Guide to MLX

To login use this path:

https://mlx.homedepot.com

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"*

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.

Field Team Dashboard

Reset Status: **GB**

Execution
Program Date : 02/04/2019
Execution Begins : 06/03/2019
Execution Date Reached : Required

Prewalk	Issues	Orders	Detail Receipt
Due Date : N/A	Yes		
	+	+	

Documents	Photos	Go-Backs	Associate Time
	20 Prewalk | 32 In-Progress 40 Final (1 Required)	Yes	
View Documents	+	+	

Signoff	Daily Field Reports	Crew
Not Completed		EAGLE MARKETING GROUP INC 1000
⬇ ⬆	+	

<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)**

<u>**Detail Receipt:**</u> **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!**

<u>**Documents:**</u> **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.**

Detail Receipt

Detail Receipt - Location 1909 ✕

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	06/03/2019	4	🚚

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

Documents

Documents

Location 1909 - 2019 Building Materials - 2019 Pipe Aisle

PR = proposed plan

AB = as built

Reset Documents

Document 1 to 7 of 7

DOCUMENT NAME	VER.	DESCRIPTION	UPLOADED	CHECKED OUT BY (DATE TIME)	STATUS	ACTIONS
2019 Pipe Aisle	1	Project Instructions (RIG)	07/06/2019			
1909 Pipe Aisle Punch Walk.pdf	1	Punch Walk Notes	06/24/2019		Draft	
1909_FY19_PR07_26PAR_20193116.pdf PR			06/03/2019		Published	
Store#1909OrderSheet.csv	1	Order Sheet	05/03/2019		Published	
102351_Calumet City_IL_1909_CSI_SI2_Pipe_2019.pdf	1	Sign Plan 2	05/03/2019		Published	
1909_FY19_AB01_26PAR_20190102.pdf AB			03/05/2019		Published	
1909_FY19_PR07_26PAR_20190116_Plan Extract			03/05/2019		Draft	

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	
RIG_D26P_PipeAisleRefresh_5.14.19	1	Pipe Aisle 2019 RIG	06/24/2019	Christin Gardiner 2019-07-01 13:49:24.705594	Published	
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	
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	

