
Replenish Kiosk

Introduction

Allows customers to handle replenish orders for kiosks. A replenish order consists of how many products that can be restocked to the kiosk. Replenish orders are handled from WebAdmin and the status of each order can be easily followed. When an order is created, it can be configured to be emailed to merchandiser(s). This can be customized for each kiosk.

This system works on all systems that utilize the restock report in admin. For SNG, there will be a plus and minus button for the stocking procedure.

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Prerequisites

For the system to work you need to enable it and make sure certain values are configured correctly for the kiosk. Such as:

- Preferred Stock Level
- Min Count

All this is explained further in the WebAdmin chapter.

Versions required:

- InventoryOS 1.143+
- DataService 0.394+

Generation

The replenish reports are created through something Instant Systems refer to as batchjobs. These are configured by Instant Systems upon request. The options you have for the configuration is when the replenish order creation should run. The recommended value and the default value is once every hour.

An order will be generated when a kiosk's product count is below or equal to the set min count for it.

Note that orders will not be generated for kiosks where the current inventory has not been uploaded for the day. Meaning if the kiosk is offline, we cannot be sure if it has already been stocked and what it needs.

WebAdmin

The replenishment system can be found in admin by navigating to:

- Network -> Inventory -> Replenish Orders

Statuses

There are different statuses for the orders to help the user keep track of what is going on:



- **Ordered:** The state the order is in after it's been created.
- **PartiallyStocked:** Happens when an order has been submitted from the kiosk with stock changes but no products has been finished. Example:

Product ID	Name	To Stock	Stocked	Finished
3	Brandvarnare	10	4	NO
4	Brandsläckare	5		NO

- **PartiallyFinished:** Occurs when an order has been submitted from the kiosk with at least one product set as finished. Example:

Product ID	Name	To Stock	Stocked	Finished
8	Headphone4	10	5	YES
9	Headphone5	5		NO

- **Finished:** When all products have been set as finished or the order has been set as finished.

Edit/View Order

In order to view the individual products that the order consists of you can click on the edit symbol on the order row:

Replenish Orders							
Kiosk ID		Show Deleted	Status				
↓	Identifier	Free text search	<input type="checkbox"/>	<input checked="" type="checkbox"/> Ordered X	<input checked="" type="checkbox"/> PartiallyStocked X	<input checked="" type="checkbox"/> PartiallyFinis	
ID	Type	Kiosk ID	Identifier	Items	Deleted	Status	
9		58	lkdfg	3	NO	PartiallyStocked	
8		58	K892374	4	NO	Finished	
7		58	Kdfgdfgdf	3	NO	Finished	
6		5	K98237498234	2	NO	PartiallyFinished	
5		4	K098345	3	NO	Ordered	
4		2	K103030004	2	NO	PartiallyStocked	

The edit menu provides the option to either Finish/Unfinish or delete the order. If the order is already set to finished there will be a unfinish button available and vice versa:

← **Edit Replenish Order** Save

Identifier:

Finish Delete

Note:

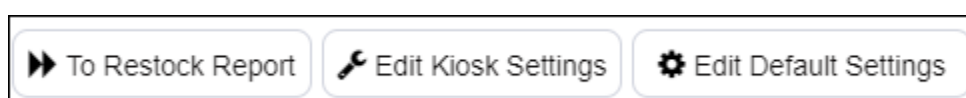
Product ID	Name	To Stock	Stocked	Finished
8	Headphone4	10	5	YES
9	Headphone5	5		NO

There is also an option to change the Identifier and Note:

- **Identifier:** This is the unique identifier for the order. It will appear on the kiosk so you know which order you are looking to stock. This identifier is included in the email sent to the merchandiser upon order creation.
- **Note:** This is a field to add information to if needed. It can be edited in admin and on the kiosk by merchandisers. They can for example add information about why they were unable to fully complete the order.

Grid Buttons

In the top right corner of the order grid, there are three buttons:

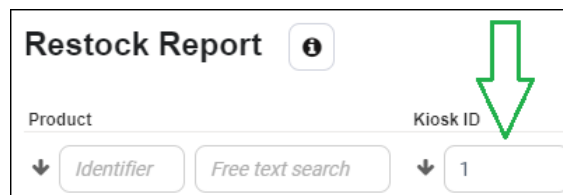


To Restock Report

This button navigates the user to a new page where the Min Count and Preferred Stock Level can be set for each product/kiosk.

