Guide to MLX

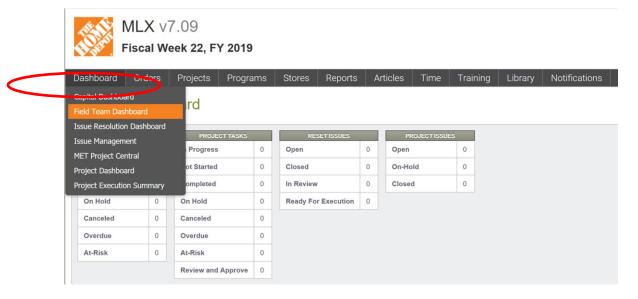
To login use this path:

https://mlx.homedepot.com

SSO - Employee Sign On Location Leave blank or 9100 for corp User ID mxi9065 Х Password Sign In The information contained in this system is confidential and proprietary and is available only for approved business purposes. This system and any related information is not to be used for any purpose that is unlawful or prohibited by \sim Copyright 2008 - 2019 Homer TLC, Inc. All Rights Reserved.

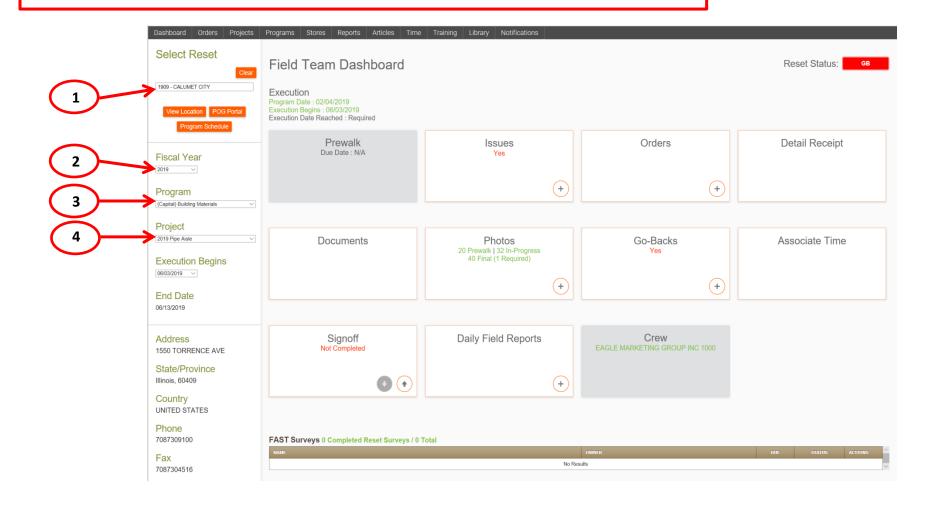
This is the screen you'll be prompted with the moment you login into MLX. Use the *"Dashboard"* tab to navigate to *"Field Team Dashboard"*

	/ILX ∨ī iscal We	7.09 eek 22, FY 20	019								\$ N	LOG OUT [+ Aihai Istrate View Notifications
Dashboard	Orders	Projects Pro	ograms	Stores Repo	orts Ar	ticles Time	Training	Library	Notifications			
Project	Dashb	oard									С	reate New Project
RESET TA	ASKS	PROJECT TAS	SKS	RESET ISSU	s	PROJECT ISSU	ES					
In Progress	0	In Progress	0	Open	0	Open	0					
Not Started	0	Not Started	0	Closed	0	On-Hold	0					
Completed	0	Completed	0	In Review	0	Closed	0					
On Hold	0	On Hold	0	Ready For Execut	ion 0							
Canceled	0	Canceled	0									
Overdue	0	Overdue	0									
At-Risk	0	At-Risk	0									
		Review and Appre	ove 0									
My Tasks	All Tasks											
Fiscal Year		se Program(s)		epartment		hoose Project(s)		Choose P	roject Status(es)	٥		Displaying 0 to 0 of 0
Project Ta		Choose Project 1		s) 💿 🗌 Show	/ Completed						oject ID:	Search
ID	DEPT.		PROJECT		PROJECT	TYPE	No Results	пө		DUE / REPORTED	ITEM TYPE	ITEM STATUS
							NO NESUIIS					



