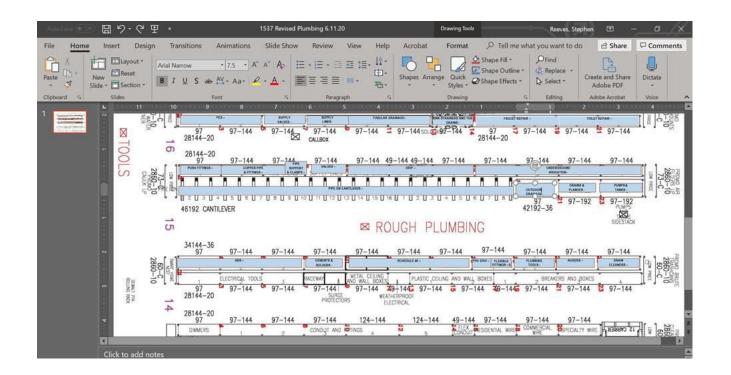
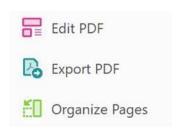
P-51: BEST PRACTICES

P-51: ADOBE ACROBAT

ADOBE ACROBAT

- You can export any blueprint from Adobe Acrobat DC to a powerpoint file to edit it using the EXPORT PDF button
- 2. You can then save it back to a .pdf when you are done





P-51: BAY STATUS

BAY STATUS SPREADSHEET

Bay status spreadsheet, use link below

\\msfs03.lowes.com\\data1\\Share\\everyone\\Field \\Merchandising 2019\\Project 51\\For Stores

	D	U	ם כ	Г	о п	I .) <i>V</i>	L	IVI	N U	۲	ų	К
		Action Items on Aisle	99 99 99 99 99								Notable Actions /		
#	Green 100%	Checklist Y/N	Yellow	Reason	Red	Reason	Working Today	Who	Update as of 2pm	3PL FOLLOW UP	Steps scheduled	Date	
						Product On Order /							
						Signage / add 3 power				Fix design & combine			
	Mix & Match Lamps 1		Safes	ASM Audit	Chandeliers 5	grates	Padlocks			lamps display	Shift Aisle 29/30	10-Jun	
										Need new bolts for	Move Fasteners to		
	Mix & Match Lamps 2		Contractor Anchors	ASM Audit			Closet Repair Hardware			Cantilever - Follow up	Aisle 2	11-Jun	
			•								Set Cleaning Racking		
	Mix & Match Lamps 3		Fastrack	ASM Audit			NLS 1				in Aisle 1	12-Jun	
	Box Lamps 1		Multipurpose	ASM Audit			Home Hardware 1						
			Decorative Shelving										
	Box Lamps 2		and Rails	ASM Audit			Tips & Castors						
	Box Lamps 3		Steel Utility Shelving	ASM Audit			Screen & Storm						
			Deco Brackets &										
	Timers & Glass		Boards	ASM Audit			Craftsman 2						
							TEMP Set - Pro Nails &						
	2pk Flushmounts		Import wire shelving	ASM Audit			Screws						
			Utility Boards &										
	Weatherproof Boxes		Brackets	ASM Audit			Move Command						

P-51: NON STOCK LIGHTING SELL THRU

Non-Stock Lighting Sell Thru

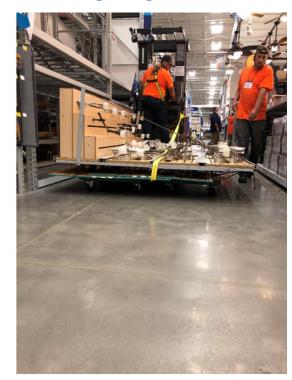




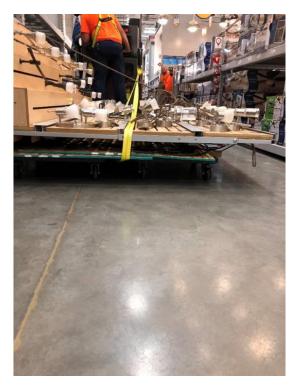
P-51: TRACK LIGHTING

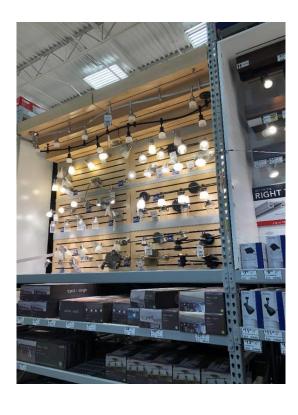
TRACK LIGHTING

Track Lighting, here are some pictures of how we accomplished the move









Set on plywood on picker Placed plywood on dollies and strapped to picker Picker pulls to location, lifts to new location

