



Product Location Tracking (PLT) **Setup Guide**

October 21, 2020

Table of Contents

Product Location Tracking (PLT) Setup Overview	4
Supplies	4
PLT Dashboard	5
Login Information	5
Locator Tag Hierarchy	6
Department > Aisle > Section > Location	6
Aisles	6
Departments	7
Sections	8
Locations	9
Product	9
Store Setup	10
Setting Up Aisles	10
Numbered Aisle: Tile Department	11
Numbered Aisle: Wood Department	14
Numbered Aisle: Installation Materials Department	17
Numbered Aisle: Stone Department	19
Numbered Aisle: Wall Tile Department	21
Numbered Aisle: Decorative Tile & Stone	23
Aisles: Front Wall, Back Wall, Left Wall, Right Wall (FRWAL, BKWAL, LFWAL, RTWAL)	26
Aisle: Design Center (DECTR)	27
Aisle: Heart Attack Zone (HTZ)	28
Aisles: Racetrack Front, Left, Back, Right (RTFRT, RTLFT, RTBK, RTRT)	29
Department: (RACTR)	29
Aisle: Registers (REG)	30
Aisle: PRO Desk (PRO)	31
Aisle: Command Center (CMCTR)	32
Departments: WH1	32

The Command Center Desk is located within the Warehouse (WH1) Department, although the entrance may be on the front, side or back of the store. The Command Center Desk is a One-Sided, Named Aisle.....	32
Desk and Surrounding Area	32
The Command Center Desk will have one (1) Floor Stack (FLS) Section and all product on or surrounding the desk will be included in one (1) Sales Floor (SLF) Location.	32
Aisle: Customer Storage (CSTRG).....	33
Aisle: Overstock (OVRST)	34
Tagging the Store.....	36
Print Locator Tags.....	36
Locator Tag Standards	37
Clear Plastic Shields	37
Tile Department Floor Runs	38
Tile Department Oversized Pallets.....	39
Tile Department Floor Stacks	40
Tile Department End Caps	41
Wood Inspiration Center, FDX and Countertop Samples	42
Wood Department Endcap	43
Wood Department Bay w/ 2 nd Shelf Selling	44
Wood Department Bay Sales Floor Overstock	45
Stair Parts Bay	46
Molding Bays	47
Wood Department Center Aisle Floor Stack.....	48
Stone/Wall Tile Bay	49
Deco Floor Runs	50
Deco Wall Bays.....	51
Deco End Caps	52
Deco Floor Stacks.....	53
Wall Tile Sales Floor Overstock	54

Installation Materials Bays.....	55
Design Center Floor Run & Floor Stack	56
Pro Desk & Command Center Floor Stack.....	58
Wood Inspiration Center (WIC)	59
Registers & Return Desk.....	60
Racetrack.....	61
Heart Attack Zone (HTZ)	62
Customer Storage (CSTRG) – Warehouse (WH1/WH2)	63
Overstock (OVRST) – Deco Overstock (DECOS)	64
Outside (OUTSD) – Outside (OUTSD)	65
Locate Product.....	66
Scan Product to Location	66
Manually Enter Product to Location.....	66
Select a Home Location	67

Product Location Tracking (PLT) Setup Overview

Product Location Tracking (PLT) is an application that allows stores to systematically identify the location of product within their building. A location hierarchy has been defined and physical areas in the store are identified as locations using barcoded stickers. This guide explains the process for mapping, printing, labeling and locating product within the PLT application and is summarized below:

1. Verify that all required supplies have been provided
2. Physically map the store and input locations into the PLT application
3. Identify the Zebra printer and load the Locator Tag stickers
4. Print Locator Tags Aisle by Aisle
5. Clean surfaces and place Locator Tags
6. Scan or input product into the PLT application and select Home Locations

Supplies

Required Supplies
SFE Devices
PLT Setup Checklist
Zebra Printer
Locator Tag Stickers
Locator Tag Shields
Paper Towels
Non-acidic Cleaning Spray
Rolling Cart
Measuring Tape

Locator Tag Stickers

Stickers can be ordered through FiNDit (Drummond); UV Resistance 2.5 x 1.25 Label w/ Ribbon.

Locator Tag Shields

Shields can be ordered through FiNDit (Drummond); Plastic Laminate Shields 4x4.

The Zebra ZT230 is used for printing 1x3 price tags and PLT Locator Tags





Login Information

Unique logins are not provided to third party vendors. Vendors will need to use the login information of a manager at Floor & Decor to access the PLT Application. Manager credentials allow access to PLT setup.

PLT Dashboard

My Store

- Setup Aisles, Sections and Locations in the PLT application
- View the store setup and product within a location

Locate Product

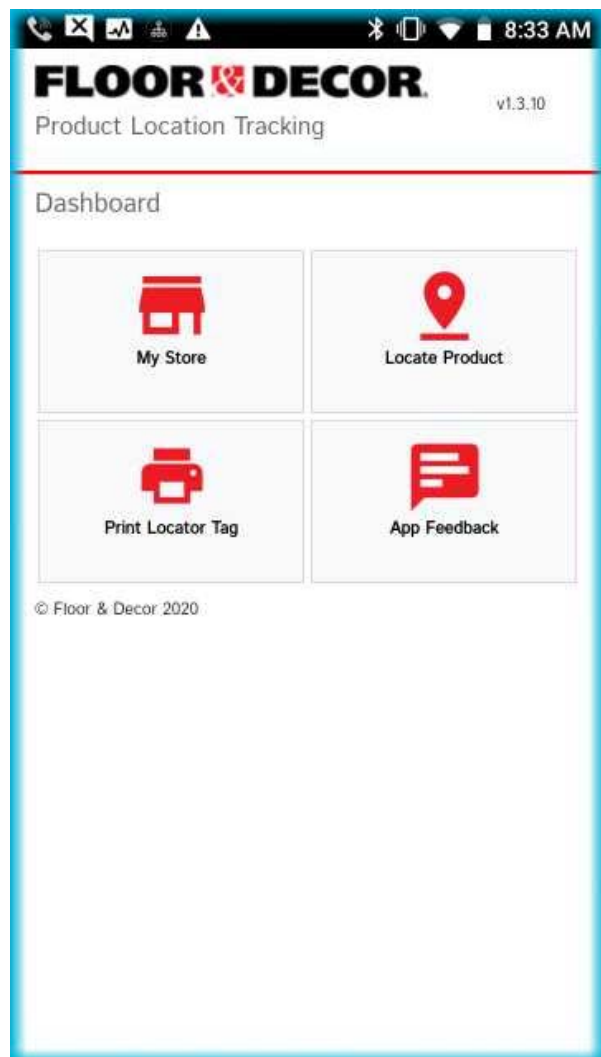
- Scan or input product into a location within the PLT Application

Print Locator Tag

- Print Locator Tags by Aisle, Section or Location

App Feedback

- Provide feedback or suggestions on app improvement
- For issues with the app, do not leave feedback. Submit a ticket in Service Now.



Locator Tag Hierarchy

Department > Aisle > Section > Location



Aisles

- Aisles are either **Numeric** (1,2,3,4...) or **Named** (HTZ, FRWAL, etc.).
- All interior Aisles are Numeric. All perimeter Aisles are Named.
- Aisles are either **One-Sided** or **Two-Sided**.

Named Aisles	Abbreviations
Command Center	(CMCTR)
Customer Storage	(CSTRG)
Design Center	(DECTR)
Heart Attack Zone	(HTZ)
Outside	(OUTSD)
Overstock	(OVRST)
Pro Desk	(PRO)
Registers	(REG)
Front Wall	(FRWAL)
Left Wall	(LTWAL)
Back Wall	(BKWAL)
Right Wall	(RTWAL)
Racetrack Front	(RTFRT)
Racetrack Left	(RTLFT)
Racetrack Back	(RTBK)
Racetrack Right	(RTRHT)

- Aisle 1 will always be One-Sided and begin in the physical aisle to the right of the Tile Department when facing the back of the store.
- Physical aisles where one side of the aisle is a perimeter wall of the store, will be One-Sided Aisles.
- The Department must be selected to create an Aisle.

Departments

- Departments are determined by the type of product the Aisle contains. Use overhead signage and in-store marketing to determine the appropriate Department when setting up the store.
- Numeric Aisles are consecutive and do not start over in each Department.
- Product from two different Departments might share the same Aisle. For example, Bamboo (BAMB) and Water Resistant (WATR); Ledger (LDGR) and Slate (SLATE); Slate (SLATE) and Travertine (TRV). Choose the Department based on overhead signage to avoid losing an entire Department designation.

Departments	Abbreviation
Tile	(TILE)
Solid Wood	(SOLWD)
Wood Inspiration Center	(WIC)
Engineered	(ENG)
Bamboo	(BAMB)
Laminate	(LAM)
Water Resistant	(WATR)
Wood Installation Materials	(WIM)
Molding	(MLDNG)
Outside	(OUTSD)
Stair Parts	(STAIR)
Underlayment	(UNLMT)
Installation Materials	(INSMA)
Ledger	(LEDGR)
Slate	(SLATE)
Travertine	(TRV)
Marble	(MAR)
Granite	(GRAN)
Wall Tile Deco	(WTDEC)
Countertops	(CNTRT)
Deco Floor	(DECOF)
Deco Wall	(DECOW)
Design Center	(DECTR)
Wall of Tile	(WALOT)
Wall of Wood	(WALOW)
Heart Attack Zone	(HTZ)
Register	(REG)
Warehouse 1	(WHS1)
Warehouse 2	(WHS2)
Deco Overstock	(DECOS)

Sections

- A **Bay (BAY)** is the shelving or area between two steel uprights. Typically, a bay is an 8ft section but can also be a 4ft section between two steel uprights.
- An **End Cap (EC)** is the front and back end of each aisle. Sometimes end caps are 8ft sections of metal racking and sometimes they are displays that do not have shelves or signage for product.
- A **Floor Run (FLR)** is a row of palletized product, forming an aisle that is not within metal racking.
- A **Floor Stack (FLS)** is one or more pallets on the floor within an aisle. Each Aisle must have a Floor Stack (FLS) to locate any product in the middle of the floor that is not in a Bay (BAY) or Floor Run (FLR).

Section	Abbreviation
Bay	(BAY)
End Cap	(EC)
Floor Run	(FLR)
Floor Stack	(FLS)

- All End Cap (EC) and Floor Stack (FLS) Sections must go into the Aisle to the left when facing the perimeter of the store.
- In One-Sided Aisles, Bay (BAY) Sections are numbered in consecutive order starting from the front of the Aisle (interior of the store) to the back (perimeter of the store).
- In Two-Sided Aisles, Bay (BAY) and Floor Run (FLR) Sections are numbered with odd numbers on the left and even numbers on the right.

Locations

- A **Sales Floor (SLF)** Location is any area that holds product for sale which is accessible by a customer.
- A **Sales Floor Overstock (SFO)** Location is a shelf that holds product which is for sale but is not accessible by a customer.
- A **Warehouse Overstock (WHO)** Location is an area of the Warehouse that holds product which the store is unable to fit on the Sales Floor and is not accessible to customers.
- A **Customer Storage (CST)** Location is an area or shelf in the warehouse that holds Storage Buy orders paid for by customers, that have not been picked up yet.

Location	Abbreviation
Sales Floor	(SLF)
Sales Floor Overstock	(SFO)
Warehouse Overstock	(WHO)
Customer Storage	(CST)

- Product can only be added to a Location within the Locator Tag hierarchy.
- All Sections must have at least one (1) Location for the Locator Tag to print.
- Sales Floor (SLF) and Sales Floor Overstock (SFO) Locations will only be used on the Sales Floor or in an outside area that holds sellable product.
- Warehouse Overstock (WHO) Locations will only be used in the Warehouse(s) and in an outside area that holds non-sellable product.
- Customer Storage (CST) Locations will only be used in Warehouse Sections that are dedicated to holding Storage Buy orders.



Product

- All sellable Floor & Decor product can be identified by its SKU number.
- All product physically located within the store must be scanned or manually input into a location in the PLT application.
- If the SKU number is not immediately available, it must be identified so that the product can be located manually.

Store Setup

Before the Locator Tags can be printed and placed, physical attributes of each aisle must be set up in the PLT application.

Set up the store in a **CLOCKWISE** direction.

Input all location attributes from left to right, interior to perimeter.



Setting Up Aisles

7. Click My Store > Add Aisle >
8. Select a Department >
9. Select a Type >
10. Select a Style >
11. Click Add Aisle.

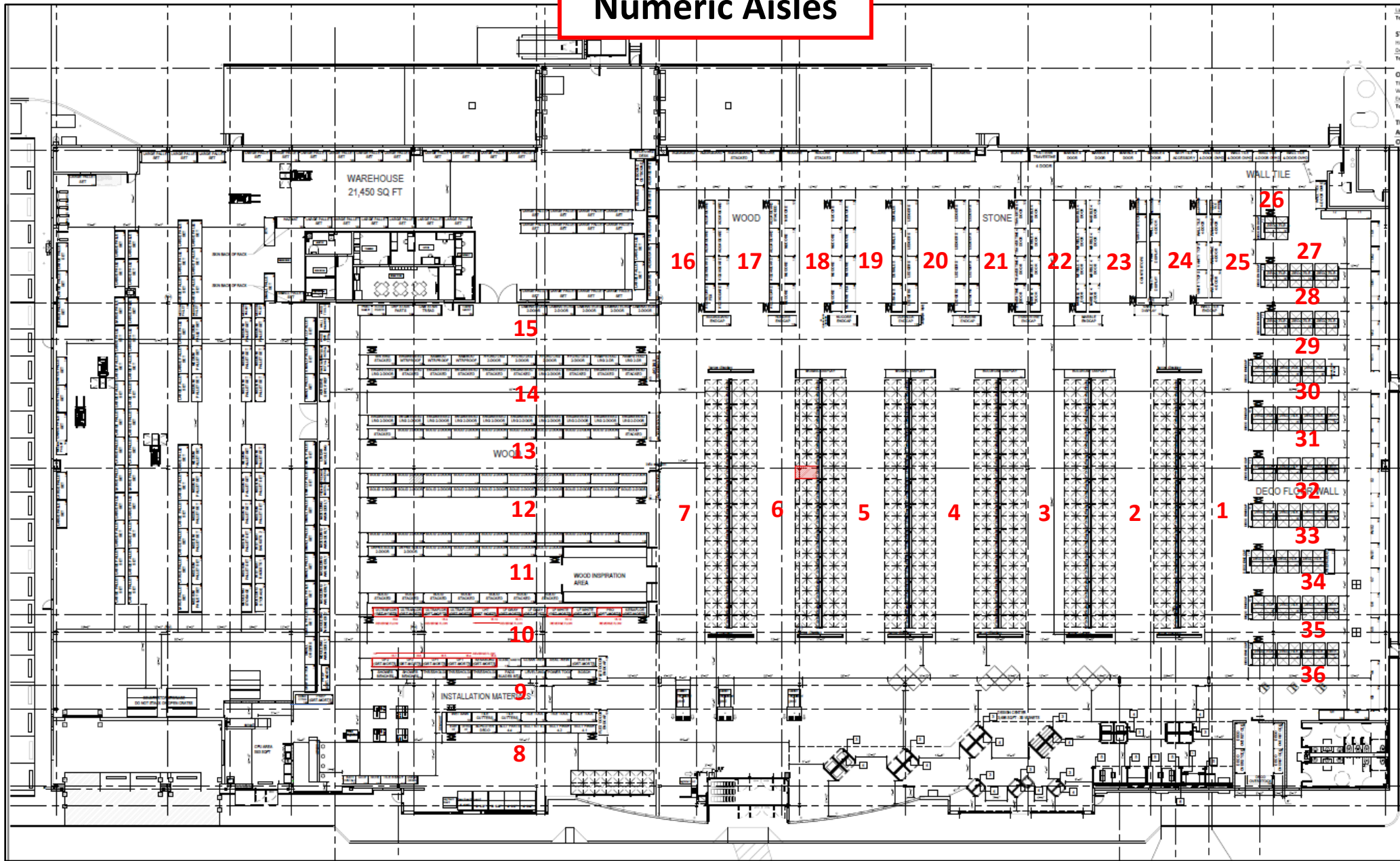
A screenshot of the "Add Aisle" dialog box in the PLT application. The dialog has a title bar with a close button. It contains three sections: "Select a Department" with a dropdown menu showing "Bamboo (BAMB)", "Select a Type" with radio buttons for "Numeric" (selected) and "Named", and "Select a Style" with radio buttons for "Two-Sided" (selected) and "One-Sided". Below the style selection, there is a note: "Aisle will be numbered on both sides with odd numbers on left, even on right." At the bottom are "Cancel" and "Add Aisle" buttons. A preview of the aisle list is visible at the bottom of the dialog, showing items 6 and 7: "Tile (TILE)" and "Deco Floor (DECOF)".

