

LYIT

LAST YARD
INVENTORY TRACKING



support@lyit.io

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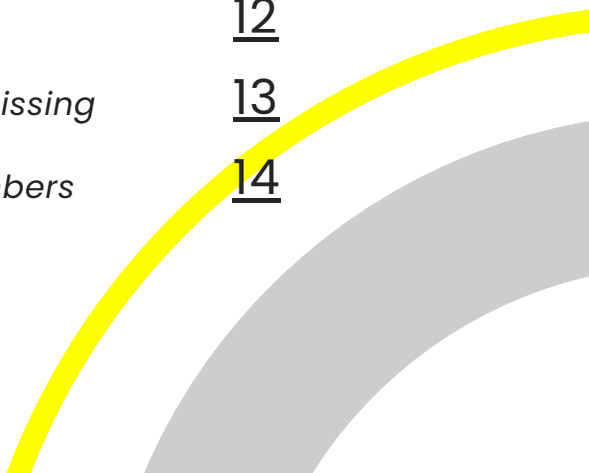
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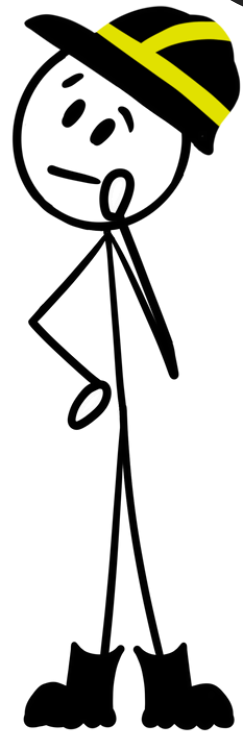
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Why LYIT?



Efficient inventory management

Efficient inventory management is essential for keeping operations running smoothly.

LYIT (Last Yard Inventory Tracking) ensures that the right parts are always available when needed, reducing downtime, improving accuracy, and making stock control past the warehouse, simple.

With LYIT, every part is **tracked in real time**, allowing for **fast retrieval, seamless stock replenishment, and accurate stocktakes**.

Whether you're scanning out parts, restocking inventory, or making adjustments, **LYIT is designed to be quick, reliable, and easy to use**.

This handbook will guide you through the key features and processes to help you get the most out of LYIT.

Know what you have. Find it fast. Keep operations moving.

Using LYIT

Retrieving Parts to Use

- 1. Enter the store room**
 - Pick up the scanner from the LYIT terminal.
- 2. Find & scan parts**
 - Locate the parts you need.
 - Scan each part's QR code.
 - For multiple units, scan **each** one separately.
 - Repeat the process for any other parts taken.
- 3. Check your list**
 - Return the scanner to the charging station next to the LYIT terminal.
 - Review scanned parts listed on the screen.
 - Ensure the list matches what you've taken.
- 4. Confirm & finish**
 - If correct, **scan** the QR code next to the "DONE" button **or tap** "DONE" to complete the transaction.
- 5. Scanned too many, or the wrong part?**
 - Use the +/- buttons to adjust, or to remove the part from the "cart" use the "--" to adjust to zero.

IMPORTANT NOTES

- Scan each part the correct number of times.
- Use the +/- buttons on the screen to fix mistakes.
- If you have issues, check the troubleshooting guide.
- **Always return the scanner to the charging station.**

Receiving stock

Adding New Stock

- 1. Enter the store room**
 - Bring the new parts with you.
 - On the LYIT terminal screen, tap "**Maintenance**".
 - If you know the location of the part, tap "**Receive Stock**."
 - If you don't know the location, tap "**Locate**."
 - Type in the SAP number and tap "**OK**."
 - The terminal will display the correct location for that part.
 - Then return to the "**Receive Stock**" screen to continue.
- 2. Scan the part location**
 - Pick up the scanner and go to the location for the part you are adding to the store room.
 - Cross-check the SAP number.
 - Scan the QR code at the parts location.
- 3. Restock the parts**
 - Put the new parts in the correct parts location.
- 4. Log the new stock**
 - Return scanner to the terminal charging station.
 - On the terminal screen enter the quantity of parts added using the keypad.
 - Cross-check the "**Added QTY**"
 - If correct, tap "**RECEIVED**" to confirm.