On the left side of the screen you will have to select the reset you will be working on. Follow steps 1 through 4:

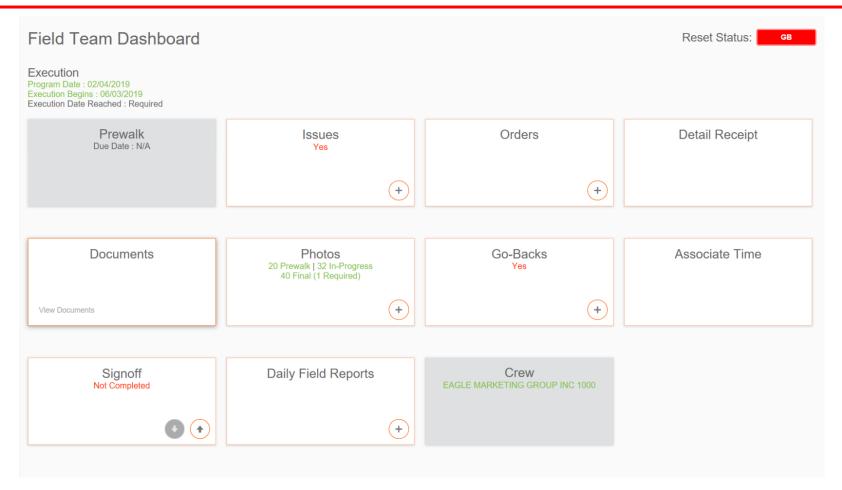
- 1 Store number
- 2 Fiscal year
- 3 Program
- 4 Project



At the end of your selection you will have a screen looking like the one in the picture, and you'll be using the following features:

- Issues
- Detail Receipt
- Documents
- Photos

You can find a small description of each one of this features on the next page.



<u>Issues</u>: here you can see all the issues pertaining to the project you are running. If there are open issues, you have to check this every day and take care of anything that can be done before we leave the store at the end of the project.

The issue status will be categorized as follows:

- Open when a new issue was submitted to the Support Team
- In Review when the Support Team is working for a resolution
- Ready for Execution when we receive an answer from the Support Team and we can proceed
- Closed after we fix the issue on our part (this has to be communicated to us so we can close the issue)

Detail Receipt: this has to be checked the first night of each project and every day that a new shipment is supposed to arrive, and the count needs to be updated for each line of items. If there are items that you didn't receive, mark as 0 in the "Received" column and communicate via e-mail what you are missing. This needs to be done on NIGHT ONE!

Documents: under this tab you will find the documents you need for the project. The "Reset Documents" section is where the Floor plan and Punch Walk notes will be, and the "Project Documents" will have all other documents like the RIG, SKU Maintenance file, Photo Audit, etc...

<u>Photos</u>: upload "In Progress" pictures every morning before leaving the store and "Final" pictures with Bay ID every time you finalize a bay. In the Notes section add the name of the bay as is on the floorplan.

<u>Detail Receipt</u>

Detail Receipt - Location 1909

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2019 Building Materials 2019 Pipe Aisle 06/03/2019 Shipped Canceled Suppress Labor Displaying 1 to 50 of 64 Next													
LINE ITEM ID	PROGRAM	PROJECT	ARTICLE ID	DESCRIPTION	QTY.	REQUESTED DELIVERY	RECEIVED	STATUS					
010372429	Building Materials	2019 Pipe Aisle	900044368	Rack Safety Cable for 102" bays	4	06/03/2019	4						
010129515	Building Materials	2019 Pipe Aisle	900040072	Heavy Duty Upright Fixture	2	06/03/2019	0						
010099976	Building Materials	2019 Pipe Aisle	900050183	Wire restrainer brackets and hardware, 1"	10	06/03/2019	10						
010083315	Building Materials	2019 Pipe Aisle	900049149	Accessory Bins (ADS/NDS) 2PK	4	06/03/2219	4						

If not received, mark as 0, do NOT leave empty!