Number	Department	Type	Style
6	Bamboo (BAMB)	Numeric	Two-Sided
7	Bamboo (BAMB)	Numeric	Two-Sided

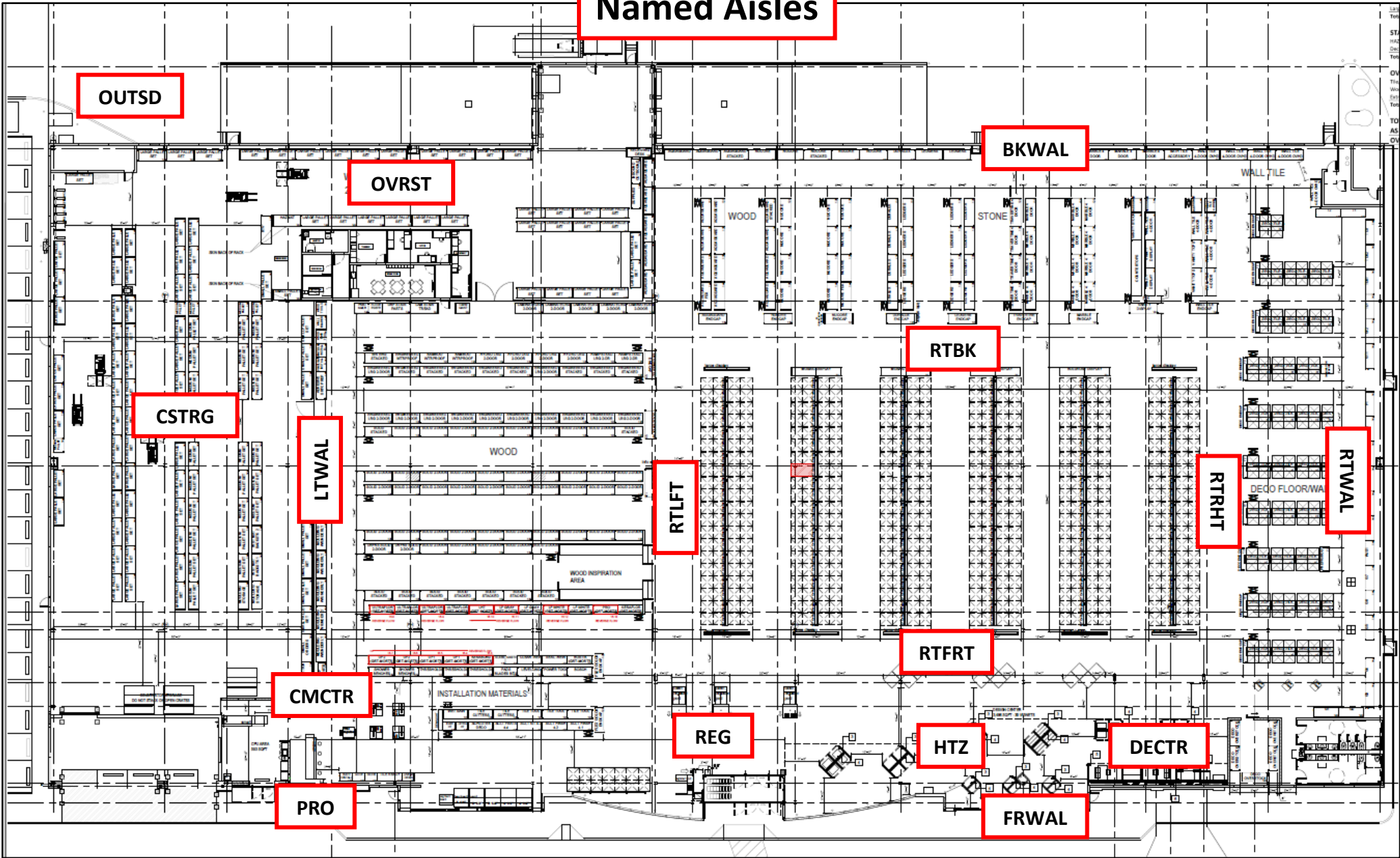
A screenshot of the "Aisles" screen in the PLT application. The screen has a header with the "FLOOR & DECOR" logo, the text "Product Location Tracking", and the version "v1.3.10". Below the header is a "Back to Dashboard" button. The main section is titled "Aisles" and contains a list of aisles. Each aisle is represented by a red square with a white number and a text label. At the top right of the list is an "Add Aisle" button with a plus icon. The list shows items 1 through 7: "Tile (TILE)" for items 1-6 and "Deco Floor (DECOF)" for item 7.

Number	Department	Type	Style
1	Bamboo (BAMB)	Numeric	Two-Sided
2	Bamboo (BAMB)	Numeric	Two-Sided
3	Bamboo (BAMB)	Numeric	Two-Sided
4	Bamboo (BAMB)	Numeric	Two-Sided
5	Bamboo (BAMB)	Numeric	Two-Sided
6	Bamboo (BAMB)	Numeric	Two-Sided
7	Bamboo (BAMB)	Numeric	Two-Sided

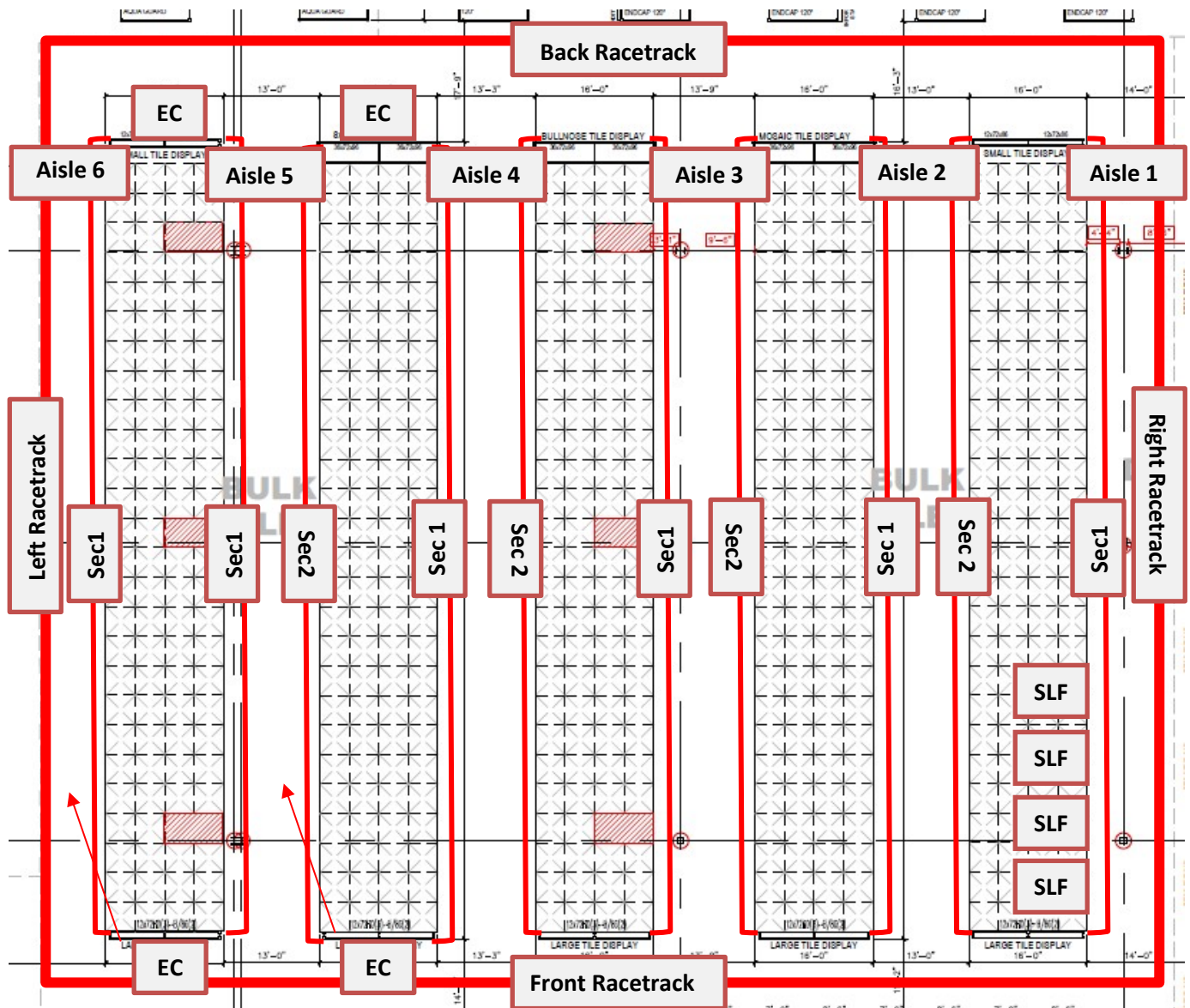
Numeric Aisles



Named Aisles



Numbered Aisle: Tile Department (TILE)



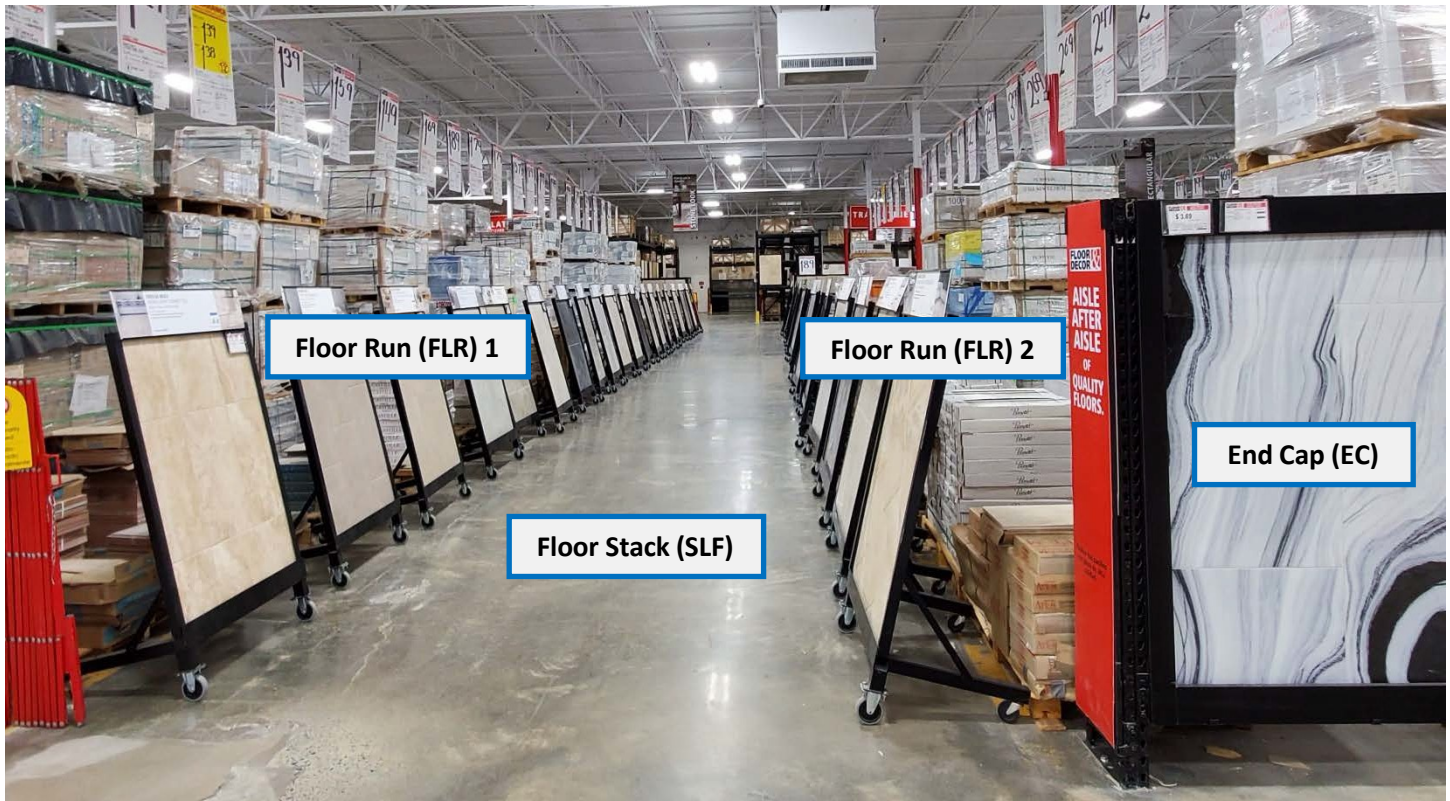
Aisle & Department

The Tile (TILE) Department is in the center of the store and can be identified using overhead signage. Start at the far right side of the Tile Department and map the store in a clockwise direction. The first and last Aisle of the Tile Department will be One-Sided, and all interior Aisles will be Two-Sided.

Sections & Locations

The first and last Aisle in the Tile Department will have one (1) Floor Run (FLR) and Sales Floor (SLF) Locations for every possible pallet position, roughly every 4ft. All interior Aisles in the Tile Department will have two (2) Floor Runs (FLR): Floor Run (FLR) 1 will be on the left and Floor Run (2) will be on the right. In each Floor Run (FLR), Sales Floor (SLF) Location 1 will start at the front of the store, closest to the front entrance/registers. Some aisles in the Tile Department will have product merchandised in the middle of the aisle, which is in one (1) Floor Stack (FLS) Section with one (1) Sales Floor (SLF) Location.

Even if there is no product in the middle of a Tile Aisle, a Floor Stack (FLS) Section and Sales Floor (SLF) Location must be created. The last Aisle of Tile will have no Floor Stack because product to the left of the last Tile Aisle will be located in the Left Racetrack.



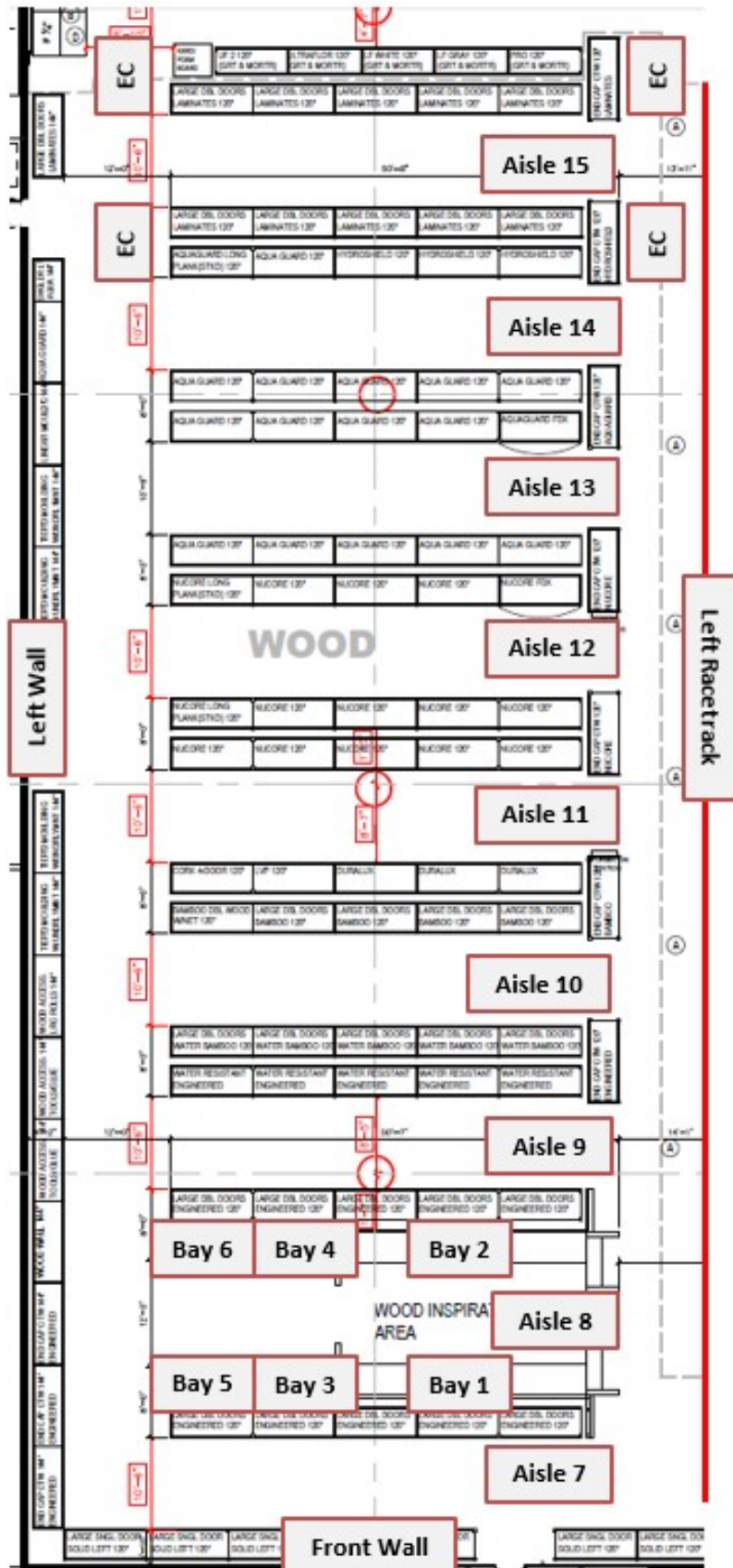
Mosaics and Borders on End Caps

All interior Aisles and the last Aisle in the Tile Department will have two (2) End Cap (EC) Sections, the End Cap (EC) on the right, always belongs to the Aisle to its left; End Cap (EC) 1 is nearest to the front of the store and End Cap (EC) 2 is at the end of the Aisle.

End Caps (EC) at the end of the Tile Aisles often have multiple Sales Floor Locations (SLF) (One SLF per shelf) whereas the front End Caps (EC) do not hold product and only have one (1) Sales Floor (SLF) Location. Since all End Caps (EC) Sections and Floor Stack (FLS) Sections belong to the Aisle to the aisle on their left, Aisle 1 of Tile does have End Caps or Floor Stacks. Product to the right of the first Aisle of Tile will be recorded in the Right Racetrack.



Numbered Aisle: Wood Department (SOLWD, ENG, LAM, BAMB, WATR, WIC)



Aisle & Departments

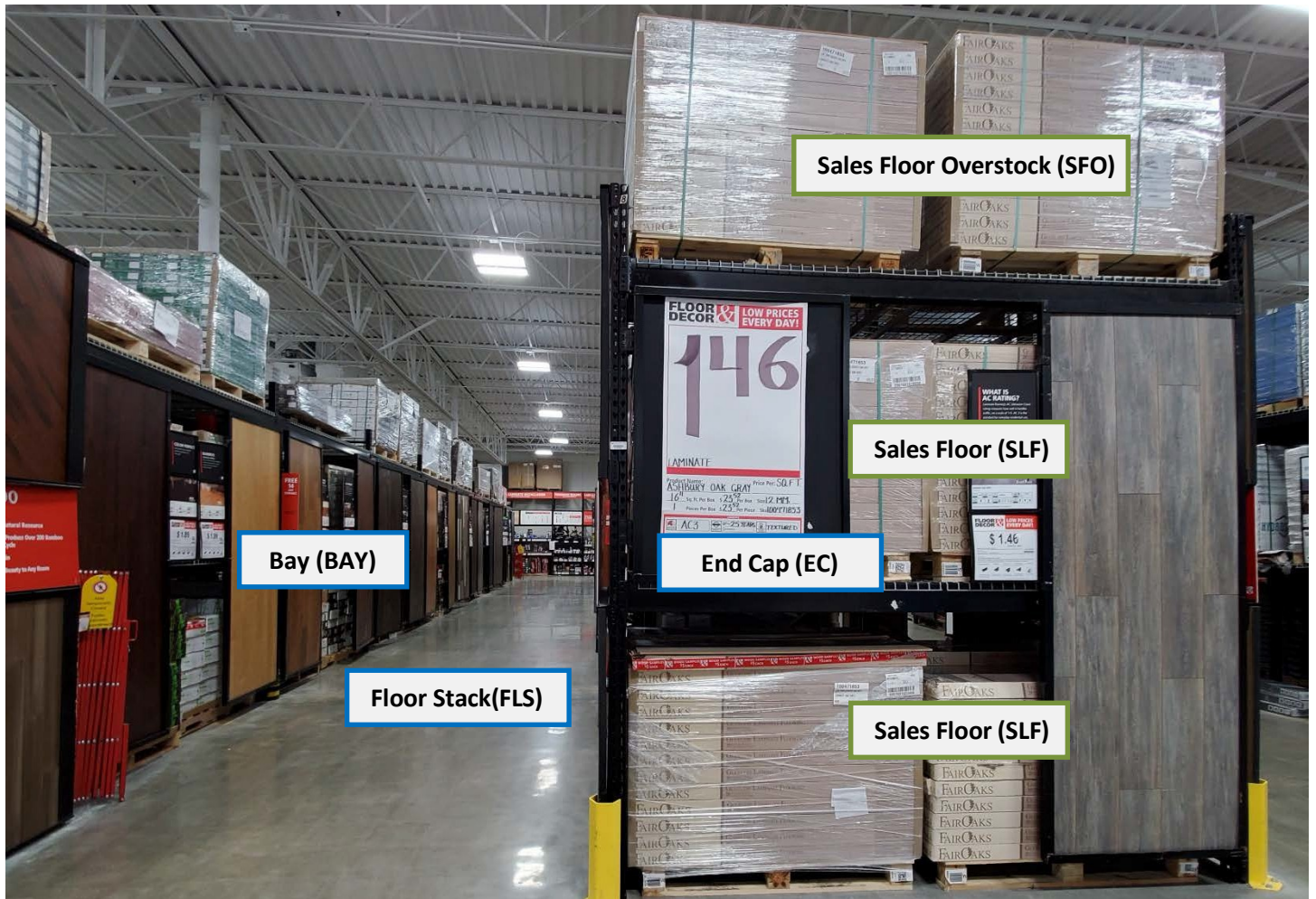
The Wood Department is usually on the left upon entering the store, however, in some cases the Wood Department is on the right and the Deco Department is on the left.

