

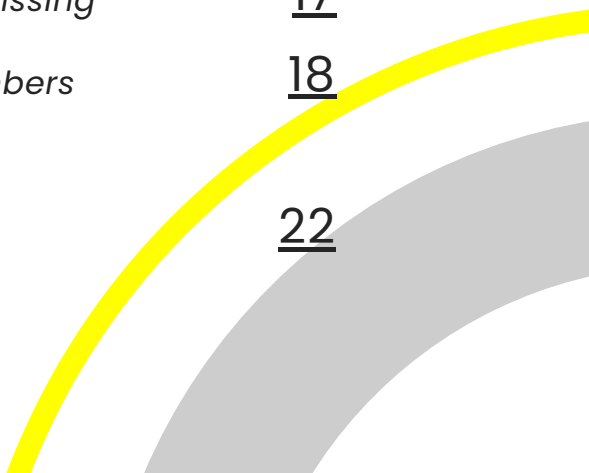
**LYIT**

**LAST YARD**  
INVENTORY TRACKING

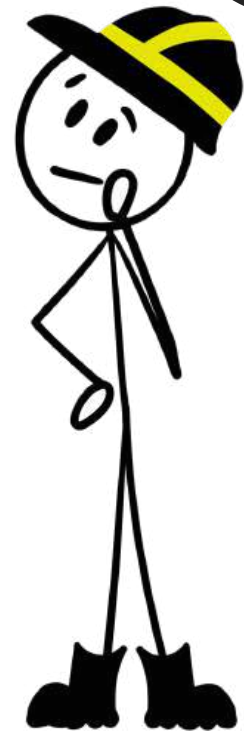
 [support@lyit.io](mailto:support@lyit.io)

# Contents

<b>Why LYIT?</b>	<u>03</u>
Using LYIT	<u>04</u>
Locating Part	<u>05</u>
Equipment Scan	<u>06</u>
Receiving Stock	<u>07</u>
Stocktake	<u>08</u>
Updating <i>LYIT System Software</i>	<u>09</u>
Need Help? <i>FAQ's &amp; Troubleshooting</i>	<u>10</u>
 <b>Backend Website Management:</b>	
<b>Adding Parts</b> <i>Build the inventory</i>	<u>13</u>
<b>Editing Parts</b> <i>Keep it updated</i>	<u>14</u>
<b>Equipment Tracking</b> <i>Backend Setup</i>	<u>16</u>
<b>Daily Email</b> <i>What to do if Low Stock part is missing</i>	<u>17</u>
<b>Order Note Function</b> <i>Add notes to part numbers</i>	<u>18</u>
Key Contacts & Support	<u>22</u>



# Why LYIT?



## Visibility at the Last Yard

Most warehouse systems record what was dispatched. What happens after that - what actually leaves the shelf at the point of use - goes untracked.

LYIT fills that gap. It captures real usage at shelf level, flags low stock before it becomes a problem and gives parts coordinators the visibility they need to stay ahead of shortages rather than react to them.

Every part tracked. Every issue recorded. Stock behaviour visible for the first time.

With LYIT, scanning a part out takes seconds. Low stock alerts arrive before shelves run dry. And data tells you exactly where your minimum levels need adjusting.

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

Know what's on the shelf. See it coming. 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 barcode.
    - 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.**

# Locating Part

## Finding a Part

- 1. Open locate part**
  - From the main screen, tap 'LOCATE PART' below the 'BEGIN SCANNING TO START' button.
- 2. Enter your search**
  - Using the on-screen keyboard, type in what you have -a SAP number, OEM number, or part description. Partial numbers and partial descriptions are supported.
- 3. Start the search**
  - Tap the green 'OK' button to search.
- 4. Review the results**
  - The terminal will display all matching parts, along with the storage location and current stock on hand for each.
- 5. Select your part**
  - Find the part you need using information from the list.
- 6. Book out as normal**
  - Return to the main screen and complete process as normal.

### IMPORTANT NOTES

- Stock levels shown are for this terminal's storage area only.
- If the part doesn't appear in the results, try a different search term or partial number before checking with your Parts Coordinator.
- If the quantity shown is zero or the location is empty, notify your Parts Coordinator.