IMPORTANT NOTES

- Ensure you scan the correct location QR code before adding stock.
- Always enter the **exact** quantity added to keep inventory accurate.
- If unsure, check with the Parts Coordinator.

Stocktake

Count it. Adjust it. Done.

- 1. Enter stocktake mode**
 - On the terminal screen, tap "**Maintenance**", then "**Stocktake**".
- 2. Scan the part**
 - Collect the scanner and scan the QR code at the location of the part you would like to check.
 - The current stock level will appear on the terminal screen.
- 3. Adjust stock if needed**
 - If the stock level is incorrect, enter the correct quantity using the keypad.
 - Tap "**Adjust**" to update the stock level.
- 4. Confirm the change**
 - Exit and re-enter Stocktake mode to double-check the adjustment.
 - If the count is correct, move on to next step.
- 5. Finalising the stocktake**
 - Continue scanning and checking other parts as needed.
 - Adjust stock levels only if required.
 - Once all parts have been checked, tap "**Back**" to exit Stocktake mode and return to the main screen.

IMPORTANT NOTES

- Always double-check stock levels after making adjustments.
- You can scan multiple parts without exiting Stocktake mode.
- If unsure, check with the Parts Coordinator.

Updating

the LYIT System Software on a terminal

To update the LYIT system software on a terminal, follow these steps:

- 1. Exit the LYIT Application**
 - On the terminal tablet, slide your finger down from the top-right corner of the screen to access the control panel.
 - Tap the “X” or the Close icon to fully exit the LYIT app.
- 2. Relaunch the LYIT Application**
 - Open the LYIT app again from the home screen.
- 3. Wait 10 Seconds**
 - After relaunching the app, wait 10 seconds to allow the terminal to download the latest software version from the server.
- 4. Exit the LYIT Application Again**
 - Once the 10 seconds have passed, close the app again using the same method as in Step 1.
- 5. Relaunch the App**
 - Open the LYIT app once more. The system will now be updated and ready for use.
- 6. Check the Version Number (Optional)**
 - To confirm the update, go to the Maintenance page within the LYIT app. The current version number is displayed at the bottom of this screen.

Need Help?

FAQ's & Troubleshooting

Using LYIT on site

How do I retrieve parts from the Store Room using LYIT?

- refer to [page 04](#).

How do I receive new stock into the LYIT system?

- refer to [page 05](#).

What should I do if the stock count in LYIT doesn't match what is in the store room?

- refer to [page 06](#).

The terminal is not working properly, what should I do?

- Restart the LYIT application:
 - Slide your finger down on the top right corner of the tablet screen.
 - Tap "**Close Program**" to exit LYIT.
 - Restart the tablet as normal, and LYIT will reopen automatically.

What should I do if the scanner isn't working or won't scan a QR code?

- Check if the scanner is charged and properly docked.
- Clean the scanner lens if dirty, using lens/isopropyl alcohol wipes.
- Ensure the QR code is not damaged.
- If the QR code is damaged, email LYIT Support, and your Part Coordinator, with the SAP number of the part so a replacement sticker can be issued.

What happens if I scan the wrong part?

- If the part is still on the terminal screen, use the +/- buttons to adjust the quantity before completing the process.
- If you've already completed the process, follow the "Stocktake" process ([page 06](#)) to correct the stock level for the mistaken part. Once corrected, scan the correct part and continue as usual.

Need Help?

FAQ's & Troubleshooting

Using LYIT on site *(continued)*

Can I return a part?

Yes! To return a part, use the scanner and **scan the barcode at the location of the part.**

- Return the part to the location.
- At the terminal, press the minus symbol to reduce the stock numbers.
 - -1 if return 1 part or -2 for returning 2 and so on.

Once done, press or scan the **"DONE"** button to complete the transaction.

What should I do if I forget to scan a part before taking it?

- Return to the Store Room and scan the QR code for the part, then tap **"Done"**.

How do I check stock levels without making changes?

- Tap **"Maintenance"** and then **"Stocktake"**.
- Scan the QR code of the part.
- The current stock level will be displayed on the tablet screen.

There is a red **"Connection Issue"** under the time on the tablet screen—what does this mean?

- This means the terminal is not connected to WiFi.
- Minimise the LYIT application and check the WiFi connection.
- LYIT will still work without WiFi, and stock levels will update once the connection is restored.