Finished product

P-51: SPARTAN PANEL SAW

SPARTAN PANEL SAW

- Spartan Panel Saw is not powered after hours, the saw power goes down and cannot be overridden so the team cannot cut the supplies for the update.
- The store can contact energy management to ensure they stay on full power during the project. Our spartan installers sometimes use skill saws if energy management cannot fix this.
- Future reference, if you call 877-658-2181 they can override the power for you. Only down side is if you need it for multiple days then you have to call every day, they aren't able to set it up in blocks

P-51: SKATING VIDEO

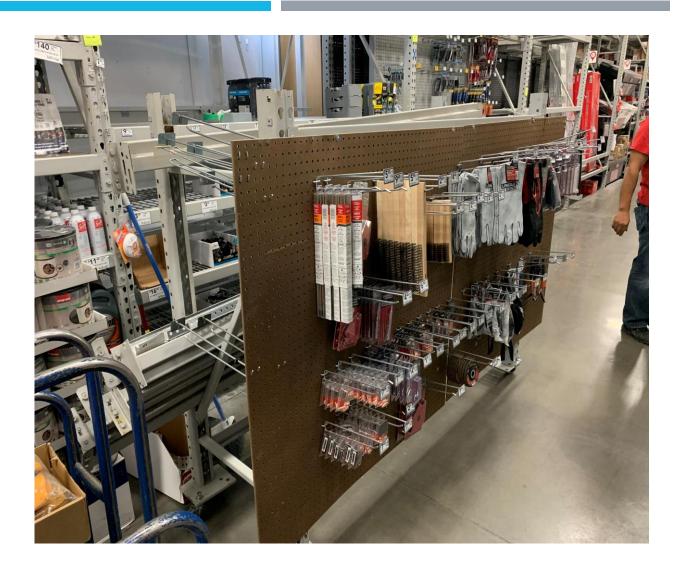
SKATING



P-51: ROLLING WORK STATION

ROLLING WORKING STATION

This rolling work station has peg board attached so you can off load a pegged bay and transfer to the new pegged location. Saves a TON of time and easy to set up.



P-51: POG AND LABEL FILING

- HOW TO PULL POG
- HOW TO PRINT LABELS USING PRICING APP ON ZEBRA
- HOW TO BIN LOCATE/PRINT WITH BIN LOCATIONS
- BEST PRACTICE HANGING POG
- LABELING UPRIGHTS
- HANGING POG

- UTILIZE ITEM 648746 5 PACK BANKER BOX IF STOCKED. DEPENDING ON LOCATION RFM CAN DIVIDE OVER 5 LOCATIONS. COST IS \$1.28 EACH
- UTILIZE HANGING FOLDERS. DEPENDING ON SKU INTENSITY YOU CAN USE ONE FILE PER AISLE OR TWO PER AISLE (ONE LEFT SIDE, ONE RIGHT SIDE)
- UTILIZE BLUEPRINT TO PRINT POGS AISLE BY AISLE. BE SURE TO VERIFY BAY COUNT, SIZE AND HANDING (IF APPLICABLE)
- HELPFUL IDEA LABEL EACH POG WITH LOCATION IN AISLE I.E. AISLE 14 BAY 4 LEFT
- IF AVAILABLE UTILIZE EXCEL REFLOW TO HIGHLIGHT AS YOU COMPLETE
- PRINT AND ATTACH LABELS FOR THAT POG CAN BE DONE BY BAY IF TIME ALLOWS