# Equipment Scan

## Assigning a Machine Number

- 1. Scan your parts**
  - Scan or select your parts as normal.
- 2. Check for the alert**
  - If any part in your cart requires a machine number, red text will appear above the parts list reading **EQUIPMENT SCAN REQUIRED**.
- 3. Find your machine**
  - Locate the machine number list – either on the wall beside the terminal or on the laminated sheet attached to the terminal console.
- 4. Scan the barcode**
  - Find the machine you are working on and scan its corresponding barcode.
- 5. Confirm the scan**
  - The red text will update to confirm the machine number, for example: **Equipment Serial: DR0034**.
- 6. Complete the transaction**
  - With the machine number assigned, complete the transaction as normal.

### IMPORTANT NOTES

- **One machine per transaction** – scan out parts for one machine at a time.
- The checkout will be blocked until a machine number has been scanned.
- **Missing list or unsure which machine?** Contact your Parts Coordinator or Supervisor.

# 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, refer to 'LOCATE PART' on page 5.
- 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 barcode 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 barcode 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 barcode 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 60 Seconds**
  - After relaunching the app, wait 60 seconds to allow the terminal to download the latest software version from the server (note: Wifi connection speed may affect this).
- 4. Exit the LYIT Application Again**
  - Once the 60 seconds have passed, close the LYIT 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 07](#).
- **What should I do if the stock count in LYIT doesn't match what is in the store room?**
  - refer to [page 08](#).
- **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 barcode?**
  - Check if the scanner is charged and properly docked.
  - Clean the scanner lens if dirty, using lens/isopropyl alcohol wipes.
  - Ensure the barcode is clean and not damaged.
  - If the barcode 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 08](#)) 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 barcode for the part, then tap 'DONE'.

- **How do I check stock levels without making changes?**

Tap 'MAINTENANCE' and then 'STOCKTAKE'.

- Scan the barcode 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?**

- Minimise the LYIT application and check the WiFi connection.
- If the connection has dropped out, you can still use the system as normal, this means the terminal is not connected to WiFi.
- 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 barcode 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 barcode and update the quantity.

# Need Help?

## FAQ's & Troubleshooting

### Using LYIT on site *(continued)*

- **How do I find a part?**

- refer to [page 5](#)

- **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 barcode 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](mailto:support@lyit.io)]

- **What if I scan the wrong machine by mistake?**

No problem. Simply scan the correct machine barcode to override it. The last machine number scanned before checkout is the one the parts will be assigned to.

- **Does a part always require a machine number to be booked out?**

No - only parts set up for equipment tracking will prompt for one. If required, the terminal will display 'EQUIPMENT SCAN REQUIRED' and block checkout until a machine barcode is scanned.

# Backend

## Website Management

### Adding parts to the inventory



**1. Log into LYIT** .....➔

- Open the LYIT website, enter details and '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, a pop-up form will appear.
- **Ensure all required fields and details** are completed for the new part.
- If the part requires a machine number to be assigned when booked out, check the 'REQUIRES EQUIPMENT SCANNING AT TERMINAL' box.
- 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 barcode 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.

**6. Assign the parts location**

- Take note of where the new part has been placed in the storage area.
- Log back into the LYIT website and update the part's location. For full instructions follow the "Editing Parts" process on [page 15](#).

# Backend

## Website Management

### Editing parts in the inventory

There are two levels of editing in LYIT.

Changes made at the Inventory level affect the part across the entire site. Changes made at the Terminal level only affect that part at the specific terminal being edited.

#### Inventory Level Edits

- 1. Log into LYIT** .....➔
  - Log in to the LYTI web application.



- 2. Open Inventory**  
Click the Inventory tab and locate the part using the search bar.

- 3. Edit the part**  
Click the part to open its details.  
The following fields can be edited:
  - Name
  - OEM part number
  - Master reorder trigger
  - Master reorder quantity
  - Requires Equipment Scanning at Terminal

- 4. Save**  
Click Update to save. Changes apply site-wide.