<u>Documents</u>

Documents

Location 1909 - 2019 Building Materials - 2019 Pipe Aisle

	Reset Documents	Reset Documents												
	DOCUMENT NAME	VER.	DESCRIPTION	UPLOADED	CHECKED OUT BY (DATE TIME)	STATUS	ACTIONS							
	2019 Pipe Aisle	1	Project Instructions (RIG)	07/06/2019										
PR = proposed plan	1909 Pipe Aisle Punch Walk.pdf	1	Punch Walk Notes	06/24/2019		Draft	0 🖉 🛃 🖨 🗙							
	1909_FY19_PR07_26PAR	20193011	6.pRIR	06/03/2019		Published	0 🛃 🛃 🖨							
	Store#1909OrderSheet.cs	<u>v</u> 1	Order Sheet	05/03/2019		Published	0 🛃 🛃 🥅 🗙							
	City IL 1909 CSI SI2 Pipe 2	2019.pdf	Sign Plan 2	05/03/2019		Published	0 🗾 🗄 🗙							
	1909_FY19_AB01_26PAR	20192010	2.pAB	03/05/2019		Published	0 🛃 🛃 🖨							
AB = as built	1909_FY19_PR07_26PAR	20192011	6 Pitana Eixtriaot	03/05/2019		Draft	0 🗾 🛃 🖨							

Project Documents						Document 1 to 14 of 14
DOCUMENT NAME	VER.	DESCRIPTION	UPLOADED	CHECKED OUT BY (DATE TIME)	STATUS	ACTIONS
D26 Pre-Con Bay Guide.pdf	1	Pre-Con Guide	07/01/2019	Christin Gardiner 2019-07-01 10:48:17.246283	Published	0 🔎 🚍
RIG_D26P_PipeAisleRefres	h_51.48.19	Pipe Aisle 2019 RIG	06/24/2019	Christin Gardiner 2019-07-01 13:49:24.705594	Published	0 🔎 🚍
D26P Pipe Aisle Refresh - Photo Audit 5.9.19.pdf	3	Final Photo Checklist	05/09/2019	Christin Gardiner 2019-05-09 07:32:21.409011	Published	0 🔎 🚍
Pipe Aisle Complete MBOM.xls 4.25.19	8	Pipe Aisle Complete MBOM w/ responsible parties	04/26/2019	Christin Gardiner 2019-05-20 13:46:12.199176	Published	0 🖍 🗬

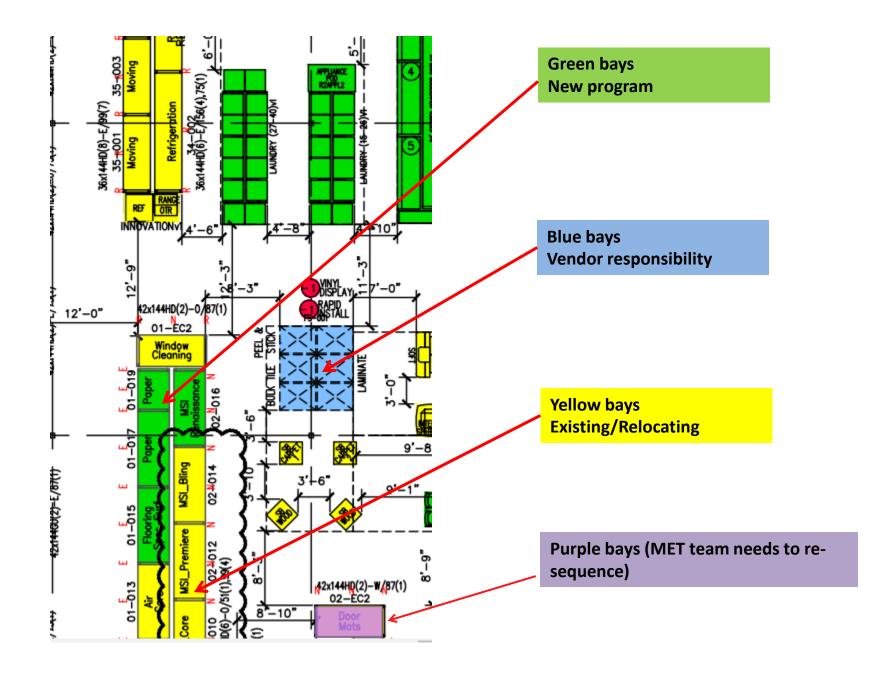
As Built: the way the floorplan looks before the project start Proposed: the way the floorplan looks at the end of the project