As Built: the way the floorplan looks before the project start

Proposed: the way the floorplan looks at the end of the project

As Built

Proposed

Green bays
New program

Blue bays
Vendor responsibility

Yellow bays
Existing/Relocating

Purple bays (MET team needs to re-sequence)
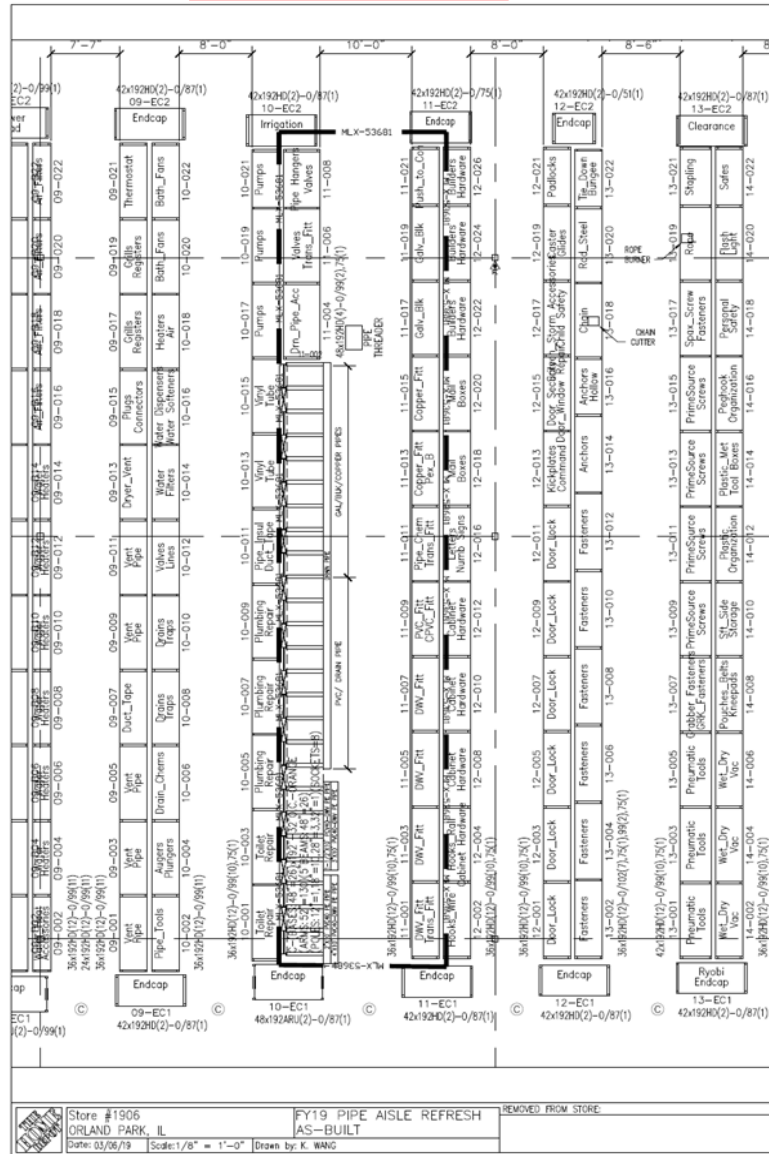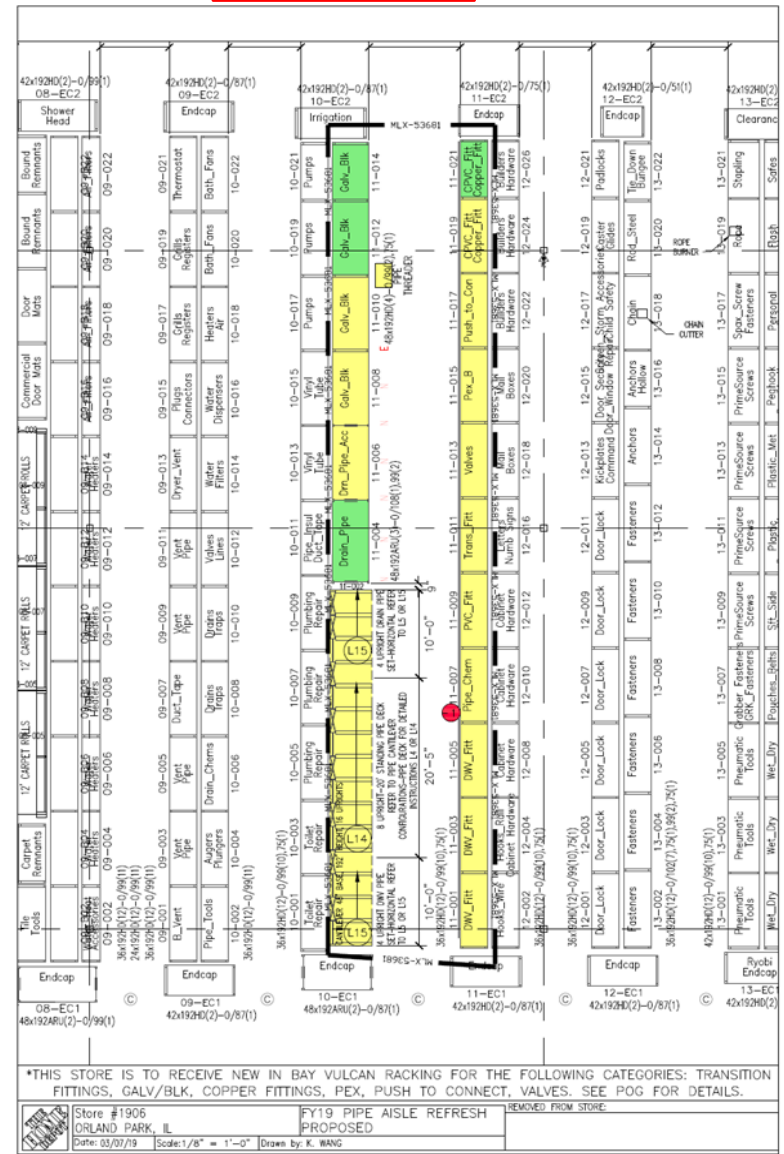
Bay dimensions