The first Aisle in the Department will be One-Sided, since the Front Wall is on the left-hand side in the first Aisle. All interior Aisles will be Two-Sided.

Unlike Tile, the Wood Department is broken up into multiple sub-departments. There are various types of Wood and Wood-like products, separated by physical aisles. Overhead signage, product displays and display signage should be used to determine which Department is within a certain numbered Aisle.

- Solid Wood (SOLWD)
- Wood Inspiration Center (WIC)
- Engineered (ENG)
- Bamboo (BAMB)
- Laminate (LAM)
- Water Resistant (WATR)
- Wood Installation Materials (WIM)
- Molding (MLDNG)
- Stair Parts (STAIR)

In some cases, Bamboo will only be on one side of a Two-Sided Aisle, when selecting the Department, select Bamboo (BAMB) even though the other side of the Aisle may be Laminate (LAM) or Water Resistant (WATR).



Sections & Locations

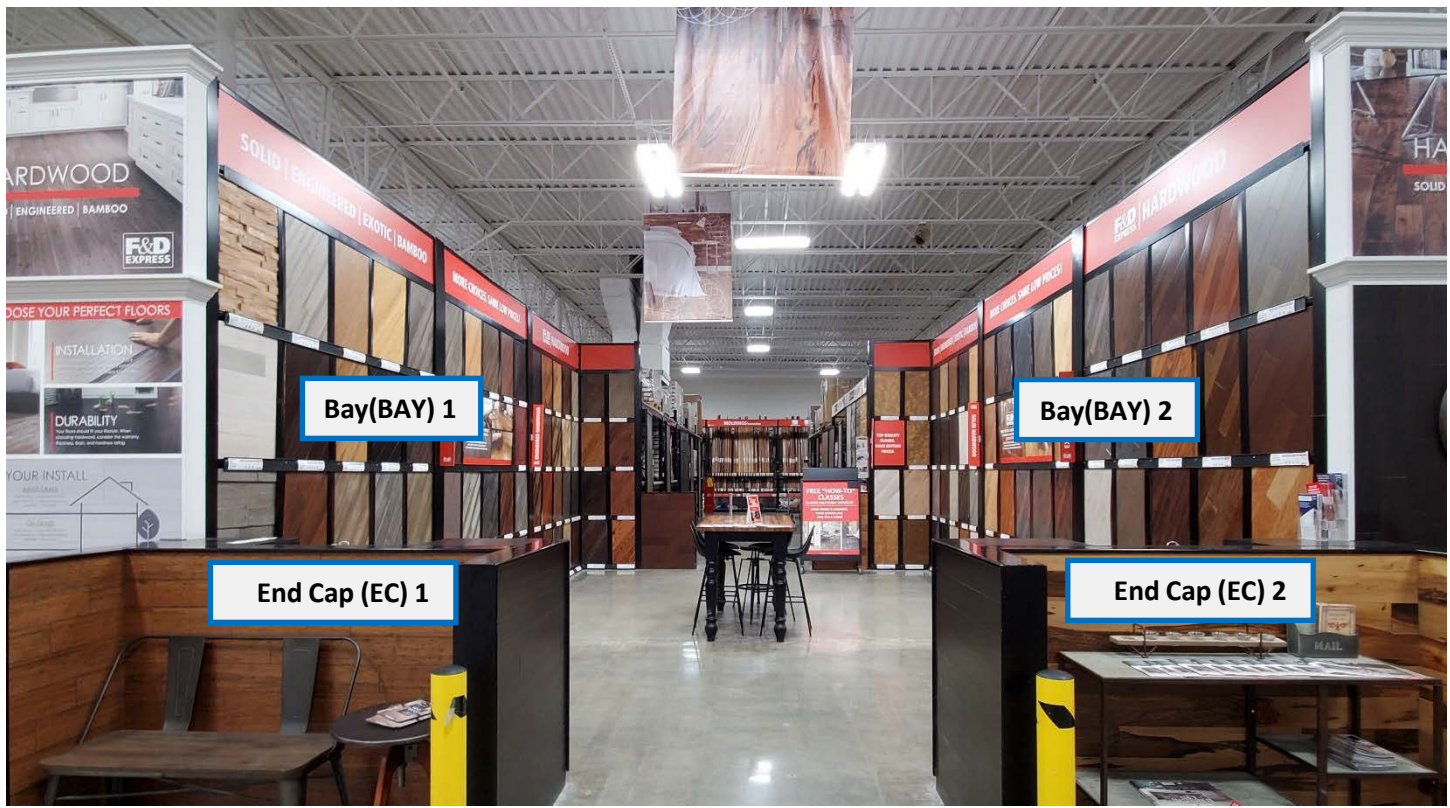
Bays (BAY), End Caps (EC) and Floor Stacks (FLS) will be used to name Sections in the Wood Department. Bay (BAY) Sections are every 8ft area between two (2) steel uprights. One or two large display doors will be on the front of every Bay (BAY) Section.

When looking down an Aisle toward the perimeter of the store, odd Bay (BAY) Sections will be on the left and even Bay (BAY) Sections will be on the right. Always start Bay (BAY) 1 on the left-hand side toward the front of the Aisle, at the interior of the store. Within each bay, the floor level will always be a Sales Floor (SLF) Location and the top shelf will always be a Sales Floor Overstock (SFO) Location.

The 1st and/or 2nd shelf within a bay will be a Sales Floor (SLF) Location if product is open and accessible to customers and a Sales Floor Overstock (SFO) Location if pallets are still wrapped and banded and not accessible to customers. Although the front end cap will be a physical bay, name the Section End Cap (EC) in PLT. End Caps (EC) always belong to the Aisle on their left when looking down an Aisle toward the perimeter of the store. Each Aisle will have at least two (2) End Caps (EC) and may have more if there is a break in the aisle. Each Aisle will have at least (1) Floor Stack (FLS) to capture the area in the middle of the Aisle. All product in the middle of the Aisle will be included in one (1) Sales Floor (SLF) Location.

Wood Inspiration Center (WIC)

WIC is a large, open area with tables in the center that has small displays of special order product and cubbies with samples. WIC has its own Department name in PLT.

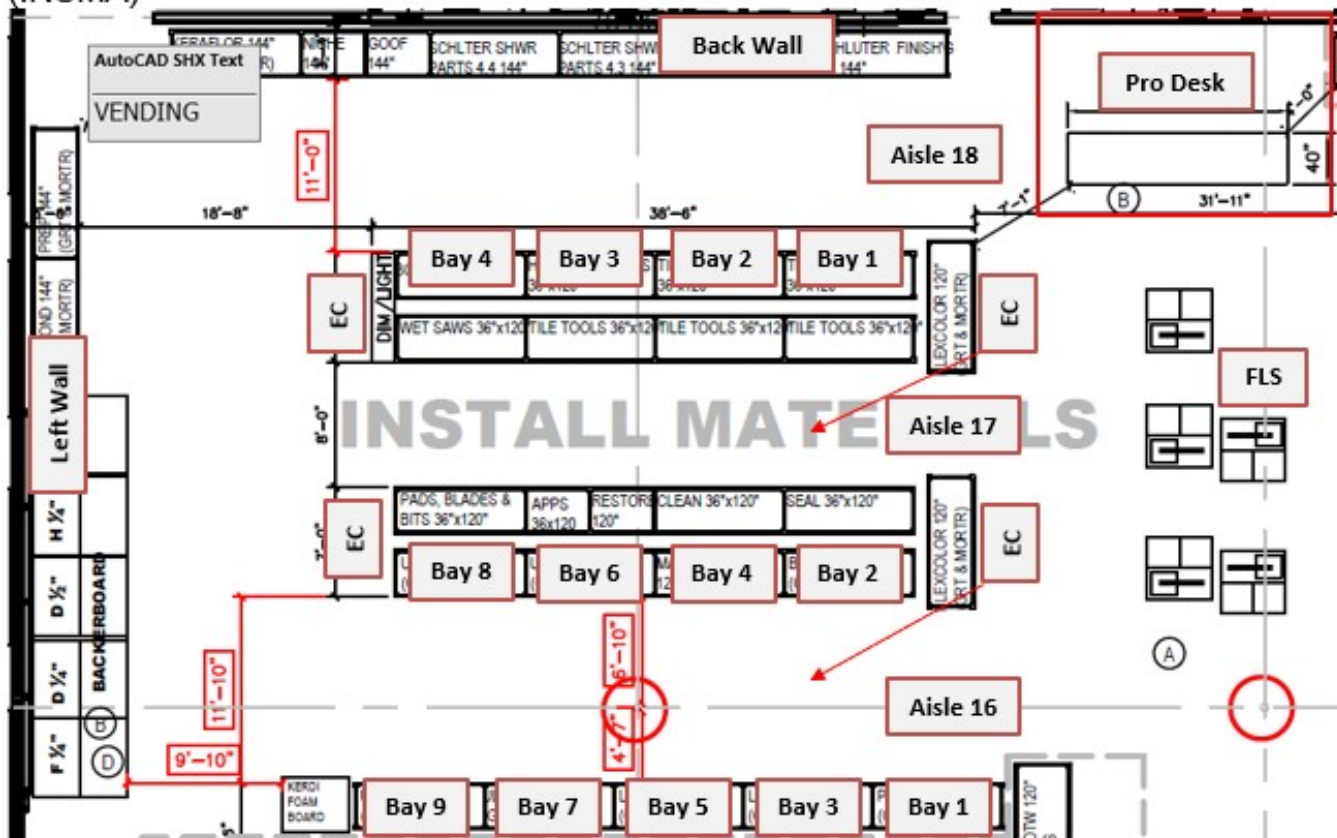


Sample Cubbies

Sample cubbies will be End Cap (EC) Sections with Sales Floor (SLF) Locations for each row of cubbies. End Cap (EC) 1 will be on the left and End Cap (EC) 2 will be on the right.



Numbered Aisle: Installation Materials Department (INSMa)



Aisle & Departments

The Installation Materials Department will usually be in the back corner of the store and can be identified using overhead signage. Aisles are numbered and can be One-Sided or Two-Sided.



Sections & Locations

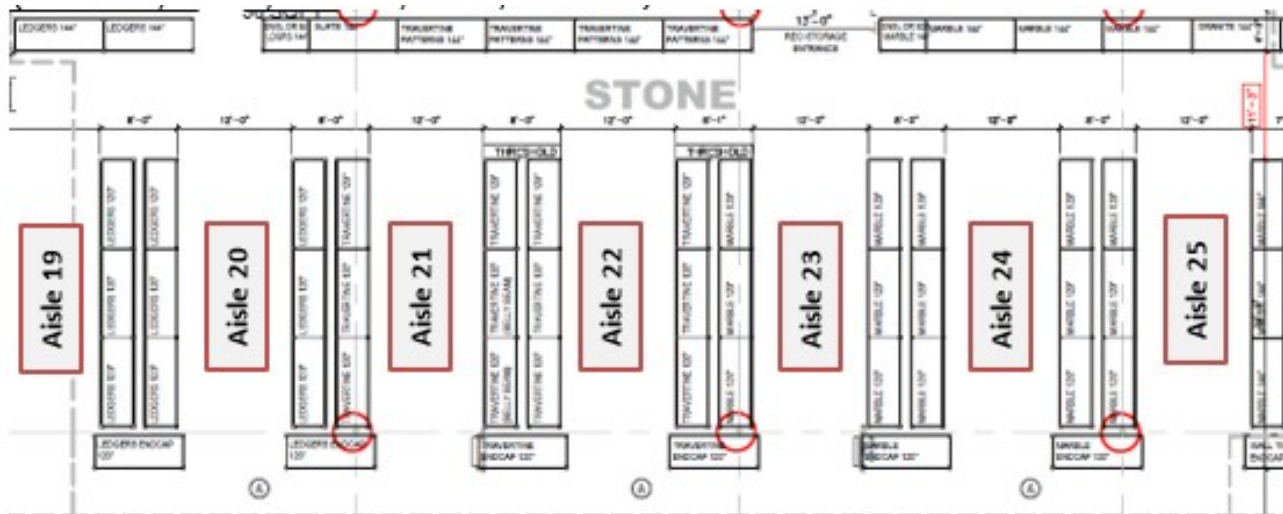
Every 8ft section will be a Bay (BAY) Location. Odd numbered Sections on the left and even numbered Sections on the right. Aisles will also have at least two (2) End Cap (EC) Sections which belong to the Aisle on their left and one (1) Floor Stack (FLS) Section. Each shelf and items hanging from peg boards will have their own Sales Floor (SLF) Location. The top shelf will always be a Sales Floor Overstock (SFO) Location. Any shelves which contain product that is not accessible to the customer will be a Sales Floor Overstock (SFO) Location.

Tool Displays

Free-standing, large display saws will be included in a Floor Stack (FLS) Section.



Numbered Aisle: Stone Department (LEDGR, MAR, GRAN, TRV, SLATE)



Aisle and Departments

The Stone Department is usually located in the back of the store behind the Tile Department. The same Department naming conventions apply to the Stone Department as the Wood Department, since the Stone Department is broken down into various sub departments by the type of stone. Overhead signage, product displays and display signage should be used to determine which Department is within a certain numbered Aisle.

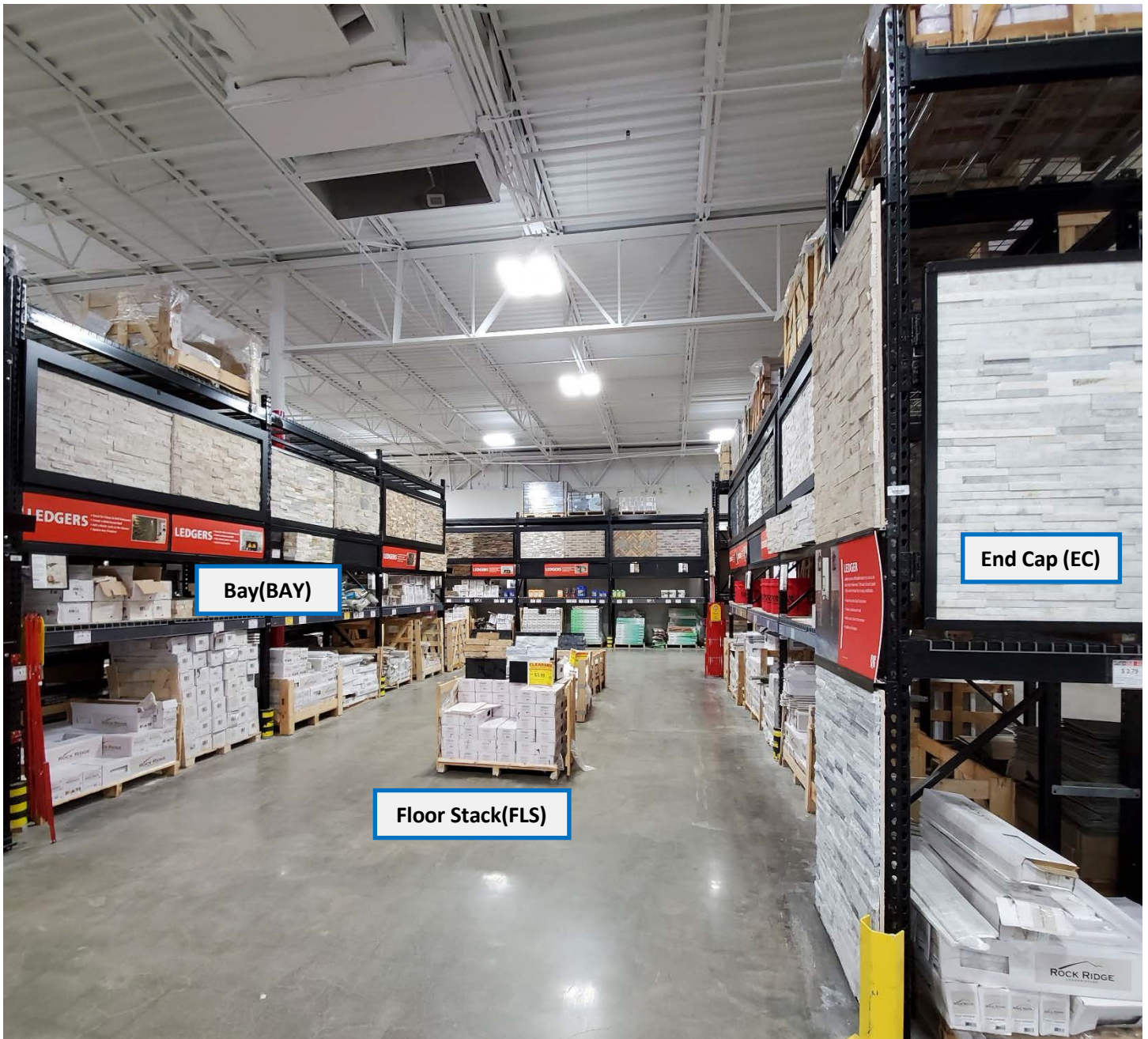
In some cases, Slate will only be on one side of a Two-Sided Aisle, when selecting the Department, select Slate (SLATE) even though the other side of the Aisle may be Travertine (TRAV) or Ledger (LEDGR). The first Aisle of Stone may be one-sided or two sided and all interior Aisles of Stone are two-sided Aisles.

