Free Flow Keg Scanner App

Standard Operating Procedure (SOP)

1. Purpose

This SOP provides step-by-step instructions for using the Free Flow Keg Scanner App to **Receive, Palletize, and Transfer** kegs.

---

2. Initial App Setup & Login

Step 1 — Install the App

1. You will receive an email invitation to enroll in **TestFlight**.
2. Open the invitation and follow the prompts to join TestFlight.
3. Download the **Free Flow Keg Scanner App** through TestFlight.
4. Once the app has been successfully downloaded, open the app.

Step 2 — Log In

1. The app will open to the **Login** screen.
2. Enter the login credentials provided by the **Free Flow Wines team**.
3. After successfully logging in, you will be taken to the **Main Menu**.

Main Menu

The Main Menu contains three primary functions:

- **Receive**
- **Palletize**
- **Transfer**

Select the function needed to begin.

---

3. Receive

The **Receive** function is used to receive incoming orders and record the quantity of kegs received.

Step 1 — Open Receive

1. From the Main Menu, tap **Receive**.
2. Tap the **Magnifying Glass** icon to select an order.

If No Receive Items Are Available

If the screen displays:

No Receive Items Available

tap the **Refresh** button in the center of the screen and wait for the orders to refresh.

Step 2 — Select the Order

Select the order you want to receive.

There are two possible order types:

- **TO — Transfer Order**
- **PO — Purchase Order**

The receiving process differs depending on the order type.

---

4. Receiving a TO (Transfer Order)

When receiving a **TO**, individual keg scanning is **not required**.

Step 1 — Review Expected Quantity

After selecting the TO:

1. Review the number of kegs expected.

2. Compare the expected quantity with the actual quantity received.

Step 2 — Adjust Quantity if Necessary

If the actual quantity received differs from the expected quantity:

- Tap **+** to increase the quantity.
- Tap **–** to decrease the quantity.

Continue adjusting until the displayed quantity matches the actual number of kegs received.

Step 3 — Submit

1. Verify that the quantity is correct.
2. Tap **Submit**.
3. Wait for the submission to complete.
4. Confirm that the **Success** prompt appears.

Do not leave the screen until the submission has completed successfully.

---

5. Receiving a PO (Purchase Order)

When receiving a **PO**, the individual kegs must be scanned.

The app supports two scanning methods:

- iPhone built-in camera
- Connected Bluetooth barcode scanner

The app supports scanning both:

- **Individual kegs**
- **Pallets**

Step 1 — Select the PO

1. Select the desired PO from the Receive order list.
2. Review the order information.

Step 2 — Begin Scanning

To use the iPhone camera:

1. Tap the **QR Code** icon in the top-right corner.
2. The camera scanning screen will open.
3. Scan the barcode on each keg or pallet.

Alternatively, if a Bluetooth scanner is connected:

1. Use the Bluetooth scanner to scan the barcodes.
2. Scanned items will be recorded automatically by the app.

Step 3 — Complete Scanning

Continue scanning until all received kegs have been accounted for.

Verify that the scanned quantity matches the actual quantity received.

Step 4 — Submit

1. Tap **Submit**.
2. Wait for the submission to complete.
3. Confirm that the **Success** prompt appears.

If the submission is successful, the receiving process is complete.

---

6. Palletize

The **Palletize** function is used to scan kegs onto pallets and generate pallet labels.

Each pallet holds a maximum of **20 kegs**.

Step 1 — Open Palletize

1. Return to the Main Menu.
2. Tap **Palletize**.

Step 2 — Begin Scanning

To scan using the iPhone camera:

1. Tap the **QR Code** icon in the top-right corner.
2. The camera scanner will open.
3. Scan the barcode on each keg.

Alternatively, use a connected Bluetooth scanner.

The app supports scanning:

- Individual kegs
- Pallets

Step 3 — Complete a Pallet

Continue scanning kegs onto the active pallet.

Once **20 kegs have been scanned**, the app will automatically create the next pallet.

Important

The user does **not** need to manually create the next pallet after reaching 20 kegs.

Continue scanning, and the app will automatically begin scanning for the next pallet.