Can I undo a stock adjustment if I made a mistake?

- Yes. Simply rescan the QR code for that item.
- Enter the correct quantity, tap **"Adjust"** again to update the stock.

What happens if I accidentally add the wrong quantity when receiving stock?

- Complete a stocktake adjustment to correct the error:
 - Tap **"Maintenance"** and then **"Stocktake"**.
 - Scan the QR code and update the quantity.

Need Help?

FAQ's & Troubleshooting

Using LYIT on site *(continued)*

How do I find a part?

- On the LYIT terminal, tap "**Maintenance**" and then select "**Locate**." Enter the SAP number for the part you're trying to find and tap "**OK**." The system will display the exact storage location so you can head straight there.

How do I know if a part is out of stock or needs reordering?

- When the stock level reaches the preassigned "**Stock Reorder Limit**", LYIT will automatically generate an email to the Parts Coordinator.
- If you feel the "**Stock Reorder Limit**" needs to be adjusted, inform your Parts Coordinator of the recommended stock quantity e.g. adjust limit to reorder when stock drops to 20 units, instead of 10 units.

What should I do if the stock location is empty?

- Complete a stocktake adjustment to correct the error:
 - Tap "**Maintenance**" and then "**Stocktake**".
 - Scan the QR code and update the quantity.
- Inform your Supervisor so they can order the part as per normal.
- Inform Parts Coordinator to increase the "**Stock Reorder Limit**" so stock will get replenished before they run out.



Who should I contact if I experience a system issue or need help?

- If the system isn't working properly, contact LYIT Support ASAP so the issue can be resolved. [support@lyit.io]

Backend

Website Management

Adding parts to the inventory

- 1. Log into LYIT**➔
 - Open the LYIT website.
 - Enter your email and password, then click "**Log In**".
- 2. Access the Inventory Page**
 - Click the "**Inventory**" tab at the top right of the screen.
 - A full list of the site's inventory will be displayed.
- 3. Add a New Part**
 - Click the blue "**ADD**" button.
 - top right of the Inventory page.
 - A pop-up form will appear.
 - **Ensure all required fields and details** are completed for the new part.
 - Click "**Add to Inventory**" to save the part.
- 4. Create the new parts label**➔
 - Scan the QR code to take you to the LYIT's label making information.
- 5. Register the New Part with a Terminal**

After adding the part to the Inventory, it must be registered to the terminal(s) in the area where it will be stored.

To do this: Close the LYIT application on the tablet.

 - Reopen the app to refresh the system.
 - Scan the new part's QR code using the scanner at the terminal. This links the part to the terminal.

Once registered, you can complete a stocktake to enter the current quantity on hand.

IMPORTANT NOTES

- Double-check part details to avoid errors.
- If you need to edit a part later, follow the "**Editing Parts**" process on [page 12](#).

Backend

Website Management

Editing parts in the inventory

1.

Log into LYIT

- Open the LYIT website.
- Enter your email and password, then click "**Log In**".



2.

Select the Correct Terminal

- Click on the Terminal where the part is located.
- This will display the inventory list for that terminal.

3.

Make Changes

- Use the search bar to locate your item.
- Click the row to edit the detail required e.g:
 - Recommended reorder quantity
 - Stock Reorder Limit (minimum stock level before an email is sent)
 - Part location within the storage area
 - Stock on hand
- Once done, click "**Update**" to save changes.

IMPORTANT NOTES

- Always ensure changes are accurate before clicking "**Update**".
- Adjust reorder levels carefully to maintain stock availability.
- If you need to add a new part, follow the "**Adding Parts**" process on [page 11](#).

Backend

Website Management

A low-stock part is missing from the daily email:

If a part is below its reorder limit, but not appearing in the daily low stock notification, there are a few things to check.

The LYIT system may still think the stock level is above the reorder limit.

- 1. Complete a stocktake** (see [page 6](#)) on the part to confirm the quantity is correct.
 - If the quantity is wrong, adjust the level as needed.
 - Once corrected, if the part is now below its reorder limit, it will automatically appear in the next low stock email.
- 2. Check the Reorder Limit**

The reorder limit may be set to zero, which tells the system not to flag it for restocking.

