

Catering Seal and Inventory Count - vPOS

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Retail in Motion (RiM) will be adding Seal Verification and Inventory Count features to the vPOS application. These features will help with product integrity with carts being delivered from the kitchens, carts remaining on unattended aircraft, international flights, and for the TSA to audit seal utilization.

The seal verification and inventory counts will be tracked by aircraft tail number and flight number. It is imperative these procedures are followed for accurate data analysis. Any inaccuracies such as failing to verify seals, not entering inventory counts or properly using the new **Turnaround** and **End of Day** procedures will require follow up with Flight Attendant.

Change to Turnaround and End of Day Function

The **Turnaround** function in vPOS should be used only when remaining on the same aircraft as there is no requirement to seal carts and verify inventory. The **End of Day** function must be used to close out a flight when a change of aircraft will occur, to close out multiple flights (turnarounds) that occurred on same aircraft, or an international flight.

Catering Seal Verification and Inventory Count Procedures

The new seal verification process will track the seals used on specific aircraft and the inventory quantities which will be available in the vPOS back-end reports. Depending on the galley configurations, Flight Attendant "A" and "B" must complete the seals and count screens in vPOS. All other Flight Attendant positions may tap **Next** on the seals and count screens when opening or closing a flight in vPOS.

Opening a Flight

For the first flight of duty day or opening a flight on a different aircraft:

1. Open the vPOS application, set-up flight and select packing-plan.
2. The **Open Seals** screen will display.
3. Tap **Select Cart** and select the applicable cart to be verified.
 - Seals on Atlas carriers do not need to be verified.
4. Tap **Select Seal Color** and select the seal color currently on the cart being verified.
5. Tap **Scan** to use the camera and scan the seal barcode or tap **Type** to manually enter the seal barcode.
6. Once the seal's bar code is scanned or manually entered, it will display under **Seal List**.
 - Tap the **Information** icon next to the seal number to report if the seal is damaged or to delete the seal number.
7. Scan all seals on the cart. To verify seals on another cart, repeat steps 3-5.
8. Once all cart seals have been verified, tap **Next**.
 - At this time, the seals on the carts may be broken so the cart inventory may be conducted.
9. The **Stock** screen will display showing Beverage Cart, Coffee Supply, Service Cart AFT, and Service Cart FWD. Tap on the applicable cart that requires an inventory count and the individual drawer names in that cart will display.

10. After counting the product, tap on the applicable drawer name and update beginning inventory counts using the **+/-** buttons.
 - Inventory counts only need to be completed for products in the Beer, Cocktail and Wine and Cheese-Snack Box drawers.
11. Repeat the inventory count process until all necessary carts and drawers have been counted and entered. Tap each drawer to ensure products shows as counted.
12. Tap **Next**. The **Open Count** pop-up will display, tap **Yes** to continue.
13. vPOS will now be available to complete onboard sales.
14. At conclusion of flight, complete one of the following:
 - **Turnaround** if working another flight on the same aircraft.
 - **End of Day** if working another flight on a different aircraft, last flight of duty day, or an international flight.

End of Day (Closing a flight)

If working another flight on a different aircraft, this is the last flight of your duty, or it is an international flight, complete the following:

1. Select **End of Day** from menu and the **Closing Stock Count** screen will appear.
2. Tap on the applicable cart in which inventory needs to be verified.
3. Tap on the specific drawer name and enter the quantity for the specific items.
 - Closing inventory counts only need to be completed for products in the Beer, Cocktail and Wine and Cheese-Snack Box drawers.
4. Tap **Next**. The **Closing Count** pop-up will display, tap **Yes** to continue.
5. Retrieve the black catering seals and proceed to seal both sides of the service cart doors.
6. In the vPOS app, the **Close Seals** screen will still be displayed.
7. Tap **Select Cart** and select the applicable cart to be verified.
8. Tap **Select Seal Color** and select the seal color currently on the cart being verified.
9. Tap **Scan** to use the camera and scan the seal barcode.
10. Tap **Type** to manually enter the seal barcode.
11. Once the seal bar code is scanned or manually entered, it will display under **Seal List**.
 - Tap the **Information** icon next to the seal number to report if the seal is damaged or to delete the seal number.
12. Scan all seals on the cart.
13. To verify seals on another cart, repeat steps 7-10.
14. Once all cart seals have been verified, tap **Next** to continue with **End of Day** closeout of sales.

Tutorials

Detailed step-by-step procedures and tutorial videos for the new seal verification and inventory count features can be found below:

- Seal Scanning
- Inventory Counts

Frequently Asked Questions (FAQs)

1. **Why are we doing this?** *It's important we keep track of our seals and inventory, just as we did previously. This feature is being added in response to the many FA requests.*
 2. **Why can't vPOS automatically determine the count for me by subtracting sales from the opening inventory? Why do I have to count?** *Even though a single FA in each galley is usually responsible for opening and closing the carts, multiple FAs use their individual vPOS (FlyTab) to conduct onboard sales. It would be impossible for vPOS to correctly determine the quantities of the products sold, since there's no real-time communication between FlyTabs onboard during service.*
 3. **Is anything else required to make this functionality work?** *No, but regularly syncing your vPOS application by pressing "Update Right Now!" at the end of every duty day is still crucially important for not only these functionalities, but also the prompt upload of sales data.*
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