- **Min Count:** When the product count goes below this number, it will trigger an order for this product to stock it to the preferred stock level.
- **Preferred Stock Level:** This is the maximum amount of stock for the product that you can fit in the kiosk. This is the amount that the order will look to reach to ensure that the kiosk is full of products.

To avoid having to set values for each product on each kiosk. You can instead override the default value. To do this you filter on the kiosk ID 1:

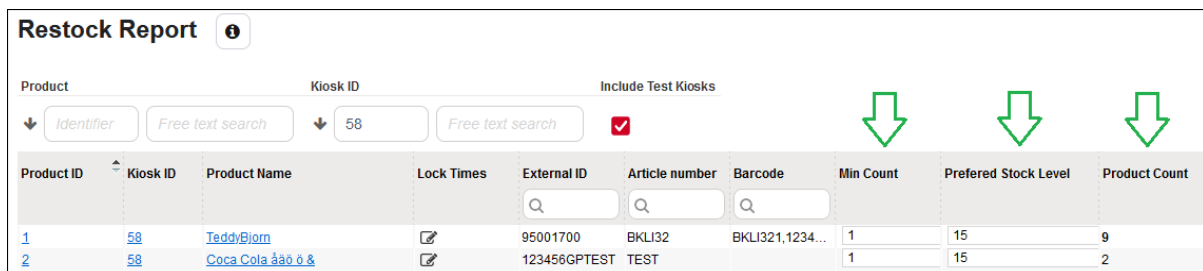


Restock Report ⓘ

Product: Identifier | Free text search | Kiosk ID: 1

Then edit the Min Count and Preferred Stock Level for each product on Kiosk ID 1.

The restock report is per product. So, if you have multiple slots in a kiosk with the same product on them. Then the sum of those products will be uploaded as the product count.



Restock Report ⓘ

Product: Identifier | Free text search | Kiosk ID: 58 | Free text search | Include Test Kiosks:

Product ID	Kiosk ID	Product Name	Lock Times	External ID	Article number	Barcode	Min Count	Preferred Stock Level	Product Count
1	58	Tedd/Bjorn	<input type="checkbox"/>	95001700	BKL132	BKLI321,1234...	1	15	9
2	58	Coca Cola ááó ó &	<input type="checkbox"/>	123456GPTEST	TEST		1	15	2

Therefore, it is important to know that you need to specify the total amount of that product that fits in the entirety of the kiosk in the preferred stock level field. The same goes for the min count. So these fields are per product per kiosk, not per slot.

Edit Default Settings

There are 4 different default settings:

Default Settings (Operator ID: 0) ✕

Is Generating: If checked, will create orders for all kiosks.

To Email: A comma separated list of emails.

Is Emailing: Whether or not to send emails.

To Email:

Is Emailing:

Is Generating:

Include Test Kiosks:

- **Is Generating:** If enabled, will start generating orders according to the batchjob information set by Instant Systems.
- **To Email:** To whom the orders should be sent.
- **Is Emailing:** Whether or not the orders should be sent by email.
- **Include Test Kiosks:** Decides if orders should be generated for kiosks that do not have the status LIVE.

Edit Kiosk Settings

This is the place to override settings for specific kiosks. Search for a kiosk from the filter and click on Add Kiosk. That kiosk will now be added to the list below, by clicking on the row in the table, options will appear to edit that kiosk. Once the edits are made, click save to store it.

To remove a kiosk from the override list, simply click on the trash icon and that kiosk will fallback to the default values set.

Kiosk		
<input type="text" value="Identifier"/>	<input type="text" value="Free text search"/>	<input type="button" value="Add Kiosk"/>
KioskID	Name	
2	Instant Systems Test Location	<input type="button" value="✕"/>
10	Instant Systems Test Location	<input type="button" value="✕"/>
92	Instant Systems Test Location	<input type="button" value="✕"/>

Let's say the default values are set to Send Emails and Generate orders, but there are certain kiosks that you wish to not create orders. Then add those kiosks, click on them in the list and disable Is Emailing and Is Generating. The same can be done if you want to have the default generation value set to disabled, and only start the generation on certain kiosks:

Select a kiosk from the list above to edit it.

Kiosk ID: 2

To Email:

test@instantsystems.se

Is Emailing:

Is Generating:

Save Kiosk

To test out the system on only a test kiosk, do the following:

1. Set the default setting value for "Is Generating" to false (uncheck it).
2. Set the default setting value for "Include Test Kiosks" to true (check it).
3. Edit kiosk settings and add your test kiosk.
4. Set that kiosk to "Is Generating" true (check it).
5. Wait for orders to be created according to the frequency set for the batchjob.