Sections & Locations

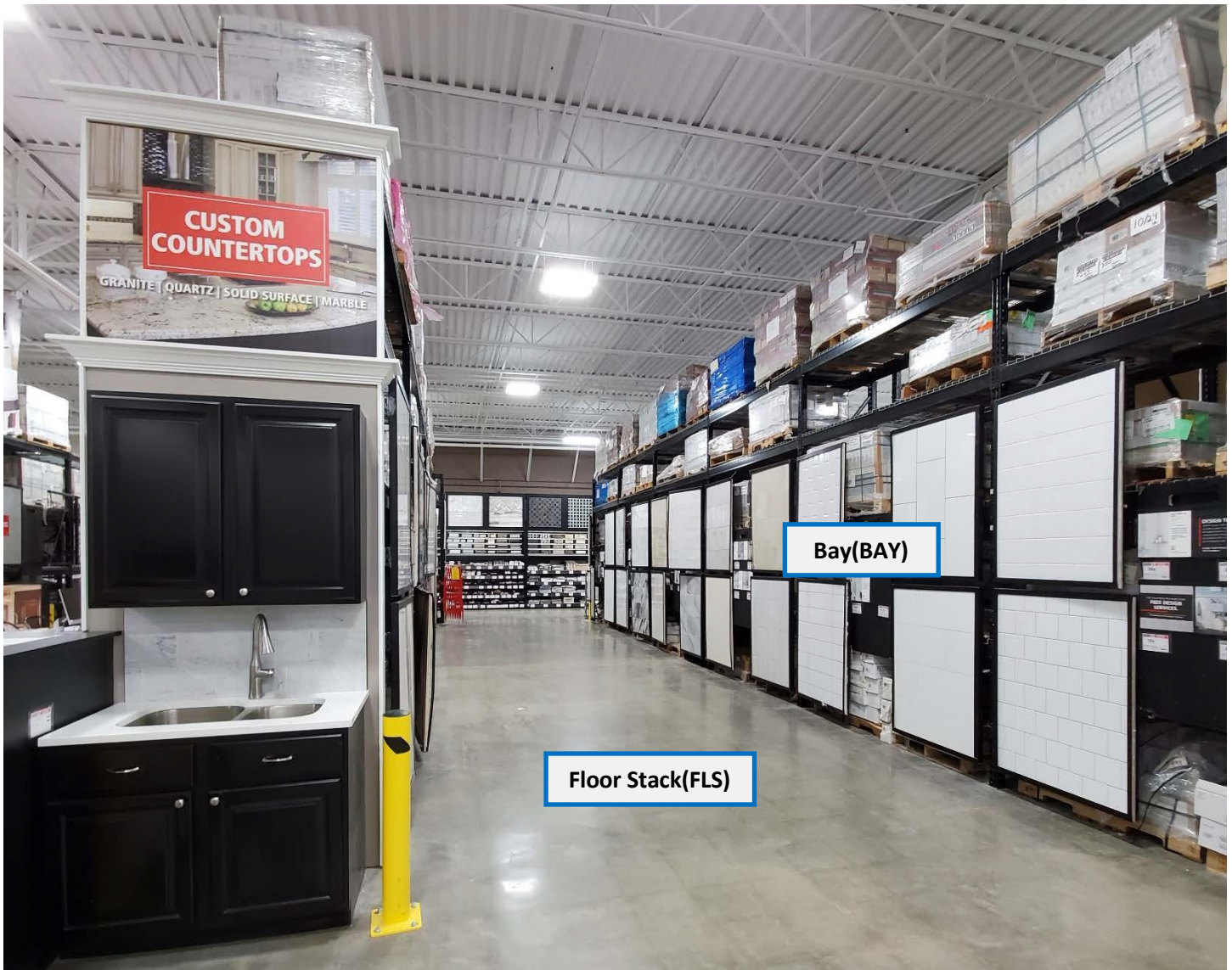
Bays (BAY), End Caps (EC) and Floor Stacks (FLS) will be used to name Sections in the Stone Department. Bay (BAY) Sections are every 8ft area between two (2) steel uprights. When looking down an Aisle toward the perimeter of the store, odd Bay (BAY) Sections will be on the left and even Bay (BAY) Sections will be on the right. Always start Bay (BAY) 1 on the left-hand side toward the front of the Aisle, at the interior of the store. Within each bay, the floor level will always be a Sales Floor (SLF) Location and the top shelf will always be a Sales Floor Overstock (SFO) Location. The 1st and/or 2nd shelf within a bay will be a Sales Floor (SLF) Location if product is open and accessible to customers and a Sales Floor Overstock (SFO) Location if pallets are still wrapped and banded and not accessible to customers.

Although endcaps may be physical bays, name the Section End Cap (EC) in PLT.

End Caps (EC) always belong to the Aisle on their left when looking down an Aisle toward the perimeter of the store. Each Aisle will have at least two (2) End Caps (EC) and one (1) Floor Stack (FLS) to capture the area in the middle of the Aisle. All product in the center of the Aisle will be included in one (1) Sales Floor (SLF) Location.



Numbered Aisle: Wall Tile Department (CNTRT, WTDEC)



Aisle & Department

The Wall Tile Department is usually located in the back of the store between the Stone and Deco Department. The Wall Tile Department is usually only two (2) to three (3) Aisles and the Department selection for all Aisles will be Wall Tile Deco (WTDEC).

Sections & Locations

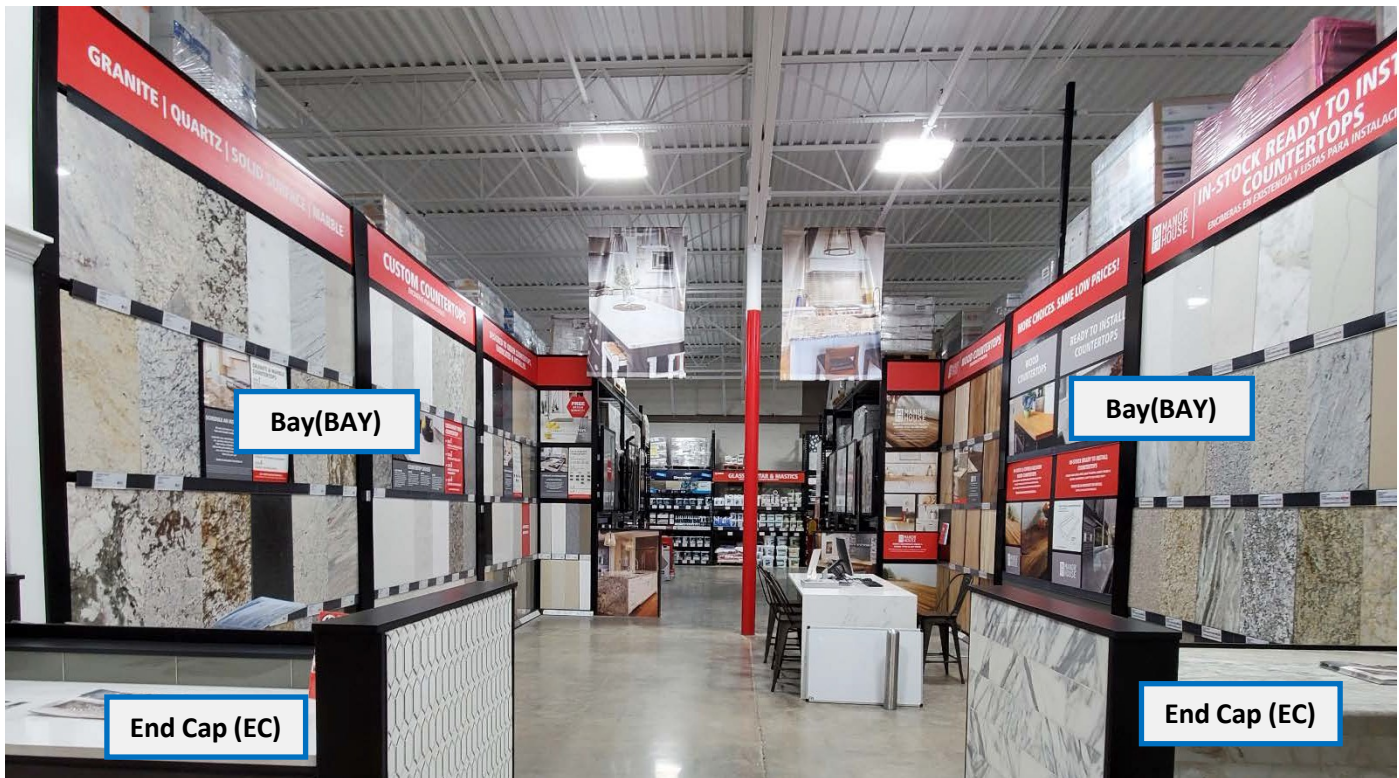
Bays (BAY), End Caps (EC) and Floor Stacks (FLS) will be used to name Sections in the Wall Tile Department. Bay (BAY) Sections are every 8ft area between two (2) steel uprights.

When looking down an Aisle toward the perimeter of the store, odd Bay (BAY) Sections will be on the left and even Bay (BAY) Sections will be on the right. Always start Bay (BAY) 1 on the left-hand side toward the front of the Aisle, at the interior of the store. Within each bay, the floor level will always be a Sales Floor (SLF) Location and the top shelf will always be a Sales Floor Overstock (SFO)

Location. The 1st and/or 2nd shelf within a bay will be a Sales Floor (SLF) Location if product is open and accessible to customers and a Sales Floor Overstock (SFO) Location if pallets are still wrapped and banded and not accessible to customers.

Although endcaps may be physical bays, name the Section End Cap (EC) in PLT.

End Caps (EC) always belong to the Aisle on their left when looking down an Aisle toward the perimeter of the store. Each Aisle will have at least two (2) End Caps (EC) and one (1) Floor Stack (FLS) to capture the area in the middle of the Aisle. All product in the center of the Aisle will be included in one (1) Sales Floor (SLF) Location.



Custom Countertops

The Custom Countertop area is mapped the same way that WIC is mapped in the Wood Department.

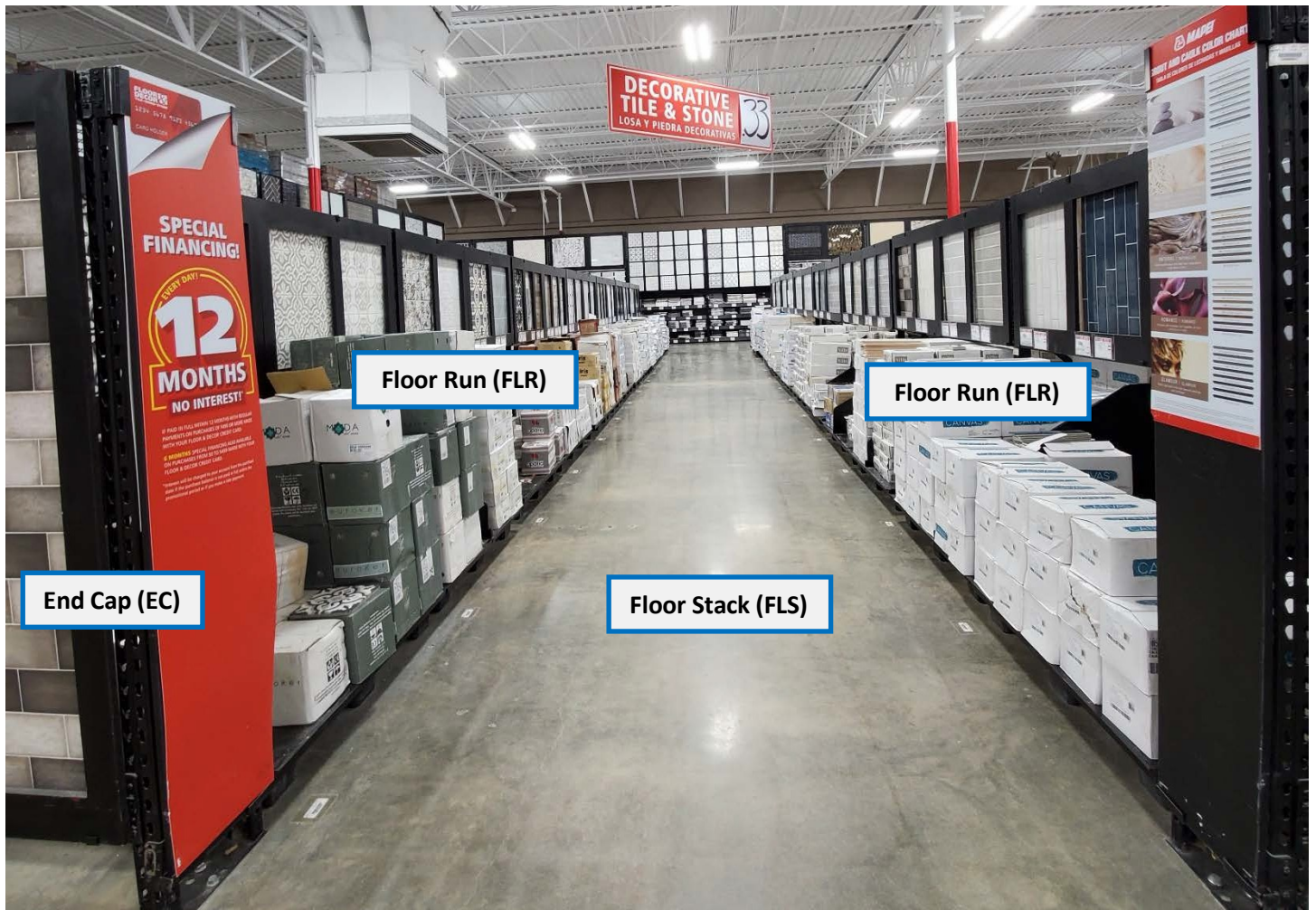
[illegible]

The Decorative Tile & Stone Department, referred to as the “Deco Department” is usually on the right side of the store upon entry, however, in some cases the department may be on the left. Use overhead signage to identify the Deco Department, which is broken up into two Departments in PLT:

- Deco Floor (DECOF)
- Deco Wall (DECOW)

Deco Floor Sections & Locations

The Deco Floor (DECOF) includes the physical aisles that make up the Deco Department with black pallets of small profile stone, porcelain and sometimes glass mosaics. The Deco Floor (DECOF) will have a Floor Run (FLR) Section for each side of the Aisle with a Sales Floor (SLF) Location for each 4ft pallet location within that run. Odd numbered Sections will be on the the left and even numbered Sections will be on the right. Sales Floor (SLF) Locations will be numbered consecutively within each Floor Run (FLR) Section. Each Aisle will have at least two (2) End Cap (EC) Sections and one Floor Stack (FLS) Section.



Deco Wall Sections & Locations

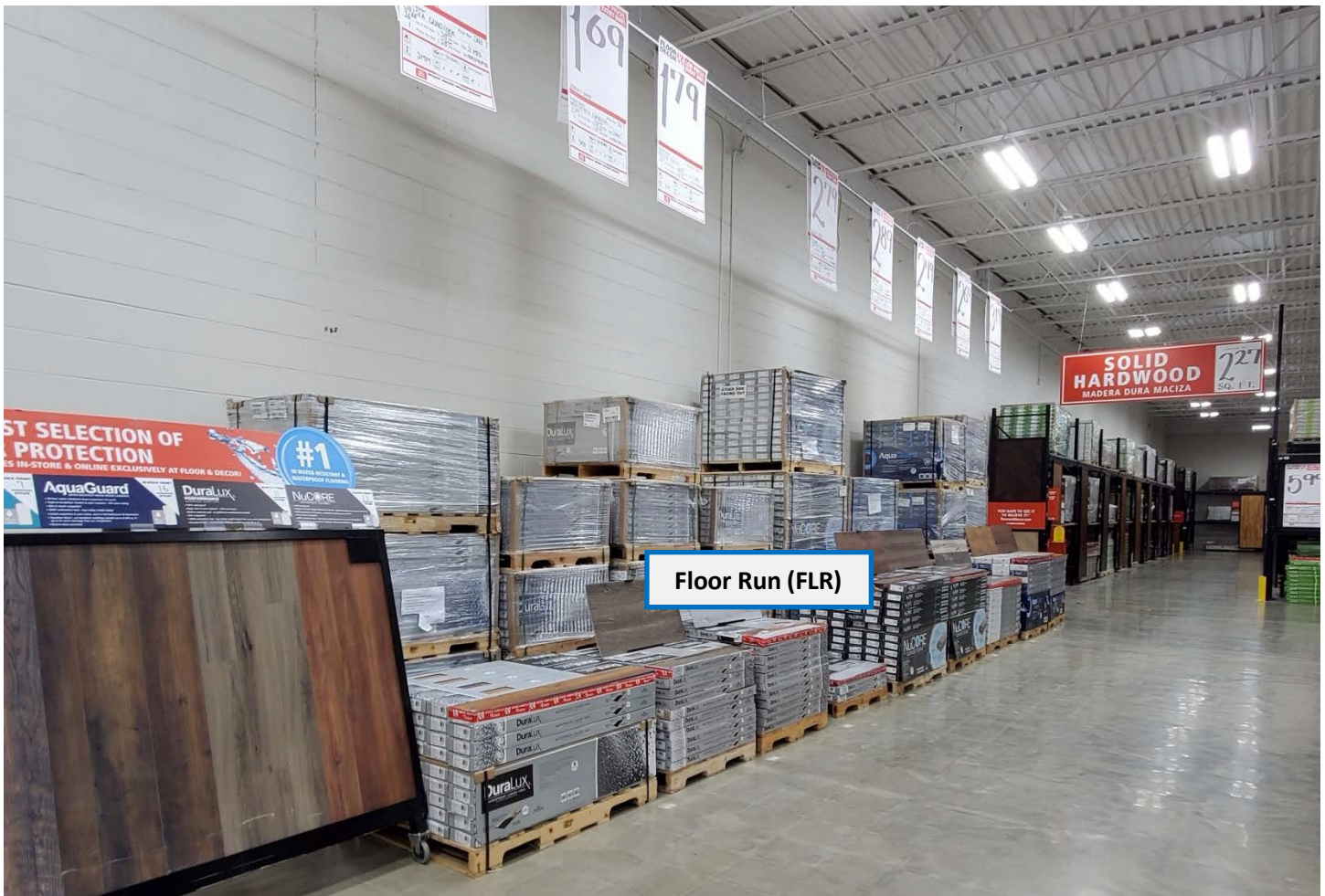
The Deco Wall (DECOW) includes shelves with many SKUs of glass and stone mosaics, borders and other small decorative accessories. Above the shelves are sliding display doors which conceal overstock product. The Deco Wall (DECOW) Department is usually included in the Right Wall (RTWAL) Named Aisle. Each 8ft area is a Bay (BAY) Section containing multiple Sales Floor (SLF) Locations. In addition, the area behind the sliders are Deco Overstock (DECOS) Locations.