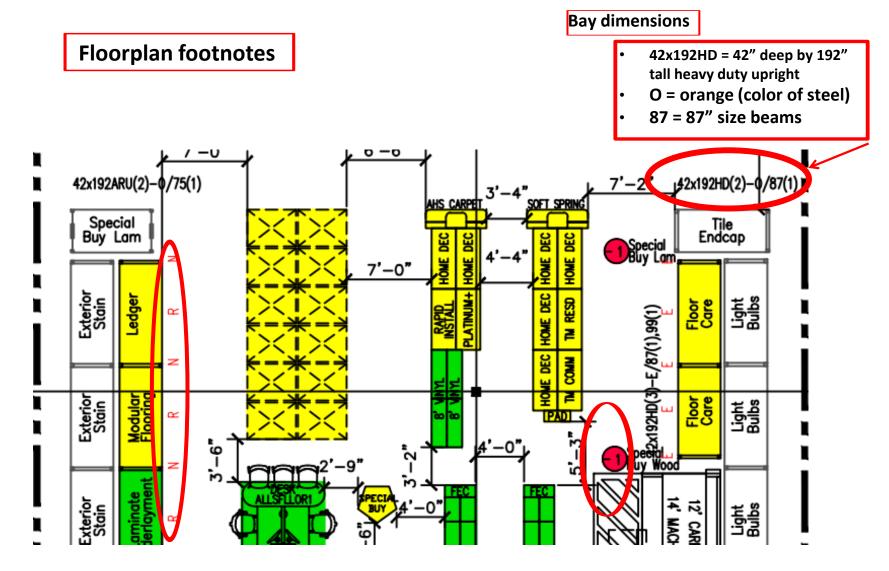
					4	As	E	<u> Bu</u>	il	t											
. 7'-	7		8'-0'					10'-0'				. 8	-0"			. 8	-6"	_			
-0/99(1)	09	HD(2)-0 -EC2 dcap			10-	ID(2)-0/8 •EC2 ation	17(1) M	LX-5368	11 -	42x192 11- End		0/75(1)		12-	92HD(2 -EC2 Icap				2x192H 13- Clear	EC2	/87(1
419-F3842s	09-021 Thermostat	Bath_Fans	10-022	10-021	Pumps	ripe Hanger Valves	11-008		11-021	fush_to_Co	Hardware	12-026	12-021	Padlocks	Tie_Down Bungee	13-022		13-021	Stapling	Safes	14-022
49-1020	09-1019 Gills Registers	Bath Fans	10-020	10-019	Pumps	Valves Trens_Fitt	11-006 3(2),75(1)	_	11-019	dalv_Blk	Hardware	12-024	12-019	Sorie£aster Glides	Rod_Steel	15-020 28.25	pe Finer -	10-A	Roput	[[lgsh	14-020
4월_1848	09-017 Grills Registers	Heaters	10-018	10-017	Pumps	Drn_Pipe_Acc	11-004 18 <u><192H</u> D(4)-0/99(2).	PIPE	11-017	Galv_Blk	Builders-x Hardware	12-022	12-017	In Storm Acces	Chain	12-018	CHAIN	13-017	Spax_Screw Fasteners	Personal Safety	14-018
<u>ផល</u> ាមផងតែ 👔 09-016	09-015 Plugs Connectors	ater Dispenser later Softeners	10-016	10-015	Vinyl Tube				11-015	Copper_Fitt	Boxes Boxes	12-020	12-015	Door Sectidited Storm Acc	Anchors Hollow	13-016		13-015	PrimeSource Screws	Peghook Organization	14-016
09-014	09-013 Dryer_Vent 0	<u> </u>	10-014	10-013	Tube Tube		CAL/BUK/COPPER PIPES		11-013	Copper_Fitt Pex_B	exes	12-018	12-013	Kickplates Do Command Dopr	Anchors	13-014		13-013	PrimeSource Screws	Plastic_Met Tool Boxes	14-014
09-012 (0	Vent D	Valves Lines	10-012	10-011	Pipe_Insul Duct_Tape		3	-	11-011	Pipe_Chem Trans_Fitt	Letters taye Numb Signs	12-016	12-011	Door_lock	Fasteners	13-012		13-011	PrimeSqurce Screes	Organization	14-012
010-010 160865 09-010 09-010	Vent Vent	Drains Traps	0-010	ľ	Plumbing Repair				11-009	PVC_FIT CPVC_FIT	Cabinet-x M Hardware	12-012	12-009	Door_Lock	Fasteners	13-010		13-009	PrimeSource Screws	Stt_Side Storage	14-010
09-008 0	09-007 0 Duct_Tape	Prains Traps	0-008	10-007	Plumbing Repair		PVC/ DRAN PRE		11-007	DWV_Fitt	Hordware	12-010	12-007	Door_Lock	Fasteners	13-008		13-007	Grabber Fasteners	Pouches_Belts Kneepads	14-008
00000000000000000000000000000000000000	Vent Du	Drain_Chems	0-006	10-005	Plumbing Repair	<u>C0RANDE</u> 26) =1)(BOOKETS=B)		Ļ	11-005	DWV_Fitt	S-Xdbinet Hardware	12-008	12-005	Door_Lock	Fasteners	1) 13-006		13-005	Pneumatic Gra		14-006
09-004 0 Heaters 1 09-004 0) 09-003 0 Vent		-	10-003	Toilet Repair	51492-152-0C 5 3EAMS 48 26 =11.28 13.32 =	醅		10).75(1) 11-003	D/MV_Fitt	Hocks_Ralt ¹⁹⁹ inet Hardwar	12-004 (0),7 <u>5(1)</u>	10,75(1) 12-003	Door_Lock	Fasteners	13-002 13-004 92HD(12)-0/102(7),75(1),99(2),75(1)	And the first	13-003	Pneumatic Tools	Wet_Dry Vac	14-004
Xccitiztatia Xccitiztatia 09+002 054192P[0[12]-0/99(11) 24x192P[0[12]-0/99(11)	56x192PhD(12)-0/99(11) 09-001 0 Yent Ripe	Tools	10-002 36x192940(12)0/99(11) 76-14400(12)0/99(11)	10-001 10-003	Toilet Repair		THE NUMBER OF THE PART		http://www.com/action.com/action/com/acti	DWV_Fitt Irans_Fitt	Hooks_Wifex M	12-002 12-00 http:////2/-0/99(10).75(1)	x152HD(12)-0/99(10).75(1) 12-001 12-003	Door_Lock	fasteners	13-002 ktB2HD(12)-0/102	fast a fastman	42x(B2h0(12)-0/99(10),75(1) 13-001 13-003	Pneumatic Tools	Wet_Dry Vac	14-002 14-00
-0/99(1) -244152	Er 09	idcap I-EC1 2HD(2)-0	َ ۾ ©		10	-EC1 2ARU(2)-0	0/87(1	wrx-23	ي ج	End 11- 2x192H	EC1	/87(1)	© ©	12-	icap -EC 1 ID(2)-0)))/87(1)		[Ryi End 13– 2x192H	EC1	
ORD ORD	'e ∦1906 AND PAR} :03/06/19	(, IL Scale:1	/8" = 1"-	-0"	Drawn	FY1 AS- by: K. W	BUI	IPE AI LT	SLE	RE	FRES	SH -	REMOVED	FROM	STORE						_