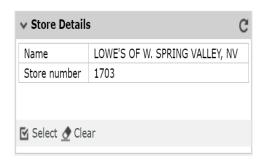




TO PULL POG FOR ONE STORE OR ALL STORES

- ACCESS <u>NEW JDA SITE</u>. ALSO ACCESSIBLE ON STORENET>MY MENU AND MORE>SPACE PLANNING
- WHEN NOT CONNECTED TO VPN THE STORE
 YOU ARE IN WILL AUTOMATICALLY LOAD. IF
 YOU ARE ON VPN YOU WILL NEED TO TYPE THE
 LOCATION UNDER "SELECT STORE" AND CLICK
 ON THE WORD SELECT. THE STORE INFO WILL
 THEN LOAD UNDER STORE DETAILS
- IF YOU WANT TO SEARCH POGS FOR ALL STORES ENSURE YOU ARE CONNECTED TO VPN PRIOR TO LOADING THE JDA SITE. IF YOU DO NOT SELECT A STORE YOU WILL BE VIEWING ALL POG IN SPACE PLANNING. IF YOU HAVE SELECTED A STORE YOU CAN CLEAR IT TO SEE ALL STORES AGAIN.
- CLICK ON THE WORDS "ALL PLANOGRAMS" OR CLICK + TO NARROW TO DEPARTMENT
- SEE NEXT SLIDE FOR SEARCHING BY POG NAME









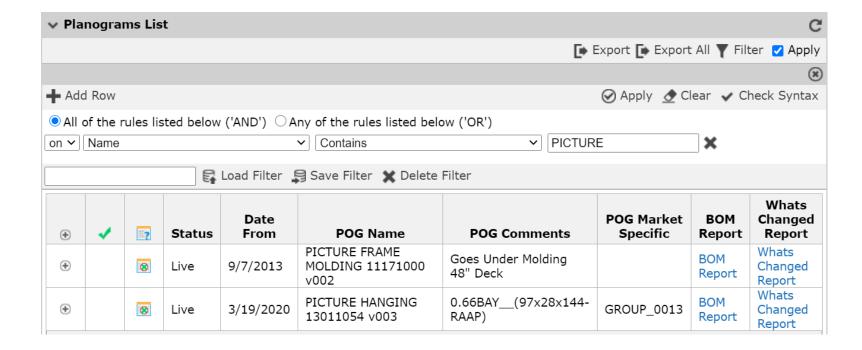
■ All Planograms

- **APPLIANCES**
- **BUILDING MATERIALS**
- **■** CABINETS
- FASHION PLUMBING
- **■** FLOORING
- **■** HARDWARE



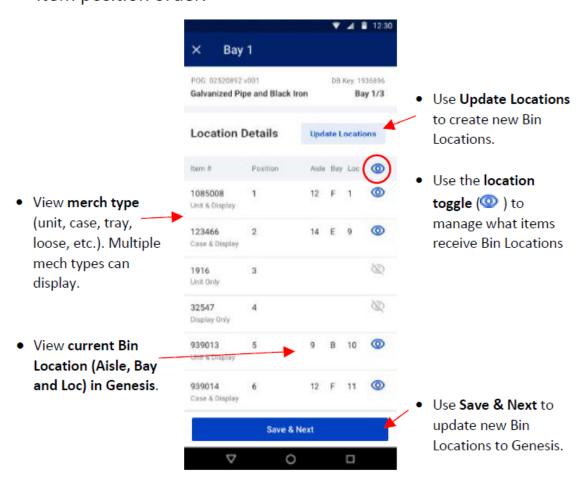
HOW TO SEARCH BY POG NAME

- I. CLICK FILTER
- 2. ENSURE DROP DOWN BOXES ARE "ON" "NAME" "CONTAINS"
- 3. TYPE A POG NAME OR KEY WORD FROM POG NAME ***MUST BE IN ALL CAPS***
- 4. CLICK APPLY I. CLICK FILTER



HOW TO PRINT LABELS FOR FULL POG USING ZEBRA

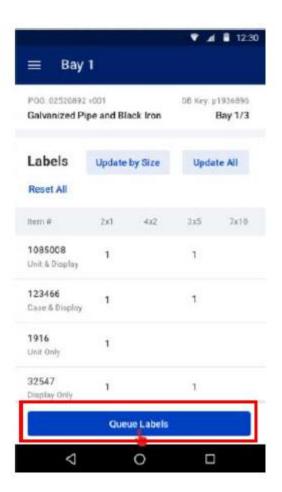
 IF THE PRODUCT HAS NO BIN LOCATIONS JUST ENSURE THE EYEBALL IS GRAY AND SELECT SAVE AND NEXT • Items are listed only once per page and in shelf placement item position order.





