**ACA Distribution Center Progress Report for February 2015**

|  |  |
| --- | --- |
| **NEW** | |
| **Staff Schedules:** | * One employee has had multiple absences due to intermittent illnesses. |
| **HR Issues:** | * Moving records from office to warehouse to free up office space for a potential new employee. |
| **New Website**: | * Assisting many customers in completing their ACA literature orders since XCART went live. * XCART PDF order invoices unavailable for printing. Currently printing order Receipts both as a record for our orders and as packing slips for clients. Centauria working on fixing the PDF order invoice printing problem. * Updated product weights in XCART to potentially minimize the differences between our actual shipping costs and the costs that our customers are charged. Currently reviewing daily shipping charges for accuracy as well as the need for potential customer refunds. * Currently using UPS Worldship and USPS.com directly to print shipping labels for daily orders. Reviewing and working with vendors to implement a more efficient process of printing shipping labels. * Developed and implemented new product SKU numbers in XCART to provide more meaningful reports in the future. Reviewing Store Manager software to develop necessary sales and inventory reports. * Developed a list of potential enhancements to XCART to improve the daily processing of literature orders. The potential enhancements will be reviewed by the Board once cost estimates have been received by Centauria. * Working with staff to document the default process of completing literature orders using X-Cart in preparation for developing enhancements to reduce order processing time. |

|  |  |
| --- | --- |
| **COMPLETED** | |
| **Inventory:** | * February monthly inventory complete. |
| **Procedures:** | * Created a new Book Seeding project order forms for customers and the warehouse. One related order has been completed for South Africa. |

|  |  |
| --- | --- |
| **ONGOING** | |
| **Staff Schedules:** | * One employee is nearing the end of her treatments for a major medical condition. |
| **HR Issues:** | * Reviewing alternatives in procuring a State required Injury and Illness Prevention Plan. * Reviewing new Literature Distribution Center Associate job description with input from HR service provider. * Working with Board members to develop a more detailed work absenteeism policy. Plan to implement before or in conjunction with the new upcoming California regulations related to “employee sick-leave” that will take effect on July 1, 2015. |
| **Staff Work:** | * Continuing to write office desk procedures with staff participation. * Continuing to develop and distribute various office-related policies to staff as needed. * Researching pallet rack and stacking options for warehouse. |
| **Office Computers:** | * Investigating possibility of having a review of the current status of our PCs done by a volunteer. |
| **Workplace Safety:** | * Determined there are no city code requirements for securing of metal shelves in our center as well as mounting of fire alarms on walls/ceilings. Will continue to investigate all options to ensure Staff safety. |
| **Packaging and**  **Shipping Options:** | * Continue to explore the possibility of not pre-wrapping as many books. * Continue to analyze and determine best box sizes to stock in the warehouse for most common book order combinations. |

|  |  |
| --- | --- |
| **TO BE DONE** | |
|  | * Document ACAWSO project descriptions, requirements, and processes for staff use. * Update ACAWSO product re-order point and quantity listing for future use. * Develop more detailed projection of future book inventory levels for warehouse space planning purposes. * Investigate cost of scanning hard copy records as an alternative to storing paper copies of book orders. * Confirm that we have actual soft copy files for all ACA printed products in hand. * Evaluate best long-term void fill options for packed book orders (i.e. styrofoam peanuts, existing bubble wrap, larger bubble wrap, craft paper, etc.) |