- **42x192HD = 42" deep by 192" tall heavy duty upright**
- **O = orange (color of steel)**
- **87 = 87" size beams**

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
-1 next to a bay = no longer in set, or reducing a bay if it's a multiple bays POG

POG Portal
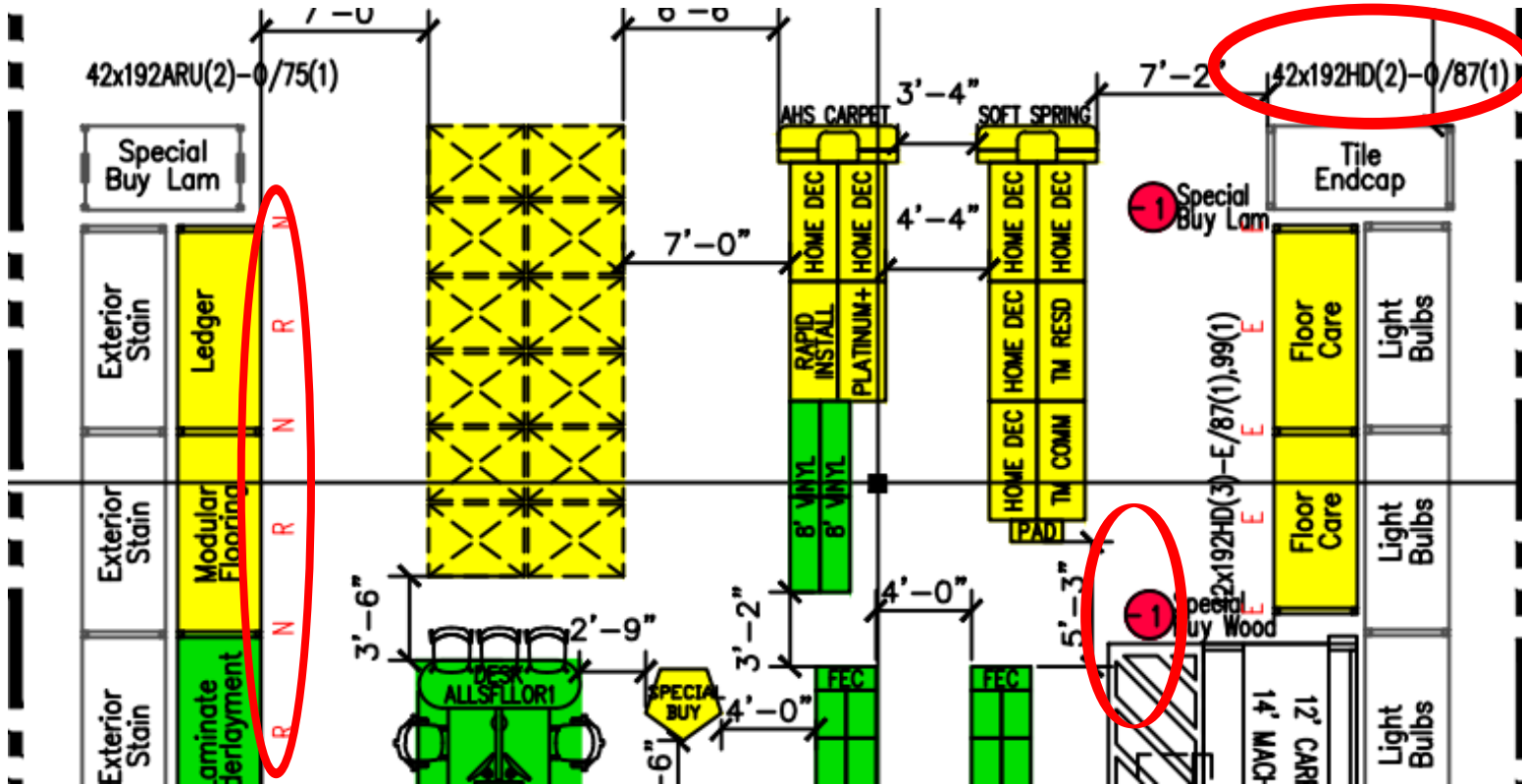**Can be accessed from the Field Team Dashboard in ISES or here:**
https://hdapps.homedepot.com/Planogram/
Same ID and Password that you use to login to ISES