Aisles: Front Wall, Back Wall, Left Wall, Right Wall

(FRWAL, BKWAL, LFWAL, RTWAL)

Departments: (DECOW, WALOT, WALOW, REG, DECTR, WIM, UNLMT, STAIR)



Facing the back of the store upon entry, the Front, Back, Left and Right Walls include everything along the perimeter of the store respectively. All perimeter walls are One-Sided, Named Aisles in the PLT application. Once the interior, numbered Aisles are set up, set up the perimeter of the store beginning with the Front Wall (FTWAL) and continue in a clockwise direction. Departments are determined by the type of product the Numbered Aisle contains, use overhead signage and in-store marketing to determine the appropriate Department. The following are common Departments along the perimeter walls of the store:

- Wall of Tile (WALOT)
- Wall of Wood (WALOW)
- Deco Wall (DECOW)
- Register (REG)
- Design Center (DECTR)
- Installation Materials (INSMA)
- Wood Installation Materials (WIM)
- Underlayment (UNLMT)
- Stair Parts (STAIR)

Aisle: Design Center (DECTR)

Departments: (DECTR)



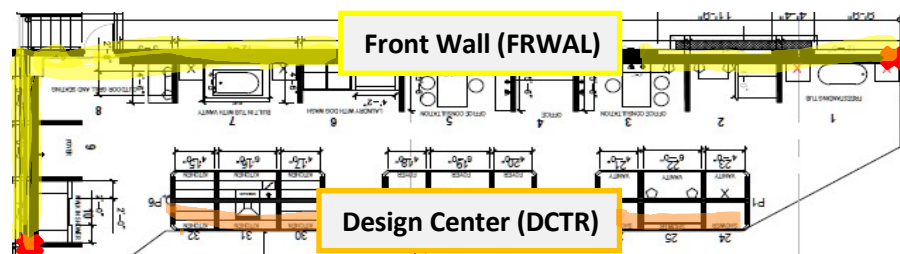
The Design Center is usually located at the front of the store and can be to the left or the right of the door upon entry. It has full size displays of rooms, including fixtures and accessories. The Design Center (DECTR) is a One-Sided, Named Aisle.

Off-Wall Displays

All off-wall displays will be in the Design Center (DECTR) Aisle and Department and include Floor Stack (FLS) Locations for every group of displays (sometimes separated by the Design Desk) with one (1) Sales Floor (SLF) Location in each.

Along-Wall Displays

All displays along the front walls in the Design Center will be in the Aisle Front Wall (FRWAL) and the Department will be Design Center (DECTR). It will include one (1) Floor Run (FLR) and one (1) Sales Floor (SLF) Location. **See page 26. Example below:**

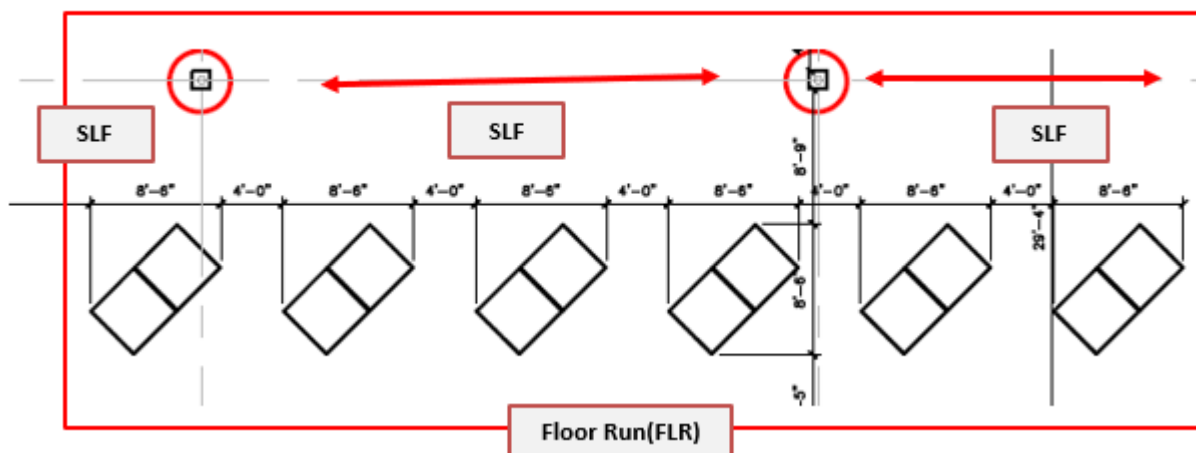


Aisle: Heart Attack Zone (HTZ)

Department: (HTZ)

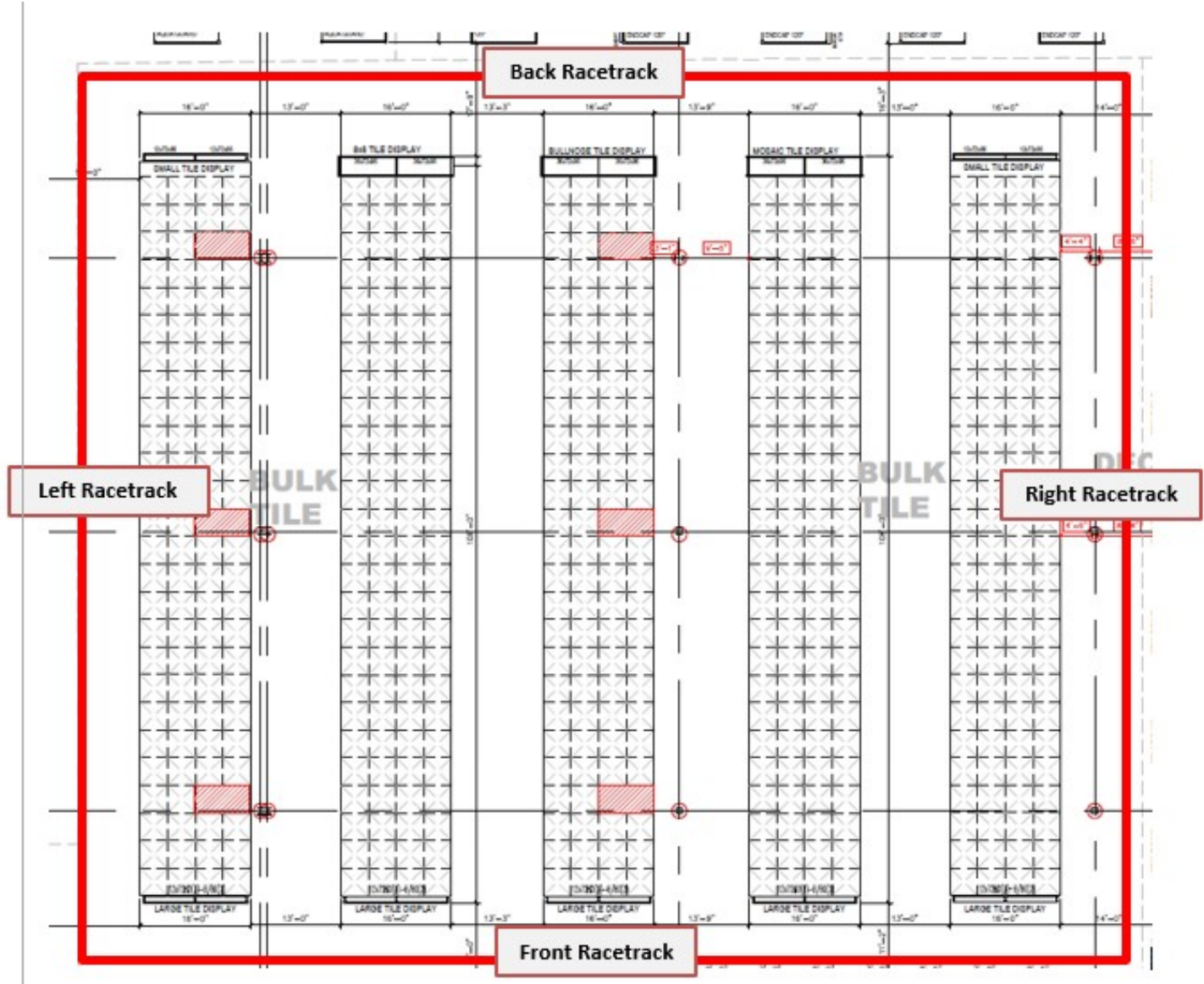


The Heart Attack Zone is an area at the front of the store, typically on one or both sides of the registers, where sellable product is merchandised. The HTZ is a One-Sided, Named Aisle. The Department for the Heart Attack Zone (HTZ) Aisle is also Heart Attack Zone (HTZ). The entire area should be captured in one Floor Run (FLR) Section. If there are physical poles between pallet stacks in the Heart Attack Zone (HTZ), create multiple Sales Floor (SLF) Locations for the area between each set of poles. If there are no physical poles to break up the area, create just one Sales Floor (SLF) Location for the entire area.



Aisles: Racetrack Front, Left, Back, Right (RTFRT, RTLFT, RTBK, RTRT)

Department: (RACTR)



Facing the back of the store, the Racetrack includes the physical walkway in a rectangle around the Tile Department. The Racetrack is a One-Sided, Named Aisle.

Front Racetrack, Right Racetrack & Left Racetrack

The Department for each Racetrack Aisle will be Racetrack (RACTR).

The front, left and right racetrack will have one (1) Floor Stack (FLS) Section and one (1) Sales Floor (SLF) Location.

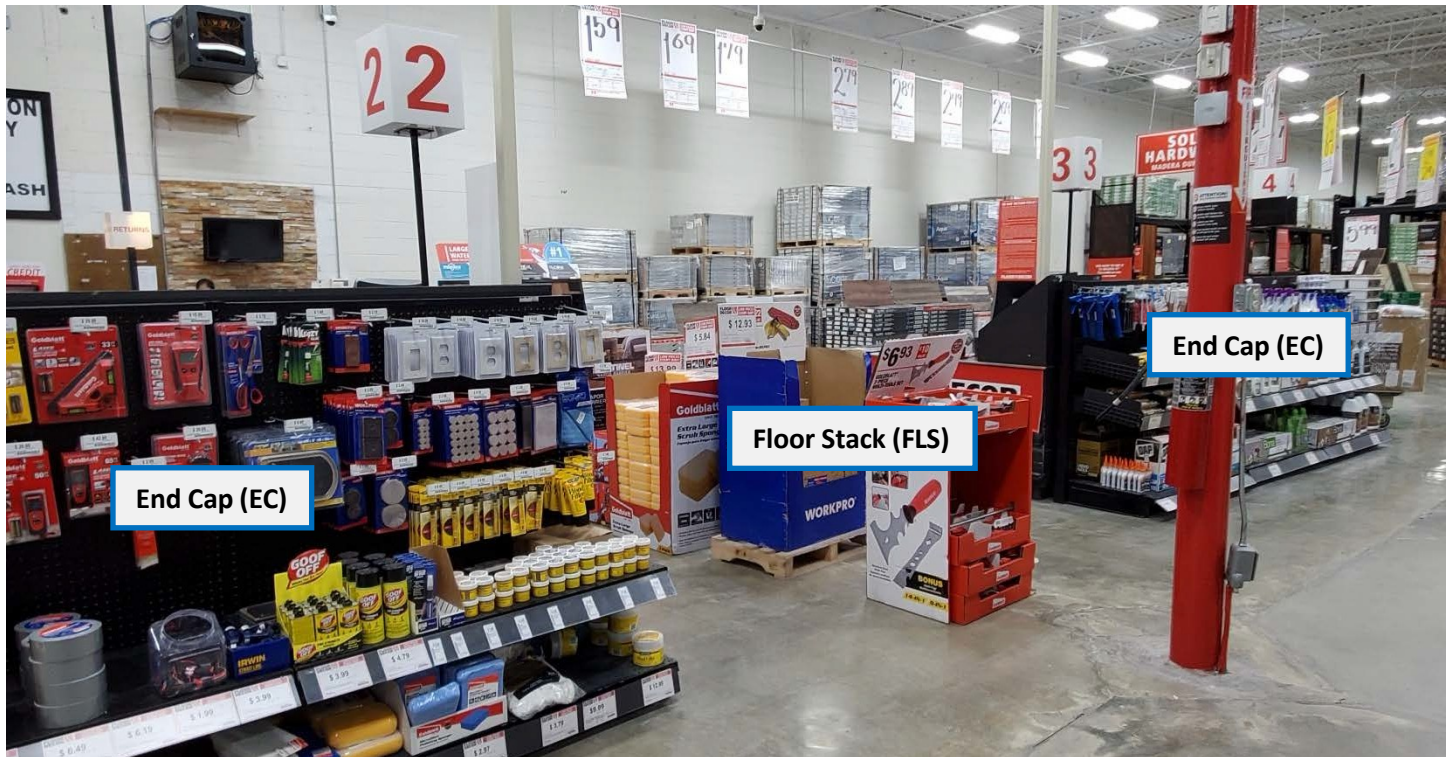
Back Racetrack

The Department for each Racetrack Aisle will be Racetrack (RACTR).

The back racetrack will have as many Floor Stack (FLS) Sections as there are endcaps in the Tile Department and each section will have one (1) Sales Floor (SLF) Location.

Aisle: Registers (REG)

Department: (REG)



Registers are located at the front of the store and include small end caps with installation materials as well as buckets, cleaning supplies and sometimes underlayment in the surrounding area. There are usually 3 or 4 numbered registers in addition to the Return register along the front wall of the store.

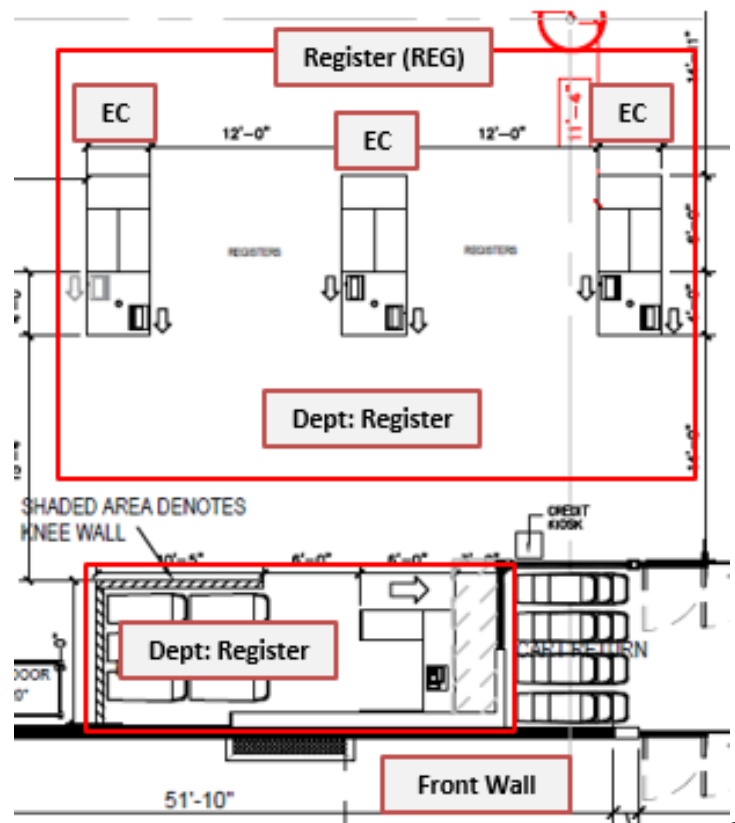
Numbered Registers

Numbered registers will be included in one (1) Register (REG) Aisle and Register (REG) Department.

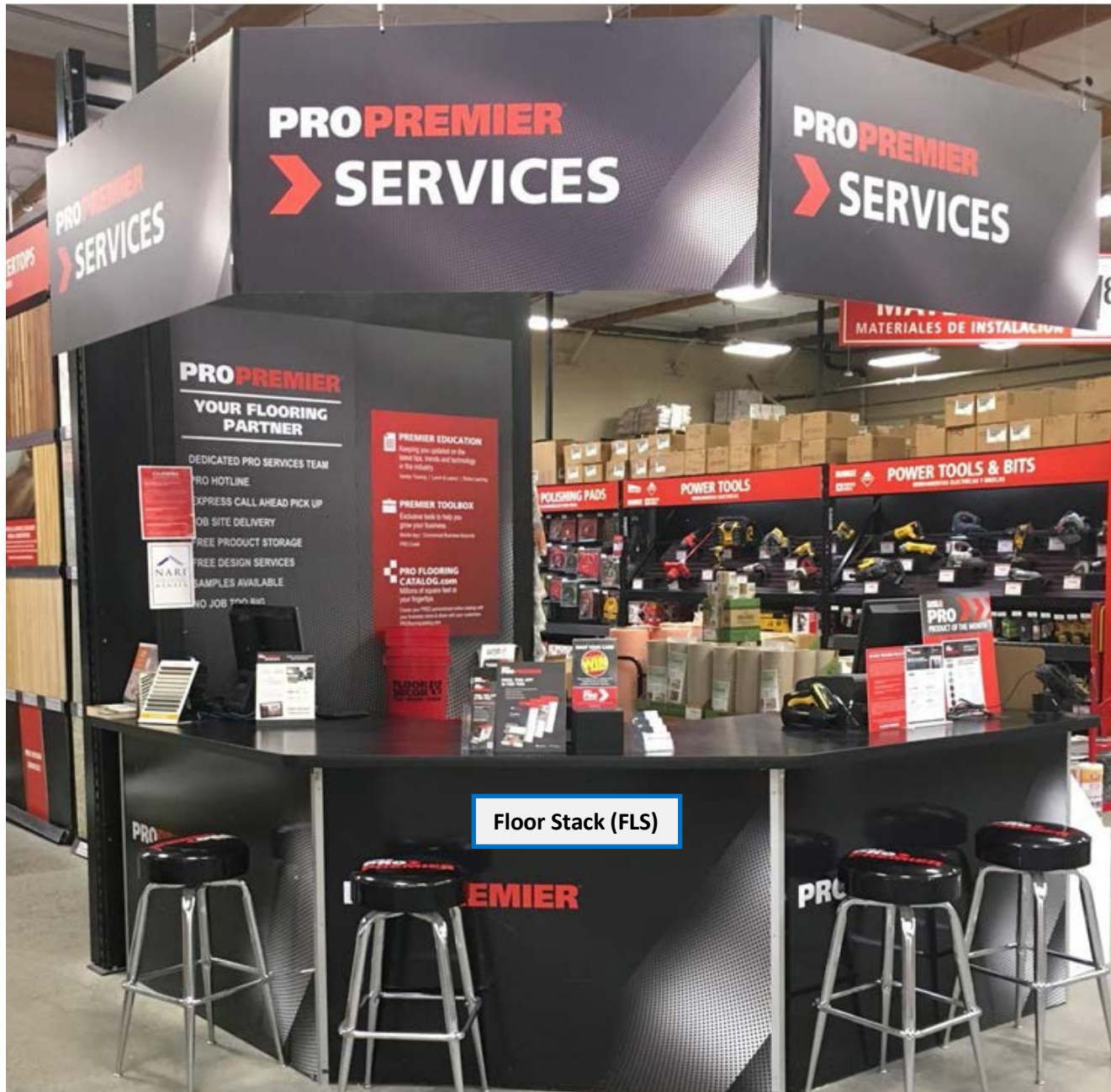
Each end cap displaying product will have its own End Cap (EC) Section with one (1) Sales Floor (SLF) Location per fixture. Any product around the registers will be included in one (1) Floor Stack (FLS) Section with one (1) Sales Floor (SLF) Location.