 - This might be intentional—some parts are “**order on demand**” and not kept on hand.
 - Speak with your Parts Coordinator to confirm whether the part is usually stocked or ordered as needed.
 - If required, they can adjust the reorder limit to ensure it triggers future notifications.
- 3. Ensure the Part is assigned to the terminal**

The part may not have been registered to the terminal that you are expecting it to appear under.

 - **Follow Step 5** ([page 11](#)), Adding Parts to Inventory: This will assign the part to the correct terminal so it appears in future notifications.

Backend

Website Management

Order Note Function

The Order Note feature allows the Parts Coordinator to add notes to part numbers as needed.

These notes will stay attached to the part and appear in the daily Low Stock email until the item is restocked.

- Once the part has been scanned back into the LYIT terminal and the quantity exceeds the system's minimum stock level, the note will be removed automatically.

Step-by-Step: How to Add an Order Note

1. Click the **Login hyperlink** in the daily email. This will take you to the LYIT login page.

support@lyit.io
Stock Notification - 460 Workshop - Hydraulic Room
To:

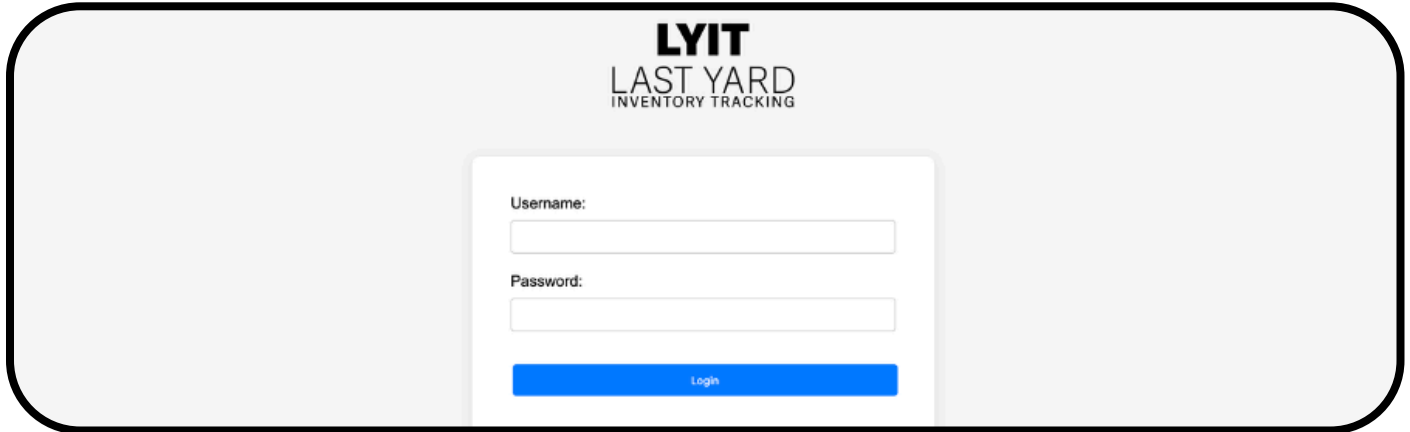
The following items are below the minimum stock level at 460 Workshop - Hydraulic Room.

Part Number	Reorder Qty	Name	On Hand	Location
60316942	10	-12 JIC(M) -12 JIC(M) Joiner	0	D5
60312701	15	-12 JIC(M) -16 JIC(M) Joiner	0	D5
60205216	30	-4 JIC to 3/8 BSPT Straight	0	D7
60204749	20	-8 JIC(M) -8 JIC(M) Joiner	1	D5
60211309	100	-4 JIC Plug	17	A1

