When you arrive...

Sign vendor log located in Guest Services

Be sure to wear your CROSSMARK Badge

Target Terminology

Bullseye – The Target dog and the Target logo

Autopull – Automatic replenishment process to move items to the sales floor as needed on a daily basis

DPCI – Department Class Item number (Target's internal item number)

Grey dot – Placed when an OOS (out of stock) item is scanned and the LRT indicates that product is not available in the backroom. The on-hand count is corrected and signals a shipment

PDA/PDT/RF Unit – Hand-held product scanners. Commonly used to locate product, check/correct inventory levels, and to create shelf labels

Poll Price Scanner – Customer store tool that can be used to check the price and location of an item on the sales floor, as well as if there is inventory in the backroom
.

Pull – The process of taking items out of a stockroom location.

Monarch – A small handheld device used to print price labels

MSA – Mobile Sales Floor Assistant, a larger version of a PDA with a simple web browser. Used on the sales floor to view plan-o-grams

Walkie – Walkie-talkies that team members use to communicate

Wave – Vehicle used primarily in the back room for retrieving merchandise from high shelves (You are not authorized to use this device. Certification is required)

Poll Price Scanner (left)

Grey Dot (above)

Fire aisle – A hallway between the stockroom and receiving in many stores. It should be completely clear of stock

Value valley – Seasonal display area set twice per year, usually in January and July. Usually set in front of store by check lanes

Hardlines – The half of the store that contains merchandise other than clothing.

HBA – Health and Beauty

Logistics – Backroom

Racetrack – The main aisle around the perimeter of the store

Softlines – The half of the store that contains clothing

Reading Shelf Labels

1 - **Item description**

2 - **Retail price**

3 - **DPCI** (Target's internal item #)

4 - **Schematic number** - tells you the planogram section (1), the shelf number (1), and the exact product location on shelf or peg (1)

5 - **Number of facings**

6 - **Date label was printed**

7 - **Last digits of UPC code**

8 - **UPC barcode**

Store Personnel

Team Leaders – responsible for designated departments. You will most likely interact with this level of management

LOD – Lead on Duty

Team Members – responsible for assisting Team Leads

Backroom Captain – responsible for the store stockroom

CROSSMARK

PDT/RF Handheld Unit basics

To access a handheld unit, ask a Target Team Lead

CROSSMARK's vendor number is 1116. This number MUST be used whenever signing in to a PDT/RF unit.

How to Log On to the PDT/RF Unit

When prompted to Scan/Key Employee # to log on, key "1116" (the CROSSMARK vendor #) and press ENTER. Key initials "CMK" and press ENTER

Use the menu to select the application you want to use on the RF Unit.

How to Log Off of the PDT/RF Unit

When logging off, key "E" to Exit and press enter until the "key next application" screen displays.

Select the next application you want to use or key "L" and press enter to log off.

Common PDT/ RF Unit Applications

(Step by step instructions shown at bottom of page)

UPCS – Allows you to check the price of a product.

LOC – Locates an item on the sales floor or in the backroom.

LBLP – Allows you to print labels and signs for products. The RF unit send this information to a centralized computer/printer.

SUBT – Allows you to remove merchandise from the backroom. This application will automatically update the stockroom location system.

Research– Allows the user to audit the store inventory levels. The use of this application REQUIRES the assistance of store personnel. CROSSMARK employees are *NOT* allowed to use this function within the handheld product scanner.

Step-by-Step Instructions for Common PDT/RF Handheld Unit Applications

Stockroom or Sales floor Locator (LOC)

#1 Stockroom Locator
ENTER
#2 Find Item
ENTER
Select S-Sales Floor or B- Backroom
ENTER
Scan UPC or Shelf Tag
If there are items in the backroom, the LRT will display locations
R (for return), ENTER to return to the main menu

Shelf Labels (LBLP)

#4 Signing
ENTER
#3 Request Labels
ENTER
M-Main Printer
Key Batch Name (i.e. CROSSMARK or your name)
ENTER
Select Label Type (usually R-regular or H for help)

Pricing (UPCS)

5 Pricing
ENTER
2 Price Look up
Enter
Scan or Key UPC

Research (RSCH)

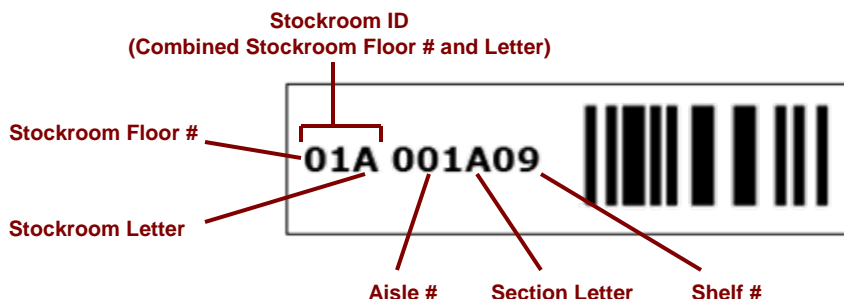**NOTE: THIS FUNCTION IS PERFORMED BY TARGET PERSONNEL ONLY**

Count all physical inventory of items including product on Sales floor and in any/all back room locations.
Ask store personnel to check RF unit on-hand counts for item using the RSCH function to verify on-hand count.
IF on-hand count and physical inventory number differ, work with Store personnel to correct error in RF unit.

Backroom Process and Label Example

Use the LOC application to find out if the items needed have a Backroom location. You may also use the store's Poll Price Scanners (on sales floor) to perform this function
Go to the Backroom and locate the items needed. Utilize the Target Backroom Aisle Board

•Each Backroom is broken down by aisle and each aisle is numbered.
•Each aisle is divided into sections, each section is assigned a letter which identifies it
•Each Shelf in the section has a numerical identification that assigns it to a specific Backroom location

Finding merchandise in the stockroom is as easy as understanding the labels (Backroom label example below)

Subtraction Process (SUBT)
#2 Replenishment
ENTER
#5 Subtraction
ENTER

In the backroom, scan the product UPC you want to subtract from the backroom location

Scan the product location
Key in the amount of product taken from location

You are prompted to answer if you are pulling all of this item
Answer YES or NO

Stockroom ID
(Combined Stockroom Floor # and Letter)

Stockroom Floor #

01A 001A09

Stockroom Letter

Aisle #   **Section Letter**   **Shelf #**

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Subject: Target.Simplified

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