I experience a system issue or need help?

- If the system isn't working properly, contact LYIT Support ASAP so the issue can be resolved. [support@lyit.io]

The Backend *(Website Management)*

How do I add a new part to the LYIT system?

- refer to page 10.

How do I edit an existing part in the LYIT system?

- refer to page 11.



Backend

Website Management

Adding Parts to the inventory

1.

Log into LYIT

- Open the LYIT website.
- Enter your email and password, then click "**Log In**".



2.

Access the Inventory Page

- Click the "**Inventory**" tab at the top right of the screen.
- A full list of the site's inventory will be displayed.

3.

Add a New Part

- Click the blue "**ADD**" button.
 - top right of the Inventory page.
- A pop-up form will appear.
- Fill in the relevant details for the new part.
- Click "**Add to Inventory**" to save the part.

IMPORTANT NOTES

- Ensure all required fields are completed before clicking "**Add to Inventory**".
- Double-check part details to avoid errors.
- If you need to edit a part later, follow the "**Editing Parts**" process on page 11.



Backend

Website Management

Editing Parts in the inventory

- 1. Log into LYIT**
 - Open the LYIT website.
 - Enter your email and password, then click "**Log In**".
- 2. Select the Correct Terminal**
 - Click on the Terminal where the part is located.
 - This will display the inventory list for that terminal.
- 3. Make Changes**
 - Use the search bar to locate your item.
 - Click the row to edit the detail required e.g:
 - Recommended reorder quantity
 - Stock Reorder Limit (minimum stock level before an email is sent)
 - Part location within the storage area
 - Stock on hand
 - Once done, click "**Update**" to save changes.



IMPORTANT NOTES

- Always ensure changes are accurate before clicking "**Update**".
- Adjust reorder levels carefully to maintain stock availability.
- If you need to add a new part, follow the "**Adding Parts**" process on page 10.



Contact

Key contacts & information

Website Login

Log in to the LYIT Inventory System



Contact Support

Have questions or need support? Contact LYIT Support for assistance.



View/Download Handbook

Get the full user guide for quick reference.



LYIT Instructional Video

Learn all about LYIT in 4 minutes and 28 seconds!



LYIT Walk Through Video

See LYIT in action with a guided a demonstration.



LYIT

LAST YARD INVENTORY TRACKING

CONTACT

Scan to email
LYIT Support



Keeping your inventory on track.

WEBSITE

Scan to visit LYIT

- Download handbook
- Watch the tutorial
- Learn More