Click here to login and update order notes: <https://app.lyit.io/login>

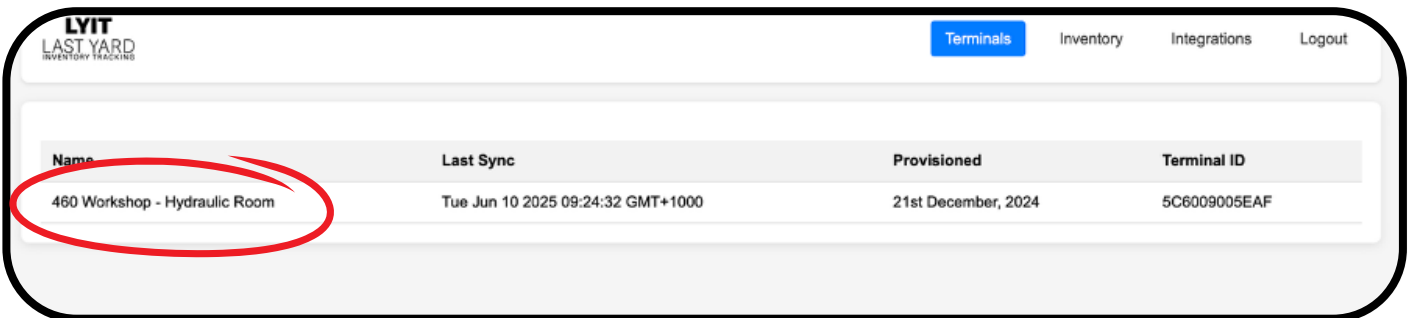
Order Note Function *(continued)*

- 2.** Log in using your email and password.
- Don't have login details or forgot your password?
 - **Contact LYIT Support at support@lyit.io**



The login screen for LYIT LAST YARD INVENTORY TRACKING. It features a central white box with a 'Username:' label and an input field, a 'Password:' label and an input field, and a blue 'Login' button at the bottom.

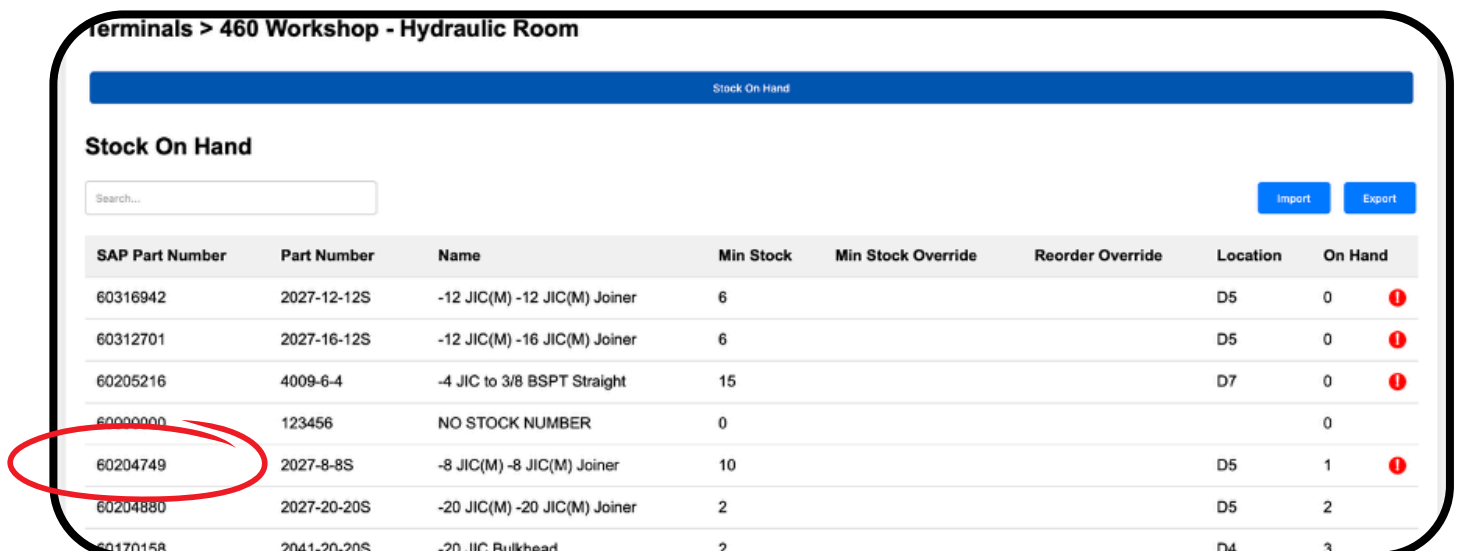
- 3.** Once logged in, **select the Terminal** where the part is located.



The dashboard shows a navigation bar with 'Terminals', 'Inventory', 'Integrations', and 'Logout'. Below is a table of terminals. The first row is circled in red.