HOW TO PRINT LABELS FOR FULL POG USING ZEBRA

- I. THE NEXT SCREEN WILL ALLOW YOU TO EDIT QTY OF LABELS OR SIZE OF LABELS
- 2. IF YOU WANT TO PRINT THE SIZE AND QTY THE POG CALLS FOR HIT QUEUE LABELS.
- 3. REPEAT FOR REMAINING BAYS





HOW TO PRINT LABELS FOR FULL POG USING ZEBRA

- 1. From left main navigation menu, tap In Queue. 4.
- 2. Tap into top right menu, I.
- 3. Select Planograms queue.



4. Select the **Planogram** name.



5. View queued labels.

6. Tap **print.**



- PRINT MULTIPLE QUEUED POG FOLLOWING DIRECTIONS ABOVE
- OR PRINT EACH POG AS YOU GO BY CHOOSING "PRINT QUEUED LABELS"
- SELECT THE PRINT BUTTON FOR THE LABEL TYPE YOU WANT TO PRINT FIRST. SELECT THE PROPER MOBILE PRINTER FOR THE LABEL TYPE OR LOAD LABEL SHEETS AND SELECT STANDARD LABEL PRINTER



BIN LOCATE AND HOW TO CHANGE LABEL QYT OR SIZE

Manage Bin Location Assignment

App logic defaults to support current Lowe's policy. Only items with "display" merch type need bin locations assigned. This can be updated by using the Location Toggle ().

Exception: Internet fulfillment stores are to bin locate all items in the store.

1. Use the **Location Toggle ()** to

include or remove a bin location.

= Bin Location turned on; default for "display" merch type.

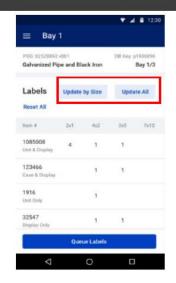
= Bin Location turned off; default for where merch type is not "display".





Queue Planogram Labels

- Label quantities automatically generate to match POG defaults.
- Make any necessary size and/or quantity updates by selecting Update by Size or Update All.



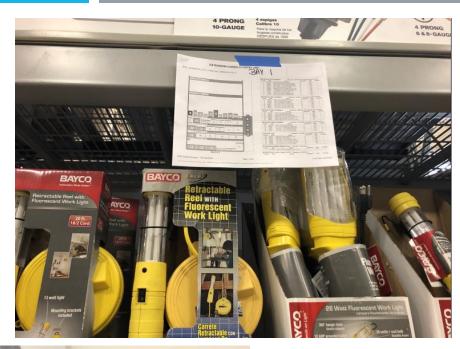
 Once you have selected the label sizes and quantities you need, tap Queue Labels.

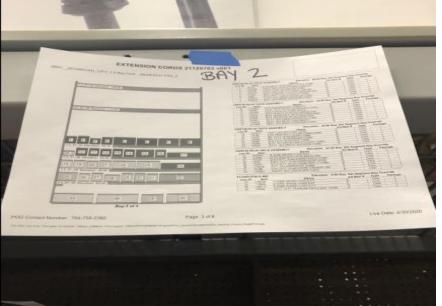
Note: Queued POG labels are found under the Planogram Queue, not the User Queue. See next section.