Terminal Level Edits ..... continue to page 15

# Backend

## Website Management

### Editing parts in the inventory *(continued)*

#### Terminal Level Edits

- 1. Log into LYIT** .....➔
  - Log in to the LYTI web application.
- 2. Select the terminal**

Click on the terminal where the part is located.
- 3. Edit the part**

Use the search bar to locate the part, then click the row to open its details.

The following fields can be edited:

  - Part location within the terminal storage area
  - Override reorder trigger
  - Override reorder quantity
  - Notes (purchase order numbers, ordering instructions, or other relevant information)
- 4. Save**

Click Update to save. Changes apply to this terminal only.



### IMPORTANT NOTES

- **Inventory level changes affect the whole site** - take care when editing master reorder settings.
- **Terminal level overrides take priority** - if an override reorder trigger is set, it will replace the master setting for that terminal only.
- **Use the Notes field** - this is the right place for purchase order numbers and part-specific ordering instructions.

# Backend

## Website Management

### Equipment tracking : Registering a machine

1.

#### Log into LYIT

- Open the LYIT website.
- Enter your email and password, then click 'LOG IN'.



2.

#### Open equipment

Click the Equipment tab along the top of the page.

3.

#### Add new

- Click the ADD button

4.

#### Fill in the details

- Complete the fields in the pop-up form: Name, Machine Number, Make, and Model.

5.

#### Save

- Click 'Add Equipment' to save.

6.

#### Create the label

- Scan the QR code for instructions to create a label for the machine.



7.

#### Format the barcode

- The barcode must use prefix EQ: followed by the machine number, e.g EQ:DRW0042. This must exactly match the Machine Number registered in step 4.

8.

#### Install the label

- Fix the label to the wall beside the terminal or to the laminated sheet attached to the terminal console.

9.

#### Enable tracking on parts

- For parts requiring a machine number, refer to 'EDITING PARTS' on [page 14](#) for instructions.

# 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 8](#)) 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 13](#)), 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:

Inbox - Sales @ Ferrum Yesterday at 2:13 pm

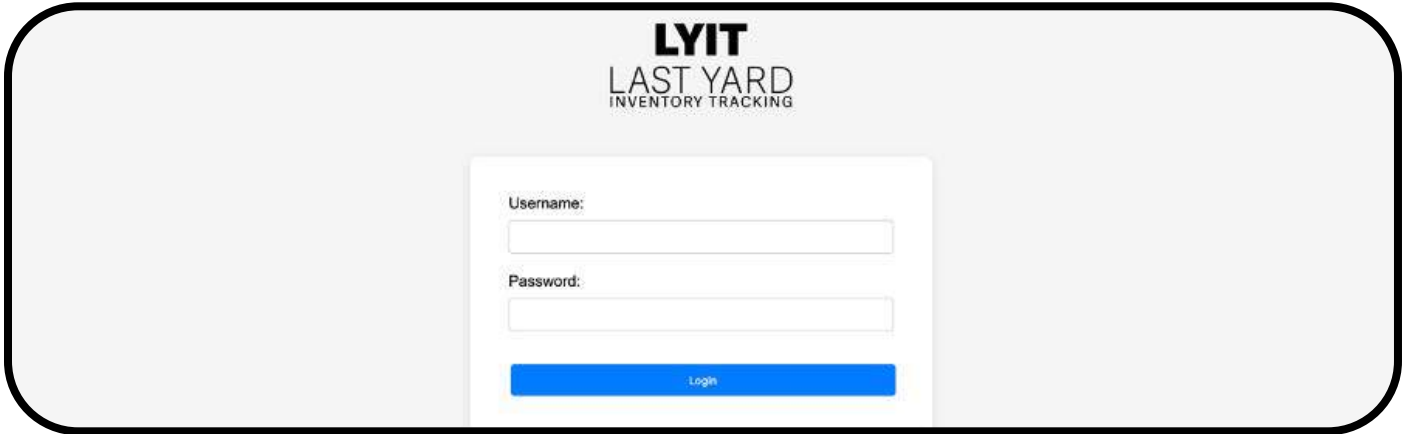
The following items are below the minimum stock level at 460 Workshop - Hydraulic Room.