Name	Last Sync	Provisioned	Terminal ID
460 Workshop - Hydraulic Room	Tue Jun 10 2025 09:24:32 GMT+1000	21st December, 2024	5C6009005EAF

- 4.** You will see a list of parts stored at that terminal- sorted from lowest to highest stock on hand.
- **Search for, or select the part number** you want to add a note to, then click the part number (e.g. 60204749).



The 'Stock On Hand' screen for terminal '460 Workshop - Hydraulic Room'. It shows a table of parts with columns for SAP Part Number, Part Number, Name, Min Stock, Min Stock Override, Reorder Override, Location, and On Hand. The part with SAP Part Number 60204749 is circled in red.

SAP Part Number	Part Number	Name	Min Stock	Min Stock Override	Reorder Override	Location	On Hand
60316942	2027-12-12S	-12 JIC(M) -12 JIC(M) Joiner	6			D5	0
60312701	2027-16-12S	-12 JIC(M) -16 JIC(M) Joiner	6			D5	0
60205216	4009-6-4	-4 JIC to 3/8 BSPT Straight	15			D7	0
60000000	123456	NO STOCK NUMBER	0				0
60204749	2027-8-8S	-8 JIC(M) -8 JIC(M) Joiner	10			D5	1
60204880	2027-20-20S	-20 JIC(M) -20 JIC(M) Joiner	2			D5	2
60170158	2041-20-20S	-20 JIC Bulkhead	2			D4	3

Order Note Function (continued)

- 5.** Type the note you'd like to add in the "Order Note" field.
- Example: "Testing Order Note. PO#12345"
 - Click **Update** to save.

Update Item: 60204749

Location: D5

Min Stock Override:

Reorder Quantity Override:

Order Note: Testing Order Note. PO#12345

Update

- 6.** The note is now saved and attached to that part number.

Terminals > 460 Workshop - Hydraulic Room

Stock On Hand

SAP Part Number	Part Number	Name	Min Stock	Min Stock Override	Reorder Override	Location	On Hand
60316942	2027-12-12S	-12 JIC(M) -12 JIC(M) Joiner	6			D5	0
60312701	2027-16-12S	-12 JIC(M) -16 JIC(M) Joiner	6			D5	0
60205216	4009-6-4	-4 JIC to 3/8 BSPT Straight	15			D7	0
60000000	123456	NO STOCK NUMBER	0				0
60204749	2027-8-8S	-8 JIC(M) -8 JIC(M) Joiner Testing Order Note. PO#12345	10			D5	1
60204880	2027-20-20S	-20 JIC(M) -20 JIC(M) Joiner	2			D5	2
60170158	2041-20-20S	-20 JIC Bulkhead	2			D4	3

Order Note Function (continued)

7. The note will now appear in the daily Low Stock email.
- It will stay there until the part is scanned in and the quantity is above the minimum level.
 - Notes can also be updated or manually cleared at any time by logging back in and editing the part.

S

support@lyit.io

Stock Notification - 460 Workshop - Hydraulic Room

To:

Inbox - Sales @ Ferrum4:03 am

The following items are below the minimum stock level at 460 Workshop - Hydraulic Room.

Part Number	Reorder Qty	Name	On Hand	Location
60316942	10	-12 JIC(M) -12 JIC(M) Joiner	0	D5
60312701	15	-12 JIC(M) -16 JIC(M) Joiner	0	D5
60205216	30	-4 JIC(M) 3/8 BSPT Straight	0	D7
60204749	20	-8 JIC(M) -8 JIC(M) Joiner Note: Testing Order Note. PO#12345678	1	D5
60211309	100	-4 JIC Plug	17	A1

Click here to login and update order notes: <https://app.lyit.io/login>

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Contact

Key contacts & information

Website Login

Log in to the LYIT Inventory System

SCAN ME



SCAN ME



Contact Support

Have questions or need support? Contact LYIT Support for assistance.

View/Download Handbook

Get the full user guide for quick reference.

SCAN ME



SCAN ME



LYIT Instructional Video

Learn all about LYIT in 4 minutes and 28 seconds!

LYIT Walk Through Video

See LYIT in action with a guided demonstration.

SCAN ME



LYIT

LAST YARD

INVENTORY TRACKING

CONTACT

Scan to email
LYIT Support



Keeping your inventory on track.



WEBSITE

Scan to visit LYIT

- Download handbook
- Watch the tutorial
- Learn More