Units per Package

Units per package can be set for each product in Admin from:

- Network -> Inventory -> Product Search

Let's start by explaining what units per package does in the replenishment system.

Imagine that you have a product with the following current data in a kiosk:

- MinCount: 2
- Preferred Stock Level: 15
- Current product count: 1

If units per package is set to 1, then an email will be sent to the merchandiser with the information to stock 14 products.

If units per package is set to 4, then an email will be sent to the merchandiser with the information to stock 3 packages. This is because the package contains 4 units, hence $4\text{units} \times 3\text{packages} = 12\text{products}$. This is the total amount of packages that can be ordered and stocked. If instead 4 packages was ordered, then it would result in $4\text{units} \times 4\text{packages} = 16\text{products}$, and that is more than what fits in the kiosk. That would be both over the preferred stock level and about the expected stock count of: preferred stock level (15) - current product count (1) = 14 products to stock.

Subcontractor

Navigate to [Administration](#) -> [Account](#) -> [Ingress](#) and create or edit a group. Here you can assign products to a subcontractor. Let's say a kiosk has products that belong to a subcontractor and products that do not. Products for that subcontractor will be emailed to the email specified for the subcontractor:

Editing ingress group #7 Save

Name
 Sub-contractor

Name

Info

Report emails

The other products (no ingress/subcontractor) will be emailed to what is specified for that kiosk or the default values. You can have multiple subcontractors for a kiosk.

Kiosk

Merchandisers can find the replenishment system on the kiosk by logging in and navigate to the Replenishment tab:

ID	Identifier	CREATED	Note
9	lkdfg	1/5/2024 11:27:45 AM	BBNMMMM

This tab will only be visible if the kiosk has any orders available. The kiosk will look for new orders to sync every 5 minutes.







From here the merchandiser can choose to either search for an order by clicking on the textbox above the grid or Inspect the selected order.

In this example order, there are currently 1 unfinished product and 1 finished product as seen in the two tabs. These tabs are clickable in order to navigate between the different statuses:

Unfinished (1) **Finished (1)**

FINISH  Coca Cola 1/11

The system will count up the quantity for each product the merchandiser puts into the kiosk. Above 1 out of 11 Coca Colas have been stocked to the kiosk. If the merchandiser only brought 1 Coca Cola to the kiosk, the merchandiser can choose to finish the product anyway by clicking the red FINISH button. The item will then be moved over to the Finished tab:

		 Unfinished (0)	 Finished (2)
		TeddyBjorn	5/5
		Coca Cola åäö ö &	1/1

This means that the order is finished but a new order will be generated again the following day if the product count is still below the Min Count set.

In case the merchandiser finds an extra Coca Cola, they can choose to undo the completion by clicking on the green UNDO button and then stock the 2nd Coca Cola.

The merchandiser has the option to include additional information if necessary and that can be typed into the notes field:

Note

TESTING NOTE

Further more, the merchandiser has the option to complete the order regardless of the status of the products. To do so, they can check the Is Finished checkbox available:

Is Finished

BACK

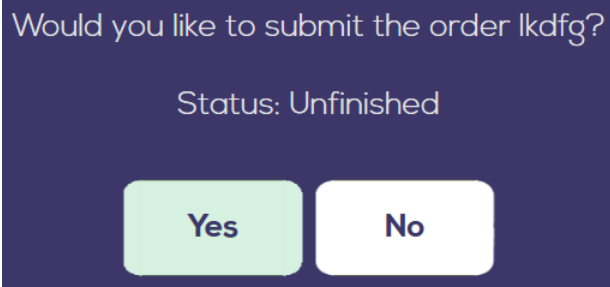
SUBMIT

This checkbox will automatically be checked once all the products has been marked as finished:

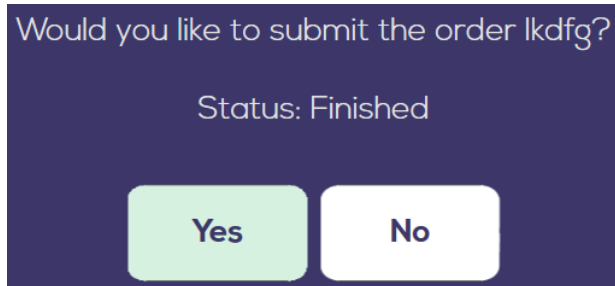


Is Finished

When finally submitting the order, it will inform you if the order is not fully completed. An unfinished order can be submitted but it will remain on the kiosk so that you can finish it later.