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](mailto:support@lyit.io)**



The image shows the login page for LYIT LAST YARD INVENTORY TRACKING. It features a central white login box with the following fields:

- Username: [input field]
- Password: [input field]
- Login: [blue button]

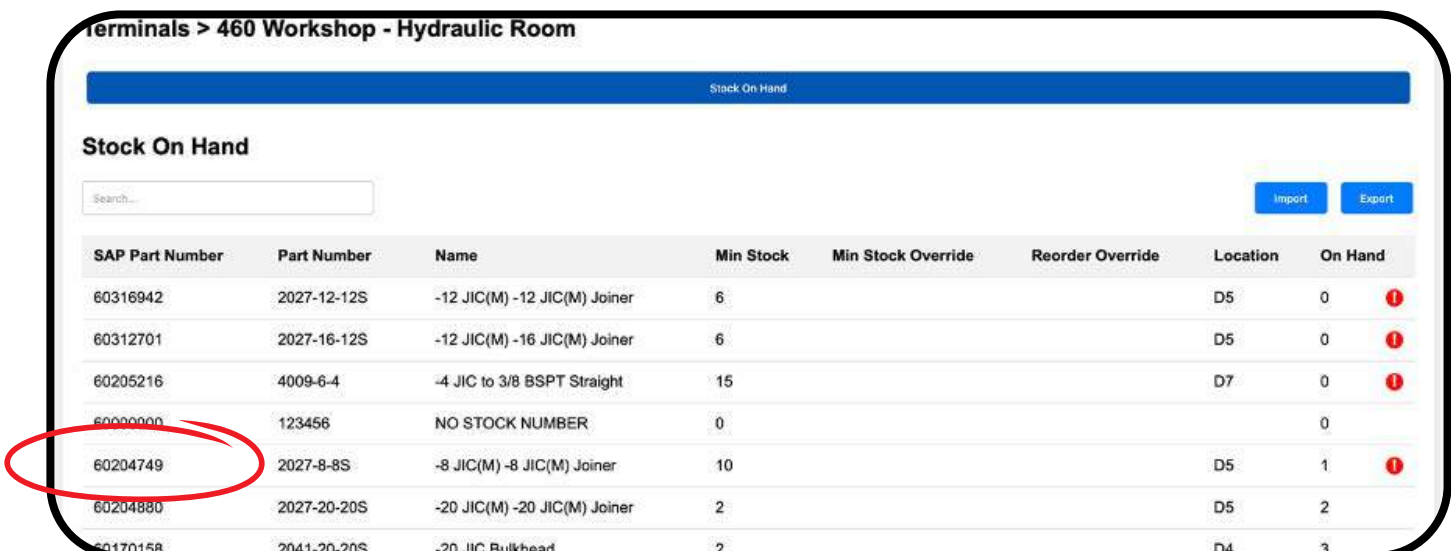
- 3. Once logged in, select the Terminal where the part is located.**



The image shows the LYIT dashboard with the 'Terminals' tab selected. A table lists available terminals, with the first row 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 image shows the 'Stock On Hand' page for terminal 460 Workshop - Hydraulic Room. A table lists parts with their stock levels. 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 NOTES' field.
- Example: "Testing Order Note. PO#12345"
  - **Click Update to save.**

Terminals > 460 Workshop - Hydraulic Room

Update Item: 60204749

Location: D5

Min Stock Override:

Reorder Quantity Override:

Order Note:  
Testing Order Note. PO#12345

Update

SAP Part Number	Part Number	Location	On Hand
60316942	2027-12-12S	D5	0
60312701	2027-16-12S	D5	0
60205216	4009-6-4	D7	0
60000000	123456		0
60204749	2027-8-8S	D5	1
60170158	2041-20-20S	D5	2

- 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.

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

Inbox - Sales @ Ferrum 4:03 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(M) 1/2	17	A1

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



# Contact

## Key contacts & information

### Website Login

Log in to the LYIT Inventory System

SCAN ME



SCAN ME



### Support Hub

Questions? Get answers here or contact us for help.

### View/Download Handbook

Get the full user guide for quick reference.

SCAN ME



SCAN ME



### LYIT Instructional Video

Learn all about LYIT in under 5 minutes!



### LYIT Walk Through Video

See LYIT in action with a guided demonstration.

SCAN ME