---

7. Print Pallet Labels

Once a pallet has been completed:

1. Locate the completed pallet in the Palletize screen.
2. Tap the **Preview Label** icon associated with that pallet.

3. Review the pallet label.
4. Print the pallet label using an available printer.

Repeat this process for each completed pallet.

Before Submitting

Verify that:

- Every pallet has been labeled.
- All pallet labels have been printed.
- The scanned keg quantities are correct.

Step 5 — Submit

Once all pallet labels have been printed:

1. Tap **Submit**.
2. Wait for the submission to complete.
3. Confirm the **Success** prompt.

The Palletize process is complete once the submission is successful.

---

8. Transfer

The **Transfer** function is used to prepare kegs or other items for shipment to a customer.

The Transfer process consists of:

1. Selecting a customer
2. Selecting the shipping address
3. Adding items/SKUs
4. Scanning kegs or pallets
5. Reviewing the transfer

6. Submitting the transfer

Step 1 Select Customer

1. From the Main Menu, tap **Transfer**.
2. Locate the **Select Customer** field.
3. Tap the field.
4. Select the customer receiving the shipment.

Once the customer has been selected, the customer's address will populate automatically.

Step 2 Select Shipping Address

If the customer has only one address:

1. Review the populated address.
2. Confirm that it is the correct shipping address.

If the customer has multiple addresses:

1. Tap the displayed address.
2. A list of available addresses will appear.
3. Select the correct shipping address.
4. Verify that the correct address is displayed.

Step 3 — Continue to Add Items

Once the customer and shipping address are correct:

1. Tap **Next** in the top-right corner.
2. You will be taken to the **Add Items** page.

---

9. Add Items

The Add Items page allows you to select the item/SKU being transferred.

Step 1 Select an Item

1. Tap the **Item** field.
2. A list of selectable items will appear.
3. Select the desired item.

Step 2 Add the SKU

After selecting the item:

1. Tap the **Add SKU +** button.
2. The selected SKU will appear below the item selection.

Repeat these steps if multiple SKUs need to be included in the transfer.

---

10. Scan Kegs or Pallets

After adding the appropriate SKU:

1. Select **Scan**.
2. The scanning screen will open.

Using the iPhone Camera

1. Tap the **QR Code** icon in the top-right corner.
2. Use the iPhone camera to scan the keg or pallet barcode.

Using a Bluetooth Scanner

If a Bluetooth scanner is connected:

1. Scan the keg or pallet using the scanner.

2. The scanned item will be recorded in the app.

The Transfer scanner supports scanning:

- Individual kegs
- Pallets

Continue scanning until all items for the transfer have been scanned.

---

11. Finish Scanning

Once all required kegs and pallets have been scanned:

1. Tap **Done** in the top-right corner.
2. Verify that the scanned quantities are correct.

If additional items/SKUs are required, add them and complete their scans before proceeding to the review.

---

12. Review the Transfer

Once all required items have been scanned:

1. Tap **Review** in the top-right corner.
2. The Review page will display the transfer information.

Verify the following:

Customer

Confirm that the correct customer is listed.

Shipping Address

Confirm that the correct shipping address is displayed.

Ship Date

Confirm that the ship date is correct.

SKUs

Confirm that all required SKUs are listed.

Quantities

Confirm that the quantity of scanned items for each SKU is correct.

---

13. Submit the Transfer

If all information on the Review page is correct:

1. Tap **Submit**.
2. Wait for the submission to complete.
3. Confirm that the **Success** prompt appears.

The Transfer is complete once the submission has been successfully processed.

---

14. Quick Reference

Function	Main Action	Scanning Required?
Receive — TO	Verify/adjust received quantity and submit	**No**
Receive — PO	Scan received kegs/pallets and submit	**Yes**
Palletize	Scan kegs onto pallets	**Yes**
Transfer	Select customer, add SKU, scan items, review and submit	**Yes**

Scanning Options

The app supports:

- **iPhone camera scanning** using the QR Code icon
- **Bluetooth barcode scanners**
- **Individual keg scanning**
- **Pallet scanning**

Important Completion Rule

For **Receive, Palletize, and Transfer**, always wait for the **Success** prompt after tapping Submit before considering the operation complete.