**ACAWSO Distribution Center Progress Report for April 2015**

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| **NEW** | |
| **New Website**: | * Continue to assist many customers daily in completing their ACA literature orders since Xcart went live. * Participated in a conference call recently with Larry, Mary Jo, and Alexey re. several Xcart issues. Staff provided quite a number of suggestions. * Reviewed with staff a list of current available Xcart shipping methods and indicated the UPS and USPS shipping methods that should remain for customer use. * Continue to review staff shipping charge spreadsheet for accuracy of shipping charges to determine if further programming changes are required. * Xcart PDF order invoices remain unavailable for printing. Currently printing order Receipts both as a record for our orders and as packing slips for clients. * Connection of T-hub shipping software to Xcart is pending. Working with vendor to finalize set-up. * Working with staff to document the process of completing literature orders using X-Cart in preparation for developing future system enhancements. |
| **HR Issues:** | * Employee concerns on various issues are in the process of being investigated and resolved. * Evaluating current estimates for installation of 2 partial cubicles in the office. |
| **Literature Orders:** | * Orders for softcover Meditation books, 12-Step Workbooks, and other needed ACA literature are in various stages of processing. |

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| **COMPLETED** | |
| **Inventory:** | * April monthly inventory complete. |

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| **ONGOING** | |
| **Staff Schedules:** | * One employee has completed her treatments for a major medical condition. Was ill for 3 weeks after final treatment. Final medical evaluation is pending. |
| **HR Issues:** | * Soon to work with Treasurer regarding plan to implement the new upcoming California regulations related to “employee sick-leave” that will take effect on July 1, 2015. |
| **Warehouse:** | * Developing a plan for re-distribution of pallets in the warehouse to prepare for the delivery of new 12-Step Workbooks and Daily Meditation books. * Researching pallet rack and stacking options for warehouse. |

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| **TO BE DONE** | |
|  | * Evaluate 3rd party shipping label vendor services and costs to potentially implement USPS Media Mail and UPS Mail Innovations shipping methods * Obtain decision regarding disposition of over 600 defective softcover Meditation books in warehouse. * Inspect and confirm condition of older version BRBs in the warehouse for eventual disposition. * Develop a detailed projection of future book inventory levels for warehouse space planning purposes. * Reviewing alternatives in procuring a State required Injury and Illness Prevention Plan. * Review current staff work assignments for possible re-distribution as needed. * Develop a fillable form for use with Book Seeding program customer orders. * Write additional office desk procedures with staff participation. * Document ACAWSO project descriptions, requirements, and processes for staff use. * 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. * Obtain quotes for 3rd party janitorial services in the Office. * Continue to explore the possibility of not pre-wrapping as many books. Evaluate best long-term void fill options for packed book orders (i.e. styrofoam peanuts, existing bubble wrap, larger bubble wrap, craft paper, etc.) |