If the order is fully completed on the kiosk the merchandiser will be informed of that when submitting as well:




When an order is submitted, regardless of it being finished or partially finished. The order status in admin will shortly afterwards be updated so that you can track the progression.

Keep in mind that no tracking data is stored for the order unless the merchandiser submits the progress that was done during the stocking procedure.

Email

The email received by the merchandisers will have the following format:

Replenish Order (Kiosk: 58)

 noreply@instantsystems.se
To: [REDACTED]

Kiosk ID: 58
Instant Systems Test Location
Hans van der Fers gata 33
32221 Borås
Sweden

Order ID: 210
Identifier: **K58D20240109151125**
Created: Jan 9 2024 3:11PM

Product ID	ExternalItemID	Name	Products To Stock	Packages To Stock	* Properties
1	95001700	TeddyBjorn	8	2	4, 8, 15, 3
2	123456GPTEST	Coca Cola åäö ö &	13	13	1, 8, 15, 2

* Properties: Units per Package, Min Count, Preferred Stock Level, Current Product Count.

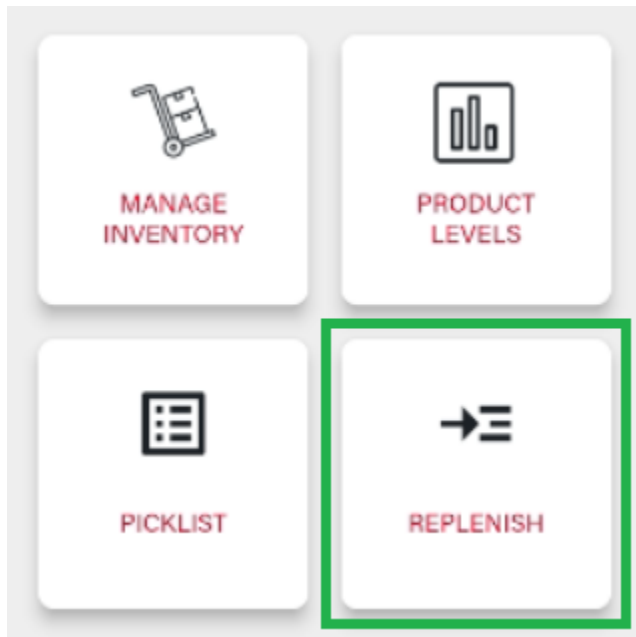
CSV:
ProductID,ProductsToStock,PackagesToStock,UnitsPerPackage,MinCount,PreferredStockLevel,ProductCount,ExternalItemID,Name
1,8,2,4,8,15,3,95001700,TeddyBjorn
2,13,13,1,8,15,2,123456GPTEST,Coca Cola åäö ö &

It includes the kiosk ID and the full address to the kiosk (if specified for the kiosk). It will also provide the order information so that you can look the order up in admin and know which order on the kiosk it is with the help of the identifier.

It provides a visual table that shows what can be stocked as well as a CSV (comma-separated values) that can be copied and imported into excel.

App (Instant Inventory)

You will find the Replenishment page from the Inventory tab:



This system works the same way as it does for the kiosk. You first begin by selecting the replenish order that you intend to complete:

The screenshot shows a mobile app interface with a list of replenishment orders. At the top left is a back arrow, and at the top right is an information icon. The list has a red header with the following columns: ID, Identifier, Created, and Note. The data rows are as follows:

ID	Identifier	Created	Note
215	K58D20240116111557	2024-01-16 10:15:57.367	
203	K58D20240109140058	2024-01-09 13:00:58.140	
202	K58D20240109135850	2024-01-09 12:58:50.043	
201	K58D20240109135741	2024-01-09 12:57:41.340	

Afterwards you can navigate between the unfinished and finished items. You can click on the red FINISH button to complete the item. The stock count will increase when you put an item into the kiosk. If it is a SNG kiosk then there will be a plus and minus button to change the inventory.

← i

Identifier: K58D20240116111557

UNFINISHED (1)
FINISHED (0)

	Name	To stock
FINISH	Coca Cola ääö ö &	0/15

A note can be written to include information about the order. When finished, make sure the Is Finished checkbox is checked and click on SUBMIT:

Note

an example note

Is Finished

SUBMIT