 THIS WILL ELIMINATE CONFUSION ESPECIALLY ON MULTI BAY POG TO IDENTIFY FLOW







- THIS WILL MAKE IT EASY
 TO CHECK ON
 EXECUTION WITH OUT
 UTILIZING PRINTS AND
 ALSO HELP THE 3PL TEAM
- ALSO LABEL NEEDS LIKE STEEL CHANGES, DATA, ELECTRICAL ETC



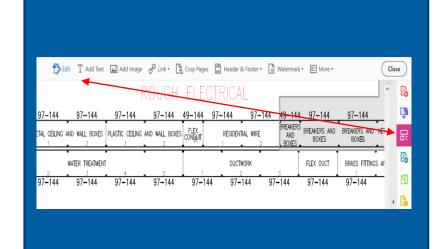


P-51: EDIT PDF - BLUEPRINT



Step 1:

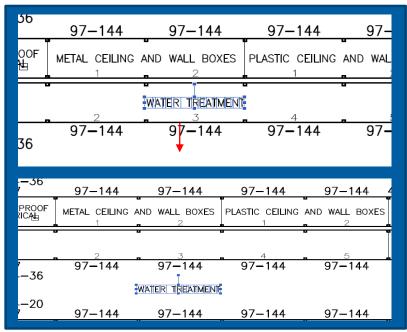
-Open ORIGINAL PDF. (Do not open copies as not all text may be able to edit)

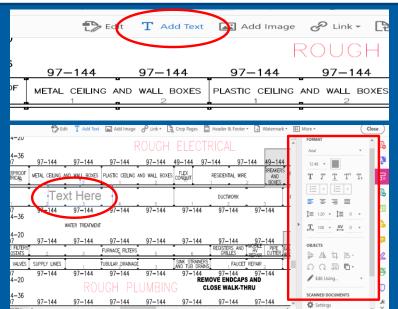


Step 2:

- Click on "Edit PDF". On top ribbon or along side on side ribbon.







Step 3:

-Once you have clicked on "Edit", click and drag a box around the text you are wanting to move. This will highlight the text in blue. (Only grab what you want to move)

-Step 4:

-You can now drag the text into the white space to use later. Or drag into the new bay location. (This will also help you NOT lose bays)

Step 5:

-Click on "Add Text" in the top ribbon. The window to the right will open up as well so you can edit size and color of the text being added

Step 6: Click in the location you want to add text and drag to add your "text box". Once you have your "text box" click inside of the box and start typing

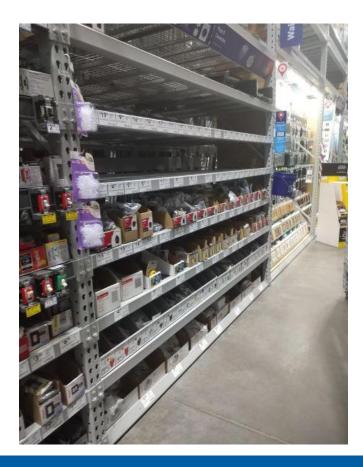


P-51: MARK MOVERS

MARK MOVERS

- 1. Add shelves to rack to try and mirror the bays you are working on
- 2. Transfer small boxes (we were able to transfer a full bay pretty quickly and a lot more effectively than with green carts and it leaves shopping carts open for our customers)





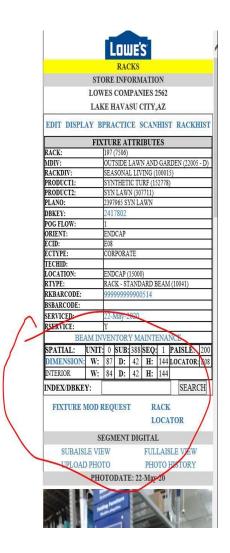


P-51: MAP MOD REQUEST

How to update and add additional bays we have to submit a MAP MOD request

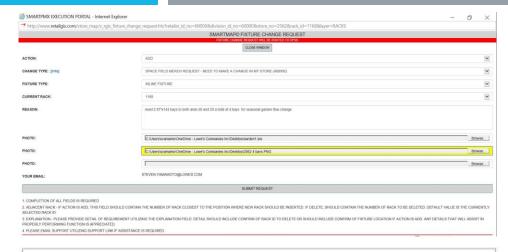
- 1. To do this you'll have to access smart map for your store and click on the adjacent bays you want to add
- On the right, click on fixture MOD request
- From there fill out the request (I took a screenshot of the actual redline map showing the added bays and the bays built)
- 4. Fill out the drop downs completely
- 5. You will receive a email with the update and confirmation.





How to update and add additional bays we have to submit a MAP MOD request

- To do this you'll have to access smart map for your store and click on the adjacent bays you want to add
- On the right, click on fixture MOD request
- From there fill out the request (I took a screenshot of the actual redline map showing the added bays and the bays built)
- 4. Fill out the drop downs completely
- 5. You will receive a email with the update and confirmation.