MLX v7.09
Fiscal Week 22, FY 2019

| Dashboard | Orders | Projects | Programs | Stores | Reports | Articles | Time | Training | Library | Notifications |

Select Reset

Clear

1906 - ORLAND PARK

View Location | POG Portal
Program Schedule

Fiscal Year
2019

Program
(Capital) Building Materials

Project
2019 Pipe Aisle

Field Team Dashboard

Execution
Program Date : 02/04/2019
Execution Begins : 06/03/2019
Execution Date Reached : Required

Prewalk
Due Date : N/A

Issues
Yes

+

Documents

Photos

Main screen under POG Portal

Planogram Portal
UI Version: 4.30 B
Developed by The Home Depot

View / Search Planograms	Assignment	Category List	Product Library

| Department ▼ | Class ▼ | Category ▼ | Subcategory ▼ | BYOs ▲ | Search |
| Project Filter ▼ | Enter A SKU# | Enter A Planogram# | Enter A Store# | Markets ▲ | Reset |

Planogram Search Result

DEPT	CLASS	CATEGORY	SUBCATEGORY	POG KEY	SRG/DOC	PREP	POG NAME

Screen after choosing POG name

Planogram Portal
UI Version: 4.30 B
Developed by The Home Depot

Help | Close

Welcome: MIHAI ISTRATE

View / Search Planograms	Assignment	Category List	Product Library

| 26-PLUMBING ▼ | 1-PIPE AND FITTINGS ▼ | 905-COPPER FITTINGS ▼ | 1384-COPPER FITTINGS ▼ | BYOs ▲ | Search |
| Project Filter ▼ | Enter A SKU# | Enter A Planogram# | 1909 - CALUMET CITY | Markets ▲ | Reset |

Planogram Search Result

Store Status ▲ | POG Status ▲ | View Cart (0 item)

DEPT	CLASS	CATEGORY	SUBCATEGORY	POG KEY	SRG/DOC	PREP	POG NAME	STORE STATUS	STORE START DATE	POG STATUS	POG DATE
26	1-PIPE AND...	905-COPPER FITTINGS	1384-COPPER FITTINGS	3491920		🛒 📄	🛒 2 Bay-99-Coils 40_Cut Length 2_TSF 4_Copper Fittings 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

Field Team Dashboard

Execution
Program Date : 02/04/2019
Execution Begins : 06/03/2019
Execution Date Reached : Required

Prewalk Due Date : N/A	Issues Yes

Documents	Photos 19 Prewalk	24 In-Progress 31 Final (1 Required)

View Photos

Add Photos

Details

PROGRAM: 2019 Building Materials

PROJECT: 2019 Pipe Aisle

PHOTO TYPE:

Please Select
Prewalk
In-Progress
Final

Select photo type

After uploading the photos go to "View Photos" and you can edit the "Bay ID" under the column with the same name, and the name of the bay, under "Note".

Only "Final Pictures" need a Bay ID!

Photos - Location 1906   ✕

Displaying Photos 1 to 50 of 74 [Next]

THUMBNAIL	BAY ID	UPLOADED	INFORMATION	ACTIONS
	11-019	06/17/2019 3:47 AM by Mihai Istrate	**PROGRAM:** Building Materials **PROJECT:** 2019 Pipe Aisle [06/03/2019] **PHOTO TYPE:** Final **NOTE:** Copper fittings/CPVC 2.2	▶ Email
	11-021	06/17/2019 3:47 AM by Mihai Istrate	**PROGRAM:** Building Materials **PROJECT:** 2019 Pipe Aisle [06/03/2019] **PHOTO TYPE:** Final **NOTE:** Copper fittings/CPVC 2.2	▶ Email
	NA	06/17/2019 3:47 AM by Mihai Istrate	**PROGRAM:** Building Materials **PROJECT:** 2019 Pipe Aisle [06/03/2019] **PHOTO TYPE:** Final **NOTE:** Copper fittings/CPVC precut pipe rack	▶ Email