Return Register

The Returns register is the only register that is not located in the Register (REG) Aisle; the Return register is in the Front Wall (FRWAL) but is still in the Register (REG) Department. It should have a Floor Stack (FLS) Section and Sales Floor (SLF) Location.



Aisle: PRO Desk (PRO)
Departments: (REG, INSMA, WH1)



Floor Stack (FLS)

The PRO Premier Desk is usually located near or within the Installation Materials Department or Wood Department, however this may differ from store to store. The PRO Desk (PRO) is a One-Sided, Named Aisle.

Desk and Surrounding Area

The PRO Desk (PRO) will have one (1) Floor Stack (FLS) Section and all product on or surrounding the PRO Desk will be included in one (1) Sales Floor (SLF) Location.

Aisle: Command Center (CMCTR)

Departments: WH1



The Command Center Desk is located within the Warehouse (WH1) Department, although the entrance may be on the front, side or back of the store. The Command Center Desk is a One-Sided, Named Aisle.

Desk and Surrounding Area

The Command Center Desk will have one (1) Floor Stack (FLS) Section and all product on or surrounding the desk will be included in one (1) Sales Floor (SLF) Location.

Aisle: Customer Storage (CSTRG)

Departments: (WH1/WH2)



Aisle & Departments

Customer Storage (CSTRG) is a Named, One-Sided Aisle, typically at the back or side of the store, where customer Storage Buy orders are held. This is a non-customer access area. The Department will be Warehouse 1 (WH1) for the first, interior Warehouse area and Warehouse 2 (WH2) only if there is a separately defined Warehouse area for Customer Storage.

Sections & Locations

Every 8ft area between uprights is a Bay (BAY) Section. The ground level and each shelf will be a Customer Storage (CST) Location starting from the ground up.

Add Aisle

Select a Department

Warehouse 1 (WH51)

Select a Type

☐ Numeric

☒ Named

Select a name

Customer Storage (CSTRG)

Select a Style

☒ Two-Sided

☐ One-Sided

Aisle will be numbered on both sides with odd numbers on left , even on right.

Cancel

Add Aisle

7

Solid Wood (SOLWD)

8

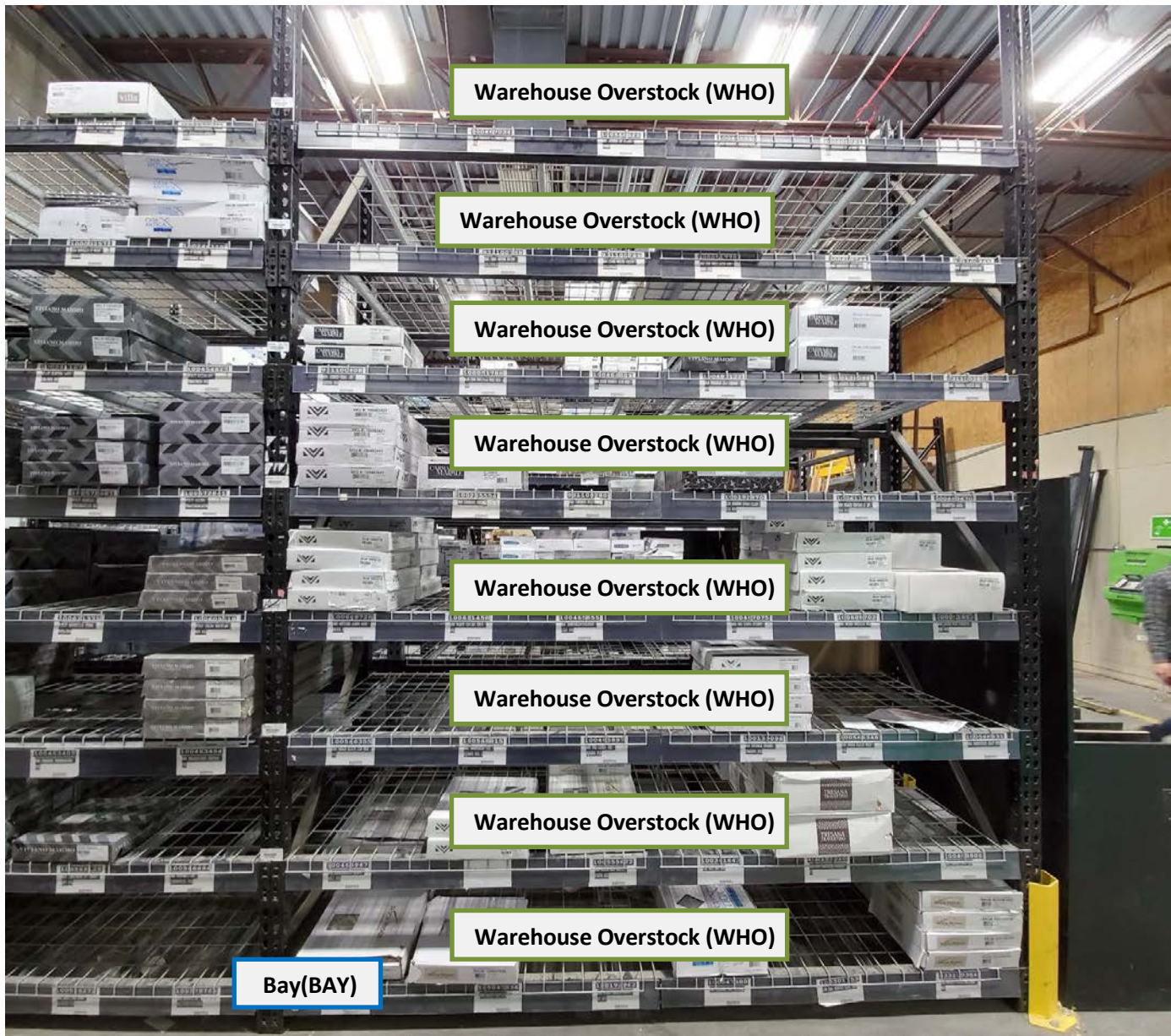
Solid Wood (SOLWD)

9

Wood Inspiration Center (WIC)

Aisle: Overstock (OVRST)

Departments: (DECOS, WH1/WH2)



Aisle & Departments

Overstock (OVRST) Named, One-Sided Aisle within the warehouse. This is a non- customer access area dedicated to holding overstock boxes of decorative stone and tile and pallets of tile, wood and stone that cannot fit on the Sales Floor. The Department will be Deco Overstock (DECOS) in areas where boxes are stacked directly on shelves and Warehouse (WH1/WH2) in areas where overstock product is palletized.

Sections & Locations

Every 8ft area is a Bay (BAY) Section and every shelf is a Warehouse Overstock (WHO) Location starting from the ground up.

Aisle: Outside (OUTSD)

Department: (OUTSD)



Aisle & Departments

Some stores will utilize a storage area outside of the building, typically for storing stone slabs, but occasionally for other overstock product. Outside (OUTSD) is a Named, One-Sided Aisle. The Department will also be Outside (OUTSD).

Sections & Locations

Product outside the building is typically within a Floor Stack (FLS) Section and Warehouse Overstock (WHO) Location.

FLOOR DECOR

Product Location Tracking

Logout

Aisles / Aisle OUTSD

Aisle Details

Aisle Outside - Outside (OUTSD)

Section Numbering - One-Sided

Department

Outside (OUTSD)

Sections

1

Floor Stack (FLS)

Add Section

© Floor & Decor 2020

smanherz / 130 Roswell

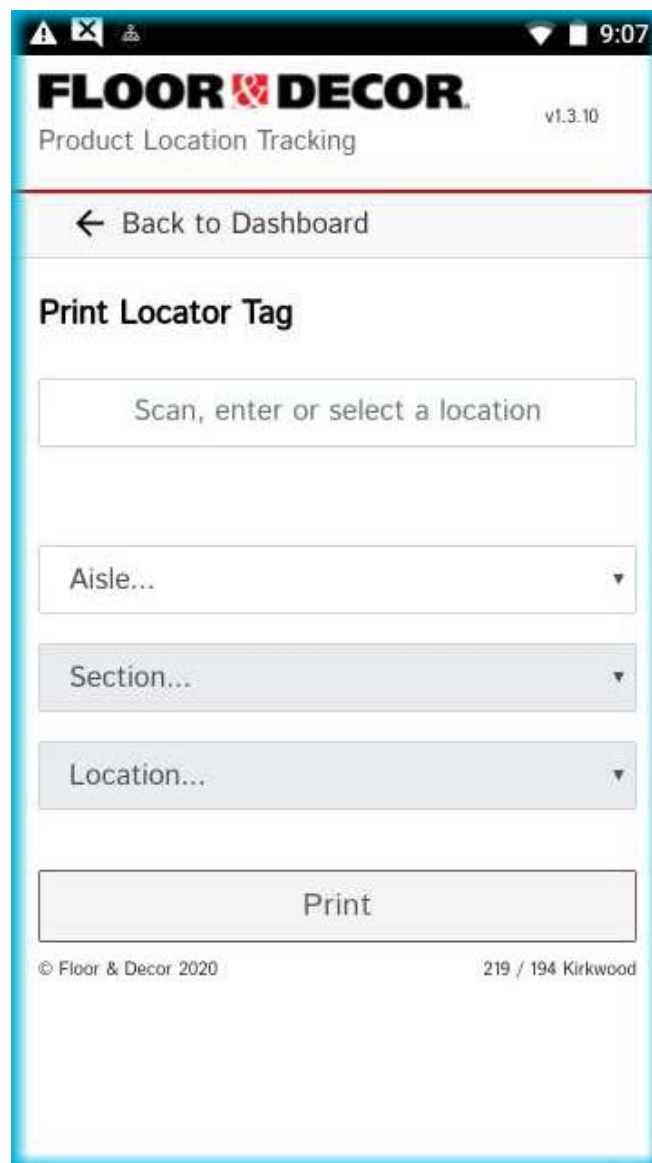
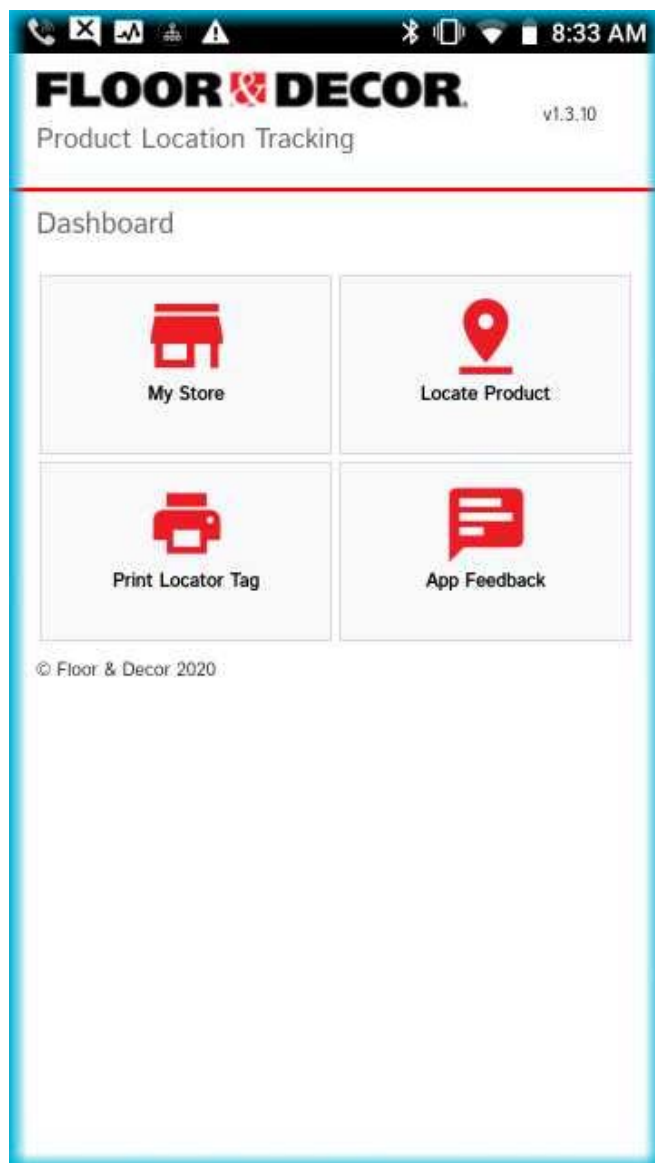
Tagging the Store

Print Locator Tags

12. Click Print Locator Tag >
13. Select Aisle from the drop down >
14. Click Print Tags for Aisle.



Print Locator Tag



Locator Tag Standards

- Locator Tags do not print in exact order, they are grouped by Section type and Location.
- Locator Tags must be placed in the same order in which the store was set up in the PLT application.
- Locator Tags must always be placed on the left-hand side of the Location.
- Locator Tags must be placed left to right, interior to exterior and bottom to top on shelves in all departments.
- Wipe dust off the surface of the beam before placing the Locator Tag and avoid placing the barcode over holes in the steel racking.



Clear Plastic Shields

Clear plastic shields must be used to protect any Locator Tag placed on the ground, including the Tile (TILE) Department, Deco Floor (DECOF) Department, Wall of Tile (WALOT) Department and Wall of Wood (WALOW) Department. Stickers placed on beams and walls do not require clear plastic shields but must be placed on a clean surface.



Directions

15. Sweep and wash the floor with a general household cleaner (avoid strong chlorine or citrus type cleaner). Let dry.
16. Apply your barcode label to the floor.
17. Place the laminate shield over it, making sure to leave about 1/2" of laminate beyond the label edges.
18. Stand on the laminate shield to create an initial bond.

Tile Department Floor Runs

Place Locator Tags in front of every possible pallet location, roughly every 4ft, at the left-hand corner of the pallet with the barcode facing out.



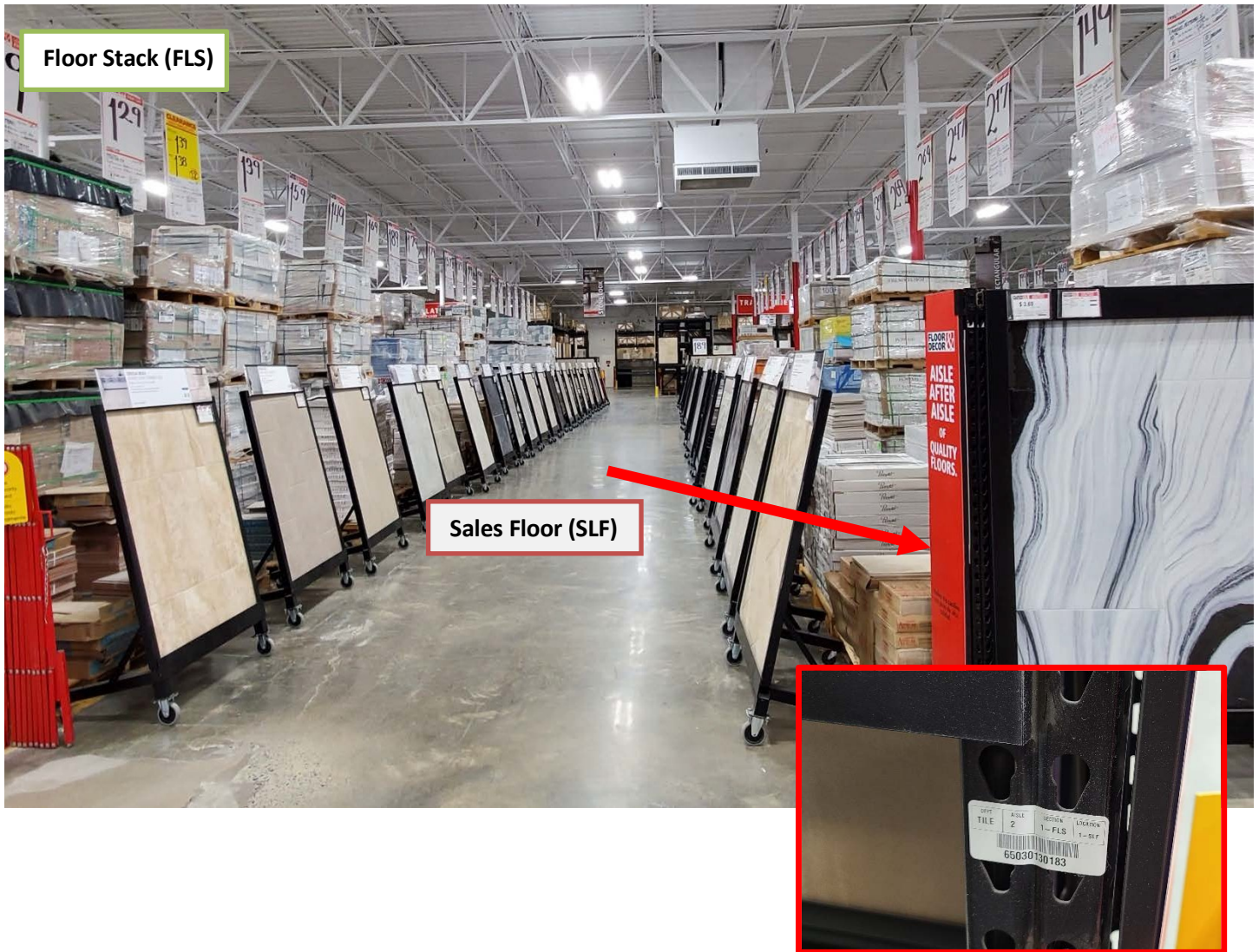
Tile Department Oversized Pallets

For spaces with oversized pallets, continue to place Locator Tags on the floor in front of every possible pallet location, roughly 4ft apart. When scanning product into a location, always scan the product into the left location and leave the right location empty.