SMARTMAP	FIXTURE CHANGE REQUEST CONFIRMATION				
RETAILER:	LOWES HIW				
STORE:	2562 LAKE HAVASU CITY AZ				
ACTION:	ADD				
CHANGE TYPE:	SPACE FIELD MERCH REQUEST - NEED TO MAKE A CHANGE IN MY STORE (400000)				
FIXTURE TYPE:	l				
RACK/ADJACENT RACKID:	1168				
LAYER:	RACKS				
REQUESTBY:	STEVEN.YAMAMOTO@LOWES.COM				
EXPLANATION:	NEED 2 97"X144 BAYS TO BOTH AISLE 28 AND 29 A TOTAL OF 4 BAYS FOR SEASONAL GARDEN FLOW CHANGE				

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. If you are not the intended

P-51: LAMP DRAPERY

LAMP DRAPERY

Do not to throw away extra lamp back drapery, as you can use for empty space issue in landscape lighting





P-51: SKATING PACKAGED AND BULK FASTENERS

Summary and Recommendations

Overview:

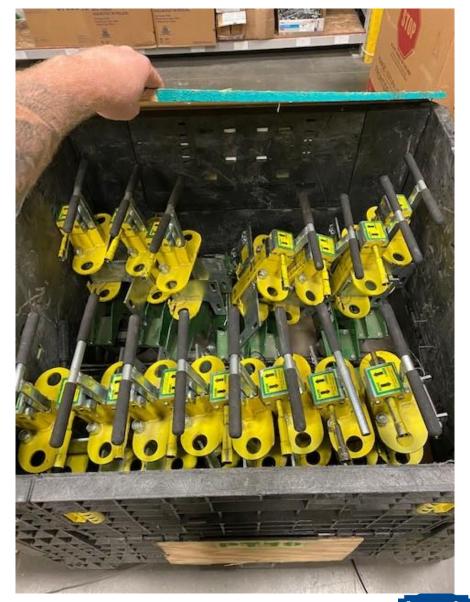
 Moving the 10 bay bulk fastener POG is a difficult move due to its sku intensiveness. Moving bays by hand will result the loss of valuable time. This "how-to" illustrates will show you how to movie fasteners from aisle 1 to aisle 4 for the cleaning aisle 1 initiative.

Recommendation:

- Make the move at night in order to mitigate customer interference
- Due to weight and length it maybe difficult to move more than 4 bays in 1 skate train.

Preparation:

- Contact your project manager at least 4 weeks in advance to order your skates.
- Order enough skates so that you have 2 skates per upright. (It requires 8 skates to move 4 bays)
- You will need 4 to 6 people depending upon how many bays you wish to move at once. (ex. Skating 4 bays will require 6 people).
- If your fixtures are hardwired than have an electrician disconnect power before beginning.



- Empty all top stock prior to moving.
- You will need to access the bolts that secure the racking to the concrete.
- In order to do this remove 1 set of bulk bins and number the bin. This enables you to quickly place it back to the correct location once bays are moved.
- Unbolt <u>EVERY</u> upright.
- Attach skate to upright utilizing attachment pins that are cabled to the unit.







- After bolts have been removed, you can begin to jack up the skates.
- You do not need to lift the uprights more than a 1/2 inch off the ground.
- You are ready to skate the bays to their new location.
- Once in the new location, line up the racking in it's new home. (You need to ensure the racking is straight) Lower the racking and remove the skates.
- Bolt the racking down & return the bolt bins that you numbered to their proper locations.









P-51: PACKAGED AND BULK FASTNER MOVE

Summary and Recommendations

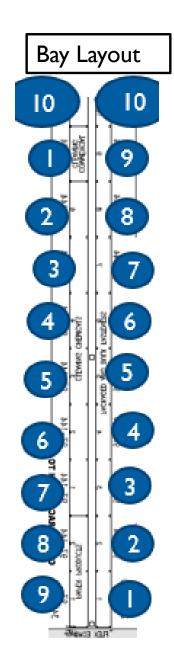
Overview: Moving the 10 bay bulk fastener POG is a difficult move due to its sku intensiveness. Moving bays by hand will result the loss of valuable time. This "how-to" illustrates will show you how to movie fasteners from aisle one to aisle two for the cleaning aisle one initiative.