2x192HD(2)-0 (192HD(2) 2x192HD(2) 11-EC2 x192HD(2)-0/\$7(1) 42x192HD(2) -0/51(1 2x192HD(08-EC2 09-EC2 10-EC2 12-EC2 13-E0 Shower Head Endcap Endcop Endcap Clearar Stor CHAN CUTTER Vent Vipe /dive 2 i i 23681 Endcap Ryobi Endca Endcap Endcap Endcap 12-EC1 42x192HD(2)-0/87(1) 11-EC1 42x192HD(2)-0/87(1) 13-EC 10-EC1 48x192ARU(2)-0/87(1) C C C 09-EC1 C 42x192HD(2) 08-EC1 42x192HD(2)=0/87(1) 8x192ARU(2)-0/99(1) *THIS STORE IS TO RECEIVE NEW IN BAY VULCAN RACKING FOR THE FOLLOWING CATEGORIES: TRANSITION FITTINGS, GALV/BLK, COPPER FITTINGS, PEX, PUSH TO CONNECT, VALVES. SEE POG FOR DETAILS. FY19 PIPE AISLE REFRESH REMOVED FROM STORE Store #1906 ORLAND PARK. DSED Date: 03/07/19 Scale: 1/8" = 1'-0" Drawn by: K. WANG