Tile Department Floor Stacks

Place the Locator Tag for all product in the center of the aisle on the back side of the front end cap for that aisle (End cap on the right-hand side when facing the back of the store).



Tile Department End Caps

On the front end caps, place Locator Tag on the left, top corner on the steel upright holding the end cap display. On the back end caps, place Locator Tags on the front of each shelf, on the left-hand side, on top of the plastic channel holding price tags.



Wood Inspiration Center, FDX and Countertop Samples

Place the Locator Tags vertically with the barcode facing out, inside of the cubby on the left-hand side. Locator Tags are for all product within that row of cubbies. Sample cubbies within the Wood Inspiration Center (WIC) Department and Custom Countertop (CNTRT) Department will be in End Cap (EC) Sections. Sample Cubbies within the various Wood Sub-Departments will be in Floor Stack(FLS) Sections along with any other product in the center of the Aisle.



Wood Department Endcap

Place Locator Tags horizontally, on the back of the steel upright, on the left-hand side.



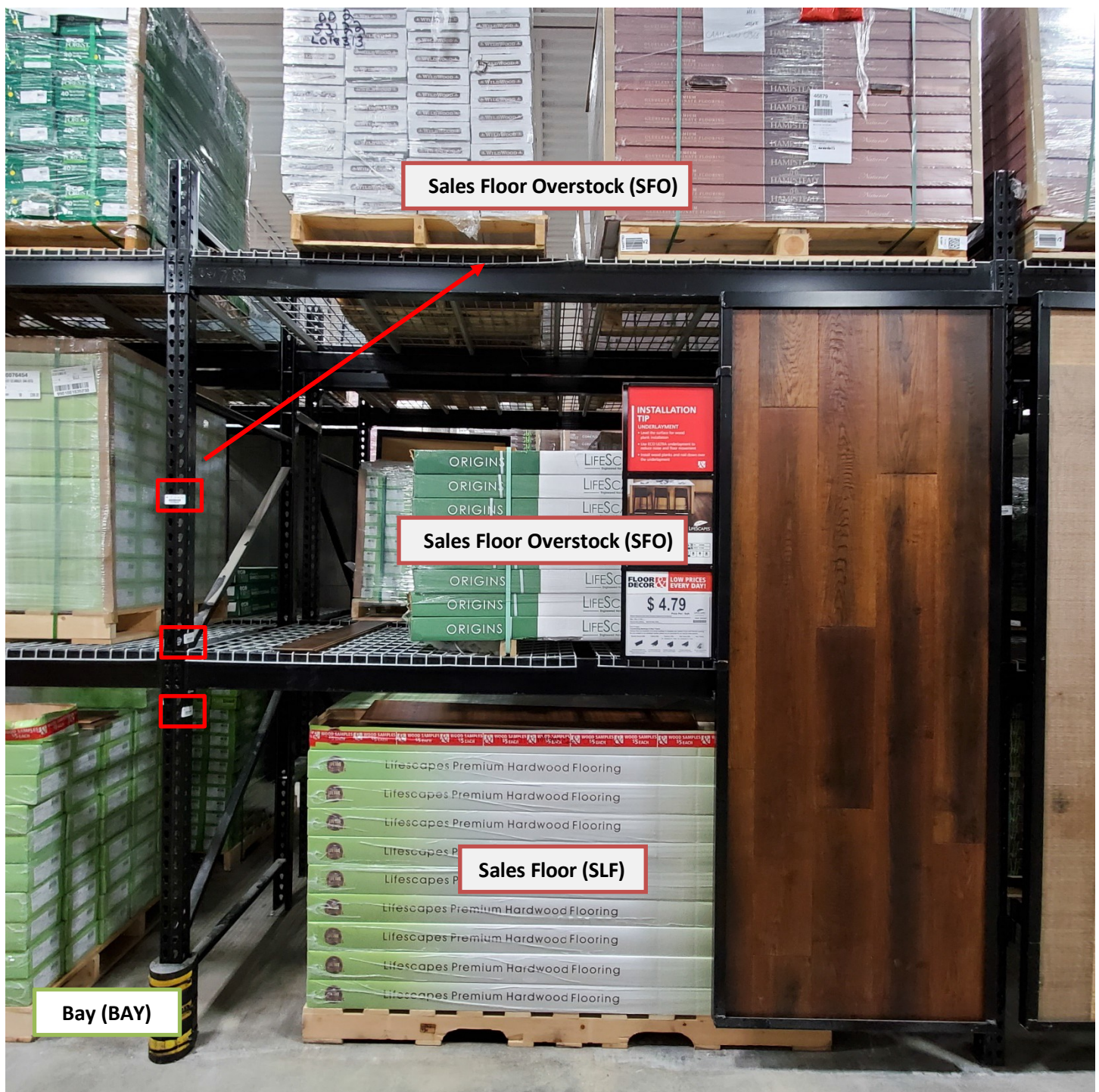
Wood Department Bay w/ 2nd Shelf Selling

Place Locator Tags horizontally, on the inside of the steel upright, on the left-hand side.



Wood Department Bay Sales Floor Overstock

Place Locator Tags horizontally, on the inside of the steel upright, on the left-hand side.



Stair Parts Bay

Place Locator Tags horizontally on the inside of the steel upright. Place the sticker for the bottom Sales Floor (SLF) Locations at the top of the section, near the shelf above. Place the tag for the top Sales Floor (SLF) Location at the bottom of the section near the shelf below. Finally, place the tag for the Sales Floor Overstock (SFO) Location above the tag for the top Sales Floor (SLF) Location. Ensure the tags are far enough apart that it won't interfere with scanning.



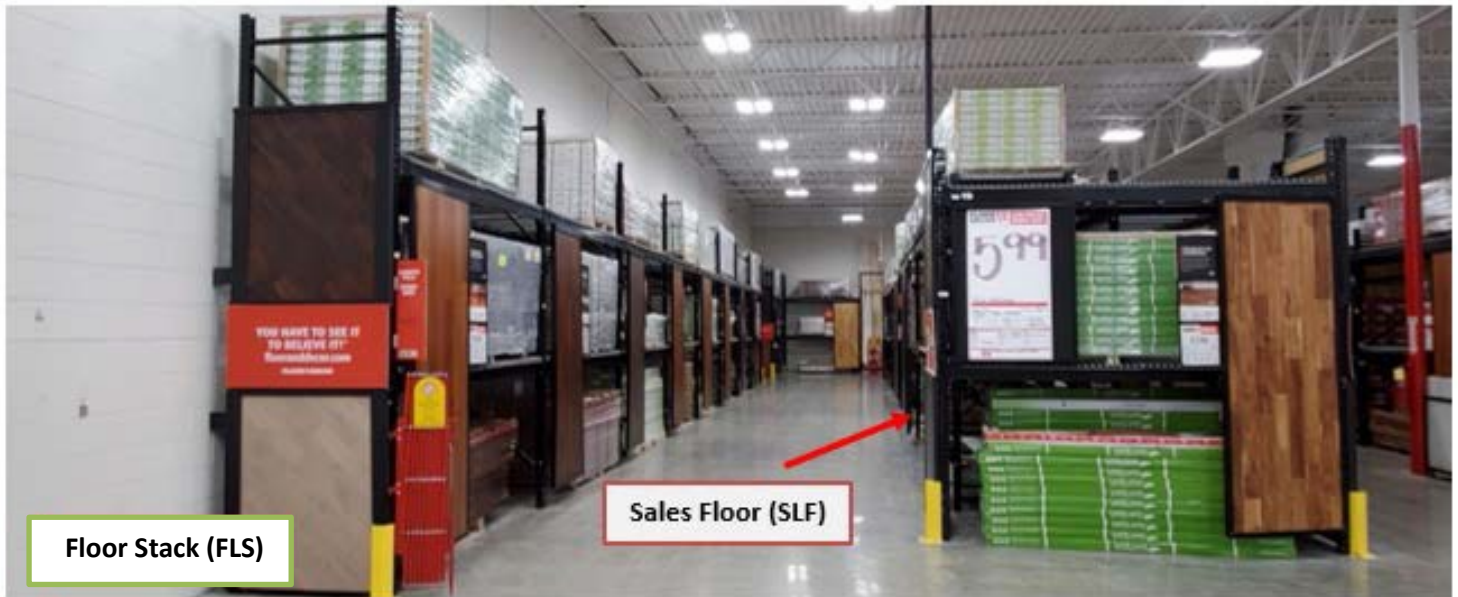
Molding Bays

Place Locator Tags horizontally on the inside of the steel upright. Place lower Sales Floor (SLF) Locations at the top of the section and the top Sales Floor (SLF) Location at the bottom of the section.



Wood Department Center Aisle Floor Stack

When looking down an Aisle toward the perimeter of the store, Locator Tags for the center Floor Stack (FLS) will be placed on the back of the steel upright on the right-hand side. Place tags horizontally under the first shelf, about 3ft from the ground.



Stone/Wall Tile Bay

Place Locator Tags for floor level product directly under the first shelf so that it can be seen over high pallets. Place the tag for the 2nd shelf at the bottom of the upright, just above the shelf so that the tag for the overstock location can be placed at the top of the upright, directly under the display.

Place tags horizontally, on the inside of the steel upright, on the left-hand side.



Deco Floor Runs

Place stickers on the floor every 8ft, near the left corner of the pallet and cover with a clear plastic shield. Use a non-abrasive cleaner and paper towel to clean the surface of the floor prior to placing the PLT sticker and shield.



Deco Wall Bays

Place stickers for the Deco Wall from top to bottom, on the front of the shelf. Place stickers horizontally toward the top on the left-hand side.



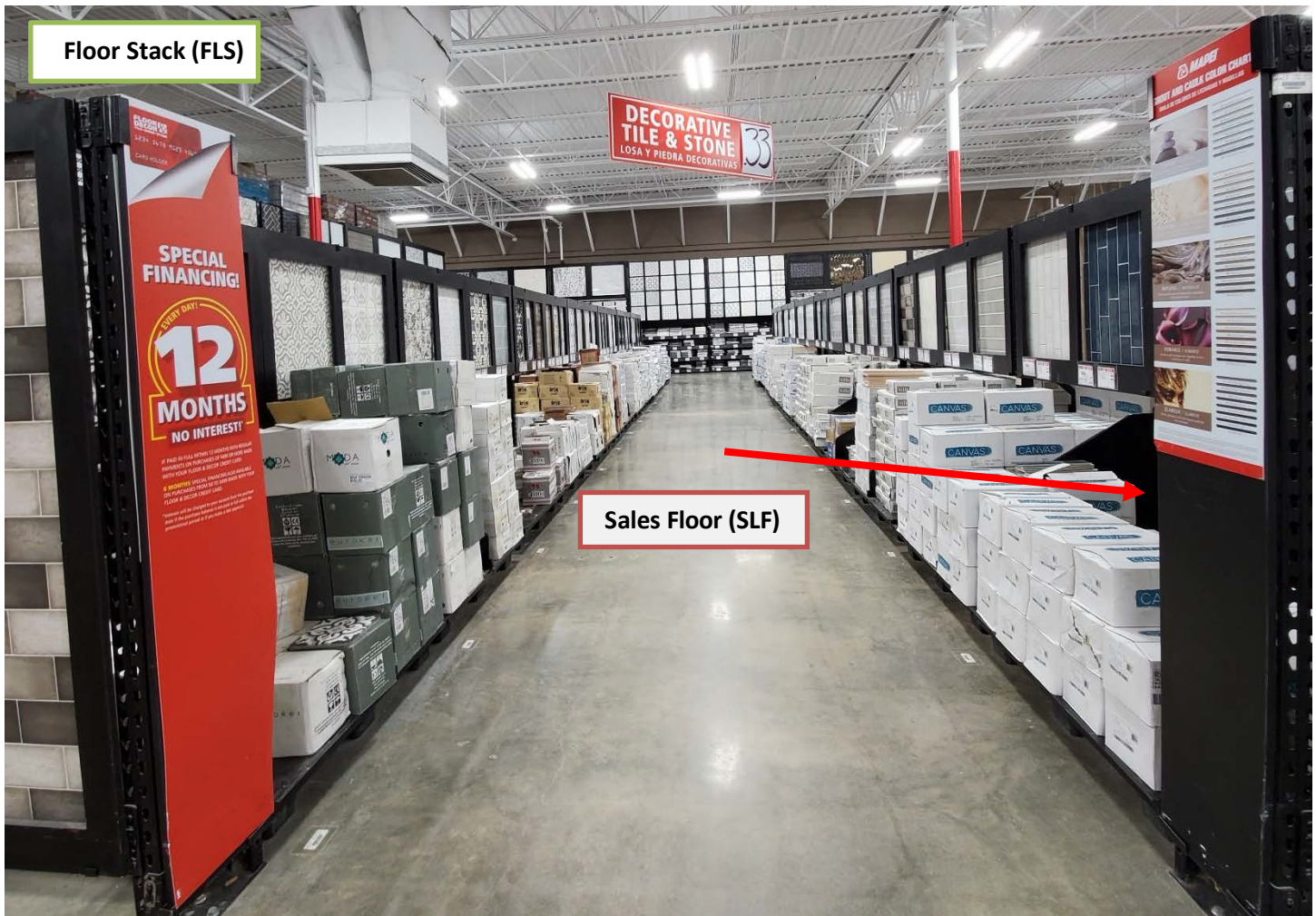
Deco End Caps

Place Locator Tags for the Deco End Caps (EC) horizontally on the bottom left corner of the display fixture.



Deco Floor Stacks

Place the Locator Tag for all product in the center of the aisle on the back side of the front End Cap for that aisle (End cap on the right-hand side).



Wall Tile Sales Floor Overstock

Place Locator Tags for the top 2 Sales Floor Overstock (SFO) Locations on the front of the steel upright, one above the other. Ensure that the stickers are far enough apart that it does not interfere with scanning.



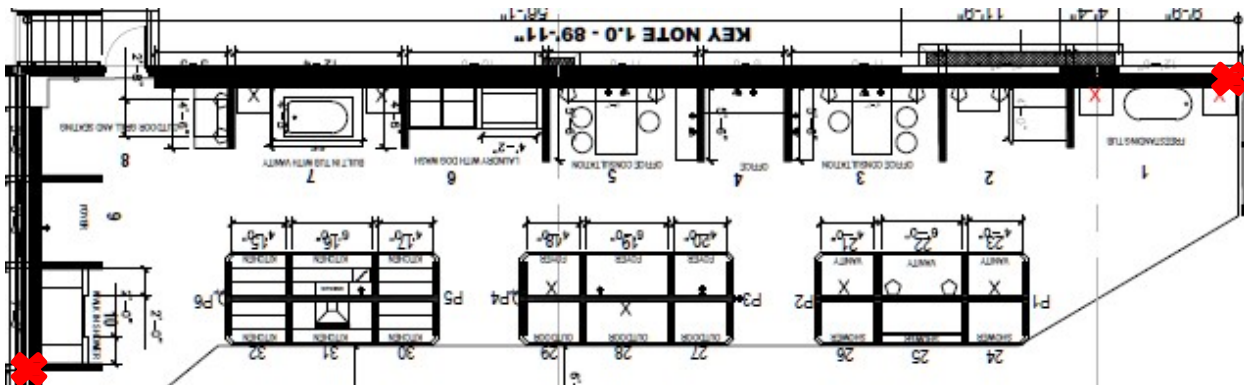
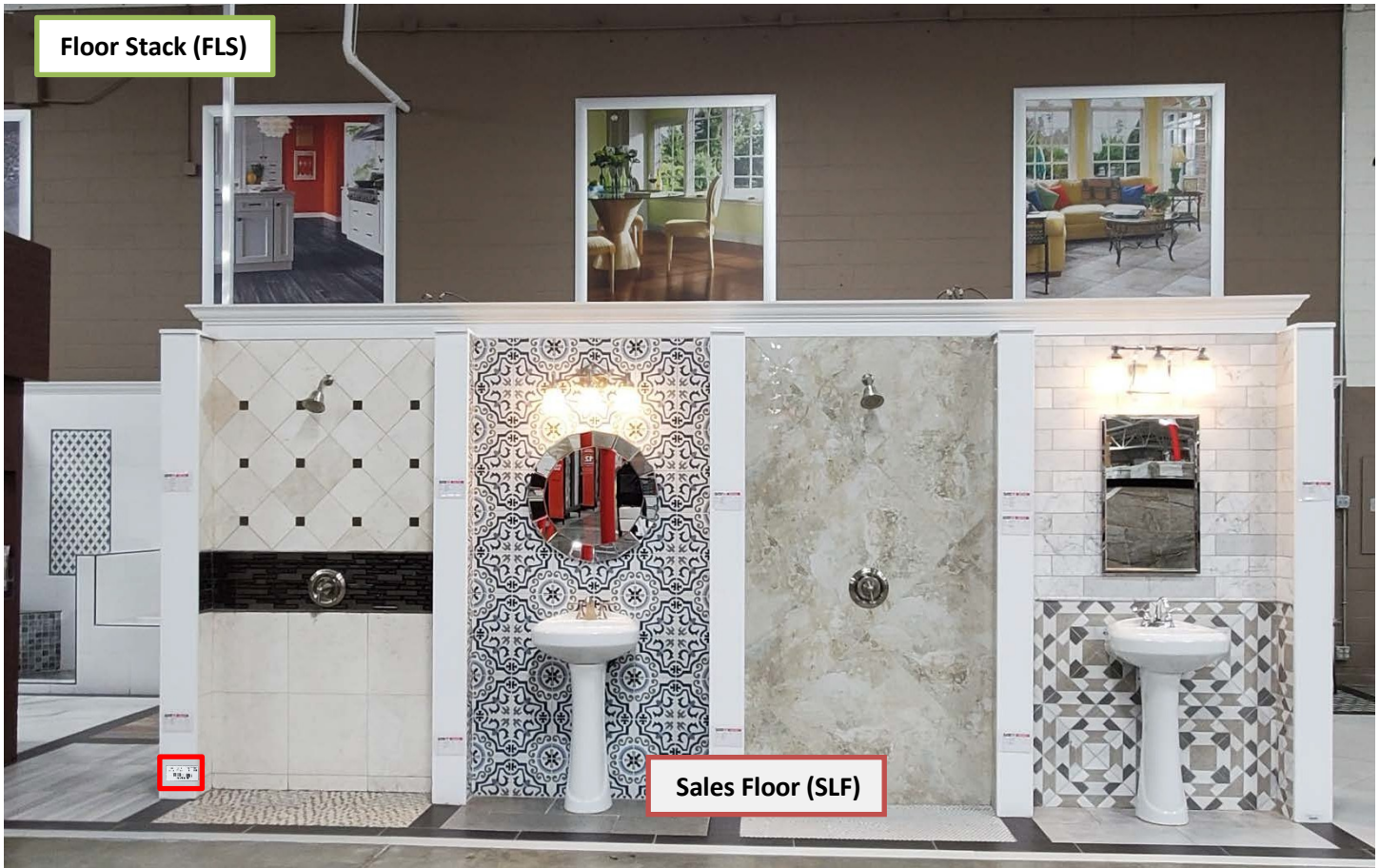
Installation Materials Bays

Place Locator Tags for the bottom Sales Floor (SLF) Locations at the top of the section, near the shelf above. Place tags for the top Sales Floor (SLF) Location at the bottom of the section, near the shelf below. Place tags for peg boards in the middle, above the sticker for the last Sales Floor (SLF) Location. Finally, place tags for multiple Sales Floor Overstock (SFO) Locations above the sticker for the top Sales Floor (SLF) Location on the front of the steel upright. Ensure the tags are far enough apart that it won't interfere with scanning. Bays (BAYs) are every section between two steel uprights and are usually every 8ft. However, in the Installation Materials Department there may be 4ft Bay (BAY) Sections where every 4ft shelf or peg board area is its own Location.