Recommendation: Make the move at night in order to mitigate customer interference

Preparation: You will need a seasoned fork lift operator to attempt the move. Also, will need to have electrician remove them.

Moving Bays: Please note that in order for the bays to be aligned to adjacent fastener types, you will need to begin with Aisle 1 Bay 1 and moving to Aisle 2 bay 9. See diagram to the right. Failure to do so, will not keep adjacent categories next to each in neighboring bays. See "Specialty Screws" example to the right. Bay 10 (IE Springs and Magnets Bay) will not need to be flipped as this bay is only peg board and should be handled like a standard move.

Before attempting any moves, take bay and aisle pics so you can ensure bays are placed correctly on aisle two and POP is displayed correctly.



Specialty Screws Example

Bay 10







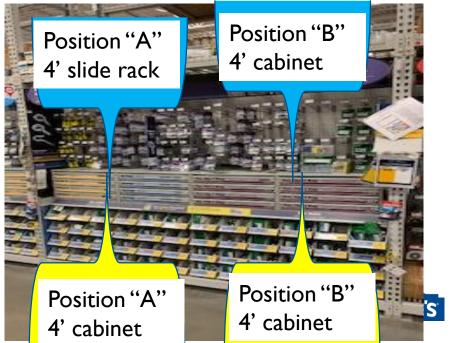
Incorrect





- 1. Before attempting the move, ensure all bays in aisle 2 are empty where the 10 bay fastener POG will be moved.
- 2. Ensure current merchandise flow is correct (See prior of page Specialty Screws example of correct vs incorrect) and like categories are displayed in neighboring bays. If current Bay flow is incorrect, you will need adjust directions below during this move.
- 3. If applicable, remove lights from overhead for all fastener bays. Do not move lights into destination POGs until move is competed. Stage lights until electrician is able to return to install once all bays are moved.
- 4. Beginning with Bay 1,remove all POP that is attached to the fixture that could be damaged as a result of the move.
- 5. Stage in cart and label Aisle 1 Bay 1.
- 6. Remove all Pegged hook merchandise onto a portable peg hook fixture. Since these are vendor managed POGs, the POG does not provide specific locations. If you removed from Pegged fixture, it will be difficult to relocate into new bay.
- 7. Place product in staging area. Pegged merchandise will be the last product to be remerchandised in bay's new location.
- 8. Remove Pegged board. IF followed correctly, you will find remaining two 4' storage cabinets and two 4' slider rack fixtures remaining in the bay.



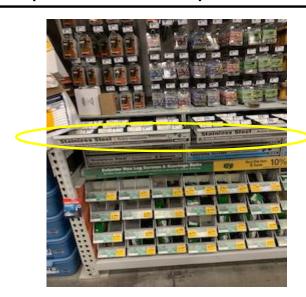


- 9. Repeat steps 4 thru 8 for Aisle 1 bay 9. You are now ready to move Aisle 1 bays 1 and 9 to Aisle two.
- 10. Prepare 8 pallets with "sticks" so cabinets and storage racks can be place on pallets and easily picked up again by a fork lift.
- 11. In order to keep track which slide racks sit on which cabinets, please label each fixture as follows-
 - Aisle 1 Bay 1 Slide A and Aisle 1 Bay 1 Slide B
 - Aisle 1 Bay 1 Cabinet A and Cabinet 1 Bay 1 Slide B
- 12. On the first 4' slide rack (AKA Aisle 1 Bay 1 Position "A" Slide), remove the top two slide racks to allow fork lift forks to penetrate and lift the fixture.
- 13. Using the fork lift, place slide rack onto pallet created in step 10.
- 14. Repeat steps 10 and 11 for the next 4' slide rack (Aisle 1 Bay 1 Position "B") slide)

