**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.
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| **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.
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| **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.
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| **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.
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| **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.)
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