Design Center Floor Run & Floor Stack

Place Locator Tags for the interior Floor Stack (FLS) Sections of the Design Gallery at the bottom of the wall on the left-hand side. Place tags for the Front Wall (FRWAL) – Design Center (DCTR) Floor Run (FLR) on either side of the Design Gallery, at the bottom of the wall on the white boarder.



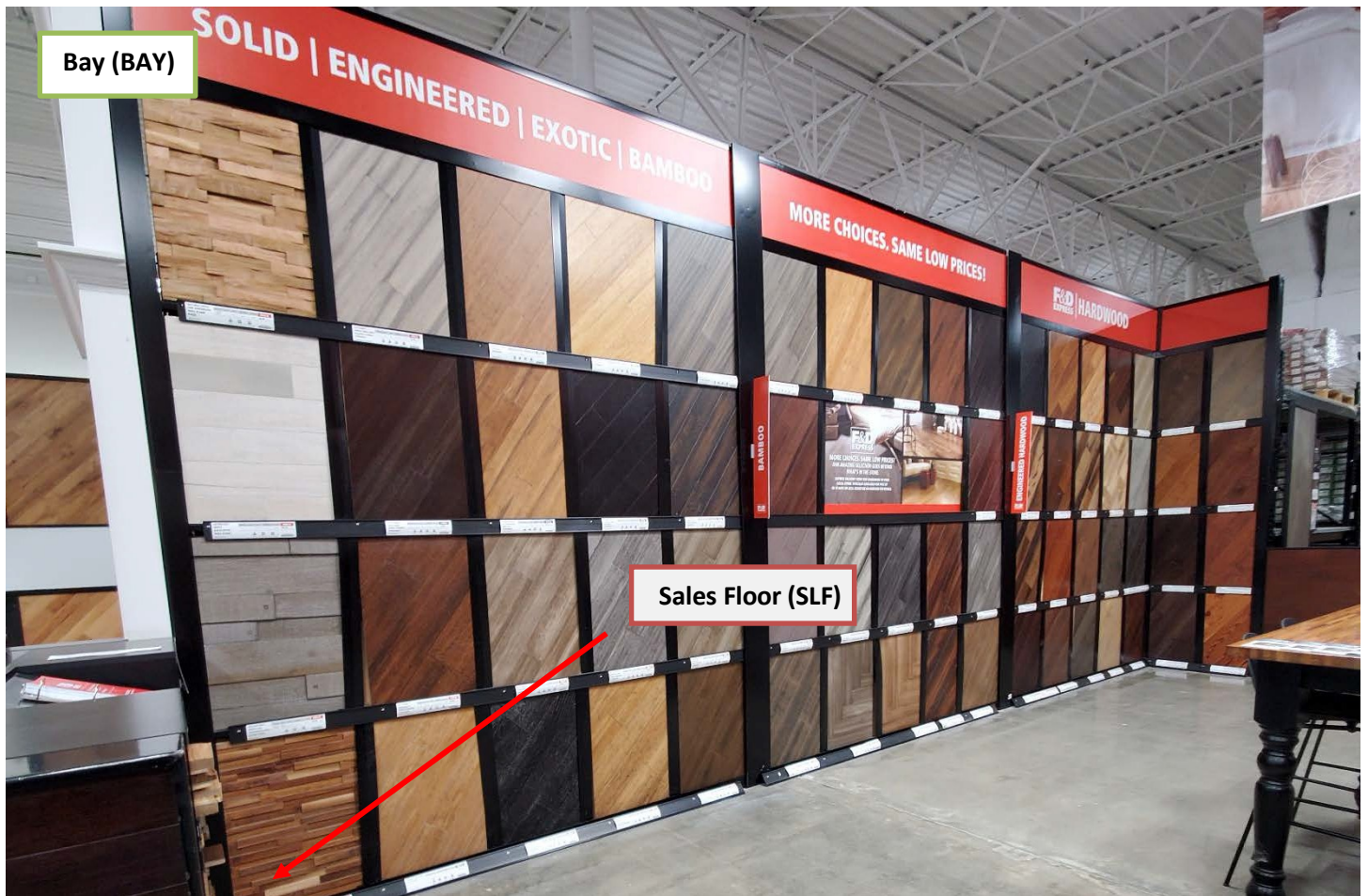
Place the sticker for the Pro Desk and Command Center on the desk under the ledge of the counter where it will not be covered by product or signage.



Sales Floor (SLF)

Wood Inspiration Center (WIC)

Place Locator Tags for the WIC Bay (BAY) on the c-channel on the lower, left-hand side of the wall.



Registers & Return Desk

Place Locator Tags for the register end caps on the top of the end cap fixture for each Sales Floor (SLF) Location. Endcaps in new stores will generally only have one (1) Sales Floor (SLF) Location. Place the tag for the Return Register on the bottom of the data pole at the corner of the desk.



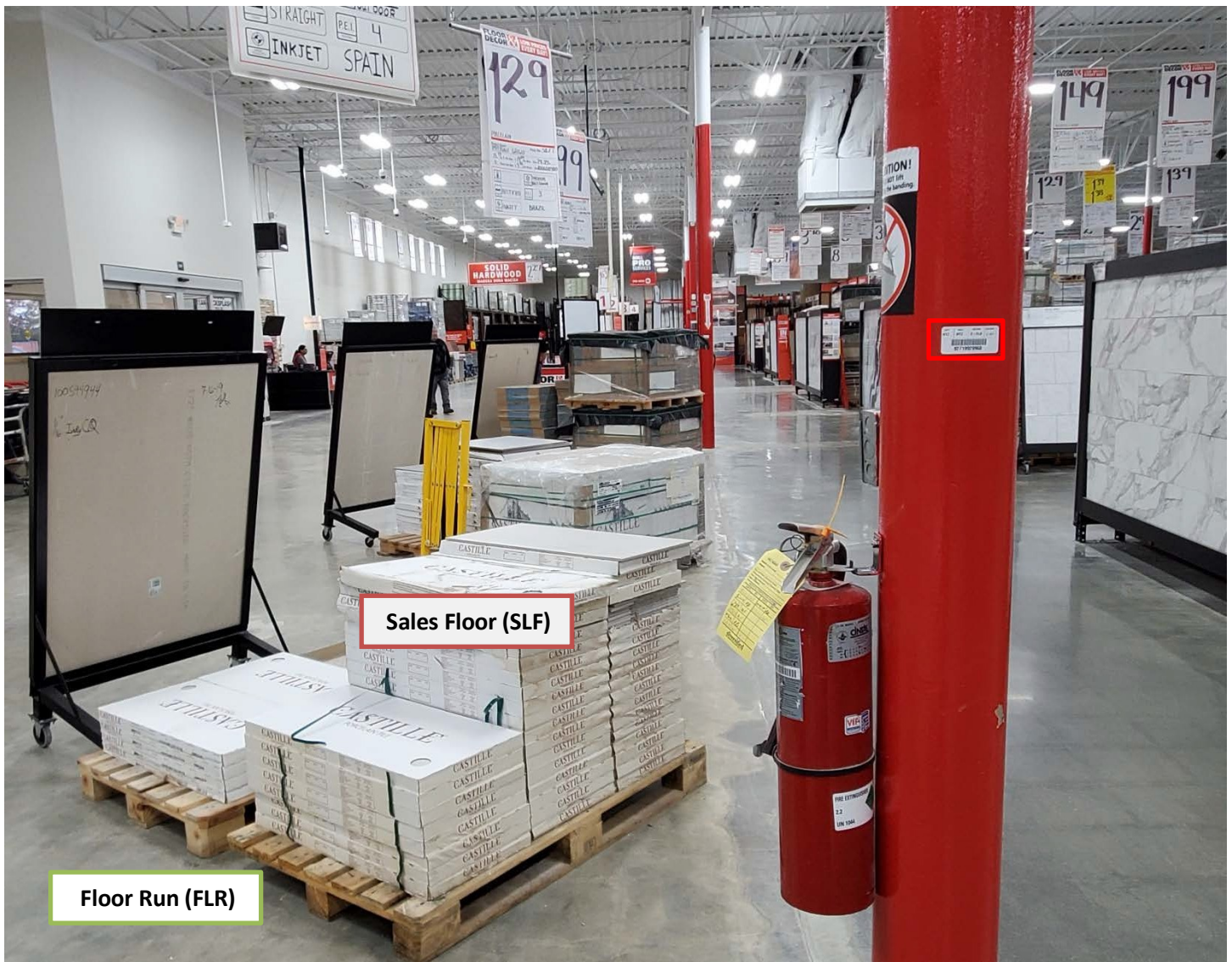
Racetrack

Place Locator Tags for the Left and Right Racetracks on poles when possible. If there are no poles within the Racetrack, place tags on the back side of both End Caps (EC) in the Tile Department. For the Front and Back Racetrack, place tags on the front of the middle upright of the tile endcap.



Heart Attack Zone (HTZ)

Place Locator Tags for the Heart Attack Zone on poles when possible. If no poles are present near the Heart Attack Zone, place tags on the floor and follow instructions for protecting the tags with a plastic shield.



Customer Storage (CSTRG) – Warehouse (WH1/WH2)

Place Locator Tags for the Customer Storage area on the front of the uprights on the left-hand side. For the floor level location, place the tag at the top of the section near the shelf above. For the first shelf, place the tag at the bottom of the section near the shelf below. Locator Tags for the remaining shelves should be placed above the tag for the first shelf with enough distance apart that it does not interfere with scanning.



Overstock (OVRST) – Deco Overstock (DECOS)

Place Locator Tags for Deco Overstock Bays on the front of the uprights on the left-hand side near the shelf below. Each shelf must have a Locator Tag. Product in these bays cannot be removed without the use of a ladder or Stock Picker, therefore tags on the top shelf will be accessible to associates when needed.



Outside (OUTSD) – Outside (OUTSD)

Place Locator Tag(s) for outside areas in a visible location on a wall or pole. The surface must be clean and flat for the tag to adhere to the surface.



Locate Product

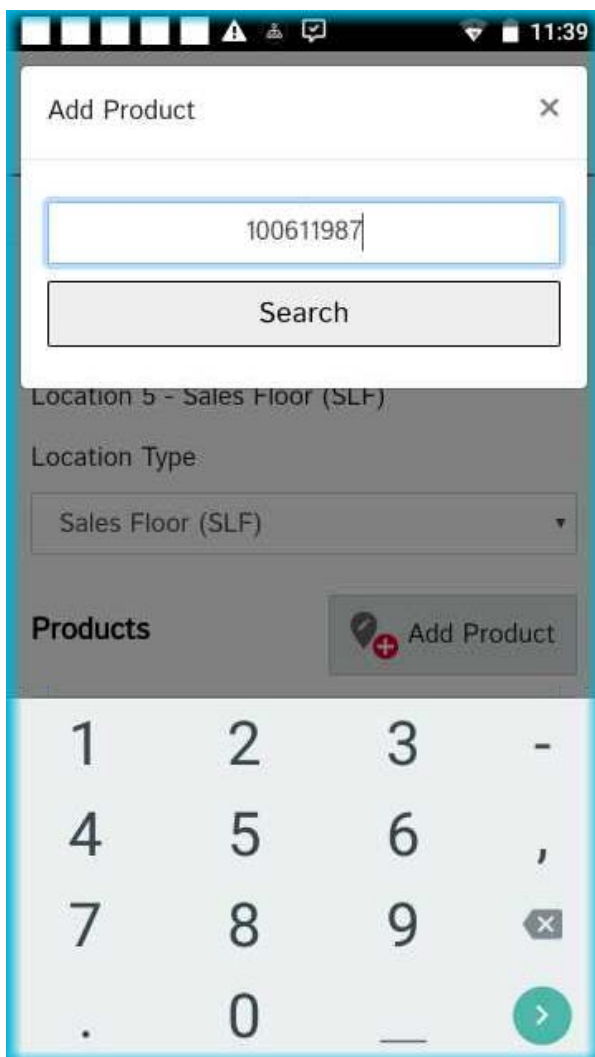
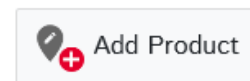
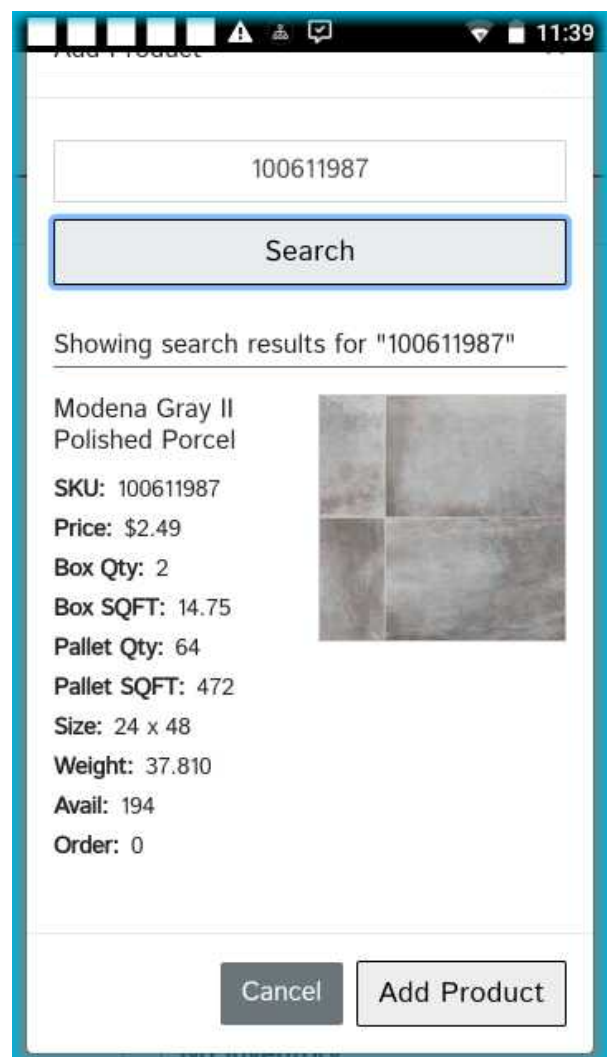
Scan Product to Location

1. Click **Locate Product** >
2. Scan the barcode on the Locator Tag >
 - *This will open the Location in the app.*
3. Scan each SKU from left to right, top to bottom.



Manually Enter Product to Location


1. Click **Add Product** >
2. Input the SKU and click **Search** >
 - *The application will show results for the manually input SKU.*
3. If the SKU is correct, click **Add Product**.

A screenshot of a mobile application interface. At the top, there's a status bar with icons and the time "11:39". Below it is a white dialog box titled "Add Product" with a close button (X) in the top right corner. Inside the dialog, there's a text input field containing the number "100611987". Below the input field is a gray button labeled "Search". Below the dialog box, the background shows a blurred view of the app's main interface, including a section titled "Location 5 - Sales Floor (SLF)", a "Location Type" dropdown menu set to "Sales Floor (SLF)", and a "Products" section with an "Add Product" button. At the bottom of the screen is a numeric keypad with digits 1-9, 0, a decimal point, and a green arrow button.A screenshot of a mobile application interface showing search results. At the top, there's a status bar with icons and the time "11:39". Below it is a white dialog box titled "Add Product". Inside the dialog, there's a text input field containing the number "100611987". Below the input field is a gray button labeled "Search". Below the "Search" button, the text "Showing search results for '100611987'" is displayed. Below this text is a list of product details: "Modena Gray II Polished Porcel", "SKU: 100611987", "Price: \$2.49", "Box Qty: 2", "Box SQFT: 14.75", "Pallet Qty: 64", "Pallet SQFT: 472", "Size: 24 x 48", "Weight: 37.810", "Avail: 194", and "Order: 0". To the right of the text is a small image of a tile. At the bottom of the dialog box are two buttons: "Cancel" and "Add Product".

Home Locations

All active SKUs must have a Home location. SKUs are never removed from their Home location. If there is no inventory, select the No Inventory checkbox to indicate the Home location requires replenishment. Only Sales Floor (SLF) Locations can be Home Locations. Each SKU can only have one (1) Home Location.

Select a Home Location

- 1. Click the  to indicate a Home Location for all SKUs.
- 2. Click again to remove.