Step 10: Pallet with Sticks



Step 12: Remove top slide racks



Step 13: Remove top slide racks



- 15. On the first 4' cabinet (AKA Aisle 1 Bay 1 Position A), remove the two bins to allow fork lift forks to penetrate and lift the fixture. See pic below for bins to remove.
- 16. Using the fork lift, place the cabinet onto pallet created in step 10.
- 17. Repeat steps 7 and 8 for the next 4' cabinet (AKA Aisle 1 Bay 1 Position A). At the end of this step, Aisle 1 bay 1 should be empty.
- 18. Complete the steps 4 thru 17 for Aisle 1 Bay 9, editing bay and label as the correct bay # and location labels. At the conclusion you should have two empty bays with nothing in them- one empty in bay position 1 and bay position 9.
- 19. The next series of steps is to move the fixtures into aisle two and flipping bays. Aisle 1 bay #9 will now be moved to the beginning of aisle 2 bay 1, where Aisle 1 bay 1 will now be moved to aisle 2 bay #9.

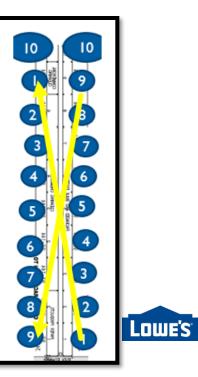
Step 8: Remove these bins



bottom beam rack

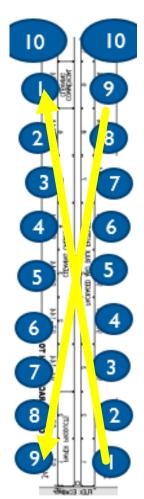
Step 12: Remove

Step 19: Aisle and bay flip



- 20. Using forklift, pick up Aisle 1 Bay 1 Position A cabinet from the back of the fixture.
- 21. Beginning with Bay 1 Position A cabinet, place where previously position 9 B cabinet was displayed. This will be the last cabinet in the fastener POG run. In aisle 1, "POSITION A" fixtures, are always on left hand side of bay. When facing the bay, Position A fixtures will also always be on the left hand side of the bay.

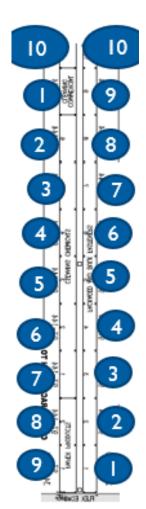






22. Follow step 14 for Aisle 1 Bay 1 Position B cabinet, place where previously position Aisle 1 Bay 9 Position A cabinet was displayed. In aisle 1, "POSITION B" fixtures, are always on the right hand side of bay. In aisle 2, when facing the bay, Position B fixtures will also always be on the right hand side of the bay.







- 15. Follow steps 20-22 for Aisle 1 Bay 1 slide racks. Please Slide Rack A above Cabinet A and Slide Rack B above
- 16. Once slide racks and cabinets are in final place, follow instructions to mount peg display into new bay.
- 17. Check and ensure beam elevations are correct for top stock. If beam elevations are incorrect, please adjust.
- 18. Display POP for the Bay 1.
- 19. Repeat Steps 5 though 19 for Aisle 1 Bay 9 moving into Aisle 2 bay 1.
- 20. Repeat step for remaining bays. Bay 2 will be moved with Bay 8. Bay 3 will be moved with Bay 7. Bay 4 will be moved with bay 6. Bay 5 will be moved by itself.
- 21. Let the electrican know you have completed the moved and the electrician will be able to install new lighting.
- 22. If you have any questions call Jaime or Jeremy.



P-51: COMMERCIAL LIGHTING DISPLAY MOVER

COMMERCIAL LIGHTING DISPLAY CURRENT STATUS

- Current displays have minimal base support which makes removing them extremely challenging.
- 2x4 or 2x6 cross
 members had to be
 added to support
 them for safety before
 removing with a lift







- Mark Built a short rack
 with wheels and added
 support at 64" the same
 height as the current POG.
- This enabled the fixture to be replaced fully supported by simply sliding it onto the racking.
- The initial process took over 3 hrs for 4 bays by adding a substructure and using a forklift.
- All 4 displays were replaced in less than an hour.









P-51: BE READY POUCH

BE READY POUCH

"be ready pouch" that is loaded with bin labels and everything need to set the days or nights POGs in the flow