Proposed

File Activity: Mar 07, 2019 - 9:58am 1906_WIP_F.dwg





N in front of an upright or bean = NEW R in front of an upright or bean = REUSE E in front of an upright or bean = EXISTING next to a bay = no longer in set, or reducing a bay if it's a multiple bays POG POG Portal Can be accessed from the Field Team Dashboard in ISES or here: <u>https://hdapps.homedepot.com/Planogram/</u> Same ID and Password that you use to login to ISES

MLX v7.09

Fiscal Week 22, FY 2019 Orders Projects Articles Dashboard Programs Stores Reports Training Library Notifications Select Reset Field Team Dashboard 1906 - ORLAND PAR Execution Program Date : 02/04/2019 Execution Begins : 06/03/2019 View Location 🌔 POG Portal Execution Date Reached : Required Program Schedule Prewalk Issues Due Date : N/A Yes **Fiscal Year** 2019 +Program (Capital) Building Materials \sim Project 2019 Pipe Aisle \sim **Documents Photos** 40 Browelk | 24 In Brogroom

Main screen under POG Portal



Screen after choosing POG name

1025	UI Version:	am Porta : 4.30 B I by The Hom														Help P Close Welcome: MIHAI ISTRATE
View /	Search Plano	ograms	Assignment	Category List	Product Library											
26-PLU	IMBING	\sim	1-PIPE AND	FITTINGS	905-COPPER FITTINGS	√ 1384-0	OPPER FITTINGS	✓ BYOs		Search						
Project	Filter	\sim	Enter A SKU	#	Enter A Planogram#	1909 - 0	CALUMET CITY	Markets	*	Reset						
Planogra	m Search Re	esult												Store State	us * POG Status	 View Cart (0 item)
DEPT	CLASS	CATE	GORY	SUBCATEGOR	Y POG KEY	SRG/DOC	PREP		1	POG NAME		STORE STATUS	STORE STA	ART DATE	POG STATUS	POG DATE
26	1-PIPE AND.	905-COPPE	R FITTINGS	1384-COPPER FIT	INGS 3491920		월 🧣	2 Bay-99-Coils 40	Cut Length 2 TS	SF 4 Copper Fitt	ngs 9 + CPVC 1 + PP JARS + SP 70	Current	06-05-	2019		06-05-2019

Click on the "+" sign to add photos. From the "Photo type" drop down menu choose the type of picture you want to upload and then locate it on your phone or PC and hit done

